

**Product Line:** ACCESS

**Product Name:** ACT365

**Version:** 1.5.3 Traceability Report      **Category:** New Feature

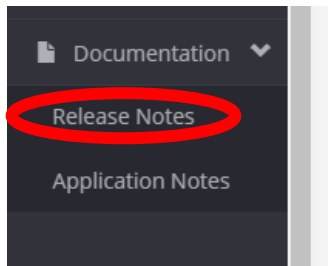
**Contact:** Local Technical Support      **Date:** 2020-06-16

**Traceability Report in ACT365:**

The release of ACT365 1.5.3 will take place on the morning of 17 June 2020. Please note that there may be some disruption to the ACT365 Portal between 7.00 am to 9.00 am GMT. This release is scheduled to address Traceability for potentially infected employees, and the people may have crossed their paths.

A full technical overview will be available directly in the ACT365 Portal under:

**Documentation > Release Notes**



**Key Benefits:**

- Track potentially infected employees and the doors they enter.
- See people who entered the same door/cross paths
- Export a full Excel report showing all entries by an origin person and the people affected.
- Monitor doors that require cleaning or disinfecting or deep clean.



**Example Report:**

1. Locate Cardholder ID found under Access Control > Cardholders > ID.
2. Navigate to Reports > Traceability Report.
3. Enter Card Holder ID.
4. Enter Start Date/Time and End Date/Time of the report.
5. Enter in minutes Before Start time and after the End time.
6. Click the Generate button.
7. View report directly in Portal or export to Excel for archiving.

**Traceability Report**

**Report Parameters**

Cardholder ID: 176258  
 Start Time: 09/09/2020 10:25  
 End Time: 11/04/2020 18:25  
 Before (min): 1  
 After (min): 1

**Report Data**

Origin Card Holder ID	Origin Event Time	Origin Forename	Origin Surname	Area	View Name	Event Time	View No.	Cardholder ID
176258	09/09/2020 14:21:46	John	Harwell	0003	Door 2 No 2 area	09/09/2020 14:21:35	15	176258
176258	09/09/2020 14:21:46	John	Harwell	0004	Door 2 No 2 area	09/09/2020 14:21:35	16	182115
176258	09/09/2020 18:11:43	John	Harwell	0003	Door 2 No 2 area	09/09/2020 18:11:31	17	182115
176258	09/09/2020 18:11:43	John	Harwell	0004	Door 2 No 2 area	09/09/2020 18:11:31	18	176258
176258	10/09/2020 08:28:23	John	Harwell	0004	Door 2 No 2 area	10/09/2020 08:27:58	19	182115
176258	10/09/2020 08:28:23	John	Harwell	0003	Door 2 No 2 area	10/09/2020 08:27:58	20	182115
176258	10/09/2020 08:28:23	John	Harwell	0004	Door 2 No 2 area	10/09/2020 08:27:58	21	182115