## How To Display "In and Out Readers" in the Reader Timezone Schedules Report

Last Modified on 01/11/2022 1:48 pm EST

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## **Procedure Steps**

- 1. Download the updated ReaderTimezoneSchedules.rpt file from: https://file.ac/oiCEr5xZjCw/.
- 2. Navigate to C:\Program Files (x86)\OnGuard\ReportTemplates, locate ReaderTimezoneSchedules.rpt and rename the file.
- 3. Drop the updated **ReaderTimezoneSchedules.rpt** into the Report Template directory.
- From the Report Configuration tab in System Administration, browse to the Reader Timezone Schedules report, select Modify, browse to C:\Program

Files(x86)\OnGuard\ReportTemplates\ReaderTimezoneSchedules.rpt, and click OK.

5. When configuring the updated reader report, each reader that is configured as "In and Out Reader" now appears in the reader filter with a second entry notated as [Out]. Selecting both reader options shows the In and Out reader's timezone schedules.

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## Applies To

CASI

NGP

OnGuard 7.2-7.4

## Additional Information