

# Building Access for Approvers Dashboard

The Building Access for Approvers dashboard provides RC Administrators and Departmental Approvers with access to RS2 swipe data for employees within their Responsibility Center (RC). The tabs in each dashboard are described below. All tabs also have an info icon to show more information.

## General information:

### Swipe information

Swipe information is displayed for individuals within the RC and labeled with an operational status for each individual (ATO status.) The statuses are as follows:

- **Essential with Access to Building:** the person is labeled as essential for the building they swiped into.
- **Essential for Other Building:** the person is marked as essential for a building other than the one they've swiped into.
- **Essential with No Swipes for Building:** an employee who is marked as being essential for a building, but who has yet to swipe into a building. (This is displayed on the second tab of the dashboard.)
- **Police, Facilities, Union:** labels Pitt Police, Facilities Management personnel, maintenance workers, cleaners, and others who may need to enter multiple buildings as part of their daily work.
- **Access Revoked or Denied:** those whose access for a building(s) has been revoked or their request for access was denied. Once access is revoked or denied, all past swipes are given this label.
- **Shared or Department Card:** this tracks shared cards in the RS2 system that are not linked to one employee.
- **Request Pending:** these folks have a pending access request in the Building Approval app
- **Unknown:** these people have swiped into buildings but are not assigned to any of the labels above. There are a few reasons why an unknown department or RC might happen:
  - The record for the card in RS2 is missing an identifier that can be used to match to employee data. (Matching is not performed based on first and last name.)
  - The swiper is a UPMC employee or someone with a sponsored account who does not have a Pitt employee record.
  - The swiper is a student who is not a student employee.

Note: In some cases, a person may have access to a building that is not in the RS2 system. They are still tracked as essential in the app and dashboard.

*Swipe data collection began on 3/20/2020. There is no data before this date.*

## Building Access for Approvers

This dashboard displays data only for the RC(s) of the departments someone is an approver for.

### Building Access

- This tab combines authority over status information from the Building Approval app and access to card swipe information from the RS2 system. It is based around the buildings accessed.
- Filters include department, building, start and end date range, and a swipe hour range.
- The status bars can also be clicked to filter the table.
- The table lists one record per swiper for the filters selected. Clicking on the status circle at the end of a record will take you to the 'Personnel Details' tab for the selected swiper.

### Responsibility Center Activity

- This tab displays the status of personnel and the buildings they have accessed or requested access to. It is based around RC and department.
- Filters include department, building, status label, and job type.
- The building bars and status sections can also be clicked to filter the table.
- The list includes those who have swiped and those who are labeled as essential in the app, but who have not swiped into the RS2 system for the selected area.
- Clicking the status circle at the end of a record will take you to the 'Personnel Details' tab.

### Essential Personnel

- This tab displays all personnel in a department who have been labeled as essential in the Building Approval app.
- Filters include department, building, and job type.
- Clicking on the circle at the end of a row will filter and open the Personnel Details tab.

### Access Requested Times

- This dashboard tab shows average swipes by hour and day of week
- It displays that data alongside requested access times from the app.
- Note: not all personnel tracked in the app have a requested access time.
- The filters include department, building and a start and end date range.

### Personnel Details

- This page shows personnel details from the employee data mart (if available).
- It also shows daily swipe records and duration between first and last swipe in a building each day.
- This page can be filtered by clicking through from another tab, or by using the name filter.