

# How to Generate Accountability Site Access Report

## Purpose:

To explain how to generate an accountability site access report

## Prerequisite:

- Have ODBC configuration set up on electronic device (laptop/tablet) to allow query refresh to pull active employee list from Spectrum
- Have admin access set up to receive emails with excel attachment from Virtual Keypad
- Have edit access to Share Drive>All Users>MTP>Safety>ACCOUNTABILITY-SITE ACCESS folder
  
- If any of the above items are needed, contact IT

## Who's Responsible:

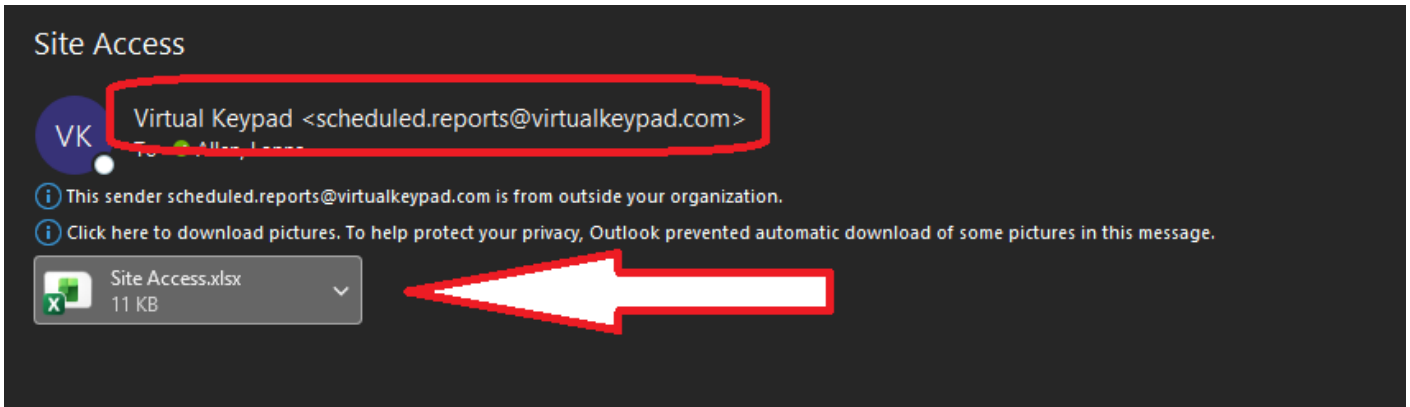
- Safety department

## Overview:

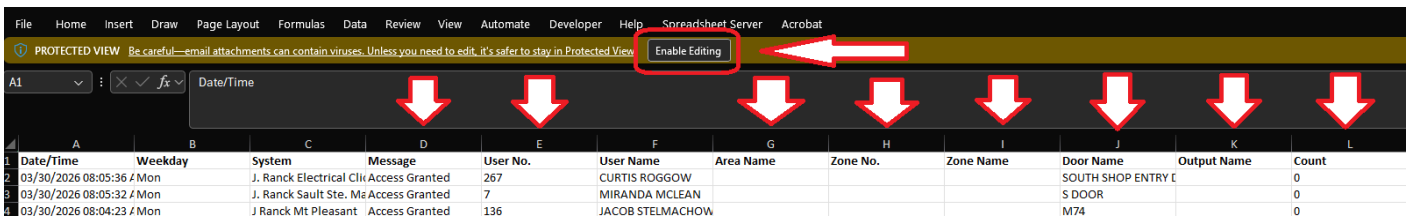
- All employees must use their badge to access office locations and job sites that are large enough to have keypad set ups for accountability in case of safety issues.
- Employees should not piggy back to get into buildings
- If badges are lost/misplaced/forgotten, employee can enter their assigned pin code to gain access. This will allow the system to log them as checking into the site
- This report will show who has checked into a site, what site, and their phone numbers. It will also show anyone that is an active employee, that has not checked into a site

## Process:

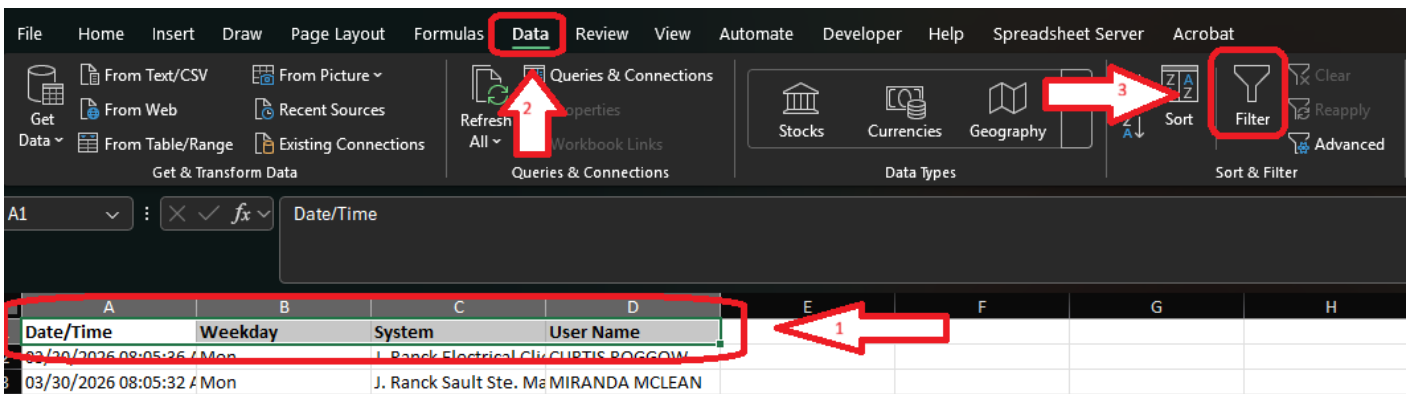
- Email is received from Virtual Keypad at 8:03 am every morning
- Open the Site Access.xlsx excel spreadsheet



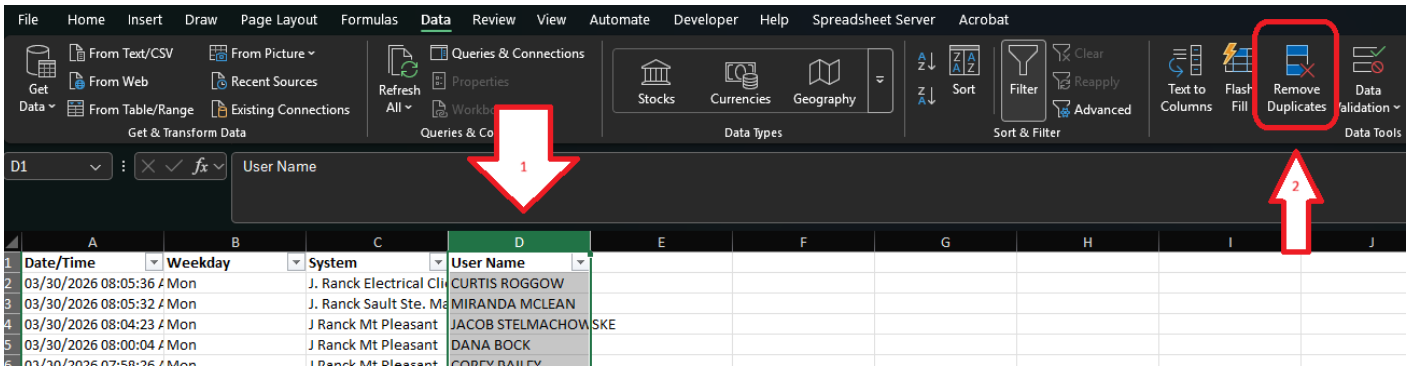
- Click on the Enable Editing button at the top
- Delete columns D (Message), E (User No.), G (Area Name), H (Zone No.), I (Zone Name), J (Door Name), K (Output Name), and L (Count)
  - To do this left click on the column letter to choose the whole column, then right click to open options and scroll down to Delete option and click it. This removes that column from the spreadsheet.



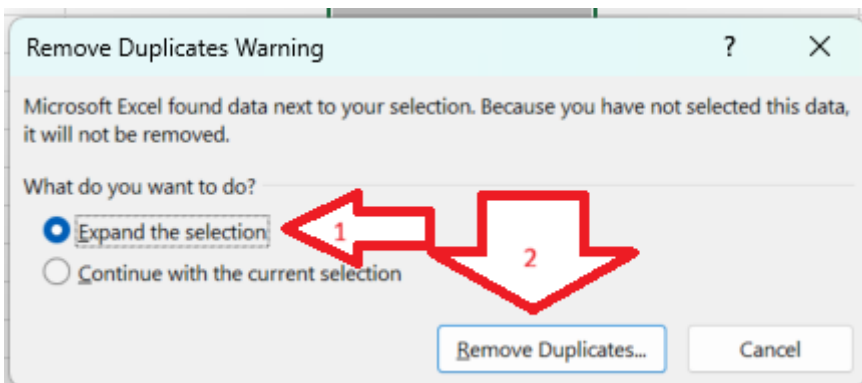
- Click on the headers in column 1 to select them all
- Click on the Data tab at the top of the page
- Click on the Filter icon to put filters across the headers



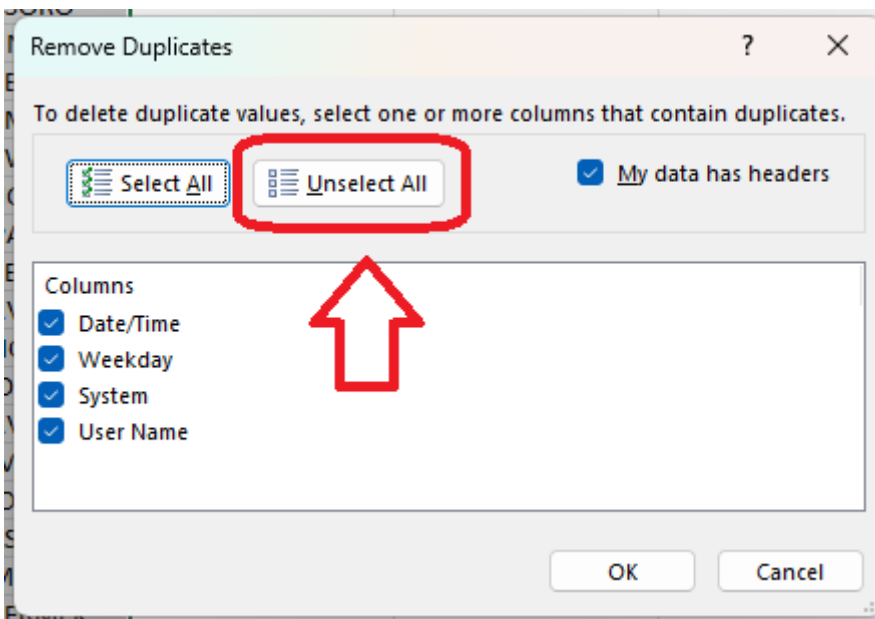
- Left click on column D to select the entire column
- Click on Remove Duplicates option in the tool bar



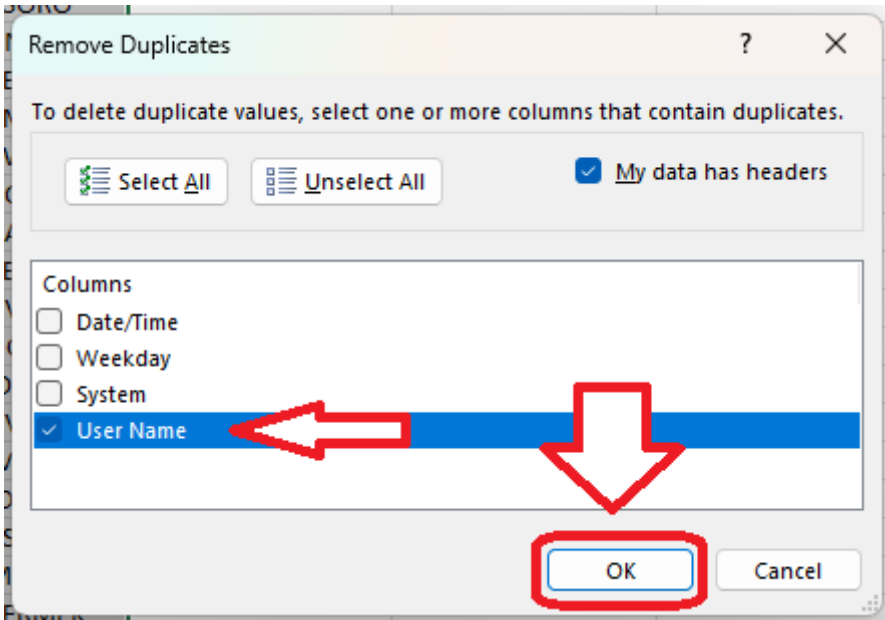
- Leave Expand the selection option chosen
- Click Remove Duplicates button



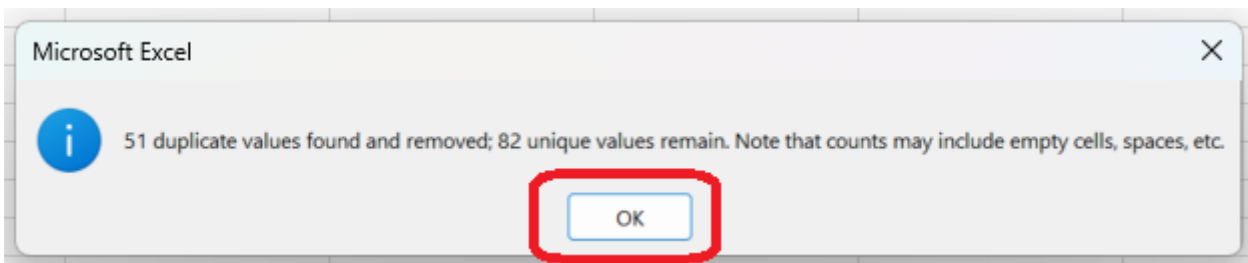
- Click Unselect All button



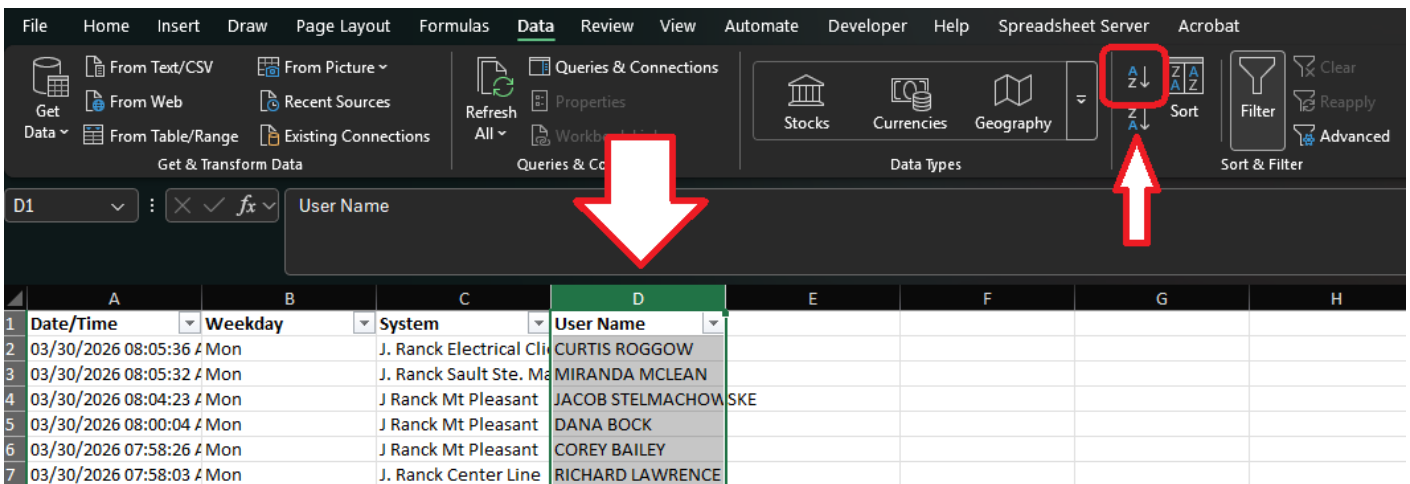
- Click User Name to check the box
- Click Ok



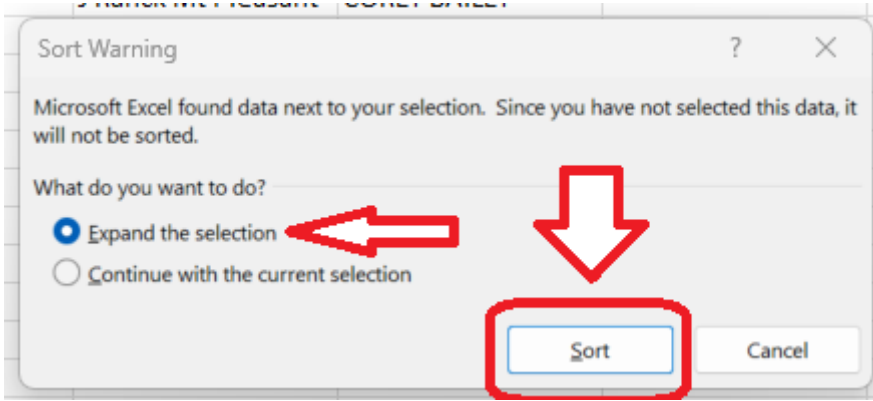
- A message box will pop up with how many duplicates are being removed. Click Ok



- With column D still chosen, click sort AtoZ option in tool bar



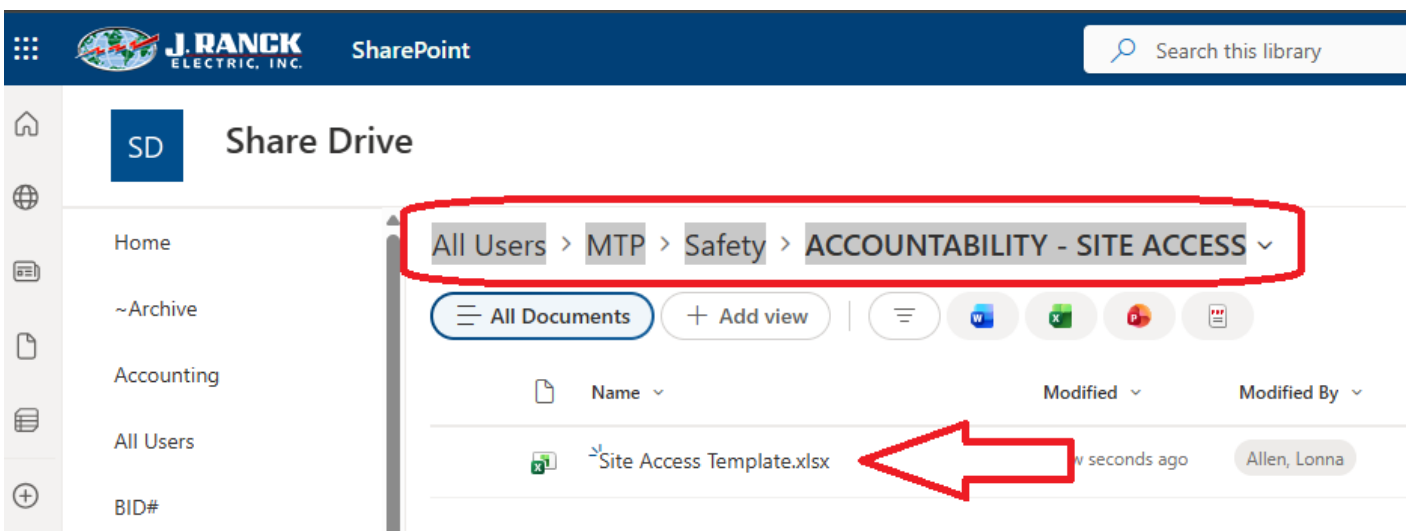
- Leave Expand the selection option chosen
- Click Sort button



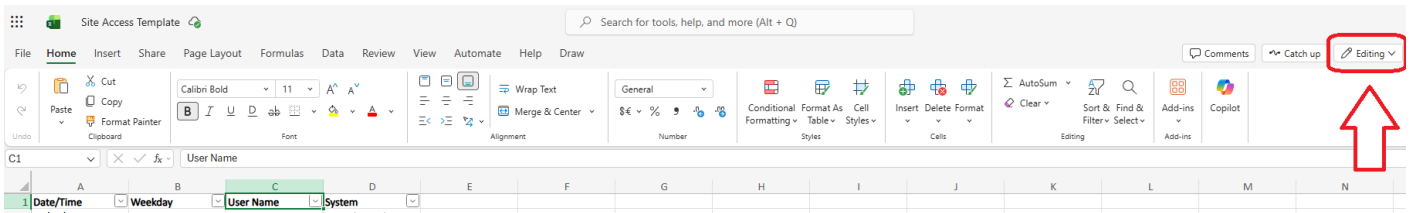
- Right click on column D to select it
- Click on Cut option
- Right click on column C
- Click on Insert Cut Cells option
- This moves the User Name column to be before the System column

	A	B	C	D
1	Date/Time	Weekday	User Name	System
2	03/30/2026 07:00:00 A	Mon	ABBIE GRUBER	J Ranck Pleasant
3	03/30/2026 07:04:10 A	Mon	ABRAHAM RANCK	J Ranck Pleasant
4	03/30/2026 07:21:37 A	Mon	ADAM RYAN	J. Ranck Ste. Marie
5	03/30/2026 07:21:34 A	Mon	ADAM RYAN	J Ranck Pleasant
6	03/30/2026 06:27:07 A	Mon	AMY GRUBER	J Ranck Pleasant
7	03/30/2026 06:52:50 A	Mon	ANGIE BOD	J Ranck Pleasant
8	03/30/2026 04:54:10 A	Mon	BENJAMIN BOD	J Ranck Pleasant

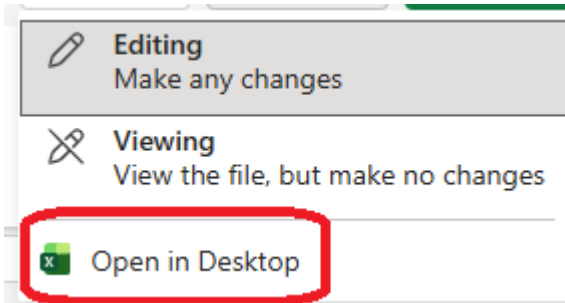
- Open the Site Access Template.xlsx from the Share Drive All Users>MTP>Safety>ACCOUNTABILITY-SITE ACCESS



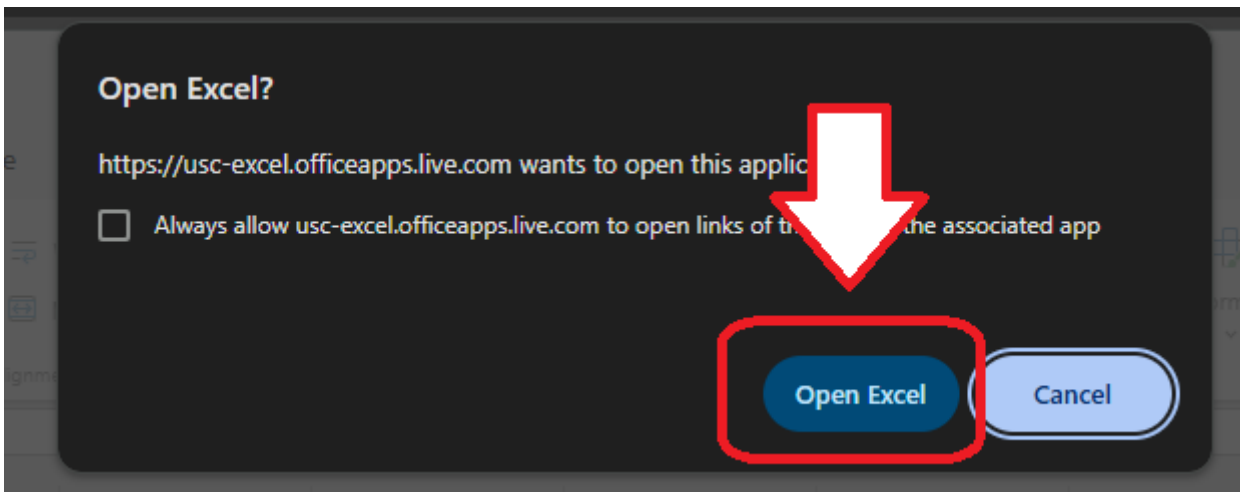
- Click on the Editing button in the upper right corner



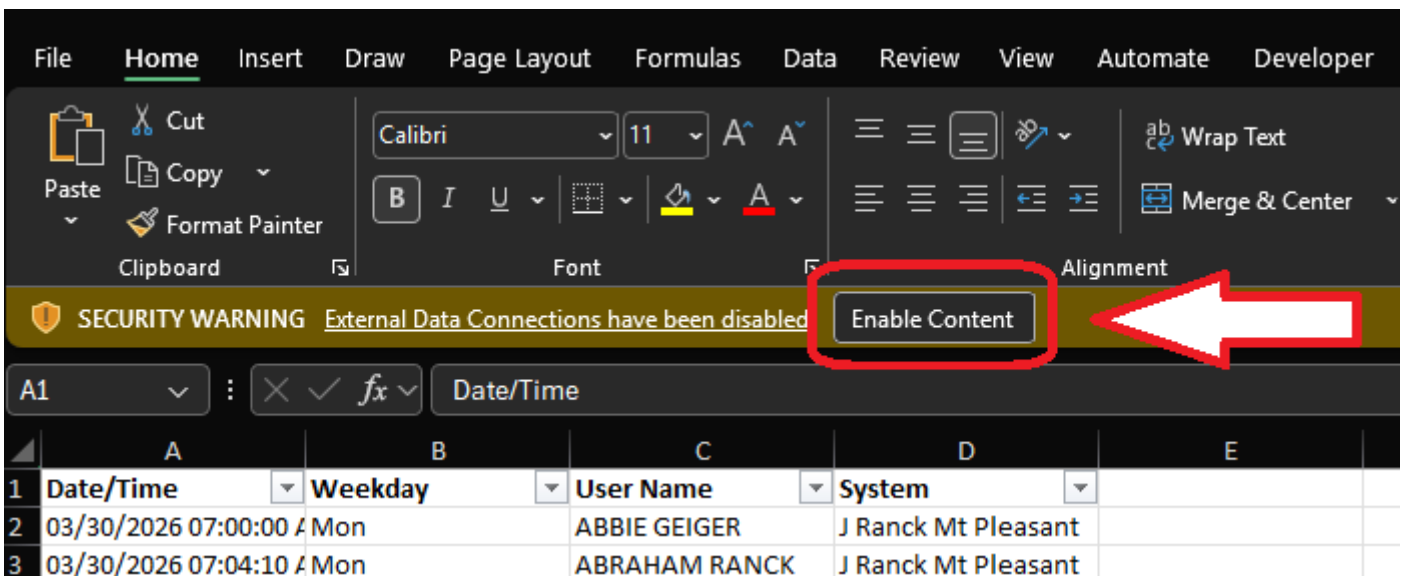
- Click on Open in Desktop option



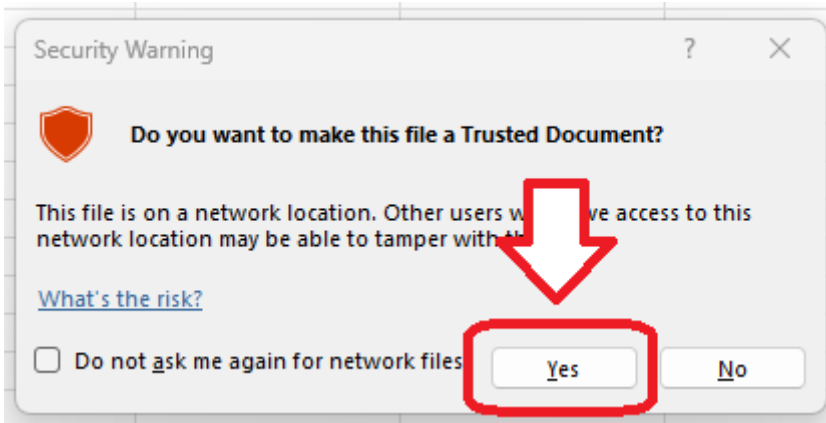
- Click Open Excel button



- Click on Enable Content button



- If prompted with a Security Warning, click on Yes option for Trusted Document



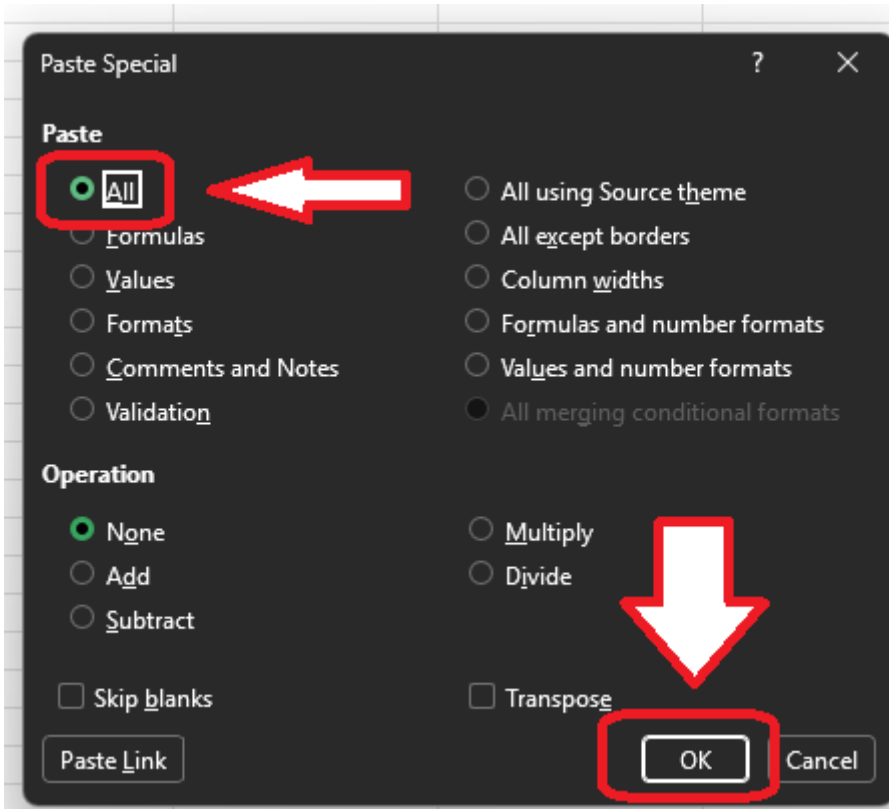
- Go back to the first spreadsheet that was cleansed and highlight columns A - D
- Right click and select Copy option

	A	B	C	D
1	Date/Time	Weekday	User Name	System
2	03/30/2026 07:00:00	Mon	ABBIE GEIGER	J Ranck Mt Pleasant
3	03/30/2026 07:04:10	Mon	ABRAHAM RANCK	J Ranck Mt Pleasant
4	03/30/2026 07:21:37	Mon	ADAM HARVEY	J. Ranck Sault Ste. Marie
5	03/30/2026 07:21:34	Mon	ADAM RANCK	J Ranck Mt Pleasant
6	03/30/2026 06:27:07	Mon	AMY VEITENGRUBER	J Ranck Mt Pleasant
7	03/30/2026 06:52:50	Mon	ANGELA WOOD	J Ranck Mt Pleasant
8	03/30/2026 04:54:10	Mon	BENJAMIN TOTH	J Ranck Mt Pleasant
9	03/30/2026 07:00:54	Mon	BETSY BRANDON	J Ranck Mt Pleasant
10	03/30/2026 05:54:56	Mon	BLAKE SCOTT	J Ranck Mt Pleasant
11	03/30/2026 07:00:33	Mon	BRANDON ROGERS	J Ranck Mt Pleasant
12	03/30/2026 04:30:01	Mon	CHAD BUCHANAN	J Ranck Mt Pleasant
13	03/30/2026 04:55:04	Mon	CHASE RUPPRECHT	J Ranck Mt Pleasant
14	03/30/2026 06:24:54	Mon	CHRISTINE MOSHOLD	J. Ranck Electrical Clip
15	03/30/2026 05:53:35	Mon	CIERA ALLEN	J Ranck Mt Pleasant
16	03/30/2026 07:48:30	Mon	CLAYTON WERTH	J Ranck Mt Pleasant
17	03/30/2026 06:00:25	Mon	CODY MADLEM	J Ranck Mt Pleasant
18	03/30/2026 07:58:26	Mon	COREY BAILEY	J Ranck Mt Pleasant
19	03/30/2026 08:05:36	Mon	CURTIS ROGGOW	J. Ranck Electrical Clip
20	03/30/2026 08:00:04	Mon	DANA BOCK	J Ranck Mt Pleasant
21	03/30/2026 07:17:38	Mon	DAVID LINDOW	J. Ranck Electrical Clip
22	03/30/2026 06:35:10	Mon	DEBORAH SHANER	J. Ranck Sault Ste. Marie
23	03/30/2026 07:29:13	Mon	DONALD MORSE	J Ranck Mt Pleasant
24	03/30/2026 07:51:51	Mon	ELAINE BOHANNON	J Ranck Mt Pleasant
25	03/30/2026 06:56:55	Mon	ELLA WOOD	J Ranck Mt Pleasant
26	03/30/2026 06:50:15	Mon	ERIC SLABBERT	J Ranck Mt Pleasant
27	03/30/2026 06:37:52	Mon	GARY SPIEKERMAN	J Ranck Mt Pleasant
28	03/30/2026 06:46:46	Mon	GIUSTINO PANELLA	J Ranck Mt Pleasant
29	03/30/2026 06:50:24	Mon	HADEN ROWLEY	J Ranck Mt Pleasant
30	03/30/2026 06:20:17	Mon	HEATHER NOACK	J Ranck Mt Pleasant
31	03/30/2026 06:47:56	Mon	JACOB MAY	J. Ranck Electrical Clip
32	03/30/2026 08:04:23	Mon	JACOB STELMACHOW	J Ranck Mt Pleasant

- Move back to the template and make sure the OnSite tab is displaying
- Click on A1 cell to select it

	A	B	C	D
	Date/Time	Weekday	User Name	System
2	03/30/2026 07:00:00	Mon	ABBIE GEIGER	J Ranck Mt Pleasant
3	03/30/2026 07:04:10	Mon	ABRAHAM RANCK	J Ranck Mt Pleasant
4	03/30/2026 07:21:37	Mon	ADAM HARVEY	J. Ranck Sault Ste. Marie
5	03/30/2026 07:21:34	Mon	ADAM RANCK	J Ranck Mt Pleasant
6	03/30/2026 06:27:07	Mon	AMY VFITFNGRUBFR	J Ranck Mt Pleasant

- Right click and select Paste Special option
- Leave All the selection option
- Click Ok button



- Click on the Active Employee List tab in the template
- Click on the Refresh All option in the tool bar. This brings in the most current active employee list from Spectrum

File Home Insert Draw Page Layout Formulas **Data** Review View Automate De

Get Data From Text/CSV From Web From Table/Range Existing Connections

Refresh All

Queries & Connections Properties Workbook Links

Get & Transform Data Queries & Connections

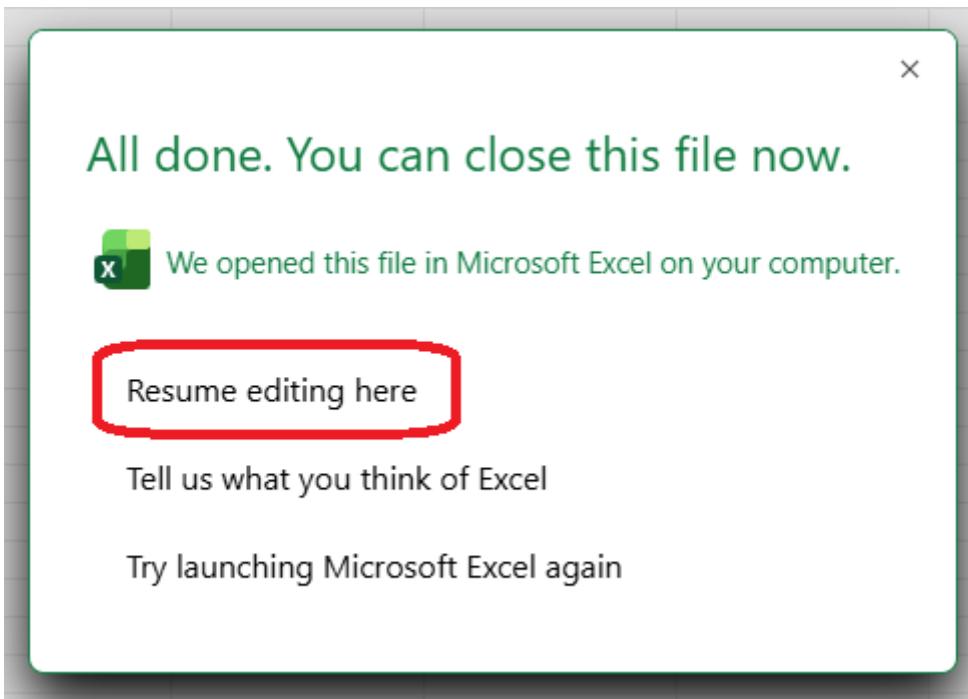
C7 : =VLOOKUP([@[Employee Name]],OnSite!C:D,1,FALSE)

	A	B	C	D
1	Employee Name	Phone	Name	Location
2	AARON PORTER	3135390200	#N/A	#N/A
3	ABBIE GEIGER	9898242597	ABBIE GEIGER	J Ranck Mt Pleasant
4	ABRAHAM RANCK	9892592860	ABRAHAM RANCK	J Ranck Mt Pleasant
5	ABRAM JOHNSON	2318788673	#N/A	#N/A
6	ADAM AVILA	9899281942	#N/A	#N/A
7	ADAM CRANE	9896662576	#N/A	#N/A
8	ADAM HARVEY	9064407035	ADAM HARVEY	J. Ranck Sault Ste. Marie
9	ADAM RANCK	9892334266	ADAM RANCK	J Ranck Mt Pleasant
10	ADEN AULTMAN	9896155154	#N/A	#N/A
11	ALBERT RODRIGUEZ	9893785575	#N/A	#N/A
12	ALEX ZENEBERG	4301653	#N/A	#N/A
13	ALEXANDER GOR	4404626	#N/A	#N/A
14	AMY VEITENGRUBER	3594560	AMY VEITENGRUBER	J Ranck Mt Pleasant
15	ANDREW BEAVE	8063669	#N/A	#N/A
16	ANDREW NEES	9649127	#N/A	#N/A
17	ANGEL ALVAREZ	7274089	#N/A	#N/A
18	ANGELA WOOD	6002842	ANGELA WOOD	J Ranck Mt Pleasant
19	ANTHONY BIGHA	4263409	#N/A	#N/A
20	ANTHONY LAAKS	4409133	#N/A	#N/A
21	ANTHONY NERTO	4406687	#N/A	#N/A
22	ANTHONY TALEM	4405134	#N/A	#N/A
23	ANTOINE BROW	2910799	#N/A	#N/A
24	APRIL HOBKINS	3305000	#N/A	#N/A
25	AUSTIN P		#N/A	#N/A
26	BENJAMIN	3	#N/A	#N/A
27	BENJAMIN S	791	#N/A	#N/A
28	BENJAMIN TO	5554	BENJAMIN TOOTH	J Ranck Mt Pleasant
29	BETSY BRANDON	01424	BETSY BRANDON	J Ranck Mt Pleasant
30	BLAKE BARRETT	168892	#N/A	#N/A
31	BLAKE BEGAN	67611689	#N/A	#N/A
32	BLAKE SCOTT	393304389	BLAKE SCOTT	J Ranck Mt Pleasant
33	BOYD CULVER	5174990043	#N/A	#N/A
34	BRADLEY EDMONDS	9898202028	#N/A	#N/A
35	BRANDI WARNER	9894630501	#N/A	#N/A
36	BRANDON MALLEY	9895604565	#N/A	#N/A
37	BRANDON ROGERS	9899412183	BRANDON ROGERS	J Ranck Mt Pleasant
38	BRAYAN VALENZUELA	9705070890	#N/A	#N/A
39	BRETT HIBBARD	9063790770	#N/A	#N/A

Active Employee List

OnSite | +

- The report will show all employees names and location of who checked in using the keypads. Those that did not use the keypad will show N/A
- This information can then be filter for employee names or by N/A to see who did not check in. It can also be filtered by location to see who checked in at each site **NOTE:** the employee name needs to be entered in the virtual keypad software the same way it is entered into Spectrum. If it is not the same the lookup will not work correctly in the spreadsheet.
- Once the template has been updated it can be closed and a prompt will ask to close the file on Share Drive. Make sure to click Resume editing here option to allow the most current employee report to be save in Share Drive until the next update the next day.



## Troubleshooting:

- Submit a ticket to IT [support@jranck.com](mailto:support@jranck.com)

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Revision #3

Created 30 March 2026 15:44:27 by lallen@jranck.com

Updated 30 March 2026 17:56:42 by lallen@jranck.com