

Guide - Pulling a Daily Activity Report

**Brookfield
Properties**

This guide provides a step-by-step process for generating a Daily Activity Report using the Maximus platform, essential for tracking employee activity and performance. It offers two methods for selecting dates and details on customizing the report by including inactive personnel. Viewing this guide will streamline your reporting process, ensuring you can effectively manage and analyze daily operations within your organization.

1 Navigate to the Maximus home page: [Maximus](#)

The screenshot shows the Maximus Home Page. On the left, there is a "Success Stories" section featuring a photo of a security officer and a brief summary of an incident where he successfully performed CPR. The main area contains several large, rounded square buttons with icons and labels: "INCIDENTS/DISPATCH" (person icon), "RESEARCH" (two people icon), "DASHBOARD" (house and chart icon), "INSPECTIONS" (building and checklist icon), "SECURITY SCHEDULING" (person and map icon), "COMMUNICATIONS" (cloud and network icon), "ADMINISTRATION" (gear icon), "INCIDENT REPORT BOARD" (file folder icon), "MAP MANAGEMENT" (person and location pin icon), "TIER MANAGEMENT" (two people icon), "INCIDENT REPORT LOG" (book icon), and "RISKCONNECT REPORT LOG" (document icon). To the right, there is a "MAXIMUS MESSAGE" section with a message about a significant increase in smash-and-grab珠宝店抢劫 cases in Southern California. Below the message is a small image of two people in a store.

2 Click on the Research module.

The screenshot shows the MAXIMUS Incident Management System homepage. At the top, there's a banner for 'TEST SITE' with the instruction 'DO NOT ENTER ACTUAL LIVE DATA'. Below this, a 'MAXIMUS Alerts' section displays a message: 'Members of the jewelry industry have indicated that smash and grab daytime robberies of jewelry stores'.

The main interface features several modules represented by icons and labels:

- INCIDENTS/DISPATCH**
- RESEARCH** (highlighted with an orange circle)
- DASHBOARD**
- INSPECTIONS**
- SECURITY SCHEDULING**
- COMMUNICATIONS**
- ADMINISTRATION**
- INCIDENT REPORT BOARD**
- MAP MANAGEMENT**
- TIER MANAGEMENT**
- INCIDENT REPORT LOG**
- RISKCONNECT REPORT LOG**

On the left, there's a 'SUCCESS STORIES' section with a photo of a security officer and a brief summary. On the right, there's a 'MAXIMUS MESSAGE' section with a news item about a significant increase in smash and grab robberies.

3 Click "STANDARD REPORTS".

The screenshot shows the MAXIMUS Incident Management System with the 'STANDARD REPORTS' tab selected in the top navigation bar. The page includes a 'TEST SITE' header and a 'MAXIMUS Alerts' section.

The main content area is titled 'SPECIFY PROPERTIES' and contains three filter sections:

- Filter My Properties Geographically**: Fields for 'United States of America' (with dropdowns for 'State' and 'City').
- Filter My Properties by Company**: Fields for 'BPR GLOBAL OPERATIONS ENVIRONMENT' (with dropdowns for 'Company' and 'WorkGroup').
- Filter My Properties by Tiers**: A dropdown menu showing 'All Tiers'.

Below these filters are two panels:

- PROPERTY**: A list of locations including '350 Orleans Chicago Corporate', 'Ala Moana Center (H)', 'Alderwood', 'Altamonte Mall', 'Augusta Mall', 'Ballston Quarter', 'Baybrook Mall', and '117 Properties'. Buttons at the bottom allow filtering by 'ACTIVE', 'INACTIVE', or 'BOTH ACTIVE AND INACTIVE'.
- SELECTED PROPERTIES**: An empty panel with buttons for '+ ADD', '+ ADD ALL', 'X REMOVE', and 'CLEAR'.

At the bottom, there are links for 'Location Codes', 'Property Use Area', 'Floorplan Maps', and 'Patrol Zones'. A 'FILTER PROPERTIES' button is located at the very bottom.

4 Click "Daily Activity Report".

The screenshot shows the MAXIMUS Incident Management System interface. At the top, there is a banner with the text "TEST SITE" and "DO NOT ENTER ACTUAL LIVE DATA". Below the banner, there are links for "MAXIMUS Alerts" and a message about smash and grab daytime robberies. The navigation bar includes links for "HOME", "INCIDENT RESEARCH", "ASSET RESEARCH", "ACTIVITIES RESEARCH", and "STANDARD REPORTS". The "STANDARD REPORTS" link is highlighted with a green background. Below the navigation bar, there are two tabs: "STANDARD REPORTS" and "SAVED QUERIES". A dropdown menu titled "SELECT REPORT" is open, listing various report types. The "Daily Activity Report" option is circled with an orange circle.

- SELECT REPORT
- Daily Activity Report
- Day of Week Report
- Incident Type Report
- Property Use Area Report
- Time of Day Report
- Time of Day Vs. Day of Week
- Offender Use of Control Report
- Daily Security Report
- K9 Firearm Detection Report
- Camera Monthly - Property Report
- Camera Monthly - Regional VP Report



Method 1: Request report by entering the date.

- 5 Click the "MM/DD/YYYY" field.

The screenshot shows the MAXIMUS Incident Management System interface. At the top, there's a header with the MAXIMUS logo, 'TEST SITE DO NOT ENTER ACTUAL LIVE DATA', and user information like '0 Tutorials', 'Trending View', 'Change Password', and 'Nathaniel Kusolek 1'. Below the header, there are tabs for 'HOME', 'INCIDENT RESEARCH', 'ASSET RESEARCH', 'ACTIVITIES RESEARCH', and 'STANDARD REPORTS', with 'STANDARD REPORTS' being the active tab. Under 'STANDARD REPORTS', there are links for 'SAVED QUERIES', 'SELECT REPORT', 'SPECIFY DATE', 'SELECT PROPERTY', and 'SELECT PERSON(S)'. The 'SELECT REPORT' section is expanded, showing various report types like 'Daily Activity Report' (selected), 'Day of Week Report', 'Incident Type Report', etc. The 'SPECIFY DATE' section shows a date input field with 'Date MM/DD/YYYY' and a calendar below it for June 2025, with June 11 circled. The 'SELECT PROPERTY' and 'SELECT PERSON(S)' sections are also visible.

- 6 Type the date you'd like to search for. (In this case "05/12/2022")



Method 2: Request report by selecting date from calendar.

- 7 Click the drop down area in the calendar for the current date.

The screenshot shows the MAXIMUS Incident Management System interface. The top navigation bar includes links for 'TEST SITE', 'DO NOT ENTER ACTUAL LIVE DATA', 'MAXIMUS Alerts', '0 Tutorials', 'Trending View', 'Change Password', and 'Nathaniel Kusiolek'. Below the navigation is a menu bar with 'HOME', 'INCIDENT RESEARCH', 'ASSET RESEARCH', 'ACTIVITIES RESEARCH', 'STANDARD REPORTS' (selected), and 'SAVED QUERIES'. On the left, a 'SELECT REPORT' sidebar lists various report types, with 'Daily Activity Report' highlighted. The main area contains four panels: 'SPECIFY DATE' (with a calendar showing June 2024 and the date 05/12/2024 selected), 'SELECT PROPERTY' (listing addresses like 200 Lafayette NY, 218 57th Street NY, etc.), and 'SELECT PERSON(S)' (with a placeholder 'Select a property to display persons').

- 8 Click the year that you are searching for. (In this case "2022")

This screenshot shows the same MAXIMUS interface as the previous one, but the year dropdown in the 'SPECIFY DATE' panel is now set to 2022, as indicated by the orange circle. The other panels ('SELECT PROPERTY' and 'SELECT PERSON(S)') remain the same as in the first screenshot.

9 Click the month you are searching for. (In this case "May")

The screenshot shows a reporting interface with four main sections: 'SELECT REPORT', 'SPECIFY DATE', 'SELECT PROPERTY', and 'SELECT PERSON(S)'. The 'SPECIFY DATE' section is highlighted, showing a date picker with the date set to '05/12/2022'. Below the date input is a calendar for the year 2022, with the month 'MAY' circled in orange. The other months (JAN, FEB, MAR, APR, JUN, JUL, AUG, SEP, OCT, NOV, DEC) are shown in smaller text.

10 Click the day of the month you are searching for. (In this case "12")

The screenshot shows the same reporting interface as the previous step, but now the day '12' is circled in orange on the calendar. The date input field still shows '05/12/2022'. The rest of the interface remains the same, with the 'SELECT PROPERTY' and 'SELECT PERSON(S)' sections visible on the right.

11 Click on the property. (In this case "Carolina Place")

The screenshot shows a software interface for managing security reports. On the left, there's a sidebar with various report options like 'Report', 'Area Report', and 'Report'. The main area has three panels: 'SPECIFY DATE' with a calendar showing May 11, 2022; 'SELECT PROPERTY' listing several mall names; and 'SELECT PERSON(S)' which is currently empty. A note at the bottom says 'For support: Email Brookfield Properties Service Desk or call 855-447-4457.'

SPECIFY DATE

Date: 05/12/2022

SELECT PROPERTY

- BEL AIR MALL
- Bellis Fair
- Birchwood Mall
- BOISE TOWNE PLAZA
- Boise Towne Square
- Brass Mill Center
- BRASS MILL COMMONS
- BRIDGEWATER COMMONS
- BUCKLAND HILLS MALL
- Carolina Place** (highlighted with an orange circle)
- Chesterfield Towne Center
- Christiana Mall

SELECT PERSON(S)

Select a property to display persons



Note: Only properties you have access to will be listed.

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Click "Include Inactive Personnel" if you want to include inactive personnel in the report.

The screenshot shows the IMUS system interface with the following details:

- TEST SITE**: DO NOT ENTER ACTUAL LIVE DATA
- MAXIMUS Alerts**: Members of the jewelry industry have indicated that smash and grab daytime robberies of jewelry stores in Southern California have increased.
- Navigation**: ARCH, ASSET RESEARCH, ACTIVITIES RESEARCH, STANDARD REPORTS (highlighted), SAVED QUERIES.
- SPECIFY DATE**: Today, Yesterday, Date (05/12/2022), WED MAY 11 2022, MAY calendar (12 is highlighted).
- SELECT PROPERTY**: BEL AIR MALL, Bellis Fair, Birchwood Mall, BOISE TOWNE PLAZA, Boise Towne Square, Brass Mill Center, BRASS MILL COMMONS, BRIDGEWATER COMMONS, BUCKLAND HILLS MALL, Carolina Place (highlighted), Chesterfield Towne Center, Christiana Mall.
- SELECT PERSON(S)**: All persons on duty on selected date, Althia Johns, Brent Flowe, Calvin Glover, Carlos Peterson, Christopher Walk, Cory Stanley, Dana Herrington, Gan Osborne, Gann Osborne, Jeff Robinson, John Rollins. The "INCLUDE INACTIVE PERSONNEL" button is circled in orange.
- User Profile**: Test Katie, 1 Tutorial's View by GOE, RUN REPORT.



Note: It's usually best to click "Include Inactive Personnel", unless you only want to see active personnel at the property.

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Click on the individuals you want to include in the report. (Click "All persons on duty on selected date" to include everyone scheduled for that day)

The screenshot shows the IMUS system interface with several panels. On the left, there's a sidebar with buttons for 'ARCH', 'ASSET RESEARCH', 'ACTIVITIES RESEARCH', and 'SAVED QUERIES'. The main area has tabs for 'TEST SITE', 'DO NOT ENTER ACTUAL LIVE DATA', 'MAXIMUS Alerts' (showing 4 robberies), and 'STANDARD REPORTS'. The 'STANDARD REPORTS' tab is active. In the center, there's a 'SPECIFY DATE' section with a date picker set to '05/12/2022'. To the right, there are two lists: 'SELECT PROPERTY' and 'SELECT PERSON(S)'. The 'SELECT PROPERTY' list includes locations like BEL AIR MALL, Bellis Fair, Birchwood Mall, BOISE TOWNE PLAZA, Boise Towne Square, Brass Mill Center, BRASS MILL COMMONS, BRIDGEWATER COMMONS, BUCKLAND HILLS MALL, Carolina Place, Chesterfield Towne Center, and Christiana Mall. The 'SELECT PERSON(S)' list includes names like Althia Johns, Brent Flowe, Calvin Glover, Carlos Peterson, Christopher Walk, Cory Stanley, Dana Herrington, Gan Osborne, Gann Osborne, Jeff Robinson, and John Rollins. The 'All persons on duty on selected date' option is highlighted with an orange circle.

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Click "Run Report".

This screenshot is identical to the previous one, showing the IMUS system interface. The 'SELECT PERSON(S)' list now has the 'RUN REPORT' button highlighted with an orange circle. The other elements, including the date picker, property list, and person list, remain the same.

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The message pictured below will briefly appear in the top right corner while the report PDF is being generated. You can now view the report PDF in your downloads folder.

View  Change Password

Messages.



Your request is being processed,
please wait.



1 Tutorials
[View by GOE](#)

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This is an example of a Daily Activity Report (first page).

MAXIMUS
INCIDENT MANAGEMENT SYSTEM

DAILY ACTIVITY REPORT (DAR)

Carolina Place
11025 Carolina Place Parkway
Pineville, North Carolina, United States of America

Report Run By: Nathaniel Kusiolek, #9624, IT Tech Specialist
Report Run On: 06/16/2025

Report For: Thursday, 05/12/2022

Brent Flowe, #1907, Assistant Security Director
Candice Thomas, #5222, Security Officer
Dakota Smith, #1908, Security Supervisor
Diane Thomas, #5630, Security Officer
Elizabeth Flowe, #3778, Security Officer
Kent Kornett, #1921, Security Officer
Robert Ollivierre, #1916, Security Officer
Vashone Bivens, #5335, Security Officer
Veronique Nero, #5629, Security Dispatcher

Time of Call	Officer Name(s)	Subject	Patrol Zone/ Location	Incident Notes	Disposition
0700	Diane Thomas - #5630	Begin Duty	Security Office- Log		Log
0700	Robert Ollivierre - #1916	Begin Duty	Security Office- Log		Log
0700	Vashone Bivens - #5335	Begin Duty	Security Office- Log		Log
1000	Candice Thomas - #5222	Begin Duty	Security Office- Log		Log
1047	Vashone Bivens - #5335	CCTV/Dispatch Duty	Parking Lot - Zone 2A		V - Assignment Completed/ successful
1053	Vashone Bivens - #5335	CCTV/Dispatch Duty	Parking Lot - Zone 6		V - Assignment Completed/ successful
1058	Vashone Bivens - #5335	CCTV/Dispatch	Common Area -		V - Assignment Completed/