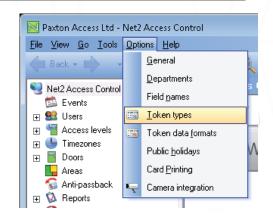# Paxton

Using token types

Token Types - General

Token types can be very useful where several new users need the same basic details to be entered. A template with some fields already set up can be selected by choosing a specific token type.
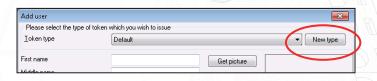New user records will then include these details.
Default and Visitor templates are already set up.
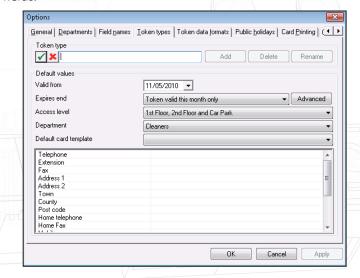
Adding a new token type

To create a template, click 'Token types' in the options list or 'New type' while in the Add user form.

To add a new token type:

Press the 'Add' button, enter a suitable name and click the 'Tick' box.
You can now fill in as many of the following as necessary.
- Valid from date.
- Expires end. A time period can be selected from the list or click 'Advanced' to bring up a calendar.
- Department
- Access Level
- Default card template. This is used in the Card Designer program to print user cards.
- The 16 user definable fields.

Once all of the details are correct, the Apply button commits all changes to the database.