

Searching for a name, card number or vehicle registration

There are times when you need to search for a user based on their name, token number or car registration number. This can be done by clicking on the Find user button on the top toolbar and entering the details.



This is an active directory search and will display all user records as they match the filter being entered.

Find user

Search in following fields:
User name, Vehicle number plate, Token number

123

Find next

User name	Department	Item
Beverly Hale	Sales	Token ID : 12345678
Clare Sherwin	Office	Car registration : ABC 123

Close

Click on the table entry to display the user record.

Hale, Beverly

First name

Beverly

Surname

Hale

Department

Sales

New dept.

Telephone

Fax

Personnel number

Valid from

09/09/2011

Expires end

Never expires

Access rights

Tokens

Other details

Memo

Events

Current validity

Multizone Intruder/Texcom integration

Individual permissions

Access level permissions

Working hours

Door / Area name	Timezone
Car Park (In)	All day, every day
Car Park (Out)	All day, every day