

## Invalidating users and tokens

### Overview

There are many ways to revoke a user's access to a building or to the software, either temporarily or permanently. Reasons for this could be to stop previous employees gaining access to your site, barring gym users that haven't paid for their membership, or stopping a lost token from allowing access.

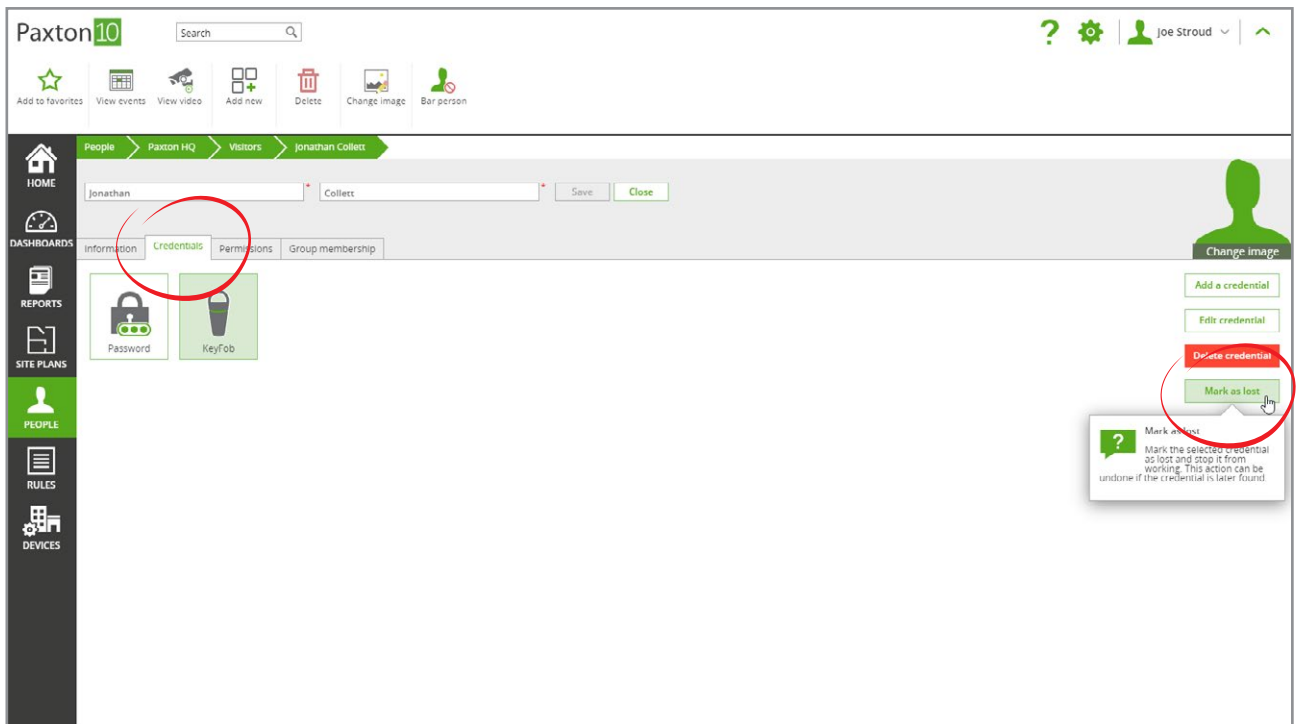
To revoke a user or token's access, use one of the below methods. The method you choose should depend on the situation.

- Mark a token as lost.
- Bar a person.
- Edit the Building or Software Permissions a person belongs to.
- Set a Valid from or Expiry date for a person.
- Delete the token.
- Delete the person's record.

### Mark a token as lost

When a token is lost or stolen, it is important to revoke access for that token to stop other people from using it to gain access to your building.

1. Open the person's record that the token belongs to
2. Open the '**Credentials**' tab
3. Select the token that has been lost or stolen, then select '**Mark as lost**'



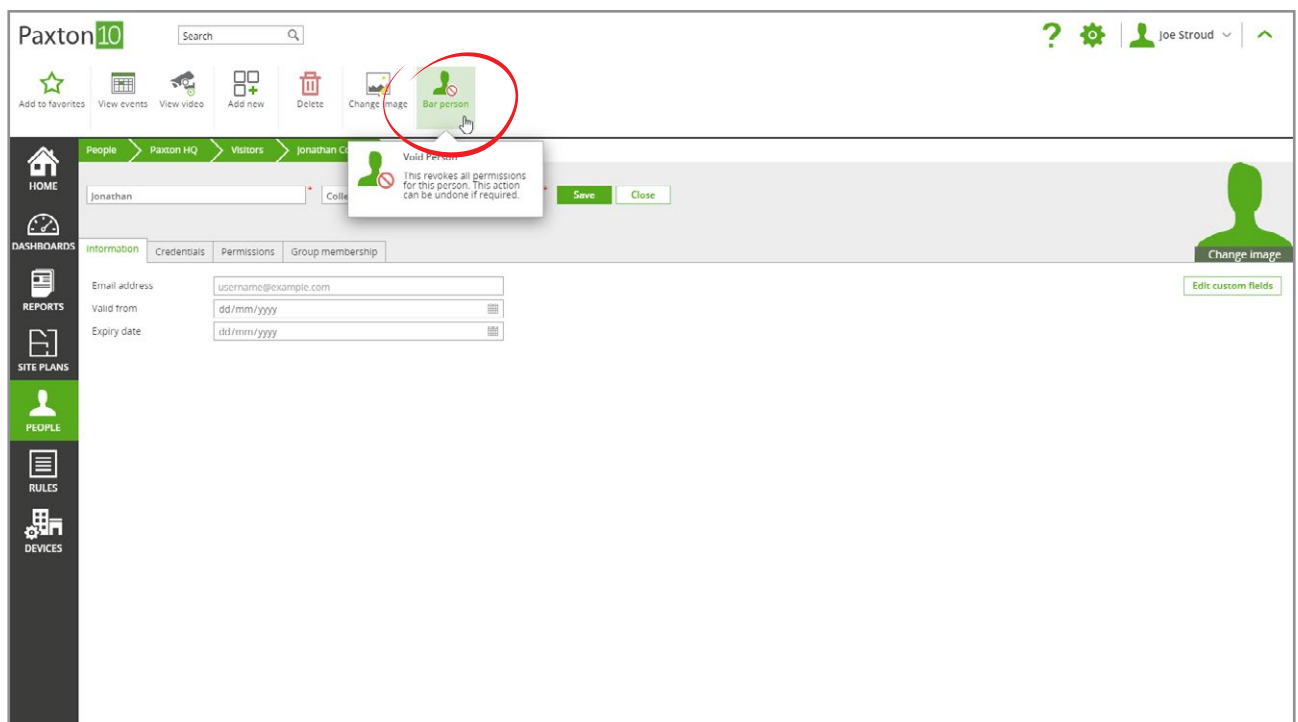
Any attempt at using that token will prevent access and generate an event in the software. If the token is later found, select the token in the Credentials tab again and select Token found, allowing the token to be used again.

## Bar a person

Bar a person to immediately remove their access rights to the building and to the software. The user record will remain on the system and the user can be unbarred at any time to restore their previous permissions.

1. Open the persons record
2. In the menu, click 'Bar person'

Barred people will appear with a barred user icon in the software. Select 'Unbar person' from the menu to restore the person's permissions.



# Edit Building and Software Permissions

Modifying permissions has immediate effects. Removing a user's permissions is a way of indefinitely revoking their access.

See;

AN0007 - How to create and use software permissions <[paxton.info/4960](http://paxton.info/4960)>

AN0008 - How to create and use Building permissions <[paxton.info/4961](http://paxton.info/4961)>

for more information.

## Set 'Valid from' and 'Expiry date'

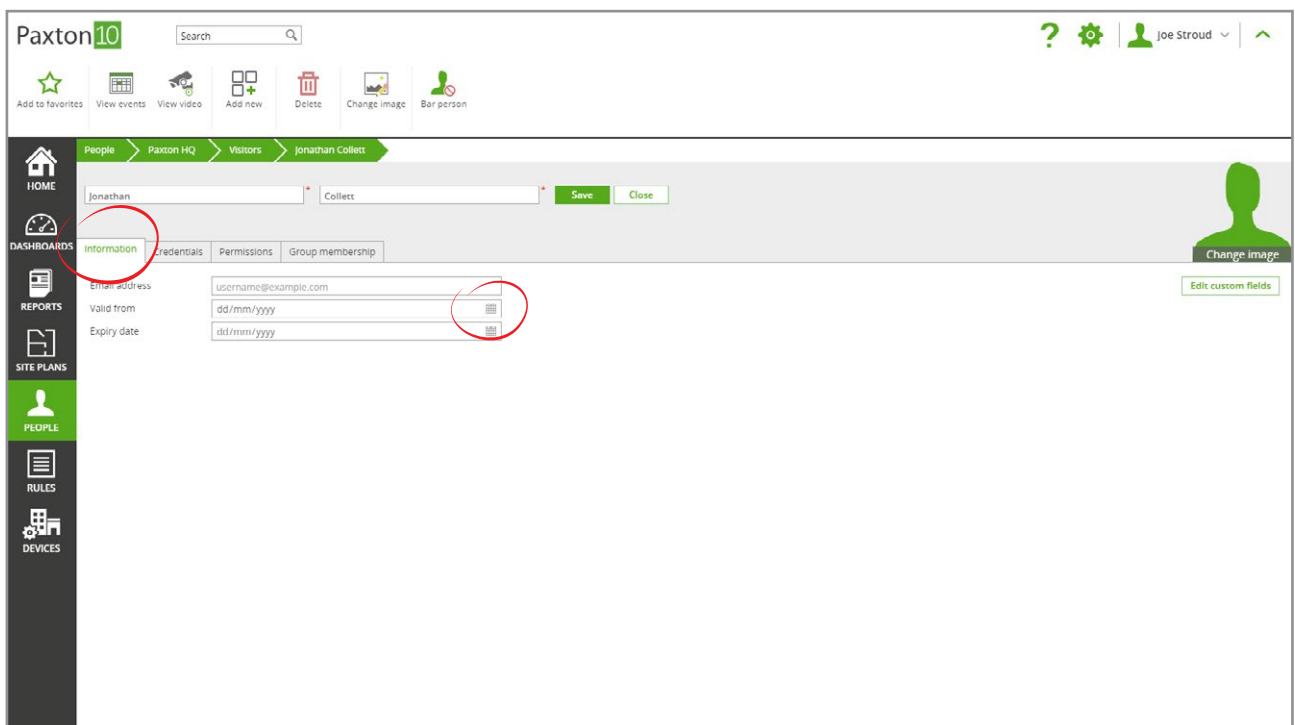
The 'Valid from' and 'Expiry date' restrict a user's building and software access to within those dates.

### Valid from

Set a Valid from date if you wish to create a user in advance of them using Paxton10.

Users can be set up in the software without them having access until the specified date. The user's credentials will become valid at the start of the day on the date specified.

1. In the person's record, in the 'Information' tab, enter a 'Valid from' date (in the form dd/mm/yyyy) or select the Calendar icon



### Expiry date

Set an Expiry date to seamlessly restrict a user after a certain date, such that no interaction is required on the day. The user's credentials will automatically become invalid at the start of the day on the date specified. Using expiry dates allow you to keep the user record on the system for as long as you like – the expiry date can be changed at any time to restore their access.

2. In the person's record, in the 'Information' tab, enter an 'Expiry date' (in the form dd/mm/yyyy) or select the Calendar icon

username@example.com

dd/mm/yyyy

dd/mm/yyyy

September 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6