



ACCESS CONTROL: HOW TO

Perform an advanced history search

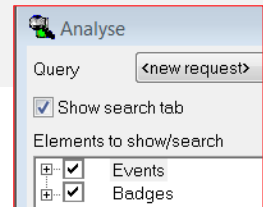
01

Click on the 'Analysis Tool' button in the 'Operation' menu.



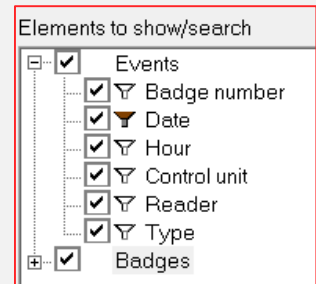
02

Under the 'Elements to show/search' tick the 'Events' box and the 'Badges' box.



03

Once you have all the filters set up for the 'Events' it is the same process for the 'Badges' filters. Expand the 'Badges' filters and select the ones you need (usually only 'First name', 'Surname', 'Badge Number', and 'Group').



04

If you are searching of a particular badge number within the date filter as mentioned above then you can just click the 'Badge number' filter and then type in the badge(s) which you would like to filter from the list of events. (to add more than one badge CTRL + ENT). When ready click 'Search' and this will run the query for you

05

If no events appear then double check then events list has the dates listed in the query. Also double check the query filters are correct. Once the events have popped up you are then able to print, export or copy the results to the clipboard.

06

You can save the query you have just run so it can be used again. For example, you can just edit the badge numbers and dates you which to search for, therefore you won't have to keep creating the Query.

