TDS ACCESS CONTROL

Retrieve a List of People Who Have Access to a Particular Door

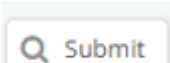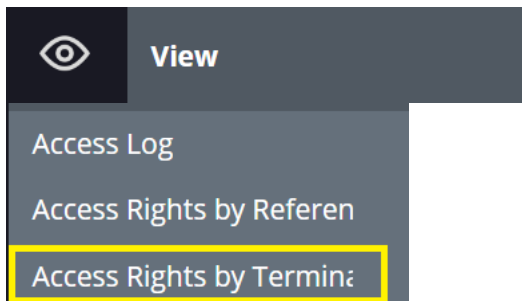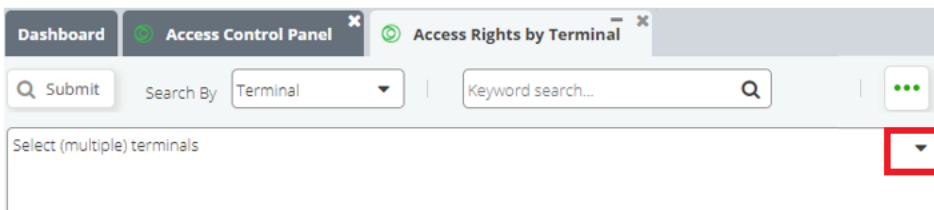# Table of Contents

Access Rights by Terminal Report

This report allows you to retrieve a list of staff, students and contractors who have access to a particular terminal (door).

From the **View** Menu choose **Access Rights by Terminal**

Here you can search for a particular terminal(s)/door

- Select the **terminal(s) (door)** by clicking the **down arrow** at the top right-hand corner and choosing from the drop-down list.

- Alternatively enter the terminal code or description in the search area "**Select (multiple) terminals**"

- Press the **Submit** button to display results.

Add/Remove Columns

The results will show Badge Number ID, First Name, Last Name etc in separate columns. Columns can be added or removed from the display as needed.

- Click the **down arrow** on the right of any column heading
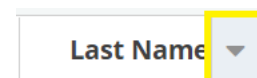
- Choose **Columns** and a list of column headings are displayed

- Then tick or untick to add/remove columns as needed

	Sort Ascending
	Sort Descending
	Columns ▶
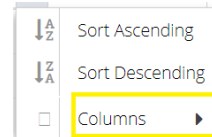
Example

- ☑ Badge Number
- ☑ ID
- ☑ First Name
- ☑ Last Name
- ☑ Access Group Code
- ☑ Access Group Description
- ☐ Site Code
- ☐ Site Description

Filter Options

It is also possible to filter your results by clicking on the **⋯** **More Options** button at the top right-hand corner of the screen.

For example, you may only wish to search for only Employees that have access to the door. You can filter by Person Type as shown below.

More options

| Access Group Description | Select access group description ▼ |
Terminal	Select terminal ▼
Person Type	Employee ✖ ▼
Override	Both ▼
Department	Select department (Multiple) ▼
Active	Both ▼

🔍 Search   **↩ Reset**

Press the **Search** button and the results will be displayed.

Export Results to CSV

It is possible to extract the results to a CSV file.

- At the bottom right-hand corner click on the icon **Export to CSV** ⊕

- A file will appear at the bottom left-hand corner of your screen
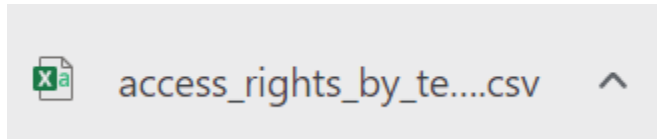
- Click on the file and you can then **save** to your preferred file location as a particular file type e.g. Excel.