Using departments

Using Departments

Departments allow users to be grouped together. This is particularly useful when there are a large number of users on the system. Having users grouped together by department enables quick reporting and viewing of users.
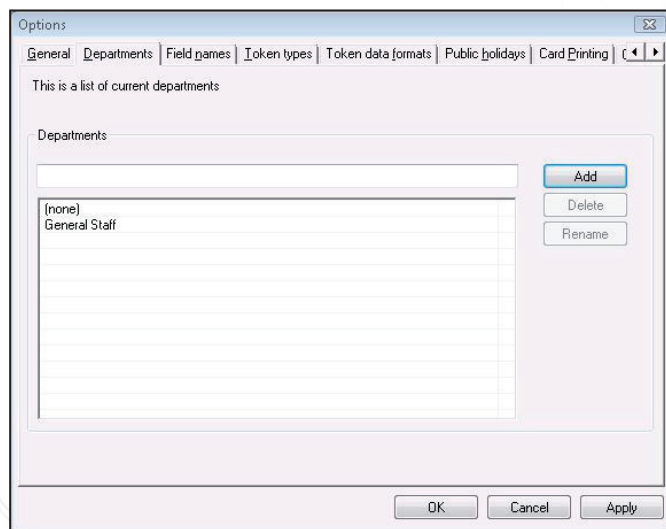
Departments can be created and edited by:

Right clicking on Users in the tree view

Through the Options menu

Go to the Departments tab and add any necessary departments.

Any number of departments can be created.

The name of the new department is simply entered into the text box.

The new department is added to the list by pressing the Add button.

Departments can be deleted and renamed using the relevant buttons.

Departments will be displayed in the tree view window and the main display window.

It is possible to drag and drop users into a department.

Properties can be changed for a whole department by right clicking on the relevant group in the tree view and selecting Properties. This will allow you to set and change the following parameters for all group members:

- Activation date
- Expiry date
- Access Level
- Anti-passback
- Card printing template