

## Net2 AN1042

## Using token types

## Token Types - General

Token types can be very useful where several new users need the same basic details to be entered. A template with some fields already set up can be selected by choosing a specific token type. New user records will then include these details. Default and Visitor templates are already set up.

## Adding a new token type



To create a template, click 'Token types' in the options list or 'New type' while in the Add user form.

Pattol

Add user		<b>X</b>
Please select the type of	f token which you wish to issue	
<u>I</u> oken type	Default	New type
First name	Get picture	
Middle name		

To add a new token type:

Press the 'Add' button, enter a suitable name and click the 'Tick' box. You can now fill in as many of the following as necessary.

- Valid from date.
- Expires end. A time period can be selected from the list or click 'Advanced' to bring up a calendar.
- Department
- Access Level
- Default card template. This is used in the Card Designer program to print user cards.
- The 16 user definable fields.

	eld <u>n</u> ames <u>I</u> oken types Token data <u>f</u> ormats Public <u>h</u> olidays Card <u>P</u> rinting	
Token type		
<b>√ ×</b>	Add Delete Renam	
Default values		
Valid from	11/05/2010 💌	
Expires end	Token valid this month only	
Access level	1st Floor, 2nd Floor and Car Park	
Department	Cleaners	
Default card template		
Telephone		
Extension		
Fax Address 1		
Address 1 Address 2		
Town		
County		
Post code		

Once all of the details are correct, the Apply button commits all changes to the database.