



## **TDS ACCESS CONTROL**

**Retrieve a List of People Who Have a Particular Access Group Assigned**

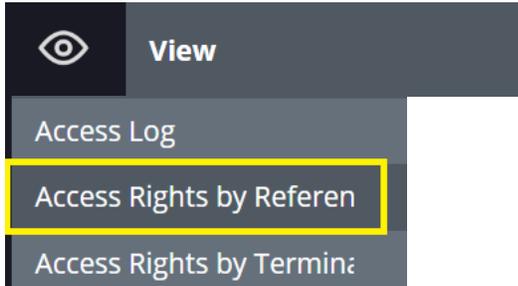
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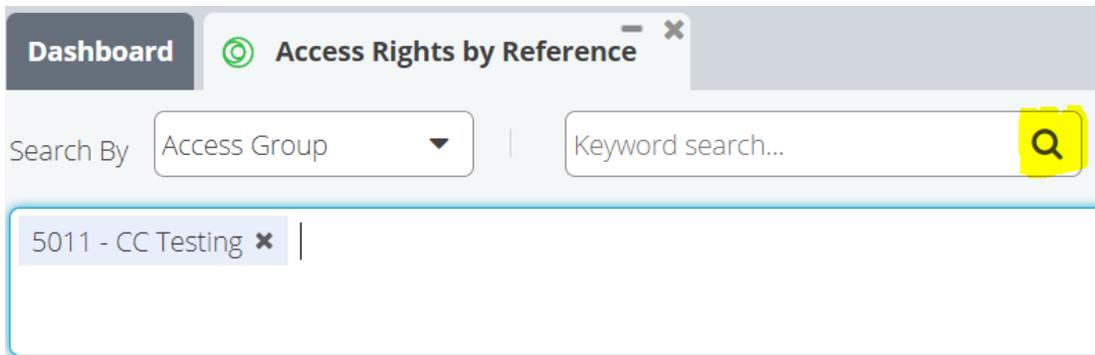
## Access Rights by Reference Report

This report allows you to retrieve a list of staff, students and contractors who have a particular access group assigned.

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



Here you can search for a particular access group



- Select the **access group** by clicking the **down arrow** at the top right-hand corner and choosing from the drop-down list.
- Alternatively enter the access group code or description in the search area where it says **“Select (multiple) access groups”**
- Press the **Search icon** button (as shown in yellow above) 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



### Example

<input checked="" type="checkbox"/>	Badge Number
<input checked="" type="checkbox"/>	ID
<input checked="" type="checkbox"/>	First Name
<input checked="" type="checkbox"/>	Last Name
<input checked="" type="checkbox"/>	Access Group Code
<input checked="" type="checkbox"/>	Access Group Description
<input checked="" type="checkbox"/>	Person Type Description
<input checked="" type="checkbox"/>	Department Code
<input checked="" type="checkbox"/>	Department Description
<input checked="" type="checkbox"/>	Company Code
<input checked="" type="checkbox"/>	Company Name

## 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.