

## Lesson 7 – Searching for a Cardholder’s Record

The Entry-Master® System cardholder search function allows you to locate a specific card number or cardholder using the following features:

- Enter Cardholder's Name (or Card #)
- List All Cardholders
- Search on a Selected Field
- Search Criteria for More Complex Searches

Once you locate the card number or cardholder, you can view the record associated with the card number or cardholder; or you can make changes to the record. This lesson teaches you how to use all the listed search features.

If you are logged into the Entry-Master® System, return to the Entry-Master® System Main Menu and click on the [Cardholder Search/Edit](#) link. If you are not logged in, see Lesson 1 on page 18.

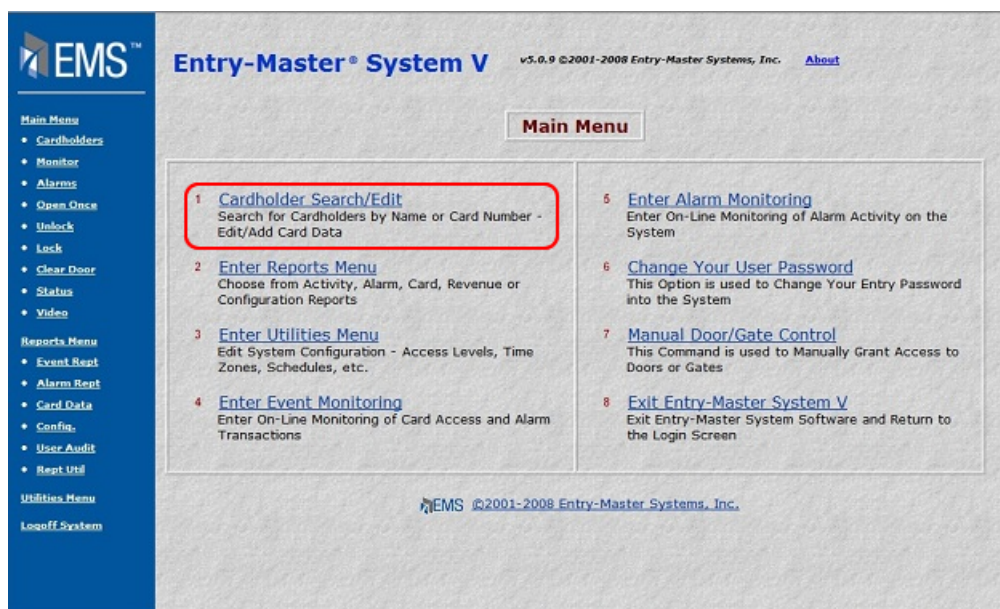


Figure 2-7.1 The Entry-Master® Main Menu

The Cardholder Search/Edit Screen displays next.

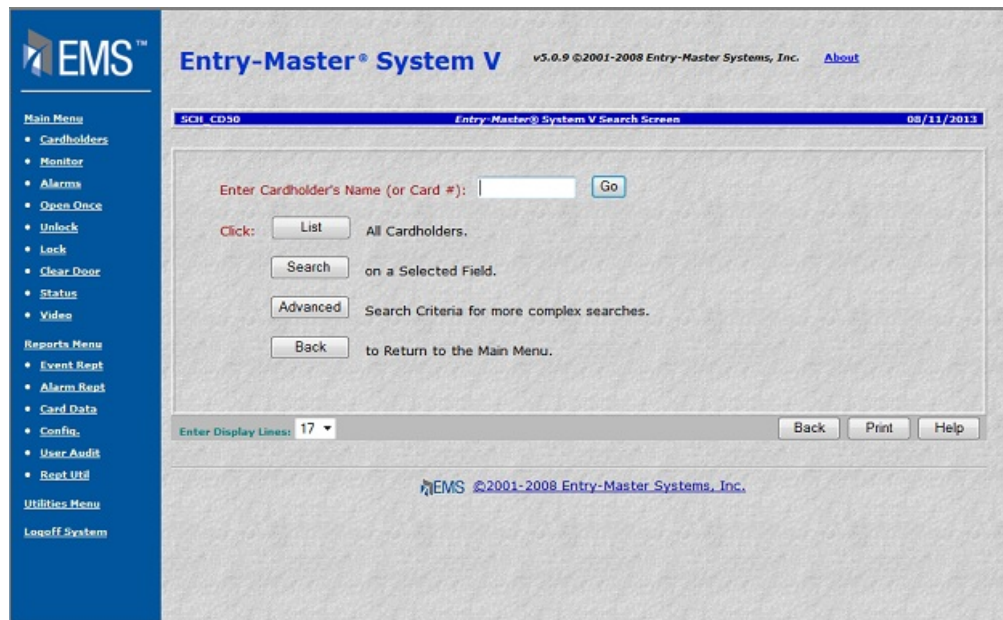


Figure 2-7.2 The *Entry-Master*® System Search Screen

## Enter Cardholder's Name (or Card #)

1. If you haven't already done so, access the *Entry-Master*® System Search Screen.
2. In the **Enter Cardholder's Name (or Card #)** field, type Harris as shown next.

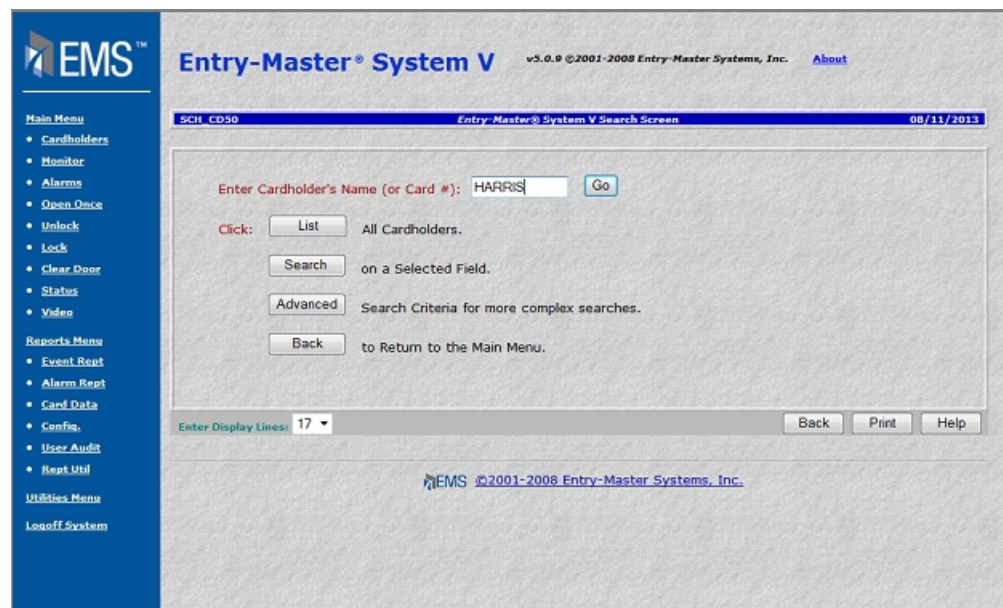


Figure 2-7.3 Enter Cardholder's Name (or Card #)

- Click on the Go button and the following results display:

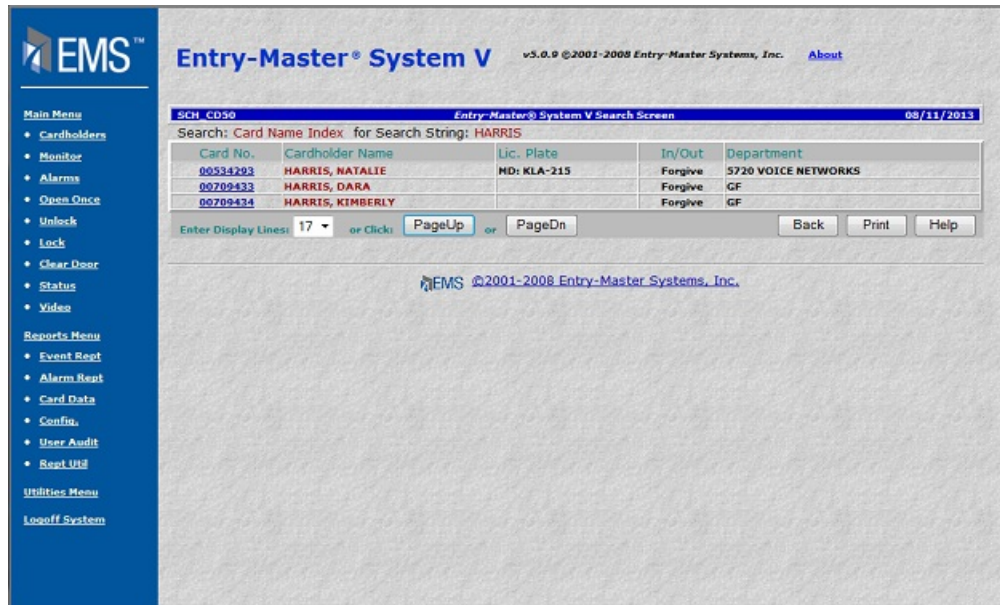


Figure 2-7.4 Search Results for Cardholder Name

- The **Card No.** field is a link to the Cardholder Database. Click on the card number link as shown next.



Figure 2-7.5 Card Number Link

- The cardholder record displays for this cardholder.



The screenshot shows the 'Entry-Master System V' interface. On the left is a blue navigation menu with sections: Main Menu (Cardholders, Monitor, Alarms, Open Once, Unlock, Lock, Clear Door, Status, Video), Reports Menu (Event Rept, Alarm Rept, Card Data, Config, User Audit, Rept title), Utilities Menu, and Lonoff System. The main content area displays a cardholder record for 'HARRIS, NATALIE' with card number '00534293'. The record is organized into numbered sections (1-17) containing various fields like department, user ID, license plate, phone numbers, and access groups. A 'Nesting Level Information' section shows 'Card Level: 0' and 'Violations: 0'. A 'Last Badging' section shows 'Date: 04/04', 'Time: 17:09', 'Rdr#: 0111', and 'Stat: 06'. At the bottom, there are buttons for 'Save', 'Cancel', 'Delete', 'Prev', 'History', 'Copy', 'Next', 'Back' (highlighted with a red box), 'Print', and 'Help'. The footer includes 'Enter User Notes' and the EMS logo.

**Figure 2-7.6 Cardholder Record Screen**

6. Click on the Back button to return to the Cardholder Search Results screen.
7. Click the Back button again and the Search Screen appears.

## List All Cardholders

The List feature displays all possible cardholder records in the *Entry-Master*® System installed at your location.

1. If you haven't already done so, access the *Entry-Master*® System Search Screen.



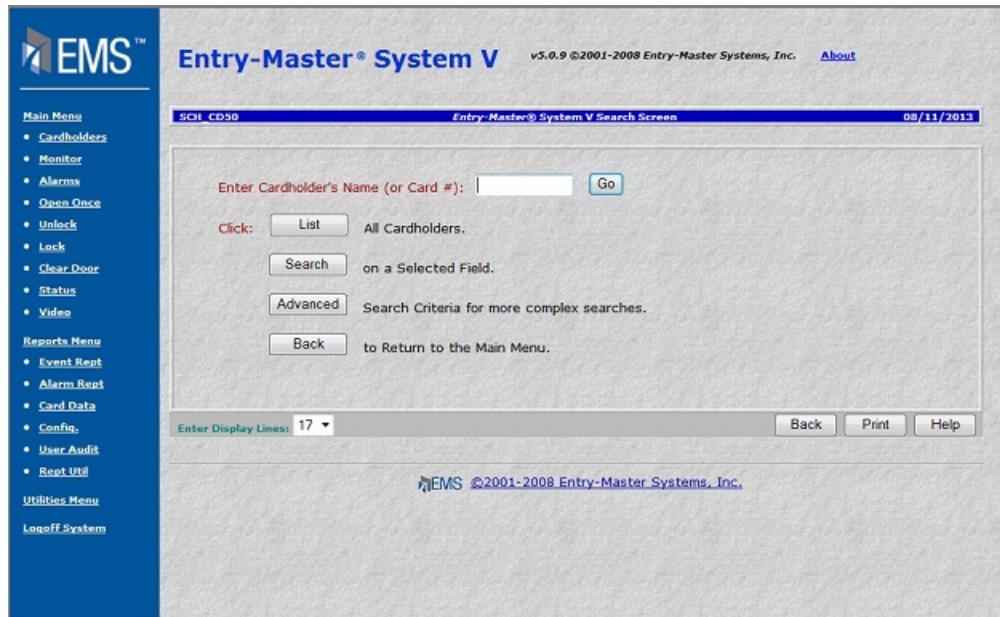


Figure 2-7.7 Entry-Master® System Search Screen

2. Use the Enter Display Lines at the bottom of the screen to increase or decrease the number of records that appear on the screen at one time.

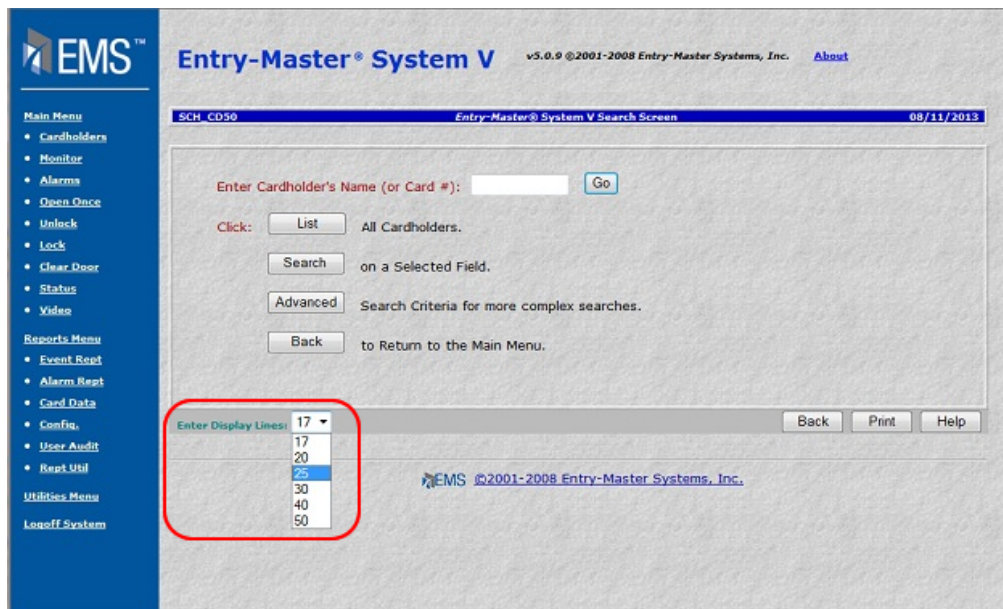


Figure 2-7.8 Enter Display Lines

3. Select 25 from the **Enter Display Lines** drop-down list.

- Click on the List button to display the first 25 records in your cardholder database.

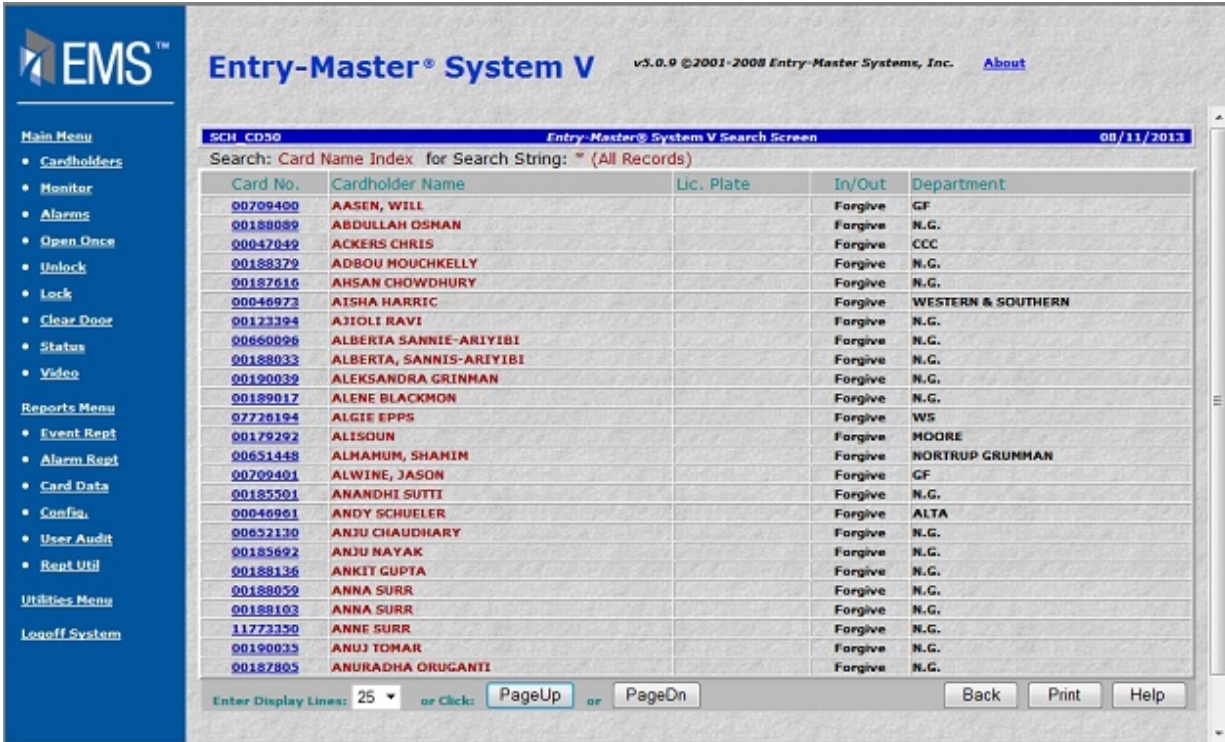


Figure 2-7.9 Search Results

- Use the PageUp and PageDn buttons to navigate through the list of cardholder records. The PageDn button moves down to the next group of 25 records. The PageUp button moves up to the previous group of 25 records.

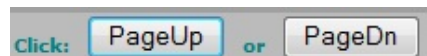


Figure 2-7.10 Page Up and Page Down Buttons

- Click the Back button and the Search Screen appears.

### Search on a Selected Field

- If you haven't already done so, access the *Entry-Master*® System Search Screen.

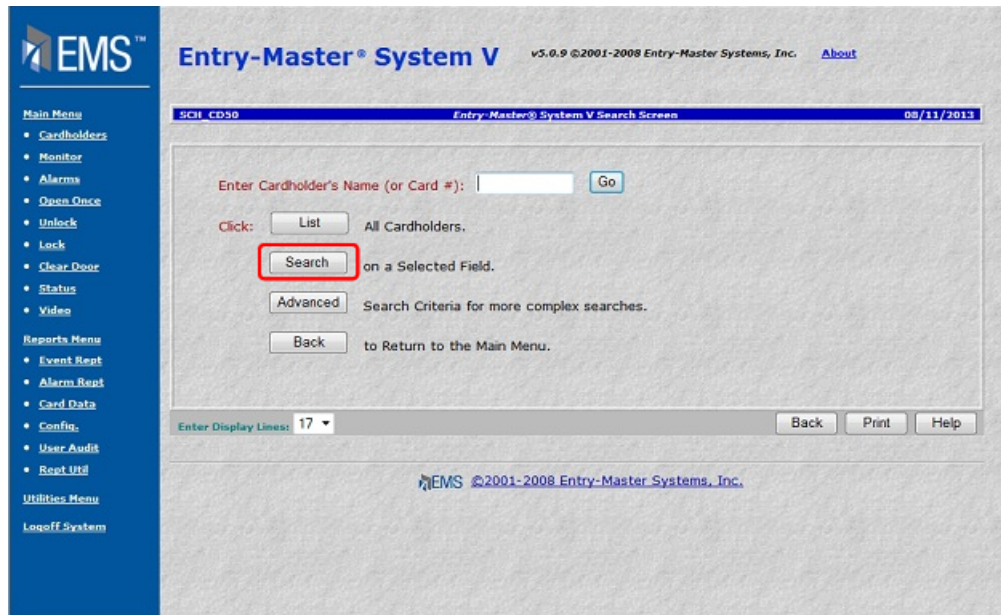


Figure 2-7.11 Entry-Master® System Search Screen

- Click on the Search button and the following screen appears:

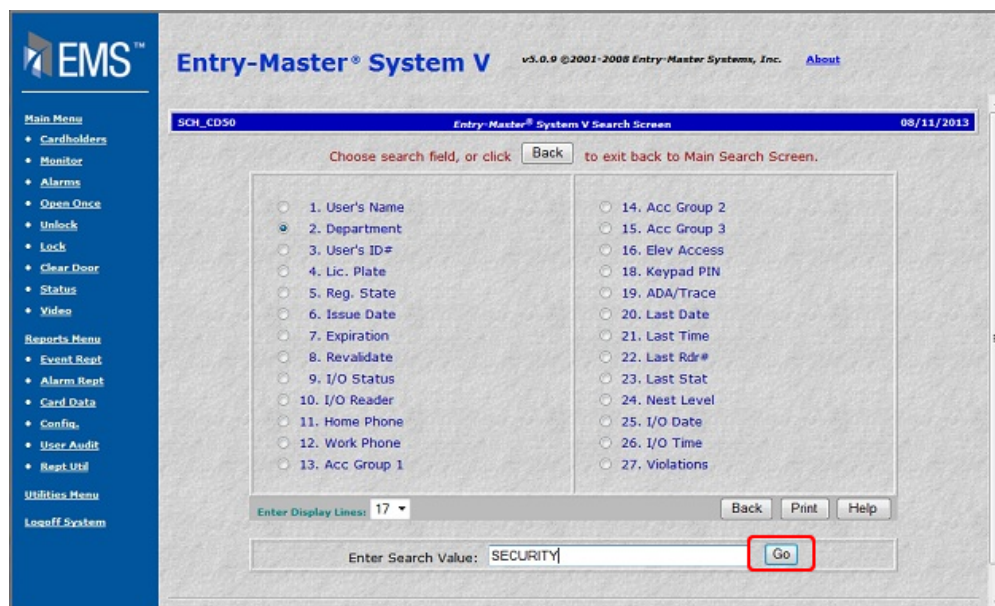


Figure 2-7.12 Search on Selected Field Screen

- Click on the **Department** radio button to select the Department field.
- Type **Security** in the **Enter Search Value** field,
- Click on the Go button. The following illustrates possible results for this type of search.



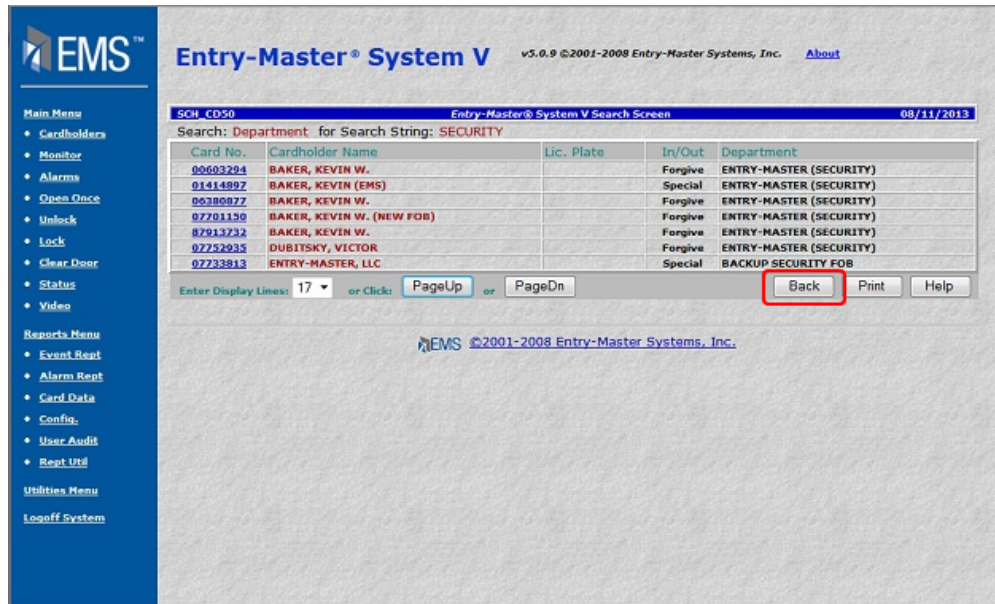


Figure 2-7.13 Selected Field Search Results

- Click the Back button and the Search Screen appears.

## Search Criteria for More Complex Searches

The **Advanced Search Criteria for More Complex Searches** feature is an easy-to-use, point-and-click, advanced search feature that allows you to construct customized queries. With English-like statements you can retrieve meaningful data stored in the *Entry-Master*® System installed at your location.

If you haven't already done so, access the *Entry-Master*® System Search Screen.

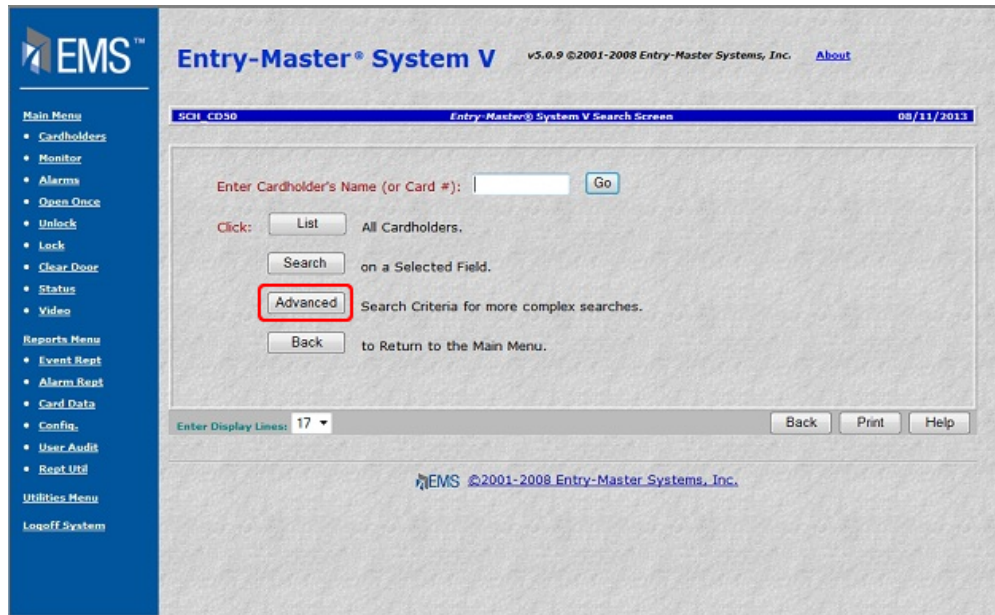


Figure 2-7.14 Entry-Master® System Search Screen

Click on the Advanced button and the following window appears:

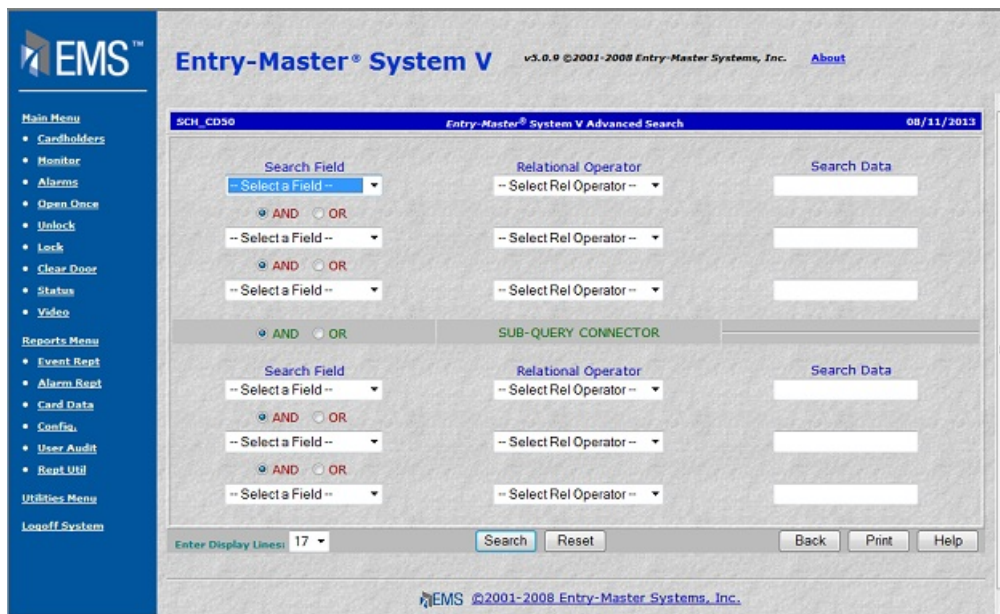


Figure 2-7.15 Advanced Search Screen

### Advanced Search Entry Fields:

The table below describes the different fields that display on the Advanced Search Screen.

Field Name	Description
<b>Select a Field</b>	A drop-down list of data fields from the Cardholder database. The field name is selected first. For example, "Department" is a field in the Cardholder database.
<b>Rel Operator</b>	A drop-down list of relational operators that determine the condition that needs to be met for data to appear on report. Using "Department is equal to..." as an example, the condition (or operator) is "Equal to." This retrieves all cardholder data that have a specific string of characters stored in the department field.
<b>Search Data</b>	An entry field in which you type the string of text or numbers that must be stored (or not stored) in the data field. If we wanted all cardholder records that have the word "Security" stored in the Department field, we would type Security in this entry field.
<b>And/Or</b>	Links statements together to either include or exclude criteria. Here are two examples:  Department is equal to Security <b>OR</b> Department is equal to Safety  Department is equal to Security <b>AND</b> Last Badging Date is greater than or equal to 01/01/2003

### Creating a Query:

1. Click on **--Select a Field--** that displays in the **Search Field** and select Department from the drop-down list.

**Important Note: For more information regarding these data fields, see Appendix A in this manual.**



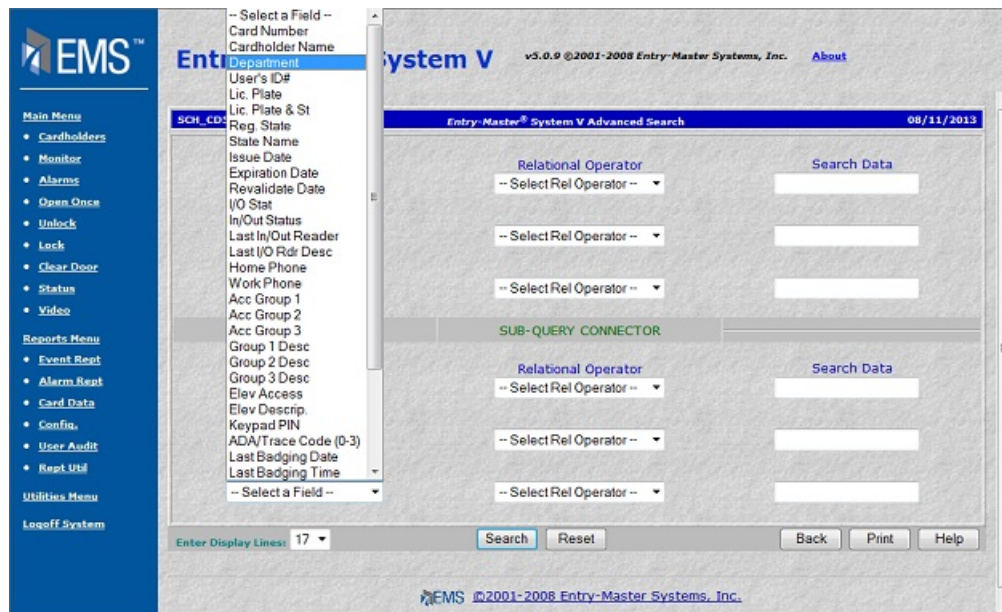


Figure 2-7.16 Search Field Drop-Down List

2. Click on **--Select Rel Operator--** that appears in the **Relational Operator** field and select Equal to as the relational operator.

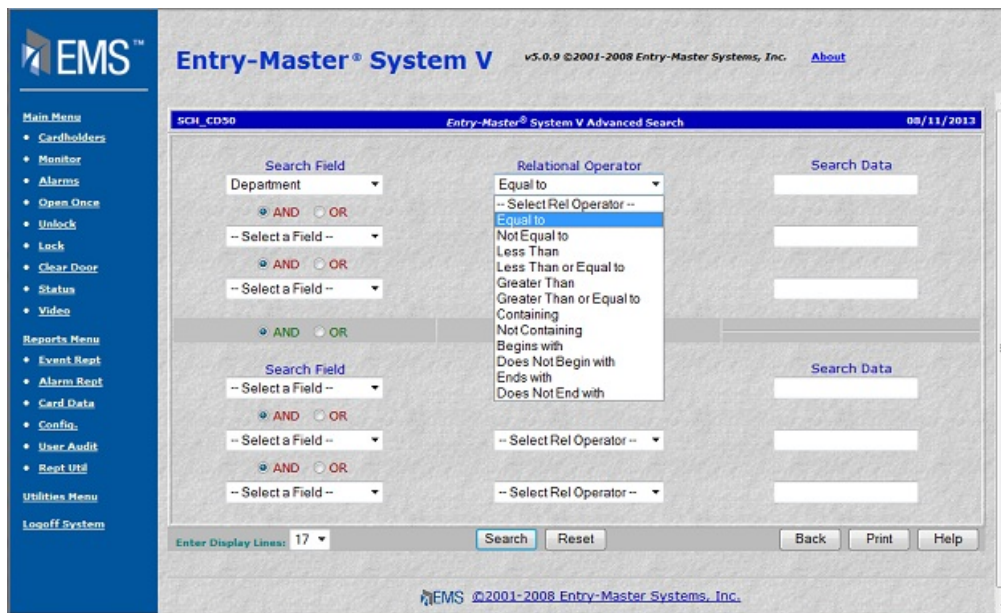


Figure 2-7.17 Relational Operator Drop-Down List

3. In the **Search Data** field, type in Security.

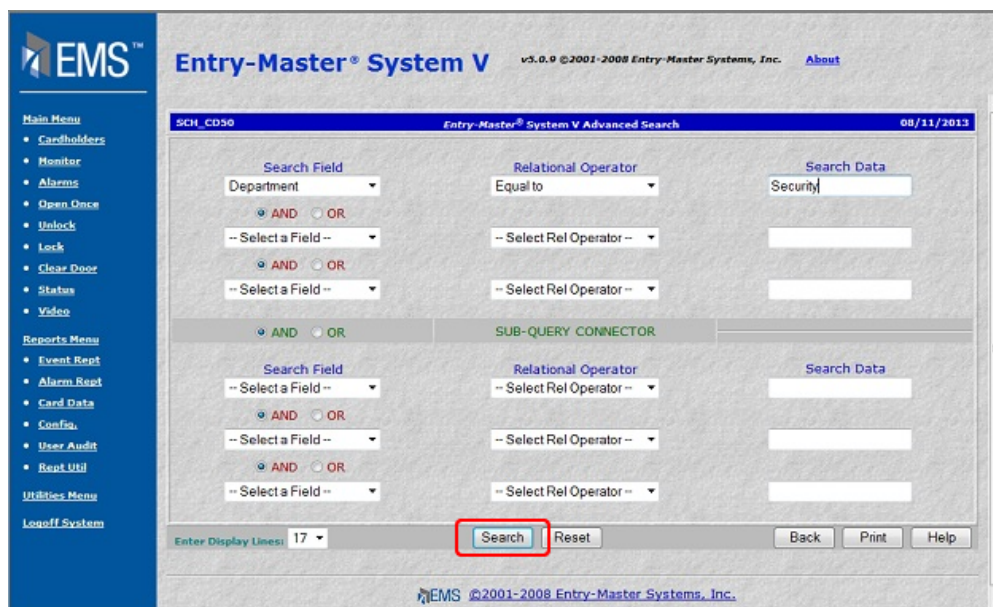


Figure 2-7.18 Completed Statement

4. Click on the Search button to execute your query. This statement, Department Equal to Security (as shown below) will retrieve all cardholder records that have Security stored in the Department field.
5. Click on the Go button. The following illustrates possible results for this type of search.

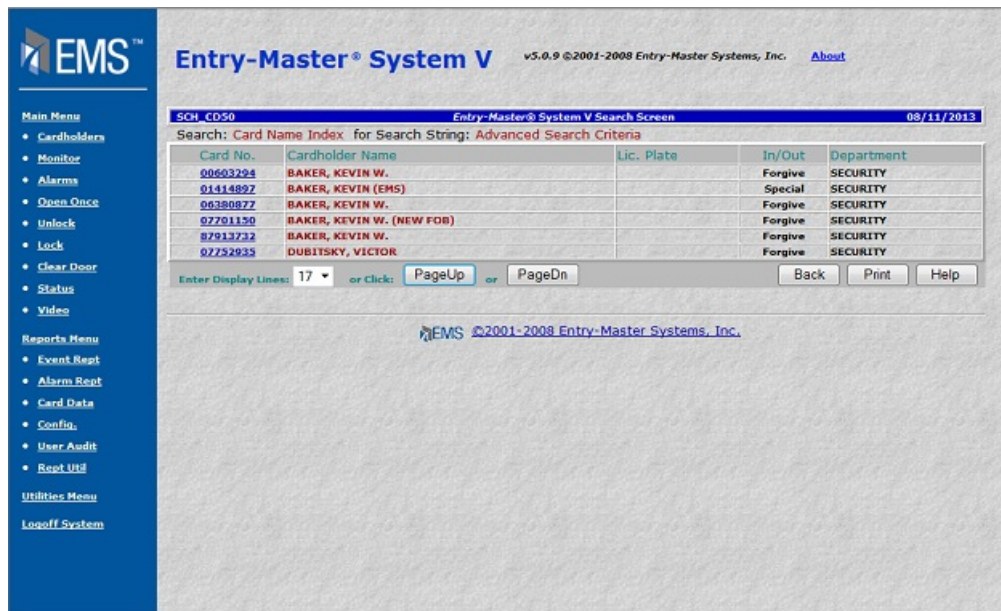


Figure 2-7.19 Advanced Search Results

### Linking Statements:

You only need a single statement to create a query. However, the Advanced Search feature allows you to connect up to six conditional statements in a single query. Clicking on an **AND** or an **OR** radio button links statements together for a more sophisticated query.

Clicking on the **AND** radio button between statements means that the cardholder's record must qualify for both the first condition **and** the second condition.

For example, the query:

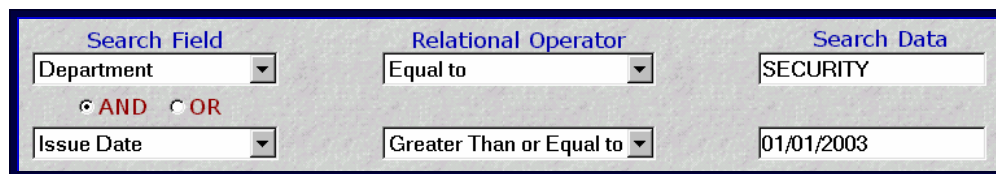


Figure 2-7.20 Statements Connected with AND

...retrieves all cardholder records that have Security in the **Department** field and 01/01/2003 stored in the **Issue Date** field.



Using **OR** between statements means that the cardholder's record must meet either the first condition **or** the second condition.

For example, the query:

Search Field	Relational Operator	Search Data
Department	Equal to	SECURITY
<input type="radio"/> AND <input checked="" type="radio"/> OR		
Department	Equal to	SAFETY

**Figure 2-7.21 Statements Connected with OR**

...retrieves all cardholder records that have either Security or Safety stored in the **Department** field.

### Sub-Query Connector:

You can create a "compound" query using the **Sub-Query Connector** radio button. The Sub-Query Connector connects the top three statements to the bottom three statements using **AND** or **OR** conditions. This feature tells the program to retrieve records based on the first three statements then retrieve records based on the second three statements.

<input type="radio"/> AND	<input type="radio"/> OR	<input checked="" type="radio"/> SUB-QUERY CONNECTOR
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**Figure 2-7.22 Sub-Query Connector**

You can proceed to Lesson 8, *Editing the Cardholder's Record*.