Lesson 7 – Searching for a Cardholder's Record

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

Contents

- 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 <u>Cardholder Search/Edit</u> link. If you are not logged in, see Lesson 1 on page 18.

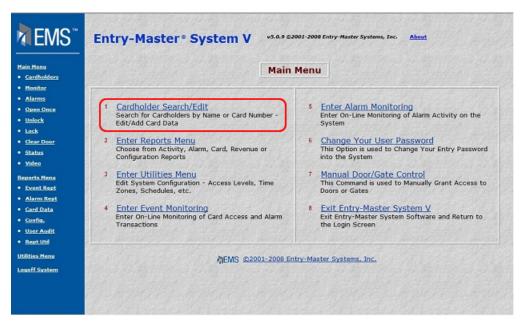


Figure 2-7.1 The Entry-Master® Main Menu

The Cardholder Search/Edit Screen displays next.

EMS"	Entry-Master® System V v5.0.9 ©2001-2008 Entry-Master Systems, Inc. About
Main Henu • Cardholders • Monitor • Alarma • Open Once • Unlock • Lock • Lock • Lock • Status • Status • Vides Mesorta Menu • Event Rept	SCU_CD30 Entry: Master® System V Search Screen 05/13/2013 Enter Cardholder's Name (or Card #): Go Click: List All Cardholders. Search on a Selected Field. Advanced Search Criteria for more complex searches. Back to Return to the Main Menu.
Card Data Config. User Audit Rept US Utilities Henu Logoff System	Enter Display Lines: 17 • Back Print Help

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.

REMS"	Entry-Master® System V v5.0.9 ©2001-2008 Entry-Master Systems, Inc. About
Hain Henu • Cardholders • Monitor • Alarms • Open Once • Unlock • Lock • Lock • Lock • Lock • Lock • Status • Status • Status • Yidea Reports Many • Event Rept • Alarm Rept • Card Data	SCHL CD30 Enter Cardholder's Name (or Card #): HARRIS Go Click: List All Cardholders. Search on a Selected Field. Advanced Search Criteria for more complex searches. Back to Return to the Main Menu.
Canfia, • <u>User Audit</u> • <u>Rept.Ubl</u> <u>Utilities Menu</u> Logoff System	Enter Display Lines. 17 Back Print Help

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

3. Click on the Go button and the following results display:

SCH	:050 ch: Card Name Index for Search S	Entry-Master® System V Sea	irch Screen			08/11/20
	ard No. Cardholder Name	Lic. Plate	In/Out	Departr	ment	
	534293 HARRIS, NATALIE	ND: KLA-215	Forgive		ICE NETWORKS	
	709433 HARRIS, DARA		Forgive	GF		
	709434 HARRIS, KIMBERLY		Forgive	GF		10
Ente	Display Lines: 17 - or Click: Pag	eUp or PageDn			Back Print	Help
Second and						
1998						
	A Martin Contraction	MC @2001-2008 Entry-M	actor Svetome	Inc		
	ក្តា	MS @2001-2008 Entry-M	aster Systems,	Inc.		
	a	-MS @2001-2008 Entry-M	aster Systems,	Inc.		
	ري م	-MS @2001-2008 Entry-M.	aster Systems,	Inc.		
	ក្រ	-MS @2001-2008 Entry-M.	aster Systems,	Inc.		
	ក្តា	-MS \$2001-2008 Entry-M	aster Systems,	Inc.		
	ম	-MS £2001-2008 Entry-M	aster Systems,	Inc.		
	ក្តា	-MS @2001-2008 Entry-M	aster Systems,	Inc.		
	ក្រ	-MS @2001-2008 Entry-M	aster Systems,	Inc.		
	الأر ا	-MS \$2001-2008 Entry-M	aster Systems,	Inc.		
	ក្តា	-MS @2001-2008 Entry-M	aster Systems,	Inc.		
	וא	-MS @2001-2008 Entry-M	aster Systems,	Inc.		

Figure 2-7.4 Search Results for Cardholder Name

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

SCH_CD50	Entry-Master® System V Search Screen			08/11/2013
Search: Ca	rd Name Index for Search :	String: HARRIS		
Card No.	Cardholder Name	Lic. Plate	In/Out	Department
00534293	HARRIS, NATALIE	MD: KLA-215	Forgive	5720 VOICE NETWORKS
00709433	HARRIS, DARA		Forgive	GF
00709434	HARRIS, KIMBERLY		Forgive	GF

Figure 2-7.5 Card Number Link

5. The cardholder record displays for this cardholder.

lain Menu Cardholders	*>	Card Number:	00534293	©2008 E	intry-Master Sys	items. All Rig	hts Reserve	d.
Honitor	1>	User's Name:	HARRIS, NATA	LIE	6>	Issue Date:	04/17/2008	-
Alarma	2>	Department:	5720 VOICE NET	TWORKS	7>	Expiration:		
pen Once	3>	User ID#:	123-45-6789		8>	Revalidate:		
nlock	4>	Lic. Plate:	KLA-215		9>	I/O Status:	F-Forgive •	
ock	5>	Reg. State:	MD - Maryland	-	at			
lear Door	10>	Home Phone:	(301) 716-1951		1.00	Keyned Ditt		
tatus	11>	Work Phone:			16>	Keypad PIN:	ADA Card	
<u>ideo</u>	112	WORK PHONE.	(410) 554-1805				L ADA Calo	
orts Menu	12>	Acc Group 1:	0002 - Reg Emp	loyee Access 🔹		Nesting Leve		
rent Rept	13>	Acc Group 2:	0005 - Parking P	rivileges •	Card Lo	ivel: 0	Violations:	0
arm Rept	14>	Acc Group 3:	No Group Se	elected •	Date:		adging *** Rdr#: 011	Conserved.
a <u>rd Data</u> onfig.	15>	Elev Access:	0000 - No Eleva	tor Access 🔻	Time:		Stat: 06	
Iser Audit Lept Util	F1>	User's Notes st Badging Messa		Reader Loc Desc	nption: Main Lobl	by Glass Drs		
ties Menu		Cancel Delete		tory	Cor	y Next	Back Print	Hel
off System				@2001-2008 Entry-				

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.

Main Mense • Cardholders	Entry-Master® System V v3.0.9 @2001-2008 Entry-Master Systems, Inc. A	08/11/2013
Monitor Monitor Alarms Open Once Unlock Lock Clear Door Status Vides Reports Menu Event Rept Alarm Rept	Enter Cardholder's Name (or Card #): Go Click: List All Cardholders. Search on a Selected Field. Advanced Search Criteria for more complex searches. Back to Return to the Main Menu.	
<u>Card Data</u>	Enter Display Lines: 17 Back	Print Help
• User-Audit • Rept Util Utilities Menu Logoff System	为EMS @2001-2008 Entry-Master Systems, Inc.	

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.

enu SCH	CD50		Entry-Master® System V Search Screen			08/11/201
dholders				Difference of		
itor						
	Enter Card	dholder's N	ame (or Card #): Go			
n Once ck		List				
	Click:	List	All Cardholders.			
r Door	IT I T	Search	on a Selected Field.			
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12 I I I I I I I I I I I I I I I I I I I	A	dvanced	Search Criteria for more complex searches.			
s Menu		Back				
t Rept	L	Dack	to Return to the Main Menu.			
rm Rept						
d Data		_				1.11
fiq. Enter	Display Lines	17 -		Back	Print	Help
r Audit		17 20	a second a second a second of			
LUSI CON		25	EMS @2001-2008 Entry-Master Systems, Inc.			
s Menu		30 40				

Figure 2-7.8 Enter Display Lines

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

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

SCH_CD50	Entry->	faster® System V Search Scr	een	08/11/
Search: Car	Name Index for Search String: * (All Records)		
Card No.	Cardholder Name	Lic. Plate	In/Out	Department
00709400	AASEN, WILL		Forgive	GF
00188089	ABDULLAH OSNAN		Forgive	N.G.
00047049	ACKERS CHRIS		Forgive	CCC
00188379	ADBOU HOUCHKELLY		Forgive	N.G.
00187616	AHSAN CHOWDHURY		Forgive	N.G.
00046973	AISHA HARRIC		Forgive	WESTERN & SOUTHERN
00123394	AJIOLI RAVI		Forgive	N.G.
00660096	ALBERTA SANNIE-ARIYIBI		Forgive	N.G.
00188033	ALBERTA, SANNIS-ARIYIBI		Forgive	N.G.
00190039	ALEKSANDRA GRINMAN		Forgive	N.G.
00189017	ALENE BLACKMON		Forgive	N.G.
07726194	ALGIE EPPS		Forgive	WS
00179292	ALISOUN		Forgive	MOORE
00651448	ALMANUM, SHAMIN		Forgive	NORTRUP GRUMMAN
00709401	ALWINE, JASON		Forgive	GF
00185501	ANANDHI SUTTI		Forgive	N.G.
00046961	ANDY SCHUELER		Forgive	ALTA
00652130	ANJU CHAUDHARY		Forgive	N.G.
00185692	ANJU NAYAK		Forgive	N.G.
00188136	ANKIT GUPTA		Forgive	N.G.
00188059	ANNA SURR		Forgive	N.G.
00188103	ANNA SURR		Forgive	N.G.
11773350	ANNE SURR		Forgive	N.G.
00190035	ANUJ TOMAR		Forgive	N.G.
00187805	ANURADHA ORUGANTI		Forgive	N.G.

Figure 2-7.9 Search Results

5. 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

6. Click the Back button and the Search Screen appears.

Search on a Selected Field

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

Main Menu • Cardholders • Monitor • Alarma • Open Once • Unlock • Unlock • Lock • Clear Deor • Status • Video Reports Menu • Event Rept • Card Data • Confis.	SCI CO30 Enter Cardholder's Name (or Card #): Go Click: List All Cardholders. Click: Search on a Selected Field. Advanced Search Criteria for more complex searches. Back to Return to the Main Menu.
• User Audit • <u>Root Uts</u> <u>Utilities Menu</u> Logoff System	MEMS ©2001-2008 Entry-Master Systems, Inc.

Figure 2-7.11 Entry-Master® System Search Screen

2. Click on the Search button and the following screen appears:

	CH_CDS0 Entry-Ma	ster [®] System V Search Screen	08/11/2013
ardholders onitor	Choose search field, or clic	k Back to exit back to Main Search Screen.	
larms			1
pen Once	O 1. User's Name	O 14. Acc Group 2	
nlock	 2. Department 	O 15. Acc Group 3	
ack	3. User's ID#	0 16. Elev Access	
lear Door	4. Lic. Plate	① 18. Keypad PIN	
tatus	O S. Reg. State	O 19. ADA/Trace	Sal At
ideo 🖉	O 6. Issue Date	O 20. Last Date	
orts Menu	7. Expiration	O 21. Last Time	
vent Rept	8. Revalidate	O 22. Last Rdr#	
larm Rept	0 9. I/O Status	O 23. Last Stat	
ard Data	O 10. I/O Reader	O 24. Nest Level	14.762
onfiq.	O 11. Home Phone	O 25. I/O Date	
ser Audit	12. Work Phone	O 26. I/O Time	
ept Util	O 13. Acc Group 1	O 27. Violations	
ies Menu			
ff System	Enter Display Lines: 17 -	Back Print Help	

Figure 2-7.12 Search on Selected Field Screen

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

Main Menu	SCH_CD50		faster@ System V Search	Screen		08/11/201
Cardholdera	Search: Dep	partment for Search String: SECURIT		HURLEY, DOS	160666034082555	SOME STREET
Monitor	Card No.	Cardholder Name	Lic. Plate	In/Out	Department	
Alarma	00603294	BAKER, KEVIN W.		Forgive	ENTRY-MASTER (SEC	
	01414897	BAKER, KEVIN (EMS)		Special	ENTRY-MASTER (SEC	
Open Once	06380877	BAKER, KEVIN W.		Forgive	ENTRY-MASTER (SEC	
Unlock	07701150	BAKER, KEVIN W. (NEW FOB)		Forgive	ENTRY-MASTER (SEC	
Lock	87913732 07752935	BAKER, KEVIN W. DUBITSKY, VICTOR		Forgive Forgive	ENTRY-MASTER (SEC)	
Clear Door	07733813	ENTRY-MASTER, LLC		Special	BACKUP SECURITY P	
eports Nenu Event Rept Alarm Rept Card Data Config.		ntems ∞24	001-2008 Entry-Masti	er Systems,)	Inc.	

Figure 2-7.13 Selected Field Search Results

7. 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, pointand-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.

EMS ^{**}	Entry-Master® System V v5.0.9 ©2001-2008 Entry-Master Systems, Inc. About
Hain Hone Gardholders Gardholders Gardholders Honitor Jonen Onco Unlock Lock Lock Lock Lock Lock Lock Lock L	SCIL COSO Entry: Master's System V Search Screen 05/11/2013 Enter Cardholder's Name (or Card #): Enter Cardholder's Name (or Card #): Click: List All Cardholders. Search on a Selected Field. Advanced Search Criteria for more complex searches. Back to Return to the Main Menu.
<u>Card Data</u> <u>Config.</u> <u>User Audit</u> <u>Rept Util</u> <u>Utilities Henru</u> Logoff System	Enter Display Lines: 17 • Back Print Help

Figure 2-7.14 *Entry-Master[®]* System Search Screen

Click on the Advanced button and the following window appears:

tenu	SCH_CD50	Entry-Master® System V Advanced Search	08/11/20
dholders			
nitor	Search Field	Relational Operator	Search Data
rms	- Select a Field	- Select Rel Operator - 💌	Geltan Internet
in Once	AND O OR		
ock	- Select a Field	- Select Rel Operator	
3	2 CALL GROUP AND CONTRACT STREET	- Select Rel Operator - +	
ar Door	AND OR		
tus	Select a Field 🔹	Select Rel Operator 💌	
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ts Menu	• AND OR	SUB-QUERY CONNECTOR	
at Rept	Search Field	Relational Operator	Search Data
rm Rept	Selecta Field *	- Select Rel Operator	Search Data
d Data	Contraction of the second s	- Select Nel Operator	and the second of the
fig.	• AND O OR	COMPANY AND COMPANY AND	Contraction and the second
r Audit	Select a Field 👻	- Select Rel Operator - 🔻	100
e util	AND OR		
s Menu	Select a Field 🔹	- Select Rel Operator - 💌	alla tella
System			State of the state of the state of the
	Enter Display Lines: 17 -	Search Reset	Back Print Hel

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		
Select a Field	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.		
Rel Operator	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.		
Search Data	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.		
And/Or	Links statements together to either include or exclude criteria. Here are two examples: Department is equal to Security OR Department is equal to Safety Department is equal to Security AND 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.

TEMS"	User's ID# Lic. Plate	vs.o.9 ©2001-2008 Entry-Master Systems, Inc.	About
Main Menu	SCH_CD: Reg. State	Entry-Master® System V Advanced Search	08/11/2013
<u>Cardholders</u>	State Name		
Monitor	Issue Date	Relational Operator	Search Data
<u>Alarms</u>	Expiration Date Revalidate Date	Select Rel Operator	and the second se
Open Once	I/O Stat		Contraction of the later
Unlock	In/Out Status		
+ Lock	Last In/Out Reader	Select Rel Operator	
Clear Door	Last I/O Rdr Desc Home Phone		
• Status	Work Phone	Select Rel Operator 💌	
• Video	Acc Group 1	Contra operation	Constances and States and
- Inter	Acc Group 2 Acc Group 3	SUB-QUERY CONNECTOR	
Reports Henu	Group 1 Desc	Sub queri connector	nowed water and the
Event Rept	Group 2 Desc	Relational Operator	Search Data
Alarm Rept	Group 3 Desc Elev Access	Select Rel Operator *	0.000
<u>Card Data</u>	Elev Descrip	Charles of a second second second second	
<u>Config.</u>	Keypad PIN		and a state of the state of the
User Audit	ADA/Trace Code (0-3)	Select Rel Operator	The second se
Rept Util	Last Badging Date Last Badging Time *		
Utilities Menu	- Select a Field •	Select Rel Operator 💌	
Logoff System	Enter Display Lines: 17 💌	Search Reset	Back Print Help
		EMS @2001-2008 Entry-Master Systems, Inc.	

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.

ain Meny	SCH CDS0		08/11/2013
Cardholders	sci_coso	Entry-Master [®] System V Advanced Search	00/11/2013
Monitor	Search Field	Relational Operator	Search Data
Alarms	Department •	Equal to	Jearch Data
Open Once		Select Rel Operator	States of the second states
Unlock	AND OR	Equal to	and the second states of the second
Lock	- Select a Field	Not Equal to Less Than	State Product
Clear Door	AND OR	Less Than or Equal to	
Status	Select a Field 🔻	Greater Than	10.00 P. 10.00
Video	The State of the State of State of State	Greater Than or Equal to Containing	and the programment of the
eports Menu	AND OR	Not Containing	
Event Rept		Begins with	
	Search Field	Does Not Begin with Ends with	Search Data
Alarm Rept Card Data	- Select a Field - 🔹	Does Not End with	
	AND OR		
Config.	- Select a Field	Select Rel Operator 💌	
User Audit	Sector and the sector of the s	Concertor operation	Tel Constant and the State
Rept Util	AND OR		n pe <u>rto de stato es</u> riba de
tilities Henu	- Select a Field - 🔹	- Select Rel Operator - 🔹	ad all
goff System			
	Enter Display Lines: 17 -	Search Reset	Back Print Help

Figure 2-7.17 Relational Operator Drop-Down List

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

EMS ^{**}	Entry-Master®	Syst	em V v5.0.9 ©2002-2008 Entry-Master Sys	stems, Inc. <u>About</u>	
in Henu	SCH_CD50	1	Entry-Master [®] System V Advanced Search		08/11/201
ardholders Ionitor					
2000 C	Search Field		Relational Operator	Search Data	3
arms	Department	• 1000	Equal to 🔹	Security	P. Star
en Once	I AND O OR				
lock	Select a Field	-	- Select Rel Operator		12.12.12
*	AND OR		CALL BOOK STREET	and a straight a straight	10000
ar Door					
itus 🕴	Select a Field		- Select Rel Operator - 🔻		1000
<u>eo</u>			episonista en la casa estas en esp		
ts Menu	• AND OR		SUB-QUERY CONNECTOR		
ent Rept	Search Field		Relational Operator	Search Data	
rm Rept	- Select a Field	-	- Select Rel Operator	Search Data	1225
rd Data	Contraction of the second		Colournor operator	The Property and	
nfiq.	AND OR	F. 10 193	C. C. S. C. S.	Contraction and Contraction	
er Audit	Select a Field	-	- Select Rel Operator - 🔹	1810	
at Util	AND OOR				
es Menu	- Select a Field	-	- Select Rel Operator - 💌		
LSystem	Enter Display Lines: 17 -		Search Reset	Back Print	Help
			EMS @2001-2008 Entry-Master Systems, In	c.	

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.

EMS ^{**}	Entry-Master® System V *5000	2001-2008 Entry-Master Sy	ystems, Inc. <u>About</u>
Main Menu	SCH_CD50 Entry-Master® Syste		08/11/2013
Cardholders	Search: Card Name Index for Search String: Advanced Sea		I AN CANAL PARAMAN CAN NO VAR
Monitor	Card No. Cardholder Name	Lic. Plate	In/Out Department
Alarms	00603294 BAKER, KEVIN W.		Forgive SECURITY
Open Once	01414897 BAKER, KEVIN (EMS) 06380877 BAKER, KEVIN W.		Special SECURITY Forgive SECURITY
• Unlock	07701150 BAKER, KEVIN W. (NEW FOB)		Forgive SECURITY
• Lock	87913732 BAKER, KEVIN W.		Forgive SECURITY
Clear Door	07752935 DUBITSKY, VICTOR		Forgive SECURITY
	Enter Display Lines: 17 . or Click: PageUp or PageDn		Back Print Help
<u>Status</u>			
• <u>Video</u>			
Reports Henu	TEMS 02001-2008 E	htry-Master Systems, In	nc.
Event Rept			
Alarm Rept			
Card Data			
· Config.			
User Audit			
<u>Rept Util</u>			
Utilities Menu			
Logoff System			
CONTRACT SYSTEM			

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:

Search Fie	ld	Relational Operator	Search Data
Department	•	Equal to	SECURITY
CAND CO	R		
Issue Date	•	Greater Than or Equal to	• 01/01/2003

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			Search Data
Department	-	Equal to	SECURITY
CAND COR			
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.



Figure 2-7.22 Sub-Query Connector

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





