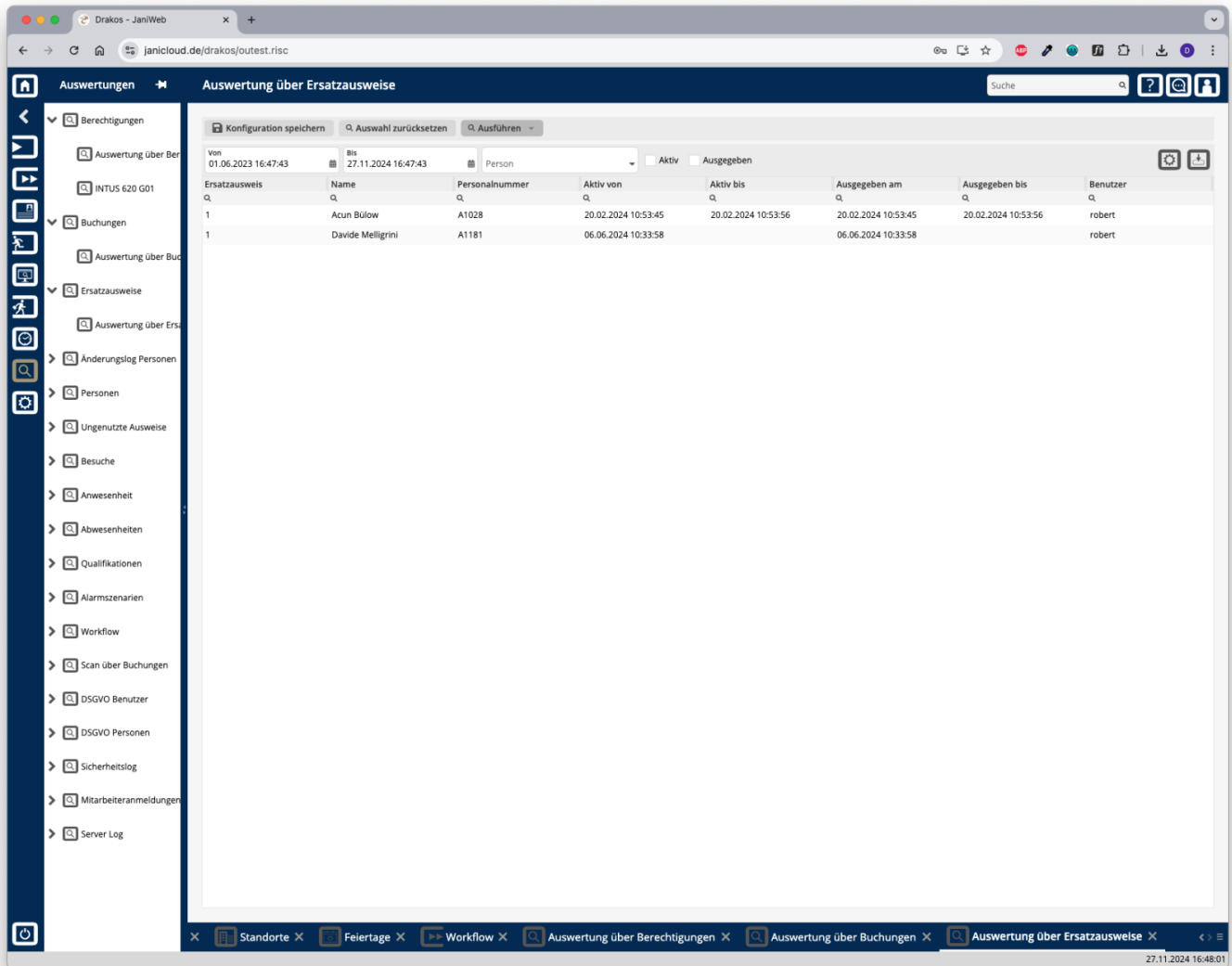


# Replacement Badges

Use the menu item *Replacement Badges* to find out to which persons replacement badges have been issued. In addition, active replacement badges can be returned here.



## Creating the report

- Specify the time period for which you want to generate the report (*From - To*).
- (Optional) Select one or more *Persons* to narrow the report.
- (Optional) Select the options *Active* and/or *Issued* to display only active and/or issued replacement badges.
- Press *Run* to start the report.

# Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect immediately: the list only displays hits.
- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
- **Save report:** For details on saving reports, see the chapter [General > Custom Reports](#).

## Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

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### TIPS

- Double-click on the column *Replacement Badge* of a row to return the corresponding replacement badge.
- Double-click on the column *Name* of a row to show details for the corresponding person.

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