

MANAGE ENROLLMENTS

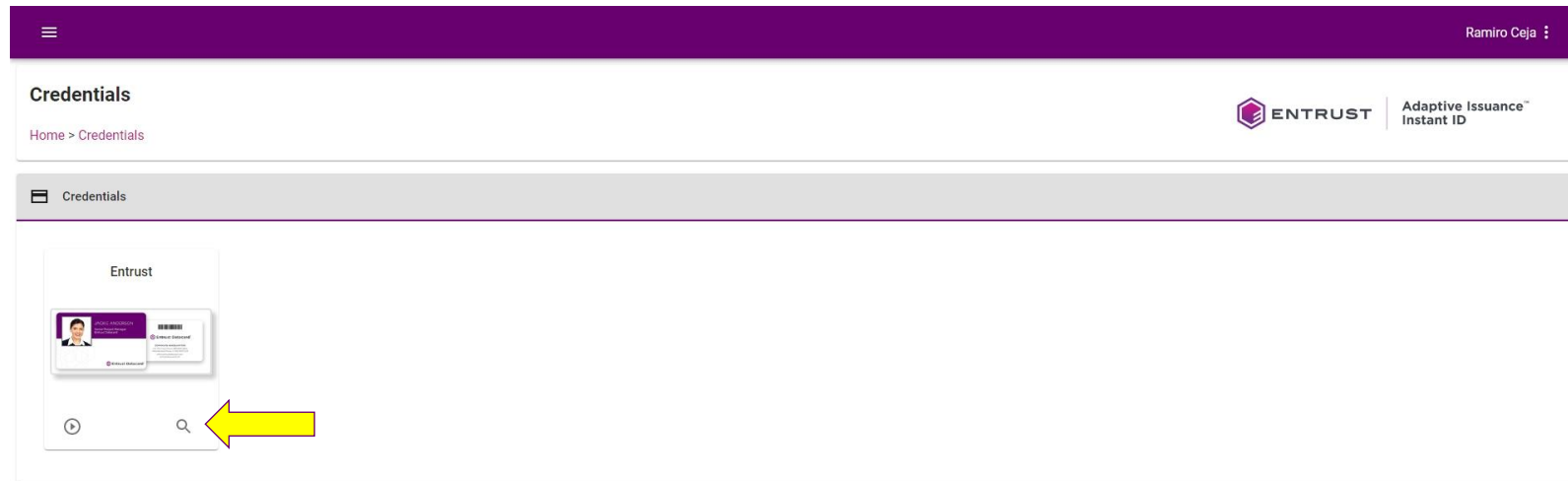


ENTRUST

SECURING A WORLD IN MOTION

Search Enrollments

From the **Credentials** page, click on the **Search** icon.



Search Enrollments

The **Search Enrollment** page opens and displays existing enrollments.

Search Enrollment

Home > Credentials

ENTRUST Adaptive Issuance™ Instant ID

Entrust

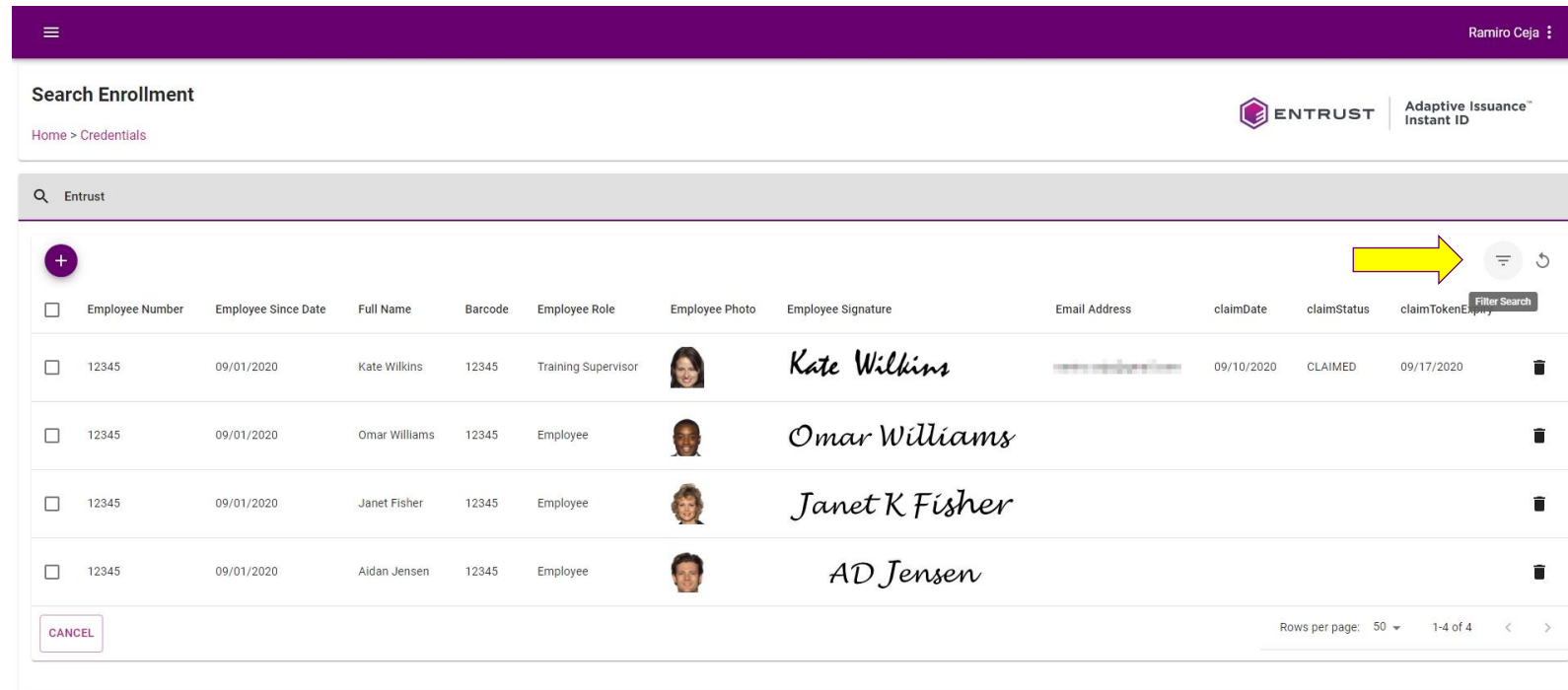
<input type="checkbox"/>	Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry	
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		<i>Kate Wilkins</i>	[REDACTED]	09/10/2020	CLAIMED	09/17/2020	
<input type="checkbox"/>	12345	09/01/2020	Omar Williams	12345	Employee		<i>Omar Williams</i>					
<input type="checkbox"/>	12345	09/01/2020	Janet Fisher	12345	Employee		<i>Janet K Fisher</i>					
<input type="checkbox"/>	12345	09/01/2020	Aidan Jensen	12345	Employee		<i>AD Jensen</i>					

CANCEL

Rows per page: 50 1-4 of 4

Search Enrollments

To search for an enrollment, click on the **Filter Search** icon.



The screenshot shows the 'Search Enrollment' page in the Entrust system. The page header includes the Entrust logo and 'Adaptive Issuance™ Instant ID'. The breadcrumb trail is 'Home > Credentials'. A search bar contains the text 'Entrust'. Below the search bar is a table with columns: Employee Number, Employee Since Date, Full Name, Barcode, Employee Role, Employee Photo, Employee Signature, Email Address, claimDate, claimStatus, and claimToken. A yellow arrow points to the 'Filter Search' icon in the top right corner of the table. The table contains four rows of employee data. At the bottom of the table, there is a 'CANCEL' button and pagination information: 'Rows per page: 50' and '1-4 of 4'.

<input type="checkbox"/>	Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimToken	Filter Search
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		<i>Kate Wilkins</i>	[Redacted]	09/10/2020	CLAIMED	09/17/2020	
<input type="checkbox"/>	12345	09/01/2020	Omar Williams	12345	Employee		<i>Omar Williams</i>					
<input type="checkbox"/>	12345	09/01/2020	Janet Fisher	12345	Employee		<i>Janet K Fisher</i>					
<input type="checkbox"/>	12345	09/01/2020	Aidan Jensen	12345	Employee		<i>AD Jensen</i>					

Search Enrollments

The **Search Panel** dialog box opens.

The screenshot shows the Entrust Search Enrollment interface. At the top, there is a navigation bar with a hamburger menu icon on the left and the user name "Ramiro Ceja" on the right. Below the navigation bar, the page title "Search Enrollment" is displayed, along with the Entrust logo and the text "Adaptive Issuance™ Instant ID". A breadcrumb trail shows "Home > Credentials".

The main content area features a search bar with the text "Entrust" and a search icon. Below the search bar, there is a table of enrollment records. The table has columns for "Employee Number", "Employee Since Date", "Full Name", "Barcode", "Email Address", "claimDate", "claimStatus", and "claimTokenExpiry". The first row of data shows an employee with ID 12345, starting on 09/01/2020, named Kate Wilkins, with barcode 12345. Other rows show Omar Williams, Janet Fisher, and Aidan Jensen, all with the same employee number and start date.

A "Search Panel" dialog box is open in the foreground, containing five input fields: "Employee Number", "Full Name", "Barcode", "Employee Role", and "Email Address", followed by a "claimStatus" field. At the bottom of the dialog box, there are "CANCEL" and "SEARCH" buttons.

At the bottom of the page, there is a footer with the text "Copyright 2020 Entrust Limited © All rights reserved." and links for "Terms of Service", "Privacy Statement", "Open Source Software Copyright Notice", and "Build". The Entrust logo is also present in the bottom right corner.

Search Enrollments

To search for a credential:

1. Enter text in a field to search the enrollments for text in the matching field on the credential.
2. Click on **SEARCH**.

The screenshot displays the 'Search Enrollment' interface in the Entrust system. A search panel is overlaid on the main table, which lists enrollment records. The search panel contains input fields for 'Employee Number', 'Full Name', 'Barcode', 'Employee Role', 'Email Address', and 'claimStatus'. A yellow circle with the number '1' highlights the 'Full Name' field, which contains the text 'Aidan Jensen'. Another yellow circle with the number '2' highlights the 'SEARCH' button at the bottom right of the search panel. The background table shows columns for 'Employee Number', 'Employee Since Date', 'Full Name', 'Barcode', 'Email Address', 'claimDate', 'claimStatus', and 'claimTokenExpiry'. The first row in the table shows 'Aidan Jensen' in the 'Full Name' column. The footer of the page includes copyright information and navigation links.

Search Enrollment

Home > Credentials

ENTRUST Adaptive Issuance™ Instant ID

Entrust

Search Panel

Employee Number

Full Name
Aidan Jensen

Barcode

Employee Role

Email Address

claimStatus

CANCEL SEARCH

Rows per page: 50 1-4 of 4

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Search Enrollments

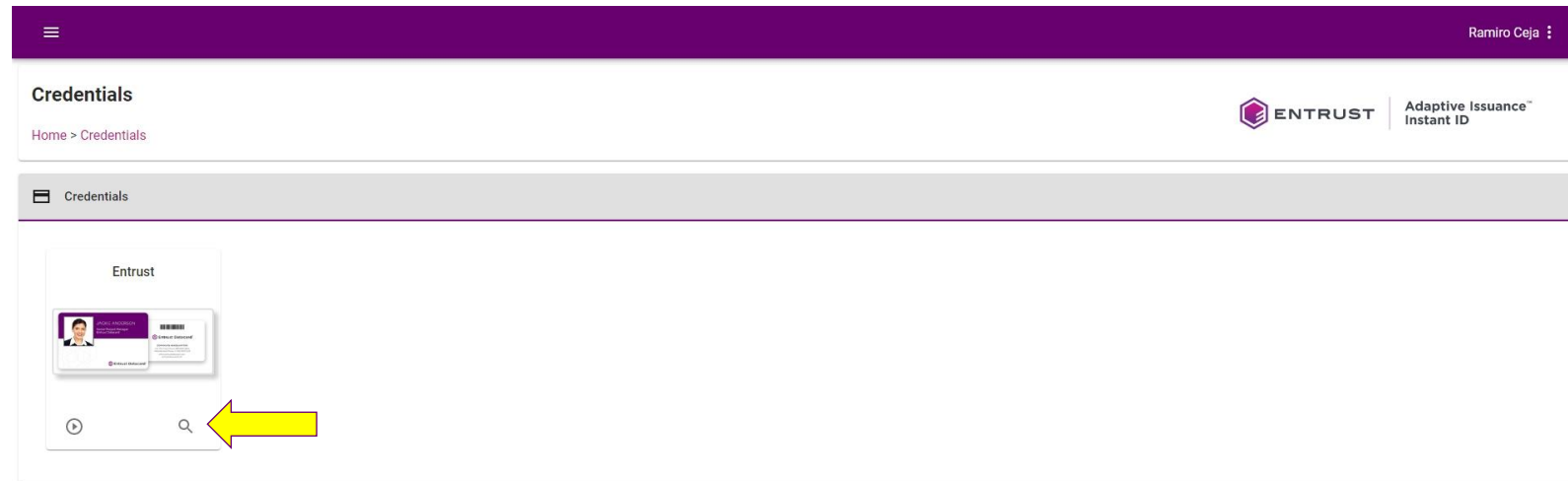
Enrollments that match the search criteria are displayed.

The screenshot shows the 'Search Enrollment' page in the Entrust system. The page has a purple header with a menu icon and the user name 'Ramiro Ceja'. Below the header, the page title 'Search Enrollment' is displayed, along with a breadcrumb 'Home > Credentials'. The Entrust logo and 'Adaptive Issuance™ Instant ID' are in the top right. A search bar contains the text 'Entrust'. Below the search bar is a table with columns: Employee Number, Employee Since Date, Full Name, Barcode, Employee Role, Employee Photo, Employee Signature, Email Address, claimDate, claimStatus, and claimTokenExpiry. One row of data is shown for Aidan Jensen with employee number 12345 and role Employee. A 'CANCEL' button is at the bottom left, and pagination shows '1-1 of 1' rows.

<input type="checkbox"/>	Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry
<input type="checkbox"/>	12345	09/01/2020	Aidan Jensen	12345	Employee		<i>AD Jensen</i>				

Edit an Enrollment

To edit an enrollment, from the **Credentials** page, click on the **Search** icon.



Edit an Enrollment

To edit an enrollment:

- Filter the enrollment list to find the enrollment that you wish to edit (optional).
- Click on a row to open the enrollment that you wish to edit.

The screenshot displays the 'Search Enrollment' page in the Entrust system. The page header includes the Entrust logo and 'Adaptive Issuance Instant ID'. A search bar contains the text 'Entrust'. Below the search bar is a table with the following columns: Employee Number, Employee Since Date, Full Name, Barcode, Employee Role, Employee Photo, Employee Signature, Email Address, claimDate, claimStatus, and claimTokenExpiry. The table contains four rows of data:

Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry
12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		Kate Wilkins	[REDACTED]	09/10/2020	CLAIMED	09/17/2020
12345	09/01/2020	Omar Williams	12345	Employee		Omar Williams	[REDACTED]			
12345	09/01/2020	Janet Fisher	12345	Employee		Janet K Fisher	[REDACTED]			
12345	09/01/2020	Aidan Jensen	12345	Employee		AD Jensen	[REDACTED]			

At the bottom of the table, there is a 'CANCEL' button and a pagination control showing 'Rows per page: 50' and '1-4 of 4'.

Edit an Enrollment

Modify the information in the enrollment and click on **SAVE** to save the changes or click on **SAVE AND PRINT** to save the changes and print the credential.

ENTRUST Adaptive Issuance™ Instant ID

Home > Credentials

Entrust

PERSONAL INFORMATION CAPTURE A PHOTOGRAPH CAPTURE A SIGNATURE MOBILE FLASH PASS PREVIEW AND PRINT

ENTRUST Employee ID

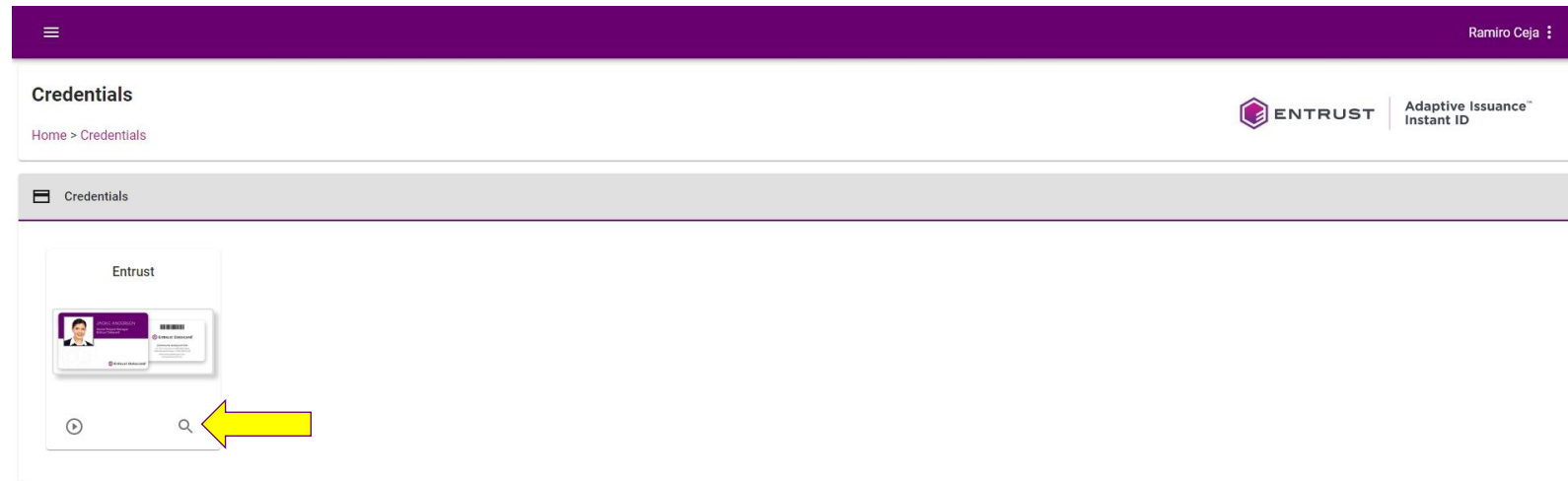
Aidan Jensen
Employee
12345
09/01/2020
AD Jensen

PREVIOUS NEXT

NEW ENROLLMENT CANCEL SAVE SAVE AND PRINT PRINT QUEUE

Delete an Enrollment

To delete an enrollment, from the **Credentials** page, click on the **Search** icon.



Delete an Enrollment

To delete an enrollment:

- Filter the enrollment list to find the enrollment that you wish to delete (optional).
- Click on the **Delete** icon for the enrollment that you wish to delete.

The screenshot shows the 'Search Enrollment' page in the Entrust system. The page header includes the Entrust logo and 'Adaptive Issuance™ Instant ID'. The breadcrumb trail is 'Home > Credentials'. A search bar contains the text 'Entrust'. Below the search bar is a table with the following columns: Employee Number, Employee Since Date, Full Name, Barcode, Employee Role, Employee Photo, Employee Signature, Email Address, claimDate, claimStatus, and claimTokenExpiry. The table contains four rows of enrollment data. A yellow arrow points to the delete icon (trash can) in the last row, which corresponds to Aidan Jensen.



Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry		
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		Kate Wilkins	[REDACTED]	09/10/2020	CLAIMED	09/17/2020	
<input type="checkbox"/>	12345	09/01/2020	Omar Williams	12345	Employee		Omar Williams					
<input type="checkbox"/>	12345	09/01/2020	Janet Fisher	12345	Employee		Janet K Fisher					
<input type="checkbox"/>	12345	09/01/2020	Aidan Jensen	12345	Employee		AD Jensen					

At the bottom left of the table is a 'CANCEL' button. At the bottom right, there is a pagination control showing 'Rows per page: 50' and '1-4 of 4'.

Delete an Enrollment

If you are sure that you want to delete this enrollment, click on **DELETE**.

The screenshot displays the 'Search Enrollment' interface in the Entrust system. A modal dialog box titled 'Delete Enrollment' is open, asking 'Are you sure you want to delete the enrollment(s) ?' with 'CANCEL' and 'DELETE' buttons. A yellow arrow points to the 'DELETE' button. The background shows a table with columns: Employee Number, Employee Since Date, Full Name, Barcode, Employee Role, Employee Photo, Employee Signature, Email Address, claimDate, claimStatus, and claimTokenExpiry. The table contains four rows of data for employees: Kate Wilkins (Training Supervisor), Omar Williams (Employee), Janet Fisher (Employee), and Aidan Jensen (Employee). The footer includes copyright information for 2020 and links for Terms of Service, Privacy Statement, Open Source Software Copyright Notice, and Build.

Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor			09/10/2020	CLAIMED	09/17/2020
<input type="checkbox"/>	12345	09/01/2020	Omar Williams	12345	Employee					
<input type="checkbox"/>	12345	09/01/2020	Janet Fisher	12345	Employee		Janet K Fisher			
<input type="checkbox"/>	12345	09/01/2020	Aidan Jensen	12345	Employee		AD Jensen			

Delete an Enrollment

The enrollment is deleted from the database.

Search Enrollment

Home > Credentials

ENTRUST Adaptive Issuance™ Instant ID

Entrust

<input type="checkbox"/>	Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry	
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		<i>Kate Wilkins</i>	[REDACTED]	09/10/2020	CLAIMED	09/17/2020	
<input type="checkbox"/>	12345	09/01/2020	Omar Williams	12345	Employee		<i>Omar Williams</i>					
<input type="checkbox"/>	12345	09/01/2020	Janet Fisher	12345	Employee		<i>Janet K Fisher</i>					

CANCEL

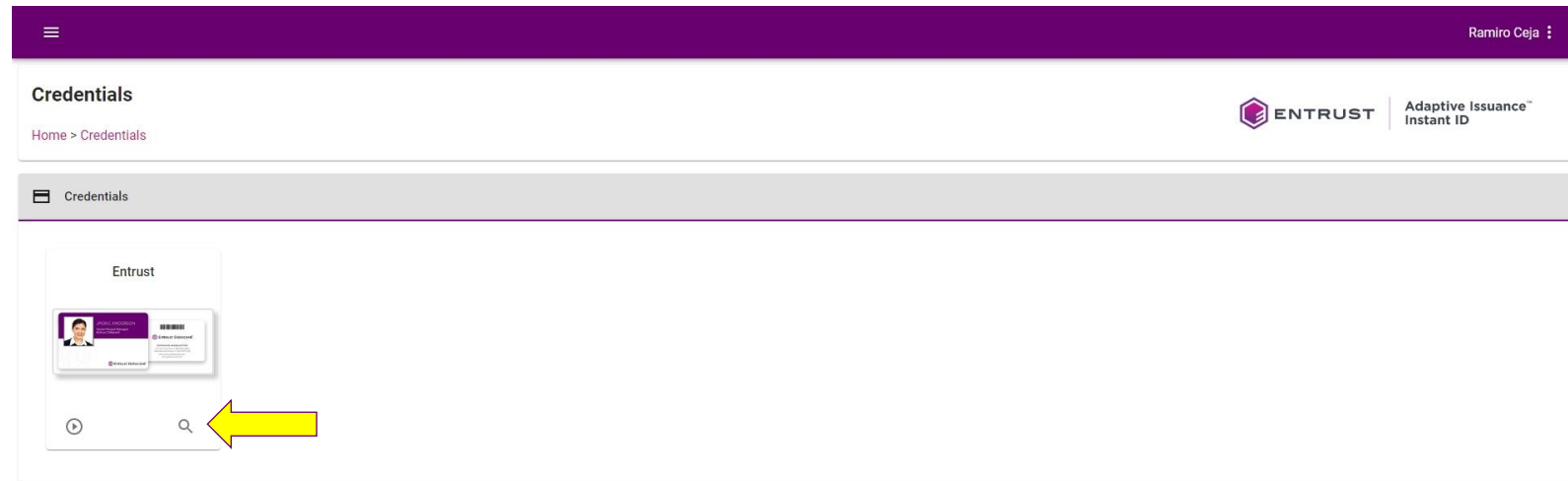
Rows per page: 50 1-3 of 3

✓ Enrollment deleted successfully



Delete Multiple Enrollments

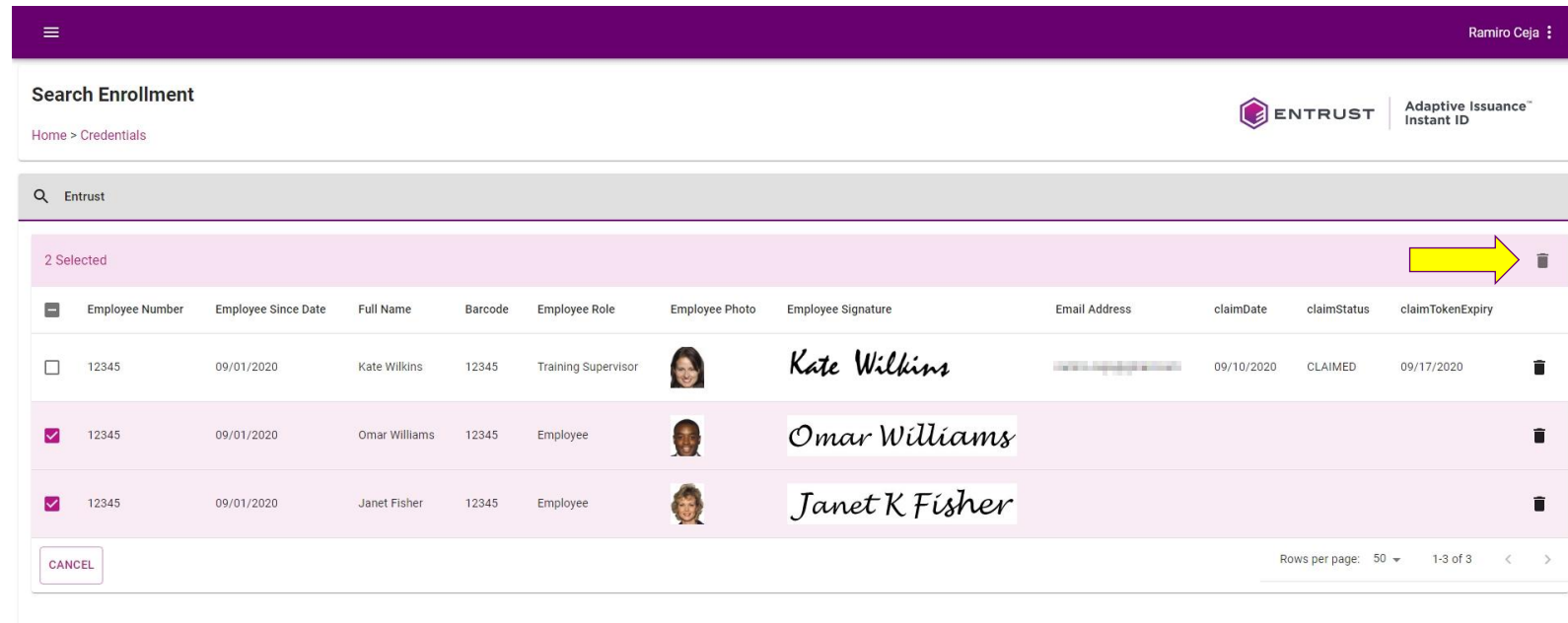
To delete multiple enrollments, from the **Credentials** page, click on the **Search** icon.



Delete Multiple Enrollments

To delete multiple enrollments:

- Filter the enrollments list to find the enrollments that you wish to delete (optional).
- Check the boxes for the enrollments that you wish to delete and click on the **Delete** icon.

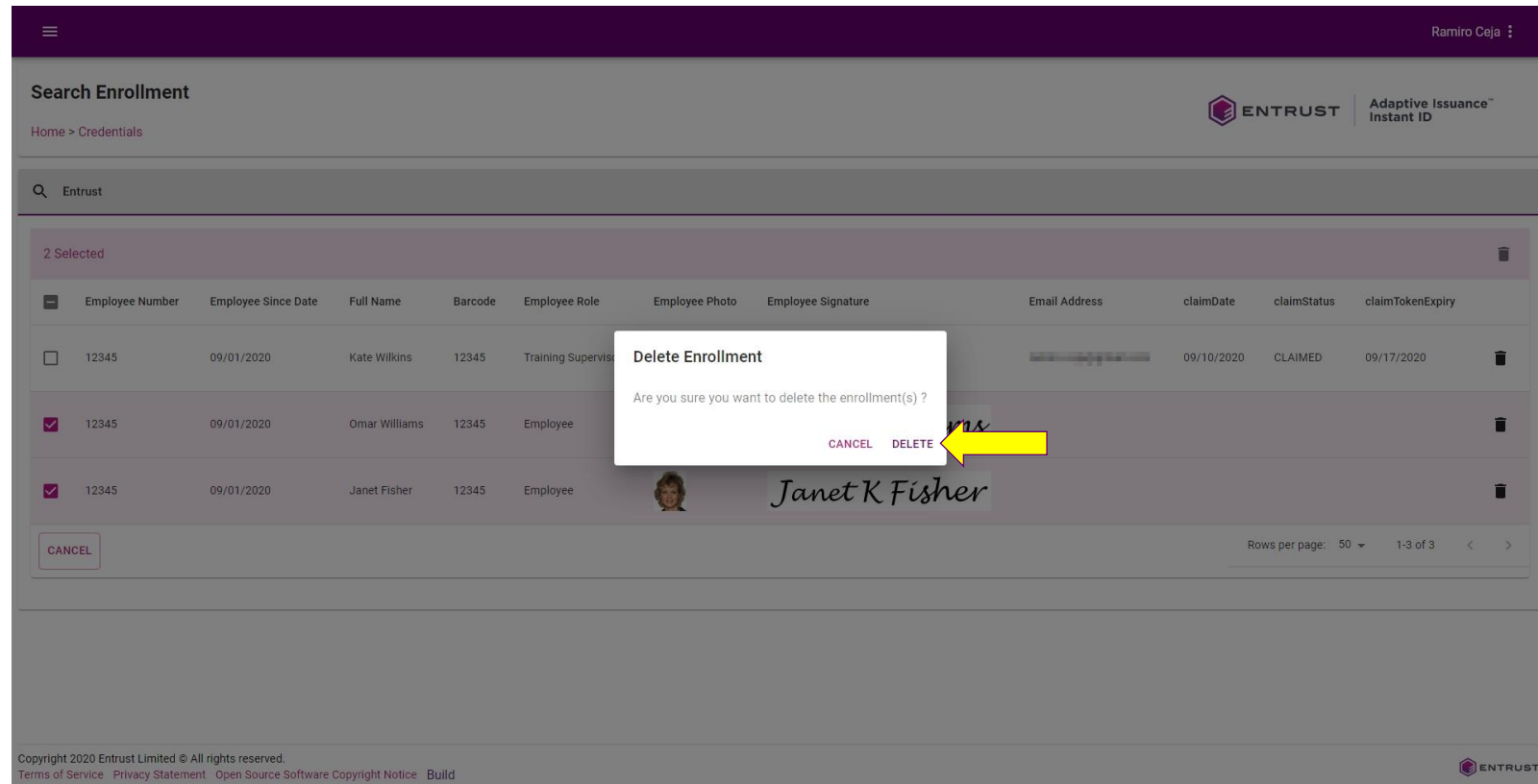


The screenshot shows the 'Search Enrollment' page in the Entrust system. The page header includes the Entrust logo and 'Adaptive Issuance Instant ID'. The breadcrumb trail is 'Home > Credentials'. A search bar contains the text 'Entrust'. Below the search bar, a table displays enrollment records. The table has columns for Employee Number, Employee Since Date, Full Name, Barcode, Employee Role, Employee Photo, Employee Signature, Email Address, claimDate, claimStatus, and claimTokenExpiry. Three rows are visible, with the second and third rows selected (indicated by checkmarks in the first column). A yellow arrow points to a trash can icon in the top right corner of the table, which is used for deleting the selected records. A 'CANCEL' button is located at the bottom left of the table area. The footer of the page includes copyright information and links to Terms of Service, Privacy Statement, Open Source Software Copyright Notice, and Build.



	Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry	
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		Kate Wilkins	[REDACTED]	09/10/2020	CLAIMED	09/17/2020	
<input checked="" type="checkbox"/>	12345	09/01/2020	Omar Williams	12345	Employee		Omar Williams	[REDACTED]				
<input checked="" type="checkbox"/>	12345	09/01/2020	Janet Fisher	12345	Employee		Janet K Fisher	[REDACTED]				

Delete Multiple Enrollments

If you are sure that you want to delete the enrollments, click on **DELETE**.



The screenshot displays the 'Search Enrollment' interface in the Entrust system. A modal dialog box titled 'Delete Enrollment' is centered on the screen, asking 'Are you sure you want to delete the enrollment(s) ?' with 'CANCEL' and 'DELETE' buttons. A yellow arrow points to the 'DELETE' button. The background shows a table with columns for Employee Number, Employee Since Date, Full Name, Barcode, Employee Role, Employee Photo, Employee Signature, Email Address, claimDate, claimStatus, and claimTokenExpiry. Three rows are visible, with the first two selected. The third row shows a photo and signature for Janet K Fisher. A 'CANCEL' button is located at the bottom left of the table area. The footer contains copyright information for Entrust Limited and links to Terms of Service, Privacy Statement, Open Source Software Copyright Notice, and Build.

Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor			09/10/2020	CLAIMED	09/17/2020
<input checked="" type="checkbox"/>	12345	09/01/2020	Omar Williams	12345	Employee					
<input checked="" type="checkbox"/>	12345	09/01/2020	Janet Fisher	12345	Employee					

Delete Multiple Enrollments

The enrollments are deleted from the database.

Search Enrollment

Home > Credentials

ENTRUST Adaptive Issuance™ Instant ID

Entrust

<input type="checkbox"/>	Employee Number	Employee Since Date	Full Name	Barcode	Employee Role	Employee Photo	Employee Signature	Email Address	claimDate	claimStatus	claimTokenExpiry
<input type="checkbox"/>	12345	09/01/2020	Kate Wilkins	12345	Training Supervisor		<i>Kate Wilkins</i>	[Redacted]	09/10/2020	CLAIMED	09/17/2020

CANCEL

Rows per page: 50 1-1 of 1

✓ Enrollment deleted successfully

