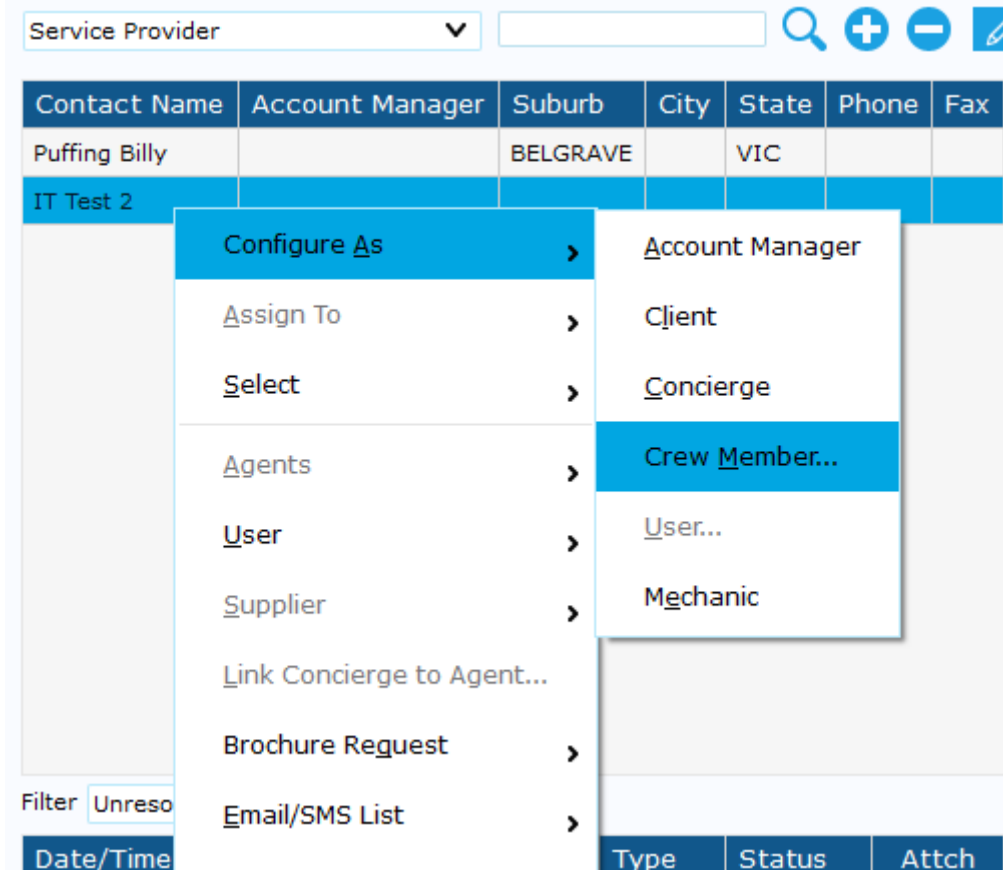


Adding RFID - Custom Linc

This article will show you how to add an RFID tag to a user's account in Custom Linc.

1. Firstly, you will have to convert the staff member to a crew member. Search the user in Custom Linc. Right click the user and select "Configure as > Crew Member".



2. This box will open up. Click "Depot" on the left-hand side and click "Apply".

Details

Notes

RFID Tags

Depots

Roles

Skills

Qualifications

Resource Types

Search

Details for IT Test

Depots

From	To	Depot
------	----	-------

Roles

☐ Show All

Assigned	Role
----------	------

Skills

☐ Show All

Assigned	Skill
----------	-------

Qualifications

Type	License #	Exp Date	Payroll
------	-----------	----------	---------

OK

Cancel

Apply

3. This box will appear, in "Depot", select "Puffing Billy". hit apply and then close.

Details

Notes

RFID Tags

Depots

Roles

Skills

Qualifications

Resource Types

Search

Details for IT Test

Depots

From	To	Depot

Roles

☐ Show All

Role	Valid From	To	Depot	Notes

Skills

☐

Skill	Valid From	To	Depot	Notes

Qualifications

Type	License #	Exp Date	Payroll

Depot

Details

Valid From

12/09/2022

to

Depot

Puffing Billy

Notes

OK

Close

Apply

4. In the left column head to "RFID Tags", right click in the empty space under "RFID No" and click add.

Details for IT Test 2

Details
Notes
RFID Tags
Depots
Roles
Resource Types

Add...

Delete...

Properties...

RFID Tags

RFID No

Depots

08/0

To

Depot

Puffing Billy

Roles

☐ Show All

Assigned

Role

...

Resource Types

Assigned

Resource Type

☐ Dining Car
☐ Excursion Train
☐ POLAR EXPRESS

Search

OK

Cancel

Apply

- This will show a box with tag no, when clicked into the dialogue box, swipe the RFID tag onto the RFID reader you are assigning to that user. Then hit ok.

Details for IT Test 2

Details
Notes
RFID Tags
Depots
Roles
Resource Types

RFID Tags

RFID No

Depots

From	To	Depot
08/07/2025		Puffing Billy

RFID Tag

Details

Tag No

OK

Close

Apply

Resource Types

Assigned	Resource Type
☐	Dining Car
☐	Excursion Train
☐	POLAR EXPRESS

Search

OK

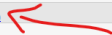
Cancel

Apply

For users with a generic password such as SM's or Booking Clerks using RFID, you will also need to remove the Password Expiry.

- Go back to the **contact search** page, find the user you are editing and double click the **Contact Type** area

All Contacts dylan heal

Contact Name	Account Manager	Suburb	City	State	Phone	Contact
Dylan Healey						Contact Id 421946
Dylan Healey						Last Modified 01/07/2025 15:56
Dylan Healey						Business Email dylan.healey@pbr.org.au
Dylan Healey					+61 412533935	Contact Types User (Exp = 27/06/2026) 
Dylan Healey						Staff
Dylan Healey						Member
Dylan Healey					+61 6141253393	Company Puffing Billy
Dylan Healey					+61 6146699589	Business Email emma.butchinson@pbr.org.au
						Business Email fat.controller@pbr.org.au

Filter: Unresolved Items

Date/Time	Subject	From	To	Type	Status	Attach
-----------	---------	------	----	------	--------	--------

- Highlight** the expiry date and **delete/backspace** to remove, then hit **apply**.



User Details

Options

- Details
- Roles
- Op Centre Brand:
- Depots
- Notes
- Signature
- Alerts Members
- Wheelchair Alert
- Crew Roles visible in
- Portal Workstations

Search

Details

User Id

DHEALEY

☒ Sightseeing
 ☒ Express
 ☐ Accommodation
 ☒ Charter
 ☒ Rostering
 ☐ Maintenance
 ☒ CustomLinc Portal / Offline User
 ☐ Is a Shared User
 ☐ Allow Auto Logon
 ☐ Filter Products
 ☐ Use Single Sign On

PIN

Expiry

27/06/2026

☐ Archive

Position

Default OCB

Puffing Billy

Send Emails

from Organisation (default / recommended)

Auto Open

None

☐ Send bookings CSV backup file

Reset Password

Clear SSO Token

Roles

Assigned	Role
☒	Administrator
☒	System Support
☐	Accounts

OK

Close

Apply

3. To confirm this has been done you can see the expiry date no longer shows under Contact Types

Contact	Dylan Healey
Contact Id	421946
Last Modified	10/07/2025 11:39
Business Email	dylan.healey@pbr.org.au
Contact Types	User Staff Member

4. Please leave a Note under the user to note they have an RFID attached.

Options

Details

Roles

Op Centre Brand:

Depots

Alerts Members

Portal Workstations

Search

User Details

Details

User Id

EFITZSIMONS

PIN

Expiry

10/10/2025

☐ Archive

Position

Default OCB

Puffing Billy

Send Emails

from Organisation (default / recommended)

Auto Open

None

☐ Send bookings CSV backup file

Reset Password

Clear SSO Token

☒ Sightseeing

☒ Express

☐ Accommodation

☐ Charter

☐ Rostering

☐ Maintenance

☐ CustomLinc Portal / Offline User

☐ Is a Shared User

☐ Allow Auto Logon

☐ Filter Products

☐ Use Single Sign On

Roles

Assigned	Role
☒	Administrator
☒	Customer Service Centre
☒	Dispatch/ Supervisor

OK

Close

Apply

Show All

User Details

Options

Details

Roles

Op Centre Brand:

Depots

Notes

Signature

Alerts Members

Wheelchair Alert

Crew Roles visible in

Portal Workstations

Search

Notes

Signature

Unreconciled Bookings

☐ Send all Unreconciled Bookings ?

OK

Cancel

Apply

5. The user can low login using RFID.

Revision #3

Created 2025-07-09 15:22:00 UTC by Keegan Hunt

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