

RUCKUS One Online Help (index.html)

Search




Viewing Guest Passes

You can view a summary of all the guest passes that have been created in your RUCKUS One account.

1. From the navigation bar, select **Clients** > (and then) **Wireless** > (and then) **Guest Pass Credentials**. Alternatively, select **Clients** > (and then) **Guest Pass Credentials** > (and then) **Wireless Clients List**, then select the **Guest Pass Credentials** tab.

The **Guest Pass Credentials** page displays a table that summarizes all *existing* guest passes. Available information for each guest pass includes:

- **Created:** Date and time when the guest pass was created.
- **Name:** Name of the guest user.
- **Phone:** Phone number of the guest user.
- **Email:** Email address of the guest user.
- **Type:** Type of user account.
- **Allowed Network:** SSID of the network to which the guest user has access.
- **Expires:** Date and time when the guest pass will expire.
- **Status:** Current connection status of the guest user.
- **Approver:** Email address of the host approver (applies to Captive Portal networks of the Host Approval type). This table column is hidden by default and can be enabled by clicking the  icon and selecting the **Approver** column option.

Note that objects displayed in blue on the RUCKUS One UI (such as the values in the **Created**, **Name**, and **Allowed Network** columns) are active links that you may click to view additional detail.

- 2. Click on a specific guest name (in the **Name** column) to view the guest pass details, which displays all the preceding information in the **Guest Details** sidebar. For more information, refer to *Viewing Guest User Details (GUID-75C04BA5-F328-4B22-8E2F-4A4C8C838BE5.html)*.

If you have a large number of guest passes, use the search or filtering options to display guest passes based on the criteria you specify. For example, if you know the name, phone number, or email address of the guest user, enter it in the Search field. If you want to filter the results further, select the **Type (Managed, Self Sign In, or Directory)**, **Allowed Network**, or a specific date range (defaults to **All Time**). You may also uncheck the **Show expired guests** option.

Viewing Guest Passes

Clients /

Wireless

Clients List (0)Guest Pass Credentials (2)Wireless Clients Report

Q

Search Name, Phone, E-mail

Type

▼

Allowed Network

▼

All Time

🕒

Show expired guests

🔍

Add Guest

Add Guest Pass Network

Import from file

<input type="checkbox"/>	Created ▲	Name ▲	Phone	E-mail	Type	Allowed Network	Expires	Status	⌵⌴
<input type="checkbox"/>	10/01/2024 15:22	DoveCryVisitors			Managed	WhenWiredCry	10/08/2024 15:22	Offline	
<input type="checkbox"/>	10/03/2024 12:10	duplicate-test			Managed	WhenWiredCry	10/10/2024 12:10	Offline	

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