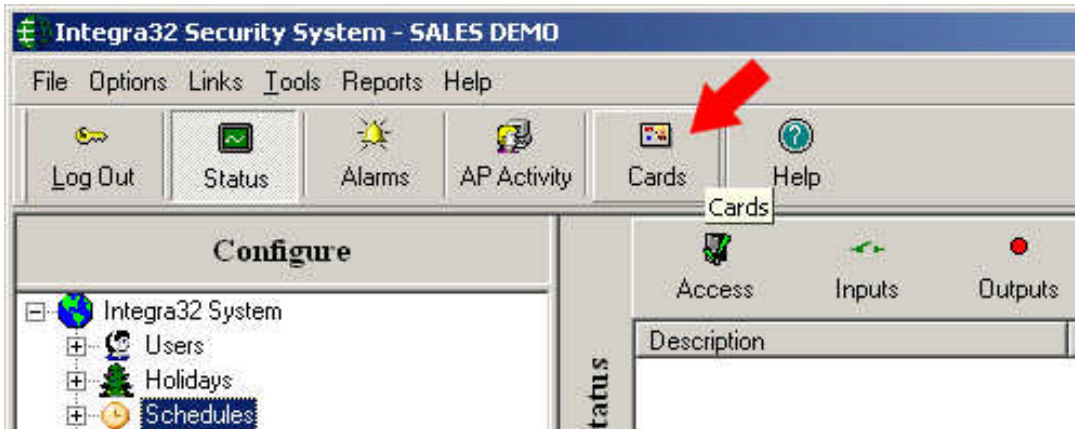


# Badging Manual

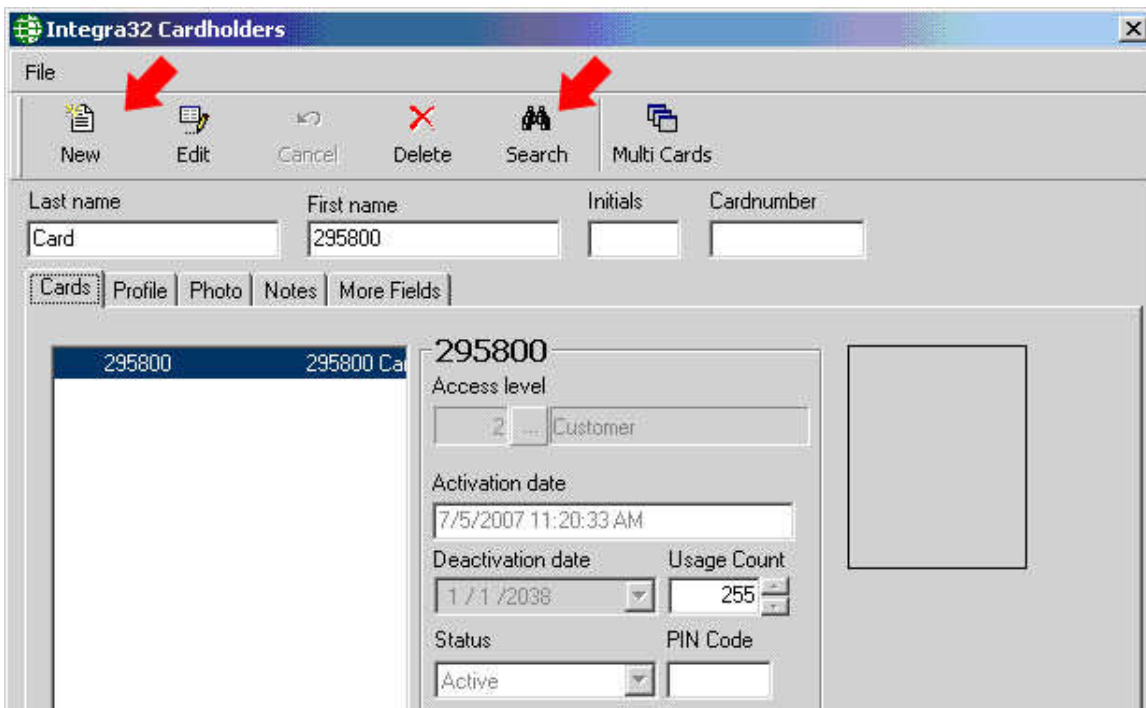
## Step 1.

Press “Cards” button on the toolbar.



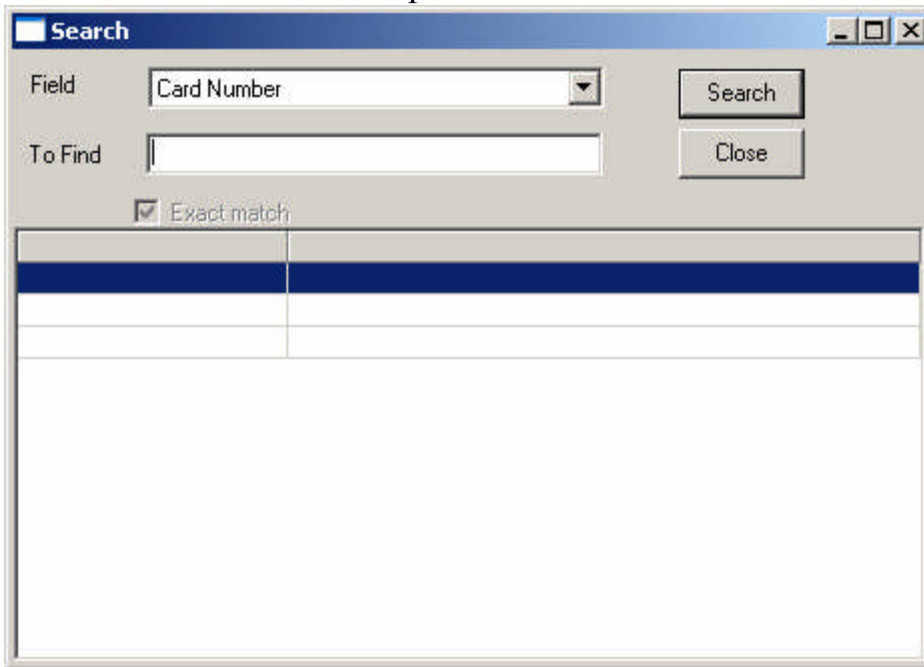
## Step 2.

To add a new user to the system press “New” and see [Step 6](#). To add picture or update information of an existing user (if the card is already registered in the system) press “Search”.



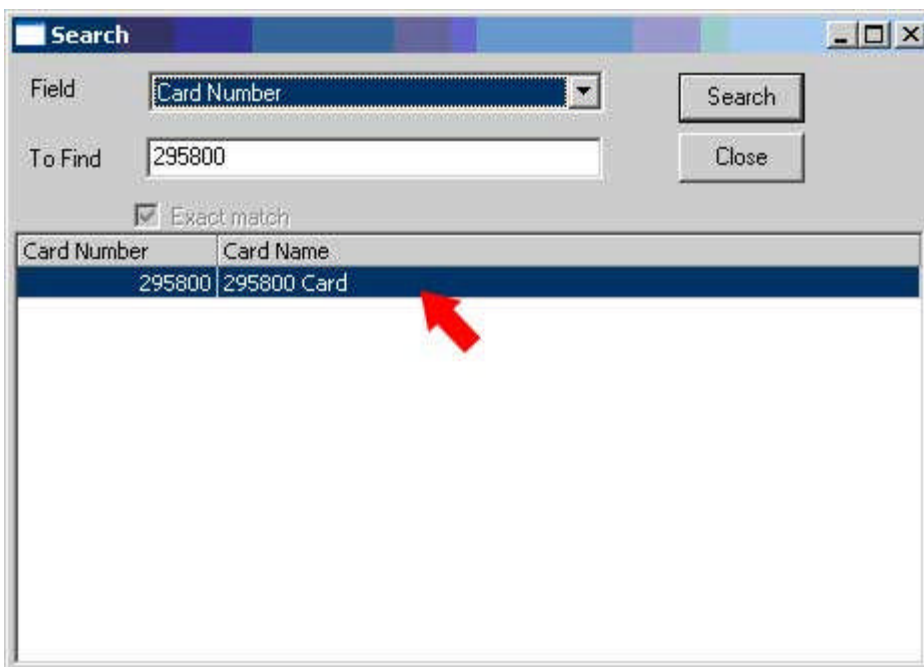
Step 3.

Enter the card number and press "Search".



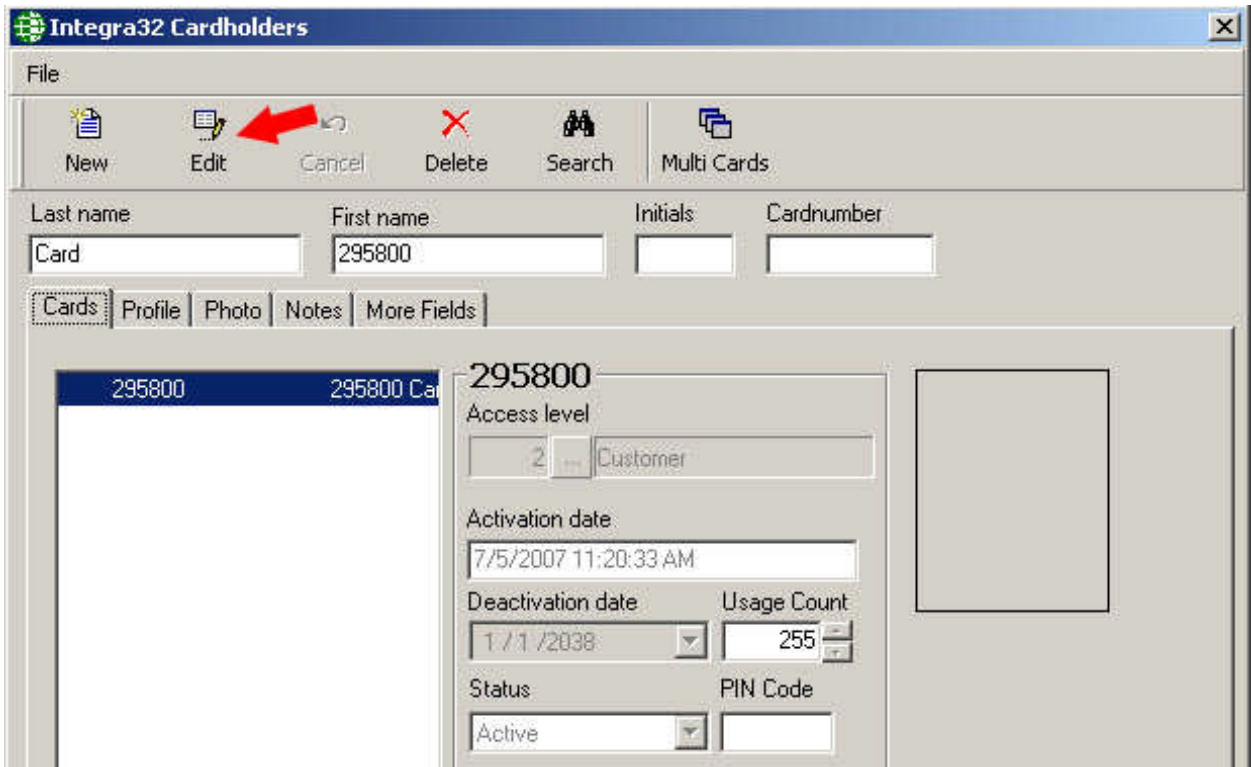
Step 4.

If the card is already in the system, it'll be shown below. Make a double-click on it.



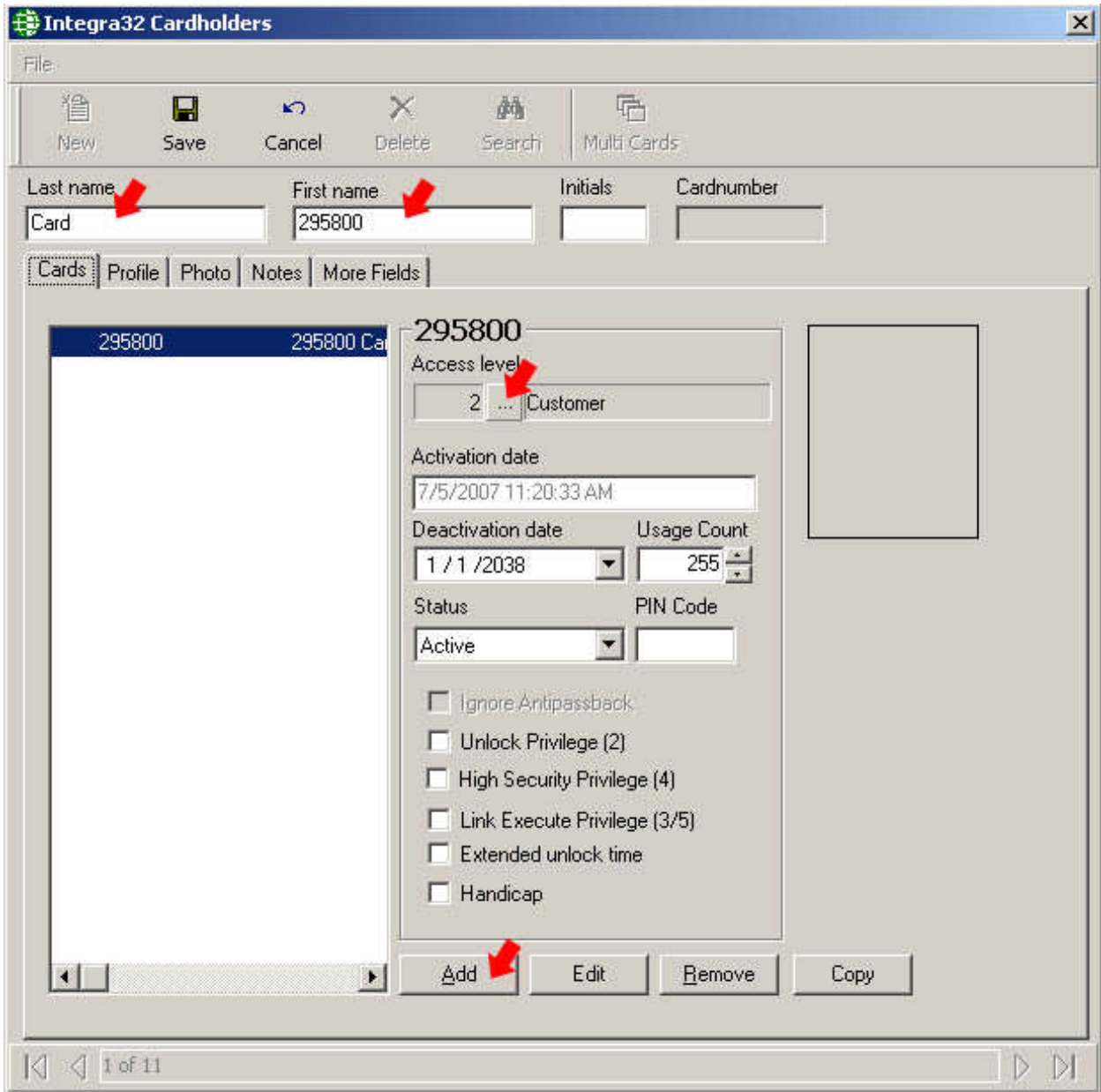
Step 5.

The card is selected. Press “Edit” to make changes, add a picture, etc.



Step 6.

Enter user's first name, last name, choose access level. To add a card to the user's profile press "Add", to remove a card press "Remove".



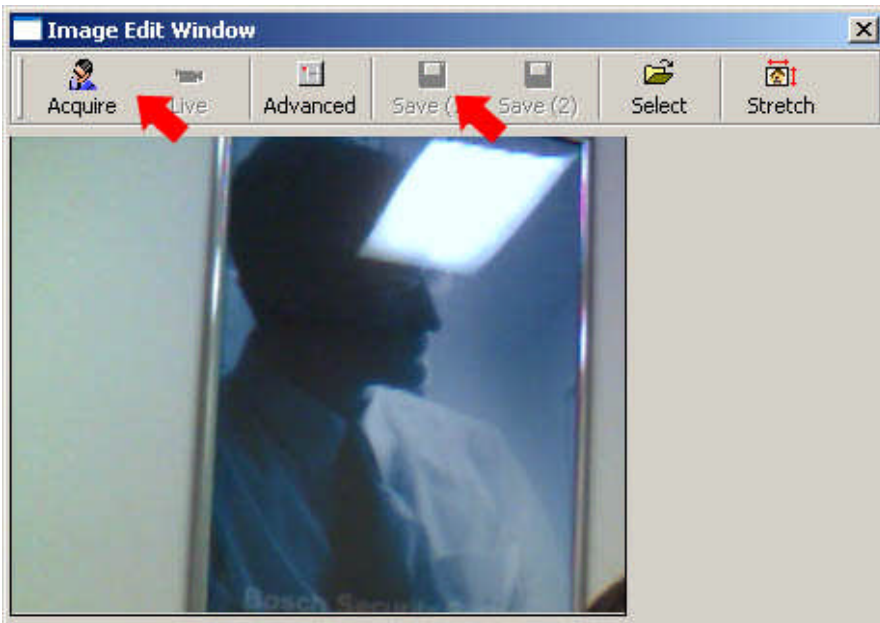
Step 7.

To add a photo go to “Photo” tab in step 6 and press the photo camera button.



Step 8.

Make a picture pressing “Acquire” button and save it to “Save(1)”.



Step 9.

Go to “More Fields” tab. Enter location codes into “User Text1” edit field, D.O.B. - into “User Date1” date field (used for these purpose in this sample) and press “Save” button to save all the changes made to user’s profile.

The screenshot shows the 'Integra32 Cardholders' application window. At the top, there is a menu bar with icons for 'New', 'Save', 'Cancel', 'Delete', 'Search', and 'Multi Cards'. The 'Save' icon is highlighted with a red arrow. Below the menu bar, there are input fields for 'Last name' (containing 'Card'), 'First name' (containing '295800'), 'Initials', and 'Cardnumber'. Below these fields are tabs for 'Cards', 'Profile', 'Photo', 'Notes', and 'More Fields'. The 'More Fields' tab is selected. In this tab, there are two 'User Number' fields (both containing '0'), six 'User Text' fields, and two 'User Date' fields (both containing '7 / 5 / 2007'). A red arrow points to the 'User Text 1' field, and another red arrow points to the 'User Date1' field. At the bottom of the window, there are navigation arrows and a '1 of 11' indicator.

Step 10.

To print the card out press print button. Make sure the profile is opened for editing. (Steps 1-5).

