Badging Manual

Step 1.

Press "Cards" button on the toolbar.

🛛 Integra3	2 Security S	iystem - 5/	ALES DEMO			
File Options	Links <u>T</u> oo	ls Reports	Help	-		
<mark>€≫</mark> Log Out	⊡ Status	∰ Alarms	AP Activity	Cards	() Help	
	Config	ure		Acc	ess Inputs	e Outputs
⊡ 😌 Integra32 System 亩 😰 Users 亩 🏯 Holidays				Descri	ption	

Step 2.

To add a new user to the system press "New" and see <u>Step 6</u>. To add picture or update information of an existing user (if the card is already registered in the system) press "Search".

🗿 Integra3	2 Cardhold	lers					1 (D		×
File									
1 New	Dy Edit	⊮⊃ Cancel	× Delete	search	Multi Ca	rds			
Last name Card		First na	ime IO		nitials	Cardnumber	<u>.</u>		
295	800	295800	Ca Acces	800 s level 2Cust	omer				
			7/5/2 Deact	007 11:20:3 vation date /2038	33 AM U	sage Count		;	
			Activ	9	PI I	N Code			

Step 3. Enter the card number and press "Search"

Search	1			-OX
Field	Card Number	<u> </u>	Search	
To Find	. <u>I</u>		Close	
	Exact match			i

Step 4.

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

Search					
Field	Card	Number		Search	
To Find	29580	0		Close	
	🗵 Еха	ct match			
Card Numb	er	Card Name			
	295800	295800 Card	-		_
I					
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Step 5.

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

12	4	×	AA			
New Edit	Cancel	Delete	Search	Multi Car	ds	
ast name	First na	ame		nitials	Cardnumb	er
ard	29580)0	ji j			
		Acce	ss level			-
		Acce Activ 7/5/ Deac	ss level 2 Cust ation date 2007 11:20:3 tivation date	omer 33 AM	age Count	
		Acce Activ. 7/5/ Deac 1./	ss level 2 Cust ation date 2007 11:20:3 tivation date 1 /2038	omer 33 AM Us	age Count 255 - 	

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".

Vew	Save	Cancel	Delete Search Multi Cards
name /		First na	ne y Initials Cardnumber
rds Profil	le Photo	Notes Mor	e Fields
29580	00	295800	Ca 295800
			2 Customer
			Activation date
			7/5/2007 11:20:33 AM Deactivation date Usage Count
			1 / 1 /2038 T 255
			Status PIN Code
			Ignore Antipassback Unlock Privilege (2)
			☐ High Security Privilege (4)
			Link Execute Privilege (3/5)
			Extended unlock time Handicap

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.

New Save Cancel Delete Search Multi Cands Last name First name Initials Candnumber Card 235800	🖗 Integra32 Cardholde	rs		
Last name First name Initials Cardnumber Card 295800 Card Profile Photo Notes More Fields User Number1 0 User Text 1 User Text 2 User Text 3 User Text 4 User Text 4 User Text 5 User Text 5 User Text 5 User Text 5 User Text 6 T 7 / 5 / 2007	道 日本 New Save	Cancel Delete S	iearch Multi Card	ls
User Number1 0 User Text 1 User Text 2 User Text 3 User Text 4 User Text 5 User Text 5 User Text 6	Last name Card Cards Profile Photo	First name 295800 Notes More Fields	Initials	Cardnumber
	User Number1 0 User Text 1 User Text 2 User Text 3 User Text 4 User Text 5 User Text6	User Num	nber2	User Date1 7 / 5 /2007 User Date2 7 / 5 /2007
	User Text6			7 / 5 /2007

Step 10.

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

