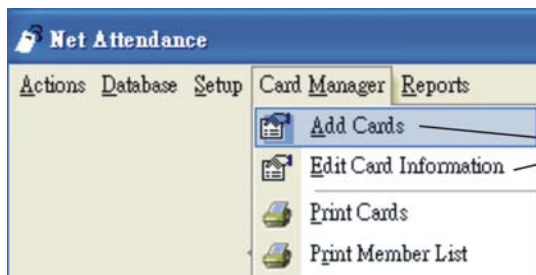


## 4. CARD MANAGER

The card manager is a utility to help the user to create printed member cards for the pictured identification.

### 4.1 ADD CARDS

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Select **Add Cards** or **Add Card** under **Edit Card Information** to build up your card database - select the serial number of your ID cards and follow the instruction to complete the procedure

You must use Add Cards feature in order to add those ID cards purchased appears in the Blank card box in the Card Information List in 4.2. If the ID cards are not added, those cards will not be shown on the reports.

4.2 EDIT CARD INFORMATION

**Card Information List**

Used (4 cards)

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

Blank (37 cards)

- 359364
- 359812
- 361545
- 362551
- 363296
- 363871
- 363936
- 364177

Buttons: Register, Remove, Clear All, Add Card

Annotations for Card Information List:

- Number of ID Cards in Card Information List
- Number of ID Cards not in Card Information List
- 1. Double click the card number or click the card number then select "REGISTER" to enter new Card Information
- Remove the selected blank card number
- Add new cards - select the ID card serial number
- Remove all blank card number from the list
- 2. Double click the record or select the record then click EDIT to edit existing ID Card Information
- Grant authorization - check the box to select which readers or com ports this user can use for access with electric lock

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**Card Information**

Photo: RFID Time Clock

Details:

- Card Number: 374099
- Name: Albert Willy
- Member of: OFFICE
- Remarks: Engineer, October 3, 2003

Access Allowed:

- COM1
- COM2
- Time Clock
- COM4
- COM5
- COM6
- COM7
- COM8

Buttons: Load Photo, Rotate, Clear, Confirm, Delete, Cancel

Annotations for Card Information:

- Rotate the photo to the right direction
- Click to associate a photo to the card number
- Click to cancel the photo selection
- Name cannot be changed after "Confirm" (use "Delete" to delete the card information than re-ente the card information)