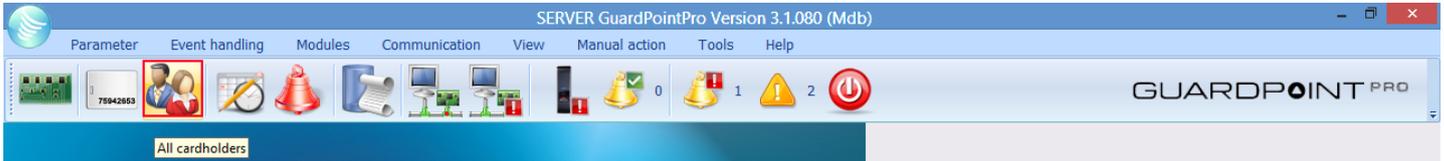


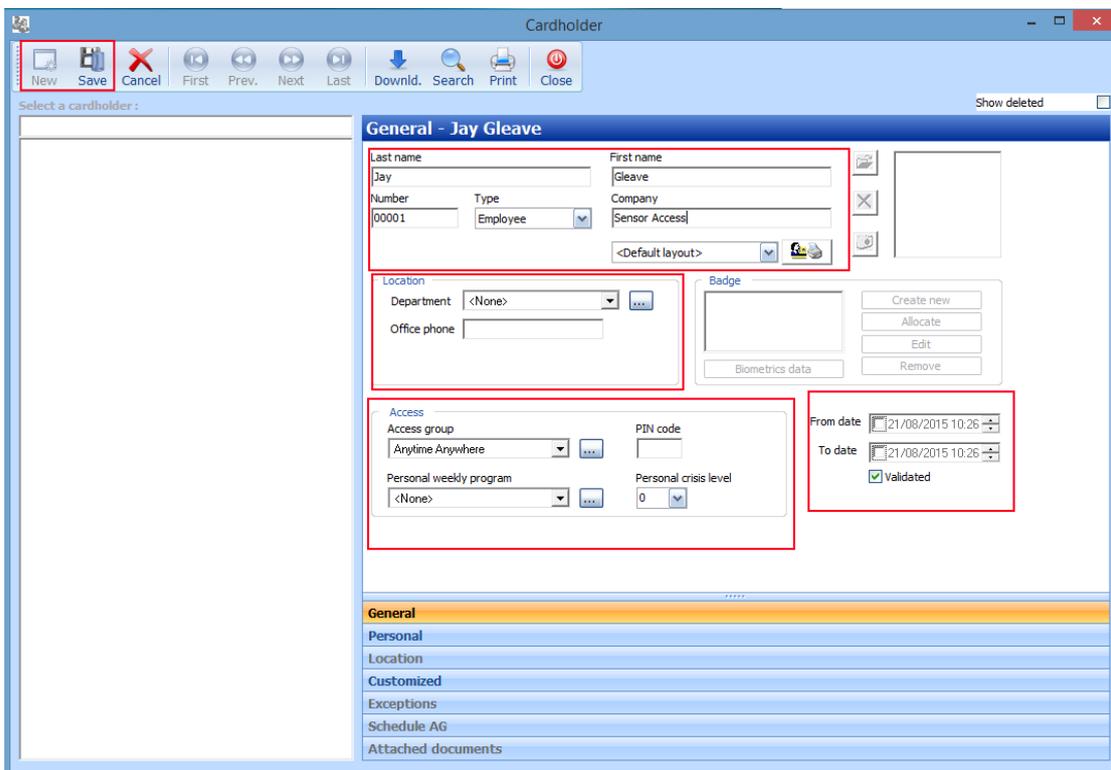
How to enrol a card holder and badge

GPP 3.1

1. From the GPP main screen, click the all **cardholders** menu button



2. At the cardholder screen click new.
Fill in the relevant details for the cardholder, pick the cardholders Access group and any validation rules you wish to apply to the cardholder and click **save**



The screenshot shows the 'Cardholder' form for 'Jay Gleave'. The form is divided into several sections, with key fields highlighted in red boxes:

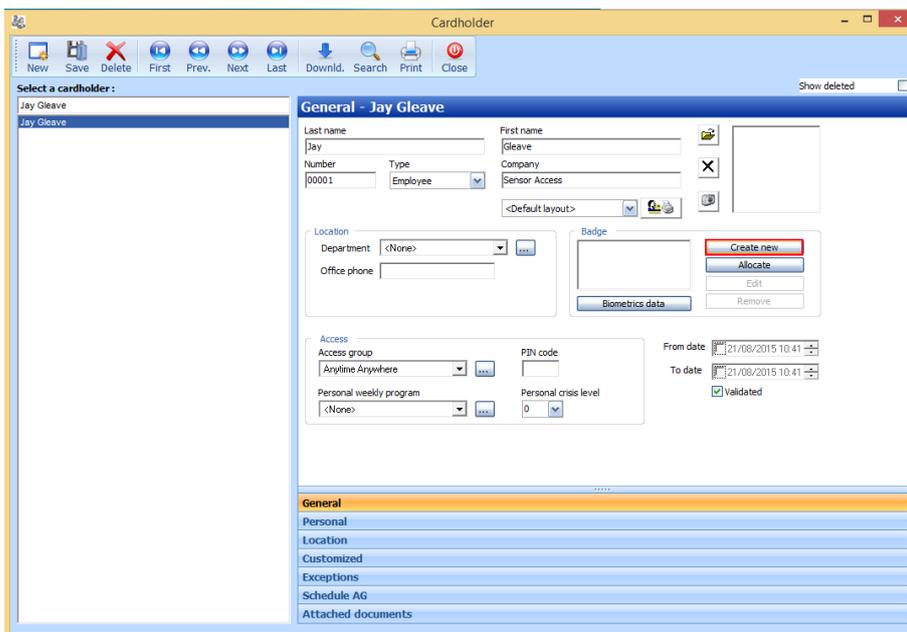
- General - Jay Gleave**
 - Last name: Jay
 - First name: Gleave
 - Number: 00001
 - Type: Employee
 - Company: Sensor Access
 - Location: Department: <None>, Office phone: [empty]
 - Access: Access group: Anytime Anywhere, PIN code: [empty]
 - Personal weekly program: <None>, Personal crisis level: 0
 - From date: 21/08/2015 10:26
 - To date: 21/08/2015 10:26
 - Validated:
- General**
- Personal**
- Location**
- Customized**
- Exceptions**
- Schedule AG**
- Attached documents**

The 'New' button in the top left toolbar is also highlighted in red.

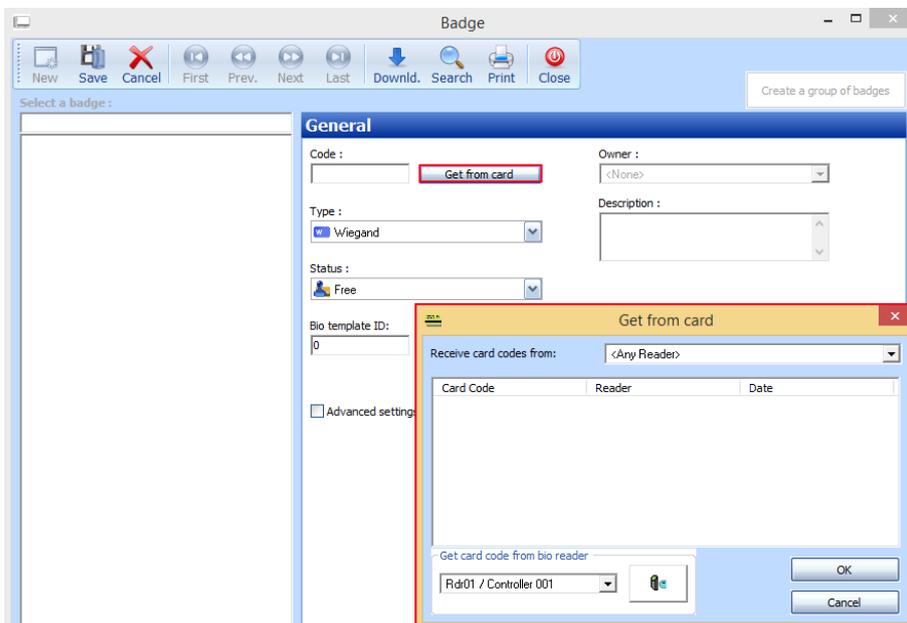
How to enrol a card holder and badge

GPP 3.1

- Once saved click **Create new in the badge** section of the cardholder screen. This will open the badge screen



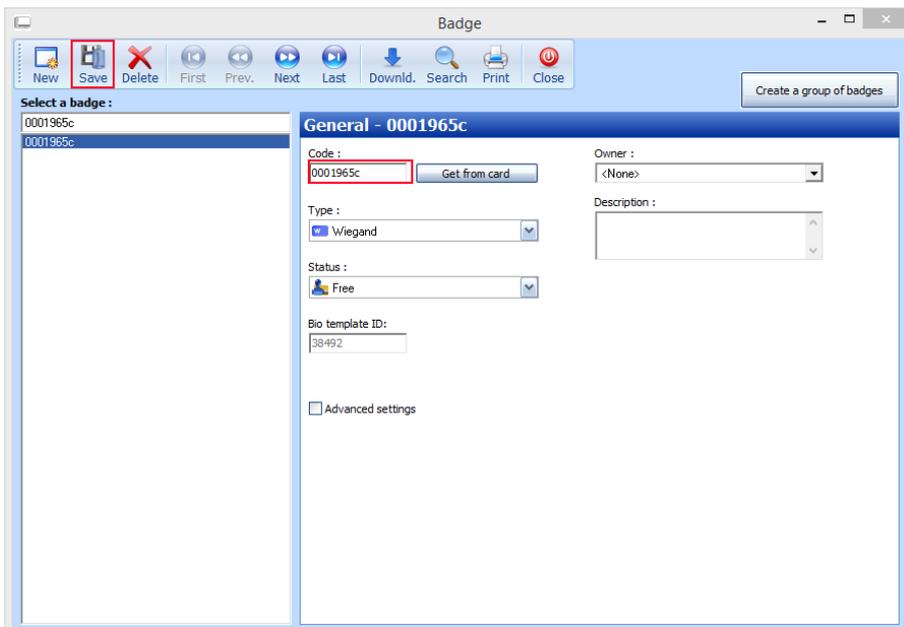
- At the badge screen Click **Get from Card**. The get from card screen will open. Pass the card at the enrolment reader . One the card number appears on the screen click **ok** and then **save**. Once back at the cardholder screen click **save** again to register the card in the system



How to enrol a card holder and badge

GPP 3.1.xx

5. If you are using a desktop reader follow up to step for but do not click **the get from card** button. Place the cursor in the badge filed and swipe the card at the desktop reader. The number will appear in the field. Click save. Once back at the cardholder screen click **save** again to register the card in the system



The screenshot shows a software window titled "Badge" with a menu bar containing: New, Save, Delete, First, Prev., Next, Last, Downld., Search, Print, Close. A "Create a group of badges" button is in the top right. On the left, a "Select a badge:" list shows "0001965c" selected. The main area is titled "General - 0001965c" and contains the following fields:

- Code : 0001965c (highlighted with a red box) with a "Get from card" button.
- Owner : <None>
- Type : Wiegand
- Status : Free
- Bio template ID: 38492
- Advanced settings