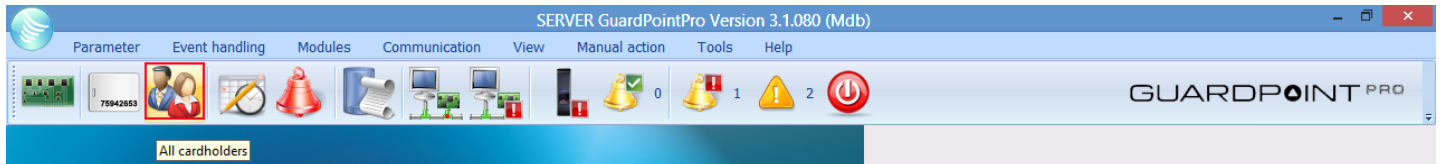


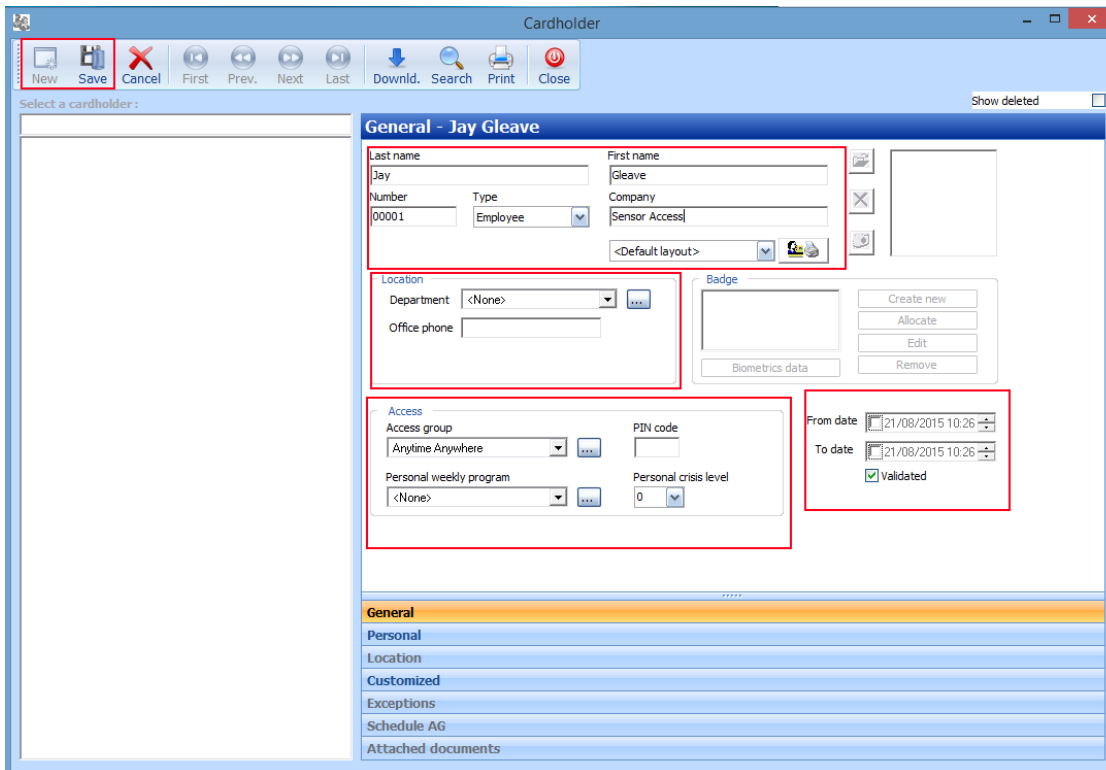
How to enrol a card holder and badge

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**



Cardholder

Select a cardholder:

General - Jay Gleave

Last name: Jay, First name: Gleave, Number: 00001, Type: Employee, Company: Sensor Access

Location: Department: <None>, Office phone:

Access: Access group: Anytime Anywhere, PIN code: , Personal weekly program: <None>, Personal crisis level: 0

Badge: Create new, Allocate, Edit, Remove

Validation: From date: 21/08/2015 10:26, To date: 21/08/2015 10:26, Validated: ☒

General

Personal

Location

Customized

Exceptions

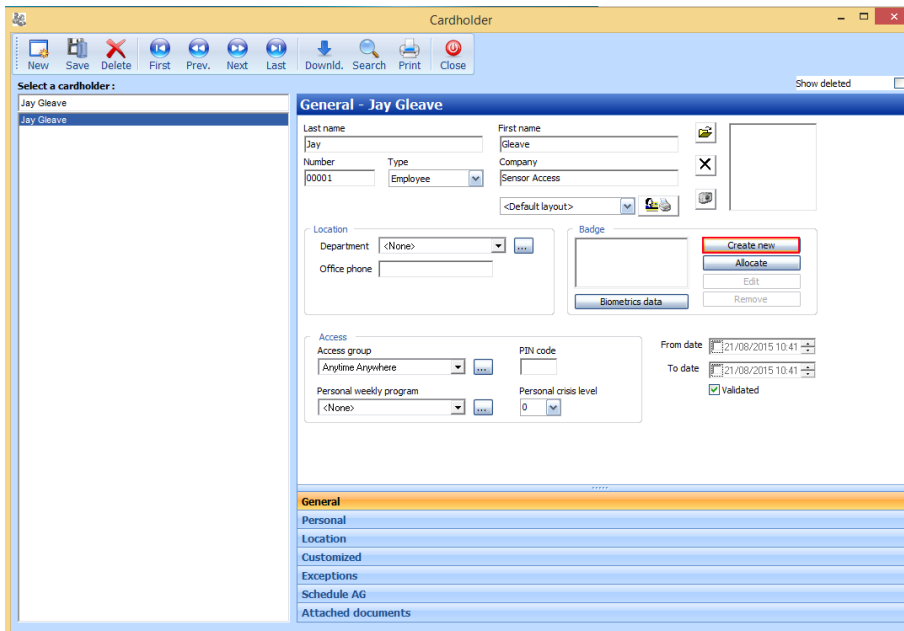
Schedule AG

Attached documents

How to enrol a card holder and badge

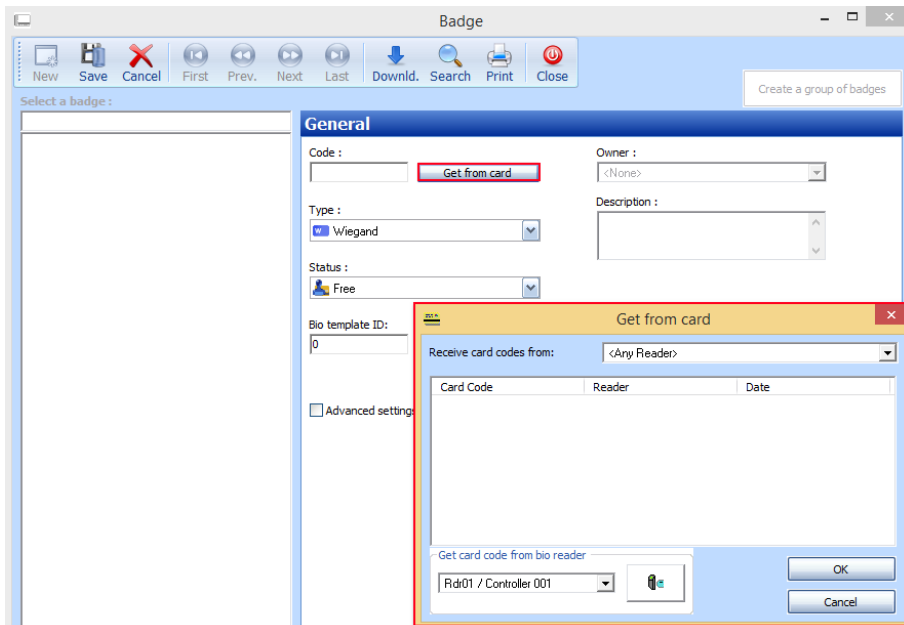
GPP 3.1

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



The screenshot shows the 'Cardholder' window. On the left is a list of cardholders with 'Jay Gleave' selected. The main area is the 'General - Jay Gleave' form. It contains various input fields for personal and access information. In the 'Badge' section, the 'Create new' button is highlighted with a red box.

- 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

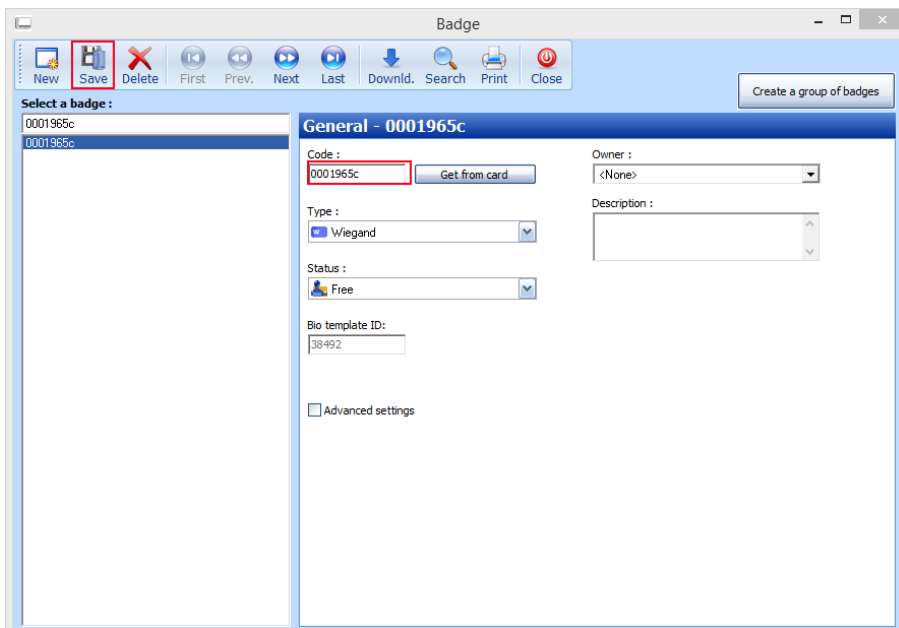


The screenshot shows the 'Badge' window. On the left is a list of badges. The main area is the 'General' form. The 'Get from card' button is highlighted with a red box. A 'Get from card' dialog box is open, showing a table with 'Card Code', 'Reader', and 'Date' columns. Below the table is a 'Get card code from bio reader' section with a dropdown menu and a button.

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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 the 'Badge' application window. On the left, a list of badges includes '0001965c'. The main area is titled 'General - 0001965c'. It contains several input fields: 'Code' (with '0001965c' entered and highlighted by a red box), 'Owner' (set to '<None>'), 'Type' (set to 'Wiegand'), 'Status' (set to 'Free'), and 'Bio template ID' (set to '38492'). A 'Get from card' button is located next to the 'Code' field. At the bottom, there is an 'Advanced settings' checkbox which is currently unchecked. The top toolbar includes buttons for New, Save, Delete, First, Prev, Next, Last, Downld, Search, Print, and Close.