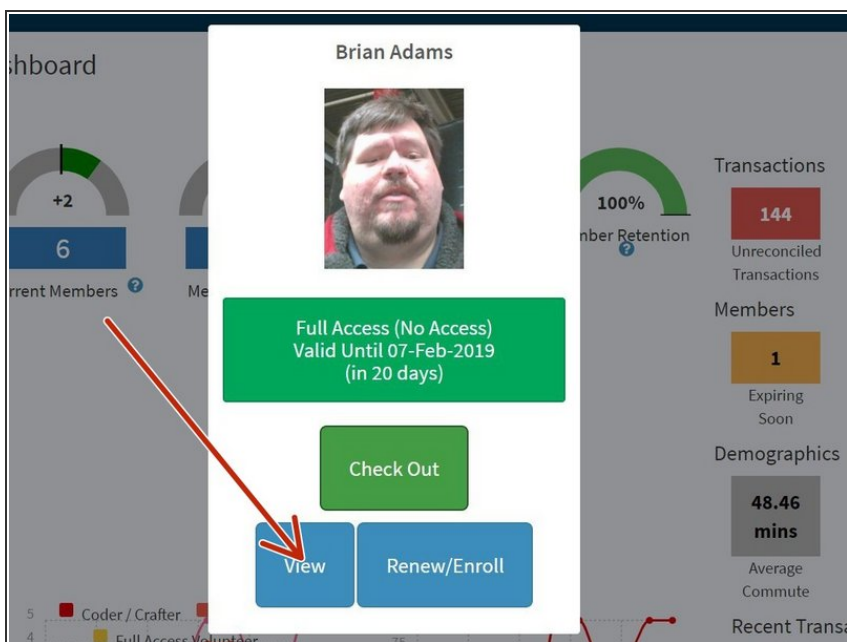


Making an ID Card



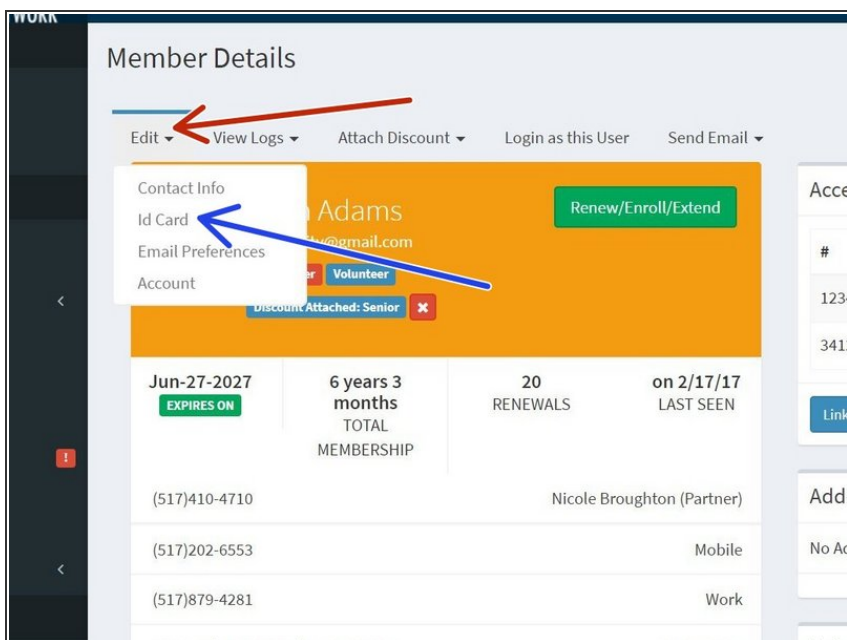
Step 1 — Lookup Member



● Lookup a member (or swipe their keyfob)

● Click "View"

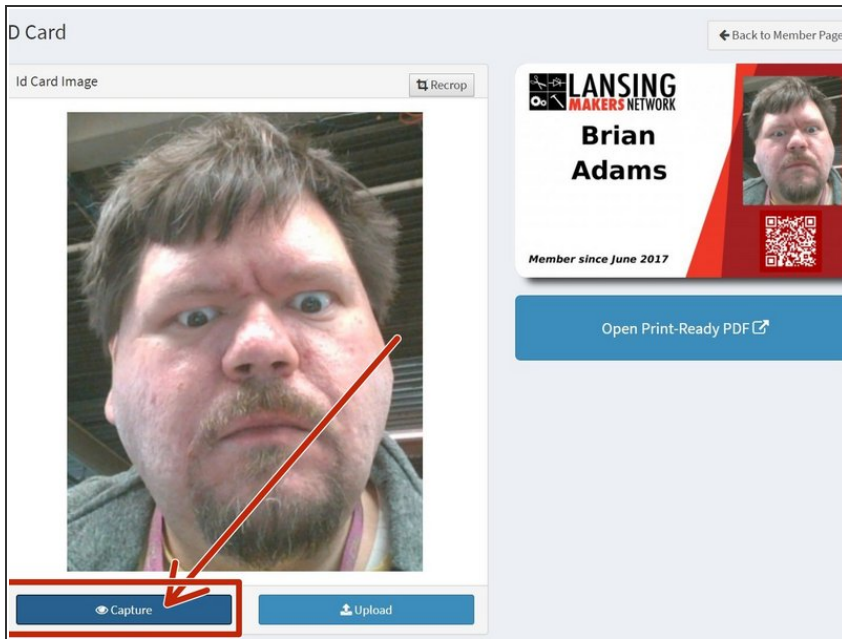
Step 2 — Access the ID Card Page



● Click "Edit"

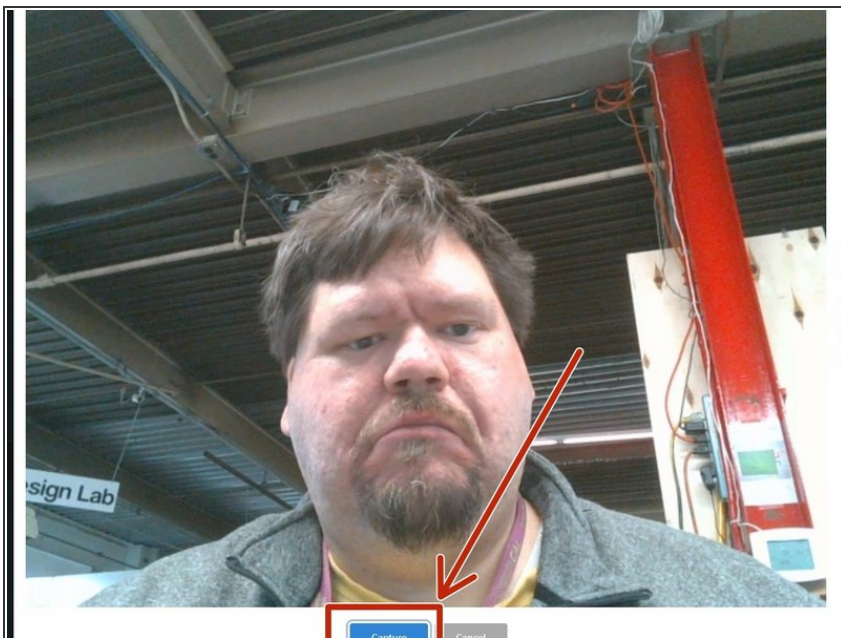
● Click "ID Card"

Step 3 — Open the webcam



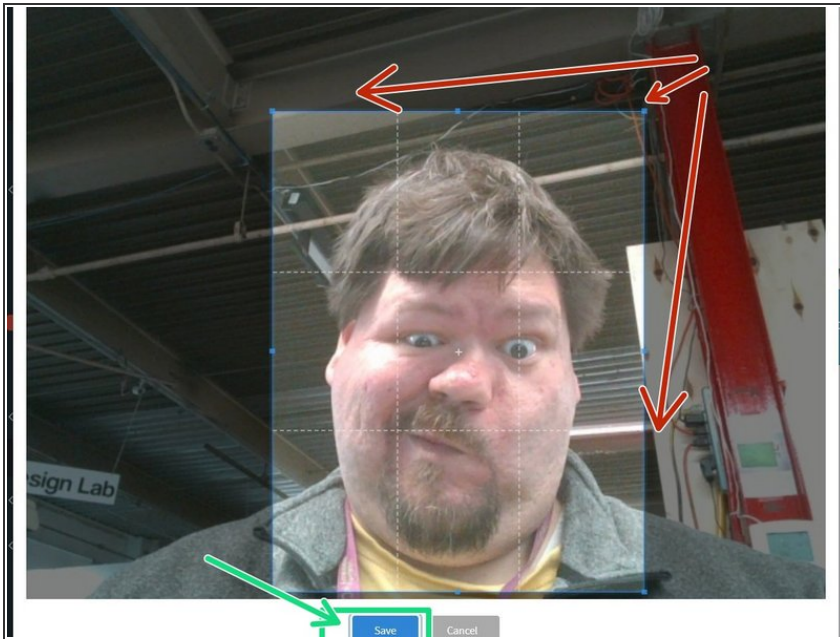
- Click "Capture" to open the webcam dialog
- Ask the member to stand on the black cross taped on the floor in front of the front desk.

Step 4 — Capture the image



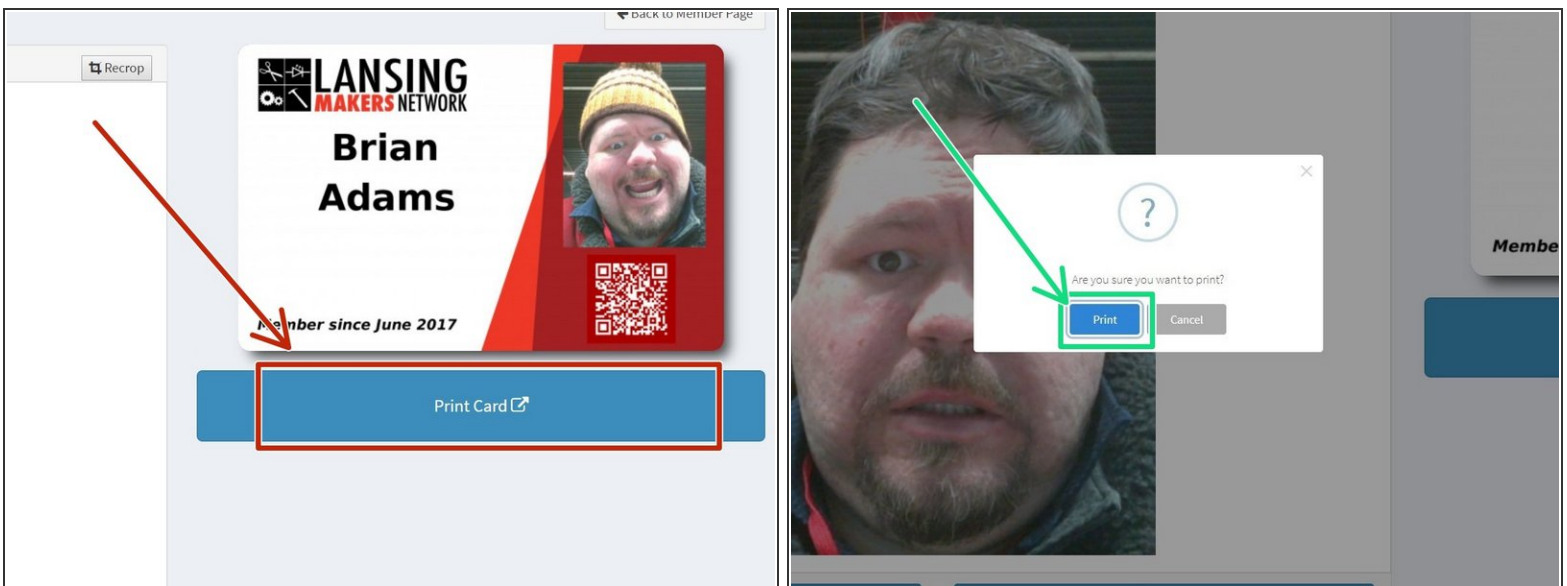
- Click "Capture" to take the photo.


Step 5 — Adjust the cropping box



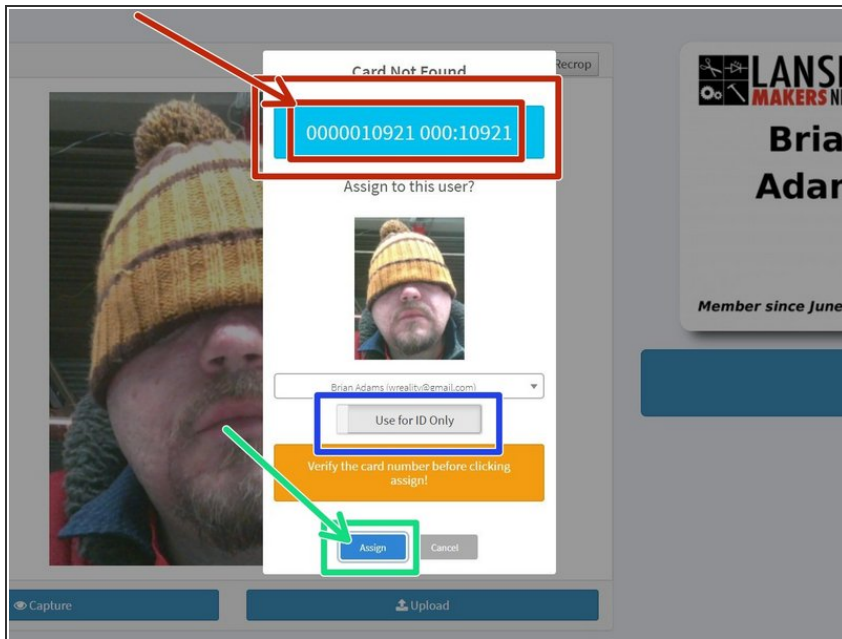
- Adjust the cropping box to create a pleasing ID card photo
- Click "Save"

Step 6 — Print the IDCard



- Click "Print Card"
 - In the modal that opens click "Print"
-  It may take a moment or two for the file to print (the system is generating a PDF which takes time).

Step 7 — Link the card to the member



- When the card has finished printing, swipe the member's new card.
- *i* If you swipe the card from the ID card page, the portal will assume you want to attach any unknown card to the current user.
- Confirm that the card number detected matches the card number on the back of the card.
- If this card should also be used for access control (door access) toggle the "Use for ID Only" option to "Access Control"
- *i* Only one RFID key can be used for access control at a time. If you add a new card for access control previous cards will be disabled for access control (but will remain attached to the member's account)
- Click "Attach"

Step 8 — Badge Holder, Lanyard or Clip



- Place the ID card in a badge holder.
- Members can choose between a lanyard or a badge clip.
- *⚠* Warn users of lanyards to be careful to remove the badge when working with machinery. While the lanyards have a breakaway feature, they should still be stowed when using machinery.

