

SETUP WIZARD – CARDHOLDERS

1. You can add, edit, or delete "Cardholders." To add a new cardholder, click "New."

The screenshot shows the 'Wizard' interface for setting up cardholders. The sidebar on the left lists various configuration options, with 'Card Holder' selected. The main window displays a table with columns for ID, Name, Card, and Access Level. A 'New' button is highlighted in the table, and a red arrow points to it from the text above. The table is currently empty. At the bottom of the wizard, there are 'Prev' and 'Next' buttons.

ID	Name	Card	Access Level
New	ID		

SETUP WIZARD – CARDHOLDERS

1. You can add, edit, or delete "Cardholders." To add a new cardholder, click "New."
2. Enter the cardholder's personal information and upload a photo. **Note:** Photo is optional and not currently scalable. Personal photo dimensions: 110 x 130 pixels or 1.146" wide x 1.354" high. Photo will appear after saving.

The screenshot shows the 'Card Holder' setup wizard. The sidebar on the left lists various configuration options, all of which are checked, including 'Card Holder'. The main window displays the 'Personal' information form for a cardholder named 'John Linear'. The 'File Upload' section is highlighted with a red box, indicating the step where a photo should be uploaded. The photo upload section includes a 'Browse...' button and a note '(Max 20KB - jpg, bmp, png)'. Below the personal information is a 'User Def. Field' section with a table for 'Card' information (No, Card Number, Card Format, Card Status) and an 'Add Card' button. The 'Option' section includes 'Advanced Option' (Use ADA Timing) and 'Web User Account' (None). Navigation buttons 'Prev' and 'Next' are at the bottom.

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3. If applicable, check "Use ADA Timing."
Note: ADA Timing increases amount of time before a "Door Propped" alarm can be initiated. ADA does NOT increase the unlock time on a door.
4. If applicable, select "Web User Account" **Note: This is only used if the individual wishes to be a software administrator.**

Wizard

- Language
- License
- Card Format
- Holiday Group
- Schedule
- Door
- Access Level
- Card Holder
- Card
- Network
- Start Save

Card Holder

Administration > Card Holder

Personal

ID * : 1

First Name * : John

Middle Name :

Last Name * : Linear

Phone Number :

Cell Phone :

E-mail :

File Upload

Browse...

(Max 20KB - jpg, bmp, png)

User Def. Field

No	Card Number	Card Format	Card Status
Add Card			

Option

Advanced Option : Use ADA Timing

Web User Account : None

Prev Next

Linear
Building On Innovation.

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5. Click "Save" and "Next" to proceed.

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Card Holder

Administration > Card Holder

Personal

ID * : 1

First Name * : John

Middle Name :

Last Name * : Linear

Phone Number :

Cell Phone :

E-mail :

File Upload

Browse...

(Max 20KB - jpg, bmp, png)

User Def. Field

Card

No	Card Number	Card Format	Card Status
Add Card			

Option

Advanced Option : Use ADA Timing

Web User Account : None

Prev Next