

SETUP WIZARD – CARDS

1. To assign a "Card" to a cardholder, select a cardholder and click "Add Card."

The screenshot displays the 'Wizard' interface with a list of configuration options on the left and a main configuration area on the right. The 'Card' option is selected and highlighted. The main area shows the 'Administration > Card' configuration for 'John Linear'. A table with columns 'No.', 'Card Number', 'Card Format', and 'Card Status' is visible, with an 'Add Card' button highlighted in a red box. A red arrow points from the instruction text to this button.

No.	Card Number	Card Format	Card Status
<input type="button" value="Add Card"/>			

SETUP WIZARD – CARDS

1. To assign a “Card” to a cardholder, select a cardholder and click “Add Card.”
2. Enter Card information. Note: Card Format, Card Number, and Card Status are mandatory fields. If Card Number is unknown, utilize the “Card Scan” feature.
3. To utilize the “Card Scan” feature, select the door where a credential will be scanned for identification and select “Card Format.”

Wizard

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

Card

Administration > Card

Card Holder * : John Linear

Card Enrollment

Auto Scan * : Door 1

Card Format * : Linear Tags

Card Number * : [input field] **Card Scan**

Key Number : [input field]

Card Status * : Active

Access Level

Select Type : Individual

Select Level : [input field] [input field]

Activation Date *

Never Expired : Activation Date : [input field]

Inactive Reason : [input field] Expiration Date : [input field]

Prev **Next**

Linear
Building On Innovation.

SETUP WIZARD – CARDS

1. To assign a “Card” to a cardholder, select a cardholder and click “Add Card.”
2. Enter Card information. Note: Card Format, Card Number, and Card Status are mandatory fields. If Card Number is unknown, utilize the “Card Scan” feature.
3. To utilize the “Card Scan” feature, select the door where a credential will be scanned for identification and select “Card Format.”
4. Click “Card Scan” and present the credential to the chosen reader. The system will provide the correct card number.

The screenshot displays the 'Wizard' interface for setting up a card. On the left, a list of options includes 'Card', which is currently selected. The main window shows the 'Card' configuration form. The 'Card Enrollment' section is highlighted with a red box, containing the following fields: 'Auto Scan' (set to 'Door 1'), 'Card Format' (set to 'Linear Tags'), 'Card Number' (set to '32265'), 'Key Number', and 'Card Status' (set to 'Active'). A 'Card Scan' button is located next to the 'Card Number' field. A red arrow points from this button to the 'Card Number' field. Below the 'Card Enrollment' section is the 'Access Level' section, which includes 'Select Type' (set to 'Individual') and 'Select Level'. At the bottom of the form, there are fields for 'Activation Date', 'Never Expired' (checked), 'Inactive Reason', and 'Expiration Date'. 'Prev' and 'Next' navigation buttons are at the bottom of the form.

SETUP WIZARD – CARDS

1. To assign a “Card” to a cardholder, select a cardholder and click “Add Card.”
2. Enter Card information. Note: Card Format, Card Number, and Card Status are mandatory fields. If Card Number is unknown, utilize the “Card Scan” feature.
3. To utilize the “Card Scan” feature, select the door where a credential will be scanned for identification and select “Card Format.”
4. Click “Card Scan” and present the credential to the chosen reader. The system will provide the correct card number.
5. Enter a Pin/Keypad Code if necessary.

The screenshot displays the 'Card' setup wizard interface. On the left, a sidebar lists various configuration options, with 'Card' highlighted. The main window shows the 'Card' configuration form, which includes fields for Card Holder, Card Enrollment (Auto Scan, Card Format, Card Number, Key Number, Card Status), Access Level (Select Type, Select Level), and Activation Date (Never Expired, Activation Date, Expiration Date). A red arrow points from the 'Card Scan' button in the Card Number field to the 'Card Scan' button in the instructions. The 'Card Scan' button is located next to the Card Number field.

SETUP WIZARD – CARDS

1. To assign a “Card” to a cardholder, select a cardholder and click “Add Card.”
2. Enter Card information. **Note: Card Format, Card Number, and Card Status are mandatory fields. If Card Number is unknown, utilize the “Card Scan” feature.**
3. To utilize the “Card Scan” feature, select the door where a credential will be scanned for identification and select “Card Format.”
4. Click “Card Scan” and present the credential to the chosen reader. The system will provide the correct card number.
5. Enter a Pin/Keypad Code if necessary.
6. Select “Card Status” and “Access Type.”
7. Use the search icon to see a list of available access levels.

Wizard

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

Card

Auto Scan * : Door 1

Card Format * : Linear Tags

Card Number * : 32265 Card Scan

Key Number : 1234

Card Status * : Active

Access Level

Select Type : Individual

Select Level

- 1st Shift, M-F 8a-6p
- 2nd Shift
- 3rd Shift (Cleaning Crew)

Activation Date *

Never Expired : Activation Date :

Inactive Reason : Expiration Date :

Card Save Reset Cancel

No	Card Number	Card Format	Card Status
Add Card			

Prev Next

Linear
Building On Innovation.

SETUP WIZARD – CARDS

1. To assign a “Card” to a cardholder, select a cardholder and click “Add Card.”
2. Enter Card information. **Note: Card Format, Card Number, and Card Status are mandatory fields. If Card Number is unknown, utilize the “Card Scan” feature.**
3. To utilize the “Card Scan” feature, select the door where a credential will be scanned for identification and select “Card Format.”
4. Click “Card Scan” and present the credential to the chosen reader. The system will provide the correct card number.
5. Enter a Pin/Keypad Code if necessary.
6. Select “Card Status” and “Access Type.”
7. Use the search icon to see a list of available access levels.
8. Select the access level you wish to assign to this cardholder and use the arrows to add the access.

Wizard

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

Card

Auto Scan * : Door 1

Card Format * : Linear Tags

Card Number * : 32265 Card Scan

Key Number : 1234

Card Status * : Active

Access Level

Select Type : Individual

Select Level

- 1st Shift, M-F 8a-6p
- 2nd Shift
- 3rd Shift (Cleaning Crew)

Activation Date *

Never Expired : Activation Date :

Inactive Reason : Expiration Date :

Card Save Reset Cancel

No	Card Number	Card Format	Card Status
Add Card			

Prev Next

SETUP WIZARD – CARDS

9. Select "Activation Date" and "Card Save."

The screenshot shows the 'Wizard' setup screen for 'Cards'. On the left, a list of options is shown with checkboxes: Language, License, Card Format, Holiday Group, Schedule, Door, Access Level, Card Holder, Card, Network, and Start Save. The 'Card' option is selected. The main wizard window contains the following fields and options:

- Auto Scan *: Door 1 (dropdown)
- Card Format *: Linear Tags (dropdown)
- Card Number *: 32265 (text input) with a 'Card Scan' button
- Key Number: 1234 (text input)
- Card Status *: Active (dropdown)
- Access Level section:
 - Select Type: Individual (dropdown)
 - Select Level: A list of levels including '3rd Shift (Cleaning Crew)' which is highlighted in blue.
- Activation Date *:
 - Never Expired: (checkbox)
 - Activation Date: (text input)
 - Inactive Reason: (text input)
 - Expiration Date: (text input)
- Buttons: 'Card Save' (highlighted with a red box), 'Reset', and 'Cancel'.
- Bottom navigation: 'Prev' and 'Next' buttons.

A red arrow points from the instruction 'Select "Activation Date" and "Card Save."' to the 'Card Save' button and the 'Activation Date' field.

SETUP WIZARD – CARDS

9. Select "Activation Date" and "Card Save."
10. Your Card has been saved and assigned to Cardholder. Click "Next" to continue.

The screenshot shows the 'Wizard' interface for setting up cards. On the left, a list of options is shown with checkboxes. The 'Card' option is selected. On the right, a 'Card' window displays a table with the following data:

No	Card Number	Card Format	Card Status
3	32265	Linear Tags	Active

The 'Next' button at the bottom right of the 'Card' window is highlighted with a red box, indicating the next step in the wizard.