

ASURE ID[®] User Guide

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hidglobal.com

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Revision history

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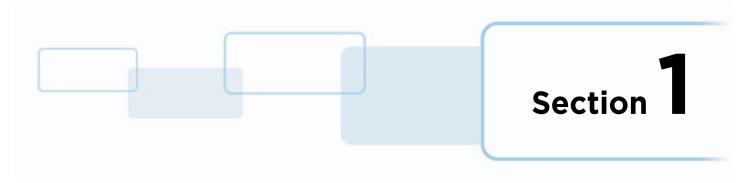


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1 Getting started

The Asure ID[®] User Guide covers the basics of the Asure ID user interface, installation, and configuration. For a more in-depth explanation of Asure ID, see the *Asure ID Reference Guide* (PLT-01797). This reference guide can be downloaded from the HID Global[®] web site <u>http://www.hidglobal.com/documents</u>.

1.1 Supported OS and database engines

	Solo	Express	Enterprise	Exchange	iCLASS SE® Encoder	Developers Edition	Developers Exchange Edition
Supported Operating Systems							
Windows 7 (32-bit and 64-bit) Windows 8 (32-bit and 64-bit) including Windows 8 Pro Tablets Windows 10 (32-bit and 64-bit)			All	l Asure ID E	ditions		
Supported Database Engines	-						
Microsoft Access (2000 and 2002/2003)	Native	Native, Live Link	Native, Live Link	Native, Live Link	Native		
SQL Server (2000, 2005, 2008, 2012, 2014, 2016, and 2017)			Native, Live Link	Native, Live Link	Native		
Networkable ¹			Х	Х			
MySQL (version 5)				Live Link			
Oracle (9i and 11g)				Native, Live Link	Native		
Microsoft Active Directory / LDAP				Live Link			
ODBC				Live Link			

1. Asure ID site license enable sharing of networked database information on multiple workstations.



1.2 System requirements

- 1 GHz or faster processor
- 1 GB RAM
- 1 GB available hard disk space
- Supported operating systems

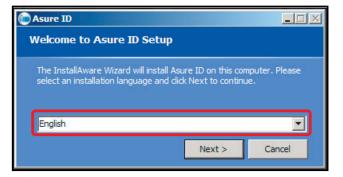
1.3 Installation

The Asure ID installation files can be accessed in either of the following:

- The Asure ID CD. Insert the CD into the PC and follow the instructions.
 Note: If the CD does not run automatically, browse to the Setup.exe file.
- Download the software from the HID Global web page, <u>www.hidglobal.com/AsureID</u>.

1.3.1 Installation wizard

- 1. The Installation Wizard opens and starts the installation.
- 2. Select a language from the pull-down list, and click **Next**.
 - **Note:** To install the software in Indonesian you download/install the English version of Asure ID, then use the **Change Language** option to change the program to Indonesian. See *Section 2 The Options window*.



- 3. Read and accept the License Agreement, and click **Next**.
- 4. Select a folder to install the software, and click Next.
- 5. When installation is complete, Set the Installation Options:
 - Activate Asure ID With a license key you can activate the Asure ID software. If this option is not selected, Asure ID is installed with a 30-day trial license. See Section 1.3.2 Activate Asure ID.
 - Configure Native Data Source Allows you to configure the native data source which stores card templates and Asure ID system information. By default Asure ID sets the native source to an embedded Microsoft Access data source.

Note: This option is recommended for installations where Asure ID is used on multiple PCs, where all template and reporting information needs to be consistent.

Automatically Check for Updates – Notifies you of product updates.



6. Click Finish.





1.3.2 Activate Asure ID

If Activate Asure ID is selected, Asure ID prompts you to enter the following information and the license key.

Note: The license key is located on the back of the CD case.

1. Click Phone Activation or Activate Online.

Note: Online activation requires an Internet connection.

2. Click **OK**.

Note: If **Phone Activation** is selected, you are directed to call a provided number and provide this information to HID Global.

Activate License	×
Activate License	
First Name:	John
Last Name:	Doe
Email:	jdoe@hidglobal.com
Company Name:	HID Global
State / Province:	co
Country:	USA
Printer Make / Model:	Printer Model
License Key:	AANNN-AAAANANA
Asure ID	Subscribe to product newsletter Subscribe to anonymous surveys Phone Activation Activate Online
System License:	None
License Level:	Trial
Additional Licenses:	
	Close

HID

1.4 Initial login

1. Open Asure ID by double-clicking the Asure ID icon.



Note: If the software has not been activated the Activation Required window opens. Select a version of Asure ID. Click **Activate**. For a 30 day trial version, click **Continue**.

Activation	Required		X								
	Activation Required										
computer, it to the current	cannot be used on a tomputer.	another comput	a license has been activated on a er. By Activating this license you will lock it vate button. To continue using this product								
during the tri	al period, select a v	version below an	nd click on the continue button.								
Version:	Exchange	•]	<u>Trial Period</u> Days Left: 30								
			Activate Continue								

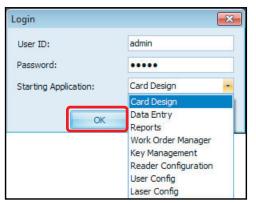
2. For Asure ID Express editions and above, enter:

User ID: **admin** Password: **admin**

Note: Asure ID Solo users are not required to enter a user ID or password.

Note: To identify the Asure ID edition purchased, see the Licensing window (**File** > **Options** > **Licensing**). The edition is displayed under the Asure ID section with the license key.

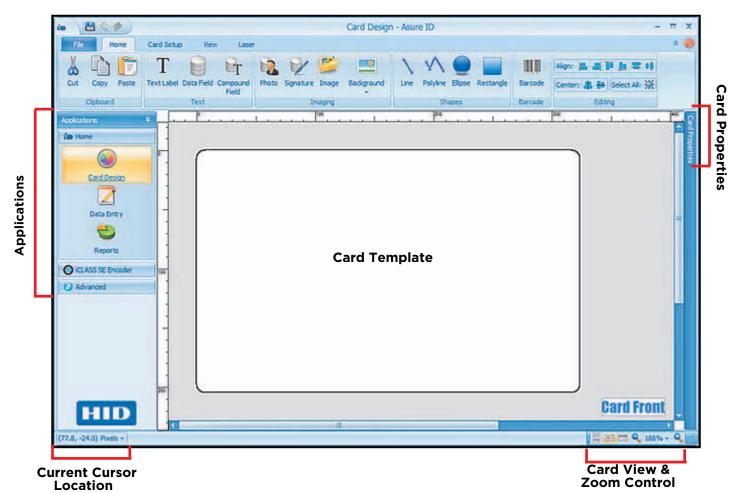
- 3. You can modify the Starting Application option if needed.
- 4. Click **OK**.





1.5 Window layout of Asure ID

With each Application that is selected there is a corresponding set of tabs, tools and display screens. Each of these Application windows are described in detail in the following sections.



Applications: This side panel contains all the applications modules used to design, create and manage security issuance cards. See *Section 1.5.1 Asure ID application modules*.

Card Properties: When accessed, the data fields of the cards (Data Field tab) as well as Smart Chip Applications (iDIRECTOR[®] tab) are displayed.

Current Cursor Location: The X/Y coordinates show the current position of the cursor. If rulers are displayed, the markers also show this position.

Card View & Zoom Controls

- **Card View:** You can toggle between showing both sides of the card and either front or back. These views are only enabled if the card is dual-sided.
- **Zoom Controls:** You can zoom in and out as well as set specific zoom levels.



1.5.1 Asure ID application modules

1.5.1.1 Home

- **Card Design** enables you to create a card template for each card type (for example, employee card, contractor or student).
- Data Entry allows you to add, modify, and delete card records, including acquiring photos and printing cards.
- Reports allows you to view standard reports (for example, user activity and template activity reports) and custom reports.

1.5.1.2 iCLASS SE encoder

The **iCLASS SE Encoder** application allows you to create work instructions and embed them into a template.

- Work Order Manager
- Key Management
- Reader Configuration

1.5.1.3 Advanced

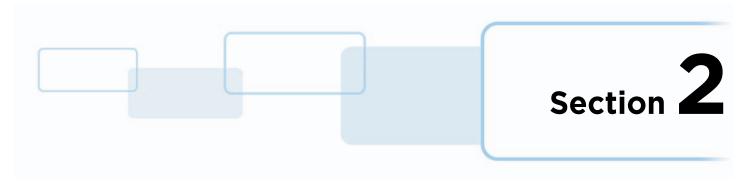
- User Config Allows you to manage user privileges and login credentials for Asure ID Editions of Express and above.
- Laser Config Allows configuration of numerous laser settings.

Note: With the Asure ID internal database, you can store card templates and cardholder information.

Note: With Live Link, you can also print card data from external databases such as HR, security or ERP. The Live Link wizard sets up real time data exchanges with a few mouse clicks. At print time, Live Link accesses and delivers the data that populates the external data fields on each card. For detailed information on the Live Link, see the *Asure ID Reference Guide* (PLT-01797).

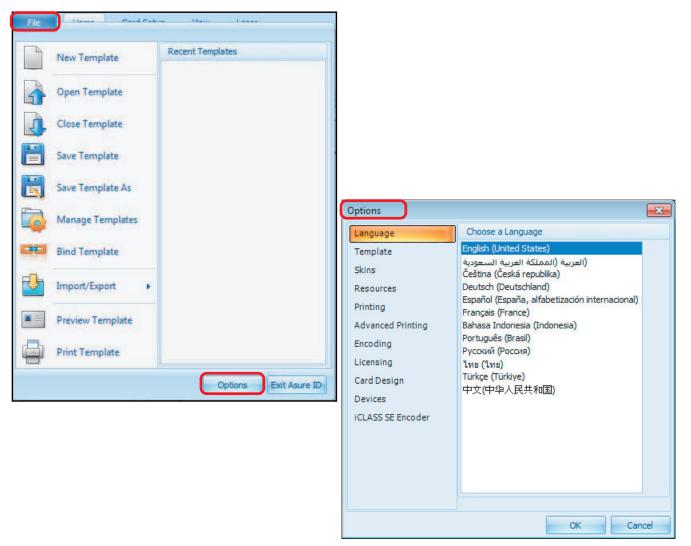


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2 The Options window

The **Options** window is available on every **File** tab, and allows you to manage the iCLASS SE[®] Encoder Formats, Plugins, Database, Options, and User Options.









2.1 Configurable options

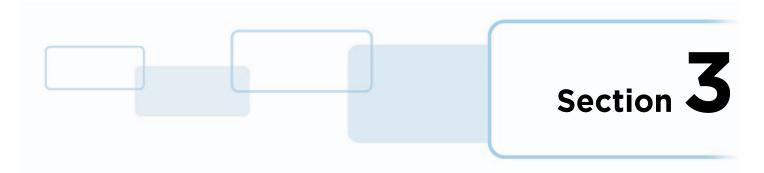
The Options window has the following configurable sections. For detailed information on each option, see the *Asure ID Reference Guide* (PLT-01797).

Options	
Language	Choose a Language
Template Skins Resources Printing Advanced Printing Encoding Licensing Card Design Devices iCLASS SE Encoder	English (United States) إالعربية (المملكة العربية السعودية) Čeština (Česká republika) Deutsch (Deutschland) Español (España, alfabetización internacional) Français (France) Bahasa Indonesia (Indonesia) Рогtuguês (Brasil) Русский (Россия) ไทย (ไทย) Türkçe (Türkiye) 中文(中华人民共和国)
	OK Cancel

- Language: Allows you to set the default language of the application.
- **Template:** Allows you to set the basic template options for the Asure ID application.
- Skins: Allows you to customize the look of the Asure ID application by selecting a predefined skin.
- **Resources:** Allows you to access resource information for the application.
- **Printing:** Allows you to define all of the printing options for the application.
- Advanced Printing: This option is used to configure the printer chip encoding and magnetic encoding command sequences. The parameters auto-fill for the selected printer.
- Encoding: Allows you to manage all the encoding settings within the printer.

Note: There is a desktop encoder available, that allows you to encode cards with a separate device.

- Licensing: Allows you to view, modify, and activate the licensing information of the Asure ID application.
- **Card Design:** Allows you to set the Card Design default settings for the text labeling, field formatting and compound field formatting.
- Devices: Allows you to select from available Photo and signature devices.
- iCLASS SE Encoder: Allows you to modify iCLASS SE Encoder options on the Asure ID application.
 Note: This option has multiple tabs; Format, Plugins, Database, Options, and About.



3 Card Design application

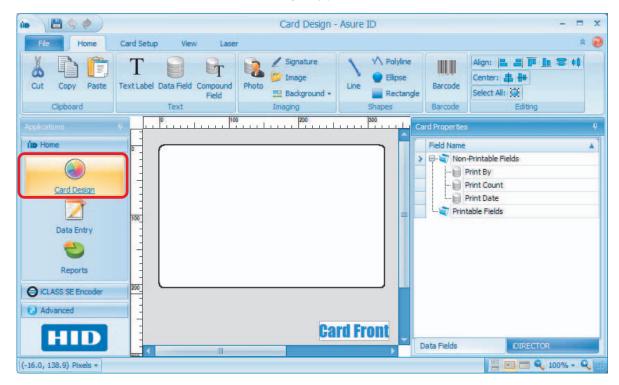
The Asure ID Card Design application allows you to:

- Lay out and design a card template.
- Add technologies, including a barcode.
- Personalize the work environment, including adding and removing grid lines and rulers as well as modifying the card view, orientation, zoom level and properties.
- Link data fields to external data sources.
- Save, edit and export work.

The **Card Design** application is used to create the card layout for printing and encoding. Each card layout is saved as a template for use by the **Data Entry** application.

Important: After the template is saved with the links to the data source, you cannot add additional fields. The existing fields can be modified, but if a new field is needed, a new template needs to be created.

For detailed information on the Card Design application, see the Asure ID Reference Guide (PLT-01797).





3.1 Card Design overview

The Card Design application has the following tabs, with a corresponding toolbar.

File	Home	Card Setup	View	Laser							* 🥥
Cut Copy	Paste	T TextLabel D	Data Field C	Compound Field	Photo Signature (3) Fingerprin (2) Image		Line	Polyline Ellipse	Rectangle	Barcode	Align: 📇 📑 🌆 🚍 👀 Center: 🌲 🏭 Select All: 🍥
Clipboar	d		Text		Imaging	1		Shapes		Barcode	Editing

- File: This tab allows you to perform template operations.
- Home: This tab contains all the tools to create/modify a card template.
- **Card Setup:** This tab displays the current card layout, and additional tools for card configuration.
- View: This tab allows you to display and modify the current view.

3.2 Basic Card Design tutorial

The tutorial walks through the process of creating a basic ID card. From this example, you should be able to create their own templates, import data, and print cards.

The basic Card Design is as follows:

- Section 3.2.1 Create a template
- Section 3.2.2 Add a text label (company name)
- Section 3.2.3 Add a data field (employee number)
- Section 3.2.5 Compound field (last name, first name)
- Section 3.2.6 Add a photo
- Section 3.2.8 Add image (logo)
- Section 3.2.7 Add a signature

Additional capabilities, such as magstripes, barcodes and Smart Chips are covered in *Section 3.3 Advanced* card design tutorial.

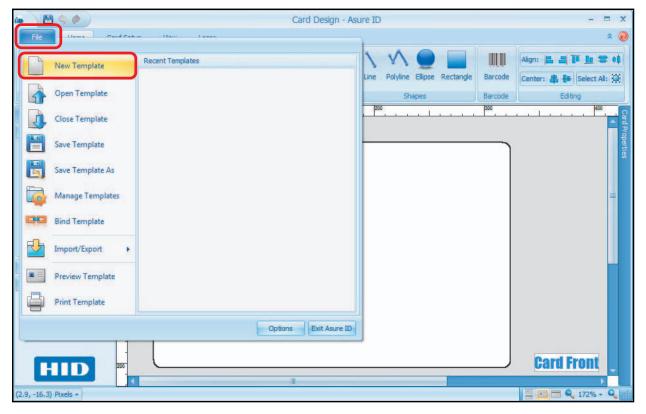


Card Design application

3.2.1 Create a template

Note: For detailed information on Card Design see the Asure ID Reference Guide (PLT-01797).

1. Select Card Design applications > File tab > New Template.





2. Select Create New Template.

Note: Selections are indicated with an orange background and selected options are displayed in the **Card Properties** pane.

New Template										X
Templates	1. Select Car	rd Size and Nu	umber of Sides							
Create New Template Sample Gallery										
	Single Sided	Dual Sided	Single Sided	Dual Sided	Single Sided	Dual Sided				
	CR-80	CR-80	CR-79	CR-79	Custom	Custom				
	2. Select Ca	rd Orientation					1			
	Landscape	Portrait								
	3. Select Ma	gstripe Prope	rties				ſ	Card Properties		
								Card Size: Double Sided: Orientation:	CR-80 No Landscape	
	None	Magstripe						Magnetic:	No	
								Technologies:	None	
	4. Select Teo	hnologies					_			
	None	Intelegice								,
	Prox (OK5									
	iCLASS (OF MiFare (OF									
	CP 1000 (C									
	Command	Line								
									ОК	Cancel

3. The window displays each step to create a new template. Set the following options:

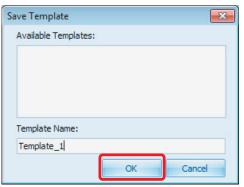
Field	Setting
Select Card Size and Number of Sides	Single Sided CR-80
Select Card Orientation	Landscape
Select Magstripe Properties	None
Select Technologies	None

Note: The selected options are displayed in the Card Properties pane.

4. Click **OK**. The new template opens in the display window.



5. Select File tab > Save Template. Enter a Name for the template and click OK.



6. The template name displays on the top of the window, and the card information and view controls are at the bottom of the window.

🍋 👌 🖗 🔪		Card Design - Templ	ate_1 - Asure ID		- = x
File Home	Card Setup View Laser				* 🕖
Cut Copy Paste	Text Label Data Field	Photo Signature Background	Line Polyline Ellipse Recta	ngle Barcode Cen	n: 📇 🚚 🌆 📠 🚍 👀 ter: 婁 🆶 Select All: 🏐
Clipboard	Text	Imaging	Shapes	Barcode	Editing
Applications		<u> </u>	<u> </u>		Card Properties
(172.8, 87.0) Pixels +				192	📃 🚍 🔍 164% + 🔍 🧾

Note: You can adjust the view displayed from the View tab options.

File	Home	Card Setup	View	Laser								
	W E			s: Pixels +	-			% •		1		Ţ
Dual Card View	View Pront	View Back Snap T Grid	⁰ Snap Size	: 10.0 -		it Card 1 in View	Zoom In	Zoom Out	Gridlines	Rulers	Card Properties	Smart Chip
	Workspace					Zoom			Sho	w/Hide		



3.2.2 Add a text label (company name)

A text label prints the same on every card. There is no data entry or database that feeds into this field. For this example a Company Name is added.

1. Select **Card Design** application > **Home** tab > **Text Label**.

File Home Card Setup View Laser	Text Properties	
	Text Label	
	Field Name: Company Name	
Cut Copy Paste Ext Label Lata Field Compound Clipboard Text	Field Text: H	ID Global
	Font	Alignment
	Font Name: Arial Black * Font Color: Black * Font Height: 14 * Font Style: B J U 5	Horizontal:
	Options	Placement
	Word Wrap Value Size Laser Engrave Laser Settings	Left: 189.8 ¢ Width: 157.1 ¢ Top: 118.4 ¢ Height: 38.4 ¢
	Printing	Border and Fill
	Non-Printable Entry Conditional Print on Fluorescing Panel	Border Color: Transparent Border Width: 0 Fill Color: Transparent
		OK Cancel

2. Click in the Card Display pane to open Text Properties and set the following:

Field	Setting
Text Label	 Define the field name and enter the text to display in this field. Note: The Field Name should be a name that can be associated to the actual field text. Field Name: Enter Company Name Field Text: Enter your company name (example is HID Global).
Font	Set the font options. In this example the following was set: Font Name: Arial Black Color: Black Font Height: 14 Font Style: No selection was made.
Alignment	Select alignment options. In this example both options were set as Center .
Options	Select the following options as needed. In this example Auto Size is selected. Word Wrap Laser Engrave

File

a Cut Home

Paste

Copy

Clipboard



Field	Setting
Placement	Enter a specific location for the label. The text box can be moved using drag/drop.
Printing	Select the following options as needed. In this example no options were selected. Non-Printable Entry, Conditional, and Print on Fluorescing Panel
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O Fill Color: Transparent

3. Click **OK** and **Save** (**File** tab > **Save Template**).

3.2.3 Add a data field (employee number)

Card

extl

The data field adds a unique data field to the card record (i.e. employee number). See Section 4 Data Entry application for information on populating the Data field.

1. Select Card Design application > Home tab > Data Field.

Setup View Laser	Data Field Properties	×
	Data Field	
	Field Name: Employee Number	Field Type:
abel Data Field Compound	Advanced Data Field Options	Text
Field	Field Options	O List
Text	This is a Unique Field	O Date
	This is a Read-only Field	C Yes/No
	This is a Mandatory Field	- Humere
	Font	Alignment
	Font Name: Arial 👻	Horizontal: 🗐 🗐 🗐
	Font Color: Black 👻	Vertical:
	Font Height: 10 -	
	Font Style: B I U 5	Rotation: 0 ‡ (In degrees CCW)
	Options	Placement
	Word Wrap	
		Left: 97.3 🗘 Width: 96.0 🛟
	Reduce To Fit	Top: 63.7 🛟 Height: 24.0 🛟
	Laser Engrave Laser Settings	
	Printing	Border and Fill
	Non-Printable Entry	Border Color: Transparent 👻
	Conditional Edit Condition	Border Width: 0 🗘
	Print on Fluorescing Panel	Fill Color: Transparent 👻
		OK Cancel



2. Click in the Card Display pane to open Data Field Properties, set the following:

Field	Setting
Data Field	Define the field name and enter the text to display in this field. Note: The Field Name should be a name that can be associated to the actual field text. Field Name: Enter Employee Number Field Type: Text Field Options: This is a Mandatory Field
Font	Set the font options. In this example the following was set: Font Name: Arial Color: Black Font Height: 10 Font Style: No selection was made.
Alignment	Select alignment options. In this example Both options were set as Center .
Options	Select the following options as needed. In this example the option Reduce to Fit is selected.
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Select the following options as needed. In this example no options were selected. Non-Printable Entry, Conditional, and Print on Fluorescing Panel
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O Fill Color: Transparent





3. Click Advanced Data Field Options.

Note: The Advanced Data Field Options window shown below is for a Data Field that has the Field Type of **Text** selected. For information on other Field Types **Advanced Data Field Options**, see the *Asure ID Reference Guide Section 3 Card Design Application* (PLT-01797).

Data Field Properties			×				
Data Field							
Field Name: Employee Number	Field	d Type:					
Advanced Data Field Options	0	Text					
Field Options		List					
This is a Unique Field	0	Advanced Data Field	Ontions				X
This is a Read-only Field	ŏ	Providence concerning the second second second	opion		Data Source		
This is a Mandatory Field		Text Options					
Font	Alignment	Default Value:	HID Global -		Source:	💋 🛛 Data Entry	-
Font Name: Arial 👻	Horizonta	Max Characters:		20 🌲	Table:		-
Font Color: Black 👻	Vertica	Min Characters:		0 ‡	Field:		-
Font Height: 10 -	Rotatio	Format:	None	+			
Font Style: B I U 5	Notado		None				
Options	Placement	Picklist			Data Formatting		
Word Wrap	Left:	Use a picklist to sel	lect the value		Prefix		
Reduce To Fit	Lena		-		Suffix		
Laser Engrave Laser Settings	Top:	Allow null picklist va	alue		Force Case	Upper	*
Printing	Border and Fill	🔲 Allow typing value in Data Entry		Fill Unused Leading Space With			
Non-Printable Entry Border				Fill Unused Trailing	Space With		
Conditional	Border Wi		the Pickist				
		Data Entry Options					
Print on Fluorescing Panel		Mask Password Characters					
						OK Car	ncel

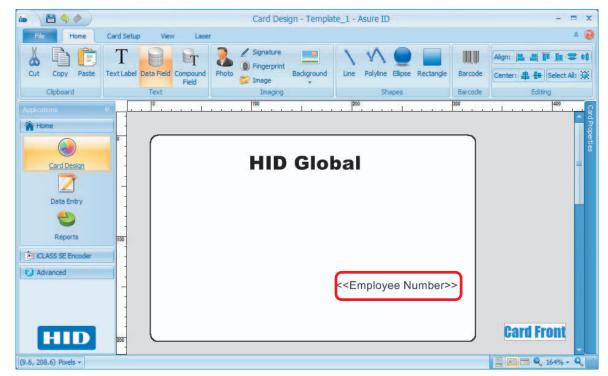
4. Set the following:

Field	Setting					
Text Options	Set the following Text Options:					
	Default Value: Enter a default value (in this example we entered HID Global -). This displays on all cards prior to any data entered during Data Entry.					
	Note: This field is not required.					
	Max Characters: 20					
	Min Characters: O					
	Format: None					
Data Source	Source: Data Entry					
Picklist	No options selected.					
Data Formatting	No options selected.					
Data Entry Options	No options selected.					

- 5. Click **OK** to close the window.
- 6. Click **OK** to close the **Data Field Properties** window.



7. The newly created Data Field can be positioned on the card, by simply selecting and dragging.



8. Select File tab > Save Template.

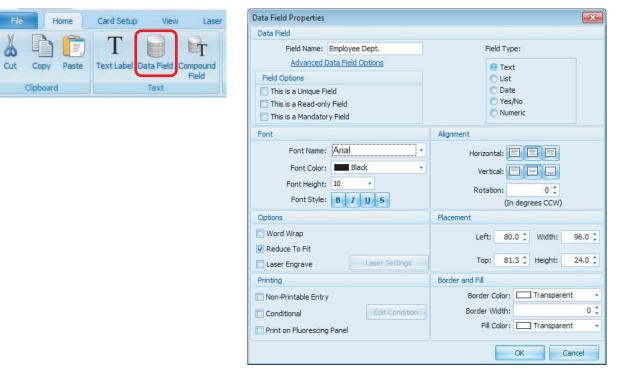




3.2.4 Add a data field picklist (employee dept.)

The **Data Field Picklist** allows you to select a requirement from a list. See *Section 4 Data Entry application* for information on populating the Data field.

1. Select Card Design application > Home tab > Data Field.



2. Click in the Card Display pane to open Data Field Properties, set the following:

Field	Setting					
Data Field	Define the field name and enter the text to display in this field.					
	Note: The Field Name should be a name that can be associated to the actual field text.					
	Field Name: Enter Employee Dept.					
	Field Type: Text					
	Field Options: Do not select any options.					
Font	Set the font options. In this example the following is set:					
	Font Name: Arial					
	Color: Black					
	Font Height: 10					
	Font Style: No selection was made.					
Alignment	Select alignment options. In this example Both options are set as Center .					
Options	Select the Reduce to Fit option.					



Field	Setting
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Do not select any options.
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O Fill Color: Transparent

3. Click Advanced Data Field Options.

Note: The Advanced Data Field Options window shown below is for a Data Field that has the Field Type of **Text** selected. For information on other Field Types **Advanced Data Field Options**, see the *Asure ID Reference Guide, Section 3 Card Design Application* (PLT-01797).

Data Field Properties		×					
Data Field							
Field Name: Employee Dept.	Field	Type:					
Advanced Data Field Options	0	Text					
Field Options		List					
This is a Unique Field	0	Date					
This is a Read-only Field	0	Advanced Data Field Opti	ons				×
This is a Mandatory Field		Text Options			Data Source		
Font	Alignment		NULL>		Source:		
Font Name: Arial 🔹	Horizonta	·····				Data Entry	
Font Color: Black		Max Characters:	2	255 ‡	Table:		-
Font Height: 10 -	Vertica	Min Characters:		0 ‡	Field:		-
Font Style: B I U 5	Rotation	Format: N	one	+			
Options	Placement	Picklist			Data Formatting		
Word Wrap					Prefix		
	Left:	Use a picklist to select the	ne value				
▼ Reduce To Fit	Top:	Allow null picklist value			Suffix		
Laser Engrave Laser Settings					Force Case	Upper	*
Printing	Border and Fill	Allow typing value in Da	ta Entry		🔲 Fill Unused Leading	Space With	
Non-Printable Entry	Border Co				🔲 Fill Unused Trailing !	Space With	
Conditional Edit Condition	Border Wi	Manage the P	ICKIIST				
Print on Fluorescing Panel	Fill Co	Data Entry Options					
		Mask Password Charact	ers				
						OK Can	cel
						Car	



4. Set the following:

Note: Set the **Picklist** options first, to enable the correct **Default Value** field.

Field	Setting
Text Options Set the following Text Options:	
	Default Value: <null></null>
	Max Characters: 255
	Min Characters: O
	Format: None
Data Source	Source: Data Entry
Picklist	Select the following options:
	Use a picklist to select the value
	Allow null picklist value
Data Formatting	Do not select any options.
Data Entry Options	Do not select any options.

Card Design application

- 5. Select the Manage the Picklist link.
- 6. Click Add an Item.
- 7. Enter Human Resources into the field, and click OK.

Choose The Picklist	×
Add an item	
	Add Picklist Item
	Human Resources
	ОК Сапсе
Remove selected item	1
Clear all items	
OK Cancel	

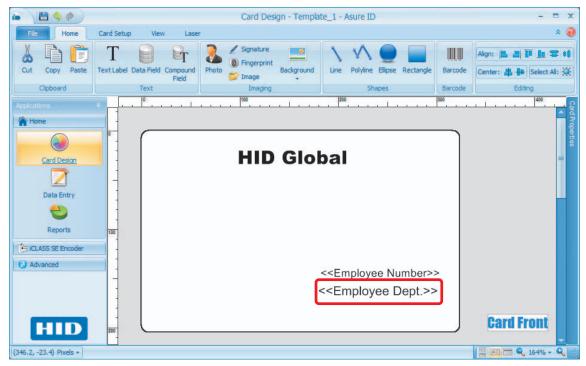
- 8. Repeat this process entering **Engineering** and **Finance** to the picklist.
- 9. Click **OK**.



Note: These new items now appear in the drop-down menu for the Default Value field.

Choose The Picklist	Advanced Data Field Options			
Add an item	Text Options		Data Source	
Human Resources Engineering	Default Value:	<null></null>	Sources	🖉 Data Entry 🔹
Finance	Max Characters:	<null></null>	Table	-
	Min Characters:	Human Resources Engineering	Field:	
	Format:	Finance		
	Picklist		Data Formatting	
Remove selected item Clear all items	Use a picklist to selec	t the value	Prefix	
			Suffix	
OK Cancel	Allow null picklist value	le	Force Case	Upper 👻
	Allow typing value in	Data Entry	Fill Unused Leading	
	Manage th	e Picklist	Fill Unused Trailing	Space With
	Data Entry Options			
	Mask Password Char	acters		
				OK Cancel

- 10. Click OK to close the Advanced Data Field Options window.
- 11. Click OK to close the Data Field Properties window
- 12. The picklist does not display in the Card Design Application.
- 13. Position the field on the card design area approximately where shown.



14. Select File tab > Save Template.





3.2.5 Compound field (last name, first name)

A Compound Field is useful when multiple data fields are to be aligned next to each other. An example of using a Compound Field is placing a last name one space after the first name.

1. Select Card Design application > Home tab > Compound Field.

File Home	Card Setup View	Laser	Compound Field Properties	
M E			Compound Field	Actions
	T	Т	Field Name: Full Name	Insert data field
		-		Insert existing data field
Cut Copy Paste	Text Label Data Field Comp	eld		Edit data field
Clipboard	Text			Delete data field
	A		Field Text	
			Font	Alignment
			Font Name: Arial -	Horizontal: 🖃 🔳 🗐
			Font Color: Black Font Height: 10	Vertical:
			Font Style: B I U 5	(In degrees CCW)
			Options	Placement
			Word Wrap Reduce To Fit	Left: 32.3 🗘 Width: 96.0 🌲
			Laser Engrave	Top: 77.1 🗘 Height: 24.0 🌲
			Printing	Border and Fill
			Non-Printable Entry	Border Color: Transparent
			Conditional Edit Condition	Border Width: 0 🗘
			Print on Fluorescing Panel	Fill Color: Transparent 🔹
				OK Cancel

2. Click in the Card Display pane to open **Compound Field Properties**, set the following:

Field	Setting
Compound Field	Define the field name and enter the text to display in this field. Note: The Field Name should be a name that can be associated to the actual field text. Field Name: Enter Full Name Field Text: This field auto-populates after the data has been entered.
Actions	Click Insert Data Field to add data to the field. Click Insert Existing Data Field to use a existing data field set up on the card template.
Font	Set the font options. In this example the following was set: Font Name: Arial Color: Black Font Height: 10 Font Style: No selection was made.
Alignment	Select alignment options. In this example Both options were set as Center .
Options	Select the Reduce to Fit option.



Field	Setting
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Do not select any options.
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O Fill Color: Transparent

3. Select Insert Data Field.

Compound Field Properties			
Compound Field	Actions		
Field Name: Full Name	Insert data field		
	Insert existing data f	Data Field Properties	X
	Edit data field Delete data field	Field	
	Delete data nelo	Field Name: First Name	Field Type:
Field Text			
		Field Options	😑 Text
		This is a Unique Field	C List
		This is a Read-only Field	O Date
Font	Alignment	This is a Mandatory Field	C Yes/No
Font Name: Arial	Horizontal: 🗐 🗐	Font Settings	O Numeric
Font Color: Black	Vertical:	Text Options	Data Source
Font Height: 10 -		Default Value:	
Font Style: B I U 5	Rotation: (In degrees		
Options	Placement	Max Characters: 255 ‡	Table:
Word Wrap		Min Characters: 0 ‡	Field:
Reduce To Fit	Left: 32.3 🗘 W	Format: None +	
Laser Engrave Laser Settings	Top: 77.1 🗘 He	Picklist	Data Formatting
Printing	Border and Fill		Prefix
Non-Printable Entry	Border Color: Trans	Use a picklist to select the value	E Suffix
Conditional Edit Condition	Border Width:	Allow null piddist value	Force Case Upper
	Fill Color: Transp		
Print on Fluorescing Panel		Allow typing value in Data Entry	Fill Unused Leading Space With Fill Unused Trailing Space With
	OK	Manage the Piddist	The onused framing space with
		Data Entry Options	
		Mask Password Characters	
			OK Cancel
			UK Cancel

4. Set the following on the **Data Field Properties** window:

Field	Setting
Field	Field Name: Enter First Name
	Field Type: Text
	Field Options: Do not select any options.
Text Options Set the following Text Options:	
	Default Value: Leave blank.
	Max Characters: 255
	Min Characters: O
	Format: None
Data Source	Source: Data Entry.
	For information on adding a database source, see Section 4 Data Entry application.



Field	Setting
Picklist	Do not select any options.
Data Formatting	Do not select any options.
Data Entry Options	Options disabled.

- 5. Click **OK**.
- 6. Repeat steps 3, 4, and 5 with the **Field** name entered as **Last Name**.
- 7. Enter a space between the first and second data fields, on the **Field Text** display pane. If this is not done, when the data is entered the two text fields are continuous.

Compound Field Properties		
Compound Field	Actions	
Field Name: Full Name	Insert data field	
	Insert existing data field	
	Delete data field	
Field Text		
< <first name="">></first>	> < <last name="">></last>	
Font	Alignment	
Font Name: Arial 🔹	Horizontal: 🖃 🗐	
Font Color: Black 👻	Vertical:	
Font Height: 10 👻	Rotation: 0 ‡	
Font Style: B I U 5	(In degrees CCW)	
Options	Placement	
Word Wrap Reduce To Fit	Left: 32.3 🗘 Width: 96.0 🌲	
Laser Engrave	Top: 77.1 🗘 Height: 24.0 🌲	
Printing	Border and Fill	
Non-Printable Entry	Border Color: Transparent	
Conditional Edit Condition	Border Width: 0 ¢	
Print on Fluorescing Panel	Fill Color: Transparent -	
	OK Cancel	



8. Click **OK**. Position the field on the card design area approximately where shown.



9. Select File tab > Save Template.

3.2.6 Add a photo

The native database for Asure ID has a size limitation of 2GB when using Microsoft Access (MS Access limitation). Large photo files may cause the database to reach its limitation and prevent the addition of records. It is recommended to place photos in a folder, and using a photo field in the template.

1. Select Card Design application > Home tab > Photo.

File Home Card Setup View Laser	Photo Properties	×
	Image	Folder Data Source
Cut Copy Paste Clipboard Text Label Data Field Compound Field Text Imaging	Field Name: Employee Photo Format type: .JPG Vuse a Folder Data Source This is a Read-only Field	Select a folder which will contain Browse Path: C: Users heriksen Desktop Employee Ph Key Field: Record ID (default)
	Options	Placement
	Maintain Aspect Ratio Transparency ChromaKey Invert Image Laser Engrave Laser Settings	Left: 57.0 ↓ Width: 96.0 ↓ Top: 66.9 ↓ Height: 120.0 ↓ Rotation angle (CCW): 0° +
	Printing	Border and Fill
	Non-Printable Entry Conditional Edit Condition	Border Color: Black • Border Width: 2 ‡
	Print on Fluorescing Panel	Rounded Corners
	Mandatory Entry	Width: 0.0 \$ Height: 0.0 \$
		OK Cancel

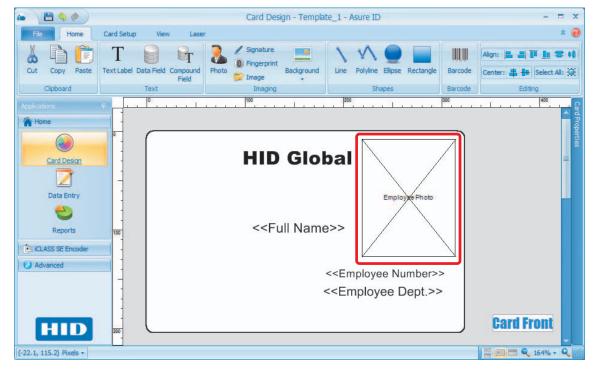
2. Click in the Card Display pane to open Photo Properties, set the following:

Field	Setting
Image	Define the field name and select the format type of the graphic. Field Name: Enter Employee Photo Format Type: .JPG Select the Use a Folder Data Source option.
Folder Data Source	 When the Use a Folder Data Source option is selected (in the step above), the Data Source pane in the top right, changes to the Folder Data Source. Path: Select the path to where the photos are stored. Key Field: Leave as Record ID (default). Note: Key fields are covered in Section 4 Data Entry application.
Options	Select the Maintain Aspect Ratio option.
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Do not select any options.
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Black Border Width: 2 Rounded Corners: 0

Card Design application

3. Click OK.

4. Position and size the photo field on the card.



5. Select File tab > Save Template.



3.2.7 Add a signature

Adding a signature can either be done through a graphic stored in a folder or through a signature capture device.

1. Select **Card Design** application > **Home** tab > **Signature**.

File Home	Card Setup View Lase	r	Signature Properties		X	
V P	TOO	Signature	Image	Data Source	Data Source	
Cut Copy Paste	Text Label Data Field Compound Field Text	(a) Fingerprint Photo (b) Tingge Imaging	Field Name: Employee Signature Format type: .JPG Use a Folder Data Source This is a Read-only Field	* Source * Table Field		
			Options	Placement		
					62.1 ↓ Width: 144.0 ↓ 106.2 ↓ Height: 48.0 ↓ Rotation angle: (CCW): 0° +	
			Printing Border and Fill			
			Non-Printable Entry Conditional Edit Con Print on Fluorescing Panel Mandatory Entry	Rounded Corners		
					OK Cancel	

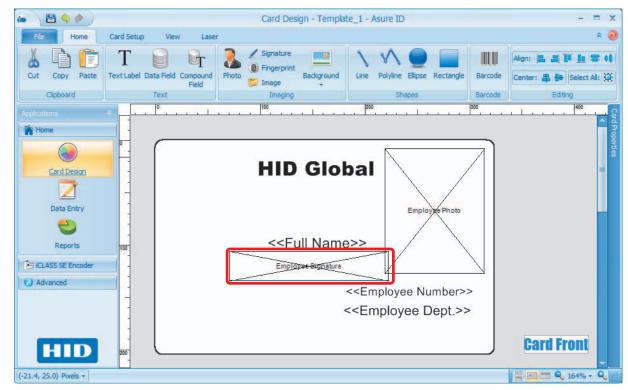
2. Click in the Card Display pane to open Signature Properties, set the following:

Field	Setting		
Image	Define the field name and select the format type of the graphic. Do not select the options. Field Name: Enter Employee Signature Format Type: .JPG		
Folder Data Source	The Table and Field options are disabled. A signature tablet is used to add the employee signature.		
Options	Select the Maintain Aspect Ratio option.		
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.		
Printing	Do not select any options.		
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O		

3. Click **OK**.



4. Position and size the signature field on the card.



5. Select File tab > Save Template.



3.2.8 Add image (logo)

The image (such as a logo) displays on every card.

1. Select **Card Design** application > **Home** tab > **Image**.

File Home	Card Setup View	Laser		Image Properties
Cut Copy Paste Clipboard	Text Label Data Field	Compound Field	Signature Fingerprint Image Imaging	Image Load new Image f Edit Image
	*			Options
				Options
				Maintain Aspec
				Maintain Aspec
				Transparency
				Transparency
				 Transparency ChromaKey Invert Image
				 Transparency ChromaKey Invert Image Laser Engrave

Image	Preview					
Load new Image from file Edit Image	HID					
Options	Placement					
Maintain Aspect Ratio Transparency 0	Left: 6.7 🗘 Width: 79.4 🗘					
ChromaKey 0	Top: 9.9 🛟 Height: 59.5 💲					
Invert Image	Rotation angle (CCW): 0° +					
Printing	Border and Fill					
Non-Printable Entry	Border Color: Transparent					
Conditional	Border Width: 2 🗘					
Print on Fluorescing Panel	Rounded Corners					
	Width: 0.0 C Height: 0.0 C					
	OK Cancel					

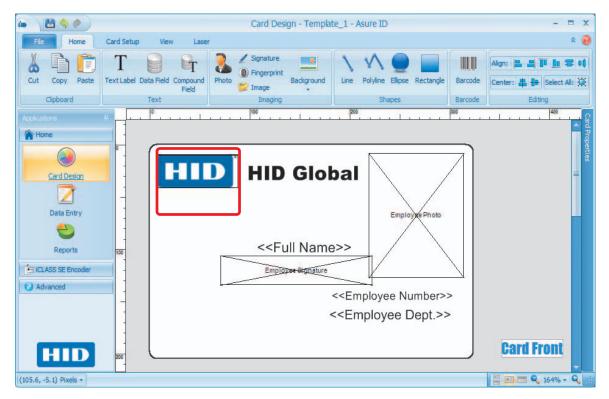
2. Click in the Card Display pane to open **Compound Field Properties**, set the following:

Field	Setting
Image	Click Load new Image from file . Browse to locate the file. The graphic appears in the Preview pane. Note: If this is not the correct graphic or needs editing, select Edit Image .
Options	Select the Maintain Aspect Ratio option.
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Do not select any options.
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: 0
Rounded Corners	Both options (Width and Height) should be left at 0.

3. Click OK.



4. Position and size the image field on the card.



5. Select File tab > Save Template.

3.2.9 Background

A background displays on every card. This can be customized as a solid color, sample background or you can add your own background to the folder **Asure ID** > **Images** > **Asure ID Backgrounds**.

- 1. Select Card Design application > Home tab > Background.
 - **Note:** If the card is dual-sided, you can select which side to apply the background. You can also right-click on the card and select **Add Background**.



2. Select Add Background to Front of Card.

File Home Card Setup View Laser	Background Properties
Cut Copy Paste Text Label Data Field Compound Field	Source Field Name: Color [AliceBlue] Select an Image:
Clipboard Text Imaging Add a Background Add Background to Front of Card Add Background to Back of Card	
	Select a Color: Alice Preview Only Load an Image: Browse Edit Image: Edit
	Printing Use as default Background Display Conditionally Edit Condition Do not display OK Cancel

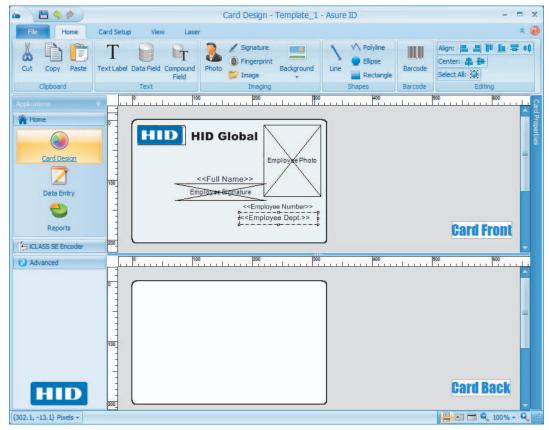
3. Set the following on the Background Properties window:

Field	Setting
Image	Click Load new Image from file. The graphic appears in the Preview pane. Note: If this is not the correct graphic, or needs editing, select Edit Image.
Options	Select the Maintain Aspect Ratio option.
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Do not select any options.
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O
Rounded Corners	Both options (Width and Height) should be left at 0.

- 4. In this example we select a color background. From the **Select a Color** option, click the **Web** tab. Select a color from the pull-down list. The color selection appears in the display window.
- 5. Click **OK**.



6. The background now displays on the card.



The basic card template is completed.

At this point you can edit any fields by double-clicking on the object and changing the properties in the dialog box.

Fields can also be freely moved by drag-and-drop or by changing the **Placement** properties window (displayed after double-clicking the object).

Resizing of an object can also be done by selecting and dragging by the handle to resize.

7. Select File tab > Save Template.

3.3 Advanced card design tutorial

Building upon the basic card template, you can add options such as:

- Shapes See the Card Design section in the Asure ID Reference Guide, Section 3 Card Design Application (PLT-01797), for information on adding shapes.
- Barcode See Section 3.3.1 Add a barcode
- Magnetic Stripe See Section 3.3.2 Magnetic stripe (magstripe)
- Smart Chip See Section 3.3.3 Enable smart chips
- **Note:** For information on the **PACS Registration**, **Laser Writer**, or **Live Link**, see the *Asure ID Reference Guide, Section 3 Card Design Application* (PLT-01797).



3.3.1 Add a barcode

Select Card Design application > Home tab > Image.



3.3.1.1 Barcode data tab

1. Click in the Card Display pane to open **Barcode Properties** set the following on the **Data** tab.

Barcode Properties		×				
Data Barcode Options						
Barcode		Quiet Zone				
Field Name:	Barcode	☑ Include Quiet Zones				
Type:	Code 39 🔹	Width: 1 ‡				
Test String:	1234567890	Placement				
Font:	Arial	Placement				
Font Size:	12 🛟 🔽	Left: 99.8 ‡ Width: 96.0 ‡				
Rotate (CCW):	0° ▼ Maintain Aspect Ratio	Top: 175.0 + Height: 24.0 +				
Create Fields		Bar and Fill Color				
Create a new Data Field		Bar Color: Black				
Create a new Text Label		Fill Color: Transparent +				
		Printing				
Select Fields		Non-Printable Entry				
Available:	Active:	Conditional Edit Condition				
Employee Num A	Add >> Barcode	Print on K Panel				
	< Remove	Laser Engrave Laser Settings				
		OK Cancel				



Field	Setting					
Barcode	Field Name: Enter Barcode.					
	Type: Leave the default Code 39 . There are many options available from the drop-down list. See the <i>Asure ID Reference Guide, Section 3 Card Design Application</i> (PLT-01797), for information.					
	Test String: Leave the test string.					
	Font: Arial					
	Font Size: 12					
	Rotate (CCW): 0					
	Maintain Aspect Ratio: Select this option.					
Create Fields	Select Create a new Data Field. See Section 3.3.1.2 Create a barcode data field.					
Select Fields	Select the Barcode Data field from the Available pane, and click Add to move to the Active pane. Note: This can only be done after the Barcode Data field has been created in the field above.					
Quiet Zone	Select the Include Quiet Zones option. This leaves a white area around the barcode for ease of reading.					
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.					
Bar and Fill Color	Select the following options as needed. In this example the following was set: Bar Color: Black Fill Color: Transparent					
Printing	Do not select any options.					

2. Click **OK**.



3.3.1.2 Create a barcode data field

- 1. Select Create a New Data Field. This is the information coded into the barcode.
- 2. The Data Field Properties window opens.

Data Field Properties	X
Data Field	
Field Name: Barcode Data	Field Type:
Advanced Data Field Options	Text
Field Options	🔘 List
This is a Unique Field	O Date
This is a Read-only Field	O Yes/No Numeric
This is a Mandatory Field	
Font	Alignment
Font Name: Arial	- Horizontal: 🗐 🗐 🗐
Font Color: Black	Vertical:
Font Height: 12	
Font Style: B I U 5	Rotation: 0 ‡ (In degrees CCW)
Options	Placement
Word Wrap Reduce To Fit	Left: 0.0 🗘 Width: 96.0 🗘
Laser Engrave Laser Settings	Top: 0.0 C Height: 24.0 C
Printing	Border and Fill
Non-Printable Entry	Border Color: Transparent 👻
Conditional Edit Condition	Border Width: 0 🗘
Print on Fluorescing Panel	Fill Color: Transparent 👻
	OK Cancel

3. Set the following on the Data Field Properties window.

Field	Setting
Data Field	Define the field name and enter the text to display in this field. Note: The Field Name should be a name that can be associated to the actual field text. Field Name: Enter Barcode Data Field Type: Numeric Field Options: Do not select any options.
Font	Set the font options. In this example the following was set: Font Name: Arial Color: Black Font Height: 12 Font Style: No selection was made.
Alignment	Select alignment options. In this example Both options were set as Center .
Options	Do not select any options.
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Select the Non-Printable Entry option.
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O Fill Color: Transparent



4. Click **OK**. You are returned to the **Barcode Properties** window, and this newly created field is listed on the **Select Fields** > **Available** pane.

3.3.1.3 Barcode options tab

- 1. Select the Show Barcode Text. option.
- 2. Click **OK**.

arcode Properties Data Barcode Options		
Linear Barcode		
Check Character	Bearer Bars	
Include Check Character Default Mod 10	Show Bearer Bars Width:	
Show Barcode Text		
		OK Cancel

3. Position the barcode field on the card design area.

🐞 🖹 🥱 🤌 📜	Card Design - Template_1 - Asure ID	- = x
File Home	Card Setup View Laser	* 🧿
Dual Card View Front View	Ruler Units: Pixels • Image: Snap Size: 10.0 Preview Mode Image: Snap Size: 10.0 Preview Mode Image: Snap Size: 10.0 Preview Mode Image: Snap Size: 10.0	
Applications 4		<u> </u>
Home	With the second seco	d Properties
	HID Global	
	200 << Employee Dept.>>	
HID	Card Fr	• • •
(143.0, 157.1) Pixels *		177% - 🔍 🧃

4. Select File tab > Save Template.



3.3.2 Magnetic stripe (magstripe)

The Magstripe option is located on the Card Setup tab.

The magstripe is located on the back side of this card template. The default position is the top of the card.

(in) 💾 🥱 🤌		Ca	ard Design	- Template_1	- Asure ID).				x
File Home	Card Setup	View Laser							*	•
CR-80 CR-79	Jal-Sided Mirror Card Card	Landscape Portrait	Magstripe	Enable Smart Chips +	PACS Registration	Laser Writer	Data Sources	Data Views		
Layout		Orientation		Technolog	Contraction of the States of the		Live L	ink		

To Add a Magstripe:

1. Select the Card Design application > Card Setup tab > Magstripe.

Magstripe	Track 1	Track 2	Track 3	
Туре		1000 Contract Constant		
ISO				
Non-ISO				
Custom				
Options				
Fill unuse	d snace wit	h zeroes		
Place Ma	a constant	ard bottom		
Remove I	Magstripe			

Magstripe	Track 1	Track 2	Track 3
Create Field	ls		
Create a ne	v Data Field	1	
Create a ne	w Text Labe	4	
Select Field	5		Active:
		Add >>	Active: Magstripe Data
Available: Employee Di Full Name	₽		
Available: Employee D	₽		

2. On the Magstripe tab set the following:

Field	Setting
Туре	Select the ISO option.
Options	Select the Place Magstripe at card bottom.

3. On the Track 2 tab click Create a new Data Field.

Field	Setting	
Create Fields	Click Create a new Data Field. See Section 3.3.2.1 Create	e a magstripe data field.
Select Fields	Select the Magstripe Data field from the Available pane, and click Add to move to the Active pane. Note: This can only be done after the Magstripe Data field has been created in the field above.	Select Fields Available: Employee Dep Full Name Barcode Data Add >> Fall Name Factor of the second sec



3.3.2.1 Create a magstripe data field

1. Set the following on the Data Field Properties window.

Data Field Properties	×
Data Field	
Field Name: Magstripe Data	Field Type:
Advanced Data Field Options	Text
Field Options	🔘 List
This is a Unique Field	O Date
This is a Read-only Field	O Yes/No
This is a Mandatory Field	Humene
Font	Alignment
Font Name: Arial 👻	Horizontal: 🖃 🗐
Font Color: Black 👻	Vertical:
Font Height: 12	Rotation: 0
Font Style: B I U 5	(In degrees CCW)
Options	Placement
🖸 Word Wrap	Left: 0.00 🗘 Width: 1.00 🗘
🔲 Reduce To Fit	
Laser Engrave Laser Settings	Top: 0.00 🗘 Height: 0.25 🗘
Printing	Border and Fill
Non-Printable Entry	Border Color: Transparent 🔹
Conditional Edit Condition	Border Width: 0 🗘
Print on Fluorescing Panel	Fill Color: Transparent 🔹
	OK Cancel

Field	Setting
Data Field	Field Name: Enter Magstripe Data Field Type: Text Field Options: This is a Unique Field
Font	Set the font options. In this example the following was set: Font Name: Arial Color: Black Font Height: 10 Font Style: No selection was made.
Alignment	Do not select any options.
Options	Do not select any options.
Placement	Leave whatever data is populated. The text box can be moved using drag/drop.
Printing	Select the Non-Printable Entry option.
Border and Fill	Select the following options as needed. In this example the following was set: Border Color: Transparent Border Width: O Fill Color: Transparent

2. Click **OK**. The magstripe is added to the bottom of the back of the card.



3.3.3 Enable smart chips

Cards listed under the Enable Smart Chips option, have a smart chip embedded in the card.

Note: The Smart Chip is not visible on the card template.

For enabling other types of smart chips other than what is shown in this example, see the *Asure ID Reference Guide, Section 3 Card Design Application* (PLT-01797).

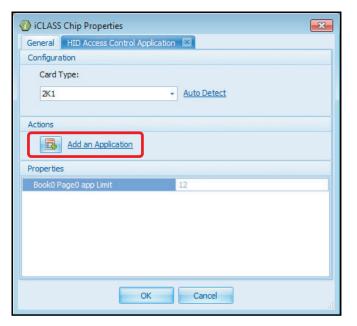
The Card Properties pane shows any applications added. This section is only covering using iDIRECTOR[®] to enable an iCLASS[®] smart chip for a read application.

To Enable a Smart Chip:

1. Select the Card Design application > Card Setup tab > Enable Smart Chips > IDirector > iCLASS.



2. The iCLASS Chip Properties dialog box opens.



Field	Setting
Configuration	 Card Type: Select the card type from the pull-down list. Note: If the reader is connected, select Auto Detect. For this example, leave the default (2K1).
Actions	Click Add an Application.
Properties	No settings for this option.





3.3.3.1 iDIRECTOR wizard

The iDIRECTOR® wizard allows you to add an iCLASS® application.

1. On the welcome window click Next.



- 2. Select the HID Access Control Application (Read) application.
- 3. Click Next.

Applications Applications Application (Read) Read CSN (Read) Read CSN (Read) Custom Application (Read/Write)	Арр	Selection select the application you would ge.	l like to add. Doubl	e-click to jump directly to th	e
- Read CSN (Read)					
	>	Read CSN (Read)	n (Read)		
			ite)		

- 4. Select the H10301 (Std 26 Bit) Format Type.
 - **Note:** This configuration cannot be changed after the wizard is completed. If the application needs to be modified, you must delete the existing application, then add a new one.



5. Click Next.

Add iCLASS Application			×
Application Configuration This configuration canno	t be changed after the wizard i	s completed.	
Format Type:	H10301 (Std 26 Bit) H10302 (HID 37 BIT) H10304 (HID 37 bit FAC+CN) H50046 50046 H50XXX (Corp 1000 Generic) T10301 (THORN)	Auto Detect If the format you are trying to read is not listed here, please contact your HID reseller for assistance in purchasing a custom forma file.	
		< Back Next > Cancel	

6. Select the Create a Data Field for each iDIRECTOR Field option for this example.

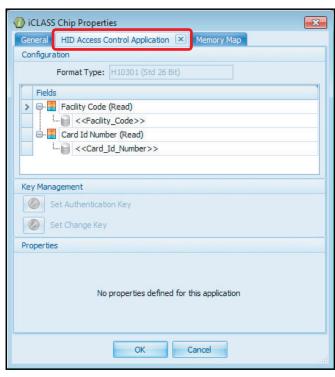
Create a Data Field for each iDIRECTOR Field option:

- **Disabled:** To read HID Access Control Application information and write it to an external data source.
- **Enabled:** Asure ID creates a data field for the **Facility Code** and **Card ID Number** to be stored within the Asure ID native database.
- 7. Click Finish.



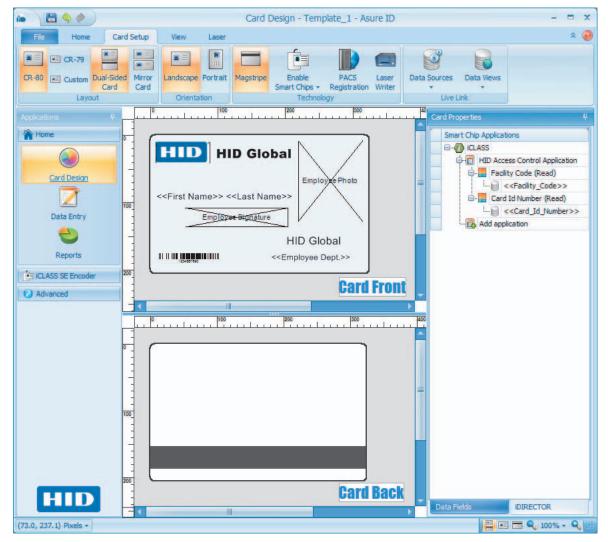


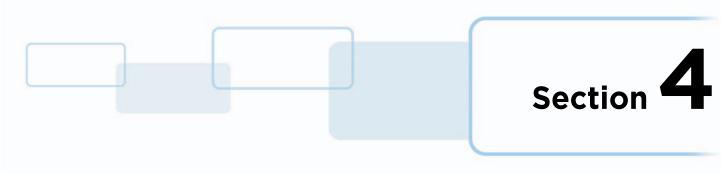
8. A new tab with the new application is added.





9. The advanced card template is completed.





4 Data Entry application

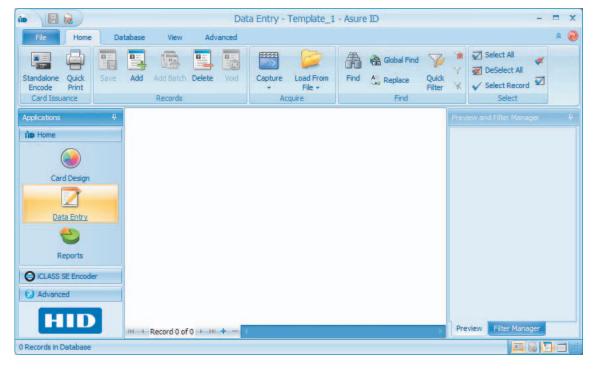
4.1 Data Entry overview

The **Data Entry** application allows you to populate the database created in **Card Design** with the appropriate data for the card, and print the designated cards.

Note: The Asure ID® Solo edition is limited to 200 records.

The Data Entry application has the following tabs, with a corresponding toolbar.

- File: The File tab allows you quick access to open a template or data group, printing, encoding and Laser writer access.
- Home: The Home tab allows the configuration of data input, photo and signature acquisition, and record finding/filtering options.
- Database: This tab groups import/export and record archive, restore, refresh options.
- View: This tab groups the views of current records and record layout options.
- **Advanced:** This tab groups laser controls, encoding, and PACS Integration.





4.2 Data Entry Home tab

The **Data Entry Home** tab contains the basic tools to create a data field. See the *Asure ID Reference Guide, Section 4 Data Entry Application* (PLT-01797) for detailed information on these tools.

			Data Entry - T	emplate_1 - Asure ID	- = x
File Home	Database View	Advanced			* 🧕
Standalone Quick Encode Print	Save Add Add Batch	Delete Void	Capture Load From	Image: Second system Image: Second system Image: Second system Find Image: Second system Quick Y Find Image: Second system Quick Y Filter Y Customize Filter	Select DeSelect All All Select Record
Card Issuance	Records		Acquire	Find	Select

4.2.1 Add a record with data, photo, and image fields

Records can be added individually or in a batch. To add more than one record at a time, select **Add Batch** and input the number of records to add. The window displays these as blank records.

Note: This option cannot be used if:

- The data field is linked with Live Link.
- There are mandatory entries on the template.

Add a Single Record:

1. Select the Data Entry application > Home tab > Add.

		Data Entry - Template_1 - Asure ID	- 1
File Home Da	tabase View Advar	ced	
tandalone Quick Encode Print Card Issuance			✓ Clear Filter ✓ Show Filter Quick ✓ ✓ Show Filter Select DeSelect ✓ Select Record ✓ Deselect ✓ Select Record ✓ Select Record ✓ Select Record ✓ Select Record ✓ Select Record
		Template Record 1 of 1	Preview and Filter Manager
D Home		Select:	
Card Design		Print Count: 0 Print Date: 0 Print By: 0 Voided: No Void Date: 0	HID Global Prop.
Reports		Image: Second ID: 3 Employee Dept.: <null></null>	
iCLASS SE Encoder		First Name: Last Name:	
Advanced		Employee Photo: No image data	
		Employee Signature: No image data	
		Barcode Data: 0 Magstripe Data: <null></null>	
		Facility_Code: 0	
		Card_Id_Number: 0	
HID	Hecord 1 of 1 → M	4	Preview Filter Manager
ecords in Database			A & 3

2. A new, empty record is displayed.

Note: The data fields that were added when designing the card template are listed on this new record, ready for the entering information.

3. Enter the following information:

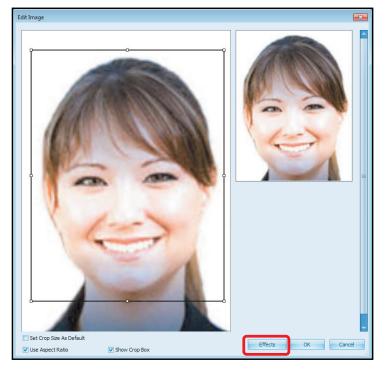
Field	Information
Employee Number	Enter JDoe 12.
	Note: The red star indicates the field is required.
Employee Dept.	Select Engineering from the pull-down list.
First Name	Enter Jane.
Last Name	Enter Doe .

- 4. To add an Employee Photo:
 - a. Right-click on the Employee Photo area and select **Load from File**.

Note: Alternatively you can select the Load from File option from the toolbar.

- b. Browse and select the employee image file.
- c. Crop the photo as needed in the Edit Image window, and click OK.

Note: To re-open the Edit Image window, double-click on the image.

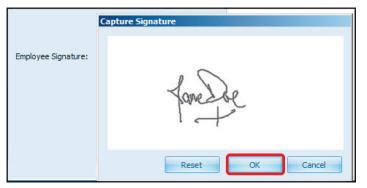




d. The Effects option opens a window that allows you to modify the image for best results.

Image Effects	
Image Effects	
Brightness	
Contrast	
Hue	
Saturation	
Sharpness	
	Restore Defaults OK Cancel

- 5. To add an Employee Signature:
 - a. Right-click in the **Employee_Signature** area and select **Capture Signature**.
 - b. You need to use the signature pad for capturing the signature.
 - c. Click OK.

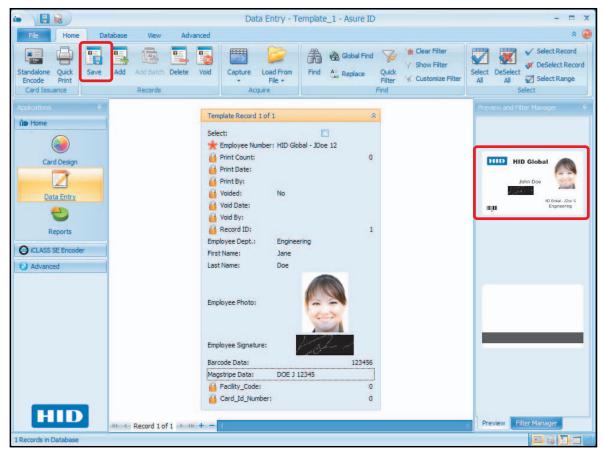


- 6. Click **Barcode Data** and type **123456** into the text field.
- 7. Click Magstripe Data and type 12345678 into the text field.

Note: For Track 2 data requirements, see the Asure ID Reference Guide (PLT-01797).



8. Click **Save** within the **Records** group. When the **Save** button is selected, the card previews in the **Preview and Filter Manager** pane.



9. To see an enlarged version you can double-click on the preview.



When this card is viewed in the enlarged preview, it is noticeable that the alignment of fields is visually not the best. This is where using the edit tools in the card design comes in handy.

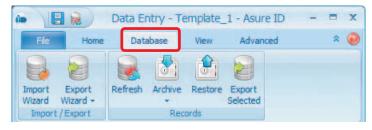
Editing can be done at this stage by returning to the **Card Design** application and moving fields into better positions.

Note: The Facility_Code and Card_ID_Number cannot be edited.



4.3 Data Entry Database tab

The following section covers the Data Entry application **Database** tab. For additional information on the database and records see the *Asure ID Reference Guide, Section 5 Databases* (PLT-01797).



4.3.1 Import/export

Record information can be Imported from a MS Access database, SQL Server database, Oracle database, Excel, or a comma-separated values (CSV) file.

Import record information from a CSV file

1. Select Data Entry application > Database tab > Import Wizard.



2. The Import/Restore Wizard opens. Click Next.



3. On the Choose Import Source window, select Comma Separated Values.



4. Click Next.

Import Wizard		
Choose Imp		
Choose	the type of data source that you will import from.	20
	Select an Import Source Type:	
	Access Database	
	Comma Separated Values	
	SQL Database	
	Orade Database ODBC Connection	
	Excel Spreadsheet	
	C Log all records	
	< <u>B</u> adk	ext > Cancel

- 5. On the CSV Import Source window set the following:
 - Click **Browse** to locate and select the database to be imported.
 - Select the **Contains Header Row** option, if this applies.
 - Specify the **Delimiter** in the file.

6. Click Next.

Import Wizard	
CSV Import Source Select the file to import from.	
Enter the complete path to the Text File or click browse to select a file,	
C:\Users\admin\Desktop\Records\Employee Records.csv	
Contains Header Row	Browse
Delimiter:	
	< Back Next > Cancel



Below is an example of the CSV file.

	A2	+ (e	<i>f</i> _x 12					
A	А	В	С	D	E	F	G	н	E
1	Employee Number	Employee Dept.		Last Name	Employee Photo	Employee Signature		Magstripe Data	
2	12	400	Jane	Doe			123456	DOE J 12345	
3	13	400	Mark	Miller			123481	MILLER M 12346	
4	14	401	Mike	Evans			123506	EVANS M 12347	1111
5	15	200	Mary	Smith			123531	SMITH M 12348	
6	16	400	Helen	Fisher			123556	FISHER H 12349	
7	17	400	Allen	Ross			123581	ROSS A 12350	
8	18	400	Bob	Birdsall			123606	BIRDSALL B 12351	1
9	19	400	Rob	Kolowski			123631	KOLOWSKI R 12352	
0	20	510	Peter	Paul			123656	PAUL P 12353	
1	21	400	Rory	Hill			123681	HILL R 12354	
2	22	400	Peter	Gill			123706	GILL P 12355	
3	23	200	Dave	Johnson			123731	JOHNSON D 12356	
4	24	400	Archie	Jones			123756	JONES A 12357	

- 7. On the Field Links window, to map the data fields:
 - a. Select a Import Source Field, and then the corresponding Template Field to link.
 - b. Click Add.

Set up the links between the imp	ort sources and the template.
Import Source Fields	Template Fields
EmployeeNumber Employee Dept# First Name Last Name Employee Photo Employee Signature Barcode Data Magstripe Data	Voided Void_Date Void_By Record_ID Employee_Dept_ First_Name Last_Name Employee_Signature Barcode_Data
Field Links EmployeeNumber -> Employee_Num Employee Dept# -> Employee_Dept First Name -> First_Name Last Name -> Last_Name Employee Signature -> Employee_S Barcode Data -> Barcode_Data	
Add Remove	Mark <u>U</u> nique Image File Import

8. Select a Field from the **Field Links** and click **Mark Unique**. A unique field separates each record so there are no duplicates.

HID

- 9. To import a image:
 - a. Select a Image Field.
 - b. Click Image File Import.
 - c. Click Browse to locate and select the image file to be imported.
 - d. Select the Column Containing File Reference option, if this applies.
 - e. Specify the image File Type.

Note: Importing an image file in this manner removes any preexisting photo links into the wizard. When importing a CSV source, photos need to be retrieved from an external folder.

File Import	
Folder to Import from:	
C:\Users\admin\Desktop\Employee Photos	
Column Containing File Reference:	Browse
Employee Photo 🔹	
Column contains actual file names	
Image Type:	
JPEG (JPG) +	OK Cancel

- 10. Click Next on the Wizard Field Links page.
- 11. On the Import Options window, select the Update existing records and import new records option.

Import Wiz		0
	Import Operation Opdate existing records and import new records Import new records only	
	Update existing records only	
	< Back Next	t > Cancel

- 12. Click Next.
- 13. Click **Begin Import** to update existing records.

Note: As the update is performed, the log is displayed in the window.



14. Click **Next** when complete.

Import	Wizard	
	ort Data Click the Begin Import button to start the imp	nort/restore process.
	Reading Data	
	Retrieved 24 rows of data.	
	A column named 'Employee_Signature' alrea	dy belongs to this DataTable.
	Begin Import	Clear Log Save Log
		< Back Next > Cancel

15. The import is complete. Click **Finish**.

Note: The Data Entry records are added/updated with these changes.

Import Wizard	
Asure ID 7	Completing the wizard
hidglobal.com	You have successfully completed the wizard
	To close this wizard, click Finish
	< Back Einish Cancel



4.4 Data Entry View tab

The **Data Entry View** tab, contains all the tools to customize the views, including customizing the record layout. For detailed information on the **View** tab, see the *Asure ID Reference Guide, Section 4 Data Entry Application* (PLT-01797)

Records can be viewed as a single/multiple view or in a table format.





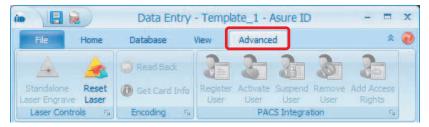
4.5 Data Entry Advanced tab

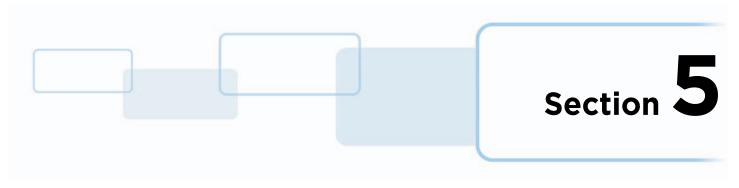
The **Data Entry Advanced** tab, contains the advanced options that may be installed on the printer. If the options are not installed they are grayed out.

Advanced options are:

- Laser Controls
- Encoding
- PACS Integration

For detailed information on these options see the *Asure ID Reference Guide, Section 4 Data Entry Application* (PLT-01797).





5 Reports Application

The **Reports Application** provides you with preformatted reports of application operation. Reports can also customize in terms of layout, columns, and filters, which can be saved for future use.



5.1 User Reports

- User List: This report contains all users, capabilities, and general information.
- User Activity: This report contains all the detailed user activities.
- User Login: This report contains all user login activity.

5.2 Data Entry Reports

Note: Right-click on any column heading in a report, for additional Column options. for more options. Columns can be rearranged or removed as required.

- All Records for a Template: This report contains all records (and associated data fields) for a selected template.
- Records with no Photos: This report contains all records (and associated data fields without photos) for a selected template.
- **Unprinted Records:** This report contains all records that have not been printed, for a selected template.
- Voided Records: This report contains all voided records for a selected template.
- **Template History:** This report contains all user activity for all templates.
- Print History Report: This report contains history of all reports printed.

5.3 Card Design Reports

- Template List: This report lists all the current templates.
- Data Fields for Template: This report lists the data fields for a selected template.



5.4 Create a report

The following is the general process for creating a report.

1. Select **Reports** application > **Home** tab > **All Records for a Template**.

	Reports - Asure ID	- = x
File Home	Custom Reports	* 🥹
User Activity	All Records with no Photos for a template All Records in Voided Record in Voided Records in Voided Reco	Save Custom Report
User Reports	Data Entry Reports Card Design Reports Data	

2. Select a template to run the report on.

Note: This option is only required when needing Record or data entry field information (i.e. Data Entry Reports, or Data Fields for Template report.

3. Click OK.

Select Template		x
Template_1		
	OK Can	cel

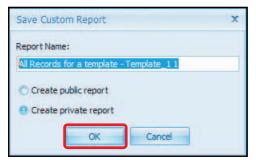
4. The report is displayed. This example is the All Records for a template.

• • •			R	eports - A	sure ID						- =
File Home C	ustom Reports										*
User List 2 User Activity User List 2 User Login User Reports	All Records for a template	ls with no Photo: ted Records Records ita Entry Reports	Template Pi History	rint History Report		Data Fields for Template ign Reports	Refresh		e Custom Report		
				All Reco	ords for a	template - T	emplate_	1			
no Home	Drag a column header h	ere to group by	that column								
	Employee Number	Print Count	Print Date	Print By	Voided	Void Date	Void By	Record ID	Employee Dept.	First Name	Last Na
	> HID - JDoe 12	0						1	Engineering	Jane	Doe
Card Design	HID - MMiller 13	0					1	5	400	Mark	Miller
7	HID - MEvans 14	0						6	401	Mike	Evans
Data Entry	HID - MSmith 15	0						7	200	Mary	Smith
Data Enu y	HID - HFisher 16	0						8	400	Helen	Fisher
	HID - ARoss 17	0						9	400	Allen	Ross
Reports	HID - BBirdsall 18	0						10	400	Bob	Birdsall
	HID - RKolowski 19	0						11	400	Rob	Kolowsk
iCLASS SE Encoder	HID - PPaul 20	0						12	510	Peter	Paul
3 Advanced	HID - RHill 21	0						13	400	Rory	Hill
	HID - PGill 22	0						14	400	Peter	Gill
HID	HID - DJohnson 23	0						15	200	Dave	Johnson
		0			m			16	400	Archie	lones

5.5 Custom report

A custom report is any report that you have run, that you have changed the layout (columns, sorting, etc.) To be able to reuse this report configuration the file can be saved for future use.

1. After the report has been modified, select **Save Custom Report** from the toolbar.



- 2. Name the report and select Create Private Report.
- 3. Click **OK**.
- 4. The saved report is displayed under the **Custom Reports** tab.

• •		Re	ports - Asure ID			-	-	X
File Home	Custom Reports						*	
Data Fields for Template - ABC_Deita 1 + Private Reports								
Applications 4			Data Fields for Tem	plate - ABC_Delt	а			
(ip Home	Drag a column header	here to group by tha	it column					
	Data Field Name	Data Field Type	Live Link Data Source	Live Link Table	Live Link Field	Is Key Field		
	> Print Count	Number						
Card Design	Print Date	Date						
7	Print By	Text						
Data Entry	Voided	Yes/No					0	
Data Lifu y	Void Date	Date						
0	Void By	Text						
Reports	Record ID	Number						
A CONTRACTOR OF A CONTRACTOR O	Employee_Number	Text					U.	
CLASS SE Encoder	Barcode_2	Number						
Advanced	Magstripe_1	Text						
	Facility_Code	Number						
	Card_Id_Number	Number						
	Employee_Photo	Image		#FOLDER#	Employee_Photo			
	Employee_Signature	e Image		#FOLDER#	Employee_Signature		1	
CTTTT N	First_Name	Text						
HID	Last_Name	Text					1	



5.6 Export reports

Reports can be exported in the following file types:

- PDF
- XLS
- RTF

To export a report

1. One a report has been run. Select **Export** from the toolbar.

()	Reports - Asure ID	- = x
File Home	Custom Reports	* 🥹
User List 2 User Login	All Records Worked Records All Records For a template Worked Records All Recor	Save Custom Report
User Reports	Data Entry Reports Card Design Reports Data	a

2. Name and save the file.

The following example is a user record report exported to XLS (Excel file).

	Insert Pag	e Layout	Formulas	Data	Review		Acrobat			-				m m 19		
Cut	Tahoma	* 8	- A	^ ≡ ≡	= >	**	Wrap Text	Text	*		Norm	al Bad		i 🕆 📑	Σ AutoSu	" 🦅 🕅
aste	BI	<u>u</u> - 🖽 -	3 - A	- = =		e 🔁	Merge & Cent	er - \$ - %	· • 0.00	Conditiona		d Neutra	i 🗐	Insert Delete Form		Sort & Find
Clipboard	Fa	Font		19	A	lignment		S Num	ber G	Formatting	* as Table *	Styles		Cells	CZ Cicol	Filter * Selec Editing
A1	+ (m		ecords fo	or a templa				and the second second								
A	В	C	D	E	F	G	Н		J	K	1	м	N	0	P	Q
				-							for a template - T	1				
Employee Number	Print Count	Print Date	Print By	Voided	Void Date	Void By	Record ID	Employee Dept.	First Name	Last Name	Employee Photo	Employee Signature	Barcode Data	Magstripe Data	Facility Code	Card Id Number
HID - JDoe 12	0	- this wate	(Marco)	Unchecked	1000000		1	Engineering	Jane	Doe	(Picture)	(Picture)	123456		0	0
HID - MMiller 13				Unchecked			5	400	Mark	Miler	(Empty)	(Empty)	123481	MILLER M 12346		
HID - MEvans 14				Unchecked			6	401	Mike	Evans	(Empty)	(Empty)	123506	EVANS M 12347		
HID - MSmith 15		-		Unchecked			7	200	Mary	Smith	(Empty)	(Empty)	123531	SMITH M 12348		
HID - HFisher 16				Unchecked			8	400	Helen	Fisher	(Empty)	(Empty)	123556	FISHER H 12349		
HID - ARoss 17				Unchecked			9	400	Allen	Ross	(Empty)	(Empty)	123581	ROSS A 12350		
HID - BBirdsall 18				Unchecked			10	400	Bob	Birdsall	(Empty)	(Empty)	123606	BIRDSALL B 12351		
HID - RKolowski 19				Unchecked			11	400	Rob	Kolowski	(Empty)	(Empty)	123631	KOLOWSKI R 12352		
HID - PPaul 20				Unchecked			12	510	Peter	Paul	(Empty)	(Empty)	123656	PAUL P 12353		
2 HID - RHill 21				Unchecked			13	400	Rory	Hil	(Empty)	(Empty)	123681	HILL R 12354		
HID - PGil 22				Unchecked			14	400	Peter	Gil	(Empty)	(Empty)	123706	GILL P 12355		
HID - DJohnson 23				Unchecked			15	200	Dave	Johnson	(Empty)	(Empty)	123731	JOHNSON D 12356		
5 HID - AJones 24				Unchecked			16	400	Archie	Jones	(Empty)	(Empty)	123756	JONES A 12357		
HID - FFarmer 25				Unchecked			17	400	Fred	Farmer	(Empty)	(Empty)	123781	FARMER F 12358		
7 27				Unchecked			19	400	Carol	Abelou	(Empty)	(Empty)	123831	ABELOU C 12360		-
28				Unchecked			20	200	Justin	Hardine	(Empty)	(Empty)	123856	HARDINE J 12361		
29				Unchecked			21	400	Kathy	Halstead	(Empty)	(Empty)	123881	HALSTEAD K 12362		6
30				Unchecked			22	400	Bruce	Holms	(Empty)	(Empty)	123906	HOLMS 8 12363		
31		-	-	Unchecked			23	120	Lilian	Chenette	(Empty)	(Empty)	123931	CHENETTE L 12364		
32				Unchecked			24	400	Rebecca	Ross	(Empty)	(Empty)	123956	ROSS R 12365		
33		-	_	Unchecked	_		25	400	Eric	Butler	(Empty)	(Empty)	123981	BUTLER E 12366		
34				Unchecked			26	120	Bil	Nielsen	(Empty)	(Empty)	124006	NIELSEN B 12367		
35				Unchecked			27	400	lic	Jammeson	(Empty)	(Empty)	124031	JAMMESON J 12368		



6 iCLASS SE Encoder application

6.1 Overview

The **iCLASS SE**[®] **Encoder** application is used to encode HID Prox[®] and read/write applications onto smart cards.

	Program HI	D Access Co	Custom Data				
	Standard PACS Application	SIO PACS Application	Supported Key Types	Standard Application	SIO Application	Supported Key Types	
HID Prox cards and fobs	✓	N/A	N/A	N/A	N/A	N/A	
iCLASS®	✓	N/A	Standard/Elite/Custom	✓			
iCLASS SR	✓	~	Standard/Elite/Custom	✓	1		
iCLASS SE	N/A	~	Standard/Elite/Custom	✓	1		
iCLASS Seos®	N/A	~	Standard/Elite/Custom	✓	1		
MIFARE Classic (not Indala Flexsmart)	\checkmark	~	Standard/Elite*/Custom *	✓	Coming Soon		
MIFARE DESFire EV1	N/A	✓	Standard/Elite*/Custom	✓			

The following matrix illustrates the supported capabilities and card types.

* Only supported for SIO PACS Applications

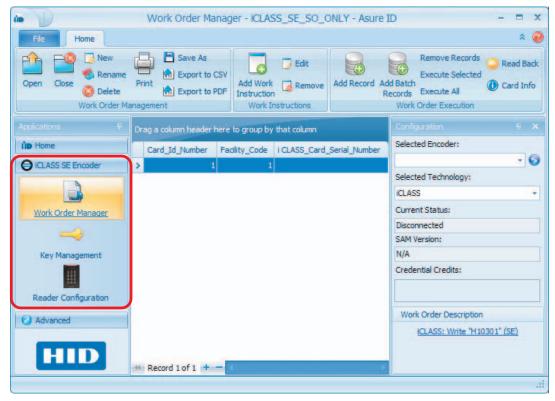
6.1.1 Credential credit management

All transactions are enabled by credential credits. These are individual credits that are used with every transaction until there are none or until additional credits are ordered and applied to the encoder. For information about ordering credentials, see the HID Global Credential Programmer How to Order Guide, which can be found on <u>www.hidglobal.com</u>.



6.2 iCLASS SE® Encoder application modules

The iCLASS SE Encoder application contains three modules.



6.2.1 Work Order Manager module

The Work Order Manager module allows you to define and save an encoding profile for a credential deployment. Each Work Order defines the number of data fields encoded, as well as the data type and field size. These data fields are concatenated into a single data stream and encoded into an application, and are defined by the selected format.

A Work Order is comprised of one or many Work Instructions. A Work Instructions is a single command issued during work order execution. The single work instruction can either read or write to a specific memory location.

6.2.2 Key Management module

The Key Management module of the iCLASS SE Encoder allows you to view and manage the HID and Custom Keys. See the *Asure ID Reference Guide, Section 7 iCLASS SE Encoder application* (PLT-01797) module for information on creating custom keys.

Note: Standard Keys and Key Sets are pre-loaded with the Encoder Configuration Package included on the USB stick.

6.2.3 Reader Configuration module

The Reader Configuration window is used to create the Reader Data configuration cards (for both keys and reader limited settings) The application allows you to change the keys or behavior of a Reader.

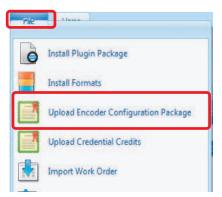


6.3 Set up the iCLASS SE encoder

6.3.1 Load the configuration package

Initially you receive the **Credential Credits** and **Keys** either through a configuration package included on the USB stick or in an email. To upload this package:

1. Select iCLASS SE Encoder application > Work Order Manager module > File tab > Upload Configuration Package.



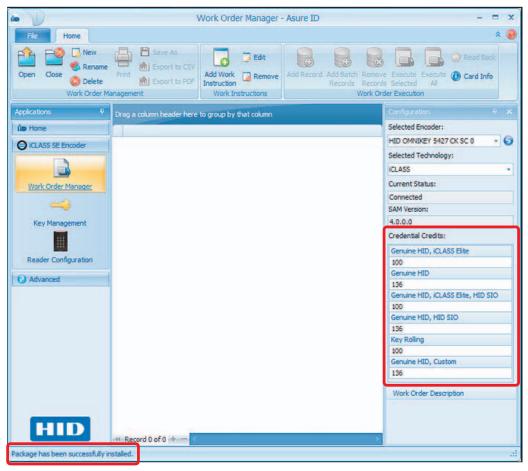
- 2. Browse to locate the **Configuration Package** from HID.
- 3. Select the file and click **Open**.

ம Open					×
Computer +	CENTON USB (F:) Credits and Keys	→ 4 9	Search Crea	lits and Keys	م
Organize 🔻 New folder				•	?
☆ Favorites	Name	Date modified	Туре	Size	
	HID Global Credits.ise	2/9/2015 11:53 AM	ISE File	43 KB	
🥃 Libraries	SN_CP0414(SO11101293771).ise	11/5/2014 1:26 PM	ISE File	2 KB	
📲 Computer					
File <u>n</u> ame:	SN_CP0414(SO11101293771).ise	•	iCLASS SE En	coder Files (*.ise)	•
			Open	Cancel	



4. A confirmation message is displayed at the bottom of the window and the Credential Credits are displayed in the **Configuration** pane.

Note: Keys may also be loaded, depending on what was ordered.



6.3.2 Install format

The iCLASS SE Encoder includes a format interpreter capable of parsing all open and custom formats developed and maintained by HID Global.

Format fields are presented to you in the desktop UI for the purpose of assigning data to each field.

Formats must be ordered from Customer Service. Most formats are custom to a specific OEM or end user, and are not freely distributed.

The **H10301** is the default format delivered with the application.

To use a format other than the provided default format.

- 1. Select iCLASS SE Encoder application > Work Order Manager module > File tab > Install Formats.
- 2. Browse to locate the Format file from HID. Select the file and click **Open**.
- 3. After the format is successfully loaded, the new format is displayed as an option when creating a Work Order.





6.3.3 Create a work order

A **Work Order** is comprised of one or many **Work Instructions**. A **Work Instruction** is a single command issued during work order execution. The single work instruction can either read or write to a specific memory location.

See Section 6.4 Use case 1: deploy standard security credentials or Section 6.5 Use case 2: deploy HID Prox credentials for two common Use Case scenarios. For detail information on all Work Order configurations, see the Asure ID Reference Guide.

6.4 Use case 1: deploy standard security credentials

This use case addresses the deployment of the legacy HID Access Control Application on iCLASS credentials. This application is the predominant application in use in the market for the last decade. The use case also addresses the lesser used legacy HID MIFARE application.

Note: The procedures in this use case assume readers are already configured with standard security keys for iCLASS and MIFARE SIO and have the iCLASS and MIFARE SIO data model interpreters.

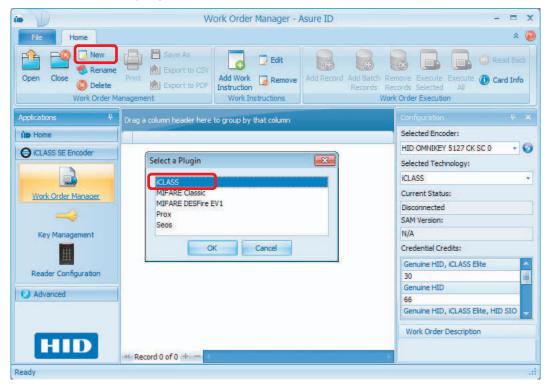
Note: For more detailed information, see the Asure ID Reference Manual.

6.4.1 Create a work order to encode iCLASS credentials

Create a new work order for iCLASS credentials

Creating a new work order begins the definition of a work instruction through a technology specific wizard plugin exposing many user selectable options.

- 1. Select iCLASS SE Encoder application > Work Order Manager module > New.
- 2. Select the **iCLASS** plugin and click **OK**.





3. The iCLASS Encoding wizard opens. Click Next.

iCLASS Encoding	
	Welcome
	This wizard will assist you in configuring a work order instruction for encoding to iCLASS
	< Back Next > Cancel

4. Set the options on the **Select data format** page. This page shows options to set up the instruction.

In this use case we are selecting:

- Instruction Type: Write
- Data Type: HID Access Application
- Options: No selection
- Credential Type: HID Access Application
- Format: H10301

iCLASS Encoding	
Select data format Select the format of the data that will be written	to the card.
Instruction Type C Read Write C Roll Card Authentication Key Data Type HID Access Application C Custom Read CSN Options Options Coverwrite Existing Credential E Enable User PIN Entry	Credential Type SE (SO only) SR (HID Access Application and SO) HID Access Application Format: H10301 Add If the format you are trying to read is not listed here, contact your HID representative for assistance.
Default PIN: 0000	< <u>B</u> ack <u>N</u> ext > Cancel



5. Set the options on the Define Format Parameters page.

This page exposes options to customize the selected format. In this use case we are seeing the details of the H10301 format, which is the open, 26-bit SIA Wiegand format.

)e	fine Format Para Define format pa	meters arameter specifics.				
	Name	Parameter Type	Enforce Unique	Default Value	Increment Step	Auto Number Ra
	Facility Code	Static		1	1	1-255
Ø.	Card Id Number	Auto Increment 🔫	☑	1	1	1-65535
		Auto Increment Static Manual User Entry				

Field/Column	Description	
Name	The name field displays the names of the format parameters as assigned by HID. It is strongly recommended to leave these names as they are.	
Parameter Type	This field identifies the rules regarding how the value of a parameter is derived. These are read from the format file and there is typically no need to change.	
Static	This parameter type means every encoded credential has the value of the <i>Default Value</i> field for that parameter.	
Manual User Entry	This parameter type starts with the value of the <i>Default Value</i> field and allows you to enter a new number.	
Enforce Unique Numbers	This field ensures that a number can never be repeated. For best practice, it is recommended to keep this checked for the Card ID Number.	
Default Value	This field only has meaning for the <i>Static</i> and <i>Manual User Entry</i> parameter types. Auto Increment parameter type uses the <i>Auto Number Range</i> field.	
Increment Step	This field determines the step for format parameters that are of the <i>Auto Increment</i> parameter type.	
Auto Number Range	This field shows the allowable numbers that can be encoded for <i>Auto Increment</i> parameter Types. In the case of the H10301 format, the Card ID Number is open and untracked. This means all numbers for that parameter (16-bit number) are available. However, all Corporate 1k, proprietary, and open-managed formats have a Card ID parameter with a number range set in the format file that is determined when ordering the format.	

6. Set the options on the **Memory Map Configuration** page.



This page shows options to set the memory configuration of the iCLASS card.

iCLASS Encoding	
Memory Map Configuration Select card configuration and location v	vhere data will be written
Expected Card Type:	_
Configured	Memory Map
Card Configuration:	i⊟ Book_0
2K -	Ġ- Page_0
	G- AppArea_1
	Block_6
	Block_7
	Block_8
	< Back Next > Cancel
	Concer

Typically, encoding of iCLASS credentials is done with pre-configured credentials from HID (2k, 16x2k, etc.). In which case, the **Expected Card Type** is **Configured** and there are no further selections to make.

In some rare use cases, the encoder can be used to configure a virgin iCLASS credential. In this case the **Expected Card Type** is set to **Unconfigured** and the **Card Configuration** must be selected from the supported list and match the credential type used.

7. Set the options on the **Key Selection** page.

This page exposes options to select the media keys used to authenticate with the HID Application on the iCLASS credential.

iCLASS Encoding	
Key Selection Select a key which will be used to lock the AppArea after the data is written.	
Keys Card Authentication Key: Standard	
< <u>B</u> ack <u>Next ></u>	Cancel

In this use case we are using **Standard** security media keys. Elite or Custom media keys (if they are loaded) are also selectable at this step.

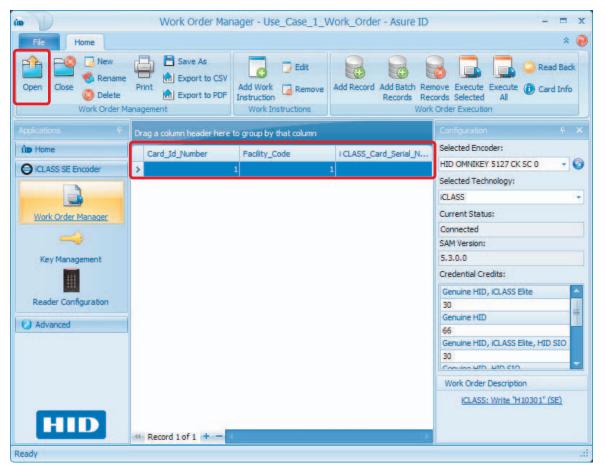
8. Finish the wizard and save the Work Order.



6.4.2 Encode iCLASS credentials

- 1. When the work instruction(s) are executed, a message displays at the window bottom, the credential serial number displays in the main pane, and a new record becomes available for execution.
- 2. Open the iCLASS work order to encode from. Select **Open** from the toolbar, and select the Work Order from the list.

The work order table view shows the first credential ready to be encoded with a Card ID Number value of 1 and a Facility Code of 1.



In this case, the selected format for the work order is H10301. The Facility Code is a static parameter and we set a default of 1 in the Work Instruction wizard. Every credential is encoded with the value of 1 for this parameter. The **Card ID Number** is *Auto Increment* and increases by one every time a credential is encoded.

- 3. Select the record and select **Execute Selected** from the toolbar.
- 4. A status window provides feedback on the progress of the encoding operation.



5. After the encoding operation is complete, the work order table view is updated with the **Card Serial Number** and a new record is created with the next **Card ID Number**.

in D	Work Order Manager - Use_Case_1_Work_Order - Asure ID	- = x
File Home		* 🕡
Open Close Opelete Work Order Ma		Read Back Read Back Execute Execute All Order Execution
Applications 4	Card_Id_Number Facility_Code i CLASS_Card_Serial_Number	Configuration 4 🗴
(10) Home	> 1 366D4401FBFF12E0	Selected Encoder:
G ICLASS SE Encoder	2 1	HID OMNIKEY 5127 CK SC 0 🔹 🥥
		Selected Technology:
		ICLASS +
Work Order Manager		Current Status:
		Connected
		SAM Version:
Key Management		5.3.0.0
111		Credential Credits:
		Genuine HID, iCLASS Elite
Reader Configuration		29
3 Advanced		Genuine HID
		Genuine HID, iCLASS Elite, HID SIO
		30
		Work Order Description
		ICLASS: Write "H10301" (SE)
HID		
	🕊 Record 1 of 1 🕂 🗕 (
Ready		





6.4.3 Create a work order to encode MIFARE classic credentials

Create a new work order for MIFARE classic credentials

- 1. Select iCLASS SE Encoder application > Work Order Manager module > New.
- 2. Select the MIFARE Classic plugin and click OK.

in D	Work Order Manager - A	sure ID	- = x
File Home			* 🥹
Open Close Operte Work Order Ma	Print Save As Save A	Add Record Add Batch Records Execute Selected Card Inf Records Execute All Card Inf	
Applications 4	Drag a column header here to group by that column	Configuration	÷ ×
110 Home		Selected Encoder: HID OMNIKEY 5127 CK SC 0	. 0
GiCLASS SE Encoder	Select a Plugin	Selected Technology;	
		ICLASS	+
Work Order Manager	MIFARE Classic	Current Status:	
	MIFARE DESFIRE EV1	Disconnected	
	Prox Seos	SAM Version: N/A	
Key Management		Credential Credits:	ł
	OK Cancel	Genuine HID, iCLASS Elite	
Reader Configuration		30	B
Advanced		Genuine HID	
Auvanceu		66	
		Work Order Description	
HID			
	* Record 0 of 0 + - A		

Creating a new work order begins the definition of one work instruction through a technology specific wizard plugin exposing many user selectable options.

3. The MIFARE Classic Encoding wizard opens. Click Next.

MIFARE Encoding	
	Welcome
	This wizard will assist you in configuring a work order instruction for encoding to MIFARE
	To continue, click Next
	< Back Next > Cancel



4. Set the options on the **Select Data Format** page.

This page exposes options to set up the instruction. In this use case we are selecting:

- Instruction Type: Write
- Data Type: HID Access Application
- **Options:** No selection
- Credential Type: HID Access Application
- Format: H10301

Instruction Type C Read Write Roll Card Authentication Key Move Genuine SO Sector Data Type HID Access Application C Custom Read CSN Options Overwrite Existing Credential	Credential Type SE (SO only) SR (HID Access Application and SO) HID Access Application Format: If the format you are trying to read is not listed here, contact your HID representative for assistance.
--	--

5. Set the options on the **Define Format Parameters** page. See Section 6.4.1 Create a work order to encode iCLASS credentials, Step 5.

	1			1		
	Name	Parameter Type	Enforce Unique	Default Value	Increment Step	Auto Number Ra
	Facility Code	Static		1	1	1-255
1	Card Id Number	Auto Increment 💌	V	1	1	1-65535
		Auto Increment Static Manual User Entry				





6. Click Next on the Key Selection page.

Note: Sector number and keys used for authentication are fixed and not selectable.

7. Finish the wizard and save the instruction profile.

6.4.4 Encode MIFARE credentials

- 1. When the work instruction(s) are executed, a message displays at the window bottom, the card serial number displays in the main pane, and a new record becomes available for execution.
- 2. Open the MIFARE Classic work order to encode from. Select **Open** from the toolbar, and select the Work Order from the list.

The work order table view shows the first credential ready to be encoded with a **Card ID Number** value of 1 and a **Facility Code** of 1.

(10 V)	Work Order Manager - Use_Case_1_Work_Order_Mifare - Asure	ID – 🗖 X
File Home		* 🤪
Open Close Solution of the Work Order Ma	Export to PDF Instruction Records Rec	ove Execute Execute () Card Info ords Selected All Order Execution
	Drag a column header here to group by that column	Configuration 4 🗙
û De Home	Card_Id_Number Facility_Code MIFARE_Classic_Card_Serial_Number	Selected Encoder:
iCLASS SE Encoder	1 1 AAB95A61	HID OMNIKEY 5127 CK SC 0 •
	> 2 1	Selected Technology:
		MIFARE Classic +
Work Order Manager		Current Status:
		Connected SAM Version:
Key Management		5.3.0.0
Rey Management		Credential Credits:
		Key Rolling
Reader Configuration		29
Advanced		Third Party, Custom
- Hurransca		66
		Genuine HID, Custom
		Third Barby UTD STO
		Work Order Description
		MIFARE Classic: Write "H10301" (HID)
HID		
Operation cancelled by user.		.d

In this case, the selected format for the work order is H10301. The Facility Code is a static parameter and we set a default of 1 in the Work Instruction wizard. Every credential is encoded with the value of 1 for this parameter. The **Card ID Number** is *Auto Increment* and increases by one every time a credential is encoded. Select the record and select Execute Selected from the toolbar.

3. A status window provides feedback on the progress of the encoding operation.



4. After the encoding operation is complete, the work order table view is updated with the **Card Serial Number** and a new record is created with the next **Card ID Number**.

	Work Order Manager - Use_Case_1_Work_Order_Mifare - Asure	ID – = x
File Home		* 🕡
Open Close Operte Work Order Ma	Print Add Work Remove Add Record Add Batch Rem Instruction Records Rec	ove Execute Execute () Card Info All Order Execute
	Drag a column header here to group by that column	
ID Home	Card_Id_Number Facility_Code MIFARE_Classic_Card_Serial_Number	Selected Encoder: HID OMNIKEY 5127 CK SC 0 • 3
	2 1	Selected Technology: MIFARE Classic +
Work Order Manager		Current Status: Connected
Key Management		SAM Version: 5.3.0.0
Professional Profession		Credential Credits:
Reader Configuration		Key Rolling
Advanced		29 Third Party, Custom
Auvanceu		66 Genuine HID, Custom
		30 Third Bacht, HTD STO
		Work Order Description
HID	🕊 Record 1 of 1 + -	MIFARE Classic: Write "H10301" (HID)
Operation cancelled by user.		di.



6.5 Use case 2: deploy HID Prox credentials

This use case addresses the deployment of HID Prox cards and fobs.

6.5.1 Create a work order to encode HID Prox credentials

- 1. Select iCLASS SE Encoder application > Work Order Manager module > New.
- 2. Select the **Prox** plugin and click **OK**.

	Work Order Manager - Asure ID	- = x
File Home		* 🤞
Open Close Delete Work Order Ma		move Execute Execute () Card Info cords Selected All
	Drag a column header here to group by that column	Configuration 4 🗴
In Home		Selected Encoder:
G ICLASS SE Encoder		HID OMNIKEY 5127 CK SC 0 + 📀
GILLASS SE ERCODER	Select a Plugin	Selected Technology:
		ICLASS +
Work Order Manager	iCLASS MIFARE Classic	Current Status:
Work Order Manager	MIEARE DESEIRE EV1	Connected
	Prox	SAM Version:
Key Management	Seos	5.3.0.0
	OK Cancel	Credential Credits:
		Genuine HID, iCLASS Elite
Reader Configuration		30
Advanced		Genuine HID
Auvanceu		66
		Genuine HID, iCLASS Elite, HID SIO
		30
		Work Order Description
HID	44 - Record 0 of 0 +	
Operation cancelled by user.		

Creating a new work order begins the definition of a work instruction through a technology specific wizard plugin exposing many user selectable options.



3. The Prox Encoding wizard opens. Click Next.

Prox Encoding	
	Welcome
	This wizard will assist you in configuring a work order instruction for encoding to Prox
	To continue, click Next
	< <u>B</u> ack <u>N</u> ext > Cancel

4. Set the options on the **Select Data Format** page.

This page exposes options to set up the instruction. In this use case we are selecting the H10301 as the **Format**.

In this use case we are selecting:

- Instruction Type: Write
- Options: No selection
- Format: H10301

Prox Encoding	
Select data format Select the format of the data that will be writter	n to the card.
Instruction Type C Read Write Options Overwrite Existing Credential	Credential Type Format: H10301 Add If the format you are trying to read is not listed here, contact your HID representative for assistance.
	< <u>B</u> ack Next > Cancel

5. Set the options on the **Define Format Parameters** page. See Section 6.4.1 Create a work order to encode *iCLASS* credentials, Step 5.



This page exposes options to customize the selected format. In this use case we are seeing the details of the **H10301** format, which is the open, 26-bit SIA Wiegand format.

	behavior.	n parameter data nelu	names, value unique	eness, number range	and auto-increment	ang
	Name	Parameter Type	Enforce Unique	Default Value	Increment Step	Auto Number Ra
	Facility Code	Static		1	1	1-255
Ø.	Card Id Number	Auto Increment 👻	☑	1	1	1-65535
		Auto Increment Static Manual User Entry				

6. Finish the wizard and save the instruction profile.



6.5.2 Encode HID Prox credentials

1. Open the Prox work order to encode from. Select **Open** from the toolbar, and select the Work Order from the list.

The work order table view shows the first credential ready to be encoded with a **Card ID Number** value of 1 and a **Facility Code** of 1.

(in)	Work Order Manager - Asure ID	- = x
File Home		* 🥘
Open Close Operte Work Order M.		Read Back
Applications 🕴	Drag a column header here to group by that column	
ID Home	Card_Id_Number Facility_Code Prox_Card_Serial_Number	Selected Encoder: HID OMNIKEY 5127 CK SC 0 + 3
		Selected Technology: Prox +
Work Order Manager		Current Status: Disconnected
Key Management		SAM Version: N/A Credential Credits:
Reader Configuration		Genuine HID 63
Advanced		Work Order Description
HID	🔲 Record 1 of 1 🔸 — 1	Prox: Write "H10301" (HID)
		al

In this case, the selected format for the work order is H10301. The Facility Code is a static parameter and we set a default of 1 in the Work Instruction wizard. Every card is encoded with the value of 1 for this parameter. The Card ID Number is *Auto Increment* and increases by one every time a card is encoded.

- 2. Select the record and select **Execute Selected** from the toolbar.
- 3. A status window provides feedback on the progress of the encoding operation.



4. After the encoding operation is complete, the work order table view is updated with the **Card Serial Number** and a new record is created with the next **Card ID Number**.

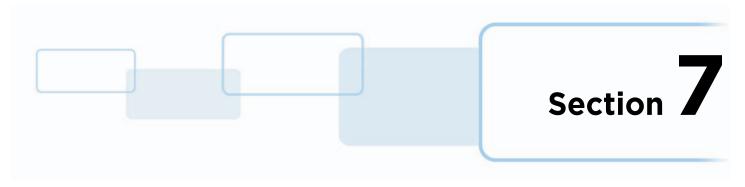
(in)	Work Order Manager	- Asure ID	- = x
File Home			* 🥘
Open Close © Delete Work Order Ma	Print Save As Export to CSV Export to PDF Instruction Work Instructions	Records Re	Execute Execute I Card Info
Applications 🕴	Drag a column header here to group by that column		Configuration 4 🗴
No Home	Card_Id_Number Facility_Code	Prox_Card_Serial_Number	Selected Encoder:
G ICLASS SE Encoder	2 1	0004007222605594	Selected Technology:
			Prox 🔻
Work Order Manager			Current Status:
<u></u>			Disconnected
			SAM Version:
Key Management			Credential Credits:
###			Genuine HID
Reader Configuration			62
Advanced			Work Order Description
			Prox: Write "H10301" (HID)
HID	«Record 1 of 1 + -		
			.:!





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September 2018



7 Advanced application

The Advanced Application is used to manage Users and Laser Printer configurations.

Note: This section covers the basics of the User Config module. For detailed information on the entire Advanced Application, see the *Asure ID Reference Guide*.

		User Config - Asure ID		_	□ ×
File Home	View				* 🕡
Cut Copy Paste	User P	Change assword assword Group Management	ite		
Applications		Ма	inView		
A Home	. 87				
iCLASS SE Encoder	Record 1 of 2	*	Record 2 of 2		*
Advanced	User ID: Name: Use Windows Authentication Group Name: Card Design: Card Printing: User Config: Reports: Laser Engraving: Program Options: Data Entry: iCLASS SE:	admin Administrator Mone	User ID: Name: Use Windows Authentication: Group Name: Card Design: Card Printing: User Config: Reports: Laser Engraving: Program Options: Data Entry: iCLASS SE:	None	s (with PACS) Administrator



7.1 User config module

With the Data Entry application, the Asure ID admin user imports/enters the user information. The Advanced Application allows the Asure ID admin to manage these records.

See Section 4 Data Entry application for detailed information.

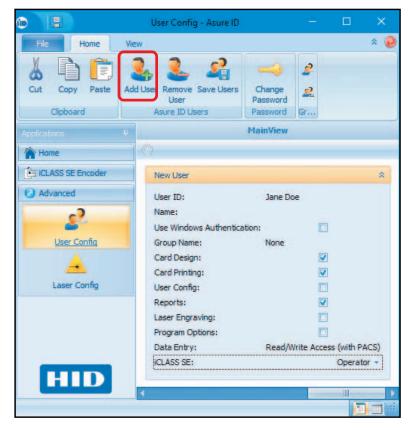


7.1.1 Add a user

- 1. Select the Advanced application > User Config module > Home tab > Add User.
- 2. Enter the user information in the blank record.

Note: Fields become active when the cursor is passed over them.

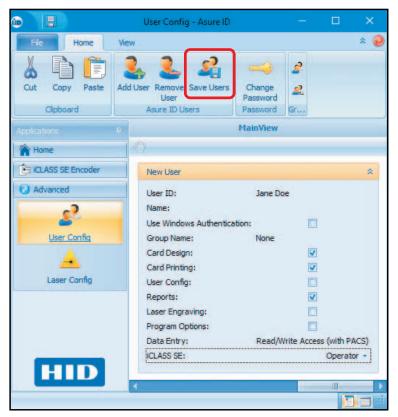
- 3. Select the options for this user to have access to. In this example **Card Design**, **Card Printing**, and **Reports** have been selected.
- 4. In the Data Entry drop-down list, select Read/Write Access (no PACS).
- 5. In the iCLASS SE drop-down list, select **Operator**.
- 6. Select Save Users from the toolbar. This saves all users that have been modified.



HID

7.1.2 Modify and save a user

- 1. Select the Advanced application > User Config module > Home tab.
- 2. Select and modify one or more users as needed.
- 3. Select Save Users from the toolbar. This saves all users that have been modified.



7.1.3 Remove a user

- 1. Select the **Advanced** application > **User Config** module > **Home** tab.
- 2. Select a user.
- 3. Select Remove User from the toolbar, and click Yes to confirm.



HID

7.1.4 Change a user password

- 1. Select a user record.
- 2. Select Change Password from the toolbar.
- 3. In the pop-up dialog box, type in the new password and confirm.
- 4. Click **OK**.

File	н	ome	View					
*		Ê	2	2	2	*	2	2
Cut	Сору	Paste	Add User	Remove User	Save Users	Change Password	Manage Group	Assign Template to Group
0	Clipboard		A	sure ID U	sers	Password	Group	Management

hange User Password	
New Password:	
•••••	
Confirm Password:	
•••••	
	<u>O</u> K <u>C</u> ancel

7.1.5 Add a user group

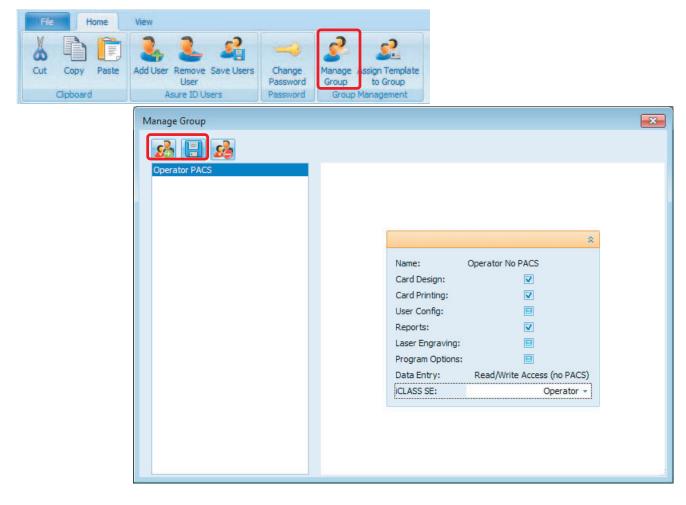
- 1. Select the Advanced application > User Config module > Home tab > Manage Group.
- 2. In the Manage Group window, select the Add User Group icon.
- 3. Enter the group information in the blank record.

Note: The field becomes active when the cursor is passed over it.

- 4. Select the options for this group to have access to. In this example **Card Design**, **Card Printing**, and **Reports** are selected.
- 5. In the Data Entry drop-down list, select Read/Write Access (no PACS).
- 6. In the iCLASS SE drop-down list, select **Operator**.



7. Select the **Save** icon. This saves the user group.





7.1.6 Delete a user group

- 1. Select the Advanced application > User Config module > Home tab > Manage Group.
- 2. In the Manage Group window, select the group to delete and select the Delete Group icon.
- 3. In the Warning pop-up dialog box, click **Yes** to delete the user group.

Add User Remove Save Users Change Password Sign Template Group Management Cipboard Asure ID Users Change Password Sign Template Group Management Manage Group Image Group Image Group Image Group Image Decision Image Group Image Group Image Group Image Group Image Decision Image Decision Image Group	File Home	View
Poerator PACS Poerator No PACS Name: Operator No PACS Name: Operator No PACS Card Design: Card Printing: User Config: User Config: Reports: Valuese Config: Card Printing: Designed Card Printing: Card Printing: Designed Card Printing: Card	Cut Copy Paste	Add User Remove Save Users Change Assign Template User Password Group to Group
	Clipboard	Manage Group Manage Group Persator PACS Persator No PACS Name: Operator No PACS Card Design: Card Design: Card Printing: User Config: Reports: Vuser Config: Card Printing: Program Options: Data Entry: Read/Write Access (no PACS)

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7.1.7 Assign a template to a group

Home View

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- 1. Select the Advanced application > User Config module > Home tab > Assign Template to Group.
- 2. In the **Assign Template To Group** window, select the group to assign the template to. In this example, **Operator PACS**.
- 3. Select the template type to filter (card templates, work orders or all). In this example **Asure ID Card Template** is selected.
- 4. Click the arrow key to move the selected Available Template column to the Assign Template column.

y Paste	Add User Remove Save Users User Asure ID Users	Password Group	Assign Template to Group o Management			
		Assign Template To (Group			—
		Select Group:	Operator PACS	÷		
		Filter:	Asure ID Card Template	*		
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