

Helpful Starting Guide

Positive ID, Inc
800-242-0014
320-214-7643—fax
sales@PositiveID.com

If you have any questions, please call toll free 800-242-0014.

1. When you login, your user name is *Admin*.
The password is the one you create during the install and setup.

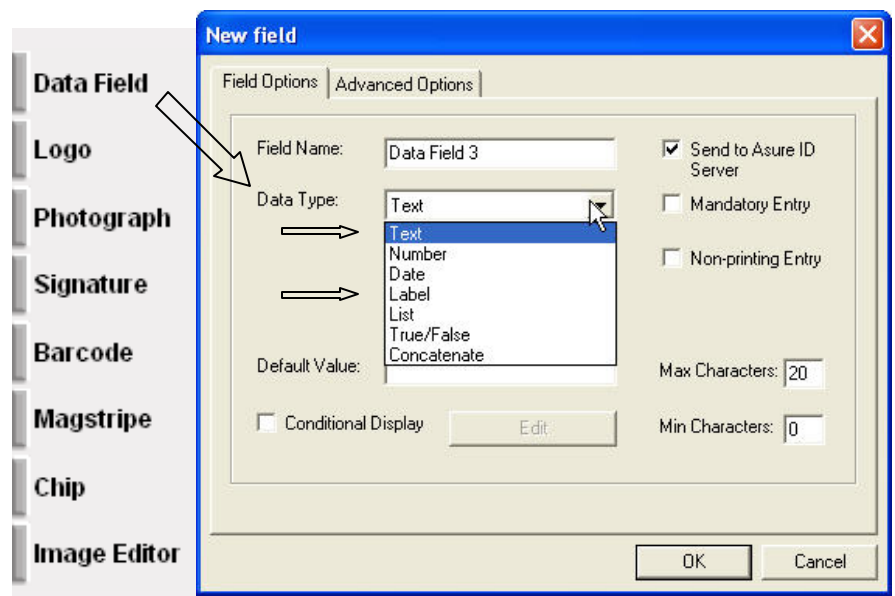


A login dialog box with the following fields and controls:

- Field: "Please Enter User Name:" with text "Admin" entered.
- Field: "Please Enter Password:" (empty).
- Text: "Insert your smart card into the smart card reader and press OK."
- Buttons: "OK" and "Cancel".
- Logo: "Synecard" with a hand icon.

2. The *Card Design Center* is where you design what your card will look like.
When your Card Design is finished,
the *Data Entry Center* is where you enter the variable information (Name, title, photo).

3. Proper Text Formatting
In the Card Design Center, to place text on your card use the *Data Field* function for both static text and for variable text.
Data Type Label is for static text such as company name and address.
Data Type Text is for variable text such as name or title.



A "New field" dialog box with a sidebar on the left and a main panel on the right. The sidebar contains the following options: Data Field, Logo, Photograph, Signature, Barcode, Magstripe, Chip, and Image Editor. The main panel has two tabs: "Field Options" and "Advanced Options".

Field Options:

- Field Name: Data Field 3
- Data Type: Text (dropdown menu is open showing options: Text, Number, Date, Label, List, True/False, Concatenate)
- Default Value: (empty)
- Conditional Display:
- Edit: (button)

Advanced Options:

- Send to Asure ID Server:
- Mandatory Entry:
- Non-printing Entry:
- Max Characters: 20
- Min Characters: 0

Buttons: OK, Cancel

4. Optional:
The simplest route may be for you to tell us what you want your card to look like and let us do what we do best. We build the card and email the template to you to import into the Card Design Center. There is no charge for this service.

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Print this page and fax us your card layout

Company Name: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

In the layouts provided below, sketch the rough layout for your card. Please make notes in the margins. Remember that the more specific your instructions, the more likely the card will turn out as you planned.

Don't forget to allow space for a slot punch if needed.

Horizontal front

A large rectangular box representing the front of a horizontal ID card. At the top center, there is a smaller horizontal rectangle representing a slot punch.

Horizontal back

A large rectangular box representing the back of a horizontal ID card. At the top center, there is a smaller horizontal rectangle representing a slot punch.

Listed below are some options for data fields. Please check the criteria you would like to be included on your Card.

- | | | | |
|-------------------------------------|--|---------------------------------|--|
| <input type="checkbox"/> First Name | <input type="checkbox"/> Title | <input type="checkbox"/> Hair | <input type="checkbox"/> Post Number |
| <input type="checkbox"/> Last Name | <input type="checkbox"/> Employee ID | <input type="checkbox"/> Eyes | <input type="checkbox"/> Barcode |
| <input type="checkbox"/> Department | <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Phone | <input type="checkbox"/> Magstripe |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Date of Hire | <input type="checkbox"/> Height | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Address | <input type="checkbox"/> Weight | <input type="checkbox"/> Other: Please explain on lines above. |

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Company Name: _____

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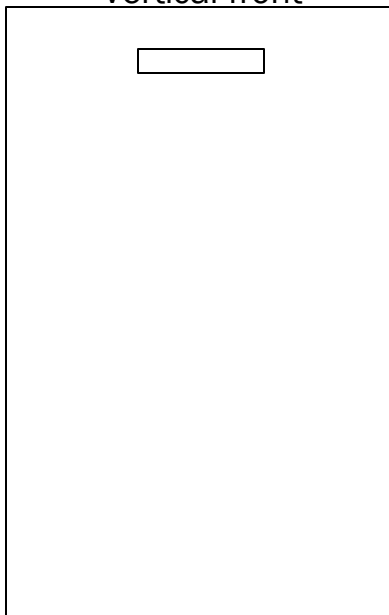
Phone: _____

Email: _____

In the layouts provided below, sketch the rough layout for your card. Please make notes in the margins. Remember that the more specific your instructions, the more likely the card will turn out as you planned.

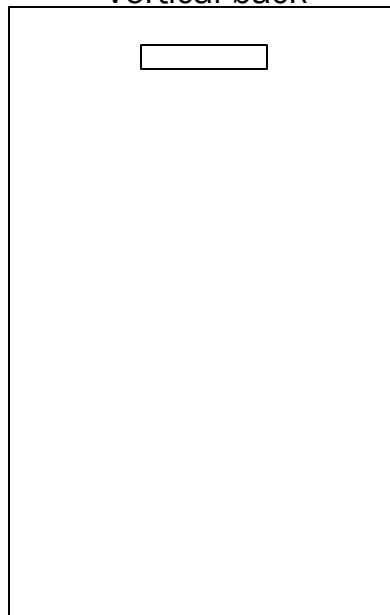
Don't forget to allow space for a slot punch if needed.

Vertical front



A vertical rectangular box representing the front of an ID card. At the top center, there is a small horizontal rectangle representing a slot punch.

Vertical back



A vertical rectangular box representing the back of an ID card. At the top center, there is a small horizontal rectangle representing a slot punch.

Listed below are some options for data fields. Please check the criteria you would like to be included on your Card.

- | | | | |
|-------------------------------------|--|---------------------------------|--|
| <input type="checkbox"/> First Name | <input type="checkbox"/> Title | <input type="checkbox"/> Hair | <input type="checkbox"/> Post Number |
| <input type="checkbox"/> Last Name | <input type="checkbox"/> Employee ID | <input type="checkbox"/> Eyes | <input type="checkbox"/> Barcode |
| <input type="checkbox"/> Department | <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Phone | <input type="checkbox"/> Magstripe |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Date of Hire | <input type="checkbox"/> Height | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Address | <input type="checkbox"/> Weight | <input type="checkbox"/> Other: Please explain on lines above. |