

Card Manager Solution Overview

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Introduction

Card Manager is an on-demand Identity Card Production System and is available as:

- A Standalone system
- Integrated to Datalinx Time Manager (Time and Attendance), Datalinx Works Manager and/or Datalinx Access Manager (Access Control).
- Integrated to other third party software systems such as personnel or registration

Designed around modern client/server technology the system allows for multi-user concurrent access, with multiple ID card printers.

Card Manager provides the ability to produce multiple media identity cards which can include bar codes, magnetic stripe proximity or smart chip technology. The card design module allows the import of logos and photographs.

Where Card Manager is installed with other Datalinx products a common database is used. ODBC, SQL, and versions with Oracle and Informix gateways allow flexibility of data exchange across popular database formats.

The minimum hardware requirements for each PC wishing to produce cards is:

- A Digital Camera
- An Eltron P310 Card Printer
- Pentium PC with minimum 64 mb of RAM

The minimum software requirements are:

- Windows 95/98
- Microsoft Access 97

Loading Card Manager

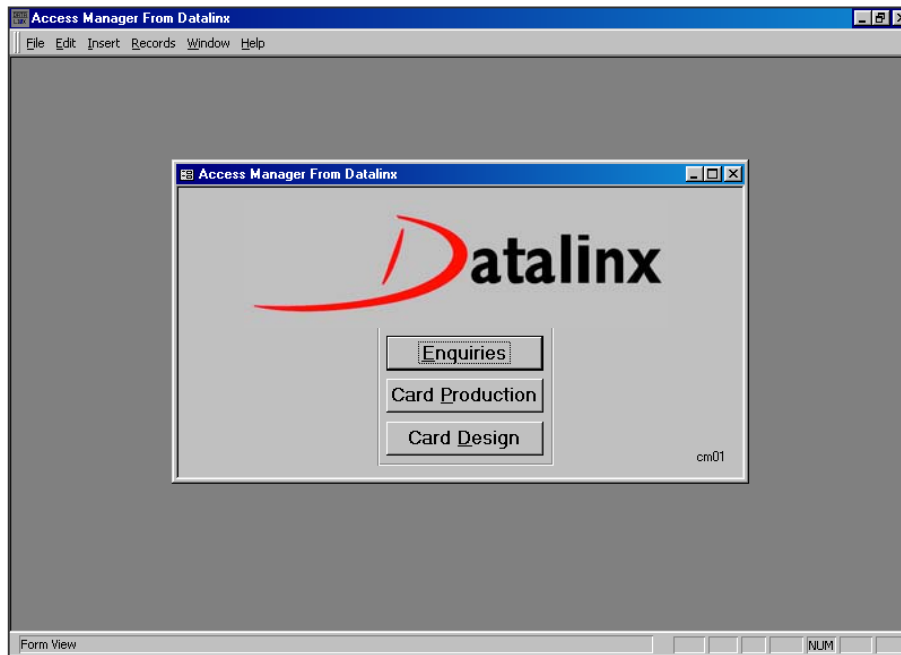


Fig 1

Loading **Card Manager** displays the above screen.

Clicking on **Enquiries** will display the main data window. *Fig 2.*

Dependant upon LOG-ON the user may be restricted to **Enquiries only**, without the ability to amend data or produce cards. Where a card reader is attached to a PC in a security area the employee card may be checked, but the data not amended.

Clicking on **Card Production** will display the main data window, *Fig 2.*

In normal use it is assumed that the database record already exists, having been previously created by Card Manager or another system, therefore entry at this point is to produce a card.

Using the fast search form *Fig.3* the personnel record is found and displayed in the format of *Fig 2.* The person's image is then taken *Fig 4*, stored and printed.

Clicking on **Card Design** will load the card design module *Fig 5.*

Image Directory

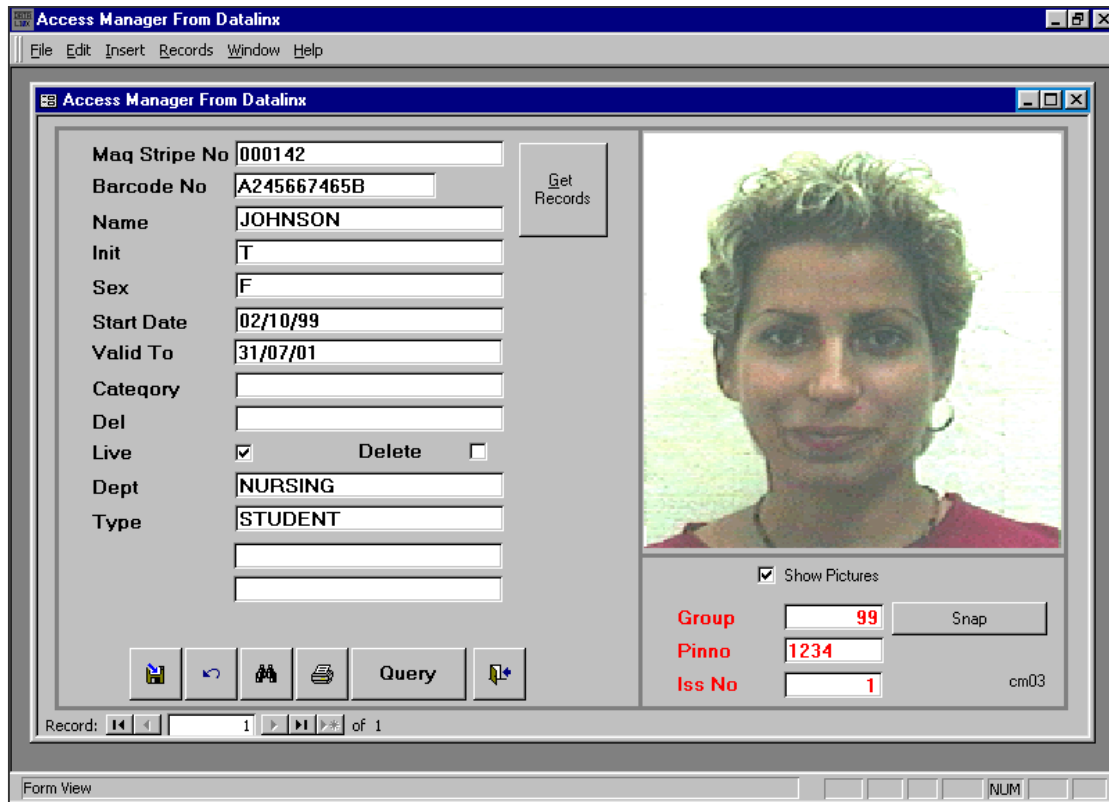


Fig 2

This screen is populated by a subset of the card or employee table. The images are held in a separate directory on the server in the format:

For example, the image shown in *Fig 2*, would be stored as 000142.pcx. If no image is currently associated with the person, this space appears blank.

Command Buttons

There are a number of other command buttons (see *Fig 2*), below the fields on the left-hand side of the screen. From the left these are:

Save: The fields in red on the right-hand side – Group, Pin and Issue No are all updateable. If you make a change to one of these fields, clicking the same button will write the changes to disk. *

Undo: This also relates to changes to the updateable fields. Clicking on the undo button will reverse any changes made. *

* If Card Manager is used in conjunction with Datalinx's Access Manager, only the three fields on the right are updateable. The other fields are maintained in Access manager. If Card Manager is being utilised as a standalone package then all fields are maintained from this screen.

Find: If you have queried the main data source and had returned a record set with many records in it (for example, Surname = 'SMITH'), you can use the find facility to locate a record from within the record set. Click on the field you want to search by e.g. Initial, and then on the find button. Enter a criteria e.g. 'M' and then click 'Find First'. The first record in the record set to meet your search criteria will display.

Print: Clicking on this button will create an ID card for this person.

Set File: Certain fields allow a filter to be set, for instance, **Department**. By identifying a specific department, clicking on this field and then the **Query** button. This will filter or sort the current record set, to those records matching the specified department. The background colour of this field is then coloured red, and the caption of the command button changes to **No Query**. A subsequent click on this will restore the complete record set.

Exit: The exit button returns you to the initial screen, *Fig 1*.

NB: Only the fields displayed in red that can be changed. See * above.

Searching Records

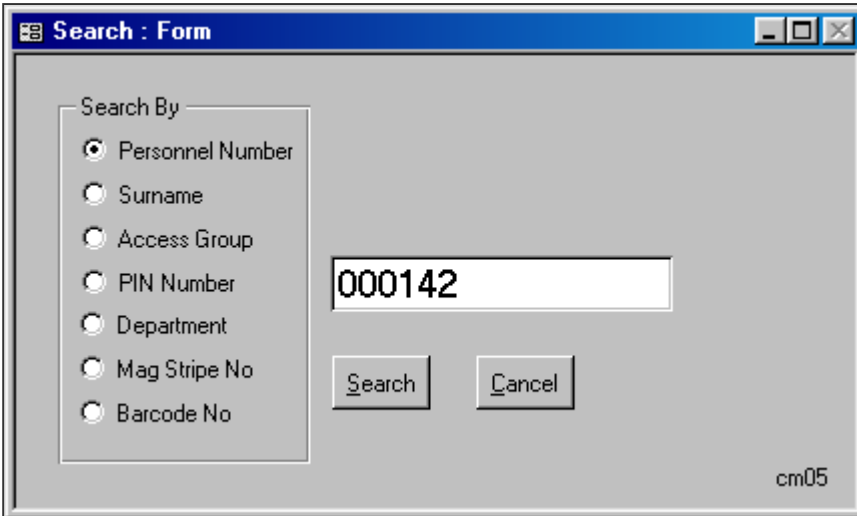


Fig 3

A subset of records (without images) is used to increase response times on queries, immediately prior to card production.

The main data source is queried by clicking on the **Get Records** button, which brings up the form shown in *Fig 3*. A choice of fields other than Personnel Number is available to find the specific record.

Once a record has been retrieved and displayed in *Fig 2*, clicking on **Snap** can capture a new image. This loads the TWAIN driver software, which is an industry standard for controlling a digital camera.

Image Editing



Fig 4

The picture capture screen *Fig 4* has a number of buttons. **Image Size & Quality** enables a selection of image sizes other than the default 320 x 240mm pixels. The colour setting can also be adjusted here.

Within **Camera Adjustment** standard photographic settings such as brightness and hue can be adjusted or defaulted to Auto.

A real-time moving image of the person before the camera will appear. When **Freeze** is clicked, this will become a still image and the freeze button's caption will change to **Resume**. A second click of this button will restore to the real-time image capture.

You can toggle between these two states until you are satisfied with the captured image. Clicking on the **Capture** button will then store the image.

Card Maintenance

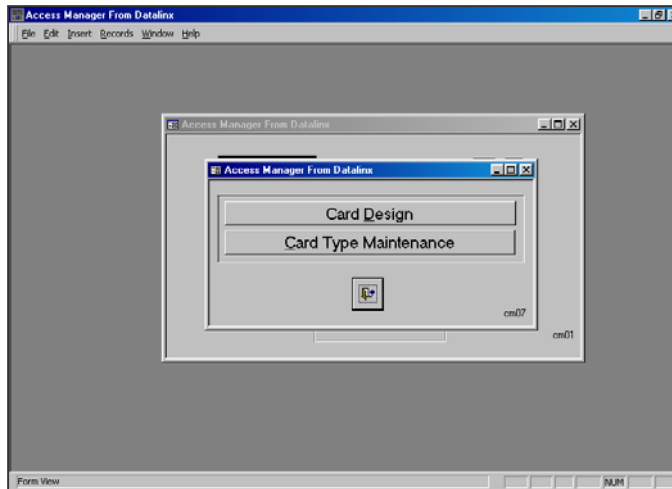


Fig 5

From the initial screen Card Design loads the above.

Clicking on **Card Type Maintenance** will take you into the screen shown in Fig 8.

'Print Preview Button'

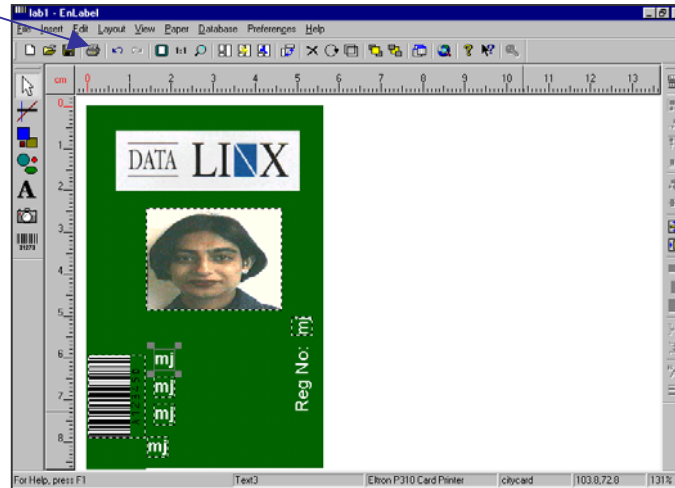


Fig 6

The Card Manager system is supplied with an in-built card design module. Clicking on **Card Design** will load this program. The documentation with your Card Manager installation will tell you where your card templates are located. These can be opened and tailored to your specific needs.

In summary:

- Add fields from Card Manager's label database.
- Add Bitmap files – such as a logo.
- Choose a background colour.
- Display fields in any standard barcode font.

Card Previews

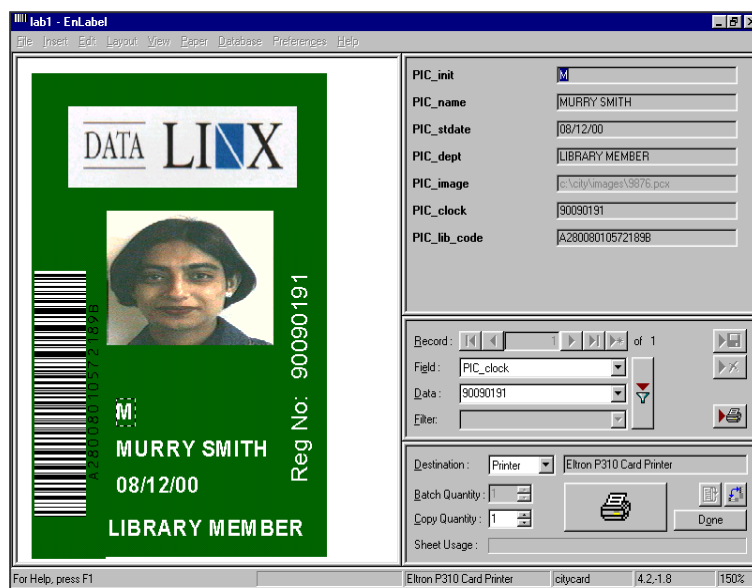


Fig 7

Once the card is designed, it can be previewed by clicking on the Print Preview Button, *Fig 7*.

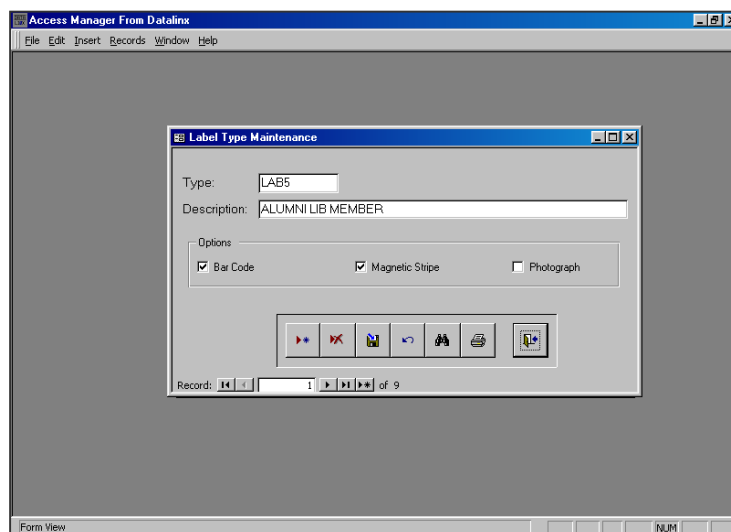


Fig 8

The other option from the set-up screen is 'Card Type Maintenance'. This screen, *Fig 8*, enables different label designs (LAB1, LAB2....) to be associated with different logical groups of individuals.

For example LAB1 may be a yellow card given out to one category of personnel; LAB2 a green card given out to another. Each design could include a barcode, magnetic stripe and photograph.