



positivID Identity Systems Ltd

Training Aid

V2.6



CARD DESIGN

Before you start:

Think about how you want your card to look – try sketching a design on paper.

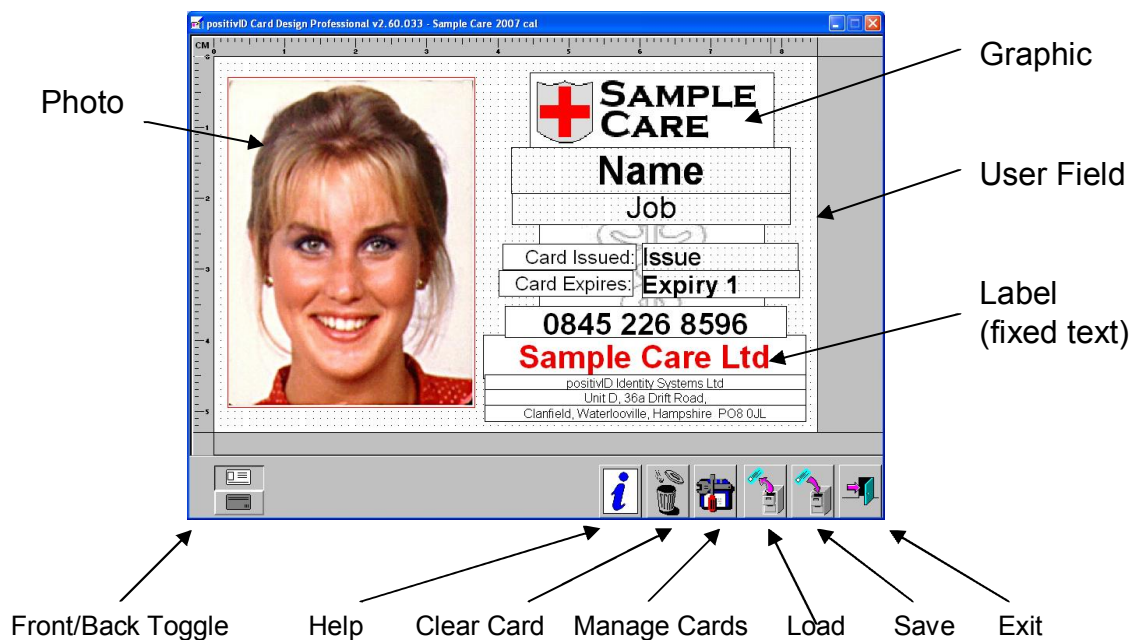
When you open the design package, three windows appear:

The main card design template.

A Toolbox.

The 'Hidden Fields' Box.

The main card design template:



The design template has eight control buttons:

Front / Back Toggle

Help

Clear Card

Manage Cards

Load a design

Save a design

Exit



Using the Toolbox to build your card:

By selecting objects in the toolbox you are able to add features to your card. The selectable items are Photos, User Fields, Text Labels, Graphics, Barcodes, Mag-Stripes, Serial Numbers and shapes. positivID Professional also allows Automatic Expiry Date calculation, Digital Signatures, Smart Chip encoding, and Thumb Prints.

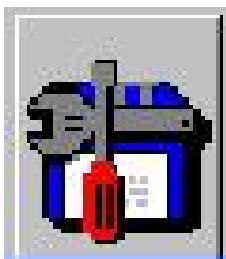
Select a tool from the toolbox (note that the arrow in the top left hand box turns to black). By moving the mouse over the design window you can now place the object on the template (Click and Drag to size required).

Each object you place on the card template has properties that can be altered such as: Text Font, colour, justification, size etc. The properties of an object can be reached at any time by double clicking on the item.



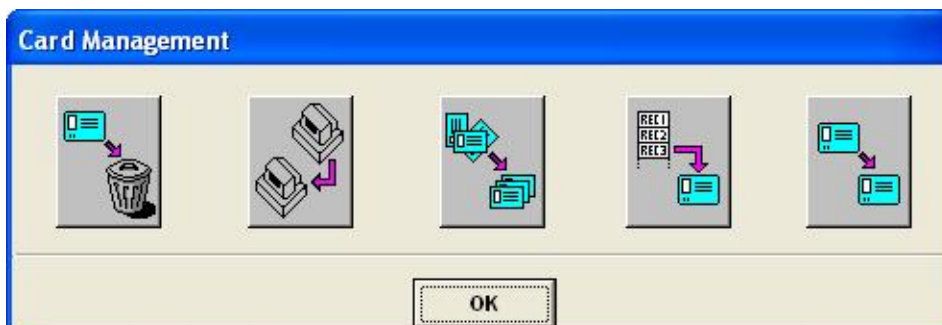
Hidden User Fields

The Hidden fields box shows the user fields that you have specified as being invisible. The properties of hidden items can still be accessed by double clicking their title, and they can be brought back onto the card if required.



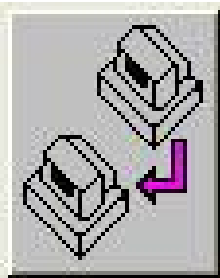
Card Management

Selecting this button displays the Card Management dialogue box, which gives you a further five options:

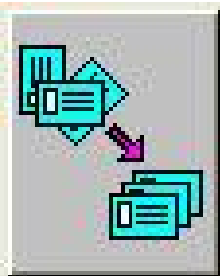




Delete a Card: Will completely delete a card design and any photos / data associated with it – use this button with caution!



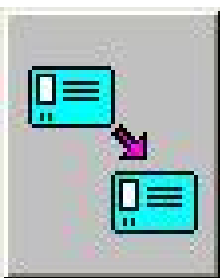
Import a Card: When positivID is loaded initially, it will only ‘know’ about the default card design. You can use this button to tell the program where other card designs are stored, for example when you have downloaded a dummy card design from the positivID website, or when you are restoring a back-up.



Optimize a Card: This button will remove any blank spaces from your card database, which will make it more efficient and free up space on your computer system. Blank spaces are left when people are deleted from databases.



Copy Records: This handy feature allows you to copy individual records from one card design to another. It will compare user fields and copy across any matching details (including any photos!)



Merge Databases: Similar to the Copy Records button, the Merge Databases button copies records from one card design to another. The difference is that when you use merge, all records and photos are copied.

CARD PRODUCTION

Before you start:

Set up your card printer:

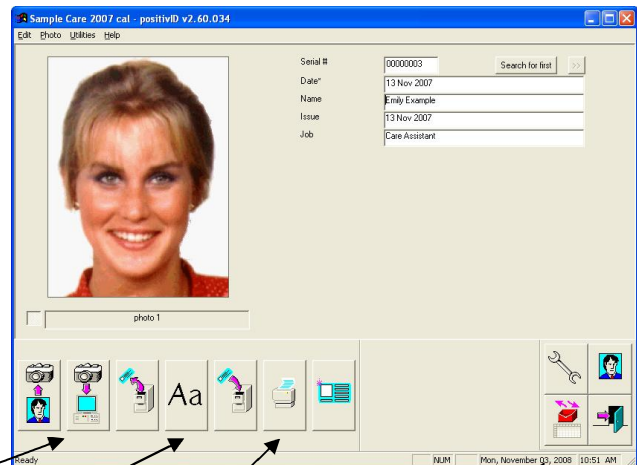
- Check the printer settings
- Check the ribbon – is it the right type?
- Load cards into the hopper

Run positivID

You will initially be asked the source of your images (eg; Load from file, Twain Capture, Specific Camera), select the appropriate option – don't worry, this can be changed later!

On loading, positivID will automatically take you to the Production Screen. This will give you all the tools you need to make cards.

Note: positivID will automatically open the last Card Design that was used – if you want to work on a different card you have to select that card under the options menu.



Card Production – Basic Operation

Three steps:

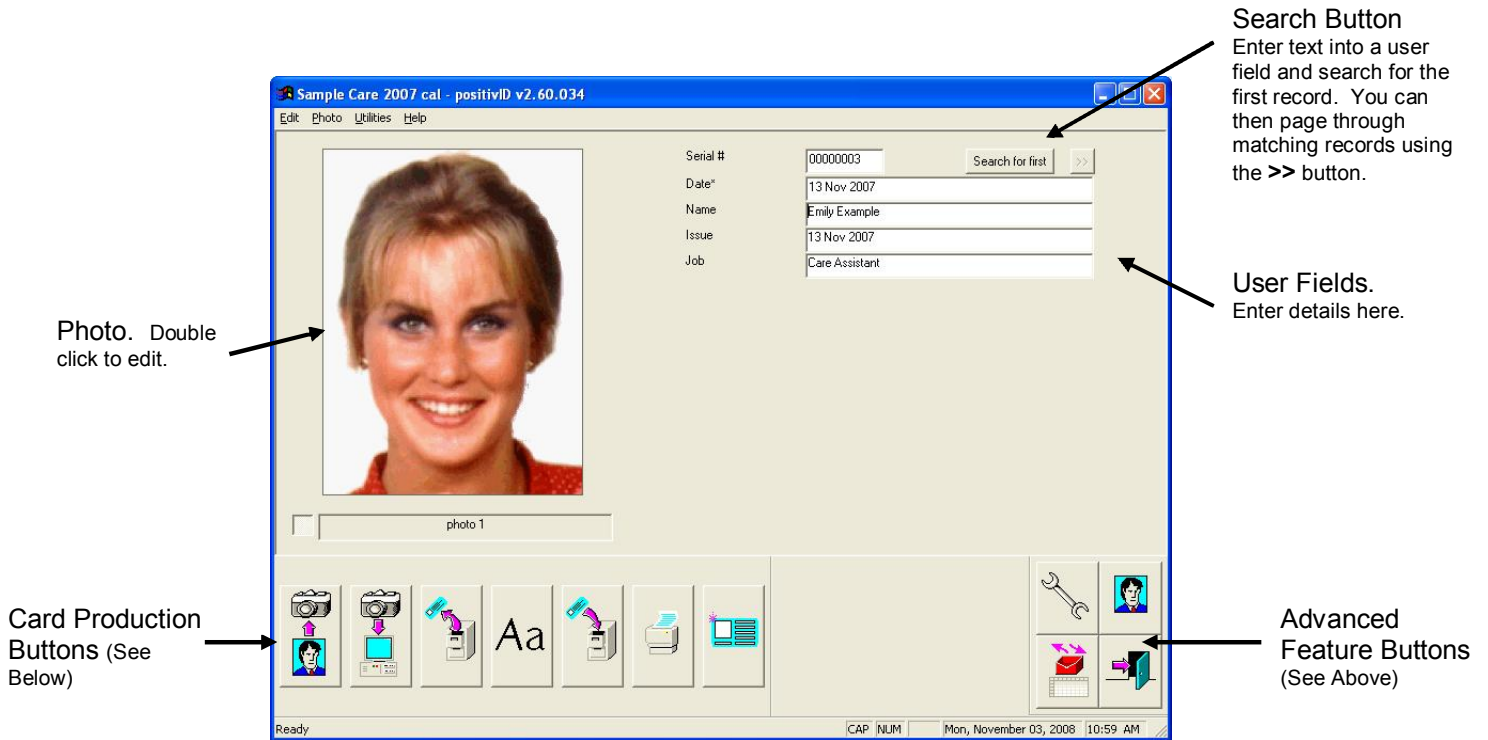
1. Capture image
2. Enter text
3. Save and Print

The four other buttons take you to positivID's advanced features.

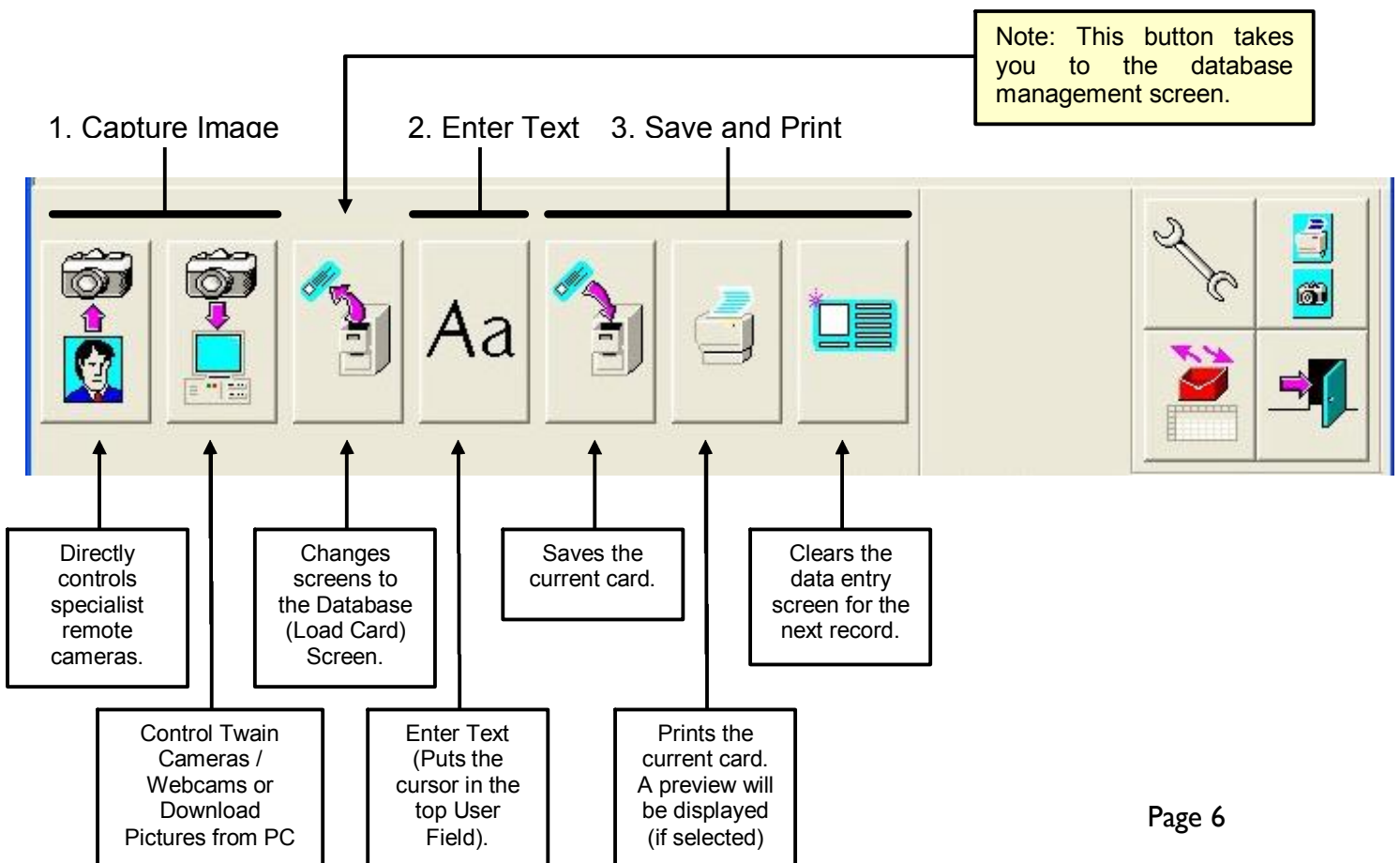
Advanced Features:

OPTIONS / SETTINGS MENU			EDIT PHOTO
ACTIVATE SMART IMPORT (Only available on certain versions of positivID)			EXIT PROGRAM

The positivID Production Screen:

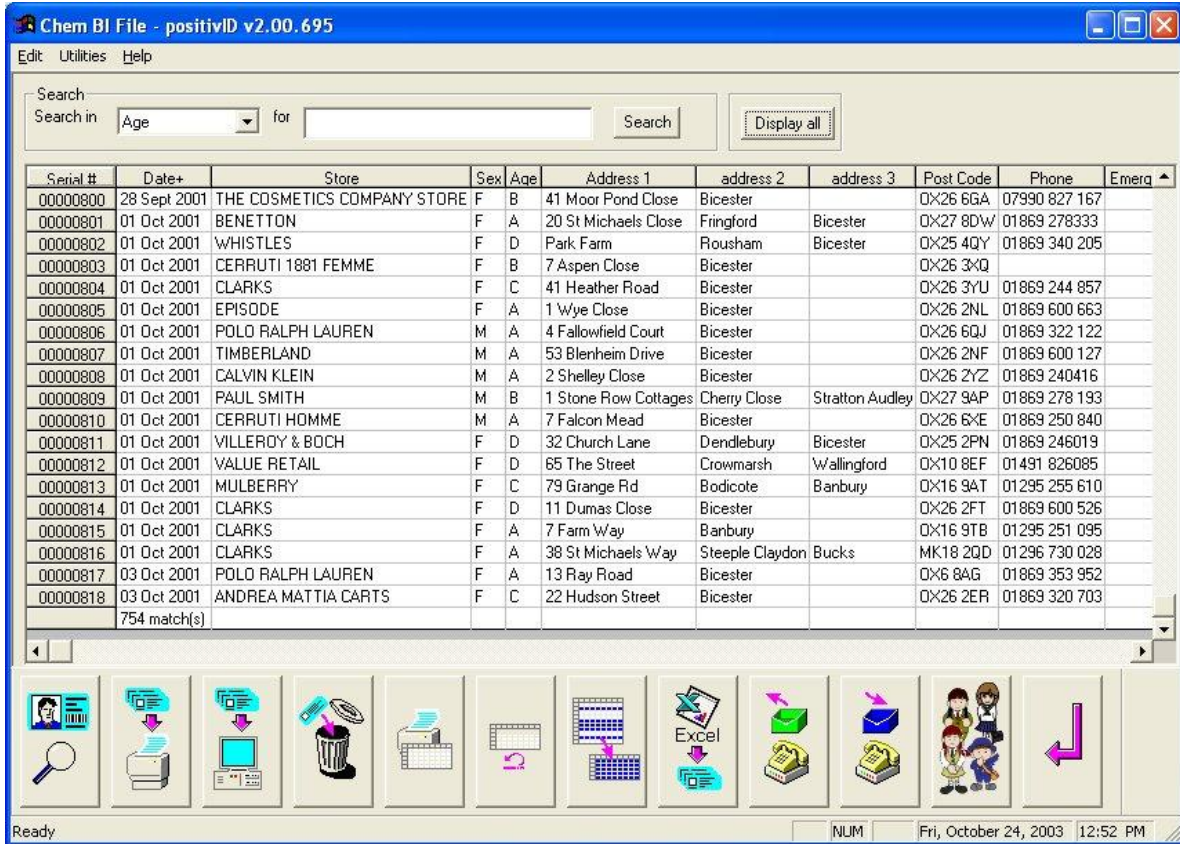


The Production Screen's buttons can be split into three main groups:



DATABASE MANAGEMENT

positivID Professionals powerful database management tools are accessed from one screen:

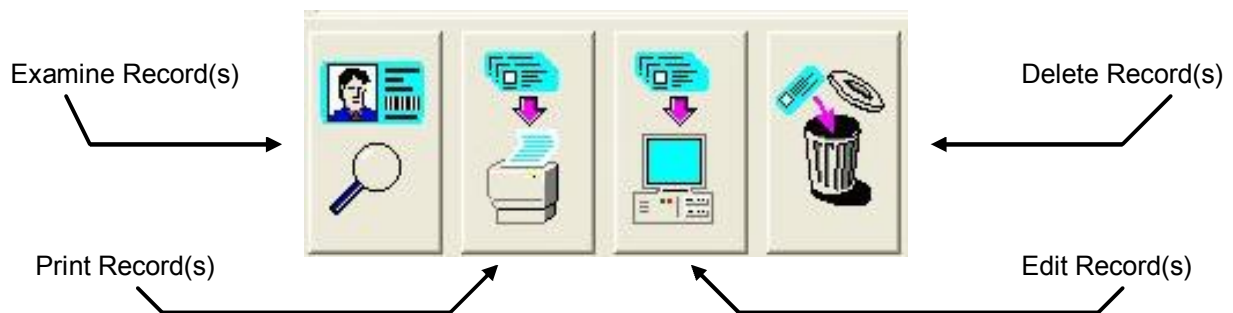


The screen will display all the user fields for each record that has been entered onto the database, in the order that they appear on both the Simple and Advanced input screens.

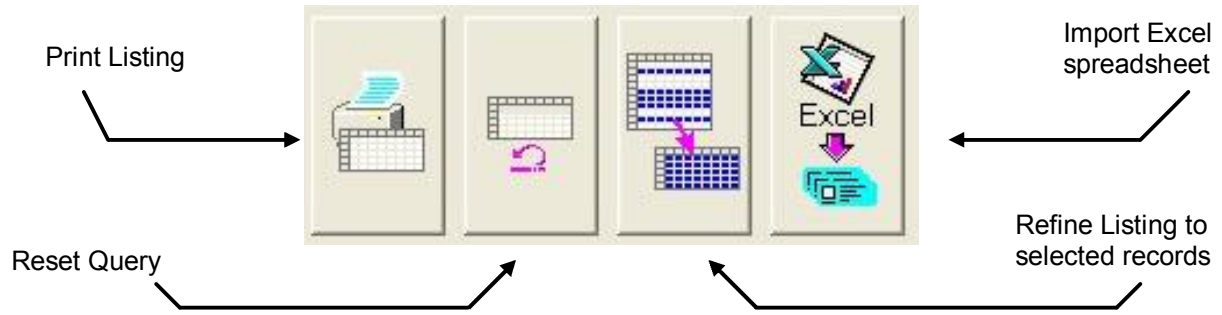
There is also a search facility that allows detailed analysis of the data.

The 12 selectable buttons at the bottom of the screen can be grouped into four subsets to make things easier:

1. Individual Record Handling:



2. Database List Handling:



3. In and Out boxes:



Note: In and Out boxes are only used when the program is acting as part of a Bureau service, usually with positivID Workstation & positivID Professional.

4. Misc Buttons:



The positivID Gallery is a handy tool for reviewing the pictures stored on the database. The pictures and brief details can also be printed out on A4 paper.