



*positiv***ID** Identity Systems Ltd

Quick Production Guide

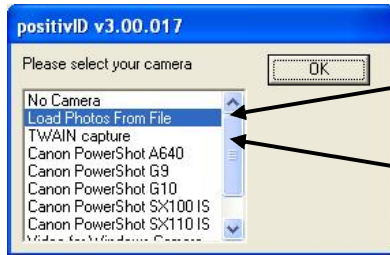
V4.01



1. Initial Setup.

Clicking on the “positivID V3 Production” icon will launch the program.

You will initially be asked to specify your source of pictures:



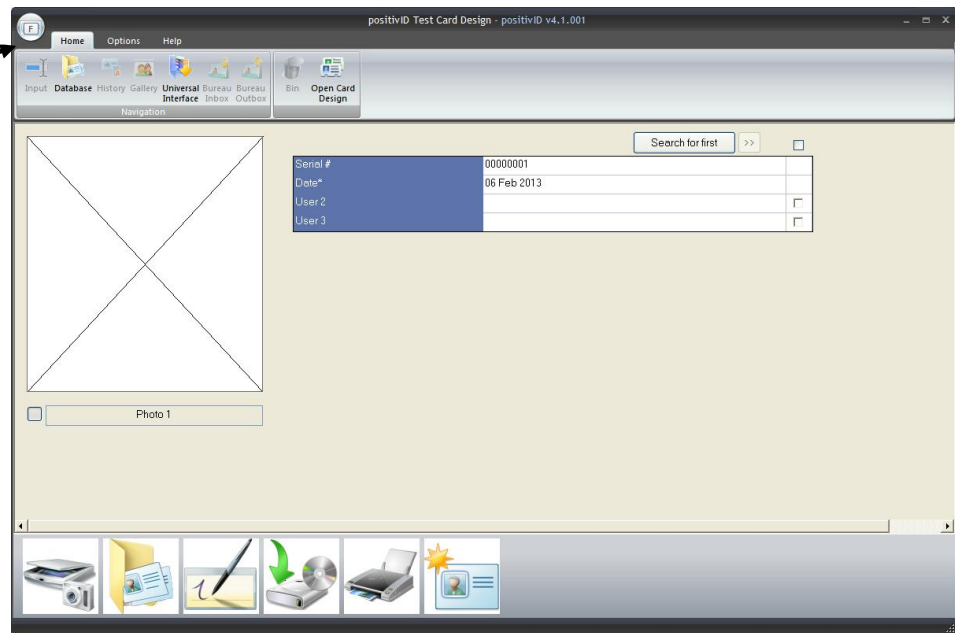
The highlighted selection will be whatever your last picture source was (in this case “Load Photos From File”). This is the most common source.

Most Webcams use Twain Capture.

Press OK to continue. You will then be taken to the main positivID production screen:

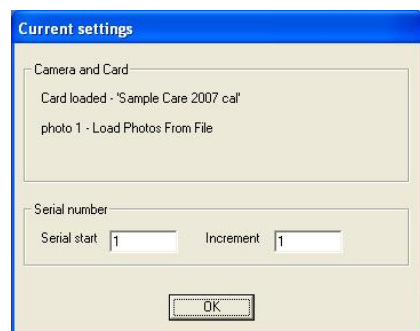
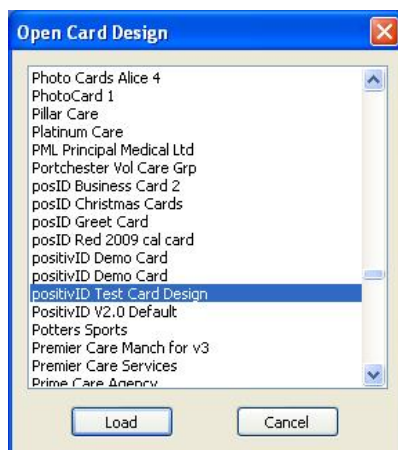
This line shows which card design is being worked on. In this case it is the “positivID Test Card Design”.

The system will automatically open the last card design that was worked on, unless the design is missing, in which case the default card design is opened.



The system will automatically open the last card design that was worked on. To select a different card design click on the Open Card Design button to open the “Badge Selection” box:

Select the card design required (which then gets highlighted), and press Load to confirm. You are then shown the Current Settings:



This confirms which card design you have chosen. Press OK to continue...

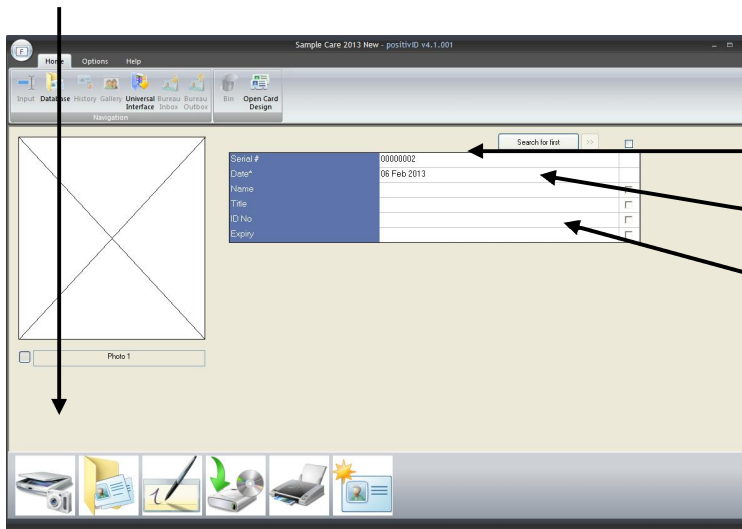
2. I.D. Card Production

Creating an I.D. card is a 3 step process:

- Step 1 – Select or Capture the persons image.
- Step 2 – Enter text details to appear on the card.
- Step 3 – Save and Print the card.

Step 1

Press the Camera Button



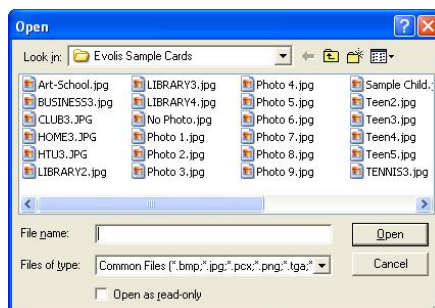
positivID will automatically fill in some text details for you:

The Serial Number is always the next available space in the database.

Date defaults to today's date for a new record.

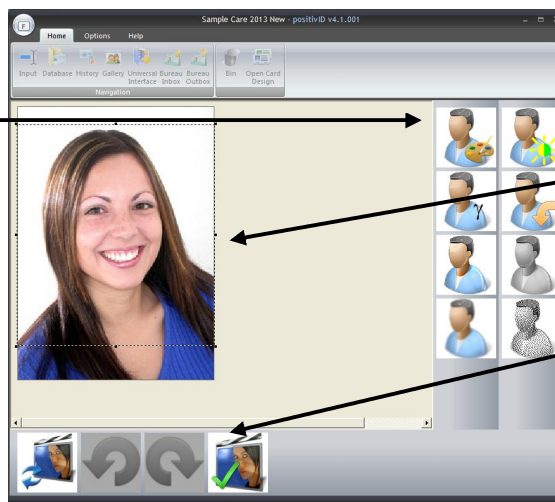
Any fields that are linked to an expiry date are also pre-filled with today's date.

Depending upon the option selected when positivID was first opened, you will be asked to either Load an Image from File, or use your pre-attached image capture device. If Load an Image from File was selected you will see the following dialogue box:



When you select the image you want to use and press Open, you are taken to positivID's picture editing screen:

The "Photo" menu buttons allow you to adjust colours, contrast and brightness and also allows you to rotate the image.



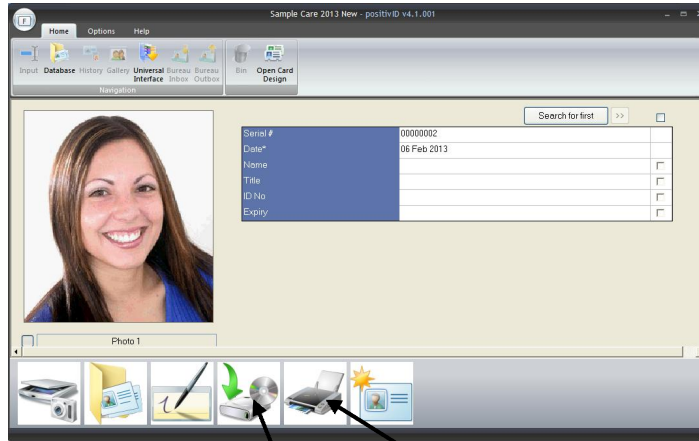
Clicking in the black squares lets you alter the size of the Photo Box and so crop the image so that just the head and shoulders are showing.

Whilst editing the picture, Undo and Redo buttons become available. When finished, clicking the return arrow accepts the picture and lets you continue creating the ID Card.

The image is now displayed on screen (although it can be re-edited if required).

Step 2

You can now enter the text details:



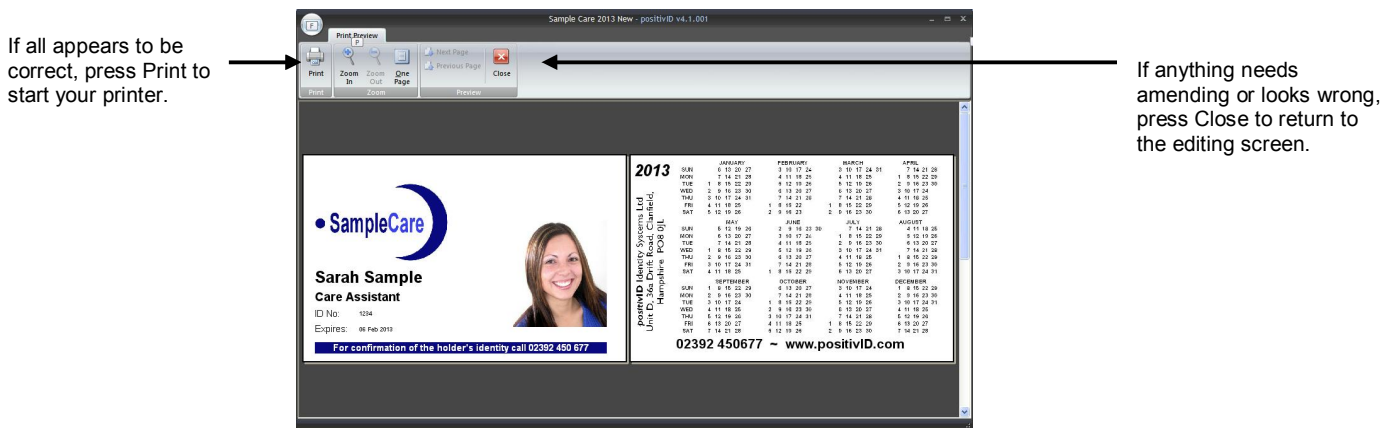
Step 3

Once entered you can Save and then Print* the card. If this is the first card printed, you will be asked to select a printer:



* For positivID workstation users, press Print to put the card details into the printing outbox, ready to be sent to the bureau – see below for more details.

If selected in the configuration settings, a preview of the card will then be displayed:



You are then returned back to the main editing screen. Press the New Card button to clear the screen and start entering new person's details:

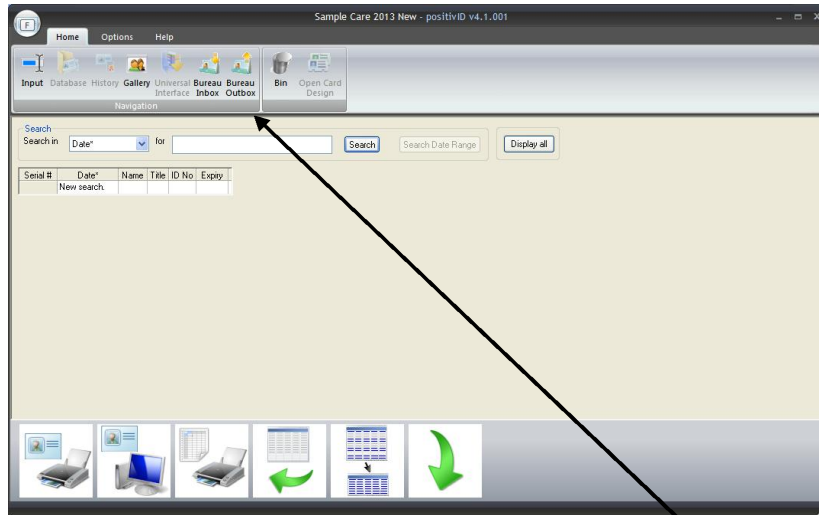


3. Workstation Operation – Sending batch requests to positivID Bureau

Having entered people into your positivID software using the method described in section 2, you will now want to send the batch to the positivID bureau for printing.

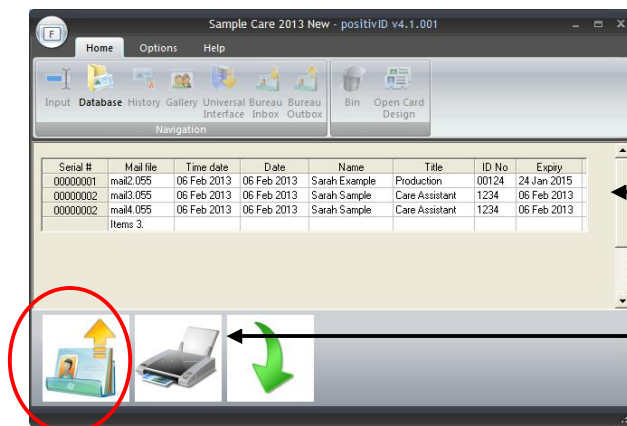


Click on the Load Card button. You are taken to the database screen:



The other buttons shown are explained in Training Document 1.

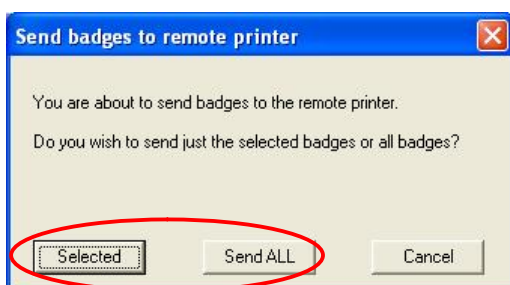
The cards that you have 'Printed' are waiting in the Outbox:



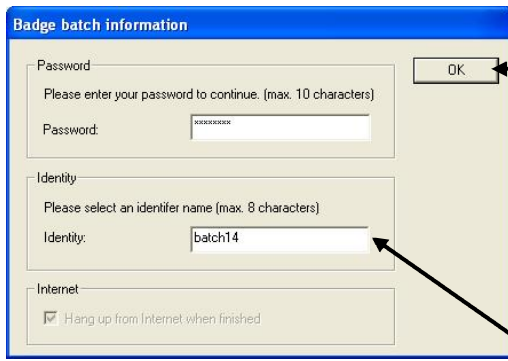
Note that there are two entries for Sarah Sample. This is because her record has been printed twice, in this case because the print button has been pressed twice. Don't worry though - positivID will only print one version of the card – the latest one (as that is the most up-to-date version).

We normally recommend you print this screen to keep a record of card requests sent to the Bureau. This can be done by clicking the printer button. This list can then be used to check off the cards when they arrive.

Click on the Send button to begin.



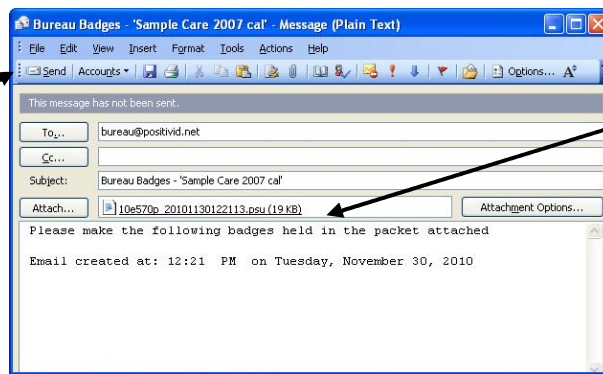
Press either "Selected" or "Send ALL".



Once the password and identifier are completed the OK button becomes available.

Enter your companies' password and a batch identifier. The identifier is for your reference only, and can be anything.

Depending upon the configuration settings you have selected, either an email will automatically appear...

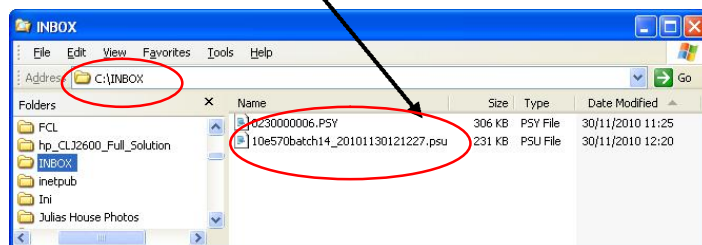


Click the Send button to forward the email. Don't forget to check your email program to make sure the message has left your outbox!

Your batch and all the information is compressed into an encrypted file.

Microsoft Outlook Email system is shown. Other email systems may vary slightly. This transmission option will not work with web based email.

...or the batch will be saved to your computer Inbox folder. If this is the case the batch (a .psu file) can then be attached to an email and sent to the positivID Bureau.



You should receive an email reply to say that the batch has been received, and then your cards should arrive in a few days time.