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Introduction

1. Introduction

The VeriCard is a PC software which enables the user to design badges in order to connect a badge printer for mass printing and supports connectivity with digital cameras for image captures.

1.1 About this manual

The VeriCard Card Badging Module software manual is intended for Installers and Users to interact with the AC-525, AC-225, AC-215 or AC-115 access control systems and software.

This manual instructs Installers and Users on how to use the VeriCard Card Badging module. It describes the basic actions required for working with the software, and includes the following information:

- The VeriCard Interface
- Creating a Badge Layout
- Importing Users Data
- Adding Photos
- Printing
- System Events
- Technical Support

The VeriCard Interface

2. The VeriCard Interface

The VeriCard PC software interface includes a Main window, with the following areas:

- Menu Bar
- Toolbar
- Tree View

To Open the Main window

- Double-click on the Software icon.
The Main window is displayed.

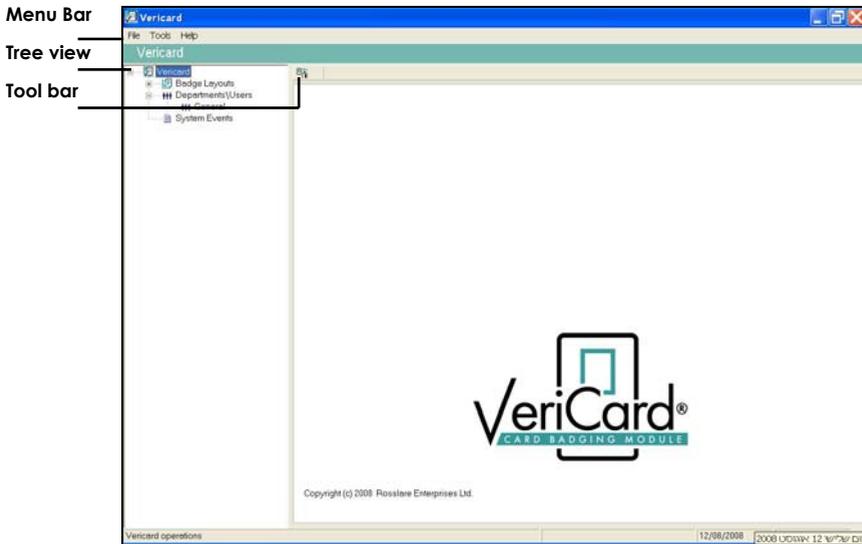


Figure 1 – Main window

The VeriCard Interface

2.1 Menu Bar

Menu	Submenu Option	Description
File	Exit	Click to Exit the application
Tools	Import Database	Select the source Database (AxTrax AS-525, Veritrax AS-225, Veritrax AS215 or AC115) to upload a users list - the database folder is selected using the Browse button.
	Export Badge Layouts	Select this option to copy the current Badge Layouts List to the folder selected by the Browse button.
	Import / Export Badge Layouts	Select this option to add external Badge Layouts from the folder selected by the Browse button.
	Replace current Badge Layouts.	Select this option to replace current Badge Layouts list with external Badge Layouts from the folder selected by the Browse button.
	Settings	Select this option to change settings.
Help	About	Click to read information about the VeriCard's version

2.2 Toolbar

The Toolbar is dynamic and changes according to the actions performed in the system.

Icon	Description
	Upload User data from AxTrax AS-525, Veritrax AS-225, Veritrax AS-215 or AC-115. This icon appears throughout the program.
	Print Cards or list of System events. <ul style="list-style-type: none">• When pressed while in Tree View nodes "Badge Layouts" – selects from Badge Layouts and Users.• When pressed while in "Users list" – prints cards for current user after selecting Badge

The VeriCard Interface

Layout from all available layouts

- Prints System event list.
-



Add a new Badge Layout.



Edit the selected Badge Layout.



Delete the selected Badge Layout.

Capture – Add Photo.



- When pressed while in users list - adds photo to current user in the source Database.
 - When pressed while in Tree View node "Users\Departments" – saves photo as bitmap file (.bmp).
-



Events view sorted by last day, last week, periodical or all events

2.3 Tree View

Icon	Description
------	-------------



Badge Layouts:

- The Badge Layouts module defines templates for card badging.
-



Departments\Users

- Shows Users List and Users properties.
-



System Events are real-time occurrences within the software.

Events can be displayed based on the following time periods:

- Last day
 - Last week
 - Periodical
 - All events
-

Importing Users Data

3. Importing Users Data

Users Data is created using the AxTrax Software (see Axtrax Software Manual). Users Data should be imported using the following procedure:

To Import Users Data

1. When selecting a database for the first time, from the Menu bar, select **Tools ► Import Data Base**;

-Or-

In the Tool bar, click on **Import Data Base** .

The Import Data Base with User Properties window is displayed.

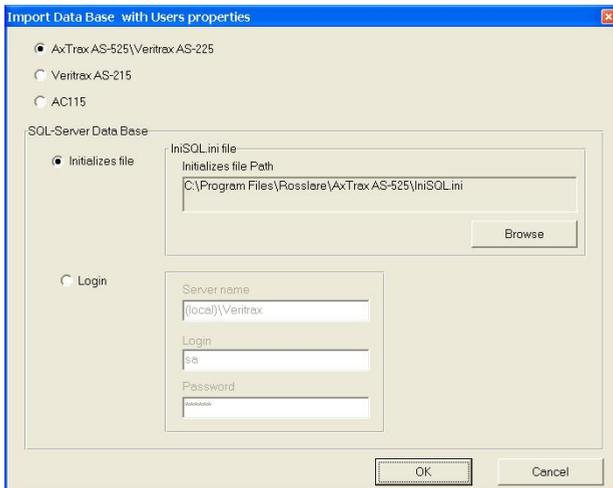


Figure 2 – Import Data Base with Users properties



Note:

In order to insure that the import process initializes correctly make sure you select the original database. When importing a database from a VeriTrax AS-215 or a Veritrex AC-115 database backup file, user photographs are not imported. AxTrax AS-525 and Veritrex AS-225 database backup files can not be selected at all.

2. Select the source Data Base directory by clicking on the Browse button and locating the applicable database using the default paths:
 - AS525 - C:\Program Files\Rosslare\Axtrax AS-525 \IniSQL.ini

Importing Users Data

- AS225 - C:\Program Files\Rosslare\Veritrax AS-225 \IniSQL.ini
- AS215 - C:\Program Files\Rosslare\Veritrax AS-215 \AC215DataBase.mdb
- AC115 - C:\Program Files\Rosslare\AC115\AC115DataBase.mdb



Note:

If your selection relates to AxTrax AS-525 or Veritrax AS-225, select Initializes file and press the Browse button to find the correct file path or select Login and enter your login name and password.

3. Click OK.
Once you have a database associated with the VeriCard, Pressing the **Import Data Base** button will upload the user's data.



Note:

To change the associated Database, go to **Tools ► Import Data Base**

4. Badge Layout Creator

Create a Badge Layout using Vericard Software Badge Layout Creator.

The following steps are used to create badges:

Step	Action	Section
1	Defining a Badge Layout	See page 10.
2	Adding Data Fields	See page 11.
3	Editing Field Fonts	See page 13.
4	Editing Properties	See page 14.
5	Setting up the Barcode	See page 14.
6	Defining Badge Layout Design	See page 16.
7	Saving the Badge Layout Design	See page 18.

4.1 Defining Badge Layout

Type in a description for the layout, select the size and orientation of the layout to be created and select the scale mode for the design step using the Badge Layout template.

To Create a Badge Layout

1. In the tree view select Badge Layout, and then click on **New** in the toolbar to open the design screen.
The Badge Layout window is displayed.

Badge Layout Creator

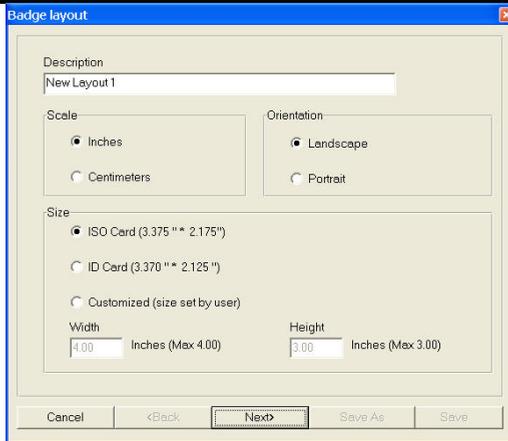


Figure 3 – Badge Layout window

Scale

Select the measurement units you want to use, Inches or Centimeters

Size

Select between two default sizes, ISO or ID cards, or create your own card size by entering the width and height of the card.

Orientation

Select the card orientation, landscape or portrait, ensure that your printers default orientation settings match the selection you made.

2. Click Next.

The Card Layout is displayed (see **Figure 4**).

4.2 Adding Data Fields

Utilize the Card Layout (see **Figure 4**) to add necessary fields to your cards, such as, Picture, Name, ID and more. There are two kinds of fields used in the design:

- **Database fields** will insert the user's database properties to the card, database fields include: Card Number, User Number, User Name (first and last), Department, Title, Barcode (see explanation below for more details on barcode database sources), and User's photo (see explanation below for more details on how to add photo to the database).

Badge Layout Creator

- **Static fields** will be the same on all cards of specific layout and can be either an image or a data field. (This can be used for company logo, address, etc.)

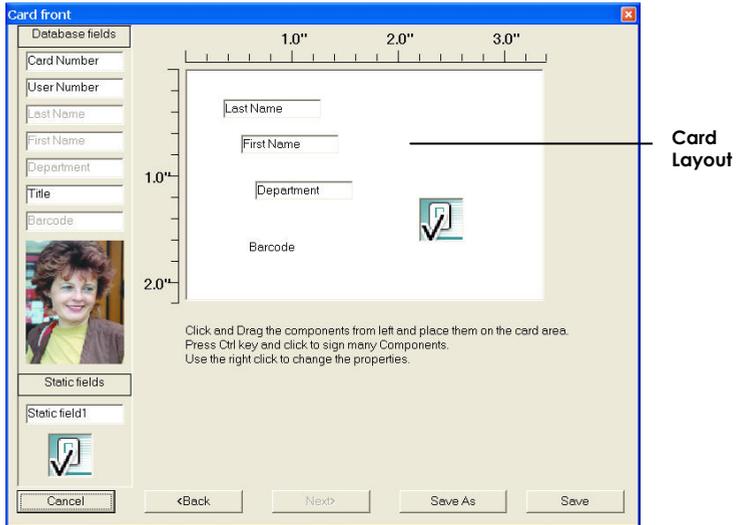


Figure 4 – Card Layout window

To Add Fields to Card Layout

- In the Card Layout window, drag the desired field from the left tool bar, shown on the right, onto the card layout.

To Delete Fields from Card Layout

- In the Card Layout window, right-click on the field and select Delete.

To Edit Fields

- In the Card Layout window, right-click on a field to open a pop-up menu with applicable editing options.

To Edit Several Fields Simultaneously

When multiple fields are selected, they can be vertically aligned, based on the field first selected.

- Use Ctrl and left click the desired fields and then right click (while Ctrl is depressed) on any one of them to open the menu for the common edit options.

Badge Layout Creator

4.3 Editing Field Fonts

The font option window is applicable for static fields and barcode fields only.

The edit option enables you to type in a text that will appear on all cards for the static data fields and select a source for the static image and fields.

It enables you to change the font formatting by selecting font type, style and size. You can also change the font color and add effects such as underline and strikeout.



Note:

The default values are: 8 points black regular MS Sans Serif font.

To Edit Field Fonts

1. In the Card Layout window, right-click the field, and in the right-click menu select Font.
The Font screen is displayed.

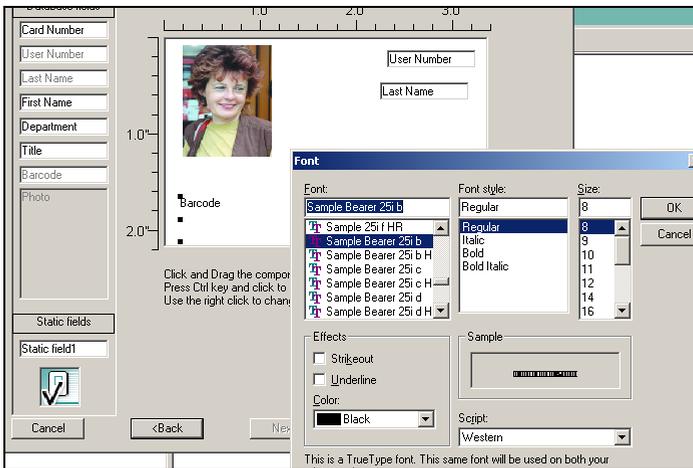


Figure 5 – Font screen

2. In the Font screen, select 'Sample Bearer 25i b' Font, and then click OK.



Note:

The Font type selected is not optional as the font set is Barcode specific.

Badge Layout Creator

4.4 Editing Properties

The properties window shown on the right, enables you to determine the size, position and border option for all fields.

Deselect the Border checkbox to remove the default black border.

Enter values in centimeters or inches (depending on your selection in the Badge Layout screen) for the size (width & height) and for the fields' position (distance from Top & Left)

To Edit Properties

1. In the Card Layout window, right-click the field, and in the right-click menu select Properties.
The Properties screen is displayed.

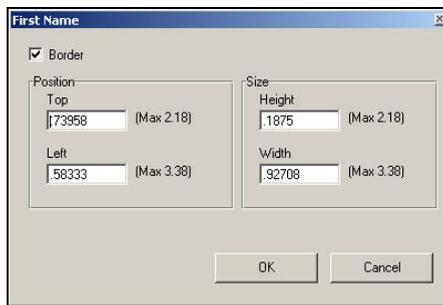


Figure 6 – Properties screen

2. Set the required properties, and then click OK.

4.5 Setting up the Barcode

In order to add a barcode you will need to install the required barcode type on your computer.

To Setup the Barcode

1. In the Windows Start menu, in All Programs select 'Morovia FontPal'.
2. Select Barcode Type: Telepen, Height Option Medium(M).



Note:

Please refer to the Morovia FontPal Software Manual on how to create a barcode and copy to clip-board.

To Configure the Barcode

1. Open VeriCard, and add a field (see Adding Data Fields).

Badge Layout Creator

- In the Card Layout window, right-click the field, and in the right-click menu select Fonts.
The Font screen is displayed.

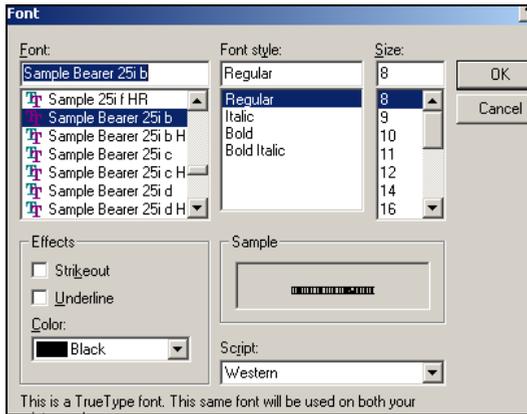


Figure 7 – Font screen

- In the Font screen, select the **Sample Bearer 25ib**, and then click **OK**.
- In the Card Layout window, right-click the field, and in the right-click menu select Edit.
The Barcode Source screen is displayed.

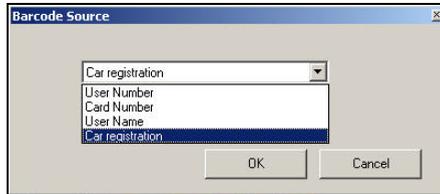


Figure 8 – Barcode Source

- Select the barcode source.
The actual definition of the barcode is done while printing, see page 21.

Badge Layout Creator

4.6 Defining Badge Layout Design

In the Card Layout window design the look and feel of your cards by utilizing the card layout.

In the Card layout you can select Background color or Picture Background.

- The 'Background' option enables you to add a solid color to the background of your card similar to any Windows color selection.
- The 'Picture' option enables you to add an image to be used as the background for your card.
- When a background is present, the 'Transparent' option clears the current background.

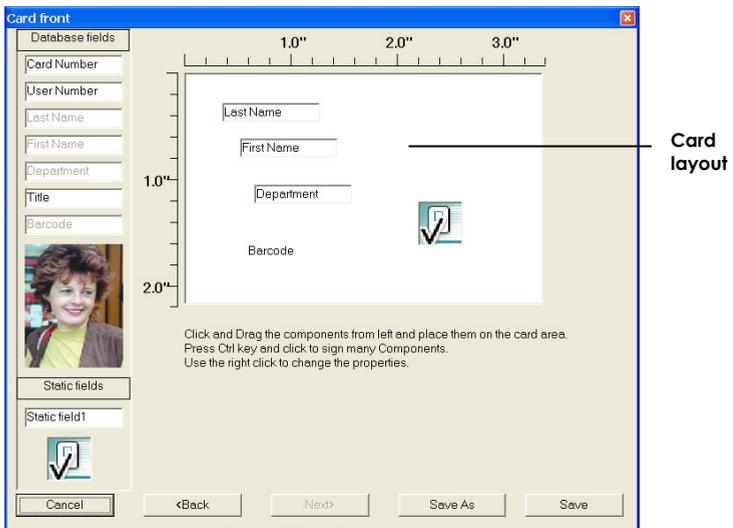


Figure 9 – Card Layout window

To Select a Background Color

1. In the Card Layout window, right click on the card layout, and in the right-click menu click Background. The Color screen appears.

Badge Layout Creator



Figure 10 – Color screen

2. Select Background color, and click OK.
The background color you selected appears.

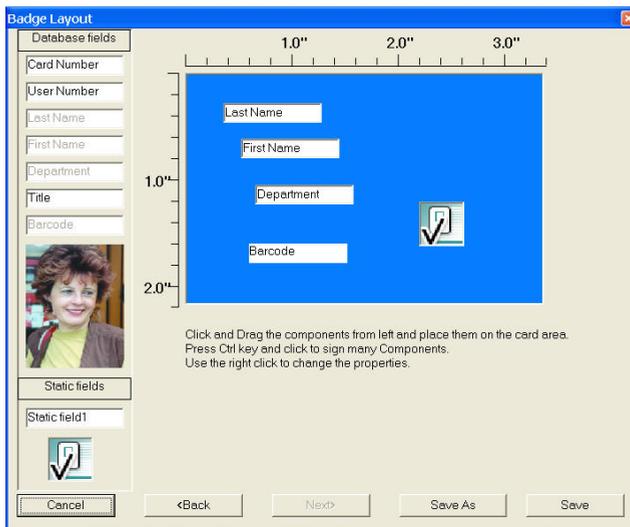


Figure 11 – Color Background Selected

To Select a Background Picture

1. In the Card Layout window, right click on the card layout, and in the right-click menu click Picture.
The Browse screen appears for you to select a picture from a file.
2. Select a picture.
The picture is displayed on the background.

Badge Layout Creator



Figure 12 – Picture Background Selected

To Select a Transparent Background

You can choose a background color similarly to the card background which will affect the text box only. The default background is white.

- In the Card Layout window, right click on the card layout, and in the right-click menu click Transparent. The Background reverts to white.



Note:

Click on **Transparent** to clear the background (very important when using an image as the card background)

4.7 Saving the Badge Layout Design

In the Card Layout window, save the Badge Layout by clicking on the **Save** button;

- To save and export the current Badge Layout, click on the **Save As** button.
- Click **Back** to return to the Badge Layout screen; or **Cancel** to exit the layout design wizard.

For Information about Printing Badges, see page 21.

5. Working with Images

5.1 Photographing

To add Photos and associate them to different users, highlight a specific user and click on the camera icon, to begin image capture.

To add photos during the printing process, see Printing.

To Photograph

- Click Department\Users in the tree, and then click the **Capture**  button.
The Select Source window is displayed.



Figure 13 – Select Source

5.2 Graphic Sources

There are three types of sources you can use:

- Existing Graphic files (bitmap and Jpeg recommended)
- Live video using window devices
- Live video or Scanner TWAIN Devices



Note:

Selecting one of the two live video sources requires you to have a live video source plugged to the computer, if you do, it will be shown on screen immediately after camera verification and self test.

To Freeze and Capture pictures

When using a window device, select menu ► **Capture** ► **Take Picture**.

When using twain devices, select the source and acquire the image using the twain software by clicking on **Take Picture** when using live video or **Scan** when using a scanner.

Working with Images

5.3 Cropping

After acquiring the desired image using video or scanner, the crop picture window will appear to enable you to crop the image down to the appropriate size. Drag the crop box as shown below over the area of the image you want to capture, or resize it by dragging the box's edges, the aspect ratio of the crop box will remain at a 1:1 1/4 aspect ratio, which is best for portraits.

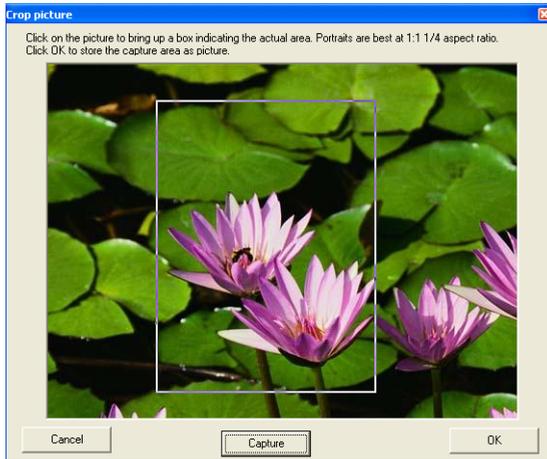


Figure 14 – Crop picture

5.4 Capture Completion

If you are not satisfied with the captured image, press the **Capture** button to take another picture from the live video source.

When you are satisfied with the image capture and cropping, click **OK** to save the picture to the currently selected User.

Click **Cancel** to exit the image capture wizard without keeping any image.

6. Printing

6.1 General

The VeriCard software enables you to print individual or mass print badges as well as system event reports.



Note:

You need to have the Barcode software installed on VeriCard computer for this option to be available.

6.2 Events Printing

To print event reports, select the event view as explained System Events and click on the Print Icon, Windows' Print Setup window will open, select a printer and click OK to begin print.

6.3 Individual Prints

To print individual users directly or layout samples, highlight the desired layout or sample in the main pane, and click on the print button.

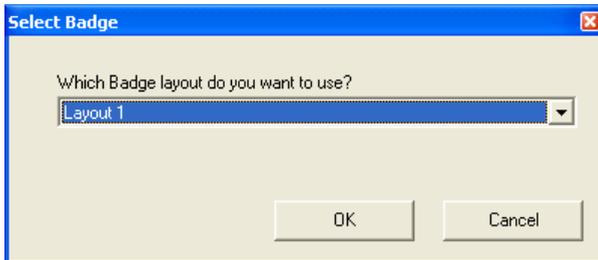


Figure 15 – Select Badge

The Select Badge window will appear, select the badge layout and click Ok. The card print preview will open; continue the printing process as explained below.

To better assist in the printing process and for mass badge printing, use the print Badge wizard

6.4 Print Badge Wizard

Access the wizard by clicking the Print  Icon while any of the items in the tree view is highlighted (except for system events). You can exit the print wizard at any time by pressing the Cancel button, located on the left hand corner of the wizard screen.

Printing

Select Badge Layout

The first screen in the wizard is the Badge Layout selection, select a badge layout from the selectable list and click 'Next' to continue.

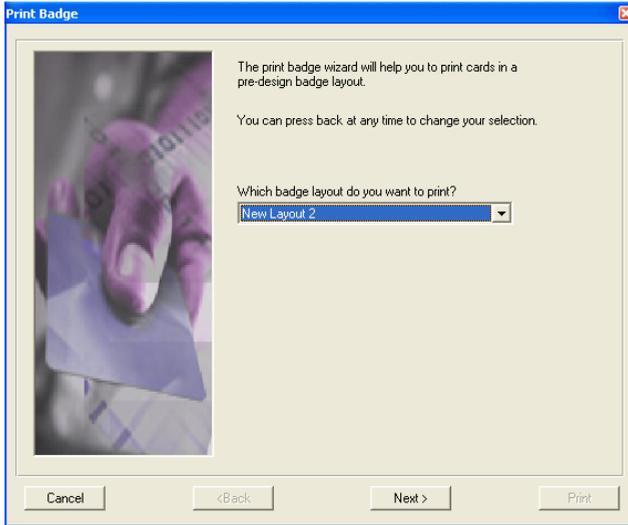


Figure 16 – Print Badge

Select Users/Cards

- Manage the users/cards to be printed by using the Add>, Add all>>, <Remove and <<Remove all buttons; the Next button will not be available until at least one user is selected. If the badge layout contains a card number, the Users' list will include the card numbers as well as the user names. If a user does not have a card number listed in the database, he would not appear on the list. Badge layout without the card number field will show the user names only and all Users in the database will appear on the list.

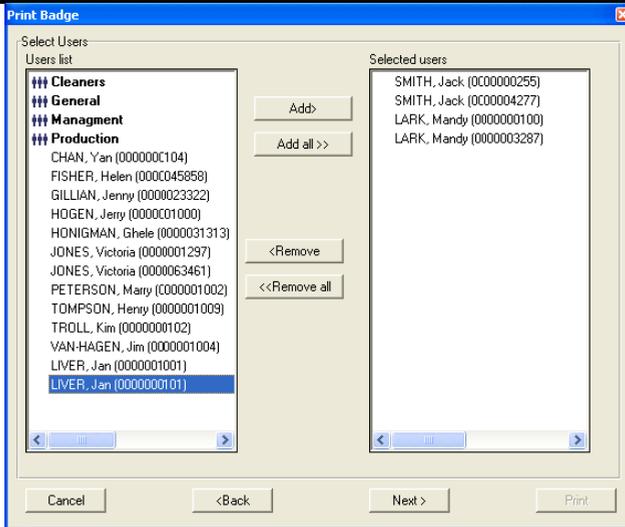


Figure 17 – Select users

Card Print Preview

- After selecting the users/cards to print, view and alter each card separately, access the editing menu by right clicking on a data field you can then remove data fields by selecting the delete option, or edit the fonts as described in the card layout design section by selecting the font option; these changes will not affect the general badge layout design. You can also edit the text of the different data fields by selecting Edit, with out affecting the information in the database.

Printing

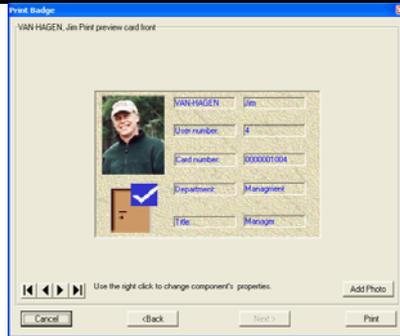


Figure 18 – Preview Card Font

- Toggle between the different users/cards selected using the arrows on the left hand side of the screen the end arrow  goes to the first/last entry in the selected list while the regular arrows goes to the next/previous user on the selected list.
- Changes done to the card will not be saved when toggling between users/cards.
- Add photos and edit barcode fields (if available) as explained ahead and click the print button to move on to the next step of the printing wizard. Each user/card needs to be printed separately by toggling to the card and clicking on the Print Button.

Add Photo

- Press the 'Add Photo' button to add the user's picture from the different available sources, as described in the "Adding Photos" section above.
- Unlike other data fields, the photo added in the print preview screen will be incorporated into the database for future reference.

Printing

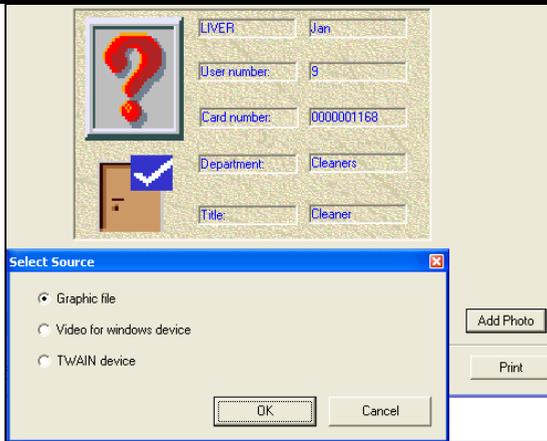


Figure 19 – Select Source

Barcode

- Right clicking on the Barcode field opens a pop-up menu.



Figure 20 – Barcode right-click menu

- Select "Clipboard" option to paste bar-coded text into the field (See Setting up the Barcode, page 14).



Note:

If your Barcode type is 'Code 39', these characters are added automatically; otherwise, you will receive a message "You have to edit barcode string in Print Badge screen", and you will have to encode the barcode text using "External encoding" (see following section).

Vericard encoding

- If you know the barcode structure, select 'Edit' and enter the barcode text.

Printing

External encoding

- Run the External Software; select the same barcode font and font size.
- If you have Barcode software installed on your computer, produce the Barcode using the software and Copy it to the Clipboard.
- If you have Word or Excel Barcode macros, produce the Barcode and Copy it to the Clipboard.
- If you know the barcode structure you can produce it using Text editors such as Word, WordPad etc and Copy it to the Clipboard.
- After producing the Barcode, return to the VeriCard software and select Clipboard from the pop up menu.
- Control the text size in Barcode field.

Printer Selection

After clicking on the Print button in the print preview screen (for each user/card separately) the printer selection screen will appear.

Select the applicable card printer from the list of available printers, make sure that you had set the printer's default layout settings to match that of the card layout you are printing and click OK to begin printing.

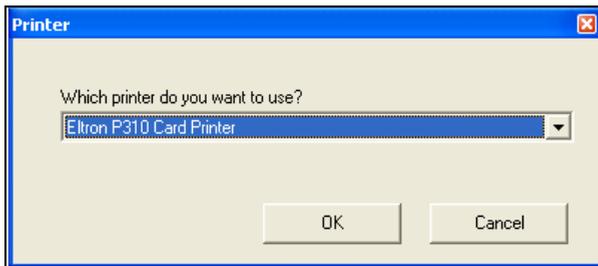


Figure 21 – Select Printer

System Events

7. System Events

The VeriCard Software enables the user to view and print an event log of all events within the system.

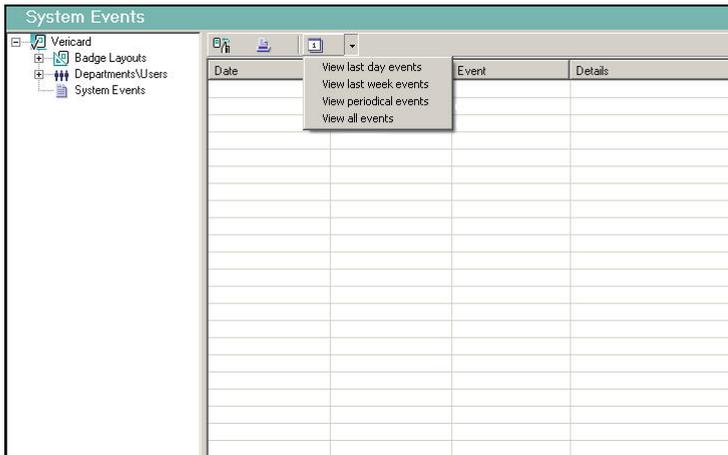


Figure 22 – Event log

The user can select between several viewing options:

- Last Day - Displays all events that occur within the last day.
- Last Week - Displays all events that occur within the last week.
- Periodical - Displays all events that occur within a selectable time period.
- All Events - Displays all events that occur from the time of installation.

The events can be sorted by date, time, event or details by clicking on the equivalent heading. To adjust the width of the columns double click or drag the separators between the columns.

After a view is elected it can be printed by clicking on the Printer Icon.

Technical Support

8. Technical Support

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