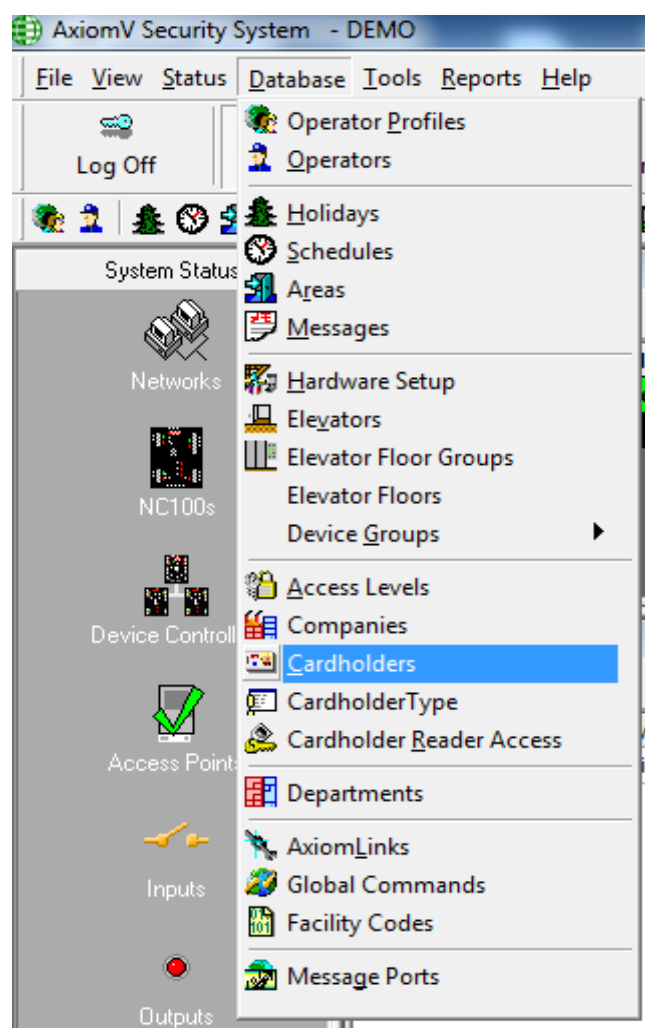




Technical Guide

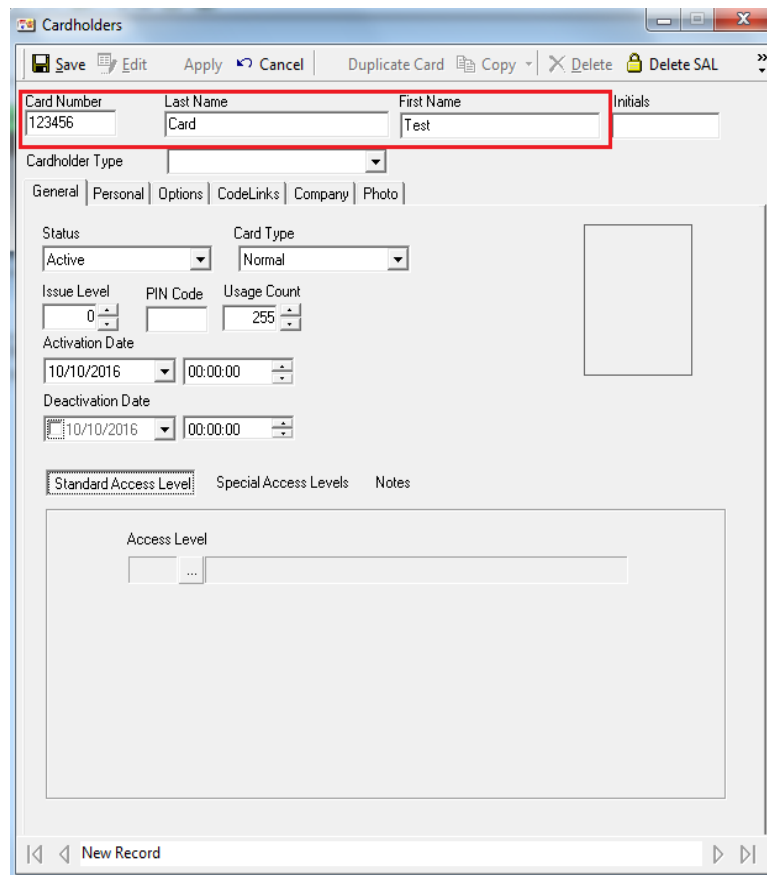
Adding Cards to a Database – Axiom V

At the top of the main software screen, select **Database**, then **Cardholders** from the drop down list that appears.



TGAV1 – Adding Cards to a Database

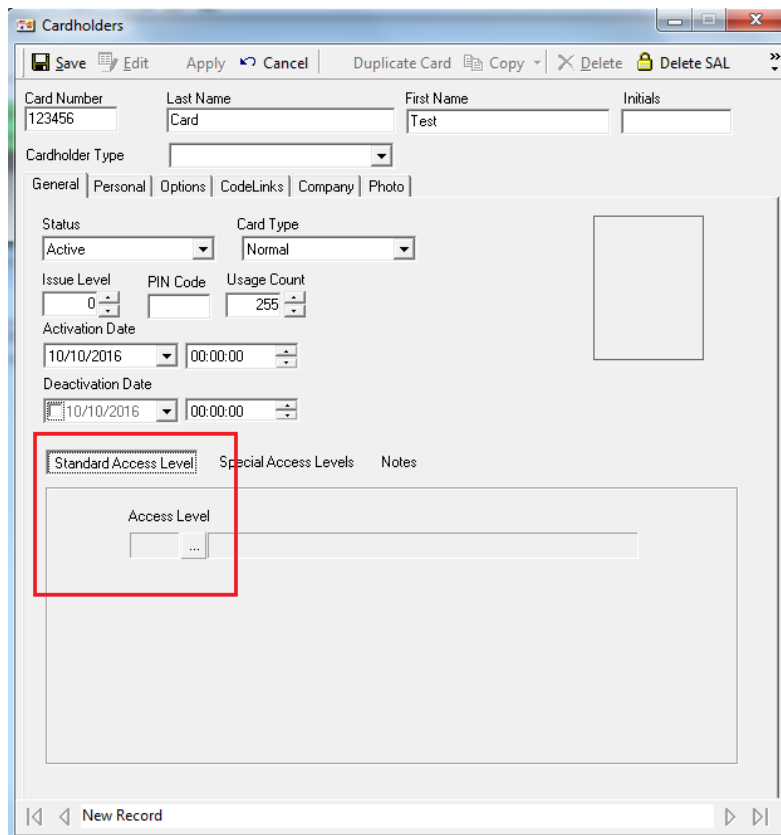
Select '**New**' and enter the relevant fields with **Card Number**, **Last Name** and **First Name**.



The screenshot shows the 'Cardholders' application window. At the top, there is a menu bar with options: Save, Edit, Apply, Cancel, Duplicate Card, Copy, Delete, and Delete SAL. Below the menu bar, the form is divided into several sections. The top section contains four input fields: Card Number (with the value '123456'), Last Name (with the value 'Card'), First Name (with the value 'Test'), and Initials (empty). These four fields are highlighted with a red rectangular border. Below this section is a 'Cardholder Type' dropdown menu. The next section contains tabs for 'General', 'Personal', 'Options', 'CodeLinks', 'Company', and 'Photo'. The 'General' tab is selected. Within the 'General' tab, there are several fields: 'Status' (dropdown menu with 'Active' selected), 'Card Type' (dropdown menu with 'Normal' selected), 'Issue Level' (input field with '0'), 'PIN Code' (input field), 'Usage Count' (input field with '255'), 'Activation Date' (calendar icon and input field with '10/10/2016'), and 'Deactivation Date' (calendar icon and input field with '10/10/2016'). To the right of these fields is a large empty rectangular box. Below the 'General' tab section, there are three tabs: 'Standard Access Level', 'Special Access Levels', and 'Notes'. The 'Standard Access Level' tab is selected. This tab contains an 'Access Level' section with a dropdown menu and a text input field. At the bottom of the window, there is a status bar with navigation icons and the text 'New Record'.

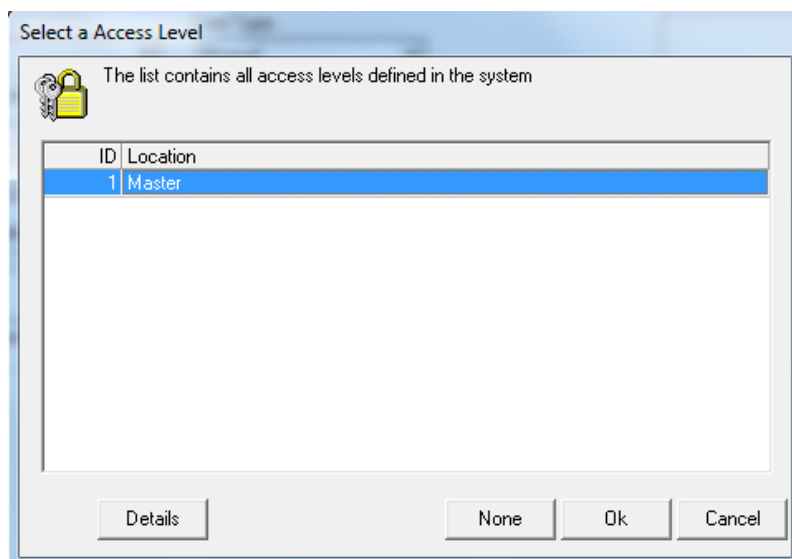
TGAV1 – Adding Cards to a Database

Select the **Standard Access Level** tab, and then select the '...' browsing icon under **Access Level**.



The screenshot shows the 'Cardholders' window with the 'Standard Access Level' tab selected. A red box highlights the 'Access Level' field, which contains a '...' browsing icon. The window includes fields for Card Number (123456), Last Name (Card), First Name (Test), and Initials. It also has tabs for General, Personal, Options, CodeLinks, Company, and Photo. The 'Status' is set to 'Active' and 'Card Type' is 'Normal'. The 'Issue Level' is 0, 'PIN Code' is empty, and 'Usage Count' is 255. The 'Activation Date' is 10/10/2016 and the 'Deactivation Date' is also 10/10/2016. The 'Access Level' field is currently empty, and the '...' icon is visible next to it.

Select the desired **Access Level**, in this example it is **Master**, and then select **Ok**.



The screenshot shows the 'Select a Access Level' dialog box. It contains a list of access levels with the following columns: ID and Location. The first entry is '1 Master', which is highlighted in blue. The dialog box also includes a 'Details' button and 'None', 'Ok', and 'Cancel' buttons at the bottom.

ID	Location
1	Master

Now select **Save** at the top left of the Cardholder window.

Repeat Steps 2 through 5 to add additional cards to the database.