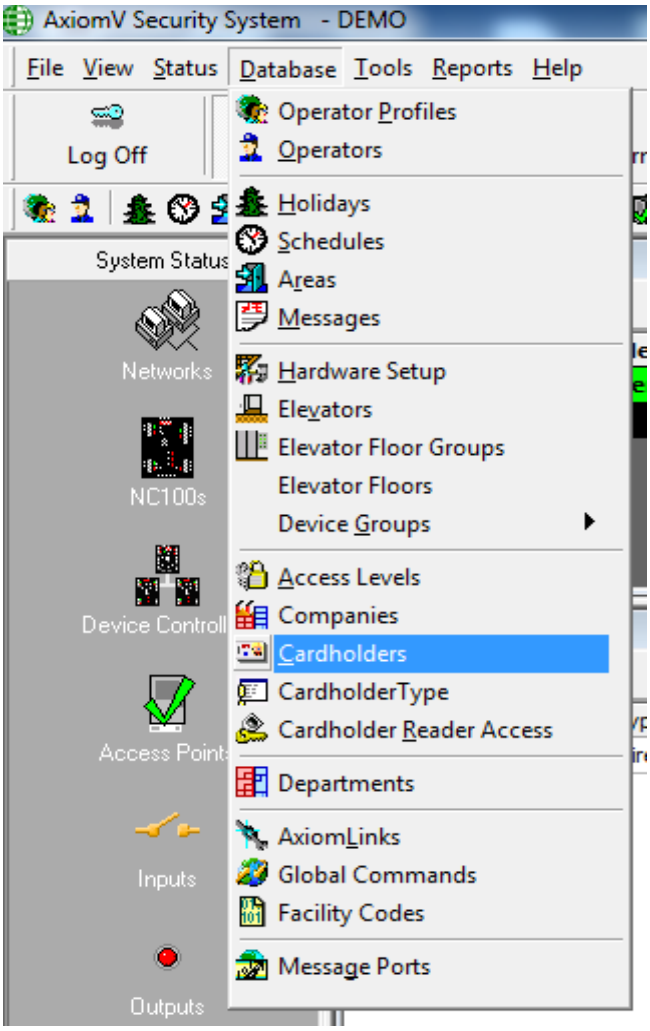
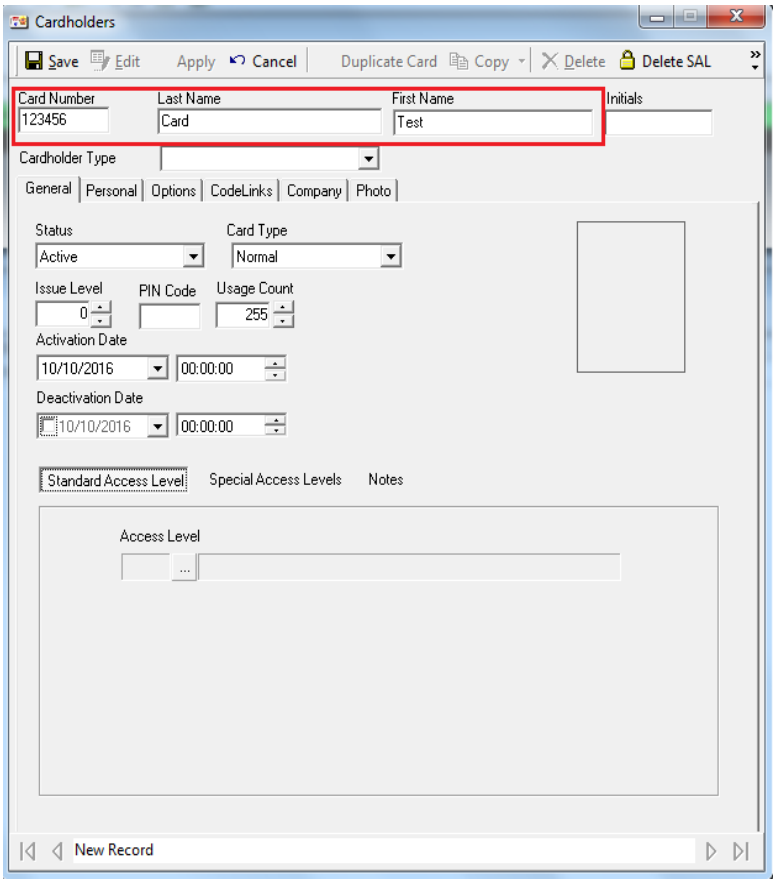
Technical Guide

Adding Cards to a Database – Axiom V

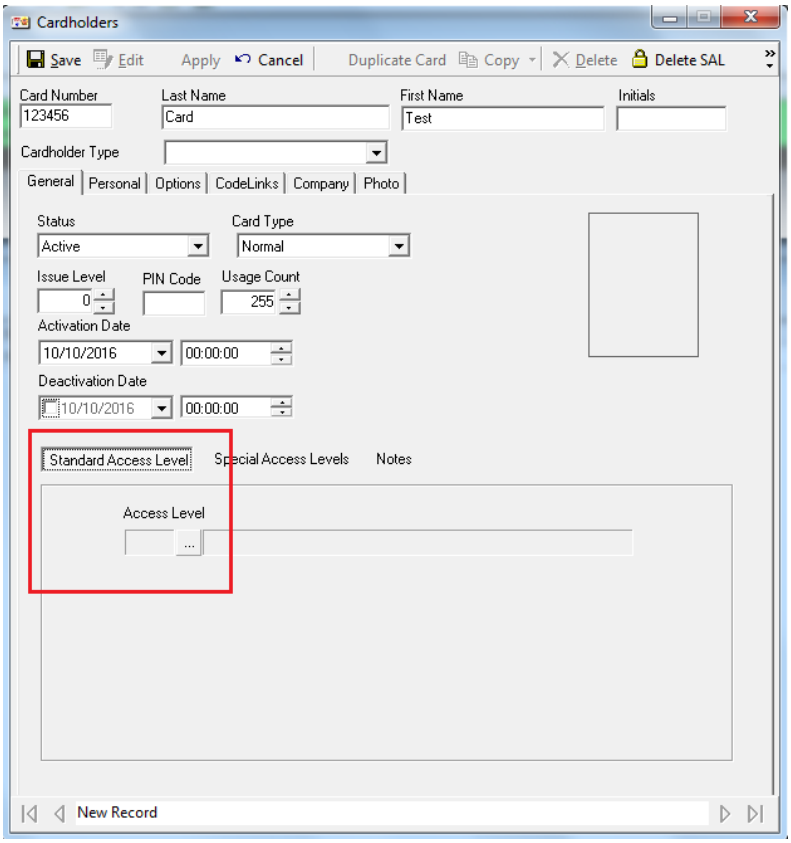
At the top of the main software screen, select **Database**, then **Cardholders** from the drop down list that appears.



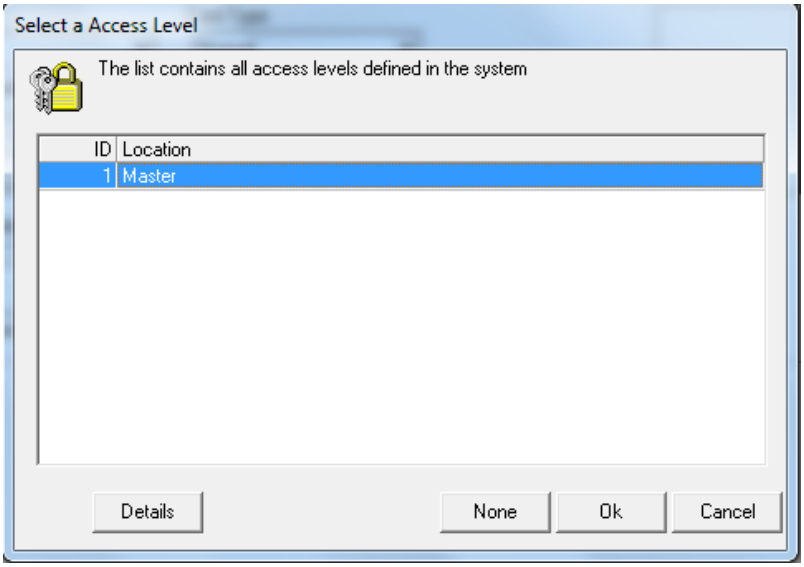
Select '**New**' and enter the relevant fields with **Card Number**, **Last Name** and **First Name**.



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



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



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

<u>Repeat Steps 2 through 5 to add additional cards to the database.</u>