

Asure ID 3-hour class for Administration and Badge Production (Express, Enterprise, and Exchange)

For re-training or for new personnel

Equipment set-up is not included in this training and the trainee must be familiar with Microsoft Windows

Topics:

- Administration Center
 - Creating Users
 - Setting User Permissions
 - Deleting Users
- Card Design Center (CDC)
 - Creating Templates (Card Designs)
 - Setting Orientation, Card Size, and Template Name
 - Setting Template Properties
 - Setting Up Magnetic Encoding
 - Inserting Data Fields
 - Text, Number, Date, Label, List, or True/False
 - Data Field Advanced Properties
 - Selecting Font Size, Style, Color, Orientation, and Justification
 - Adding Fill, Frame, Word Wrapping, Force Caps, and Auto Reduce Font
 - Manual Field Positioning
 - Creating Non-Printing Fields
 - Moving, Re-Sizing, and Deleting Objects/Fields
 - Inserting Photo(s)
 - Inserting Signature(s)
 - Creating Geometric Objects
 - Creating Barcodes
 - Importing Logo and or Backgrounds
 - Layering Objects/Fields
 - Condition Displays
 - Storing Printer Setting
 - Saving and or Re-Naming Card Design
 - Customizing Data Entry Screen
- Data Entry Center (DEC)
 - Selecting Card Designs
 - Binding/Joining Multiple Designs
 - Adding Records
 - Saving Records
 - Editing Records
 - Voiding and Deleting Records

- Selecting Capture Sources
- Capturing Photos and Signatures
 - Cropping Photos and Signatures
- Editing/Adjusting Images
- Viewing Record Information
- Sheet Printing
- Dossier Printing
- Card Printing
- Selecting Multiple Records/Groups
- Batch Creation of Records
- Batch Printing
- Live Linking Databases
 - Ability Dependant on Version
 - Storing Images Outside of Database
- Reporting
 - Canned Reports
 - Custom Reports
 - Saving Custom Reports
 - Running Reports
- Importing Data
- Exporting Data (Enterprise and Exchange Only)
- Database Back-Up/Restore