

EPISuite 3-hour class for Administration and Badge Production

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:

- Program Installation
- Database Creation
- GuardTool Database Utility
 - Adding & deleting fields and indexes
- EPIDesigner
 - Connecting to database
 - New ID badge template
 - Paper or Teslin – page setup
 - Adding object to badge design
 - Dynamic Images
 - Geometric Shapes
 - Bar codes
 - Static images or logos
 - Magnetic stripe data
 - Defining expressions
 - Static text fields
 - Dynamic text fields
 - Moving objects
 - Changing fill, line, or text colors
 - Re-sizing objects
 - Rotating objects
 - Aligning objects
 - Adding a background
 - Switching from front to back view
- GuardCard Setup
 - Connecting to database
 - Adjusting database settings
 - Adding fields to input screen
 - Card printer encoder setup
 - Managing users
 - Card format setup
 - Image capture setup
- GuardTool Reports
 - Running reports

- ID Badge Production
 - Starting GuardCard application
 - Changing databases
 - Badge production from scratch
 - Badge production from existing records
 - Batch printing
 - Image capture
 - Image cropping
 - Image adjustment
 - Setting default sort order
 - Defining queries
 - Running saved queries