

## **ID Software 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
- Administration
  - Creating Users
  - Setting User Permissions
  - Deleting Users
- Card Design
  - 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
  - Selecting Card Designs
  - Binding/Joining Multiple Designs (where available)
  - 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 (where available)
  - Storing Images Outside of Database
- Reporting
  - Canned Reports
  - Custom Reports
    - Saving Custom Reports
  - Running Reports
- Importing Data
- Exporting Data (where available)
- Database Back-Up/Restore

Availability of any listed concept is dependent upon software and version customer is running.