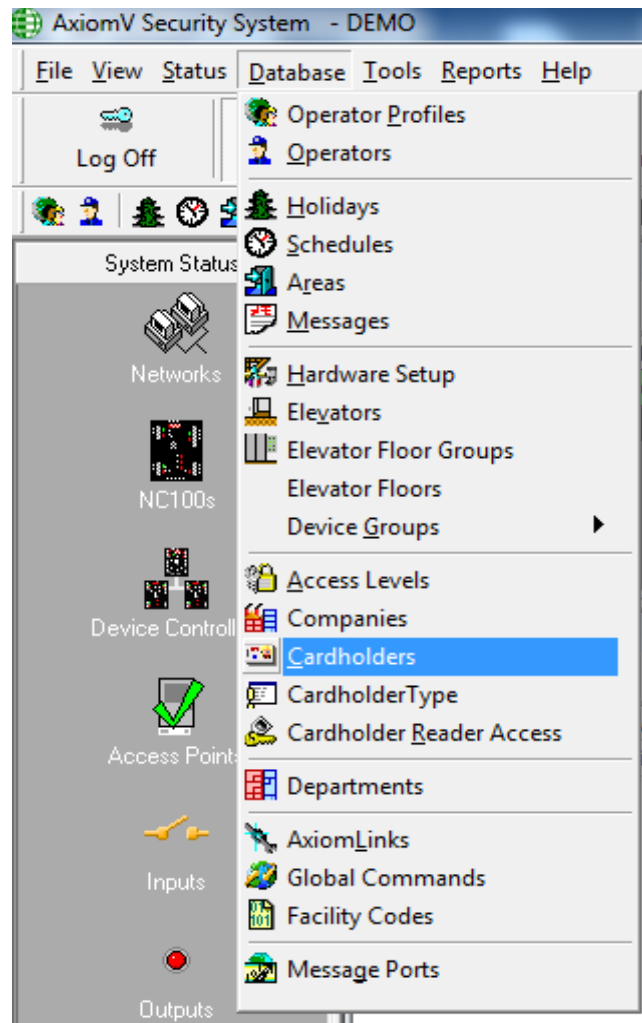




Technical Guide

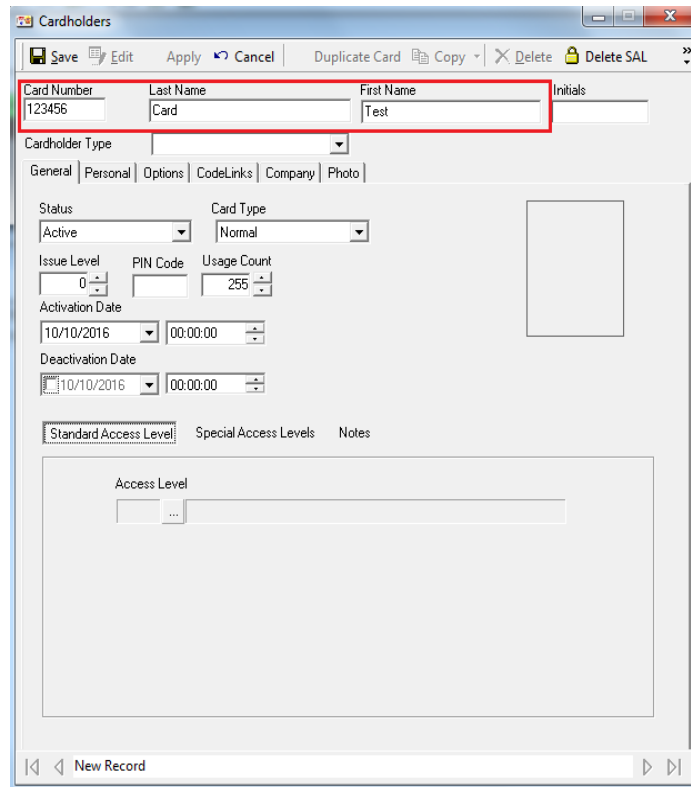
Adding Cards to a Database – Axiom V

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. The 'New Record' button is highlighted in the bottom left corner. The form fields are as follows:

Card Number	Last Name	First Name	Initials
123456	Card	Test	

Cardholder Type: [Dropdown]
General | Personal | Options | CodeLinks | Company | Photo

Status: Active | Card Type: Normal

Issue Level: 0 | PIN Code: [Empty] | Usage Count: 255

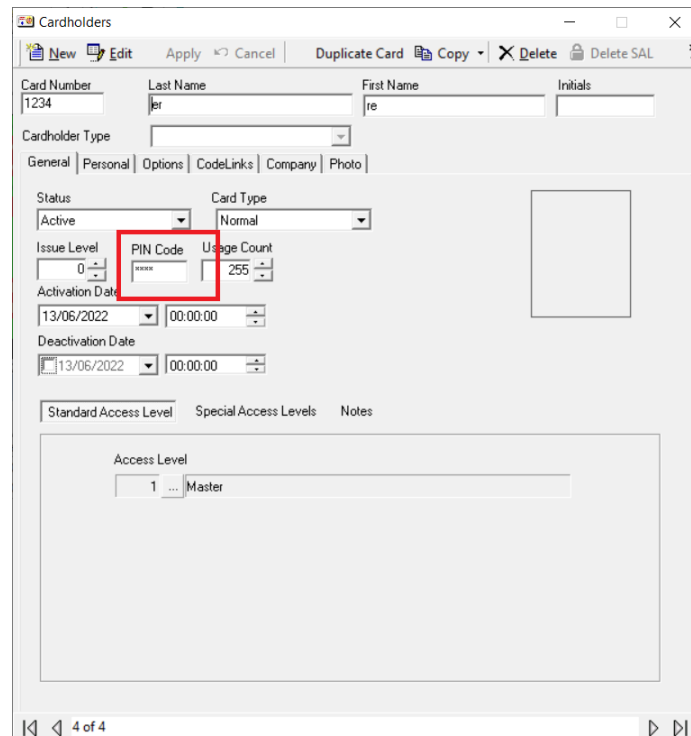
Activation Date: 10/10/2016 | 00:00:00

Deactivation Date: 10/10/2016 | 00:00:00

Standard Access Level | Special Access Levels | Notes

Access Level: [Dropdown]

If a keypad is in use please enter the code as per below



The screenshot shows the 'Cardholders' application window. The 'New' button is highlighted in the top left corner. The form fields are as follows:

Card Number	Last Name	First Name	Initials
1234	er	re	

Cardholder Type: [Dropdown]
General | Personal | Options | CodeLinks | Company | Photo

Status: Active | Card Type: Normal

Issue Level: 0 | PIN Code: **** | Usage Count: 255

Activation Date: 13/06/2022 | 00:00:00

Deactivation Date: 13/06/2022 | 00:00:00

Standard Access Level | Special Access Levels | Notes

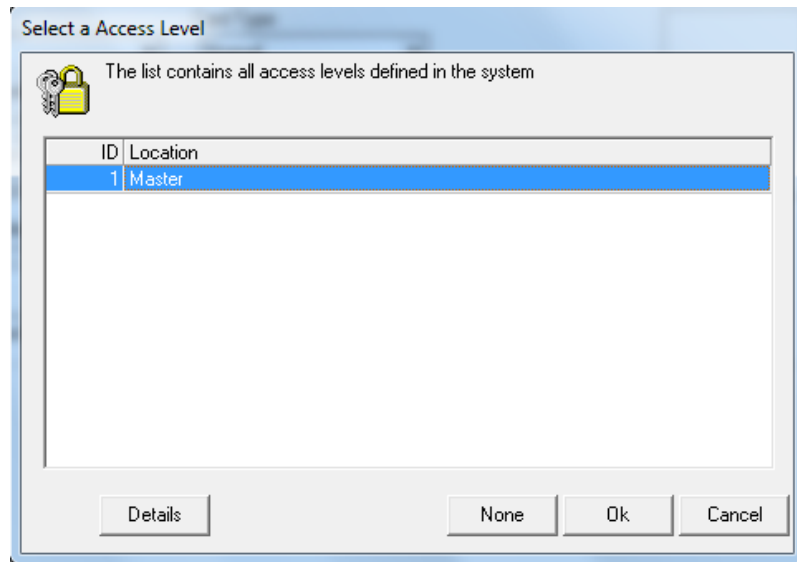
Access Level: 1 ... Master

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

The screenshot shows the 'Cardholders' application window. The 'Standard Access Level' tab is selected. The 'Access Level' field is highlighted with a red box, and the '...' browsing icon is visible next to it. The window contains various fields for cardholder information, including Card Number, Last Name, First Name, Initials, Cardholder Type, Status, Card Type, Issue Level, PIN Code, Usage Count, Activation Date, and Deactivation Date. The 'New Record' button is visible at the bottom left.

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

TGAV1 – Adding Cards to a Database



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

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