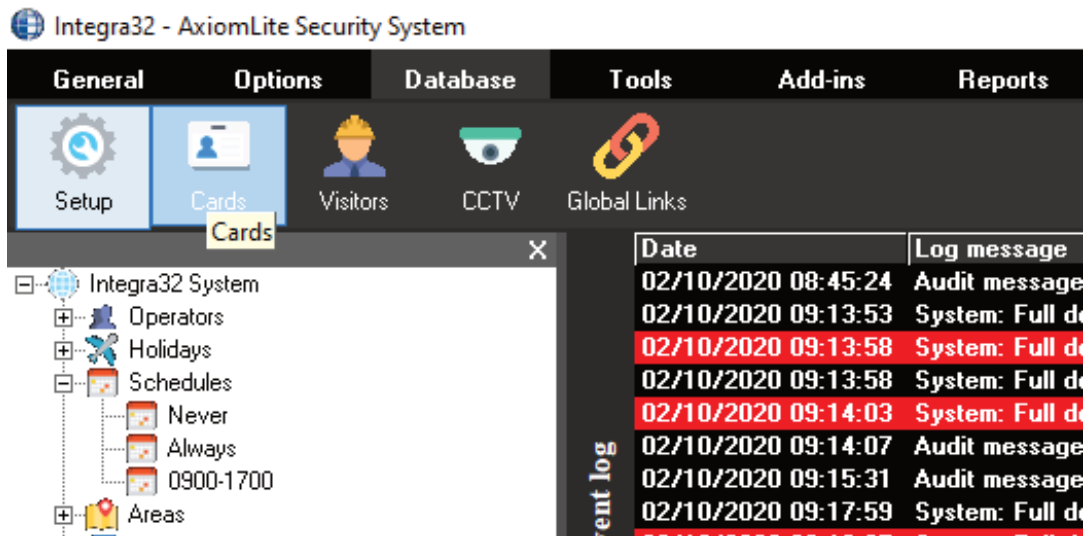


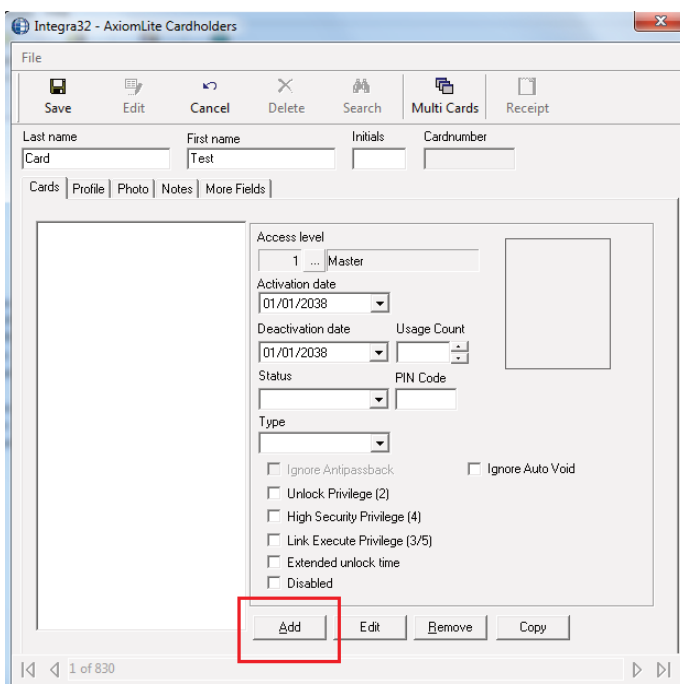
Technical Guide

Adding/setting up Cards

Select **Cards** at the top of the main software screen.

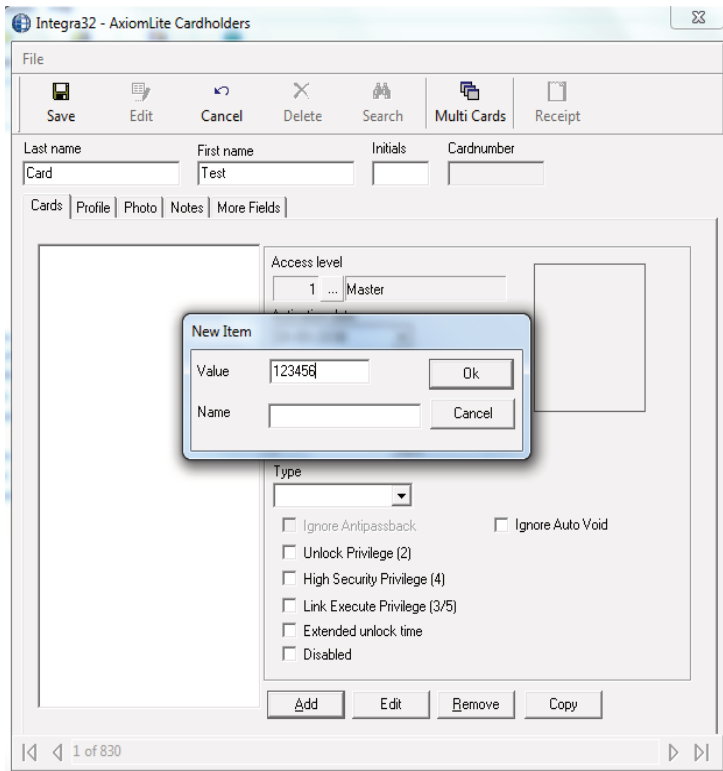


Select **'New'** then give the card a **First Name** and **Last Name**. Then go down to the bottom of the window and select **'Add'**.



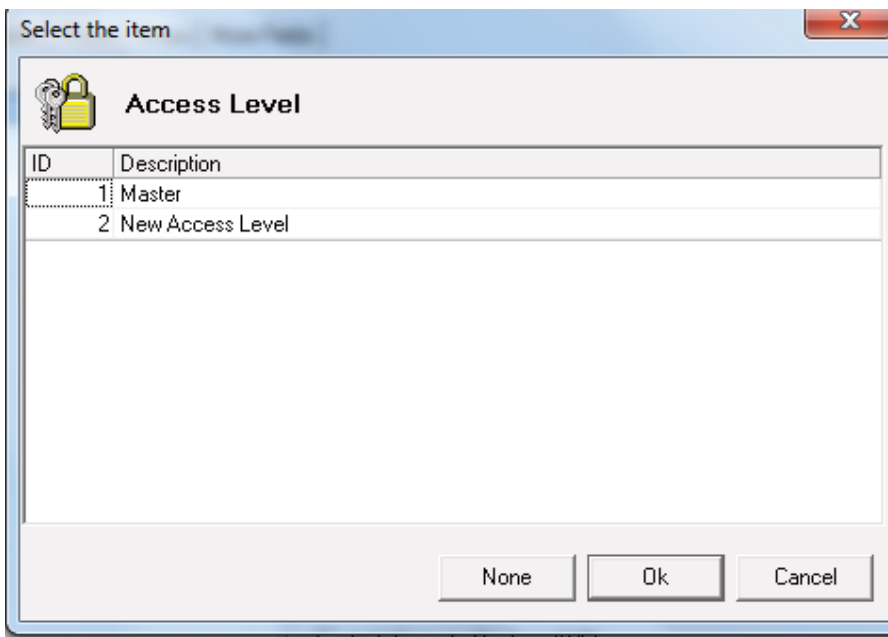
TGAL4 – Adding/Setting up Cards

The Window below will appear. In the '**Value**' field, enter the card number and click **OK**.

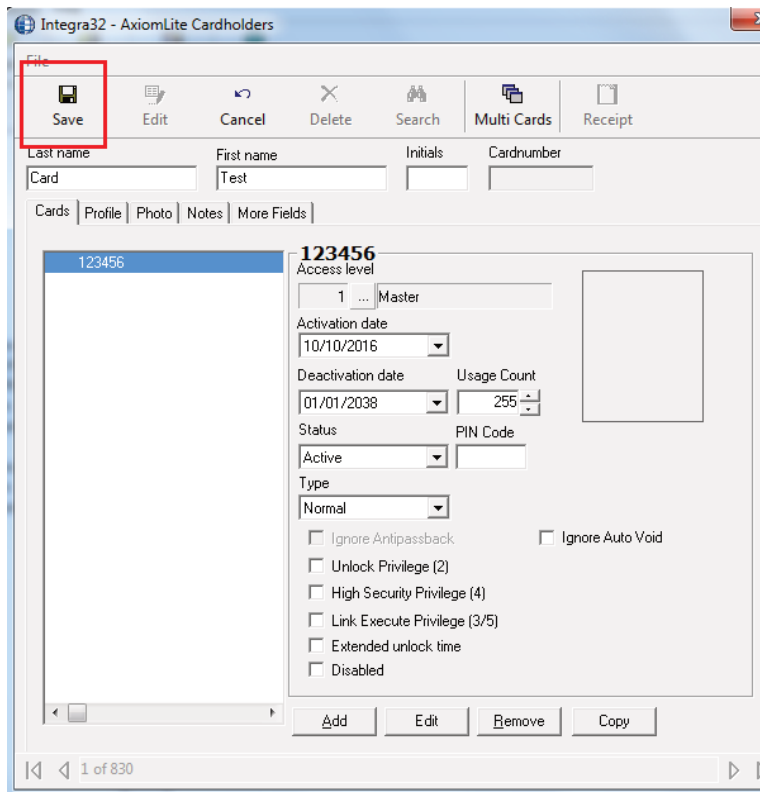


You will now see the card number in the window on the left hand side. Just to the right of the card number is where the **Card Access Level** is selected.

Select the '...' browsing icon to open the window below, and select the desired **Access Level**.



TGAL4 – Adding/Setting up Cards



Now return to the top of the Window and select **Save**.

Repeat the above to add additional cards.