

# **RBH**

# **Badging**

*Card Badging Module*

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## ***BADGING MANUAL***

**Integra 32™**  
A SECURITY MANAGEMENT SOLUTION BY RBH

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## **RBH ACCESS TECHNOLOGIES INC.**

2 Automatic Road, Suite 108  
Brampton, Ontario  
CANADA  
L6S 6K8

Tel: (905) 790-1515  
Fax: (905) 790-3680  
Email: [info@rbh-access.com](mailto:info@rbh-access.com)  
WWW: [www.rbh-access.com](http://www.rbh-access.com)

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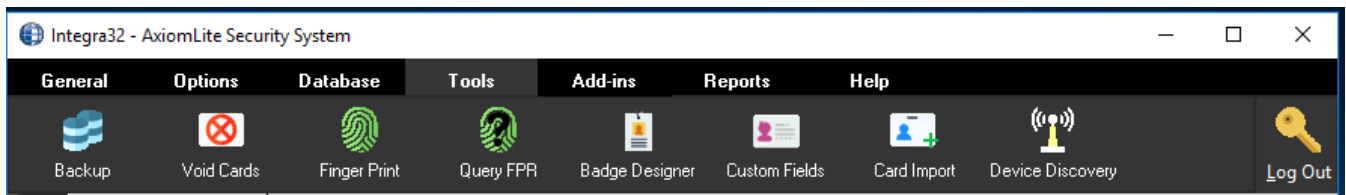
# Card Templates`

RBH's Badging module<sup>1</sup> can be run from either Integra32™ or from AxiomV™. This module is used to create cardholder badges. Capturing cardholder pictures and printing the badges are included in this module. Although Icons used for Badging are different in the two systems, the Badging module itself is the same.

## Integra32™



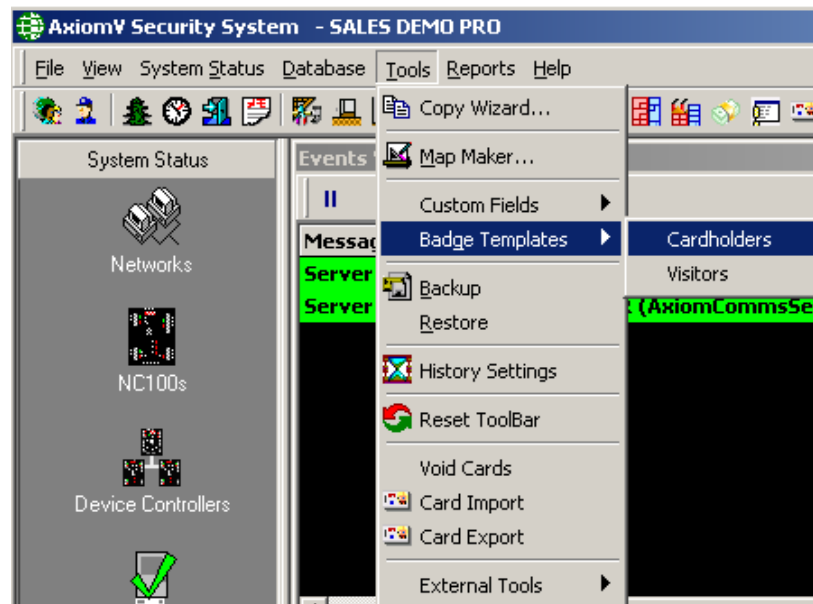
Click *Badge Designer* under *Tools* to open the template design screen.



## AxiomV™



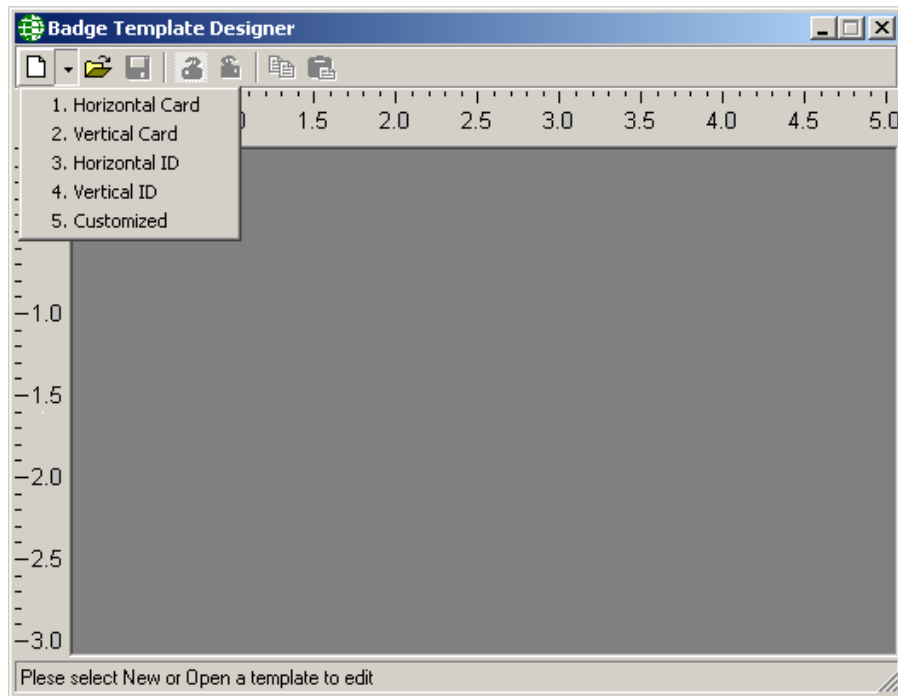
Click *Badging Template* to open the template design screen. *Badging Templates* will be under *Tools*, it also could have been added to the toolbar.



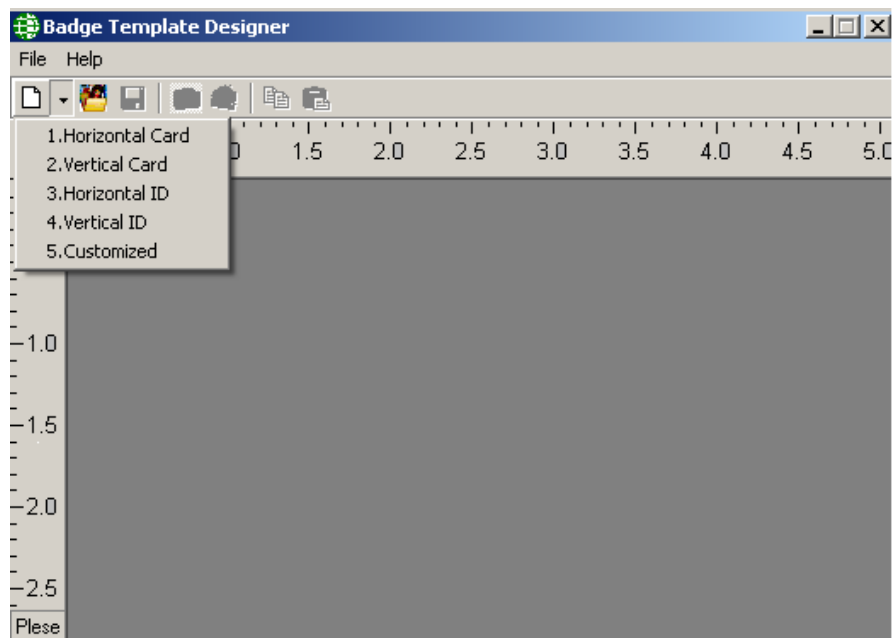
<sup>1</sup> Require Badging Licence

## Badging Template Designer

Regardless of which RBH system you have the *Badging Template Designer* works same way just have different Icons on the toolbar. The designer screen in AxiomV™ will appear as shown below:



## Integra32™





### ***New Template***

Click on the down arrow to choose from the menu the size and orientation of the card template to be created.

1. Horizontal Card (Width 3.36", Height 2.18")
2. Vertical Card (Width 2.18", Height 3.36")
3. Horizontal ID (Width 3.50", Height 2.11")
4. Vertical ID (Width 2.11", Height 3.50")
5. Customized (Size set by user)



### ***Open***

To edit or view an existing template, click on *Open*.



### ***Save***

To save the current template, click on *Save*.



### ***Card Front***

Clicking on *Card Front* will switch the card view to show the front of the card.



### ***Card Back***

Clicking on *Card Back* will switch the card view to show the back of the card.



### ***Copy***

*Copy* is used to create duplicate boxes on a card. If you need two *Text* boxes the same size, you can make a copy of the one you created to create the other. You can then edit box to have different data entered into each box.

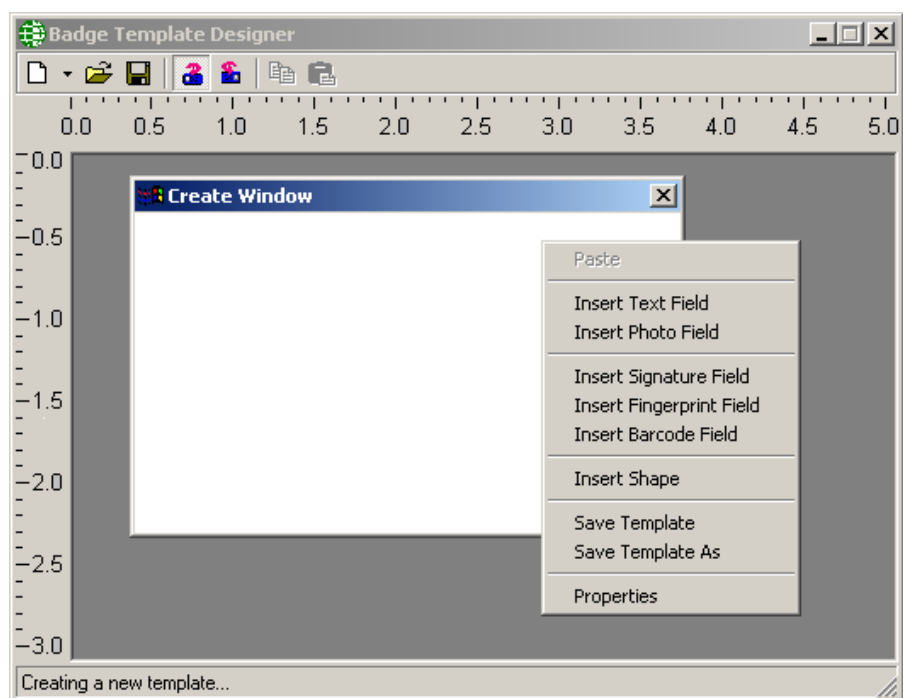


### ***Paste***

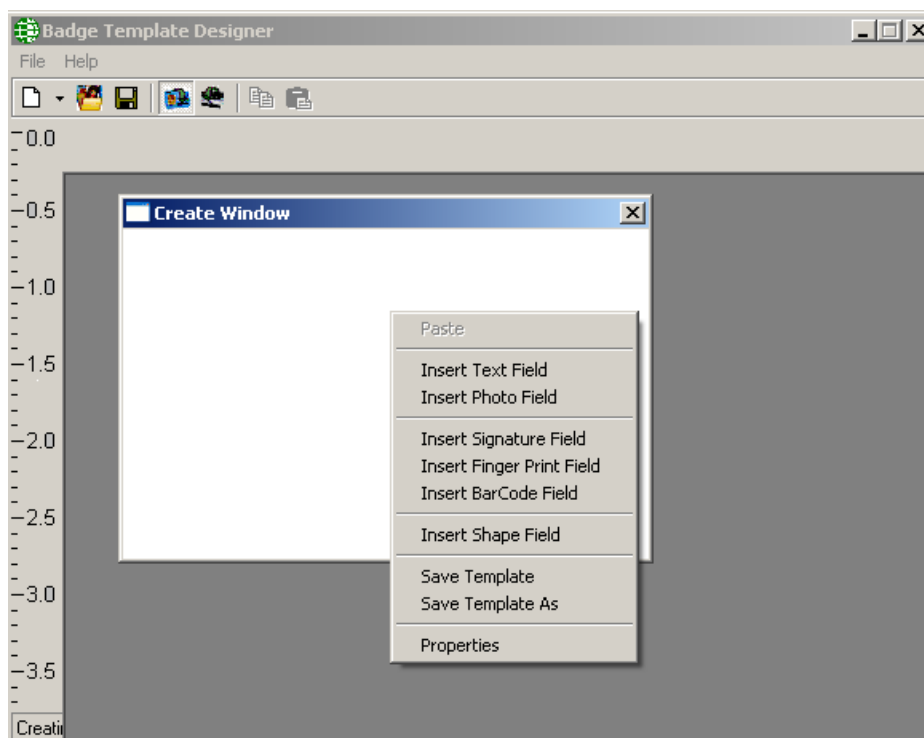
Clicking *Paste* will actually create the copy.

## Create a Badge

AxiomV™

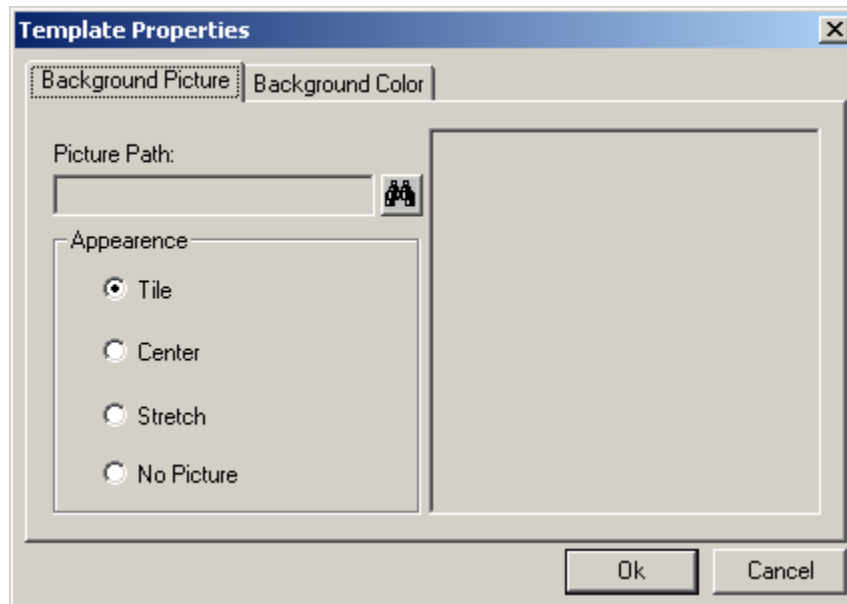



## In Integra32™



To create a badge template:

- Select the size and the orientation for the template.
- Right click on the card image to pop-up a menu where you can select *Properties* to choose a background picture or a background color for the card template.

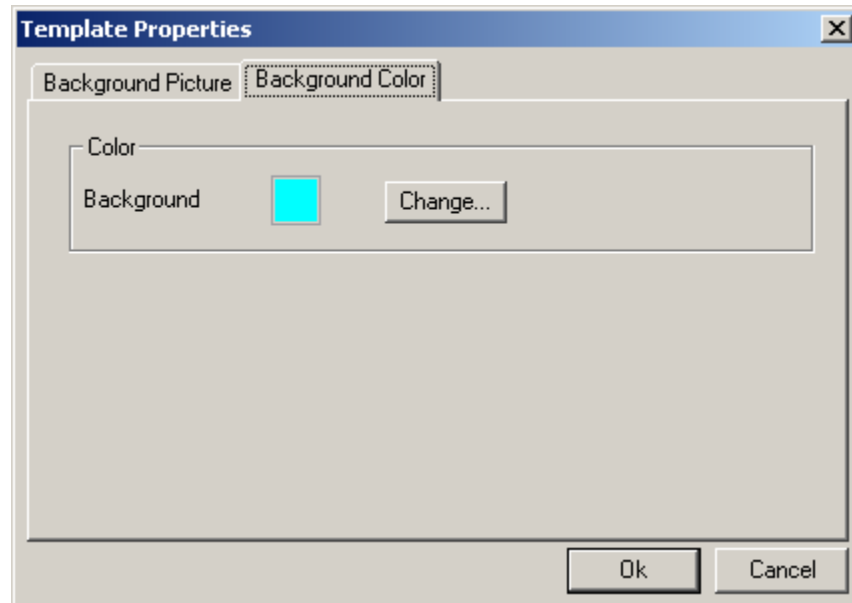


The *Background Picture* tab allows you to add a background picture to the card template. Use the *Find* button [  ] to browse for a picture and set its appearance as *Tile*, *Center*, or *Stretch*. *No Picture* is used to remove a previously chosen picture. This feature can be appropriately used to select the company logo, picture of the company building and such similar images as the background picture for the card template.

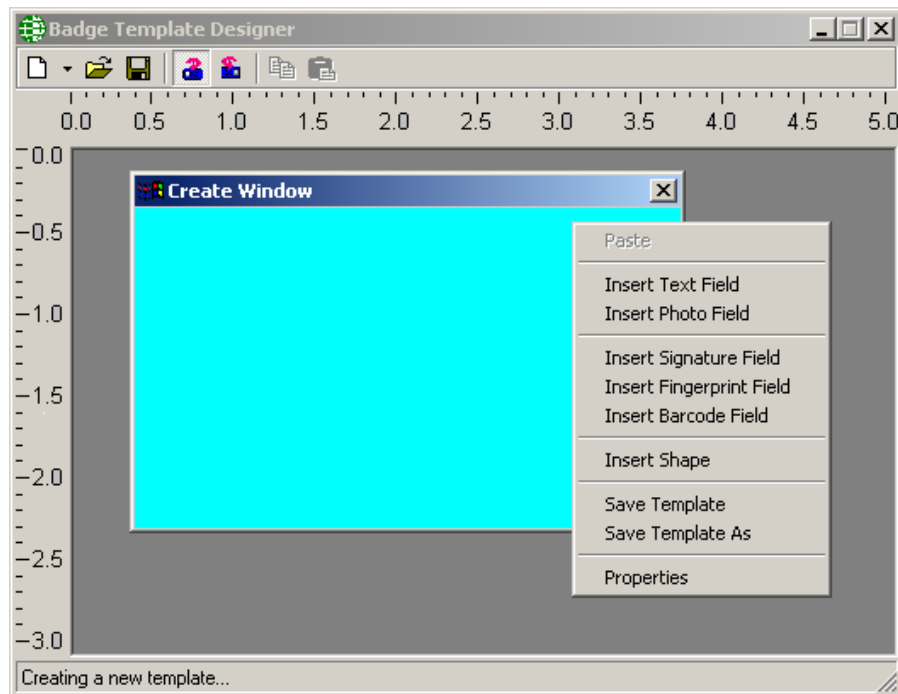




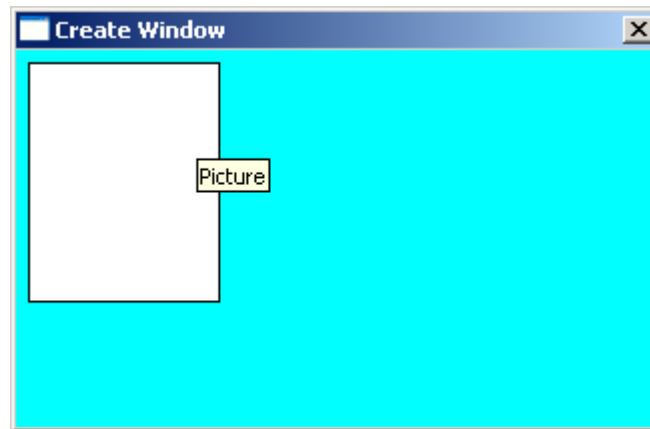
The *Background Color* tab will allow you to add a solid colour to the background of your card. Choose a colour by clicking on the *Change* button.



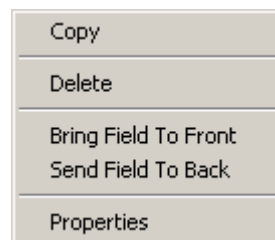
- After setting up the card's background, right click on the card template again to insert one of the fields available.



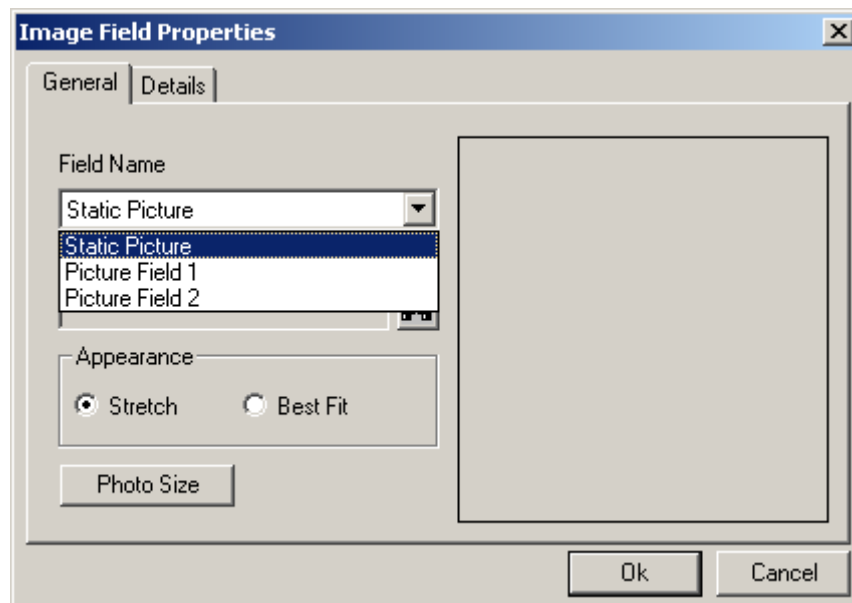
- Select *Insert Photo Field* to insert a picture field in the card template.




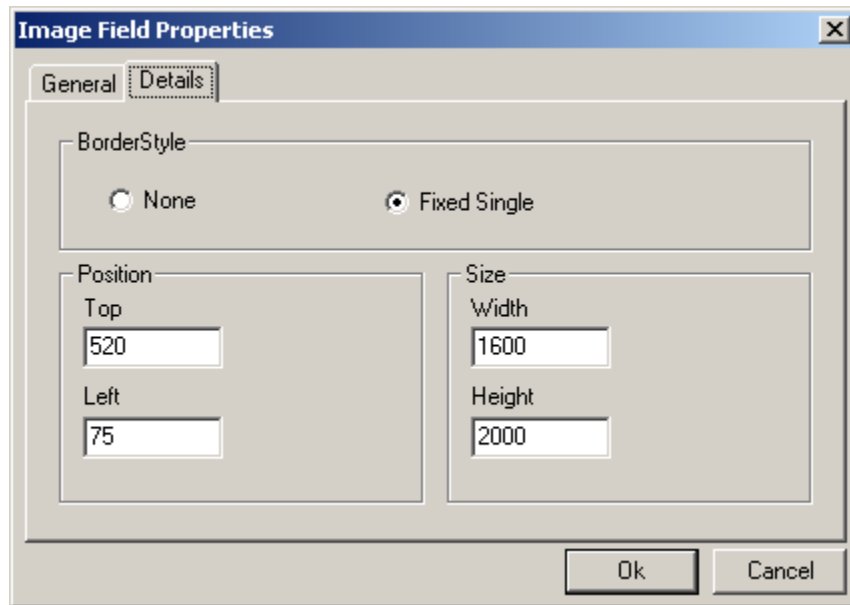
- Right click on the *Picture* box and select *Properties*.



***You can arrange overlapping boxes on your card template with *Bring Field to Front* and *Send Field to Back*.***

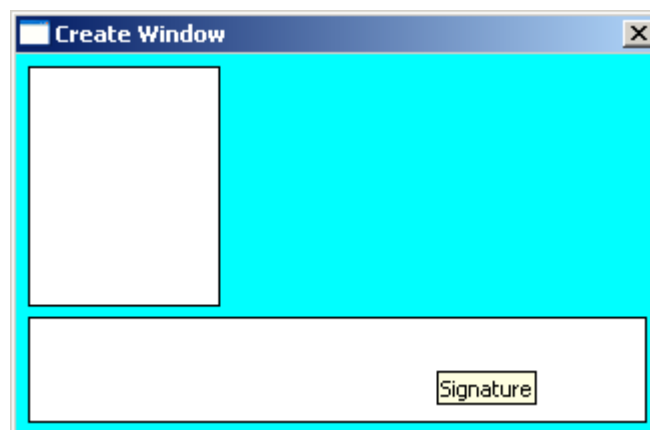


A *Static Picture* is usually something like a company logo, (use the *Find* button  to browse for the required picture.) while *Picture Field* will insert the cardholder's picture. *Best Fit* will display the picture in its actual size and *Stretch* will fill the available space completely with the picture. The default picture box size is 1440 by 1800 (that's a standard portrait ratio of 1:1¼). The *Photo Size* button changes the box size to 1600 by 2000.

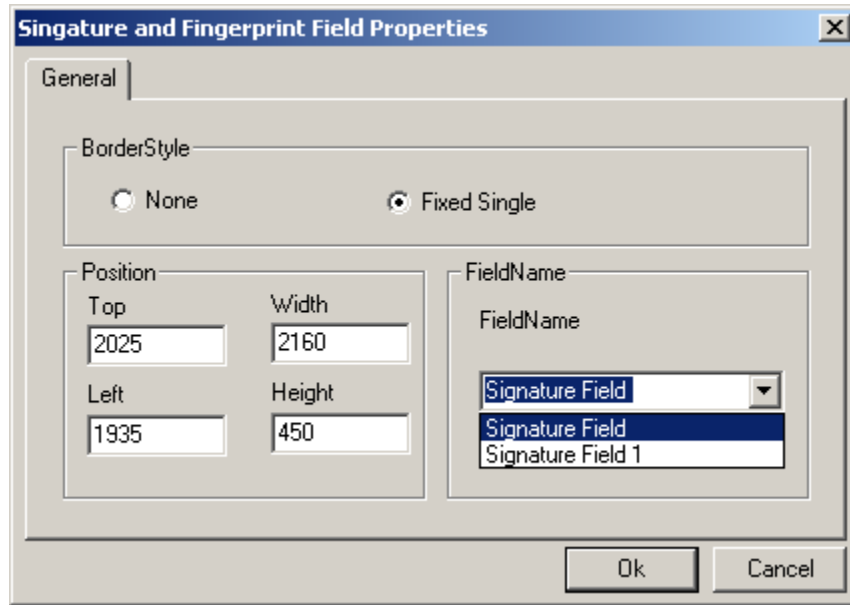


Under the Details tab you can choose to have a border around the picture box. You can adjust the size and position of the box as well.

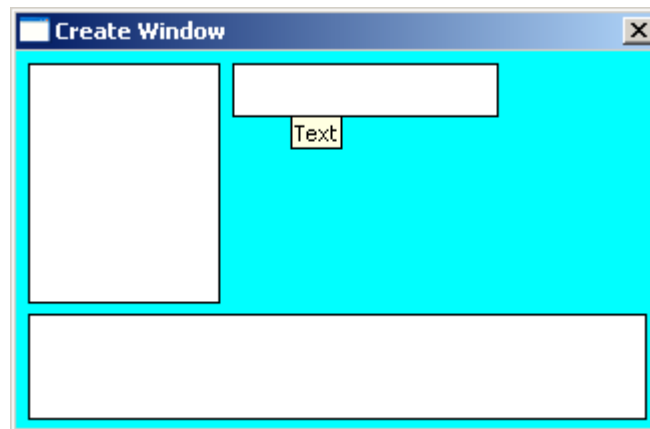
- Next add a Signature/fingerprint box the same way you added the picture box.



- Right click on the Signature box and set the properties for signature box as you did for the picture box. Signature and Fingerprint boxes only have one tab in their properties. You can set the size & position of signature/fingerprint box either by stretching and moving the box in the card template itself or by setting its position in the properties window.



- Add *Text* boxes the same way that you've added the *Picture* and *Signature* boxes.



A *Text* box like *Picture* boxes can have fields inserted from the cardholders' database, or it can have static (or fixed) text.

**Text Field Properties**

General Details

Field Name: Static Text

Static Data: [Empty text box]

☐ Inverted

Position: Top (1185), Left (1770)

Size: Width (1695), Height (375)

Alignment: ☒ Left, ☐ Right, ☐ Center

Ok Cancel

*Size and Position can be set exactly and Alignment can be configured.*

**Text Field Properties**

General Details

Field Name: LastName

☐ Inverted

Position: Top (90), Left (1620)

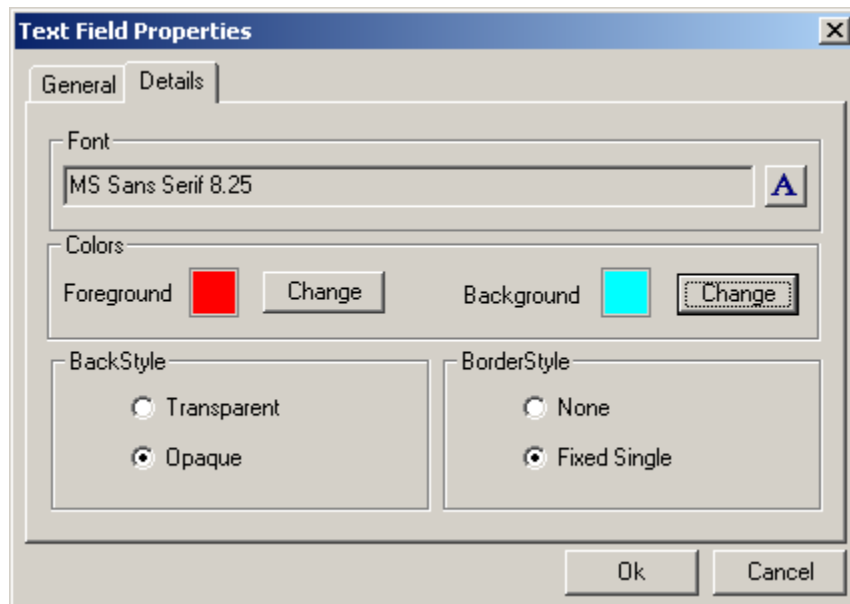
Size: Width (2000), Height (400)

Alignment: ☐ Left, ☐ Right, ☒ Center

Ok Cancel

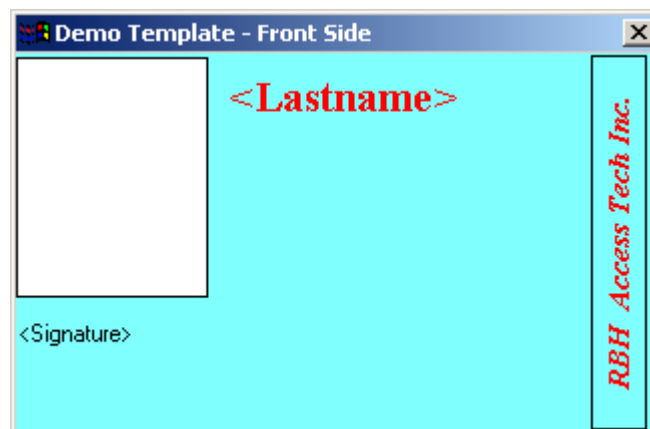
*Text Details* tab is where the font for the text can be changed. *Foreground* colour will change the colour of the text itself, while *Background* colour will change the background in the text box only. A pure white background will not be printed; therefore the card background will show around the text. To print a white background change the colour to something that is close but not pure white.

If you have selected a background colour for the card template, you would probably like to have the same colour selected as the background for the text box.

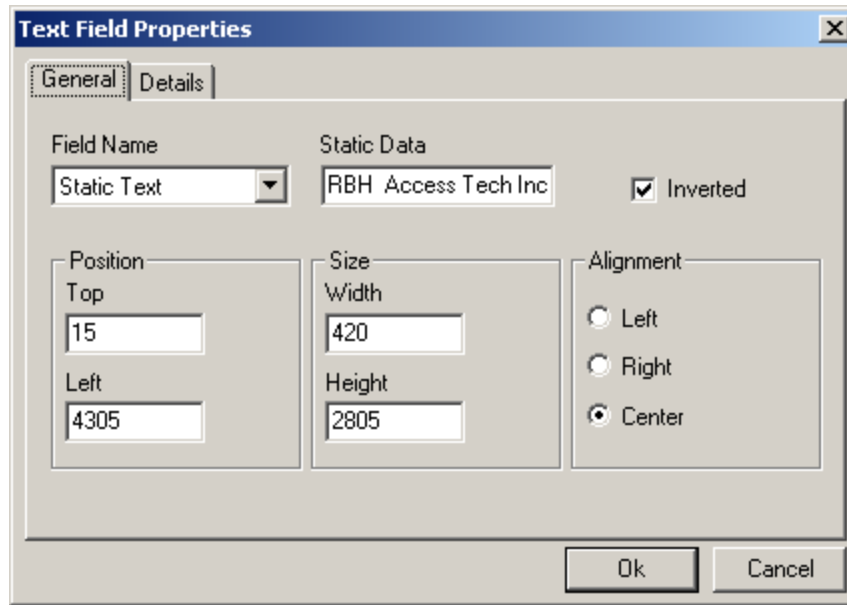


RBH Badging Module also supports what is called *Vertical Text*.

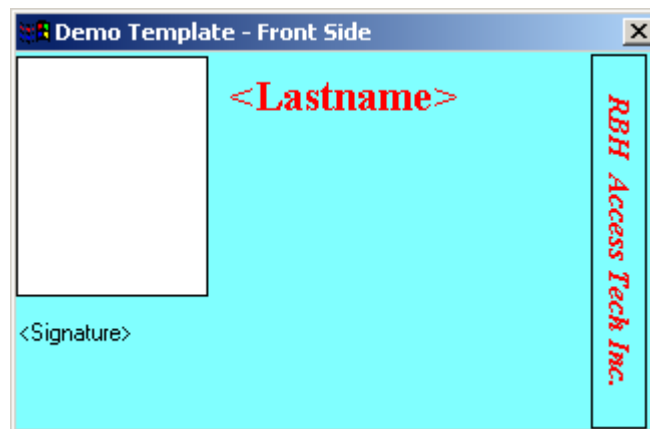
In *Text* boxes that are taller than they are wide (and have a TrueType font selected) the text will be rotated 90° (or 270° if the *Inverted* box is checked).



*Only TrueType fonts can be rotated.*



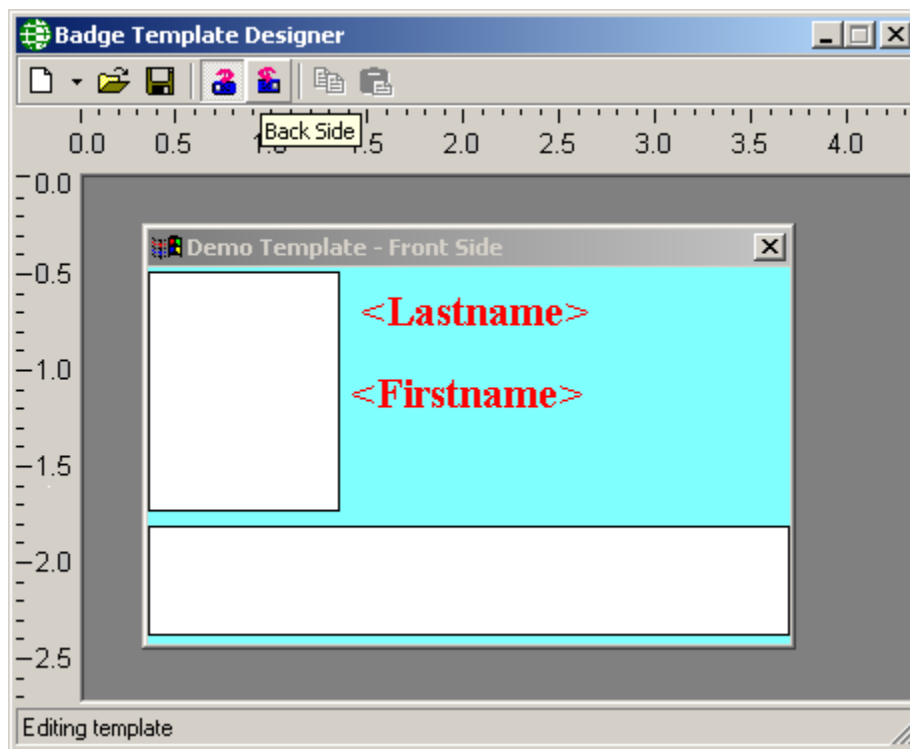
The same text can be rotated 270° if the *Inverted* Box is checked in the *Text Field Properties* Window.



*The inverted Box is visible only if the text selected is vertical.*



When you are finished with the front of your card flip it over by clicking on the backside button in *Badge Template Designer* window and do the backside.



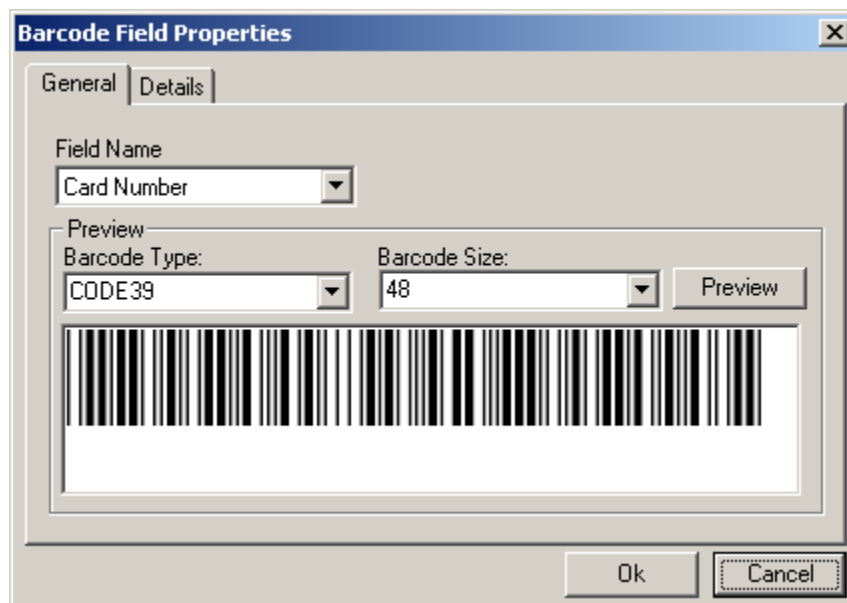
You will have to save your template before flipping to the backside of the template.

- The same procedures apply to the back that applied to the front.
- Add *Bar Code* field the same way that you've added the *Text*, *Picture* and *Signature* boxes

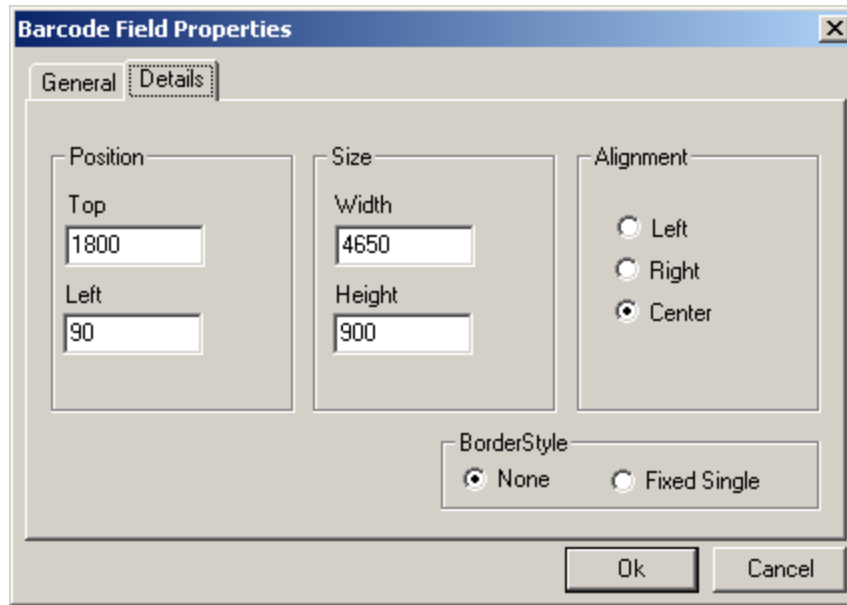




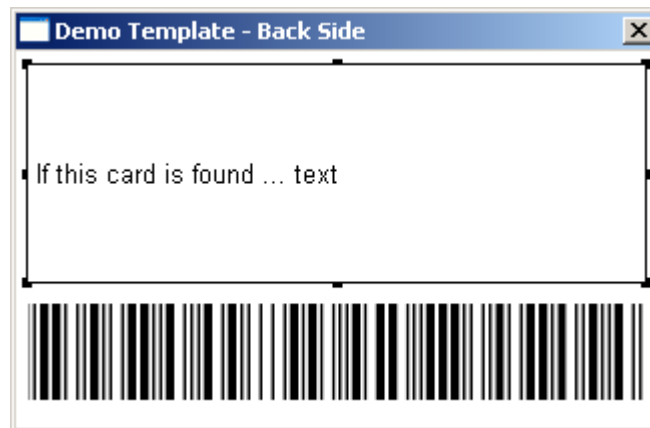
To add a barcode you will need to install the required barcode font. Select from the list under *Barcode Type* and choose a *Barcode Size*. Select under *Field Name* the source of the data for the barcode. You have the option to select *Static Text* or one of the Cardholder's fields, as the field for *Barcode*, same as in case of *Text Field*. *Preview* will show you how the barcode will appear.



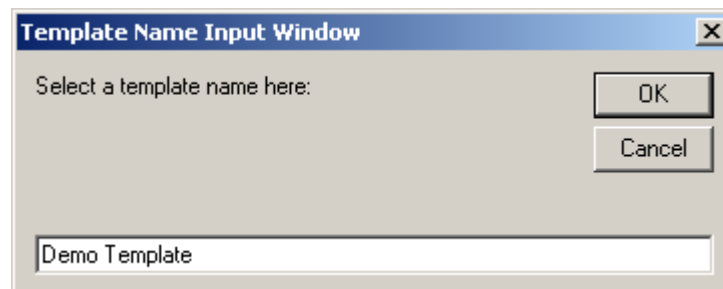
The *Details* tab allows you set the *Size*, *Position*, and *Alignment* for the Barcode box. Border or no border is also selected here.

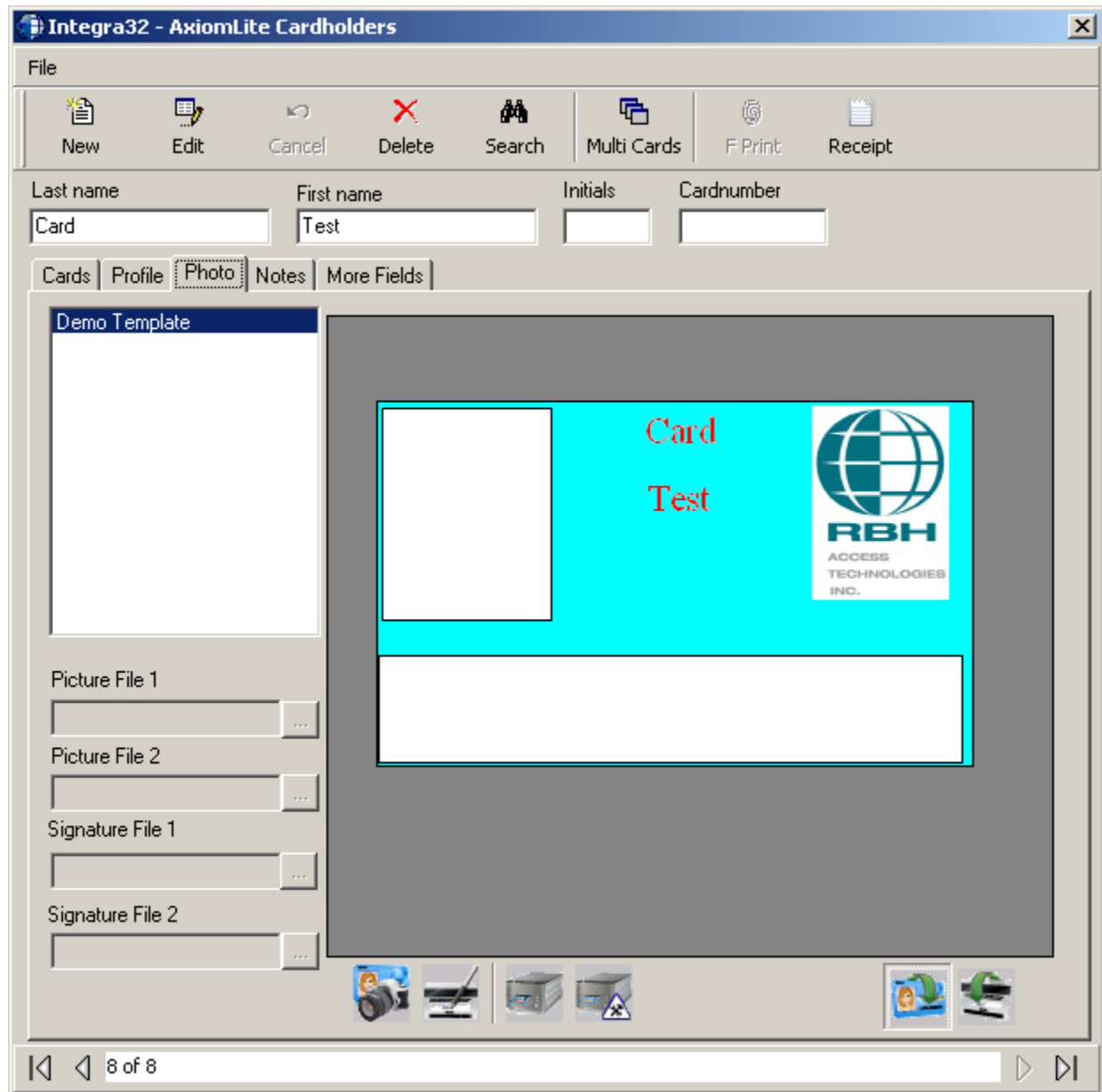


You can add extra text in a *Text* box one line at a time, or you could create a bitmap with multiple lines and add it as a picture.



When you have completed your design it is recommended that you save it. It can then be used with RBH database to display cardholders and print cards.

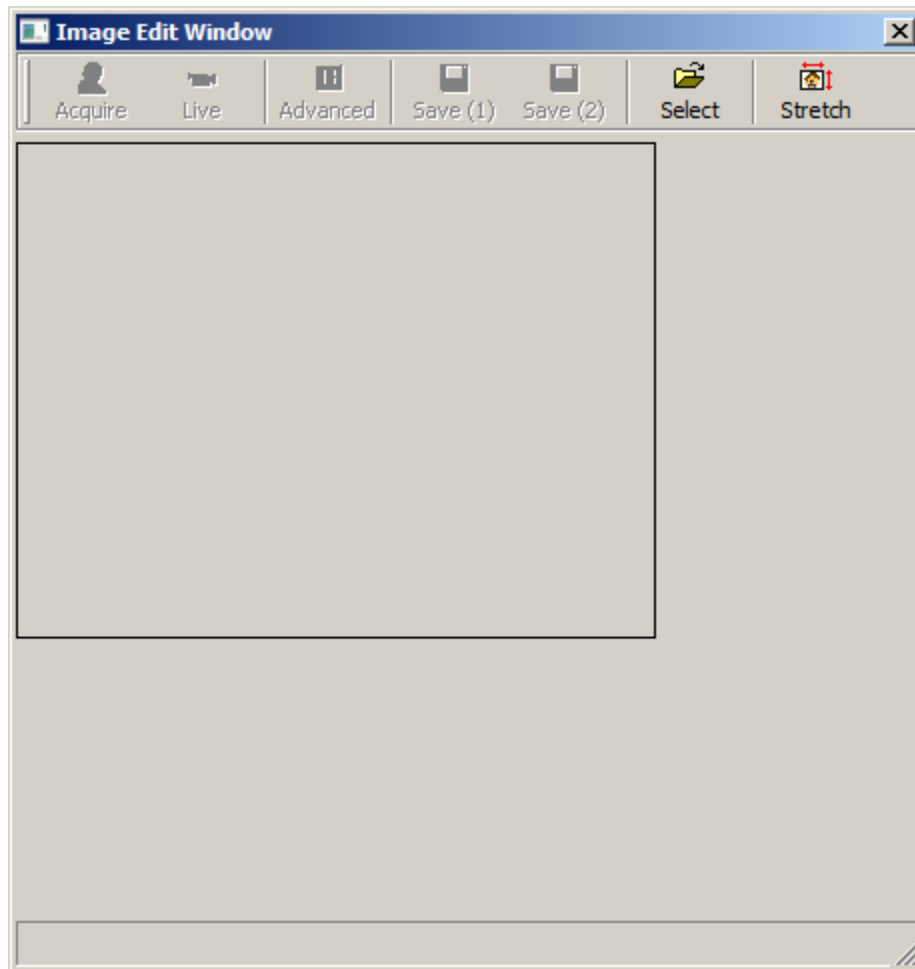


**Integra32™ Capture**

In the Integra32™ software, open the *Cardholder* screen and click on the *Photo* tab. Find the cardholder you are to work on. If you have more than one card template, select a template to work with and then click *Edit*.



## Take Picture



From the *Image Edit Window* you can either *Select* a previously taken still picture, or can *Acquire* a picture from a live feed. If you have a live video feed it will be shown on this screen immediately. Clicking on *Acquire* will freeze the picture and *Live* will restore the live view (if you don't like the frozen screen).

*Stretch* will toggle the screen view between showing the picture fitted into the window, and showing the picture its actual size.

Clicking on *Advanced* will open up a screen for advance setting for the video picture.

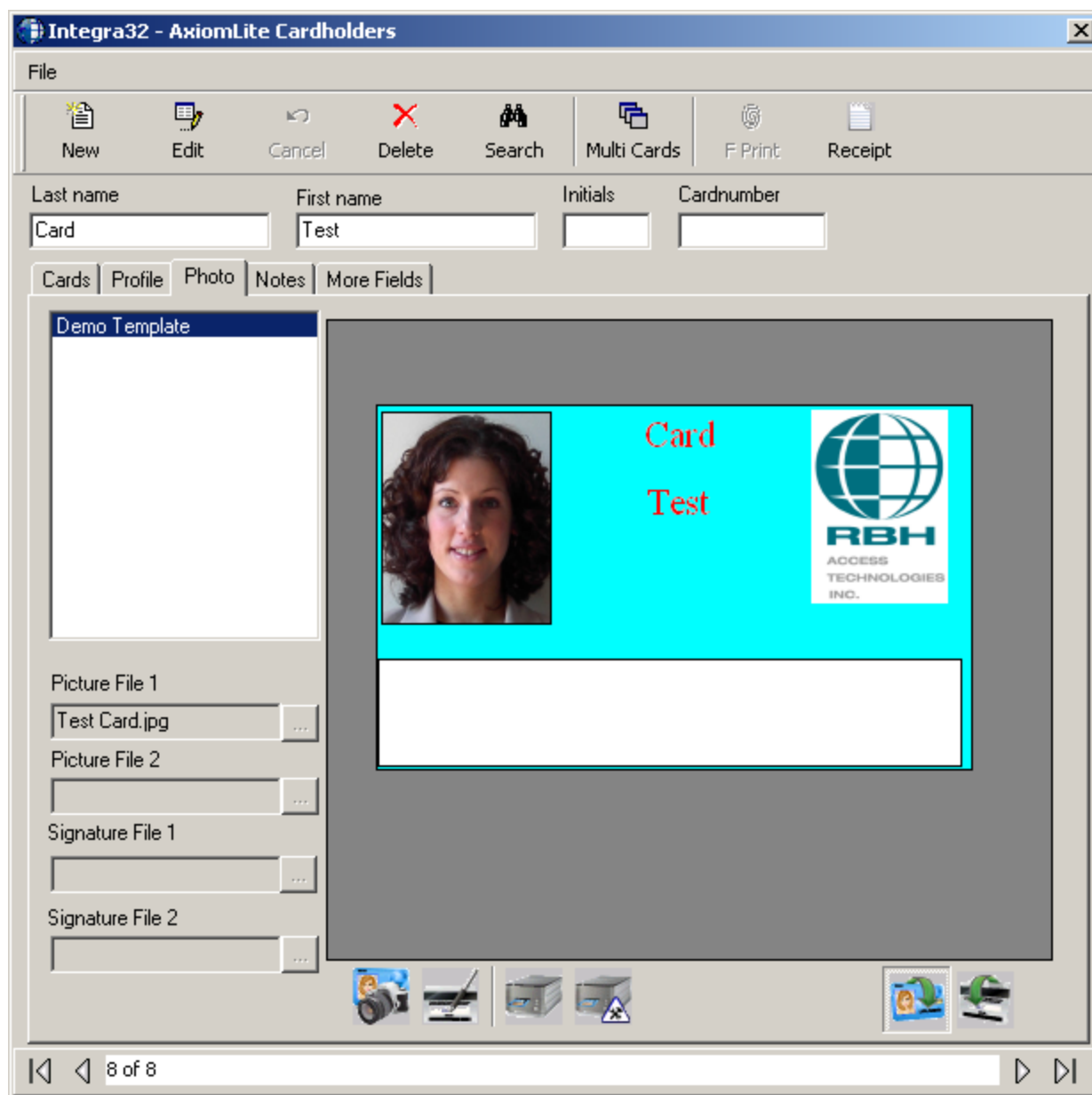
Whether you have selected a still picture or captured a live picture from a video feed you will need to crop the picture.



Click on the picture to bring up a box indicating the actual area to be saved. Portraits are best if kept at a 1:1¼ aspect ratio.



When you are happy with the capture area (and aspect ratio) click *Save (1)* or *Save (2)* to store the image. The image is stored and related to the cardholder currently selected.



## **AxiomV™ Capture**

In the AxiomV™ software, go to the *Cardholder* screen and click on the *Photo* tab. The screen will look different from the Integra32™ screen but has the same basic functionality.

**Cardholders**

New Edit Apply Cancel Copy Delete Delete SAL Iris Finger Prints

Card Number: 1600 Last Name: Test First Name: Card Initials:

Cardholder Type:

General Personal Options CodeLinks Company Photo custom

Demo Template

Test Card

RBH ACCESS TECHNOLOGIES INC.

Picture(1) File Path: Signature File (1) Path:

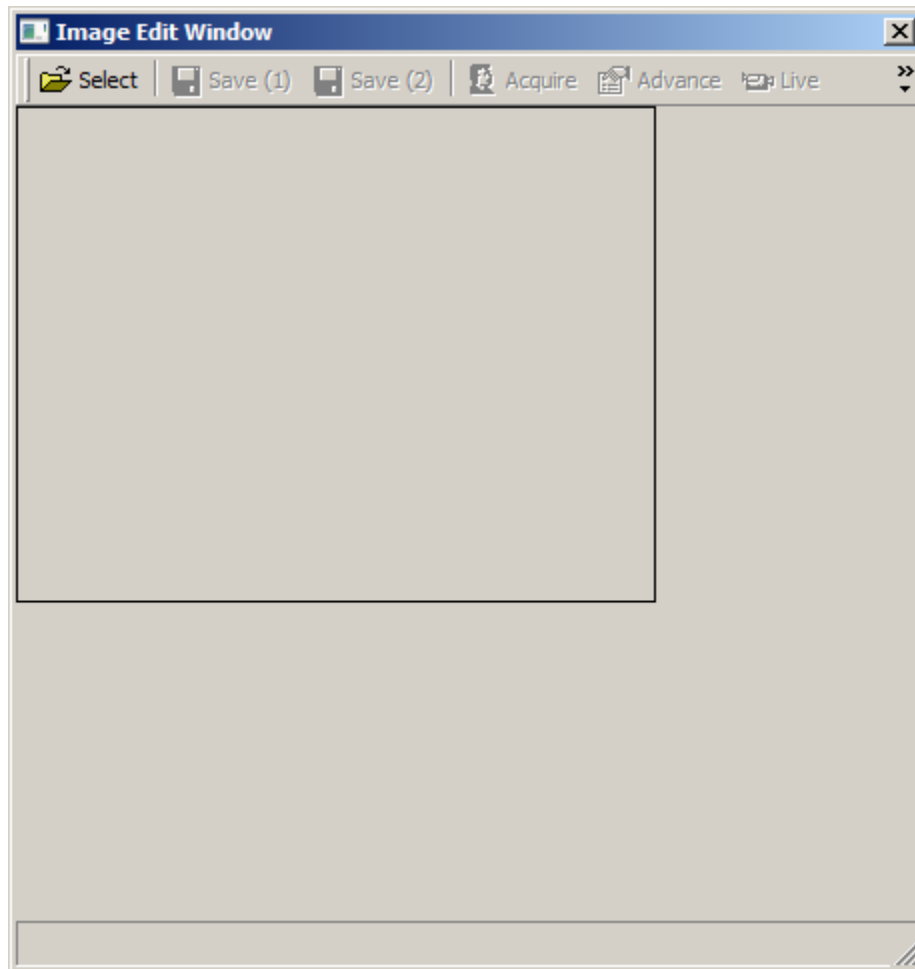
Picture(2) File Path: Signature File (2) Path:

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## Take Picture



From the *Image Edit Window* you can either *Select* a previously taken still picture, or can *Acquire* a picture from a live feed. If you have a live video feed it will be shown on this screen immediately. Clicking on *Acquire* will freeze the picture and *Live* will restore the live view (if you don't like the frozen screen).

*Stretch* will toggle the screen view between showing the picture fitted into the window, and showing the picture its actual size.

Clicking on *Advance* will open up a screen for advance setting for the video picture.

Whether you have selected a still picture or captured a live picture from a video feed you will need to crop the picture.



Click on the picture to bring up a box indicating the actual area to be saved. Portraits are best if kept at a 1:1¼ aspect ratio.



When you are happy with the capture area (and aspect ratio) click *Save (1)* or *Save (2)* to store the image. The image is stored and related to the cardholder currently selected.

**Cardholders**

New
 Edit
 Apply
 Cancel
 Copy
 Delete
 Delete SAL
 Iris
 Finger Prints

Card Number: 1600
 Last Name: Test
 First Name: Card
 Initials:

Cardholder Type:

General | Personal | Options | CodeLinks | Company | Photo | custom

**Demo Template**

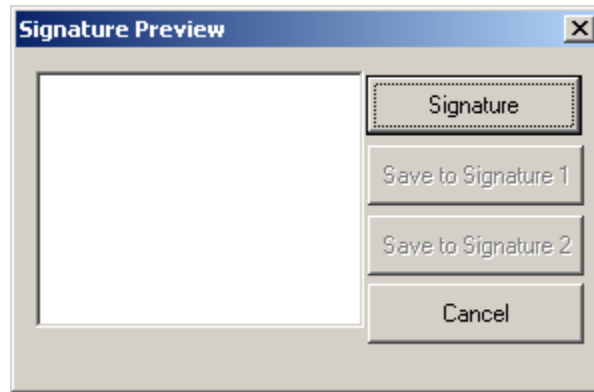
Picture(1) File Path: Test Card.jpg
 Signature File (1) Path:  ...

Picture(2) File Path: 
 Signature File (2) Path:  ...

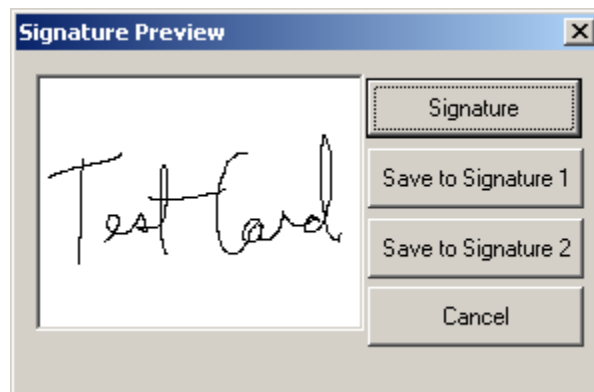
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*Get Signature*



*Get Signature* will bring up the *Signature Preview* window. This window will look different depending upon what signature device is selected in the badge tab of system settings window. *Cancel* will close the *Signature Preview* window without saving, while *Signature* will bring up a full white screen.



After the signature has been entered on the screen, press the *Spacebar* to preview the signature. *Save to Signature 1* or *Save to Signature 2* will store the signature and relate it to the current cardholder.



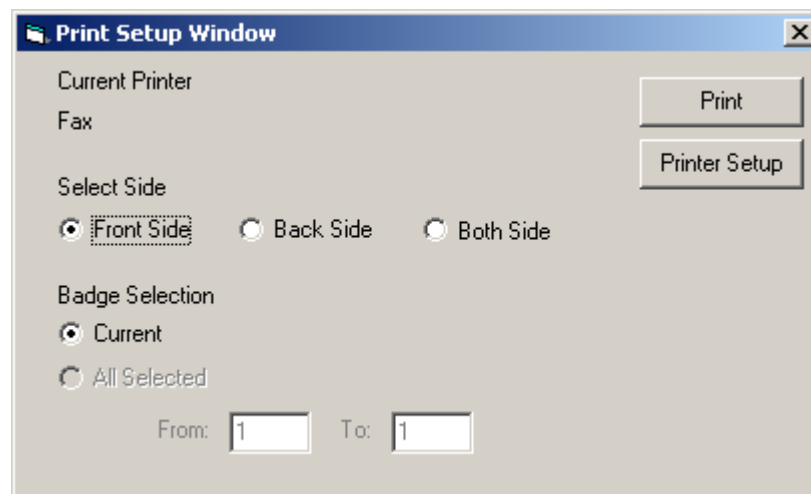
### ***Print Card***

Click on *Print Card* to print the shown card for the current cardholder.



### ***Setup Printer***

The Print Setup Window is used to configure the printer (front, back, or both sides). The *Printer Setup* button will take you to the operating system's printer setup so you can change printer or go into more advance configuration.



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