



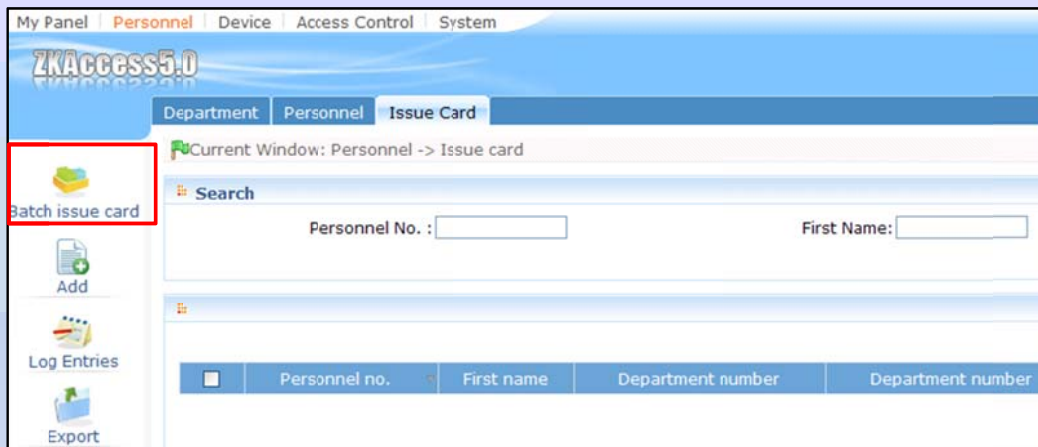
Batch Issue Cards in ZKAccess

ZKAccess provides more than one way to issue cards for registered personnel. Manually entering the card number one by one is too inconvenient and time-consuming when dealing with a great number of people. Therefore ZKAccess provides the Batch Issue Cards function.

To use this function, a connected Access Control Terminal or Desktop USB Card Reader is needed.

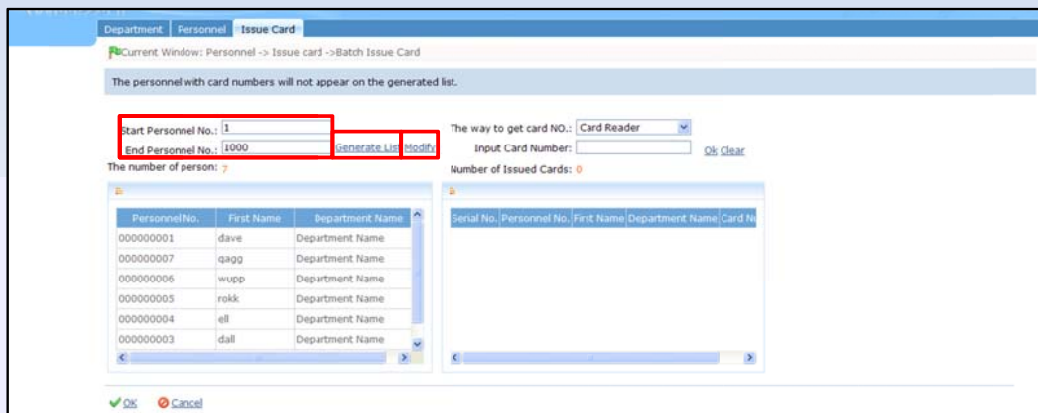
Generate List

1. Click the [Batch issue card] option on [Personnel—Issue Card] interface.



2. Enter the [Start Personnel No.] and [End Personnel No.]. Then click [Generate List]. The personnel who don't have card numbers in the system will show in the list section.

If you want to amend entries click [Modify].



3. Select Card Reader or Access Control Panel in [The way to get card NO.] option.



Batch Issue Cards

① When **Card Reader** is selected, put the cursor in the [Input Card Number] field and swipe the cards on the connected Card Reader.

Current Window: Personnel -> Issue card -> Batch Issue Card

The personnel with card numbers will not appear on the generated list.

Start Personnel No.: 1
End Personnel No.: 1000
Generate List Modify

The way to get card No.: **Card Reader**
Input Card Number:
Ok Clear

The number of person: 0
Number of Issued Cards: 7

Personnel No.	First Name	Department Name	Card Number
00000002	lori	Department Name	0000178110
00000003	dall	Department Name	0000187664
00000004	ell	Department Name	0000177382
00000005	roik	Department Name	0000029680
00000006	wupp	Department Name	0000031253
00000007	qagg	Department Name	0000023139

OK Cancel

The card number of issued cards will be matched to the personnel list automatically, as shown. Select [OK] after issuing.

② When **Access Control Panel** is selected, select the Access Control Terminal from the [Position of swiping card] dropdown list.

Current Window: Personnel -> Issue card -> Batch Issue Card

The personnel with card numbers will not appear on the generated list.

Start Personnel No.: 1
End Personnel No.: 1000
Generate List Modify

The way to get card No.: **Access Control Panel**
Position of swiping card: 192.168.3.201-1
Start to read
De-Delete OK

The number of person: 7
Number of Issued Cards: 7

Personnel No.	First Name	Department Name
00000007	qagg	Department Name
00000006	wupp	Department Name
00000005	rokk	Department Name
00000004	ell	Department Name
00000003	dall	Department Name
00000002	lori	Department Name

Serial No.	Personnel No.
<input checked="" type="checkbox"/>	192.168.3.201
<input type="checkbox"/>	192.168.3.201-4
<input type="checkbox"/>	192.168.3.201-3
<input type="checkbox"/>	192.168.3.201-2
<input checked="" type="checkbox"/>	192.168.3.201-1

OK Cancel

Click [Start to read] and swipe the cards on the terminal. The result will be the same as ①.

2011/08/08

Current Window: Personnel -> Issue card -> Batch Issue Card

The personnel with card numbers will not appear on the generated list.

Start Personnel No.: The way to get card NO.:

End Personnel No.: [Generate List](#) [Modify](#) Position of swiping card: **Stop to read**

The number of person: 0 Number of Issued Cards: 7

Personnel No.	First Name	Department Name

Serial No.	Personnel No.	First Name	Department Name	Card
7	000000001	dave	Department Name	187664
6	000000002	lori	Department Name	178110
5	000000003	dal	Department Name	28868
4	000000004	ell	Department Name	26755
3	000000005	rokk	Department Name	23139
2	000000006	wupp	Department Name	31253

When issuing is complete, click [Stop to read] and [OK].

The issued card will be recorded in the [Personnel—Issue Card] interface.

The record shows information for the issued personnel and the issue date.

Personnel no.	First name	Department number	Department number	Card number	Issue card date
<input type="checkbox"/> 000000001	dave	1	Department Name	187664	2011-08-08
<input type="checkbox"/> 000000002	lori	1	Department Name	178110	2011-08-08
<input type="checkbox"/> 000000003	dal	1	Department Name	28868	2011-08-08
<input type="checkbox"/> 000000004	ell	1	Department Name	26755	2011-08-08
<input type="checkbox"/> 000000005	rokk	1	Department Name	23139	2011-08-08
<input type="checkbox"/> 000000006	wupp	1	Department Name	31253	2011-08-08
<input type="checkbox"/> 000000007	qagg	1	Department Name	29680	2011-08-08

You can check the issuing result in the [Personnel—Personnel] section. As shown below, the personnel who did not have card numbers previously now all have a card numbers.

Personnel no.	First name	Department number	Department name	Gender	Number of Fingerprints	Card number	Related operations
<input type="checkbox"/> 000000001	dave	1	Department Name	0	0	187664	Edit Delete
<input type="checkbox"/> 000000002	lori	1	Department Name	0	0	178110	Edit Delete
<input type="checkbox"/> 000000003	dal	1	Department Name	0	0	28868	Edit Delete
<input type="checkbox"/> 000000004	ell	1	Department Name	0	0	26755	Edit Delete
<input type="checkbox"/> 000000005	rokk	1	Department Name	0	0	23139	Edit Delete
<input type="checkbox"/> 000000006	wupp	1	Department Name	0	0	31253	Edit Delete
<input type="checkbox"/> 000000007	qagg	1	Department Name	0	0	29680	Edit Delete