

RBH Badging

Card Badging Module

BADGING MANUAL

**new generation
building security**



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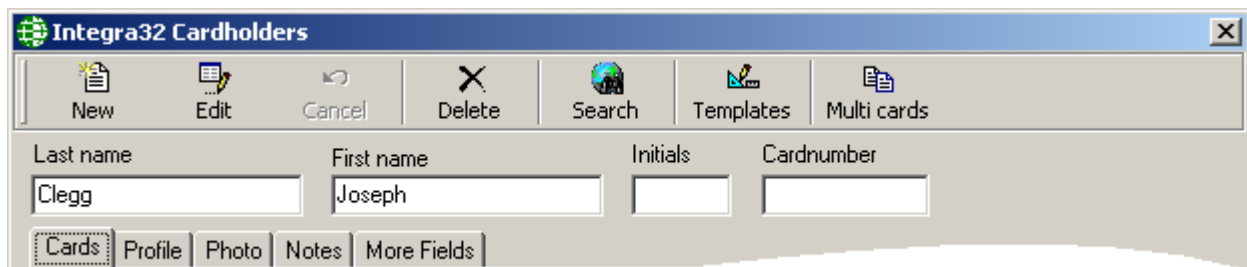
Card Templates

RBH's Badging module 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 accessing Badging is different in the two systems, the Badging module itself is the same.

Integra32™



Click the *Templates* button on the toolbar in the cardholder screen to open the template design screen.



AxiomV™

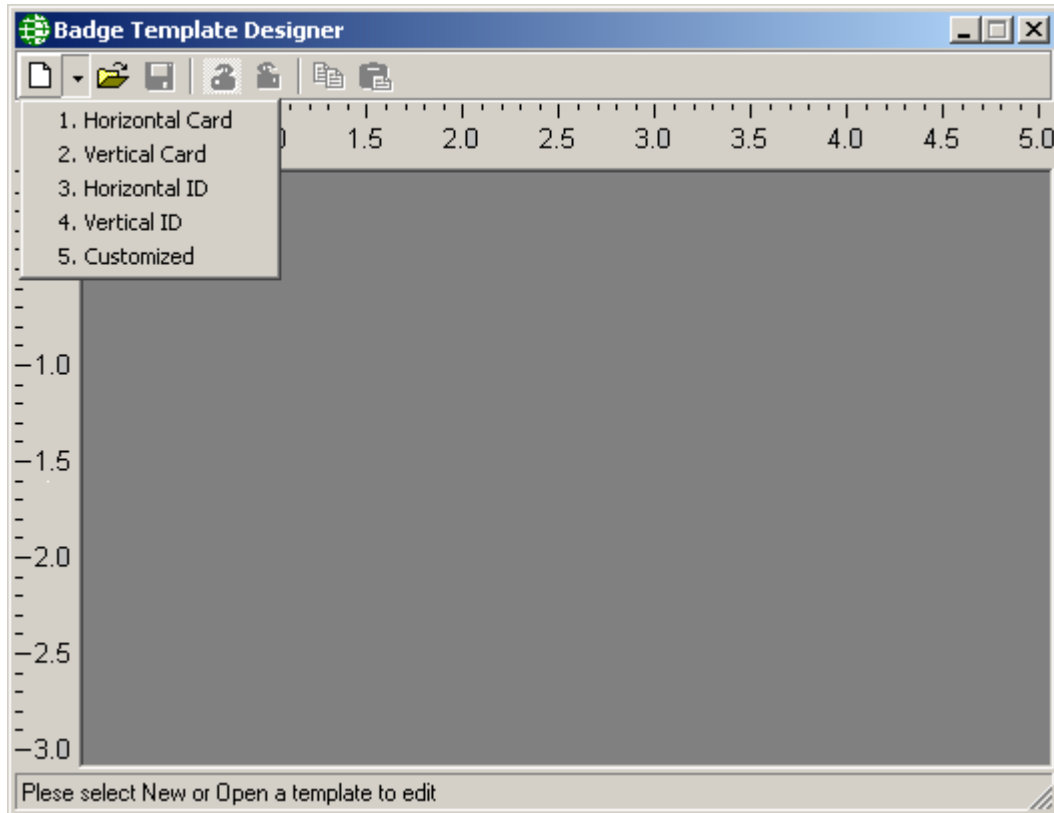


Click *Badging Template* to open the template design screen. *Badging Templates* will be under *Tools*, it also could have been added to the toolbar.



Badging Template Designer

Regardless of which RBH system you have the *Badging Template Designer* screen will appear as shown below.



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

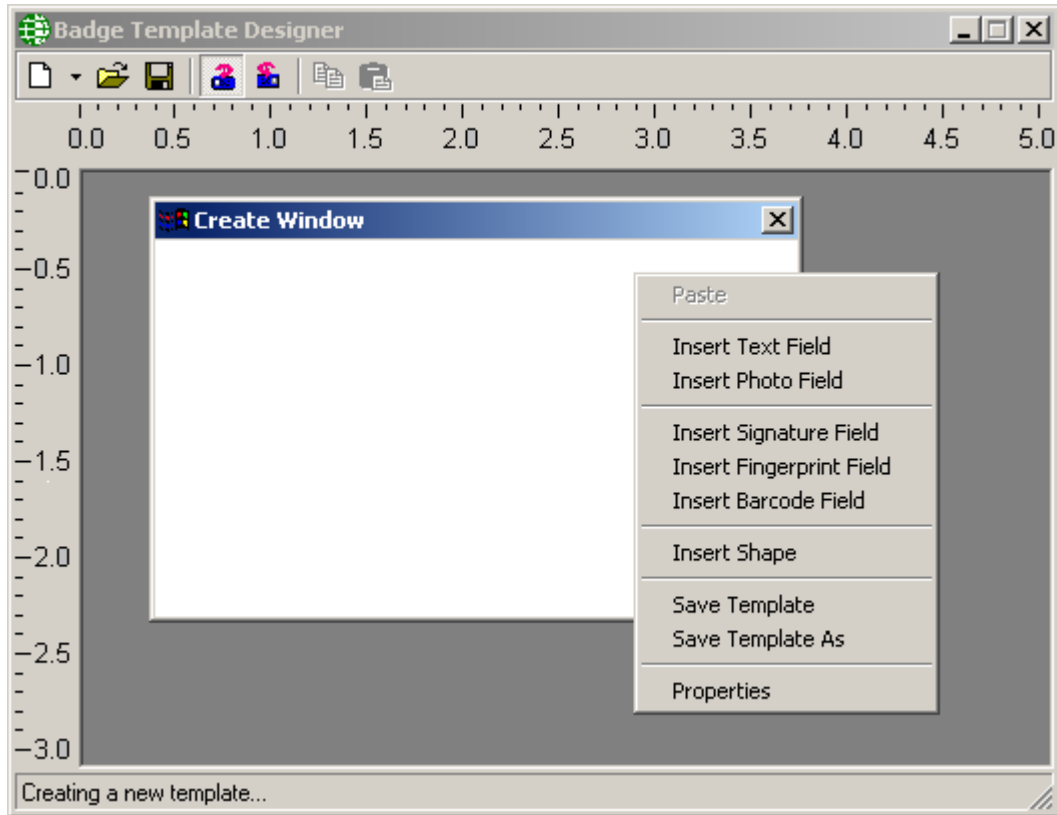
Copy is used to create duplicate boxes on a card. If you need two *Text* boxes the same size, you can make a copy of the one you created to create the other. You can then edit box to have different data entered into each box.



Paste

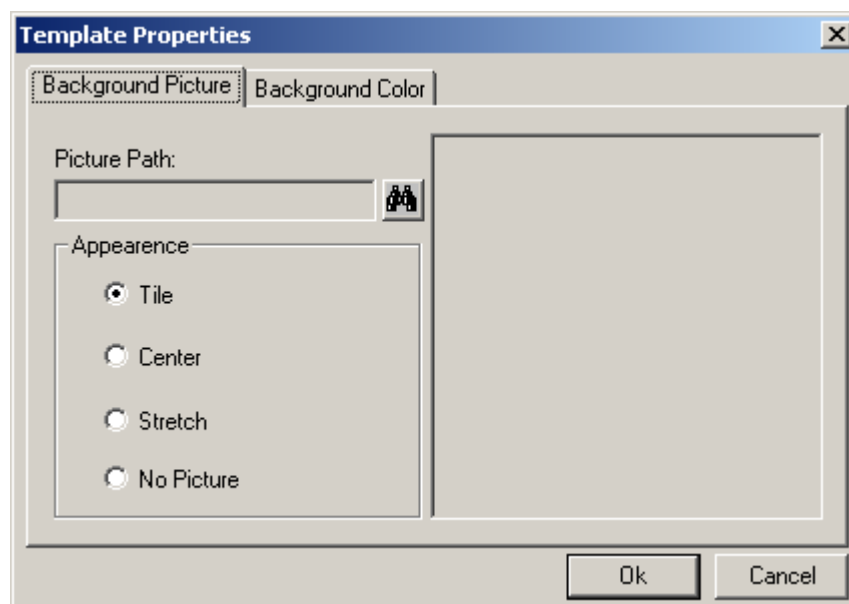
Clicking *Paste* will actually create the copy.


Create a Badge



To create a badge template:

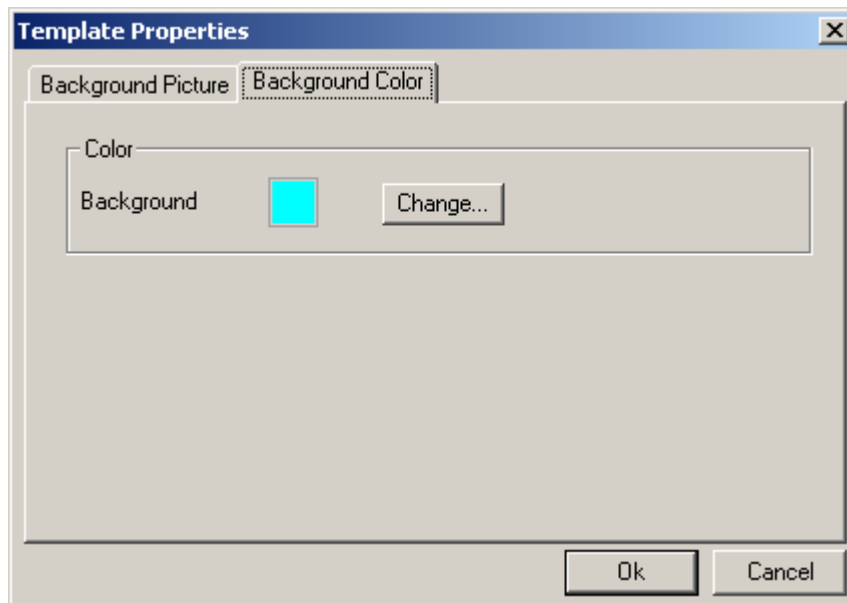
- Select the size and the orientation for the template.
- Right click on the card image to pop-up a menu where you can select *Properties* to choose a background picture or a background color for the card template.



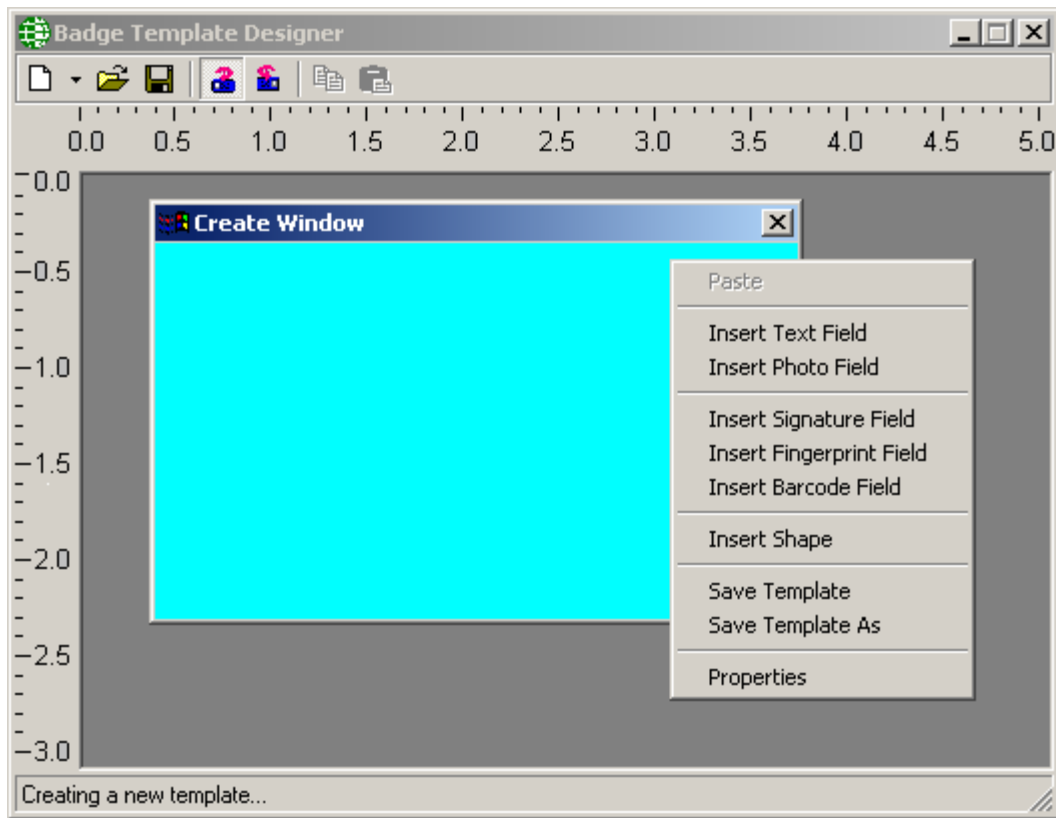
The *Background Picture* tab allows you to add a background picture to the card template. Use the *Find* button [] to browse for a picture and set its appearance as *Tile*, *Center*, or *Stretch*. *No Picture* is used to remove a previously chosen picture. This feature can be appropriately used to select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



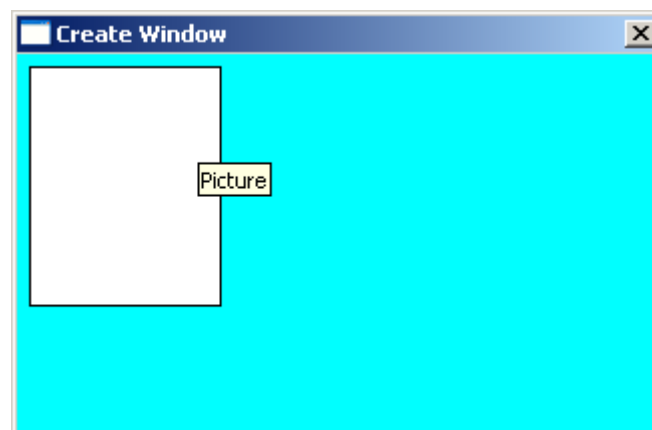
The *Background Color* tab will allow you to add a solid colour to the background of your card. Choose a colour by clicking on the *Change* button.



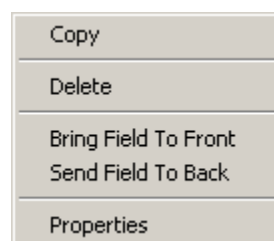
- After setting up the card's background, right click on the card template again to insert one of the fields available.



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

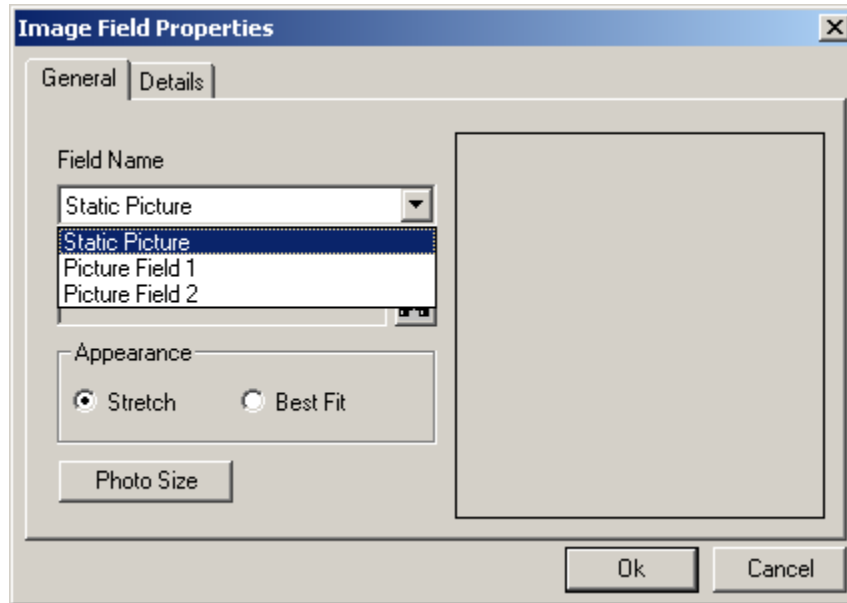



- Right click on the *Picture* box and select *Properties*.

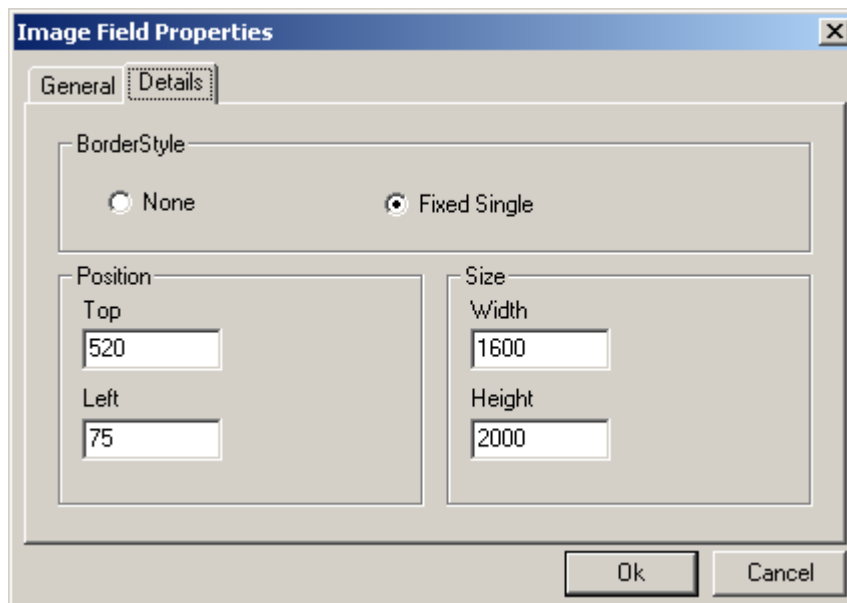




You can arrange overlapping boxes on your card template with **Bring Field to Front** and **Send Field to Back**.

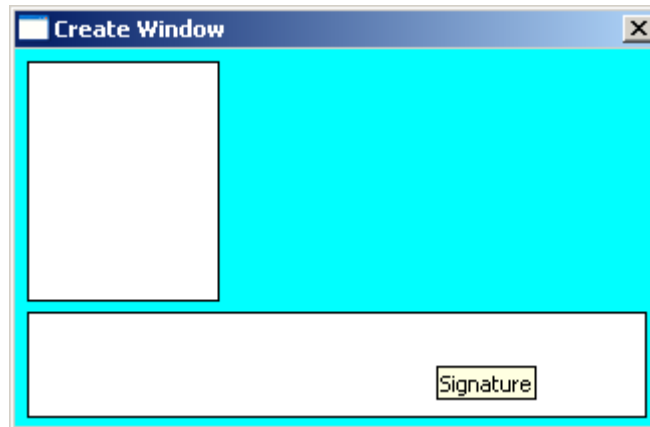


A *Static Picture* is usually something like a company logo, (use the *Find* button [] to browse for the required picture.) while *Picture Field* will insert the cardholder's picture. *Best Fit* will display the picture in its actual size and *Stretch* will fill the available space completely with the 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.

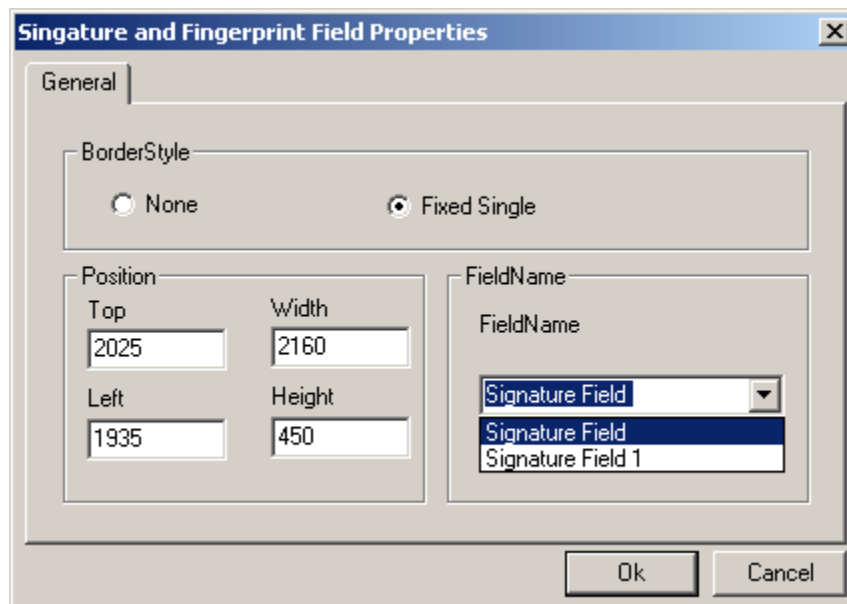


Under the Details tab you can choose to have a border around the picture box. You can adjust the size and position of the box as well.

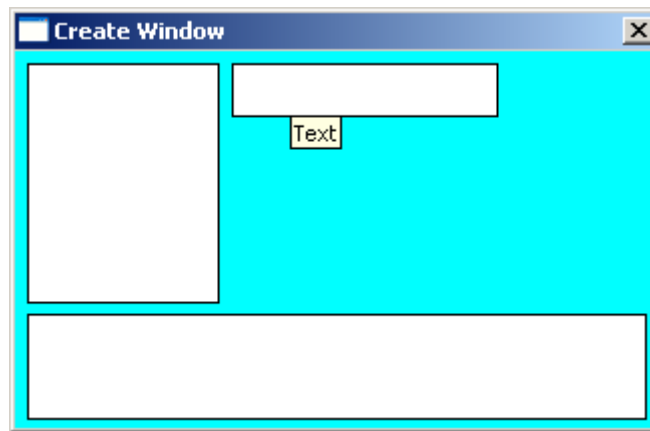
Next add a *Signature/fingerprint* box the same way you added the picture box.



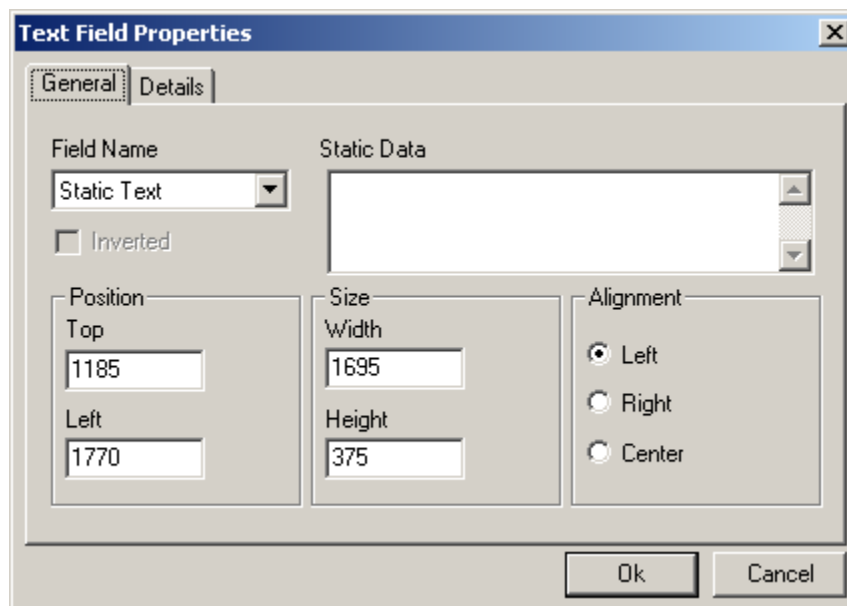
Right click on the *Signature* box and set the properties for signature box as you did for the picture box. *Signature* and *Fingerprint* boxes only have one tab in their properties. You can set the size & position of signature/fingerprint box either by stretching and moving the box in the card template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



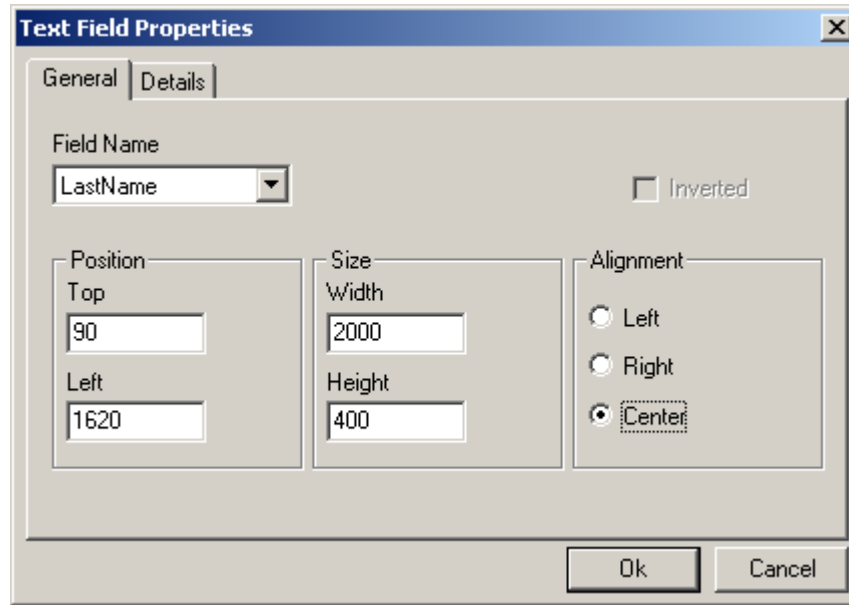
Add *Text* boxes the same way that you've added the *Picture* and *Signature* boxes.



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

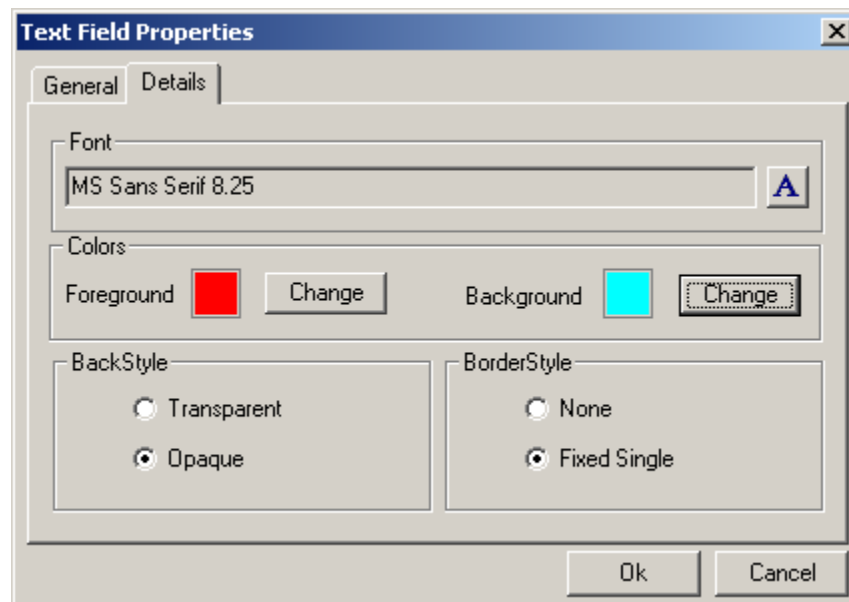


Size and *Position* can be set exactly and *Alignment* can be configured.



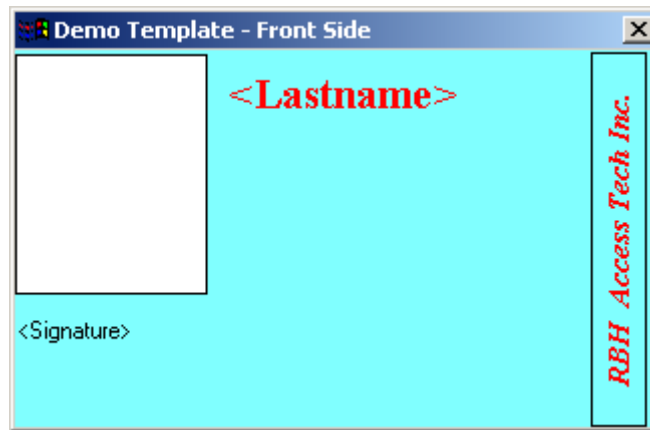
Text Details tab is where the font for the text can be changed. *Foreground* colour will change the colour of the text itself, while *Background* colour will change the background in the text box only. A pure white background will not be printed; therefore the card background will show around the text.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

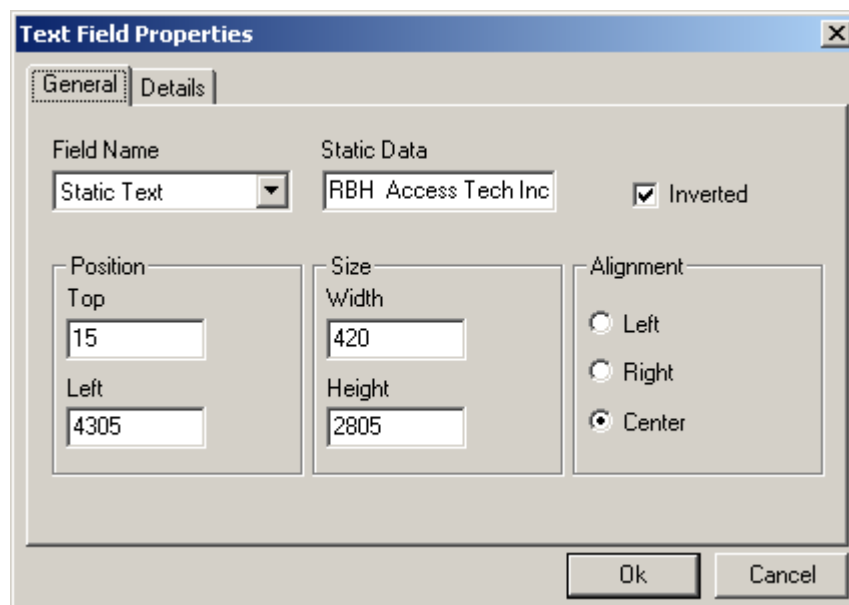


RBH Badging Module also supports what is called *Vertical Text*.

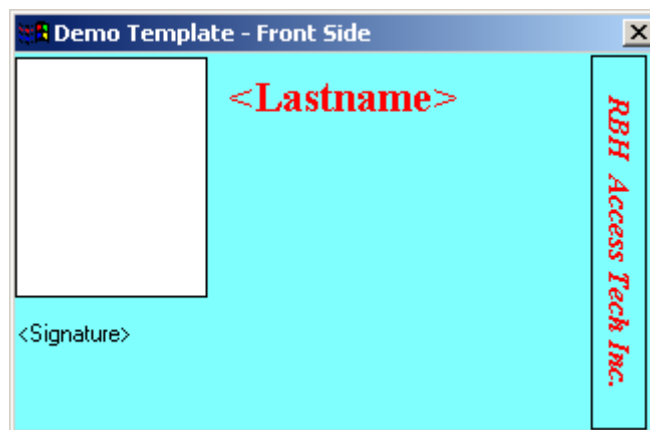
In *Text* boxes that are taller than they are wide (and have a TrueType font selected) the text will be rotated 90° (or 270° if the *Inverted* box is checked).



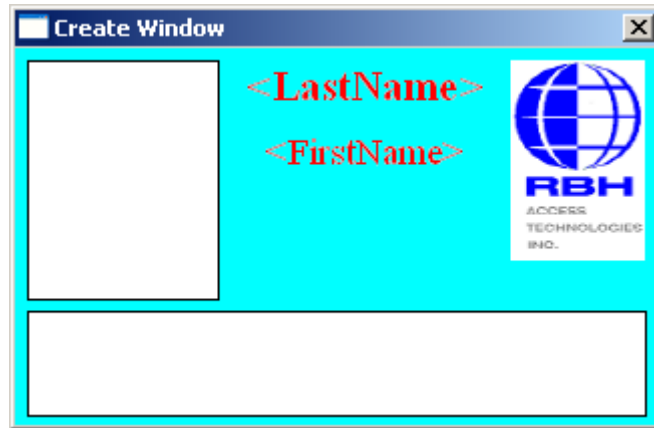
Only TrueType fonts can be rotated.



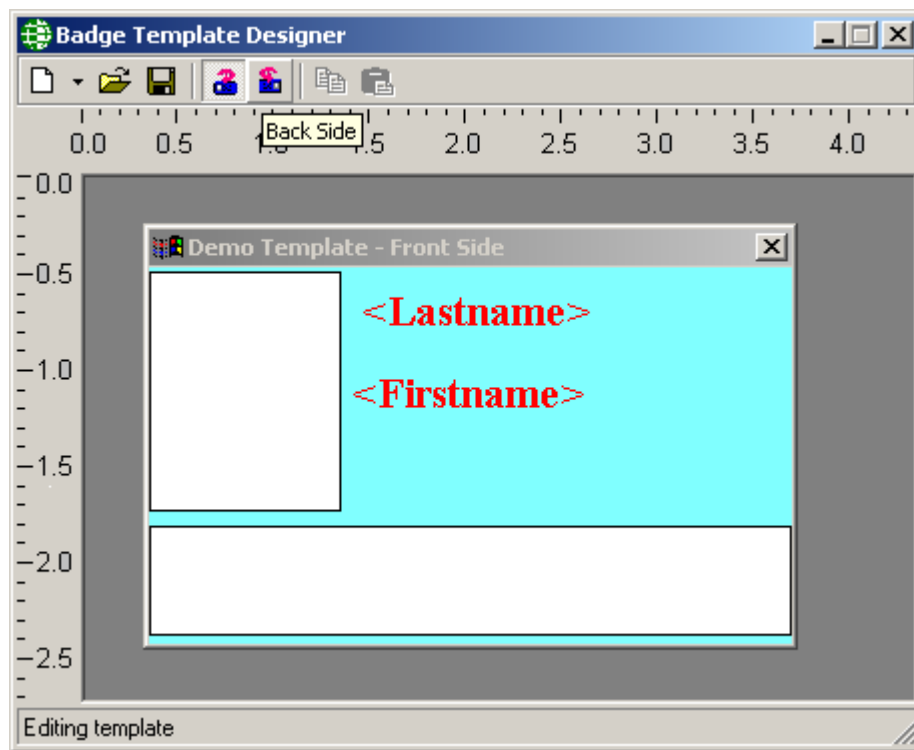
The same text can be rotated 270° if the *Inverted* Box is checked in the *Text Field Properties* Window.



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.



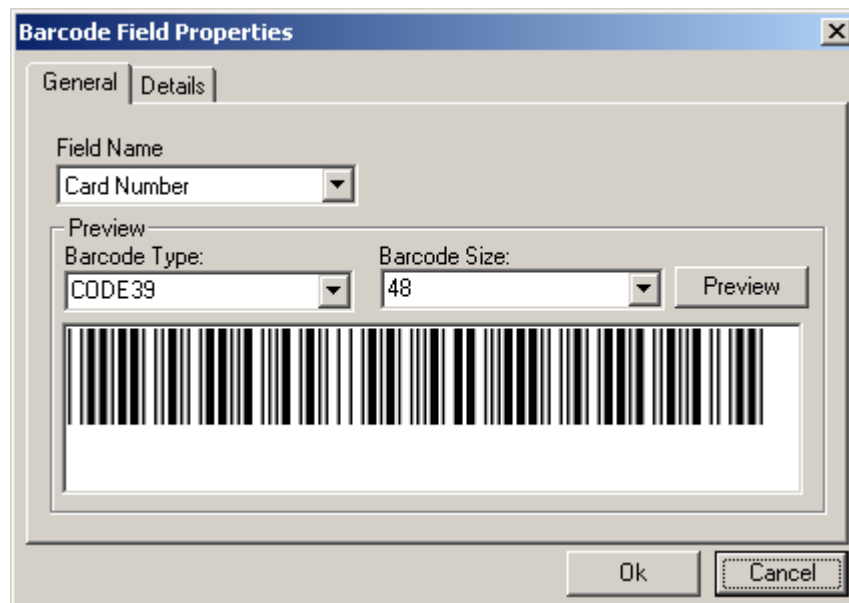
You will have to save your template before flipping to the backside of the template.

The same procedures apply to the back that applied to the front.

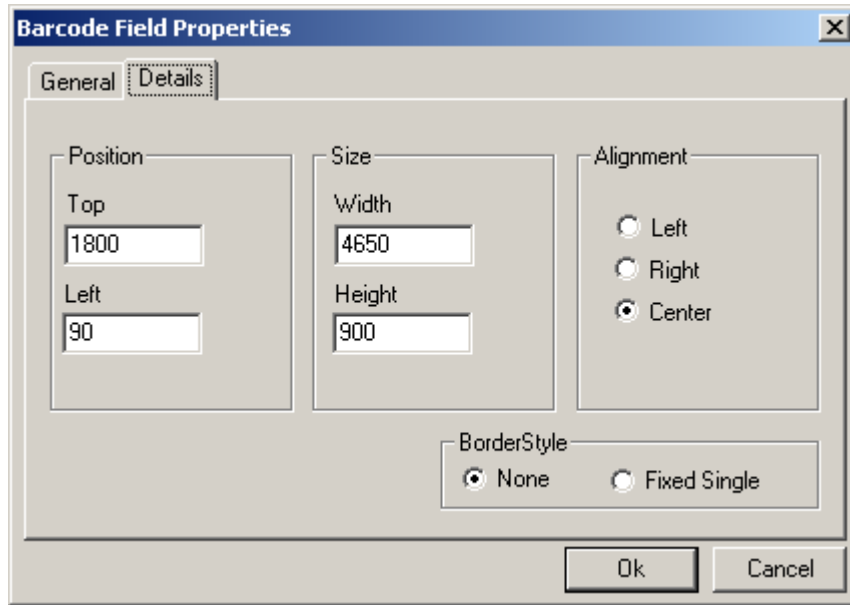
Add *Bar Code* field the same way that you've added the *Text*, *Picture* and *Signature* boxes



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.



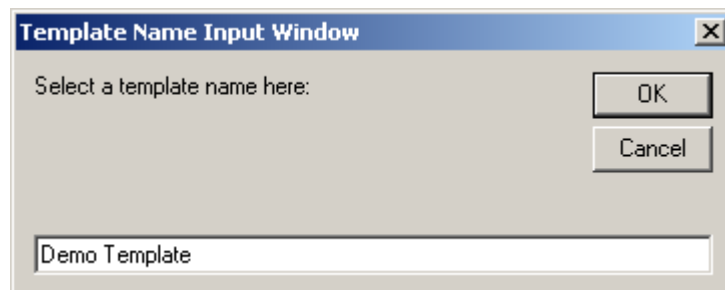
The *Details* tab allows you set the *Size*, *Position*, and *Alignment* for the Barcode box. Border or no border is also selected here.



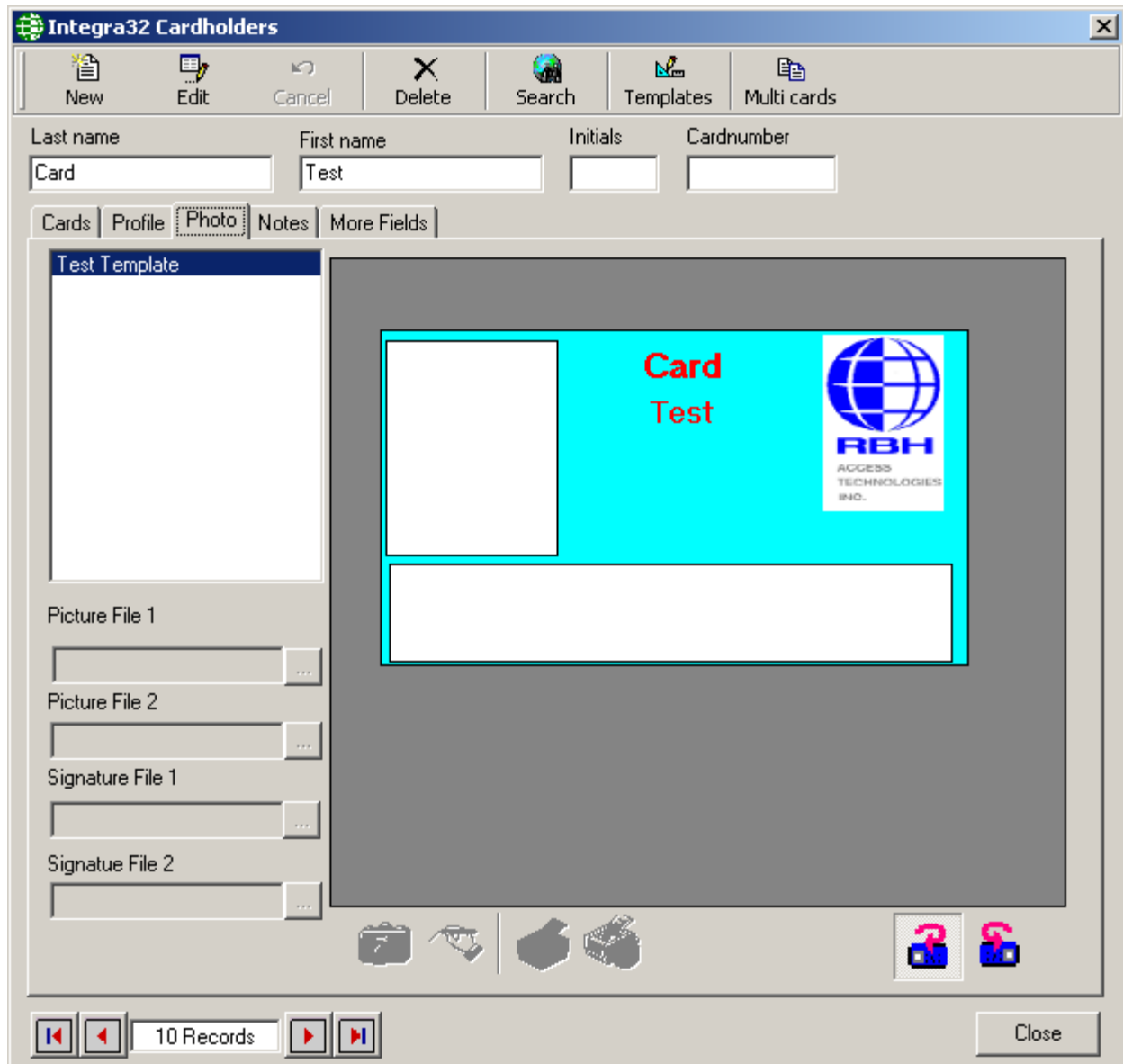
You can add extra text in a *Text* box one line at a time, or you could create a bitmap with multiple lines and add it as a picture.



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.



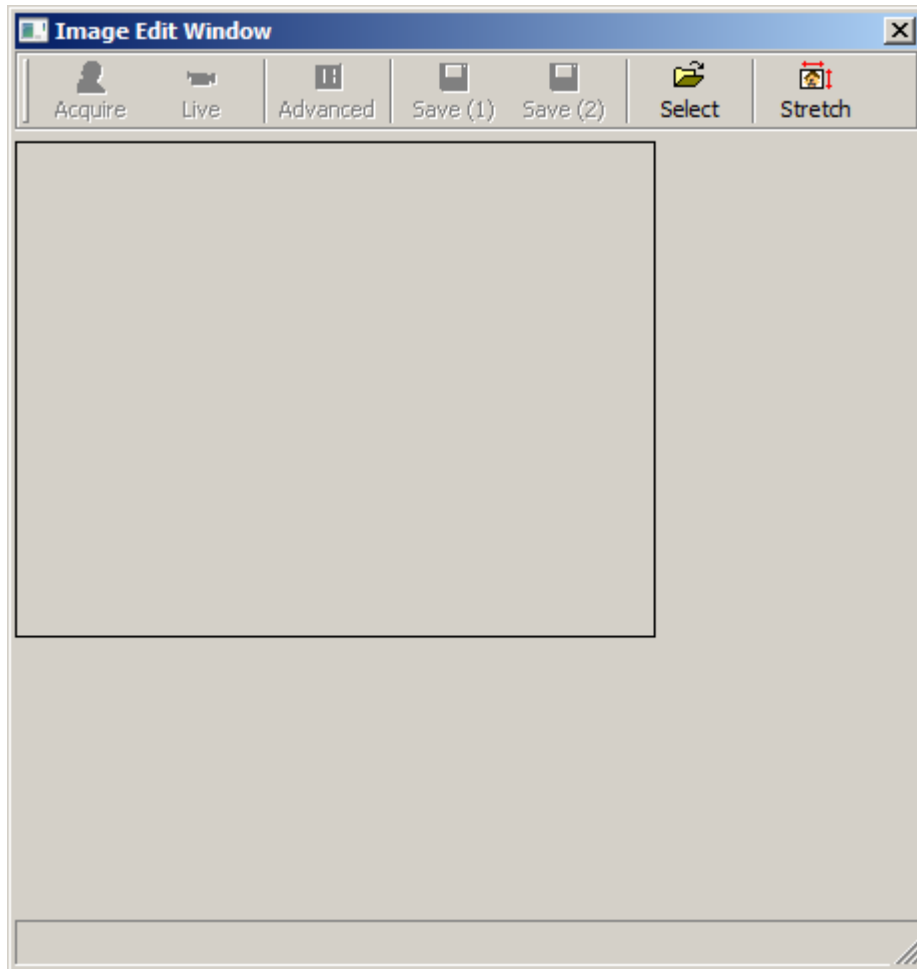
Integra32™ Capture



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.

The image shows the 'Integra32 Cardholders' software window. At the top is a menu bar with icons for New, Edit, Cancel, Delete, Search, Templates, and Multi cards. Below this are input fields for 'Last name' (containing 'Card'), 'First name' (containing 'Test'), 'Initials' (empty), and 'Cardnumber' (empty). A tabbed interface below these fields has 'Cards', 'Profile', 'Photo' (selected), 'Notes', and 'More Fields' tabs. The 'Photo' tab displays a 'Test Template' on the left and a large preview area on the right. The preview area shows a card design with a photo of a woman, the text 'Card Test' in red, and the RBH Access Technologies Inc. logo. Below the preview are fields for 'Picture File 1' (containing 'Test Card.jpg'), 'Picture File 2' (empty), 'Signature File 1' (empty), and 'Signature File 2' (empty). At the bottom of the window are navigation buttons (back, forward, first, last), a '10 Records' status indicator, and a 'Close' button.

Integra32 Cardholders

New Edit Cancel Delete Search Templates Multi cards

Last name First name Initials Cardnumber

Card Test

Cards Profile Photo Notes More Fields

Test Template

Picture File 1

Test Card.jpg

Picture File 2

Signature File 1

Signature File 2

Card Test

RBH ACCESS TECHNOLOGIES INC.

10 Records

Close

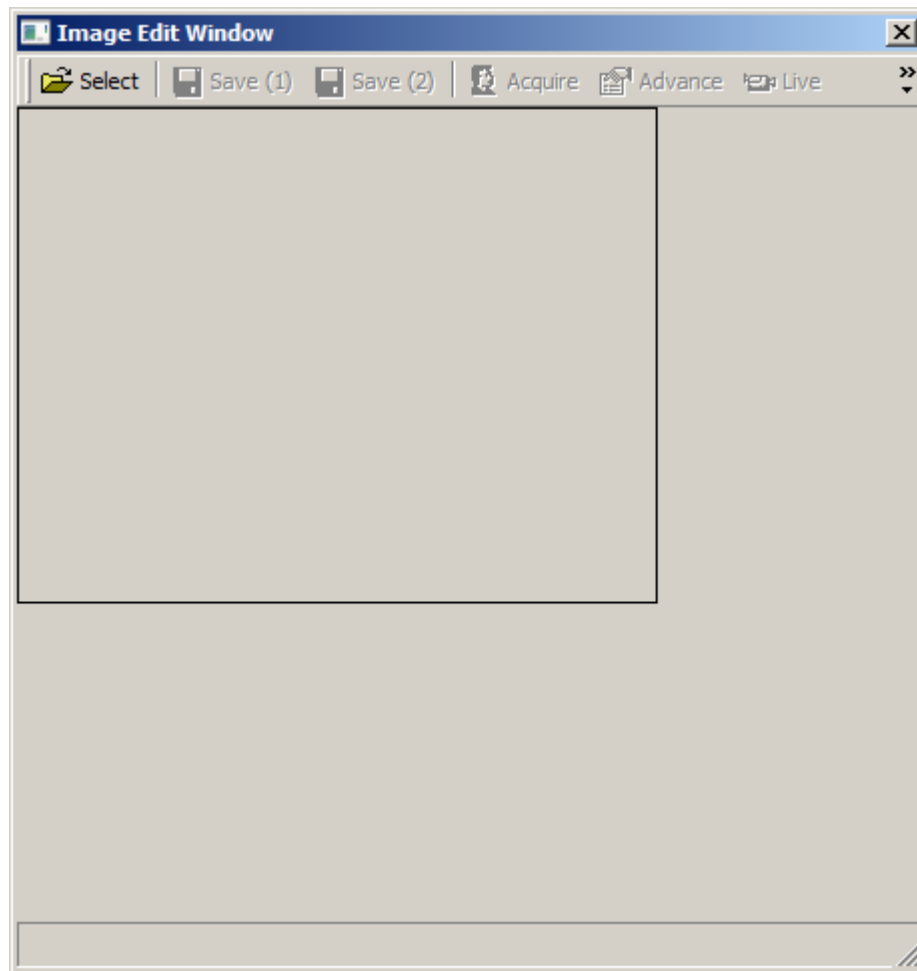
AxiomV™ Capture

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.

The screenshot displays the 'Cardholders' application window. The title bar reads 'Cardholders'. The menu bar includes 'New', 'Edit', 'Apply', 'Cancel', 'Copy', 'Delete', 'Delete SAL', 'Finger Prints', and 'Find'. Below the menu bar are four input fields: 'Card Number' (containing '1950'), 'Last Name' (containing 'Card'), 'First Name' (containing 'Test'), and 'Initials' (empty). A tabbed interface at the bottom of the menu bar shows 'General', 'Personal', 'Options', 'CodeLinks', 'Company', and 'Photo' (which is selected). The main area is divided into two panes. The left pane, titled 'Test Template', is empty. The right pane shows a preview of a card template with a cyan background. It features a white rectangular area on the left, the text 'Card Test' in red, and the RBH Access Technologies Inc. logo on the right. Below the preview, there are four file path input fields: 'Picture File(1) Path', 'Signature File Path', 'Picture File(2) Path', and 'Signature File (1) Path'. At the bottom of the window, there are icons for a camera, a scanner, a printer, and two small icons on the right. The status bar at the very bottom shows '11 of 12' and navigation arrows.



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.

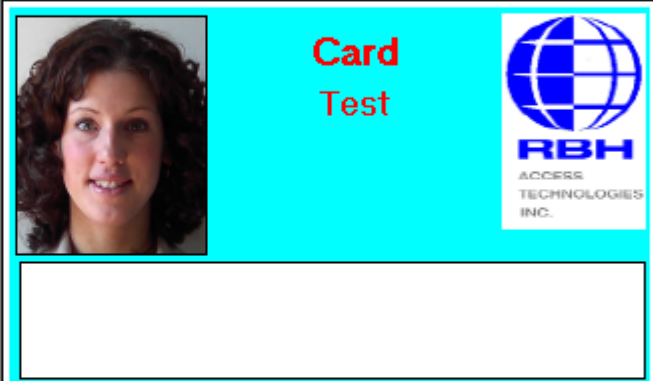
Cardholders

New Edit Apply Cancel Copy Delete Delete SAL Finger Prints Find

Card Number: 1950 Last Name: Card First Name: Test Initials:



General Personal Options CodeLinks Company Photo

Test Template



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

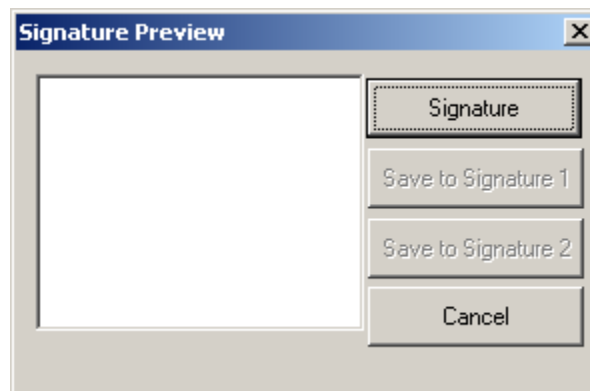
Picture File(2) Path: Signature File (1) Path:

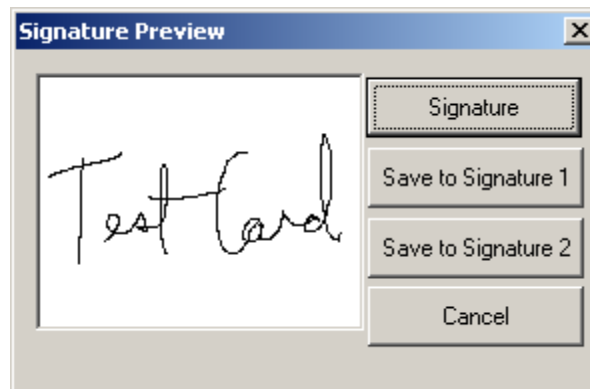
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Get Signature



Get Signature will bring up the *Signature Preview* 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.

A screenshot of a Windows-style dialog box titled "Print Setup Window". It has a close button (X) in the top right corner. The dialog contains several sections: "Current Printer" and "Fax" are labels with no input fields; "Select Side" has three radio buttons: "Front Side" (selected), "Back Side", and "Both Side"; "Badge Selection" has two radio buttons: "Current" (selected) and "All Selected"; and a range selection section with "From:" and "To:" labels, each followed by a text box containing the number "1". On the right side of the dialog, there are two buttons: "Print" and "Printer Setup".

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