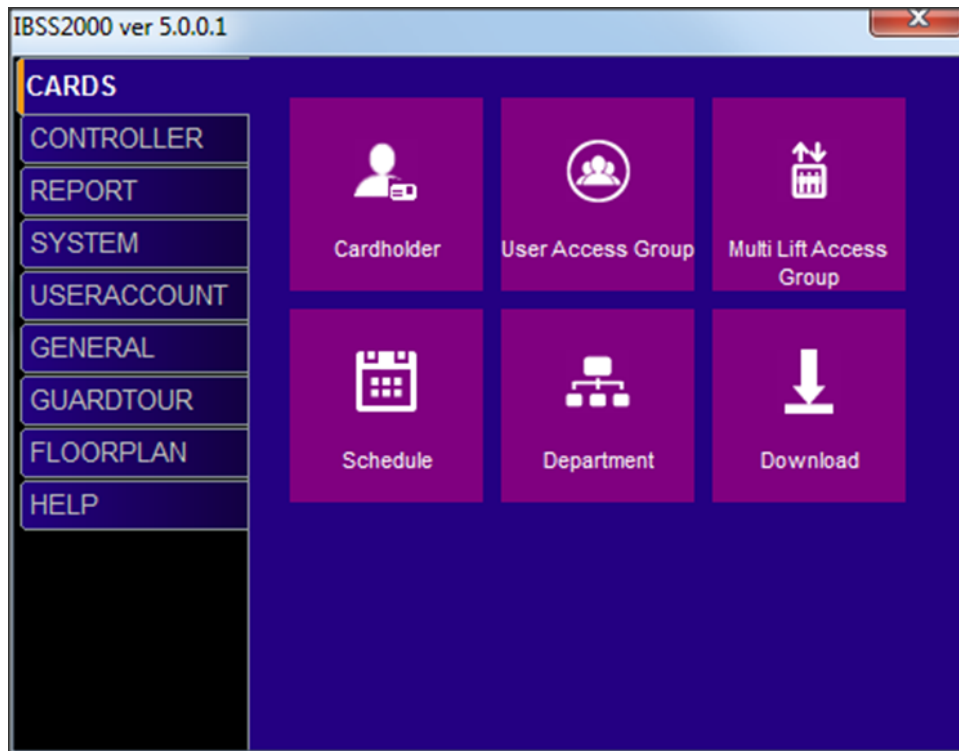**ASIS technologies**
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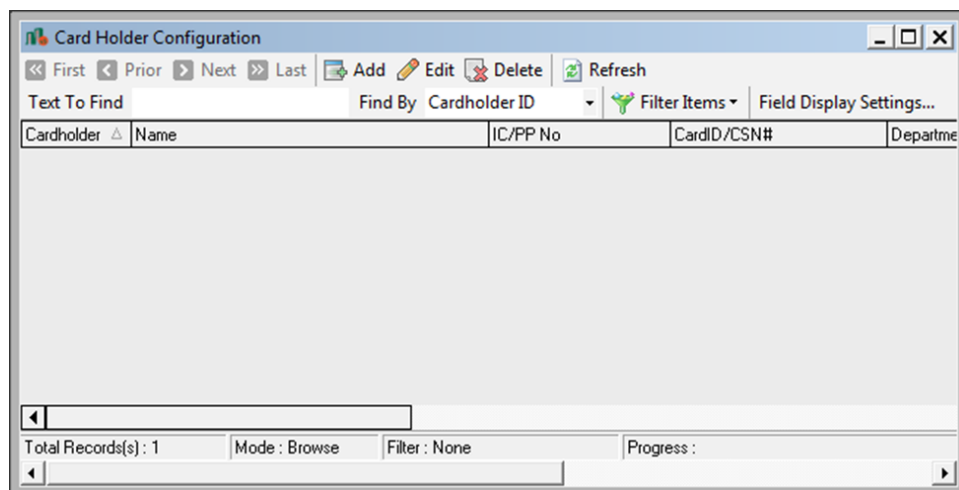# Add and Configure Card in IBSS2000

Overview

Add card to IBSS2000 database is a manual process. Certain mandatory field is required for the card to be successfully operated.

In IBSS2000 CARDS tab, click on Cardholder tile.

In Card Holder Configuration click Add

Cardholder Configuration		
Cardholder	Mandatory	12 character alphanumeric unique ID
Name		40 character alphanumeric
IC/ Passport No.		20 character alphanumeric
CardID/ CSN No.	Mandatory	8 or 16 hex character
Department		Select from list
Mobile No.		n/a
User Access Group 1	Mandatory	Must select a group from this field
User Access Group 2		optional
User Access Group 3		optional
User Access Group 4		optional
Status		Must set to Normal
Mode		Must set to Normal
Remark		optional
Enable AMR Mode		Use for biometric to disable enrolment for this card
Verify Mode		Use for biometric to select authentication type

Cardholder Configuration		
PIN	Mandatory	4 to 6 digit PIN
Expiry Date		Set expiry date of this card base on Calendar
Multi Lift Group		Select Lift Group for Lift Access

After data entry make sure to save the records. Click Download button to download the CardID to controller.

Related document SD0064