

Norpass - Managing Cards and Key Fobs

Application:

Once a Norpass3 system is up and running, it will be necessary to occasionally add new cards and/or key fobs, and update existing card records. Norpass3 provides 3 simple methods of adding individual cards or key fobs to the system.

Scope

This note describes methods of adding single cards or key fobs to Norpass3. Where blocks of sequential card numbers need to be added, you can save time by using the block update feature.

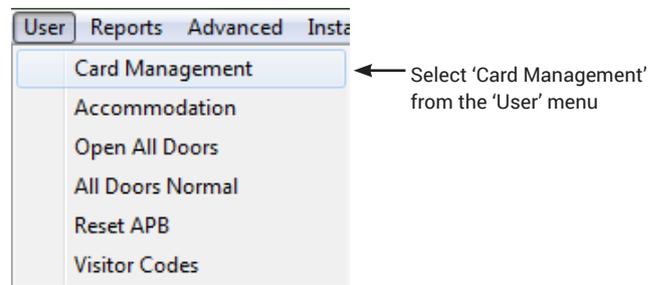
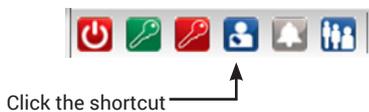
Methods of Entering Card Numbers

There are three main methods of entering card numbers into a Norpass3 card record:

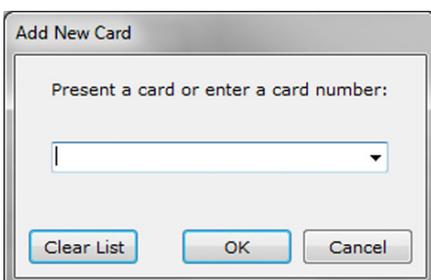
1. Use an Enrolment reader (configured to extract the relevant card data)
2. Type the card number into the 'Add New Card' card number box
3. Show a card to one of the readers on the system (random card number setting only)

Procedure

Open the 'Card Management' window by either of the following two methods:



To add a card, select 'Add new card' from the 'Card Details' menu on the left. The following dialog box is displayed:



Add New Card

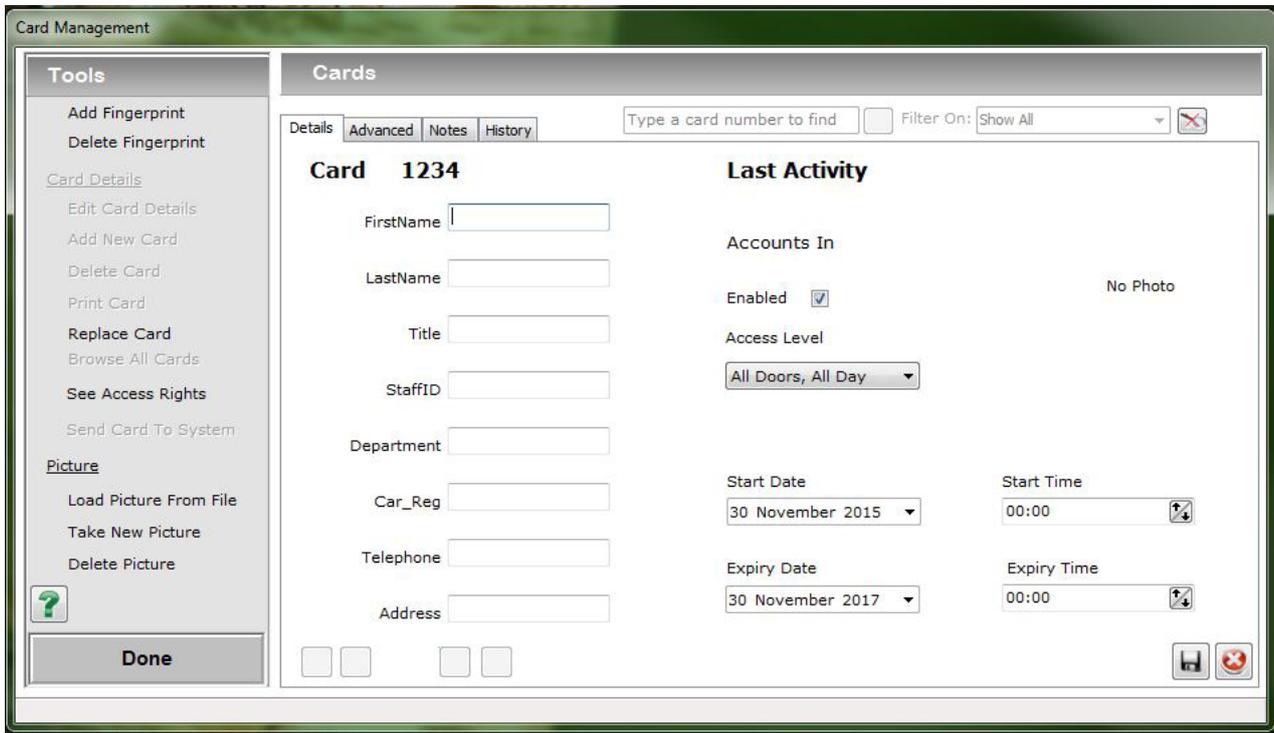
Present a card or enter a card number:

You can enter the card number in any of these ways:

- Type the card number using the keyboard and click 'OK'.
- If an enrolment reader is attached to the PC, ensure that the cursor is active in the card number box, present the card to the reader and then click 'OK'.
- If Norpass3 is configured to store random card numbers, you can use the drop-down arrow to select the required card number from the list of recently presented cards and click 'OK'. If you are not sure which is the correct card number, click the 'Clear List' button and close the dialog box. Then present the card to the nearest reader and select 'Add new user' again. The new card will appear on its own in the list. Select it and click 'OK'.

Note: If the card record already exists on the system, the current card details will be displayed.

Once you have added the new card number to the system, the blank card record will be displayed on the screen:



You now need to assign an access level and edit the card holder's name. Once this data has been entered, the card record can be saved. This will cause the card details to be transferred to all controllers and the card will be activated.

If required, other details can also be entered into the record before saving it. Where the card record has already been saved, you can select the 'Edit card' option to edit the details and add new information.

The additional card details include:

- DVR/Capture level (determines at which readers the card will activate the auxiliary)
- Further personnel details
- Cardholder's photograph
- APB exempt (prevents the card from being affected by anti-passback rules)
- Start time and date
- Expiry time and date
- Count Group membership
- Usage allowance (if installed)
- Any personal notes about the person in the free text notes field
- Associated PIN (if in use)

Related Application Notes: