



Quick Start Guide to ID Production

INDEX

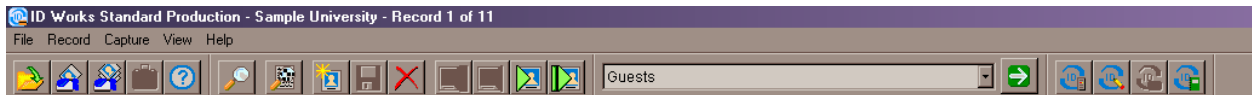
Open your Project	1
Search for an Existing Person	1
Adding a New Person	2
Taking a Photo with the ISG Camera	2
Print a Badge	3
Build an Advanced Search	4
Run an Existing Search	5
Print a Paper Report on your Desktop Printer or Copier.....	6
Adjusting an existing photo.....	7
Importing a photo.....	7
Setting Up your Canon Camera to Take Photos	8
Export your Card Template.....	10

ID Badging How to


Open your Project



1. Double-click on the ID Works Production Icon.
2. Enter your User Name and Password.
3. Select 'File'.
4. Select 'Open Project...'
5. Select your project (usually the school or business name) and Select [Open].



Search for an Existing Person



1. Select the Quick Search Icon. 
2. You can search for a person by any of the criteria listed in the pop-up window. Most of the time, you will search for their ID Number, or last name.
3. Select [Search].

If you do not know how to spell the last name, enter the first letter(s), followed by the percent sign(%). This will return everyone named with that letter. At the top of the screen, it will display "Record 1 of ..." (however many persons have that name).

For Example: If you type 'd%' in the last name field, everyone whose last name starts with 'd' will be returned.

If you type 'dor%' in the last name field, everyone whose last name starts with 'dor' will be returned.


The percent sign(%) can be used in any of the search fields.

4. Use the Scroll Icons  to scroll to the person you are looking for.
5. Change the information as required.
6. If you do not print a badge, you must select the Save Icon. 


ID Badging How to

Adding a New Person

Note: If you just opened the project, a new entry is already on screen waiting for you to enter information, skip to step 2.

1. Select the New Icon. 
2. Enter the information requested. Use the tab key to move to the next field.

Note: The system will not allow an ID number to be entered for more than one person. You get an insert record error message. Select ok to the error message and do a search for the ID number. You may find that the person you are trying to add is already in the system.

3. If you do not print a badge, you must select the Save Icon. 

Take a Photo



ISG ZOOM



ISG 100

1. Seat the person three to six feet in front of the camera with the backdrop behind them.
2. Click on the Photo Box, or their existing picture.
3. A live video window will open, Select [Take Picture]


If you are pleased with the photo, select [Save].

OR

If the picture is too dark, too light, or the color is off, select [Don't Save].


- You can adjust the brightness by clicking on the brightness or darkness icon.
- You can adjust color by sliding the bar on the red and blue levels.
- When the photo is too your liking, select [Save].


Note: the computer will save this setting for you and apply it to every photo.

4. If you did not print the badge, you must select the Save Icon. 

ID Badging How to

Print a Badge

Select the Print Icon.  The system will print the card currently on the screen.

Warning: Make sure you **DO NOT** select the Print All Icon.  If you have a number of records on the screen, this function will print all the records. The system can only batch print approximately 50 records without losing data off the cards.


If you accidentally selected this button:

1. Remove the cards from the printer hopper to stop printing.
2. From your computer's [Start] menu, find and open 'Printers and Faxes'.
3. Open 'Smart driver', or 'CP driver' to access your card printer job queue.
4. Select 'Printer'
5. Select 'Cancel all documents'
6. Close the printer window and the printers/faxes window.
7. Place the cards back in the hopper.
8. If the printer LED light stays orange, press the gray button to reset the printer.

It may print one more card before it is cleared.

ID Badging How to

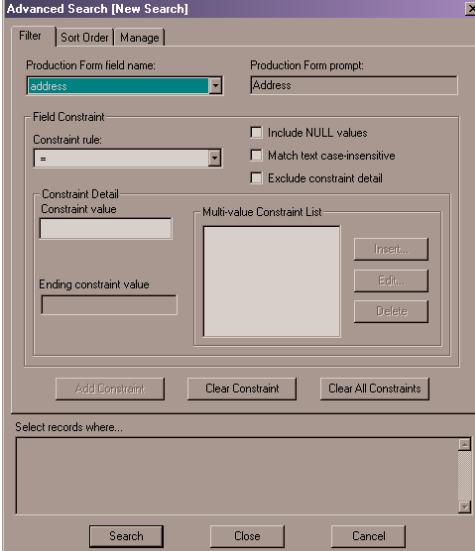
Build an Advanced Search – This is a saved search that you will be able to pull as needed.

1. Open your Project.
2. Select the Advanced Search Icon. 
3. Select the 'Manage' tab.
4. Select [New]. The blue bar at the top of the pop-up window now says 'Advanced Search [New Search]'.
5. Select the 'Filter' tab.

- a) Under 'Production Form Field Name' there is a drop-down box from which you can select what field on your Productions Screen (the screen where you entered a person's information) that you want the program to search for.

Note: You may need to refer to your ID Works Production Screen to determine which entry field contains the information that you want to search on.

- b) In Field Constraint, under 'Constraint rule', there is a drop-down box from which you can select the rule that the search will follow
- c) In Constraint Detail, under 'Constraint value', there is a box for you to enter the name/title of what you are searching for. **The name/title must be typed exactly as it appears on the Production Screen.**
- d) Repeat a) - c) until all constraints inserted, then Select [Add Constraint] button.



Examples:

- 'Card Type' (step 5a) '=' (step 5b) 6th Grade (step 5c) This will return all students classified as 6th Grade.
- 'Fname' (step 5a) 'Is Not Null' (step 5b) This will return all people with first names.

6. Select 'Sort Order' tab.
 - a) As a Primary Sort, there is a drop-down box from which you can select how you want the search sorted.
 - b) As a Secondary Sort, there is another drop-down box for you to select from.
 - c) Select [Add Sorting].

ID Badging How to

7. Select 'Manage' tab
8. Select [Save]. A pop-up window appears for you to name your search.
9. If you want to run the search now, select [Search].

Note: If the program returns a message 'No records were found that matched the search criteria', then one of two things has happened:

One—there really are no records that match.

Two—the search name that you entered in Step 5c is not typed correctly. The wording and Case must be typed exactly as it appears on the Production Form.

Run an Existing Search



1. Select a Search from the Stored Search drop-down box.
2. Click once on the green arrow to run the search.



Note: If the program returns a message 'No records were found that matched that search criteria', then one of two things has happened.

One—there really are no records that match.

Two—the search is broken because of a change to the card template.

3. At the top of the screen in the blue bar, it will state "Record 1 of ____" .
(total records found)
4. Use the Next Icon  to move to the next person you are looking for,
or use the Last Icon  to go directly to the end of the list.

ID Badging How to

Print a Paper Report on your Desktop Printer or Copier—your computer must be connected (directly or networked) with a paper printer.

1. Open ID Reporting Module from the desktop



OR if you have ID Production open, you can select the reporting icon



2. Open your Project.
3. Select the search you want to execute from the Stored Search drop-down box.



If you do not see this, select 'View' and make sure there is a check mark next to 'Stored Search Toolbar'.

4. Click on the green arrow to run the search.
5. Select the type of report you want to print from the Report drop-down box (without the green arrow)



6. You can select 'File', 'Print Preview' to view the report before printing.
7. Select 'File', then 'Print' and select a paper printer before selecting [OK].

ID Badging How to

Adjusting an Existing Photo

- A. Right-click on the photo and select 'Crop and Adjust Photo'.

Adjust the brightness of the photo:

- B. Select [Photo Selection]
- i. A pop-up window of nine photo options appears. A black frame flashes around the current photo density.
 - ii. Select the photo density that looks the best to you. If you need more options, select the [More] button in the lower right corner of the pop-up window.
 - iii. When you have the photo density that you want, select [OK].
 - iv. Select [Save] if you are finished, or continue with step C.

Adjust how the photo is cropped:

- C. Photos should be cropped from the top of the head to the top of the shoulder (just under the chin). To do this:
- i. Move the cursor over one of the small black corner boxes (the cursor will change to a diagonal arrow).
 - ii. Left-click and drag to resize the box to the size you think is correct. Do not worry that the box is not centered on the subject's face. You will be able to move the box after you size it.
 - iii. Move the cursor to the middle of the box that you just resized (the cursor will change to a four-way arrow).
 - iv. Left-click and drag to center the resized box around the subject's face.

Note: you can only adjust the size smaller, you can not expand the photo out once it has been saved.

- D. When the photo is the way you want it, Select [Save].

Import a Photo


1. Right-click on the Photo Box.
2. Select 'Import'.
3. Browse to where you have the photo.
4. Select the photo, then select [Open]
5. If you are not printing the card now, you must select the save icon.



ID Badging How to

Setting Up your **Canon** Camera to take photos

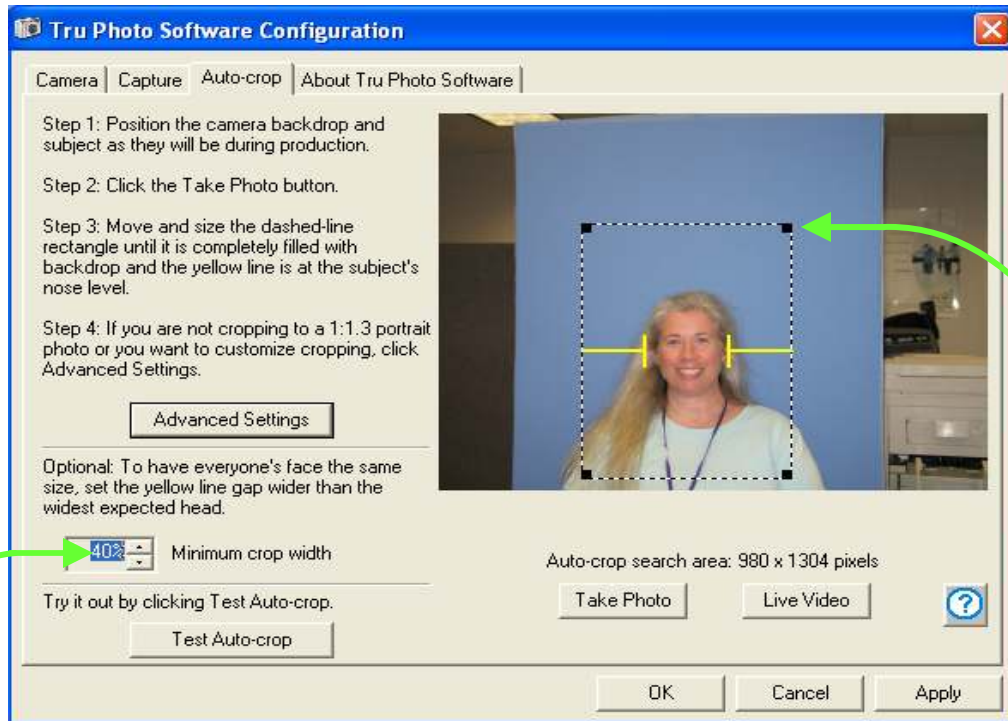
you only need to do this if the camera or backdrop position has changed.

1. Close the ID Badging application.
2. Select the [Start]
 'Programs'
 'Datacard'
 'ID Works' or 'ID Centre'
 Select the administrator module
4. Login.
5. Select the camera icon 
6. A pop-up window appears. Select the Photo software from the drop down menu. It should be listed as: PhotoPointe, TruCapture, or TruPhoto
7. Select 'Configure'. A pop-up menu appears.
 - A) On the first tab labeled 'Camera'.
 The blue screen should fill at least ½ of the preview window. Use the zoom sidebar to make the adjustment.

 For best results, the subject should be seated 3 to 6 feet from the camera. Also, setting the zoom greater than 2.25 may make the photo look grainy.
 - B) Select the 'AutoCrop' tab. Have someone sit for a photo.
 Select [Take Photo].

Continue on next page. . .

ID Badging How to



- C) Use the 4 black corner boxes to stretch the dashed box as large as possible (within the blue background) while keeping the Horizontal yellow line at nose level.
- D) Use the scroll bars to adjust the Vertical yellow lines to the side of the head.
- E) Select [Test Auto-Crop].
- F) If the test was successful, Select [Apply] and then [OK].
If the test failed, repeat from 7C until successful.
- G) Close the Administrator. You are ready to re-open the badging software and take photos.

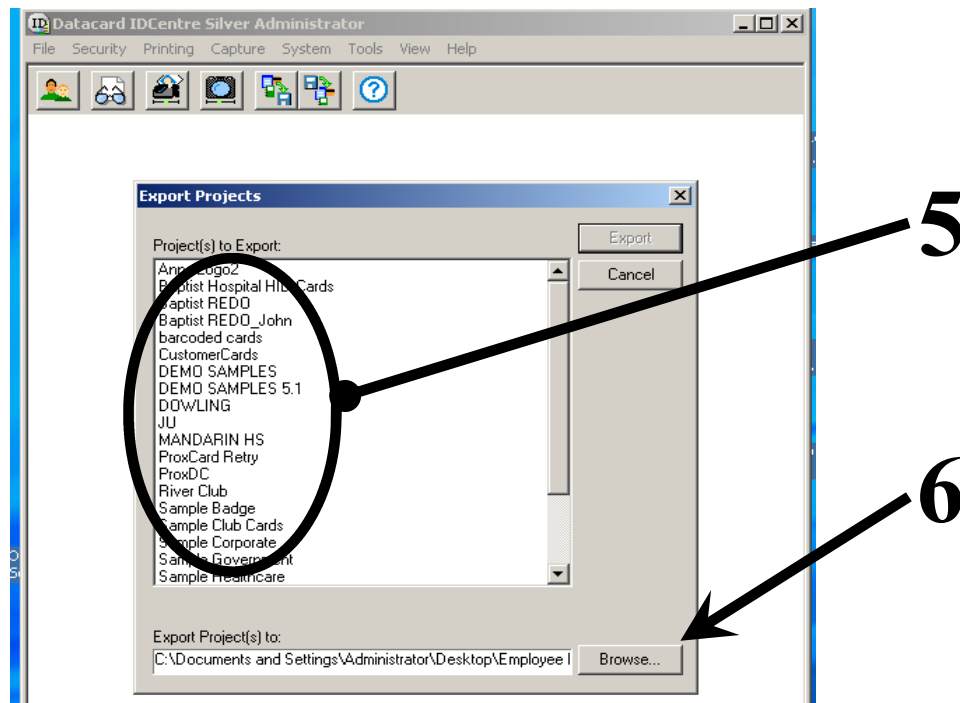
This setup only needs to be repeated if the camera and backdrop are moved to another location.

ID Badging How to

Export your card template(s)

Backup your card template(s), in the event of a future computer failure, you will use this file to restore your card design(s) on a new computer.

1. Select [Start]
 Select 'Programs'
 Select 'Datacard'
 Select 'IDWorks' or 'ID Centre'
 Select the Administrator module
2. Login (if requested)
3. Select 'Tools'
4. Select 'Export Project'
5. Select the project(s) you want to backup
6. Select [Browse] and browse to a location (server, CD, or flash drive) where you want the template(s) stored.



7. Select [Export]
8. Select [OK] to finish the export.

Keep the flash drive, or disk in a safe place (with your IDWorks software). After your software is reloaded, plug in your license key, you will select IMPORT Project and browse to this file.

Note: If your database is on the computer, it will also need to be backed up periodically.