



HELPFUL STARTING GUIDE

Positive ID, Inc

ASURE ID™
Connect



If you have any questions, please call toll free 800-242-0014.

1. When you login, your user name is **Admin**.
The password is the one you create during the install and setup.



2. The **Card Design Center** is where you design what your card will look like.
When your Card Design is finished, the **Data Entry Center** is where you enter the variable information (Name, title, photo).

3. Proper Text Format-

In the Card Design Center, to place text on your card:

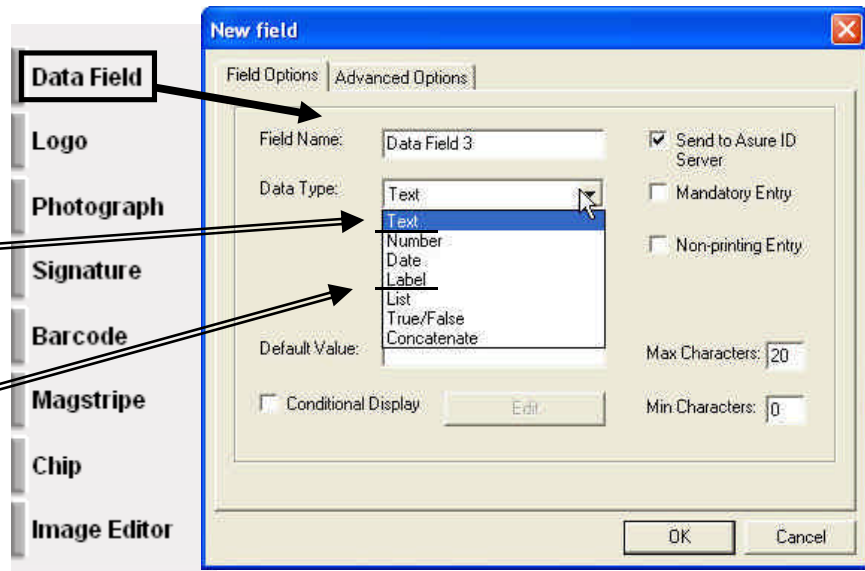
Click => **Data Field**

If your text is **variable** -
(Name, title)

Chose **Text**
(in the 'Data Type' box)

If your text is **static** -
(company name, address)

Chose **Label**
(in the 'Data Type' box)



4. Optional:

The simplest route may be for you to tell us what you want your card to look like and let us do what we do best. We build the card and email the template to you to import into the Card Design Center. This is built in to the service we provide for all New Customers.

Positive ID, Inc

Phone: 800-242-0014

Fax: 320-214-7643

Email: sales@PositiveID.com

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Print this page and fax us your card layout

Company Name: _____

Contact: _____

Address: _____

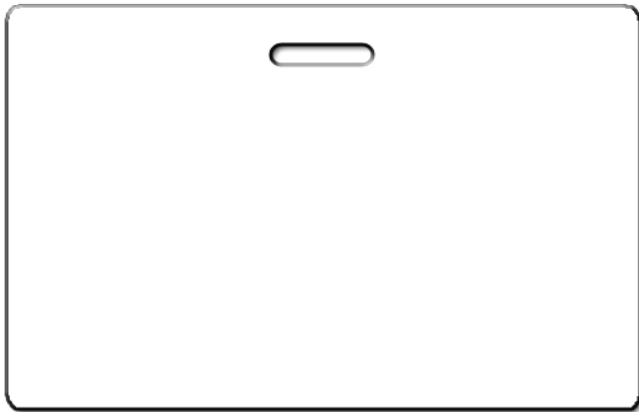
Phone: _____

Email: _____

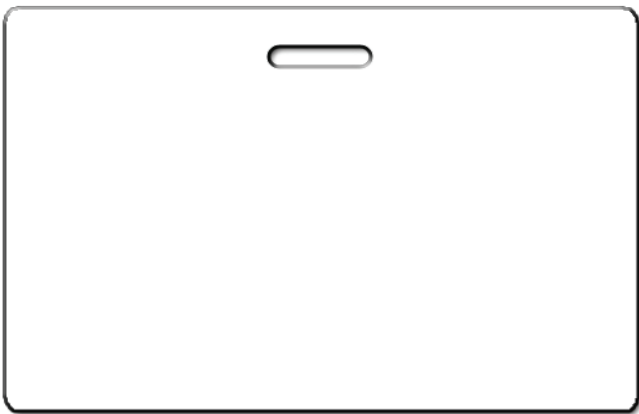
In the layouts provided below, sketch the rough layout for your card. Please make notes in the margins. Remember that the more specific your instructions, the more likely the card will turn out as you planned.

Don't forget to allow space for a slot punch if needed.

Horizontal front



Horizontal back



Listed below are some options for data fields. Please check the criteria you would like to be included on your Card.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> First Name | <input type="checkbox"/> Title | <input type="checkbox"/> Hair | <input type="checkbox"/> Post Number |
| <input type="checkbox"/> Last Name | <input type="checkbox"/> Employee ID | <input type="checkbox"/> Eyes | <input type="checkbox"/> Barcode |
| <input type="checkbox"/> Department | <input type="checkbox"/> Date of Birth | <input type="checkbox"/> Phone | <input type="checkbox"/> Magstripe |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Date of Hire | <input type="checkbox"/> Height | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Address | <input type="checkbox"/> Weight | <input type="checkbox"/> Other: Please explain on lines above. |

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Contact: _____

Address: _____

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Vertical front CR100

Vertical back CR100

LARGER
"CR100"
CARD SIZE

LARGER
"CR100"
CARD SIZE

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