

Creating State ID Badges

USER GUIDE

Office of Management &
Enterprise Services

Information Services



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State ID Badges do not provide any access, but serve as an identification card. This user guide provides the steps needed to create a State ID Badge.

1. Once you have logged in to the C*Cure system, click the **Configure** tab and select **Badge layout**.



2. Click the **New** button.



3. Name the file with the agency/group name (in the Identification box) and click the **New File** button.

Identification

Name:

Description:

OK

Cancel

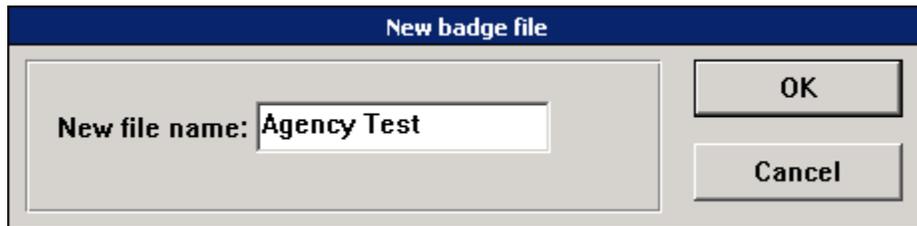
Badge layout file

Badge layout file name:

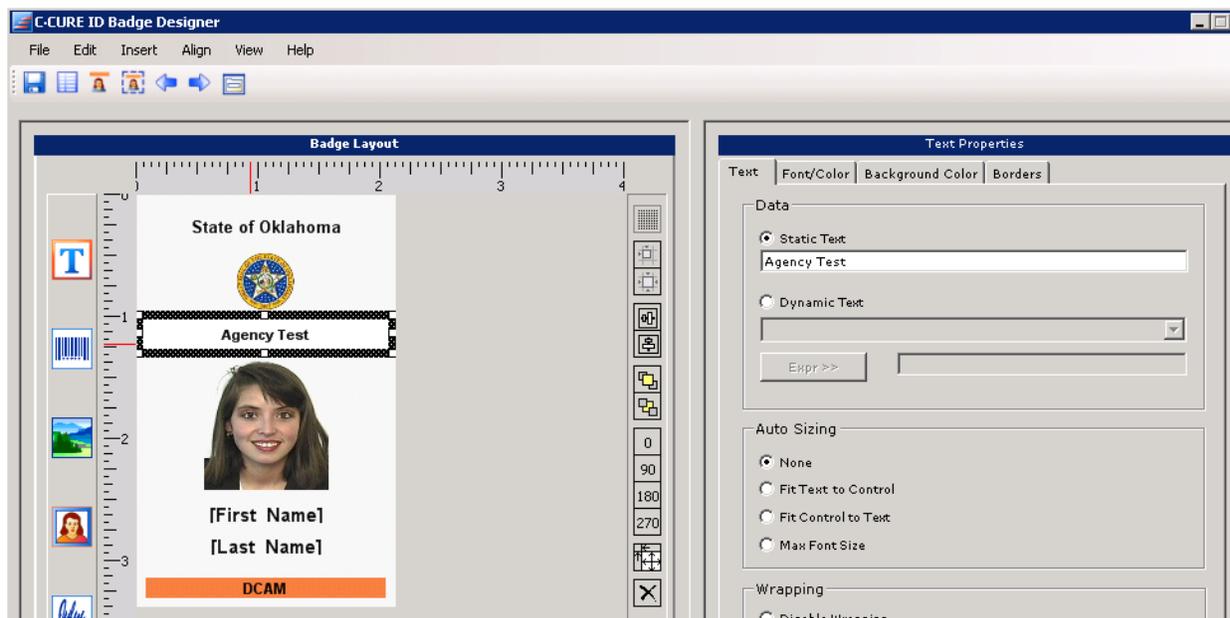
Edit File...

New File...

4. Assign a new badge file name and click the **OK** button.



5. Click the **File** tab and select **Import**.
6. Select a badge layout and click the **Open** button.
7. When the layout opens, update the Agency Name. You do this by selecting the area you want to edit in the Badge Layout area (left side) and then update the **Static Text** under Data in the Text Properties area (right side).



8. Click the **File** tab and select **Save**.
9. Click the **X** in the top right corner to close the screen.

10. Click the **OK** button in the Badge Layout screen.

The screenshot shows a dialog box titled "Badge Layout". It is divided into two main sections. The top section, "Identification", contains a "Name:" field with the text "Agency Test" and a "Description:" field which is currently empty. To the right of these fields are two buttons: "OK" and "Cancel". The bottom section, "Badge layout file", contains a "Badge layout file name:" dropdown menu with "agency test" selected. To the right of this dropdown are two buttons: "Edit File..." and "New File...".

11. Click the **Close** button.

The screenshot shows a dialog box titled "Badge Layout Selection". It features a list box containing five items: "Agency Test", "agencytest", "DCAM", "L.P. Gas Board", and "OK State Fire Marshall". The "Agency Test" item is highlighted in blue, indicating it is selected. To the right of the list box is a "Close" button.

12. Click the **Personnel** tab and select **Add**.

The screenshot shows a menu with four tabs: "Personnel", "Asset", "Configure", and "Hardware". The "Personnel" tab is active, and its dropdown menu is open. The menu items are: "Add...", "Browse...", "Query...", "Query by Name...", "Query by Card #", "Query by Inactivity...", "Query by Inactivity by Door...", "Query by Number of Cards...", and "Replication Conflicts...".

13. Enter the First and Last Name and select a Person Type.

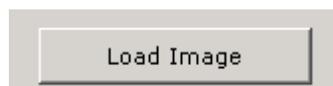
The screenshot shows the 'Add Personnel Record' window with the following details:

- Title:** Add Personnel Record
- Fields:**
 - First Name: John
 - Last Name: Doe
 - Card #: 0
 - Person Type: Employee
 - Person ID: 5649
 - Badge Layout: Agency Test
 - Badge Print Date: (empty)
 - Image capture date: (empty)
- Buttons:** OK, Cancel Record, Next, Take Picture, Take Signature, Take Fingerprint, Preview Badge, Print Badge.
- Tabs:** General, Clearances, Badging, User, Customer, Prev. Doors, Custom Access.

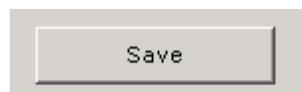
14. Click the **Badging** tab and select the new Badge Layout.

15. Click the **Take Picture** button. After you've taken the picture of the employee, connect the camera to the computer. Locate the picture on the **E** drive.

16. Select the picture and click the **Load Image** button.



17. Crop the picture around the employee's face so the height and width are about the same. This will prevent the picture from looking squished when the badge prints. When the picture looks the way you want it, click the **Save** button.



18. You should preview the badge before printing. Click the **Preview Badge** button.

Add Personnel Record

Card #: 0

Person Type: Employee

Person ID: 5649

OK

Cancel Record

Next

Badging | User | Customer | Prev. Doors | Custom Access

Badge Layout: Agency Test

Badge Print Date:

Image capture date: 02/04/2016 11:48

Take Signature | Take Fingerprint | Preview Badge | Print Badge

19. When you are ready to print, locate the plain ID cards (the ones without any writing on both sides). Insert a card into the printer and click the **Print Badge** button.