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Comprehensive, Attendance, Administration, and Security System

PhotoID Training

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Creating an ID Card Template - Continued

- Ability to print a second barcode.
- Only have 2 options – Student ID or Social Security Number.
- Ability to change font size and colors.
- Ability to print background image or color.
 - *Caution:* background can interfere with barcode.
 - **IMPORTANT:** Test card to ensure that background is ok.
- Ability to print on both sides of the card if ID printer supports dual-sided printing.
- Ability to print Portrait or Landscape.
- Ability to preview and print a sample of template.

DEMO: Modifying an ID Card Template

Printing ID Cards

- Cards are printed from a queue of selected entries.
 - Entries can be added by searching by name.
 - Entries can be added by homeroom selection.
 - Entries can be added during photo transfer.
 - Entries can be added from ScanStation.
- Ability to print a subset of entries.
 - Only student entries.
 - Only teacher/staff entries.
 - All student entries in a specified grade.
 - All student entries in a specified academy.
- One of 2 templates will used.
 - All student entries will use Student Template selected on the Print ID Cards window.
 - All teacher/staff entries will use Staff Template selected on the Print ID Cards window.
- Entries must be cleared from queue before printing next batch.
- Print cards in batches no larger than 30 cards.
- **IMPORTANT:** Test 1 or 2 cards from each batch before printing next batch.

DEMO: Adding ID Cards to Print Queue

Notes



Student Photo Disk Catalog

Disk Number:			
Picture on Disk	Student Number	Student Name	Grade
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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