



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Card Printing

PRODUCT: EPP

VERSION:

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APPROVED BY:

Card printing from EPP offers worksite users:

- ability to manually print employee access cards
- eliminates the need to contact Damstra service desk
- increase process efficiency

Permissions and access

Worksite users with the card printing access can grant card printing functionality to users by assigning the permissions in the *System Settings* under *User Login Accounts* > select a user > *Permissions and access* > *Access control* > tick the box for 'Print access cards'.

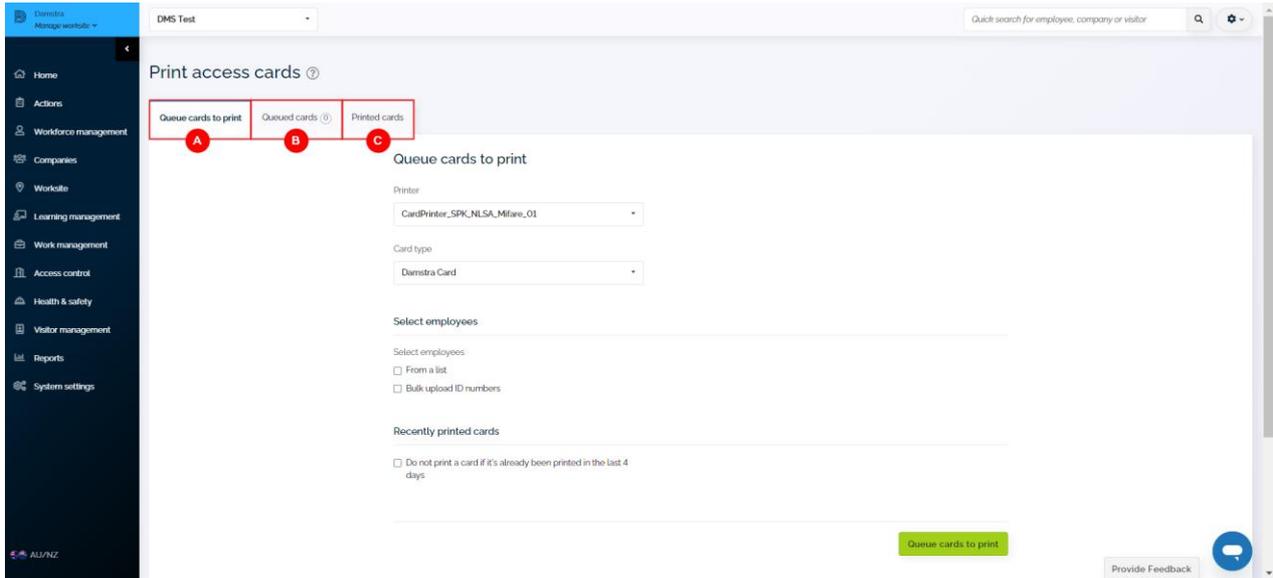
The screenshot shows the 'Permissions & access' configuration page. At the top, there are four tabs: 'Account', 'Permissions & access' (highlighted with a red box and '1'), 'Alert & notifications', and 'Damstra preferences'. Below the tabs, the 'Permissions & access' section is displayed. On the left, a sidebar lists various management categories, with 'Access control' highlighted by a red box and '2'. The main content area is divided into three sections: 'Access control permissions', 'Timecards', and 'Access cards'. Under 'Access control permissions', there are checkboxes for 'View timecards', 'Use the Add Punch tool to back-date punches to timecards', and 'Approve time'. Under 'Access cards', the 'Print access cards' checkbox is checked and highlighted with a red box and '3'.

Print access cards

Print access cards can be accessed by going to *Access control* via the left-sided navigation, select *Print access cards*, then choose *Queue cards to print* tab.

The screenshot shows the 'Print access cards' page. On the left sidebar, 'Access control' is highlighted with a red box and '1'. At the top of the page, 'Print access cards' is highlighted with a red box and '2'. Below this, there are three tabs: 'Queue cards to print' (highlighted with a red box and '3'), 'Queued cards', and 'Printed cards'. The 'Queue cards to print' section contains a 'Printer' dropdown menu set to 'CardPrinter_SPK_NLSA_Mfare_01', a 'Card type' dropdown menu set to 'Damstra Card', and a 'Select employees' section with checkboxes for 'From a list' and 'Bulk upload ID numbers'. At the bottom, there is a 'Recently printed cards' section with a checkbox for 'Do not print a card if it's already been printed in the last 4 days'. A green 'Queue cards to print' button is located at the bottom right.

Card printing gives worksite user the ability to manually print employee access cards in the EPP. Cards can either be printed by selecting from a list and/or suggested employees or bulk upload of ID numbers. Users can also view cards that have been requested for printing and history of printed cards for the past 7 days.



A. Submit a request to print cards in the **Queue cards to print** tab

1. Select the printer the card will be printed to from the dropdown list
2. Choose the card type
3. Select employees
 - **From a list** – The list includes employees that are eligible to have a card printed based on automation rules. Some employees may not be selectable, a reason will be stated below the employee's name and ID number. Employees can be selected individually or all.

Select employees

Select employees

 From a list Bulk upload ID numbers

Employees

The screenshot shows a list of employees with checkboxes and a search bar. A red box highlights a specific employee entry with the text "Employee doesn't have a photo".

- **Bulk upload ID numbers** – Manually enter bulk employee ID numbers, separate each ID numbers with a comma. If one of the ID number entered is invalid, the action will still go through for those that are valid.

Select employees

Select employees

 From a list Bulk upload ID numbers**ID 5366788 not recognised**

Employee ID numbers

5366788, 456893, 56565, 63987

Separate each ID with a comma

- Users can **both** select employees from a list and enter employee ID numbers

Select employees

Select employees

- From a list
- Bulk upload ID numbers

Employees

Employee ID numbers

Separate each ID with a comma

4. Tick 'Do not print a card if it's already been printed in the last 4 days' to avoid printing a duplicate card.

Recently printed cards

- Do not print a card if it's already been printed in the last 4 days

5. Select **Queue cards to print** to print the card.

- B. **Queued cards** tab shows all the employees that are queued to be printed a card. It displays the employee's name, ID number, and company, the printer where the card will be printed, and the date/time it was added, as well as who added it.

* Employee	* Company	* Printer	* Queued
[Redacted]	[Redacted]	CardPrinter_SPK_NLSA_Mifare_01	12 Dec 2023 - 10:34am by [Redacted]
[Redacted]	[Redacted]	CardPrinter_SPK_NLSA_Mifare_01	12 Dec 2023 - 10:34am by [Redacted]

- C. **Printed cards** tab shows all the employees that have been printed a card in the past 7 days. It displays the employee's name, ID number, and company, the card type printed for the employee, the printer where the card was printed, and the date/time it was printed.

Queue cards to print Queued cards ① **Printed cards**

Printed cards

Cards printed in the past 7 days

Showing 1 - 5 of 5 « < 1 > »

Employee	Company	Card type	Printer	Printed
[REDACTED]	[REDACTED]	[REDACTED]	CardPrinter_DMS_HDP6600_CARD_PRINTER	18 Dec 2023 - 10:32am
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	18 Dec 2023 - 9:45am
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	18 Dec 2023 - 1:13pm
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	18 Dec 2023 - 9:45am
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	18 Dec 2023 - 1:13pm

Showing 1 - 5 of 5 « < 1 > »