

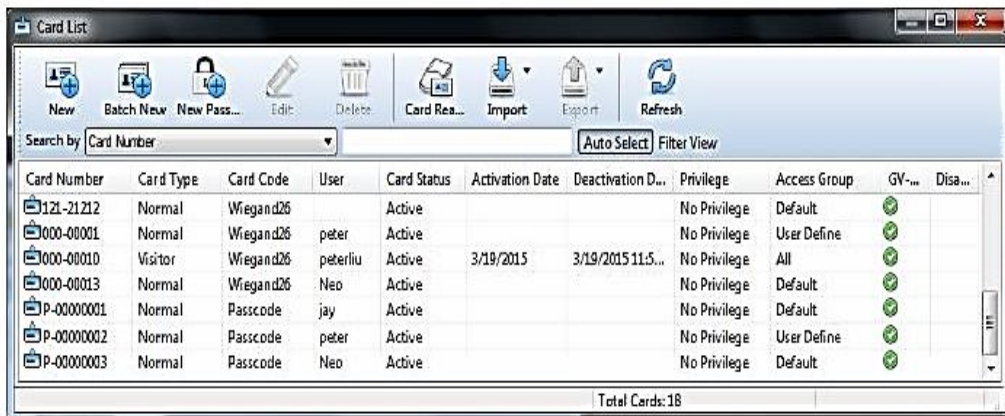
Enrolling Cards/Fobs

Once you have configured the controller, you may start enrolling cards. All new cards must be enrolled into the GV-ASManager before access is allowed. Up to 40,000 cards can be stored using a GV-AS / GV-EV Controller. If a card that was not enrolled is presented to the reader, the message *Access Denied: Invalid Card* will be displayed.

Depending on how many cards you need to program, you can simply add them one at a time or use the batch function to add a group of cards.

4.3.1 Adding a Single Card

1. To add one card, use one of these ways:
 - Present the card to the reader. The message *Access Denied: Invalid Card* is displayed. Right-click the message and select **New / Edit Card**. The New a Card dialog box appears with card number and code type entered (Figure 4-13). Then follow Step 3 to complete other settings.
 - On the menu bar, click **Personnel** and select **Cards**. This window appears.



Card Number	Card Type	Card Code	User	Card Status	Activation Date	Deactivation D...	Privilege	Access Group	GV-...	Disa...
121-21212	Normal	Wiegand26		Active			No Privilege	Default	✓	
000-00001	Normal	Wiegand26	peter	Active			No Privilege	User Define	✓	
000-00010	Visitor	Wiegand26	peterliu	Active	3/19/2015	3/19/2015 11:5...	No Privilege	All	✓	
000-00013	Normal	Wiegand26	Neo	Active			No Privilege	Default	✓	
P-00000001	Normal	Passcode	jay	Active			No Privilege	Default	✓	
P-00000002	Normal	Passcode	peter	Active			No Privilege	User Define	✓	
P-00000003	Normal	Passcode	Neo	Active			No Privilege	Default	✓	

Total Cards: 18

Figure 4-12

Note: You can also enroll card by installing the optional device GV-PCR310 Enrollment Reader to the PC running GV-ASManager. Refer to *GV-PCR310 Enrollment Reader's Installation Guide* for more details.

2. Click the **New** button on the toolbar. This dialog box appears.

The 'New a Card' dialog box is shown with the following fields and options:


- User: [Text Field]
- Card Number: [Text Field]
- Card Status: Active (Dropdown)
- Card Code: Wiegand26 (Dropdown)
- Card Type: Normal (Dropdown)
- Activation Date: 10/24/2014 (Date Picker)
- Deactivation Date: 10/24/2014 (Date Picker)
- Pin Code: **** (Text Field)
- Privilege: No Privilege (Dropdown)
- Access Group: Default (Dropdown)
- Disable Lock Card / Allow Access during Lockdown Mode:
- Data Group: No Groups (Dropdown)

The 'Access Group' section contains a list of controllers:

- 6F Controller
 - 6F | 24-hour restricted
- 7F Controller
- 9F Controller
- 5F Controller

Figure 4-13

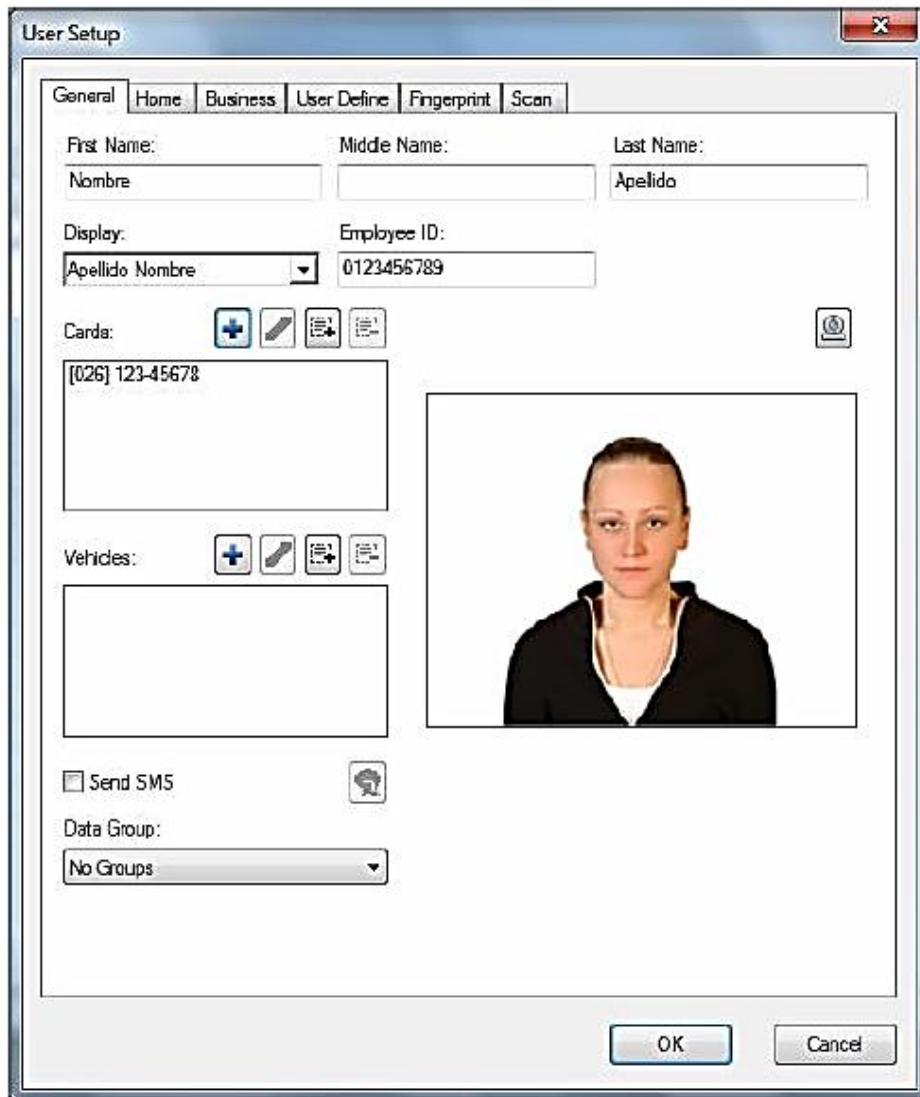
- Enter Card Number and Access Group

- **Card Number:** Enter the card number. If you have a GV-PCR310 Enrollment Reader installed, click the **USB Card Reader** button  to detect cards.
- **Access Group:** Access Groups control which personnel can access which door and at what time. For details, see *4.5 Setting Access Groups*.

Enrolling Users

On the menu bar, click **Personnel** and select **Users**. The User List window appears.

Click the **New** button on the toolbar. This dialog box appears.




The image shows a 'User Setup' dialog box with a title bar and a close button. It has a tabbed interface with tabs for 'General', 'Home', 'Business', 'User Define', 'Fingerprint', and 'Scan'. The 'General' tab is active. The form contains the following fields and controls:

- First Name:** Text box with 'Nombre' below it.
- Middle Name:** Text box.
- Last Name:** Text box with 'Apellido' below it.
- Display:** A dropdown menu currently showing 'Apellido Nombre'.
- Employee ID:** Text box with '0123456789' entered.
- Cards:** A section with a list box containing '[026] 123-45678'. Above the list are icons for adding (+), editing (pencil), deleting (trash), and a refresh icon. To the right is a lock icon.
- Vehicles:** A section with an empty list box. Above the list are icons for adding (+), editing (pencil), deleting (trash), and a refresh icon.
- Send SMS:** A checkbox that is currently unchecked, with a refresh icon to its right.
- Data Group:** A dropdown menu currently showing 'No Groups'.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Figure 4-26

Type a name under **Display**, which is a required field. Other user information such as Employee ID, Photo, Home information and Company information are optional entries.

- Click **Add a new card / vehicle**  to create a new card / vehicle for the user