# Adding Cards

There are two ways to add cards to the Card Bank. A range of cards may be added all at once by defining the first and last External Numbers for the set. For example, you can add 100 cards all at the same time by specifying the first card's External Number (e.g., 3000) and the last card's External Number (e.g., 3100). All Administrators can add cards using this procedure.

Alternatively, you can add individual cards on an as-needed basis through a process referred to as "swipe-to-enroll." The Master Administrator, all Senior Administrators, and Assistant Administrators with permissions at the site where the card is "swiped" can add cards in this manner.

Procedures for both methods are described below.

| | **NOTE:**<br><br>*You can have cards with the same external number, but the combination of card number, facility code, and format must be unique within an account. For example, you can have two cards that both have card number 42, as long as they have different facility codes.* |
|---|---|

## To add a set of cards to the Card Bank:

1. From the **Setup** dropdown menu, choose the **Cards** tab then click on the **Add Cards** tab. The Add Cards page displays.
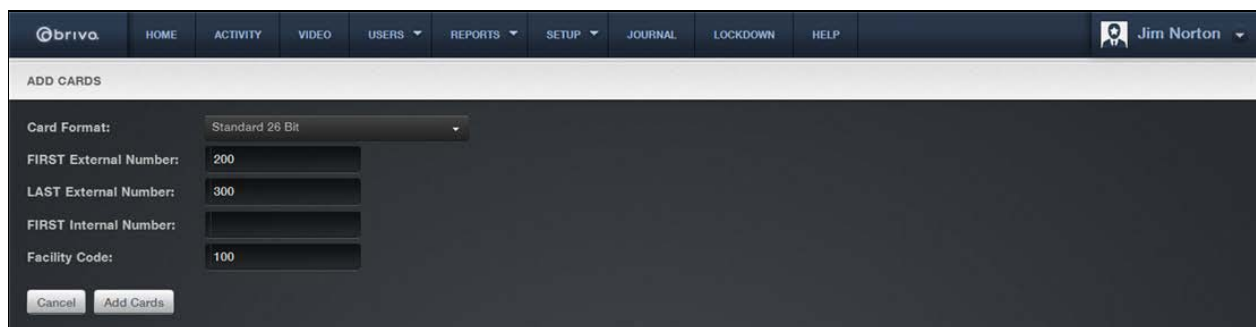


*Figure 100.      Add Cards to the Card Bank*

2. Click the appropriate **Card Format** on the dropdown list. The default is **Standard 26 Bit**.

| | **NOTE:**<br><br>*Certain card formats have additional required fields. The information to be entered into these fields should be provided in the documentation accompanying the cards.* |
|---|---|

3. Enter the **FIRST External Number** and **LAST External Number**. The external number is the number printed on the card's surface. For example, card #200 will have "200" or "00200" printed on its corner. The external number is a reference to the card itself within the set (i.e. "John Doe has card #200 of 300 cards"). External numbers must be unique; your account cannot have two cards with the same external number).

4. Enter the **FIRST Internal Number** if the internal numbers and external sequences are different. The internal number is part of the card's embedded value. The internal number and external number are often the same, but in some cases they are offset. For example, you can have a series of 100 cards in which the external numbers are 3001-3100 and the internal numbers are 5001-5100.

5. Only enter information into the **Optional Card Offset** if instructed to do so by Brivo Technical Support.

6. If required by the card format, enter the Agency Code, System Code, Credential Series, Individual Credit Issue, Person Identifier, Organizational Category, Organizational Identifier, and Person/Organization Association Category. The information in these fields should have been provided along with the credentials.

7. If required by the card format, enter the **Facility Code** that came from the card manufacturer. Not all cards have facility codes.

8. Click **Add Cards**. The confirmation prompt at the top of the screen should indicate how many cards were added to the system.

9. Click **Card Bank** to view the new cards.

## Unknown Cards

The following functions can be performed on this page:

To **Filter** the Unknown Cards by selecting from the dropdown menu. For example, to locate all unknown cards from the "Storage DC" site,, select Site Name from the filter and enter "Storage DC" in the text field and click **Go**.  The results will display below.

To jump to a specific time, click on the time and all unknown card events after that occurred after that time will display.

## To add individual cards through swipe-to-enroll:

1. Using a card that has not yet been added to the Card Bank, swipe it through your card reader. The card is automatically added a list of "unknown cards."

2. From the **Setup** dropdown menu, choose the **Cards** tab then click on the **Unknown Cards** tab. The Unknown Cards page displays.



*Figure 101.    View Unknown Cards*

3. This page indicates the **Date/Time** that the unknown card was enrolled in the system, as well as the **Site Name** and **Door Name** at which it was swiped. A **Hex Value** and **Number of Bits** are also identified for the card. Click the Hex Value of the card you want to add to the Card Bank. The Add Unknown Card page displays.

*Figure 102. Add an Unknown Card*

4. In the **Card External ID** field, enter an identifying label for the card, such as the name of the person to whom the card will be assigned.

5. Click **Add as Unknown Format**. A green message bar displays stating that the card has been added to the Card Bank.

6. Brivo Onair also automatically calculates **Potential Formats** which show the format name, facility code, and internal number of the unknown card allowing you to enter the card using a known card format, for example **Standard 26 Bit**. To enter the card into the Card Bank using this method, simply click on the **Add as Standard 26-Bit** button instead of the **Add as Unknown Format** button. A green message bar displays stating the card has been added to the Card Bank.



*Figure 103. View the Unassigned Card in the Card Bank*

In the **Card #** field, find the Card Identifier for the card you just added. It will have either an unknown card format or the selected potential format and will be unassigned. To assign the card to a new user, click the **Assign** icon associated with that card to access the New User page. To assign the card to an existing user, go to the Edit User page.

# Managing Cards

A disciplined approach to card management is a prerequisite to a secure access control system.

*Store all unassigned cards* in a secure place, such as a locked cabinet or safe.

*Keep all unassigned cards* in numeric order for easier distribution.

*Encourage users to immediately report lost cards*. When a card is reported lost, revoke the card immediately.

### To assign a card to a new user:

1. From the **Users** dropdown menu, click on the **New Users** tab. The New User page displays.

2. Enter an unassigned card number in the **Card #** field. (Click **Select ...** to see a list of all unassigned cards.)

3. Complete the other required fields, and click **Add User**. The User detail page displays. (For more information on adding a new user, see *Creating a User*.)

4. Give the card to the user.

### To assign a card to an existing user:

1. From the **Users** dropdown menu, click on the **User Directory** tab. The User Directory displays.

2. Click the user to whom you would like to assign a card. The User detail page displays.

3. Click **Edit User**. The Edit User page displays. (See *Managing Users* on page 84 for more information.)

4. If the user has no card assigned, enter an unassigned card number in the **Card #** field. If the user has lost or damaged his or her card and you want to assign a new one, type the new card number over the old. Click **Select ...** to see a list of all unassigned cards.

> **NOTE:**
>
> *When you enter a new card number over an old one, the old card is revoked when you click **Save**; it can then be re-assigned to another user or deleted from the Card Bank.*

5. Click **Save**. The User detail page displays.

6. Give the card to the user.

### To revoke a card from the Card Bank:

1. From the **Setup** dropdown menu, choose the **Cards** tab then click on the **Card Bank** tab. The Card Bank displays.

2. Locate the card you want to revoke and click the associated **Revoke** icon.

3. Click **OK** in the confirmation prompt. The page refreshes and the card displays as "unassigned."

4. Retrieve the actual card from the user and put it back in your deck of unassigned cards.

### To revoke a card from the Edit User page:

1. From the **Users** dropdown menu, click on the **User Directory** tab. The User Directory displays.

2. Click the user for whom you want to revoke the card. The User detail page displays.

3. Click **Edit User**. The Edit User page displays.

4. Click on the card number in the field below and click **Remove**.

5. Click **Save**. The card becomes unassigned.

6. Retrieve the actual card from the user and put it back in your deck of unassigned cards.

> **NOTE:**
>
> *Revoked cards can be re-assigned to other users.*

## To delete a single card:

1. From the **Setup** dropdown menu, choose the **Cards** tab then click on the **Card Bank** tab. The Card Bank displays.

2. Locate the card to be deleted, and click the associated trashcan icon.

3. Click **OK** in the confirmation prompt. The page refreshes and the card is no longer listed in the Card Bank.

4. Deleting a card does NOT delete the associate user.

## To delete multiple cards:

1. From the **Setup** dropdown menu, choose the **Cards** tab then click the **Delete Cards** tab. The Delete Cards page displays.
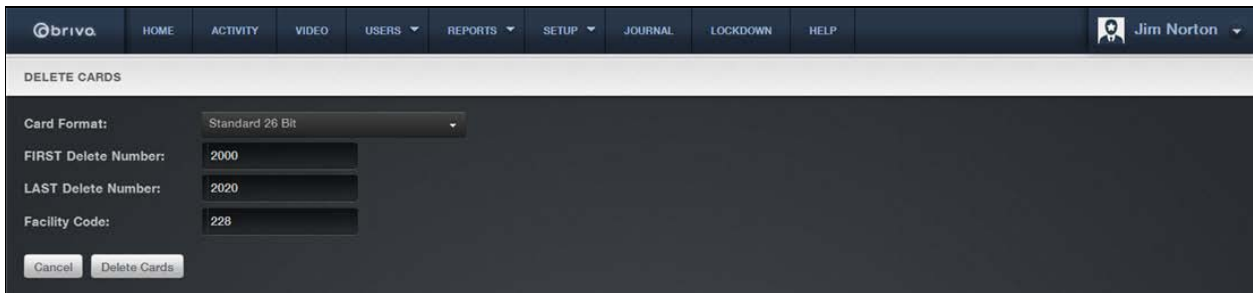


*Figure 104.     Delete Cards*

2. From the **Card Format** dropdown list, click the format of the cards to be deleted.

3. In the **FIRST Delete Number** field, enter the number of the first card to be deleted.

4. In the **LAST Delete Number**, enter the number of the last card to be deleted.

5. In the **Facility Code** field, enter the code for the facility to which the cards are currently assigned.

6. Click **Delete Cards**. A confirmation message displays

7. Click **OK** at the confirmation prompt. A green message bar displays, indicating that all of the cards within the specified range, including the first and last card entered, have been deleted from the card bank.

| | **NOTE:**<br><br>*If a card is lost, damaged or not returned, you can delete the card from the Card Bank. Deleted cards cannot be re-issued, but they can be recreated if deemed appropriate.* |
|---|---|

| | **NOTE:**<br><br>*If a user attempts to gain access to a door with a deleted card, the event will be logged as a* Failed Access Event by an unknown person with unknown credentials*.* |
|---|---|