



# WatchNET ACCESS

## WatchNET Access Integrated Security Management Software

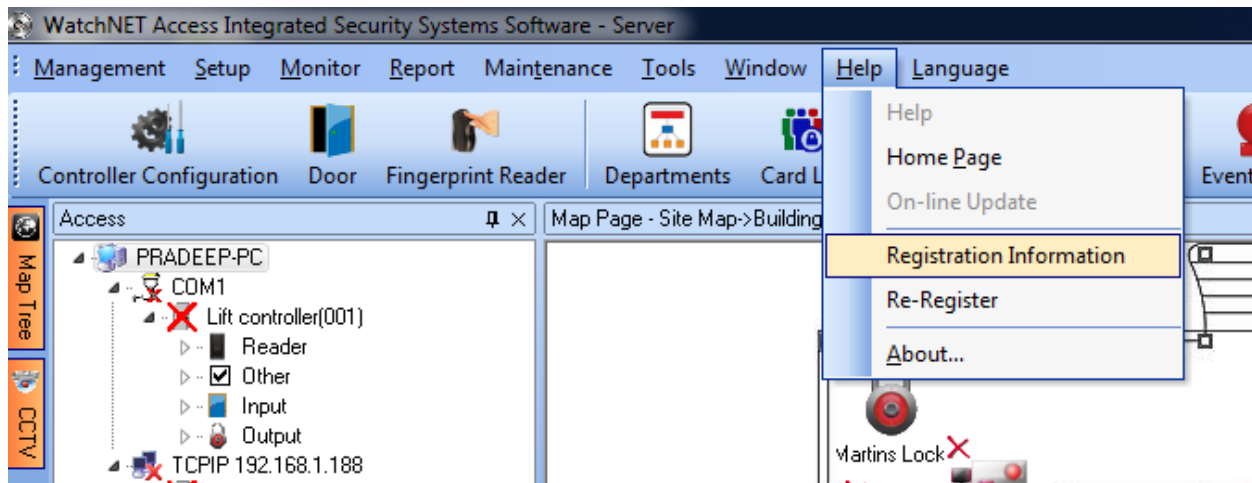
### Badge Printing



## Revision History

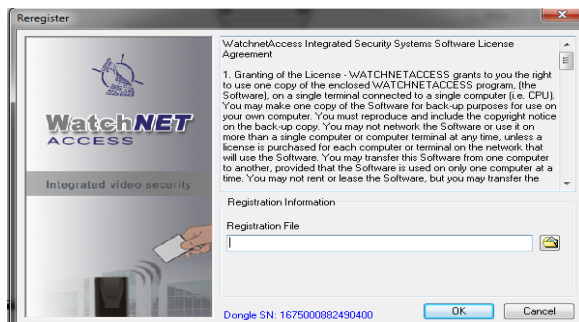
Revision	Date	Author	Description of Changes
1.0	11/22/2012	Pradeep Kumaran	Manual Created.

WatchNET Access software provides an easy way to print ID Badges using the Card Printer Module in the software. To begin we need to have the Card Printer feature enabled in the software licence dongle. To check if the feature is enabled click on *Help -> Registration Information*.

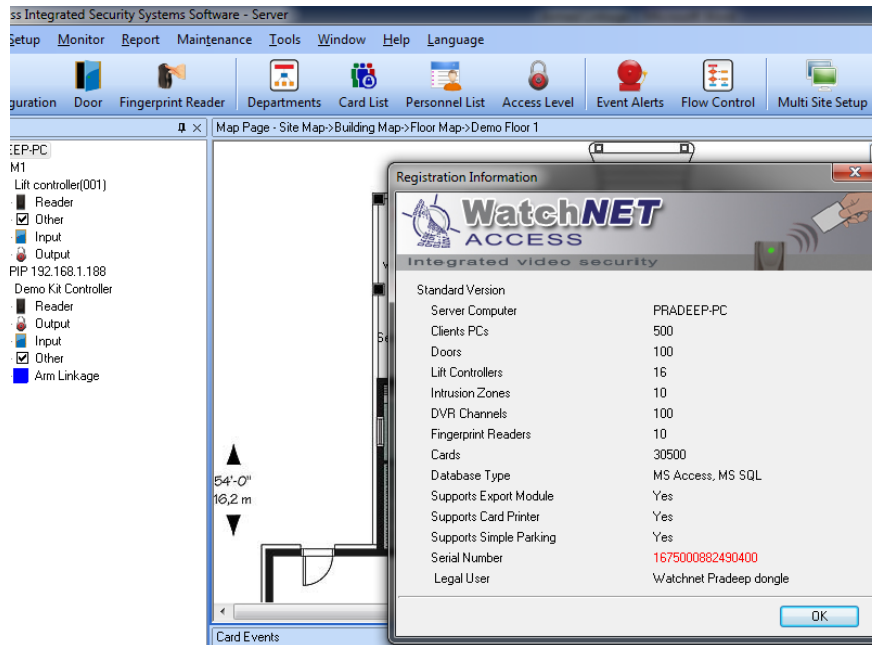


If this feature is enabled then you will see *Yes* for the *Supports Card Printer*. If there is a *No* then call the tech support department to purchase the licence. Our Tech Support will send you a file with this feature enabled. Save this file to your desktop and then open the software and navigate to *Help* again and this time choose *Re-Register*.

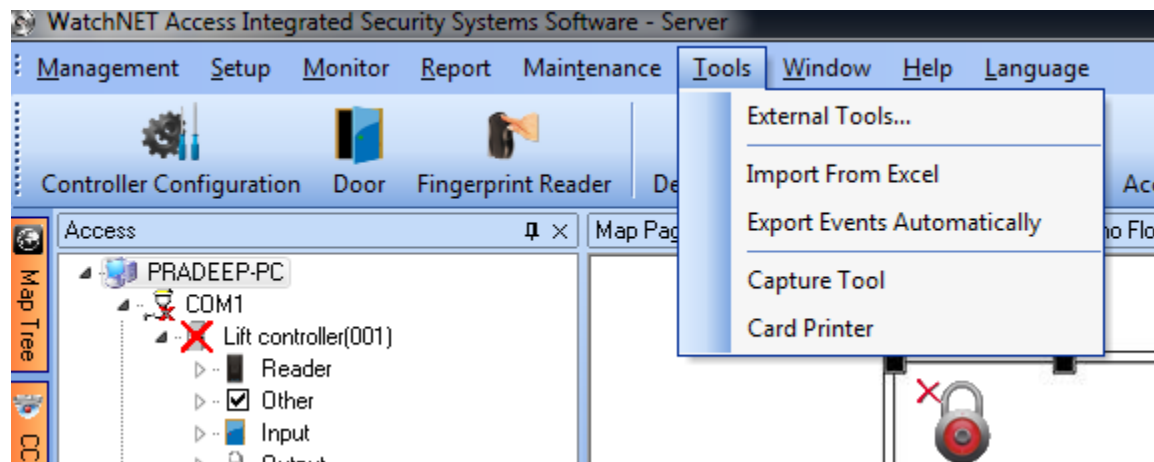
When the *Reregister* windows displays like the one shown below then click on the *folder button* and choose the file you have saved on the desktop and click *OK*.



The software will now have the Card Printer module activated and you can go back to the *Registration Information* window to verify that the *Support Card Printer* is enabled.



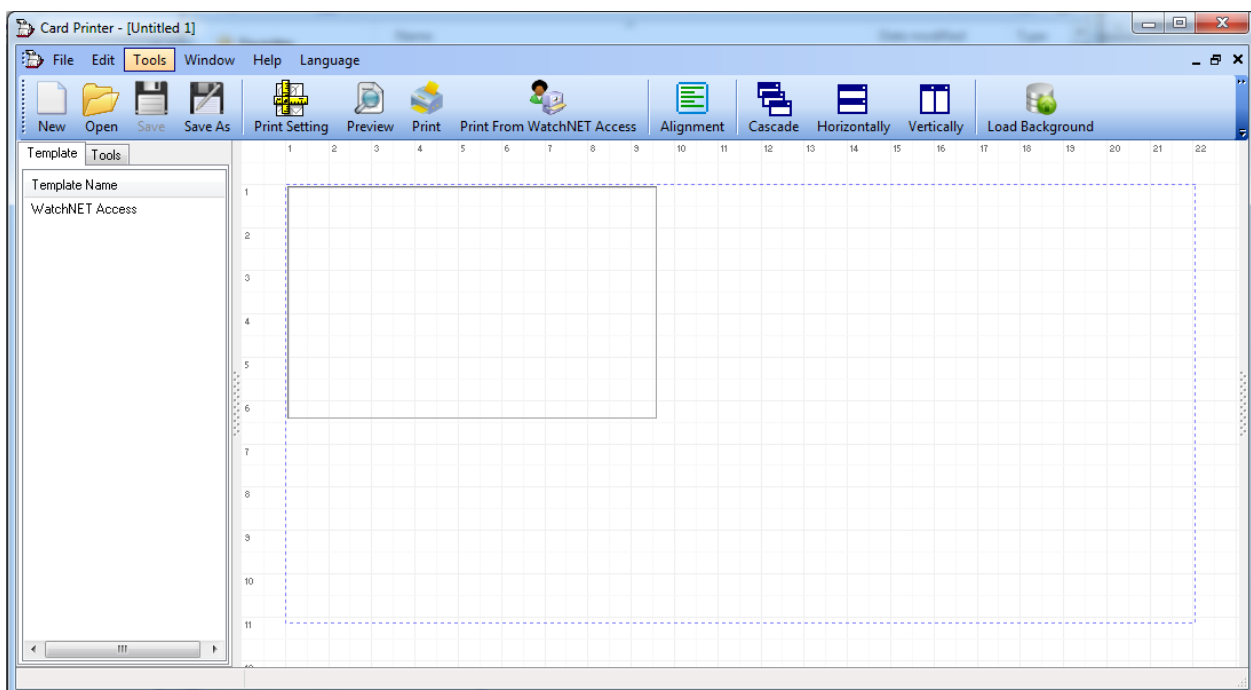
To launch the *Card Printer* window click on *Tools* and select *Card Printer* as shown below.



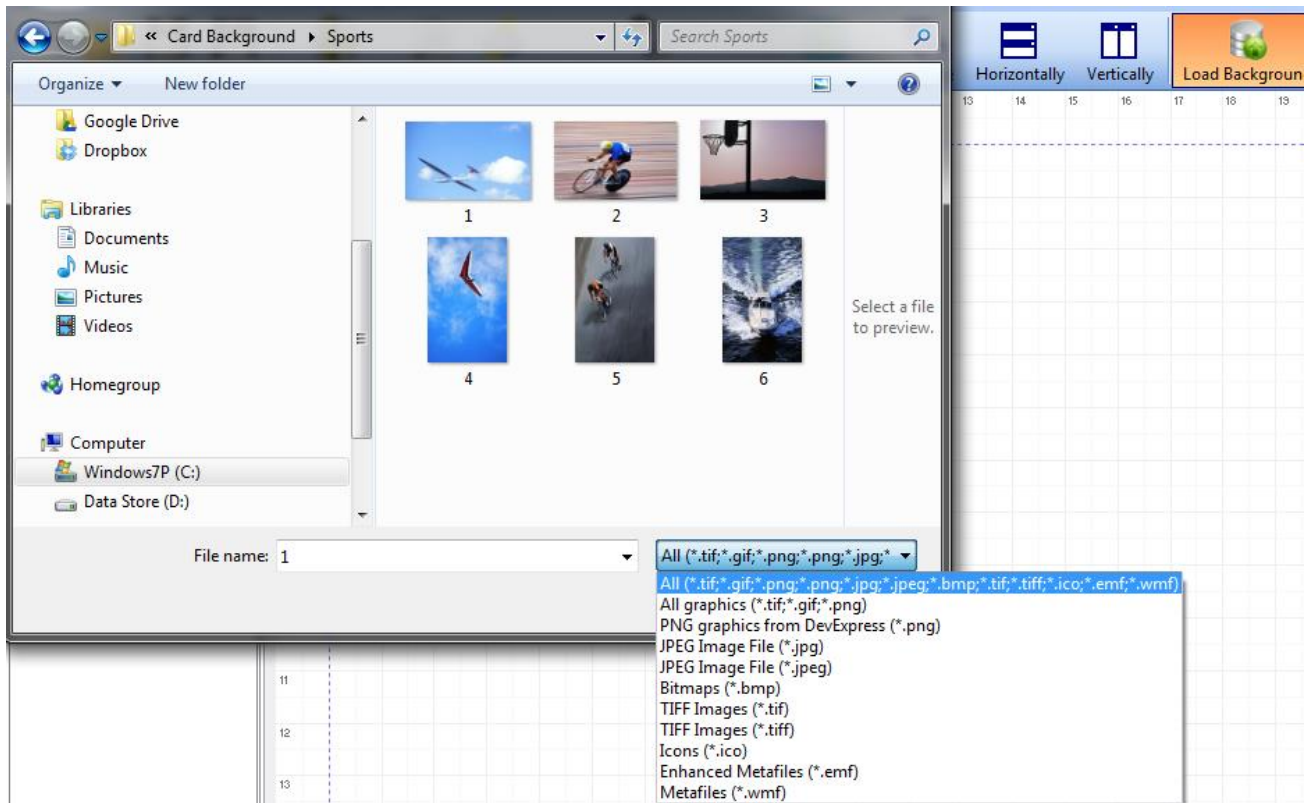
In the Log in window enter your *watchnet* as the *password* and click on Login.



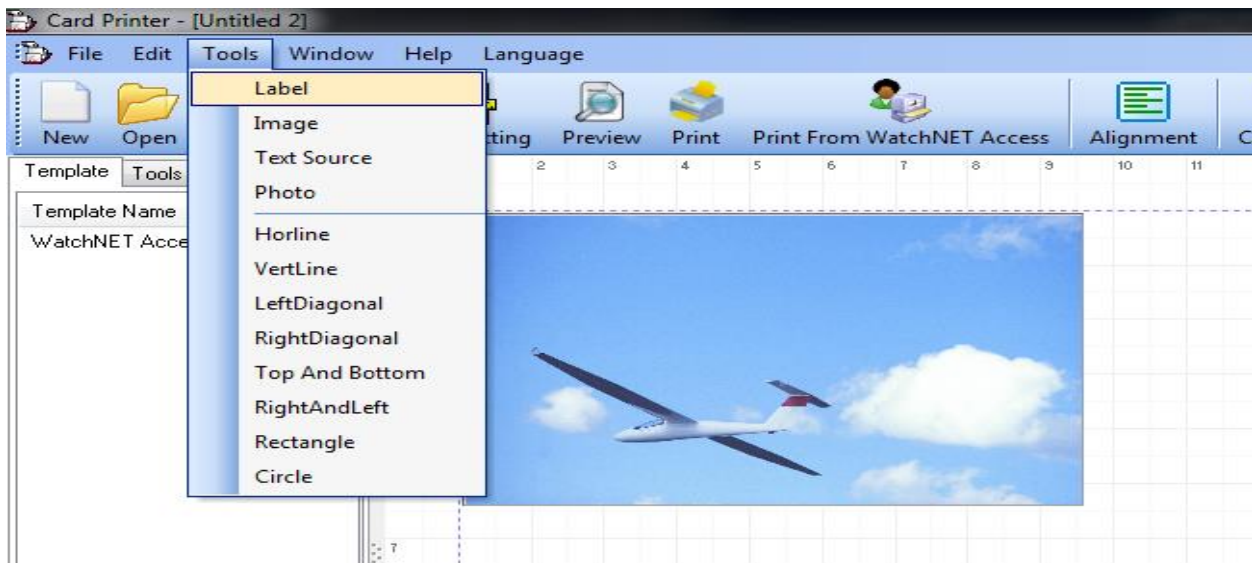
The *Card Printer* window is displayed.



Click on *New* to create a *new template*. If you need a background for your card then you can open the one you have or choose one from the existing ones. The supported file types are as shown below.



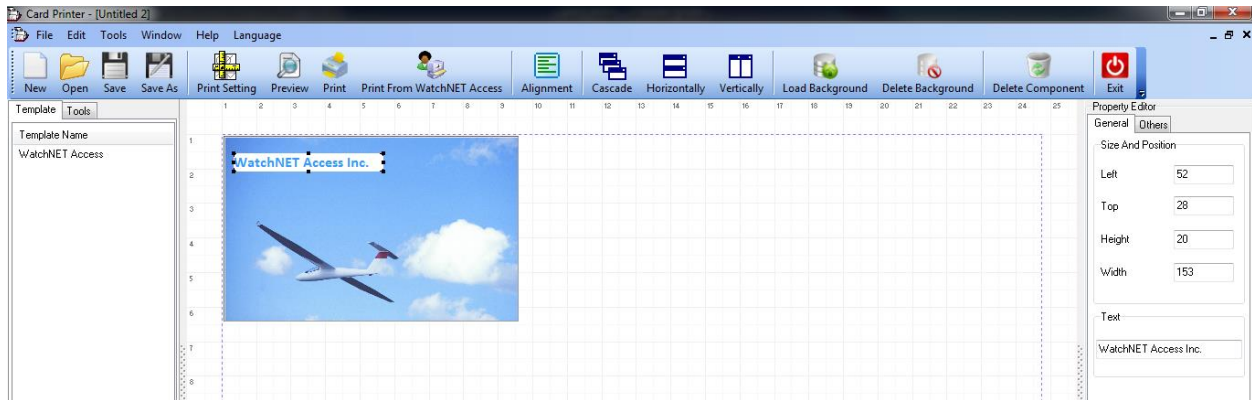
Click on the required image to have the background loaded on to the card. After this you will need to decide on the fields you want to see and populate them on the template. To take you through this let's take a badge that shows the *Company Name, First Name, Last Name & Card Number of the Card Holder, card holder's database Picture and Joining date.*



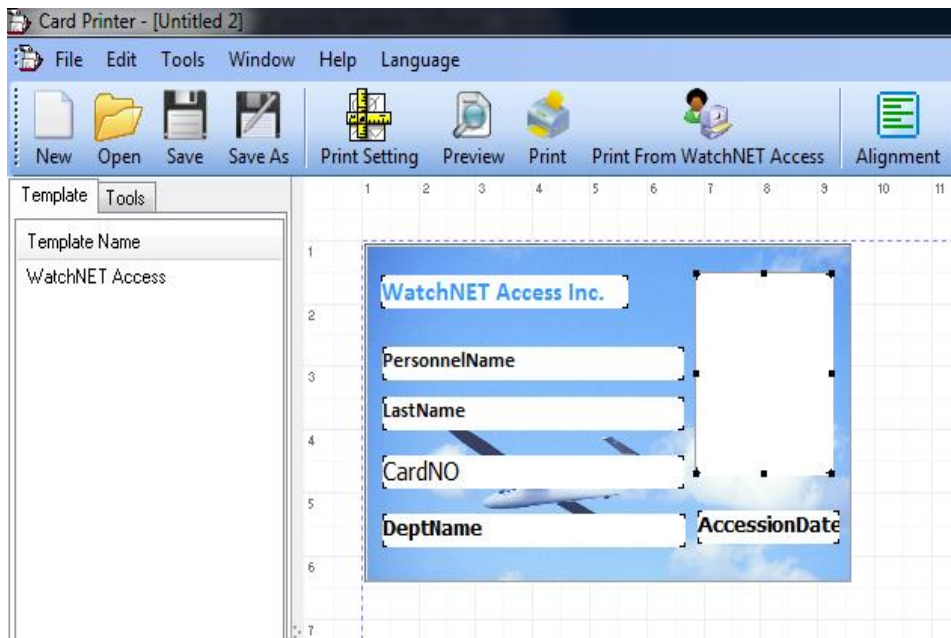
To do this lets click on *Tools* and choose *Label* first and click on the *template*. Once this is done on the right side of the screen you will see a *Text Box* where you can enter the required text. In the *Others* tab  
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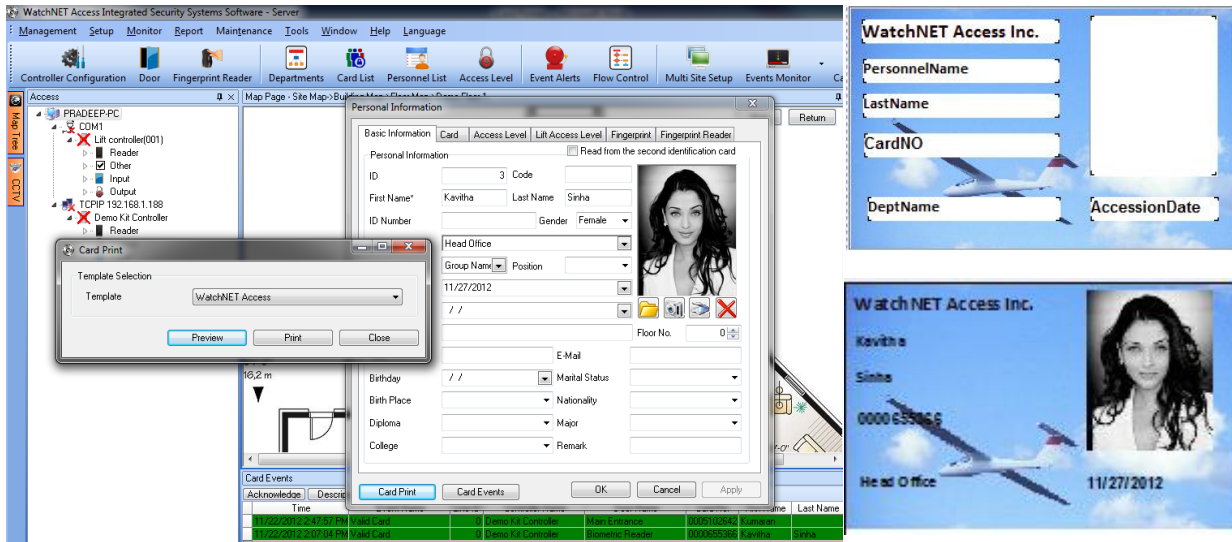
you can change the font, size and choose the colour you need on the badge. You can resize the box as needed.



Once this is done let's click on *Tools* again and choose *Text Source* and click on it and then click on the *Template* tab. On the right hand side click on the *Others* tab and choose the database field you need, in this case *First Name*. Repeat the same for the other fields you need on the card and at the end you will see the badge populated with all the required fields as shown below.



You need to save this as a template for future card printing directly from the *Personal Information* window of the WatchNET Access Software.



After this is done please ensure that you have an appropriate Printer and Print driver installed on your computer. You also need to ensure that you have selected the correct card size from the *Edit Menu* and it is the same on the card Printer as well. You can preview your cards by clicking on *Print from WatchNET Access*. This will bring up every card holder you have in the *WatchNET Access Software*. Choose the assigned printer and print the badges. You could also add labels before every field.

For all future Card printing you could go to the *Personal Information* window and Click on *Card Print*. The software will ask for a template to be selected and you can print the cards. You could have different templates saved for different categories of workers and Management.

For any questions you may have on this please feel free to contact your Sales Representative or our tech support team who can walk you through the required steps.