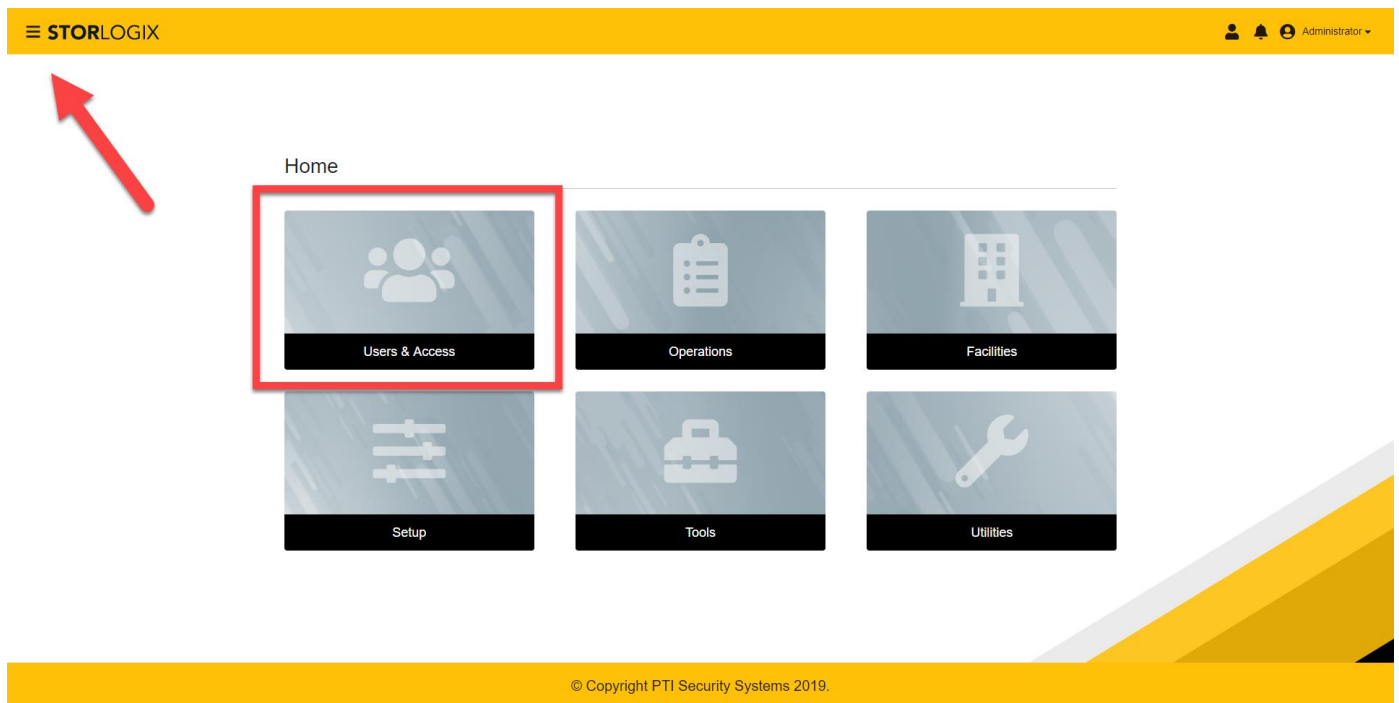# How to Add Cards in StorLogix
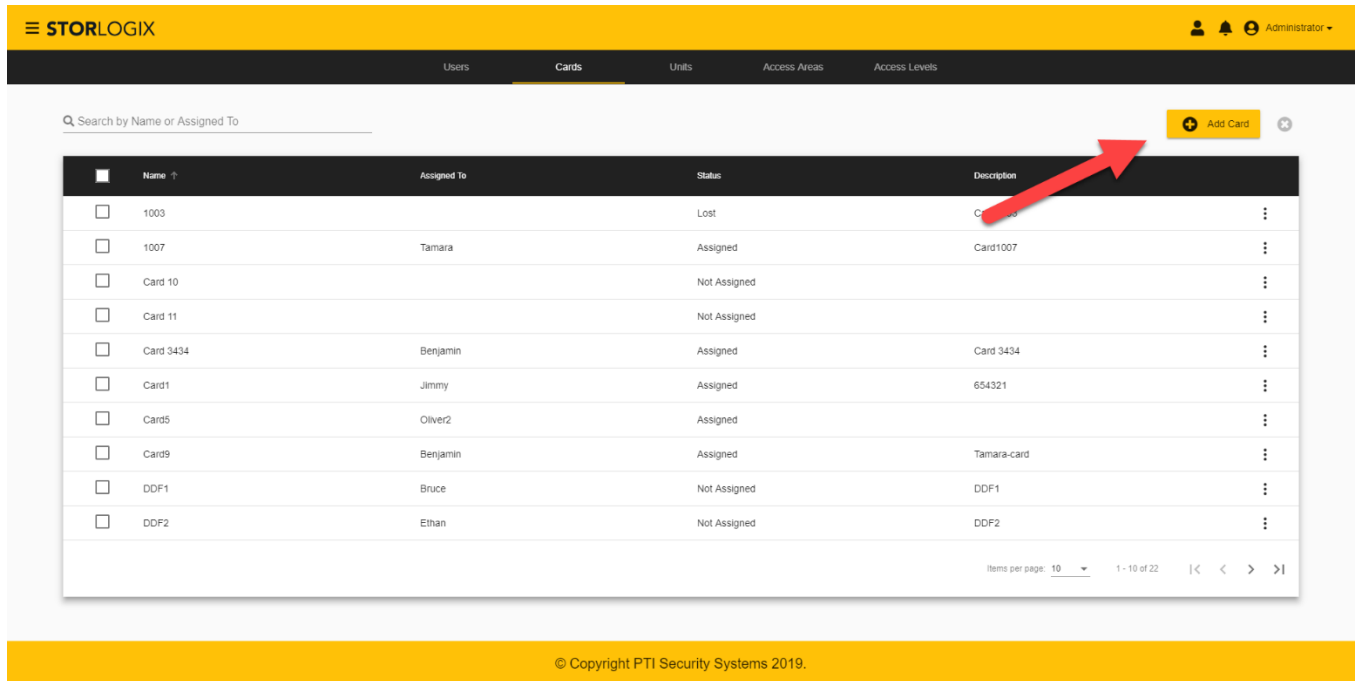
Adding Cards

To add a card in StorLogix:

1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)

2. You will be on a page with a list of users, units, access levels and status. On the top tab next to Users, click on **Card**. This will change screens to a list of assigned cards.

3. Click **Add Card.**

4. The pop-up screen will require you to fill in the forms with Card detail, such as name, card status, start/expire date, code and number of uses. Click **Submit** to finish.

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Editing Cards

To edit a card in StorLogix:

1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)
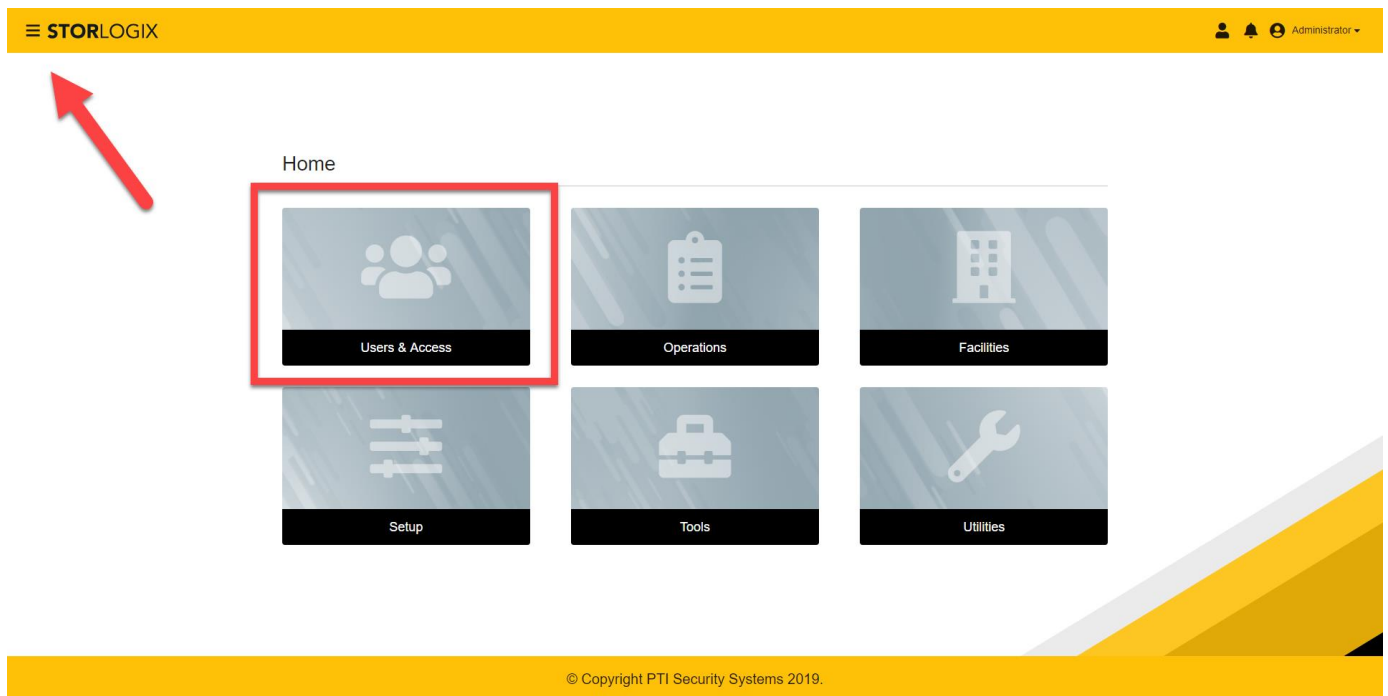
2. A navigation bar will appear, with options of Users, Cards, Units, Access Areas, and Access Levels. Click on **Cards** to display