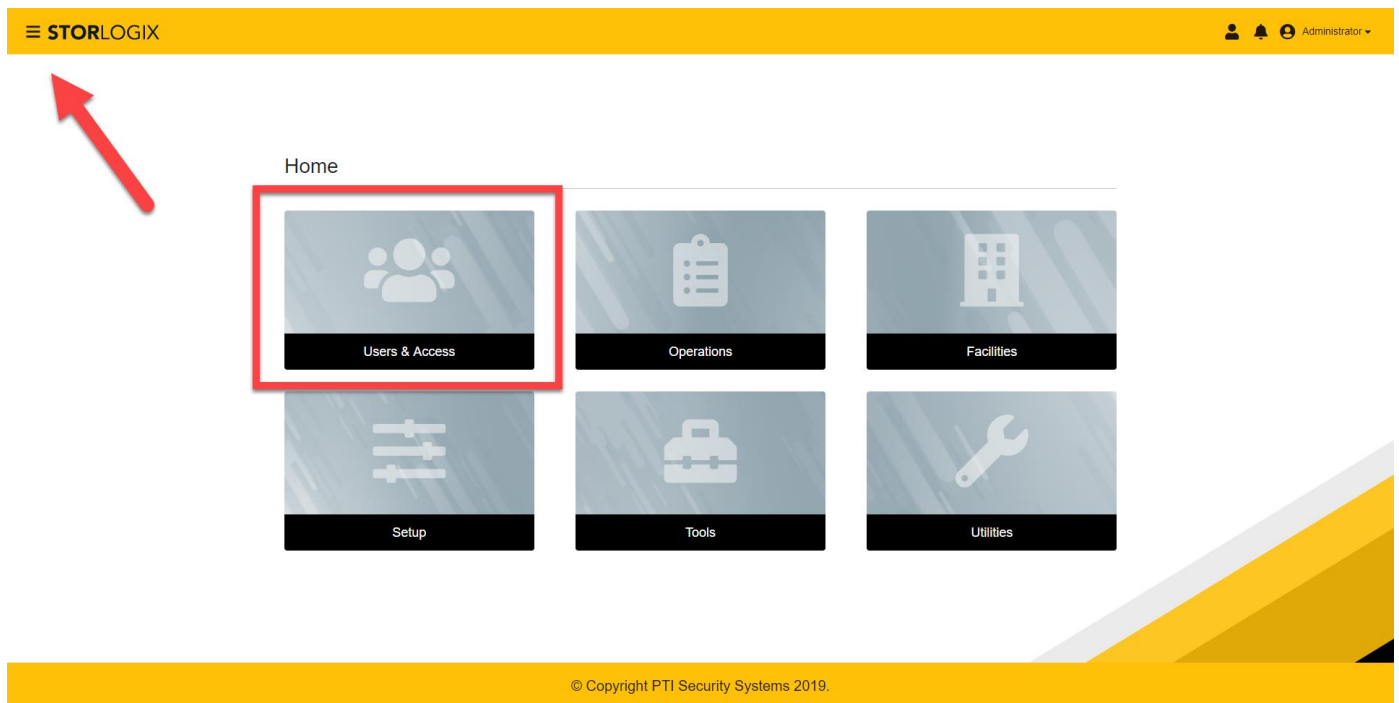


How to Add Cards in StorLogix

Adding Cards

To add a card in StorLogix:

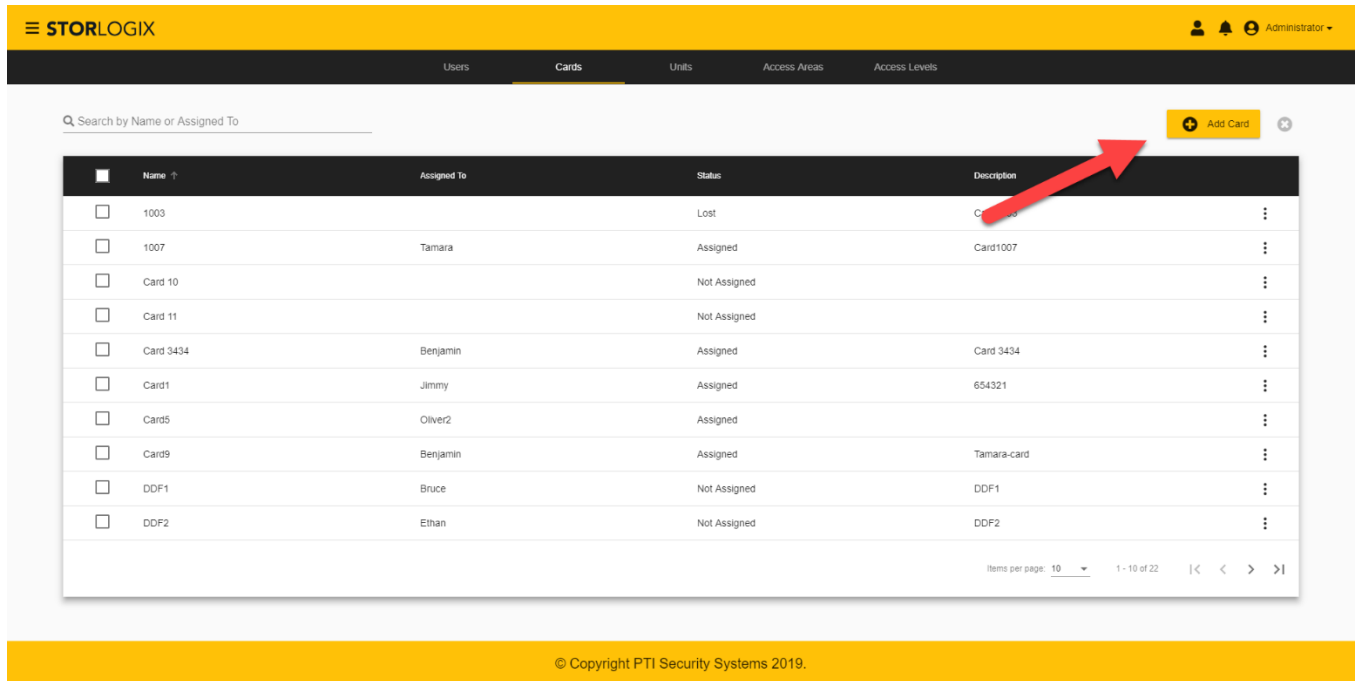
1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)



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.

The screenshot displays the PTI Security Systems web interface. At the top, there is a yellow header with the 'STORLOGIX' logo on the left and user information (Administrator) on the right. Below the header is a dark navigation bar with tabs for 'Users', 'Cards', 'Units', 'Access Areas', and 'Access Levels'. The 'Users' tab is currently selected. A red arrow points from the 'Users' tab to the 'Cards' tab. Below the navigation bar is a search bar labeled 'Search by Name or Unit' and an 'Add User' button. The main content area shows a table with columns for 'Name', 'Units', 'Access Levels', 'Status', and 'On-Site'. The table is currently empty. At the bottom of the page, there is a yellow footer with the copyright notice: '© Copyright PTI Security Systems 2019.'

3. Click Add Card.



The screenshot displays the 'STORLOGIX' web interface with the 'Cards' tab selected. A search bar is present at the top left. The main content is a table with columns for Name, Assigned To, Status, and Description. A red arrow points to a yellow 'Add Card' button in the top right corner of the table area.

Name	Assigned To	Status	Description
1003		Lost	Card 1003
1007	Tamara	Assigned	Card1007
Card 10		Not Assigned	
Card 11		Not Assigned	
Card 3434	Benjamin	Assigned	Card 3434
Card1	Jimmy	Assigned	654321
Card5	Oliver2	Assigned	
Card9	Benjamin	Assigned	Tamara-card
DDF1	Bruce	Not Assigned	DDF1
DDF2	Ethan	Not Assigned	DDF2

Items per page: 10 | 1 - 10 of 22

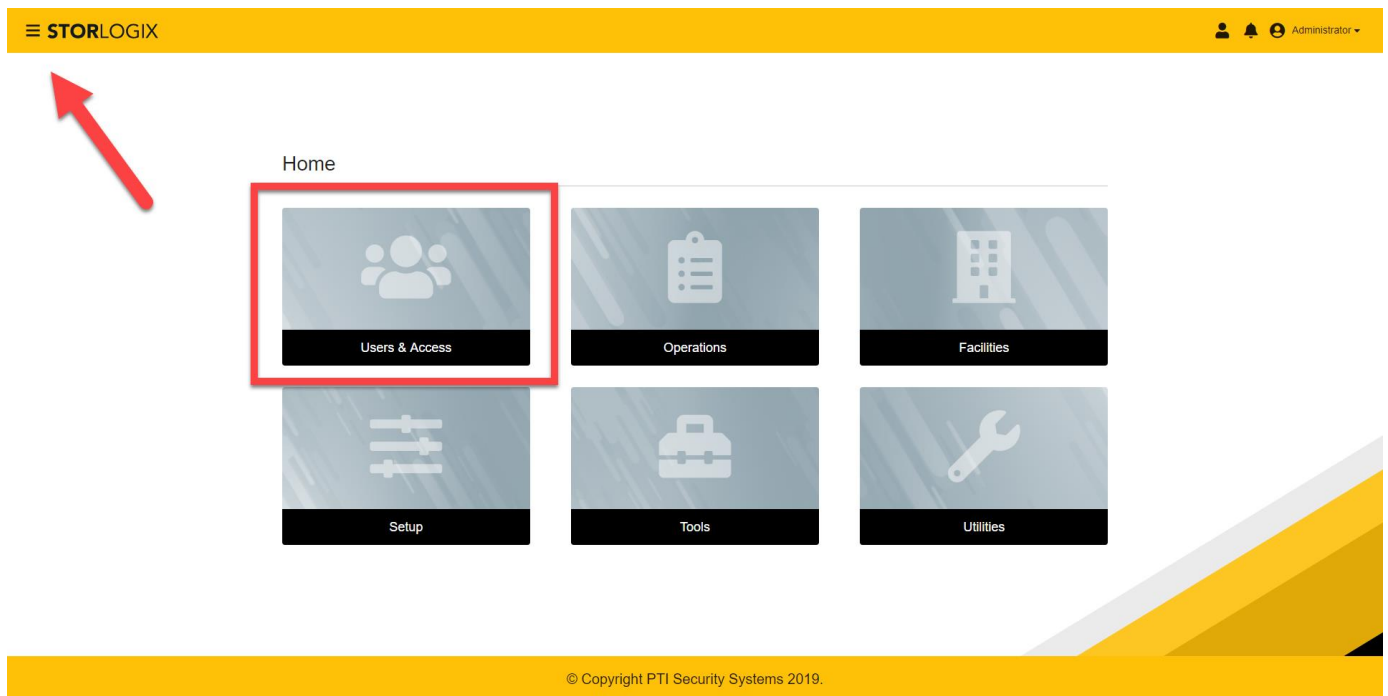
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- The pop-up screen will require you to fill in the forms with Card detail, such as name, card status, start/expire date, code and number of uses. Click **Submit** to finish.

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