


How to issue card on the VTMS

1 Issue card

In generally, authority group management is according to the address, so there in no need to config “ Authority group management”.

The screenshot shows the 'OneCardManger' application interface. The 'Issue Card' tab is selected. The form contains the following fields: 'authority group' (Unit 2, Building 1), 'Principal card' (checked), 'cardholder' (lee), 'Address' (Unit 2, Building 1, Community 1), 'Room No.' (101), 'Effective Date' (3 Year), and 'Notes' (abc). Below the form is a 'Dahua IC card reader' dropdown and a 'Start reading' button. At the bottom right are 'Save' and 'Cancel' buttons. A table below the form has columns: Card No., Addr., authority group, valid, Principal card, cardholder, and Note. Red boxes and numbers 1, 2, and 3 highlight the form fields, the 'Start reading' button, and the 'Save' button respectively.

Figure 1 issue card interface

Item	Parameters	Instructions
1	Data configuration section	<p>In this section, please fill in the address, room number and authority group. Check Principal card if you want to make current card master card</p> <p> Note</p> <p>Please note that when you choose authority group, it will relate to the card which can open the doors.</p>
2	Reading section	<p>Please make sure that card reader is connected in the way, then point “ Start reading”, put the IC card on the card reader, it will add card number automatically in the area list.</p>
3	Saving section	<p>Point “Save”, it will upload the card info in the area list to the corresponding outdoor station.</p>

 Tip

After “Start reading”, you also can modify the contents of the data configuration section. The new card will be added as the modified info of data configuration section. So you can add cards for multiple outdoor stations in one-time.

2 Reissue and cancel the lost card

Point “Card management” in the VTMS’ client, you can reissue and cancel the card which has issued.

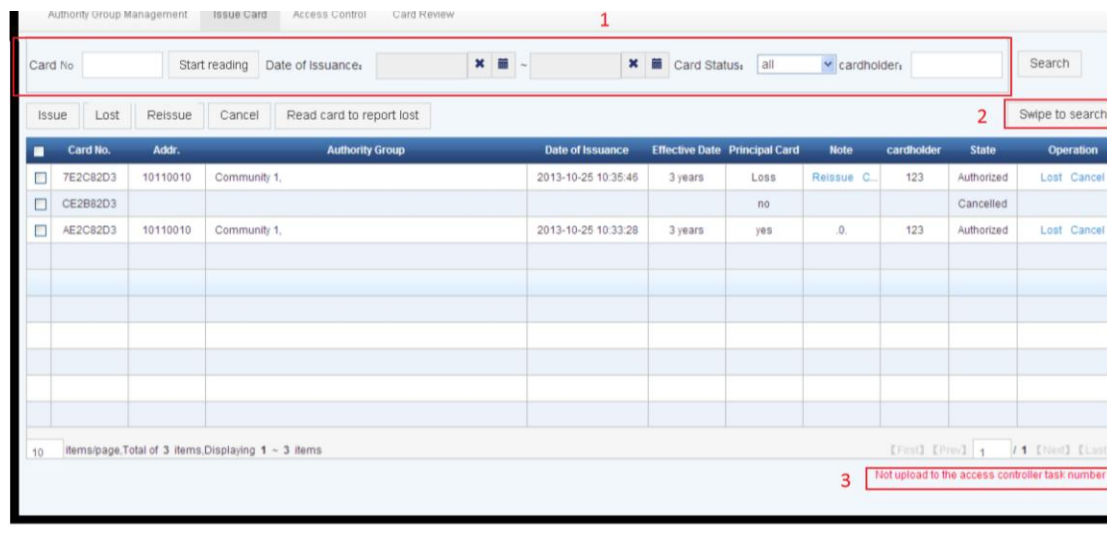


Figure 2 Card management interface

Item	Parameters	Instructions
1	Search	You can query the card info according to the card number. Point “Strat reading”, you can query a card accurately.
2	Swipe to search	According to the existing card, “Switch to search” can search the different cards of the same room number, and report lost.
3	Not upload to the access controller task number	Point this item, it will show card info which isn’t upload.