

# GTSALIVE

## ALIVE Platform

### Batch Card Printing Quick Start Guide

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# Introduction

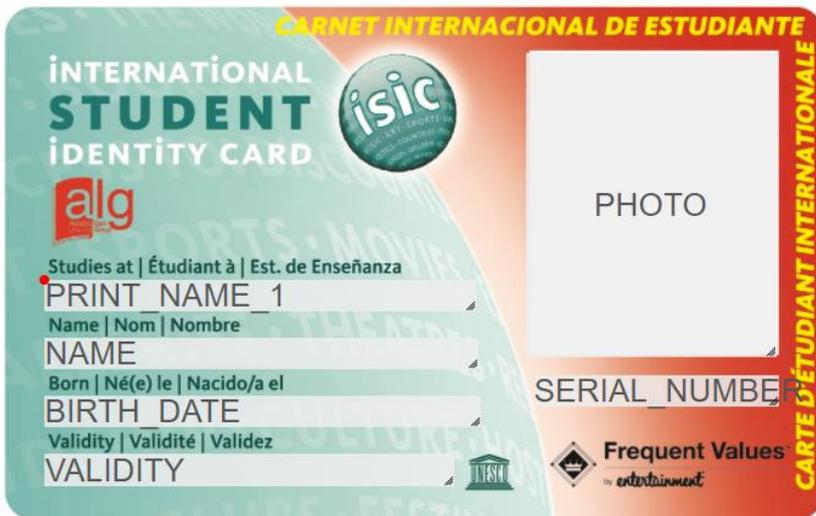
This quick start guide describes how to start using the batch card printing feature in NCDB.

## Card Designs

As a first step it's necessary to set placeholders for data fields to be printed on cards. Please navigate to „Licence Management“ – „Card Designs“ section and open edit page of some card design. To be able to set these placeholders correctly please ensure the resolution of the card design image is **729 x 459 pixels** with no white space around the artwork. Below you can find a correct one for your reference. The red line shows you image borders. If you are not sure about currently uploaded images please upload new ones in the correct dimensions.



To add a placeholder please select the correct one from the drop down list and click „Add“ button. By drag & drop method you are now able to move the placeholder to the intended position. Below the image you can set left and top margin in millimeters and also remove the placeholder. To edit placeholder length please pull the right corner and drag it to the intended length. Currently active placeholder is marked by red dot at the top left corner. At the next example the „PRINT\_NAME\_1“ field is active.



Once completed you should check the setup clicking the „Print Test Card“ button which will use the current setup to print test card. If everything is okay please don't forget to save the setup clicking the „Save“ button.

## Personalization Centers

The personalization center setup („Settings“ – „Personalization Centers“) has been extended by „Default Personalization Center“ checkbox. The personalization center with „Default“ option ticked will be always pre-selected at „Batch Card Printing“ page. At the personalization center list page the default one is marked by  icon.

## Batch Card Printing

Batch card printing feature is available for ER users and personalization center users, please navigate to „Orders“ – Batch Card Printing“ page. The list shows you all plastic card order entries (new cards, duplicates) of

the orders which are in „In Production“ status and were not marked as printed yet. The default filter is set to show entries of default personalization center. You can filter different ones or filter out records by your needs using the filter options. To reset the filter please click „Reset filter“ link.

In case you need to edit cardholder name and/or date of birth please click the mouse to the appropriate field and edit the data. You can confirm your changes hitting „Enter“ key on your keyboard or clicking by the mouse somewhere out of the edited fields.

To show card preview please click  icon. In the first column you can find checkboxes to select which records you want to print. You can tick them individually or select all records ticking the checkbox in the table header. Then click the „Print“ button, NCDB will generate print batch for you, each record (card) as an individual page. Please select your card printer, ensure the header and footer printing is disabled in your web browser and print the cards. Once completed and verified that all cards were printed correctly please mark records (cards) in NCDB as printed clicking „Process“ button at the top of the page (available currently only for personalization center users, in the upcoming releases we add this option also for ER users. It requires more changes in user access control and security model). This button mark all currently selected records (cards) as printed.

## Individual Card Printing

Every plastic card with associated card design can be individually re-printed from the card detail („Cards“ – „Card List“ – „Card Detail“) by clicking the „Print Card“ button. When you hover mouse over this button and wait a while a card preview will be shown.