

How to use IDMS Carts

PLEASE contact your local campus techs for:

- Any issues with the cart and its equipment, camera, printer and computer.
- Additional ID cards & printer supplies.
- Schedule Regular printer cleaning. The printers can be finicky and jam from time to time. They need to be cleaned after a Jam or they will continue to jam.

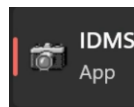
What happens when I look up a student, take picture and print ID card on the wrong student?

- PLEASE use as many fields as possible to verify student and their IDMS record. Middle Int, DOB, Student email address.
- ID pictures are exported out to college systems that contain picture place holders. Some exports run nightly, weekly and monthly.
- If a picture is taken on the wrong account, both students will need to have pictures retaken to ensure pictures are correct on both accounts.
- Both students will also have to wait for picture export processes before pictures are updated in the colleges various systems.
- ISO = 16-digit number unique to each user like a credit card number used for the pay for print financial transactions. It changes every time a new ID card is created and like credit cards when a new one is created the previous one will no longer work.

Picture Guidelines: No hats or sunglasses. Keep backgrounds simple and solid lighter backgrounds are preferred over busy & darker.

Printer Settings: the printer and its software will be configured for student IDs and their respective settings should never need to be changed. They are set to print color on front, BW on back and they encode the cards magnetic strip for pay for print system in Library Learning Commons.

Loading new ID cards into printer hopper. The slide on the printer ID card hopper is used to set the MIL thickness of the ID cards and should ALWAYS be set to 30. Cards should have magnetic strip pointing down and on the right-hand side, so they print successfully.




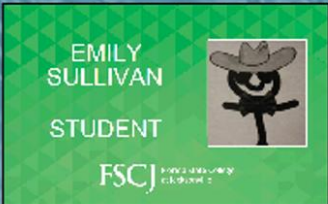
1. Login to computer and click on the IDMS app icon. Looks like a camera.
2. After logging in to computer and running IDMS app click the check box "Log in using my Windows Account" and click login.

A screenshot of a Windows login dialog box titled "Welcome to RapiDcard IDMS". It contains a "User Name:" field with the text "FSCJCCROBINS" and a "Password:" field with masked characters. Below the password field is a checkbox labeled "Log in using my Windows Account" which is checked. At the bottom are three buttons: "Log In", "Cancel", and "Setup". Red boxes highlight the checkbox and the "Log In" button.

3. Every time you open IDMS it will open to the first record below. We have left the first record 0 which doesn't belong to anyone.

IDMS FIELDS

Card Holder Database

1 LAST SULLIVAN	1 FIRST EMILY	1 MIDDLE A	
2 ID NUMBER 0	EDIT DATE	ISSUE DATE 2022-09-02 00:00	
3 ISO NUMBER 6039500385943627	Card Holder Address	PHOTO DATE 2022-08-31 00:00	
SECURITY CODE 831	LIBRARY NUMBER	ISSUE TIME 12:38:05	
5 CLASSIFICATION STUDENT	9 EMAIL ADDRESS	4 CARD COUNT 761	
6 GENDER F	10 ACTIVE DIRECTORY ID SULLEA	LAST CARD ISSUE CODE L	
7 DATE OF BIRTH 02/06/2001	CARD TYPE	LAST CARD RE-ISSUE CODE REPRINT-NO \$	
8 STATUS INACTIVE	PREVIOUS ISO 6039500385942785	SIGNATURE FILE NAME 0	
11 LEGAL FIRST NAME			

NOTES

Profile is inactive-accidentally took photo which overrode the previous person. 1231331123 test

Private

Card Holder Data - 1 -

Card Holder Data - 2 -

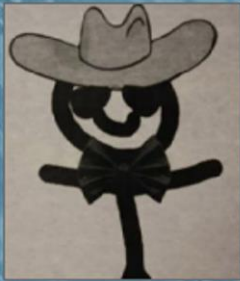
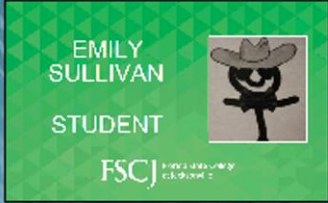
First	Prev	Next	Last	Read Mag	Find	Add/Clone	Edit	Status	Delete	Authorize
Photo	Signature	Fingerprint	Print	Encode	Quick Find	Show All	View	Agreement	OK	Close

Evolis Privacy | SCJ STUDENT MOBILE | Login ID: FSCJ\CCROBINS-A | Station ID: 00 | Record 1 of 1

1. Name: Last, First and Middle Int. Middle Int can be helpful in identifying the correct Student.
2. EmplID
3. ISO Number: Current ISO for card in use. This field changes every time a new ID card is printed for a student.
4. Card Count: number of ID cards that have been printed for a student.
5. Classification: Almost all IDs you will be working with will show "STUDENT" in this field. If you are working with a student that has "STAFF" in this field and they are also a student, you can change the ID card template to the student template and print them a student ID. PLEASE NOTE: They will NOT be able to use their student ID for pay for print services while an employee of the college.
6. Gender
7. Date of Birth: Another great field for identifying correct student.
8. Status: Will show ACTIVE or INACTIVE
9. Email Address
10. Active Directory ID: User ID they use to log into college owned computers. ALL new students will be S##### (##### = EmplID).
11. Legal First Name. Typically, field #1 First and this field will be the same. If they are different #1 First (preferred name) will be printed on the front of the ID card and this field will be printed on the back of the ID card.

IDMS Buttons (RED ITEMS: College doesn't use)

Card Holder Database

LAST SULLIVAN	FIRST EMILY	MIDDLE A	
ID NUMBER 0	EDIT DATE	ISSUE DATE 2022-09-02 00:00	
ISO NUMBER 6039500385943627	Card Holder Address -	PHOTO DATE 2022-08-31 00:00	ISSUE TIME 12:38:05
SECURITY CODE 831	LIBRARY NUMBER	CARD COUNT 761	<div style="border: 1px solid gray; padding: 2px;"> <p style="font-size: small;">CDFFILE</p> <p>STUDENT_FSCJ.CDF 4</p> </div>
CLASSIFICATION STUDENT	EMAIL ADDRESS	LAST CARD ISSUE CODE L	
GENDER F	ACTIVE DIRECTORY ID SULLEA	LAST CARD RE-ISSUE CODE	
DATE OF BIRTH 02/06/2001	CARD TYPE	SIGNATURE FILE NAME 0	
STATUS INACTIVE	PREVIOUS ISO 6039500385942785	LEGAL FIRST NAME	

Profile is inactive-accidentally took photo which overrode the previous person. 1231331123 test

Private Card Holder Data - 1 -
 Card Holder Data - 2 -

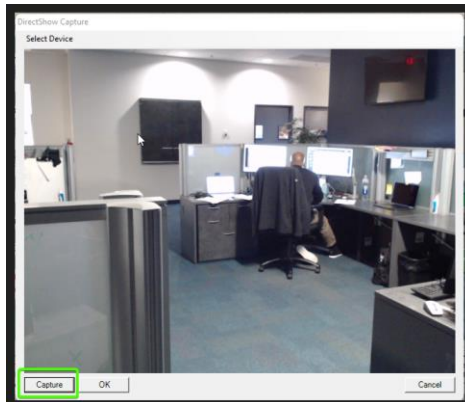
2 First	Prev	Next	Last	Read Mag	Find	Add/Clone	3 Edit	Status	Delete	Authorize
6 Photo	Signature	Fingerprint	7 Print	Encode	Quick Find	Show All	View	Agreement	5 OK	8 Close

Evolis Privacy SCJ STUDENT 1 BILE Login ID: FSCJ\CCROBINS-A Station ID: 00 Record 1 of 1

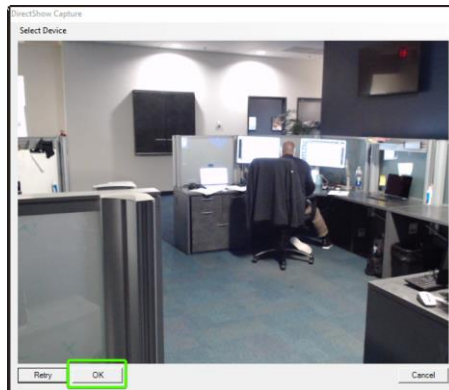
1. Quick Find: Use it to look up students by EmplID, First, Middle, Last.
2. First, Prev, Next & Last buttons used when you are looking up John Smith and find that there are 20 John Smith records. Buttons used to cycle through records that match "Quick Find" search criteria.
3. Edit: Once you have found the student you want to create ID card for, and you do not see the student ID card template below picture placeholder click Edit and you will then be able to use #4 CDFFILE drop down menu to select the Student ID Card template. It is Green and horizontal. After template change click #5 OK and you will be prompted to "Save all changes to database?" click yes to save. You will see the template appear below their picture.
4. CDFFILE: ID Card template selector.
5. OK. Typically greyed out. Clickable when changes are made to an IDMS record. You will be asked to save changes to database.
6. Photo: Once you have found the correct student and verified them. Ensure Student template is selected.

Photo Capture Process

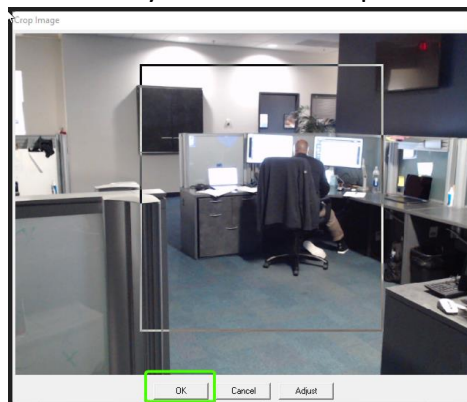
- A. Clicking Photo will bring up the photo capture screen. Position cart, camera and student in location ensuring background and lighting are optimal. Click “Capture”



- A. After clicking capture it will appear nothing happened EXCEPT “Capture” changes to “Retry”. If you are happy with picture, click OK.



- B. You will now see adjustable picture crop box that you can adjust size and position. Once you have students face centered and sized correctly click ok to add picture to IDMS record.



7. Print: Use to print ID Card.
8. Close: closes program on computer.