

ScreenCheck
BADGEMAKER

Quickstart Guide BMLITE

· ID DESIGN · MANAGE · PRINT SYSTEM ·

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1. Introduction

BadgeMaker has been implemented successfully in thousands of organizations worldwide to issue national ID's, driver licenses, passports, civil identification and social security cards. Use the full power and advanced features with BadgeMaker such as biometrics, contact and contactless smart cards.

With BadgeMaker Lite an MSAccess demo database is included that illustrates most features in the software. You can use the demo database as a reference when you create your own BadgeMaker project or you can test different features you would like to integrate in your own project.

IMPORTANT: Badgemaker Lite offers a limited number of records (100) and is also limited to (1) project. If you want to use more records and create additional projects, please contact your software supplier to upgrade your Badgemaker Lite to Badgemaker Basic.

This document is meant as a guide to installing your software and initial system set up, it describes the process of defining a database, creating a card design and producing finished cards. This document is intended as a quick start guide only, for a detailed description of the software and its advanced features please consult the Help Files in BadgeMaker.

2. Installation

2.1 Installing ScreenCheck Software

For installation of BadgeMaker Software please follow these simple steps:

- Insert the ScreenCheck BadgeMaker CD into the CD-ROM, the CD will automatically launch setup.
- From the Main Menu select “*Install BadgeMaker*”.
- From the Welcome Setup Screen select “*Next*” to begin installation. Follow the install process step by step (ScreenCheck advises to accept all default options).

You must register the software to obtain a license key for full functionality. Follow instructions when prompted after the installation has completed.

Make sure you have administrator rights when you install on a Windows Vista or Windows XP workstation.

2.2 Uninstalling ScreenCheck Software

BadgeMaker can be uninstalled by selecting it in “*Add or Remove Programs*” from the Control Panel.

2.3 Installing ScreenCheck Hardware

Please be sure to install hardware components to begin producing ID cards (camera, and printers).

ScreenCheck offers a wide range of products to use with BadgeMaker to suit our customer's needs. Help files and manuals are available describing in detail the installation and setup of these products. If you encounter problems please contact our Support Department.

support@screencheck.com

2.4 Installing the card printer

To install a printer please follow the instructions in the documentation supplied with the printer. If you encounter problems please contact our Support Department.

support@screencheck.com

2.5 Installing the camera

A wide range of camera models can be used to meet the requirements and budget suiting the needs of our customers. Help documents and manuals are available to aid in the installation and configuration of these cameras. If you encounter problems please contact our Support Department. support@screencheck.com

3. Getting Started

The BadgeMaker software consists of two components integrated into one application. Each component with its own functionality.

3.1.1 Badge Creator (BC): This module is used to create badge layouts with dynamic/static text, logos, signatures, photos, and magstripe information.

3.1.2 Badge Maker (BM): This module is used to create a database and enter data into the database, acquire images and print cards. This module is the main screen of BadgeMaker.

With BadgeMaker an MSAccess demo database “*DEMOLITE.BM*” is included. It contains a ready to use database and card layout showing the software’s capabilities. You may use this as a reference to create your own BadgeMaker project or use it to test various features you would like to include in your project.

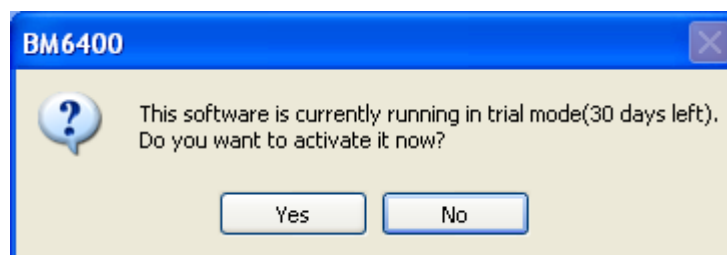
3.2 Launching BadgeMaker

Select “*BadgeMaker*” located in the “*Programs*” folder in the “*Start Menu*”. BadgeMaker will open for the first time.

4. Activate BadgeMaker

When BadgeMaker is installed for the first time you must register the software in order to gain full functionality. A **Software Activation Code (SAC)** is shipped with BadgeMaker. With this Software Activation Code you can register BadgeMaker on the internet. After registering, a registration name and key is sent to you by email automatically.

In trial mode, a message is shown every time BadgeMaker is started.



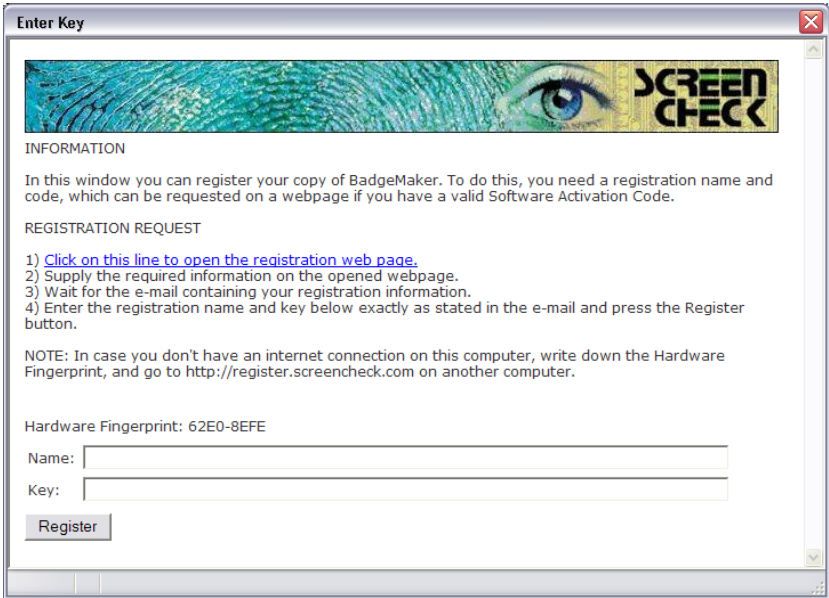
Select yes to open the registration window.

Select the **Help Menu** and then click **About**.

The following dialog box is presented.



Now click **Enter key** and the **Enter Key** window will appear.



You must obtain a **Name** and **Key** to activate BadgeMaker.

Follow the instructions on the screen.

Click on the link and the website (<http://register.screencheck.com>) to register.



Welcome to the ScreenCheck software registration site! To register, you need the Software Activation Code that came with your software. You have to complete and submit the form to receive your Registration Key by e-mail. Please take into account that by completing and submitting the form, you comply with our policy on software usage as described in the license terms.

Software Activation Code*

Hardware-fingerprint* F9DE - E419

The hardware-fingerprint is already filled in. You must enter the SAC that came when you purchased BadgeMaker. Enter the Software Activation Code you received in the field and all other fields marked with * are mandatory.



Registration Name/Company *

E-mail Address *

First Name*

Last Name*

Job Title ▼

Company

Address

City

Country/Region * ▼

Zip/Postal Code

Phone Number

Yes, I want to receive the ScreenCheck newsletter.

Yes, I accept the [terms of license](#).*

Notice: We thank you for registering your software. If you experience any inconvenience or failure during registration, please send an e-mail to register@screencheck.com or contact your local ScreenCheck supplier.

Fields marked with * are required.

Remember “Registration Name/Company”, this is needed for the registration along with the key. When you have entered all required information, click the **Submit Information** button and you will receive an e-mail with your Registration details including a key.

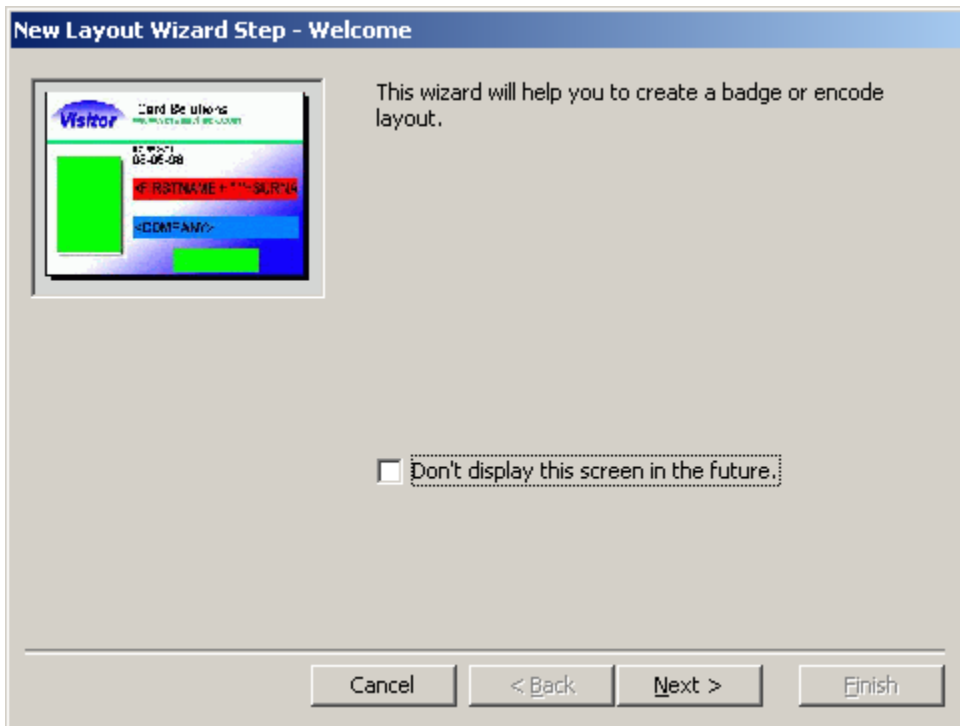
If you do not have internet access on the PC where BadgeMaker is installed, you can register on another machine but you must remember the Hardware-Fingerprint from the original computer/server BadgeMaker is to be installed on and fill this in on the website manually. If you enter an incorrect Hardware-Fingerprint registration will fail and use of BadgeMaker will remain restricted.

5. Creating badge layouts in Badge Creator (BC)

In the previous chapter we created a project *.BM file with the necessary settings for BadgeMaker. This chapter will look at designing badge layouts

5.1 Badge Creator Wizard

Select “New badge” from the “File” menu in BadgeMaker to start the BC component. The “Layout wizard” will begin.



Select “Next” to continue.

5.1.1 Step 1 - Layout Type

Select the type of layout to create. Select “Badge” to design a card layout. Do not tick the “Use Template” option. If you select “Use Template” you are restricted to existing template designs. Select “Next”.

5.1.2 Step 2 - Badge Type

Select a name for the new card design. Leave the default type value of “ISO-Card 86/54.5”. Select portrait or landscape to design in. Select “Next”.

5.1.3 Step 3 - Badge Layout

This step is solely to specify a background colour to your card design. Select “Next”.

5.1.4 Step 4 - Badge Fields

Select the fields you want to include into your badge design. Select “Next”.

5.1.5 Step 5 - Badge Options

These options are indicative only and can be ignored in most instances.

5.1.6 Step 6 - Finished

Select “Finish” to complete and exit the wizard.

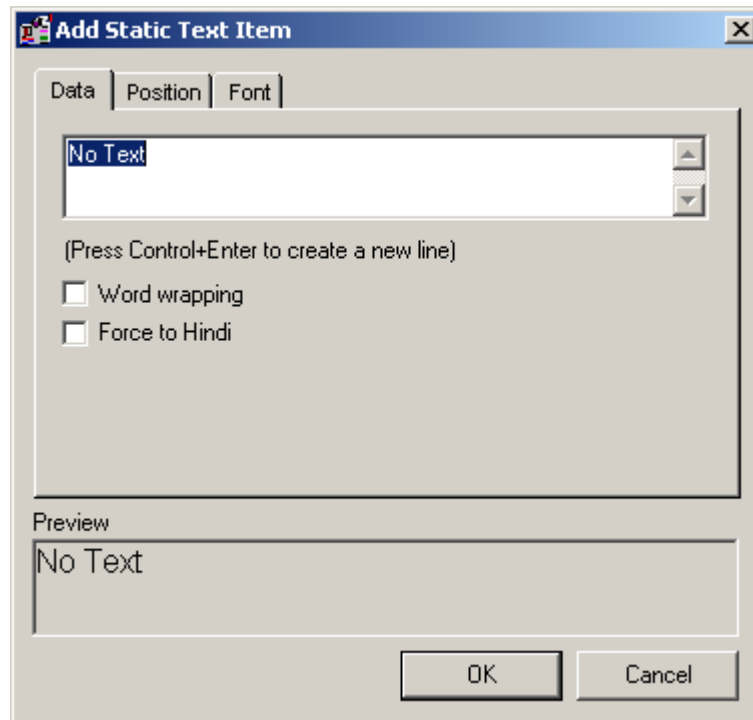
You will now see a blank badge layout. You can zoom in or out of the layout by clicking on the “Zoom In” or “Zoom Out” buttons in the toolbar.

5.2 Add items to the layout

By selecting **Edit>Add Item** from the menu, the following options can be found:

5.2.1 Static Text

Select “*Static Text*” to add static text to the badge layout.
After selecting this option you see the following dialog box:



Data tab

Type your fixed data into the text box. At the bottom of the dialog in the preview window this text will be displayed with the selected font, style and colour. Use the ‘*Word wrap*’ option if the text you entered is too long for one line.

Position tab

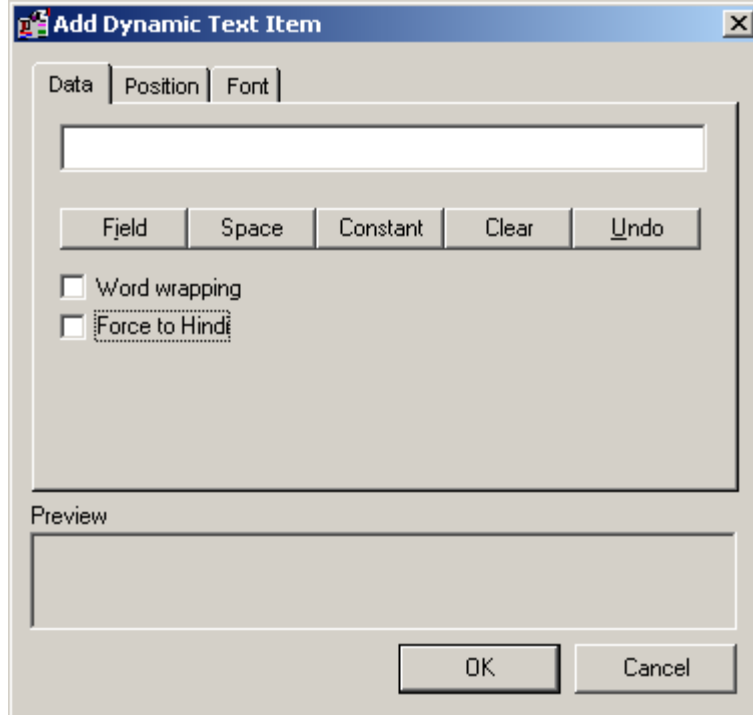
In most cases this can be skipped as it is easier using a mouse to drag & drop and resize the text after it has been added to the card layout.

Font tab

Select the text font, style, size and colour of the text. Alignment and some effects can also be set.

5.2.2 Dynamic Text

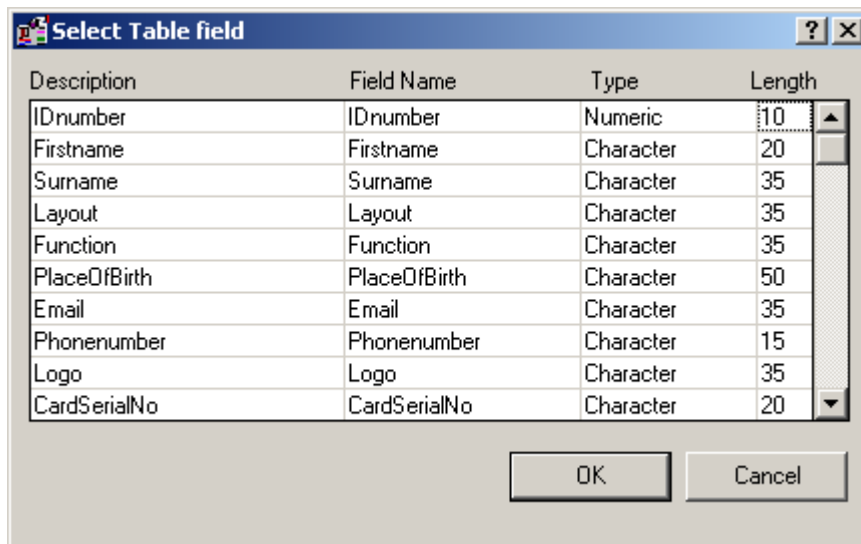
Select “*Dynamic Text*” to add dynamic text to the badge layout. Dynamic text is information added from a database field previously defined in the PROJECT. After selecting this option you see the following dialog box:



The “Position” and “Font” tabs are identical to those described in Section 5.2.1.

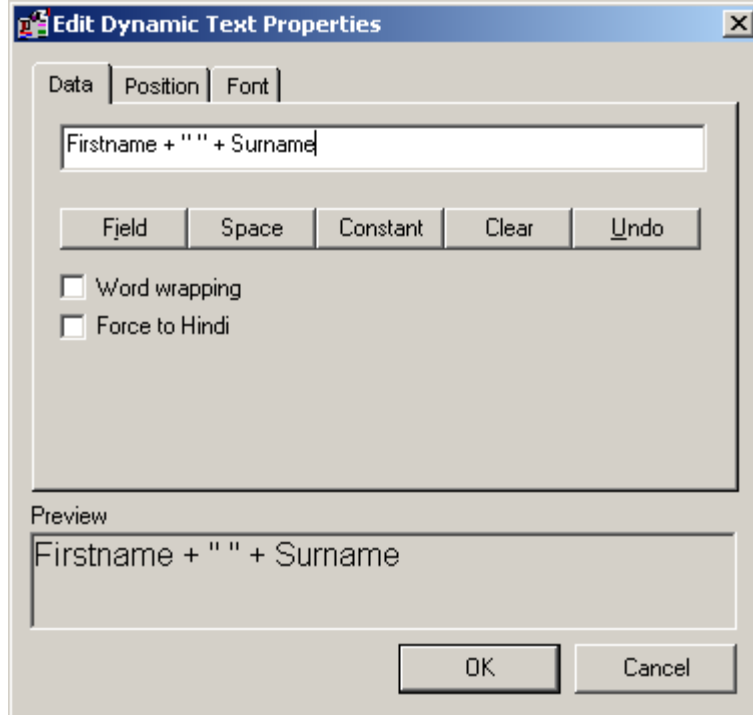
Data tab

Select “Field” to obtain a list of available fields.



Select a field and click ‘OK’ to confirm.

You can also type a string that can be built of one or more database fields in combination with constants. With the space button a +” “+ will be added to the string. Now another database field or constant can be added to the string. In this example Field “Firstname” - Space - Field “Surname” are entered:

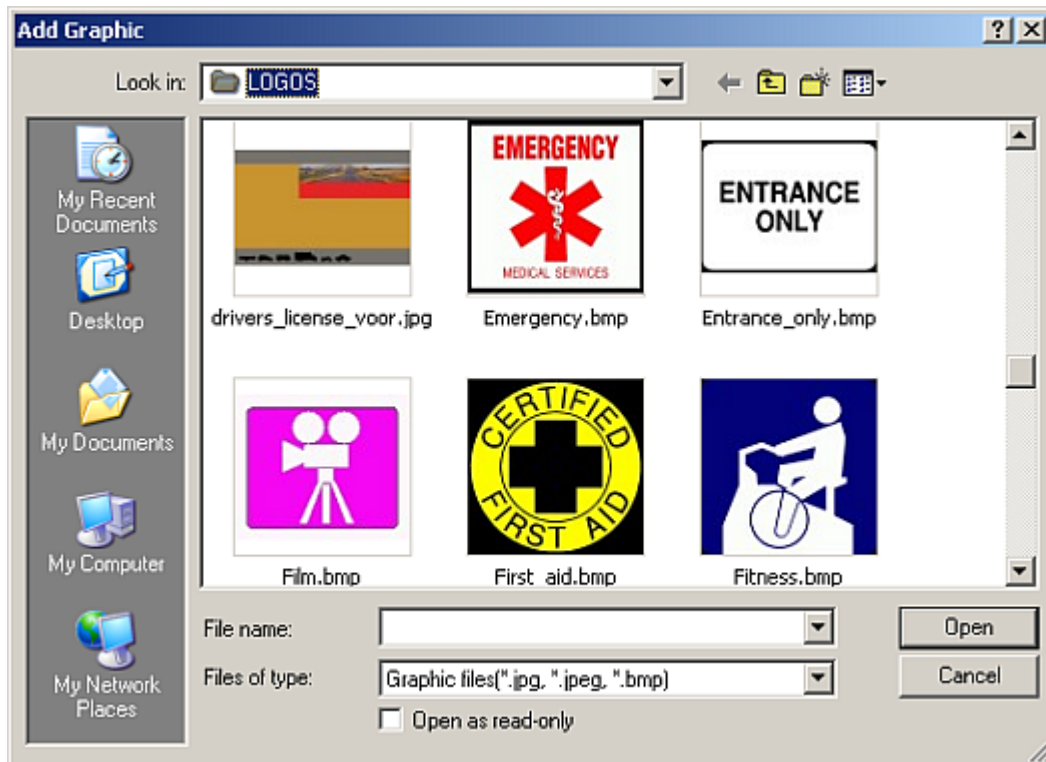


5.2.3 Add Logo

Select “Add Logo” to add a logo to the badge layout.

*The logo file must be in *.jpg or *.bmp format.*

It is strongly recommended that any logos are stored in the logo folder of the project directory, C:\SC\BMLite\PROJECTS\project_name\LOGOS.



Select the logo to be added and click “*Open*”. To edit the logo properties simply double click the logo once added to the design. If your logo has a black or white background use the “*Transparent*” option to make the logo transparent.

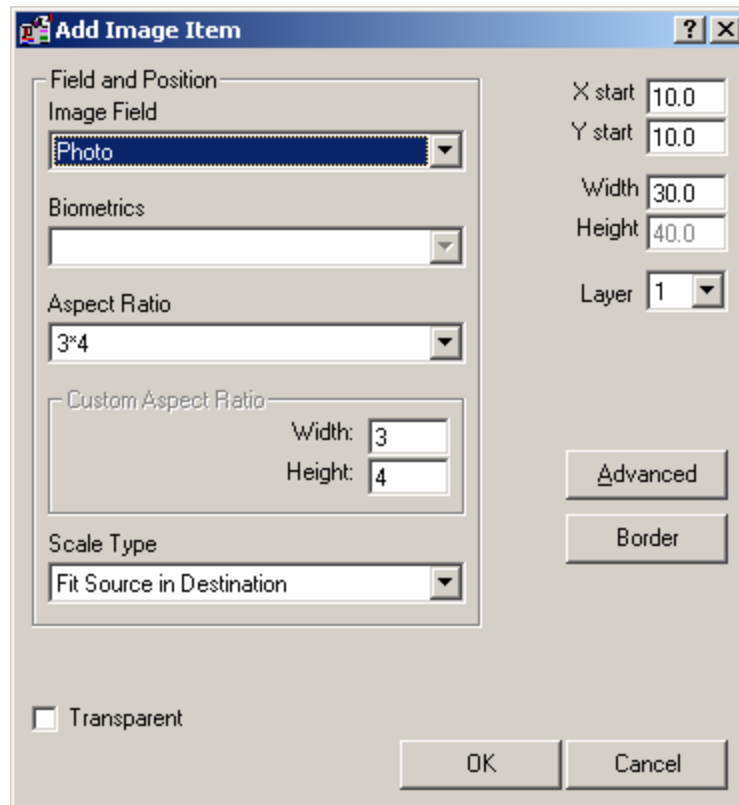
5.2.4 Add Dynamic Logo

Use this option to select “*Add Dynamic logo*” to your badge layout.

5.2.5 Add Image Item

Select “*Add Image*” to add an image to your badge layout.

Select one of the available image types (photo, signature, etc.) to add to the layout.



5.2.6 Barcode

Use this option to add a barcode that is dependent on the contents of one or more database fields to your badge layout. Select the “*Add Barcode*” to display the dialog box.

5.3 Shapes

You can add shapes by selecting the following “*Add Line*”, “*Add Rectangle*”, “*Add Circle*”. All three when selected result in the same dialog box.

Position tab

Use the “*Position tab*” to position and define the dimensions.

Colour tab

Use the “*Color tab*” to define the colour of the shape, line thickness and fill options.

6. Editing

When items are added to your badge layout, you can edit their properties.



6.1 Save

Use this command to save changes made to the current badge layout.

6.2 Save as

Use this command to save the current badge layout as another filename.

6.3 Delete Item

Select an item from the layout and hit the delete button on your keyboard.

6.4 Editing existing items

Click on an item to select it and then select Item from the “*Edit*” menu or double click on an item. The dialogue will look the same as when a new item is added. You can make the necessary changes.

6.5 Snap to reference line

In the “*Options*” menu a reference line can be set. Depending on the settings (left alignment, center alignment, right alignment etc.), items will be aligned to the reference line by right-clicking on the item and selecting “*Snap to reference line*” option.

6.6 Badge Layout

Use this option from the “*Edit menu*” to adjust the layout settings of the currently opened layout. The “*Edit Badge Layout*” dialogue is similar to the “*New Badge Layout*” dialogue.

6.7 Open Layout

Existing badge layouts can be seen in the “*Project Explorer*” window located on the right hand side of the screen. From here you can open an existing badge layout by double-clicking on the badge name.

6.8 Remove Layout

Existing badge layouts can be removed from the project by right-clicking the layout listed in “*Project Explorer*” and selecting “*Remove from Project*”

6.9 Help

Press the F1 button or select “*Help Index*” from the “*Help*” menu to open the BadgeCreator help files. Help can be found based on a category in the menu or on a keyword.

7. Encode options

7.1 Magnetic layout mode

Use this mode to add magnetic encoding data to your badge layout.

Once you have completed creating a new project and created your badge layouts in BC. You are now ready to produce your cards by returning to the main Badge Maker screen (BM). Select “*Back to main Screen*” on the toolbar.

8. BadgeMaker (BM)

Now that you have created a project and produced badge layouts you are ready to use BadgeMaker (BM). BadgeMaker is the main screen where data is entered, images are acquired and finally cards are printed.

8.1 Default project

BadgeMaker Lite will open into a ready built database which you can edit or use to test the functionalities.

The project will open displaying all data entered to date.

The screenshot shows the BadgeMaker software interface. At the top, there is a menu bar with 'File', 'Record', 'View', 'Image', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

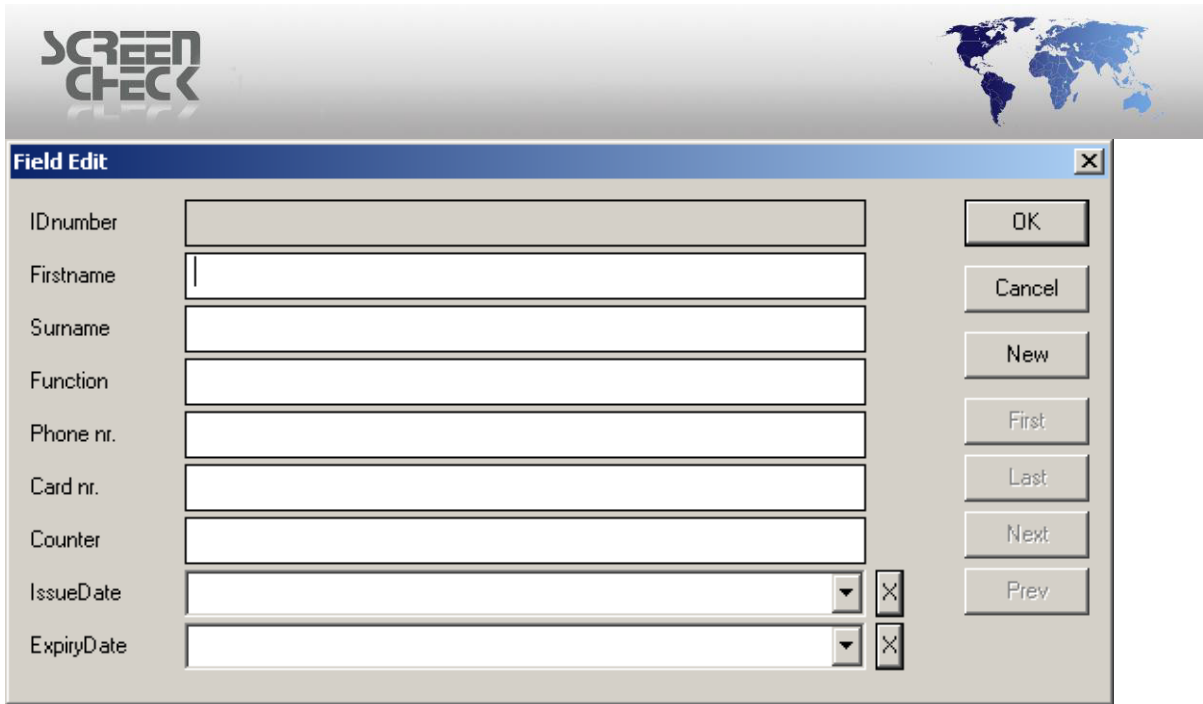
- Left Panel:** A vertical toolbar with icons and labels for 'Create a new project', 'Open an existi...', 'Edit project', 'Create new badge layouts', and 'Edit existing badge layouts'.
- Table:** A table with columns: IDnumber, Firstname, Surname, Function, and Phone nr. The table contains 14 records, with the first row highlighted in blue.
- Photo Window:** A small window titled 'Photo' showing a portrait of a man.
- Badge Templates:** Two preview windows showing badge layouts. The top one is for 'David Johnson, Software Development' and the bottom one is for 'ScreenCheck b.v.' with a barcode and 'Magstripe information not available'.
- Bottom Status Bar:** Displays 'Rec 1/14', 'Name SUPERVISOR', 'Member of Administrators', and 'Active image Photo'.


IDnumber	Firstname	Surname	Function	Phone nr.
100001	David	Johnson	Software Dev...	+31 79 3601..
100002	John	MacPeason	Sales	+31 79 3601..
100003	Veronica	Stewart	Employee	+31 79 3601..
100004	Rafael	Domingues	Project Engi...	+31 79 3601..
100005	Paul	Peterson	Customer Se...	+31 79 3601..
100006	Abigail	Kamamoto	Reception	+31 79 3601..
100007	Igor	Grabowski	Software Dev...	+31 79 3601..
100008	Karen	Smith	Support	+31 79 3601..
100009	Luc	Chang	Director Scre...	+31 79 3601..
100010	Rebecca	Jones	Employee	+31 79 3601..
100011	Anna	Ruiz	Employee	+31 79 3601..
100012	Francesca	Rossi	Employee	+31 79 3601..
100013	Gwen	Barnard	Employee	+31 79 3601..
100014	Frank	Dubois	Finance Ad...	+31 79 3601..

8.2 Adding, editing and deleting records

8.2.1 Add Record

Records can be added to the project by selecting the “+” button on the toolbar or by selecting Record>Add option from the menu.



 The add record option can be disabled by the administrator.

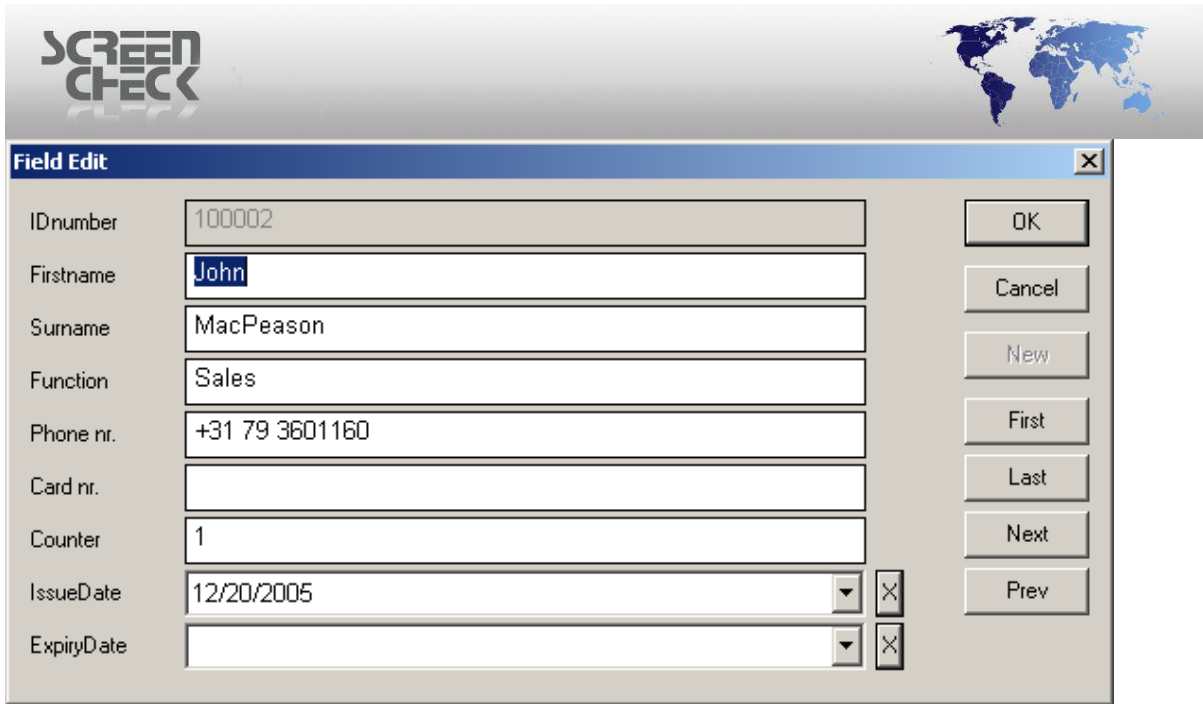
8.2.2 Delete Record

To “Delete” an existing record you must “tag” the record first. Tick the box next to the record so it becomes “tagged”. Once the record is tagged select **Record>Delete** or simply press delete on your keyboard.

	IDnumber	Firstname	Surname	Layout
<input type="checkbox"/>	100011	Anna	Ruiz	Contractor
<input checked="" type="checkbox"/>	100010	Rebecca	Jones	Contractor
<input type="checkbox"/>	100007	Igor	Grabowski	Visitor
<input type="checkbox"/>	100009	Luc	Chang	Contractor
<input type="checkbox"/>	100005	Paul	Peterson	VIP
<input type="checkbox"/>	100004	Rafael	Domingues	Visitor
<input type="checkbox"/>	100014	Frank	Dubois	Employee
<input type="checkbox"/>	100001	David	Johnson	Contractor
<input type="checkbox"/>	100013	Gwen	Barnard	Contractor
<input type="checkbox"/>	100012	Francesca	Rossi	Contractor
<input type="checkbox"/>	100006	Abigail	Kamamoto	VIP
<input type="checkbox"/>	100008	Karen	Smith	Employee

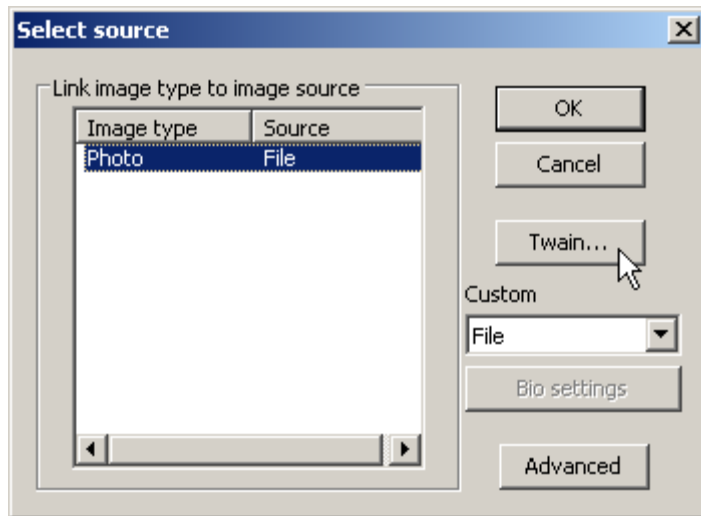
8.2.3 Edit Record

To “Edit” a record simply double-click in any of the fields associated with that record or by selecting **Record>Edit**. This time you will see the fields are filled with information. You are now in edit mode, read only fields will be marked gray.



8.3 Acquiring images

When data has been entered and a record is created, an image can be acquired and bound to that record. You will need a capturing device for photo capture. Most of these devices can be controlled with a TWAIN driver or a direct device driver. To acquire an image first define a source by selecting **Image>Select source**. Here the driver can be selected for your capture device. Select the driver belonging to your device from the drop down list or select "TWAIN" which displays a list of "Direct" device drivers.

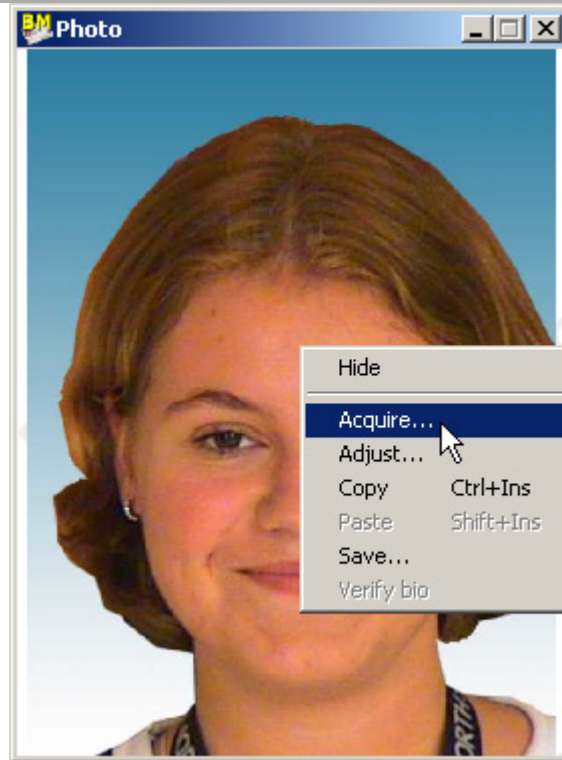


TWAIN drivers are generally included with scanners, digital cameras and image capture boards.

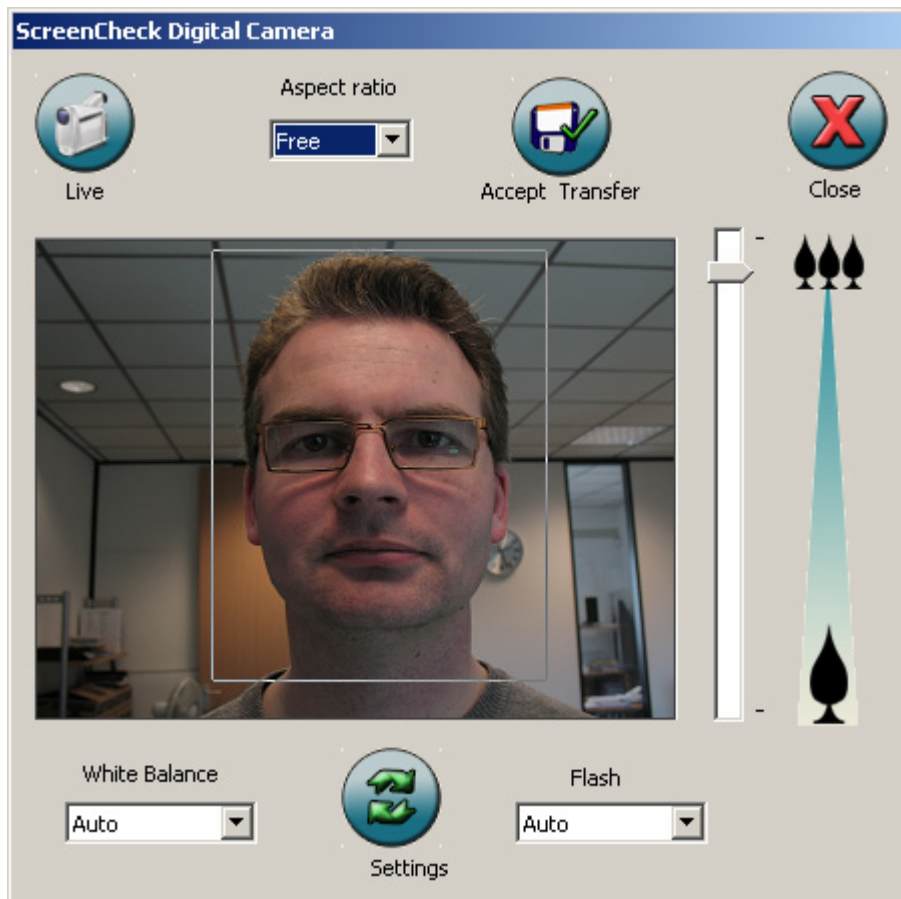
Select the correct driver for your device from the available list and click "OK".

8.4 Acquire an image

To acquire an image select **Image>Acquire** from the menu or right click inside the "Photo" dialogue box and select "Acquire".



The device driver should load and launch a window with a live image from the camera. Position the subject within the image frame and select “Freeze” to take a snapshot (shown below).



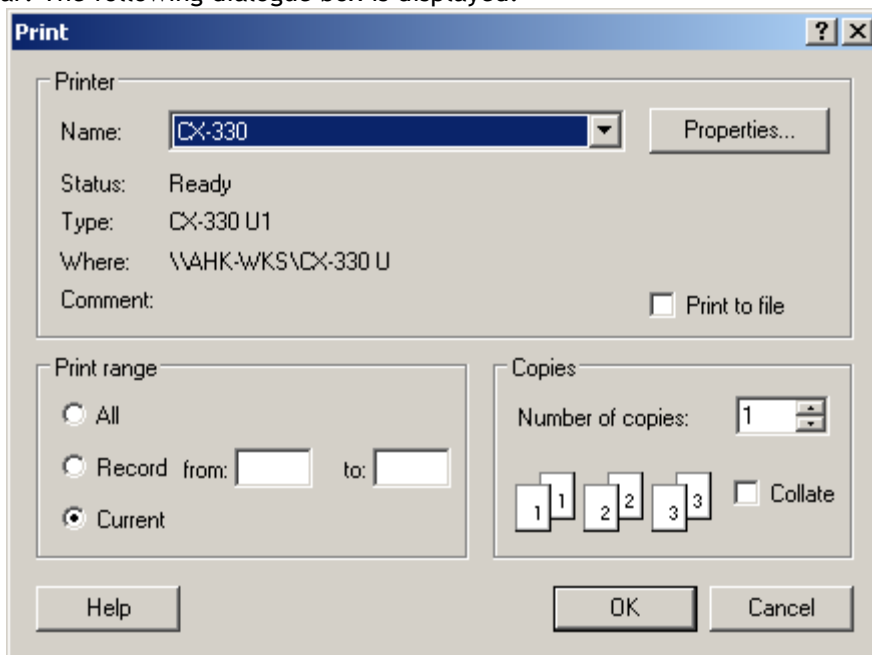
Next you must crop the image as required and accept “*Transfer*”. The photo is now added to your database and bound to a record.

9. Printing records

When the project has been populated and the records are complete they can now be printed using the badge layout previously created in Badge Creator. Select the record to be printed.

To check the result in advance before you print your ID card you can use “*Print preview*” select **File>Print Preview**. The current record is displayed as it will be printed out.

To print one or more cards select **File>Print** from the menu or select the “*Print*” button on the toolbar. The following dialogue box is displayed.



Check the correct printer is selected. You can change the properties of the printer driver by clicking on “**Properties**”.

9.1 Printing multiple records

Multiple records can be selected for batch printing by tagging multiple records and selecting print.



	IDnumber ▲	Firstname	Sur
<input checked="" type="checkbox"/>	100001	David	Joh
<input checked="" type="checkbox"/>	100002	John	Ma
<input checked="" type="checkbox"/>	100003	Veronica	Ste
<input checked="" type="checkbox"/>	100004	Rafael	Dor
<input checked="" type="checkbox"/>	100005	Paul	Pet
<input checked="" type="checkbox"/>	100006	Abigail	Kar
<input checked="" type="checkbox"/>	100007	Igor	Gra
<input checked="" type="checkbox"/>	100008	Karen	Sm
<input checked="" type="checkbox"/>	100009	Luc	Cha
<input checked="" type="checkbox"/>	100010	Rebecca	Jon
<input type="checkbox"/>	100011	Anna	Rui

You also have the option to “*Select All*”. The **Record>Tag all** option selects all records held in the database.

The records are now ready to be printed and card production can start!

To exit the application select **File>Exit** from the menu or click on the standard Windows exit button in the top-right corner.

