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# Designing a Card using SCS\_Cardmaker.

Version 0. 1

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# Revision History

Name	Date	Reason For Changes	Version
MDH	5-Nov-10	Initial document	0.1

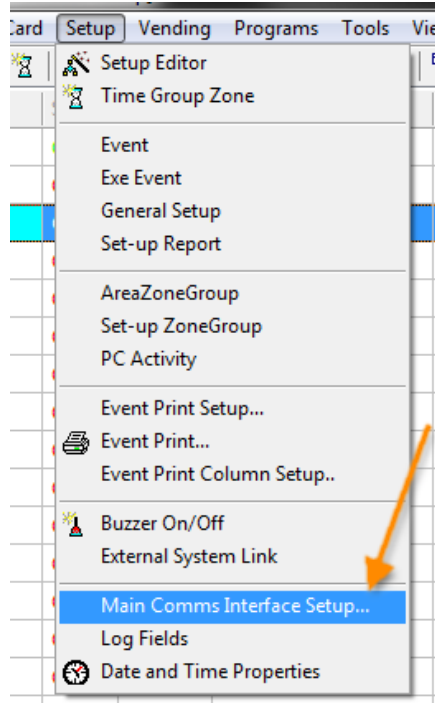
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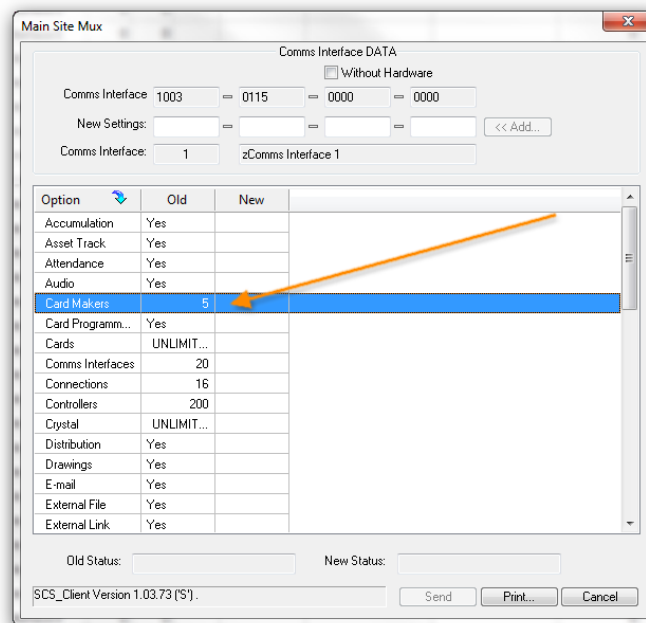
# 1. SCS\_Cardmake first run

## a. Checking for cardmake Keys

- i. In SCS\_Client on the menu bar click, **Setup, Main Comms Interface setup.**

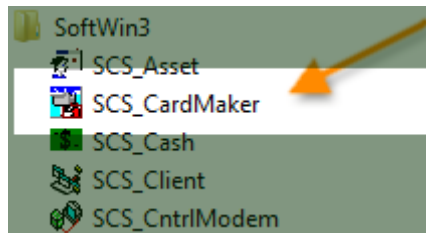


- ii. In Main Comms Interface setup locate cardmakers, this will show how many cardmakers are allowed on the site.

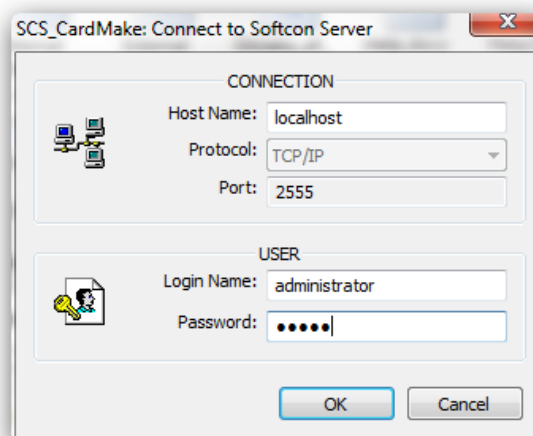


## b. Starting SCS\_Cardmaker

- i. From the start menu click on the SCS\_Cardmake icon



- ii. The “**Connect to Softcon Server**” dialog is displayed, requiring the following settings
  - a. **Host Name:** This is the network name of the PC running SCS\_Server
  - b. **Login Name:** This is the user account used to connect to the server. The default account is the Administrator account that has full access to the software.
  - c. **Password:** The default password for the Administrator account is Admin. Note that admin is spelt with a capital “A”. All passwords are case sensitive.



## 2. Designing a card label and inserting Images

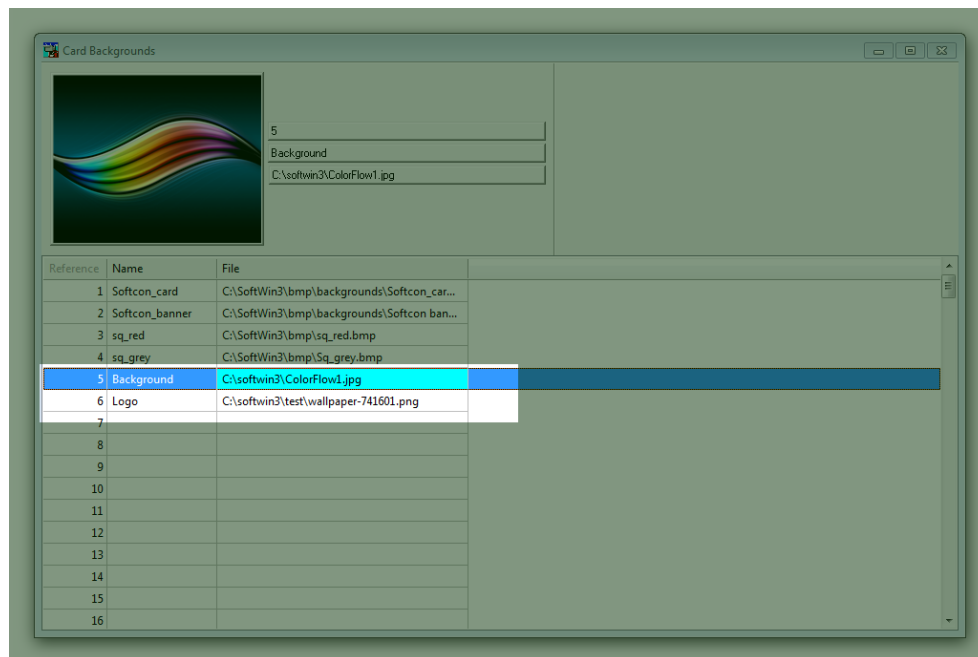
### a. Inserting the background and Logos into Cardmaker

- i. To insert a background In Cardmaker click **setup, label library, card backgrounds, open.**
- ii. In the list displayed double click the first reference under the field **File.**
- iii. Click on the browse button



- iv. Browse to the location of the background, select it and click open
- v. Under the **Name** Field enter a name for this background
- vi. To insert a logo on the next available Reference double click in the file field and click the browse button
- vii. Browse to the location of the Logo, select it and click open.

viii. In the name field enter a name for the logo.



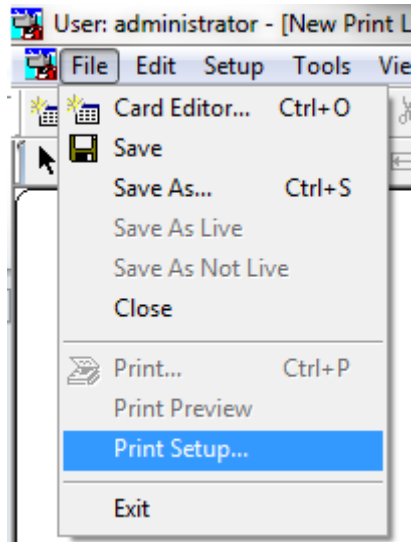
## b. Designing the card label

i. In card maker on the menu bar click **Setup, new print label.**

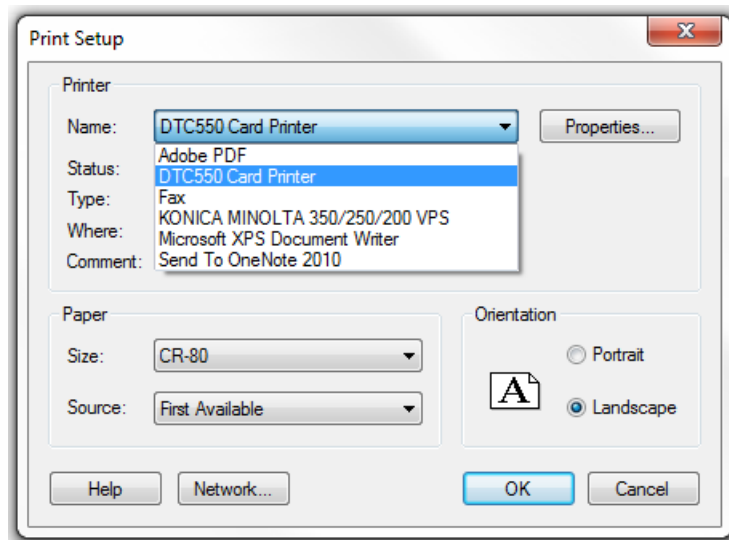


ii. The new print label will appear.

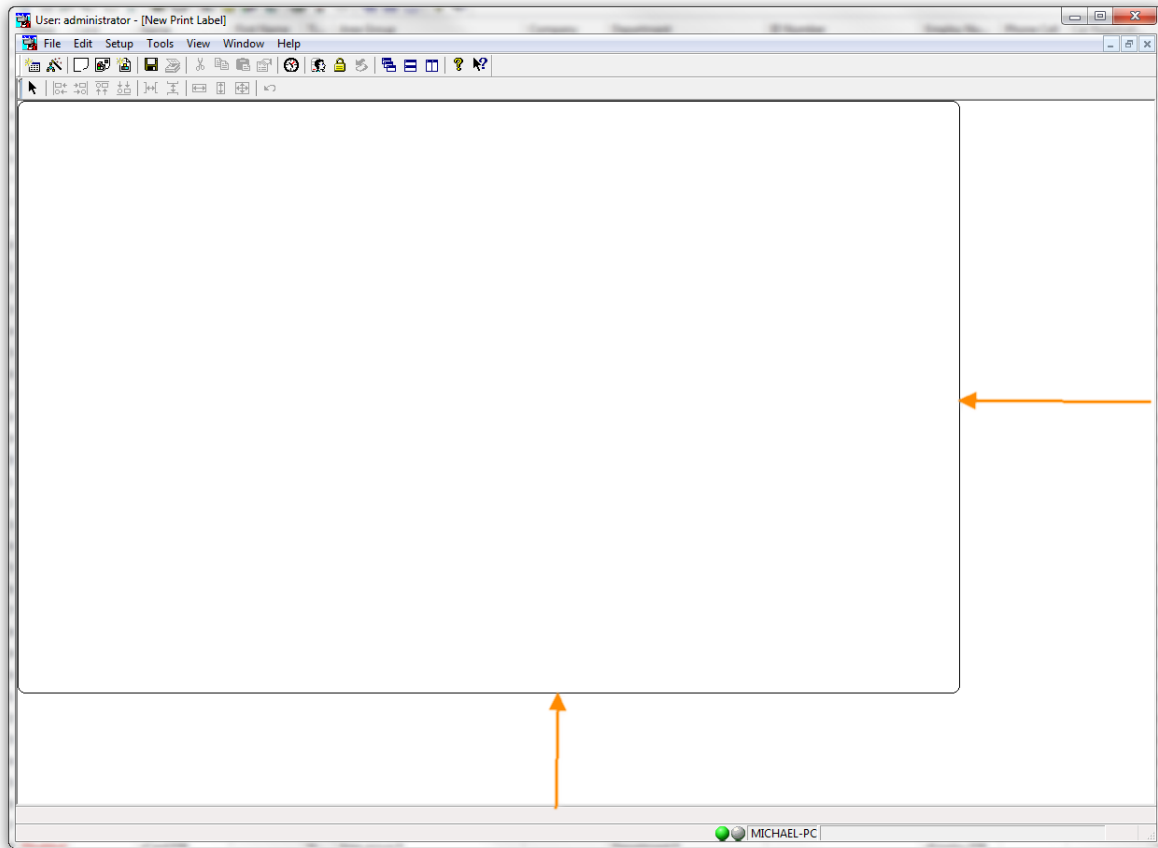
iii. On the menu bar click **File**, then **Print Setup**.



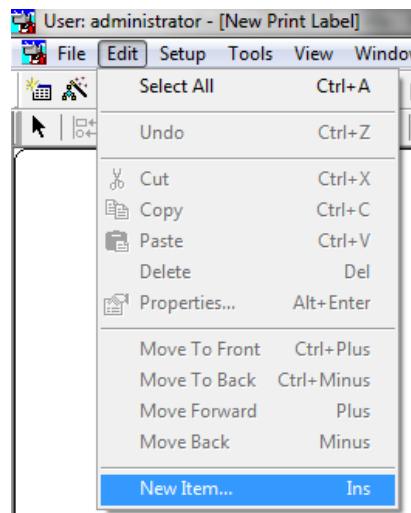
- iv. The **Print Setup** dialog box will appear.
- v. Select the card printer in the **Printer name** Drop down list.



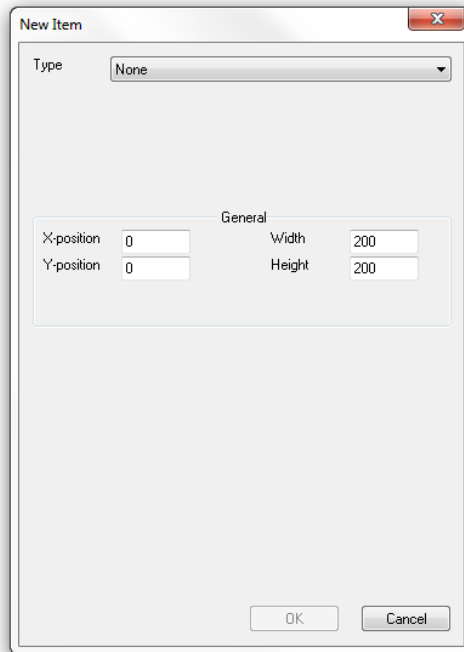
- vi. Click OK
- vii. The card borders should now be visible.



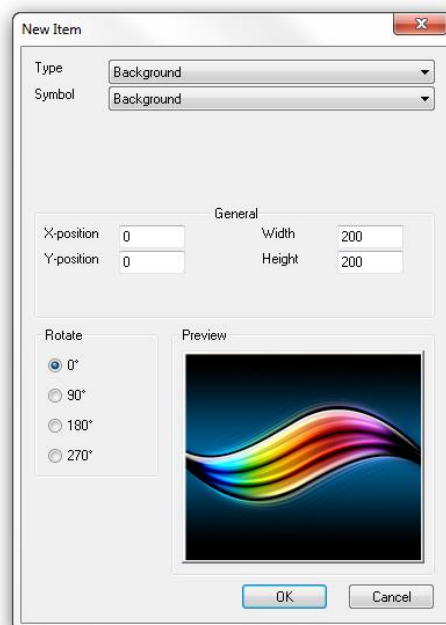
viii. To insert a new item/object onto the card click on the menu bar **edit** then **New Item**.



ix. The New Item dialog box will pop up.

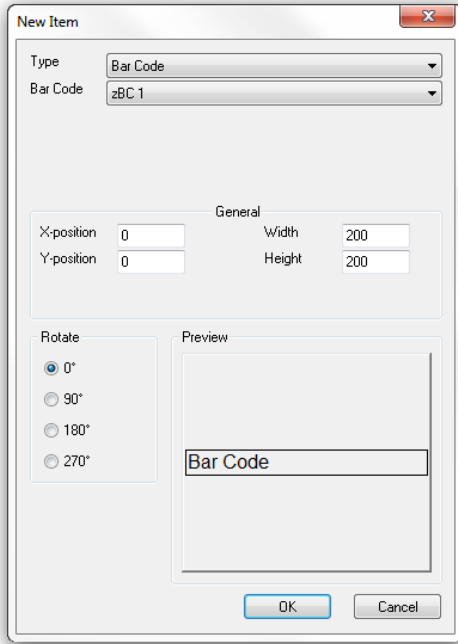


- x. In the **Type** Drop down list box select the Item needed.
  - 1. **Background:** a Background image for the card label.
    - a. Select the image in the symbol drop down list box

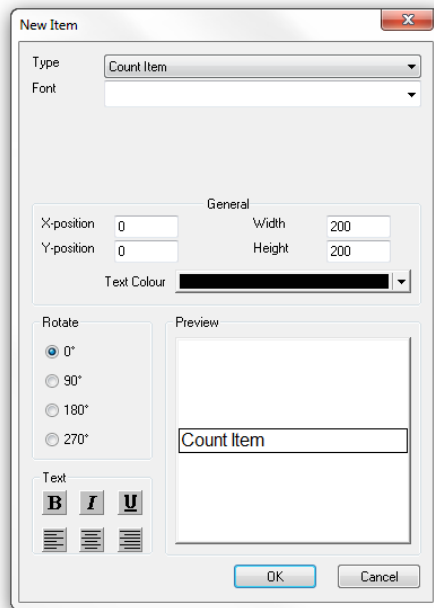


- 2. **Bar code:** Inserts a bar code on to the card. The bar code needs to be black.
  - a. **Bar Code:** Selects which bar code to use. The bar codes are configurable. See the section for bar code.

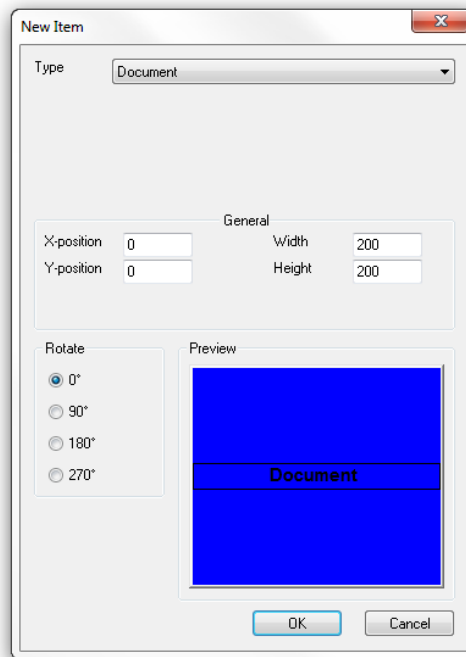




3. **Count Item:** A running number. When printing, the operator is asked for the start number and the total to print. If an invisible number is required, set no font or the size to zero.



4. **Document:** Places the image in the document field in the card setup



5. **Field Data:** Data from the card database selected for printing, e.g. the cardholder's name.
- Font:** Selects the font for the field
  - Field:** selects which field to display. If more than one field is add another field data.
  - Ram:** If the field data is a number when printing the card and it needs to be a name EG: department. Select the corresponding RAM.
  - Ram Field:** once the RAM has been selected this selects which field to insert. For example id the RAM selected is CARDMAKEDPT then the RAM Field should be F\_DEPT\_NAME.

The 'New Item' dialog box is titled 'New Item' and has a close button (X) in the top right corner. It contains the following fields and options:

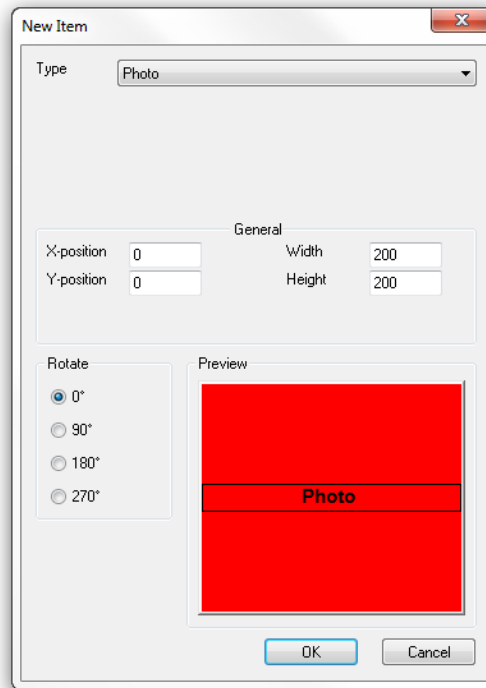
- Type:** A dropdown menu set to 'Field Data'.
- Font:** A dropdown menu.
- Field:** A dropdown menu set to 'F\_CD\_DEPT'.
- RAM:** A dropdown menu set to 'CARDMAKEDEPT'.
- RAM Field:** A dropdown menu set to 'F\_DEPT\_NAME'.
- General:** A section containing:
  - X-position: 0
  - Y-position: 0
  - Width: 200
  - Height: 200
  - Text Colour: A color selection dropdown set to black.
- Rotate:** Radio buttons for 0° (selected), 90°, 180°, and 270°.
- Text:** Three icons for Bold (B), Italic (I), and Underline (U), and three icons for text alignment (left, center, right).
- Preview:** A rectangular area showing a preview of the 'Field Data' text.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

6. **Fixed Text:** Insert Text such as labels for items on the card label.
- Font:** Selects the font for the fixed text.
  - Fixed Text:** Enter the text.

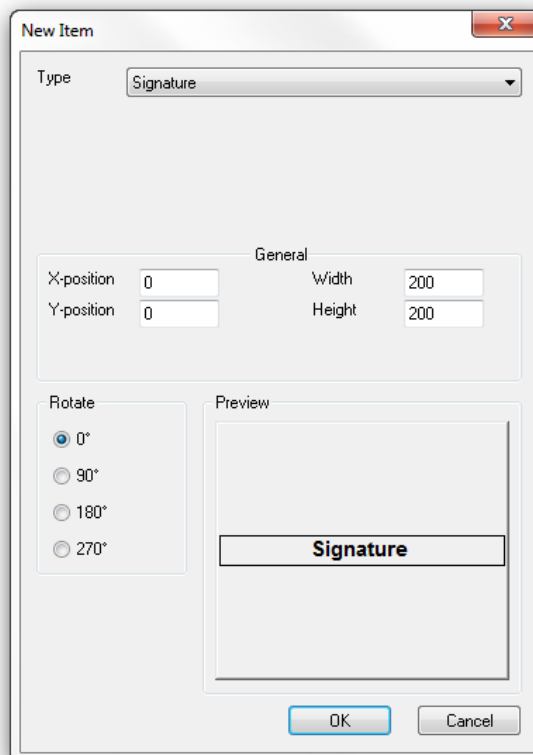
The 'New Item' dialog box is titled 'New Item' and has a close button (X) in the top right corner. It contains the following fields and options:

- Type:** A dropdown menu set to 'Fixed Text'.
- Font:** A dropdown menu.
- Fixed Text:** A text input field containing the word 'Label'.
- General:** A section containing:
  - X-position: 0
  - Y-position: 0
  - Width: 200
  - Height: 200
  - Text Colour: A color selection dropdown set to black.
- Rotate:** Radio buttons for 0° (selected), 90°, 180°, and 270°.
- Text:** Three icons for Bold (B), Italic (I), and Underline (U), and three icons for text alignment (left, center, right).
- Preview:** A rectangular area showing a preview of the 'Label' text.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

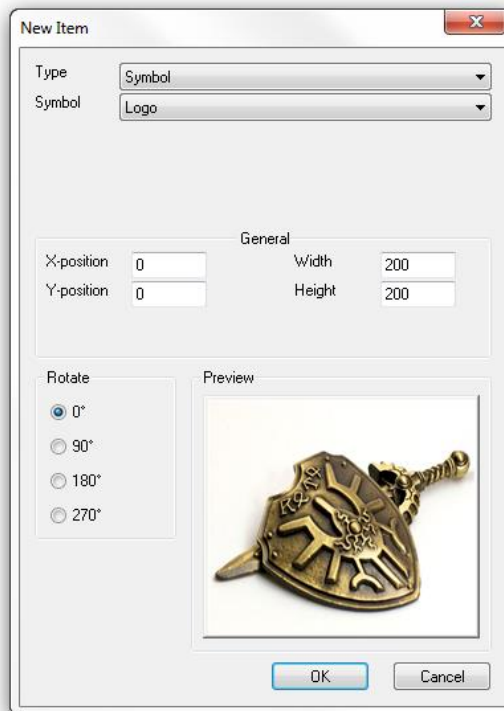
**7. Photo:** Inserts a photo onto the card label



**8. Signature:** Inserts the image from the signature field in card setup



9. **Symbol:** Inserts an image predefined in **card backgrounds**  
a. **Symbol:** Select the image.

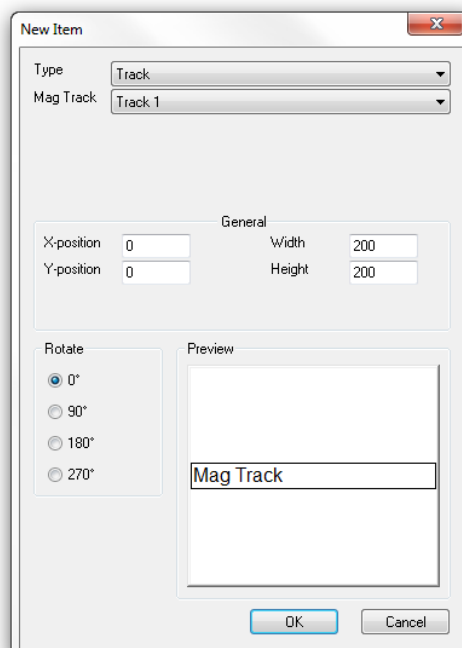


The 'New Item' dialog box is shown with the following settings:

- Type: Symbol
- Symbol: Logo
- General: X-position: 0, Y-position: 0, Width: 200, Height: 200
- Rotate: 0° (selected), 90°, 180°, 270°
- Preview: A preview window showing a golden shield-shaped logo with intricate designs.

Buttons: OK, Cancel

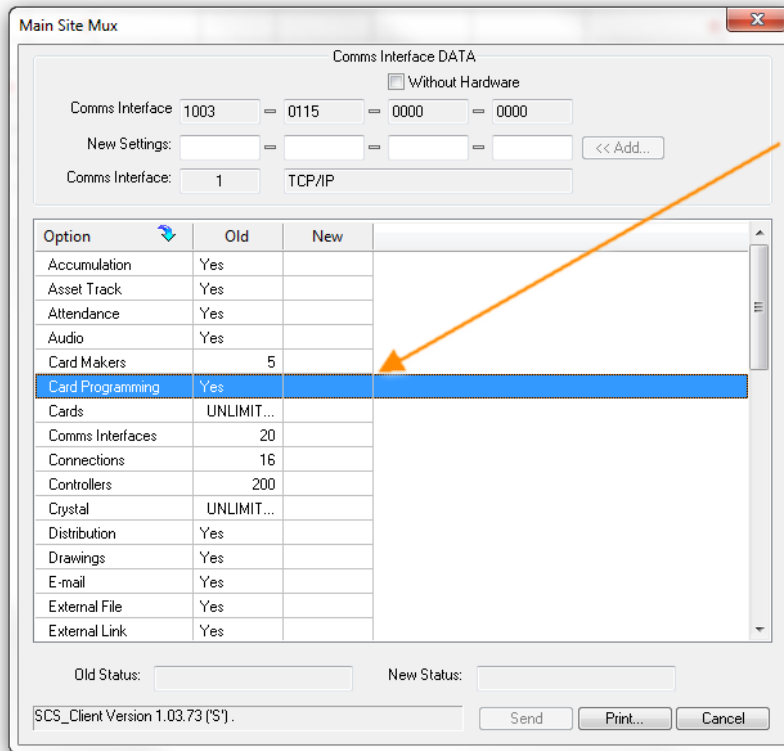
10. **Track:** Programs card information onto the Magnetic strip of the MAG card. This requires that the Printer has that functionality, the printer be configured for MAG encoding, and the card programming be enabled in the Main Site Mux.



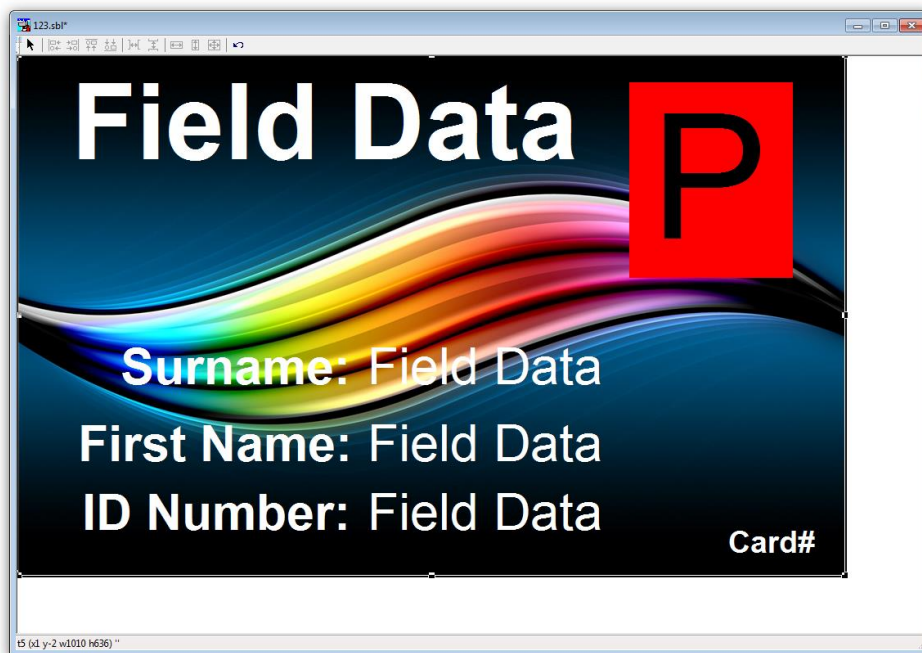
The 'New Item' dialog box is shown with the following settings:

- Type: Track
- Mag Track: Track 1
- General: X-position: 0, Y-position: 0, Width: 200, Height: 200
- Rotate: 0° (selected), 90°, 180°, 270°
- Preview: A preview window showing a white rectangular area with the text 'Mag Track' centered below it.

Buttons: OK, Cancel



xi. Example card Label.



123.sbl - Fit to Window

Print... Next Page Prev Page Two Page Zoom In Zoom Out Close

# Admin Dep



Surname: Smith  
First Name: John  
ID Number: 83191459 Card#  
132

For Help, press F1

The image shows a software window titled "123.sbl - Fit to Window". The window contains a navigation bar with buttons for "Print...", "Next Page", "Prev Page", "Two Page", "Zoom In", "Zoom Out", and "Close". The main content area features a dark blue background with a colorful, wavy graphic. At the top left, the text "Admin Dep" is displayed in a large, white, sans-serif font. To the right of this text is a small, square portrait of a man with short brown hair, wearing a white shirt and a dark tie. Below the graphic, the text "Surname: Smith", "First Name: John", and "ID Number: 83191459" is displayed in a white, sans-serif font. To the right of the ID number, the text "Card#" is displayed in a smaller font, with the number "132" below it. At the bottom left of the window, the text "For Help, press F1" is displayed in a small font.