

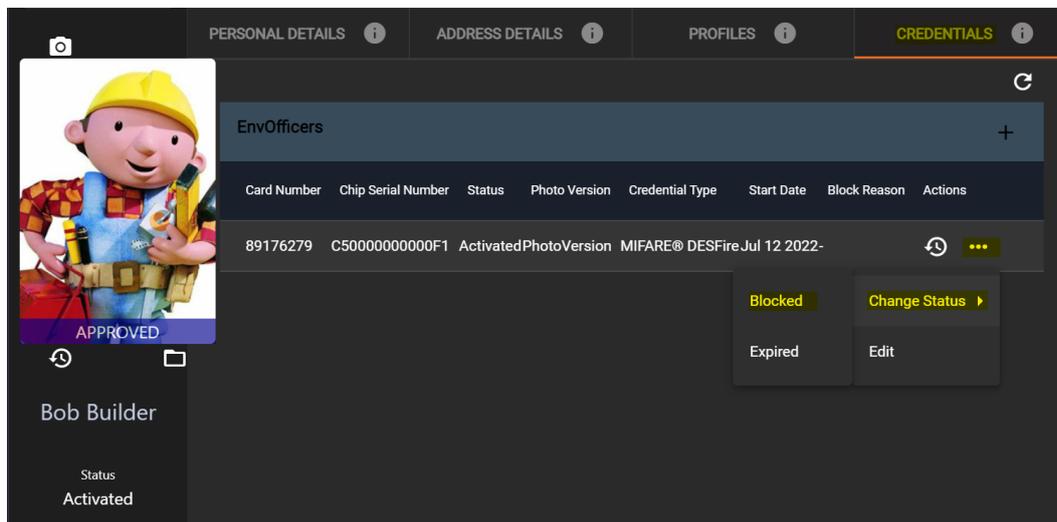
Card Exchange – Reprinting Cards

Because the system is designed to control and manage the lifecycle of a card, a card cannot simply be reprinted. The existing one needs to be blocked, a new one requested, and then printed. This maintains the life cycle tracking of all cards produced.

To replace a card, follow these steps in Controller (web-based system):

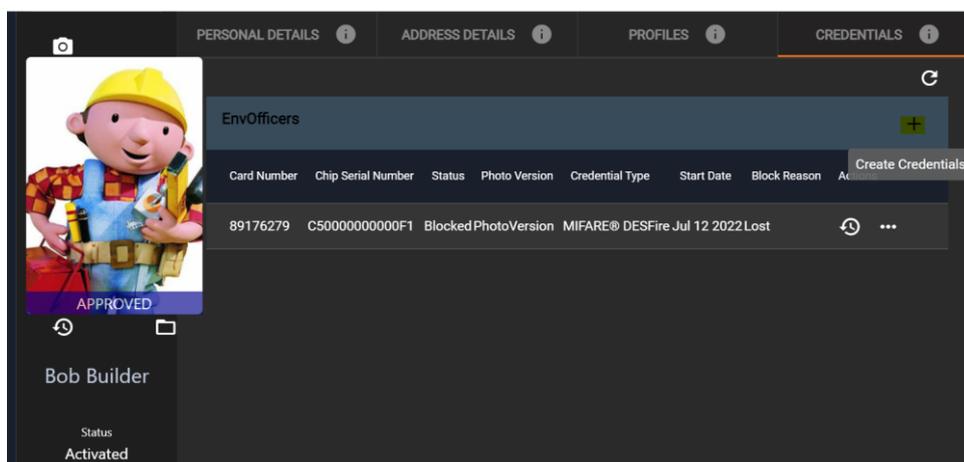
Step 1

Find the person's record and go to the Credentials tab. Look for the current card which will have a status of Activated and change it to Blocked as highlighted below. You will be asked to select a block reason.



Step 2

Create a new card by clicking on the + sign and then Create as shown below:



Create Credentials

Start Date
13/7/2022

End Date
10/7/2032

Credential Type
MIFARE® DESFire

CREATE

Step 3

Go to the Production menu on the left-hand side of the screen and click on the Approve to Production tab. The persons record will be shown there, and you can select it and approve it to production. It will then show back in the Card Exchange Press app for you to reprint the card.

CREATE | APPROVE FOR PRODUCTION | PRINT | APPROVE FOR ISSUANCE | ACTIVATE

Enter your search keyword | SHOW SAVED SEARCHES | ADVANCED SEARCH

The following credentials are waiting for production approval

DELETED CARDS | APPROVE TO PRODUCTION

<input type="checkbox"/>	Photo	Person Number	First Name	Last Name	Card Number	Profile
<input checked="" type="checkbox"/>		1985678	Bob	Builder	44158071	EnvOfficers