

To add a note in SAFE authorizing a replacement badge:

Go to the ACCESS CARD tab

1. Click on the box for the LOST badge
2. Click on the blue **Add** to add a note

Personnel -> Manager -> Access Cards  
Documents:Y, Biometrics:Y, Security Check:Y, Training:Y  
CHASON DOUGLAS|8005380|Active

Employer/Occupation\* STANDARD PARKING

Access Card Information

Card Number: 0000732976  
Activation Date\*: 05-Apr-2018  
Deactivation Date: 13-Feb-2020  
Facility Code: Default Facility Code  
Card Status\*: Lost  
Reason For Deactivation: Lost  
PIN (also used for Authorized Signatory Authentication)\*: 1127  
Badge Template: AIRLINE SIDA BLUE 2018

Notes: **Add** 2

| Employer/Occupation                                  | Card Number | Card Status | Activation Date | De-Activation Date | Badge Template         | PIN  | Remove |
|--|-------------|-------------|-----------------|--------------------|------------------------|------|--------|
| <input type="checkbox"/> STANDARD PARKING            | 0000731203  | Returned    | 13-Feb-2018     | 13-Feb-2020        | RIC SIDA Red           | 1127 | Remove |
| <input checked="" type="checkbox"/> STANDARD PARKING | 0000732976  | Lost        | 05-Apr-2018     | 13-Feb-2020        | AIRLINE SIDA BLUE 2018 | 1127 | Remove |
| <input type="checkbox"/> STANDARD PARKING            | 0000733339  | Active      | 30-Apr-2018     | 13-Feb-2020        | AIRLINE SIDA BLUE 2018 | 1127 | Remove |

Buttons: Back, Next, Print Badge, Signature, Save, Close

3. Type the note in the pop-up field and Click APPLY
4. Click UPDATE
5. Click SAVE

Personnel -> Manager -> Access Cards  
Documents:Y, Biometrics:Y, Security Check:Y, Training:Y  
CHASON DOUGLAS|8005380|Active

Employer/Occupation\* STANDARD PARKING

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Notes Details

Notes: Enter note  Is Private

Buttons: Spell Check, **Apply** 3, Close 4

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Buttons: Back, Next, Print Badge, Signature, **Save** 5, Close