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

|   | Occupation        | Privileges      | Documents | Biometr     | ics Payments    | Security Check     | Training A             | ccess Leve   | Is Acc |
|---|-------------------|-----------------|-----------|-------------|-----------------|--------------------|------------------------|--------------|--------|
| Personnel -> Man  | ager -> Access Ca | irds            |           |             |                 | Documents:Y, Biom  | etrics:Y, Security Che | ck:Y, Traini | ng:Y   |
| CHASON DOUGLA   | S 8005380 Activ   | e               |           |             |                 |                    |                        |              | Active |
| Employer/Occupation* STANDARD PARKING                       |                   |                 | ]         |             |                 |                    |                        |              |        |
| Access Card Inform  | nation            |                 |           |             |                 |                    |                        |              |        |
| Card Number   | 00007329          | 76              |           |             |                 |                    |                        |              |        |
| Activation Date*  | 05-Apr-20         | 18              |           |             |                 |                    |                        |              |        |
| Deactivation Date   | 13-Feb-20         | 20              |           |             |                 |                    |                        |              |        |
| Facility Code   | Default Fa        | cility Code 🗸 🗸 |           |             |                 |                    |                        |              |        |
| Card Status*  | Lost              | ~               |           |             |                 |                    |                        |              |        |
| Reason For Deactive   | ation Lost        | ~               |           |             |                 |                    |                        |              |        |
| PIN (also used for<br>Authorized Signat<br>Authentication)* | 1127              |                 |           | Signature   |                 |                    |                        |              |        |
| Badge Template  |                   |                 |           |             |                 |                    |                        |              |        |
| Notes   |                   | Add             | 7         |             |                 |                    |                        |              |        |
|   |                   |                 |           |             |                 |                    |                        |              |        |
|   |                   | ^               | _         |             |                 |                    |                        |              |        |
|   |                   | ~               |           |             |                 |                    |                        |              |        |
|   |                   |                 |           |             |                 |                    |                        |              |        |
|   |                   |                 | Add       | Update      | Return Receipt  |                    |                        |              |        |
| Employer/Occu   | pation            | Ca              | d Number  | Card Status | Activation Date | De-Activation Date | Badge Template         | PIN          | Remove |
| STANDARD PARK   | ING               | 000             | 0731203   | Returned    | 13-Feb-2018     | 13-Feb-2020        | RIC SIDA Red           | 1127         | Remove |
| ST NDARD PARK   | ING               | 000             | 0732976   | Lost        | 05-Apr-2018     | 13-Feb-2020        | 2018                   | 1127         | Remove |
| STANDARD PARK   | ING               | 000             | 0733339   | Active      | 30-Apr-2018     | 13-Feb-2020        | 2018                   | 1127         | Remove |
|   |                   |                 |           |             |                 |                    |                        |              |        |
|   |                   |                 |           |             |                 |                    |                        |              |        |

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

| General                 | Occupation                   | Privileges      | Document        | Biometr                        | ics Payment                       | ts Security Check  | Training             | Access Level    | s Acc  |
|-------------------------|------------------------------|-----------------|-----------------|--------------------------------|-----------------------------------|--------------------|----------------------|-----------------|--------|
| Personnel -> Manag      | er -> Access Ca              | rds             |                 |                                |                                   | Documents:Y, Biome | etrics:Y, Security C | heck:Y, Trainin | g:Y    |
| CHASON DOUGLAS          | 8005380   Active             | •               |                 |                                |                                   |                    |                      | A               | ctive  |
| Employer/Occupatio      | * STANDAR                    | D PARKING       |                 |                                |                                   |                    |                      |                 |        |
| Access Card Informa     | tion                         |                 |                 |                                |                                   |                    |                      |                 |        |
| Card Number             | 00007329                     | 76              |                 |                                |                                   |                    |                      |                 |        |
| Activation Date*        | 05-Apr-20                    | 05-Apr-2018     |                 |                                |                                   |                    |                      |                 |        |
| Deactivation Date       | eactivation Date 13-Feb-2020 |                 |                 |                                |                                   |                    |                      |                 |        |
| Facility Code           | Default Fa                   | cility Code 🗸 🗸 |                 |                                |                                   |                    |                      |                 |        |
| Card Status*            | Lost                         | ~               |                 |                                |                                   |                    |                      |                 |        |
| Reason For Deactivation | on Lost                      | ~               |                 |                                |                                   |                    |                      |                 |        |
| PIN (also used for      | 1127                         |                 |                 |                                |                                   |                    |                      |                 |        |
| Notes Details           |                              |                 |                 |                                |                                   |                    |                      |                 |        |
| Employer/Occups         | ation                        | Spell Che       | ck Apply<br>Add | Close<br>Update<br>Card Status | Return Receipt<br>Activation Date | De-Activation Date | Badge Templa         | ste PIN R       | temove |
| STANDARD PARKING        |                              | 000             | 0731203         | Returned                       | 13-Feb-2018                       | 13-Feb-2020        | RIC SIDA Red         | 1127 B          | emove  |
| STANDARD PARKIN         | G                            | 000             | 0732976         | Lost                           | 05-Apr-2018                       | 13-Feb-2020        | AIRLINE SIDA         | BLUE 1127 B     | emove  |
| STANDARD PARKIN         | G                            | 000             | 0733339         | Active                         | 30-Apr-2018                       | 13-Feb-2020        | AIRLINE SIDA I       | BLUE 1127 E     | emove  |
|                         |                              |                 |                 |                                |                                   |                    |                      | 5               |        |
|                         |                              |                 |                 | Deinh Rad                      |                                   |                    |                      |                 | 1000   |
|                         |                              |                 |                 | and budy                       | any mark                          |                    |                      |                 |        |