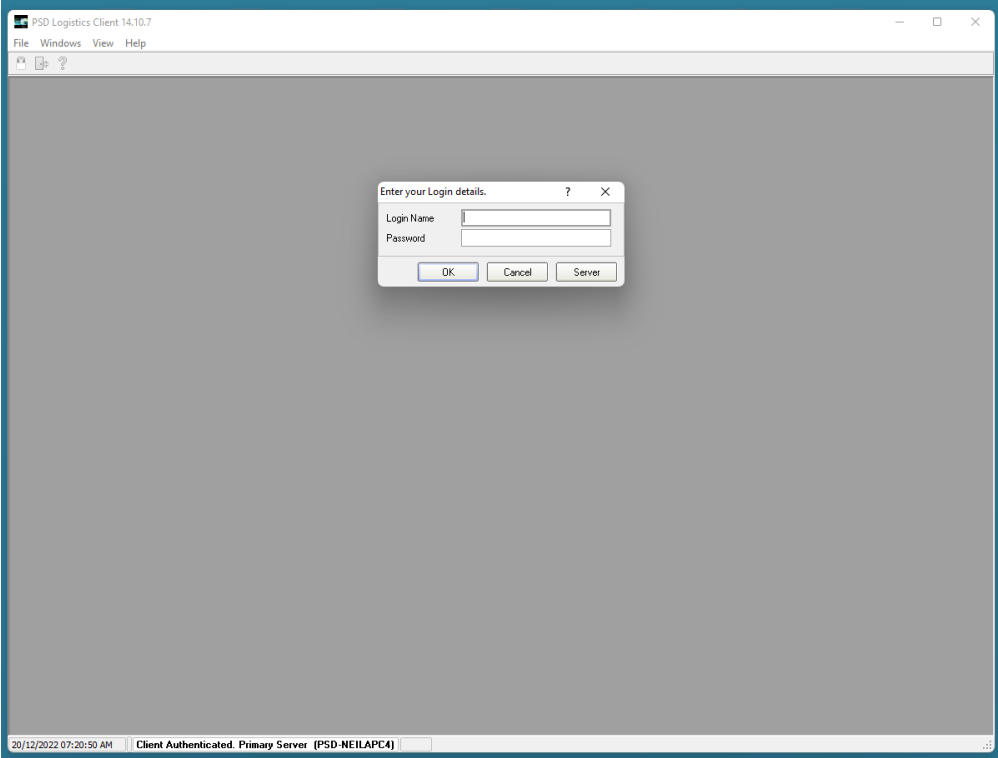



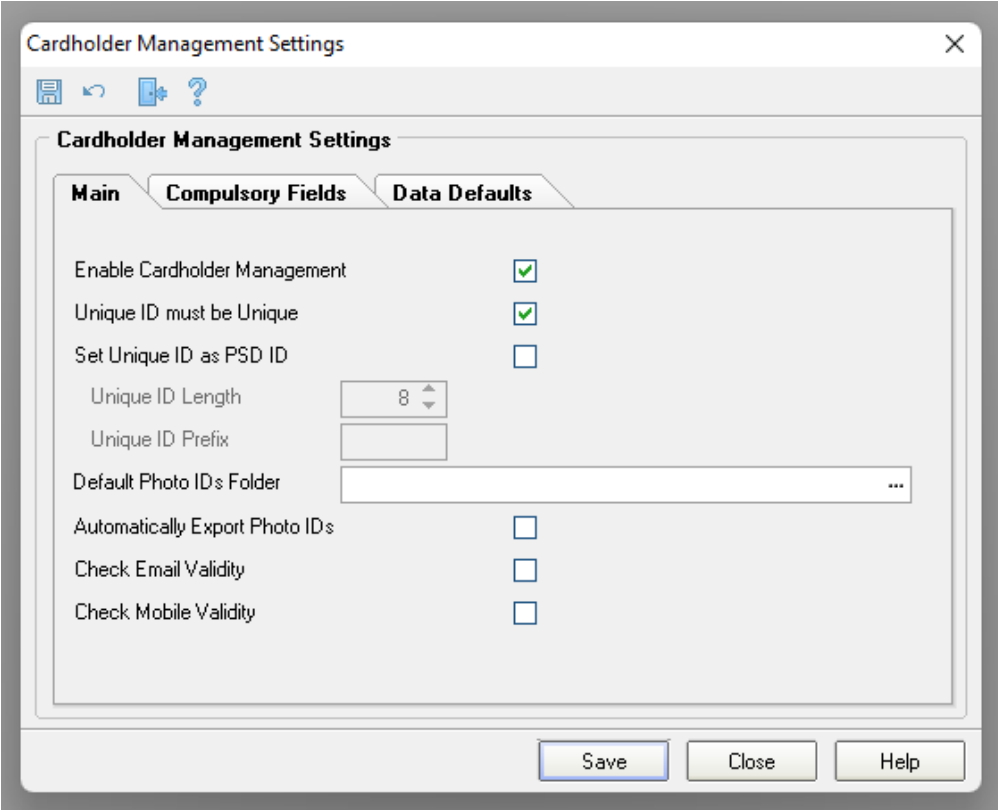
How To Enable The Cardholder Manager in PSD Logistics

Last Updated 20/12/2022

Solution

This will enable PSD Logistics to add, modify and delete cardholders in the access control system.

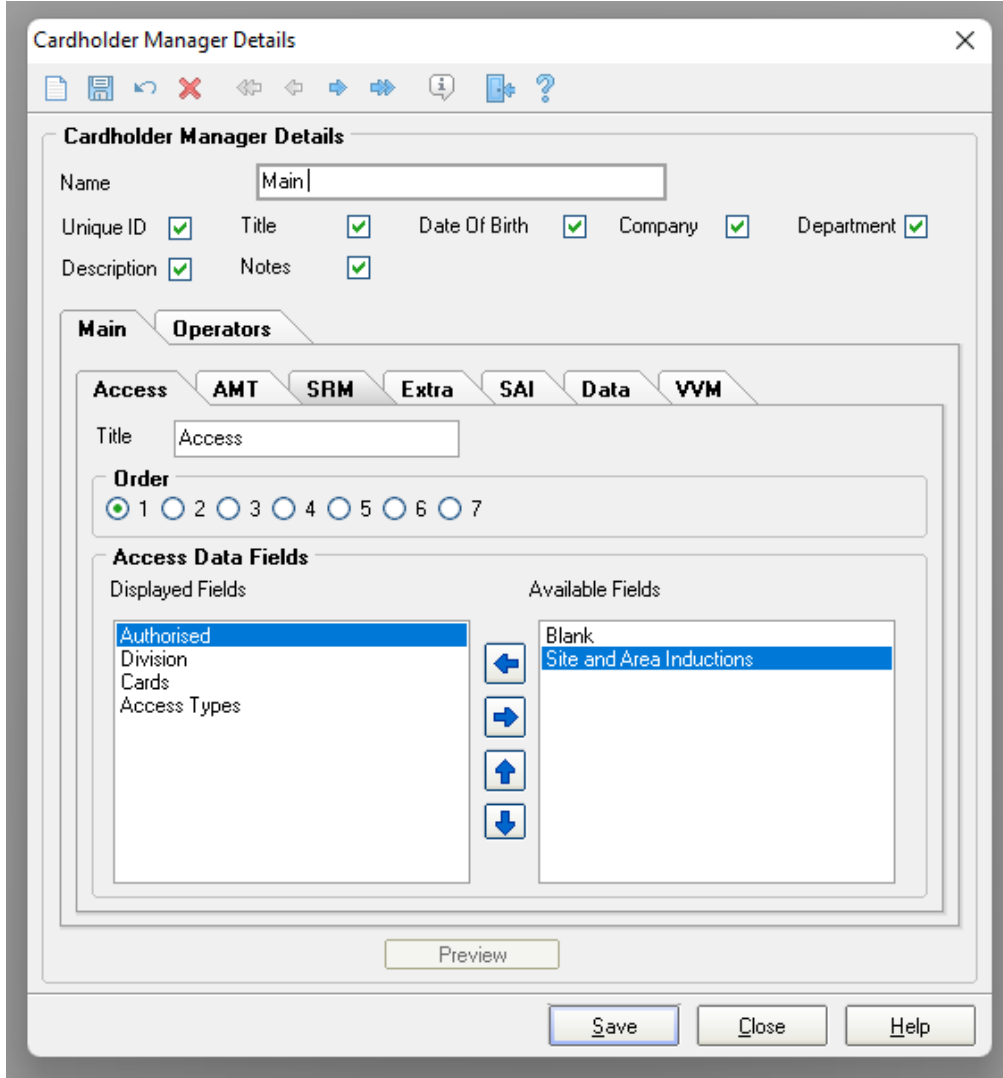
Step	Action
1	<p>Open a PSD Logistics Client by running PSDLogisticsClient.exe using "Run As Administrator". The default folder for this application is C:\Program Files (x86)\PSDLogistics\Client\.</p>  <p>The screenshot shows the PSD Logistics Client application window. The title bar reads "PSD Logistics Client 14.10.7". The menu bar includes "File", "Windows", "View", and "Help". The main area is a large grey rectangle. A smaller dialog box titled "Enter your Login details." is centered over the main area. This dialog box has two input fields: "Login Name" and "Password". Below the fields are three buttons: "OK", "Cancel", and "Server". The status bar at the bottom of the application window shows the date and time "20/12/2022 07:20:50 AM" and the text "Client Authenticated. Primary Server (PSD-NEILAPCA)".</p>
2	<p>Click the hammer icon, or select "Admin" -> "Logon As Administrator" to log in as a PSD Logistics administrator. If these options are not available, you do not have sufficient permissions to perform this operation. If this is the case, contact your PSD Logistics administrator.</p>  <p>A small icon of a hammer is shown in the bottom left corner of the step's action area.</p>

Step	Action
3	<p>Select "Setup" -> "AMS Management" -> "Cardholder Management Settings".</p> 
4	<p>To turn on cardholder management, tick the "Enable Cardholder Management" option.</p>
	<p>Select "Save" and "Close"</p>

How To Design A Cardholder Manager Layout

Solution

This will enable you to customise the way cardholder data is entered into PSD Logistics.

Step	Action
3	<p>Select "Setup" -> "AMS Management" -> "Cardholder Managers".</p> 
4	<p>Select which data fields are required, and the order that they should be displayed in. PSD Logistics operators can be assigned different cardholder managers to limit what data they have access to.</p>
	<p>Select "Save" and "Close"</p>