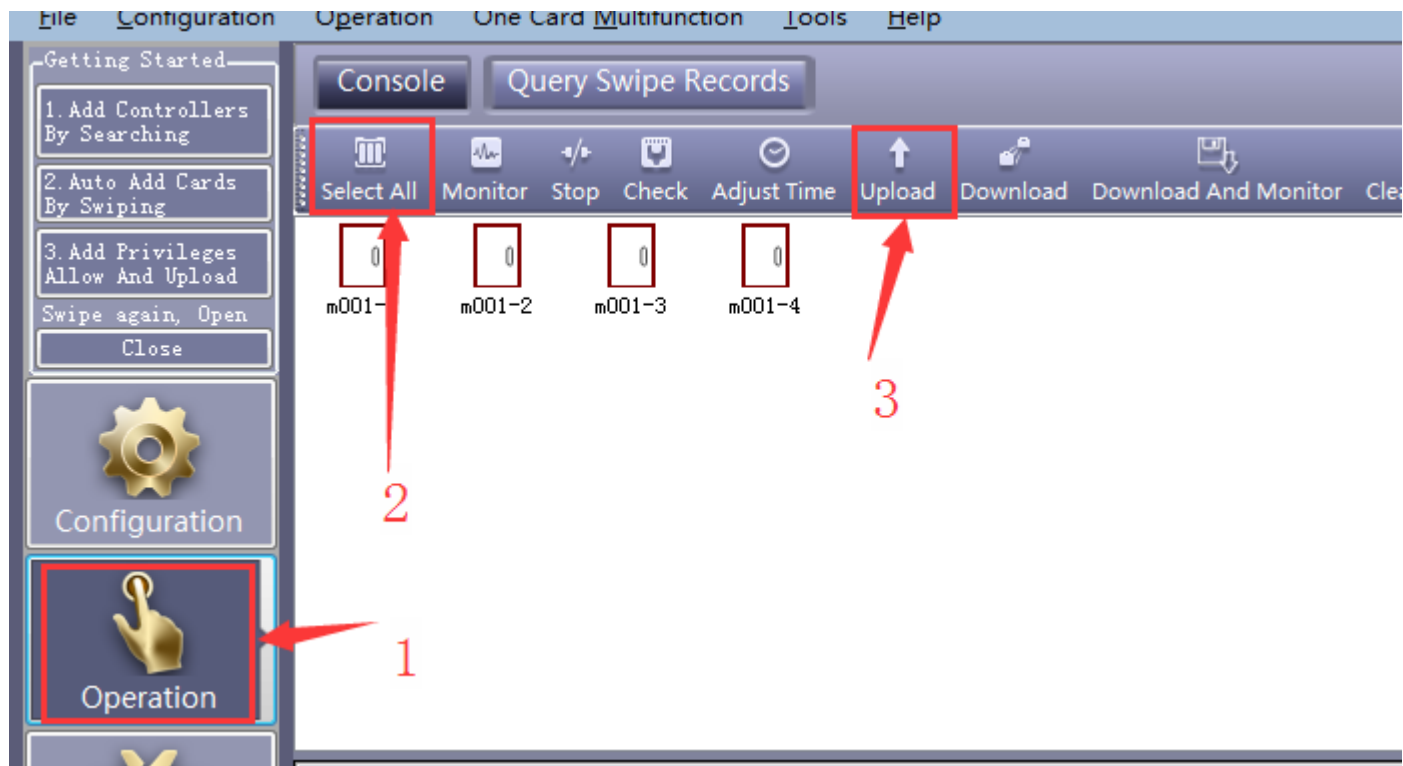


Part 1: How to Delete user

The screenshot displays the 'Personnel' management interface. On the left, a sidebar contains 'Configuration' (highlighted with a red box and labeled '1') and 'Operation'. The main window has a top menu bar with 'Personnel' highlighted (labeled '2'). Below the menu is a toolbar with icons for 'Auto Add', 'Add', 'Edit', 'Del' (highlighted with a red box and labeled '4'), 'Print', 'Export To Excel', 'Import', 'Card Lost', 'Batch Update', 'Privilege', and 'Find'. A search bar with fields for 'Name', 'CardNO', and 'Dept.' is present. The main area contains a table of personnel records. The third row, for 'Wyatt Almond' (User ID 3), is highlighted in blue (labeled '3').

User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactiv
2	Brandon Leyne	5831813	☒	☒	2018-12-11	2029-12-3
3	Wyatt Almond	5840381	☒	☒	2018-12-11	2029-12-3
4	N5849152	5849152	☒	☒	2018-12-11	2029-12-3
5	Justin Shaffer	5851147	☒	☒	2018-12-11	2029-12-3
6	N5860479	5860479	☒	☒	2018-12-11	2029-12-3
7	Alisa Topper	5864187	☒	☒	2018-12-11	2029-12-3
8	N5864326	5864326	☒	☒	2018-12-11	2029-12-3
9	Ryan Metzgar	5879760	☒	☒	2018-12-11	2029-12-3
10	Jimmy Szanski	5881361	☒	☒	2018-12-11	2029-12-3
11	Richard Whit...	5881456	☒	☒	2018-12-11	2029-12-3

Then do upload as below to make effective



Part 2: How to process Card Lost or Change new card

If a card is lost, or want to disable a user's open privilege, please follow below step:

The screenshot shows a software interface with a sidebar on the left and a main panel on the right. The sidebar contains a 'Getting Started' section with three steps: 1. Add Controllers By Searching, 2. Auto Add Cards By Swiping, and 3. Add Privileges Allow And Upload. Below these is a 'Close' button. The main panel has a top navigation bar with tabs: Controllers, Department, Personnel, Access Privilege, Time Profile, and Peripheral. Below the tabs is a toolbar with icons for Auto Add, Add, Edit, Del, Print, Export To Excel, Import, Card Lost, Batch Update, Privilege, and Find. The 'Card Lost' icon is highlighted with a red box. Below the toolbar is a form with fields for Name, CardNO, and Dept. The 'Dept.' dropdown is set to 'Press Card Lost'. Below the form is a table with columns: User ID, User Name, Card NO, Attendance, Access Control, Active Date, and Deactive Date. The first row of the table is highlighted with a red box. Red arrows point to the 'Configuration' button in the sidebar and the first row of the table, with labels '1. press configuration' and '2. Select the user' respectively.

Getting Started

1. Add Controllers By Searching
2. Auto Add Cards By Swiping
3. Add Privileges Allow And Upload

Swipe again, Open

Close

Configuration

Operation

Attendance

Finger Print

Controllers Department Personnel Access Privilege Time Profile Peripheral

Auto Add Add Edit Del Print Export To Excel Import Card Lost Batch Update Privilege Find

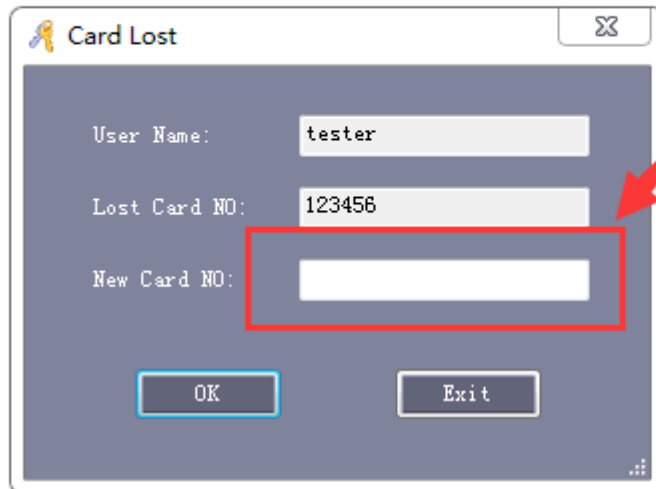
Name CardNO Dept. Press Card Lost

User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date
1	tester	123456	☒	☒	2018-12-25	2029-12-31

1. press configuration

2. Select the user

In the new window, as below:



A dialog box titled "Card Lost" with a key icon. It contains three input fields: "User Name:" with the text "tester", "Lost Card NO:" with the text "123456", and "New Card NO:" which is empty. The "New Card NO:" field is highlighted with a red rectangle. At the bottom are "OK" and "Exit" buttons. A red arrow points from the text on the right to the "New Card NO:" field.

User Name:	tester
Lost Card NO:	123456
New Card NO:	

OK Exit

If just disable this user, can leave this field empty, press OK directly;

If card is lost, here input the new card number, then press OK