

Access Cards

Last Modified on 01/09/2023 12:44 pm EST

This form is used to track information about access cards sold to and issued to the customer for the System. To enter or modify Access Card information, you must first open the System record in edit mode, then click on the C/S Info button which is located at the bottom of the form.

To enter a new record, click on the New button located at the lower right of the form, enter the information and click on the Save button located next to the New button.

Remember to click on the System form Save button at the bottom right of the form (this is a double-save process).

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