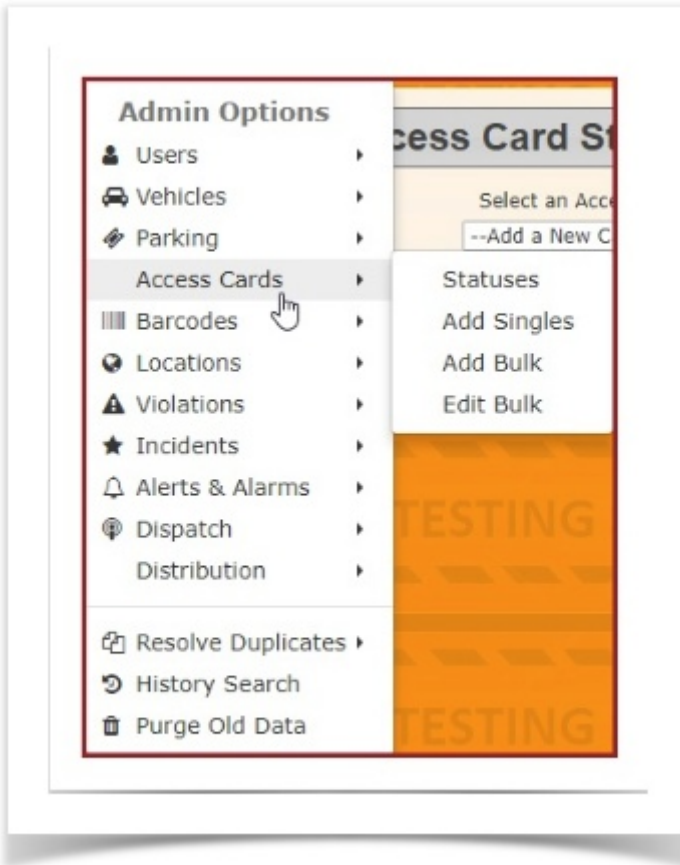
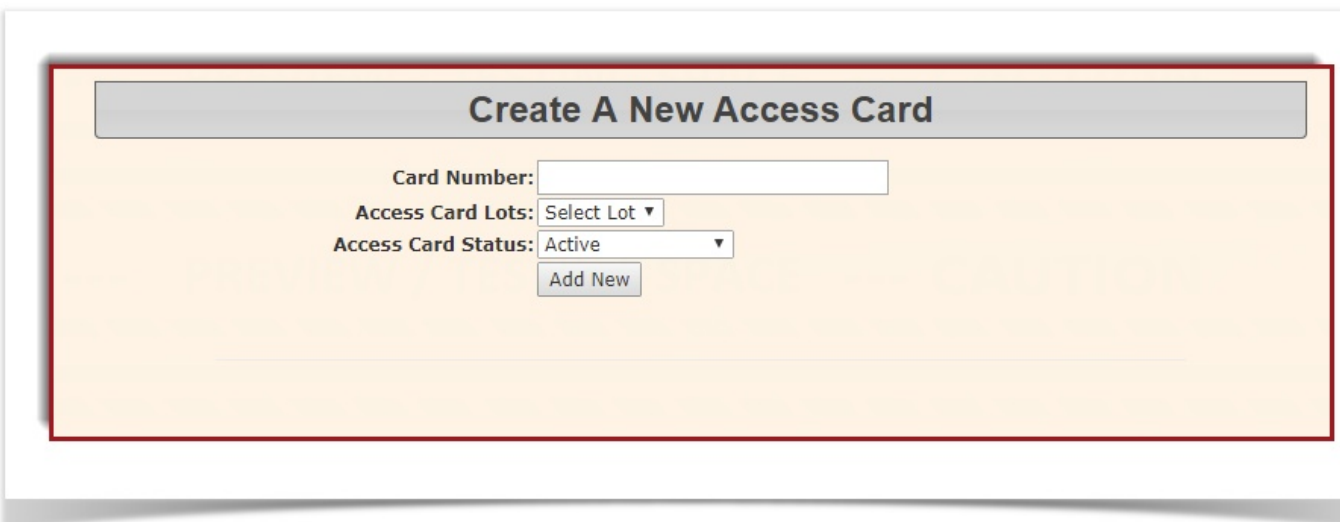


# Access Cards - Add Singles

1. Click **Admin Options**, **Access Cards**, and **"Add Singles"**.



2. The **"Create A New Access Card"** page is displayed. To **add** a new entry - Enter the *card number*, choose the *Access Card Lot* and choose the *Status* of the Access Card. Click **"Add New"**.

A screenshot of the 'Create A New Access Card' form. The form has a title bar at the top that says 'Create A New Access Card'. Below the title bar, there are three input fields: 'Card Number:' followed by a text input field, 'Access Card Lots:' followed by a dropdown menu showing 'Select Lot', and 'Access Card Status:' followed by a dropdown menu showing 'Active'. Below these fields is an 'Add New' button. The form is set against a light orange background.

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