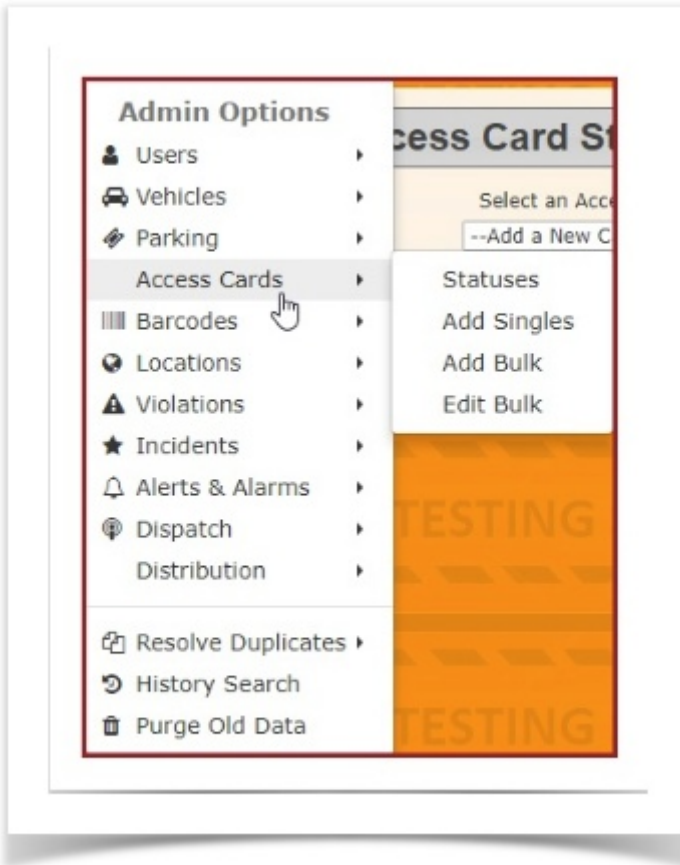
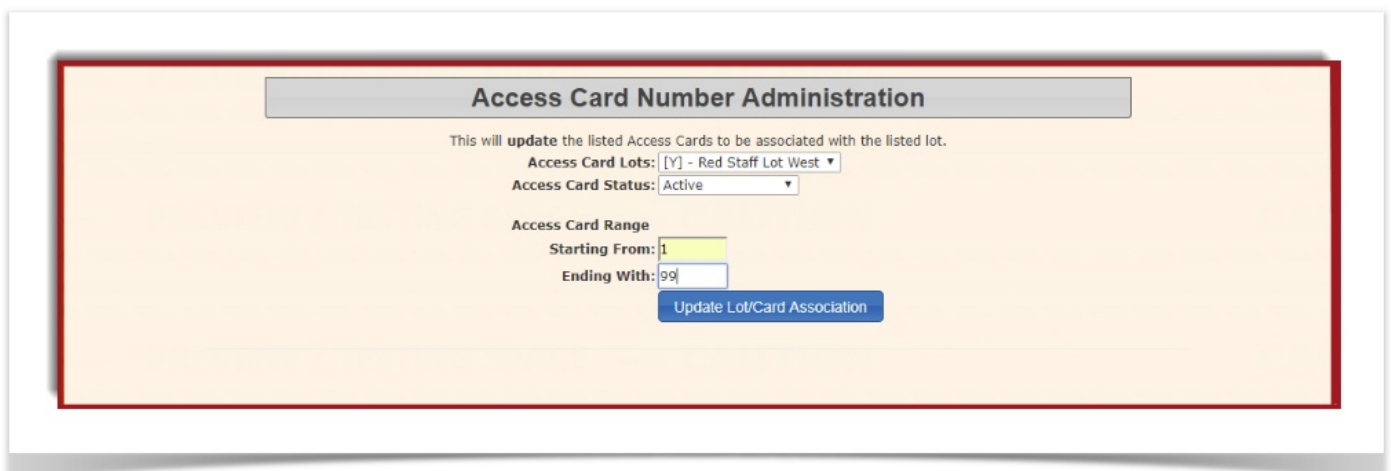


Access Cards - Edit Bulk

1. Click **Admin Options**, **Access Cards**, and **Edit Bulk**.



2. You will be redirected to the **Access Card Number Administration** page. Fill out the required changes/information in the boxes and click '**Update Lot/Card Association**'.

A screenshot of the 'Access Card Number Administration' page. The page has a title bar 'Access Card Number Administration'. Below it, a message states: 'This will update the listed Access Cards to be associated with the listed lot.' There are two dropdown menus: 'Access Card Lots' with the value '[Y] - Red Staff Lot West' and 'Access Card Status' with the value 'Active'. Below these, there are two input fields: 'Starting From' with the value '1' and 'Ending With' with the value '99'. A blue button labeled 'Update Lot/Card Association' is at the bottom right of the form area.

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