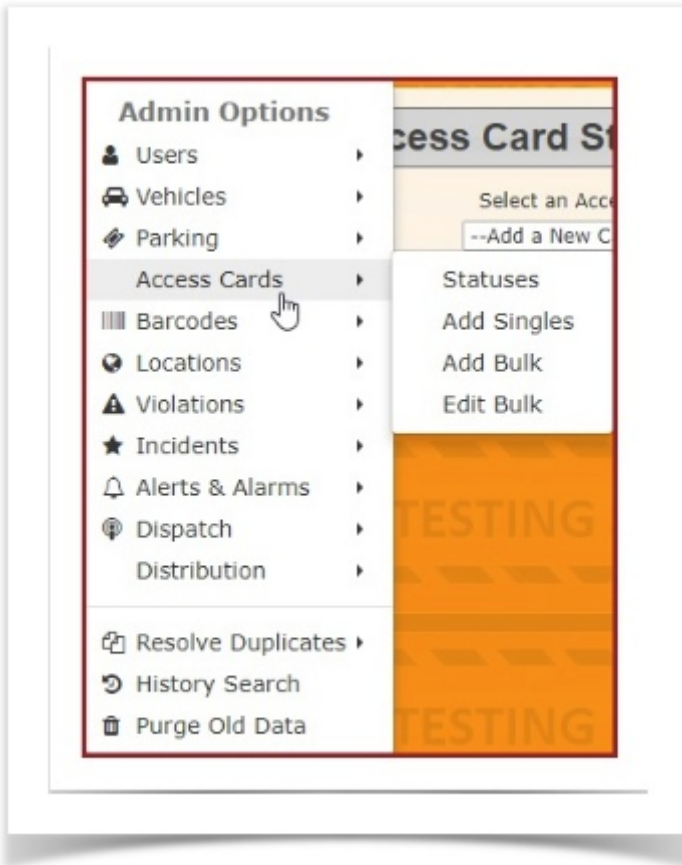
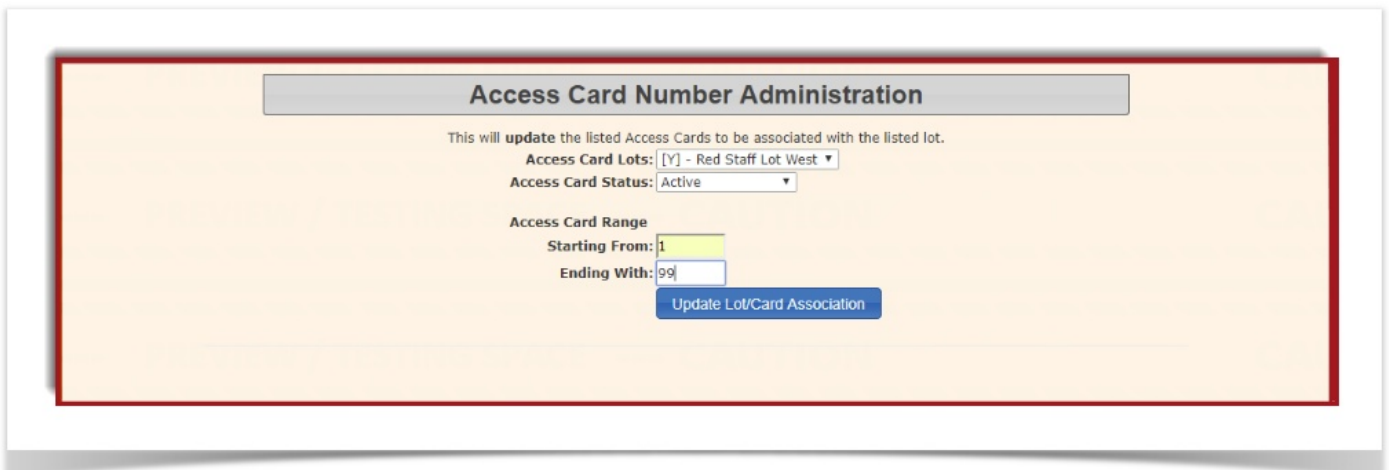


Access Cards - Edit Bulk

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 the title bar, there is a message: 'This will update the listed Access Cards to be associated with the listed lot.' Below the message, there are two dropdown menus: 'Access Card Lots' (set to '[Y] - Red Staff Lot West') and 'Access Card Status' (set to 'Active'). Below these, there is an 'Access Card Range' section with 'Starting From' (set to 1) and 'Ending With' (set to 99). At the bottom of the form is a blue button labeled 'Update Lot/Card Association'.

Revision #2

Created 21 May 2024 12:06:07

Updated 15 November 2024 11:52:47