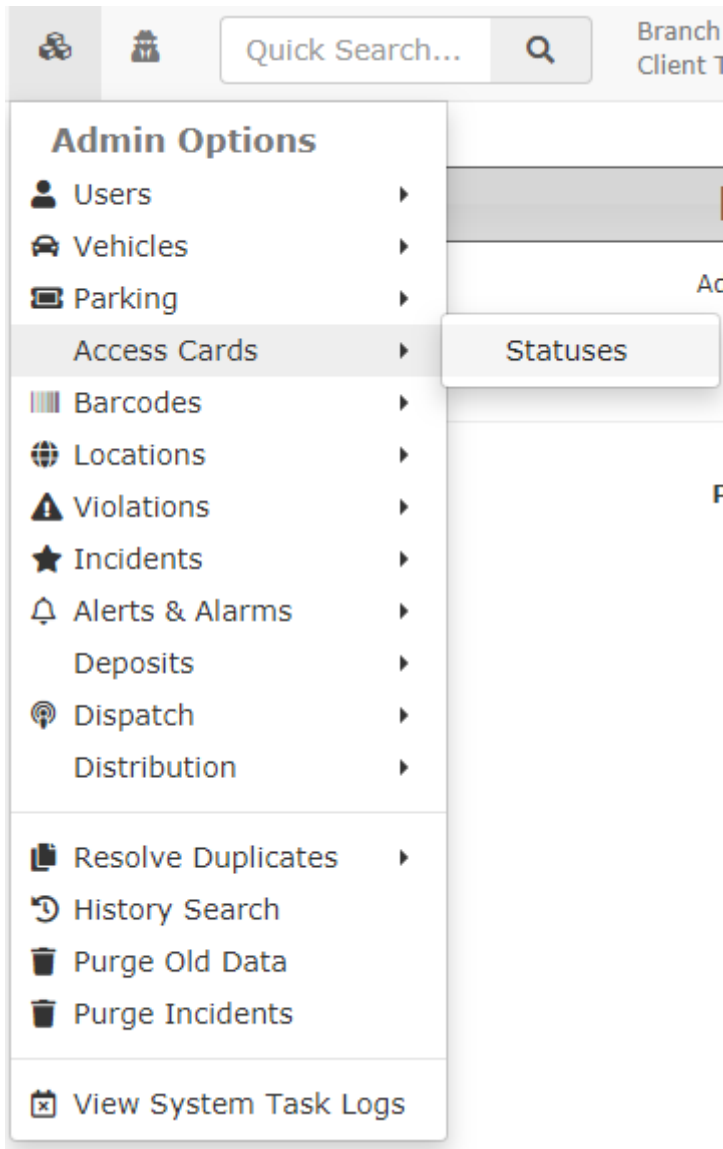


Access Card Status

1. Click **Admin Options**, **Access Cards**, and click **Statuses**.



2. The '**Access Card Status Administration**' page displays. You can view a list of Access Card Statuses or Add a New status. To see a ***list*** of all Access Cards, click on the ***drop-down list***.

Access Card Status Administration

Select an Access Card Status to Edit

--Add a New Card Status-- ▾

--Add a New Card Status--

Active

Lost

Stolen

Leave of Absence

Refund

Snow Removal

Maintenance

Testsing

THawk

Go

3. To Add a new Access Card Status, click on "**Add New Card Status**" and click "**Go**". Enter the Card Status name and click "**Add Status Name**". If you want to change the name of an existing status, choose one of the Status options from the drop-down menu and click "**Go**". Make your changes and click "**Update Status Name**".

Access Card Status Administration

Status Name:

THawk

Add Status Name

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