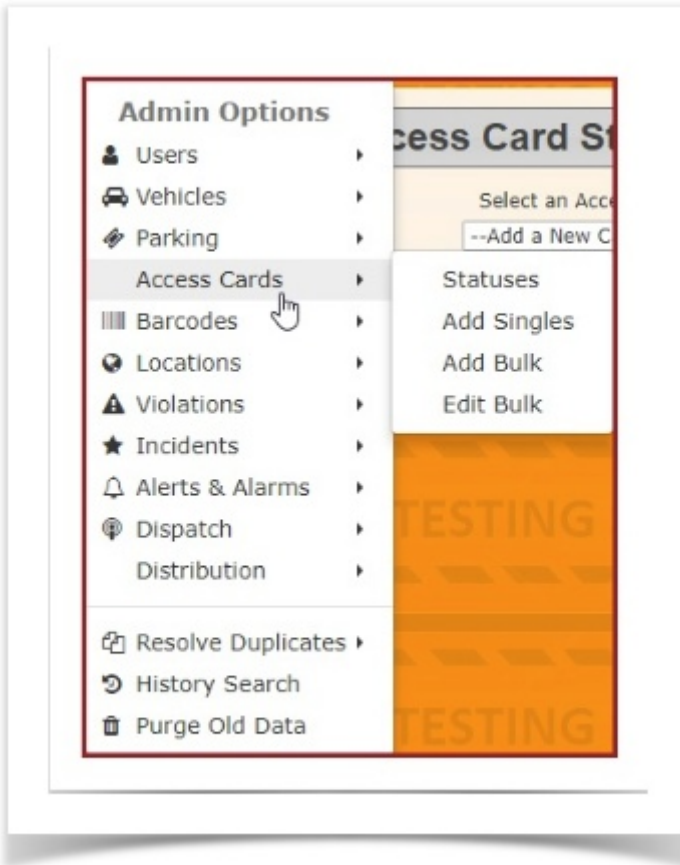
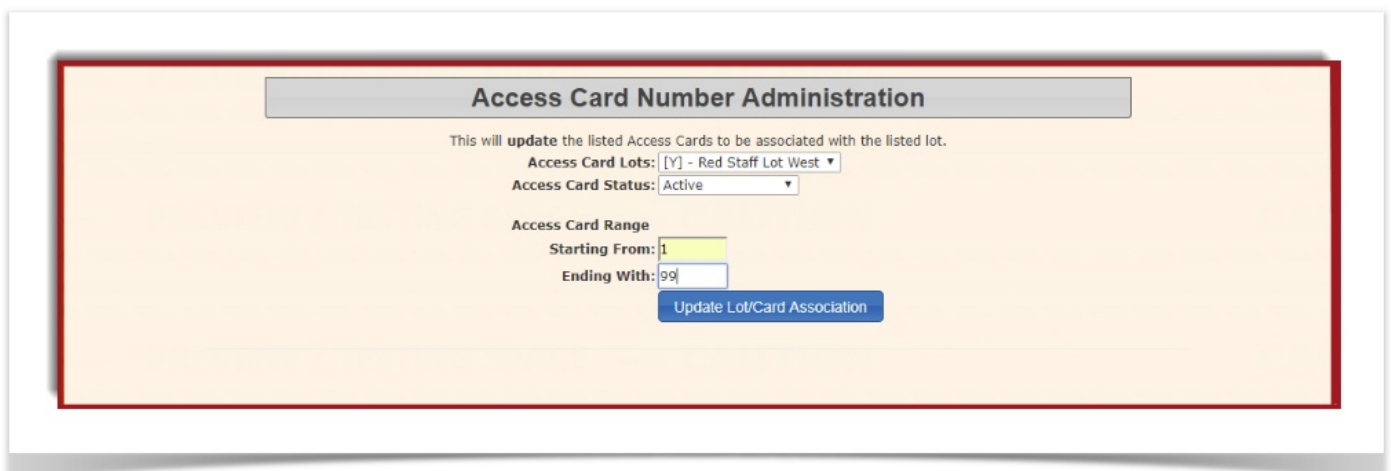


Access Cards - Edit Bulk

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 a section 'Access Card Range' with two input fields: '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