

# **Card Template Create And Print SOP**

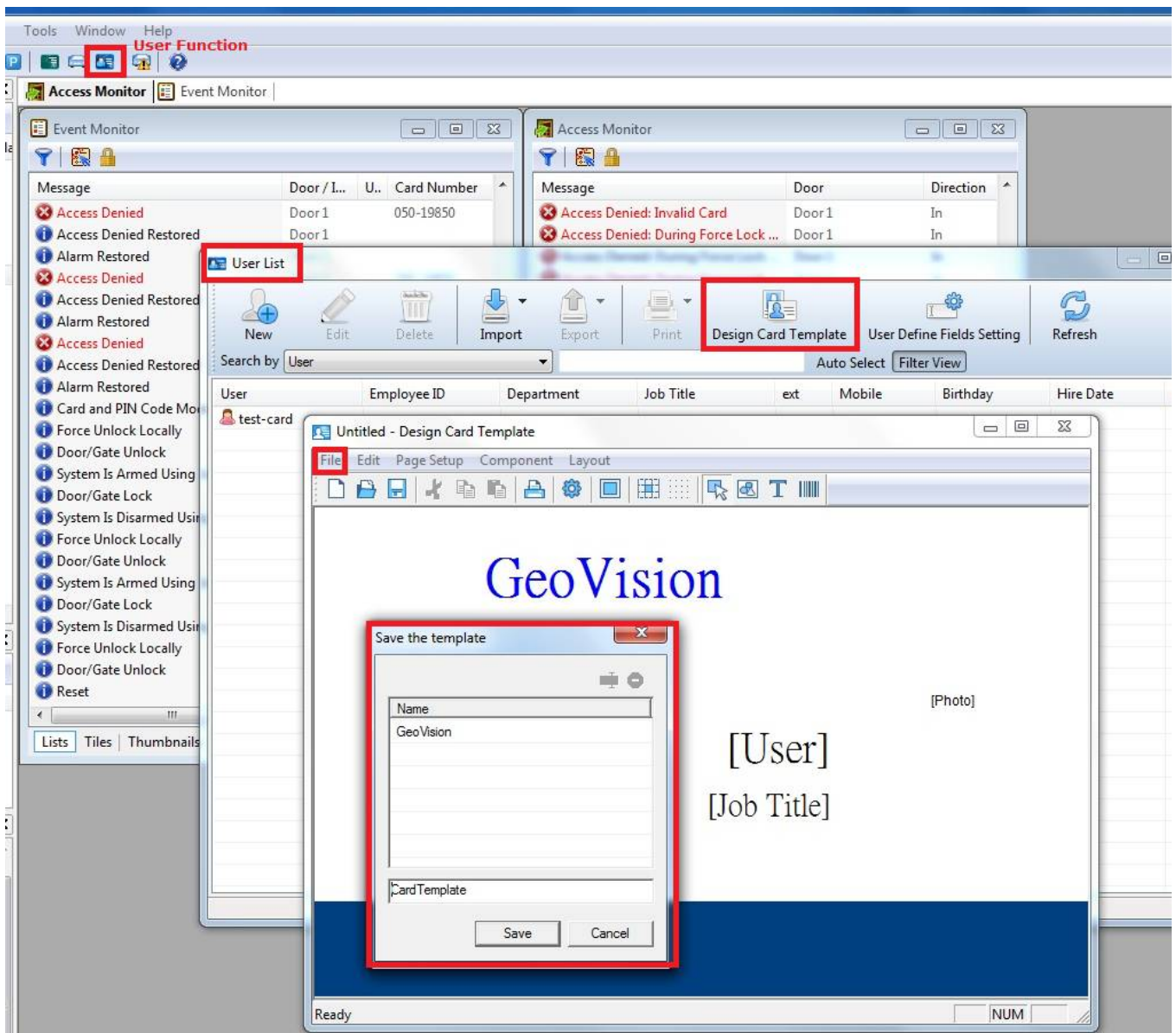
## ■ Create Template on GV-ASManager

**Step 1. Click on User Function icon to bring up User List window.**

**Step 2. Click on Design Card Template button to display Design Card Template Window**

**Step 3. To save created template, click on File from the tool bar on the top to bring up the Save window.**

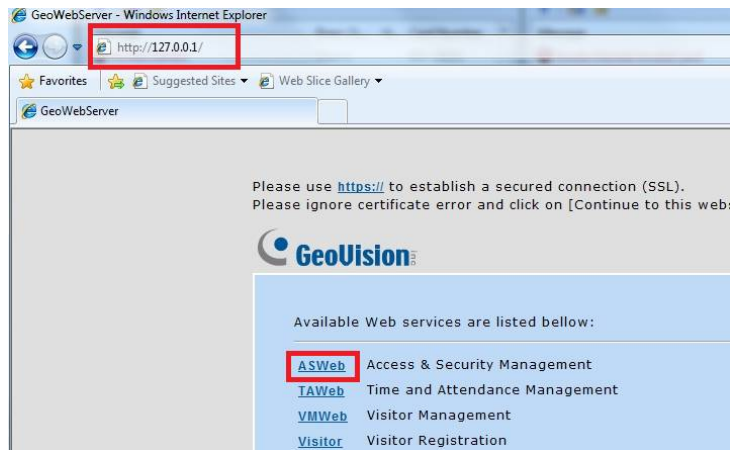
**Step 4. From the Save window, name the template and click on Save to save the template**



## ■ Print out on ASWeb

**Step 1. Launch Internet Explorer Browser and connect to ASManager Web page.**

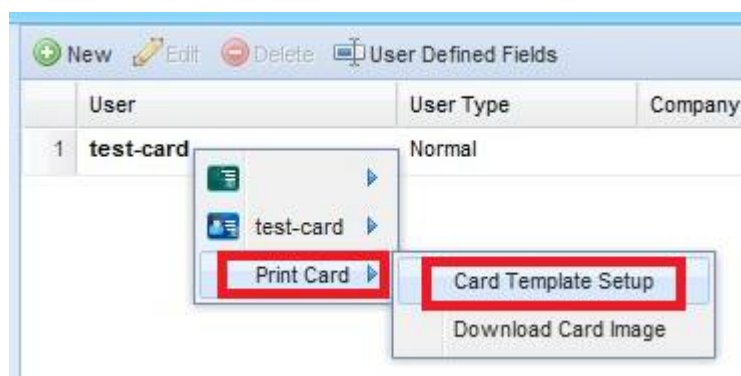
**Step 2. Click on ASWeb**



**Step 3. Launch User List**



**Step 4. Click on the user that is going to apply the template created, select -> Print Card-> Card template setup.**



**Step 5. Select the template for the front and the back. Different template can be selected in this case. When finished, click on Download Card Image button at the bottom.**



**Step 6. Another window will pop up with completed card image. Click on the download buttons to save the image files (\*.bmp).**

