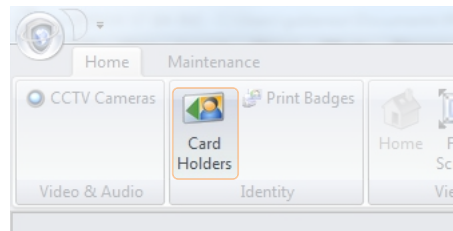


Taking photos and saving them to the AMAG Symmetry Software Database

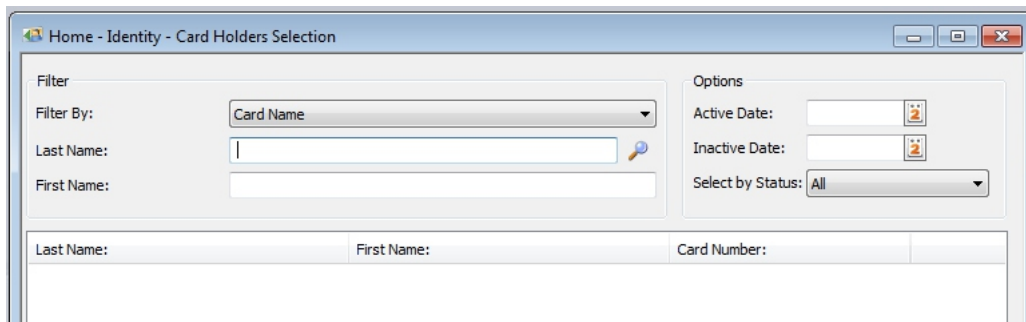
- 1 Log in to the designated computer and the AMAG Symmetry Software

Refer to instructions for **Logging in to the AMAG Symmetry Security Management Software from a local computer**

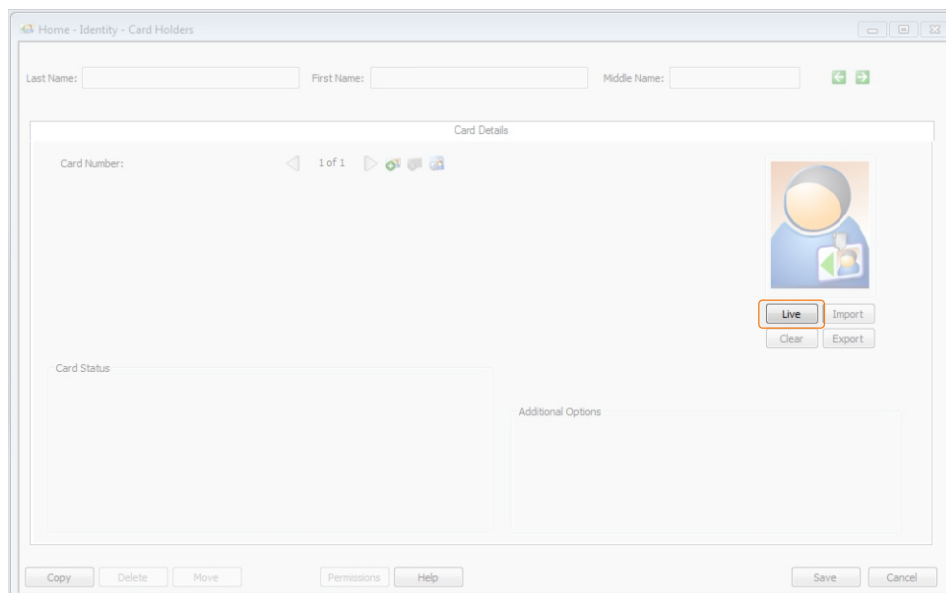
- 2 One the software has loaded, click on the **Card Holders** button on the top ribbon



- 3 Make sure **Card Name** is selected and enter the person's last name. Click on the **magnifying glass** to search

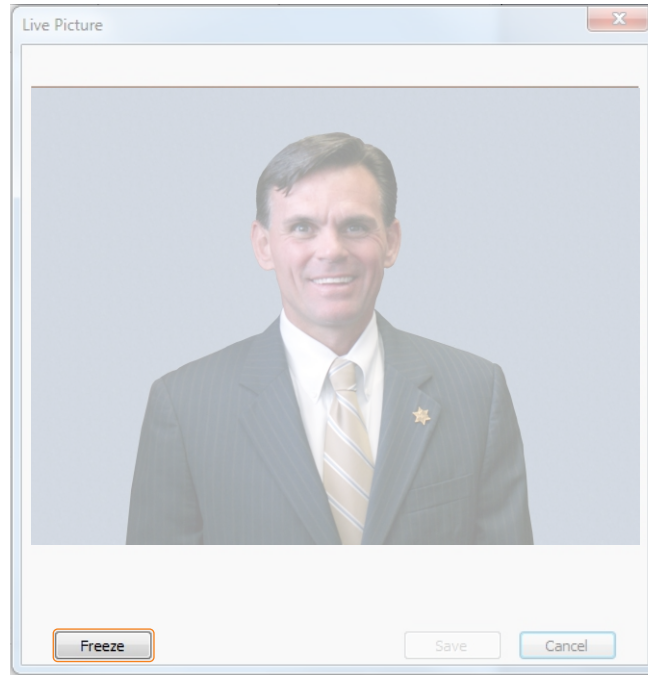


- 4 Double-Click on the employee's name to open their record and click on the **Live** button to activate the camera



Taking photos and saving them to the AMAG Symmetry Software Database

- 5** Have the person stand with their shoulders square to the camera and click the **Freeze** button to take the picture.

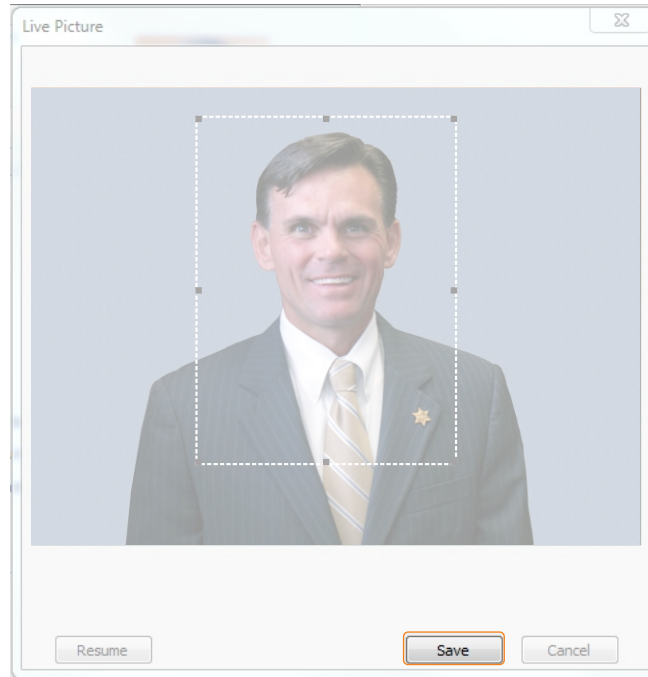


- 6** Click and drag to create a box that captures **2"-3" above their head** to about the **middle of their chest**



Taking photos and saving them to the AMAG Symmetry Software Database

7 Click the **Save** button to save the picture.



8 Go to <https://smccd-public.sharepoint.com> Scroll down and click on **Facilities** then click on **ID Cards**

Note: The Spreadsheet **must** be filled out electronically.

9 Open the **ID Card Sign-In Spreadsheet** specific to your site. Enter their name and enter **X** for their accessory

Note: The file **must** be opened and saved from the sharepoint file and not saved to the computer.

10 **Save** the Spreadsheet after each entry

Note: The file **must** be opened and saved from the sharepoint file and not saved to the computer.

11 Return to **Step 3** and repeat the process for each person
