Managing Cardholders

Cardholders are anyone who possesses a badge that is in BASIS. Cardholders can be given access to Access Levels.

All of the items discussed in this section can be found in the ‘Cardholders’ section of BASIS. To view this section.
To Edit Access of a Cardholder:

To Search for a Cardholder:

1. Click Search.

2. Enter the fields you would like to search by. You can search by name, CUID – using the ID # field, or by mag stripe or prox number using the Badge ID field.

3. Click Ok.
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You results will show. You can browse through the list of cardholders that match your query using the arrow keys in the bottom-right corner of the cardholder window.

4. Browse to the cardholder you would like to edit access for using the arrow keys.
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To edit a cardholder’s access levels:

1. Once you have found the cardholder, click on the Access Levels tab.

Under “Show levels for badge ID (issue code):” you will see a drop-down list.
2. If you are editing access to a prox reader (as almost all users do), select the number from the drop-down list that starts with 8000. This will edit access for the card’s prox chip. If you are editing access to a mag stripe reader (as very few people use), select the other number.

3. Click Modify.
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You will see a list of your access levels.

4. Select the access levels you would like to give access to for this cardholder. Make sure to select the icon next to the name of the access level. It should be checked red after it has been selected.

5. Click OK.

To delete a cardholder’s access level:

1. Select the access level you would like to remove from the cardholder.

2. Click Delete.

3. Click OK.

NOTE: In the future, you should also be able to click Activate Dates button to select a date range the cardholder is given access to the Access Level for. This currently does not work. The bug has been sent to the software developers, and they are working on the issue. When this is fixed, we will send a formal announcement to the all card access users. For now, you must leave the Activate date blank or set to a date in the past.