

MAKING AN EMPLOYEE ID BADGE WORK INSTRUCTIONS (HUM-W006)

Clarksville-Montgomery County School System

1.0 WORK INSTRUCTION:

1.1 On the badge computer in the Human Resources Department, from the desktop, select ID Centre Production icon.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

- 1.2 ID Centre User Login screen will appear. Enter the username and the user password (password protected) and select Log In.
- 1.3 Welcome to Datacard ID Centre Silver Production will appear, select CMCSS Badge 2016.
- 1.4 Select Open Selected Project.
- 1.5 The Datacard ID Centre Silver Production-CMCSS_Badge_2016-New Record window will open which will allow you to key in the new employee's information (First Name, Last Name, Position Title and Employee Number)
 - 1.5.1 You may also do a search from this window for an employee that is already in the database. You may do a search by First Name, Last Name or Employee Number.
 - 1.5.2 To start a search, click on the magnifying glass in the top tool bar (6th icon from the left)
 - 1.5.3 A Search window will appear. Type in the information and click search (bottom left hand corner).
 - 1.5.4 Change the name or title, where needed.
- 1.6 If the employee is present to take a photo in-person, the employee will stand in front of the blue screen.
 - 1.6.1 Double click the empty photo frame to ready the camera for taking a picture.
 - 1.6.2 In video window, make sure the employee is centered on the blue screen. Click "Take Photo" to take the new photo.
- 1.7 If the employee has sent a photo to be imported into the badge system, plug the flash drive containing the new photo into the badge computer. Right-click the empty photo frame to the left of the badge image and click "Import Photo." Locate the new photo on the flash drive and select it as the photo to be imported in.
- 1.8 Crop and adjust the picture (head to shoulders) by clicking on the top left or right hand corners of the crop box, dragging down and inward to the appropriate size. Next, click



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within the picture and move the square to frame the portion of the image to be saved and click ok.

1.9 Select the Print icon within the top toolbar (second from the left) to print the badge.

1.9.1 The new ID badge will print from the printer beside the computer.

- 1.10 Click the save icon (9th from the left, looks like a disk) in the top toolbar to save the image.
- 1.11 Right-click the photo at the left of the displayed on-screen badge and select "Export." Save the photo as a .JPG file to the Z: drive (badgephoto\$) with the filename being the employee's MUNIS number.
- 1.12 Place the badge in a plastic sleeve and attach a lanyard so the badge can be worn.
- 1.13 If the employee has their current badge, we would exchange it for the new badge at no cost.
- 1.14 If the employee does not have their current badge, the employee would pay the replacement cost by cash, check or charge to the Accounting Department
 - 1.14.1 Once the Accounting Department has been paid and a receipt given to prove the payment has been made, CMCSS HR staff will provide the new badge to the employee.

2.0 RECORD RETENTION TABLE:

Identification	<u>Storage</u>	Retention	Disposition	Protection
Files in HR	HR Department	Indefinitely	Shred	Locked office/building

3.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
3/4/10	IR	Initial Release
3/25/14	A	Removed unnecessary information like scope, responsibility, approval and definitions; update logo and format; update minor wording for better flow of information
4/15/15		Reviewed, no changes
4/6/16	В	Added 1.8.
2/8/17	С	Updated 1.7.



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12/1/17	D	Removed references to "Dell" computer. 1.1, removed "waiting area". 2.2, added "or cash/check for replacement card.
11/30/18	E	1.3, added "2016." Removed "new social security card" from associated documents.
8/24/20	F	Changes made to 1.2, 1.9, and 1.14.1
6/13/23	G	Add: option to send in photo, paying accounting for lost ID card.
		End of Instruction