

Card Keeper User Manual

Card Keeper is designed exclusively for using with AVEA's RFID proximity products from AVEA International Company Limited. With the use of Card Keeper, user can authorize thousands of AVEA's key cards or fobs repeatedly to AVEA's access controllers with just a "click". Cardholders' information can be saved, merged or exported to Excel file format.

Quick Start

1. **Download** the "Card Keeper" software from <http://www.avea.cc/spec/keeper.zip>.
2. **Unzip** the file keeper.zip and run the setup.exe file to install the software.
3. **Run** the Card Keeper software.
4. Select the **communication port** which AVEA's reader is attached.
5. Click "**Add Card**" to add AVEA's card to the Card Keeper
 - download ADD CARD file from <http://www.avea.cc/serialNo.html>
 - select the serial number of the ID card and follow the instruction to complete the procedure
6. Double click the ID card number or select the ID card number then click "**Edit**" to enter card information and grant access authorization.
7. Select "**Options**" to grant / release access right for **ALL** ID cards on screen.
8. Click on the column header to **sort** the card information accordingly.
9. Select the card number then click "**Delete**" to delete the ID cards that you do not need.
10. "**Save**" the database file for future use.
11. Select the correct communication port then "**Upload**" the authorized card numbers to the access controller (authorization table in the controller will be overridden).

The screenshot shows the Card Keeper application window. The main window contains a table of card information and a sidebar with control buttons. Callouts 4-11 point to the Controller dropdown, Upload, Remove, Save, Open, Merge, Export, and About buttons respectively. Callouts 6-9 point to the 'Delete', 'Delete All', 'Edit', and 'Add Card' buttons. Two dialog boxes are shown: 'Edit Information' (callout 6) and 'Options' (callout 7).

Card No	Name	Group	Granted
12453109	James Bond	Administration	✓
12451898			✗
12451320			✗
12450860			✗
12449596			✗
12448695			✗
12448667			✗
12447820			✗
12447279			✗
12446656			✗
12445017			✗
12443174			✗
12443163			✗
12442981			✗
12442289			✗
12440678			✗
12440145			✗
12437240			✗
12432735			✗
12432609			✗

4 Controller: COM4

11 Upload

10 Remove

10 Save

10 Open

10 Merge

10 Export

10 About

10 Exit

9 Delete

9 Delete All

6 Edit

5 Add Card

7 Search

7 Options

6 Edit Information

Card No.: 12446656

Name: []

Group: [] Browse

Access Granted

Confirm Cancel

7 Options

Access rights

Remain unchanged

Grant to all cards

Deny from all cards

Show only access granted cards

Proceed Cancel

9 Delete all the data on the screen

6 Enter the ID card number or name for searching

7 Grant access authorization

7 Check controller's capacity

11 Remove all authorized cards in the controller

10 Open a previous saved database file for Card Keeper

10 Merge an authorized card database file to the existing database

10 Export the data to Excel file format