# Temporary Card Replacement

Our temporary card replacement feature allows employees to create temporary access cards using the kiosk, for example, if they have forgotten their regular access card. The system will automatically deactivate all active cards in the access system and assign a new temporary card to the employee. Once the temporary card is returned, the system will restore the previous access settings.

A person can only create one temporary card at a time and cannot generate a new card if the previously issued card has not been returned.

## Requirements

- You must have Velocity RESTful API version 1.9.7 or higher.
- The person in Velocity must have an email address specified in one of the UDF (User-Defined Fields).
  - Each person with an email address can only exist once in the system.

## Configure Sadevio System

### Dashboard configuration

1. **Navigate to the Access System Configuration**:
   - Go to **Maintenance**.
   - Select **Access System**.
   - Click on **your selected system**.
2. Go to Temporary Card Replacement under Identiv Velocity Rest Configuration
   1. Select the **User Defined Field** which will be used to lookup the person with the email address

## Identiv Velocity Rest

**Test connection**

REST API URL: http://192.168.1.61:8088

Password: ∙∙∙∙∙∙∙∙∙∙∙∙

Card Format: PASS_THRU

Credential Template ID: 30

User Defined Field: User Defined Field 30    Sadevio Field: Visitor Company  +

User Defined Field 30 -> Visitor Company    remove

**Temporary Card Replacement**

Host email lookup UDF: User Defined Field 5

# Kiosk configuration

1. **Login to the admin section of the kiosk**:
2. **Activate Application Mode**
   - Navigate to **Application Mode**.
   - Enable **Temporary Card Replacement**.

GO BACK

- ☑ Check-In Application
- ☐ Force QR Check-In
- ☑ Temporary Card Replacement
- ☐ Card Replacement
- ☐ Host Photo Station
- ☐ Host Onboarding
- ☐ Retrieve Packages From Shipper
- ☐ Pick-up packages
- ☐ Locker handling

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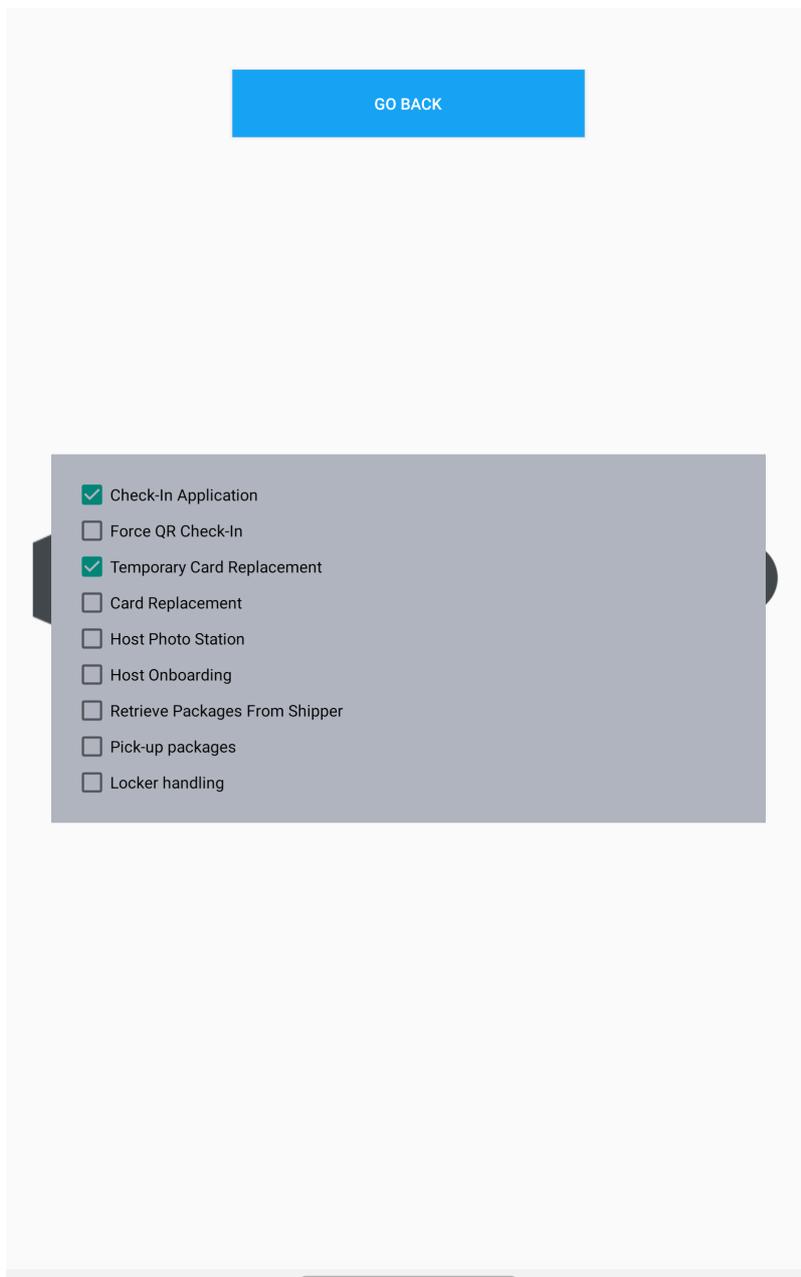
3. **Configure Card-Stacke**r
    1. Go to **Devices**
    2. Select **CARD STACKER - CARD REPLACEMENT**
4. **Configure Host Authentication**
    1. Go to **Devices**
    2. Select **CARD STACKER - Host-Authentication**
    3. Find the **Authentication Method**
        - Choose the authentication type (we recommend using **Temporary Password**).
          This option will send a generated temporary code to the person, which they can use to authenticate at the kiosk.
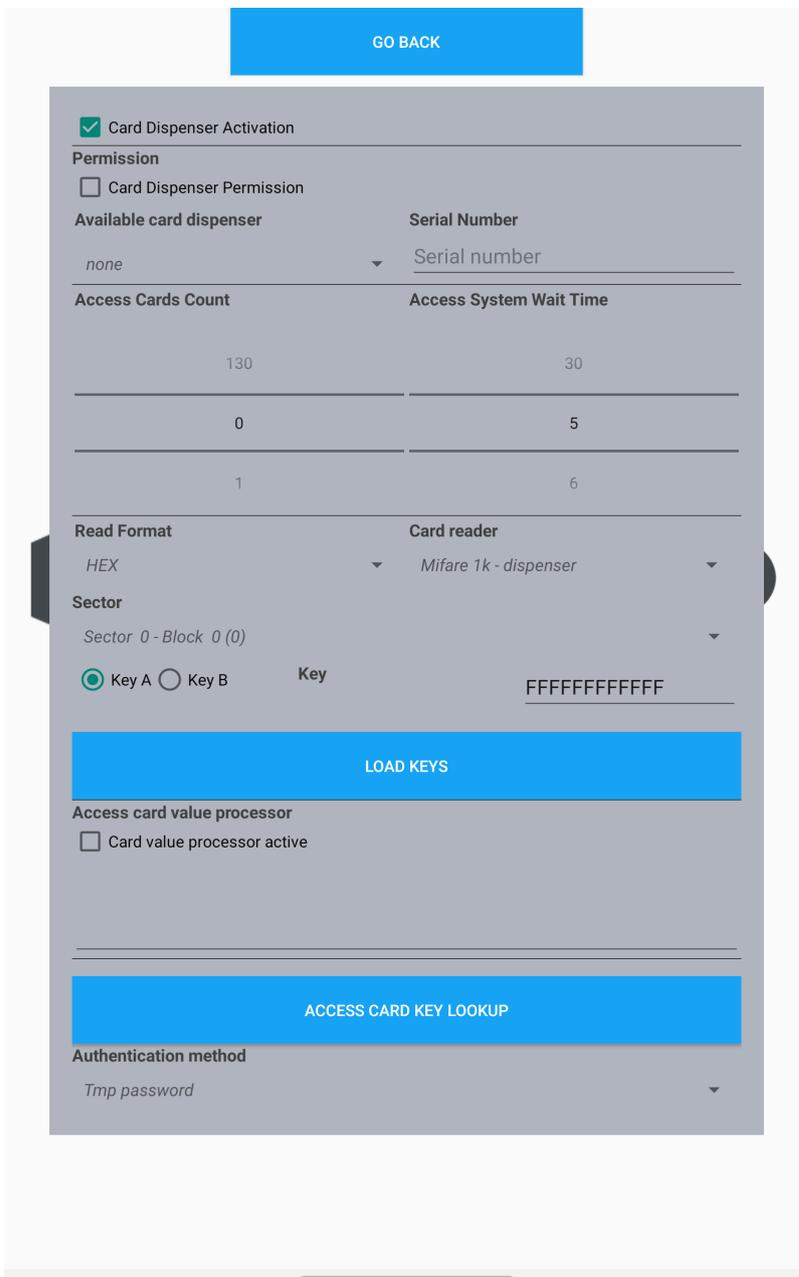
# Velocity configuration

Ensure that the person exists in Velocity and that the UDF field you selected for the email lookup is correctly populated.

The velocity data filed need to match the value which you have configure for the sadevio host field Access Card Id

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