

Magnetic Swipe Card Registration Process using a Card Reader

1. Create order confirmations in WorkRecords
2. Plug in the Mag Card reader to your computer – you should see a green light on the front of the reader indicating it is on and connected
3. Write the worker’s names on the card or use labels to identify the owner of the card
4. Click on Reports>My Views in WorkRecords
5. Click on Search Orders or any saved report that shows your current active orders. For a complete list of all active orders, scroll down and click on Generate View. For a more specific search, include filters to select a specific group of orders by buyer, start date, etc.
6. Click on the Mag Card link on the top left corner in the green box at the top of the results of your search orders view
7. Pick up a magnetic swipe card of the worker you want to swipe first – find their name on the list and put your cursor in the empty field to the right of their name
8. Swipe the card – the card number will appear in the Card Number field and the status will change to Added – this process will also encode their social that was entered by your team into WorkRecords onto that card– see below for screenshots of the steps. The card can be used to check in at the kiosk on the start date of the order confirmation

Update Card Numbers for Contractors

[Return to View](#)

Contractor Name	Card Number	Status
Aguilar, guadalupe-5728		
Alberto Hernandez Sanchez, Carlos-0279		
Ardon, Iria-6435		
Arias, Marina-6756		
Armendariz, Refugio -3986		
Aurelia Morales, Maria-2189	%B5926084690524?	
Banuelos, Lazaro-2962		
Barrios, Daisy-2085		
Campos, Edgardo-8354		
Castaneda, Carmen-9437		

1.) Place cursor in a field and swipe a mag-stripped card - The Status should change to "Added"

2) Place your cursor into another field and repeat until done

To remove an incorrect entry - place curser in the data field and backspace the characters out then hit enter - the Status field will change to Removed.

When all entries are made - select "Return to View"

Fields with existing data have already been associated with a mag-card at a kiosk. They may be left as is or replaced using this app.