

## **ID Card Policy and Procedures**

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### **POLICY**

All employees are issued an ID card on the first day of orientation. While on assignment, ID cards are to be worn by caregivers at all times. If an ID card gets lost or destroyed, the caregiver is to request a new one be made. (employee pictures for ID badges are kept on file).

The Human Resource Specialist is responsible for making employee ID cards.

### **PROCEDURES**

1. Take a picture of the employee using a digital camera.
2. Plug in the camera to the USB port on the computer.
3. Turn on the camera.
4. Once the camera is turned on a 'Removable Disk F' window will pop up. Wait a few seconds and the 'Fine Pix Viewer' application window will be displayed. This window will display all the pictures that are stored on the camera.
5. Double click on the picture of the new employee.
6. A window will pop up to save the picture to the folder 'My Pictures'.
7. Change the file name to the new employees first and last name.
8. Click Save.
9. Turn off the camera and the applications will automatically close.
10. Bring up the ID Badge model by going to folder 'CK224\_Forms/Master Forms' and open file 'ID001 idcard.pub'.
11. Click on 'Insert' on the menu bar and select 'Picture' and 'From File'.
12. If the 'My Pictures' folder is not selected, select 'My Pictures'.
13. Double click on the new employee's picture.
14. The picture will be inserted and a picture toolbar will be displayed.
15. From the picture toolbar, click on the 3rd icon from the right. This is the 'format picture' icon.
16. The 'Format Picture' Window will be displayed.
17. Click on the 'Size' tab in the window.
18. Under the 'Scale' section of the 'Size' tab, click on the down arrow on the 'Height' selection. As you click on the down arrow, both the 'Height' and 'Width' percentages will decrease. Decrease it down to at least 45% and close the window by clicking 'OK'.
19. Click on the Red Border on the Badge where the picture will eventually be inserted.
20. From the menu bar select 'Arrange' and 'Order' and 'Bring to Front'. This will allow the Red Border to be seen even when the oversized picture is dragged over it.
21. Drag the picture until the nose of the employee is in the middle of the Red Border.
22. Click on the picture so that the picture tool menu will be displayed.

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23. Select 'Format Picture' from the picture tool menu. (3rd icon from the right)
24. Click on the 'Size' tab of the 'Format Picture' window.
25. Reduce the height size under scale to about 15% and click OK.
26. The picture will probably move to the upper left part of the screen.
27. If the size still needs to be adjusted, continue to increase or reduce by changing the height percentage.
28. Drag the picture so the face of the employee in the picture fits in the Red Border.
29. Click on the picture to display the picture tool menu.
30. Click on the 6th icon from the right of the picture tool menu. This is the 'Crop' tool.
31. With the cursor looking like a T, place the cursor on each edge of the picture and drag the edges until it meets the Red Border. Do this 4 times, once for each edge.
32. When you are finished, the picture should be within the Red Border.
33. Click on the box where the name is printed.
34. Replace the name with the name of the new employee.
35. DO NOT SAVE. We want the IDCARD without the picture and with the name of Jo Smith to always be on file.
36. Put Heavy stock paper in the printer. Print the picture on heavy stock paper.
37. Cut the ID badge out using scissors.
38. Obtain a 'Appointmate' instruction sticker and card.
39. Write the employee's number on the sticker and card.
40. Apply the sticker to the back of the ID Card.
41. Place the cut out ID badge and the 'Appointmate' instruction sticker in a plastic pouch which is attached to a lanyard.
42. Give the ID badge to the new employee and explain to them the 'Appointmate' instructions and show them the sticker and card.
43. Close the IDbadge on the computer without saving it.