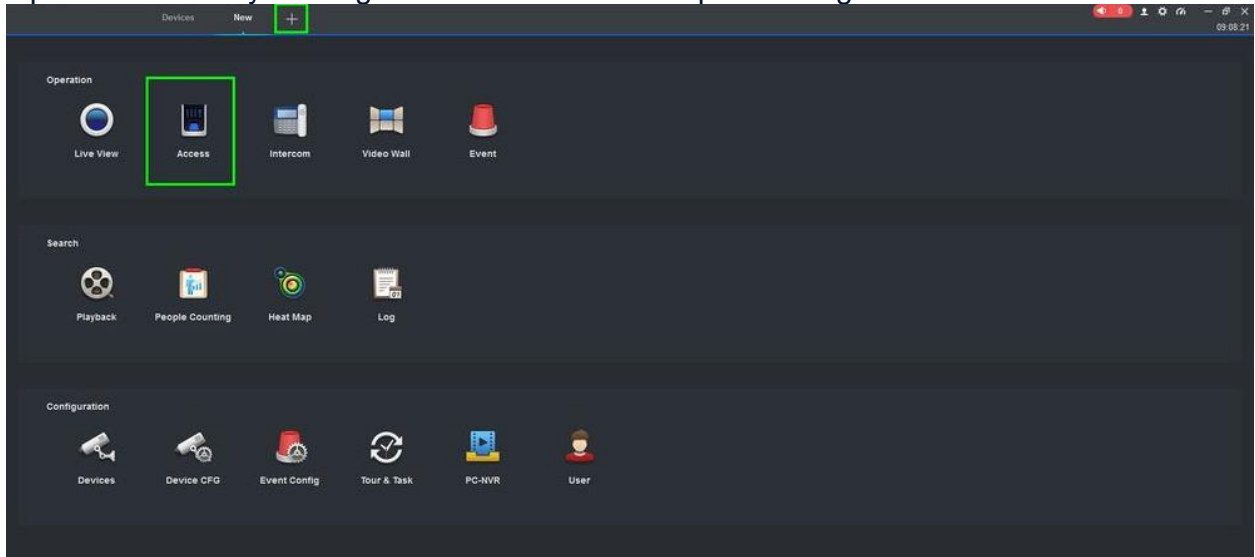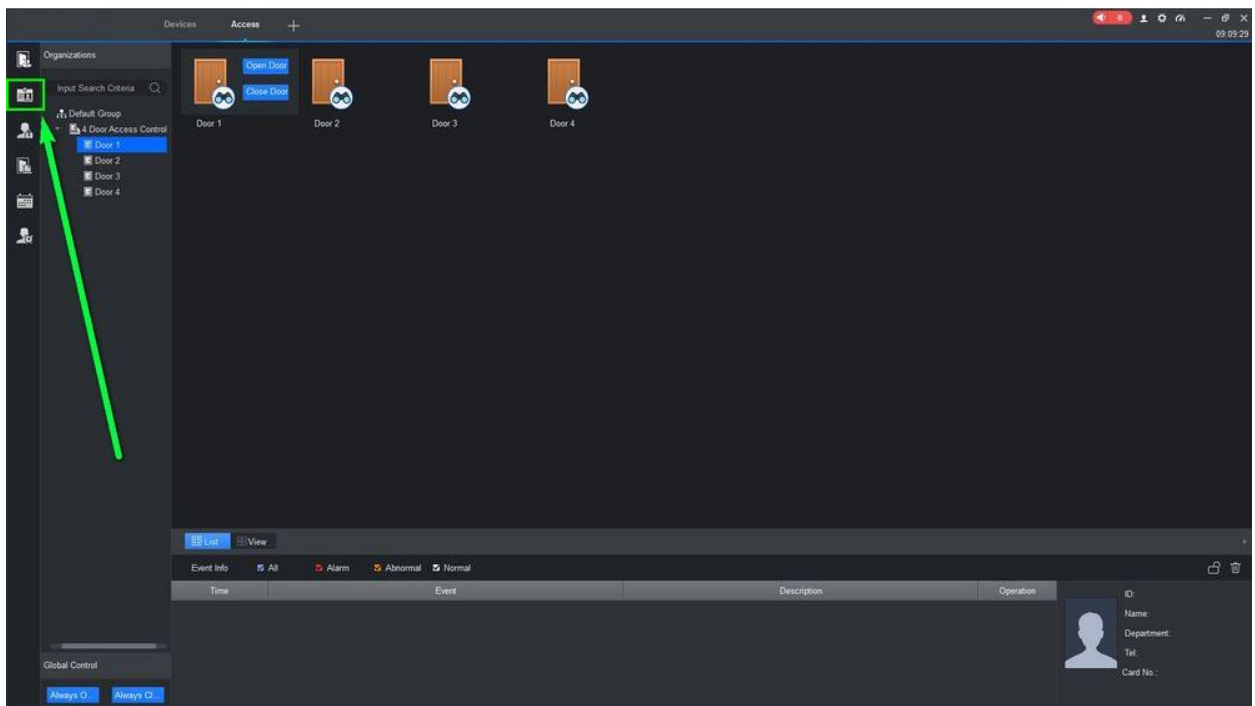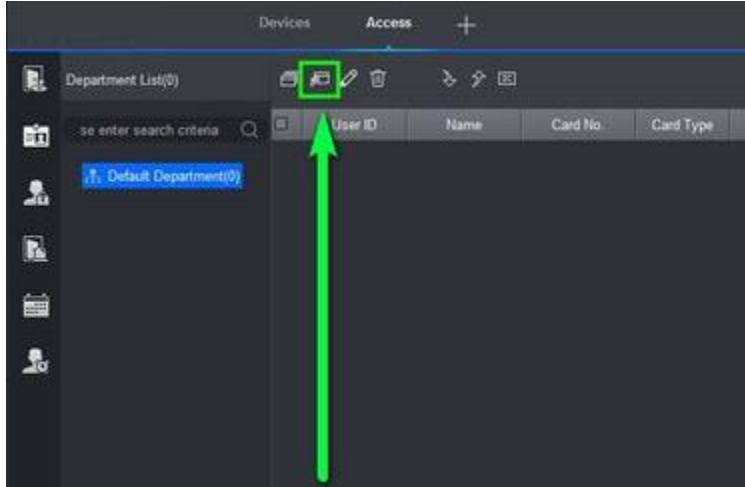# Adding Access Cards

A. Creating a User

1. Open a new tab by clicking on the "+" icon at the top bar and go to "Access"
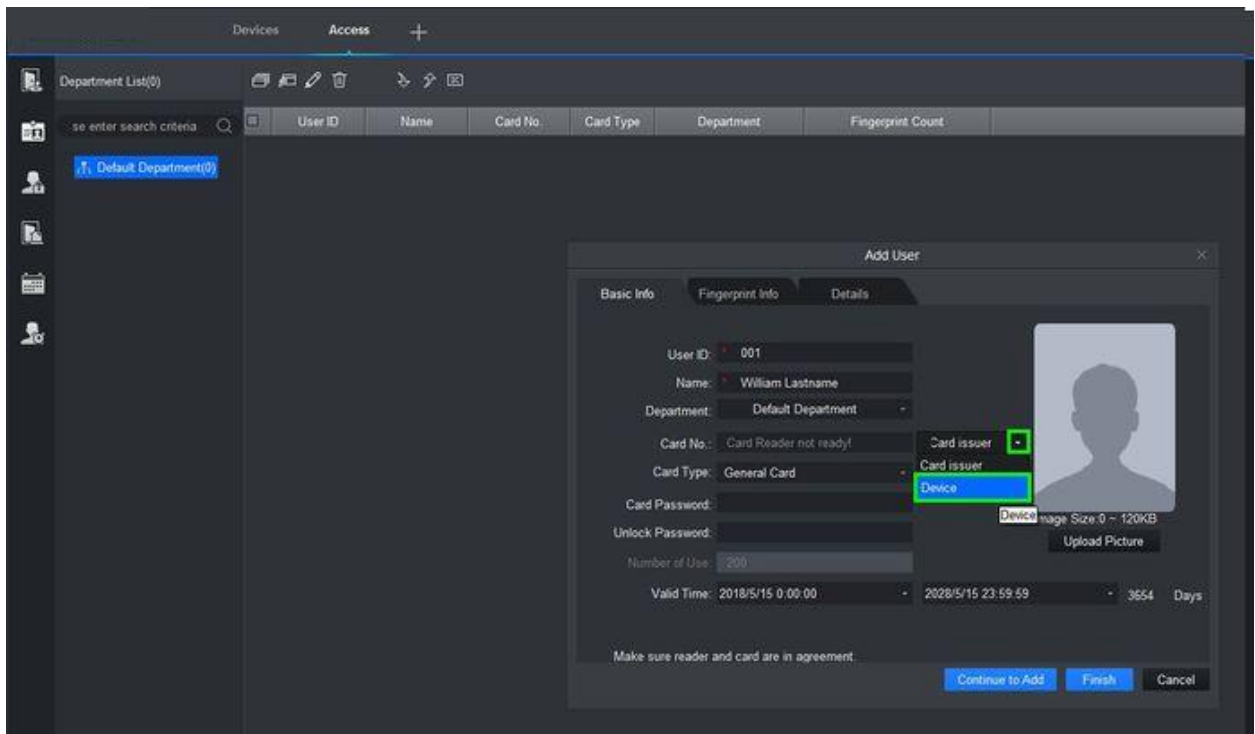

2. You should now see the active doors, We need to create a User so click on the "User" tab.

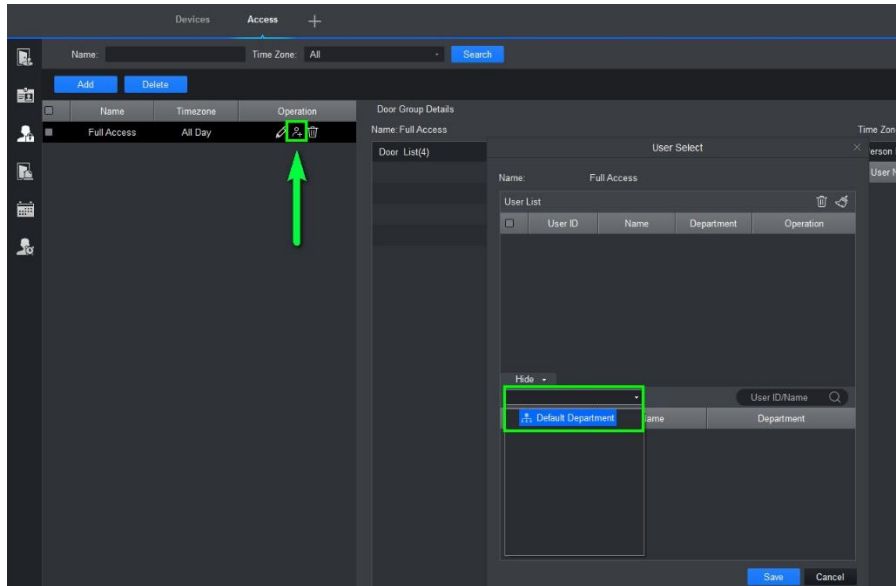3. Click on the Manual Add icon and a pop-up window will come up

4. Input the information you want on the user, now select drop-down menu. Select "Card Issuer" if you were given a USB portable card reader.


5. Card number will populate as the field named Card No.
6. Enter the Card Password and the Unlock Password. This is the password that can be used to unlock the door by using the PIN pad at the door card reader.

B. Granting Access and Assigning to Door List

1. Go to the Access Control tab and click on "Access Level"

2. Click on the "user" icon and a pop-up window will come up, select the department where the user is under the bottom list.
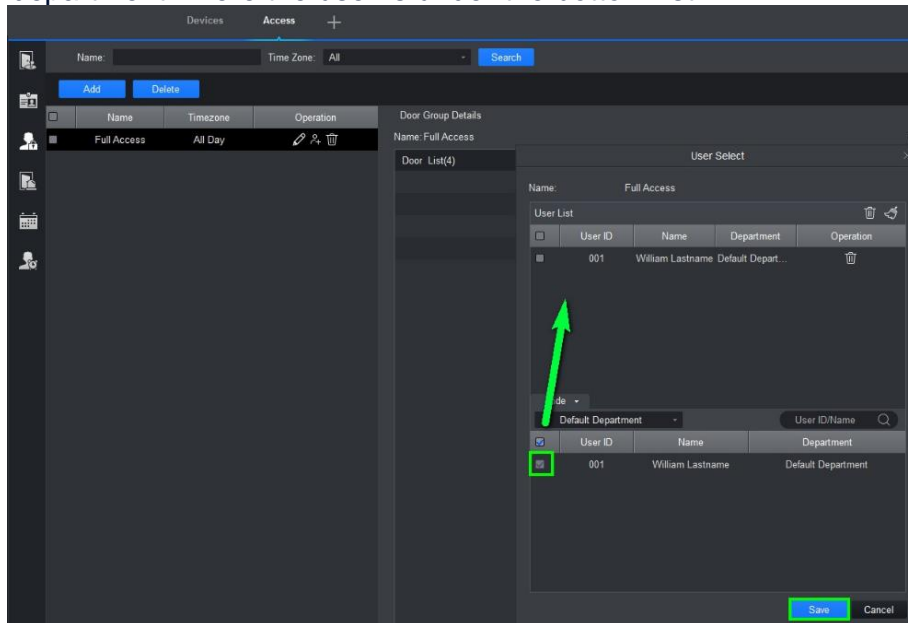
3. Wait for the rights to transfer to the controller.