# CREATING A NEW USER AND ISSUING THEIR KEY

1. To create a new user, select the "User" tab from the left hand side of the software window (image below)
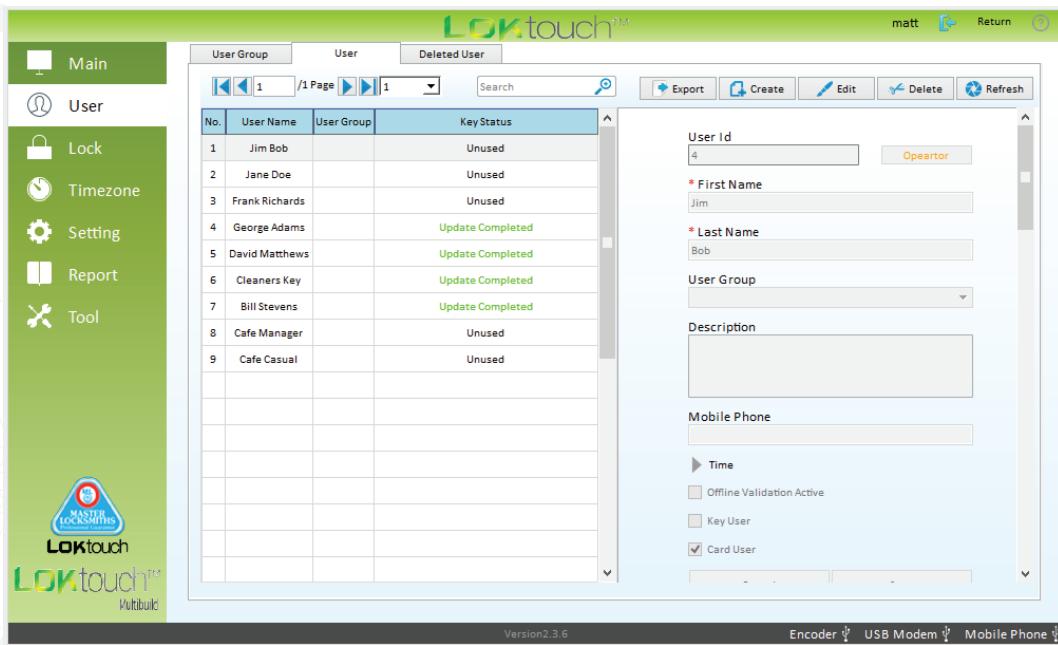
2. The information will be greyed out on the right hand side. Click on the "Create" button

3. Input the relevant information for given and surname (note: this is essential to create a user)

4. Scroll down the window and click on the small blue arrow next to "Time", this will give drop down bars for Calendar, Activation Time, Expiry Time and Key Validation (image below)

5. Leave the "Calendar" and "Activation Time" bars as default

6. Set the "Expiry Time" bar as required (note: this is the date and time until the key will stop working)

7. Under the "Key Validation" set the number (in days ranging from 1 to 60) before the key needs to be validated for use or select "Validation Not Required" if this feature isn't needed. The key can be validated using an USB encoder in the software or by badging it to a DMU (Door Manager Unit)

8. Ensure the box for "Key User" is ticked. Tick "Card User" if the key is required to be used as a card and "Offline Validation Active" if the DMU requires offline functionality and the ability to validate keys for the specified period while the DMU is offline

9. Finalise selection and click "Save"
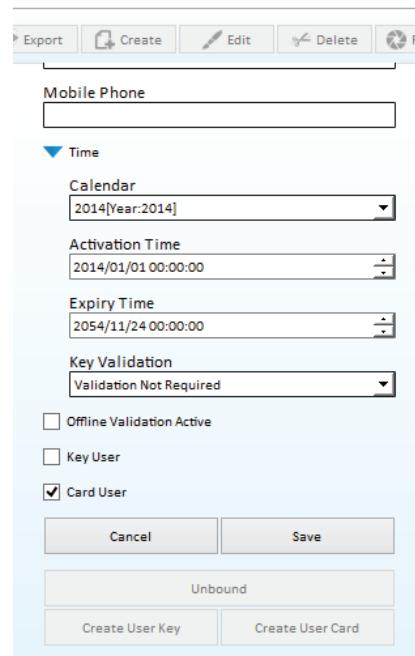
10. Select the "Timezone" tab. Ensure the appropriate time zones have been created, as these will be assigned in the next step. Create and save additional time zones as required

11. Now, select the "Settings" tab

12. In the "Settings" tab, access to locks for given users is assigned. The format of this is a spread sheet matrix, which has time zones assigned to a square for a lock and user (refer to image below for example)

13. Click "Edit" and highlight the corresponding matrix boxes for the users and locks. After high lighting the boxes, select the relevant time zone from the list on the right hand side

14. Click "Apply Timezone" and then "Save". Repeat these steps to complete the "Key Plan" Matrix for all users. Make sure you click "Save" after applying time zones or this page won't save

15. Ensure the USB Encoder is connected via a USB port and place a blank key on the encoder

16. Navigate back to the "Users" tab by clicking on its button in the left column to create the user's key

17. Select the user you created before, then scroll down the right hand side and click the "Create User Key" button. The key will flash for a couple of seconds and then a prompt will inform you that the key has been created successfully!

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For more information

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