

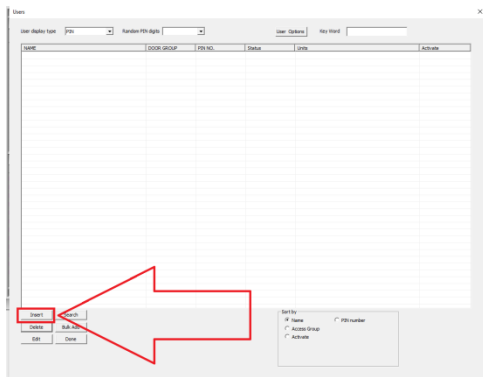
Objective: How to add a user through AccessPlus



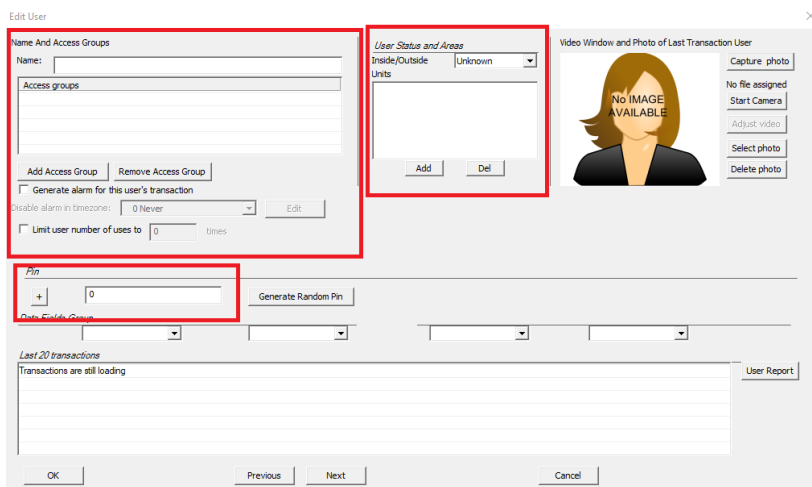
While being logged into the AccessPlus program you will need to click on the USERS icon.

This can be located either on the Ribbon or the system frame within the application. As a third option you can access the USERS through the Setup menu > USERS.

While in the window that has just popped up can you click insert at the bottom of the window.



A new window will pop up to allow you to have access to fill in the required data and additional areas for self management. Areas in red are the critical data points needed to allow a customer to have proper access to the facility.



Highlighted areas are: User Name/Door Access Group/Units/Pin Code

All other areas are not required for normal function to the tenant's access.