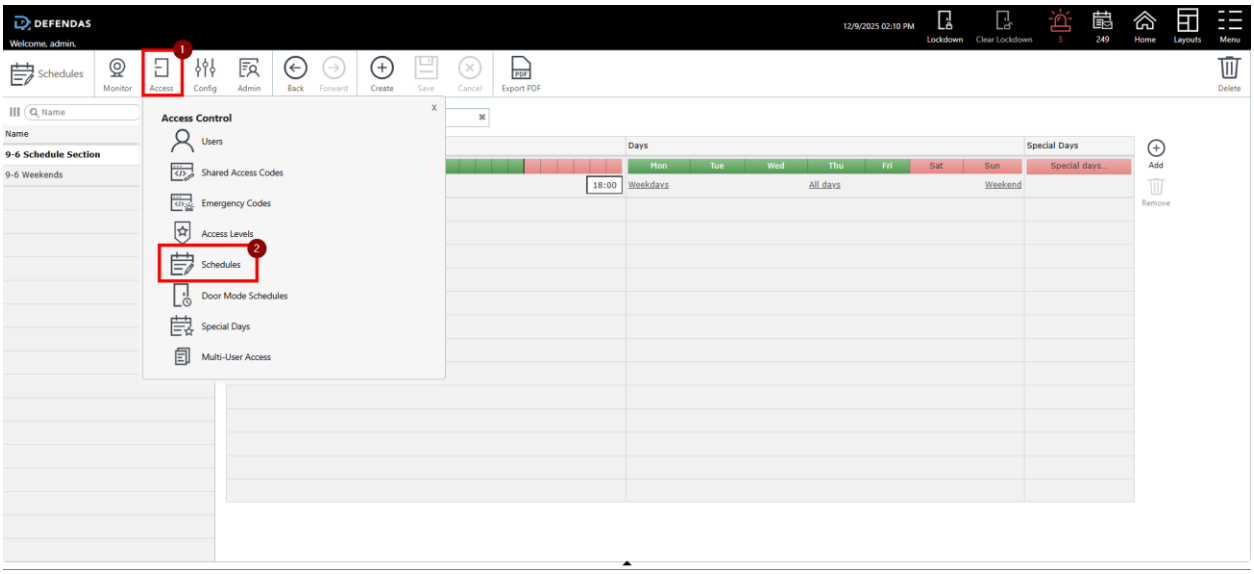
How to Create Users and Scan the Card

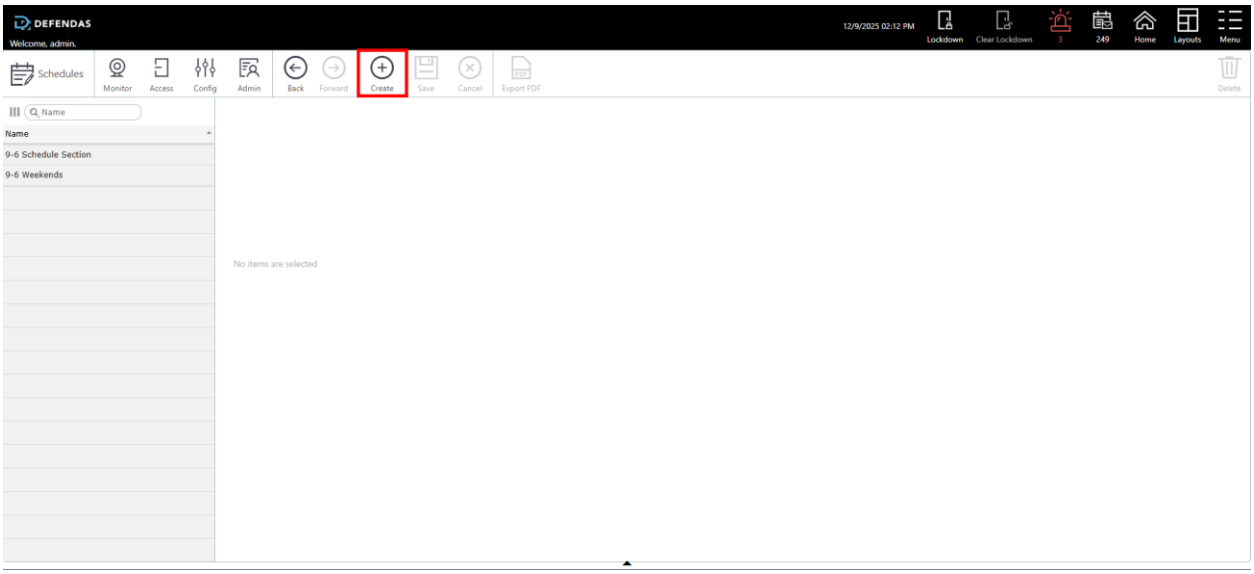
Note: Following the tutorial order is not required, but doing so will save time when creating user accounts on the access control system and assigning cards or PINs.

Creating Schedules

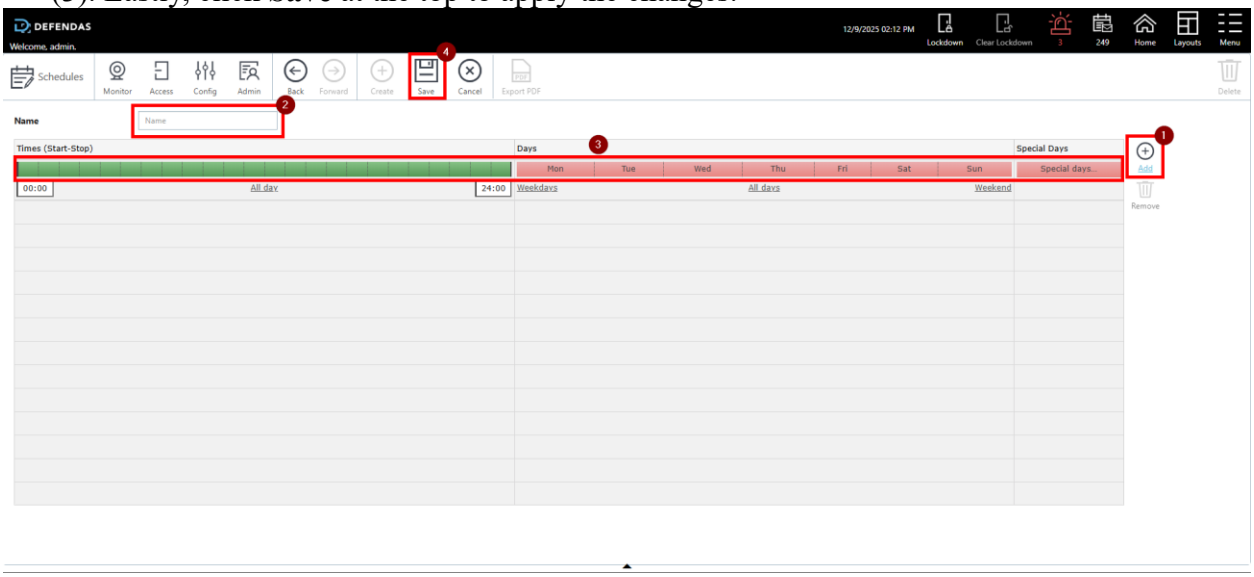
1. Click **Access** > **Schedules**.



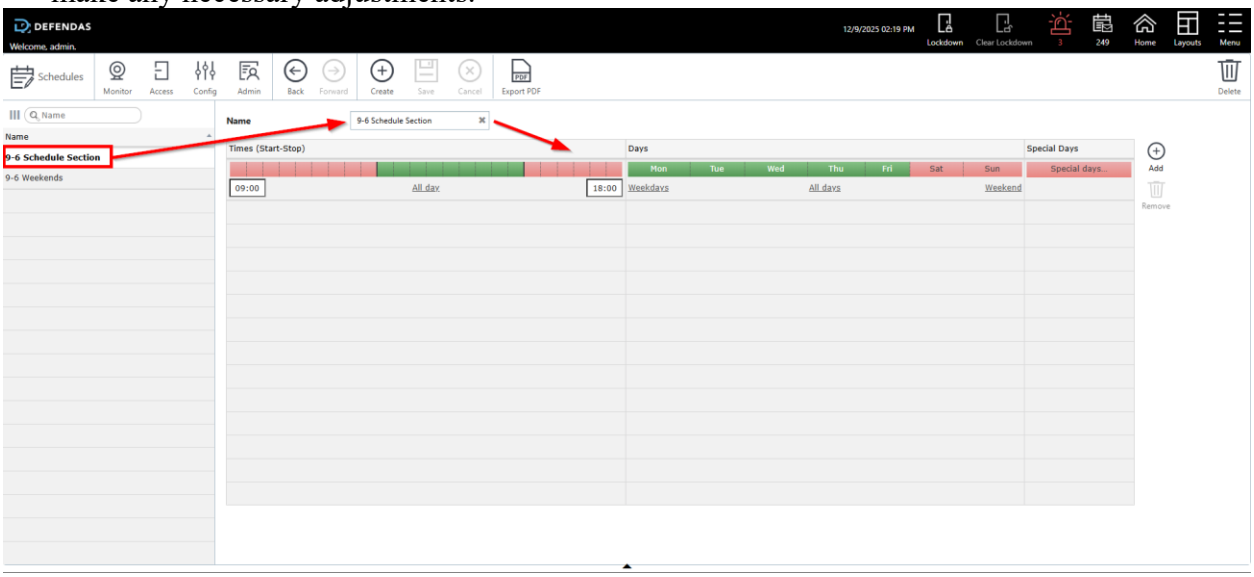
2. Click on **Create**.



3. Click **Add** so the schedule appears. Then enter the user-defined name (2), adjust the time slots by dragging the timeline or by entering the start and end times directly, select the days when the schedule will be active, and specify whether any special days (e.g., holidays) apply (3). Lastly, click **Save** at the top to apply the changes.

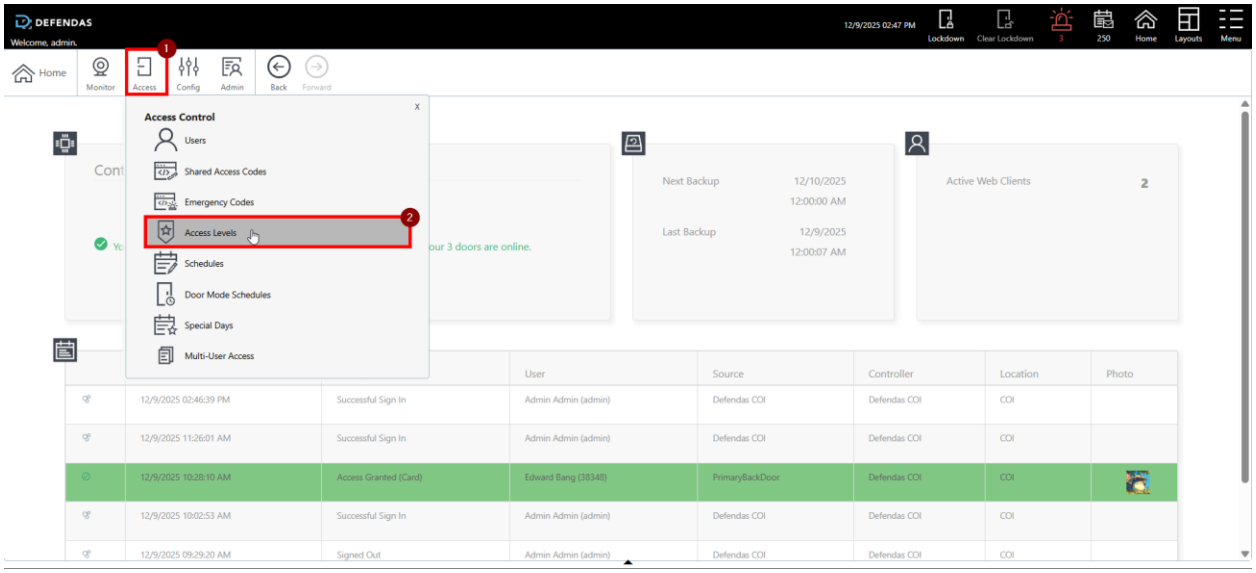


4. Once the schedule is complete, the entry on the left-side list can be selected to view it and make any necessary adjustments.

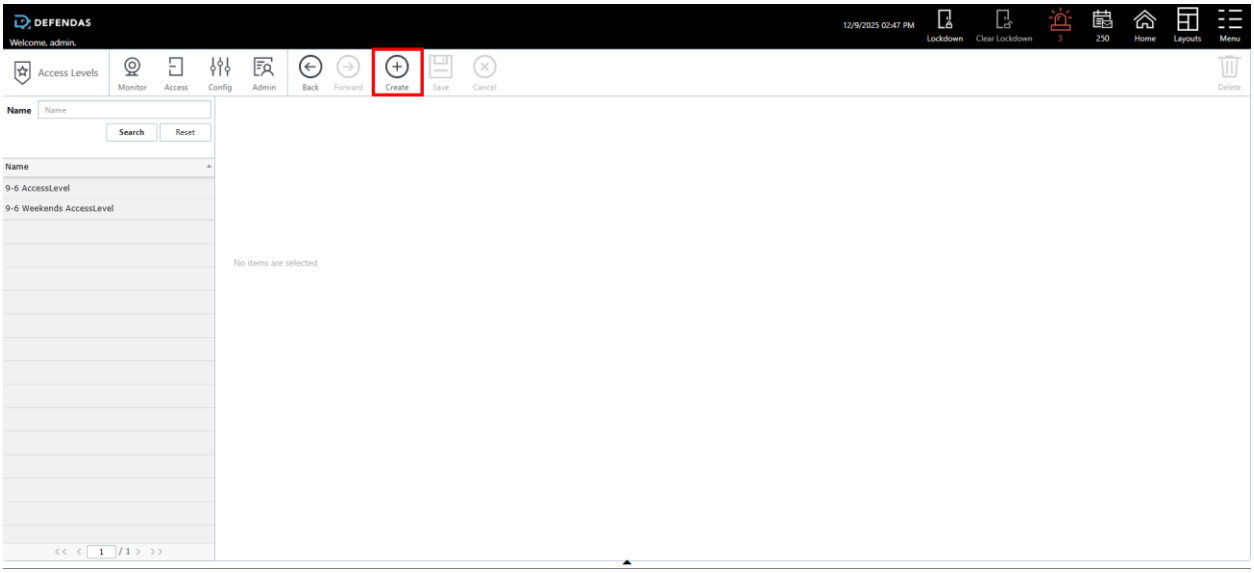


Creating Access Levels

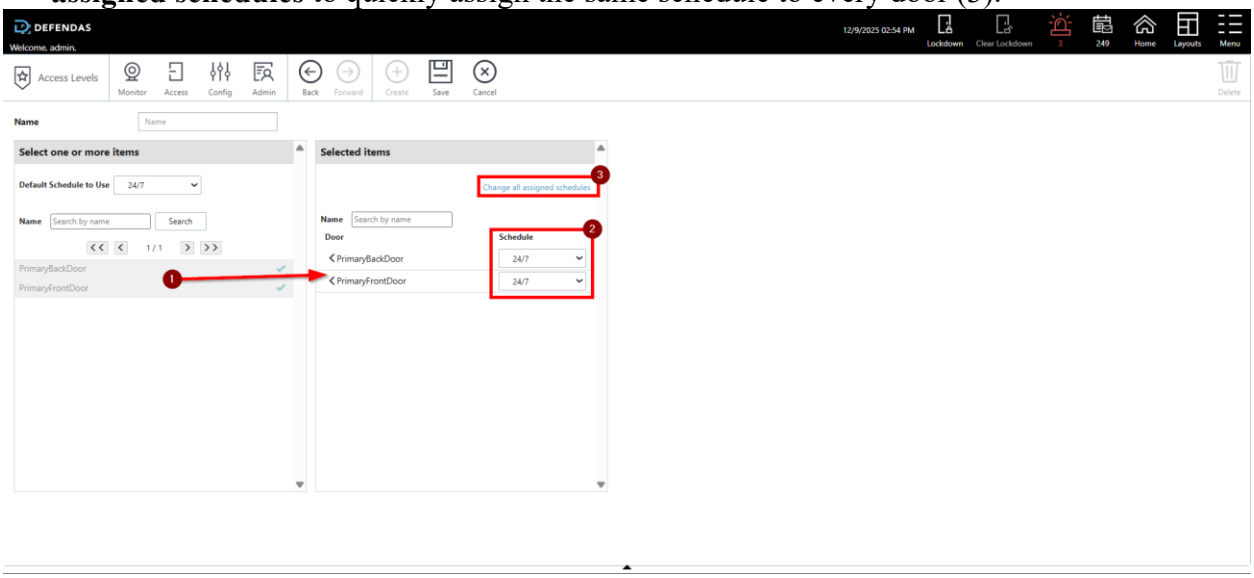
5. Click **Access** > **Access Levels**



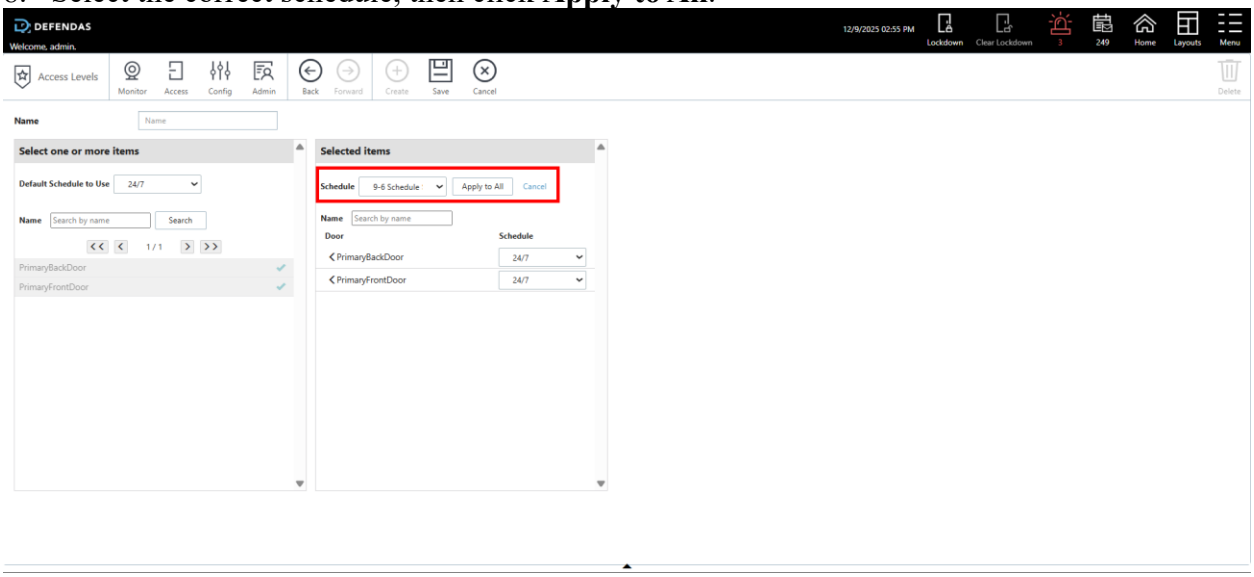
6. Click Create



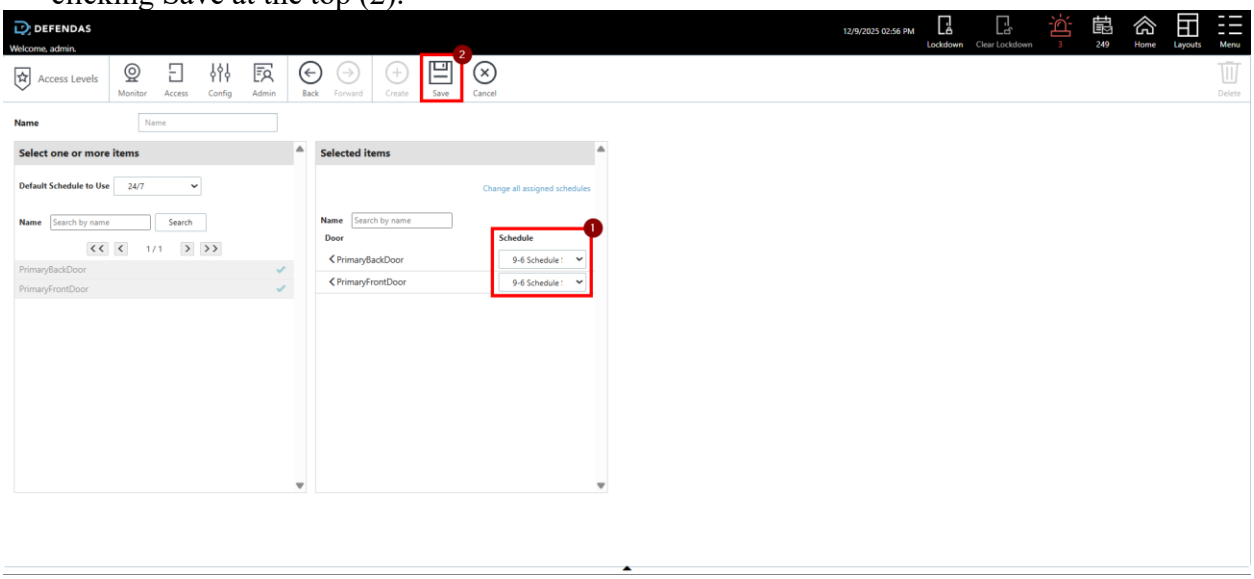
7. Click each door to move it to the right side (1). Select the schedule for each door using the corresponding drop-down menu (2). If all doors will use the same schedule, use **Change all assigned schedules** to quickly assign the same schedule to every door (3).



8. Select the correct schedule, then click **Apply to All**.

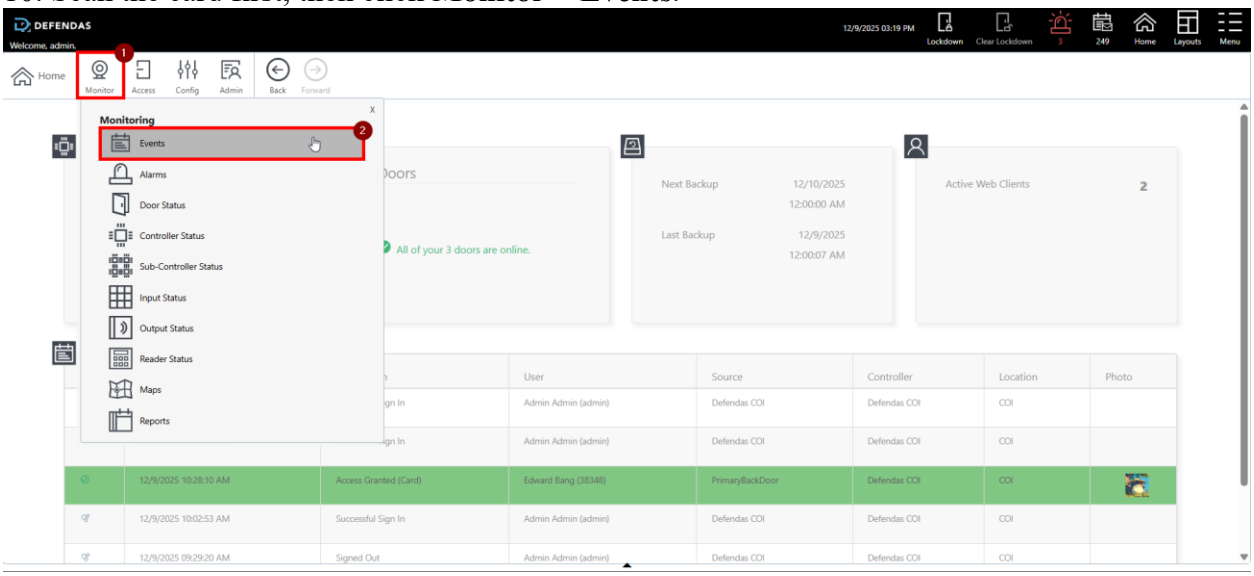


9. After completion, the schedule will reflect the updates (1). All changes can then be saved by clicking Save at the top (2).

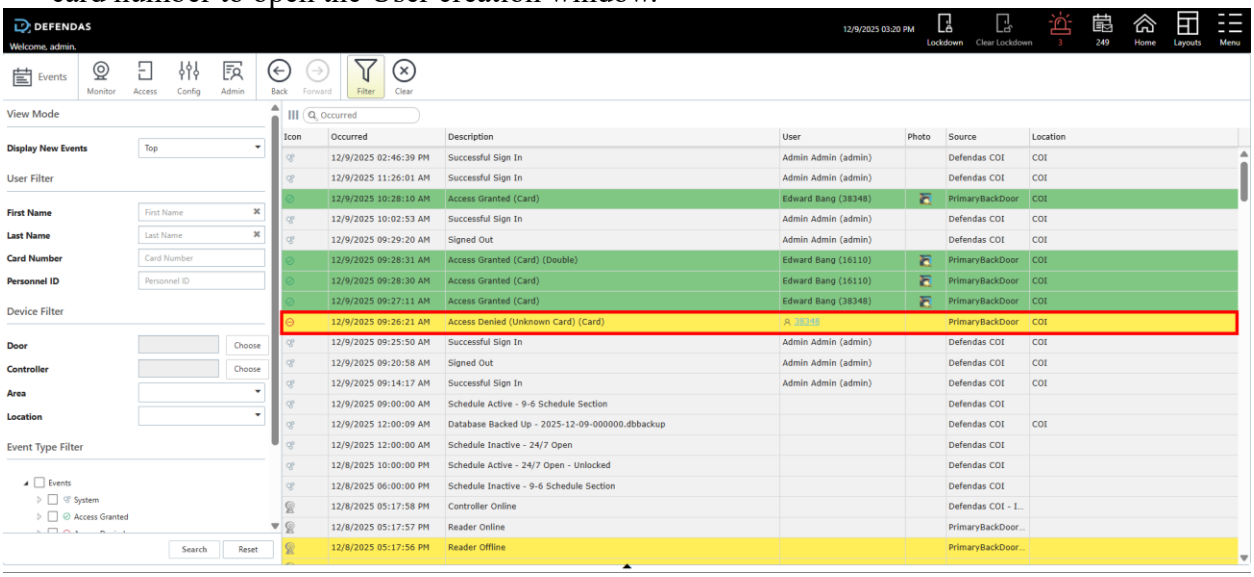


Scanning Card from Reader

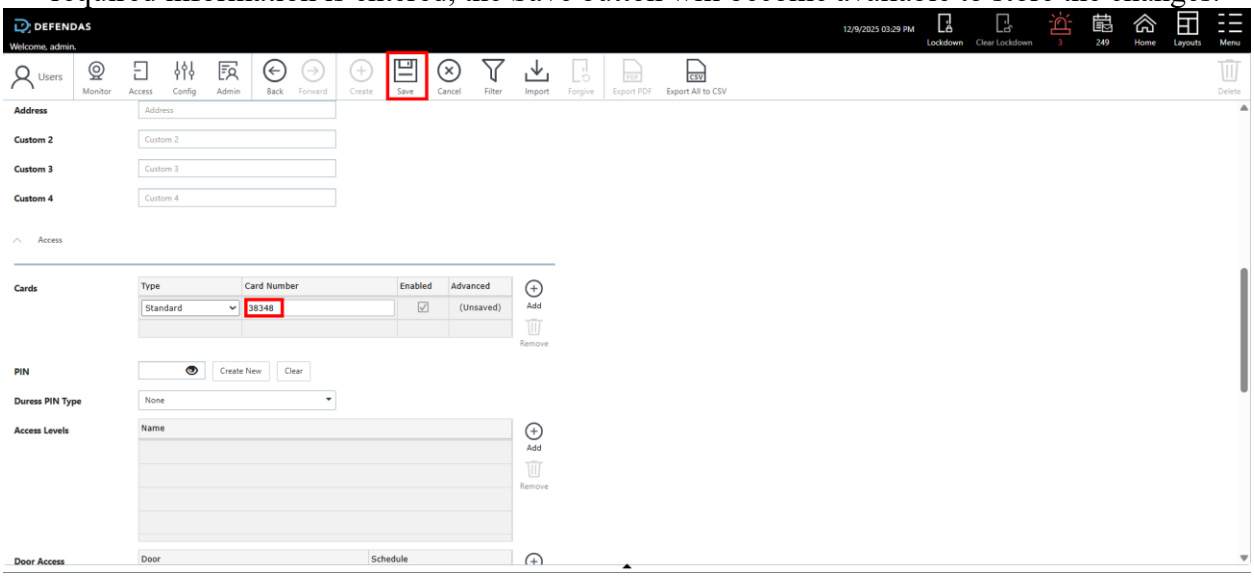
10. Scan the card first, then click **Monitor** > **Events**.



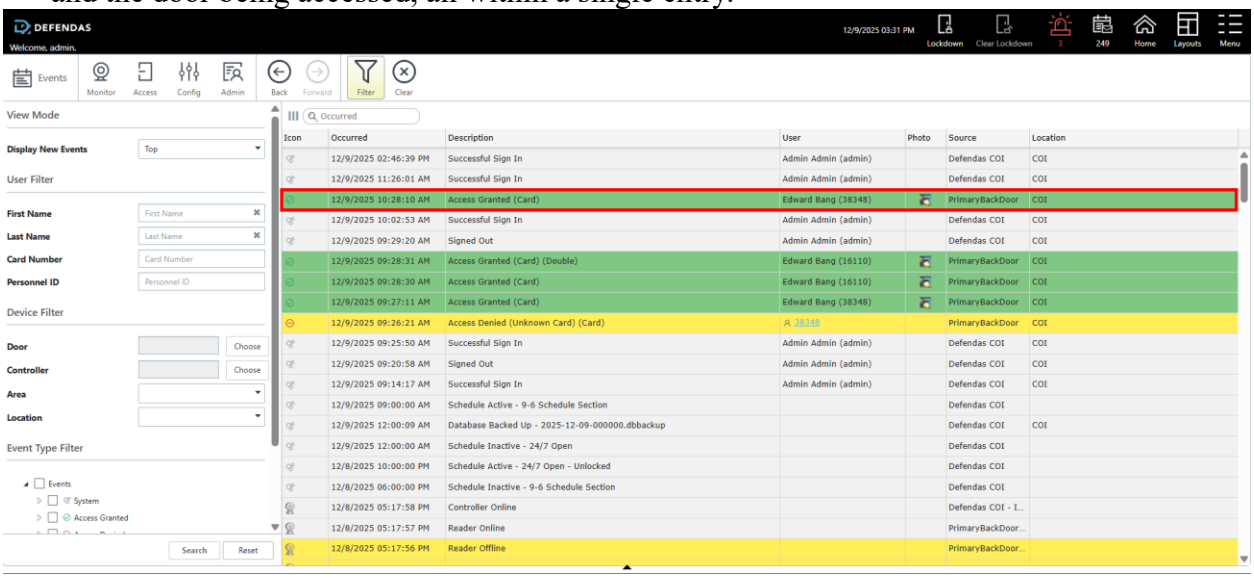
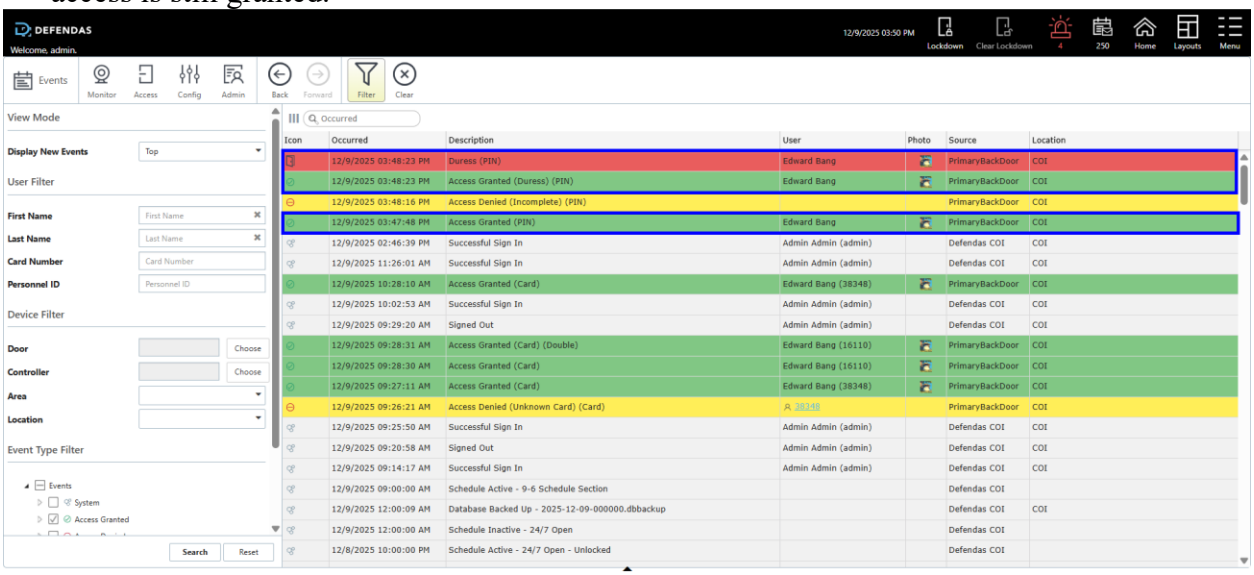
11. Look for a yellow warning event in the log to identify the card number. Click the presented card number to open the User creation window.



12. The same number will populate under **Cards**. After confirming that the card number is correct, scroll back up to complete the user information fields. The access control system requires only a first and last name to save changes, but it is recommended to complete all fields, including **personal ID**, **expiration settings** (set to “never expire” by default), **PIN**, **Duress PIN**, assigned **Access Levels** for doors, and any other relevant details. Once all required information is entered, the Save button will become available to store the changes.



13. After scanning the same card again, the message will indicate **Access Granted (card)**. The event message will display the time, the individual associated with the scan, the card number, and the door being accessed, all within a single entry.



14. To use a **PIN** or **Duress PIN**, the full number must be entered to initiate the unlock process. Neither the PIN nor the Duress PIN will display digits for security purposes. When a Duress PIN is used, an alarm event will be generated, as shown by the red message, even though access is still granted.