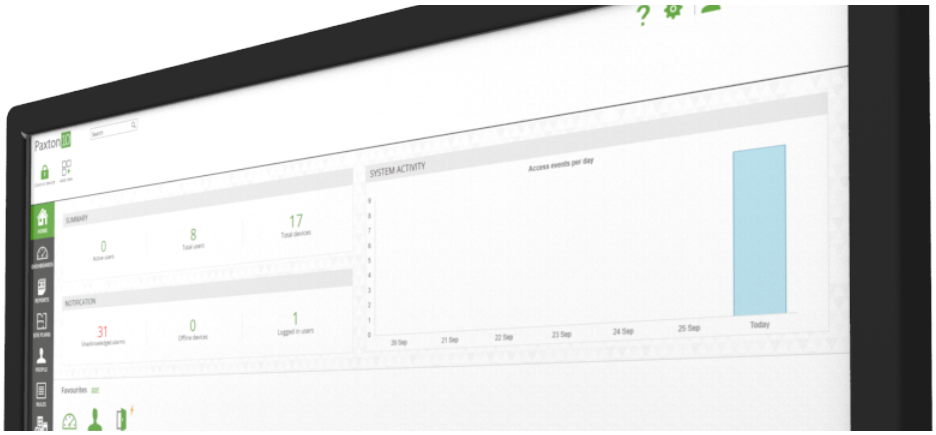


How to add a person

Overview

People are the users of the software and the devices. For a person to be given permission to access a device or log in to the software, they must first be created in the system.

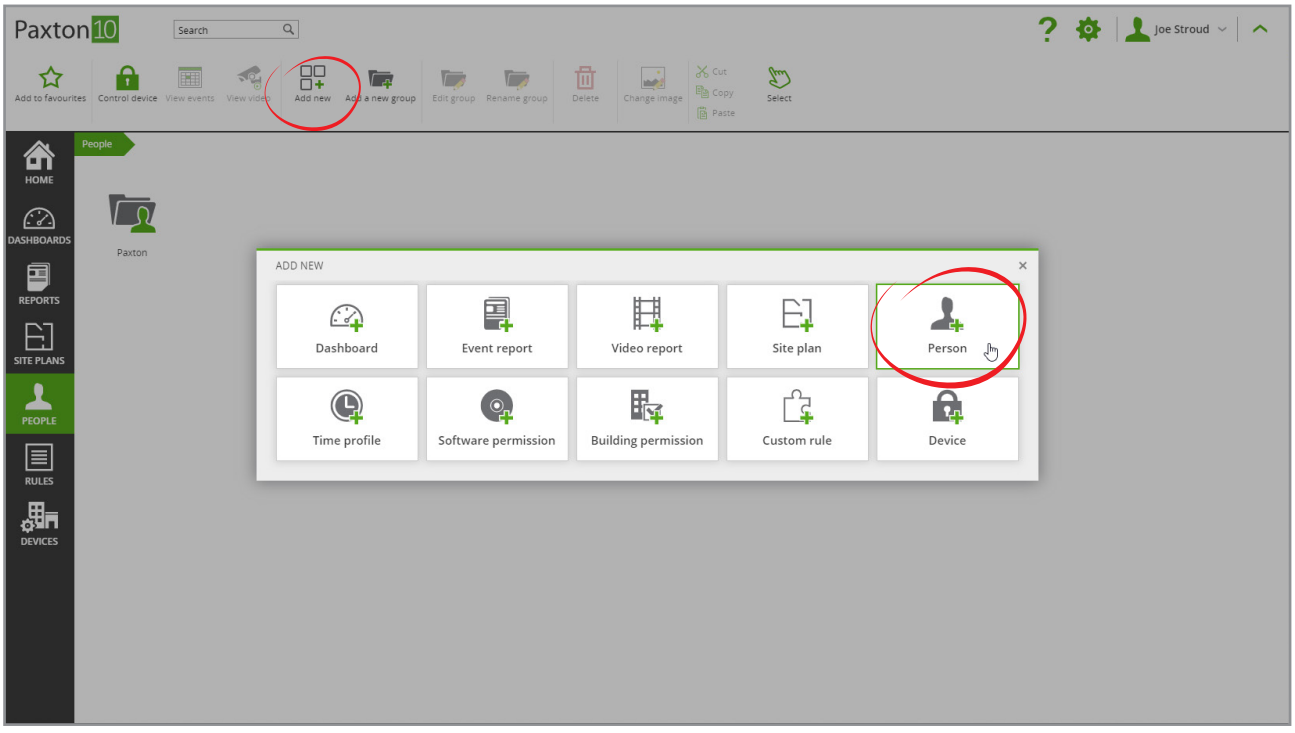
Add a new person to the system

While in the People section:

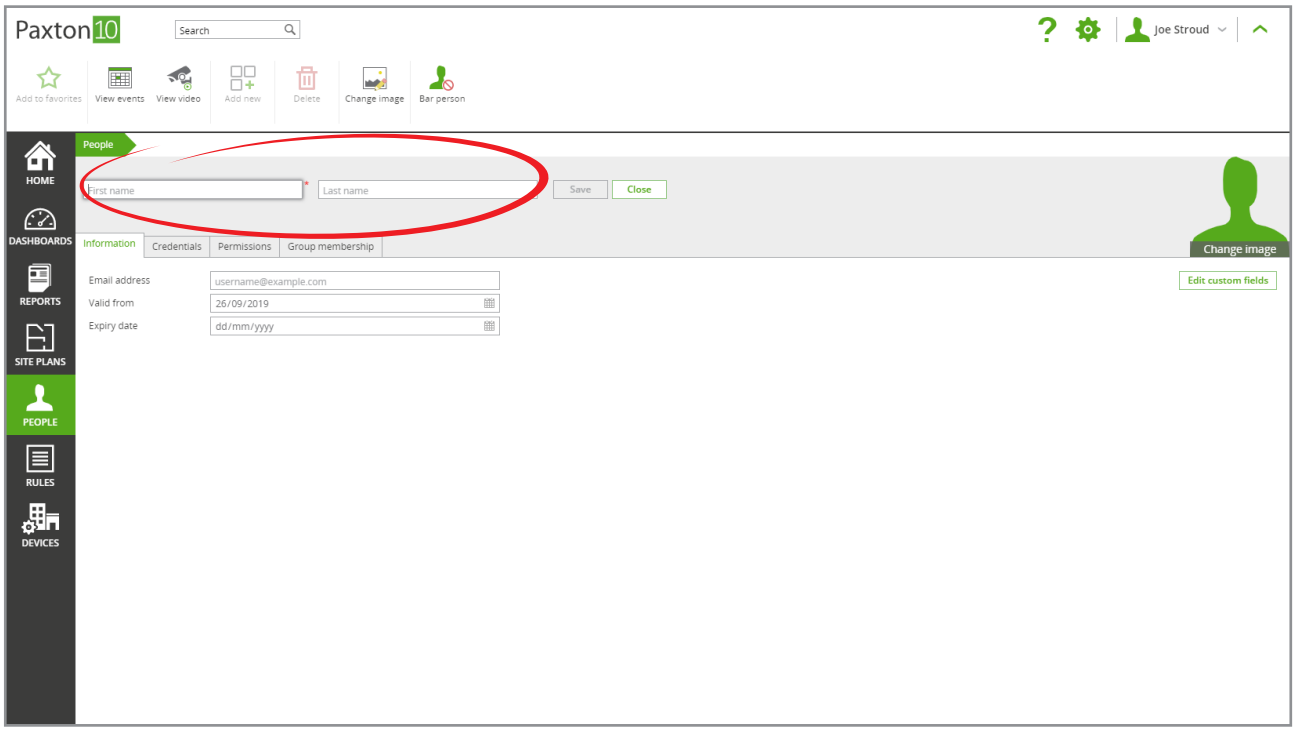
Create the person

1. From the ribbon, select '**Add new**'
2. Select '**Person**'

(Alternatively, present a new token to the Desktop reader)



3. Enter the person's name



4. Enter an Email address (required for them to log into the software), the date the person will be valid from, and when the person's permissions will expire (optional)

Add credentials

Credentials are a way of identifying users. For a person to gain access to doors, control of devices and access to the software, they must each have a credential.

- A password allows a person to access the software, subject to Software permissions. Passwords are created by the user when they first try to log in.
- Tokens allow a user to open doors in the system, subject to the person's Building Permissions.

There are 3 ways to add a token to a person:

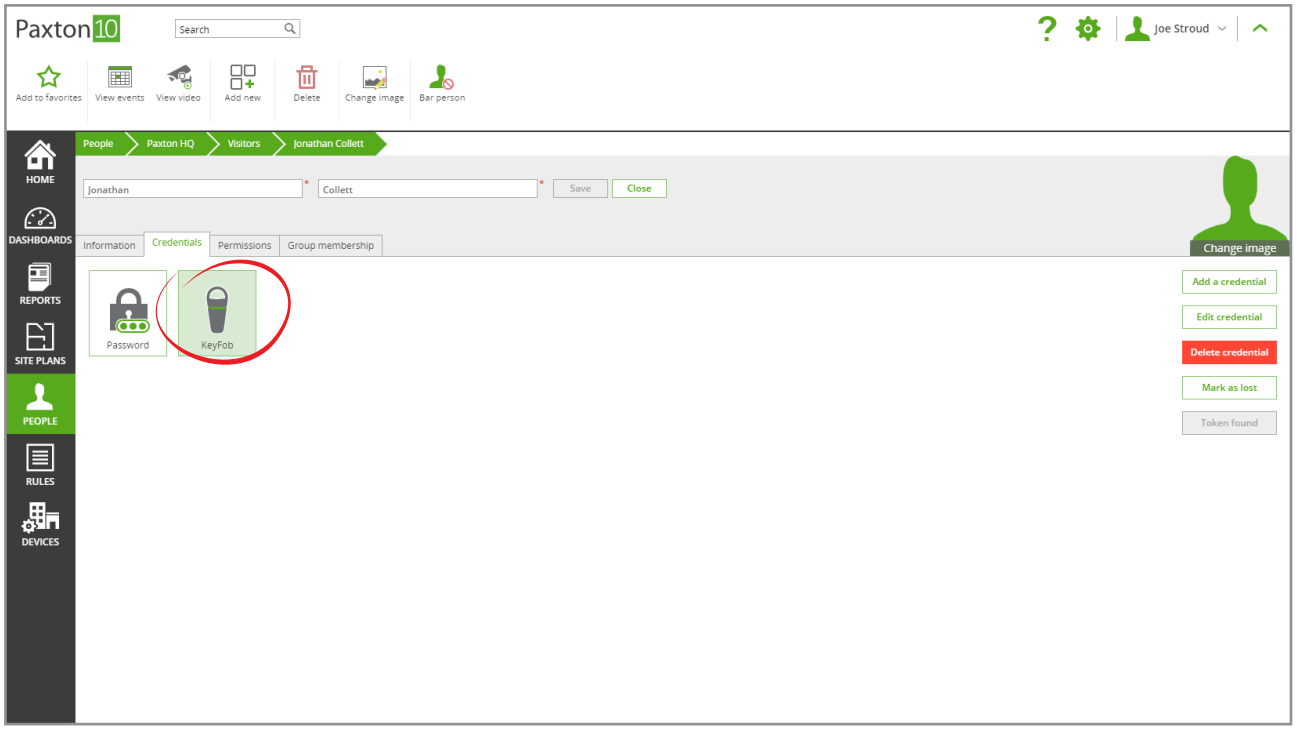
- Paxton10 desktop reader.
- Access denied event.
- Email (Smart credentials only).

Paxton10 desktop reader

1. Connect the Desktop reader to the computer being used, wait for the reader's green light to show

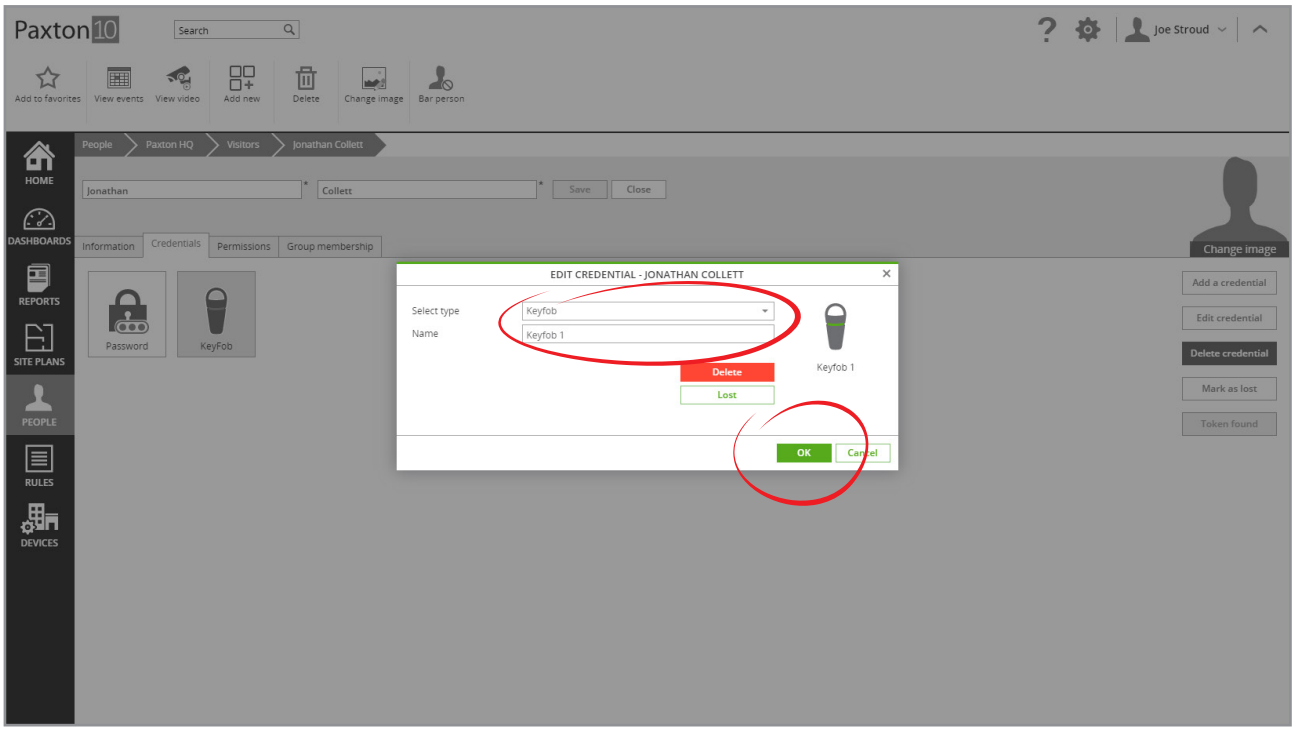
2. Open the person's record who is to be given the token

3. Present the token to the Desktop reader, this will open the '**Credentials**' screen with the new token highlighted



4. Double click on the new token. From here select the '**type**' of token and give it a name.

5. Select '**OK**' to close the window



6. Click '**Save**'. The token will now give that person access to any devices that are within their permissions

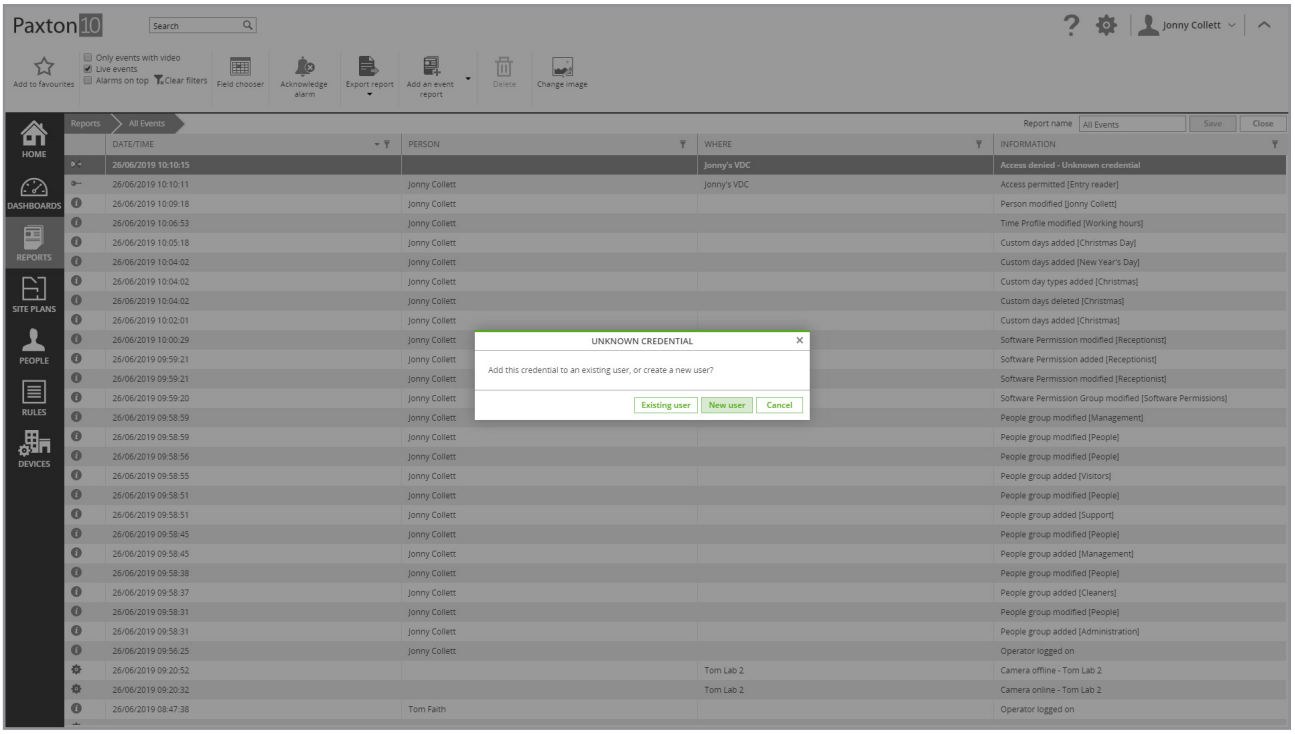
Access denied event

You can add a credential to a user from an 'access denied – unknown credential' event.

1. Present a new token to a reader at any device or door – this will create an 'access denied – unknown credential' event in Reports

2. Within an 'event report', double click on the newly generated 'access denied – unknown credential' event

Important: Ensure this is the event generated from your new credential – check the date, time and location are correct.

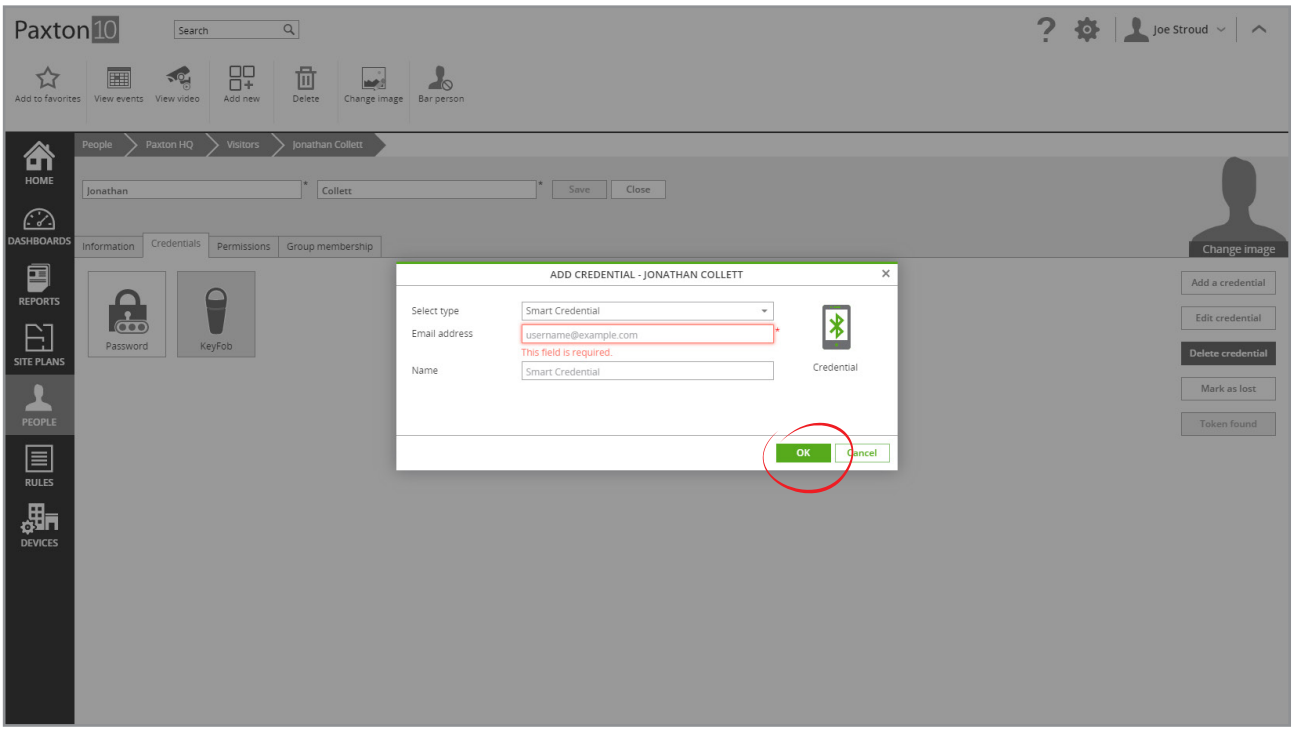


Note: The access denied event will remain unchanged, however new events with the token will be associated with the selected user and abide by the user's permissions.

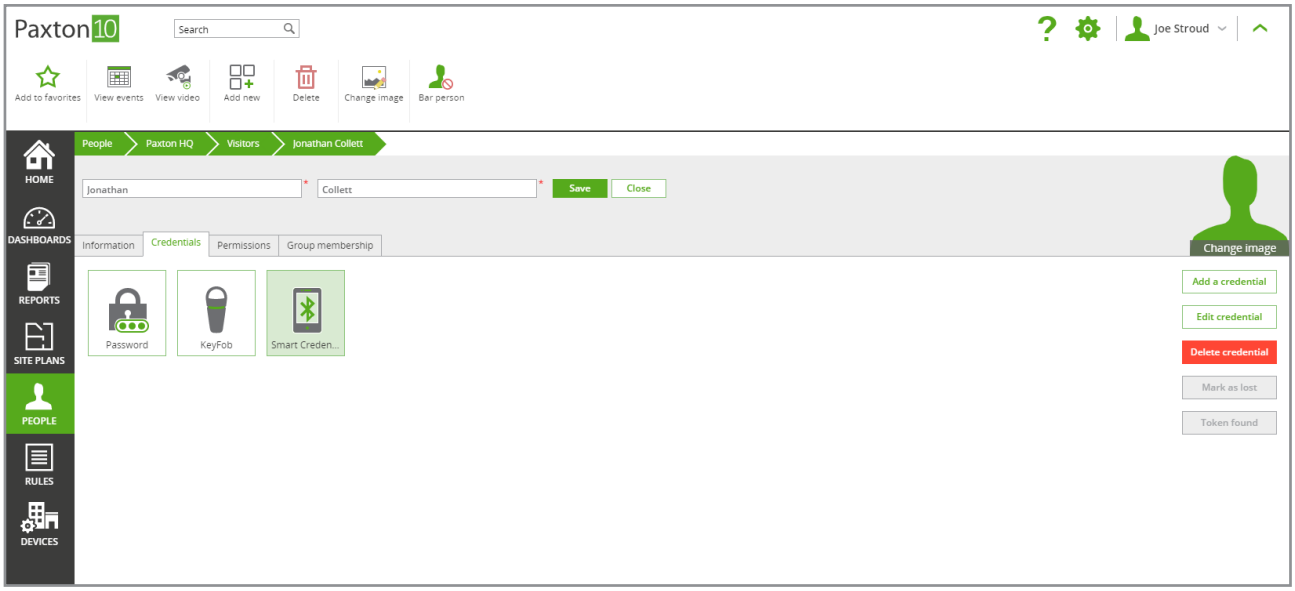
Smart credential email

A Smart credential can be any Bluetooth enabled device capable of running the 'Paxton Key' application (e.g. Smartphone, Tablet, or Watch).

1. Open the user record that you wish to assign a Smart credential
2. In the '**Credentials**' tab, select '**Add a credential**'
3. Select '**Smart Credential**' as the credential type
4. Enter an email address that the credential details should be sent to, then click '**OK**'



5. Click '**Save**'



A unique identifier will be sent to the entered address, along with instructions and a link to an app to download.

6. Open the email, preferably on the device to be used as the Smart credential

7. Follow the instructions in the email to install the Smart credential onto the device

The Smart device will now give that person control of any devices that are within their permissions.