


## Creating a User

The Master Administrator and all Senior Administrators can create users and assign them to any group. When Assistant Administrators create users, however, they can only assign them to groups for which they have Edit permission.

	<p><b>NOTE:</b></p> <p><i>Before creating a user, you must create one or more groups. Please see <a href="#">Creating a Group</a> for more information. Before assigning cards, the cards must be added to the Card Bank. Please see <a href="#">Adding Cards</a> for more information.</i></p>
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### To create a user:

1. From the **Users** tab, click the **New User** tab. The New User page displays.

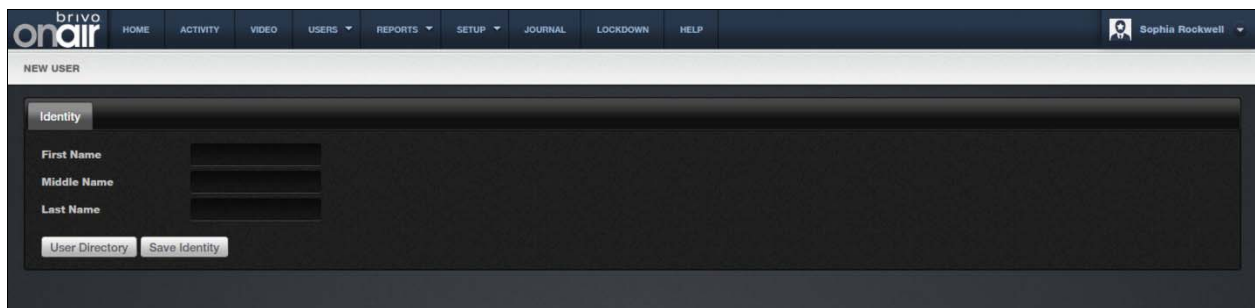


Figure 44. Create a User – First Tab

2. Enter the user's First Name, Middle Name, and Last Name.
3. Click the **Save Identity** button. The User Profile page appears with the four tabs: **Identity**, **Credentials**, **Groups**, and **Custom Fields**.

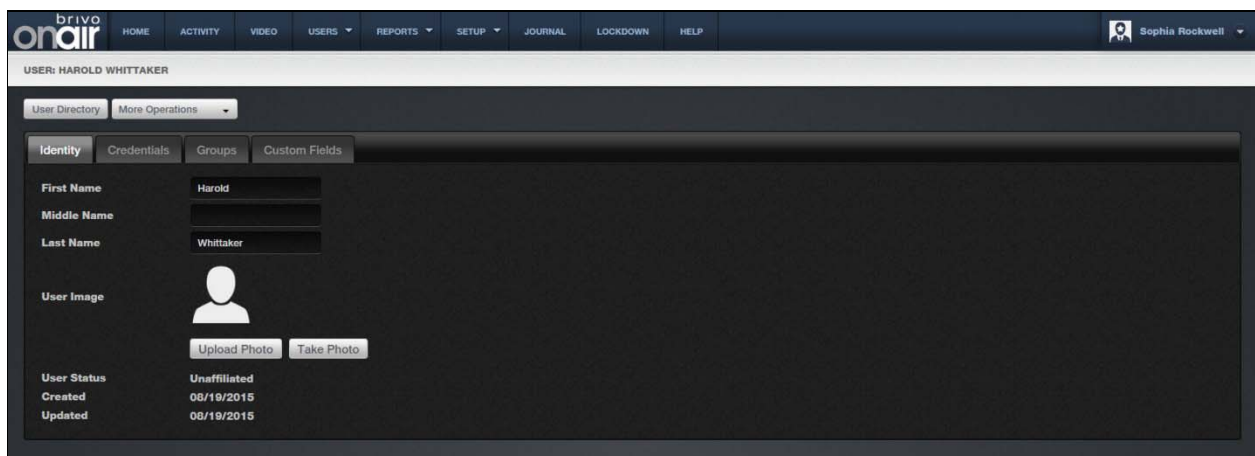


Figure 45. Create a User – Identity Tab

4. On the **Identity** tab, if you want to associate an image with this user, click **Upload Photo** to upload an already existing image. The select image popup window displays.

5. If you wish to take a new photo with a webcam, click on **Take Photo**. The Upload Image popup window displays. When you are ready, click on the Take Photo button.

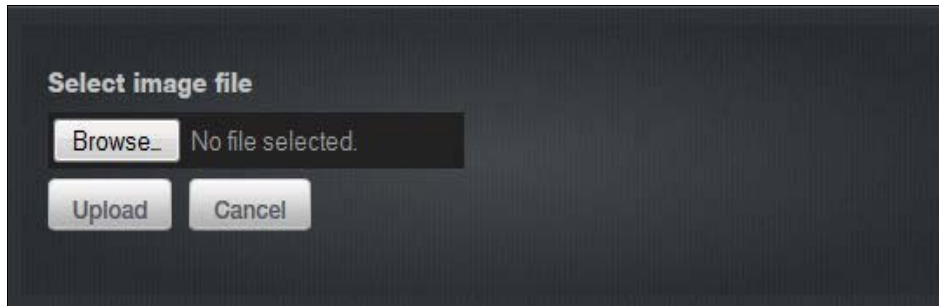



Figure 46. Upload a Photo

	<p><b>NOTE:</b></p> <p><i>The Brivo Onair webcam interface uses Adobe Flash. This program must be loaded in order for the webcam to function. Additionally, the first time the webcam is used, right click on the image area (which will be black) and select Settings. Click the Allow button and the Remember checkbox and Close.</i></p>
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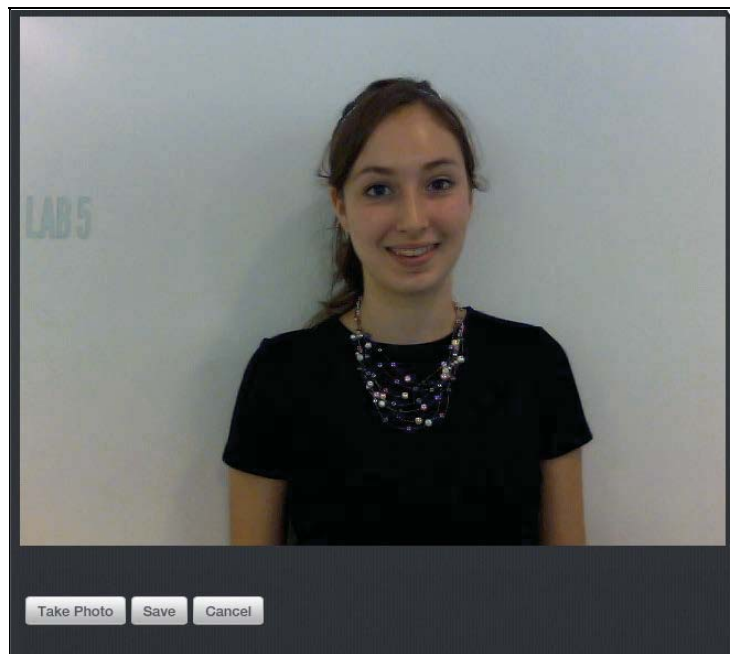


Figure 47. Insert User Image

6. Follow the instructions to click and drag the mouse on the image over the area you want to select for this photo. This allows the user to crop the photo to the desired size.
7. When finished, click **Save**. You are returned to the New User page with the user image displayed.
8. Click on the **Credential** tab to move to the next step in Creating a User.

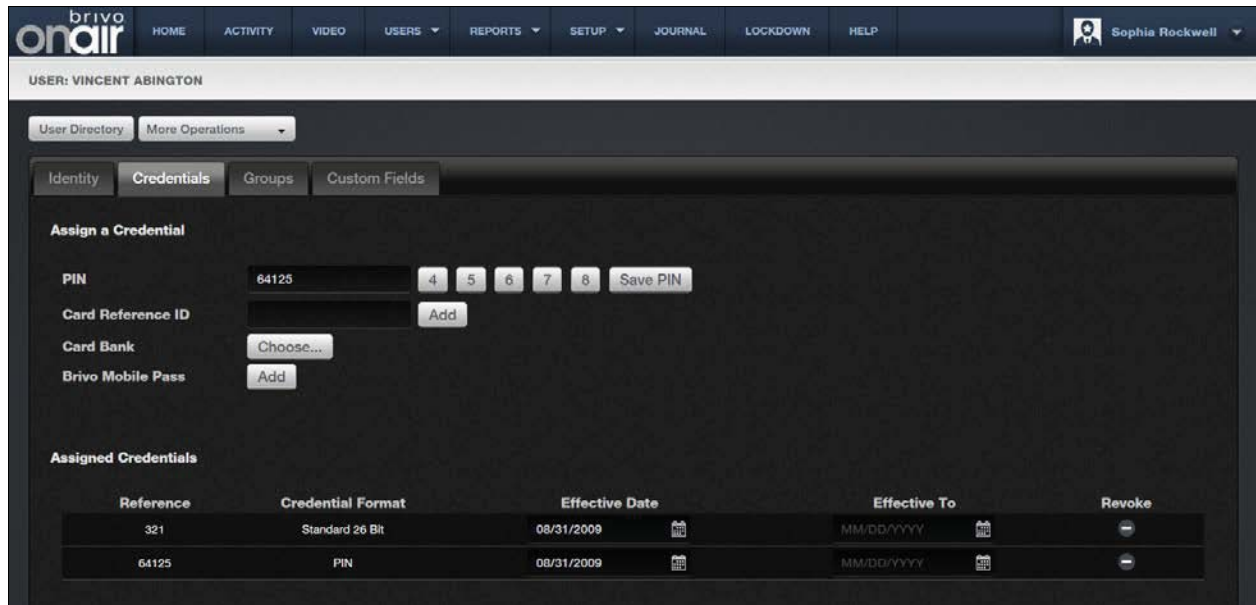


Figure 48. Create a User – Credentials Tab

9. If your doors have keypads, enter a **PIN**. A PIN can be four- to eight-digits long. Click **4 ...** to have the system generate a random four-digit PIN, click **5 ...** for a five-digit PIN, etc.
10. Once you have selected a **PIN**, click on the **Save PIN** button and the **PIN** will be added to the list of Assigned Credentials.
11. If your doors have card readers and you would like to:
  12. **Assign ONE card to a user:** enter a card number in the blank field next to **Card Reference ID** and click **Add**, or click **Choose...** to view a popup list of all currently unassigned cards. Clicking on the desired card automatically adds the card to the **Assigned Credentials** list. Once finished adding a card, close the popup list to return to the **Credentials** tab.
  13. **Assign MULTIPLE cards to a user:** enter a card number in the blank field next to **Card Reference ID** and click **Add**, repeating the process as needed and adding up to 16 cards for that user. You may also click **Choose...** to view a popup list of all currently unassigned cards. Clicking on the desired card automatically adds the card to the **Assigned Credentials** list. Once finished adding multiple cards, close the popup list to return to the **Credentials** tab.
  14. If you wish to use Brivo Mobile Pass functionality, click on the **Add** button next to the Brivo Mobile Pass. The Add Brivo Mobile Pass popup window will appear. This popup window shows the available number of Passes Available as well as a link for contacting your dealer to request additional Brivo Mobile Passes.

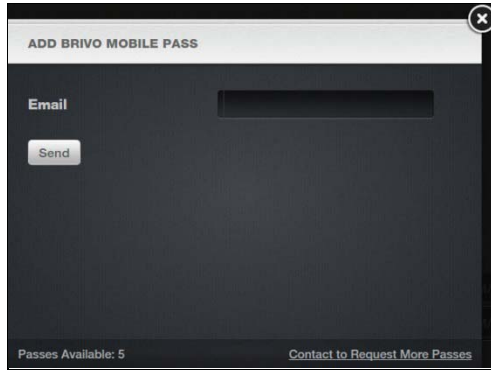


Figure 49. Add Brivo Mobile Pass

15. Enter the **Email** of the Brivo Mobile Pass user in the field and click **Send**. A notification message will appear in the Add Brivo Mobile Pass window with the following information.

- Pass ID – This is the email address of the Brivo Mobile Pass recipient.
- Pass Code – A unique identifier which expires after 72 hours if not redeemed.
- Redeem By – This is the reminder date and time that the email token will expire if not redeemed.
- Click Link to Add Pass – This is a deep link which can be copied into a browser on the user's phone which will allow them to use the Brivo Mobile Pass.

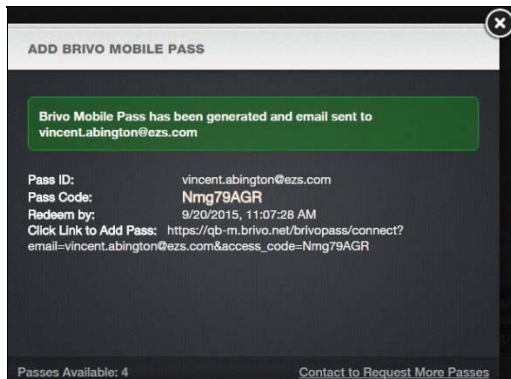


Figure 50. Add Brivo Mobile Pass Confirmation

16. Until the user accepts and activates the Brivo Mobile Pass, the Brivo Mobile Pass will list as **Pending** in the Credentials tab. At any time prior to the activation of the Brivo Mobile Pass, the administrator may click on the **Cancel Invite** button to rescind the Brivo Mobile Pass invitation.

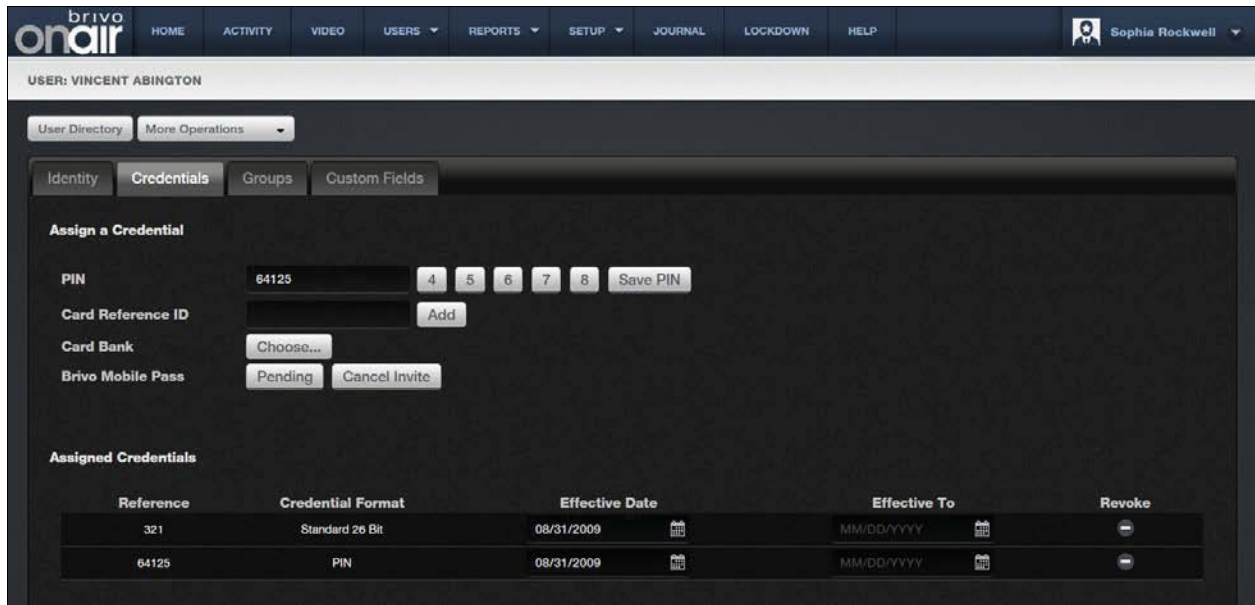


Figure 51. Brivo Mobile Pass Pending Acceptance

- Once the user has activated their Brivo Mobile Pass, the Brivo Mobile Pass will then show as **Active** and be listed under **Assigned Credentials**.

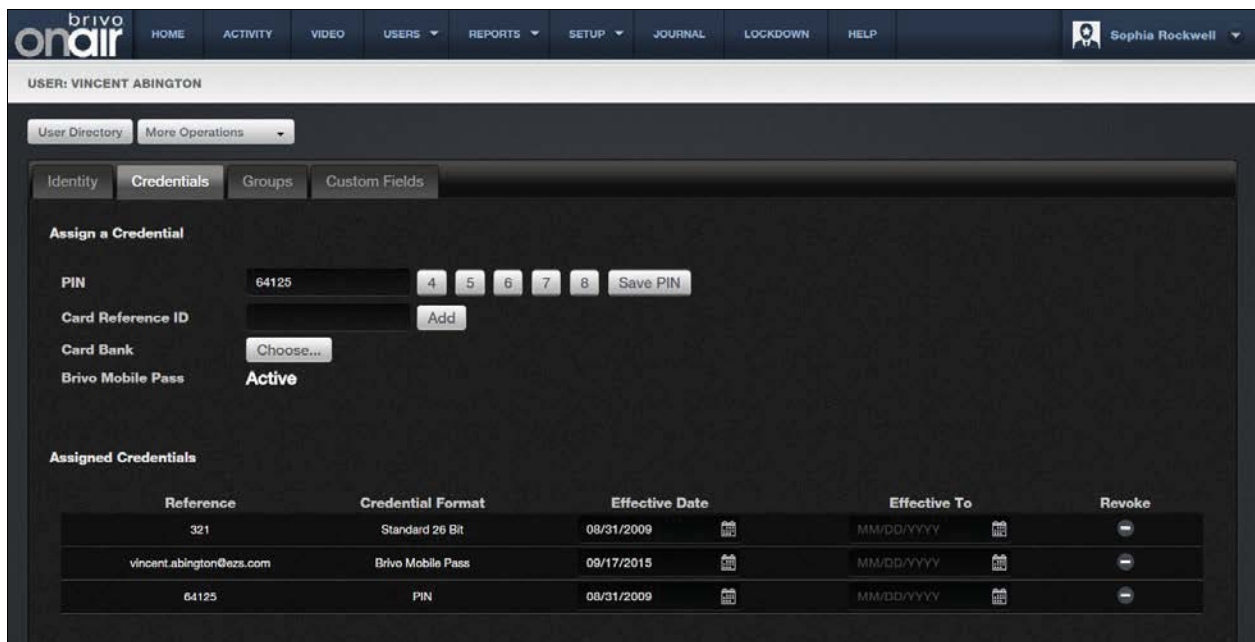



Figure 52. Active Brivo Mobile Pass



**NOTE:**

*For more information on Brivo Mobile Pass, please consult the appendix at the end of this manual and download the app from either the Apple Store or Google Play Store.*

- The **Effective Date** defaults to today's date. Change the date if the user's access privileges should take effect on a later date. The **Effective To** field is empty by default. Click on the **Effective To** field to enter a date if the user's access privileges should expire on a pre-determined date; otherwise leave the field blank.

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**NOTE:**

*It is possible to manually enter a card number in the **Card Reference ID** field. However, if the card is not listed in the Card Bank, or if there are multiple cards with the number you entered, you must click on **Choose** to specify which card has the corresponding facility code you would like to add.*

The screenshot shows a dark-themed interface for selecting a card. At the top, there is a 'Filter' section with an 'Add filter' dropdown, 'Go', and 'Reset Filters' buttons. To the right, it says '1 - 10 (of 43)' and has navigation arrows. Below this is a 'Jump to:' field with 'Card #' entered. The main part of the interface is a table with the following data:

Card #	Card Format	Facility Code	Agency Code
319	Standard 26 Bit	70	
322	Standard 26 Bit	70	
400	Standard 26 Bit	70	
401	Standard 26 Bit	70	
402	Standard 26 Bit	70	
403	Standard 26 Bit	70	
404	Standard 26 Bit	70	

Figure 53. Select Card

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**NOTE:**

*If any of the doors or elevators to which this user will have access uses two-factor credentials, you must enter both a PIN and a Card #.*

- Click on the **Groups** tab to move to the next step in Creating a User.
- To assign a user to a group, click on the **Choose** link next to **Add Group** and select the desired group(s) from the pop up window. When finished, click on the X in the upper right hand corner of the popup window to close the popup window. To remove a user from a group, click on the (-) symbol next to the group in the list. Users can be assigned to up to 16 groups at a time, and they inherit access privileges from the group(s) to which they belong.

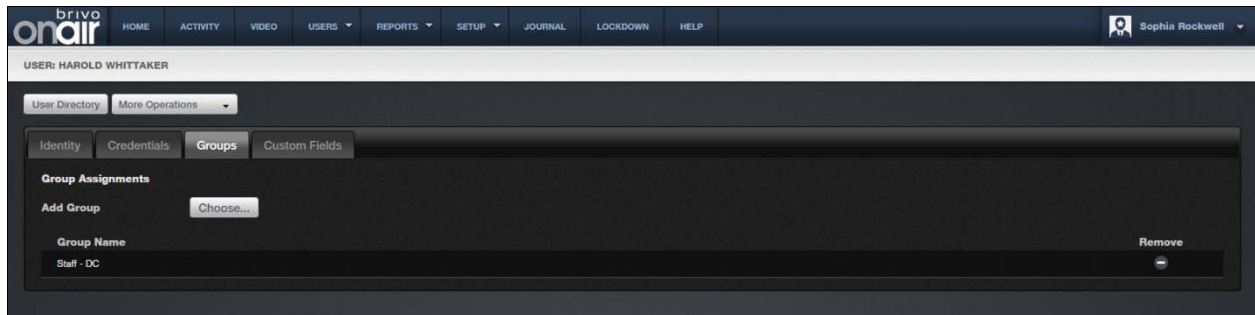


Figure 54. Create a User – Groups Tab

21. Click on the **Custom Fields** tab to move to the final step in Creating a User.
22. This tab displays custom fields (if any have been defined) for the account. A custom field is a field that can be used for account-specific purposes such as Employee Number or Telephone Extension. These fields are optional and can be renamed to meet the needs of your organization. To rename a custom field, click the **Rename Custom Field** (See *Managing Custom Fields* for more information).

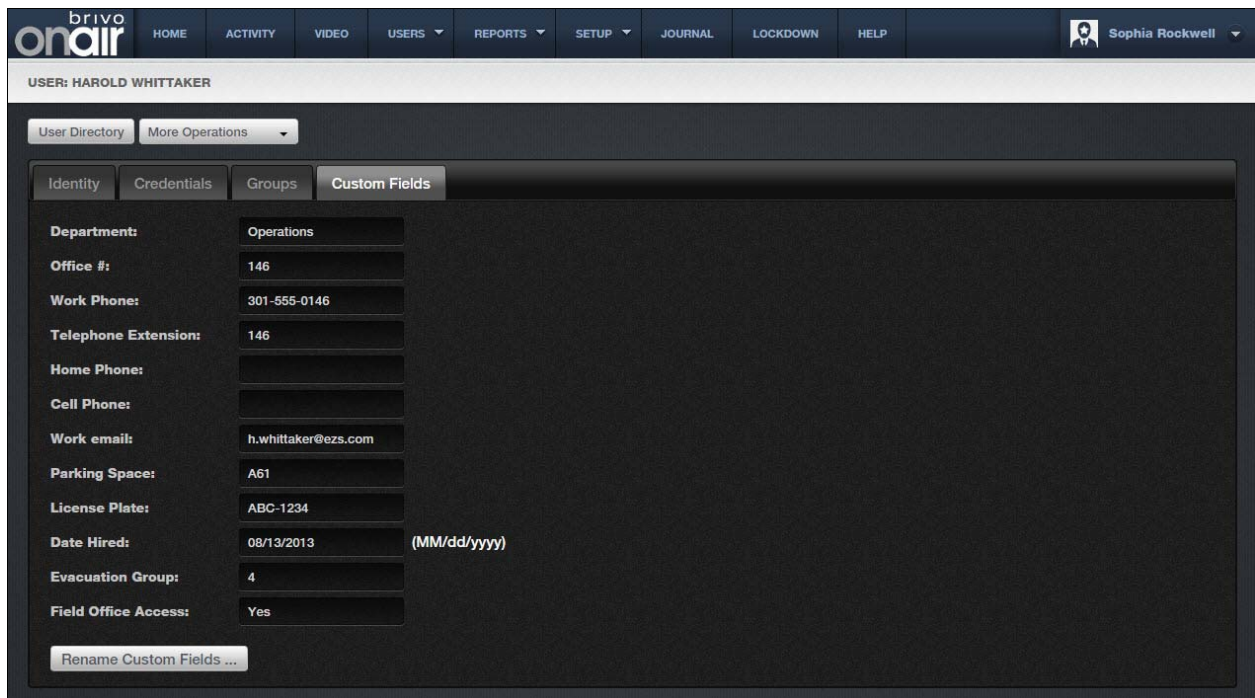



Figure 55. Create a User – Custom Field Tab

23. All information entered into the **Identity**, **Credentials**, **Groups**, and **Custom Fields** tabs is automatically saved. Once all data is entered, the User profile is updated.

	<p><b>WARNING: Group Membership</b></p> <p>Multiple group membership requires all control panels in the account to be 4000 series or higher and firmware version 2.0.0 or higher.</p>
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