

User Guide

Adding Access Keys

STEP ONE | Adding Access Keys

In the persons profile, click the keys tab.

Felicity Stevenson (contractor) 000 465 383

general competencies groups roles tasks **keys** training messages

report

Click Add key(s)

There is 1 active unassigned Key at Pegasus Demonstration.

add key(s)

Found 0 access keys.

Tick the key/s you are wanting to add, click add

Add Keys to Felicity Stevenson

Add	Key Name	Current	Description	Location	Inherited by Sub-Locations	Comp Based
<input checked="" type="checkbox"/>	Pegasus Demonstration Access Key	No		Pegasus Demonstration	No	Yes

cancel

add