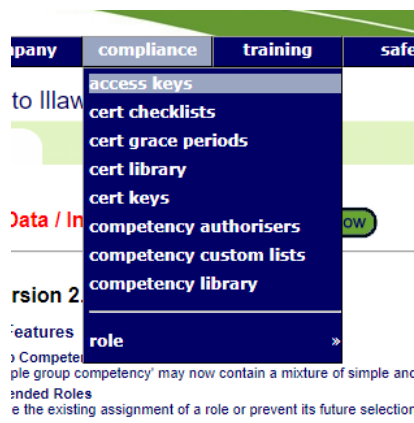


User Guide

Creating Access Keys

STEP ONE | Creating Access Keys

In the site click the compliance tab and select access keys



Click Add

Access Keys for Illawarra Coal - Appin Mine

Include Inactive

Ready to search

▶ Leave search box blank to match all this location's keys or enter a text fragment to find matching names.

Name your access key and select the location it belongs at, click Save.

Add Access Key

Key Name:

Description:

Location:

Is Active:

Add the competencies the key requires by clicking 'add competency'

'location x access key' Access Key

Key Name: location x access key
 Description:
 Site: Illawarra Coal - Appin Mine
 Location: Illawarra Coal - Appin Mine
 Inherited by Sub-Locations: No
 Auto Assign:
 Comps: No
 Is Active: 

[back](#)

[edit](#)



Sticker Watermark

None

[change](#)

Competencies

None

- ▶ When assigned to cardholders this key will only work if
- ▶ For a group competency to be current the cardholder


[add competency](#)

Search the competency you want to select and click on the competency. Repeat this step until all the competencies you require are added to the access key.

Add Competency to location x access key Key

[search](#)

Found 4 matches.

GROUP	Verified	Competency Name	Owner	Assignment Steps					Duration
				PT	TR	AS	AU	AP	
		Medical.-Legacy - Order 41 Coal Board Medical	Realm: Illawarra Coal		TR				non-specified
		Medical.-Legacy - Order 41 Coal Board X-Ray	Realm: Illawarra Coal		TR				non-specified
		 Medical.-Order 41 Coal Board Medical	Realm: Illawarra Coal						non-specified

To add a watermark click 'change'


Sticker Watermark

None

change

Click on the watermark you want

Change 'location x access key' Watermark

Order	Watermark
1	
2	(none) <i>Current Watermark</i>