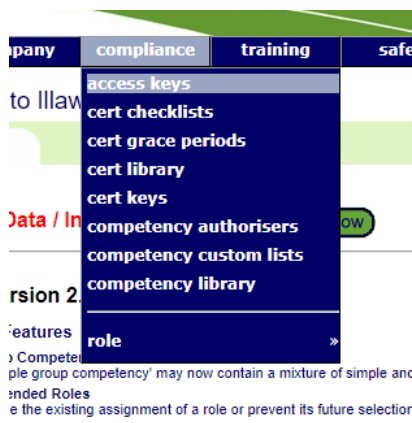


User Guide

Creating Access Keys

STEP ONE | Creating Access Keys

In the site click the compliance tab and select access keys



Click Add

Access Keys for Pegasus Demonstration

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'

'Pegasus Demonstration Access Key' Access Key

Key Name: Pegasus Demonstration Access Key
Description:
Site: Pegasus Demonstration
Location: Pegasus Demonstration
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 they have all these
- ▶ For a group competency to be current the cardholder must have at least c

[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 Pegasus Demonstration Access Key Key

[search](#)

Found 53 matches.

GROUP	Verified	Competency Name	Owner	Assignment Steps					Duration
				PT	TR	AS	AU	AP	
		Administration.Appointed.Induction MGT Assessor (Admin)	Realm: Pegasus				AU		non-specified

To add a watermark click 'change'


Sticker Watermark

None

change

Click on the watermark you want

Change 'Pegasus Demonstration Access Key' Watermark

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