

# User Guide

## Creating Access Keys

Access Keys are used with Locations and Logpoints, to restrict or grant access. Access keys are created by using single or groups of competences, that cardholders must all have, in order to be able to log onto logpoints that are in a site's location.

**WARNING:** Modifying Access Keys can render all cardholders being denied access if incorrectly configured. If in doubt, please contact Pegasus Support.

### 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:



## STEP TWO | Configuring Access Keys

Access keys require competencies in order to manager cardholders. In the below example we are creating an access key that is used for the “Administration” location of the site “Pegasus Demonstration”.

Add the competencies the key requires by clicking ‘add competency’

### 'Administration Key' Access Key

Key Name: Administration Key  
Description: For Access Only to Admin Buildings  
Site: Pegasus Demonstration  
Location: Administration  
Inherited by Sub-Locations: No  
Auto Assign:  
Comps: No  
Is Active:



#### Sticker Watermark

None

#### Competencies

None

- ▶ When assigned to cardholders this key will only work if they have **all** these competencies current and active.
- ▶ For a **group competency** to be current the cardholder must have at least one member of the group current and active.



### Key Structure Statement

This Key provides site access within the **Administration Location** for all keyholders regardless of their competencies.

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 Administration Key Key

Found 53 matches.

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

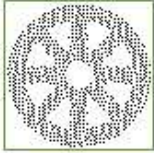
To add a watermark click 'change'

Sticker Watermark

None

Click on the watermark you want.

### Change 'Administration Key' Watermark

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

- ▶ Click an image to change the sticker watermark for this Access Key.
- ▶ The order determines which watermark is printed on the sticker if a person satisfies multiple watermark-enabled access keys.
- ▶ To add extra watermarks to your site, use the **watermarks** command on the **setup** menu.

*Note: The watermark chosen will appear on the sticker if the print sticker option is turned on for logpoints.*

Logpoints must have the feature enabled "Validate Login" for Contractors and Employees. If this is NOT enabled, the logpoints will not attempt to validate any access keys and allow anyone to login.

See Setup – Configure Logpoints article for more information regarding Logpoint option that can be enabled.