

ATLAS Making Staff Keycards

Note: To use the ATLAS web application, you must use Microsoft Internet Explorer

ATLAS **KABA**

Staff - Make Keycards

Guest Staff Admin Reports Options Logout Help

Employee Name:

Employee ID:

Optional action: Replace Keycard Cancel Keycard

Keycard Type:

Area:

Expiry: 03/15/2012 02:22:00 PM

Staff Common Areas: None All

Ext. Common Areas:

Timezones:

Make Keycard Retry Abort

Encoder Station: KIMW7014 Status: Ready

Encoding Number: *** Requester name: Coercivity: N/A

Search Employee

Department:

Department Name

- + Front Desk
- + Housekeeping

Staff Name

Mary, Jones

OK

From the Staff Make Keycard Page enter the following information

Employee Name – Select the employee from the right hand side of the screen

Employee ID – Automatically entered when employee is selected

Optional action- Replace Keycard – Creates a New keycard and cancels the employee’s previous card

Cancel Keycard- Use to make a keycard to cancel the specific employee in the locks

Keycard Type: Select the Keycard type to make (Submaster, lock action etc.)

Expiry- When the keycard will expire and no longer work in the locks

Staff Common Areas- Select the SCA's to also encode on the keycard, if using extended SCA's click on the arrow and select the extended SCA's from the right of the screen

Timezones – If required, select the timezones that you would like on the keycard

When all of the information is correct, click on **Make Keycard** and introduce the keycard to the encoder.