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ADDING & REMOVING USERS TO & FROM SITE

There are a few ways to add and remove users from a site. When managing multiple sites this document will outline the best way to manage 'bulk' user activity between sites when only having access to specific sites.

1. Login in to True Touch
2. Using the drop down bar at the top right hand corner of the page select which site you wish to administer
3. Click on the 'Site Administration' tab
4. Click on the 'Move Existing Users To/From Site' tab
5. The left hand column denotes which users are on the global list and who don't have access to the selected site. The right hand column is the users that do have access to the selected site. To move users to or from site place a tick in the checkbox next to the User's User ID and using the arrows in the middle of the page move them to where they need to be
6. Once finished click on the 'Move Users' tab. Look for confirmation text in the bottom left hand corner of this screen.
7. Click the cross at the top right hand corner of this screen to exit.

KeyWatcher TrueTouch Software

1. Using the drop down bar select which site you wish to administer

2. Click on the 'Site Administration' tab

3. Click on the 'Move Existing Users To/From Site' tab

4. Place a tick in the checkbox for the users that need to be moved.

5. By using the arrows this will move the selections to and from site

6. Once finished select the 'Move Users' tab. Writing in the bottom left hand corner will denote a successful transaction

7. Click on the cross to exit

User ID	First Name	Last Name	Permissions Required	Department	Title	Finger Print Access	Card Access	KW Access Level	Profile Name	Key Access Department	Emergency Release	Instant Release	Multi Key Count	One Time User Active	Auto Enable
000000	AST Service														
000001	Stephen	Barden													
000002	Jenisha	Gurney													
000003	Peter	Mason													
000005	Craig	Thoburn													
000006	Demot	Rodwell													
000007	Mark	Trevithick													
000009	Shelley	Shagheyrath													
000010	Alex	Hughes													
000011	Tanara	Melvin													
000012	Demot	Heard													
000013	Philip														
118565	Talbot Automatic														
117810	SNP Patrol														
117763	Worleld Fire														
118018	Stowe Australia														
118232	Ons Elevator Co														
118478	EMU Austral														
118934	Schindler Lift														
119741	API Locksmith														
120162	Kane Elevators														
124438	BIC Services														
126439	TSE Engineering														
128836	Pen Air														
129081	JJJ Engineering														
131030	Garnt Plumbing														
132930	EPM														
133457	AGS														
134540	Grosvener Engh														
135630	Concrete Systems														
138658	Mpower	Stephanie Poole													
141718	Atlantic Plumbing														
143641	EW Cox														
143977	Bentokil	Thyly													