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ADDING A USER TO TRUE TOUCH

Before adding a User to the True Touch Database the following information is required

1. User first and last Name
2. Any other personal details that may need to be recorded

Login in to True Touch Client application

1. Click on the 'View' dropdown bar at the top left hand corner of the application and select 'KeyWatcher Functions'
2. Click on the 'Add User tab'
3. In the 'User ID' Field assign the four or five or six digit user ID. This will be pre-determined from the site settings. The User ID will be the first set of numbers used at the keypad at the Keywatcher
4. In the 'PIN' field assign a generic PIN like '1234' or '1111'. This will need to be changed by the User at the Keypad at the KeyWatcher
5. Fill in the 'First Name' field
6. Fill in the 'Last Name' field
7. Click on the 'Assign Sites/Profiles' tab and select with a tick in the checkbox which sites this user will have access to
8. Using the drop down bar select which 'Profile' will best suit the user. If additional keys or access that have not been assigned to this profile are required the below instructions will need to be followed
9. When finished click on the 'Add' tab at the bottom of the page. Writing in 'Green' will appear in the bottom left hand corner of the page to denote a successful entry. Click on the 'Close' tab



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The screenshot displays the KeyWatcher TrueTouch software interface. The main window shows a list of users with columns for User ID, First Name, Last Name, Emp. ID, Department, Title, System Admin, User Disabled, TT Login Name, Finger Print Access, and Card Access. A dialog box titled 'KeyWatcher Global User Information' is open, showing fields for User ID (000015), First Name (ABC Electrical), Last Name (John Doe), and User P.N. (Four to six digit User ID Number). The dialog also includes sections for 'Global User Profile Options' and 'Assign Sites / Profiles', where multiple sites are listed with checkboxes and dropdown menus for profile assignment. A confirmation message at the bottom of the dialog states: 'Click Add. Confirmation with green writing will appear in the bottom left hand corner of the page. Select the Close tab if finished or continue to add users.' Red arrows point to various elements in the interface, including the 'Add User' button, the 'Assign Sites / Profiles' section, and the confirmation message.



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If the User being added requires additional access to site specific keys or requires alternate access to what the Profile offers the below instructions will need to be followed

1. Click on the 'View' dropdown bar at the top left hand corner of the application and select 'KeyWatcher Functions'
2. From the top right hand corner using the drop down bar select which site you wish to work on
 1. Click on the 'Site Administration' checkbox
 2. Find the user requiring the change in the list and single click on the profile to open
 3. Click on the 'Permissions' checkbox found in the middle of the page
 4. Select which key(s) are required by placing a tick in the checkbox next to the Key Number
 5. Select from the drop down bar how long the key(s) can be away from the cabinet for
 6. Select which days of the week the key(s) will be allowed access by placing a tick in the checkbox next to the Day of the Week.
 7. Using the Arrows slide the permission across to the box on the left hand side of the Users Profile page.
 8. Please note the time duration may be modified on each key independently and the 'Profile' assigned keys may also be removed or modified.
 9. Click on the 'Update' tab. Green text in the bottom left hand corner will denote a successful update. Once finished click on the 'Close' tab



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MORSE WATCHMANS INCORPORATED KeyWatcher TrueTouch Software

View Configure Tools Import Help Logout Site: 338 Pitt Street

Global Administration Site Administration Reports Transactions Click on the 'Site administration' tab

Users MOVE EXISTING USERS TO/FROM SITE Site ADD NEW USER TO SITE

User ID	First Name	Last Name	Permissions Required
000000	AST Service	1300KeyWatcher	<input type="checkbox"/>
000001	Stephen	Barden	<input type="checkbox"/>
000002	Jerusha	Gurney	<input type="checkbox"/>
000003	Peter	Mason	<input type="checkbox"/>
000004	Hootan	Veizadeh	<input type="checkbox"/>
000005	Craig	Thorburn	<input type="checkbox"/>
000006	Demot	Rodwell	<input type="checkbox"/>
000007	Mark	Trevthick	<input type="checkbox"/>
000008			<input type="checkbox"/>
000009			<input type="checkbox"/>
000010			<input type="checkbox"/>
000011			<input type="checkbox"/>
000012			<input type="checkbox"/>
000013			<input type="checkbox"/>
000014			<input type="checkbox"/>
000015			<input type="checkbox"/>
000016	Dean	Lewis	<input type="checkbox"/>
000017	Damen	Hynes	<input type="checkbox"/>
116565	Talbot Automatic		<input type="checkbox"/>
117518	SNP Patrols		<input type="checkbox"/>
117769	Womald Fire		<input type="checkbox"/>
118934	Schindler Lifts		<input type="checkbox"/>
119741	API Locksmiths		<input type="checkbox"/>
120162	Kone Elevators		<input type="checkbox"/>
124458	BIC Services		<input type="checkbox"/>
126409	TSF Engineering		<input type="checkbox"/>
128886	Finn Air		<input type="checkbox"/>
129081	JLJ Engineering		<input type="checkbox"/>
131038	Gaunt Plumbing		<input type="checkbox"/>
132930	EPM		<input type="checkbox"/>
133457	AQS		<input type="checkbox"/>
134540	Grosvenor Engin...		<input type="checkbox"/>
135638	Concise Systems		<input type="checkbox"/>
138658	Mpower	Stephanie Poole	<input checked="" type="checkbox"/>
141718	Atlantic Plumbing		<input type="checkbox"/>
143041	EW Cox		<input type="checkbox"/>

Find the user that requires modification in this list and open the Profile with a Single Click

Click on View and select 'KeyWatcher Functions'

KeyWatcher Site User Information

KW Logon Information: User ID: 138658 User PIN: Pref: Employee ID: Department: Mpower Last Name: Stephanie Poole Title:

User Information: First Name: Last Name: Stephanie Poole

Global User Disable Options: User Disabled On Global Scope User Disabled On Site

Auto Enroll: Enrollment Status: Inactive / Completed Activate

User Access Options: Biometric Access Card Access

USER PROFILE ACTIVE

Permissions

No.	Name	Type	Time Rest.	DOY
4	Roof Access	KEY	8 Hour Durat...	SMT
5	BMU	KEY	8 Hour Durat...	SMT
24	Ground Floor Tenants	KEY	8 Hour Durat...	MTW

Available Key Permissions: 32

No.	Key Name
1	GMK
2	Security
3	FM Team
4	Roof Access
5	BMU
6	EWP
7	Confined Spaces

Time Restrictions: 8 Hour Duration

Week Day: S M T W TH F S

Update Remove From Site Close

Step 1. Select the Permissions Tab

Step 2. Select which key(s) are required by placing a tick in the checkbox next to the key number.

Step 3. Select duration of time as to how long the key(s) can be away from the cabinet for

Step 4. Select the day(s) of the week as to when these keys can be accessed

Step 5. Move the selection(s) across to the middle box using the arrows between the two boxes

Step 6. Click on the 'Update' tab at the bottom of the page. Green text in the bottom left hand corner will denote a successful change. Click on the 'Close' tab when finished

CONNECTED http://localhost:3005/MorseWatchman/MW_KWSession_20130801 User: MorseWatchman