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## CREATING & UPDATING PROFILES

In order to easily assign users with what permissions they should have at the cabinet it is ideal to set up a 'Profile'. This will allow for easy duplication for groups of users that will have access to the same sets of keys, etc.

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 'Profiles' tab
4. Click on the 'Add' tab or select an existing Profile to edit
5. Assign a descriptive name to the Profile
6. Assign what level of access the profile will have at the keypad at the KeyWatcher. More information on what each level provides can be found in the User Manual. Generally most users will be either a level 4 or 5 pending on whether they have access to change their PIN or not. Anyone requiring Administration Access should have Level 1
7. Select the Permissions tab to assign which key or key group the profile will have access to
8. Select whether it's a key or key group that is to be assigned. Both can be assigned if required
9. Place a tick in the checkbox next to the key or key group that is to be assigned
10. Using the drop down bar below select which time restriction will apply to the selected key or key group
11. Select which days of the week the selected keys or key groups may be accessed
12. Use the Arrows to assign or remove the selection to or from the profile
13. Once finished select the 'Update' tab and then click on the 'Exit' tab to close

### Notes to consider

- If the Profile should have access to all Keys 'Un-select' the Permissions Required checkbox. This will assign access to all keys with NO time Restrictions
- The Emergency Release feature will allow a user to enter the '9' button at the keypad at the KeyWatcher to perform a release every location in the case of an emergency
- The Instant Key Release feature will allow a user to enter their User ID and PIN and automatically determine access to the cabinet either releasing the cabinet door to remove a key or opening the door to allow the return of a key. This will only work when one key or key group has been assigned
- The Manage Reservations allows the profile to make reservations for specified keys or key groups from the keypad at the KeyWatcher
- By using the Key Limit drop down bar the profile can be assigned with how many keys they may have in their possession at any one time

