

# ATLAS Making Guest Keycards

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

**Guest - Make Keycards**

Guest Name: First Name, Family Name, Initial  
Folio Number

Check-in Date/Time: 03/16/2011, 2 PM  
Number of Nights: 1  
Check-out Date/Time: 03/17/2011, 2 PM

Room: Guest  
Number of Keycards: 1

Amenities: None, All  
Ext. Amenities  
Options:  Salesman Lockout,  Disability

Search for room: Floor 1, Floor 2, Floor 3, Floor 4

Make Keycard, Retry, Abort

Encoder Station: KIMW7014, Encoding Number: \*\*\*, Requester name: , Status: Ready, Coercivity: N/A

**From the Guest Make Keycard Page enter the following information**

**Guest Name**

**Folio Number-** Folio usually created from PMS system

**Check-in Date/Time-** When you would like the card to start working in the locks

**Number of Nights-** The number of nights for the guest stay or you can enter information in the next field

**Check-out Date/Time-** When you would like the card to stop working in the locks

**Room-** Select the type of guest card you want to make

Room	Guest	199
Number of Keycards	Guest Guest One Shot Adjoining Suite Common Door Suite	

### Number of Keycards

**Amenities-** Select the amenities to also encode on the keycard, if using extended amenities click on the arrow and select the extended amenities from the right of the screen

**Options –** Select the extra options that you would like on the keycard (Salesman Lockout and Disability)

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