

ATLAS Users

Setting up ATLAS Employees and Users

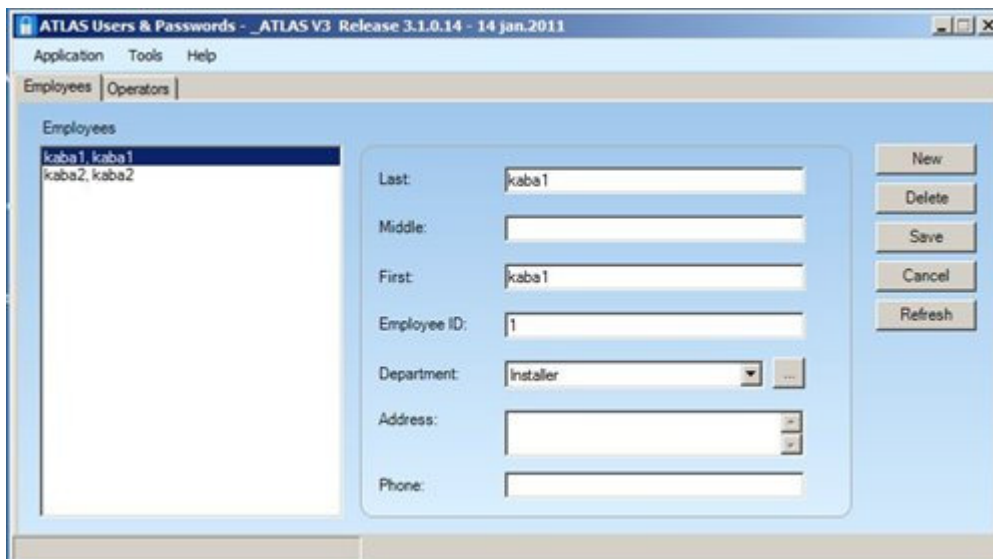
1. Click on **ATLAS Network and Hardware Setup**



2. Log in using the technical support user **Kaba1** and the default password.



3. **Employees**



Employees are any personnel in the property that will have a keycard assigned to them.

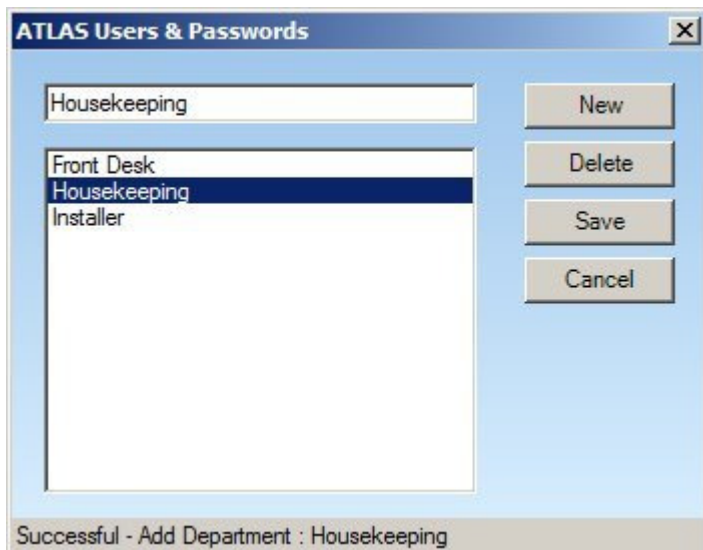
Click on **New**

Enter the information required on the right hand side

Middle name, Address, and phone are optional

The employee ID must be unique for each employee

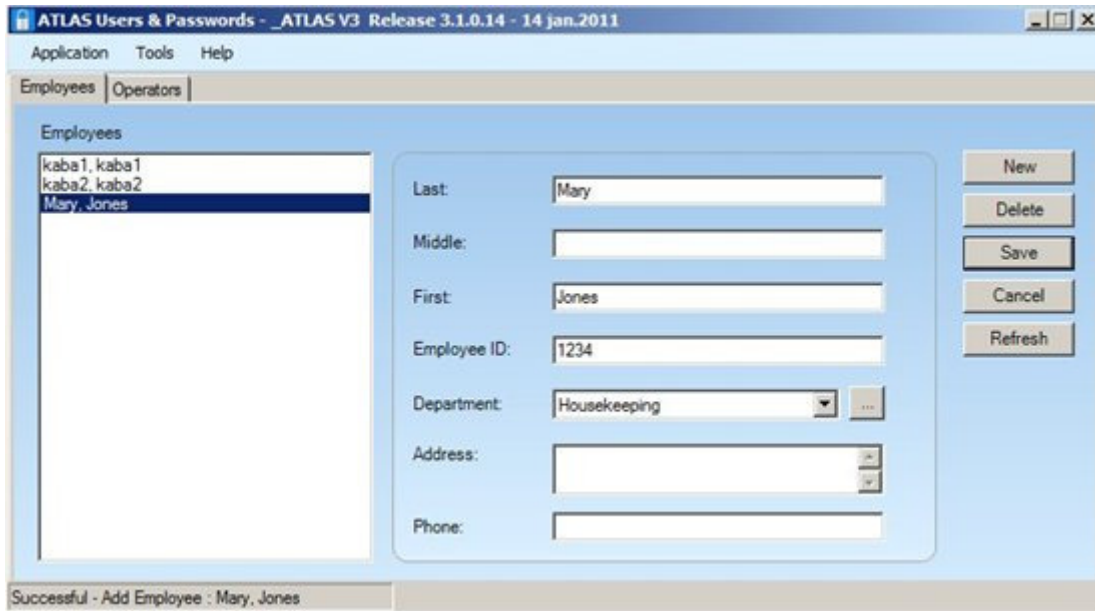
To create a new department, click on the ... square besides the department drop down list



Click on **New**

Enter the department name and click on **save**.

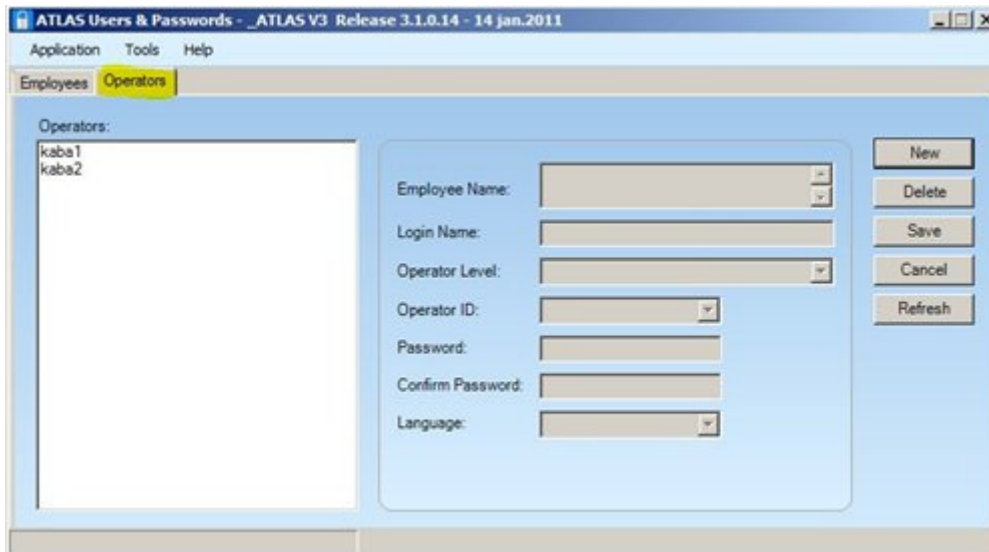
Once all departments are added click on the **x**



Once completed Click on Save and the employee is ready to have a keycard made for them

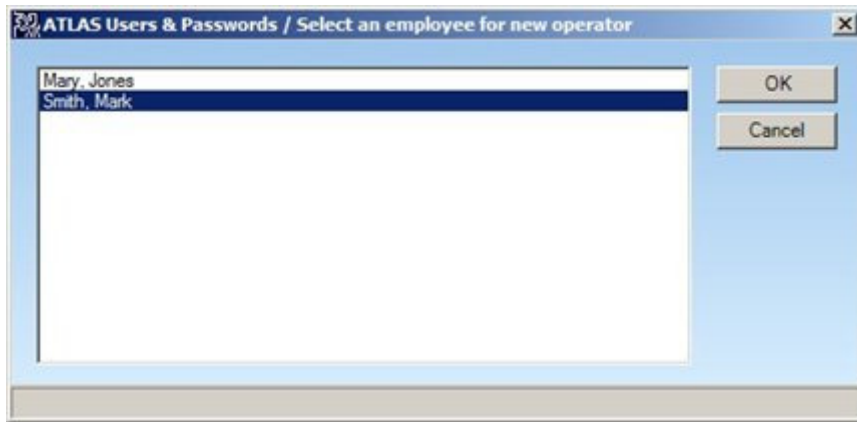
4. Operators

Operators are personnel that will have access to the ATLAS system. Ex: Front desk agents, Managers etc.



To create an operator click on New

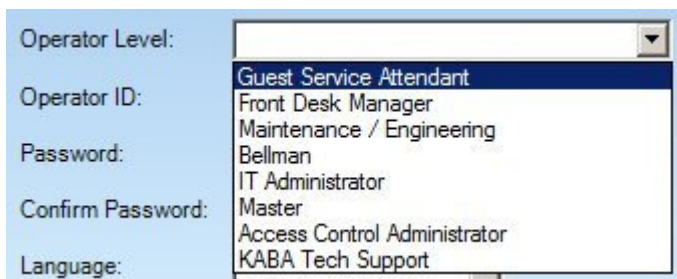
Select the employee you would like to have access and click OK



Enter login name for the operator to use in the system

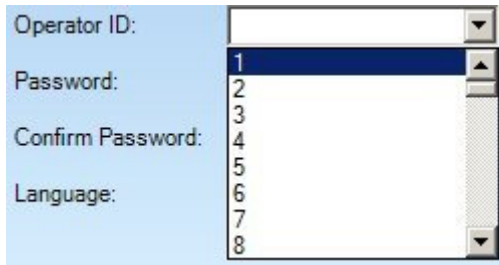


Select the operator level for the person



The operator level rights can be found by clicking on help and searching for operator types.

Select an operator ID which is unique for each operator and can be from 1 – 255



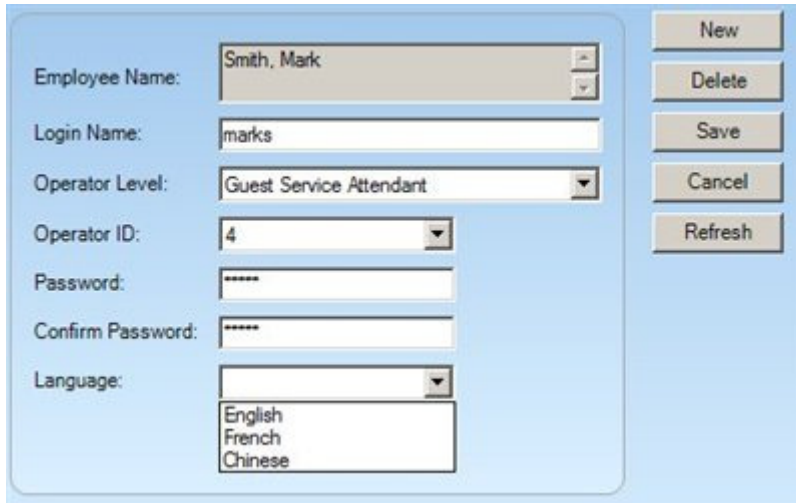
Operator ID: [dropdown menu]
Password: [text field]
Confirm Password: [text field]
Language: [dropdown menu]

The dropdown menu for Operator ID is open, showing a list of numbers from 1 to 8. The number 1 is currently selected and highlighted in blue.

Enter a password for the operator

Confirm the password

Select the language of the operator



Employee Name: Smith, Mark
Login Name: marks
Operator Level: Guest Service Attendant
Operator ID: 4
Password: *****
Confirm Password: *****
Language: [dropdown menu]
English
French
Chinese

[New]
[Delete]
[Save]
[Cancel]
[Refresh]

The form is displayed on a light blue background. On the right side, there are five buttons: New, Delete, Save, Cancel, and Refresh, arranged vertically.

Click on Save

This must be done for each person that will have access to the ATLAS System.