

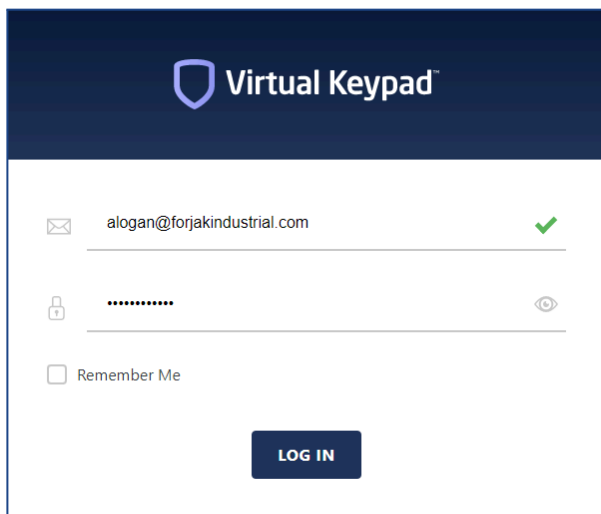
Adding a Member to the Security Alarm

Certain members require access to the Koorsen Security System used to secure the FORJAK building outside normal operating hours and need to be added as users to that system to have proper access using a unique code associated with their name

1. log in to virtualkeypad.com and enter the Login information below:

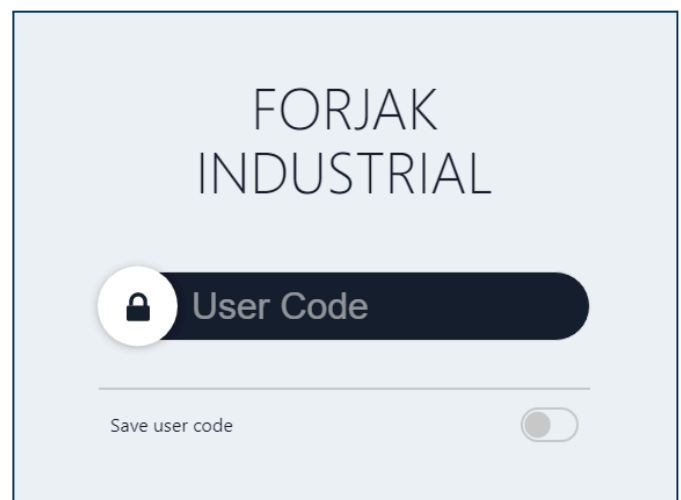
Username:	alogan@forjakindustrial.com
Password:	86JST4bbp47K
User Code:	6703

a.



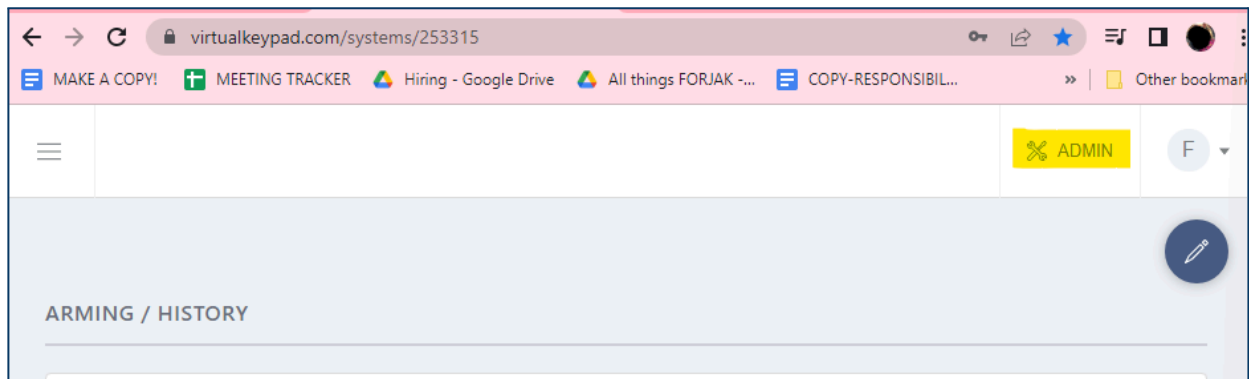
The image shows the 'Virtual Keypad' login interface. It has a dark blue header with the 'Virtual Keypad' logo. Below the header, there are three input fields: an email field containing 'alogan@forjakindustrial.com' with a green checkmark to its right, a password field with masked characters and an eye icon to its right, and a 'Remember Me' checkbox. At the bottom, there is a dark blue 'LOG IN' button.

b.

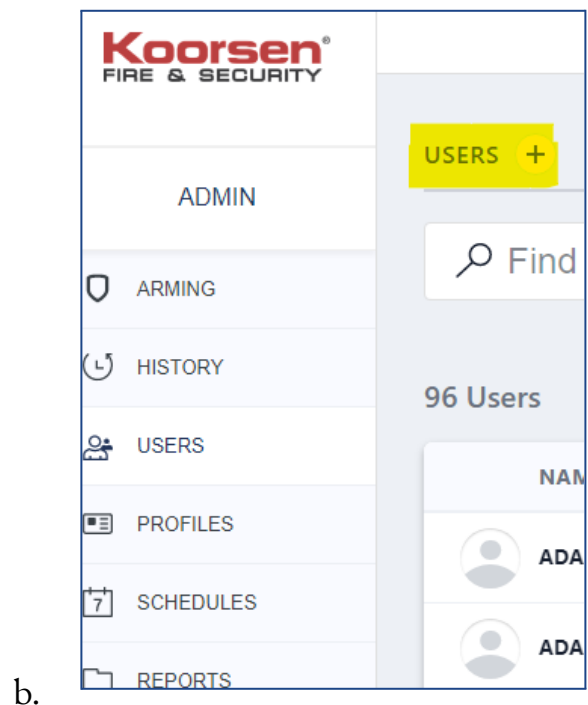
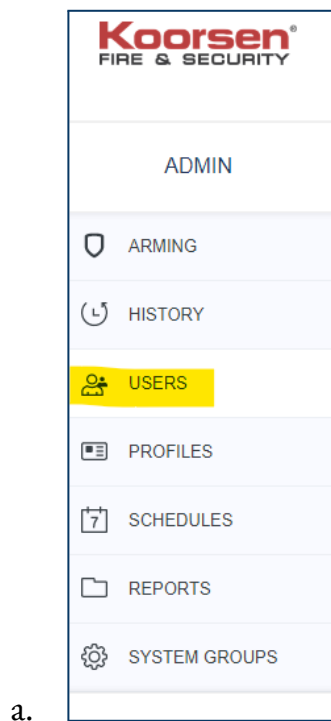


The image shows the 'FORJAK INDUSTRIAL' User Code form. It has a light blue background with the 'FORJAK INDUSTRIAL' logo at the top. Below the logo, there is a dark blue rounded rectangle with a lock icon and the text 'User Code'. At the bottom, there is a 'Save user code' label and a toggle switch.

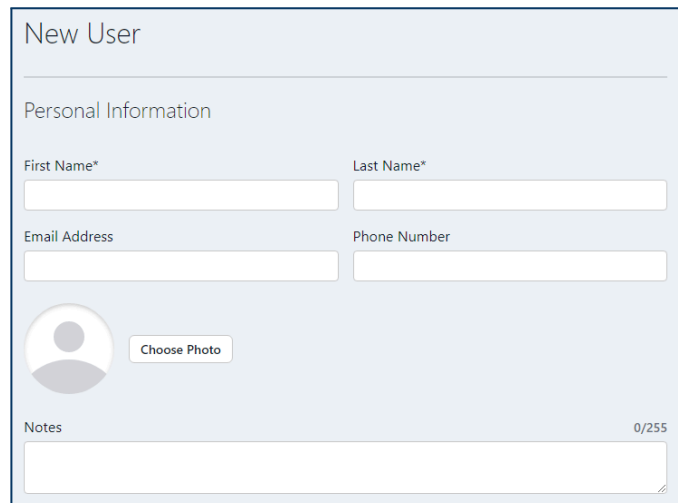
2. Select “Admin” in the top right corner once you have successfully logged in.



3. Select “Users” in the menu bar to the left, then select the plus sign in the left-hand corner.

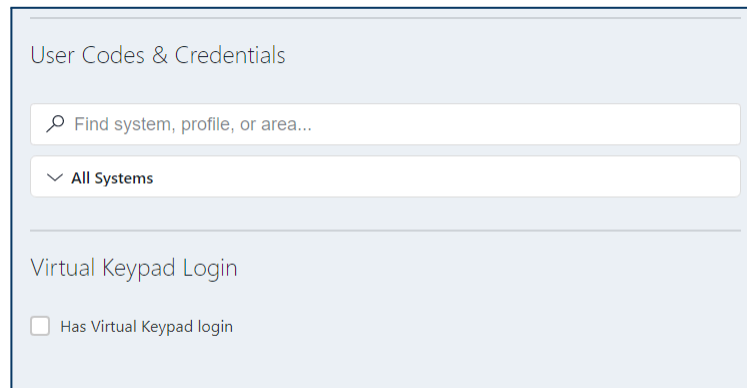


4. Fill out new members' personal information



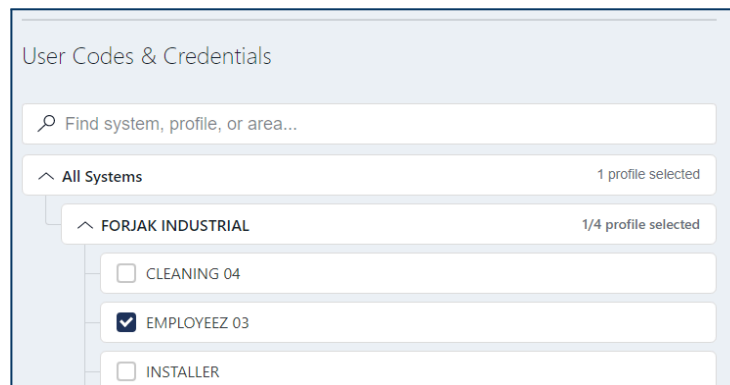
The 'New User' form is titled 'New User' and contains a section for 'Personal Information'. It includes input fields for 'First Name*', 'Last Name*', 'Email Address', and 'Phone Number'. There is a circular profile picture placeholder with a 'Choose Photo' button next to it. At the bottom, there is a 'Notes' section with a text area and a character count '0/255'.

5. Under “ User Code & Credentials,” select “All Systems”



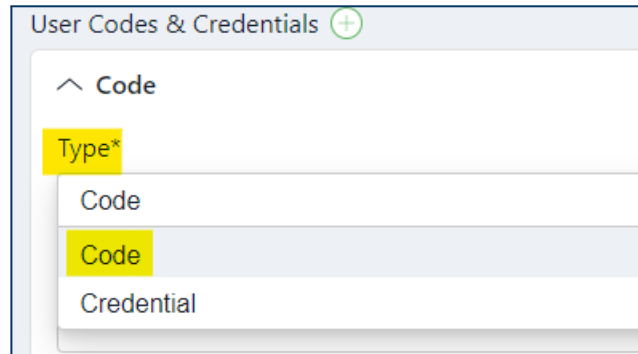
The 'User Codes & Credentials' form features a search bar with the placeholder text 'Find system, profile, or area...'. Below the search bar is a dropdown menu currently showing 'All Systems'. The form also includes a section for 'Virtual Keypad Login' with a checkbox labeled 'Has Virtual Keypad login'.

6. Click the drop-down arrow and select “FORJAK INDUSTRIAL” then “EMPLOYEEZ.”



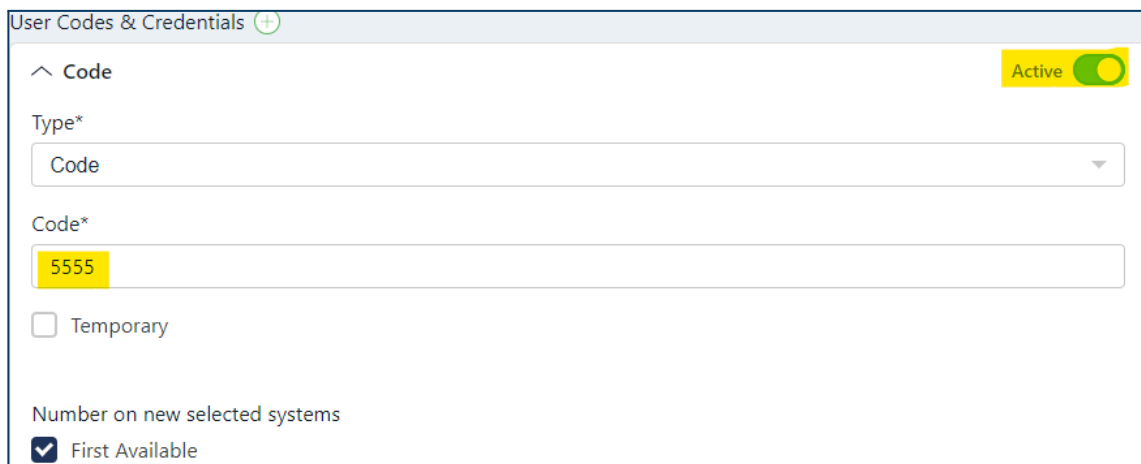
This screenshot shows the 'User Codes & Credentials' form with the dropdown menu expanded. The 'All Systems' option is selected, showing '1 profile selected'. The 'FORJAK INDUSTRIAL' option is also selected, showing '1/4 profile selected'. Below this, a list of profiles is displayed: 'CLEANING 04', 'EMPLOYEEZ 03' (which is checked), and 'INSTALLER'.

7. In the section called “User Codes & Credentials” use the drop-down option under “Type” to change it from “Credential” to “Code”



The screenshot shows a form titled "User Codes & Credentials" with a green plus icon. Below the title is a section labeled "Code" with a chevron icon. Under this section, the "Type*" dropdown menu is open, showing three options: "Code" (highlighted in yellow), "Code", and "Credential".

8. Once you have changed the type to “Code” you will use the last 4 numbers of the member’s Social Security Number as their unique code. Input that number under “Code*” and ensure the toggle is correct, showing this user being “Active”




The screenshot shows the "User Codes & Credentials" form. The "Type*" dropdown is set to "Code". The "Code*" field contains the number "5555". To the right of the form, there is an "Active" toggle switch that is turned on (green). Below the "Code*" field, there is a checkbox for "Temporary" which is unchecked. At the bottom, there is a section "Number on new selected systems" with a checked checkbox for "First Available".



9. You are now ready to complete the process of entering a member into the security system. Locate “Save” on the top right corner of the screen. Once done, You are finished and the member is ready to use the alarm.



The screenshot shows the bottom of the form with two buttons: a "BACK" button on the left and a "SAVE" button on the right, which is highlighted in yellow.

10. If a member separates from FORJAK, do not permanently delete their account. Follow in steps located in the process called “  Deactivating an Ex-Member on the Security Alarm ” to properly de-activate the ex-member from the system.

• Quick Links

- <https://virtualkeypad.com/>
-  Deactivating an Ex-Member on the Security Alarm
-  Reactivating a Member on the Security Alarm



Version #1.0



Approved by: Chip Bullett



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