

Attaching a Keyfob



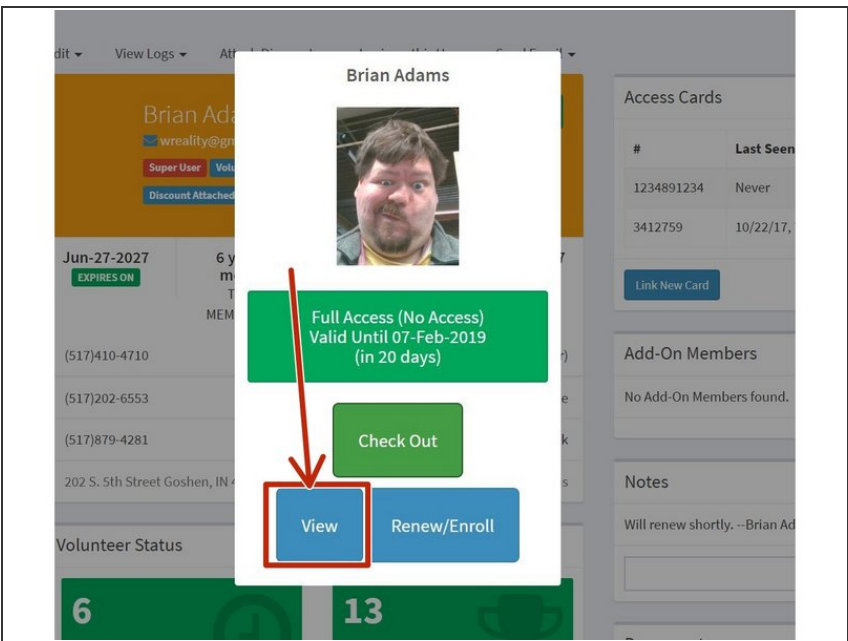
Step 1 — Grab a keyfob



NOTE: For new members, its generally preferred to enable their ID card for access rather than attaching a separate keyfob.

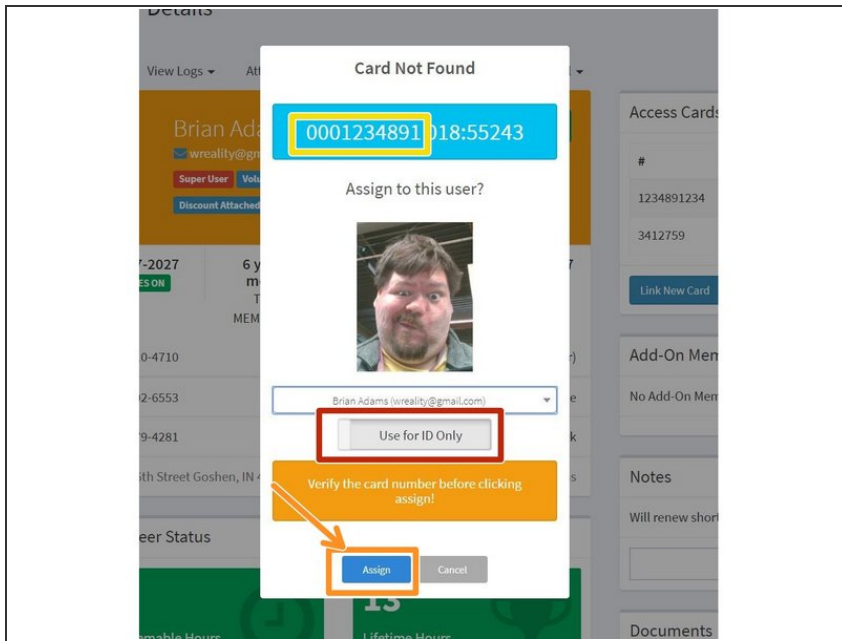
- Grab a keyfob out of the drawer.
- The number you'll need to verify later is embossed on the back of the card.

Step 2 — Lookup member



- Lookup the member, or swipe a key/card for the member.
- Click "View"

Step 3 — Swipe the keyfob



- Verify that the card number scanned matches the card number displayed
 - ⓘ For keyfobs, only the first part of the number matters.
- For Keyfobs, you probably want to enable the card for access control.
- Click "Attach"
- ⓘ If you swipe a card when at the member view page, the attach popup will pre-populate with the selected user.
- ⓘ You can also swipe an unattached card anywhere to attach it, but you'll need to select the member to attach.