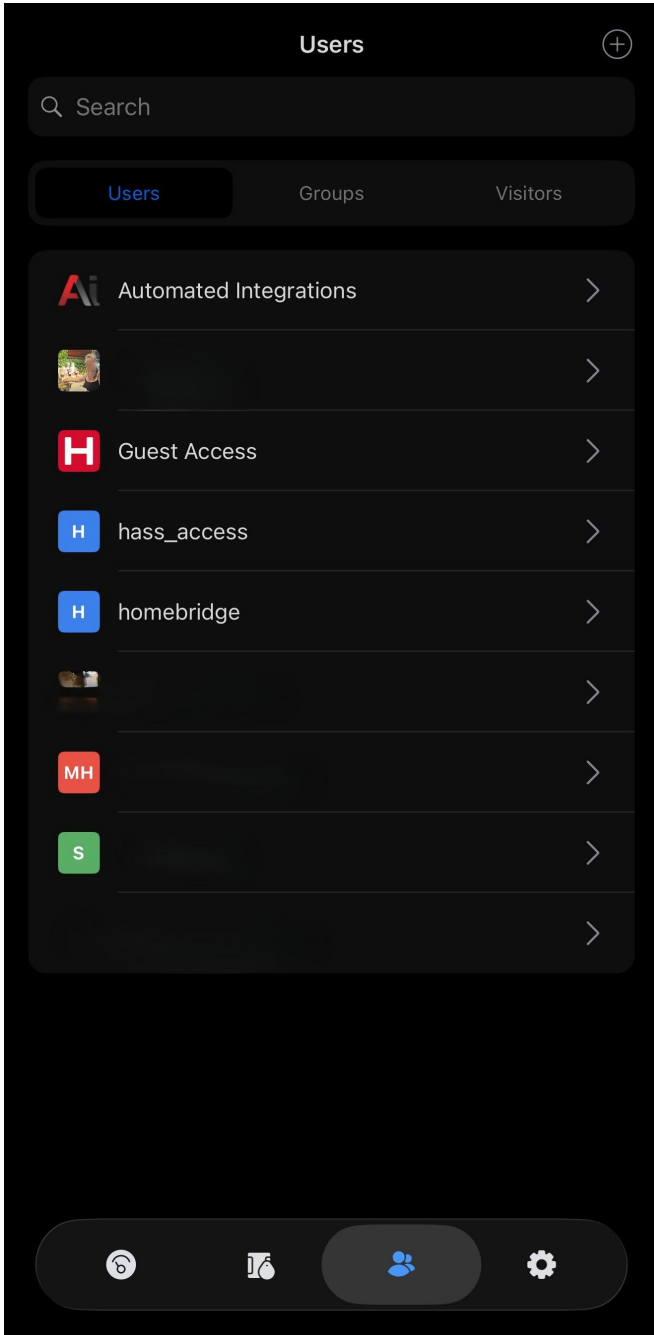


# User Management

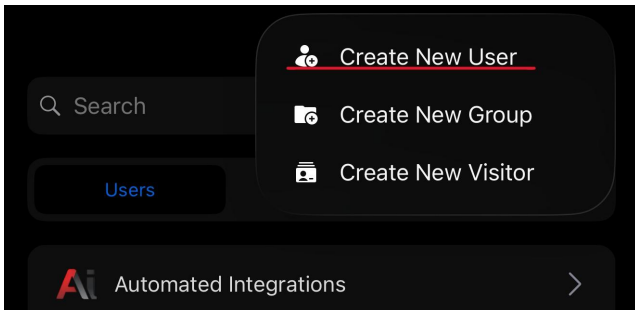
- [Creating A New User](#)
- [Removing / Deactivating A User](#)
- [Modifying An Existing User](#)

# Creating A New User

With the **Access App** open, navigate to the **Users** tab as shown below.



In the **top-right corner** of the page, you will see a small **“+” icon inside a circle**. Click this icon to open the **Create** menu.



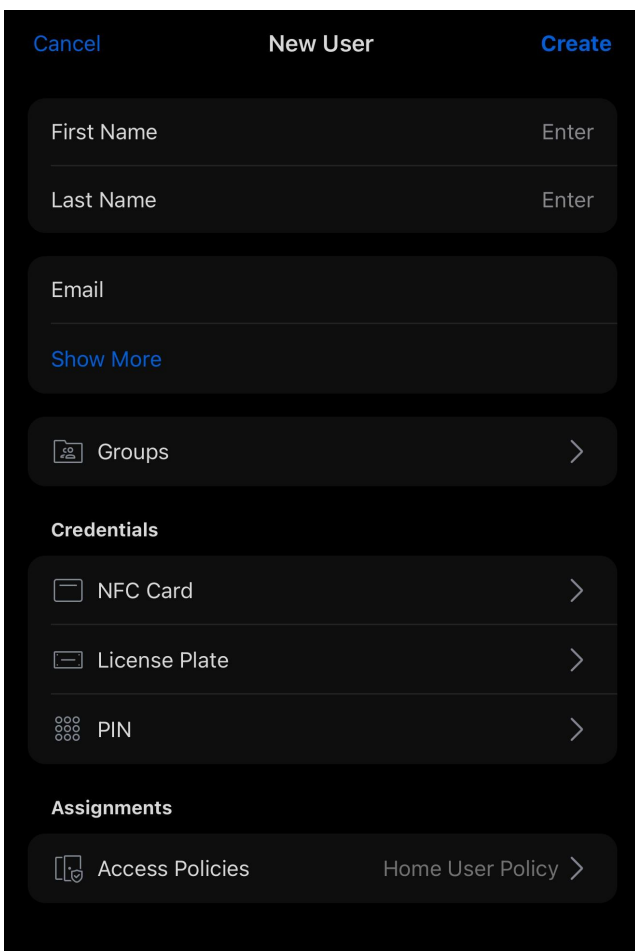
You will then be prompted to enter the following information:

- **First Name**
- **Last Name**
- **Authentication Method**

For most users, the recommended authentication method is **PIN**, which allows the user to access the system using their assigned PIN code.

The **Licence Plate** authentication option is only applicable if your system is equipped with **Access-Based Number Plate Recognition (ANPR) cameras**.

Once these fields are completed, you can proceed with saving the new user.



You can also assign an **NFC card or tag** to a user for contactless access.

This can be done using common NFC-enabled items such as:

- NFC access cards
- NFC key fobs
- Apple **AirTags** or similar NFC-enabled devices
- Other compatible NFC cards or keys you may already own

To pair an NFC device with the system, you **must be physically near the intercom or NFC reader**.

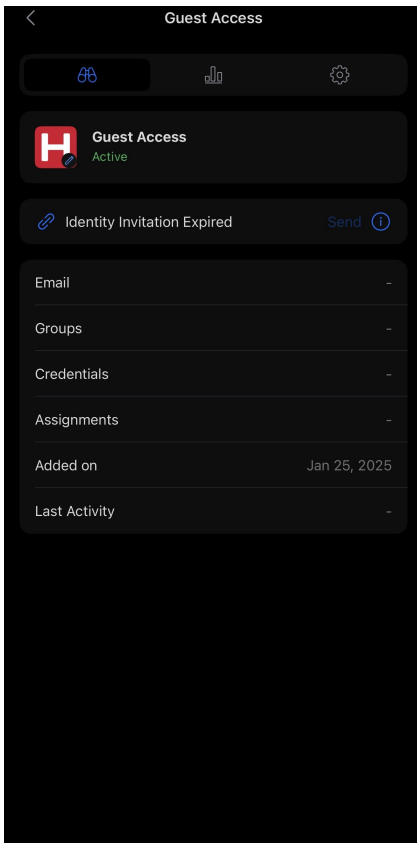
When prompted during setup, simply **present the NFC card or device to the reader** to pair it with the user account.

Once paired, the NFC device can be used to **unlock the system by tapping it on the reader**.

NFC access can also be **used alongside other authentication methods**, such as **PIN codes or licence plate recognition**, giving users multiple ways to gain access.

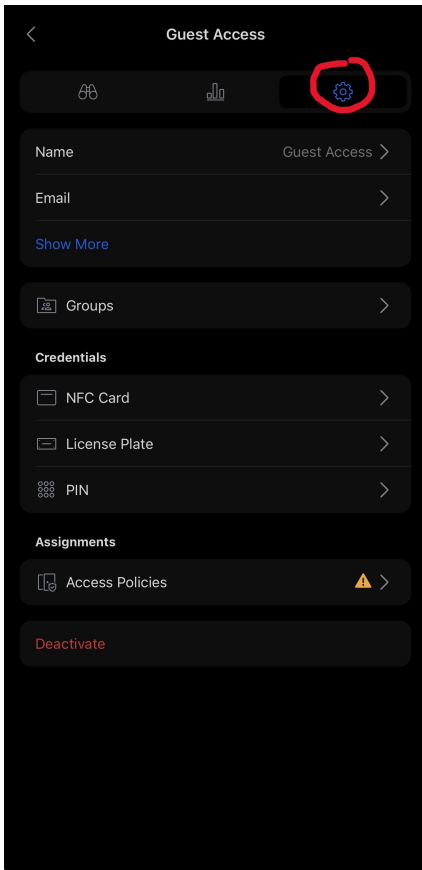
# Removing / Deactivating A User

From the **Users Tab**, select the user in question.

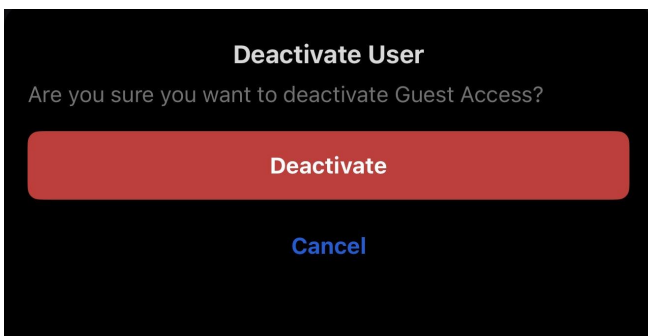


By selecting the user, you will be presented with a **summary of their profile**. To manage the user, navigate to the **settings page** by clicking the **cog icon in the top-right corner** of the page. This will open the settings for that user.

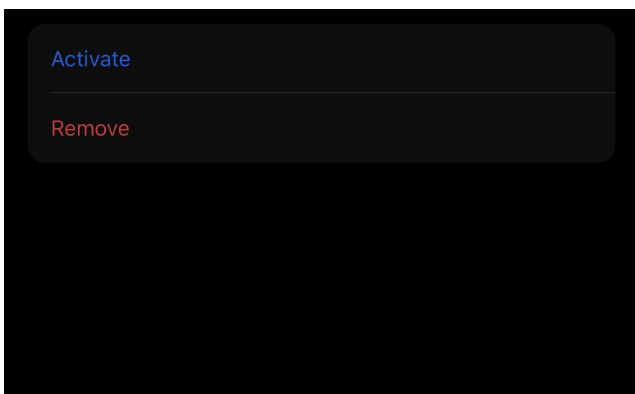
Towards the **bottom of the settings page**, you will see the **Deactivate** option.



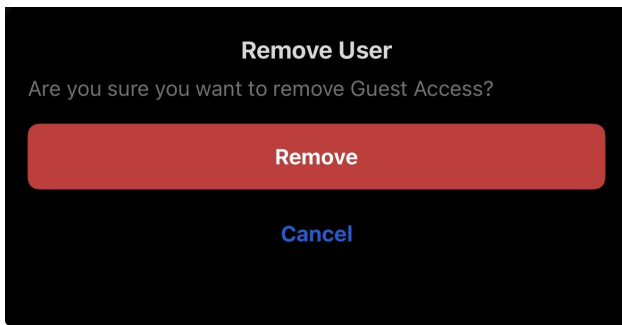
When selecting **Deactivate**, you will be required to **confirm your choice** before the user is deactivated.



Once the user has been **deactivated**, you can either leave the profile in this state until it is needed again, or you will now be given the option to **remove the user completely**.



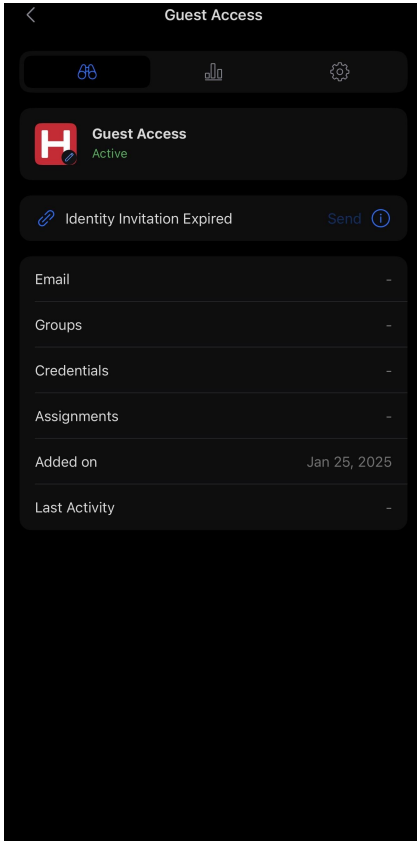
Again, you will be **prompted to confirm** before permanently deleting the user.



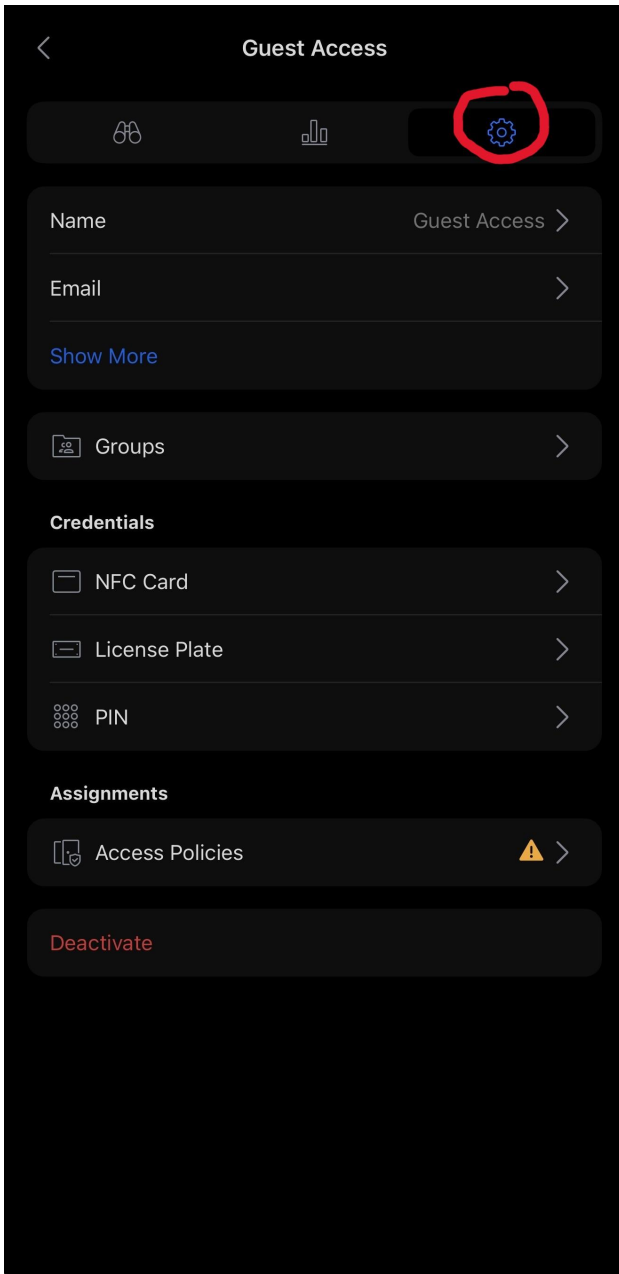
The user is now **deleted**.

# Modifying An Existing User

From the **Users Tab**, select the user in question.



By selecting the user, you will be presented with a **summary of their profile**. To manage the user, navigate to the **settings page** by clicking the **cog icon in the top-right corner** of the page. This will open the settings for that user.



Here you can **edit the user's existing information**, including **authentication methods and basic profile details**.