

MARKS TECH SUPPORT

TECH Note

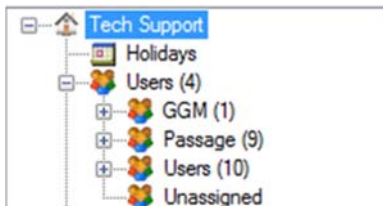


Date: Thursday, October 23, 2014

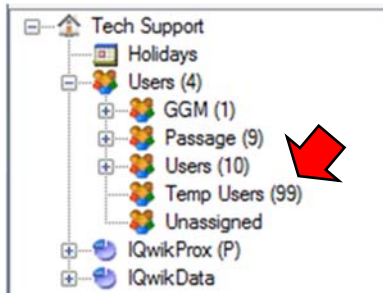
Subject: How do I program temporary users in the Marks software?

Models: Marks i-Dat software

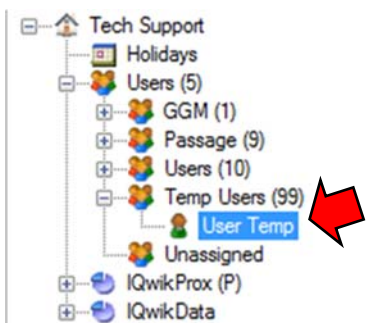
Q: How do I program temporary users in the Marks software?



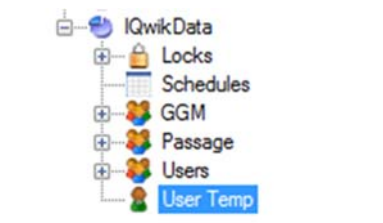
1. Use the software to create a new User Group to hold your temporary user location. Follow the manual for creating new User Groups.



2. For example, set Group number "99" and the Group name "**Temp Users**". Under this Group, add a user like any other user.



3. After this temporary user has been created, add this user to the correct Zone, as follows: Similar to the "drag and drop" function of adding a Group to a Zone, drag and drop that temporary user to a Zone.



4. After the user is in the Zone, select that user and a **Temporary** checkbox appears at the bottom of the screen. Check the **Temporary** checkbox to activate the accompanying "Start" and "End" calendars. The temporary user will have 24 hour access between the start and end dates selected.

