

## **VALIDATING USER KEYS IN THE SOFTWARE ( This can also be achieved by badging key at DMU reader )**

- 1.** Login to Software (Refer to “Software Login” - Troubleshooting)
- 2.** Connect the USB Encoder via a USB port and place the key that requires attention on the Encoder
- 3.** Navigate to the “Setting” tab in the software by selecting the “Setting” button on the left hand side of the software window.
- 4.** Select “Read Key” from the right hand side on the “Setting” screen. This will read the information of the key and also sync the audit reports of the key with the software.
- 5.** After reading the key, select “Update Key”. The key has now been updated with the latest permissions and is validated for its specified period.

**For more information**

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