SMRT
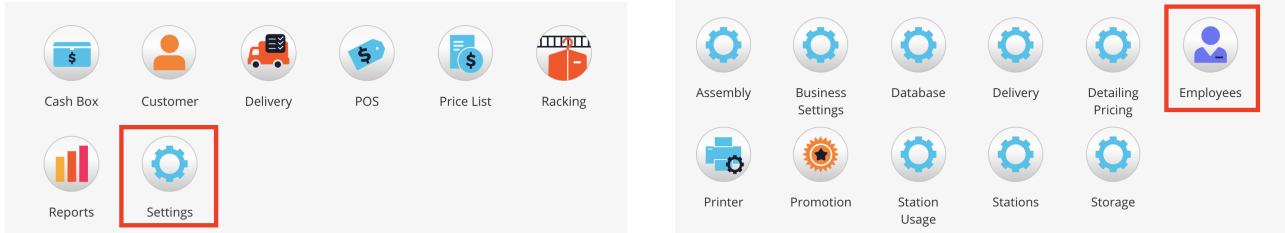
1. Access the Employee settings.

2. Click on Add New Employee and enter the employee's basic information.

3. Once created, find the employee in the list and click their name to access their employee profile. Click Edit Employee, scroll all the way to the bottom and enter and confirm the password (at least 8 characters) and Save.

4. Move to the Admin tab within the employee's profile, Click Edit Employee, scroll all the way to the bottom. Check the Remote Access option for Admins or anyone you want to give access from their personal computers. Click on Add Badge and scan the badges barcode-- remember to label the badge as soon as you assign it!