

KB LEVEL: SVR	KB ARTICLE	KB NUMBER: 06
	<i>How to add new campaign or department in Blometrics and Door access</i>	

KB Category:	Internal		
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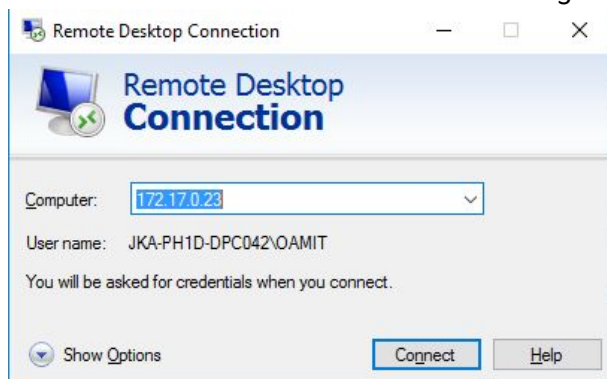
Problem Description:	N/a
Symptoms and Cause of the issue:	If there is new Campaign or Department in the company

### Back-up Procedure:

#### Step 1: -Press Windows+R

- Type Mstsc/ IT
- Type 172.17.0.23/ 172.17.0.11
- Credentials OAMIT/ IT

S\*\*\*\*\*k

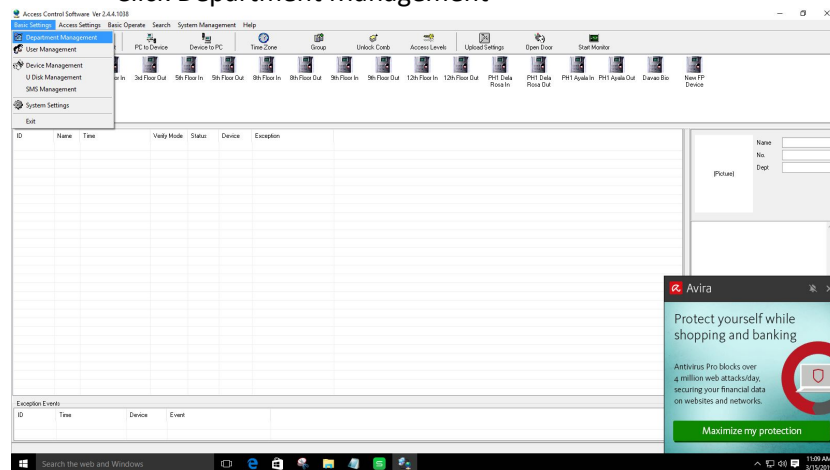


#### Step 2: -Click Access Control System

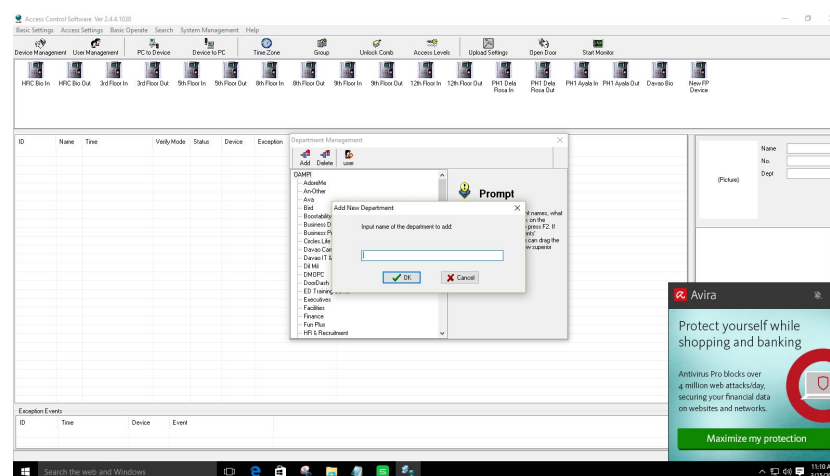


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**Step 3: - Go to Basic settings**  
**- Click Department Management**



**Step4: - Click Add**  
**- Put the name of the new Campaign/department and click OK**



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