FEATURE UPDATE

Version 2.9 Update

Effective October 18, 2018, VirtualKeypad.com is updated to Version 2.9. The following feature is available.

Feature

Use First Available User

With VirtualKeypad.com Version 2.9, administrators can add new user codes to the system without replacing existing user codes. The same user can now be added to multiple systems seamlessly; using the **Use First Available User** feature, the system will automatically assign the next available user code in each system to the new user, preventing user code override.

Follow the directions below to enable this feature:

1. Navigate to VirtualKeypad.com

2. Navigate to the **Admin** tab.

3. Navigate to the **Users** tab. All systems you have access to will appear.

4. Select a system where you want to add a new user code.

5. Select **Add a User**.

6. Under **User Codes & Credentials**, select the **Use first available number** checkbox.
    The checkbox should be selected by default.

7. Under **Apply to Systems**, select the additional systems you would like to add the user to.

8. Fill in the appropriate user information needed to complete the user profile.

9. Select **Push to Systems**.

The user has now been added in a user position that was not previously used.