

Adding STICKERS to TekWave database

Go to <http://webapp.tekcontrol-site.com>

After login, under [Administration](#), choose [General Administration](#)

In the 4th group down, select [NEW Host Settings \(BETA\)](#)

Search the last name or address

When the records appear, double click on the name on the top row

Scroll to the right to get to [Access Credentials](#) (I couldn't do this on my phone unless I turned it sideways and clicked the + in the top right corner). This website is difficult to use on a small phone)

Click on [+Add New](#)

You only need to fill the fields with the red asterisk:

For the Credential Number, only enter 4 digits if it starts with a 0

For Card Format select the first option, Vehicle Barcode

For Credential Type select Barcode

For Valid From select today's date

Scroll down under Notes to Access Groups

Select All Access and then click the > button and it should move All Access to under the box

Scroll all the way down and click [Save](#)

While you are in there, you can see all stickers - if any need to be deactivated, scroll to the very far right and you will see 3 dots. Click that and you can delete.

#### DELETING A RESIDENT

To delete an entire resident, when you are in their profile under General, you can scroll all the way down and on the bottom right is a red button to [Delete Host](#)

#### ADDING A RESIDENT

Once in [NEW Host Settings \(BETA\)](#)

Click the [+Add New](#) button

(I haven't done this but it should be the same as the sticker process and has a [Save Host](#) button on the bottom left corner