



Pro-Watch Access Management Portal

5.0

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User Guide

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PW Access Management Portal

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1 General Introduction

The automated access management helps you leverage more of your Pro-Watch systems' capabilities and improve your productivity.

By adding the Access Management Portal Module to your Pro-Watch system, you can streamline your card-holder access request process with an automated approach. With intuitive web-based interfaces for requesters and administrators, the Pro-Watch Access Management Portal eliminates the hassle of processing access rights manually, saves time and reduces errors.

You can easily check access rights, recent activity, and pending tasks with one system. Better yet, approvers get an email notification when a status changes, so you don't have to waste time searching for status updates. It's identify management made quick and easy.

2 Features & Benefits

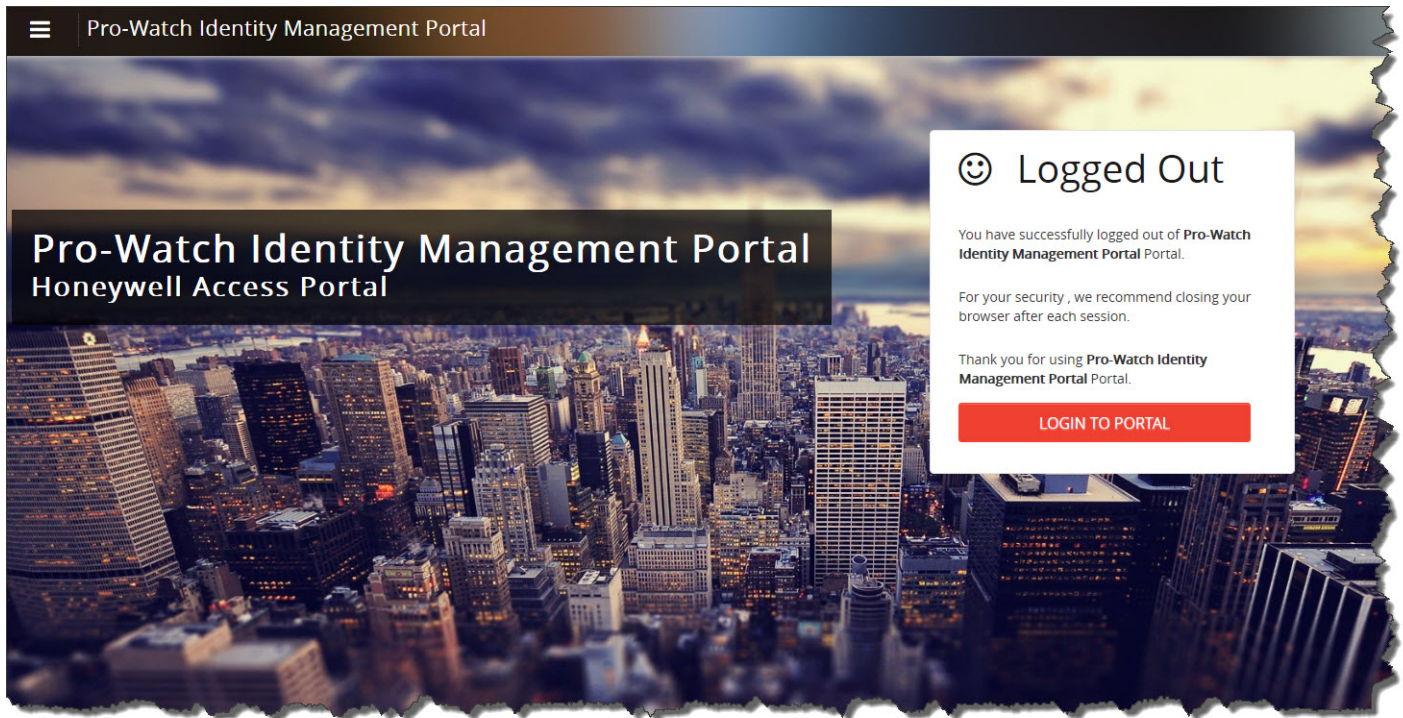
Access Management Portal:

- Provides a cost-effective way to manage access requests.
- Improves productivity and reduces workload on approvers with web-based workflows.
- Makes your process more efficient and secure and saves time by speeding up approvals.
- Enables automated processing of access request eliminates entry errors to help ensure compliance.
- Maintains auditing data on approvals and access changes to meet compliance requirements.
- Enables customizable approval workflow to meet the needs of your unique business.
- Generates email alerts to notify approvers of new requests to keep workflow process moving.
- Dashboard provides efficient way for approvers to view new, pending and processed requests to effectively manage who has access to their areas.
- Improves employee satisfaction with self-service approach to requesting and reviewing status of access rights.
- Offers a convenient web-based portal that allows badge holders to request access changes, view their status and recent activities at any time.
- Provides badge holders with an easy-to-search list of available clearance codes from which to choose.
- Offers a clearance code list which can be customized to address business needs, such as limiting areas of high security or special access requirements.
- Provides flexibility by supporting requests for temporary or permanent access
- Offers an optional notes field which accommodates additional details that you can add to the request
- Offers a software solution which is simple to install and configure with no additional hardware to purchase.

3 Chapter Overview

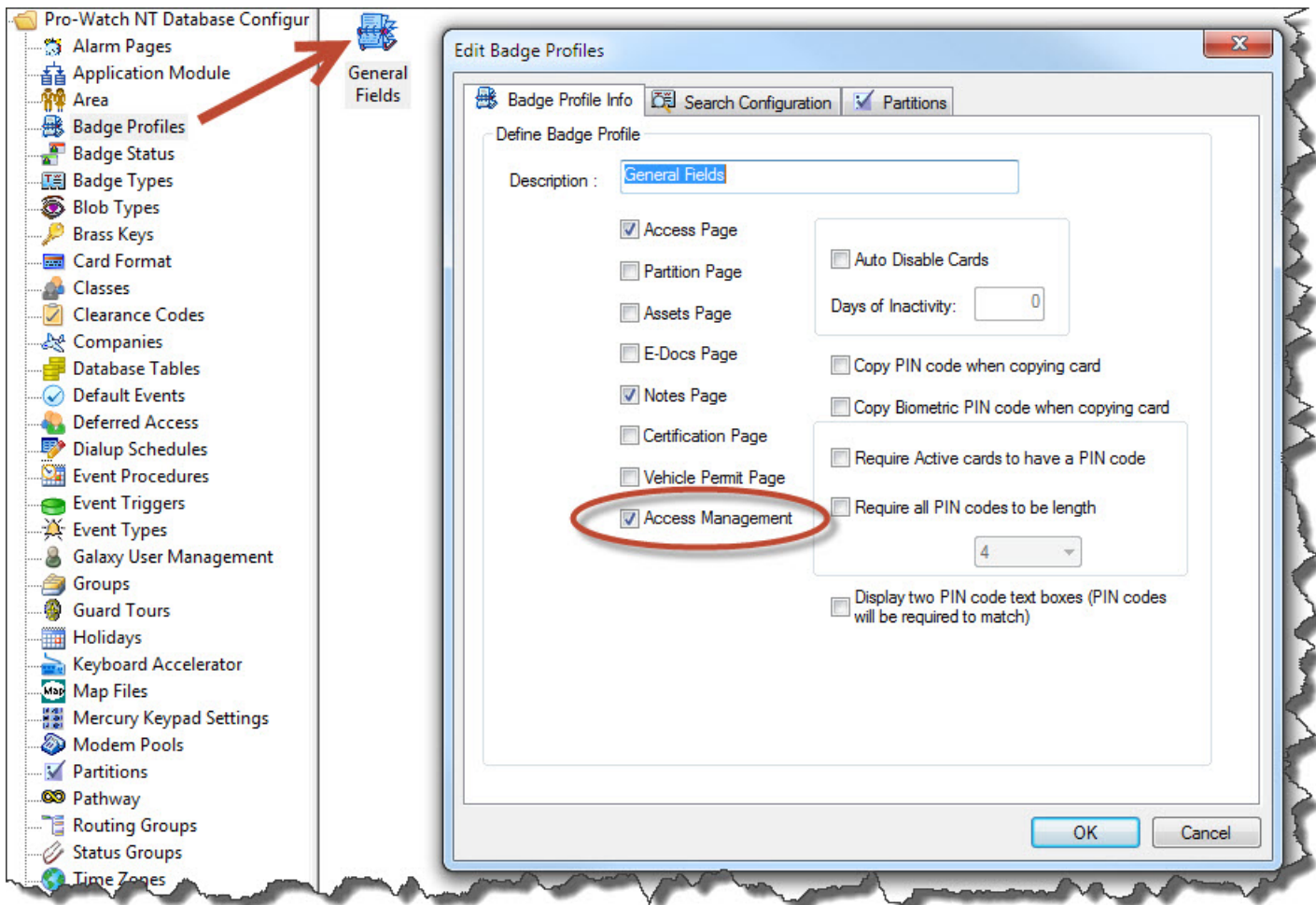
This chapter explains:

1. How an employee or badge-holder can raise a clearance code request in Access Management Portal (IMP), and
2. How a clearance code owner can approve or reject the request.



4 Prerequisite: Enabling the Access Management Tab in Advanced Badging

1. Before you can use the Access Management Portal (IMP) you must enable and display **Access Management tab** in the badge profile.
2. In Pro-WatchDatabase module, click Badge Profiles to display the **Badge Profile**. Double click to display the **Edit Badge Profile** screen:



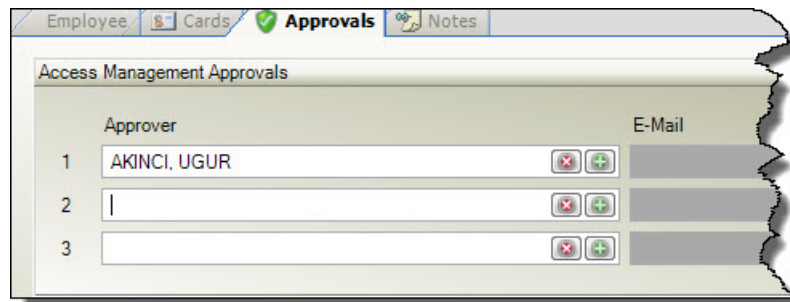
3. Select the **Access Management** check-box to make sure the **Approvals** tab will appear on all **badge-holder records** in **Advanced Badging**, as shown below:

The screenshot shows the 'Access Management Approvals' tab selected in the software interface. The tab bar includes 'Employee', 'Cards', 'Approvals' (which is active and has a green checkmark), and 'Notes'. Below the tab bar, the 'Access Management Approvals' section contains a table with two columns: 'Approver' and 'E-Mail'. There are three rows in the table, numbered 1, 2, and 3, each with empty input fields for the approver's name and email address.

- a. To add or edit an Approver from inside the badge record, click the **Edit** button to enable the editing mode.
- b. Click the **Add** (“+”) button to display the **Badge Holder Approver** dialog box:

The screenshot shows the 'Badge Holder Approver' dialog box open over the 'Access Management Approvals' tab. The dialog box has a title bar with a close button (X). Inside, there is a 'Save' button, a 'New Card' button, and a 'Cancel' button. Below these buttons is a tab bar with 'Employee', 'Cards', 'Approvals' (active), and 'Notes'. The main area of the dialog box is titled 'Access Management Approvals' and contains a table with two columns: 'Approver' and 'E-Mail'. There are three rows in the table, numbered 1, 2, and 3. Each row has a text input field for the approver's name and a small 'Add' (+) button next to it. The 'E-Mail' column is empty. Below the table, there is a section titled 'Badge Holders' with a list box containing the name 'AKINCI, UGUR'.

- c. Select an **Approver** from the list and click **OK** to display the name in the **Approver** field:



The screenshot shows a software window titled 'Access Management Approvals'. It has a tabbed interface with 'Employee', 'Cards', 'Approvals' (active), and 'Notes'. Below the tabs, there is a table with two columns: 'Approver' and 'E-Mail'. The table contains three rows. The first row has the name 'AKINCI, UGUR' in the 'Approver' column and a greyed-out 'E-Mail' column. The second and third rows have empty text boxes in the 'Approver' column and greyed-out 'E-Mail' columns. Each row has a red 'X' button and a green '+' button to its right.

	Approver	E-Mail
1	AKINCI, UGUR	
2		
3		

Note: If the Badge Approver name is set as shown above, then the Badge Approver has to approve the request first before it goes to Clearance code owners. If there is no Badge Approver name set, all requests would be directly gone to Clearance Code/Access Area owners.

- d. To delete an Approver, click the **Red** delete button after the approver's name.

5 Adding, Editing, or Approving a Clearance Code

1. In **Database Module > Clearance Codes**, right-click a clearance code to display the pop-up menu. Select **Properties** to display the **Edit Clearance Codes** screen:

Edit Clearance Code

Clearance Code Logical Device Elevator Outputs Output Groups Certifications Access Management **Partitions**

Access Management

☐ No Authorization Required
☐ Exclude Clearance Code from Access Management Searches
☒ Clearance Code Requires Authorization

	Owner	Owner E-Mail	Backup
1	WILLIAMS, JOE		<<NONE>>
2	<<NONE>>		<<NONE>>
3	<<NONE>>		<<NONE>>

Owner Approval Process

☒ Any Owner Can Approve
☐ All Owners Require Approval
☐ Sequential Approval Required

OK Cancel

2. Select the **Access Management** tab.
3. Select one of the following options:
 - **No authorization required.** Clearance Code is granted to the user without any approvals.
 - **Exclude Clearance Code from Access Management Searches.** The clearance Code will not be found by any searches. This option can be useful for clearance codes needed to access highly sensitive and critical areas.
 - **Clearance Code requires Authorization.** If you select this option, the user must secure the approval of one or more clearance code owners, depending on the choices explained below.

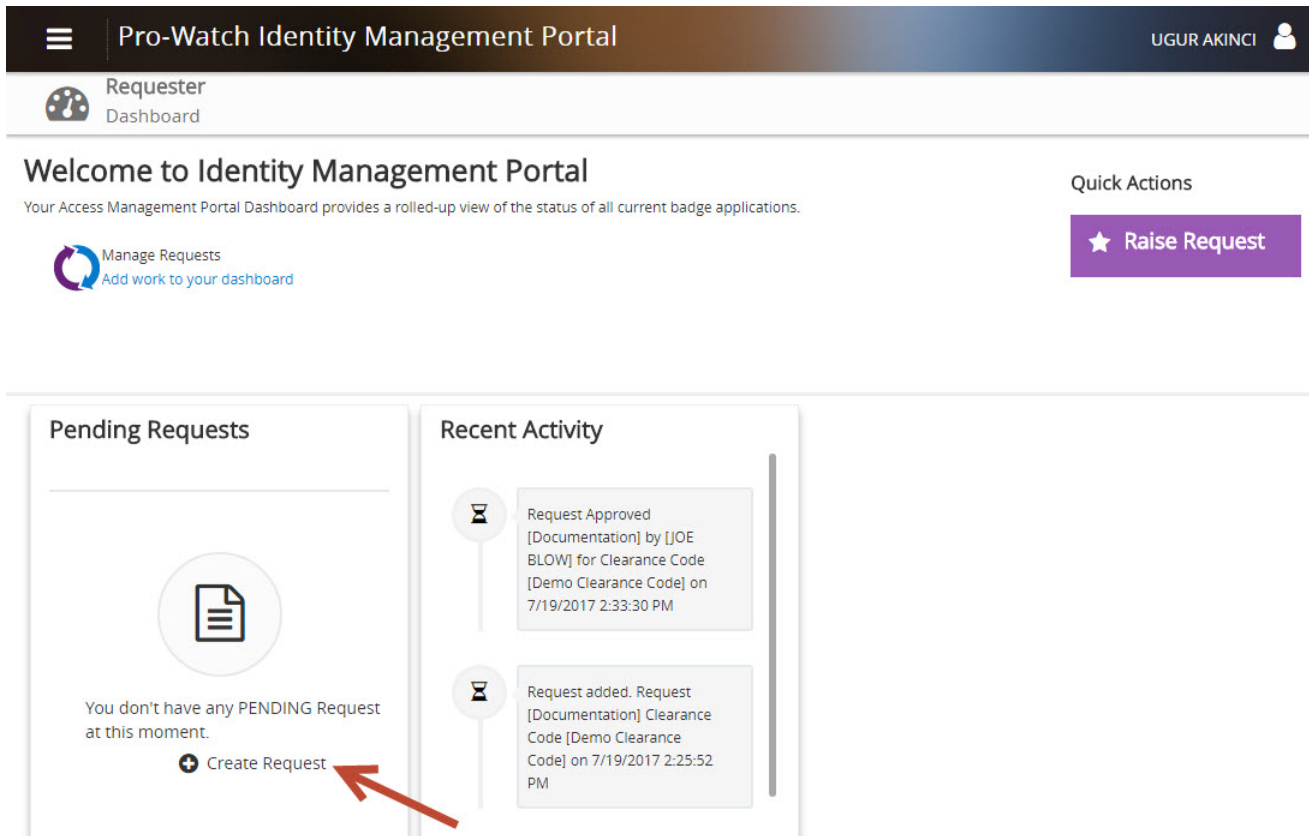
Enter the **Owner Name**, and **Backup** person's name. **Owner Email** will be populated automatically from the database.

4. Select one of the following options:

- **Any Owner Can Approve.** Any one or two of the owners as well as all three of them can approve the clearance code request.
- **All Owners Require Approval.** The owners can approve in any order.
- **Sequential Approval Required** is enabled when you select “**All Owners Require Approval**”. When you select this option, the first owner needs to approve first, the second owner the second, and the third owner needs to approve as the third person.

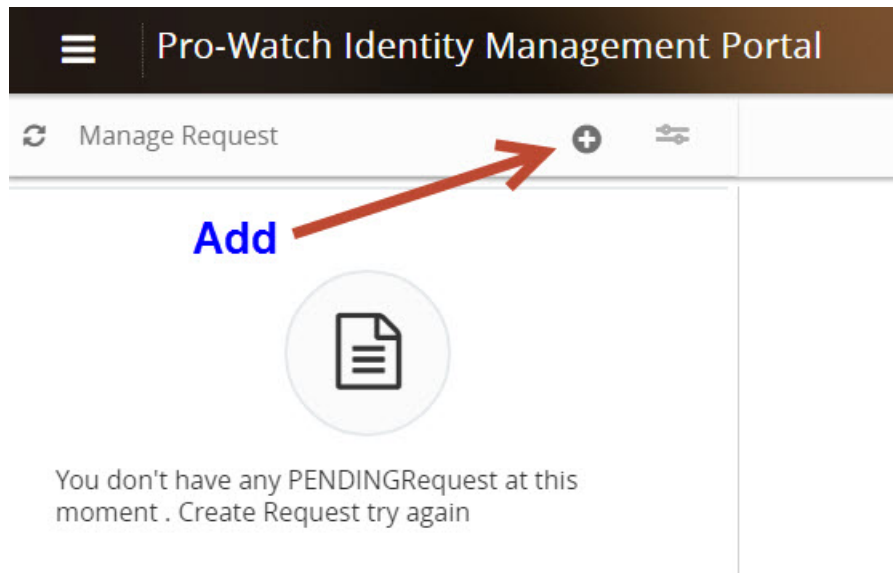
6 Raising a Clearance Code (CC) Request

1. Log in to the **Access Management Portal (IMP)** to display the **Requester Dashboard** page:

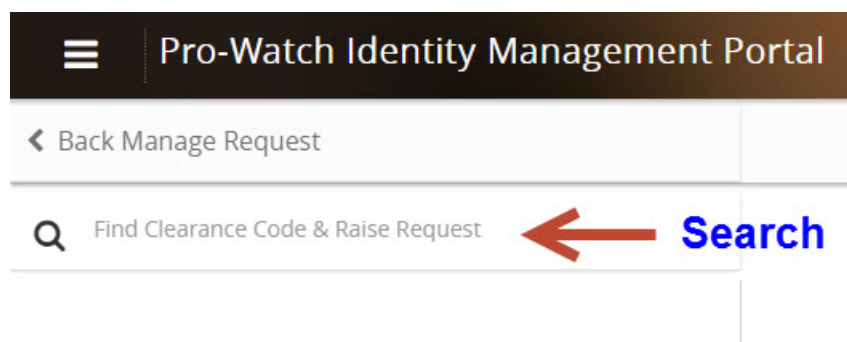


IMP uses your Windows credentials to fill in the user info automatically.

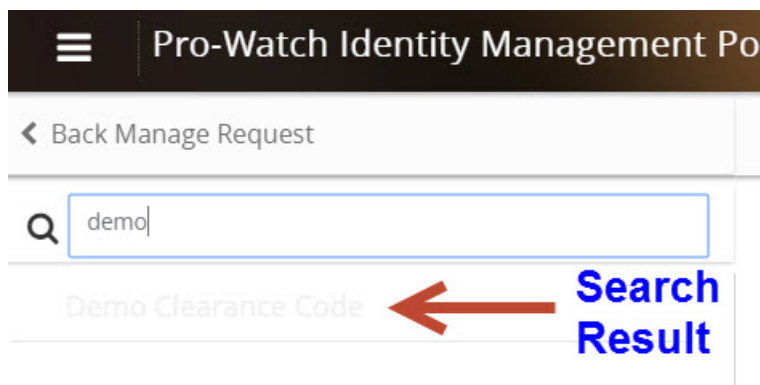
2. Click **Create Request** link to display the **Manage Request** screen:



3. Click the **Add** (“+”) button to display the **Search** screen:



4. Type the **search key word(s)** (“demo” in this case). If a clearance code starting with that key word(s) exists, the portal will display the **search result** (“Demo Clearance Code” in this case):



Raising a Clearance Code (CC) Request

5. Click the search result to display the details pane on the right. Fill in the details:

Pro-Watch Identity Management Portal

Back Manage Request New Request

demo

Demo Clearance Code ✓

Clearance Code List
Request Information

Demo Clearance Code ✕

Request Information

Request Title *

Reason *

Start Date

End Date

6. When done, click the **Save** button to save your clearance code request:

Pro-Watch Identity Management Portal

Back Manage Request New Request

demo

Demo Clearance Code ✓

Clearance Code List
Request Information

Demo Clearance Code ✕

Request Information

Request Title *
Special Clearance Code

Reason *
Documentation purposes

Start Date
07/20/2017

End Date
09/01/2017

UGUR AKINCI

Save

7. Back in the **Requester Dashboard**, note that your request is now in a **pending** mode and it **needs to be approved** by the Badge Approver and/or Clearance Code/ Access Area owners:

The screenshot displays the 'Pro-Watch Identity Management Portal' interface. At the top, the user is identified as 'UGUR AKINCI'. Below the header, the 'Requester Dashboard' is shown. A welcome message states: 'Welcome to Identity Management Portal. Your Access Management Portal Dashboard provides a rolled-up view of the status of all current badge applications.' A 'Quick Actions' button labeled '★ Raise Request' is visible on the right. On the left, a 'Manage Requests' link with a circular arrow icon and the text 'Add work to your dashboard' is present. The main content area is divided into two sections: 'Pending Requests' and 'Recent Activity'. In the 'Pending Requests' section, a card titled 'Special Clearance Code' with a 'CANCEL' button is shown. The card text reads: 'You have Requested for 'Demo Clearance Code' Access on 7/20/2017 8:53:57 AM is ' PENDING ' '. A red arrow points to this card. The 'Recent Activity' section shows two entries: 'Request added. Request [Special Clearance Code] Clearance Code [Demo Clearance Code] on 7/20/2017 8:53:57 AM' and 'Request Approved [Documentation] by [JOE BLOW] for Clearance Code [Demo Clearance Code] on 7/19/2017 2:33:30 PM'.

Pro-Watch 5.0 offers the feature of informing Clearance code owners when employees raise a clearance code request. The owner can use the link in the email to Approve/Reject the request. Also, employees get an email update after their request is approved/rejected/canceled.

Note: The comments provided by the CC owner during approval/rejection of request, can be viewed at the "Request details tab."

Raising a Clearance Code (CC) Request

8. When the CC owner approves the request, it'll be listed on the requester's dashboard:

The screenshot displays the 'Pro-Watch Identity Management Portal' for user 'UGUR AKINCI'. The page is titled 'Requester Dashboard' and includes a 'Manage Requests' link. A 'Quick Actions' button labeled 'Raise Request' is visible. The main content area is divided into two sections: 'Pending Requests' and 'Recent Activity'. In the 'Pending Requests' section, there is a card for a 'Special Clearance Code' request, which is currently 'PENDING'. The 'Recent Activity' section shows a timeline of events: 'Request added' on 7/20/2017 at 8:53:57 AM, followed by 'Request Approved' on 7/19/2017 at 2:33:30 PM. A red arrow points to the 'Request Approved' entry in the 'Recent Activity' section.

Pending Requests

Special Clearance Code CANCEL

You have Requested for 'Demo Clearance Code' Access on 7/20/2017 8:53:57 AM is 'PENDING'

Recent Activity

Request added. Request [Special Clearance Code] Clearance Code [Demo Clearance Code] on 7/20/2017 8:53:57 AM

Request Approved [Documentation] by [JOE BLOW] for Clearance Code [Demo Clearance Code] on 7/19/2017 2:33:30 PM

9. Log out from the portal by clicking on the user icon on upper-right corner and selecting **Log Out** from the drop-down menu.

6.1 Email Intimation to Area Owners for New Requests

Pro-Watch 5.0 offers the feature of intimating Clearance code owners when employees raise a clearance code request. Owner can use the link on email to Approve/Reject the request.

Here is a sample request email provided here for illustration purposes. In this email, the access team is acknowledging the request **JOHN SMITH** has made for permission to access the **VEHICLE GATES**:

----- Forwarded message -----
From: "Access Team" <AccessTeam@access.com>
Date: Sat, Jun 9, 2018 at 10:04 PM -0400
Subject: New Access Request [Perimeter Gates] raised by JOHN SMITH
To: "John Brown" <JohnBrown@brown.com>

Pro-Watch Access Request

Hi **JOHN BROWN**,

A new access request from **JOHN SMITH** has been raised and is waiting your approval.

Request Details

Requester Name	JOHN SMITH
Reason	Drive on and off the facility
Access Area	Vehicle Gates
Access Start/End	6/10/2018 - 6/16/2018
Status	Pending

To approve or reject this request, please click the following:

[APPROVE / REJECT](#)

Regards,
Access Team

(Note: This mail is auto generated, please do not reply)

6.2 Email Intimation to Employees After Canceling Request

Here is a sample cancel-request email provided here for illustration purposes. In this email, the access team is acknowledging the cancellation of the request **JOHN SMITH** has made for permission to access the **VEHICLE GATES**:

----- Forwarded Message -----

From: "Access Team" <AccessTeam@access.com>
To: "John Smith" <JohnSmith@smith.com>
Cc:
Sent: Sat, Jun 9, 2018 at 10:35 PM
Subject: Request Cancelled [Perimeter Gates]
Pro-Watch Access Request

Hi **JOHN SMITH**,

Your access request **Perimeter Gates** has been cancelled.

Request Details

Access Reason	Drive on and off the facility
Access Area	Vehicle Gates
Access Start/End	6/10/2018 - 6/15/2018
Status	Cancelled

Regards,
Access Team

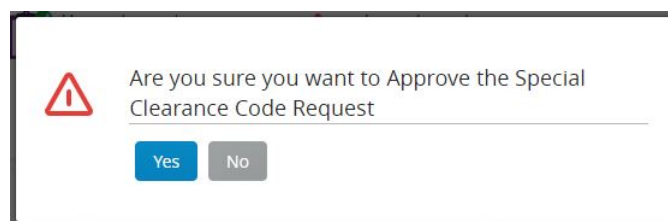
(Note: This mail is auto generated, please do not reply)

7 Approving a Clearance Code (CC) Request

1. Log in to **Access Owner Dashboard** of the Access Management Portal by using your Clearance Code Owner user account User ID and Password:

The screenshot shows the 'Pro-Watch Identity Management Portal' dashboard. The top navigation bar includes a hamburger menu, the portal name, and a user profile for 'JOE'. Below the navigation bar, there's a 'Welcome to Identity Management Portal' message and a 'Quick Actions' section with a 'Raise Request' button. The main content area is divided into three panels: 'Pending Requests' (empty), 'Pending Approvals' (containing a request for AKINCI, UGUR with 'APPROVE' and 'REJECT' buttons), and 'Recent Activity' (showing a log of a request approval).

2. Click **APPROVE** in the **Pending Approvals** box to approve the CC request. (Click **REJECT** in the **Pending Approvals** box to reject the CC request.)
3. When the system displays a warning message, click **YES**:



Approving a Clearance Code (CC) Request

Email Intimation to Employees After Canceling Request

4. **Access Owner Dashboard** will be dynamically updated, this time not showing any pending approvals:

The screenshot shows the 'Pro-Watch Identity Management Portal' with the user 'JOE' logged in. The dashboard is titled 'AccessOwner Dashboard' and includes a welcome message: 'Welcome to Identity Management Portal. Your Access Management Portal Dashboard provides a rolled-up view of the status of all current badge applications.' Below this, there are three main action buttons: 'Manage Requests' (Add work to your dashboard), 'Manage Approvals' (Add work to your dashboard), and 'Manage Access Area' (Add work to your dashboard). A 'Quick Actions' box on the right displays a success message: 'Success! You have Successfully Approved.' The dashboard is divided into three main sections: 'Pending Requests', 'Pending Approvals', and 'Recent Activity'. The 'Pending Requests' section shows 'You don't have any PENDING Request at this moment.' with a '+ Create Request' button. The 'Pending Approvals' section shows 'You don't have any PENDING Approvals at this moment.' with a 'Let's Wait' button. The 'Recent Activity' section shows two entries: 'Request Approved [Special Clearance Code] by [JOE BLOW] for Clearance Code [Demo Clearance Code] on 7/20/2017 11:49:54 AM' and 'Request Approved [Documentation] by [JOE BLOW] for Clearance Code [Demo Clearance Code] on 7/19/2017 2:33:30 PM'.

5. Log out from the portal by clicking on the user icon on upper-right corner and selecting **Log Out** from the drop-down menu.

7.1 Request Approval Intimation by Email

When the request raised is approved, the user receives an approval email from the access team.

Here is a sample approval email provided here for illustration purposes. In this email, the access team is approving the request **JOHN SMITH** has made for permission to access the **VEHICLE GATES**:

----- Forwarded Message -----

From: "Access Team" <AccessTeam@access.com>

To: "John Smith" <JohnSmith@smith.com>

Cc:

Sent: Sat, Jun 9, 2018 at 10:28 PM

Subject: Request Approved [Perimeter Gates]

Pro-Watch Access Request

Hi **JOHN SMITH**,

Your access request **Perimeter Gates** has been approved.

Request Details

Access Reason	Drive on and off the facility
Access Area	Vehicle Gates
Access Start/End	6/10/2018 - 6/16/2018
Status	Approved
Approved By	(JOHN BROWN, I'll allow it)

Regards,
Access Team

(Note: This mail is auto generated, please do not reply)

7.2 Request Denial Intimation by Email

When the request raised is denied, the user receives a denial email from the access team.

Here is a sample denial email provided here for illustration purposes. In this email, the access team is denying the request **JOHN SMITH** has made for permission to access the **VEHICLE GATES**:

----- Forwarded Message -----

From: "Access Team" <AccessTeam@access.com>

To: "John Smith" <JohnSmith@smith.com>

Cc:

Sent: Sun, Jun 10, 2018 at 9:21 PM

Subject: Request Denied [Perimeter Gates]

Pro-Watch Access Request

Hi **JOHN SMITH**,

Your access request **Perimeter Gates** has been denied.

Request Details

Access Reason	Drive on and off the facility
Access Area	Vehicle Gates
Access Start/End	6/11/2018 - 6/15/2018
Status	Denied
Rejected By	JOHN BROWN
Comment	Need to attend driver training first

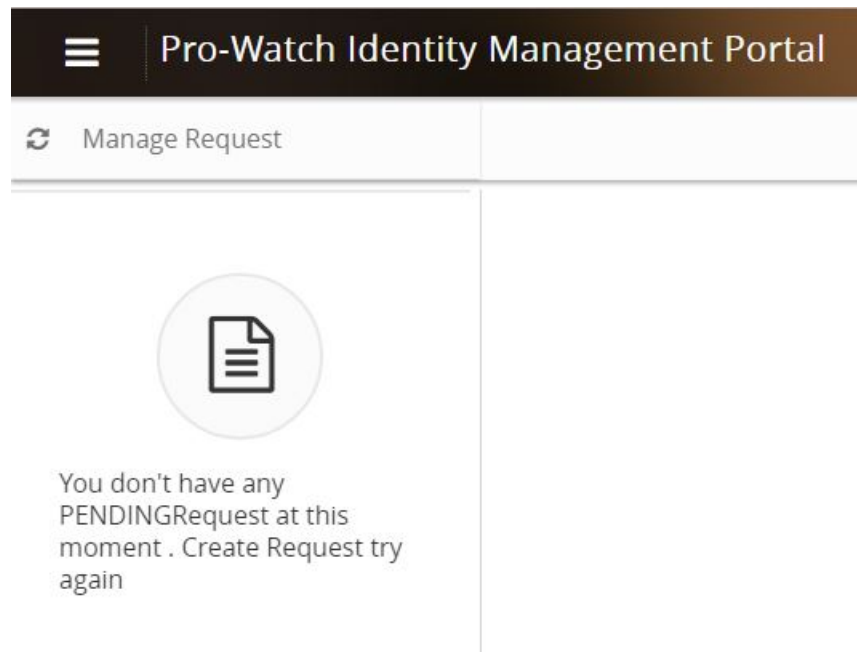
Regards,
Access Team

(Note: This mail is auto generated, please do not reply)

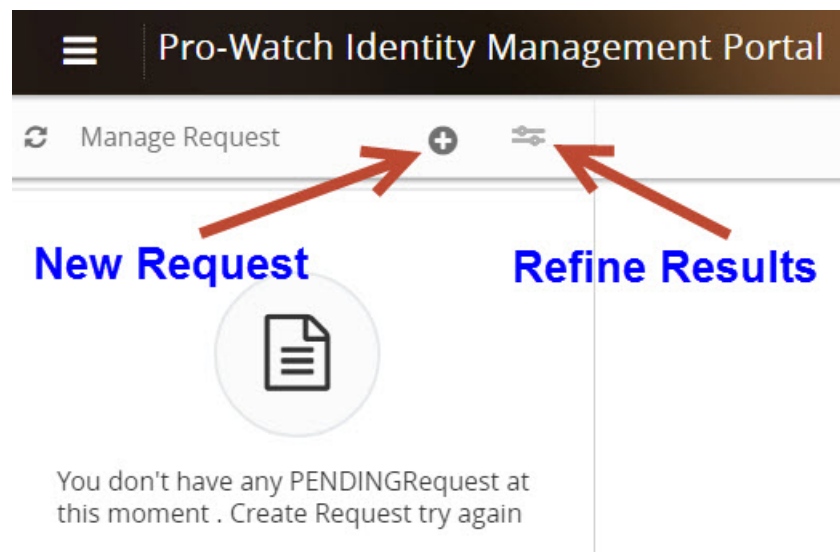
8 Manage Requests

You can manage clearance code (CC) requests both as a user/requester and CC owner. The interface and functionality is almost the same for both types of users.

1. As a CC owner, click the **Manage Requests** link to display the **Manage Request** screen:



2. As a user (request raiser), click the **Manage Requests** link to display the **Manage Request** screen:

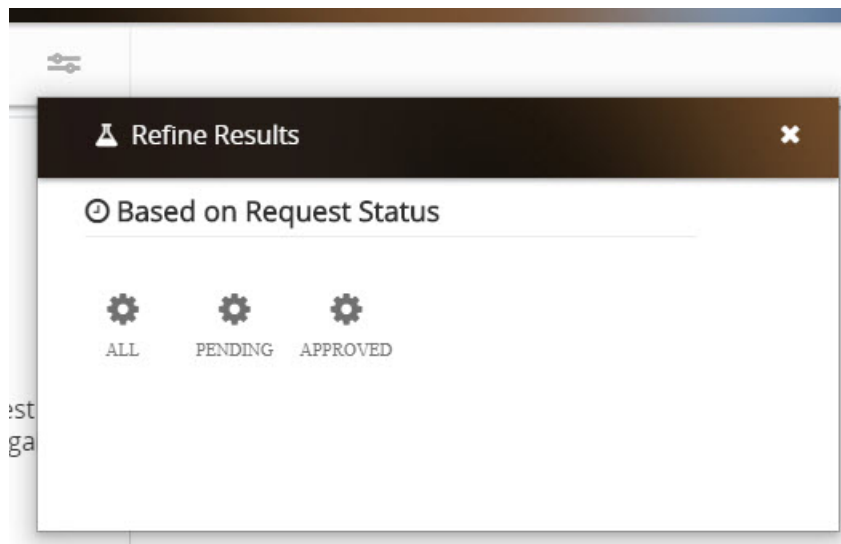


3. To add a new CC request, click the **NEW REQUEST** (“+”) button.

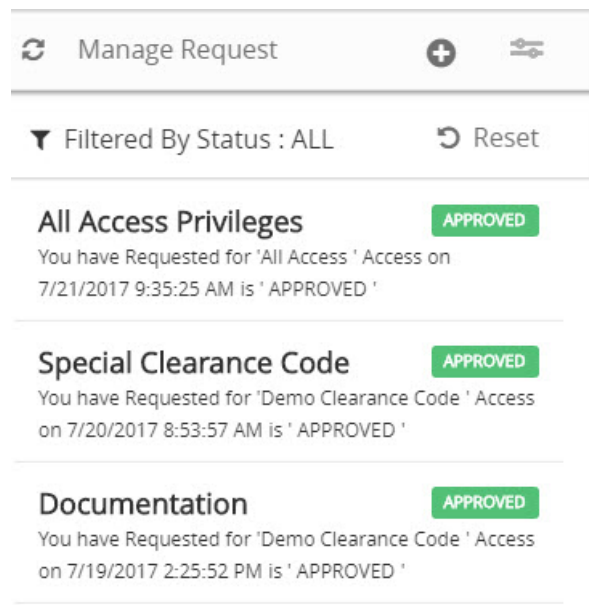
Manage Requests

Request Denial Intimation by Email

4. To perform a refined search, click the **Refine Results** button to display the Refine Results dialog:



5. To view only the pending requests, click the **PENDING** link. To view only the approved requests, click the **APPROVED** link:



6. . Click the **ALL** link to view all requests regardless of status:

Pro-Watch Identity Management Portal

REQUESTER REQUESTER

Manage Request

Request Details

Approval History

Filtered By Status : ALL

Reset

tttttttt

APPROVED

You have Requested for 'they6 ' Access on 7/13/2017 3:42:41 PM Is ' DENIED '

fth

DENIED

You have Requested for 'they6 ' Access on 7/13/2017 3:25:41 PM Is ' DENIED '

setfestgf

DENIED

You have Requested for 'they6 ' Access on 7/13/2017 3:08:43 PM Is ' DENIED '

dfhdfhg

DENIED

You have Requested for 'they6 ' Access on 7/13/2017 11:59:09 AM Is ' DENIED '

rthy

CANCELED

You have Requested for 'they6 ' Access on 7/13/2017 11:57:56 AM Is ' CANCELED '

eeddee

APPROVED

You have Requested for 'they6 ' Access on 7/13/2017 11:37:22 AM Is ' APPROVED '

qaz

CANCELED

You have Requested for 'they6 ' Access on 7/13/2017 11:14:47 AM Is ' CANCELED '

chris2

CANCELED

You have Requested for 'they6 ' Access on 7/13/2017 10:37:31 AM Is ' CANCELED '

ttuuu

CANCELED

You have Requested for 'they6 ' Access on 7/12/2017 6:21:08 PM Is ' CANCELED '

alltest

CANCELED

You have Requested for 'they6 ' Access on 7/12/2017 6:19:42 PM Is ' CANCELED '

Approval History Information

APPROVER NAME	E-MAIL	APPROVER TYPE	ASSIGNED DATE	APPROVAL DATE	STATUS	COMMENT
VPUSER2 VPUSER2	VPUSER2@VPUSER2.ccc	backup1	7/13/2017		APPROVED	
VPUSER1 VPUSER1	VPUSER1@VPUSER1.ccc	owner3	7/13/2017		APPROVED	
VPUSER5 VPUSER5	VPUSER5@VPUSER5.mmm	manager1	7/13/2017		APPROVED	
VPUSER6 VPUSER6	VPUSER6@VPUSER6.vvv	manager2	7/13/2017		APPROVED	
VPUSER7 VPUSER7	VPUSER7@VPUSER7.ssw	manager3	7/13/2017	7/13/2017	APPROVED	manger commentssssssss ssssssssssssssss ssssss xcfghdf
RINAS PA	rinas@qalab.com	owner1	7/13/2017	7/13/2017	APPROVED	Rinas comemnts zfsdfsefgsdrdsgd sfgsghdsg
TIM KELLY	kelly.timothy@qalab.com	owner2	7/13/2017	7/13/2017	APPROVED	tim cfdg gdcdgdfgdfgxdgfhc c gbxcf bxc fgxc gb xcfghxcfgbxcfg fgvxcfgxcfgxcfgxcfg
VPUSER4 VPUSER4	VPUSER4@VPUSER4.ss	backup3	7/13/2017	7/13/2017	APPROVED	VPUSER 4 sdfgsdfgsdfgsdfghd hfdghfsgcjngjhgvjk hkhgjhkhkhgkhgkhk hkhkhkhkhk

9 Manage Approvals

As a clearance code (CC) owner or Badge approver, you can manage your approvals easily by clicking the **Manage Approvals** link and displaying the **Manage Approvals** screen:

The screenshot displays the 'Pro-Watch Identity Management Portal' interface. At the top, there is a navigation bar with a menu icon and the title 'Pro-Watch Identity Management Portal'. Below this, a 'Manage Request' section includes a refresh icon, a plus icon, and a minus icon. A 'Filtered By Status : ALL' dropdown is visible, along with a 'Reset' button. A 'Refine Results' modal is open, showing 'Based on Request Status' with three filter options: 'ALL', 'PENDING', and 'APPROVED'. The main list of requests shows various entries with their status indicated by colored buttons: 'CANCELED' (purple-red), 'PENDING' (orange), 'APPROVED' (green), and 'DENIED' (red). Red arrows point from the status labels on the right to the corresponding buttons in the list.

Request ID	Description	Status
www	You have Requested for 'hey4 ' Access on 7/21/2017 4:01:00 PM	CANCELED
Hey Request	You have Requested for 'hey4 ' Access on 7/21/2017 3:55:29 PM	PENDING
Access to Main Building	You have Requested for 'MAIN_ACCESS ' Access on 7/21/2017 3:52:05 PM	PENDING
nnn	You have Requested for 'hey6 ' Access on 7/13/2017 4:26:29 PM	APPROVED
pppp	You have Requested for 'hey6 ' Access on 7/13/2017 4:22:25 PM	APPROVED
gf	You have Requested for 'hey6 ' Access on 7/13/2017 4:21:04 PM	APPROVED
tyug	You have Requested for 'hey6 ' Access on 7/13/2017 4:17:58 PM	APPROVED
gg	You have Requested for 'hey6 ' Access on 7/13/2017 3:56:51 PM	DENIED
ooo	You have Requested for 'hey6 ' Access on 7/13/2017 3:42:41 PM	DENIED

Canceled Requests color-coded PURPLE-RED

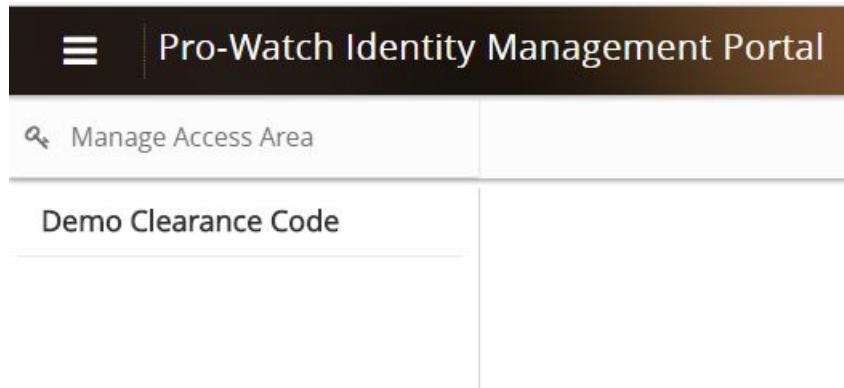
Pending Requests color-coded ORANGE

Approved Requests color-coded GREEN

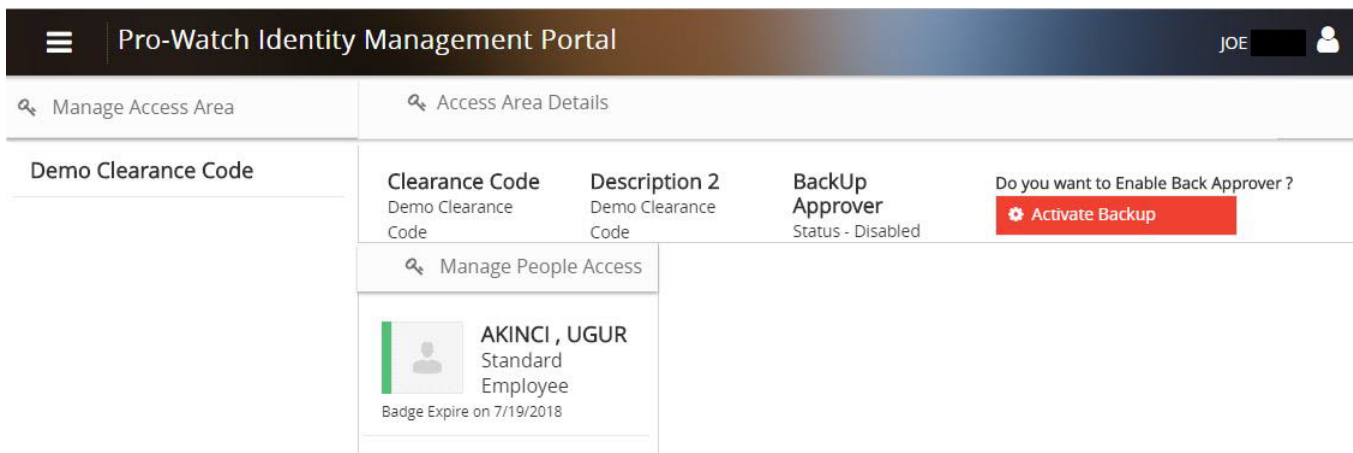
Denied Requests color-coded RED

10 Manage Access Area

As a clearance code (CC) owner, you can manage the access requests by clicking the **Manage Access Area** link and displaying the **Manage Access Area** screen:




1. Click the CC you'd like to manage to display its details:



2. Click the raiser's name to display all the details of the CC:

☰

Pro-Watch Identity Management Portal

JOE 

🔍 Manage Access Area

🔍 Access Area Details

Demo Clearance Code

Clearance Code

Demo Clearance Code

Description 2

Demo Clearance Code

BackUp Approver


Status - Disabled


Do you want to Enable Back Approver ?

⚙️ Activate Backup

🔍 Manage People Access

📄 People Access Details





AKINCI , UGUR

Standard Employee

Badge Expire on 7/19/2018

Name


AKINCI, UGUR

Request Title


Special Clearance Code

Reason

Documentation purposes



3. To delete the CC request, click the **Remove Access** button:



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11 Activating Backups

You have to be in the Clearance Code (CC) Owner account to activate the backups.

In certain situations (when the owner will not be available for approvals) the clearance code (CC) owner may need or want to activate the backup approver(s) configured earlier in the CC Access Management tab.

You can activate the backups either individually for each CC raised and globally for all the CCs.

Activating Backups

To Activate or Deactivate the Backup of a Single Clearance Code Individually

11.1 To Activate or Deactivate the Backup of a Single Clearance Code Individually

1. To activate the backup, click **Active Backup** link on the upper-right of the CC panel.

The screenshot shows the 'Pro-Watch Identity Management Portal' interface. At the top, there is a navigation bar with a hamburger menu icon, the title 'Pro-Watch Identity Management Portal', and a user profile 'JOE'. Below the navigation bar, there are two tabs: 'Manage Access Area' and 'Access Area Details'. The 'Access Area Details' tab is active, showing a table with columns: 'Clearance Code', 'Description 2', 'BackUp Approver', and 'Do you want to Enable Back Approver?'. The table contains one row with the following data: 'Demo Clearance Code', 'Demo Clearance Code', 'Status - Disabled', and a red button labeled 'Activate Backup'. A blue arrow points to this button. Below the table, there are two sub-sections: 'Manage People Access' and 'People Access Details'. The 'People Access Details' section shows a form for 'AKINCI, UGUR', a 'Standard Employee' with a 'Badge Expire on 7/19/2018'. The form includes fields for 'Name' (AKINCI, UGUR), 'Request Title' (Special Clearance Code), and 'Reason' (Documentation purposes). There is also a placeholder for a photo.

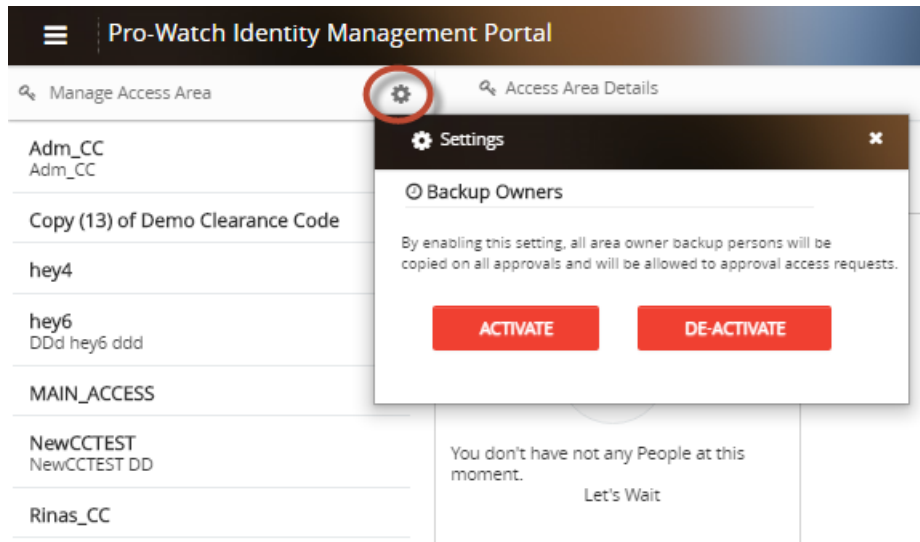
2. A warning message will ask you whether you'd really like to activate the backup:

A warning message dialog box is displayed. It features a red triangle icon with an exclamation mark. The text inside the dialog reads: 'Are you sure you want to enable backup approver?'. Below the text are two buttons: 'Yes' (blue) and 'No' (grey).

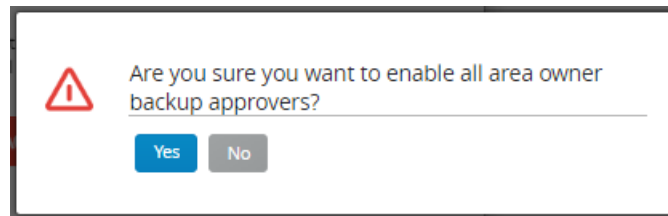
3. Click **Yes**. The Activate link will now be dynamically switched to a **Deactivate** link.
4. To deactivate the backup, click the **Deactive** Backup link.
5. A warning message will ask you whether you'd really like to deactivate the backup.
6. Click **Yes**.

11.2 To Activate or Deactivate the Backups of All Clearance Codes Globally

1. Click the **Settings** button in the Manage Access Area to display the **Backup Owners Setting** dialog:



2. Click **Activate** to display a warning message:



3. Click **Yes**.
4. To deactivate all backups globally, click **Deactivate** in Step 2. When the warning message is displayed, click **Yes** to continue and deactivate all backups.

Activating Backups

To Activate or Deactivate the Backups of All Clearance Codes Globally

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