

## Loading a Key against a property

There are two ways you can enter a key. Under System settings, Key Management Against a property: Find the Admin or against a property property, Click on the property. The screen will open, scroll down to find key number on the right hand side Click on Add New. Choose the category, then put in the number Click on Submit, you may need to also click on reload. Then it will be saved. To add a new key under Admin Click on System, System keys Admin. Click on the drop down arrow besides Action and choose Add New Click on Action and then Choose the category, then put in the number. Click on Note: If you want to delete or submit. edit a key, then click on Action and a box will pop up the top of the screen. You can choose to delete or edit