BL540 ENROLLMENT AND DELETION WORKSHEET

Location:

Guidelines: **DO NOT DELETE** any User Codes until you've reached Index#299. **ONLY DISABLE** the User Code.
Always log the enrolled Users in sequence.
Temporary One Time Acccess Codes are **NOT ASSIGNED** an Index Number.
The Master Code is **NOT ASSIGNED** an Index Number.

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Index Number (3 Digit)	User Code (1-8)	iButton (Y or N)	First Name	Last Name	Disabled Date	Note
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STOP ENROLLMENTS HERE YOU HAVE RUN OUT OF INDEX NUMBERS. DELETE **ONE** INDEX NUMBER THAT HAS BEEN DISABLED PRIOR TO ENROLLMENT. THE NEW USER ENROLLED WILL BE ASSIGNED THAT INDEX NUMBER. DELETE AND ENROLL ONE AT A TIME FOR EASIER ADMINISTRATION.

One Time Temp. Codes (no Index)	Date Created