

Manually Register a Device

Last Modified on 06/01/2020 5:35 pm EDT

You can automatically [generate](#) your connector’s devices and [event types](#) by using the **Get Latest** feature, however, because **Get Latest** will retrieve all devices and event types from the source system, including those that were previously generated, the process may take several minutes to complete, depending on the amount of data.

If you need to add only a small number of additional devices, it’s recommended that you manually register each device by following the directions below.

To manually register a device:

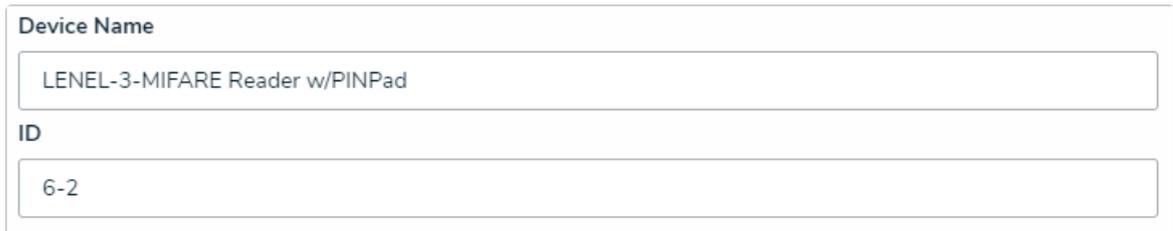
1. Click **Devices** to display the **Devices** page.
2. Click **Register Device** to display the **Register Device** screen.

The screenshot shows a modal window titled "Register Device" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Source:** A dropdown menu.
- Device Type:** A dropdown menu with "Access Control" selected.
- Device Name:** A text input field with an asterisk (*) indicating it is required.
- ID:** A text input field with an asterisk (*) indicating it is required.
- Location:** A dropdown menu with a magnifying glass icon (Q) and a downward arrow.
- Tags:** A text input field with a magnifying glass icon (Q) and the placeholder text "Add Tags...".
- Buttons:** At the bottom, there are three buttons: "SAVE" (with a floppy disk icon), "CANCEL" (with an X icon), and "+ CREATE" (with a plus icon).

The Register Device screen.

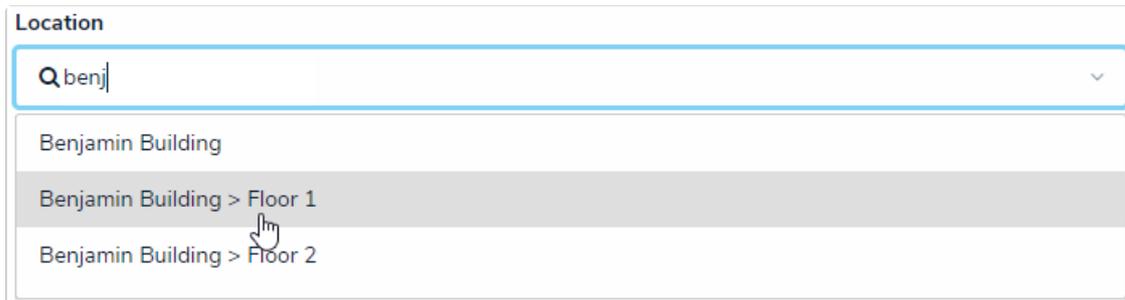
3. Select a connector from the **Source** dropdown menu.
4. Select either **Access Control** or **Camera** from the **Device Type** dropdown menu.
5. Enter descriptive name for the device in the **Device Name** field.
6. Enter the device ID in the **ID** field. This ID can be obtained directly from connector’s settings.



The screenshot shows a form with two input fields. The first field is labeled "Device Name" and contains the text "LENEL-3-MIFARE Reader w/PINPad". The second field is labeled "ID" and contains the text "6-2".

The Device Name and ID fields on the Register Device screen.

- Optional:** To link the device to a Dispatch location, begin typing the name of the location or indoor location in the **Location** field, then click to select it from the search results. Indoor locations appear with the > symbol (e.g. Benjamin Building > Floor 1).



The screenshot shows a search dropdown menu. The search input field contains "benj". Below the input field, there are three search results: "Benjamin Building", "Benjamin Building > Floor 1", and "Benjamin Building > Floor 2". A mouse cursor is pointing at the "Benjamin Building > Floor 1" option, which is highlighted.

Selecting a Dispatch location or indoor location to link to the device.



If you want to use a device in a [rule](#) that will create a new dispatch, you must assign a Dispatch location to that device. If you also want device icons to appear in the **Map** and **Location** panels in Dispatch, you must link then [map](#) the device(s) to a Dispatch location.

- Optional:** Type a tag name then click **Create** to create a new tag or select an existing tag from the **Tags** field. Tags allow you to group devices together then select those tags when creating a rule.
- Click **Save** to save your changes.

Register Device ✕

Source
Lenel OnGuard Connector (Lenel OnGuard) ▼

Device Type
Access Control ▼

Device Name
LENEL-3-MIFARE Reader w/PINPad

ID
6-2

Location
Q Benjamin Building > Floor 1 ▼

Tags
Q benbldg × ▼ + CREATE

💾 SAVE ✕ CANCEL

A new device.

Once the devices are successfully registered, you can [map](#) them to Dispatch locations and use them create [rules](#).