Allowing Entry

1. When a guest requests access into a room, a **Request** icon will appear on the left-hand menu bar.
   
   ![Request Icon]
   
   a. Select the **Request**
   b. Select **Allow All** or **Deny All**.

Changing Roles

2. To change an attendees’ current role, select the **Attendee role** icon.
   a. Select their name.
   b. Choose the new role.
   c. Repeat to change role for each attendee.