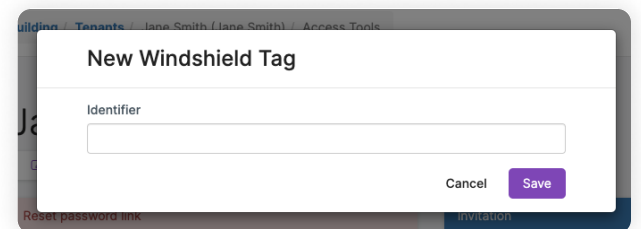
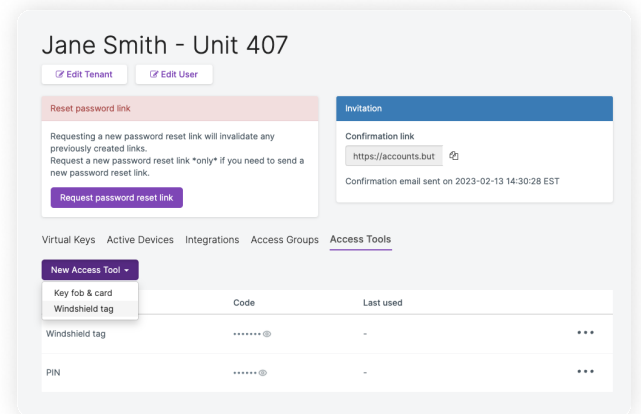


# Windshield tag

## Programming guide

**Materials required:** ButterflyMX windshield tag programmer, ButterflyMX windshield tags, a computer with USB connection (or a dongle that supports USB), and access to the ButterflyMX OS.

1. Plug the USB programmer into a computer. No additional setup is needed to start using the programmer.
2. Find the resident in the ButterflyMX OS and then click on their name to view their profile page.
3. Click on the "Access Tools" tab.
4. Click "New Access Tool" and select "Windshield tag."
5. Place a single windshield tag on top of the programmer.
6. To avoid interference, make sure only one tag is placed on the programmer at a time.
7. Once the tag has been placed on the programmer, the ID number of the tag will automatically populate in the "Identifier" field of the popup. It will automatically save to the resident's access tools, no additional clicks are required!



**Repeat this process for each resident that requires a windshield tag.**

Residents can have as many windshield tags associated with their account as needed.

### How to deactivate a tag (for move-outs or lost tag):

1. If lost, windshield tags can be deleted by clicking the three dots to the right of the tag name.
2. When a tenant is deactivated from the ButterflyMX OS, their access tools will also be deactivated automatically. This means that as soon as they are deactivated, their windshield tag will no longer work.
3. Windshield tags can be reprogrammed to another tenant via the ButterflyMX OS as long as the windshield tag has not been placed on a windshield. If already placed on a windshield, it cannot be transferred.

