With the reader powered on and in range -

Open up Cloudvue mobile app -> click the plus sign in the upper corner and select Add Mobile Access Device

Click Scan and write down the serial number of the active reader.

Next in the cloudvue.com interface select the Account tab from the menu bar and then select the Locations tab. Make sure the location you want to add the device to has been created if not create it here.

Next click on the Devices Tab and then click on Add New Device -> Add Mobile Access Device.

Input a name for the reader and the serial number written down from the previous scan. Select appropriate settings and select or create a new location for the reader.

You should now see the reader in the live view area of the account when selected from the views tab. Click on the readers information block to load its settings where you can add users and alerts.

Now you can create the Access Permission schedule in the Schedules tab of the Account page. Then add Credentials to give the rights to those in need.