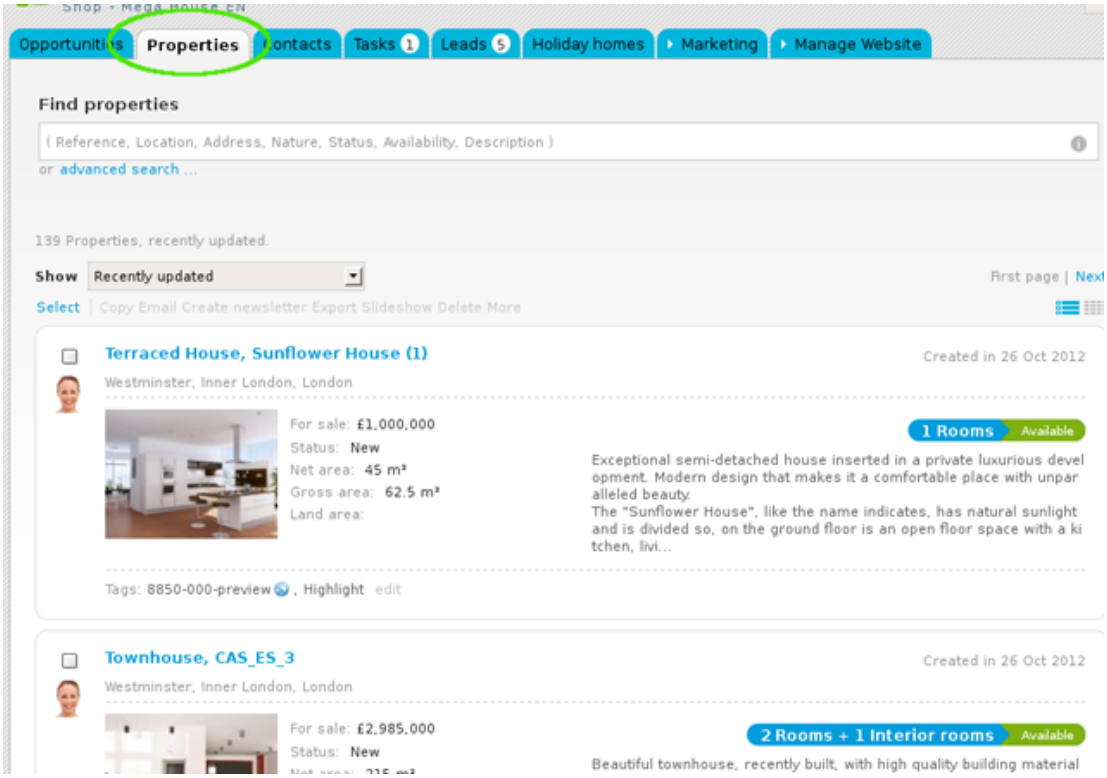
How to create a Keyset

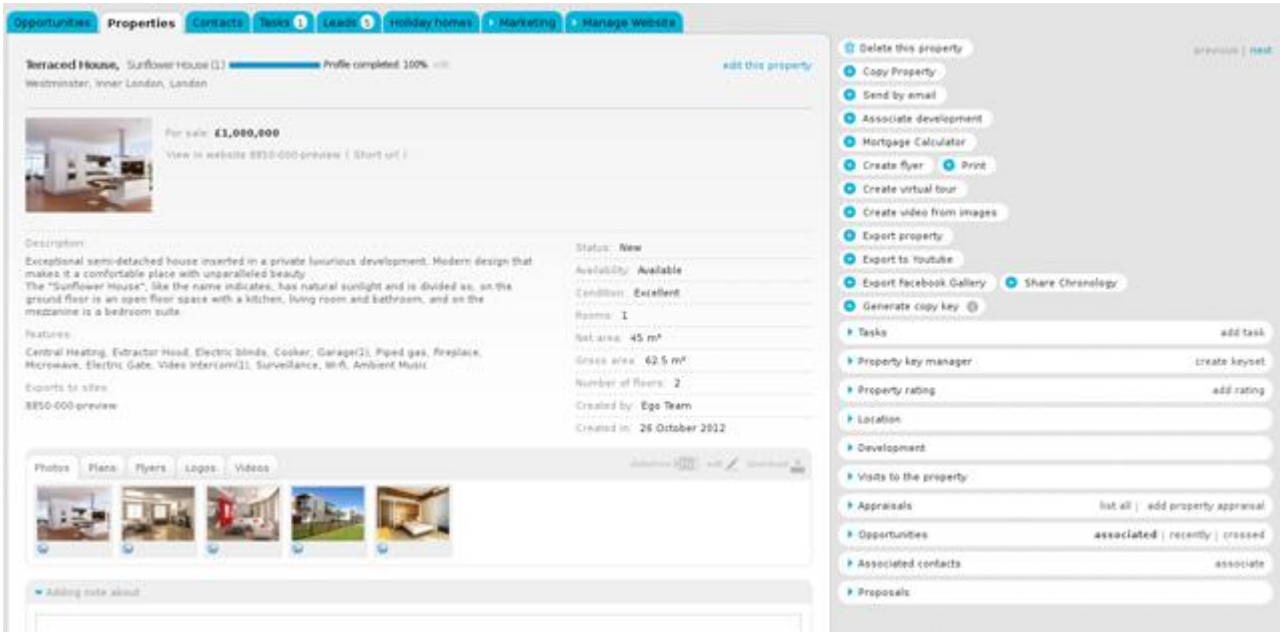
The application manager can create keysets for each property and manage them easily.

To do so, take the following steps:

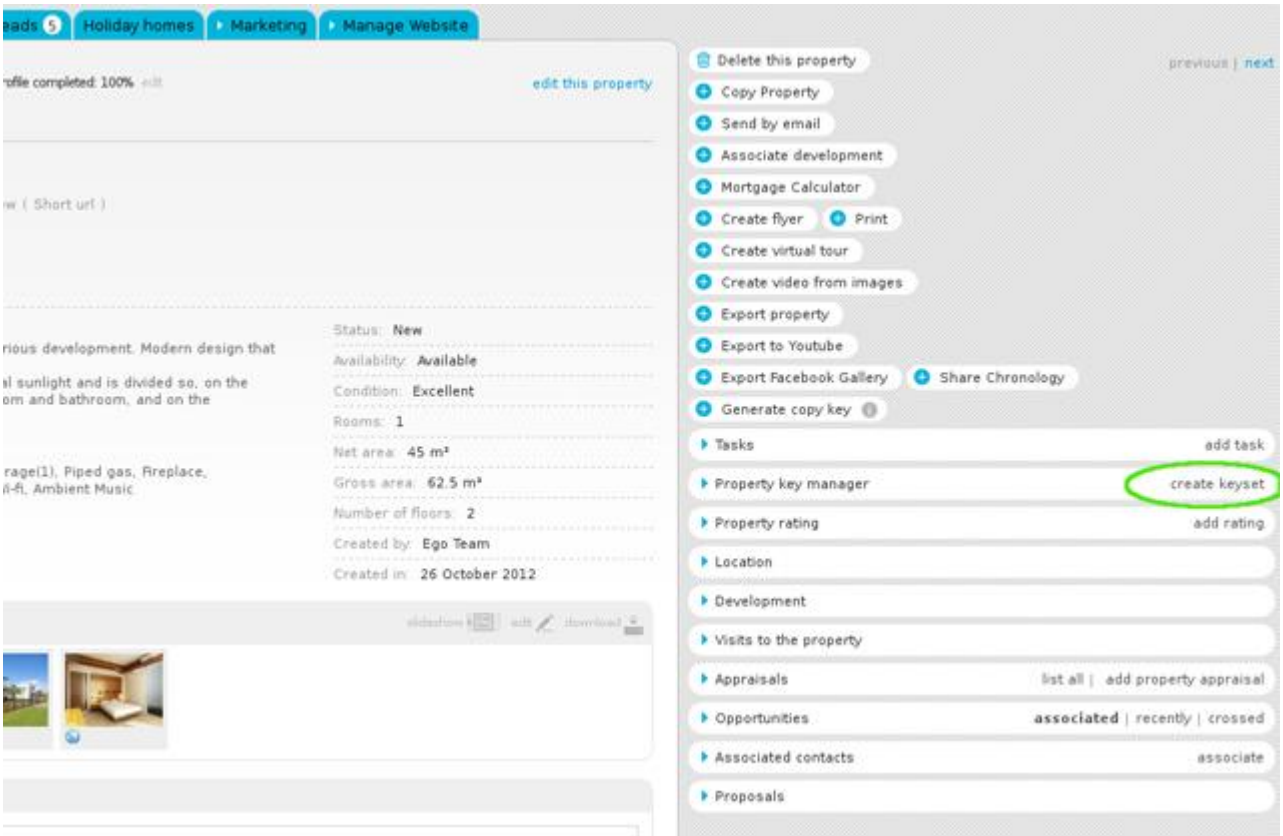
1. Click the `**Properties**` tab;



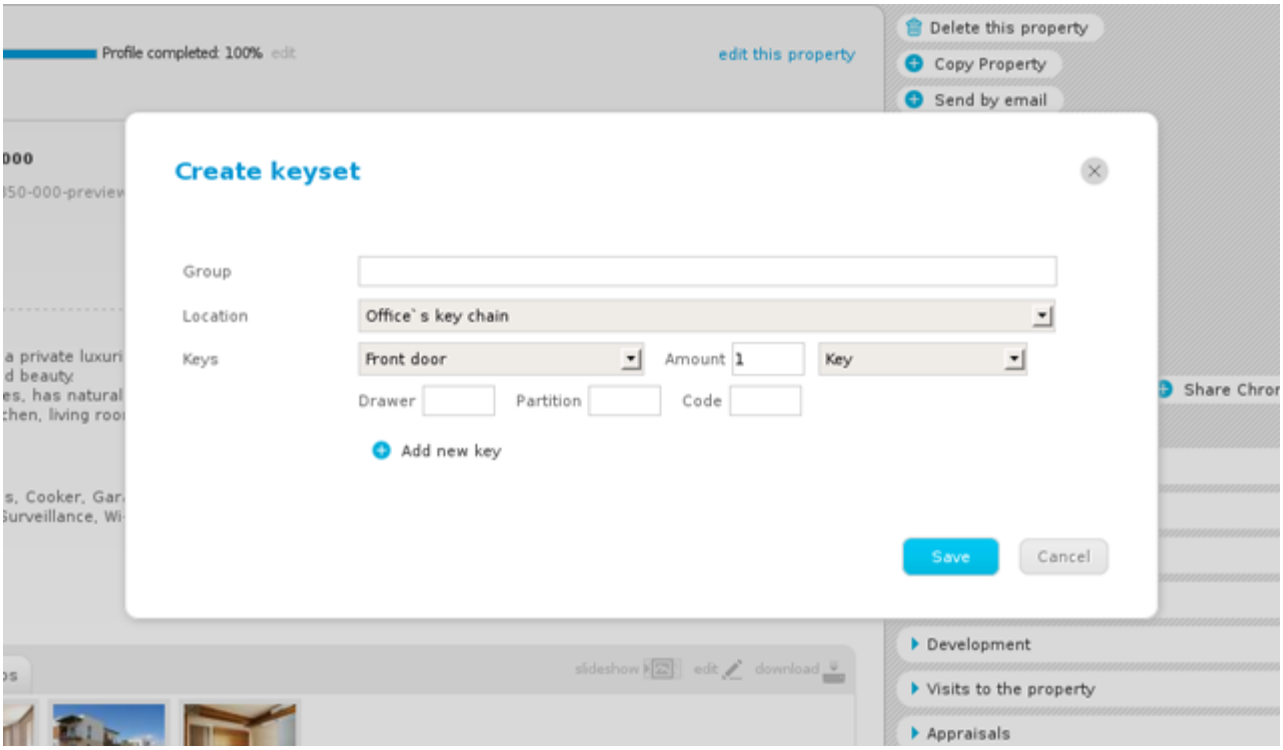
2. Access the property details page you want to create a keyset;

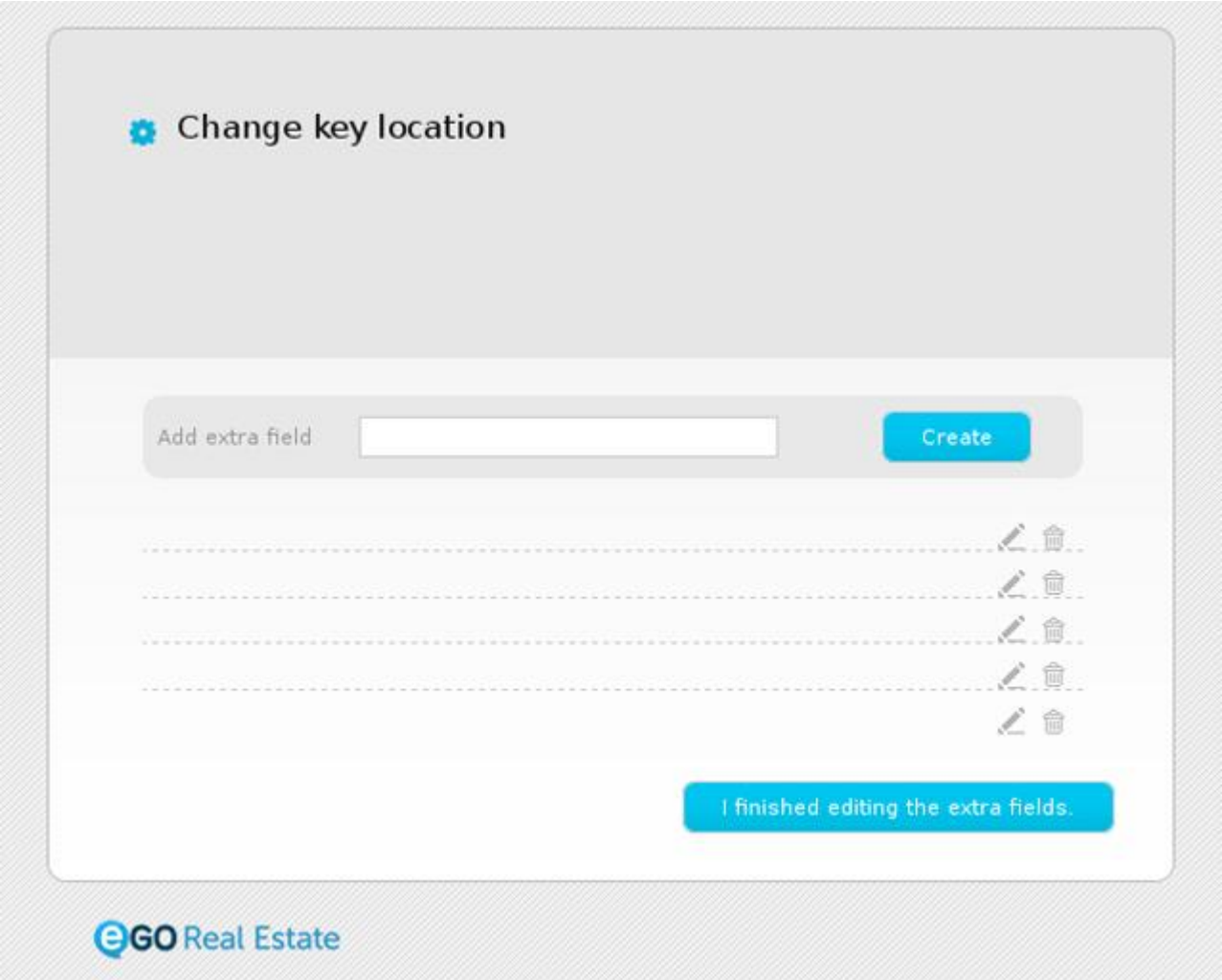


3. On the right sidebar, click `**Create keyset**`;



4. A new window will appear on your screen. Enter all the information regarding the keys. Start by giving the group of keys a name;



5. In the `**Location**` field, choose one of the following options: office keychain or office vault. If neither of these options is applicable, then create a new one by clicking `**Create new**`;

You can also manage the various locations available by clicking `**Manage**`. Here you can delete the options that are no longer relevant.