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# How to: Get started quickly in Restricted Product



Jamie Perry

1 year ago · Updated

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Welcome to the Overtur **Restricted Product** Resource Center! This will give you a high level overview of what you need to navigate your restricted account. By the end of this article, you will be able to:

- **Summarize** a quick understanding of the two main pages: Account List & Account Record
- **List** the different actions that can be taken in the application

This is the main page you will see when logged in and it displays a list of your available accounts.

+

Once you click on an account name [C above], you will now be on an account record.

+

Check out these guides for more information:

1 - [How to: Add owners and other users](#)

2/3 - [How to: Manage addresses and contacts](#)

4 - [How to: Create an authorization](#)

Click [HERE](#) to login to Restricted Product.

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Restricted Product

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# How to: Add owners and other users



Jamie Perry

12 days ago · Updated

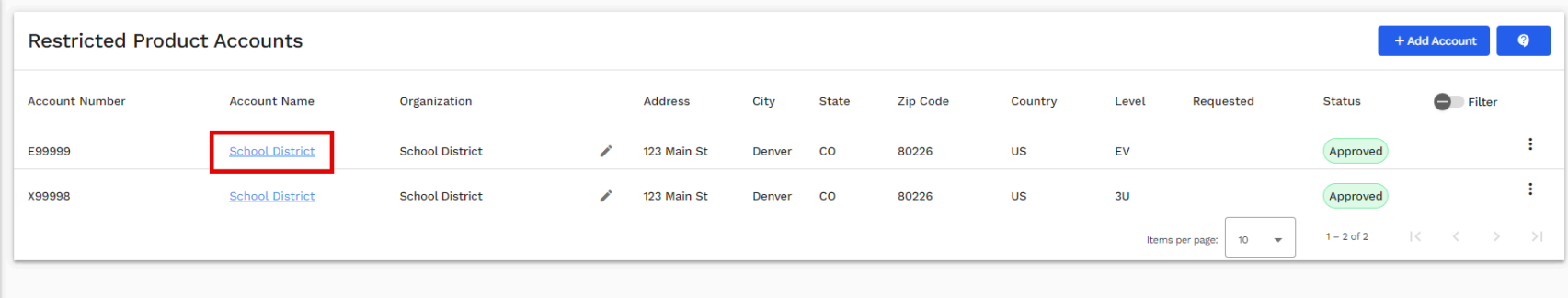
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Welcome to the Overtur [Restricted Product](#) Resource Center! This comprehensive guide is designed to provide you with all the essential information you need to dive deep into the world of granting permissions within your restricted accounts. By the end of this article, you will be able to:

- **Locate** where to add users
- **Determine** what the different roles/permissions allow users to do
- **Draw** insights and tips

## 1. Click on your account name



The screenshot shows a table titled "Restricted Product Accounts" with the following columns: Account Number, Account Name, Organization, Address, City, State, Zip Code, Country, Level, Requested, Status, and Filter. Two rows are visible, both with a status of "Approved". The "Account Name" for the first row is "School District", which is highlighted with a red box. The "Account Name" for the second row is also "School District".

Account Number	Account Name	Organization	Address	City	State	Zip Code	Country	Level	Requested	Status	Filter
E99999	<a href="#">School District</a>	School District	123 Main St	Denver	CO	80226	US	EV		Approved	
X99998	<a href="#">School District</a>	School District	123 Main St	Denver	CO	80226	US	3U		Approved	

Items per page: 10 | 1 - 2 of 2 | < >

## 2. Click on Manage Users



Account Info

Authorizations

### Account Information

Approved

Change Status

Type: CLASSIC PRIMUS XP/RP

Edit Info

Notes

**ACCOUNT NAME**

Testim Automation

**LEVEL**

3U

**ACCOUNT #**

X12772

**ADDRESS**

11819 PENNSYLVANIA ST  
CARMEL, IN 46032 US

Organization: test

Manage Users

### History

- AA Default Address  
Default Blank Key
- AA Default Address  
Default Cut Key
- AA Default Address  
Default Restrict
- AA Default Address  
Default Master I

### Side Bit Mills

SEQUENCE NUMBER ↑

SBM

KEYWAY FAMILY

FBBGD

3. Click on +Add User

+ Add User

Name	Email	Account Admin	Account Owner	Registration Status
<a href="#">Owner Name</a>	account.owner@domain.edu	-	<input checked="" type="checkbox"/>	Registered

4. Enter email address and select appropriate role or permissions for the new user

### Add New User

Enter the email of the user you would like to add. If the user does not exist in the system, an email invitation will be sent.

**What permissions level is the user?**

Administrator    Owner    Neither

By adding a new user, I acknowledge and affirm that I am an authorized representative of the organization identified in the account application process and am authorized by that entity to act on its behalf in the procurement of restricted key and cylinder products.

Administrator Role

+

Owner Role



Permissions for users



Click [HERE](#) to login to Restricted Product.

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Restricted Product

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# How to: Manage addresses and contacts



Jamie Perry

1 year ago · Updated

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Welcome to the Overtur [Restricted Product](#) Resource Center! This comprehensive guide is designed to provide you with all the essential information you need to dive deep into the world of managing all the different addresses within your restricted accounts. By the end of this article, you will be able to:

- **Describe** the difference between Manage Users vs Manage Contacts and Manage Addresses sections
- **Identify** why an address may not show up on the create authorization form
- **List** the steps on how to set default addresses



+ Create Authorization



Account Information Approved

History

Type: EVEREST Shipping Addresses Shipping Contacts Edit Info

ACCOUNT NAME School District LEVEL EV

ORGANIZATION [Manage Users](#)

1 - Account Address

ADDRESS  
123 Main St  
Denver, CO 80226 US  
County:

3 - Add shipping addresses and contacts

Default Shipping Addresses

2 - Default Addresses

RESTRICTED LOCKS, CYLINDERS & CORES \*  
School District  
ATTN: Account Owner  
123 Main St  
Denver , CO 80226  
UNITED STATES

CUT KEYS \*  
School District  
ATTN: Account Owner  
123 Main St  
Denver , CO 80226  
UNITED STATES

MASTER KEYS \*  
School District  
ATTN: Account Owner  
123 Main St  
Denver , CO 80226  
UNITED STATES

BLANK KEYS \*  
School District  
ATTN: Account Owner  
123 Main St  
Denver , CO 80226  
UNITED STATES

[View More](#)

1. Account Address

+

2. Default Addresses

+

3. Manage Addresses and Manage Contacts

+

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# How to: Create an authorization



Jamie Perry

4 months ago · Updated

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Welcome to the Overtur [Restricted Product](#) Resource Center! This comprehensive guide is designed to provide you with all the essential information you need to create an authorization. By the end of this article, you will:

- **Acquire** comprehensive knowledge of the authorization creation process
- **Discover** all the different terminology for an authorization

You have access to your account and now you need to create a digital authorization to accompany your PO to you service provider so you can obtain restricted products. There are many terms people use interchangeably for the

## authorization:

- Authorization
- RPA
- Face Sheet
- LOA
- E-validation/Eval (obsolete)

Documentation will reference RPA or Authorization and working towards eliminating the other terms.

**School District** E99999

Account Info Authorizations

Account Information Approved

Type: EVEREST

ACCOUNT NAME  
School District

ORGANIZATION [\(Manage Users\)](#)  
School District

ACCOUNT #  
E99999

ADDRESS  
123 Main St  
Denver, CO 80226 US  
County:

LEVEL  
EV

[Shipping Addresses](#) [Shipping Contacts](#) [Edit Info](#)

1 - Add shipping addresses and contacts

2 - Optional: set defaults for convenience

Default Shipping Addresses

3 - Create Restricted Product Authorization (RPA) to submit with a PO to your service provider

History

View More

RESTRICTED LOCKS, CYLINDERS & CORES \* [Edit](#)

School District  
ATTN: Account Owner  
123 Main St  
Denver, CO 80226  
UNITED STATES

CUT KEYS \* [Edit](#)

School District  
ATTN: Account Owner  
123 Main St  
Denver, CO 80226  
UNITED STATES

MASTER KEYS \* [Edit](#)

School District  
ATTN: Account Owner  
123 Main St  
Denver, CO 80226  
UNITED STATES

BLANK KEYS \* [Edit](#)

School District  
ATTN: Account Owner  
123 Main St  
Denver, CO 80226  
UNITED STATES

**TIP-** *This is **not** an order application.* Restricted Product produces a pdf to supply with any PO to your service provider that informs Allegion you approve the purchase.

**1 & 2** - To see in depth details on steps 1 and 2 go to [this article](#).


**TIP** – If the default address section is filled out, all 8 fields will be prepopulated on the form

**3** - Click Create Authorization Button

## Create Restricted Product Authorization (RPA)

Tour Guide X

### RPA Type

One time use 

Set expiration date 

Exp Date\*  
MM/DD/YYYY



All addresses and contacts must be filled out EVEN if all product types are not being ordered.  
Restricted products will be sent to the following addresses:

A

#### RESTRICTED LOCKS, CYLINDERS & CORES \*

Contact\*  
Srilata External

Address\*  
test lynwood, 55 SUMMER ST Lynnfield MA 01940

Use Contact and Address for all Keys

#### CUT KEYS \*

Contact\*  
Srilata External

Address\*  
test lynwood, 55 SUMMER ST Lynnfield MA 01940

#### MASTER KEYS \*

Contact\*  
Srilata External

Address\*  
test lynwood, 55 SUMMER ST Lynnfield MA 01940

#### BLANK KEYS \*

Contact\*  
Srilata External

Address\*  
test lynwood, 55 SUMMER ST Lynnfield MA 01940

B

Authorizations will be emailed to the owners and the form submitter by default. To add more recipients, click the arrow to open the dropdown and enter additional email addresses.

C

#### Allegion will NOT review these notes

Notes will display on RPA PDF and are for your informational purposes only.

Additional Notes  
Type any additional notes...

D

Cancel

Create Authorization

**A** - Verify all 4 address sections are completely filled out.

- Even if all 4 product types are not being ordered, they all need values to proceed.
- The address record must be added in the Manage Address section on the account page so it can be selected in the drop down.
- The contact record must be added in the Manage Contacts section on the account page so it can be selected in the drop down.

**B** - All authorizations created are sent to people designated as owner on the account even though the email address(es) are not listed **AND** additional addresses may be entered.

**C** - Notes are only for your reference or that of your supplier. ***Allegion does not review anything in that section of the RPA***(restricted product authorization).

**D** - Once all sections are complete, click the Create Authorization button. It will only be enabled if all address and contact fields are filled out.

**TIP** - The system will send an email with the pdf. However, it does get sent to spam or even blocked sometimes. If that happens, simply click the Authorizations tab and click the pdf icon.





Account Info

Authorizations



Account Information

Approved

Type: EVEREST

Shipping Addresses

Shipping Contacts

Edit Info

ACCOUNT NAME  
School District

LEVEL  
EV

ORGANIZATION [\(Manage Users\)](#)  
School District

ACCOUNT #  
E99999

ADDRESS  
123 Main St  
Denver, CO 80226 US  
County:

Click [HERE](#) to login it to Restricted Product.

Was this article helpful?

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