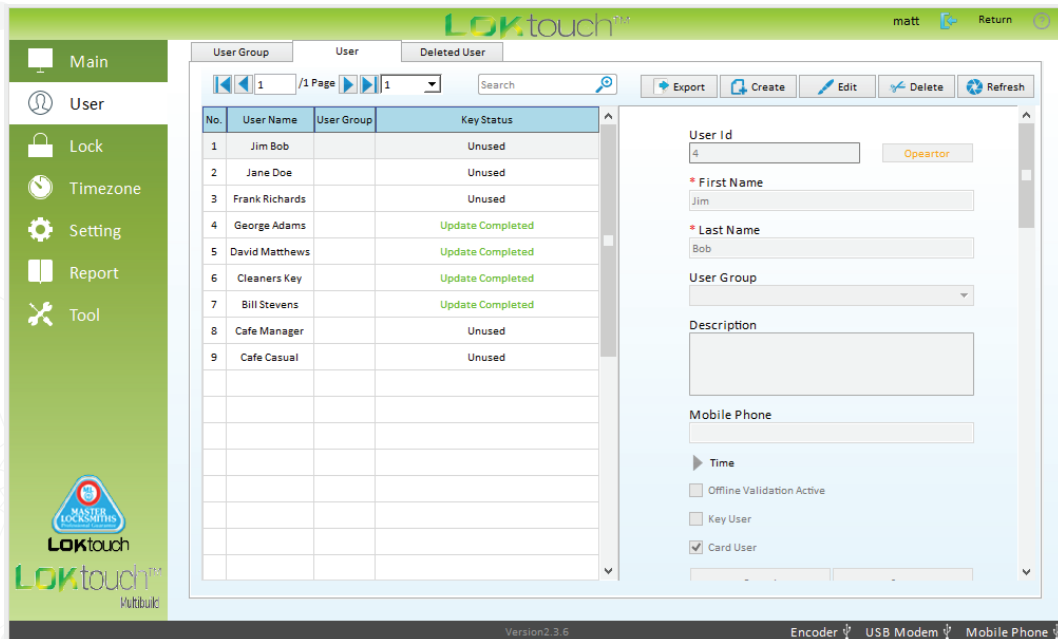


CREATING A NEW USER AND ISSUING THEIR KEY

1. To create a new user, select the "User" tab from the left hand side of the software window (image below)



2. The information will be greyed out on the right hand side. Click on the "Create" button
3. Input the relevant information for given and surname (note: this is essential to create a user)
4. Scroll down the window and click on the small blue arrow next to "Time", this will give drop down bars for Calendar, Activation Time, Expiry Time and Key Validation (image below)
5. Leave the "Calendar" and "Activation Time" bars as default
6. Set the "Expiry Time" bar as required (note: this is the date and time until the key will stop working)
7. Under the "Key Validation" set the number (in days ranging from 1 to 60) before the key needs to be validated for use or select "Validation Not Required" if this feature isn't needed. The key can be validated using an USB encoder in the software or by badging it to a DMU (Door Manager Unit)
8. Ensure the box for "Key User" is ticked. Tick "Card User" if the key is required to be used as a card and "Offline Validation Active" if the DMU requires offline functionality and the ability to validate keys for the specified period while the DMU is offline
9. Finalise selection and click "Save"

Export Create Edit Delete Ri

Mobile Phone

Time

Calendar
2014[Year:2014]

Activation Time
2014/01/01 00:00:00

Expiry Time
2054/11/24 00:00:00

Key Validation
Validation Not Required

Offline Validation Active

Key User

Card User

Cancel Save

Unbound

Create User Key Create User Card

10. Select the "Timezone" tab. Ensure the appropriate time zones have been created, as these will be assigned in the next step. Create and save additional time zones as required
11. Now, select the "Settings" tab
12. In the "Settings" tab, access to locks for given users is assigned. The format of this is a spreadsheet matrix, which has time zones assigned to a square for a lock and user (refer to image below for example)

Key Plan Remote Privilege Card Plan

Lock Group 0
Lock 8
User Group 0
User 4

Locks Admin
David Matthews
Cleaners Key
Bill's Lease

	Locks Admin	David Matthews	Cleaners Key	Bill's Lease
Office 1	4	2	1	
Office 2		2	1	
Office 3		2	1	
Bin Cage		1	2	1
Cabinet	4	2	1	
Office 4		2	1	
Bike Cage	4	1	1	
Front Door	4	2	1	

User/User Group
Search

Lock/Lock Group
Search

Timezone

- 1 All Open
- 2 Cleaners
- 3 Cafe Staff
- 4 Office Staff

Apply Timezone

Clear Timezone

Edit Unselect

Cancel Save

Reset Key Read Key

Update Key Create User Key

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- 13.** Click "Edit" and highlight the corresponding matrix boxes for the users and locks. After highlighting the boxes, select the relevant time zone from the list on the right hand side
- 14.** Click "Apply Timezone" and then "Save". Repeat these steps to complete the "Key Plan" Matrix for all users. Make sure you click "Save" after applying time zones or this page won't save
- 15.** Ensure the USB Encoder is connected via a USB port and place a blank key on the encoder
- 16.** Navigate back to the "Users" tab by clicking on its button in the left column to create the user's key
- 17.** Select the user you created before, then scroll down the right hand side and click the "Create User Key" button. The key will flash for a couple of seconds and then a prompt will inform you that the key has been created successfully!

For more information

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