

Secure Access v2.4 User Guides

Basic Usage of Lockt SecureAccess



Lockt SecureAccess

- Logging In
- Navigation
- Basic Configuration
 - Data Overview
 - Doors
 - Schedules
 - Access levels
- Users
- Monitor
 - Events
 - Door Status
 - Reports
- Additional Help

Logging In

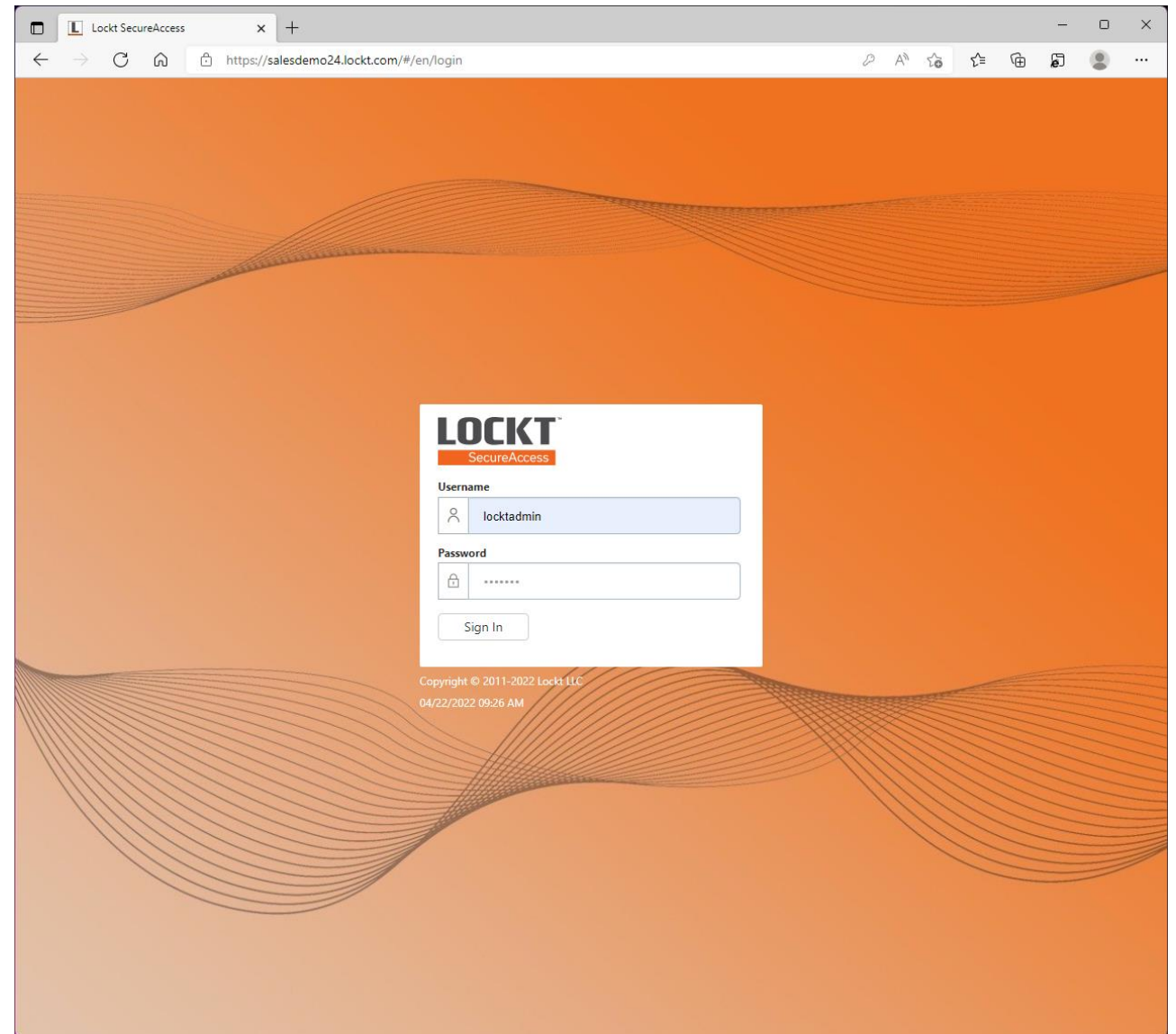
4/25/2022

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Logging In

- Open up your web browser and navigate to your assigned URL
- (i.e. <https://mysite.lockt.com>)
- When prompted, enter your assigned username and password
- Click Sign In



Data Overview

4/25/2022

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Navigation

In order to enable full access control using Lockt SecureAccess, several pieces of data need to be configured

- **Doors** – The individual door openings (What)
- **Schedules** – The days and times that doors will be allowed access (When)
- **Access Levels** – combines Doors and Schedules into a role that is assigned to a user (What + When)
- **Users** – individual users that are allowed or disallowed access to a Door through assigned Access Levels (Who)

Navigation

Navigation

- Once logged in, you will see the home page consisting of:
- **The Navigation Menu**
- **The Main Menu**
- **Controller Summary**
- **Door Summary**
- **Recent Events**

Lockt SecureAccess

https://salesdemo24.lockt.com/#/en/app/overview

LOCKT SecureAccess

Welcome, locktadmin. Lockt SecureAccess

04/22/2022 09:28 AM

0 0 Home Layouts Menu

Home Monitor Access Config Admin Back Forward

1 issue found.

5 issues found.

1 of your 2 controllers are online.

One of your controllers is tampered.

2 of your 9 doors are offline.

There are 3 forced issues.

Occurred	Description	User	Source	Controller	Location
04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lock (locktadmin)	24 Test Node		
04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node		
04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node		
04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	IC2 Test	
04/22/2022 03:00:00 AM	Schedule Active - Maintenance		IC2 Test	IC2 Test	

+ View More

Active Web Clients

1

Navigation

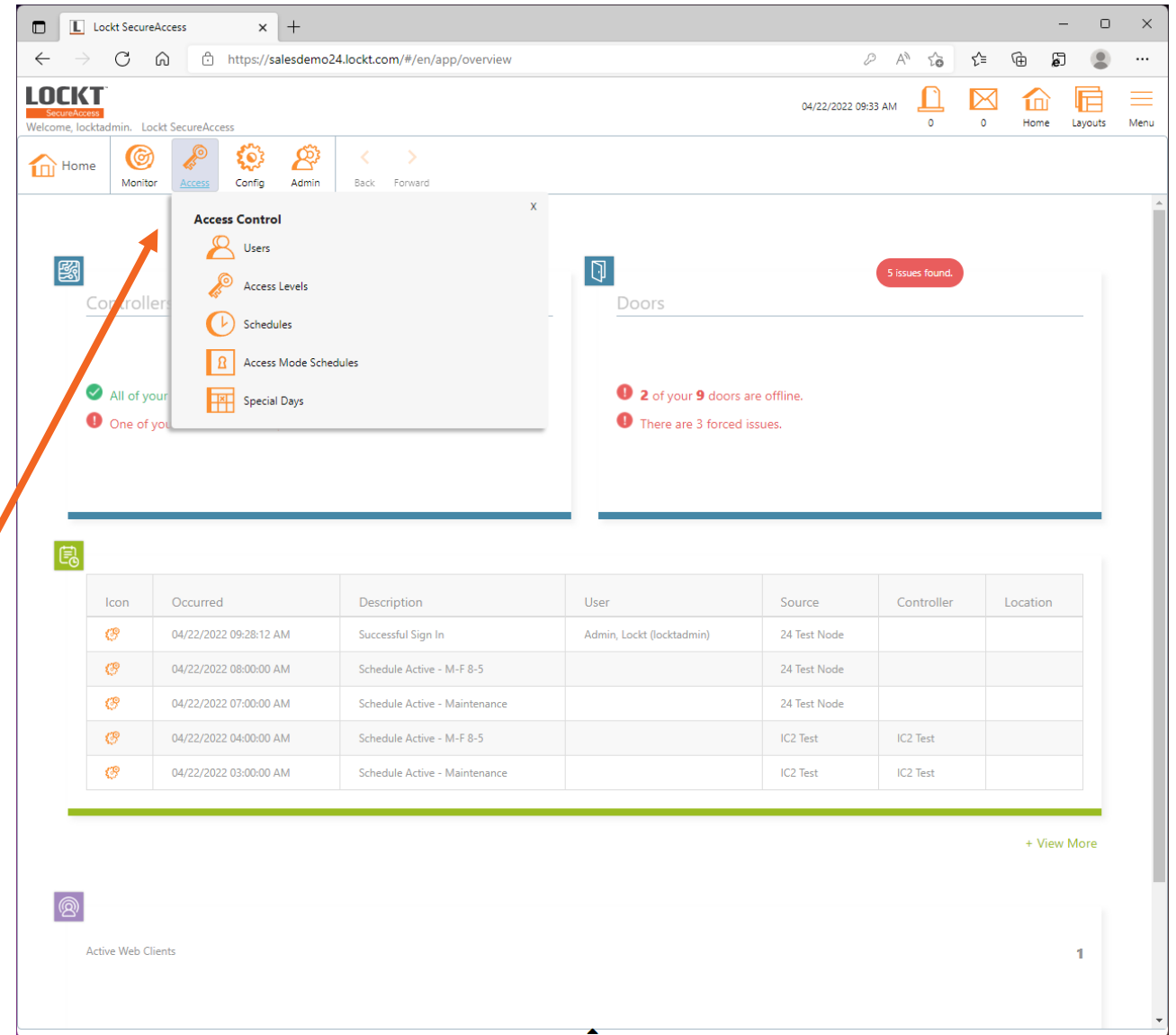
The Navigation Menu

This menu provides you with all the tools needed to manage the Lockt SecureAccess System, Users, and Access Data

Clicking on any of the menu items will produce an additional dropdown menu

Menu Options

- **Monitor** – View events and Reports
- **Access** – Manage Users, Access Levels, Schedules
- **Config** – Manage Controllers and Doors
- **Admin** – Manage System-wide Settings



The screenshot displays the Lockt SecureAccess web application interface. The top navigation bar includes 'Home', 'Monitor', 'Access', 'Config', and 'Admin'. The 'Access' menu is open, showing a dropdown with options: 'Users', 'Access Levels', 'Schedules', 'Access Mode Schedules', and 'Special Days'. The main content area shows a 'Doors' section with a '5 issues found' notification and a table of events. The table has columns for Icon, Occurred, Description, User, Source, Controller, and Location.

Icon	Occurred	Description	User	Source	Controller	Location
	04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node		
	04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node		
	04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node		
	04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	IC2 Test	
	04/22/2022 03:00:00 AM	Schedule Active - Maintenance		IC2 Test	IC2 Test	

Navigation

The Main Menu

This menu provides options for viewing alerts and messages (if enabled), changing layouts, and the Menu button.

The Menu button provides for:

- **Setting Preferences**
- **Changing Password**
- **Accessing Help**
- **Signing Out**

The screenshot displays the Lockt SecureAccess web interface. The browser address bar shows the URL <https://salesdemo24.lockt.com/#/en/app/overview>. The interface includes a top navigation bar with the Lockt logo, user information (Welcome, locktadmin), and the date/time (04/22/2022 09:36 AM). Below this is a main menu with icons for Home, Monitor, Access, Config, and Admin, along with Back and Forward navigation buttons. A dropdown menu is open, showing options: Preferences, Change Password, Help, About, and Sign Out. The main content area is divided into two panels: Controllers and Doors. The Controllers panel shows a status of '1 issue found.' with a green checkmark indicating 'All of your 2 controllers are online.' and a red warning icon indicating 'One of your controllers is tampered.' The Doors panel shows a status of '5 issues found.' with a red warning icon indicating '2 of your 9 doors are offline.' and another red warning icon indicating 'There are 3 forced issues.' Below these panels is a table of recent events:

Icon	Occurred	Description	User	Source	Controller	Location
	04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node		
	04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node		
	04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node		
	04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	IC2 Test	
	04/22/2022 03:00:00 AM	Schedule Active - Maintenance		IC2 Test	IC2 Test	

Below the table is a '+ View More' link. At the bottom of the interface, there is a section for 'Active Web Clients' showing a count of 1.

Navigation

Dashboard Panels

The remaining Home Screen is made of panels for displaying common information

- **Controllers** – displays the current status of any controllers in the system
- **Doors** – Displays the current status and issues related to any Doors in the system
- **Events** – displays the most recent events to occur in the system

The screenshot shows the Lockt SecureAccess web interface. The browser address bar displays `https://salesdemo24.lockt.com/#/en/app/overview`. The page header includes the Lockt logo, the user name 'locktadmin', and the date '04/22/2022 09:36 AM'. A navigation menu at the top contains icons for Home, Monitor, Access, Config, and Admin, along with 'Back' and 'Forward' buttons. A dropdown menu on the right offers 'Preferences', 'Change Password', 'Help', 'About', and 'Sign Out'. The main content area features three panels: 'Controllers' (1 issue found), 'Doors' (5 issues found), and 'Events'. The 'Controllers' panel shows 'All of your 2 controllers are online' and 'One of your controllers is tampered'. The 'Doors' panel shows '2 of your 9 doors are offline' and 'There are 3 forced issues'. The 'Events' panel is a table with the following data:

Icon	Occurred	Description	User	Source	Controller	Location
	04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node		
	04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node		
	04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node		
	04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	IC2 Test	
	04/22/2022 03:00:00 AM	Schedule Active - Maintenance		IC2 Test	IC2 Test	

Below the table is a '+ View More' link. At the bottom, the 'Active Web Clients' panel shows a count of 1.

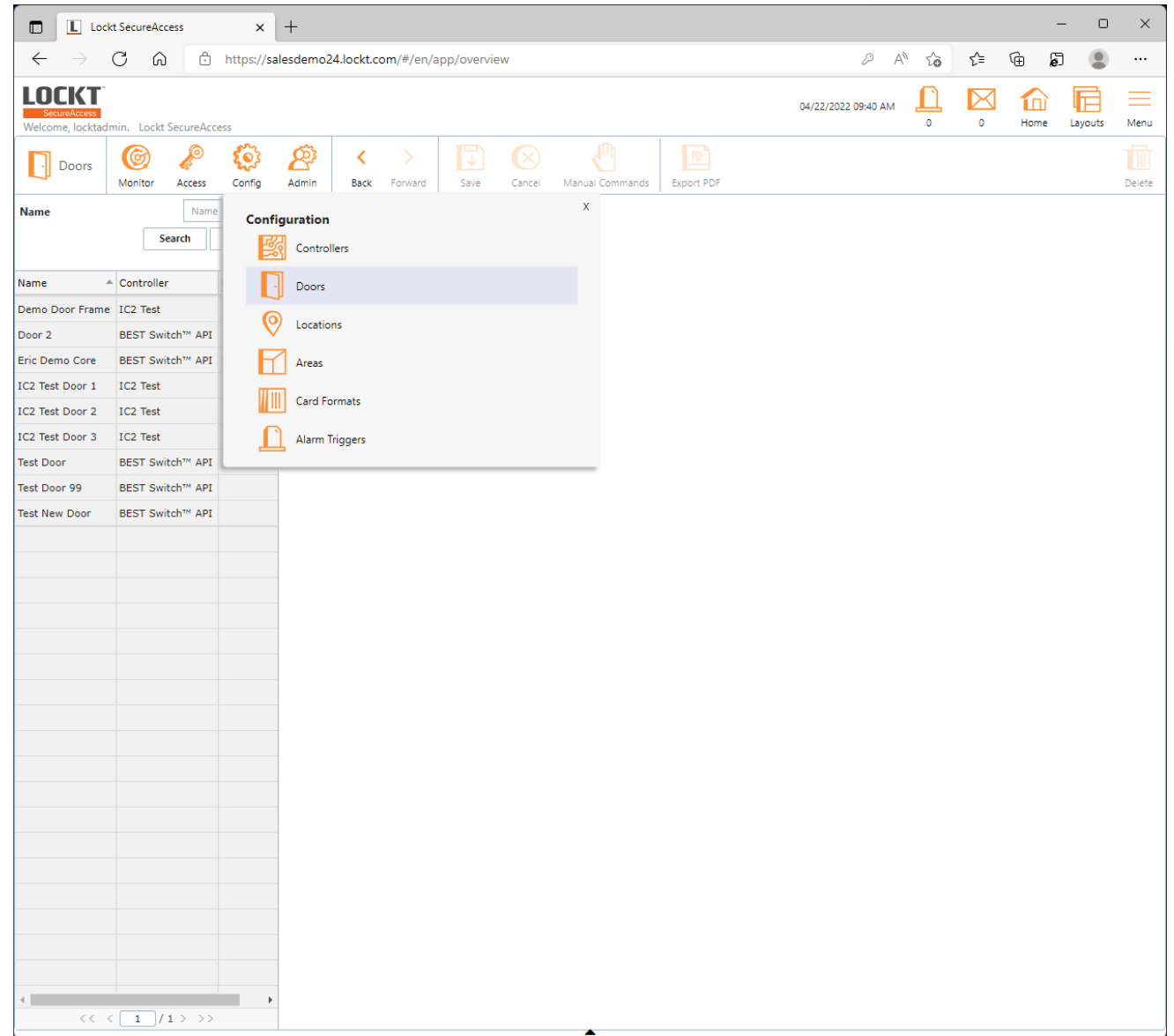
Basic Configuration - Doors

Doors

To access the Doors Screen,
Click **Config > Doors**

The Doors Screen is used to
manage **Doors that have
already been created.**

See later slides for instructions
on creating a Door



Doors

If Doors have been previously configured, a list of doors will appear on the left of the screen.

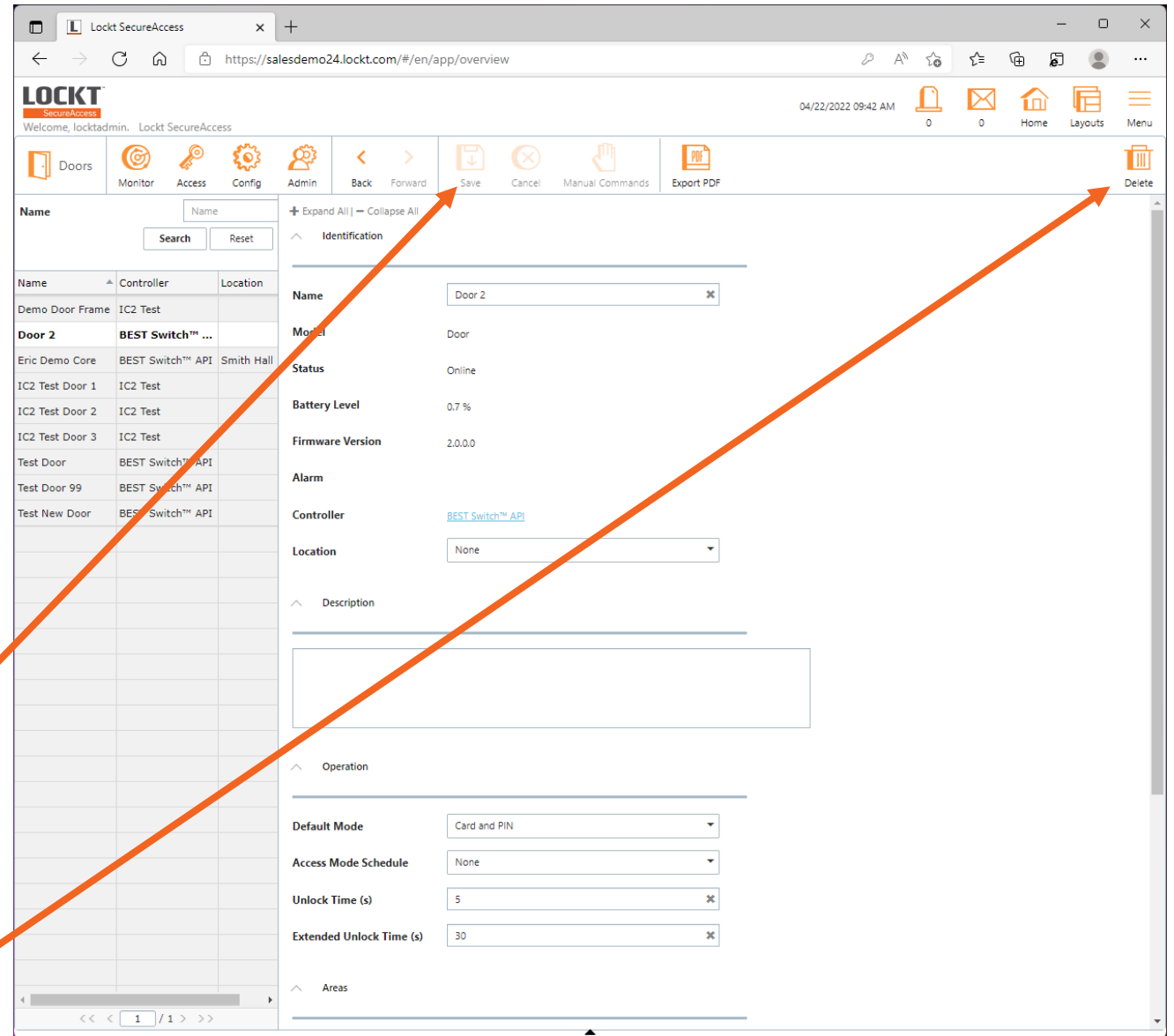
Click on any Door in the list of doors to display its details.

Lockt Secure Access is capable of several types of doors.

The specific details and configuration for individual doors will be displayed on this screen.

To change any setting on the door, select any of the editable fields, make your change, and click the **Save** button at the top of the screen.

To delete a door, click the **Delete** button in the top right of the screen.

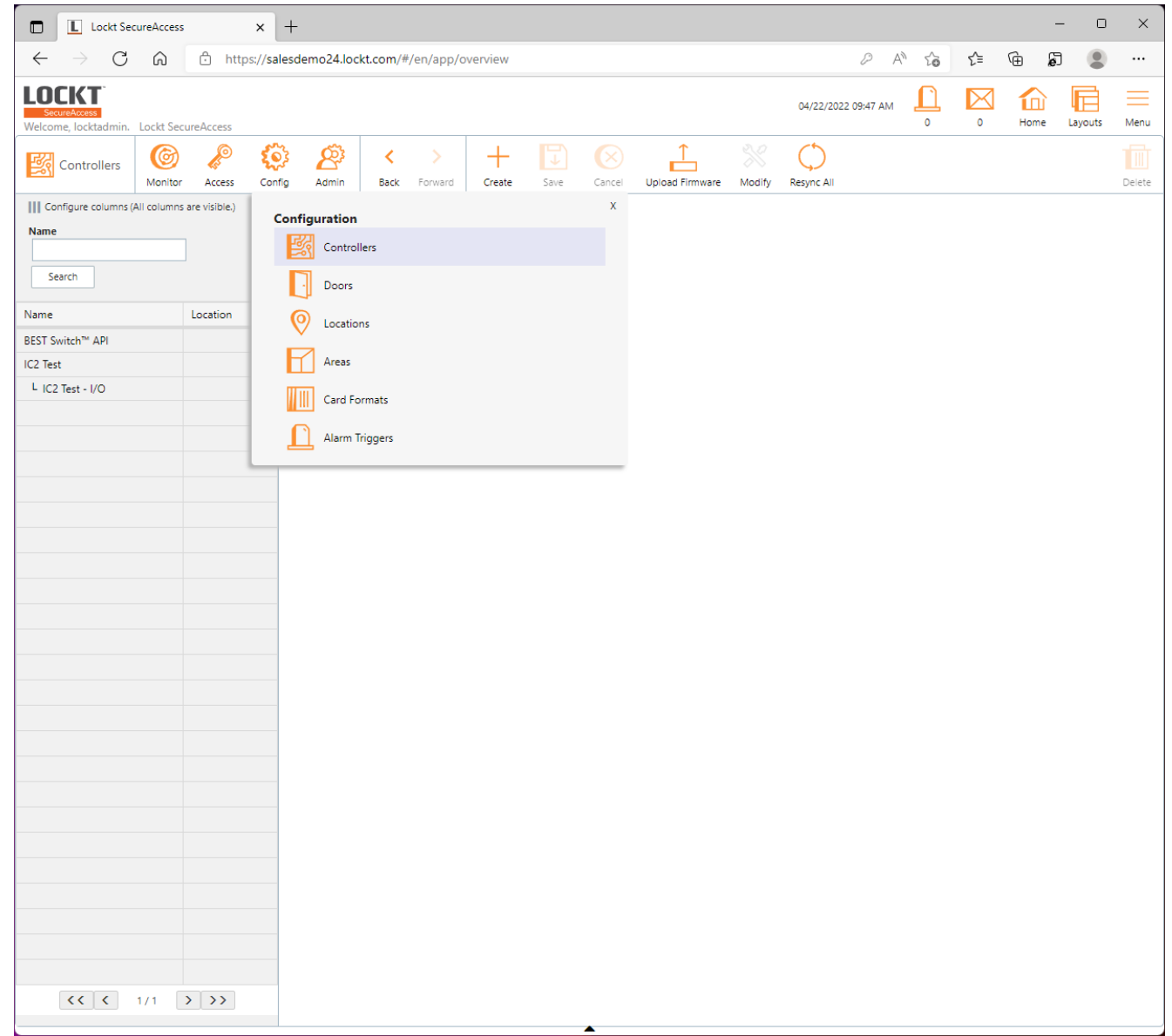


Doors

To Create a Door, click **Config > Controllers**

Doors for hard wired controllers will automatically be created by the controller board.

You will only be able to create Switch Tech Cores manually

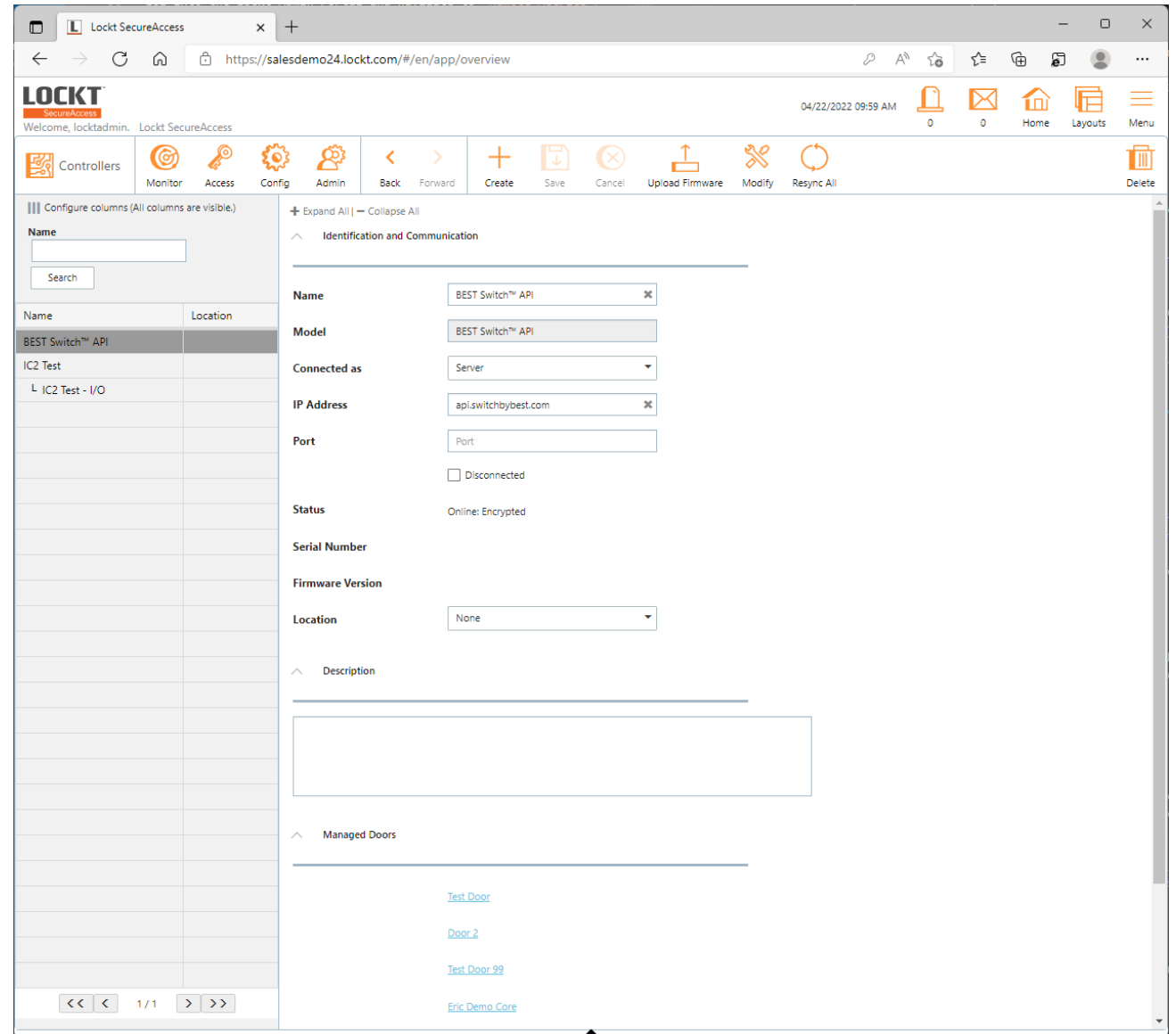


Doors

On the Controllers Screen, click on **Best Switch™ API**

This will bring up a page that shows configuration options for this controller.

Generally speaking, these settings should not be changed.



Doors

On the **Best Switch™ API** screen, click the **Modify** button, then click **Add Switch™ Device**

The screenshot shows the Lockt SecureAccess web interface. The browser address bar displays <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the Lockt logo, the text "Welcome, locktadmin. Lockt SecureAccess", and the date "04/22/2022 09:59 AM". The navigation bar contains icons for "Controllers", "Monitor", "Access", "Config", "Admin", "Back", "Forward", "Create", "Save", "Cancel", "Upload Firmware", "Modify", "Resync All", and "Delete".

The main content area is divided into two sections. On the left, there is a table with columns "Name" and "Location". The table contains the following entries:

Name	Location
BEST Switch™ API	
IC2 Test	
IC2 Test - I/O	

On the right, the configuration page for the "BEST Switch™ API" device is displayed. The "Modify" button is highlighted with an orange arrow. A dropdown menu is open, showing the following options:

- Change to Entry/Exit
- Remove Exit, Muster or Enrollment Point
- Add Switch™ Device

The configuration page includes the following fields:

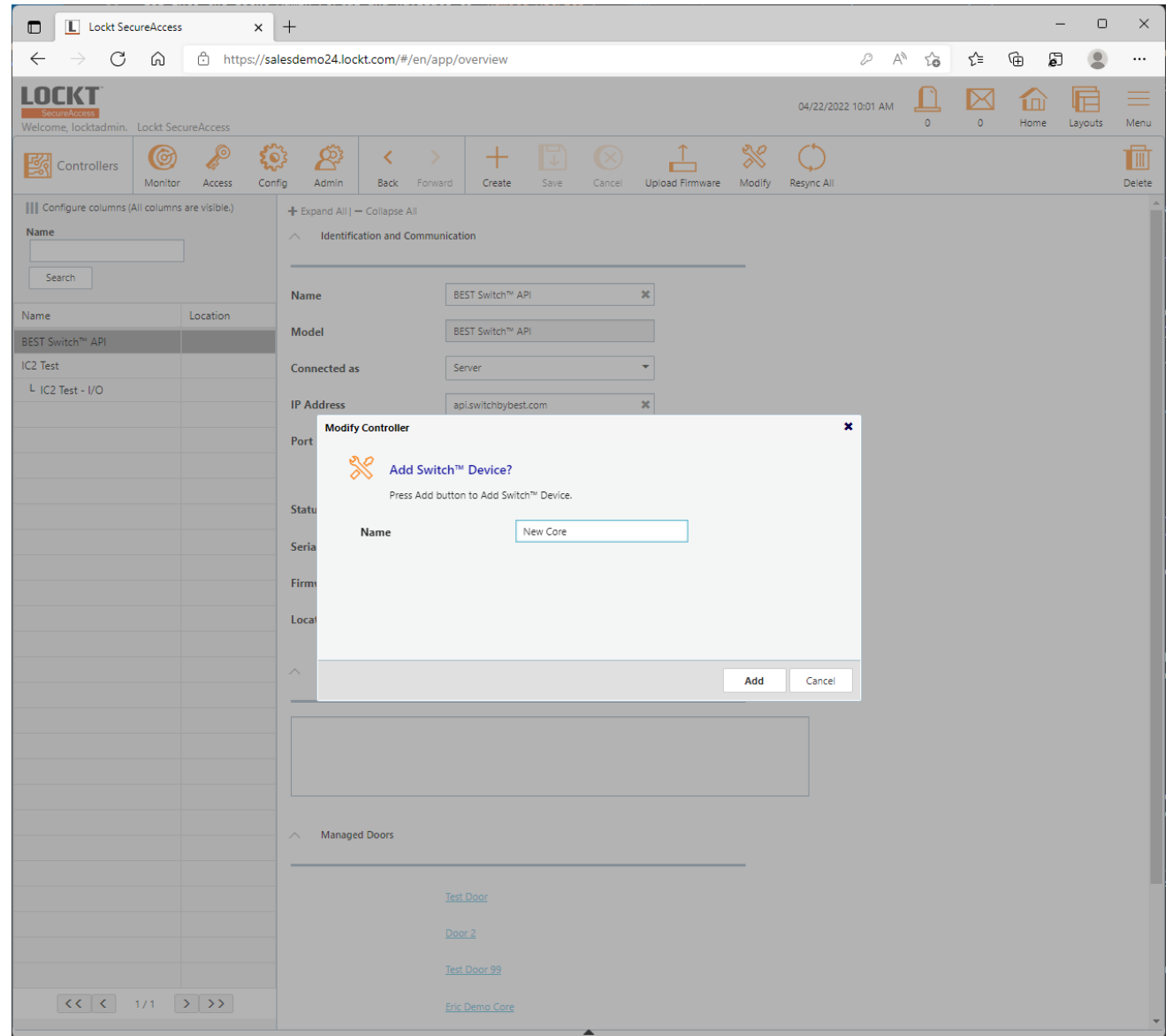
- Name: BEST Switch™ API
- Model: BEST Switch™ API
- Connected as: Server
- IP Address: api.switchbybest.com
- Port: Port
- Disconnected:
- Status: Online: Encrypted
- Serial Number: (empty)
- Firmware Version: (empty)
- Location: None
- Description: (empty text area)
- Managed Doors: (empty list)

At the bottom of the page, there are links for "Test Door", "Door 2", "Test Door 99", and "Eric Demo Core".

Doors

In the screen that appears,
enter a name for the new Door

Then, click **Add**

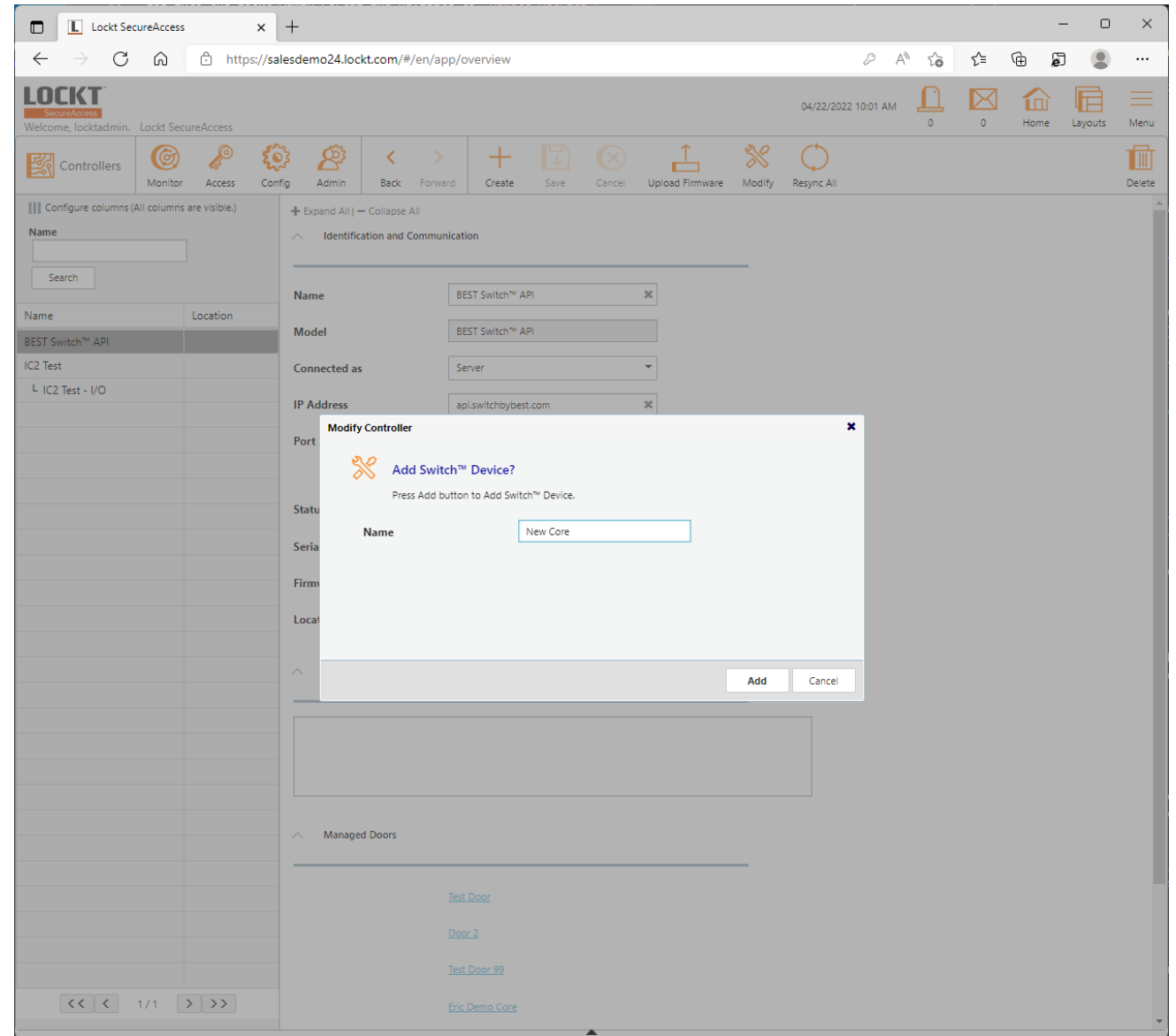


Doors

A confirmation screen will appear.

Click **Ok**

Your new door has been added to Lockt SecureAccess

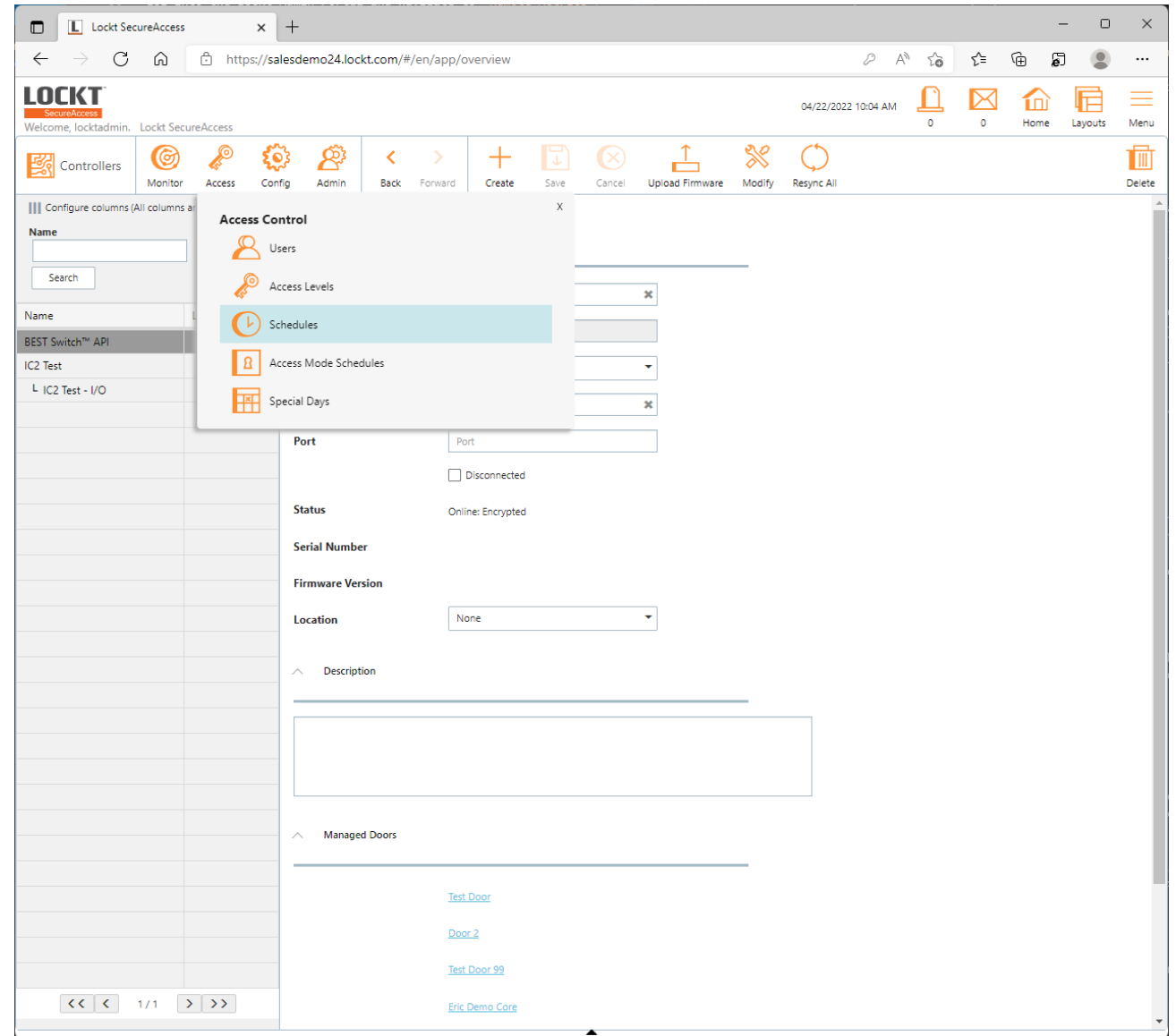


Basic Configuration - Schedules

Schedules

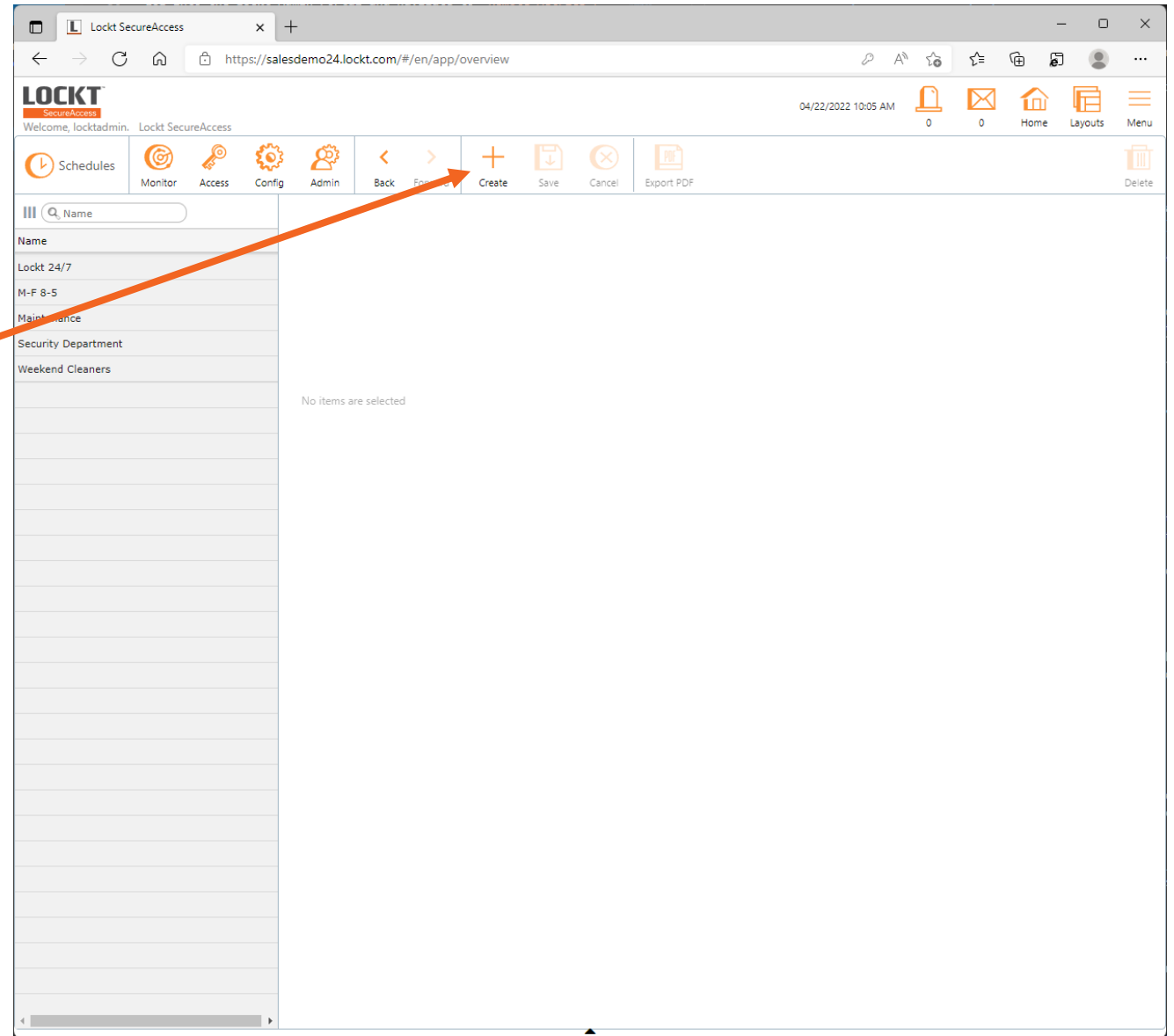
To access the Schedules screen,
Click **Access > Schedules**

The **Schedules** screen is used to
manage create and edit
Schedules



Schedules

To create a new Schedule, click the **Create** button in the top menu



Schedules

Enter a Name for the Schedule in the **Name** field

Click the **+ Add** button on the right side of the screen to add an actual Schedule

The screenshot displays the LOCKT SecureAccess Schedules management interface. The interface includes a navigation bar with icons for Schedules, Monitor, Access, Config, Admin, Back, Forward, Create, Save, Cancel, and Export PDF. The main content area shows a table with columns for Name, Times (Start-Stop), Days, and Special Days. An orange arrow points to the Name input field at the top of the table. Another orange arrow points to the '+ Add' button on the right side of the table. The top right corner shows the date and time: 04/22/2022 10:07 AM.

Schedules

In the **Times (Start-Stop)** pane, you can enter a start time and a stop time using 24-hour time

You can also select which days to apply by clicking a day name in the **Days** pane. Days highlighted in green will be active on the Schedule. Days in red will not be active

When done, click the **Save** button

Your Schedule has been added to Lockt SecureAccess

The screenshot displays the 'Schedules' configuration page in the Lockt SecureAccess web application. The browser address bar shows 'https://salesdemo24.lockt.com/#/en/app/overview'. The page header includes the Lockt logo and the user 'locktadmin'. The main navigation bar contains icons for Schedules, Monitor, Access, Config, Admin, Back, Forward, Create, Save, Cancel, and Export PDF. The 'Schedules' section is active, showing a form for a schedule named 'Daily 6-6'. The 'Times (Start-Stop)' pane has a start time of '06:00' and a stop time of '18:00', with 'All day' selected. The 'Days' pane shows days of the week, with Monday through Friday highlighted in green (active) and Saturday and Sunday highlighted in red (inactive). The 'Save' button is highlighted with an orange arrow.

Times (Start-Stop)	Days	Special Days
06:00	Mon Tue Wed Thu Fri	Special days...
All day	Weekdays	Weekend
18:00		

Schedules

To edit a Schedule, click on a Schedule name in the left pane

The Schedule details will appear in the middle pane

After changes, click the **Save** button

The screenshot displays the LOCKT SecureAccess web application interface. The top navigation bar includes the LOCKT logo, user information (Welcome, locktadmin), and various action buttons: Schedules, Monitor, Access, Config, Admin, Back, Forward, Create, Save, Cancel, and Export PDF. The main content area is divided into three panes. The left pane shows a list of schedules: Lockt 24/7, M-F 8-5, Maintenance, Security Department, and Weekend Cleaners. The middle pane displays the details for the selected 'M-F 8-5' schedule, including a calendar view and a table of times and days. The right pane contains an 'Add' button and a 'Remove' button. An orange arrow points from the 'Save' button in the top navigation bar to the 'M-F 8-5' schedule name in the left pane.

Times (Start-Stop)	Days	Special Days
08:00	All day	Weekdays
17:00	All days	Weekend

Basic Configuration – Access Levels

Access Levels

To access the Schedules screen,
Click **Access > Access Levels**

The **Access Levels** screen is
used to manage create and edit
Access Levels

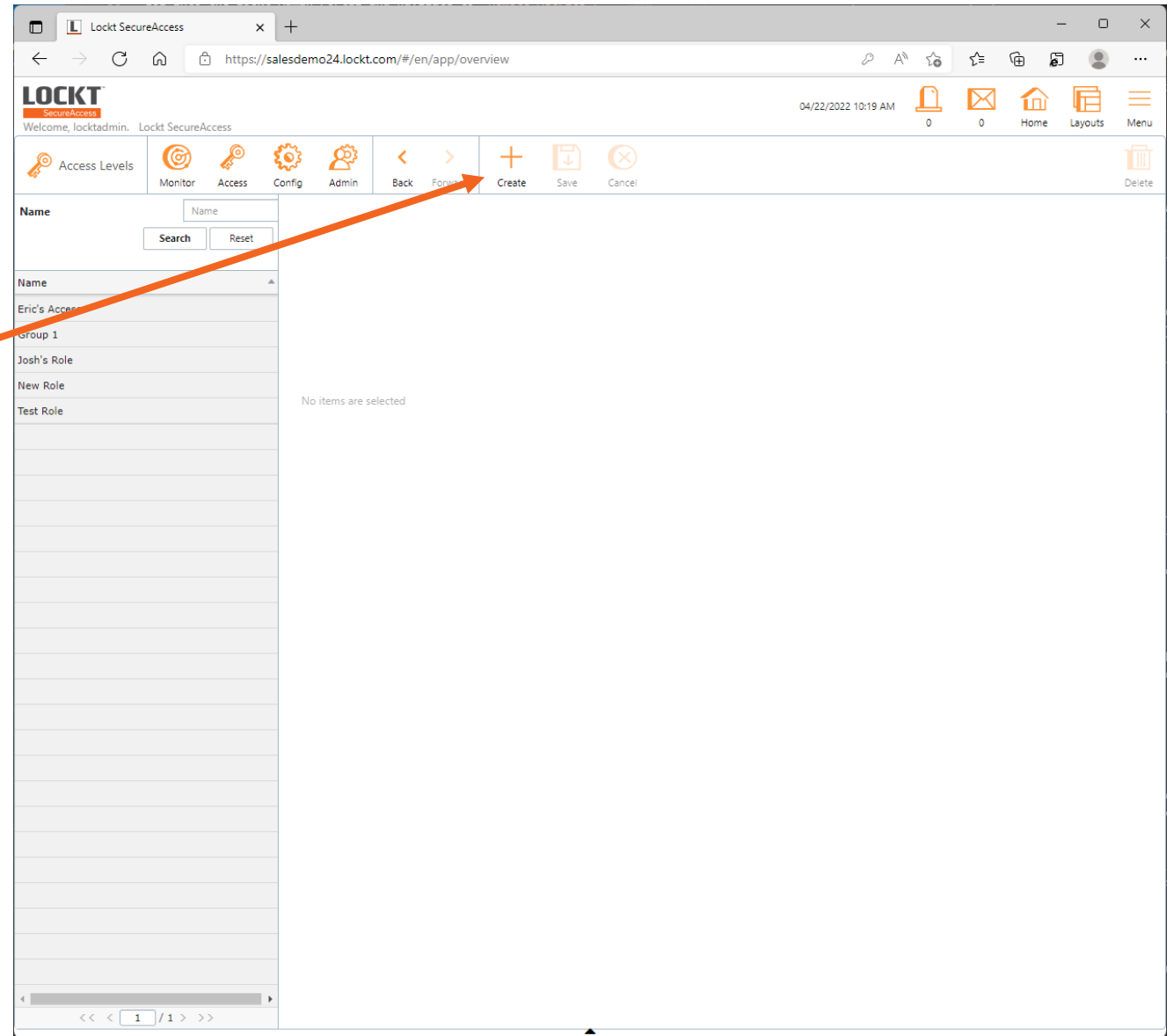
The screenshot shows the Lockt SecureAccess web interface. The top navigation bar includes 'Home', 'Monitor', 'Access', 'Config', and 'Admin'. A dropdown menu is open under 'Access', showing options: 'Users', 'Access Levels' (highlighted), 'Schedules', 'Access Mode Schedules', and 'Special Days'. The main content area displays a 'Doors' section with a red notification: '6 issues found.' Below this, a table lists events:

Icon	Occurred	Description	User	Source	Controller	Location
🔧	04/22/2022 10:02:43 AM	Configuration Required		New Core	BEST Switch™ API	
🔑	04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node		
🕒	04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node		
🕒	04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node		
🕒	04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	IC2 Test	

Below the table is a '+ View More' link. At the bottom, there is a section for 'Active Web Clients' showing a count of 1.

Access Levels

To create a new Access Level, click the **Create** button in the top menu



Access Levels

Enter a Name for the Access Level in the **Name** field

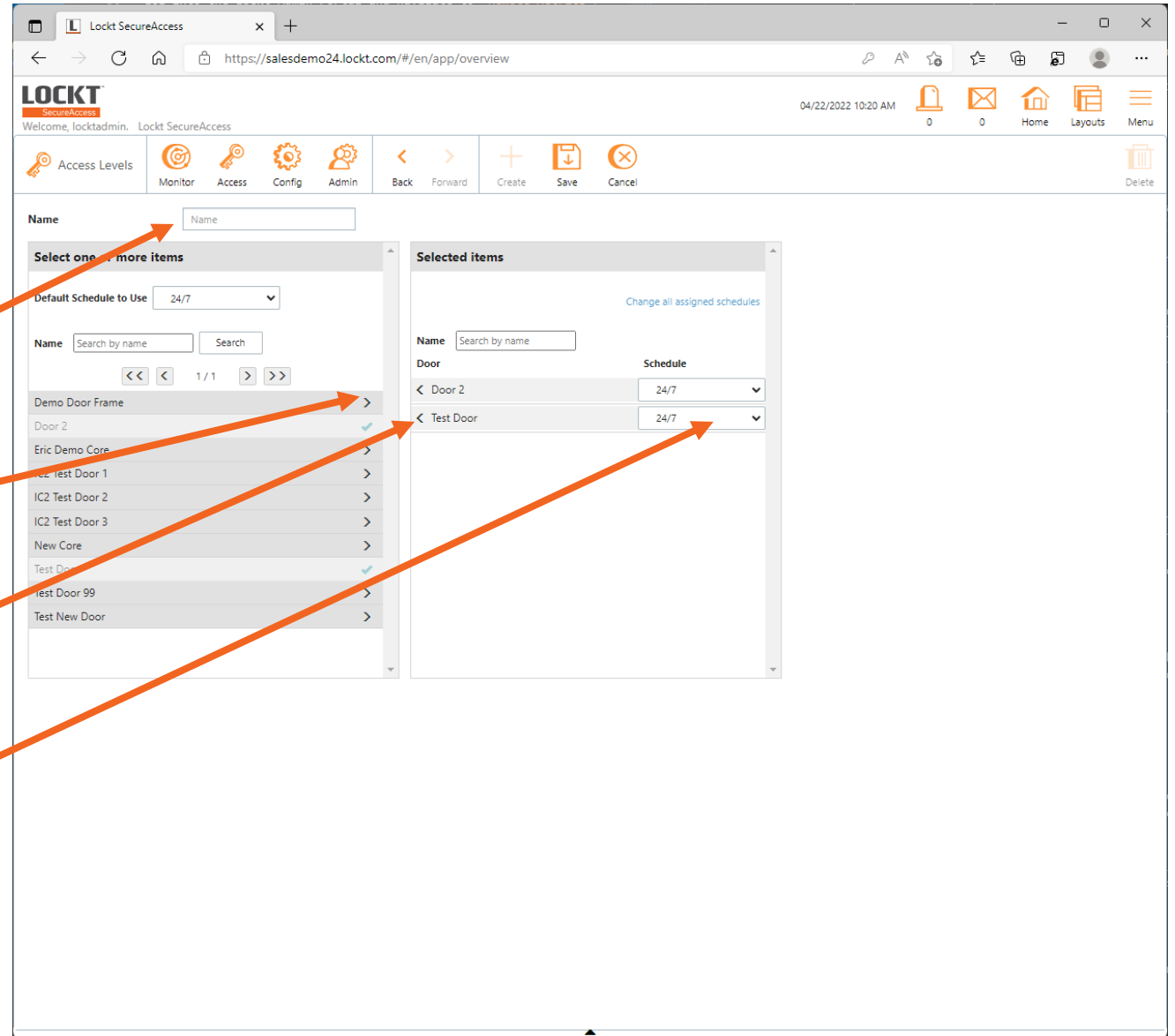
To Add Doors to the Access Level, click the **>** icon next to the door name to move it to the **Selected Items pane**

To remove a Door, click the **<** icon to move it back to the **Select one or more items pane**

To change the Schedule that applies to an individual door, select the Schedule from the **Schedule** dropdown in the Selected Items pane

When done, click **Save**

Your Access level has been added to Lockt SecureAccess



Access Levels

To edit an Access Level, click on an Access Level name in the left pane

The Access Level details will appear in the middle pane

After changes, click the **Save** button

The screenshot shows the 'Lockt SecureAccess' web application. The top navigation bar includes the 'Access Levels' menu, 'Monitor', 'Access', 'Config', 'Admin', 'Back', 'Forward', 'Create', 'Save', and 'Cancel' buttons. The left pane displays a list of access levels: 'Eric's Access', 'Group 1', 'Josh's Role', 'New Role', and 'Test Role'. The middle pane shows the 'New Role' details, including a 'Default Schedule to Use' dropdown set to '24/7', a search bar for roles, and a list of roles with checkboxes. The right pane shows 'Selected items' with a search bar and a table of doors and schedules. An orange arrow points from the 'Save' button in the top navigation bar to the 'Save' button in the middle pane.

Users

4/25/2022

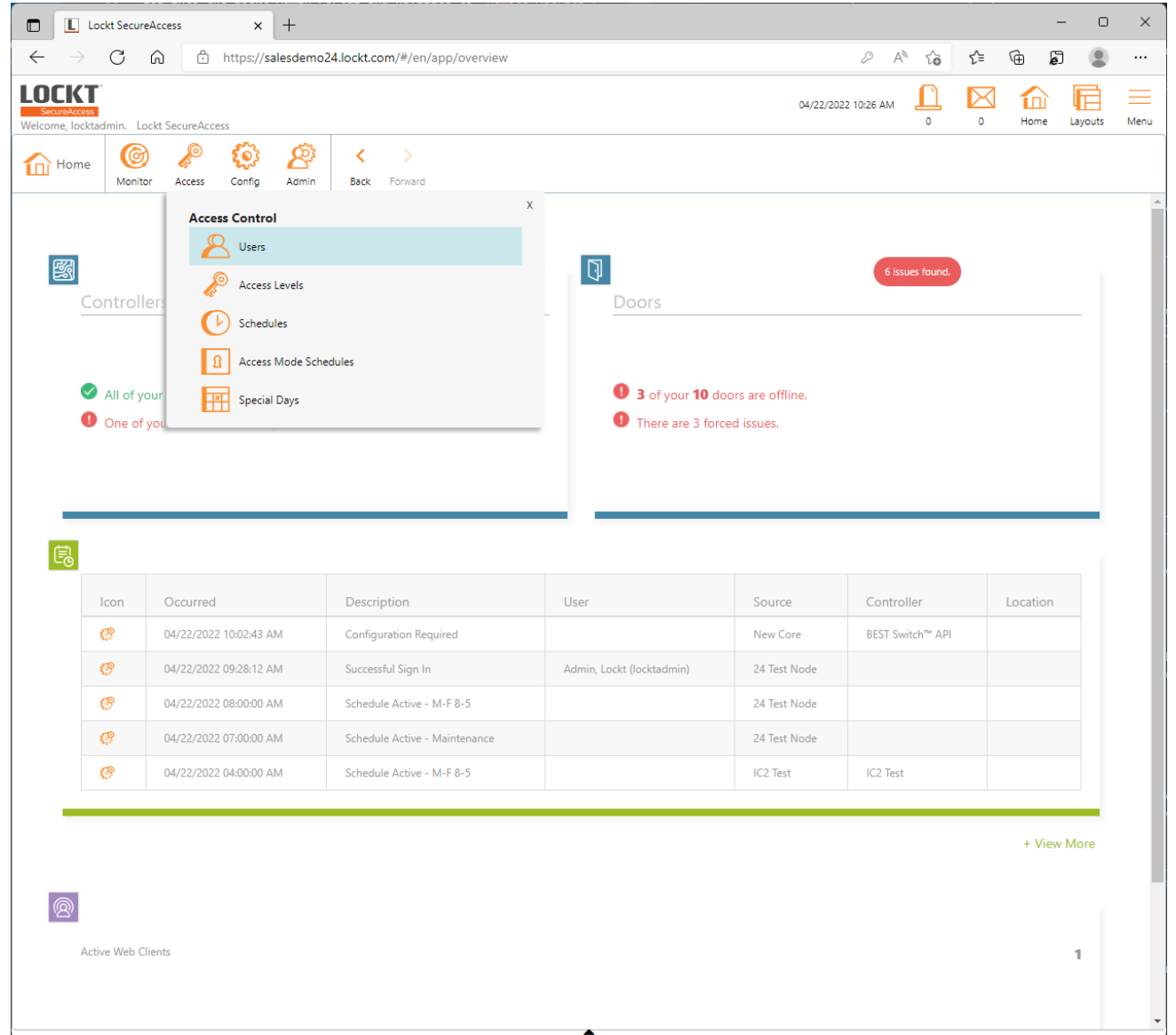
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Users

To access the Users screen,
Click **Access > Users**

The **Users** screen is used to
manage create and edit Users



The screenshot shows the Lockt SecureAccess web interface. The browser address bar displays <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the Lockt logo, the text "Welcome, locktadmin. Lockt SecureAccess", the date and time "04/22/2022 10:26 AM", and notification icons for 0 alerts and 0 messages. The main navigation bar contains "Home", "Monitor", "Access", "Config", "Admin", "Back", and "Forward". A dropdown menu titled "Access Control" is open, showing options: "Users" (selected), "Access Levels", "Schedules", "Access Mode Schedules", and "Special Days". The background shows a "Doors" section with a red notification "6 issues found." and two status messages: "3 of your 10 doors are offline." and "There are 3 forced issues." Below this is a table of events.

Icon	Occurred	Description	User	Source	Controller	Location
🔧	04/22/2022 10:02:43 AM	Configuration Required		New Core	BEST Switch™ API	
🔑	04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node		
🕒	04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node		
🕒	04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node		
🕒	04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	IC2 Test	

+ View More

Active Web Clients: 1

Users

To create a new Access Level, click the **Create** button in the top menu

The screenshot shows the LOCKT SecureAccess web application interface. The browser address bar displays the URL: <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the LOCKT logo, the text "SecureAccess", and a welcome message: "Welcome, locktadmin. Lockt SecureAccess". The date and time are shown as "04/22/2022 10:27 AM". The top navigation bar contains several icons: Users, Monitor, Access, Config, Admin, Back, Forward, Create, Save, Cancel, Filter, Import, Export PDF, Export All to CSV, and Delete. The main content area displays a table of users with columns for Name and ID Number. The table contains the following data:

Name	ID Number
Admin, Admin	
Admin, Lockt	
Admin, Test	
Greswell, Area	qjwi-880329359
Plummer, Josh	124-1243
Rittenhouse, Eric	
Test, Tony	
User, Test	abc123

Below the table, there is a message: "No items are selected". At the bottom of the page, there is a pagination control showing "1 / 1".

Users

The User Screen has several different sections

- Identity
- Additional Information
- Access

The screenshot displays the 'Users' management page in the Lockt SecureAccess application. The browser address bar shows 'https://salesdemo24.lockt.com/#/en/app/overview'. The page header includes the Lockt logo, the user name 'locktadmin', and the date '04/22/2022 10:29 AM'. A navigation bar contains icons for 'Users', 'Monitor', 'Access', 'Config', 'Admin', 'Back', 'Forward', 'Create', 'Save', 'Cancel', 'Filter', 'Import', 'Export PDF', 'Export All to CSV', and 'Delete'. Below the navigation bar, there are expand/collapse controls and a section titled 'Identity'. The 'Identity' section contains the following fields: 'Status' (Valid), 'First Name' (text input), 'Last Name' (locktadmin), 'ID Number' (text input), 'Role' (Cardholder Only), 'Language' (English), 'Valid From' (04/22/2022), and 'Valid Until' (00:00). There are also checkboxes for 'Until Further Notice' (checked) and 'Disable User' (unchecked). To the right of the 'Identity' section is a user profile icon and an 'Update image' button. Below the 'Identity' section is an 'Additional Information' section with fields for 'Email', 'Mobile Phone', and four 'Custom' fields (Custom 1 to Custom 4). At the bottom, there is an 'Access' section which is currently collapsed.

Users

In the Identity section, enter the user's **First Name** and **Last Name**

Choose the User's **Role**

If the User will require access to the Lockt SecureAccess software, change the role to **System Administration** or any of the available administration roles.

Changing the role field to a system administration role will display username and password fields which will be used to grant access to Lockt SecureAccess

If the User will only require cardholder access, leave the Role as Cardholder Only. This setting does not grant access to the Lockt SecureAccess software, but still provides the user the ability to access Doors

The screenshot shows the Lockt SecureAccess user management interface. The 'Identity' section is expanded, showing fields for First Name, Last Name, ID Number, Role, Language, and Valid From. The Role is set to 'Cardholder Only'. A modal window titled 'Login' is open, showing fields for Username and Password. The Password field has a list of requirements: Must be at least 9 characters long, Must contain a lowercase letter, Must contain an uppercase letter, Must contain a number, and Must contain a special character. There is also a Confirm Password field and a checkbox for 'Use Two-Factor Authentication'.

Users

Scroll down to access the **Additional Information** area

In this area, enter **Email** or **Mobile Phone** details if needed

Note, Lockt SecureAccess provides the ability to notify end-users of their mobile credentials if an **Email** or **Mobile Phone** number is provided

If both a **Mobile Phone** and **Email** are provided, Lockt SecureAccess will prefer to email the end user

The screenshot displays the Lockt SecureAccess user management interface. The browser address bar shows the URL <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the Lockt logo, the user name 'locktadmin', and the date '04/22/2022 10:38 AM'. A navigation bar contains icons for Users, Monitor, Access, Config, Admin, and various actions like Back, Forward, Create, Save, Cancel, Filter, Import, Export PDF, and Export All to CSV. The main content area is titled 'Additional Information' and contains several input fields: 'Email' (test@test.com), 'Mobile Phone' (111-222-4444), and four 'Custom' fields (Custom 1 through Custom 4). Below this is the 'Access' section, which includes a table for 'Cards' with columns for 'Card Number', 'Enabled', and 'Share', and a 'PIN' section with a 'Create New' button and a 'Clear' button. There are also 'Access Levels' and 'Options' sections with checkboxes for 'Use Extended Unlock Time' and 'Switch™ Installer'.

Users

Scroll down to access the **Access > Cards** area

To assign a Card to a User, click the **+ Add** button to the right of the Cards area

A **Card Number** field will appear

Enter the **Card Number** for this user. Card Numbers are generally sequential numeric values

Ensure the **Enabled** checkbox remains checked

The screenshot shows the Lockt SecureAccess web application interface. The top navigation bar includes the Lockt logo, a welcome message for 'locktadmin', the current date and time (04/22/2022 10:39 AM), and several utility icons. Below the navigation bar is a toolbar with icons for Users, Monitor, Access, Config, Admin, Back, Forward, Create, Save, Cancel, Filter, Import, Export PDF, Export All to CSV, and Delete. The main content area is divided into sections: 'Additional Information' with fields for Email (test@test.com), Mobile Phone (111-222-4444), and four Custom fields; 'Access' with a 'Cards' table and a 'PIN' section; and 'Options' with checkboxes for 'Use Extended Unlock Time' and 'Switch™ Installer'. The 'Cards' table has columns for 'Card Number', 'Enabled', and 'Share'. The first row shows '2000', a checked 'Enabled' checkbox, and '(Unsaved)'. An orange arrow points from the text 'click the + Add button' to the '+ Add' button in the 'Cards' table. The 'PIN' section has a 'Name' field and 'Add' and 'Remove' buttons. The 'Options' section has two unchecked checkboxes.

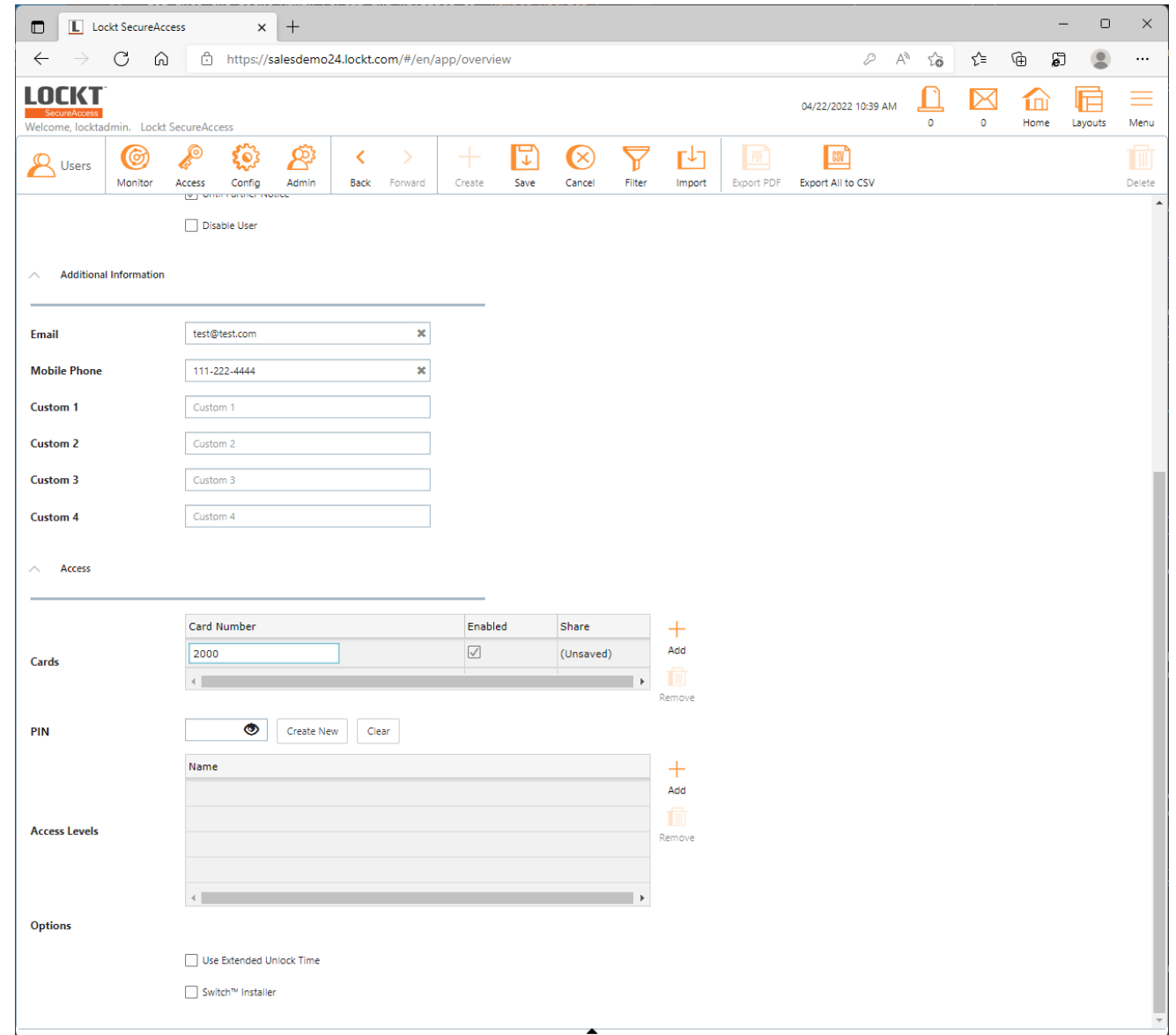
Users

Scroll down to access the **Access > PIN** area

If you require PINs along with Credentials, enter a **PIN** for your user

Please note, that any user that is a Switch™ Installer must use a **PIN** if they want to factory reset a core

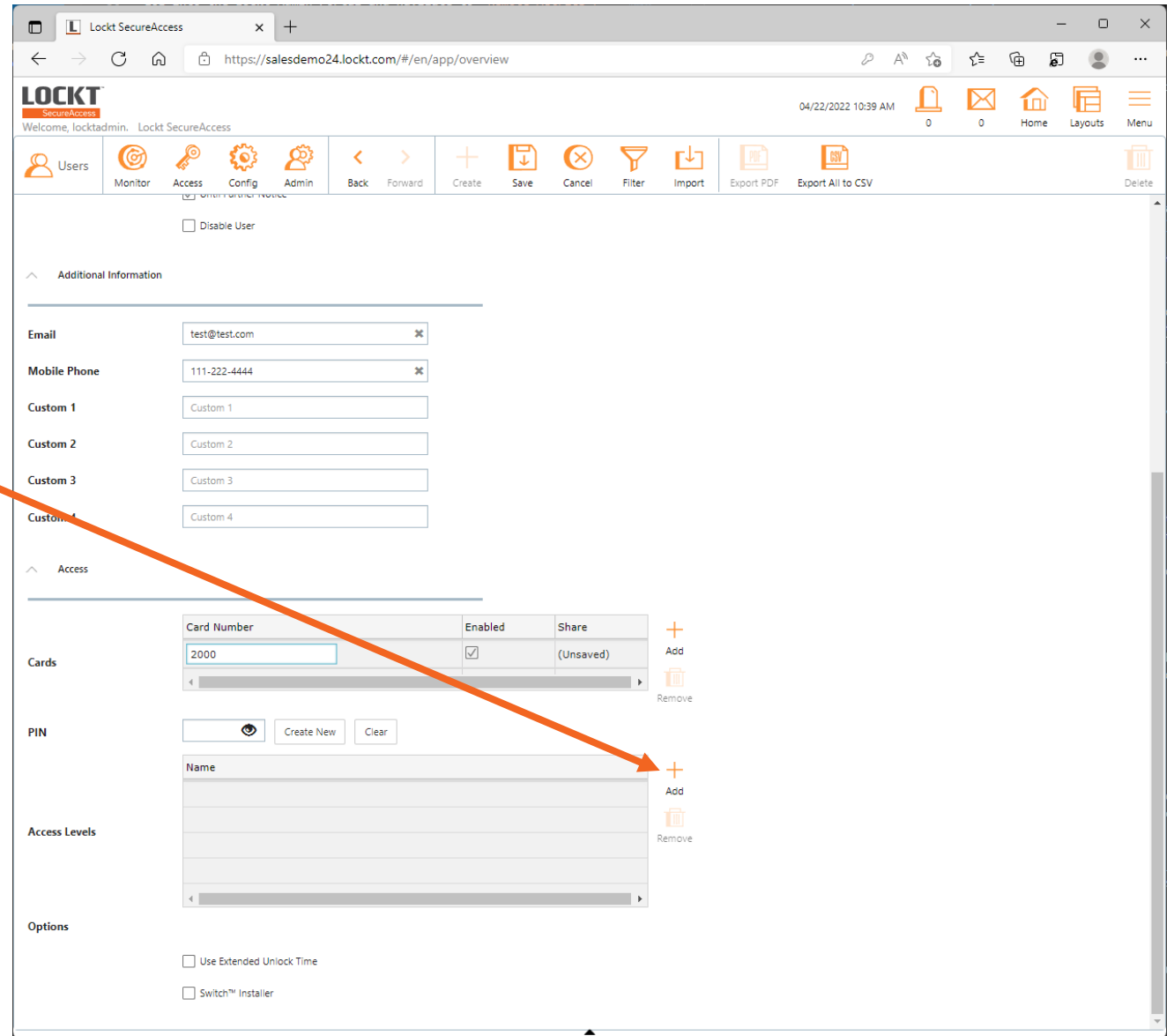
As a rule of thumb, assign a **PIN** to all Switch™ Installer Users



Users

Scroll down to access the **Access > Access Levels** area

To assign an **Access Level** to the User, click the **+ Add** button to the right of the Access Levels area

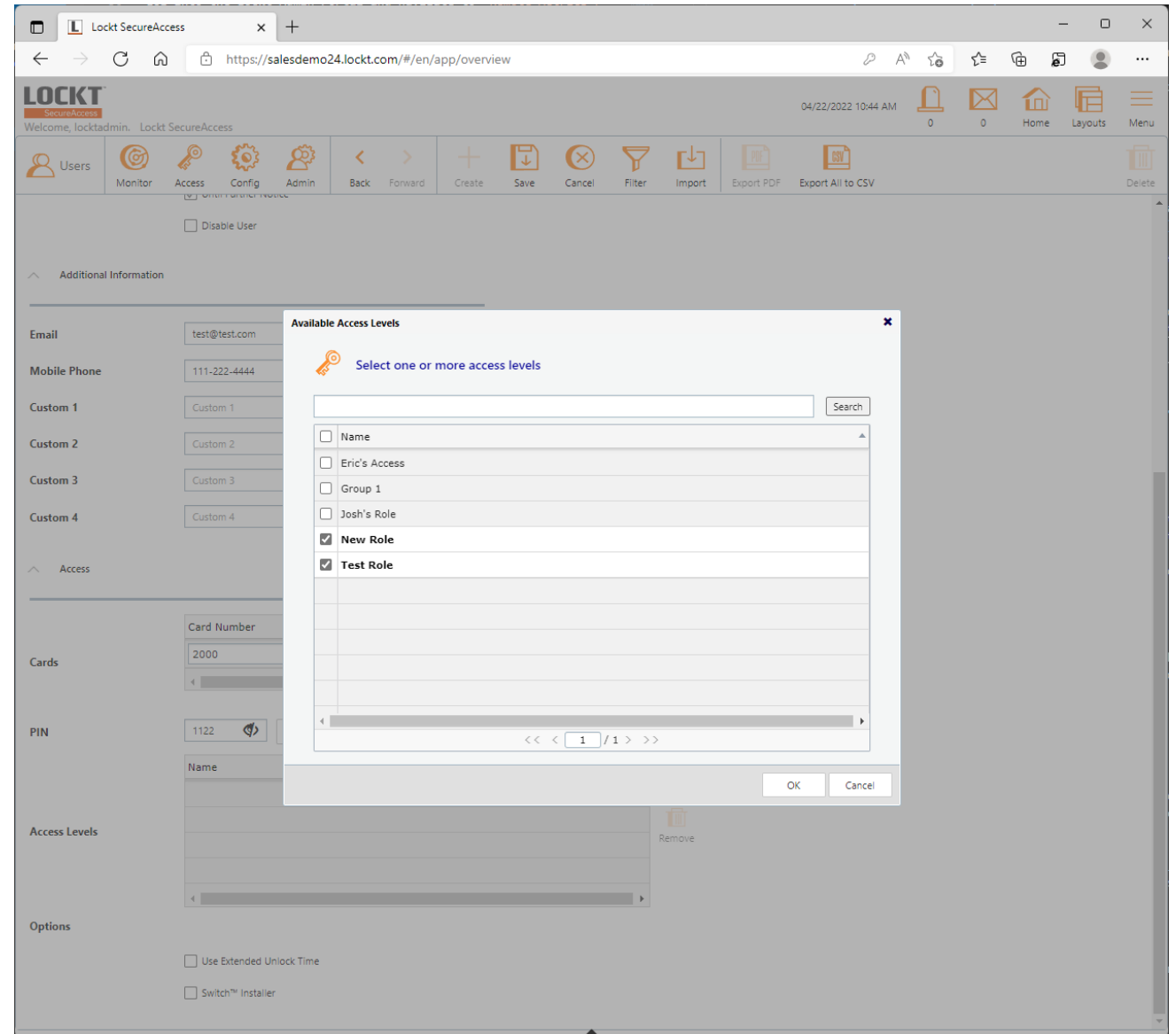


Users

The **Available Access Levels** screen will appear

Select the Access Levels you wish to assign to the User by checking the checkboxes next to their Name

When done, click **OK**



Users

The selected Access Levels will appear in the **Access Levels Area**

The screenshot displays the Lockt SecureAccess user management interface. The top navigation bar includes 'Users', 'Monitor', 'Access', 'Config', 'Admin', and navigation buttons. The main content area is divided into several sections:

- Additional Information:** Fields for Email (test@test.com), Mobile Phone (111-222-4444), and four Custom fields (Custom 1 to Custom 4).
- Access:** A table with columns for Card Number, Enabled, and Share. A card with number 2000 is listed, and a 'New Role' is being added to the 'Access Levels' section.
- Options:** Checkboxes for 'Use Extended Unlock Time' and 'Switch™ Installer'.

Users

Scroll down to the **Options** area

If this users requires Extended Unlock Time, check the **Use Extended Unlock Time** box

If the user will be tasked with installing and/or programming Switch Cores, check the **Switch™ Installer** checkbox

The **Switch™ Installer** checkbox enables the administrative functions within the Best Switch™ App

The screenshot displays the Lockt SecureAccess web interface. The browser address bar shows the URL <https://salesdemo24.lockt.com/#/en/app/overview>. The interface includes a navigation menu with options like Users, Monitor, Access, Config, and Admin. Below the navigation, there are sections for Identity, Additional Information, and Access. The main content area shows a table for Cards with columns for Card Number, Enabled, and Share. Below this, there are sections for PIN, Access Levels, and Options. The Options section includes checkboxes for Use Extended Unlock Time and Switch™ Installer.

Card Number	Enabled	Share
2000	<input checked="" type="checkbox"/>	(Unsaved)

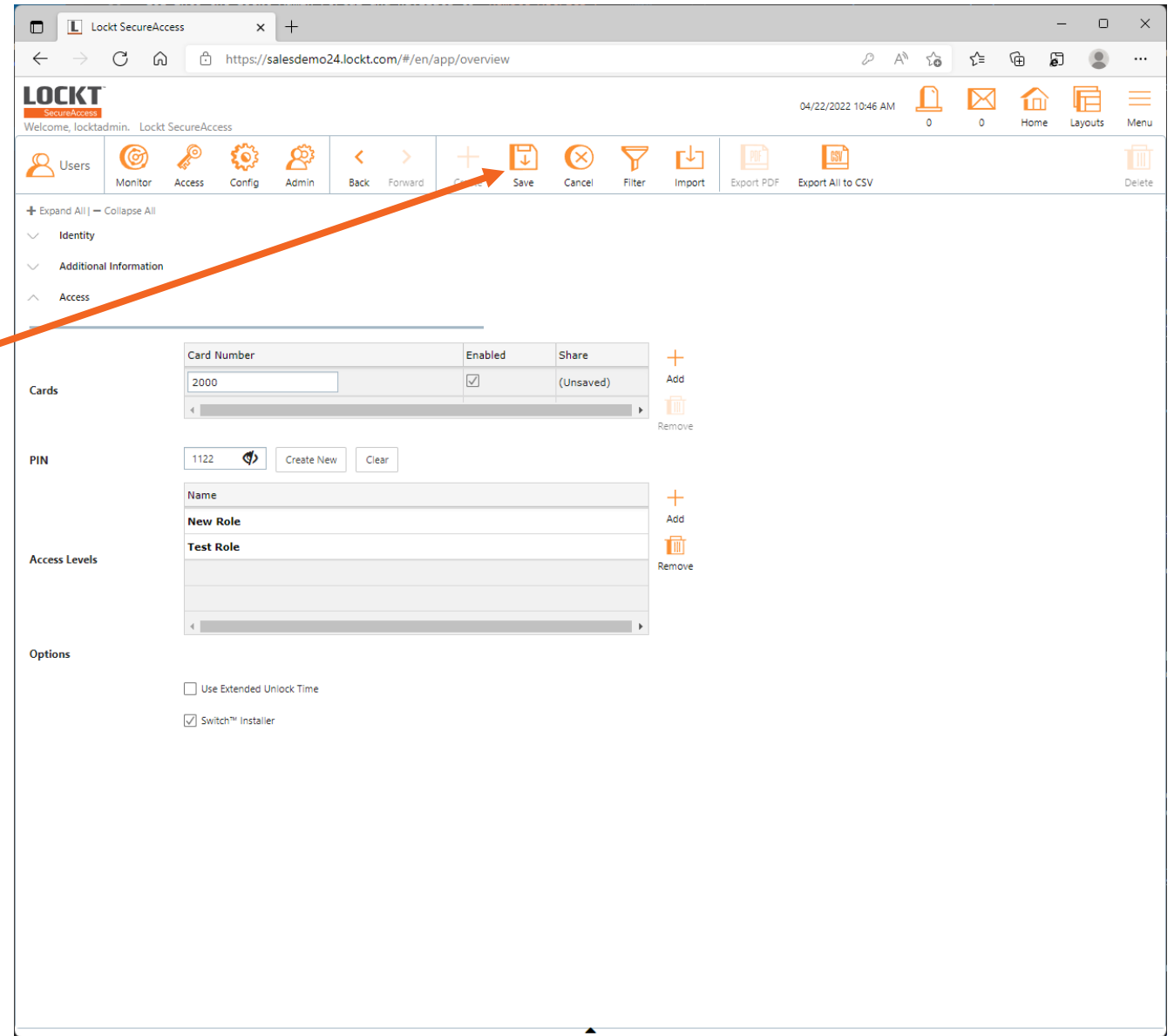
Options

- Use Extended Unlock Time
- Switch™ Installer

Users

Now that you have entered all necessary user data, click the **Save** button at the top of the screen

Your user has now been added to Lockt SecureAccess



Users

To edit a User, click on a Name in the left pane

The User details will appear in the middle pane

After changes, click the **Save** button

The screenshot shows the Lockt SecureAccess web application. The top navigation bar includes the Lockt logo, a welcome message for 'locktadmin', and the current date and time (04/22/2022 10:49 AM). The main toolbar contains icons for Users, Monitor, Access, Config, Admin, Back, Forward, Create, Save, Cancel, Filter, Import, Export PDF, Export All to CSV, and Delete. The left pane displays a table of users with columns for Name and ID Number. The middle pane shows the details for the selected user, 'Test, Tony', including fields for First Name, Last Name, ID Number, Role, Language, Valid From, and Valid Until. The right pane shows a profile picture placeholder with an 'Update image' button. An orange arrow points from the 'Save' button in the top toolbar to the 'Save' button in the user details form.

Name	ID Number
Admin, Admin	
Admin, Lockt	
Admin, Test	
Greswell, Rhea	qjwi-880329359
Plummer, Josh	124-1243
Rittenhouse, Eric	
Test, Tony	
User, Test	abc123

User Details:

- Status: Valid
- First Name: Tony
- Last Name: Test
- ID Number: ID Number
- Role: Cardholder Only
- Language: English
- Valid From: 03/03/2022
- Valid Until: 00:00
- Until Further Notice
- Disable User

Additional Information:

- Email: Email
- Mobile Phone: Mobile Phone
- Custom 1: Custom 1
- Custom 2: Custom 2
- Custom 3: Custom 3
- Custom 4: Custom 4

Monitor - Events

4/25/2022

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Events

To access the Events screen, Click **Monitor > Events**

The Events screen is used to display and filter all system events

The screenshot shows the Lockt SecureAccess web interface. The browser address bar displays <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the Lockt logo and the text "Welcome, locktadmin. Lockt SecureAccess". The date and time are "04/22/2022 10:54 AM". The navigation menu includes "Events", "Monitor", "Access", "Config", "Admin", "Back", "Forward", "Filter", and "Clear". The "Monitor" option is selected, and a "Monitoring" dropdown menu is open, showing "Events" as the selected item. The main content area displays a table of system events with columns for Time, Description, User, Source, and Location. The table shows a list of "Access Granted" events for "Rittenhouse, Eric" at "Smith Hall".

Time	Description	User	Source	Location
8:42:36 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	Smith Hall
8:40:06 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	Smith Hall
8:39:37 AM	Access Granted (Battery Low)	Rittenhouse, Eric	Eric Dem...	Smith Hall
2:41:02 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
1:04:35 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	Smith Hall
1:02:23 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	Smith Hall
0:41:02 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
3:36:12 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
3:36:01 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
3:00:45 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
1:36:12 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/31/2022 11:36:01 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/31/2022 11:00:45 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 01:14:19 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:50:53 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:40:18 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:40:06 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:39:24 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:39:16 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:37:56 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:32:36 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:23:24 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/25/2022 12:01:37 AM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/24/2022 11:53:44 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/24/2022 11:46:02 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/24/2022 11:08:39 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/24/2022 09:14:19 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/24/2022 08:50:53 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/24/2022 08:40:18 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	
03/24/2022 08:40:06 PM	Access Granted	Rittenhouse, Eric	Eric Dem...	

Events

The Events screen displays all system related events

Filters are available by clicking the **Filter** button in the top menu

You can filter the list by any of the available criteria including:

- **Users**
- **Devices**
- **Event Types**

To apply a filter, choose your filter options, then click the **Search** button at the bottom left.

The screenshot shows the Lockt SecureAccess web application interface. The top navigation bar includes buttons for Events, Monitor, Access, Config, Admin, Back, Forward, Filter, and Clear. The Filter button is highlighted with an orange arrow. Below the navigation bar is a 'View Mode' section with a 'Display New Events' dropdown set to 'Top'. The main area contains a table of events with columns for Icon, Occurred, Description, User, Source, and Location. The table is filtered to show 'Access Granted' events. On the left side, there are filter sections for 'User Filter' (First Name, Last Name, Card Number, ID Number), 'Device Filter' (Door, Controller, Area, Location), and 'Event Type Filter' (System, Access Granted, Access Denied, Communications, Door, Input/Output, Tamper/Power). The 'Access Granted' checkbox is checked. At the bottom left, there are 'Search' and 'Reset' buttons, with an orange arrow pointing to the Search button.

Events

Applying filters will change the Events that are display

To reset the filters, click the **Reset** button

The screenshot shows the Lockt SecureAccess web interface. The top navigation bar includes the Lockt logo, user information (Welcome, locktadmin), and the current page (Lockt SecureAccess). The main navigation menu has icons for Events, Monitor, Access, Config, Admin, Back, Forward, Filter, and Clear. The 'Events' section is active, showing a 'View Mode' dropdown set to 'Top' and a search bar containing 'Occurred'. The left sidebar contains several filter sections: 'User Filter' with input fields for First Name, Last Name, Card Number, and ID Number; 'Device Filter' with dropdowns for Door, Controller, Area, and Location; and 'Event Type Filter' with a tree view of event categories. The 'Event Type Filter' section has a tree view with the following items: Events (expanded), System, Access Granted, Access Denied, Communications, Door (checked), Input/Output, and Tamper/Power. At the bottom of the filter panel are 'Search' and 'Reset' buttons. The main content area is a table of events with columns: Icon, Occurred, Description, User, Source, and Location. The table contains 20 rows of event data, with alternating rows highlighted in yellow and white. The events include 'Access Mode: Card or PIN' and 'Door Forced Open'.

Icon	Occurred	Description	User	Source	Location
🔒	04/13/2022 06:26:20 PM	Access Mode: Card or PIN		Demo Do...	
🔒	04/13/2022 06:26:20 PM	Door Forced Open		IC2 Test ...	
🔒	04/13/2022 06:26:20 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/13/2022 06:26:19 PM	Door Forced Open		IC2 Test ...	
🔒	04/13/2022 06:26:19 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/13/2022 06:26:19 PM	Door Forced Open		IC2 Test ...	
🔒	04/13/2022 06:26:19 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/13/2022 03:32:48 PM	Access Mode: Card or PIN		Demo Do...	
🔒	04/13/2022 03:32:48 PM	Door Forced Open		IC2 Test ...	
🔒	04/13/2022 03:32:48 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/13/2022 03:32:48 PM	Door Forced Open		IC2 Test ...	
🔒	04/13/2022 03:32:48 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/11/2022 12:23:36 PM	Access Mode: Card or PIN		Demo Do...	
🔒	04/11/2022 12:23:36 PM	Door Forced Open		IC2 Test ...	
🔒	04/11/2022 12:23:36 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/11/2022 12:23:36 PM	Door Forced Open		IC2 Test ...	
🔒	04/11/2022 12:23:36 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/11/2022 12:23:36 PM	Door Forced Open		IC2 Test ...	
🔒	04/5/2022 05:27:20 PM	Access Mode: Card or PIN		Demo Do...	
🔒	04/5/2022 05:27:20 PM	Door Forced Open		IC2 Test ...	
🔒	04/5/2022 05:27:19 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/5/2022 05:27:19 PM	Door Forced Open		IC2 Test ...	
🔒	04/5/2022 05:27:19 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	04/5/2022 05:27:19 PM	Door Forced Open		IC2 Test ...	
🔒	04/5/2022 05:27:19 PM	Access Mode: Card or PIN		IC2 Test ...	
🔒	03/21/2022 07:23:16 PM	Access Mode: Card or PIN		Demo Do...	
🔒	03/21/2022 07:23:16 PM	Door Forced Open		IC2 Test ...	

Monitor - Events

4/25/2022

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Door Status

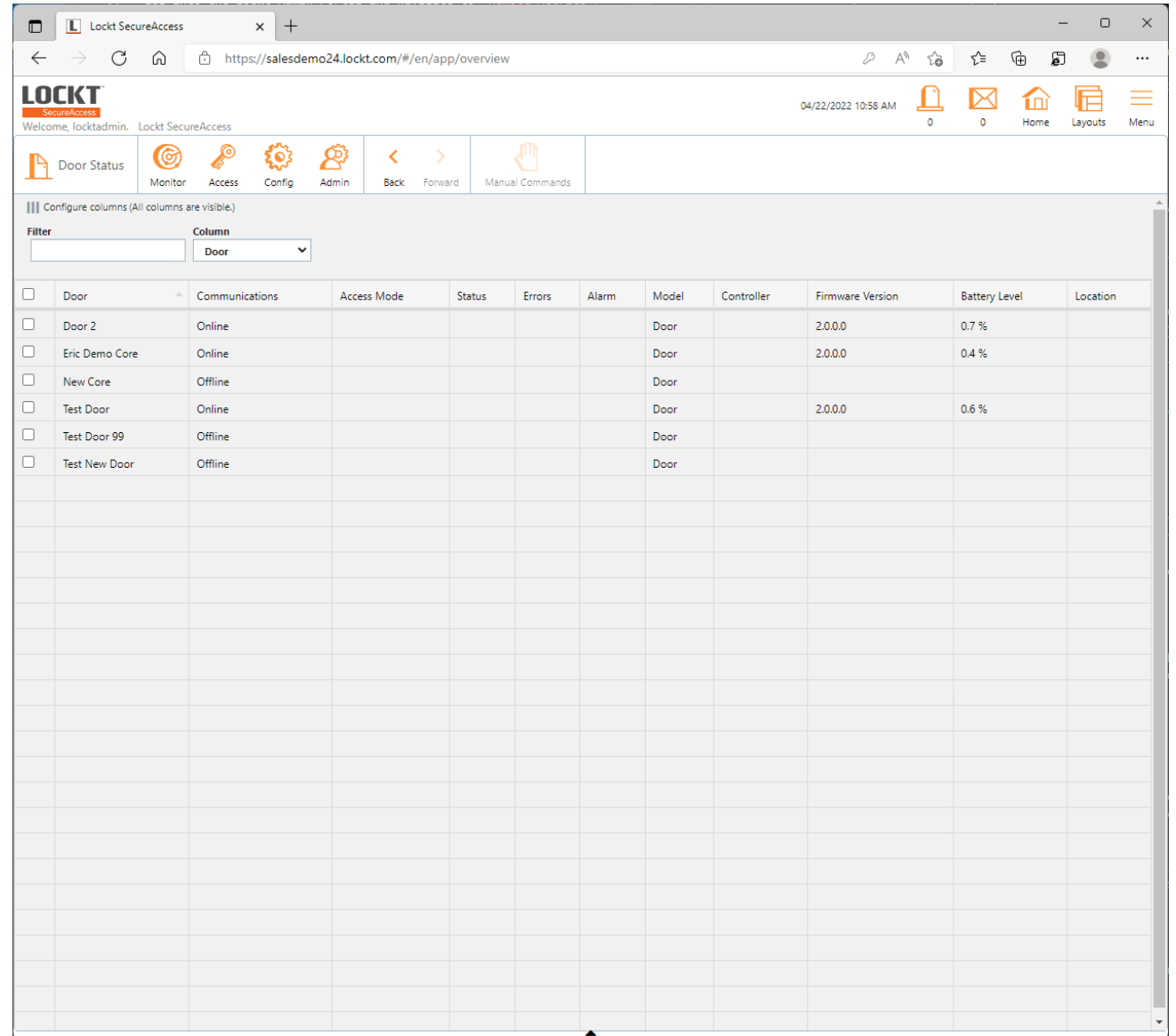
To access the Door Status screen, Click **Monitor > Door Status**

The screenshot shows the LOCKT SecureAccess web interface. The browser address bar displays <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the LOCKT logo, the text "Welcome, locktadmin. Lockt SecureAccess", the date "04/22/2022 10:59 AM", and navigation icons for Home, Layouts, and Menu. The main navigation bar contains icons for Door Status, Monitor, Access, Config, Admin, Back, Forward, and Manual Commands. A sidebar on the left lists door configurations: Door, Door 2, Eric Demo Core, New Core, Test Door, Test Door 99, and Test New Door. A "Monitoring" dropdown menu is open, listing options: Events, Alarms, Door Status (highlighted), Controller Status, Input Status, Output Status, Active Clients, and Reports. The main content area features a table with the following data:

Errors	Alarm	Model	Controller	Firmware Version	Battery Level	Location
		Door		2.0.0.0	0.7 %	
		Door		2.0.0.0	0.4 %	
		Door				
		Door		2.0.0.0	0.6 %	
		Door				
		Door				

Door Status

The Door Status screen is used to display an overview of all doors in the system and their current statuses



Lockt SecureAccess

04/22/2022 10:58 AM

Door Status

Configure columns (All columns are visible)

Filter: Column: Door

<input type="checkbox"/>	Door	Communications	Access Mode	Status	Errors	Alarm	Model	Controller	Firmware Version	Battery Level	Location
<input type="checkbox"/>	Door 2	Online					Door		2.0.0.0	0.7 %	
<input type="checkbox"/>	Eric Demo Core	Online					Door		2.0.0.0	0.4 %	
<input type="checkbox"/>	New Core	Offline					Door				
<input type="checkbox"/>	Test Door	Online					Door		2.0.0.0	0.6 %	
<input type="checkbox"/>	Test Door 99	Offline					Door				
<input type="checkbox"/>	Test New Door	Offline					Door				

Monitor - Reports

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Reports

To access the Reports screen,
Click **Monitor > Reports**

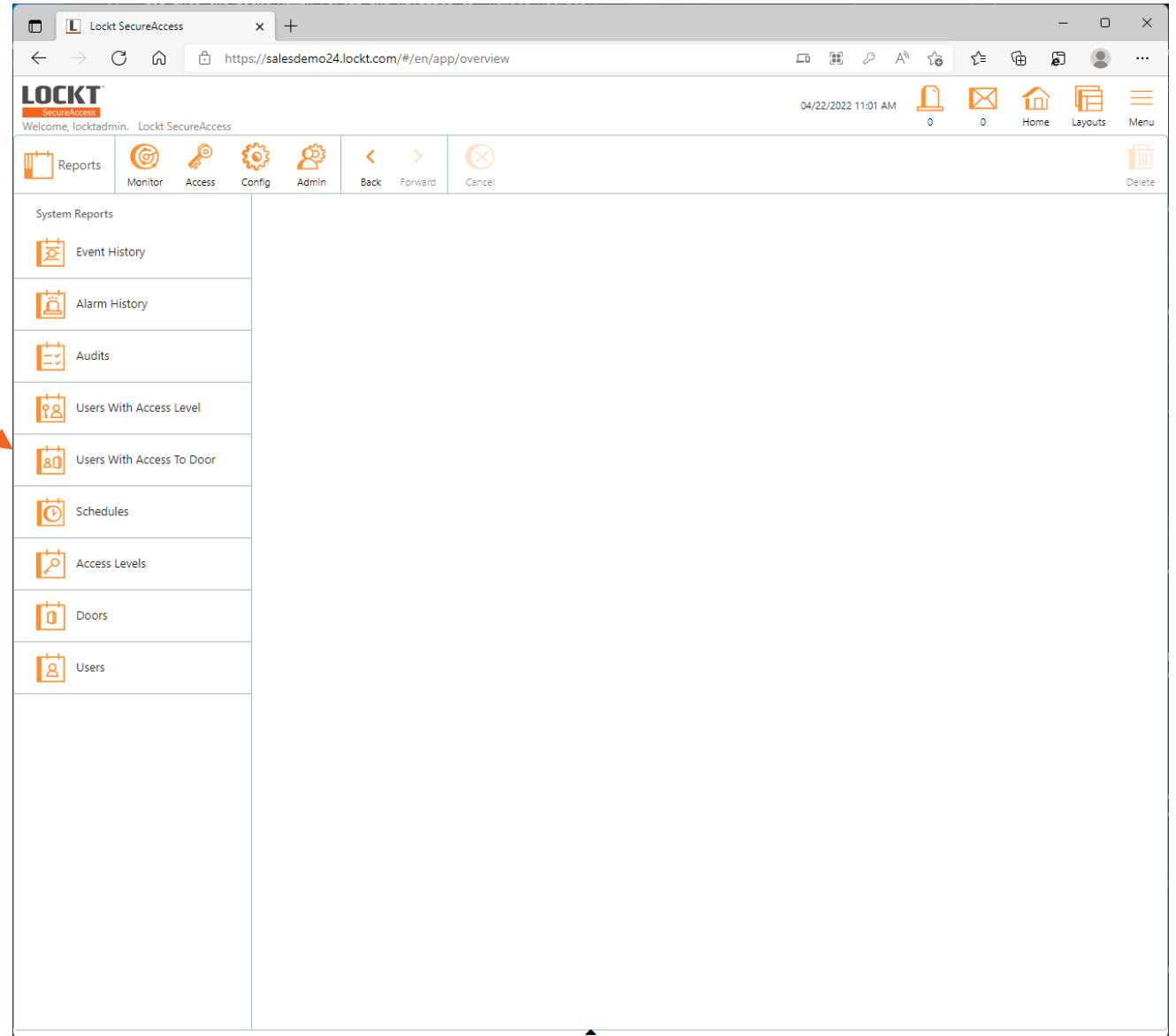
The screenshot shows the Lockt SecureAccess web interface. The browser address bar displays <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the Lockt logo, the text "Welcome, locktadmin. Lockt SecureAccess", and the date "04/22/2022 11:00 AM". The main navigation bar contains icons for "Door Status", "Monitor", "Access", "Config", "Admin", "Back", "Forward", and "Manual Commands". A "Monitoring" dropdown menu is open, listing options: "Events", "Alarms", "Door Status", "Controller Status", "Input Status", "Output Status", "Active Clients", and "Reports". The "Reports" option is highlighted in green. Below the navigation bar, there is a table with columns: "Errors", "Alarm", "Model", "Controller", "Firmware Version", "Battery Level", and "Location". The table contains several rows of data, including entries for "Door", "Door 2", "Eric Demo Core", "New Core", "Test Door", "Test Door 99", and "Test New Door".

Errors	Alarm	Model	Controller	Firmware Version	Battery Level	Location
		Door		2.0.0.0	0.7 %	
		Door		2.0.0.0	0.4 %	
		Door				
		Door		2.0.0.0	0.6 %	
		Door				
		Door				

Reports

A list of available **Reports** will appear in the left pane

To execute a report, click on one of the available reports



Reports

Each report will have different options for filtering, saving, and exporting

For those that support CSV export, click the **Export CSV** button to get an Excel file version of the report

To run the report on screen, click the **Generate** button

The screenshot displays the LOCKT SecureAccess web application interface. The browser address bar shows the URL <https://salesdemo24.lockt.com/#/en/app/overview>. The page header includes the LOCKT logo, the user name 'locktadmin', and the date '04/22/2022 11:02 AM'. The main navigation bar contains icons for Reports, Monitor, Access, Config, Admin, Back, Forward, and Cancel. The 'System Reports' sidebar lists various report types, with 'Event History' selected. The main configuration area for the 'Event History' report includes fields for Name, Orientation, Date and Time Filter, User Filter, Device Filter, Location and Area Filter, and a list of Event Type Filter options. The 'Event Type Filter' section is expanded, showing a list of event types with checkboxes. At the bottom of the configuration area, there are four buttons: 'Generate', 'Export as PDF', 'Export CSV', and 'Save As Custom Report'. Two orange arrows point from the text on the left to the 'Export CSV' and 'Generate' buttons.

Reports

After clicking the **Generate** button, the report details will appear

The screenshot shows the Lockt SecureAccess web interface. The browser address bar displays <https://salesdemo24.lockt.com/#/en/app/overview>. The page title is "LOCKT SecureAccess" and the user is logged in as "locktadmin". The navigation menu includes "Reports", "Monitor", "Access", "Config", "Admin", "Back", "Forward", and "Cancel". The "Reports" section is active, and the "Event History" report is selected. The "Generate" button has been clicked, and the report details are displayed in a table.

Icon	Occurred	Description	User	Source	Recorded	Controller	Area	Location
	04/22/2022 10:02:43 AM	Configuration Required		New Core	04/22/2022 10:02:48 AM	BEST Switch™ API		
	04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node	04/22/2022 09:28:12 AM			
	04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node	04/22/2022 08:00:00 AM			
	04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node	04/22/2022 07:00:00 AM			
	04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	04/22/2022 03:59:35 AM	IC2 Test		
	04/22/2022 03:00:00 AM	Schedule Active - Maintenance		IC2 Test	04/22/2022 02:59:36 AM	IC2 Test		
	04/22/2022 12:00:05 AM	Database Backup Copied to Remote Server - 2022-04-22-000000.dbbbackup		24 Test Node	04/22/2022 12:00:05 AM			
	04/22/2022 12:00:04 AM	Database Backed Up - 2022-04-22-000000.dbbbackup		24 Test Node	04/22/2022 12:00:04 AM			
	04/21/2022 09:11:19 PM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node	04/21/2022 09:11:19 PM			
	04/21/2022 05:00:00 PM	Schedule Inactive - M-F 8-5		24 Test Node	04/21/2022 05:00:00 PM			
	04/21/2022 04:21:42 PM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node	04/21/2022 04:21:42 PM			
	04/21/2022 04:00:00 PM	Schedule Inactive - Maintenance		24 Test Node	04/21/2022 04:00:00 PM			
	04/21/2022 01:00:00 PM	Schedule Inactive - M-F 8-5		IC2 Test	04/21/2022 12:59:36 PM	IC2 Test		
	04/21/2022 12:00:00 PM	Schedule Inactive - Maintenance		IC2 Test	04/21/2022 11:59:36 AM	IC2 Test		
	04/21/2022	Schedule Active -		24 Test Node	04/21/2022			

Additional Help

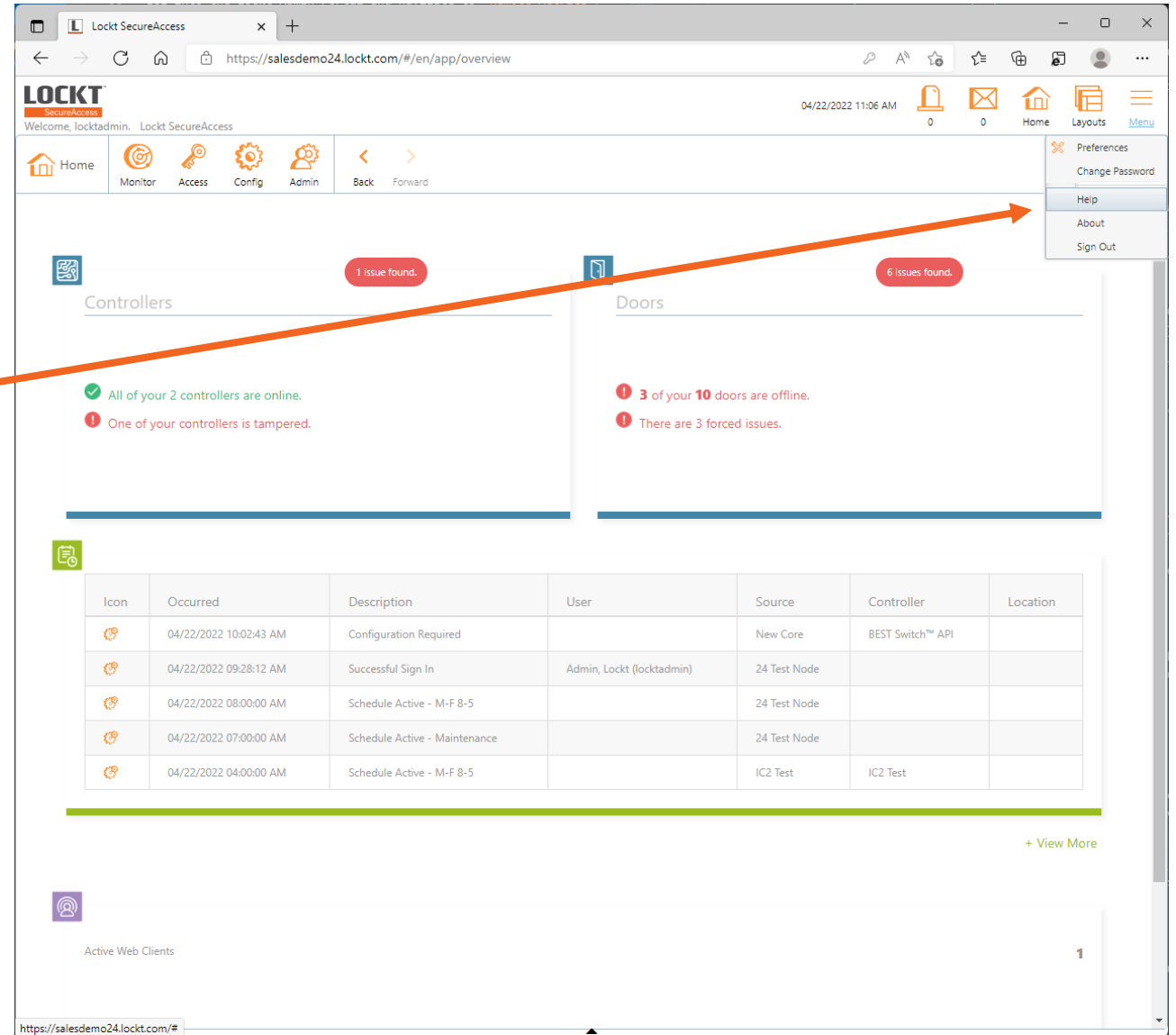
4/25/2022

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Additional Help

For Additional Help, click the **Menu** button in the upper right and select **Help**



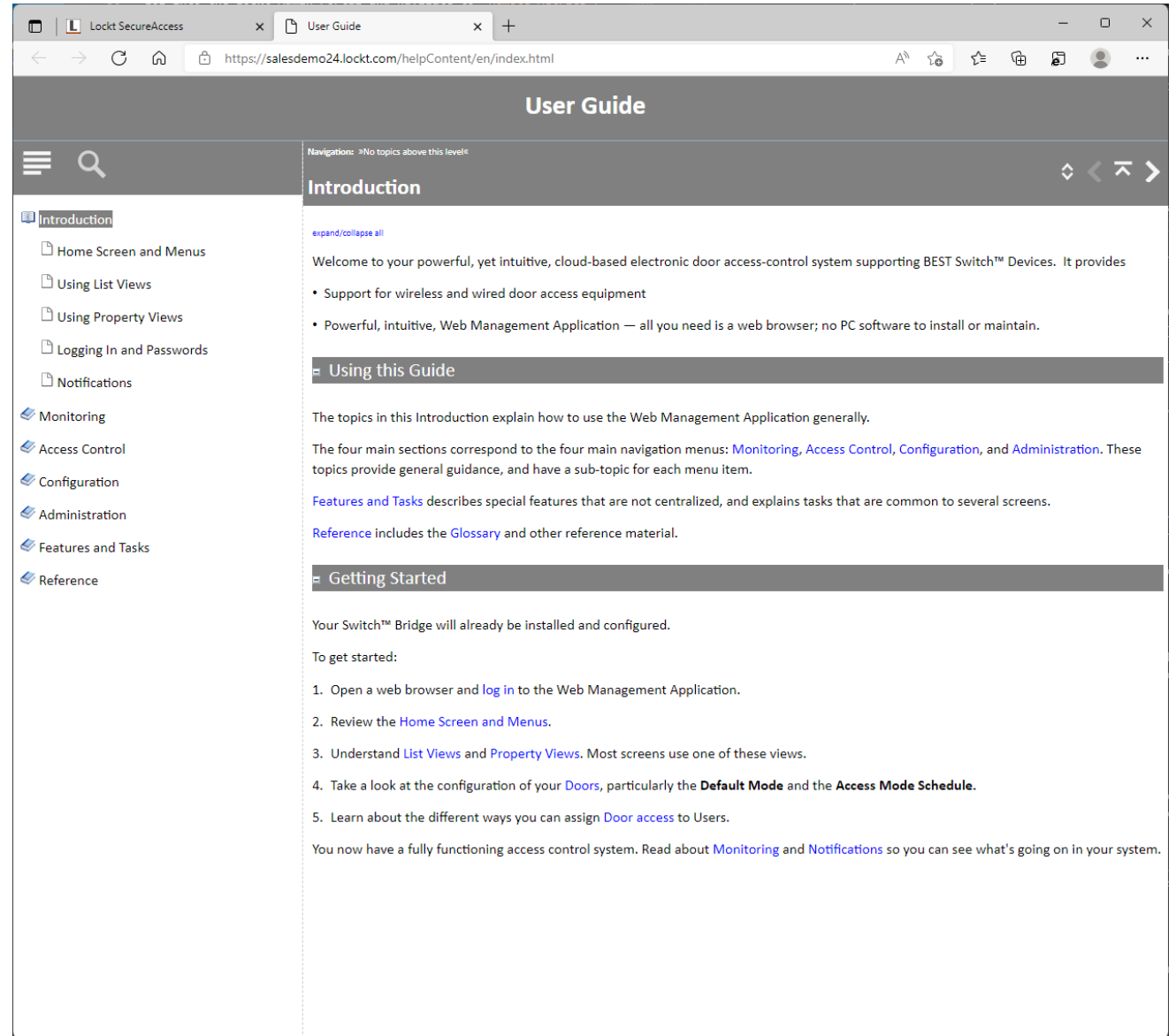
The screenshot shows the Lockt SecureAccess web interface. The browser address bar displays <https://salesdemo24.lockt.com/#/en/app/overview>. The interface includes a navigation bar with buttons for Home, Monitor, Access, Config, Admin, Back, and Forward. A 'Menu' button is located in the upper right corner. An orange arrow points from the text 'click the Menu button' to this button. The menu is open, showing options: Preferences, Change Password, Help, About, and Sign Out. The main content area displays status for Controllers and Doors. The Controllers section shows '1 issue found' and a message: 'All of your 2 controllers are online. One of your controllers is tampered.' The Doors section shows '6 issues found' and messages: '3 of your 10 doors are offline.' and 'There are 3 forced issues.' Below this is a table of events:

Icon	Occurred	Description	User	Source	Controller	Location
	04/22/2022 10:02:43 AM	Configuration Required		New Core	BEST Switch™ API	
	04/22/2022 09:28:12 AM	Successful Sign In	Admin, Lockt (locktadmin)	24 Test Node		
	04/22/2022 08:00:00 AM	Schedule Active - M-F 8-5		24 Test Node		
	04/22/2022 07:00:00 AM	Schedule Active - Maintenance		24 Test Node		
	04/22/2022 04:00:00 AM	Schedule Active - M-F 8-5		IC2 Test	IC2 Test	

At the bottom of the table, there is a '+ View More' link. Below the table is a section for 'Active Web Clients' showing a count of 1.

Additional Help

The User Guide will appear with further details and help topics available at any time



The screenshot shows a web browser window with two tabs: 'Lockt SecureAccess' and 'User Guide'. The address bar shows the URL 'https://salesdemo24.lockt.com/helpContent/en/index.html'. The page title is 'User Guide'. The main content area is titled 'Introduction' and contains the following text:

Welcome to your powerful, yet intuitive, cloud-based electronic door access-control system supporting BEST Switch™ Devices. It provides

- Support for wireless and wired door access equipment
- Powerful, intuitive, Web Management Application — all you need is a web browser; no PC software to install or maintain.

Using this Guide

The topics in this Introduction explain how to use the Web Management Application generally.

The four main sections correspond to the four main navigation menus: [Monitoring](#), [Access Control](#), [Configuration](#), and [Administration](#). These topics provide general guidance, and have a sub-topic for each menu item.

[Features and Tasks](#) describes special features that are not centralized, and explains tasks that are common to several screens.

[Reference](#) includes the [Glossary](#) and other reference material.

Getting Started

Your Switch™ Bridge will already be installed and configured.

To get started:

1. Open a web browser and [log in](#) to the Web Management Application.
2. Review the [Home Screen and Menu](#).
3. Understand [List Views](#) and [Property Views](#). Most screens use one of these views.
4. Take a look at the configuration of your [Doors](#), particularly the **Default Mode** and the **Access Mode Schedule**.
5. Learn about the different ways you can assign [Door access](#) to Users.

You now have a fully functioning access control system. Read about [Monitoring](#) and [Notifications](#) so you can see what's going on in your system.