

Add Users / Credentials

1. Login to the Lockt Software.

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8	Your username
assw	ord
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2. From the Home screen of the Lockt Software.

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3. Navigate to the Users page under the Access menu. Users page shows a list of Users.

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	8	01/6/2021 11:50:10 AM	Successful Sign In		Doe, John (jdoe)	Lockt
	8	01/6/2021 11:49:50 AM	Signed Out		Admin, Admin (admin)	Lockt
	Q.	01/6/2021 11:47:55 AM	Successful Sign In		Admin, Admin (admin)	Lockt

4. Choose the Create button to add a new user.

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	Monitor	Access	Config	Admin	Back	Forward	Create	Save	Cancel	Filter	Import	Export PDF	Export All to CSV	

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Add Users / Credentials

5. A New User page pops up. Type in the First Name and Last Name. Cardholder Only Role is not changed.



6. Scroll down to the Access fields.

Cards	Card Number	Enabled	
PIN		Create New Clear	Ren
Access Levels	Name		
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7. Select the Add button in the Cards section.

Cards	Card Number Enabled	+
		Add
		Remov
PIN	Create	New Clear
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Access

8. Type in Card Number and Enabled is checked. Enter a PIN number or create a new one to be use for Admin on Best Application for phone.

Cards	Card Number Enabled	+
	1234	Add
		Remove
PIN	6048	ar

9. Select the Add button in the Access Levels section

Access Levels	Name	+
		Add
		Remove

10. In the Available Access Levels window, check the box that is the required Access Level. Select Ok to finish Access Level assignment.

S.	Select one or more access levels	
	Name A	
~	Z9-ALL-ACCESS	4
	Z9-DEMO-A	
	Z9-DEMO-	ľ
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11. Select the SAVE button.



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