

Owner User Guide

Owner – Customer (property owner) who is using mobile credentials

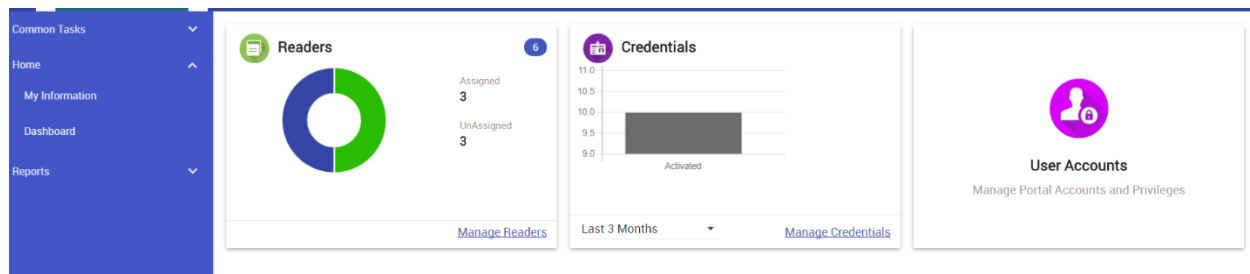


Fig.1 Dashboard

Manage Credentials

*credentials must be ordered by reseller from service provider

1. Inventory – credentials that can be issued
2. Issued Credentials – owner sees the list of credentials that are already issued. This section allows owner to reactivate, return, deactivate or reissue a credential

There are two ways to issue credential

First: Issuing credentials one by one

Owner issues credentials by clicking the icon in the issue column of the listing box name (Fig.2). This will bring up an “Issue Credentials” window. Then owner types in Batch ID, First Name, Last Name and Email ID. When done, click Issue on the top right of the window. An email will be sent to the Email ID for user to activate credential.

*next batch IDs are automatically assigned if left blank

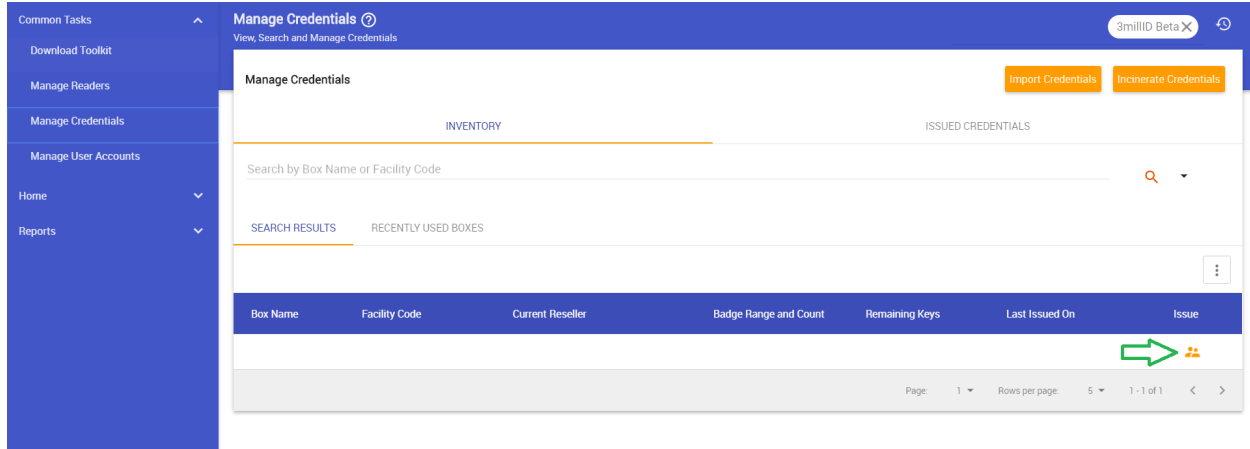


Fig.2 Issuing Credentials

Second: Issuing a batch of credentials

To issue credentials – click Import Credentials icon on the top right of the Inventory tap. This will bring up the “Import Credentials” window (Fig.4). Click Download Template to download a CSV file named Credentials into your Download folder. Open the file up and type in the information listed below (Fig.3).

Operation Badge ID eKey Box of Cards Email First Name Last Name

When done, save file and click Upload Credential List and select Credentials file. After the upload process is finished, Click Confirm, then click Done. An email will be sent to each Badge ID for user to activate the credential.

	A	B	C	D	E	F	G	H
1	Operation	Badge ID	eKey	Box of Car	Email	First Name	Last Name	
2								
3								
4								

Fig.3 Credential Template

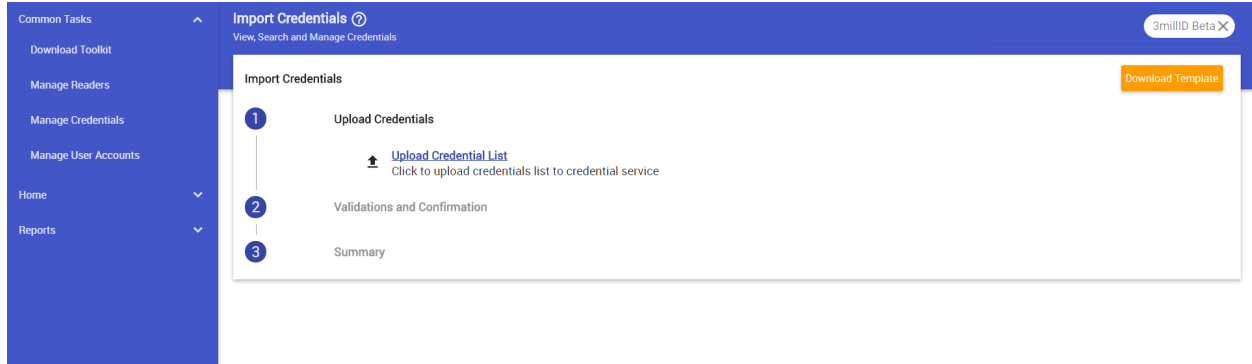


Fig.4 Import Credentials

Manage Reader

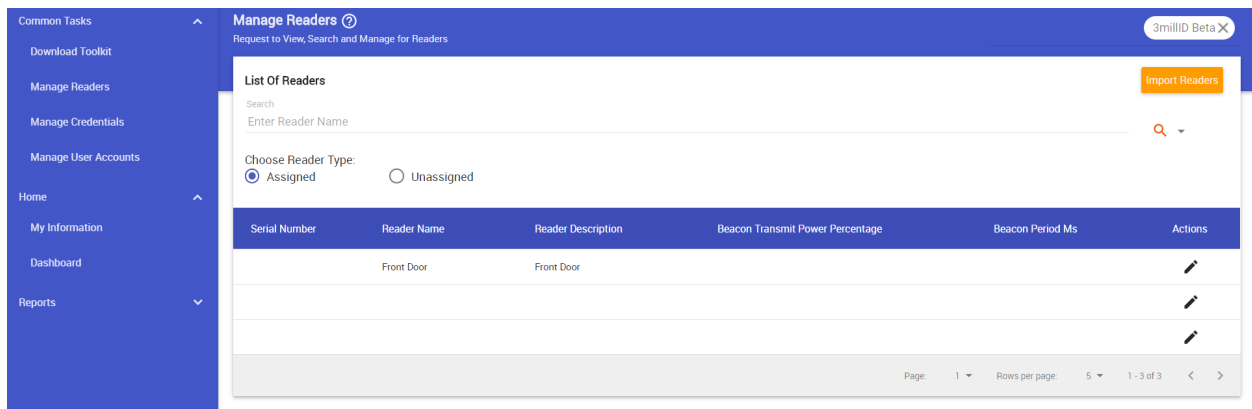


Fig.5 Reader Management

Assigned Readers – readers that have already been commissioned

Unassigned Readers – readers that have been uploaded but not yet commissioned

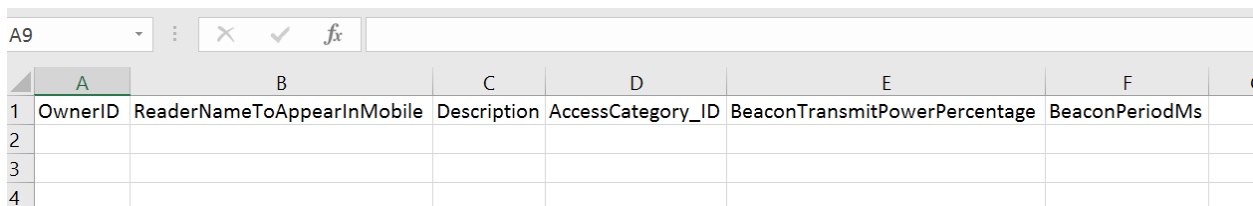
To import readers

1. click on Import Readers – new window will pop up (Fig.5)
2. click download template – fill in the information below (Fig.6)

OwnerID, ReaderNameToAppearInMobile, Description, AccessCategory ID,
BeaconTransmitPowerPercentage and BeaconPeriodMs



Fig.5 Import Reader



	A	B	C	D	E	F
1	OwnerID	ReaderNameToAppearInMobile	Description	AccessCategory_ID	BeaconTransmitPowerPercentage	BeaconPeriodMs
2						
3						
4						

Fig.6 Reader Template

Note:

AccessCategory ID need to be 1

BeaconPeriodMs need to be 33 only

3. Save file then click Upload Reader – choose the template that is downloaded and modified from above step (CSV file named Readers)

* Reader names must be unique

Download Toolkit (Windows OS Only)

Toolkit is used to commission/decommission readers – Special credentials are required

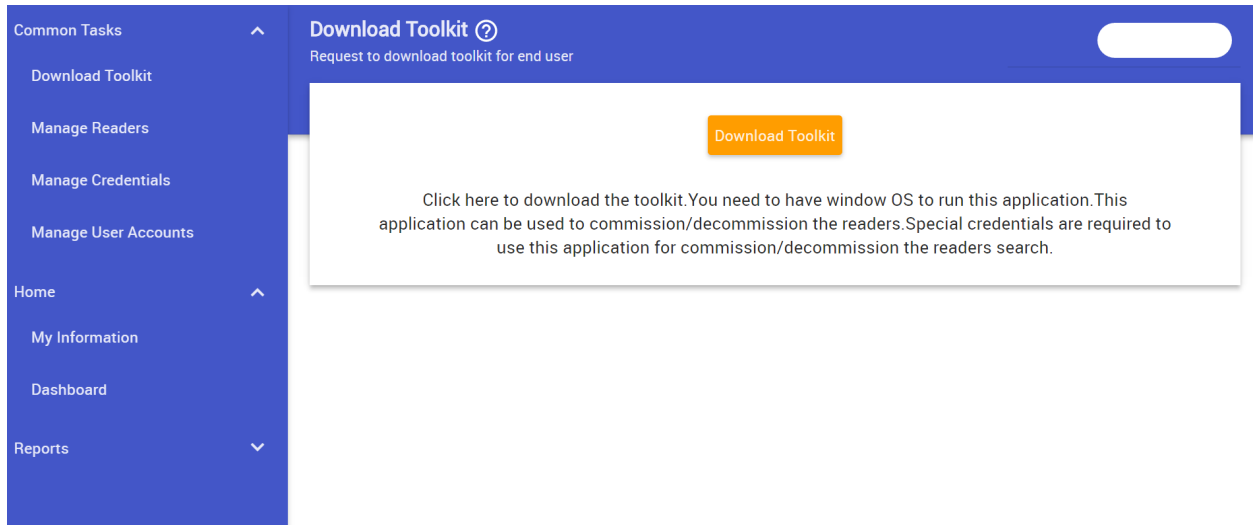


Fig.7 Download Toolkit

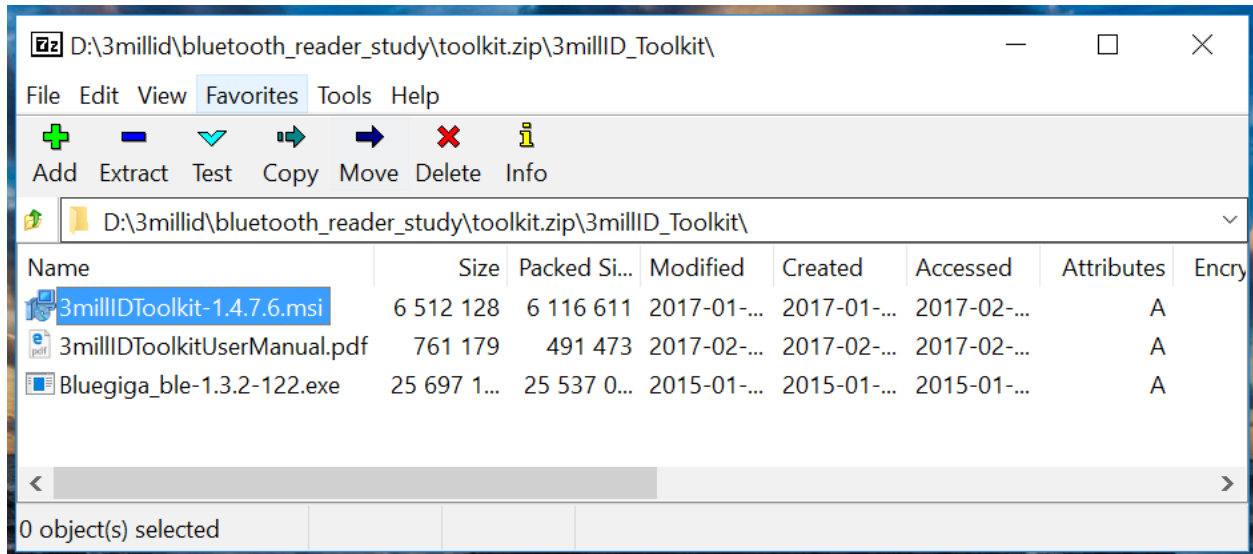


Fig.8 Files Included in Toolkit

Manage User Accounts

Owner can also grant someone to be able to access the owner account – by clicking Create (Fig.9)

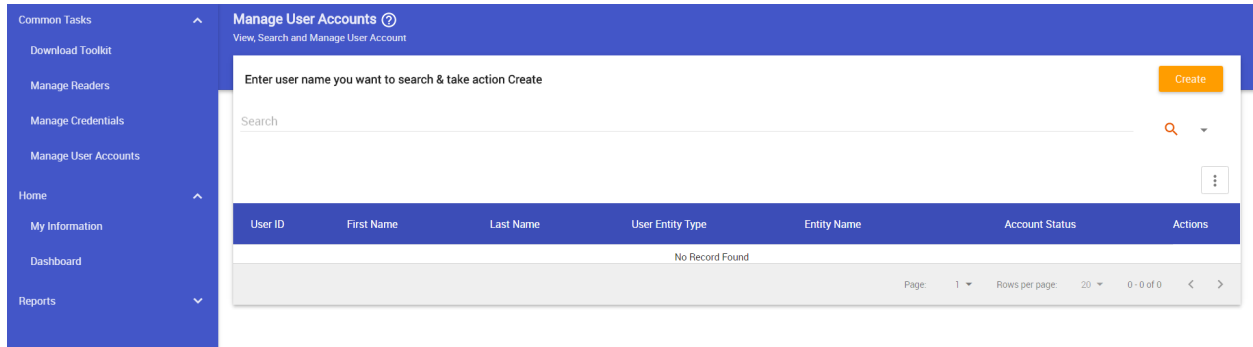


Fig.9 Manage User Account

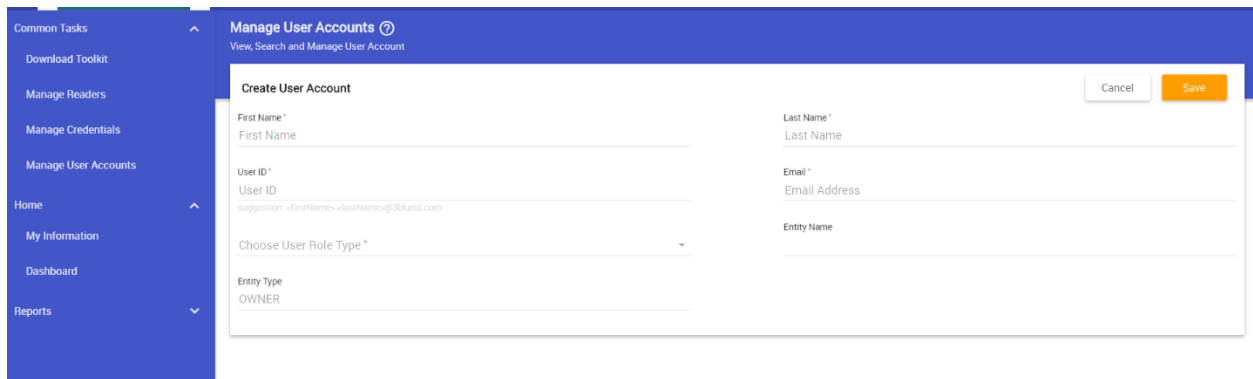


Fig.10 Add User Account