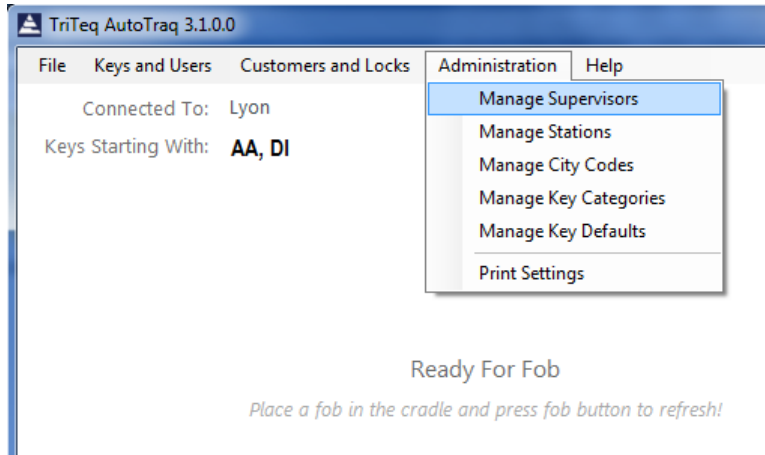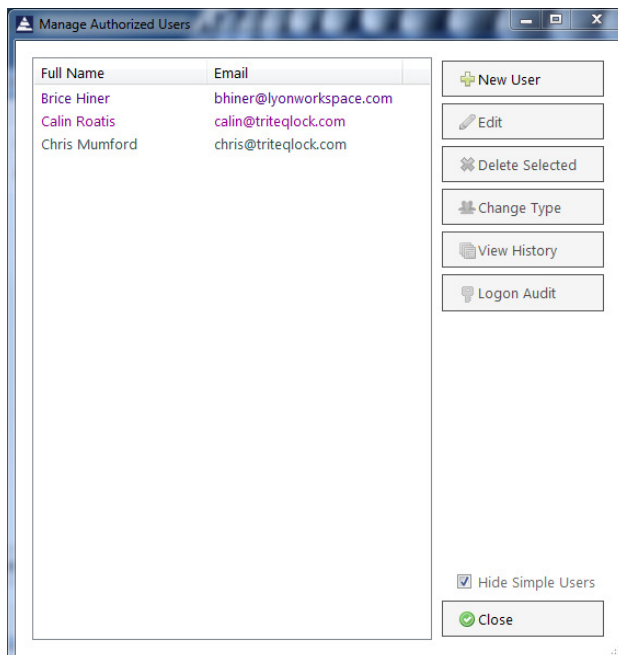# Administrator Manual

A. Manage Supervisors

Access to this feature requires Global Administrator or Local Administrator credentials.

From 'Administration' menu, click on 'Manage Supervisors'.

After the 'Manage Authorized Users' menu loads, click on new user or, select a supervisor from the list and click on 'Edit' or, 'Change Type' if changes to an existing supervisor are needed.

Adding a new supervisor

Fill in required fields.
Fields in red are mandatory.

When mandatory fields are completed 'Change Privileges' menu becomes enabled.

Click on 'Change Privileges'.

From the 'Privileges' menu. select all features the new supervisor needs to access.
Default settings is 'none'.

If you proceed with the default settings, this supervisor becomes an auditor.
The auditor has access to all reports (displayed, printed or exported) but, cannot make any changes.
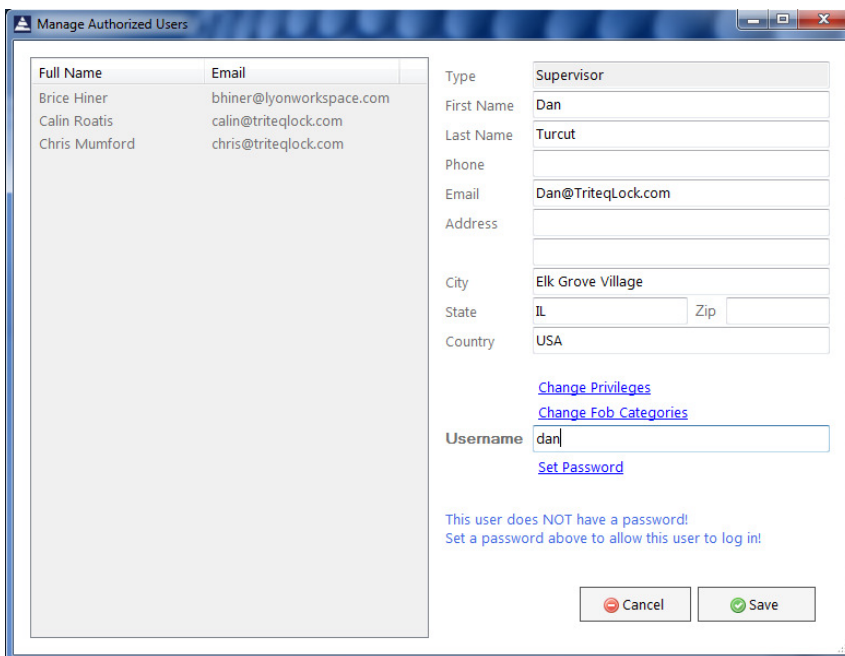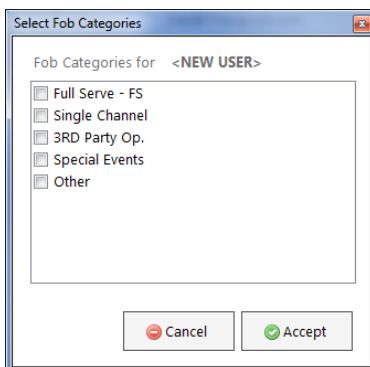When selection is done, click on 'Accept'.

Enter desired user name for the login and click on 'Set Password'.

Enter desired 'Username' for this supervisor.
If this supervisor will be limited to make key changes only to certain key categories, click on 'Change Fob Categories.

Select from the list, the key categories this supervisor will have access.
See 'Edit Fob Categories' menu if you need to create custom categories.
Click "Accept" when done.

Click on 'Set Password'.

Enter and confirm a temporary password for this supervisor. The password minimum length is 8 character and needs to have at least on upper case letter and at least one number.

Click on 'Accept' when done.

Click on 'Save'.
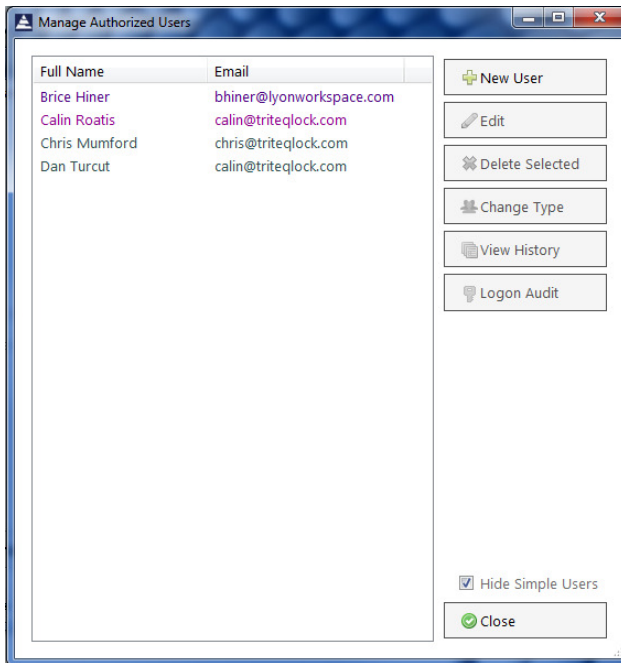
New supervisor was created and automatic an email was sent to the new supervisor with the indicated username and temporary password.
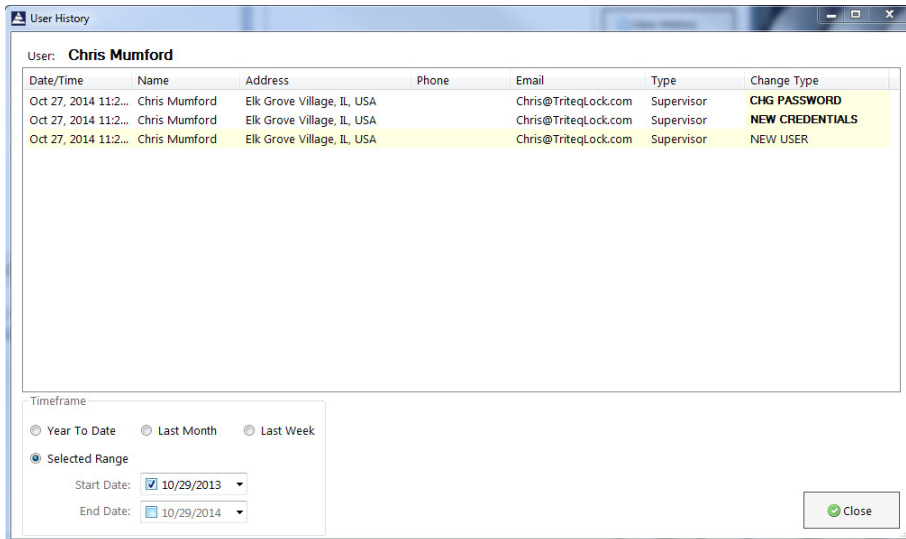
Administrator can also review all changes made to a supervisor account and the login history.

From 'Manage authorized Users' menu, select a supervisor and click on 'View History'

Or, click on 'Logon Audit' To review the activity of selected supervisor.

B. Stations

From 'Administration' Menu Click on 'Stations'.

List Station displays all stations connected to the current database.
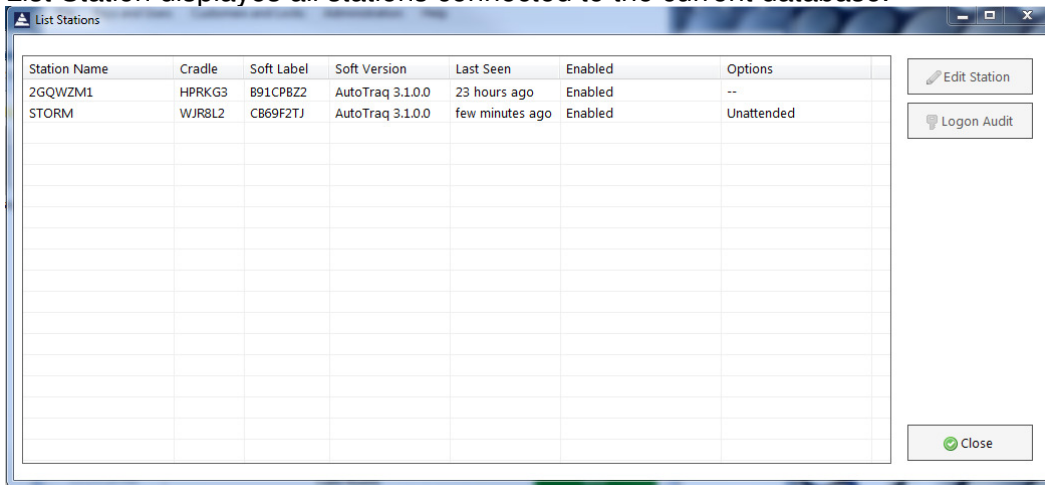
Select the station you intend to edit and click on 'Edit Station'
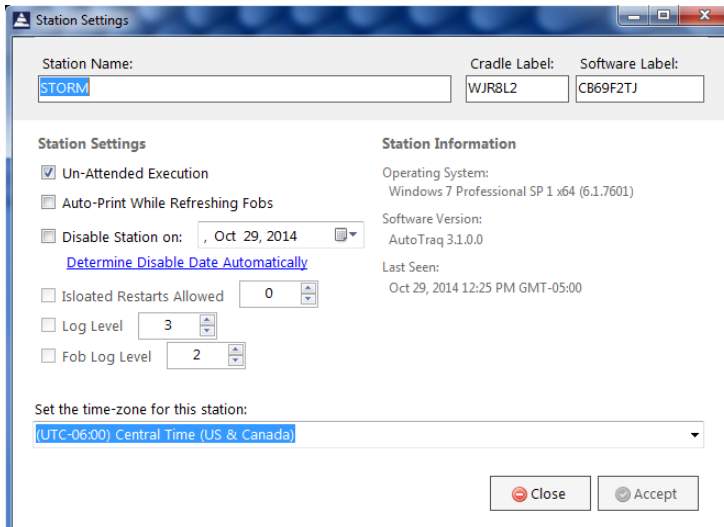
Un-Attended Execution
This switch will allow the station to start in 'user mode' without a login screen.
Auto-Print While Refreshing Fobs
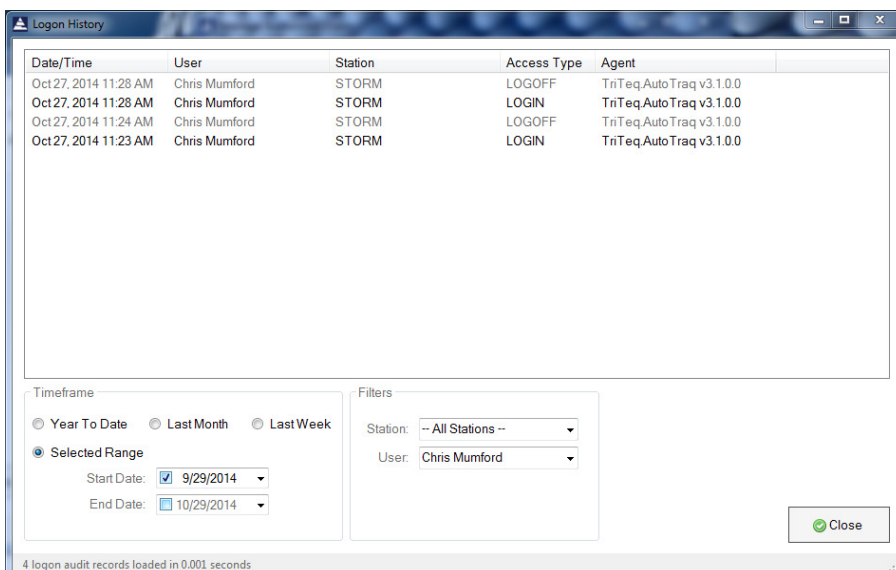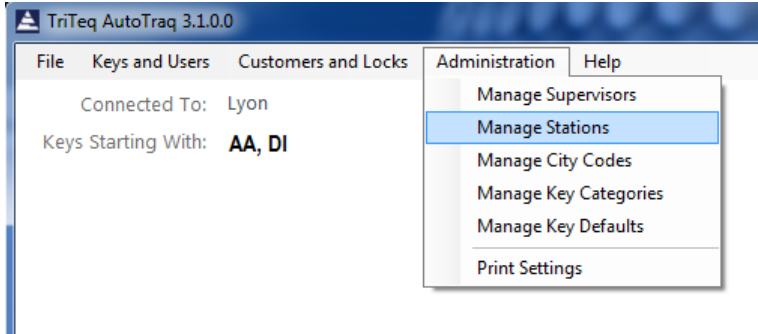Generate a printed report of all access with the fob being refreshed. Printing will go to the default printer set in the system.
Disable Station on:
Will disable the software in indicated dtation at insicated time.
Isolated Restart Allowed
Determines the amount of startups allowed while the station is not connected to the database.

Log Level and **Fob Log Level**
Determines the detail of software events in the log file. For debuggin purposes only. Do not change.
Set the time-zone for this station
By default this value matches the system value. Change only if your SQL server is in a different time zone.

C. Manage City Codes
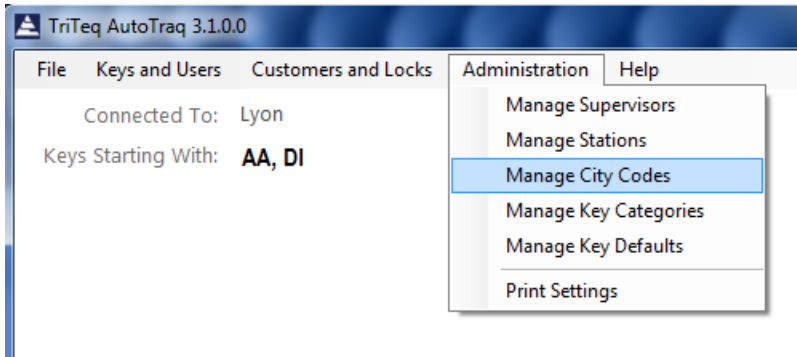
From 'Administration' menu, click on 'Manage City Codes'.
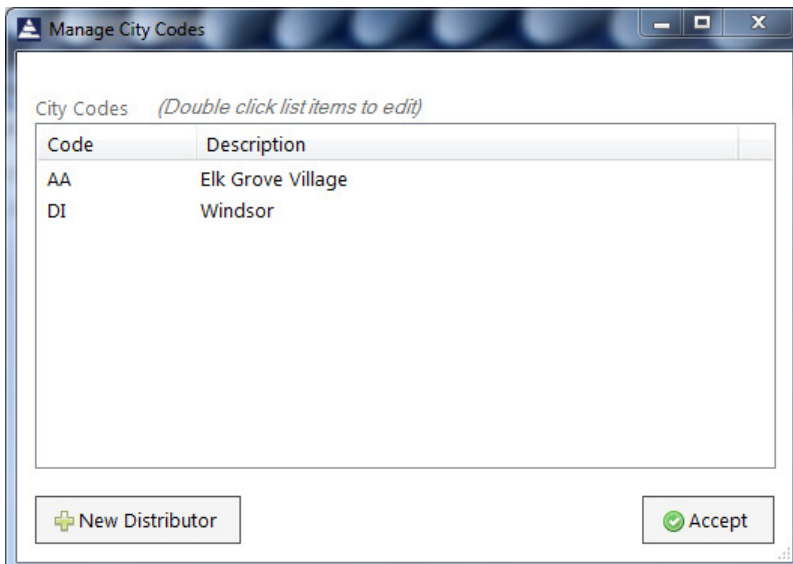
To add a new city code, click on 'New Distributor'.
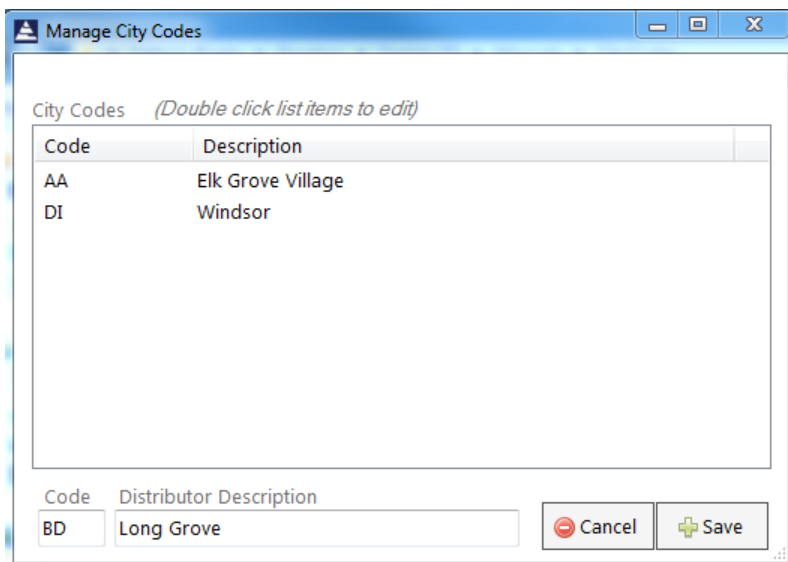
Add desired Code, Distributor Description and hit 'Enter'.
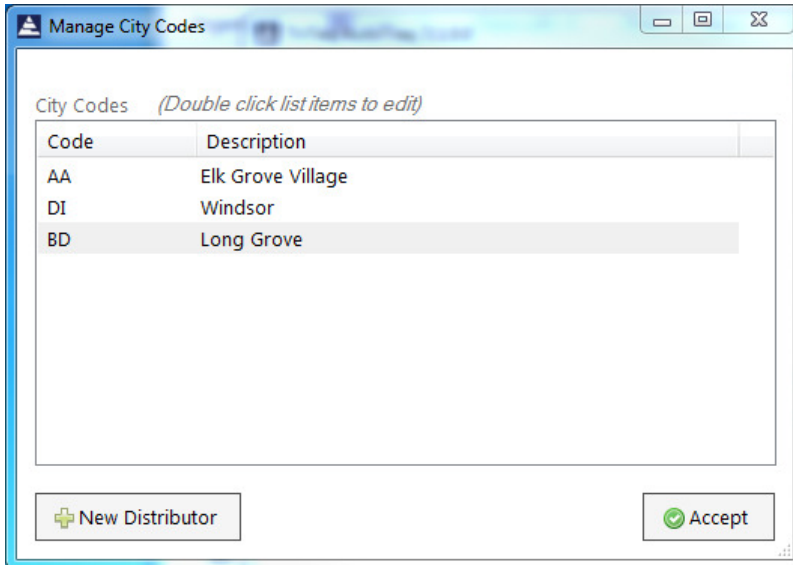
This change will propagate to all stations connected to this database and keys from the new city code can be added from any participating station.

D. Manage Key Categories

From 'Administration' menu, click on 'Manage Key Categories'.
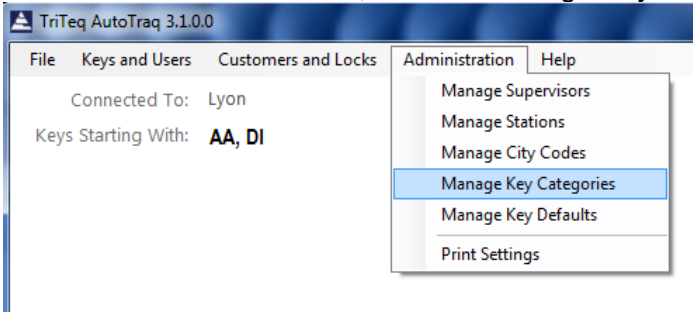
Listed are default key categories created when database was created.
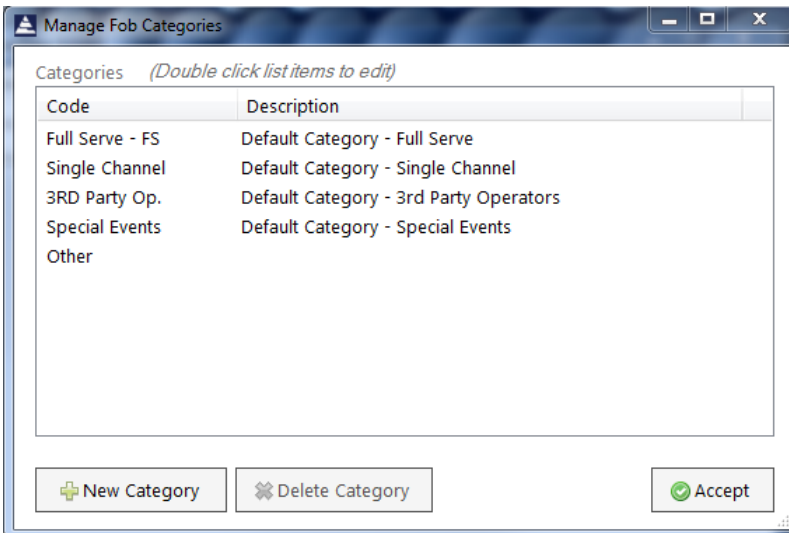
If you desire to have your keys designated for specific purposes and being managed by specific supervisors, you can create custom categories.

Click on 'New Category'.
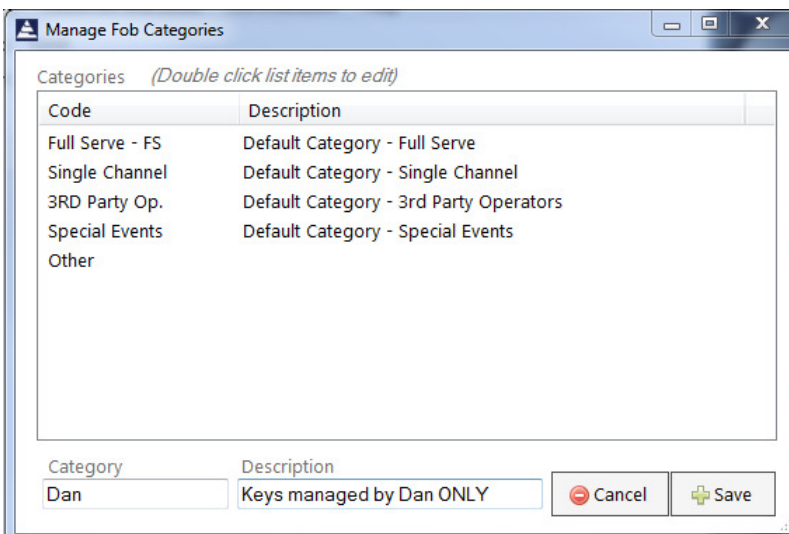
Enter a 'Category' name and a description for the new category.

Hit enter on your keyboard or click on 'Save' whan done.

Manage Fob Categories

Categories *(Double click list items to edit)*

Code	Description
Full Serve - FS	Default Category - Full Serve
Single Channel	Default Category - Single Channel
3RD Party Op.	Default Category - 3rd Party Operators
Special Events	Default Category - Special Events
Other	
Dan	Keys Managed by Dan Only

New Category   Delete Category   Accept

You newly created category shold be listed. Click on 'Accept' to return to the 'Main Menu'.

Manage Authorized Users

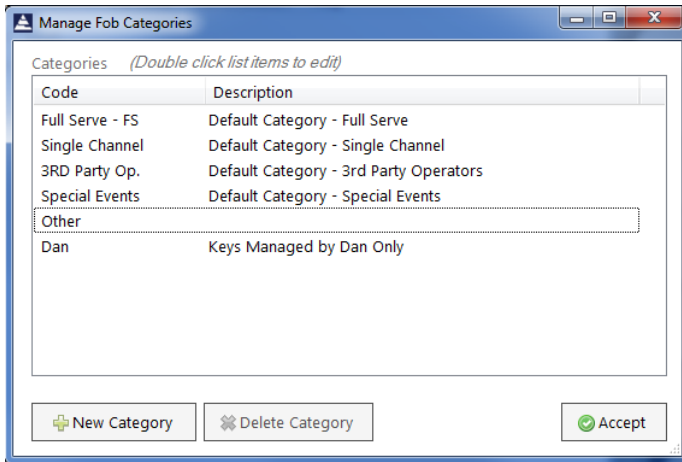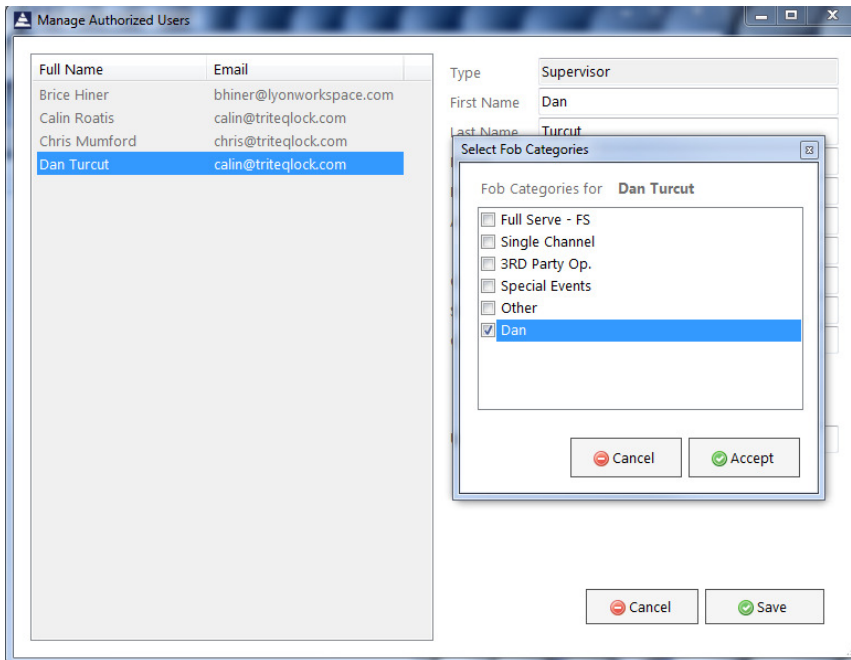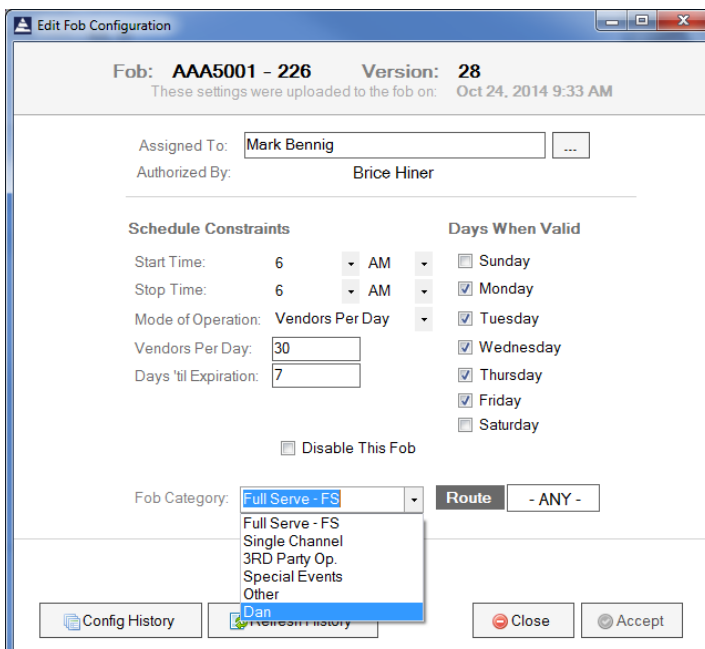| Full Name	Email
Brice Hiner	bhiner@lyonworkspace.com
Calin Roatis	calin@triteqlock.com
Chris Mumford	chris@triteqlock.com
Dan Turcut	calin@triteqlock.com

Type: Supervisor
First Name: Dan
Last Name: Turcut

Select Fob Categories

Fob Categories for **Dan Turcut**

- ☐ Full Serve - FS
- ☐ Single Channel
- ☐ 3RD Party Op.
- ☐ Special Events
- ☐ Other
- ☑ Dan

Cancel   Accept

Cancel   Save

If this key category was created to restrict a supervisor to a set of keys, access the supervisor menu amd select the key category he/she will have access to edit.

Edit Fob Configuration

Fob: AAA5001 – 226   Version: 28
These settings were uploaded to the fob on: Oct 24, 2014 9:33 AM

Assigned To: Mark Bennig
Authorized By: Brice Hiner

Schedule Constraints   **Days When Valid**

Start Time: 6   AM   ☐ Sunday
Stop Time: 6   AM   ☑ Monday
Mode of Operation: Vendors Per Day   ☑ Tuesday
Vendors Per Day: 30   ☑ Wednesday
Days 'til Expiration: 7   ☑ Thursday
☑ Friday
☐ Saturday

☐ Disable This Fob

Fob Category: Full Serve - FS   Route   - ANY -

- Full Serve - FS
- Single Channel
- 3RD Party Op.
- Special Events
- Other
- Dan

Config History   Refresh History   Close   Accept

Also, all keys would desire to be part of the category need to be changed to reflect this change by editing the key and selecting the new key category.

E. Manage Key Defaults

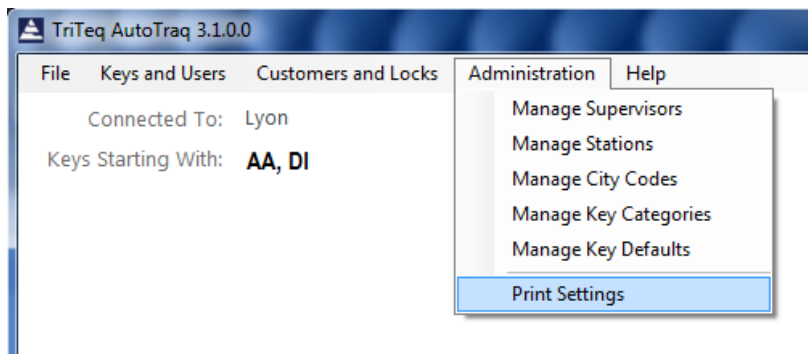From 'Administration' menu, click on 'Manage Key Defaults'.
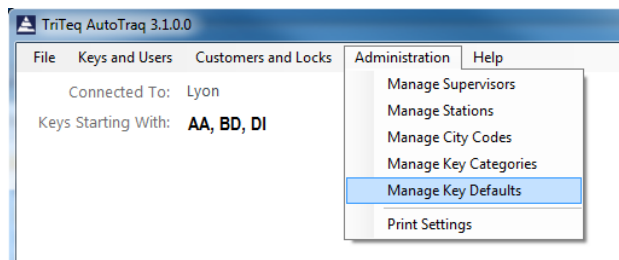
When a supervisor is restricted from editing keys but he can add keys to the database, use this menu when you want to select default values for new keys.
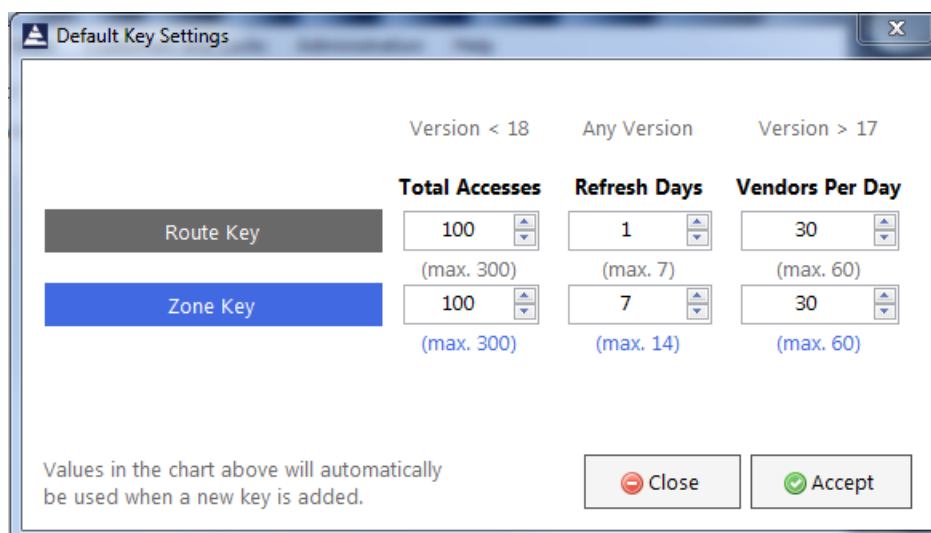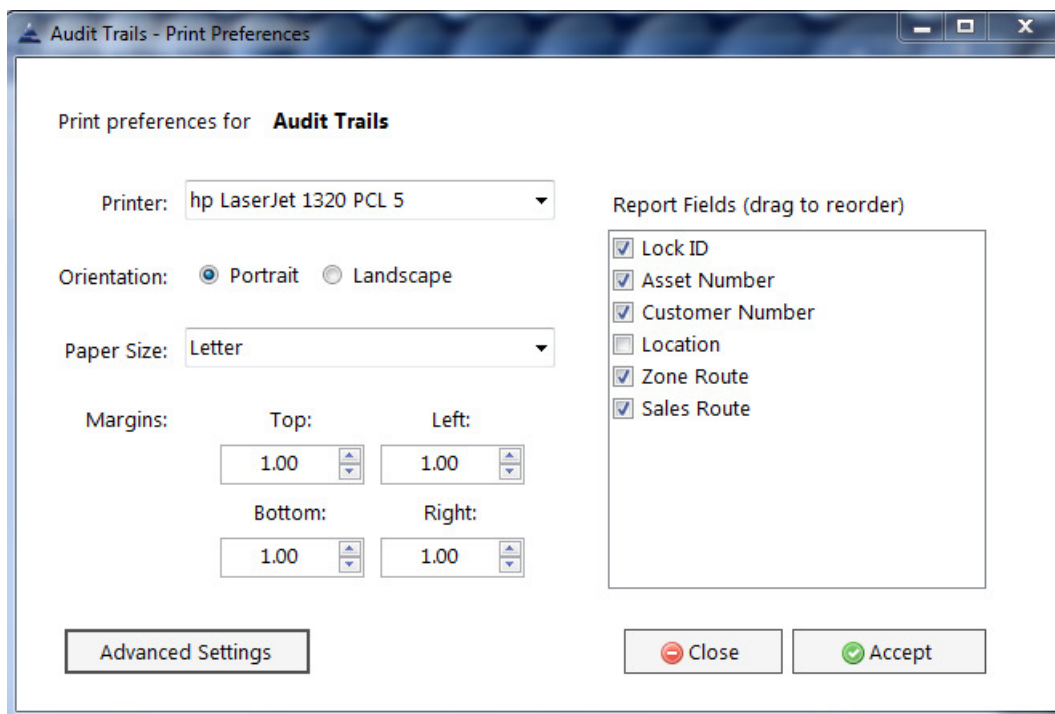
F. Print Settings

From 'Administration' menu, click on 'Print Settings'.

Use this menu to configure 'Auto-Print on Key Refresh' options, settings and seelect the target printer.

G. Editing Lock information

While logged in administrator or with supervisor credentials, click on 'Customers and Locks'.

New locks that were added to your database or, records that were imported and did not have asset information will be displayed as " - *no asset* - ". Double click on the record or, select and click on 'Edit'.

Asset Nbr and Customer Nbrs field are unique. Records where duplicate information is encountered will not be accepted.

If you need to enter information that can be identical from one lock to another, field 'Location' will accept duplicates.

When duplicate information is detected, the following warning will be displayed.
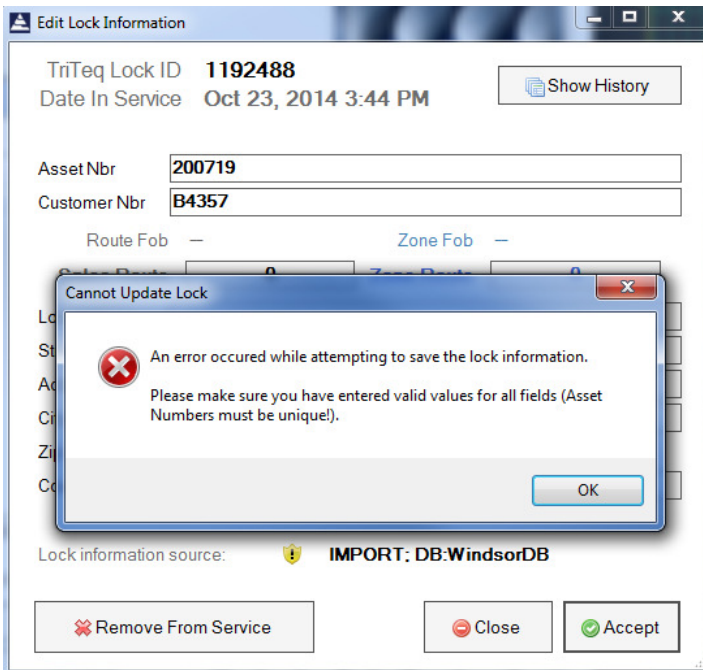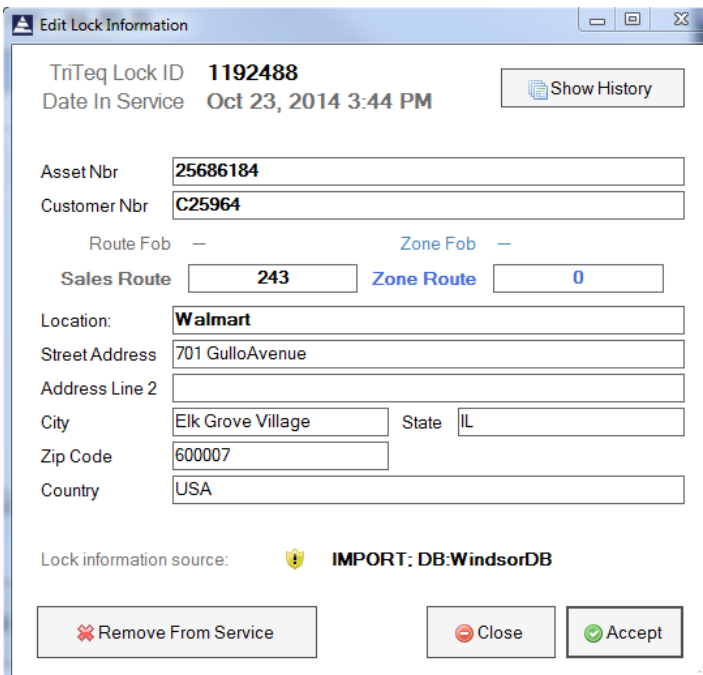

Click 'OK' from lock and 'Manage Locks' list, identify the record that has a duplicate asset or customer number. Edit/delete the duplicate so the warning is avoided when information is entered.

After you entered desired lock information click on 'Accept'

Lock information was accepted and lock is listed with the new information.

Manage Locks

Click on a column header to reorder the list

Lock ID	Asset Number	Customer Number	Location	Route Fob	Zone Fob	Sales Rt	Zo
1192381	20824	Schwoegler Ent Cntr	333373			0	0
1192383	20842	Cenex Do It Center FS				133	0
1192401	20798	Le Win HS	117300			0	0
1192407	20839	Bishop Lane Retreat	169516			0	0
1192415	20826	Canteen Cummins	353966			0	0
1192423	20720		70474			0	0
1192439	20819	Cub Foods West	146735			104	0
1192443	20803	Rileys Wines	54587			119	0
1192488	25686184	C25964	Walmart			243	0
1192492	20730	Mazomanie Liquor	46242			115	0
1192494	20810		284662			135	0
1192646	20772	Wal Mart Portage FS4	WI			132	0

Find a Lock (type the first few characters of serial or asset number)

by Serial Number (ID)

or, by Asset Number

Find (F3)

Select a Lock S/N and click Edit to modify

Edit

Export List

Close

1555 lock information records loaded in 0.385 seconds