

1. Login to the Lockt Software.

**Lockt**

Username

Password

2. From the Home screen of the Lockt Software.

Lockt  
01/06/2021 11:01 AM

Home Monitor Access Config Admin Back Forward

Switch™ Bridges  
 Your Switch™ Bridge is online.

Next Backup: 01/7/2021 12:00:00 AM  
 Last Backup: 01/6/2021 12:00:07 AM

Active Web Claims  
 Admin password is not secured. 1

Icon	Occurred	Description	User	Source	Switch™ Bridge	Location
🔒	01/6/2021 11:00:10 AM	Successful Sign In	Dave, Admin (admin)	Lockt		
🔒	01/6/2021 11:00:50 AM	Signed Out	Admin, Admin (admin)	Lockt		
🔒	01/6/2021 11:01:53 AM	Successful Sign In	Admin, Admin (admin)	Lockt		
🔒	01/6/2021 11:01:57 AM	Unsuccessful Sign In (Incorrect Password)	Admin, Admin (admin)	Lockt		
🔒	01/6/2021 10:58:09 AM	Factory Reset	Control, Admin (Admin)	29-103840-005-1204-001	29-Down-Switch-Bridge-2	

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

Lockt  
01/06/2021 11:01 AM

Home Monitor Access Config Admin Back Forward

Access Control  
 Users  
 Access Levels  
 Schedules  
 Access Mode Schedules  
 Special Days

Next Backup: 01/7/2021 12:00:00 AM  
 Last Backup: 01/6/2021 12:00:07 AM

Active Web Claims  
 Admin password is not secured. 1

Icon	Occurred	Description	User	Source
🔒	01/6/2021 12:47:41 PM	Successful Sign In	Dave, Admin (admin)	Lockt
🔒	01/6/2021 11:50:10 AM	Successful Sign In	Dave, Admin (admin)	Lockt
🔒	01/6/2021 11:49:10 AM	Signed Out	Admin, Admin (admin)	Lockt
🔒	01/6/2021 11:48:55 AM	Successful Sign In	Admin, Admin (admin)	Lockt

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

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

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

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

Expand All Collapse All

Identity

Status Valid

First Name

Last Name

Role

Language

Valid From

Until Further Notice

Disable User

Update image

6. Scroll down to the Access fields.

Access

Cards

Card Number	Enabled

+

Add

Remove

PIN

Create New Clear

Access Levels

Name

+

Add

Remove

Switch™ Device Access

Switch™ Device	Schedule

+

Add

Remove

Options

Use Extended Interval Time

7. Select the Add button in the Cards section.

Cards

Card Number	Enabled

+

Add

Remove

PIN

Create New Clear

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.

^ Access

Card Number	Enabled
1234	<input checked="" type="checkbox"/>

+

Add

Remove

PIN

6048

Create New

Clear

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.

Available Access Levels

Select one or more access levels

<input type="checkbox"/> Name
<input checked="" type="checkbox"/> Z9-ALL-ACCESS
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]
<input type="checkbox"/> Z9-DEMO- [REDACTED]

<< < 1 / 1 > >>

OK Cancel

11. Select the SAVE button.

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

Name

Admin, Admin

Identity