

Valnes WebLock user manual

WebLock enables users to provision access rights over the net.

Note! User must enter the code followed by „#!“! Example: if code is 1234 then at the key pad, user must type „1234“ + „#!“.

General logic

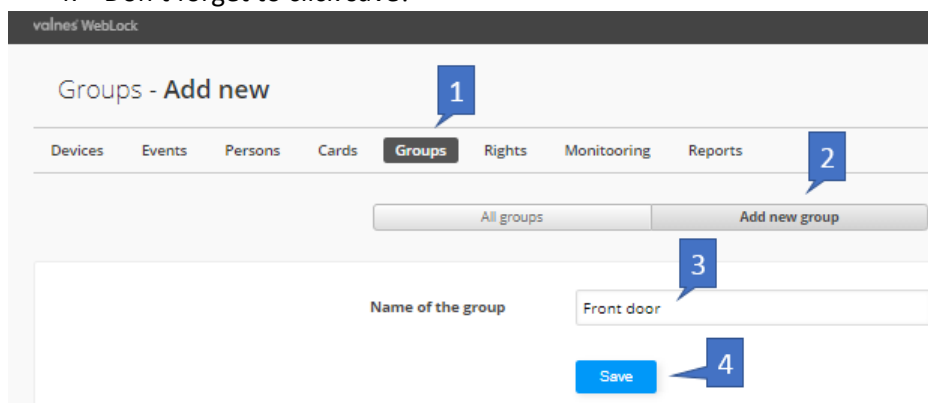
For person to get an access right for a door, they need to have cards and they need to belong to a group which has access to device.



Picture 1. General logic

Process:

- 1) Create a group:
 1. Click „Groups“ from main menu;
 2. Click „Add new group“;
 3. Type the name of the group;
 4. Don't forget to click save!



Picture 2. Creating a group

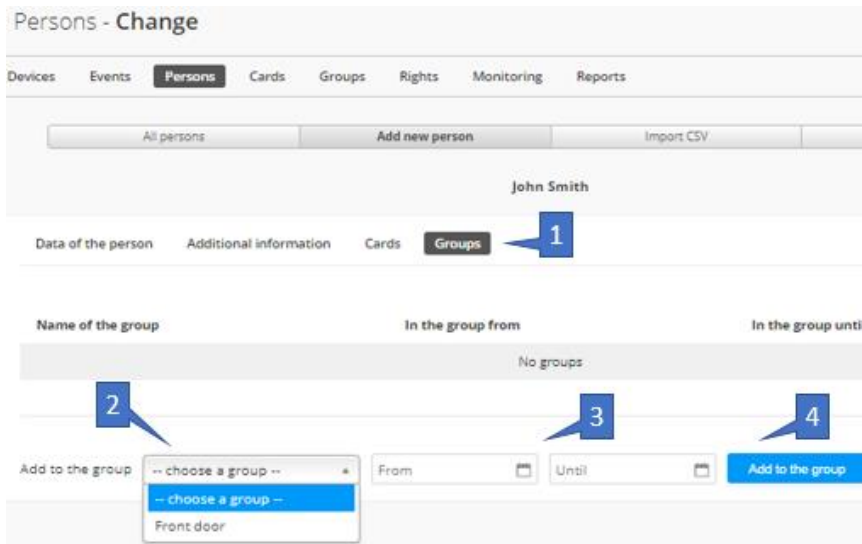
- 2) Add a person:
 1. Select „Persons“ from main menu;
 2. Click on „Add new person“;
 3. Input data. Only required field is „Forename“. All others are optional;
 4. Don't forget to click „Save“.

Picture 3. Adding a person

- 3) Adding a person to a group:
1. Click on the person's name (Picture 4);
 2. Navigate to groups (Picture 5, pt. 1);
 3. Select a group;
 4. Specify dates if needed to restrict;
 5. Click „Add to the group“ to confirm.

Choose	Forename	Surname	Groups	Picture
<input type="checkbox"/>	John	Smith		The picture is missing

Picture 4. List of persons

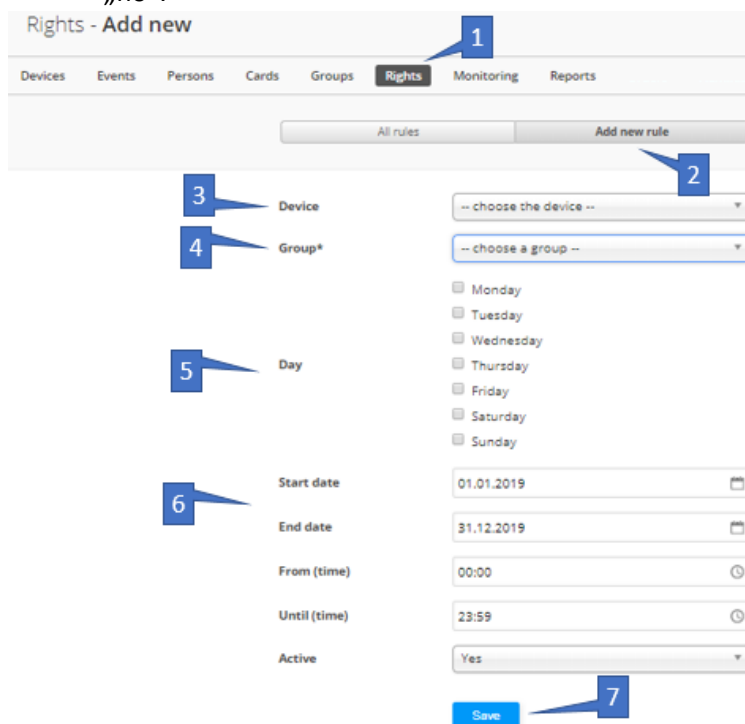


Picture 5. Adding a person to a group

4) Create an access right:

1. From main menu select „Rights“;
2. Select „Add new rule“ from sub menu;
3. Select a device/door;
4. Select a group who will be accessing that device. A group can have several rights for several devices;
5. Select weekdays when the access right is given;
6. Choose the dates when you want the right to be active. You can also specify times at when the rule is active during the day;
7. Don't forget to click „Save“.

Ps. If you want to temporarily deactivate an access right, you can change „Active“ to „no“.



Picture 6. Rights section

5) Add a card or code to person:

1. From main menu click „Cards“;
2. From sub menu click „Add new card“;
3. When you're provisioning a PIN code, select „Card type“ PIN code. In case of key card, choose type „Key card“. When PIN code is selected, system automatically generates 6 digit PIN code. Please refrain from using PIN codes like „0000“ or „1234“;
4. Selecting dates allows you restrict when codes/cards can be used for access;
5. Don't forget to click „Save“.

When you followed steps 1-6, you have granted access to a person!

The screenshot shows the 'Cards - Add new' form. At the top, there is a navigation bar with 'Cards' selected, indicated by callout 1. Below the navigation bar, there are three tabs: 'All cards', 'Add new card' (selected, callout 2), and 'Card orders'. An 'Import CSV' button is also visible. The main form area contains several fields: 'Card type' (dropdown menu, callout 3), 'Code' (text input, callout 3), 'Document number' (text input), 'Extra number' (text input), 'Related person' (dropdown menu, callout 4), 'Effective date' (calendar icon, callout 5), 'Expiration date' (calendar icon, callout 5), and 'Application times' (text input). A 'Save' button is located at the bottom right, indicated by callout 6.

Picture 7. Adding a card/PIN code

6) Opening a door under „Devices“:

1. Select „Devices“ from main menu;
2. Click on red or green button to open the door on-demand.

The screenshot shows the 'Devices - All' section. At the top, there is a navigation bar with 'Devices' selected, indicated by callout 1. Below the navigation bar, there are four links: 'CARD READER SOFTWARE DOWNLOAD', 'CARD READER SOFTWARE ISIC DOWNLOAD', and 'DOORPHONE SOFTWARE DOWNLOAD'. Below these links is a table with the following columns: 'Device', 'Status', 'Last seen', 'Door', and 'Lock'. The table contains two rows of data:

Device	Status	Last seen	Door	Lock
01	Device connected	08.01.2019 kell 01:50	Open	Closed
02	Device connected	08.01.2019 kell 01:50	Open the door	Closed

Callout 2 points to the 'Open' button in the 'Door' column of the first row.

Picture 8. Devices section

7) Users can see events log in „Events“ section.