



LoQit System

User Guide



Contents

01.	Main Landing Page.....	3
a.	Lockers	3
b.	Users	3
c.	Reporting.....	3
02.	Lockers	5
a.	Quick snapshot of available and/or occupied lockers	5
b.	Opening of lockers	6
c.	Assigning lockers to users	6
d.	Clearing of lockers.....	7
e.	Quick access to reporting tool	7
03.	Users	8
a.	Searching users in the system.....	8
b.	Adding users to the system.....	8
c.	Unlinking a user from a locker	11
d.	Deleting users from the system	12
e.	Modifying users in the system	13
f.	Duplication of User Information	13
g.	User export	14
h.	User Group Management	15
i.	Adding User Groups.....	15
ii.	Removing User Groups.....	17
04.	Reporting.....	18
a.	All locker/user activity	18

01. Main Landing Page



Summary of landing page functions

a. Lockers



In the lockers section you can perform and find the following functions

- Quick snapshot of available and/or occupied lockers
- Opening of lockers
- Assigning lockers to users
- Clearing of lockers
- Quick access to reporting tool

b. Users



In the user's section you can perform and find the following functions

- Searching users in the system
- Adding users to the system
- Unlinking a user from a locker
- Deleting users from the system
- Modifying users in the system
- Duplication of User Information
- User export
- User Group Management

c. Reporting



In the reporting section you can perform and find the following functions

- All locker/user activity
- Reporting on locker numbers
- Reporting on Occupied – known user
- Reporting on Occupied – unknown user
- Reporting on Available lockers
- Reporting on Blocked lockers

- Reporting on fix assigned lockers.
- Reporting on lockers occupied but not used.
- Reporting on lockers opened for a period.

02. Lockers

To access lockers, click on the lockers button on the main landing page.



- a. Quick snapshot of available and/or occupied lockers

01. Female Locker Room

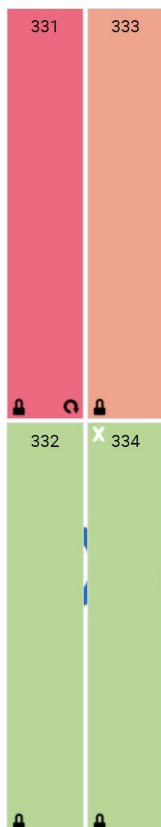
001 - 040

37 3 >

When first entering the locker section you are presented with a overview of the locker system.

- Locker section
- Locker numbering
- A count of lockers displaying how many lockers are in the section. This is displayed via a green and/or red number. The green number represents how may lockers have not yet been assigned are available for users. The red number represents how many lockers have been claimed/occupied by a user either via automatic selection when swiping a card or manually assigned by an operator.

Once you select your locker bank you require you will get a further overview of lockers



- Red locker is a locker that has been occupied/claimed by a known user, either via auto assigned or operator assigned.
- The horseshoe in the bottom of the red locker represents a locker that is fix assigned. If a locker is fixed assigned it will need to be assigned to a locker user. It is not a flexible locker.
- Orange locker is a locker that has been occupied/claimed by an unknown user. An unknown user is a user that has claimed a locker via pin number or a user that was known in the system but was deleted but not cleared from the locker.
- Green locker is a locker that is waiting to be claimed/occupied by a user either via swipe card/pin number or assigned by an operator.
- The white cross at the top of the green locker represents a locker that has been blocked by an administrator. By blocking a locker, the locker becomes not useable. The locker can still be opened via the web portal or via the master card.

b. Opening of lockers

To control lockers, select the locker you want to control. You will then be presented with further control options.

Selected locker

Locker: 332



By selecting the pad lock it will remotely open the locker

c. Assigning lockers to users

To manually assign lockers, select the locker you want to assign the user to. You will then be presented with further control options.

Selected locker

Locker: 332



Select the icon of the person, it will then present you with a Link locker and user option.

Link locker and user

Locker: 332

In the prompt box, start to enter in the username that you want to assign to the locker. A list of users will start to appear. Select the user you wish to assign to the locker. Once selected the link between locker and user will be established.

The link will be displayed under the locker.

Selected locker

Locker: 331

[xmltester](#)

User card:

F900976B12B

Pincode : 3542

d. Clearing of lockers

To clear lockers from users, select the locker you want to clear. You will then be presented with further control options.

Selected locker

Locker: 331

[xmltester](#)

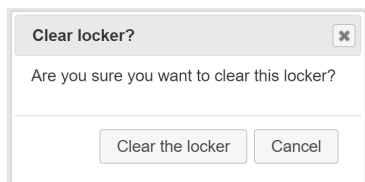
User card:

F900976B12B

Pincode : 3542



Select the icon of the rubber, it will then present you with a “Clear Locker?” option.



If you are sure you want to clear the locker select “Clear the locker”. I will then clear the select locker from the current user. The locker will then also change from Red/Orange to Green. The locker will then be available for re allocation via flexible solution or via operator action.

e. Quick access to reporting tool

For quick access to the reporting tool, select the locker you want to report on. Select the graph picture. It will then take you reporting page

Selected locker

Locker: 331



We will discuss further on reporting functionality.

03. Users

To access users, click on the user's button on the main landing page.



a. Searching users in the system

When searching for user details, the following information is searchable.

- Username
- Full name
- User card – as a hex value only
- Any information the is entered into the Extra info section.

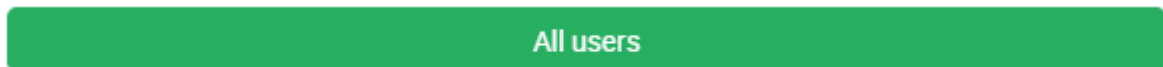
When searching for a particular user enter in information in the search value section

Search value	Search
--------------	--------

Then select the “Search” button in green to commence search.

A list of users will be presented base on your search criteria.

To list all users in the system, select the “All users” button in green to display all users in the system



b. Adding users to the system

To add users to the system, select the add user button located on the bottom left of the page



You can also add users by selecting the draws located at the bottom left of the page



Then selecting the “Add user” button from the appearing menu



Once you have chosen to manual add a user to the system, you will be presented with a blank user form to be completed.

Username:

The username is a unique field and is also the identifier for the user.

It is recommended to format this field with one the following parameters.

- Email address or
- Site Code / Card Number or
- Full Name and Card Number

This will ensure that the username will also be unique.

The username is also used for the login details of the operators.

Full name:

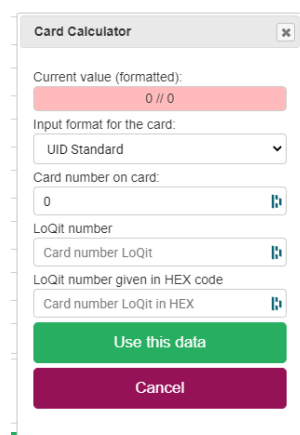
The Full name is not a unique field.

In this section you would enter in the full name of the card holder and/or operator

User card - 0 // 0:

To enter the user card information, you will need to click on the 0//0 section.

Once you have clicked on the 0//0 the card calculator will appear



The Card Calculator dialog box is a small window with a title bar that says "Card Calculator" and a close button. It contains several input fields and buttons. The "Current value (formatted):" field shows "0 // 0" in red. The "Input format for the card:" dropdown is set to "UID Standard". The "Card number on card:" field shows "0". The "LoQit number" field is empty. The "Card number LoQit" field is empty. The "LoQit number given in HEX code" field is empty. The "Card number LoQit in HEX" field is empty. There are two buttons at the bottom: "Use this data" (green) and "Cancel" (purple).

The “Card Calculator” will generate the Card number LoQit in HEX, which is required for reading the cards.

There are several formats for cards that we currently can read in the LoQit system. We are also not limited to these formats and can learn and adapt new formats.

When the system is configured your format for the card technology used will be displayed. You should never have to change this format on the exception you are using multiple card formats on site.

The required information to enter into the calculator is the “Site/Facility Code” and “Card number on card”

Site / Facility Code:

Card number on card:

The “LoQit number” and “LoQit number given in HEX” will automatically populate.

LoQit number

LoQit number given in HEX code

Do not manipulate this data as it will cause the credential not to work.

Once you have entered in the required parameters for card details select the “Use this data” green button

Use this data

The LoQit card number will now be entered against the user.

Spare card:

The spare card section is redundant and not to be used.

Pincode:

The “Pin code:” is where you can enter a custom 4-digit pin number for users. By default, a PIN is required for all users. A pin number is also automatically generated when you first create a user.

Password:

Confirm password:

The password is used for operators of the system to administrate the system. The password can also be used to give to end users to open their lockers via a webpage interface.

The password is auto generated upon creation of a user, it needs to be set and given to operators and or users when required.

E-mail:

E-Mail

You can enter in an email address for each user if required, this is not a mandatory field and can be left blank.

Administratie
Mobile
Users

There are three levels of user groups that can be used.

Administratie – This user group is only for installers for configuration and commissioning.

Mobile – This user group is to be used for users of the lockers themselves.

Users – This user group is to be given to operators who will be administrating the system.

Extra info

In the Extra info section, this is designed to enter in any other information that you may require other than the fields created.

Once you have all the correct information in the user details select the green “Save data” button.

Save data

c. Unlinking a user from a locker

The most effect way to delete a known user who has been assigned a locker I through the user portal.

Firstly, search the user that requires unlinking from a locker. Select the user form the list.

Once you have the correct user details in front of you select the draws at the bottom left-hand side of the page

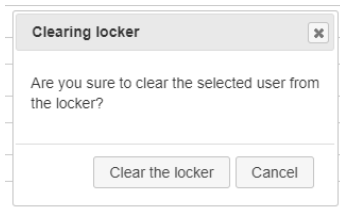


You will then be presented some options, select the option “Unlink locker #####”



Unlink locker 331

Once you select “unlink locker” you will be present with an option to clear the locker



If you are sure to clear the locker, select “Clear the locker” button. This will unlink a user from the locker making it available for another user.

d. Deleting users from the system

To delete a user through the user portal.

Firstly, search the user that requires deleting. Select the user from the list.

Once you have the correct user details in front of you select the draws at the bottom left-hand side of the page

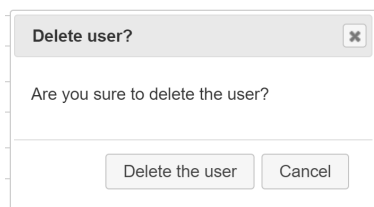


You will then be presented some options, select the option “Delete user”.



Delete user

You will be asked to confirm that you want to delete user. Select “Delete the user” once you are sure you want to delete the user.



Once you delete the user it will return you main search location.

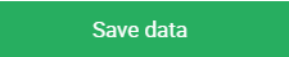
e. Modifying users in the system

To modify users in the system you will first need to search the user database for the user you want to modify.

Once you find the user you wish to modify select the user for modification.

Edit the fields required for changing.

Ensure you select the "Save data" green button.



Unlike when you create a new user and the form clears, when editing a user and selecting the save data button, the current user data form will remain on the screen.

To change other user's is in the system after you select the save data, you can either navigate back to the users screen to search again from the main landing page or hit the back button of the web browser.

f. Duplication of User Information

When adding and manipulating user information you may come across the following errors

The data was NOT saved, duplicate username
The data was NOT saved, duplicate cardnumber

If when entering in information and you come across a duplication error the best way to handle this is to search the duplicated fields indicated.

The best way is to copy and paste the exact information you are trying to save and place it in the search criteria of the user search section. It will then list where the duplication has accord, in either the username or card number.

g. User export

To perform a user export of the system, go to the user's section.

Select the draws at the bottom left-hand side of the page.



Select the option "User export".



User export

The system will then proceed to export all users in the system.

Contained in the exported file will be the following information.

- Username
- Full name
- User group
- User card – as a LoQit Hex Number
- User pin code
- Locker Number
- Email address
- Extra user information

The file is saved in the following format user_export_dateexported.xls.

It will save into your default download location.

h. User Group Management

The function of the user group is to create group to which users belong to so they can access certain lockers only. These groups can be enforced and non-enforced.

An enforced group will give access to users to certain lockers and only those lockers.

A non-enforced group will give access to certain lockers first once the lockers in the group have been fulfilled, they remaining users in the group will be overflowed to the rest of the lockers not in the group.

i. Adding User Groups

To manage the user groups and or add groups, go to the user's section.

Select the draws at the bottom left-hand side of the page.



You will then be presented some options, select the option "User groups".



User groups

Select the draws at the bottom left-hand side of the page.



Select the "Add group" option.



Add group


Give your new group a name to define the group, replace "--NEW GROUP --" with the name



Select Lockers tab to assign lockers.



Select the Locker wall/walls that you want to assign to the group.


 01. Female Locker Room	>	
001 - 040	>	0
041 - 080	>	0
081 - 120	>	0
121 - 160	>	0

The locker wall you want to assign the lockers will appear on the left. Left click and drag across the lockers you want to be part of the group. As you select the lockers they will change from grey to orange.

If you want to remove lockers from the group, click on the lockers not required and they will go from orange to grey.

Lockers 001 - 040										
1	3	5	7	9	11	13	15	17	19	
2	4	6	8	10	12	14	16	18	20	

You will also notice that the locker count against the wall will display the total number of lockers selected in the wall.

Locker walls		
 01. Female Locker Room	>	
001 - 040	>	10
041 - 080	>	10
081 - 120	>	0
121 - 160	>	0

The overall lockers select will also increase as a total in the tab labelled Lockers.

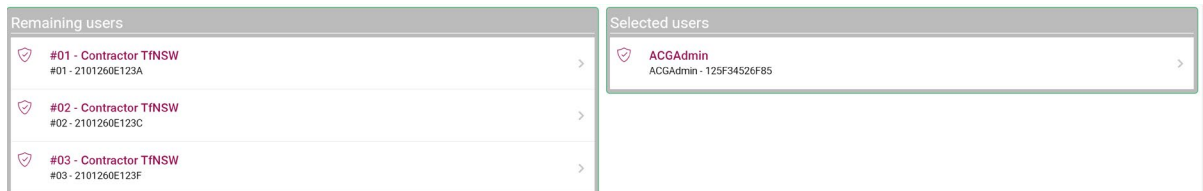
Lockers	20
---------	----

To assign users to the group select the “Users” green tab.



Scroll through the list of users to assign them to the group select.

When you find users that you want in the group simply click on the user and they will go from the left column to the right column. Once they are in the right column they are assigned to the group.



You will also notice that the count on the user’s tab will start to increase to indicate how many users have been assigned to the group.



ii. Removing User Groups

To remove a user group, go into the user group you want to remove.

Select the draws at the bottom left-hand side of the page.



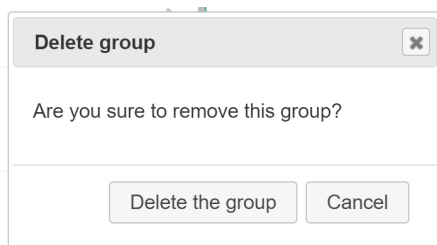
Select the “Remove group” option.



Remove group

You will be prompted to confirm you want to remove the group.

Select the “Delete the group” button once you are sure you want to delete the group.



The group and all associated lockers and users will be removed from the group

04. Reporting

a. All locker/user activity

In the reporting section, you can run reports on all locker activity from the system.

You can run different report on the following parameters.

- Reporting on locker numbers
- Reporting on Occupied – known user
- Reporting on Occupied – unknown user
- Reporting on Available lockers
- Reporting on Blocked lockers
- Reporting on fix assigned lockers.
- Reporting on lockers occupied but not used.
- Reporting on lockers opened for a period.

-- All locations --	-- All walls --
Locker number (standard all lockers are selected)	-- All stats --
-- All users --	
07-02-2021	10:04
08-02-2021	10:03

You can report on the following parameters when reporting,

All locations – This is based on the different location in the locker environment. E.g. Female EOT, Male EOT, etc. This location names are defined when the system is being commissioned.

-- All locations --

All Walls – This based on different walls in the locker environment. E.g. Lockers 001 – 040, 041 – 080, etc. This wall names are defined when the system is being commissioned.

-- All walls --

Locker Number – This is based on the activity of a specific locker.

Locker number (standard all lockers are selected)

All Users – You can run reports on all locker users in the system or a specific user of the locker system.

-- All users --

Time and Date parameters – you can search the activity based on a specific data and time frame.

07-02-2021	10:08
08-02-2021	10:07

All Stats – the following stats can be pulled from the system and reported on

- Occupied – Known user
This will report on all occupied lockers that have known users assigned to them only.
- Occupied – unknown user.
This will report on all occupied lockers that have unknown users assigned to them only.
- Available
This will report on all available lockers only.
- Blocked
This will report on all blocked lockers only.
- FAL – Fix Assigned Lockers
This will report on all fix assigned lockers only.
- Lockers Occupied but not used for xxx time or more.
This will report on all lockers that have been occupied but not used over a defined period.
- Lockers opened for xxx time or more.
This will report on all lockers that have been left open for and not closed for defined period.

All logs can be downloaded as per your search parameters.

[Download log](#)