# 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

1. 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

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



Picture 4. List of persons

 

Picture 5. Adding a person to a group

1. 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

1. 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!



Picture 7. Adding a card/PIN code

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



Picture 8. Devices section

1. Users can see events log in „Events“ section.