

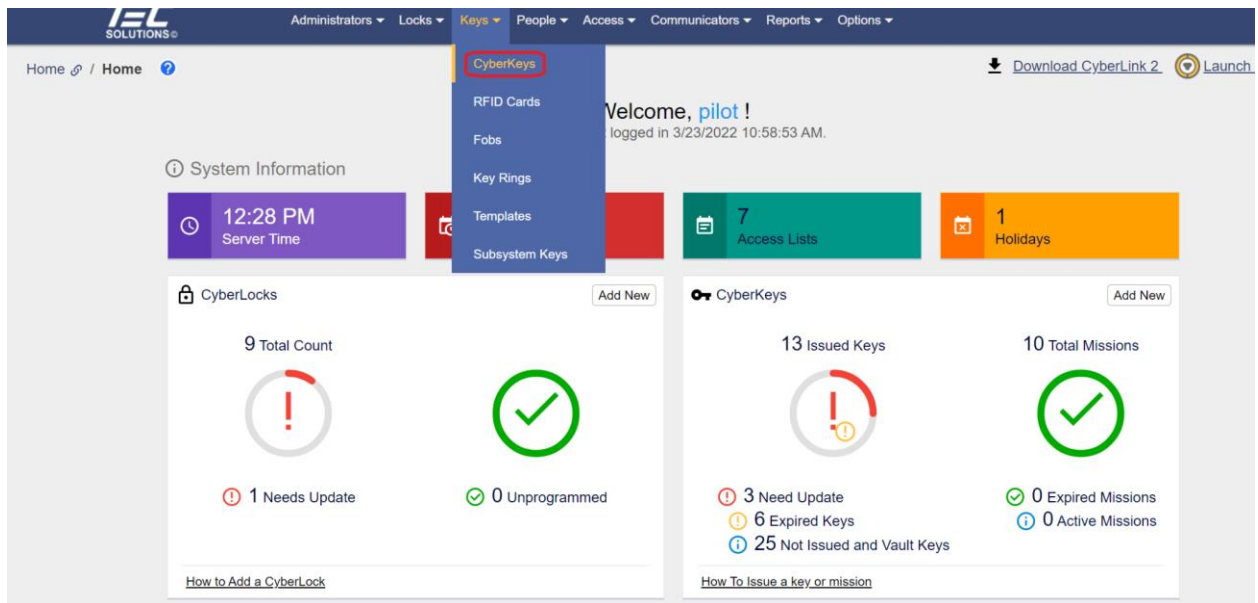
In some instances, you will want to update a keys access.

We will review simple direct lock access.

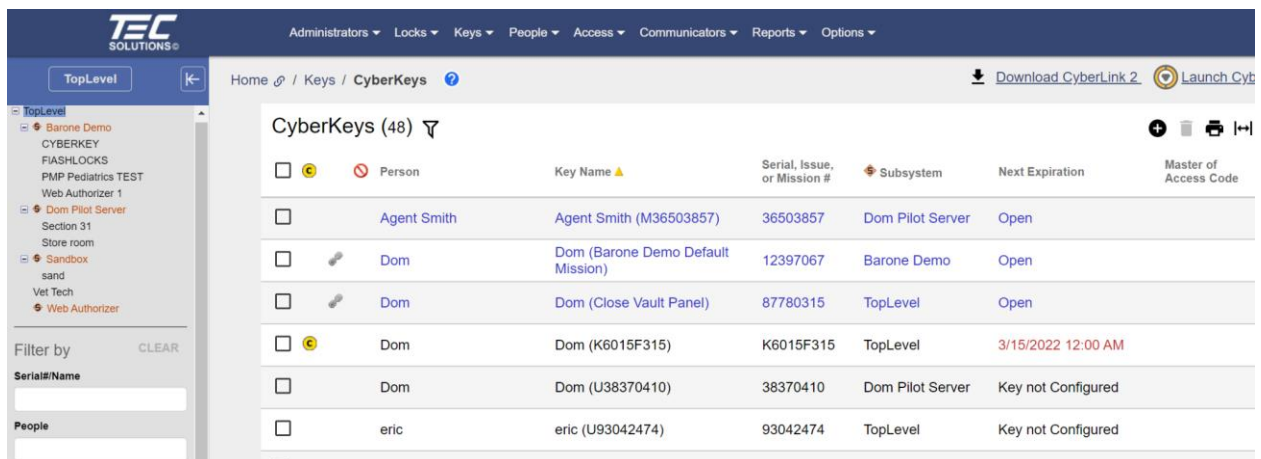
**Also note: every page on the website has a question mark that is the link to help for that particular page.**

## Adding Direct Lock Access

Log in to your account and choose "Cyberkeys" from the top bar menu to add direct lock access.



The page to manage your CyberKeys will load.



You will have a page similar to the above image. You can use the filter on the left to help find the key or person you wish to provide access to a new lock(s). Left-click on the person or key you wish to change. Then choose Properties.

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Administrators ▾ Locks ▾ Keys ▾ People ▾ Access ▾ Communicators ▾ Reports ▾ Options ▾

TopLevel [K] Home / Keys / CyberKeys ?

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CyberKeys (48) ▾

Person Key Name Serial, Issue, or Mission # Subsystem Next Expiration Master of Access Code

<input type="checkbox"/>	Agent Smith	Agent	36503857	Dom Pilot Server	Open	
<input type="checkbox"/>	Dom	Dom (Missic	12397067	Barone Demo	Open	
<input type="checkbox"/>	Dom	Dom (	87780315	TopLevel	Open	
<input type="checkbox"/>	Dom	Dom (	K6015F315	TopLevel	3/15/2022 12:00 AM	
<input type="checkbox"/>	Dom	Dom (	38370410	Dom Pilot Server	Key not Configured	
<input type="checkbox"/>	eric	eric (U93042474)	93042474	TopLevel	Key not Configured	

Filter by CLEAR

Serial#/Name

People

Properties

- Audit Report
- Comm Log
- Mission Log
- Issued To
- Accessible Locks
- Journal

Now we have the individual key properties ( Key Details).

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Administrators ▾ Locks ▾ Keys ▾ People ▾ Access ▾ Communicators ▾ Reports ▾ Options ▾

Home / Keys / CyberKeys / Key Details

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General ?

Name Agent Smith (M36503857)

Linked Template None

Mission Number 36503857

Issued To Agent Smith (Show other keys.)

Subsystem Dom Pilot Server

Mission Status Open

Mission Type Recurring

Delete

Expiration ?

Duration Unlimited

Final End Date None

Next Expiration Open

Beep when expired: No

Access to Locks ?

Master Key Mode Disabled

Direct Lock Assignments None

Access List Assignments None

Temporary Access None

You will want to left-click on the pencil icon next to the “Direct Lock Assignments” to edit.

## Access to Locks ?

Master Key Mode

Disabled



Direct Lock Assignments

None



Access List Assignments

None



Temporary Access

None



Now we can add locks we wish to provide access to.

Home / Keys / CyberKeys / Lock Access Assignments

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### Modifying Direct Lock Access Assignments for Agent Smith (M36503857)

Available Items (18 matching)

- 130 Livingston
- DS9
- FLASH ACCESS
- FLASH ACCESS1
- LOCKS
- SIDA
- Cyber PL Demo
- Demo Flash
- Demo Padlock
- Demo PL
- Demo PL - Gold
- e20001FC1
- L600EACA0
- L6012C3B4
- lock1
- Mortise W Cap
- Squire
- V20s Door Lock

[Filter these lists](#)

Selected Locks and Schedules (0 matching)

Available Schedules

- Full Access
- No Access
- No-Open
- 1 time access
- DAY SHIFT
- Mon - Fri 9 to 5
- Night shift

On the left, we have an available lock list. On the right, we have schedules to apply. We can add a lock or multiple locks.

Home / Keys / CyberKeys / Lock Access Assignments [Download CyberLink 2](#) [Launch Cyber](#)

## Modifying Direct Lock Access Assignments for Agent Smith (M36503857)

Available Items (14 matching)

- 130 Livingston
- DS9
- FLASH ACCESS
- FLASH ACCESS1
- LOCKS
- SIDA
- Cyber PL Demo
- Demo Flash
- Demo Padlock
- Demo PL
- Demo PL - Gold
- e20001FC1
- Squire
- V20s Door Lock

[Filter these lists](#)

**Selected Locks and Schedules (4 matching)**

- lock1 <-> [\* Schedule not set \*]
- Mortise W Cap <-> [\* Schedule not set \*]
- L600EACA0 <-> [\* Schedule not set \*]
- L6012C3B4 <-> [\* Schedule not set \*]

Available Schedules

- Full Access
- No Access
- No-Open
- 1 time access
- DAY SHIFT
- Mon - Fri 9 to 5
- Night shift

As shown above, locks have been added, but still require schedules.

Highlight a Key to add the schedule. If you wish to apply the same schedule to more than one key, hold "ctrl" on your keyboard and left-click to highlight additional locks.

Home / Keys / CyberKeys / Lock Access Assignments [Download CyberLink 2](#) [Launch Cyber](#)

## Modifying Direct Lock Access Assignments for Agent Smith (M36503857)

Available Items (14 matching)

- 130 Livingston
- DS9
- FLASH ACCESS
- FLASH ACCESS1
- LOCKS
- SIDA
- Cyber PL Demo
- Demo Flash
- Demo Padlock
- Demo PL
- Demo PL - Gold
- e20001FC1
- Squire
- V20s Door Lock

[Filter these lists](#)

**Selected Locks and Schedules (4 matching)**

- lock1 <-> [\* Schedule not set \*]
- Mortise W Cap <-> [\* Schedule not set \*]
- L600EACA0 <-> DAY SHIFT
- L6012C3B4 <-> DAY SHIFT

Available Schedules

- Full Access
- No Access
- No-Open
- 1 time access
- DAY SHIFT
- Mon - Fri 9 to 5
- Night shift

When you have added all the locks and schedules, you want to give the key. You will click on "Save" below.

Home / Keys / CyberKeys / Lock Access Assignments

[Download CyberLink 2](#) [Launch Cyber](#)

## Modifying Direct Lock Access Assignments for *Agent Smith (M36503857)*

Available Items (14 matching)

- 130 Livingston
- DS9
- FLASH ACCESS
- FLASH ACCESS1
- LOCKS
- SIDA
- Cyber PL Demo
- Demo Flash
- Demo Padlock
- Demo PL
- Demo PL - Gold
- e20001FC1
- Squire
- V20s Door Lock

[Filter these lists](#)

**Selected Locks and Schedules (4 matching)**

- lock1 <=> Night shift
- Mortise W Cap <=> Full Access
- L600EACA0 <=> DAY SHIFT
- L6012C3B4 <=> DAY SHIFT

Available Schedules

- Full Access
- No Access
- No-Open
- 1 time access
- DAY SHIFT
- Mon - Fri 9 to 5
- Night shift

→
←

SAVE
CANCEL

It will bring you back to the Key properties ( Key Details). You will see your change reflected in the “Direct Lock assignments.”

General	Expiration	Access to Locks
<b>Name</b> Agent Smith (M36503857)	<b>Duration</b> Unlimited	<b>Master Key Mode</b> Disabled
<b>Linked Template</b> None	<b>Final End Date</b> None	<b>Direct Lock Assignments</b> <span style="border: 2px solid red; padding: 2px;">4 locks</span> 0 tags
<b>Mission Number</b> 36503857	<b>Next Expiration</b> Open	<b>Access List Assignments</b> None
<b>Issued To</b> <a href="#">Agent Smith</a> ( Show other keys )	<b>Beep when expired:</b> No	<b>Temporary Access</b> None
<b>Subsystem</b> Dom Pilot Server		
<b>Mission Status</b> Open		
<b>Mission Type</b> Recurring		
<span style="color: red;">✕</span> <a href="#">Delete</a>		

To finalize this change and apply it to the key, please update the key by either docking with a communicator or syncing the key wirelessly.

You should see an icon that indicates the key needs to be updated

After you sync that icon should disappear.

**If the key is not updated the new lock settings will not be applied.**

If you still have questions or issues. Please use the support portal to create a ticket for assistance.

<https://support.tecsolutionsinc.com/>

