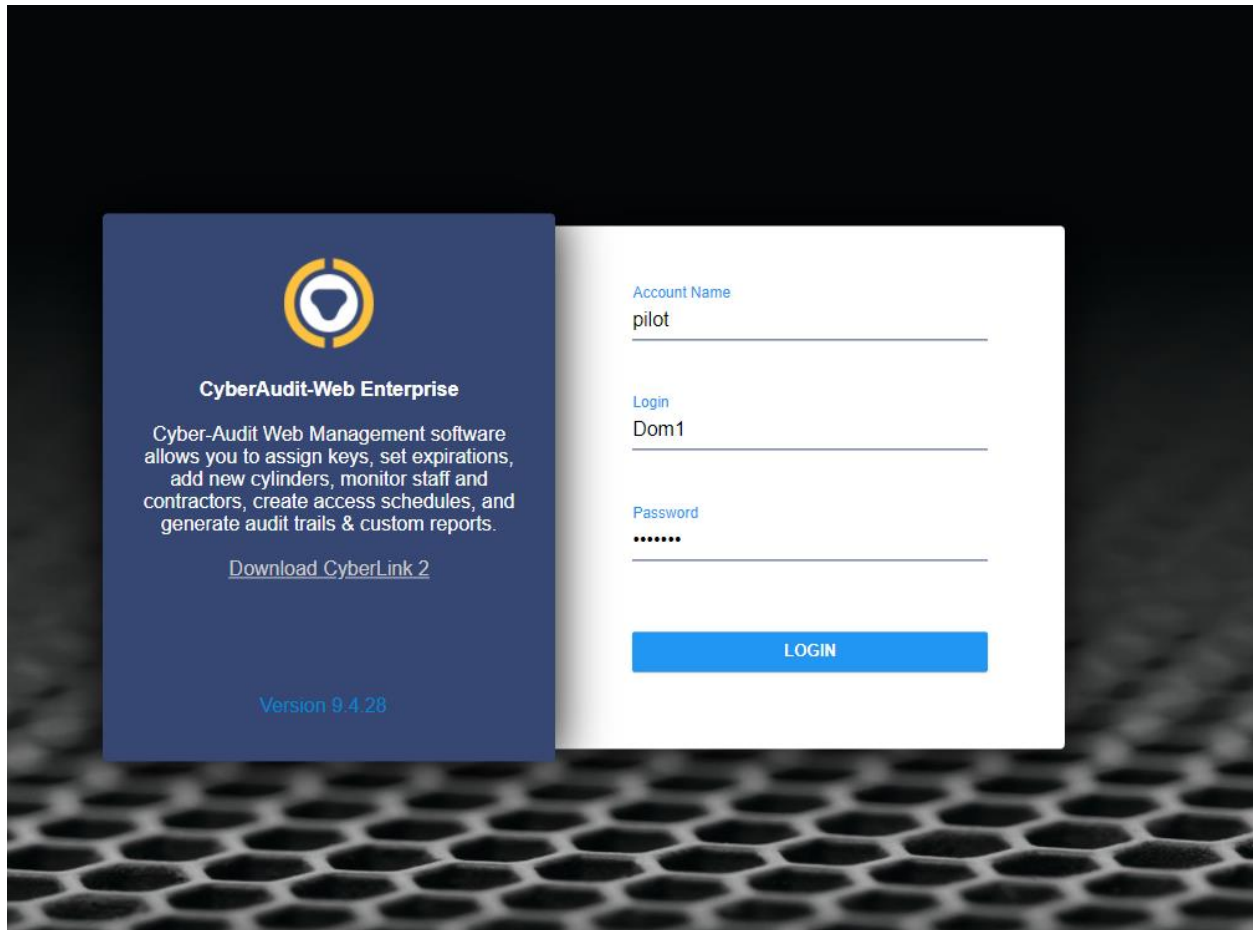


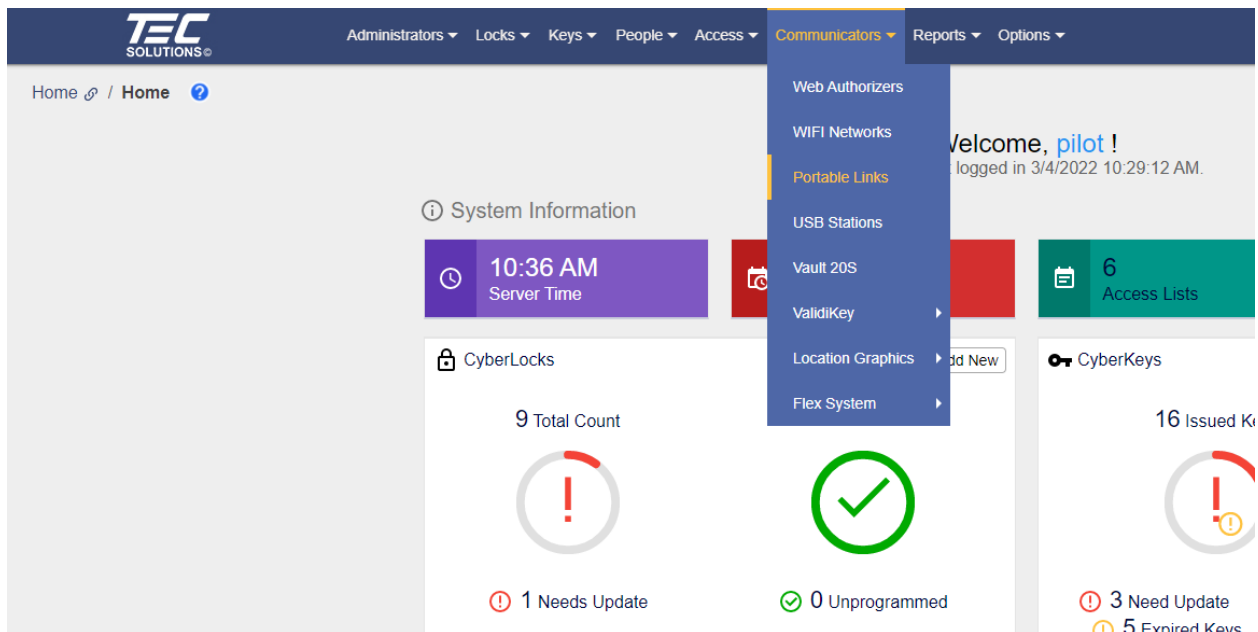
Portable links are a secure way for administrators to provide permission to program keys and add them to your system. You can also add Locks to your system with programmed keys. This document will cover just getting started with the USB Station on your PC. Plug the USB Station (CKS-020) to your computer. Download and install the CyberLink 2 software before you begin.

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

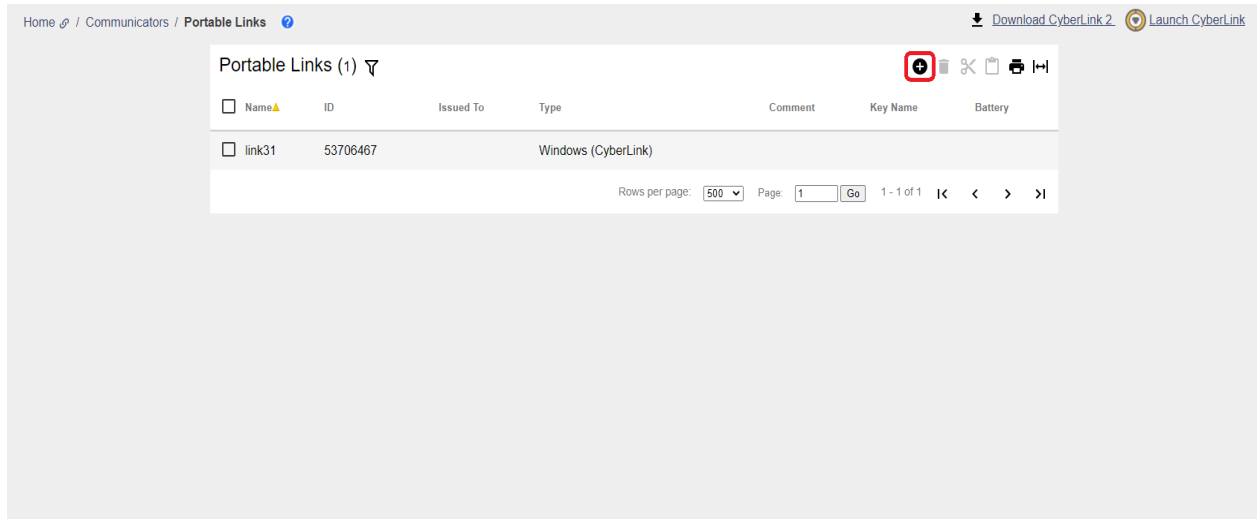
To get started, an administrator should log on to the CyberAudit Website.



Then we will want to choose "portable links" from the "Communicators" menu on the top bar.



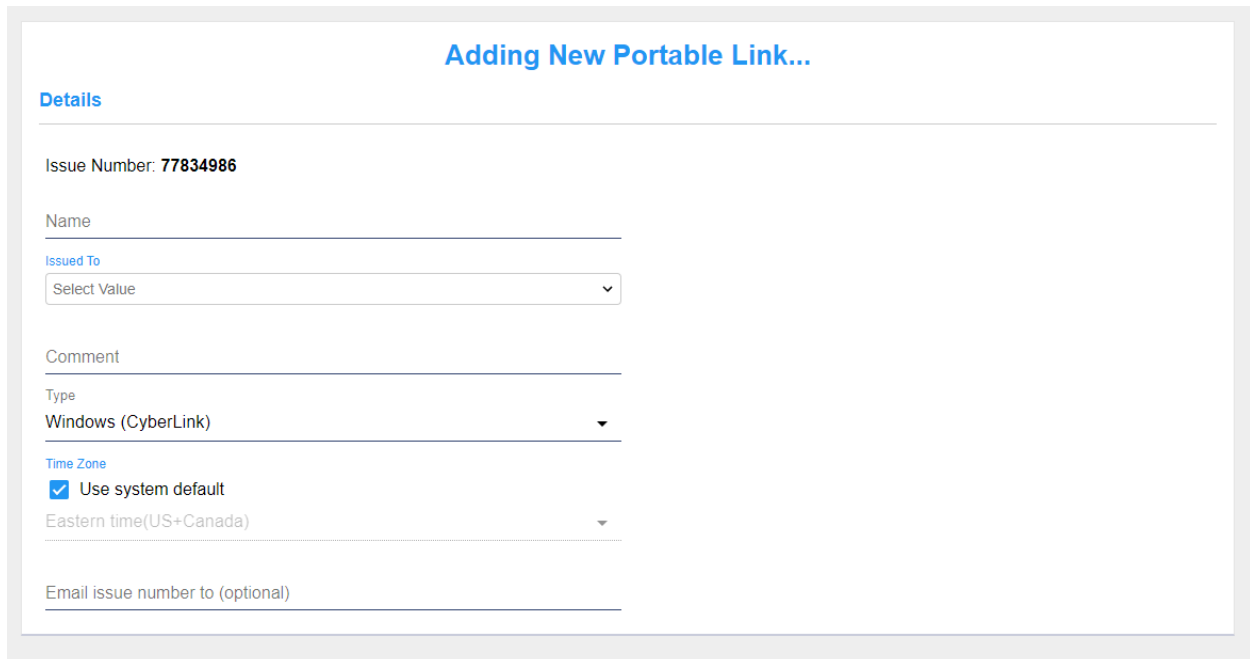
The page that will load is where you can add a new link to use the USB Station to program keys.



Next click the icon with the plus sign to add the new link. The "Issue Number" will generate automatically.

Give it an appropriate name, and you can comment to add context to the link. You can also email the person you are issuing the link to with the "Email issue number to." It is an option and not required.

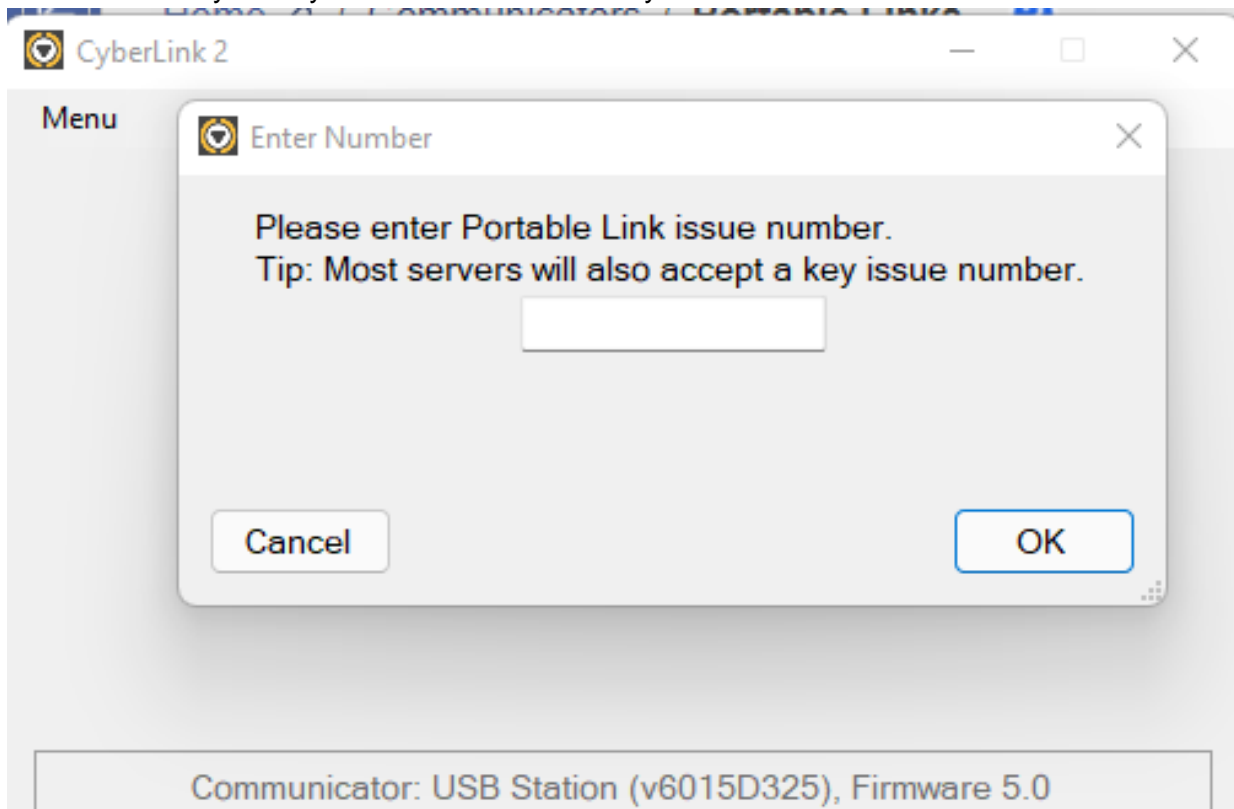
Then click "SAVE" at the bottom of the page to continue.



The screenshot shows a web form titled "Adding New Portable Link...". Under the "Details" section, the "Issue Number" is pre-filled with "77834986". There are input fields for "Name" and "Comment". The "Issued To" field is a dropdown menu currently showing "Select Value". The "Type" field is a dropdown menu showing "Windows (CyberLink)". The "Time Zone" section has a checked checkbox for "Use system default" and a dropdown menu showing "Eastern time(US+Canada)". At the bottom, there is an optional "Email issue number to" field.

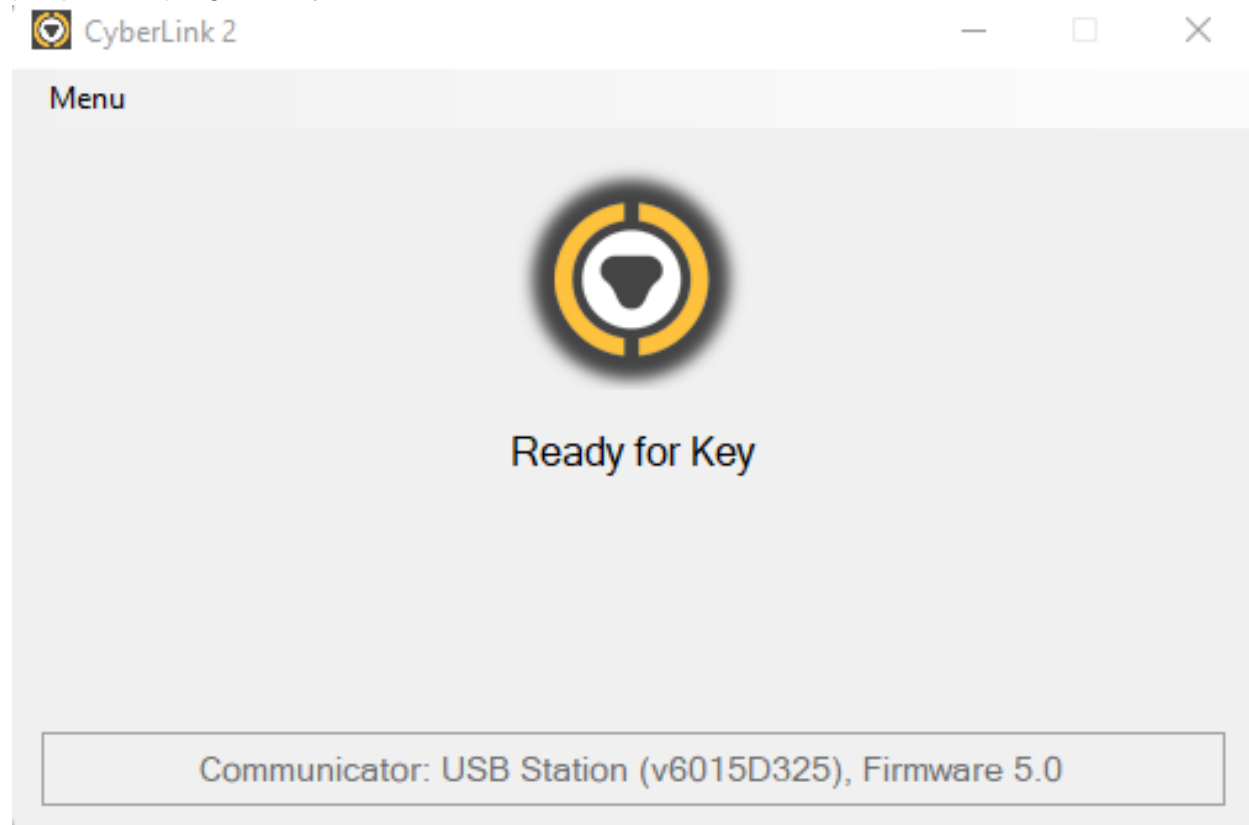
If you have already downloaded "Cyberlink 2," you can click launch Cyberlink.

Once launched you may see the screen for the Cyberlink.



Enter the "Issue Number" from the portable link list you created.

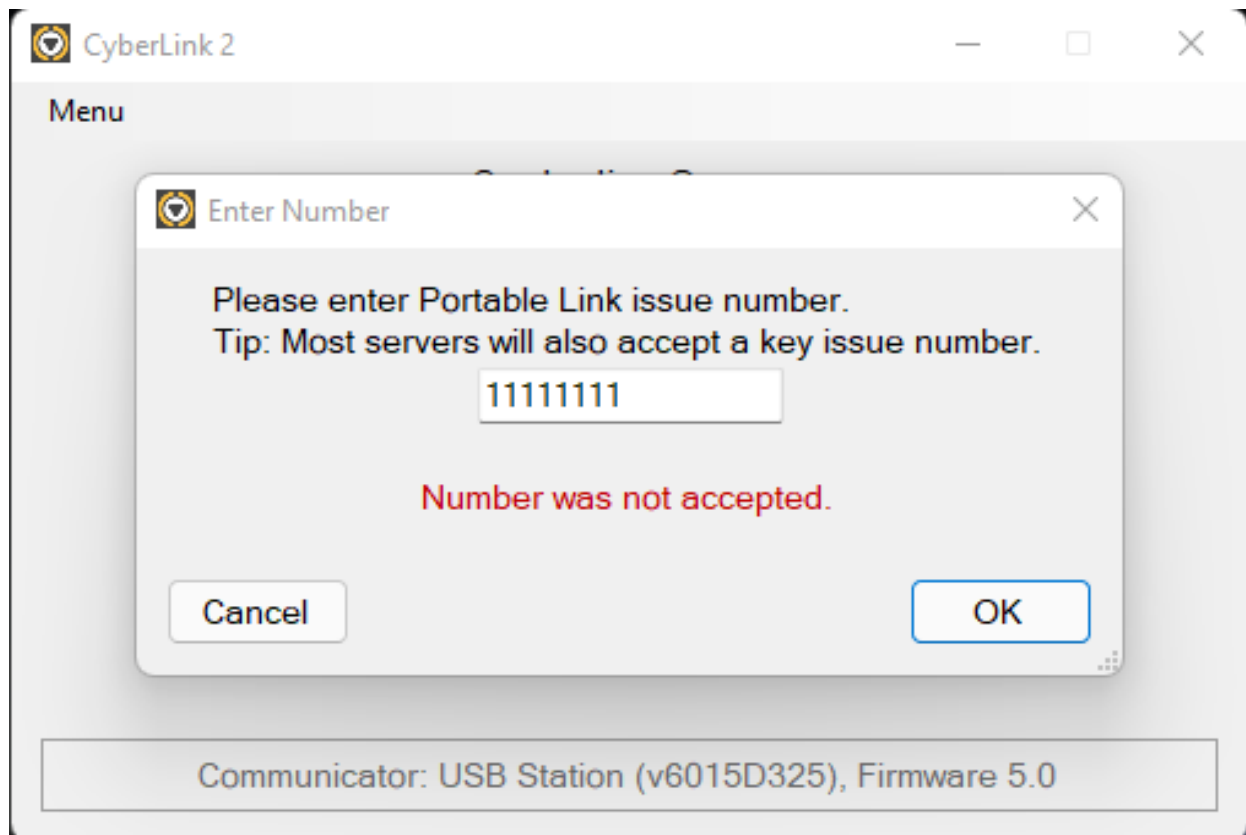
\*Please note\*. You can only use the "Issue Number" once to provide permission to use the CyberLink 2 to use a USB Station. If you move to a different computer you will need a new "Portable Link" and "Issue Number." This is a security feature to ensure that only authorized people can program keys.



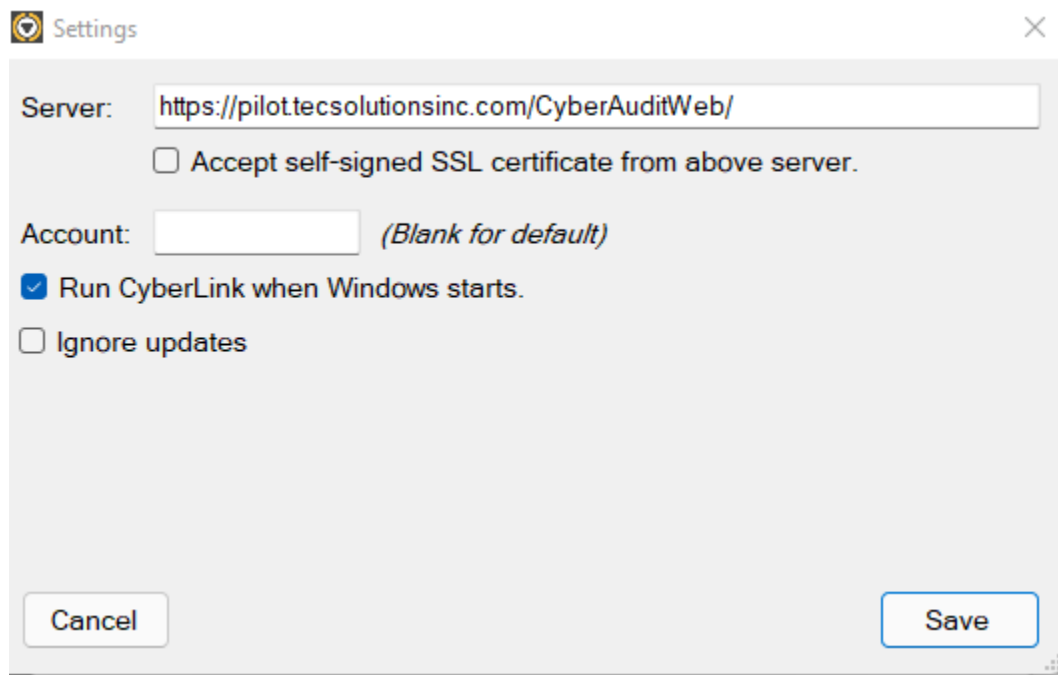
## Troubleshooting issues

I will list some common problems and solutions.

If you created a portable link and are entering it in the CyberLink 2 but receive the error message: "Number was not accepted". Check the number to make sure you have entered it correctly.



If your number is correct we need to check the settings. We want to make sure the server information is correct. You may need to add your account information from the login screen as well. For example, if you used "ABC" as the account to log in. Enter it to the "account" field. See the screenshot below for reference.

A screenshot of a Windows-style settings dialog box titled "Settings" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Server:** A text input field containing the URL "https://pilot.tecsolutionsinc.com/CyberAuditWeb/".
- ☐ **Accept self-signed SSL certificate from above server.**
- Account:** A text input field that is currently empty, followed by the text "(Blank for default)".
- ☒ **Run CyberLink when Windows starts.**
- ☐ **Ignore updates**

At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Save" on the right.

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

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