KEOLA®

BY SEWOSY

Secure access control system
100% connected

TECHNICAL BROCHURE



ANDROID APP ON Google play

Download on the App Store

KEOLA_NTENG_V01
25/01/2024

KEOLA® definition

KEOLA® by SEWOSY is the 100% connected access control system - with Bluetooth® technology, made in France, which enables you to **unlock and manage your access doors with your smartphone,** easily and securely.

Unlock
from anywhere !

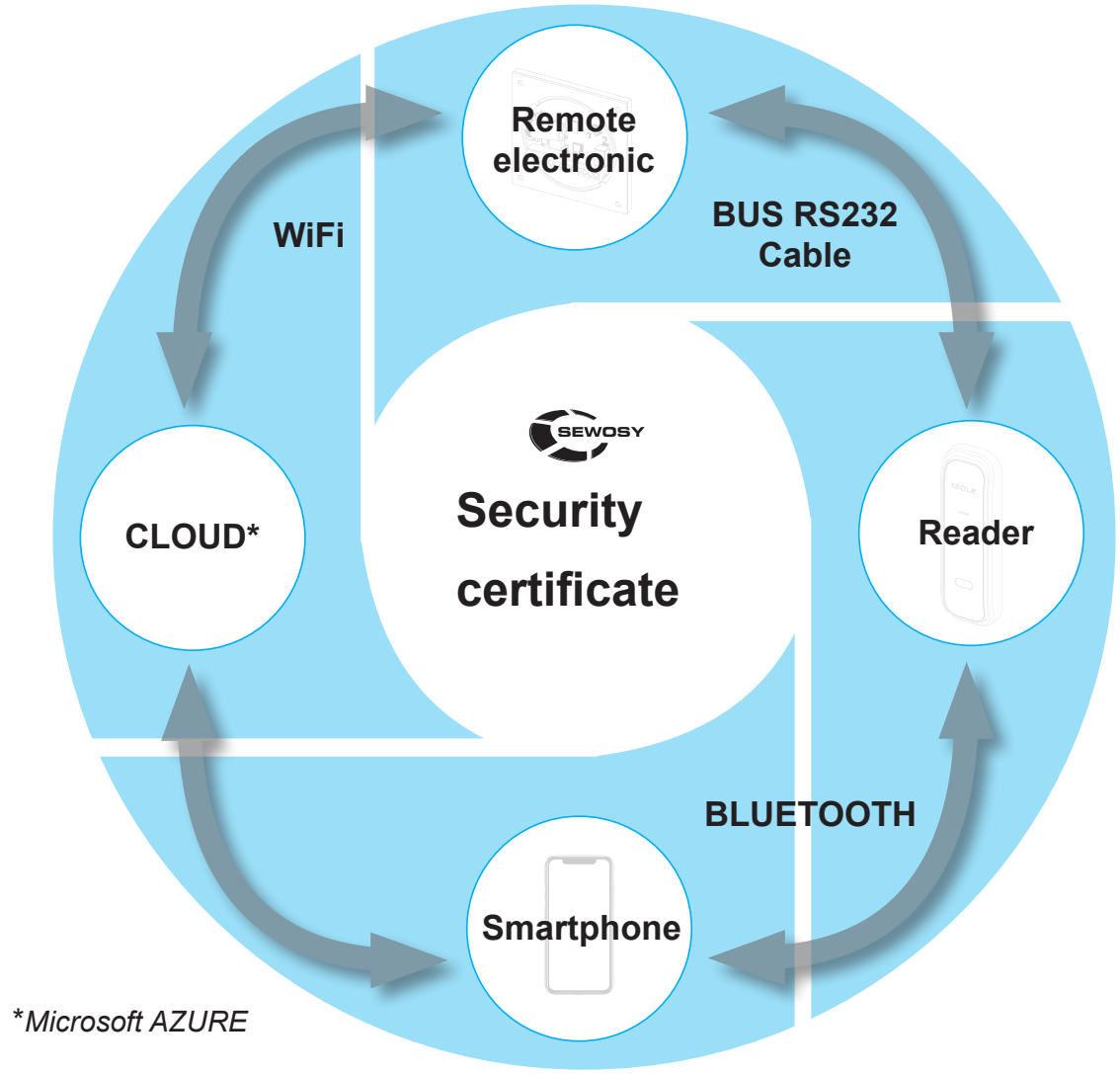
Issued from several years of research and development, SEWOSY has designed its features so as to prioritise the user's experience. KEOLA® is an ergonomic and intuitive system, with the users' needs in mind, replacing keys and keyfobs by your smartphone, whether inside or outside.

Permanent internet connection allows you to make the most of the features and options of your KEOLA®.





KEOLA® environment



- Installation and configuration simplified with 1 reader, 1 electronic panel, 1 application.
- High levels of security thanks to the remote electronic and the encryption. Communication and connection from the Cloud to the smartphone are encrypted and include every radio communication security, ensuring maximum security of the KEOLA®.
  The chain of communication is encrypted from end to end.
- Running with WiFi®, BLUETOOTH®.

KEOLA®
dedicated to your comfort

- A unique application to configure the settings and to use as the users' access key.
- Up to 250 users per site, 20 groups, 28 calendars per group with access rights, 25 calendars with set bank holidays (from... until...), 25 calendars with permanent unlocking, log of the last 500 events for each reader in offline mode.
- Personalise your professional or private environment by creating your own configurations to manage all your access.

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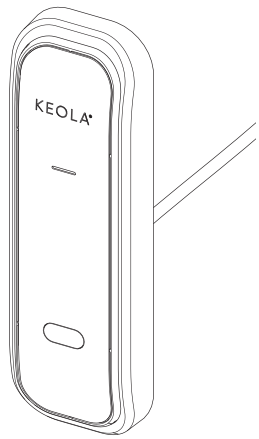
- *Zone options* 75

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KEOLA® The system

KEOLA® is an access control device comprising of **a reader, a remote electronic unit and a dedicated application.**

1) Bluetooth® Reader

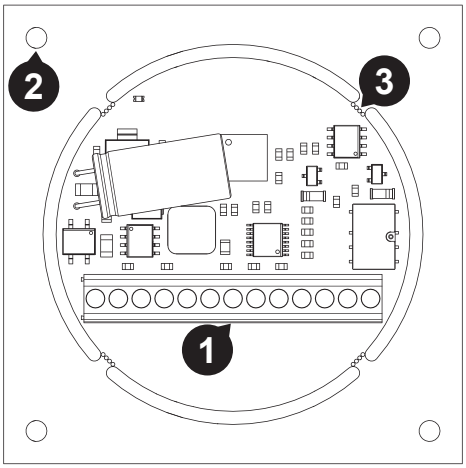


The reader interacts with smartphones (via BLUETOOTH®).

It allows unlocking thanks to its sensor (within a 3 to 80cm range).

It features LED lights which give the precise status of the door or the KEOLA® (on stand-by, connected, access authorised or denied, updating).

2) Remote electronics



The remote electronic receives unlock requests from the reader and ensures communication with the Cloud.

The unit can be integrated into:
- a junction box
- a specificically-made box

The advantage of the remote electronic is that it can be installed in a secure place, that cannot easily be accessed or is not accessible at all, for enhanced security.

3) Prerequisites

- Internet access via an internet box or smartphone connection sharing.
- A smartphone for programming and unlocking.
- The KEOLA® application, available on iOS12 and Android 4.4 KitKat (or version above).

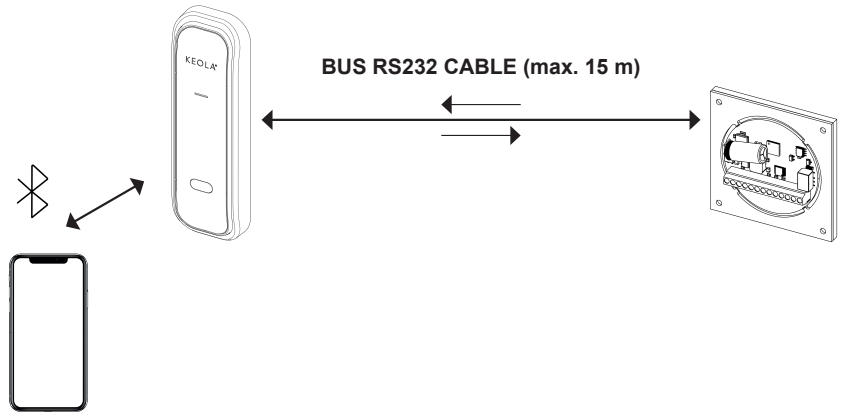
4) Functions

- Use of **BLUETOOTH® technology** for the configuration and unlocking of your access doors, whether individually, collectively or professionnally.

- Operational **offline** (without WiFi®connection) or **online** (with permanent WiFi® connection).

Offline (without WiFi®connection), without permanent internet connection.

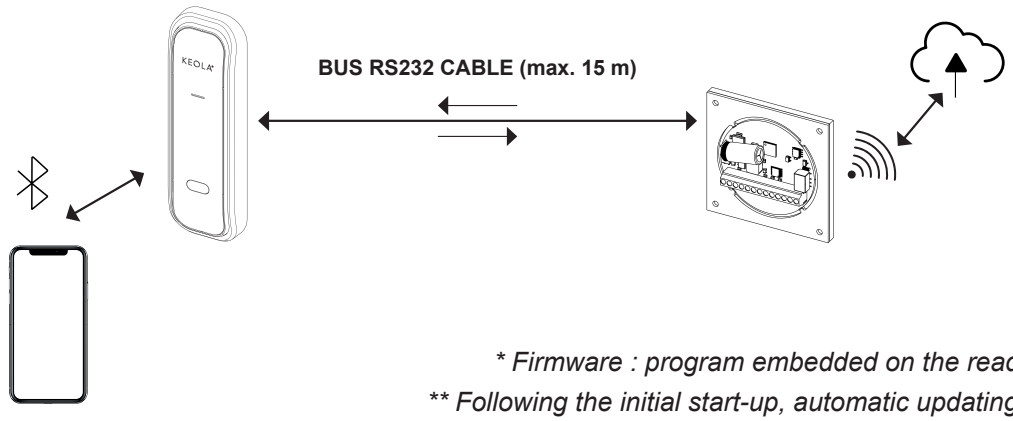
- this mode only allows access



Online with permanent WiFi® connection.

With WiFi® (internet box or connection sharing with your smartphone with 3G minimum), you can download :

- automatic firmware* updates (if the option has been activated)
- configuration file** updates (the server will receive the request if the option has been activated)
- event logs in real time
- unlock and relock access doors remotely
- identify the status of your KEOLA® and the status of your doors (if the option has been activated and a door contact has been installed)



** Firmware : program embedded on the reader, which allows it to work*

*** Following the initial start-up, automatic updating will start after 10 minutes*

- **Two types of authentication** : 'single' or 'double' for enhanced security.

Add further security to the management of your access doors with double authentication, by using the unlocking feature on your smartphone (code only).

single authentication : single factor security

- This feature allows the unlocking in 'automatic connection' in under five seconds, thanks to the infrared sensor and forward motion.

  To use the 'automatic connection' management tool, the feature has to be activated in the mobile application, the application has to run in the background, and the smartphone must have BLUETOOTH® version 4.1 or above. An application will be used to check your BLUETOOTH® version.

double authentication : two-factor security

- In this mode, the 'automatic connection' feature is deactivated and a double action is required on the user's smartphone (using a code).

5) Principles of operation - specific cases

Principle of operation in single authentication
Standard Mode - 1 door

The reader is set up in standard and single authentication mode.
The user has access rights to the reader.

NOTE: If the user has no access rights, connection to the reader will be impossible.

1) The user stands in front of the door and is within BLUETOOTH® range (up to 80 cm*).
**The range can vary depending on the environment in which the readers are installed.*

2) The user is positioned in front of the reader and motions forward (proximity sensor ⇨ range of 3 to 50 cm).

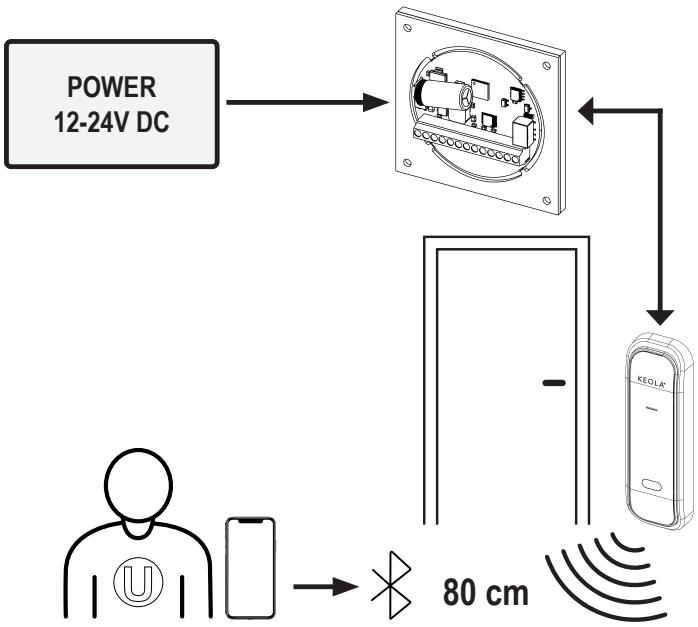
3) The user connects to the reader.
The reader goes from white to dark blue. 

4) The reader goes to continuous green (access is granted)  the access is unlocked

OR

The reader goes to continuous red (access is denied)  when the user is outside of the timeframe.

WARNING: For the 'automatic connection' management tool, the mobile application must be activated and run in the background.



Principle of operation in double authentication

Standard Mode - 1 door

The reader is set up in standard and double authentication mode.
The user has access rights to the reader.

NOTE : If the user has no access rights, connection to the reader will be impossible.

1) The user stands in front of the door and is within BLUETOOTH® range (up to 80 cm*).
**The range can vary depending on the environment in which the readers are installed.*

The automatic connection mode is not available in this setup.

2) The user is positioned in front of the reader and motions forward (proximity sensor ⇨ range of 3 to 50 cm).

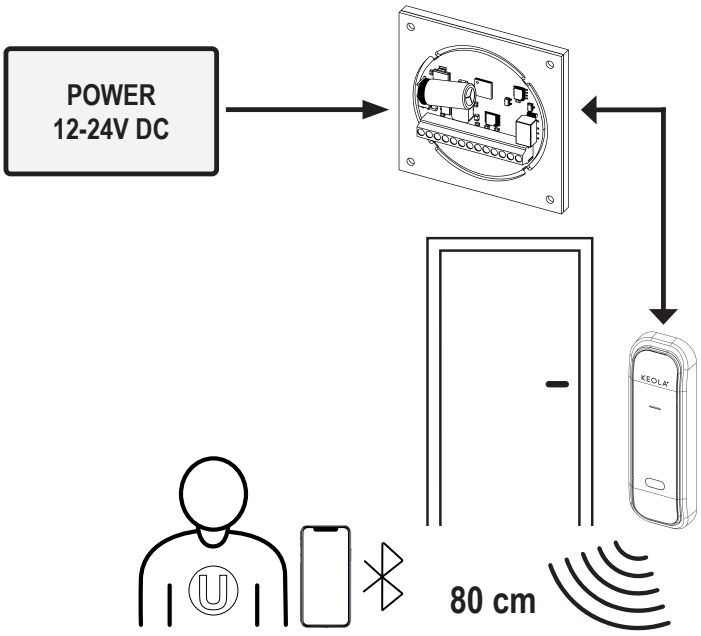
3) The user connects to the reader.
The reader goes from white to dark blue. 

4) The reader waits for the double authentication from the user via a code.

5) The reader goes to continuous green (access is granted)  the access is unlocked.

OR

The reader goes to continuous red (access is denied)  if the user is outside of the timeframe.



Principle of operation in single authentication

Standard mode - multiple doors

The user has access to several doors.
To connect to the desired door, the application must be started and the reader must be selected from the list.

It is not advised to use the automatic connection mode in this setup.

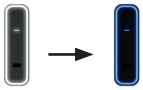
The reader is set up in standard and single authentication mode.
The user has access rights to both readers.

NOTE : If the user has no access rights, connection to the reader will be impossible.

1) The user stands in front of the door and is within BLUETOOTH® range (up to 80 cm).

2) The user is positioned in front of the reader and motions forward (proximity sensor ⇨ range of 3 to 50 cm).

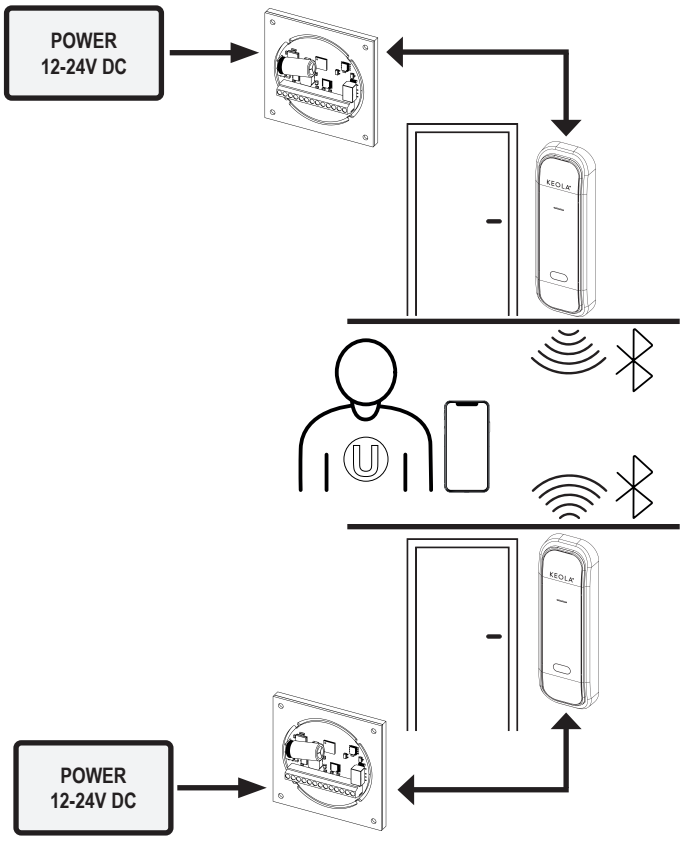
3) The user connects to the desired reader.
The reader goes from white to dark blue.



4) The reader goes to continuous green (access if granted)  the access is unlocked.

OR

The reader goes to continuous red (access is denied)  if the user is outside of the timeframe.



Principle of operation in double authentication

Standard mode - multiple door

The reader is set up in standard and double authentication mode.
The user has access rights to the reader.

NOTE : If the user has no access rights, connection to the reader will be impossible.

1) The user stands in front of the door and is within BLUETOOTH® range (up to 80 cm*).
**The range can vary depending on the environment in which the readers are installed.*

The automatic connection mode is not available in this setup.

2) The user is positioned in front of the reader and motions forward (proximity sensor ⇨ range of 3 to 50 cm).

3) The user connects to the reader.
The reader goes from white to dark blue.

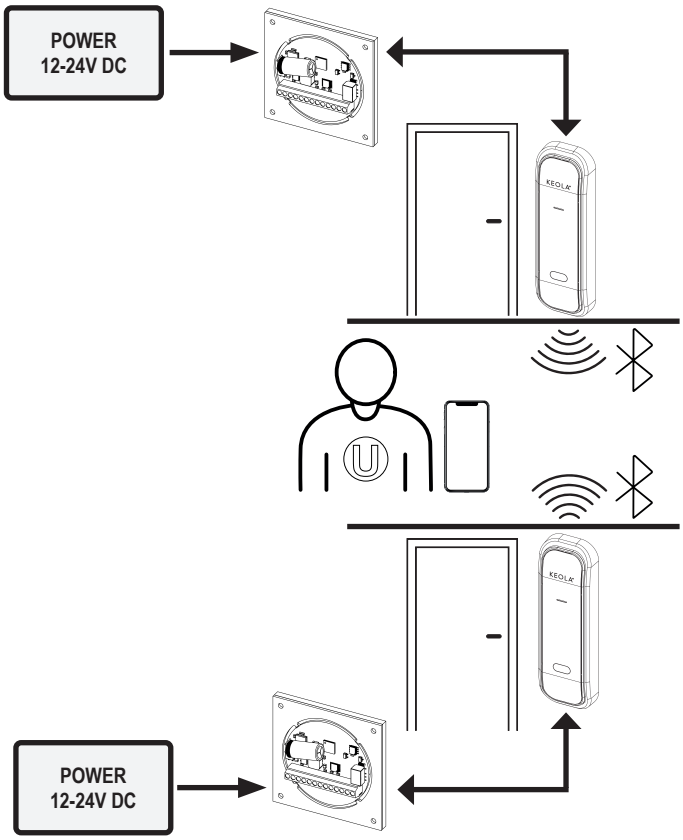


4) The reader waits for the double authentication from the user via a code.

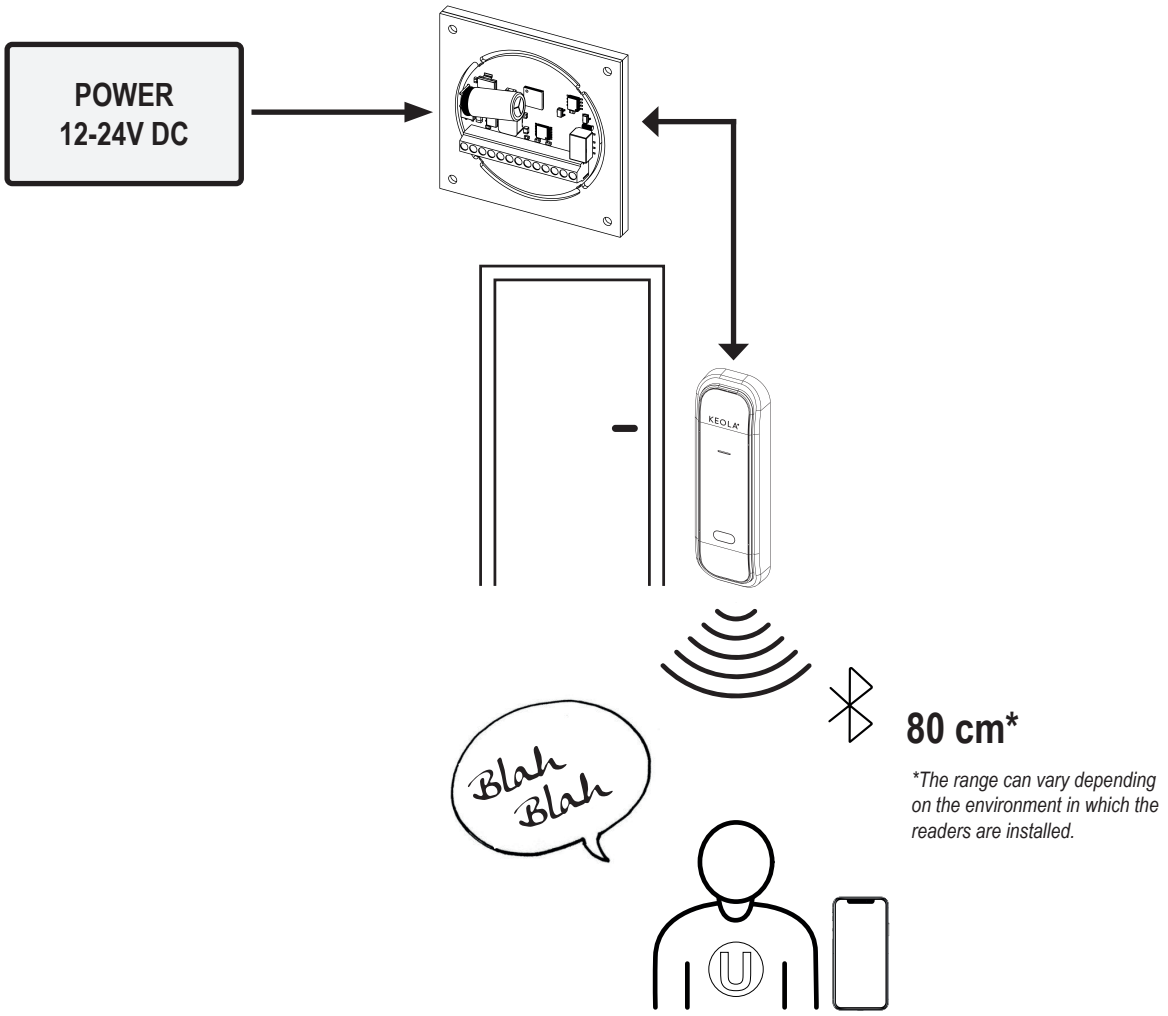
5) The reader goes to continuous green (access is granted)  the access is unlocked.

OR

The reader goes to continuous red (access is denied)  if the user is outside of the timeframe.



Specific case - automatic connection



▪ **In this case, the user remains in front of the reader and within its range**

The device will make three connection attempts over a twenty-second period. After the three attempts the user will be automatically rejected and no further automatic connection will be attempted.

To connect, the user will need to open the application, select the correct door and send an unlocking request manually.

6) The application

It is essential for:

● **the full configuration** (management of the system via the admin account)

- create users, groups, sites, areas
- set the timeframes for access authorisation
- add/remove users
- manage and register readers, WiFi® configuration
- create/update access rights, update software
- recover logs
- select the level of authentication:
  automatic connection unlocking (single authentication) or two-factor unlocking with code (double authentication)

● **using as the users' access key** (unlocking access).

From a user's point of view, it offers many setting options :

- configurate the buzzer (ON/OFF) = audio cue when unlocking
- subscription to notifications

7) Status of the LEDs



FLASHING WHITE : uninitialised
CONTINUOUS WHITE : initialised and on stand-by



GREEN : access granted



FLASHING RED : error
CONTINUOUS RED : access denied



CONTINUOUS DARK BLUE : connected



FLASHING PURPLE : updating



ALTERNATING ORANGE-RED : forced door or in auto-protection mode

KEOLA® Technical characteristics

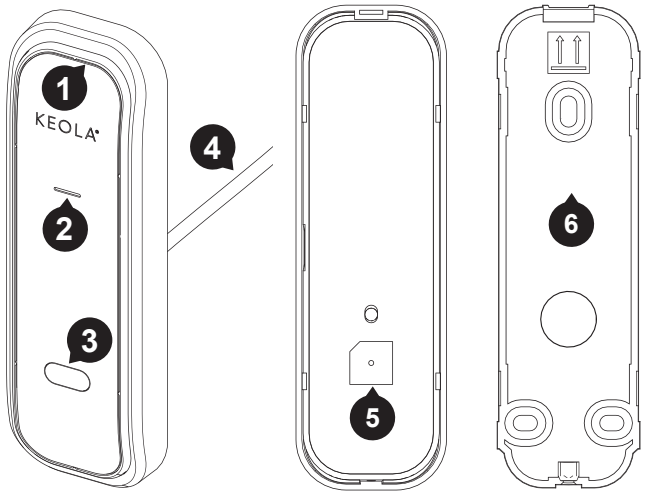
General features	
	Operating voltage : 12-24V DC
	Consumption : 500 / 250 mA
	Operating temperature : -20 to +50°C
	Protection rating : Reader IP65 / Controller IP20
	Impact protection rating : IK10 (reader only)
	Weight : 0,4 kg
	Dimensions Reader : 120 x 76 x 28 mm Remote electronic unit : 70 x 70 x 13,05 mm
	Adjustable timer from 1 to 240 seconds
	Cable length between the remote electronic unit and the power : max. 30 m
	BLUETOOTH® 4.1 or above (Low Energy 2,4 GHz) + WiFi® (2,4 GHz)
	Secure connection and en-to-end encryption from the server (cloud) to your smartphone
Reader	
	BUS RS232 cable, length 3 m (extension possible up to a maximum of 15m*) **using a cable comprising of a minimum of 2 twisted pairs and screen (shield)*
	Section of wires BUS RS232 : 4 x 0,22 mm² / AWG23
	External diameter of the cable : 3,8 mm
	BLUETOOTH® range of 80 cm
	Reaction distance of 3 to 50 cm for the infrared sensor
	Light intensity: OFF + 1 - 2 - 3 ▸ 4 levels of light intensity for the stand-by LED
	Sound intensity : ON - OFF (can be set by user)
	Integrated auto-protection
	Peripheral and central light signalling
	Material : case made of ASA - RAL 7045 (grey) / Pink anodised trim
Remote electronic panel	
	Push button input (C/NO)
	Magnetic contact input (C/NO) for the status of the door (open/closed/forced)
	Unlocking relay (C/NO/NC) / 30V DC - 2A
	Conductors cross-section : max. 1mm²

KEOLA® Technical characteristics

Standards	
	CEM Test Report n° 168286-753933-A Version 01 from 08-10-2020 LCIE Tests according to standards: EN 55032 (2015) + AC (2016) EN 55130-4 (2011) + A1 (2014) ETSI EN 301 489-1 v2.1.1 (2016-11) ETSI EN 301 489-17 v3.1.1 (2017-02)
	Remote electronic (controller) **RADIO** Test Report n° 168286-753936-A Version 01 from 07-04-2021 LCIE Tests according to standards: (ERM) ETSI EN 300 328 V2.2.2 (Full Program) (EMF) EN 62311 (2008) **Reader** **RADIO** Test Report n° 168286-753936-B Version 01 from 19-03-2021 LCIE Tests according to standards: (ERM) ETSI EN 300 328 V2.2.2 (Full Program) (EMF) EN 62311 (2008)
Application / Compatibility	
	iOS : Requires iOS 12
	Android : Requires Android 4.4 (KitKat) or above
	Management of automatic connection : BLUETOOTH® 4.1 or above
	Language : French/English

KEOLA® Package contents

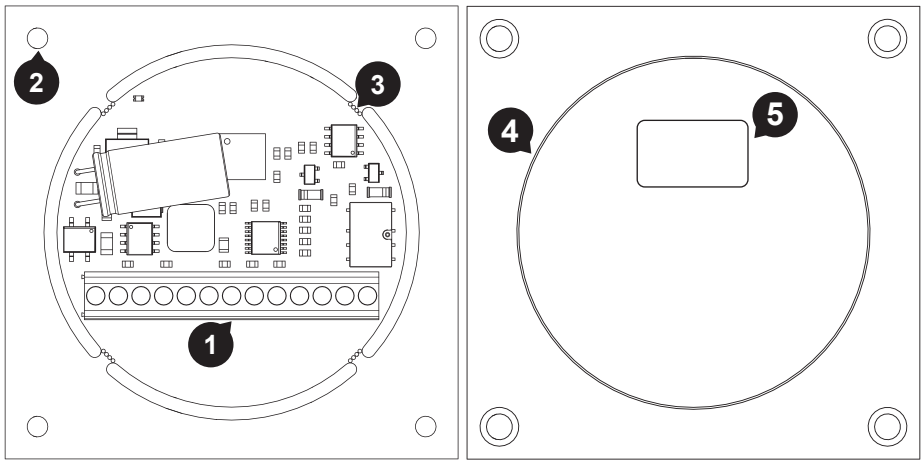
1 BLUETOOTH® Reader



1. Peripheral pilot light
2. Central pilot light
   allows for the pilot light to be seen when overexposure to the sun has occured
3. Infrared sensor
4. BUS RS232 cable towards remote electronic (3 m)
5. Buzzer
6. Mounting bracket

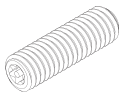
1 Remote electronic

front back

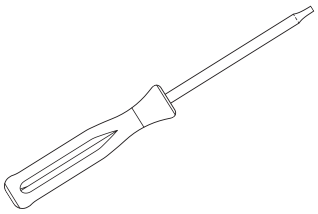


1. Screw terminal block
2. Mounting holes
3. Snap off fixings
4. Protecting foam on the reverse of the electronics
   (do not remove)
5. Label with unique serial number on the reverse
   (required for configuration)

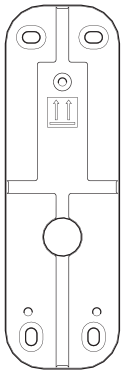
1 Screw kit



1



2



3

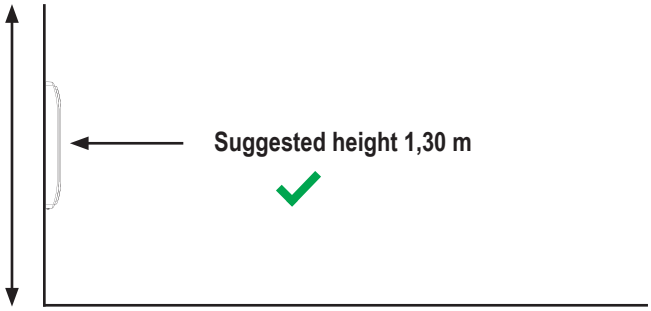
Warning :
Take care not to lose the screw located in the bag

1. Locking screw for the reader (x 2) (including one spare)
2. Screwdriver for locking screw (x 1)
3. Wall-mounting bracket (x 1)

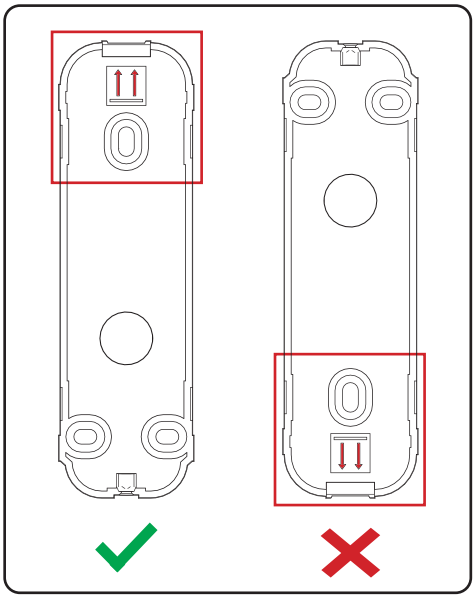
- Install the reader vertically.

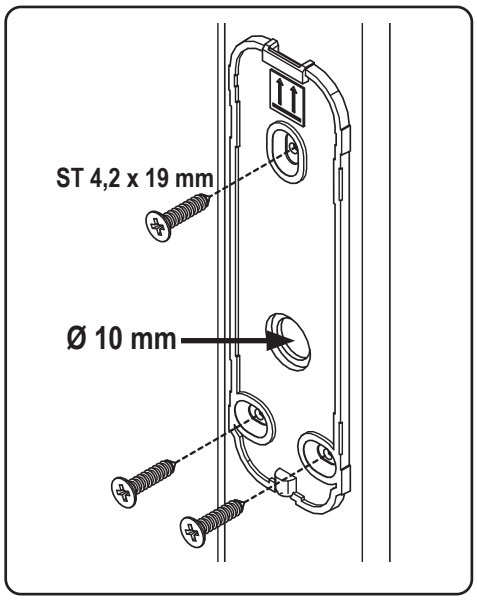
  The centre of the reader should not be positioned higher than 1,30 m.

For wall installation only

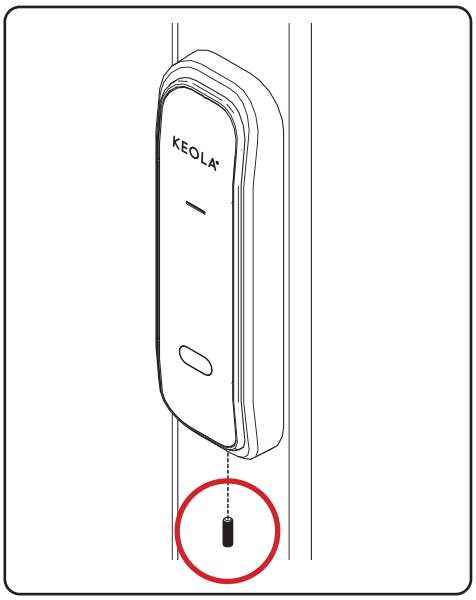


1) Wall-mounting the reader

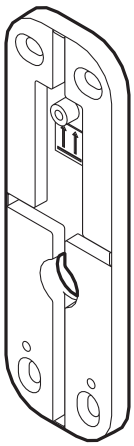




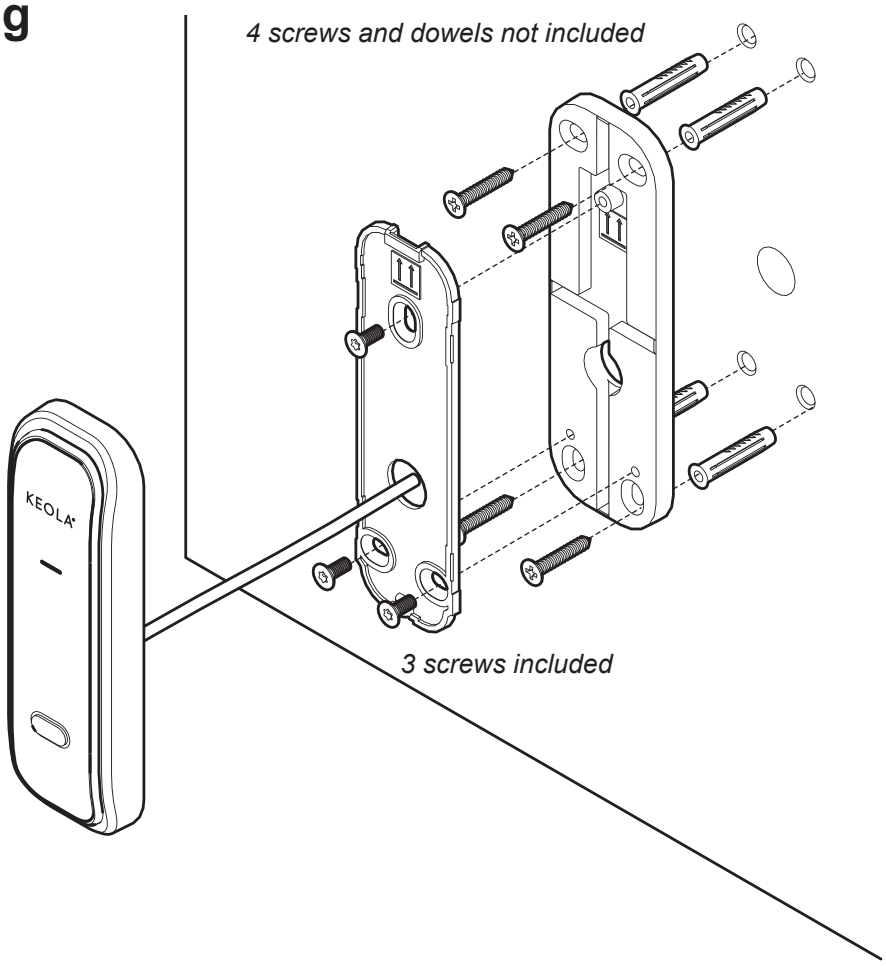
screws not included



Warning :
Take care not to lose this screw, located in the accessories bag

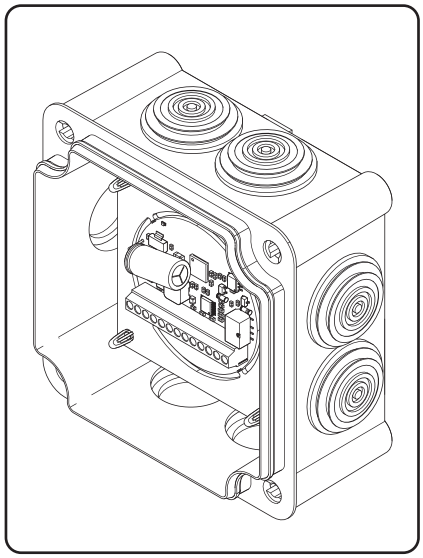


With the KEOLA® wall-mounting bracket



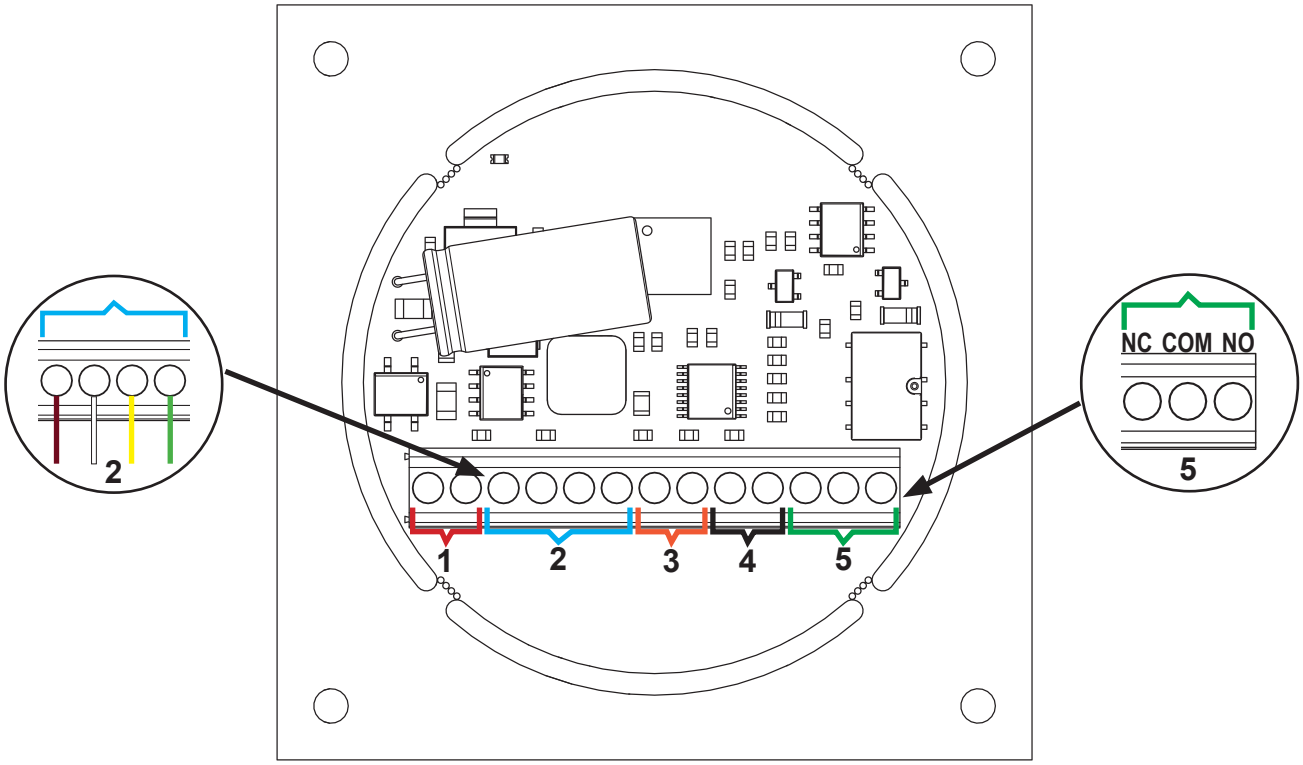
2) Mounting the remote electronic unit

Junction box
111 x 111x 60 mm
Ref. BOIT_PCB0095
(*not included, available to order*)



Connecting the remote electronic unit

Screw terminal	
	Cross-section of the conductors : max. 1mm²
	Screw terminal : type cage
BUS RS232 cable	
	Length of the cable between the remote electronic panel and the power supply : max. 30 m
	Length of the cable : 3m
	Possible extension of the cable : max.15m* ** using a cable comprising of a minimum of 2 twisted pairs and screen (shield)*
	Cross-section of the wire : 4 x 0,22 mm² / AWG 23
	Outer diameter of the cable : 3,8 mm



① + - **Power 12-24V DC maximum length : 30 m to the power supply box**

② Brown White Yellow Green **Connection cable 3 m (possible extension up to 15 m*)**

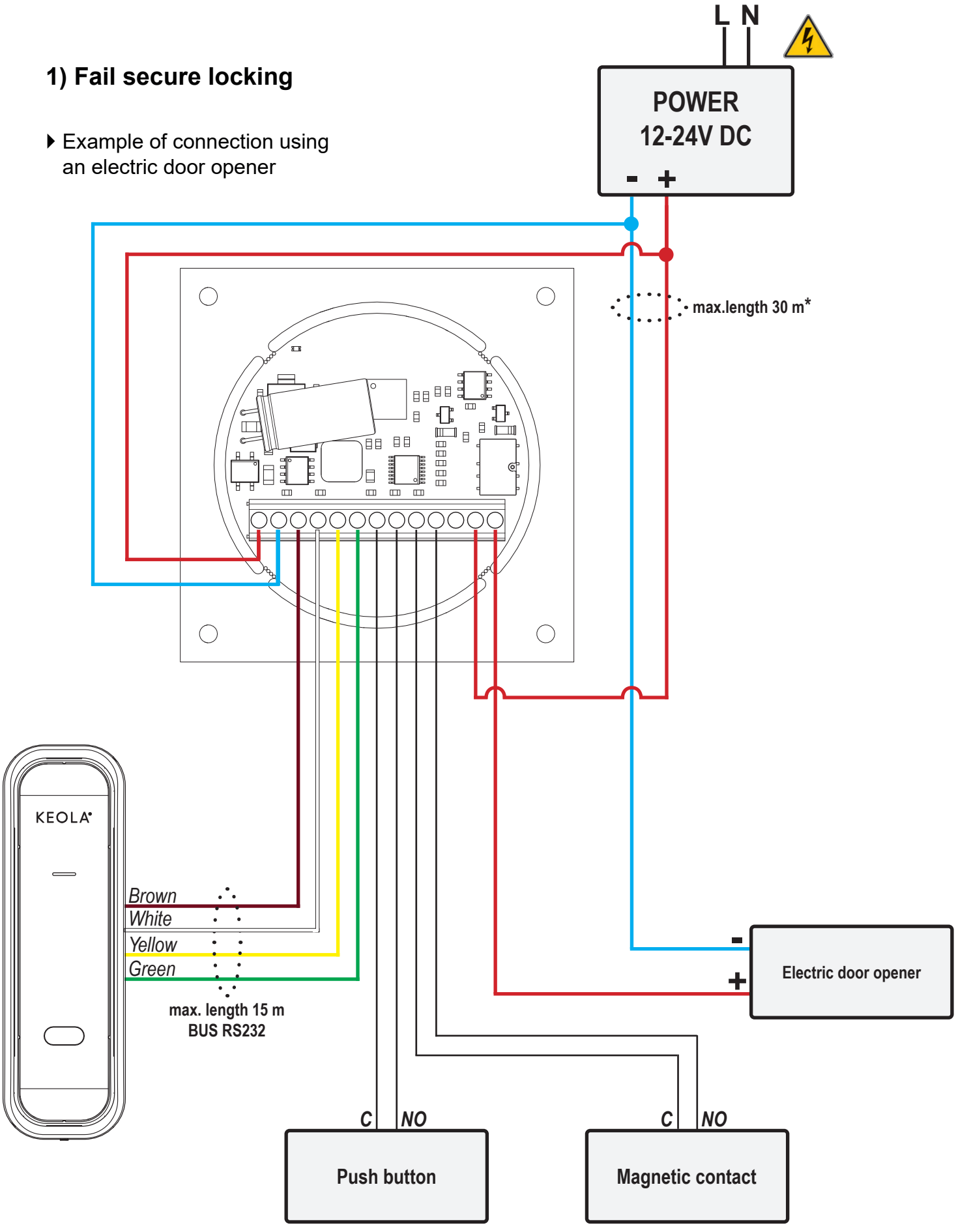
③ C NO **Push button input (C/NO)**

④ C NO **Door contact input (C/NO)**

⑤ C NO NC **Unlocking relay (NC/COM/NO)**

1) Fail secure locking

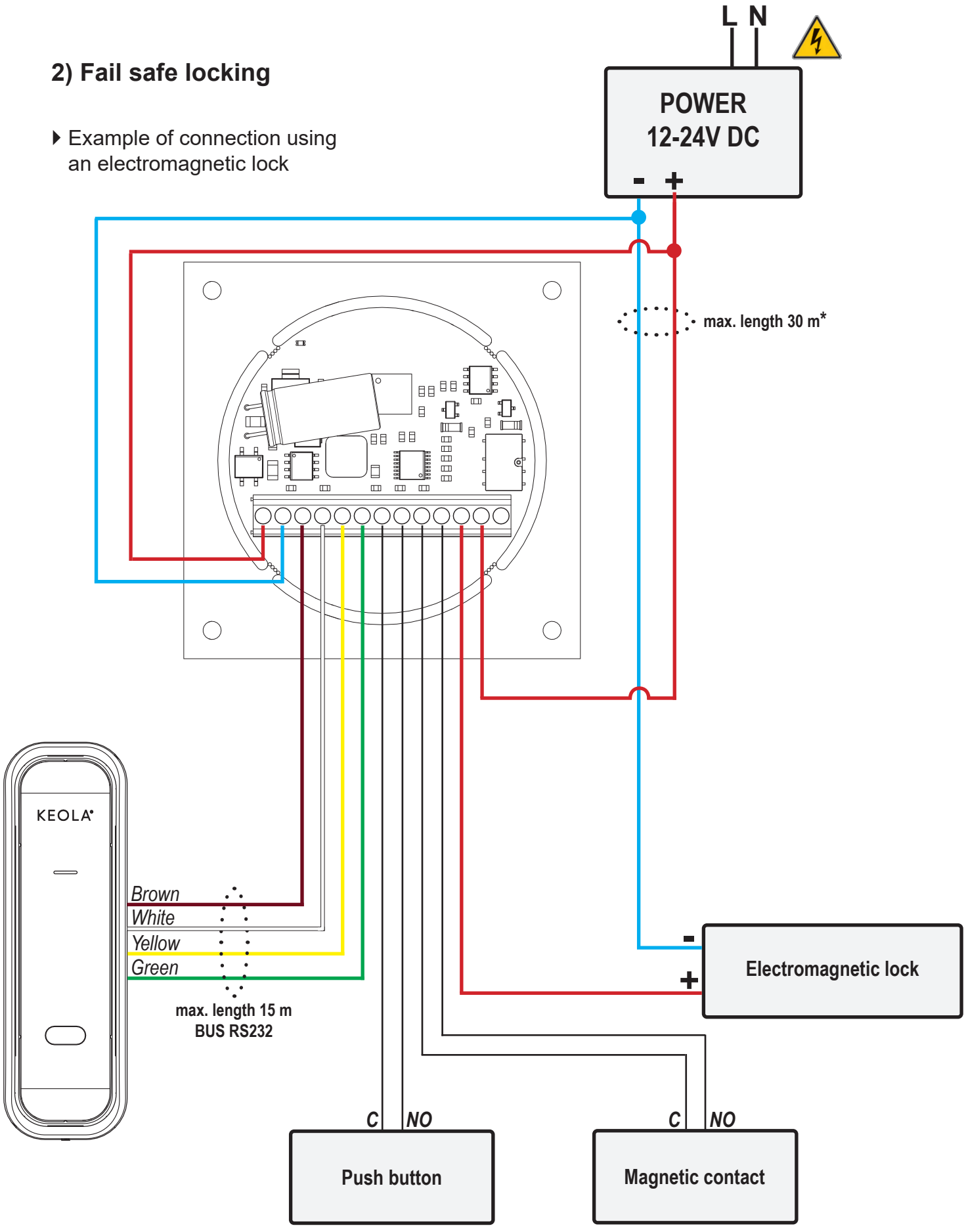
- Example of connection using an electric door opener



* To be compliant with the standards listed in the technical details table

2) Fail safe locking

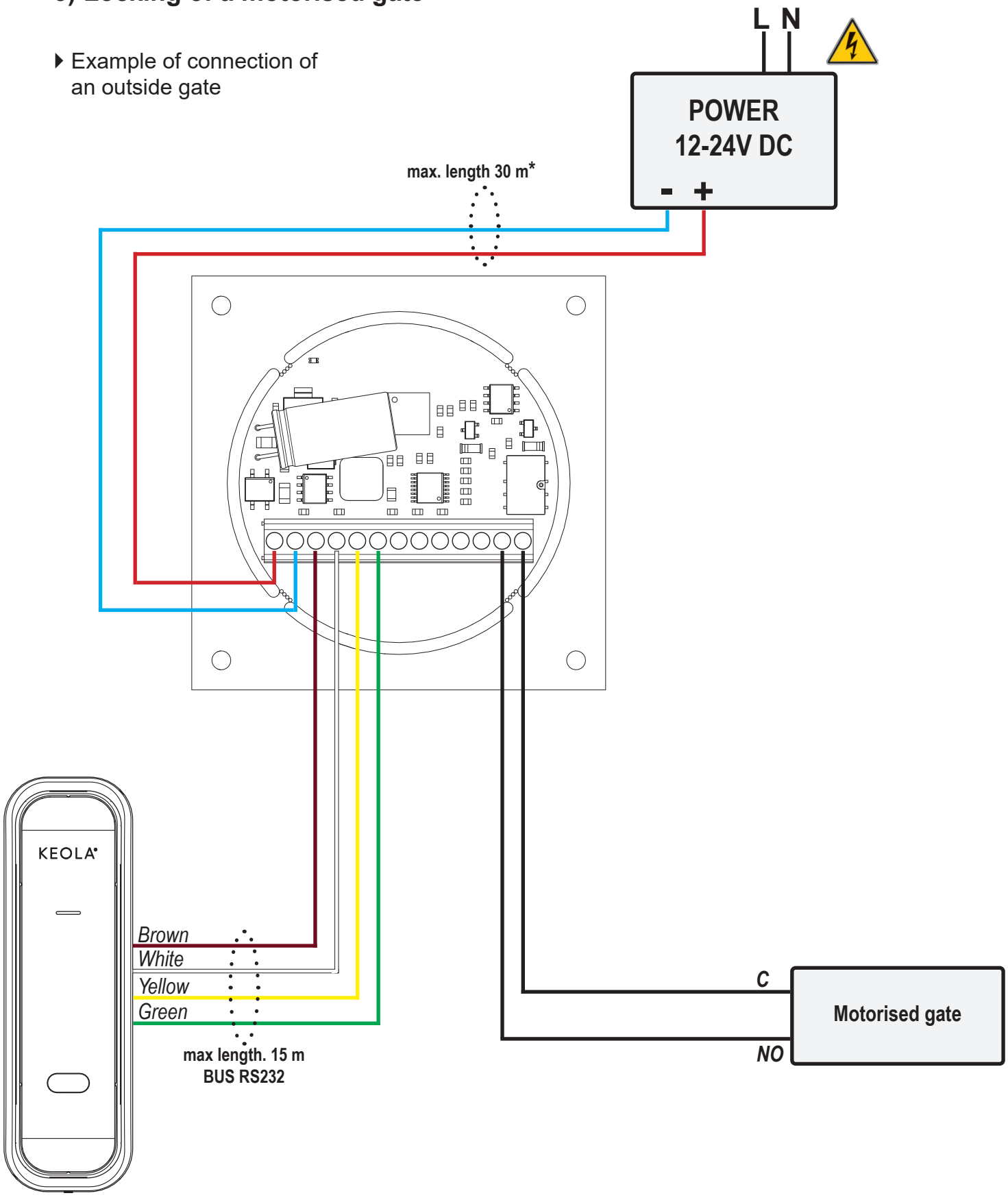
- Example of connection using an electromagnetic lock



* To be compliant with the standards listed in the technical details table

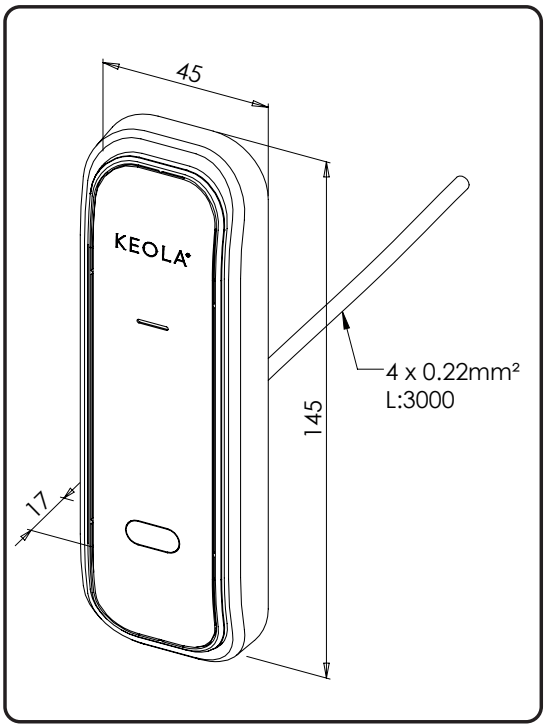
3) Locking of a motorised gate

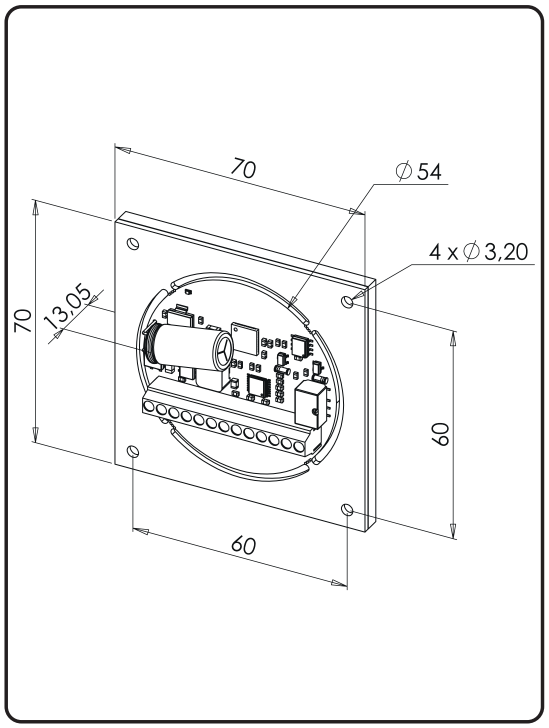
- Example of connection of an outside gate

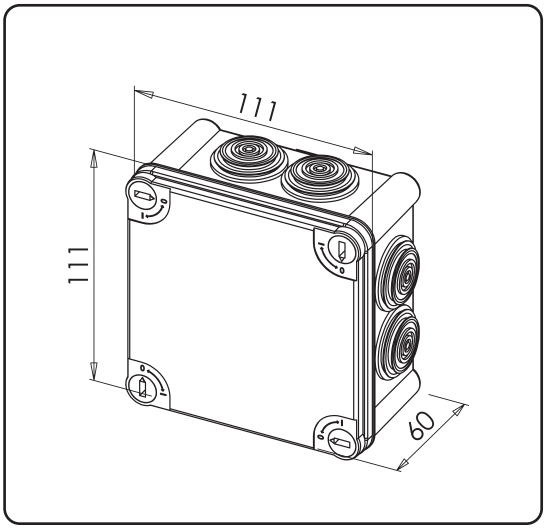


* To be compliant with the standards listed in the technical details table

KEOLA® Dimensional drawings

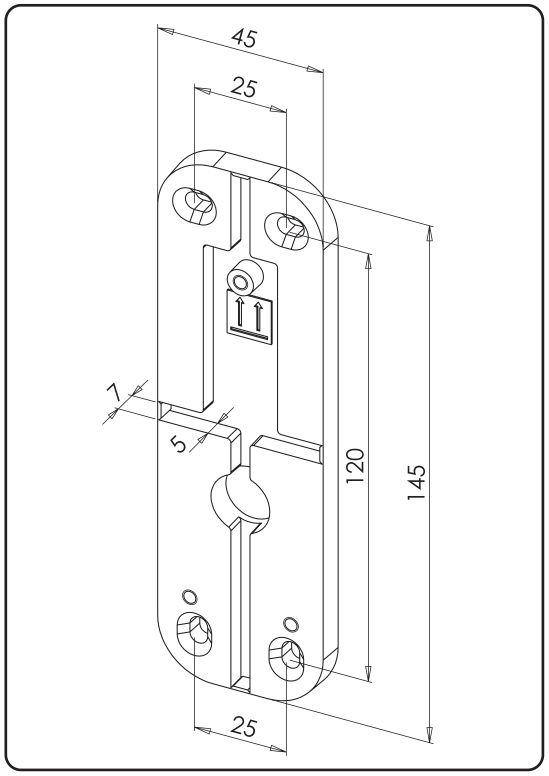






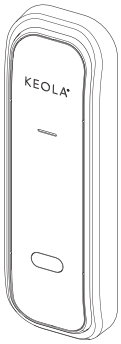
Junction box
111 x 111x 60 mm

Junction box
111 x 111x 60 mm
Ref. BOIT_PCB0095
(*not included, available to order*)

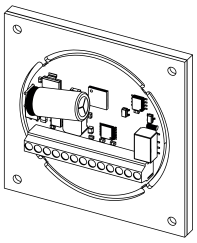


Wall-mounting bracket

KEOLA® Glossary - pictures - pictograms



Access control reader



Remote electronic

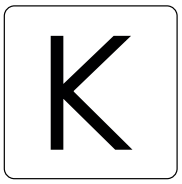
BLUETOOTH®

WiFi®

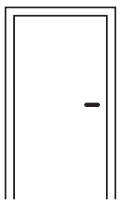
Cloud



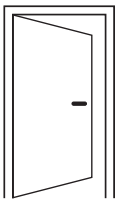
Smartphone



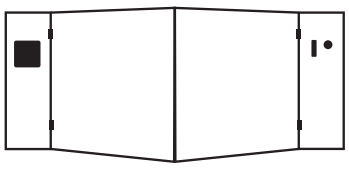
KEOLA® application



Door closed



Door opened

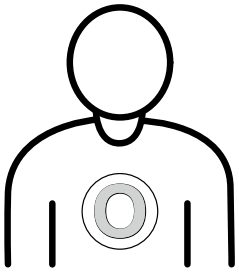


Motorised gate

ANDROID APP ON Google play

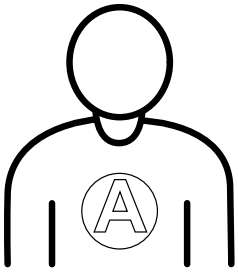
Download on the App Store

KEOLA® Glossary - pictures - pictograms



Owner =
Super administrator
site creator

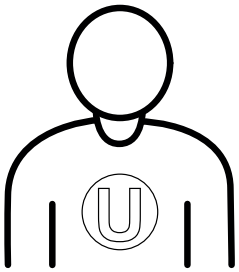
- manages the system entirely including deletion of sites
- only one possible owner



Administrator

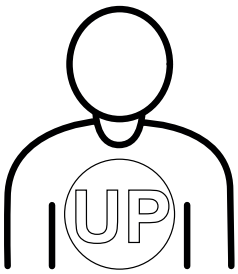
- manages the system entirely but cannot delete sites
- several administrators possible

Site administrators are people who are authorised to manage the site and who have unreserved access rights to all the readers, they can download the events log and update the readers.
An administrator can add to or delete the access rights of a user.
The administrator who has created sites can view all the sites they have created.



Users

- use the system according to their access rights



Users +
with powers

- use the system according to their access rights
- can manage certain settings according to their rights.
  For example:
  create a reader, a user...

Users of a site are people who only* have access to the "unlocking" function of the system.

KEOLA® is to be used as access key for users.

** Please note : it is possible to grant additional powers to specifically designated users (users **+** with powers).*

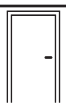
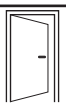
	Readers	are the devices (KEOLA® readers) installed at a site. They communicate with the smartphone via BLUETOOTH® and authorise or deny unlocking. They feature LED lighting, which gives the status of the door or the KEOLA®
	Groups	feature users that benefit from the same access rights. They enable to link the access calendar to the users
	Zones	are the various geographical areas grouping the readers together. They enable to define the users' rights on the readers
	Users	are the people using the system as a key, according to their access rights
	Calendars	are the hourly and daily planning schedules dealing with the access rights
	Events	are created every time the system is used

Each of these terms constitutes a MENU represented by its icon.

Grouped together in the navigation bar, at the bottom of the screen, they enable to move from one menu to another. 

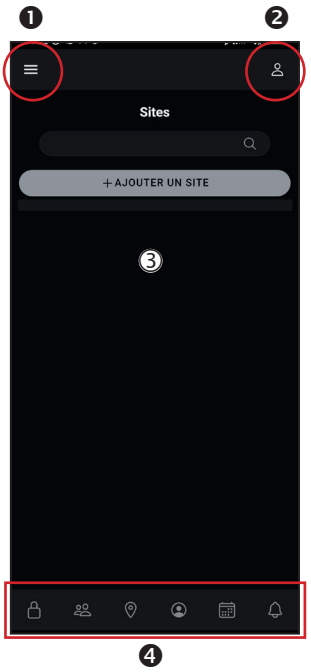
	List of the readers of the selected site	Groups the different readers of a same site together
	List of groups	Enables users to be given their access rights and configure the time slots. When a site is created, an administration group is automatically created
	List of zones	Enables the allocation of readers installed on a site (e.g. : main building zone - warehouse zone - workshop zone)
	Liste of users	Enables the creation of users and allocating their access rights
	Liste of calendars	Enables to define access rights (authorised hours of access), bank holidays and permanent unlocking
	Events log	Enables access to the events log

KEOLA® Glossary - pictures - pictograms

	Display menus	Display the list of menus / select a menu
	Back	Return to previous page
	User account	View user preferences and settings
	KEOLA® settings or options	Configure generic options for several devices
	Filter events	
	Disconnect	
	Pencil icon	Enables to rename
	Door closed status	
	Door open status	
	Succesful operation	
	Reader issue	
	Reader error	
	Offline	If the reader is not within Bluetooth® range and not connected to the internet, the **Offline** status is displayed

PLEASE NOTE : Fields with the * symbol must be filled in

Welcome page



❶ Display menus

❷ User account information

❸ List of items presented as per the menu:
- Sites
- Readers (Devices)
- Groups
- Zones
- Users
- Calendars
- My account (profile)
- Site options
- Help

❹ Navigation bar
(not accessible if no site has been selected)

KEOLA® 3 setups steps to get started

3 setup steps to follow		
Download the application	Create an account	Identification
PLEASE NOTE : Internet access is required to manage the system (smartphone and KEOLA®)		

Downloading the application

ANDROID APP ON Google play

Download on the App Store

Download the KEOLA® application on Google play or on the App store of your smartphone

KEOLA® 3 setup steps to follow

Creating an account

Creating an account is a compulsory step which enables to identify oneself to access the application. On your smartphone :

- Open the KEOLA® application
- The connection page will appear



❶ Click on **join now**



❶ Enter your email address
it will be verified before continuing your identification

❷ Click on **Send the verification code**
it will be sent to your email address



❶ Enter the verification code using the keyboard

❷ Click to verify the code

❸ If a code was not received, check the email address and click **Send a new code**

KEOLA® 3 setup steps to get started



❶ Enter and confirm your password*

*to be valid, the password must:

- be between 8 and 64 characters long,
- include at least 3 of the following characters :
  lower case letter, upper case letter, number, symbol

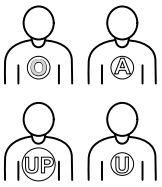


❶ Enter your first name and surname

❷ Click on **Create** to validate your entry.

You are connected!

Identification



Allows to access the application settings.
Email address and password (entered during the setup) are required



▪ The connection page will appear:

❶ enter your email address

❷ enter your password

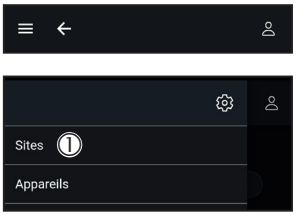
❸ click on Sign In

Creating sites

A site is the central point for one or several readers, which users access rights are assigned to.
Sites group together all the separate readers that the site is made of, in the event that an installer manages several installations for their clients.



▸ Go to the **Sites** menu

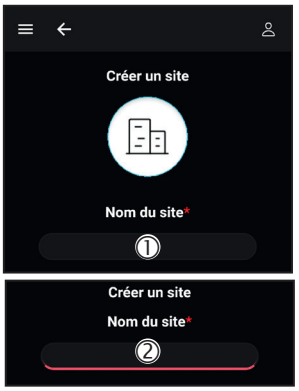


⚠ If on another page, click on **Display menus** ☰
The menus list will appear

❶ Select **Sites**



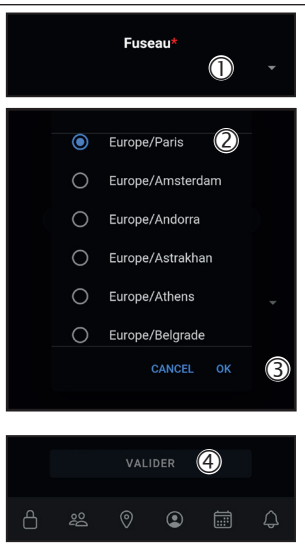
❶ Click on **+Add a site**



▸ The sub-menu **"Create a site"** which is attached to the Sites menu will appear

❶ Click on **Name the site**

❷ Enter the name of the site



❶ Click to confirm the **Time Zone**

❷ Select the time zone in the rolling list
e.g. : ⊙ **Europe/Paris**

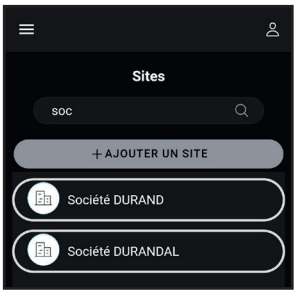
❸ Click OK

Confirming the time zone is compulsory for the proper functioning of the KEOLA® calendar and the events reports

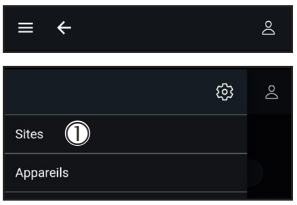
❹ **CONFIRM** the creation of the new site

Site options

To assign options, a site must be selected.
Site options are accessible from the page with the list of menus.

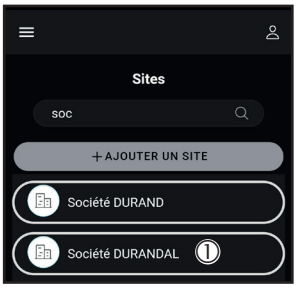


▸ Go to the page listing the sites



⚠ If on another page, click on **Display menus** ☰
The menus list will appear

❶ Select **Sites**

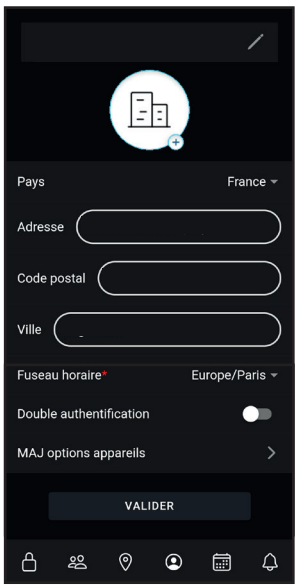


❶ Select the site which you would like to add options to



❶ Click on **Display menus** ☰

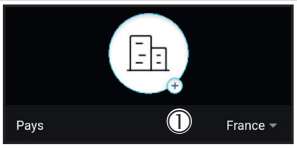
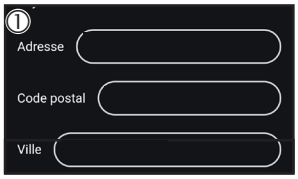
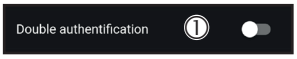
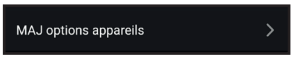
❷ Select **Site options**

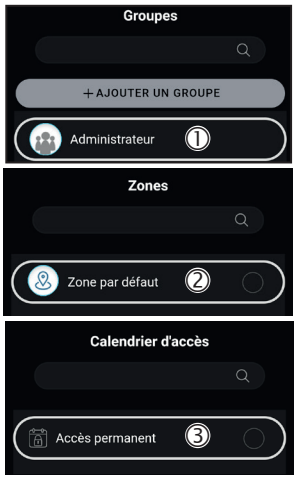


▸ The page with options for the site you have just created will appear

Site options settings

▸ Select your options :

	❶ site options enable to specify the country	
	❶ to specify the address of the site	
	❶ to modify the time zone	
	❶ to activate the double authentication ⚠ *Please note : if the double authentication option is activated, ALL KEOLA® from this site will have to use the double authentication* *It is not possible to individually deactivate the option on each KEOLA®* *This is a BLOCKING OPTION*	
 	**Updating devices** assists with the general settings of all KEOLA® from the site These are NON BLOCKING options which can be managed individually in the KEOLA® settings ❶ Select (optional) the hands free action mode (enables to connect to KEOLA® without requiring manual access to the application)	
	Light enables to adjust the light intensity of all KEOLA® from the site This is a NON BLOCKING option which can be managed individually in the KEOLA® settings	
	❶ MAJ auto configuration enables automatic updates of the KEOLA® configuration	
	❶ MAJ auto firmware enables automatic updates of the operating program of the KEOLA®	
	❶ **CONFIRM** before leaving the page	



- When a site is created, the following are also automatically created, by default :

❶ a group named **Administrator**

❷ a zone named **Zone by default**

❸ a permanently accessible calendar (24/7) named **Permanent access**

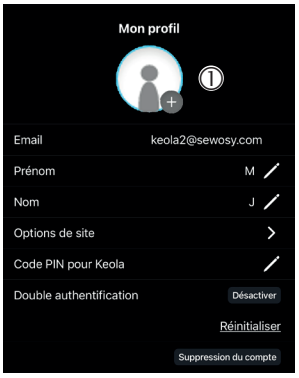
KEOLA® User profile settings

User profile

Add a profile picture



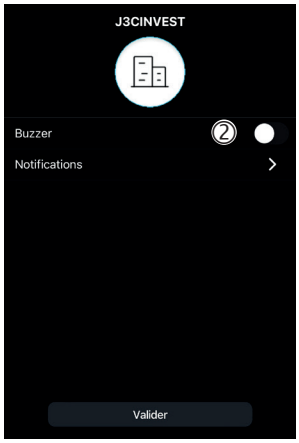
❶ Click on the **User** icon



❶ Click on **+** to add a profile picture

Site options : Buzzer





❶ Click on **Site options**

❷ Activate the **Buzzer** function
If this function is activated, the reader will emit a sound signal at every unlocking request if access is granted

KEOLA® User profile settings

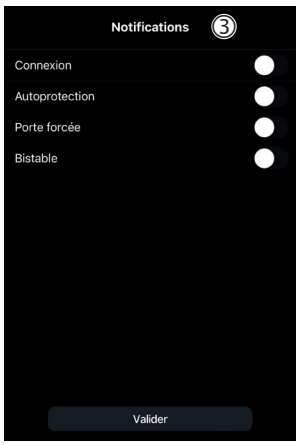
Site options: Notifications



❶ Click on **Site options**



❷ Click on **Notifications**

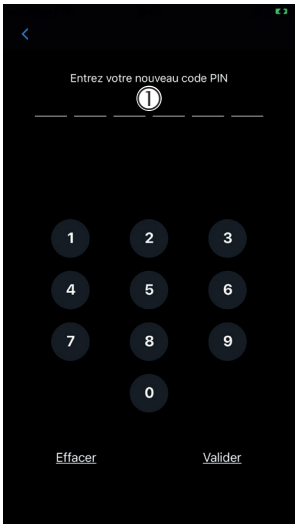


❸ Select the notifications you want to receive
If there is an activation or triggering, a notification from the application will be received

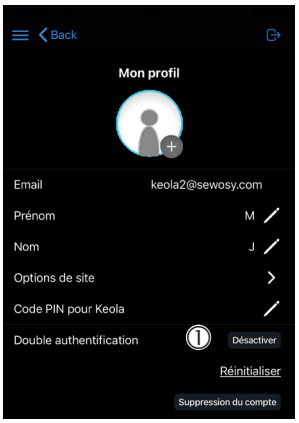
PIN for the double authentication

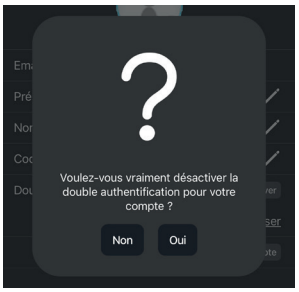


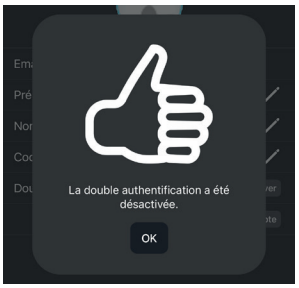
❶ Create a 6-figure PIN which will be used when the double authentication is activated



Deactivate the double authentication

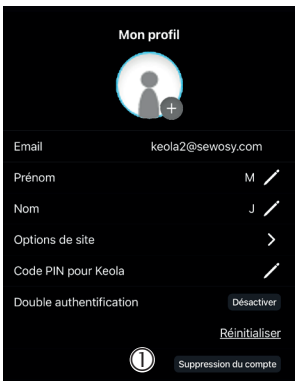


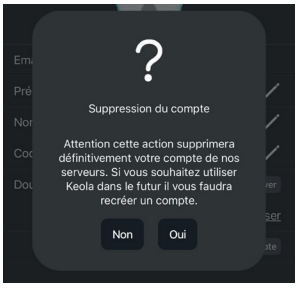




❶ Click on **Deactivate** to stop using the double authentication when connecting to your account

Deleting the user account

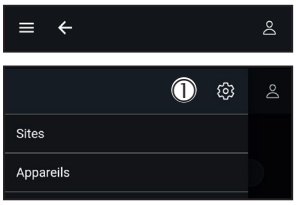




❶ When **Delete the account** is clicked, all personal data from the client are deleted AND the events log (data prior to the account deletion), becomes anonymous (compulsory RGPD)

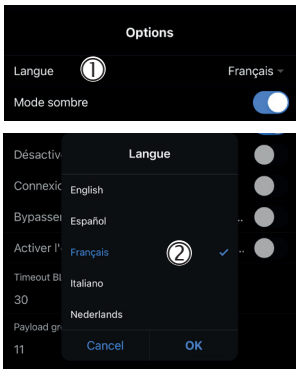
Delete the account by the user.
If the user owns one or more sites, they will have to transfer ownership of all their sites BEFORE proceeding with the deletion of the account

Application settings



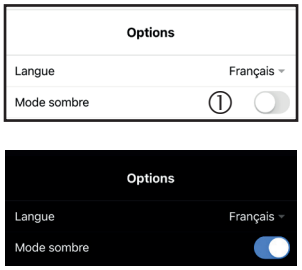
Click on **Display menus**
The list of menus will appear

❶ Click on the cog wheel



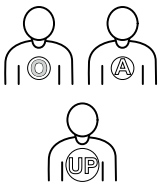
❶ Click on **Language**

❷ Select the language
All the terms in the application will automatically change to the chosen language



❶ Activate the **Dark mode** to change the background of the application to black

Creating groups



The 'Groups' menu allows to :

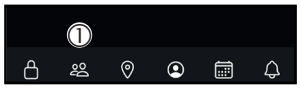
- link the access calendar to the users
- set the time ranges

A site must have been created prior to accessing the 'Groups' menu.
The maximum number of groups is 20.





❶ To create a group, first select the site to which it will be assigned

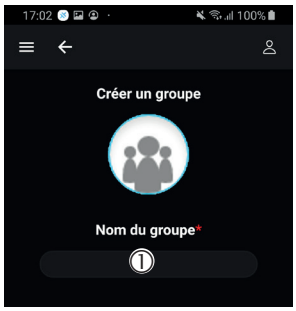


❶ In the navigation bar, click on the icon 

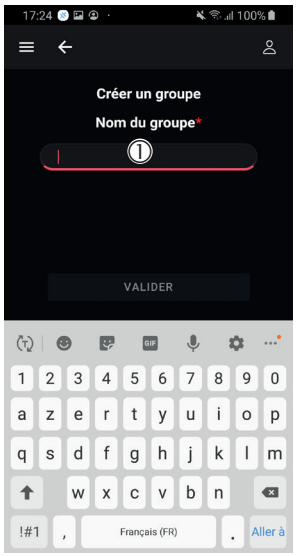
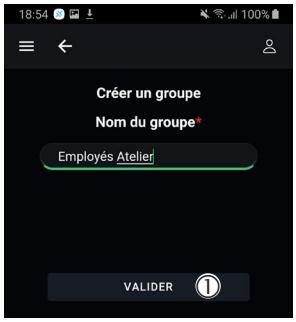


▸ The **Group** page will appear

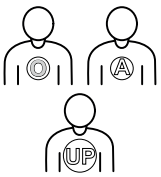
❶ Click on **+ADD A GROUP**

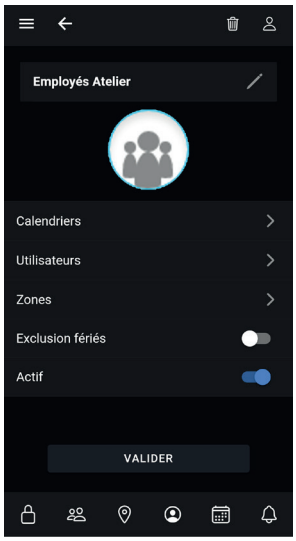


❶ Click on the zone to add the **Group name**

	❶ Fill in the name	
	❶ Confirm the creation of the group by clicking **CONFIRM**	

Group options

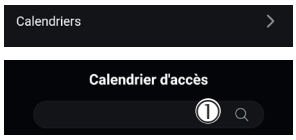




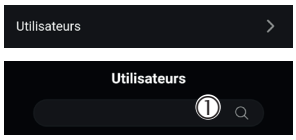
Groups options settings

- When the creation of a group has been confirmed, the group options page will appear

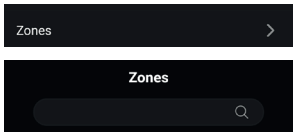
- Select your options :



❶ The '**Calendar**' option enables to assign the calendars with existing access rights (if there is no calendar, please refer to the '**Calendars**' menu to create them)



❶ In the '**Users**' option, select the users from the list, then click confirm



In the '**Zones**' option, select the zones to be accessed from the list, then click confirm (if there is no zone, please refer to the **Zones** menu to create them)



❶ In the option '**Bank holiday exclusions**', confirm if bank holidays are excluded or not by selecting accordingly

Users from this group are not affected by the restrictions of the bank holiday calendar.



❶ In the '**Active**' option, confirm whether the group is active or not, by selecting accordingly. When clicking 'Inactive', the users access rights will be disabled. Disabling the group means rendering it temporarily not in use (instead of deleting it permanently)



❶ Confirm your selections by clicking **CONFIRM**

Creating zones

The 'Zones' menu enables to allocate the readers installed across the site to a zone.
E.g. : Main building zone, warehouse zone...
The zone enables to identify the users' access rights to the readers.

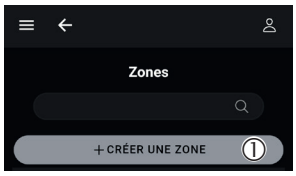




❶ To create a zone, first select the site to which it will be assigned

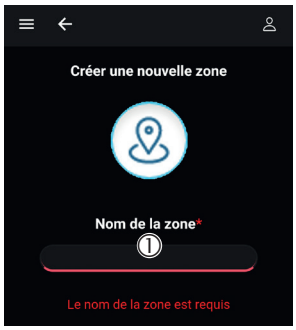


❶ On the navigation bar, click on the icon



▸ The **Zones** page will appear

❶ Click on **+CREATE A ZONE**



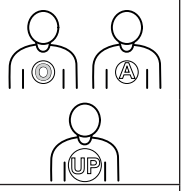
❶ Click on the field to enter the **Zone name**

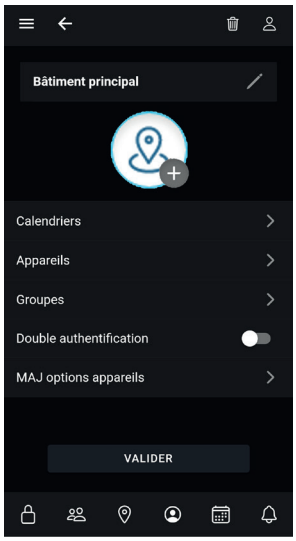
Enter the name



❶ Confirm the creation of the zone by clicking **CONFIRM**

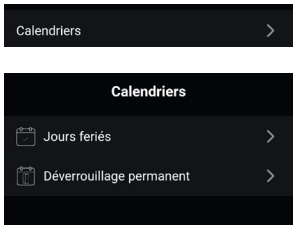
Zone options





Zone options settings

- Once the creation of a zone has been confirmed, the options page for the created zone will appear



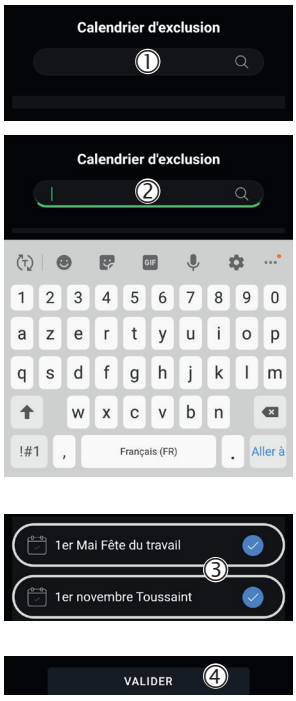
- Select your options :

The '**Calendars**' option enables to make changes to existing calendars :

A. **Bank holidays**

B. **Permanent unlocking**

(If there are no calendars, please refer to the **Calendars** menu to create them)



A. Bank holidays

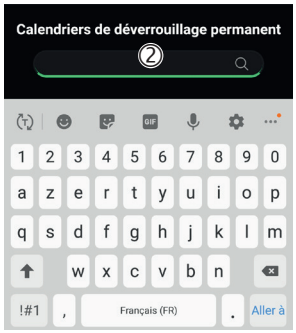
❶ Identify access exclusions during the bank holidays

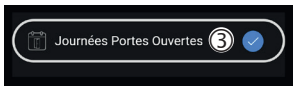
❷ Search bar that enables to search for existing calendars

❸ Select the relevant calendars

❹ Confirm your selection by clicking **CONFIRM**









B. Permanent unlocking

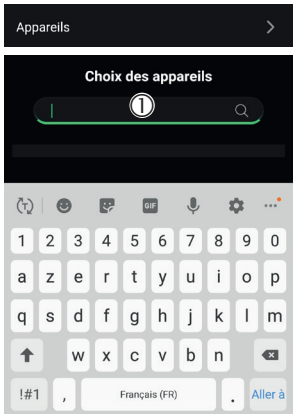
❶ Identify the permanent unlocking periods

❷ Search bar that enables to look through existing calendars

❸ Select the relevant calendars

❹ Confirm your selection by clicking **CONFIRM**

This option enables the door to be permanently unlocked during a given time range



In the '**Devices**' option, choose the readers linked to the zone by selecting them from the list of existing readers, then click confirm

(If there are no readers, please refer to the **Readers** menu to create them)

❶ Search bar enabling to search for existing readers

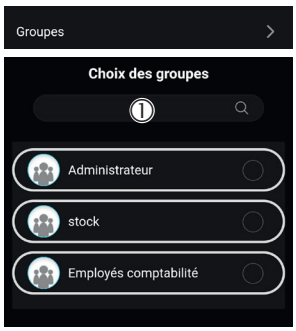
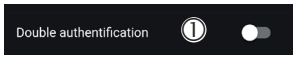
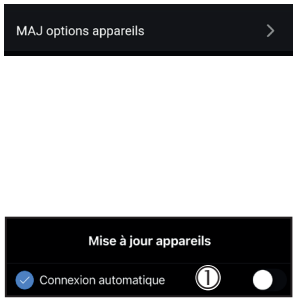
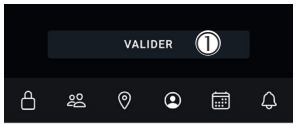


❷ Select the relevant readers

❸ Confirm your selections by clicking **CONFIRM**

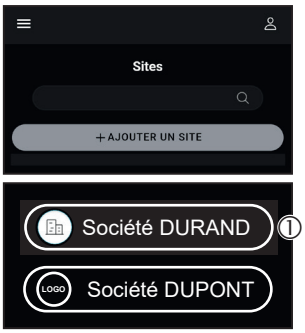


KEOLA® Settings

	❶ In the '**Groups**' option, select the groups relevant to the zone from the existing groups list, then click confirm (If there are no groups, please refer to the **Groups** menu to create them)	
	❶ In the '**Double authentication**' option, confirm whether double authentication is required, by clicking the selection button ⚠ *Please note : if the double authentication option is activated, ALL KEOLA® in this zone will have to use the double authentication* *It is not possible to deactivate the option on each individual KEOLA®* *This is a BLOCKING OPTION*	
	**Updating devices** is used to assist with the general setup of all KEOLA® in a specific zone These are NON BLOCKING options which can be managed individually in the settings of KEOLA® ❶ Select the hands free action option if required (optional) (enables to connect to KEOLA® without requiring manual access to the application)	
	❶ Light enables to set the light intensity of all KEOLA® from the site This is a NON BLOCKING option which can be managed individually in the settings of KEOLA®	
	❶ MAJ auto configuration enables the automatic updating of the KEOLA® settings	
	❶ MAJ auto firmware enables the automatic updating of the operating program of the KEOLA®	
	❶ **CONFIRM** before leaving the page	

Creating calendars

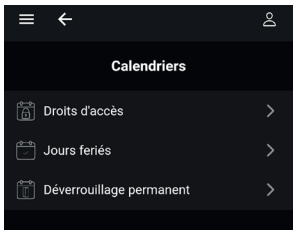
The 'Calendars' menu enables to identify access rights (authorised access schedules), bank holidays and permanent unlocking.



❶ To create a calendar, first select the site to which it will be assigned



❶ In the navigation bar, click on the icon

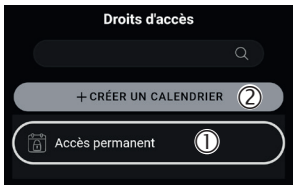


▸ The **Calendars** page, which comprises of 3 sub-calendars, will appear :

A. Access rights = authorised access schedules

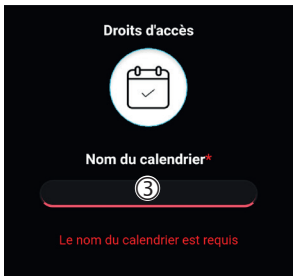
B. Bank holidays = set the list (and timings) of bank holidays

C. Permanent unlocking = enables to set a time range during which the KEOLA® is permanently unlocked



A. Access rights

❶ A **Permanent access** sub-calendar already exists *(automatically created when a site is created)*



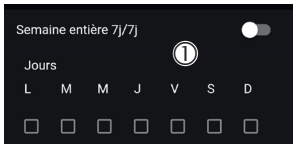
❷ Add a new calendar :

Click on **+CREATE A CALENDAR**

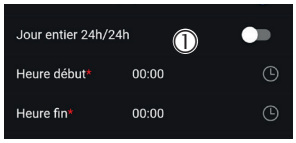
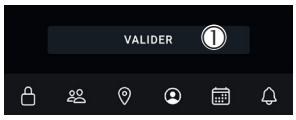
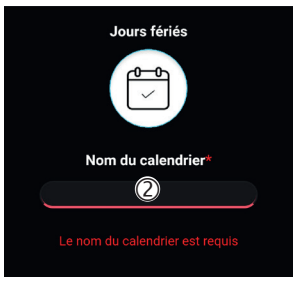
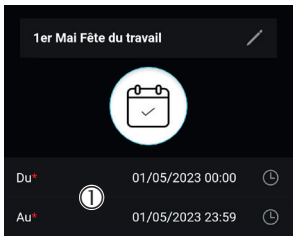
❸ Click on the field to enter the **Calendar Name**

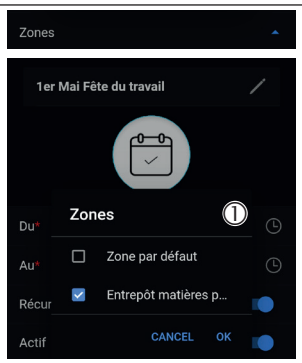


❶ The selection button allows to establish whether access is authorised for the whole week (7 days out of 7) or not

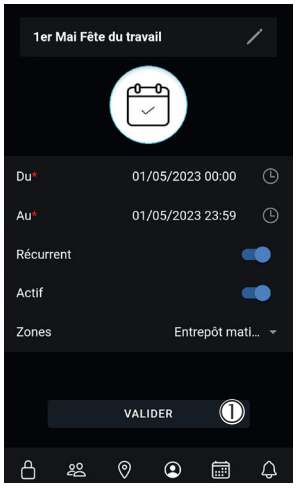


❶ If not, tick the boxes to confirm which days access is authorised

	❶ The selection button allows to establish if access is authorised during the whole day (24 hour access) or not	
	❶ If not, set the timings for the start and the finish of authorised access using the rolling lists 'hour start/finish'	
	❶ In the '**Active**' option, confirm if the calendar is active or not, using the selection button. Disabling it renders it temporarily not in use (instead of deleting it permanently)	
	❶ **CONFIRM** before leaving the page	
 	**B. Bank holidays** ❶ Adding a new calendar : Click on **+CREATE A CALENDAR** ❷ Click on the field to enter the **Calendar Name**	
	❶ Set the date and time range of the bank holiday (access is not authorised in this time frame)	
	❶ Confirm if it is a recurring bank holiday or not If it is a recurring bank holiday, only the day and the month are taken into account (regardless of the year)	
	❶ In the '**Active**' option, confirm if the calendar is active or not, using the selection button. Disabling it renders it temporarily not in use (instead of deleting it permanently)	



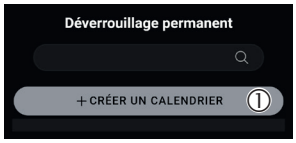
❶ Confirm the relevant zone(s) by selecting it/them from the list that is displayed



❶ **CONFIRM** before leaving the page

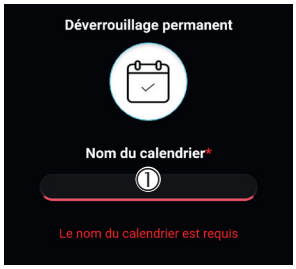
C. Permanent unlocking

The permanent unlocking calendar allows to set the days during which the access is open at all times

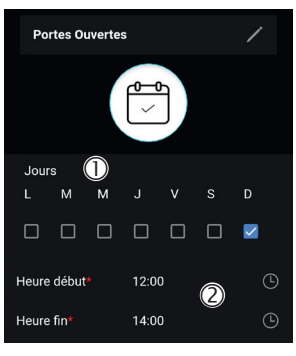


❶ Adding a new calendar :

Click on **+CREATE A CALENDAR**

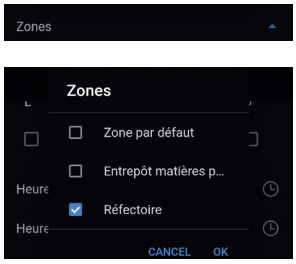
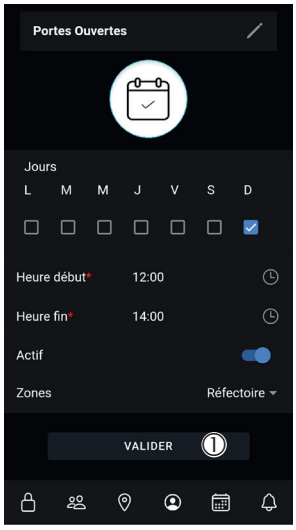


❶ Click on the field to enter the **Calendar Name**



❶ Set the day(s)

❷ The timings during which the access is permanently open

	❶ In the '**Active**' option, confirm if the calendar is active or not, using the selection button. Disabling it renders it temporarily not in use (instead of deleting it permanently)	
	❶ Confirm the relevant zone(s) by selecting it/them from the list that is displayed	
	❶ **CONFIRM** before leaving the page	

Users menu

The 'Users' menu allows to create users for the KEOLA® in order to give them access rights



❶ To create a user, first select the site to which they will be allocated

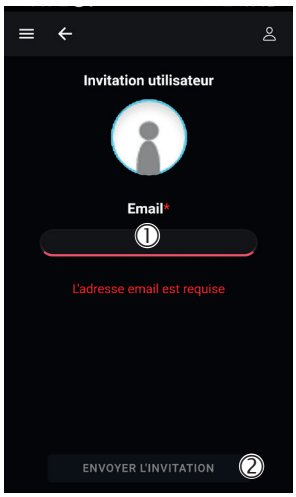


❶ In the navigation bar, click on the icon 



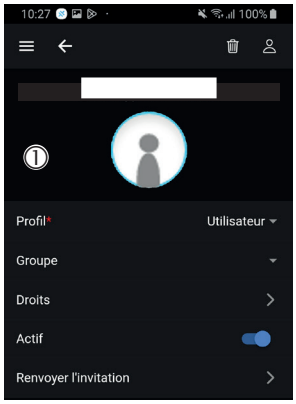
❶ Adding a new user :

Click on **+INVITE A USER**

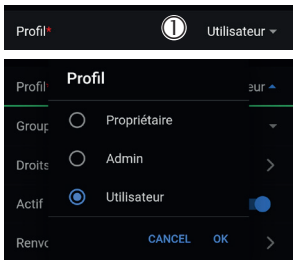
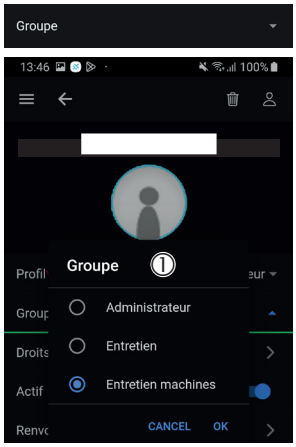
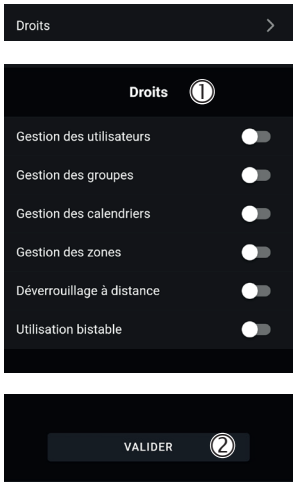
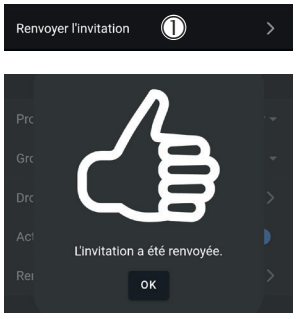


❶ Click on the field to complete the user's **Email address**

❷ Click on **SEND THE INVITATION**



❶ The user's access rights page will appear

	❶ Set the users' **Profile** : Owner - Administrator - User	
	❶ Confirm the **group**(s) to which the user belongs (If there are no groups, please refer to the **Groups** menu to create them)	
	❶ Confirm the right(s) assigned to the user using the selection button ❷ **CONFIRM** before leaving the page	
	❶ In the '**Active**' option, confirm if the user is active or not, using the selection button. Disabling them renders them temporarily not in use (instead of deleting them permanently)	
	❶ Click on : **Send the invitation back**	

Creating readers (devices)

The 'Devices' menu allows to :

- save the readers (users access key) installed on a site
- set the options for each reader

BEWARE :

Record the serial number of each reader, shown on the back of its remote electronic unit

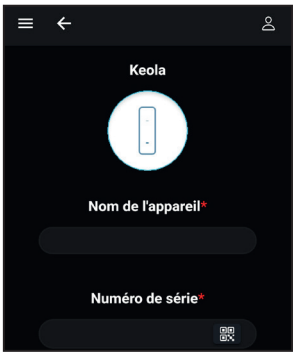


❶ To create a reader, first select the site to which the reader will be assigned



▸ The **My devices** page will be automatically displayed

❶ Click on **+ADD A DEVICE**

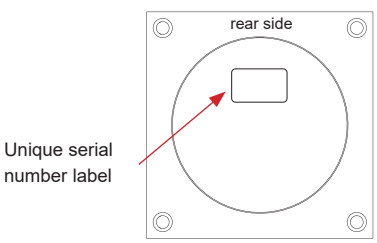


▪ The sub-menu attached to the **My devices** menu will appear

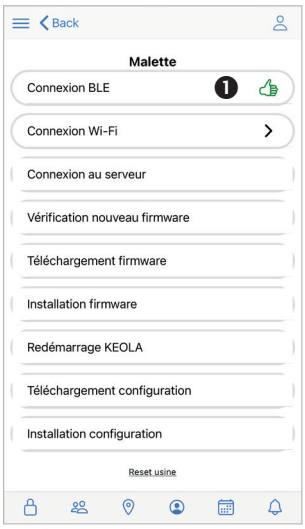


❶ Enter the **Device Name**

❷ Enter the **Serial number** of the reader or scan the reader's **QR code** (click on the icon ▣ to scan it)

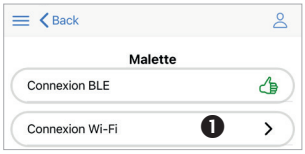


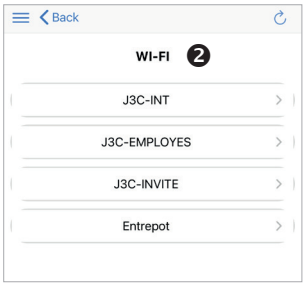
❸ **CONFIRM** before leaving the page



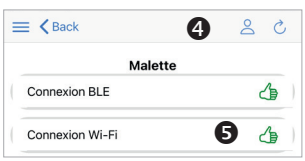
❶ BLE connection successful

Please note : BLE = BLUETOOTH®









❶ Click on Wi-Fi® connection

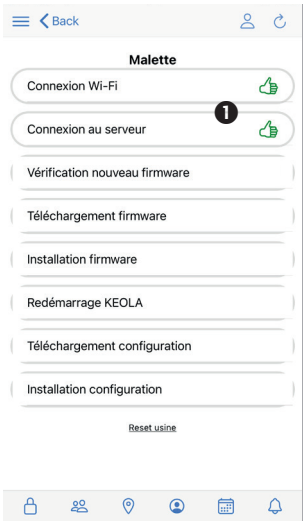
❷ Select the Wi-Fi® network to which you would like to connect

❸ Enter the Wi-Fi® network password

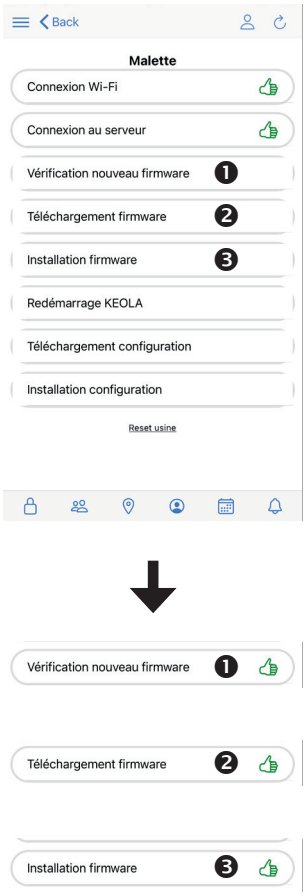
❹ Confirm

❺ Wi-Fi® connection successful

Please note : if the Wi-Fi® connection is not established, check your password and repeat the step



❶ Successful connection to the server



❶ Verify new firmware

❷ Download firmware

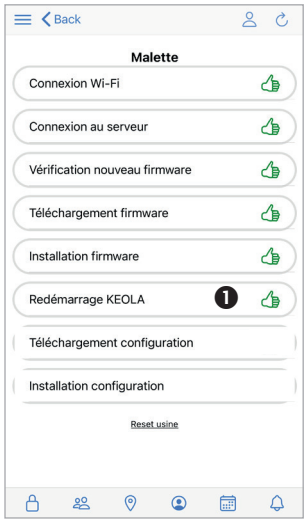
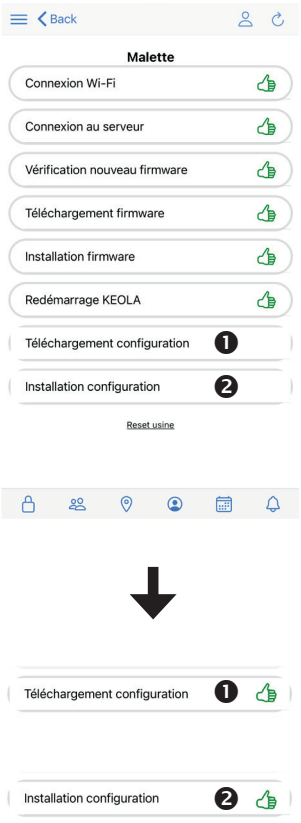
❸ Install firmware

Please note : the installation of the firmware can take a few minutes

New firmware verification successful

Firmware download successful

Firmware installation successful

	❶ KEOLA® restart successful following firmware installation	
	❶ Setup download ❷ Setup installation Set up download successful Set up installation successful	

Readers options



Readers options settings

- Return to the page listing the sites, click on a site to which a reader(s) is/are assigned

❶ Select the reader to which you would like to assign options by clicking the relevant box

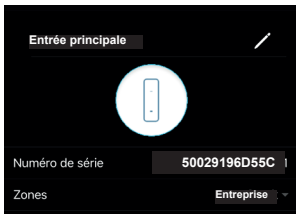


❶ Check you have selected the correct reader

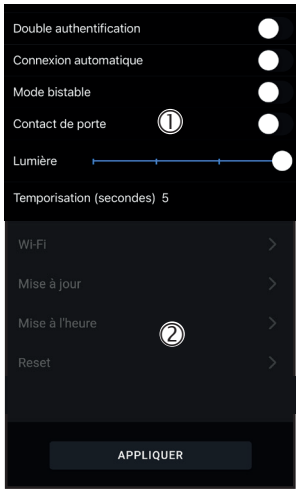
❷ Click on the symbol ⚙

⚠ Access only granted if the user has the right to set the readers up

Please note : during the setting up of a reader, the WiFi® - Updating - Setting the time - Reset options require a BLUETOOTH® connection



- The options list will appear on a new page

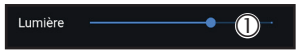


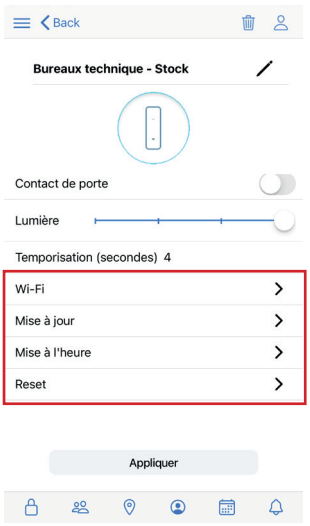
Part ❶ = options accessible without BLUETOOTH®:

Double authentication - Hands free action - Bistable mode - Door contact - Light - Timer

Part ❷ = if automatic updating of the configuration file is activated, the reader will update these options when the **APPLY** button is clicked.
If that is not the case, a manual update of the reader will have to be run by connecting to BLUETOOTH®

KEOLA® Settings

	▸ Select your options : ❶ Assign the zone(s) (distribution of the readers installed across the site) to the reader, selecting it/them from the rolling list (If there are no zones, please refer to the **Zones** menu to create them)	
	Part ❶	
	❶ Select the type of **authentication 'single'** or **'double'** (two-factor security) using the selection button *Please note : if the option is activated in the SITE and ZONE settings, it is not possible to modify it here*	
	❶ Select the automatic connection mode (optional) (allows to get connected to KEOLA® without requiring manual access to the application)	
	❶ Select the bistable mode (optional) (allows to configure an extended door opening)	
	❶ Confirm whether there is a door contact The 'door contact' function provides information : 'forced door' notification - door status (open/closed) with a message on the smartphone	
	❶ Light allows to adjust the light intensity of all the KEOLA® from the site This is a NON BLOCKING option which can be configured individually in the KEOLA® settings	
	❶ Timer allows to adjust the timers of all the KEOLA® across the site This is a NON BLOCKING option which can be configured individually in the KEOLA® settings	
	❶ Confirm your selections by clicking **APPLY**	



Part ❷

You need to be located next to the reader in order to acccess the options below







Wi-Fi® option

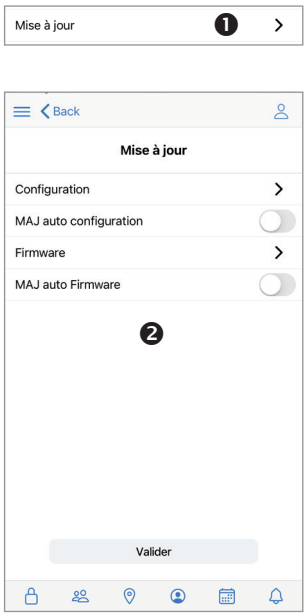
This option allows to update the reader's Wi-Fi® network

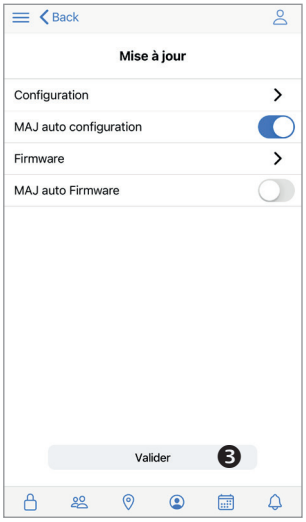
❶ Click on Wi-Fi® connection

❷ Select the Wi-Fi® network you want to connect to

❸ Enter the Wi-Fi® network password

❹ Confirm







Updating option

This option allows to update the setup of the configuration file and the firmware file both manually and automatically

If **MAJ auto** is activated, the reader will update as soon as a change is detected

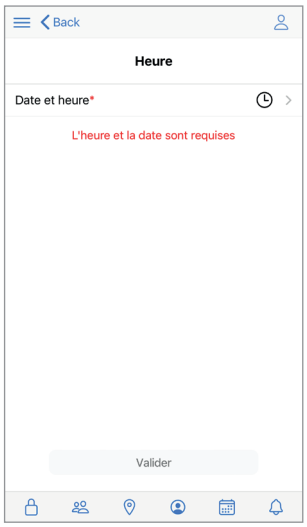
If **MAJ auto** configuration / firmware are activated, the configuration or firmware must **first** be run manually to ensure the changes are automatically taken into account thereafter

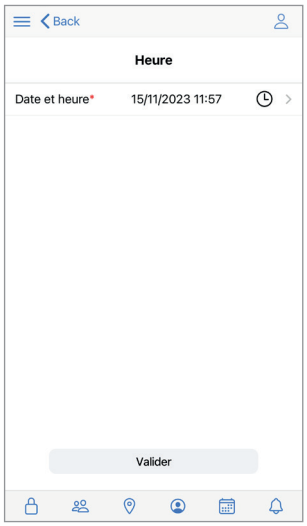
❶ Click on Updating

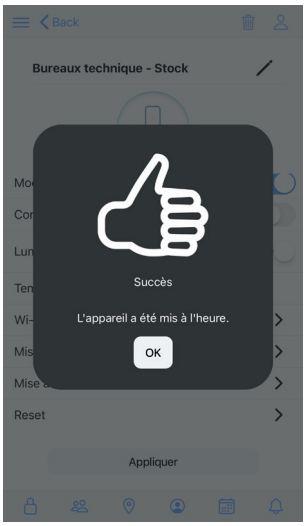
❷ Activate your selections in the list

❸ Confirm





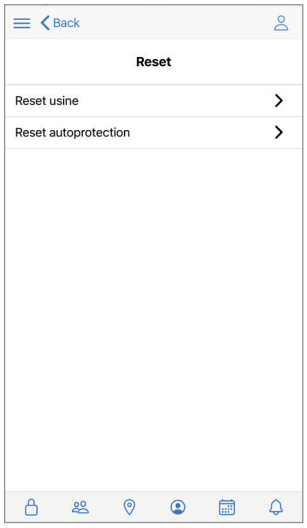


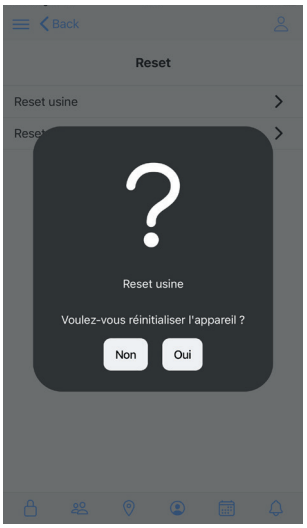


Setting the time option

This option allows to update the date and time in case of use in standalone mode







Reset option

This option allows to go to the Factory Reset and the Autoprotection Reset

Factory Reset : allows to reset the reader to its factory settings

Autoprotection Reset : allows to reset the reader's autoprotection alarm

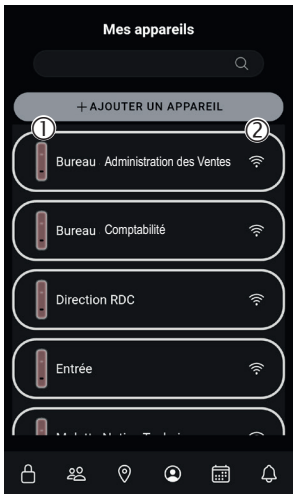
How to use the application to unlock doors

Unlocking doors can be done **IN SITU** or **REMOTELY**

Please note :

* Unlocking a door by using BLUETOOTH® can take between 1 and 3 seconds due to the security communication between the reader and the smartphone
* When unlocking remotely, the delay is below 1 second, the security between the cloud and the reader having already been ensured

PRESENTATION OF THE UNLOCKING INTERFACE



ON-SCREEN DISPLAY

❶ The readers' icons, that are displayed on the left in different colours indicate the status of the KEOLA® :

Grey : Out of BLUETOOTH® range

Blue : Within BLUETOOTH® range

Orange : KEOLA® Error
Forced door or auto-protection error

Purple : KEOLA® Update
Firmware or configuration

❷ Icons giving additional information are displayed to the right. They mean :

within BLUETOOTH® range

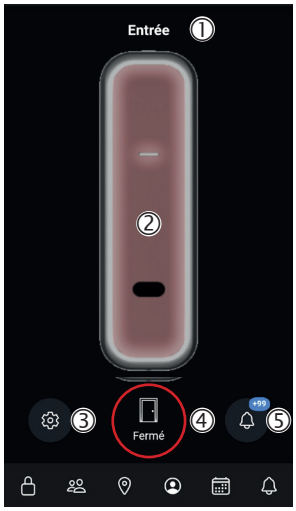
WiFi® connection to the cloud

Open door

Forced door or auto-protection mode

Initialisation error

KEOLA® updating underway



❶ Name of the reader

❷ KEOLA® Status + door unlocking button

Grey : Out of BLUETOOTH® range

Blue : Within BLUETOOTH® range

Alternating Orange-red : KEOLA® Error
Forced door or autoprotection default

Purple : KEOLA® update
Firmware or configuration

❸ Access to the reader settings

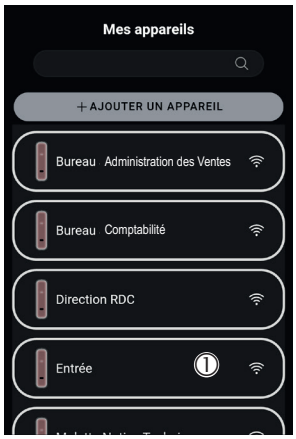
❹ **'DOOR'** status

2 symbols indicate the status of the door. They are displayed if the option is activated in the reader settings. They will only change status if the installation is fitted with a door contact

Open door

Closed door

❺ Access to the reader notifications



2 OPERATING MODES :

- MANUAL MODE

- AUTOMATIC MODE (automatic connection)

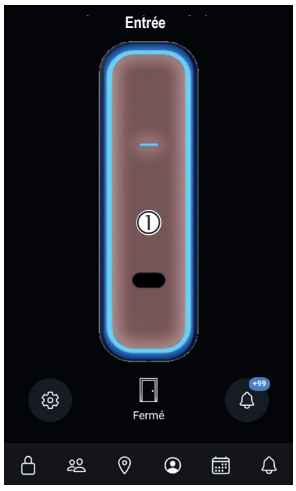
MANUAL MODE

▸ requires a manual action on the application

❶ Select the reader that needs unlocking

A.) <u>IN SINGLE AUTHENTICATION</u>

Does not require a PIN to unlock the door



1. <u>Timed mode</u>

❶ Short tap on the KEOLA® screen to unlock the KEOLA®

2. <u>Bistable mode</u>

Prerequisites

- the bistable option must be activated on this reader
- the reader must be within BLUETOOTH® range (for security reasons)
- the user must have access rights to the bistable mode

Opening :

❶ Long tap on the KEOLA® screen until the loading screen to unlock the KEOLA® is displayed

Relocking :

Another long tap on the KEOLA® screen

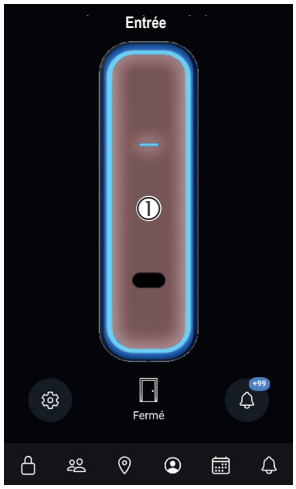
(relocking is possible with BLUETOOTH® or remotely)

B.) IN DOUBLE AUTHENTICATION

Prerequisites

Requires a PIN to unlock the door

1. Timer mode



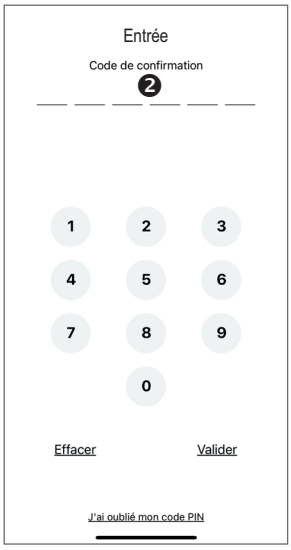
❶ Short tap on the KEOLA® screen until the PIN input screen appears to unlock the KEOLA®

❷ Enter the **PIN** and confirm

2. Bistable mode

Prerequisites

- the bistable option must be activated on this reader
- the reader must be within BLUETOOTH® range (for security reasons)
- the user must have access rights to the bistable mode



Opening :

❶ Long tap on the KEOLA® screen until the PIN input screen appears to unlock the KEOLA®

❷ Enter the **PIN** and confirm

Relocking :

Another long tap on the KEOLA® screen

(relocking is possible with BLUETOOTH® or remotely)



AUTOMATIC MODE (automatic connection)

Prerequisites

- reader in single authentication and application is open on the smartphone
- in the automatic connection mode, no action is required on the smartphone to connect to the reader

❶ Select the relevant reader for unlocking



1. Timer mode

To unlock the door, stand in front of it then activate the sensor through motion in front of the reader when it lights up in BLUE

2. Bistable mode

This mode requires a manual action on the reader

Additional information
unlocking in AUTOMATIC CONNECTION mode

Operating details

Operating the 'AUTOMATIC CONNECTION' mode:
The smartphone will attempt to connect with the first reader that appears on BLUETOOTH®.
It will connect and wait for the user to be standing in front of the reader to open the door.



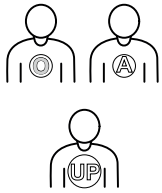
a.) Should no one stand in front of the reader within 15 seconds of connection, the smartphone will no longer try to connect in 'AUTOMATIC CONNECTION' mode, and whilst the reader is within BLUETOOTH® range

b.) If the door has been unlocked, the smartphone will no longer attempt to connect in 'AUTOMATIC CONNECTION' mode whilst the reader is within BLUETOOTH® range

In both cases, a manual action is required to unlock the door.

The functioning of the unlocking in 'AUTOMATIC CONNECTION' depends on the version of the smartphone operating system, as well as the smartphone model.
It works both when the application runs in the background and when the smartphone is locked.
However some operating systems and smartphone models stop the Bluetooth® functionality after an inactivity period of the application to save the battery.
In that case, the application must be brought to the forefront or the application icon must be clicked.

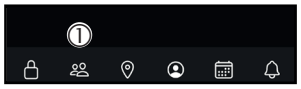
How to use the application to add or modify a group ?







❶ To create a group, first select the site to which it will be assigned



❶ In the navigation bar, click on the icon 

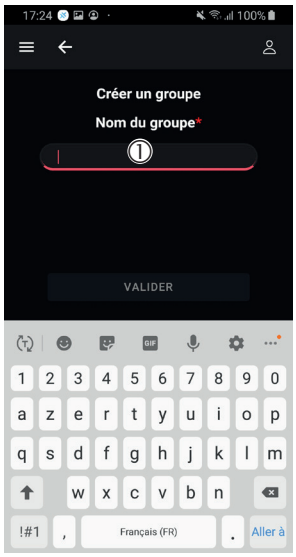
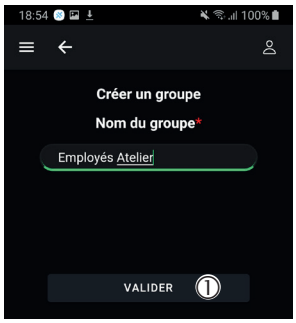


▸ The **Groups** page will appear

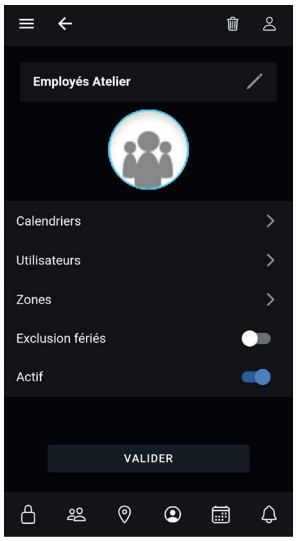
❶ Click on **+ADD A GROUP**



❶ Click on the field to enter the **Group Name**

	❶ Enter the name	
	❶ Confirm the creation of the group by clicking **CONFIRM**	

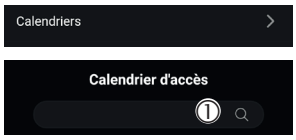
Group options



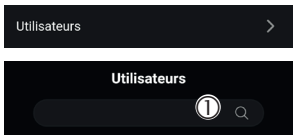
Group options settings

- When the creation of a group has been confirmed, the options page for the created group will appear

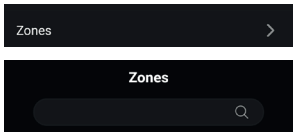
- Select your options :



❶ The '**Calendar**' option allows to allocate existing access rights to the calendars (if there is no calendar, please refer to the **Calendars** menu to create them)



❶ In the '**Users**' option, select the users from the list, then click confirm



In the '**Zones**' option, select accessible zones from the list, then click confirm (if there is no zone, please refer to the **Zones** menu to create them)

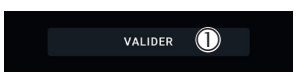


❶ In the '**Bank holiday exclusion**s' option, confirm if bank holidays are excluded or not, using the selection button

Users from this group are not affected by the restrictions of the bank holiday calendar



❶ In the '**Active**' option, confirm if the group is active or not, using the selection button. Rendering it 'Inactive' disables the users access rights
Disabling them renders them temporarily not in use (instead of deleting them permanently)



❶ Confirm your selection by clicking **CONFIRM**

How to use the application to add or modify a zone ?

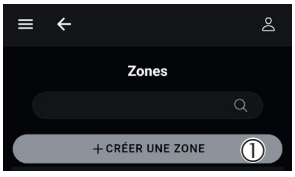




❶ To create a zone, first select the site to which it will be assigned

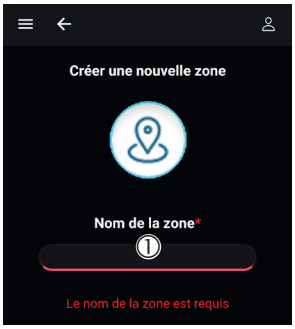


❶ In the navigation bar, click on the icon 



▸ The **Zones** page will appear

❶ Click on **+CREATE A ZONE**



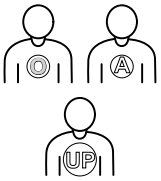
❶ Click on the field to enter the **Zone name**

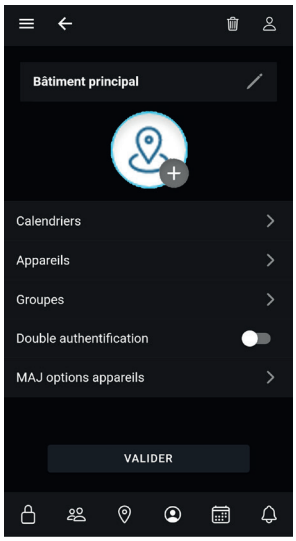
Enter the name



❶ Confirm the creation of the zone by clicking **CONFIRM**

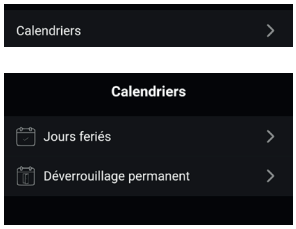
Zones options





Zones options settings

- When the creation of a zone has been confirmed, the options page of the zone that has been created will appear



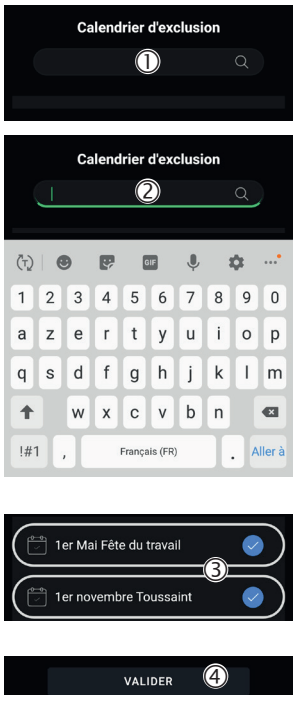
- Select your options :

The '**Calendars**' option allows to assign existing calendars with :

A. **Bank holidays**

B. **Permanent unlocking**

(If there is no calendar, please refer to the **Calendars** menu to create them)



A. Bank holidays

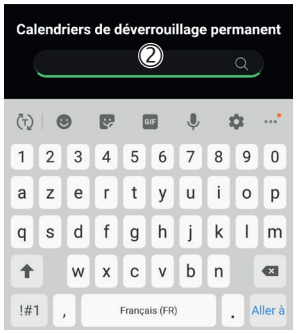
❶ Determine the bank holidays access exclusions

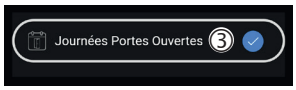
❷ Search bar enabling to search for existing calendars

❸ Select the relevant calendars

❹ Confirm your selection by clicking **CONFIRM**









B. Permanent unlocking

❶ Determine the time range for permanent unlocking

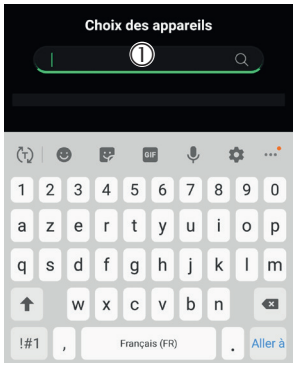
❷ Search bar enabling to search for existing calendars

❸ Select the relevant calendars

❹ Confirm your selection by clicking **CONFIRM**

This option allows the opening of the door during a specific time range









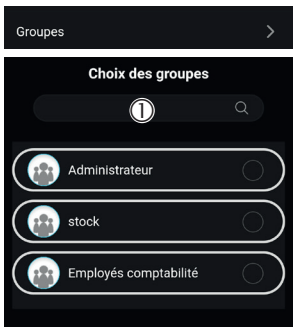
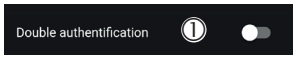
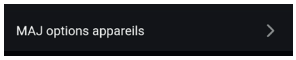
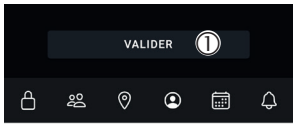
In the '**Devices**' option, select the readers linked to the zone from the list of existing readers, then click confirm

(If there are no readers, please refer to the **Readers** menu to create them)

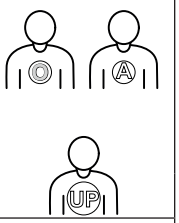
❶ Search bar enabling to search for existing readers

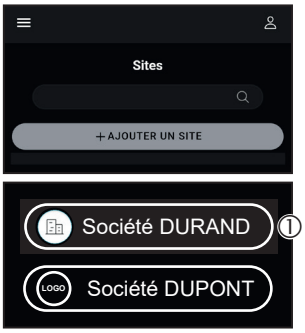
❷ Select the relevant readers

❸ Confirm your selection by clicking **CONFIRM**

	❶ In the '**Groups**' option, select the groups linked to the zone from the list of existing groups, then click confirm (If there are no groups, please refer to the **Groups** menu to create them)	
	❶ In the '**Double authentication**' option, confirm if double authentication is required, using the selection button ⚠ *Please note : if the double authentication option is activated, ALL KEOLA® in the zone will have to use double authentication* *It is not possible to deactivate it individually on each KEOLA®* *This is a BLOCKING OPTION*	
 	**Updating devices** is used to ease the general set up of all KEOLA® across the zone These are NON BLOCKING options which can be managed individually in the settings of KEOLA® ❶ Select the hands free action mode (optional) (allows to connect to KEOLA® without a manual action on the application)	
	❶ Light enables to adjust the light intensity of all KEOLA® from the site This is a NON BLOCKING OPTION and can be managed individually in the settings of KEOLA®	
	❶ MAJ auto configuration enables automatic updates of the configurations of KEOLA®	
	❶ MAJ auto firmware enables automatic updates of the operating program of the KEOLA®	
	❶ Click **CONFIRM** before leaving the page	

How to use the application to add or modify a calendar ?

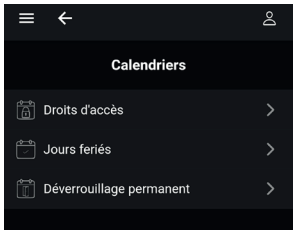




❶ To create a calendar, first select the site to which it will be assigned



❶ In the navigation bar, click on the icon 

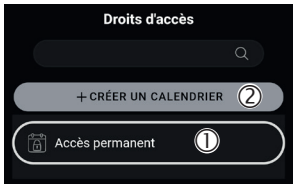


▸ The **Calendars** page, which comprises of 3 sub-calendars will appear :

A. Access rights = authorised access time range

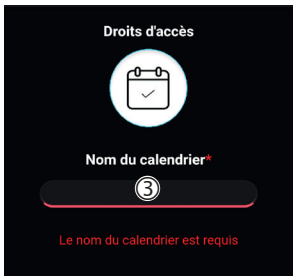
B. Bank holidays = determine the list (and time range) of bank holidays

C. Permanent unlocking = allows to give a time range during which the KEOLA® is permanently unlocked



A. Access rights

❶ A **Permanent access** sub-calendar already exists *(It is created automatically when a site is created)*



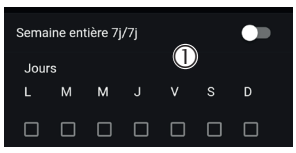
❷ Add a new calendar :

Click on **+CREATE A CALENDAR**

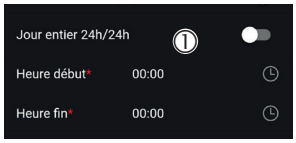
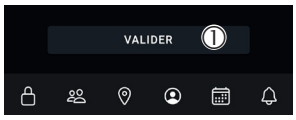
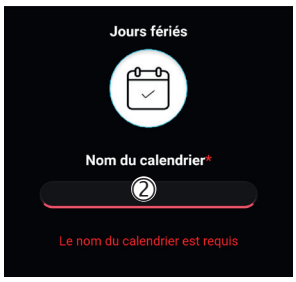
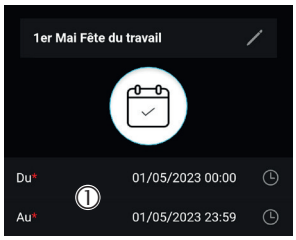
❸ Click on the field to enter the **Calendar name**

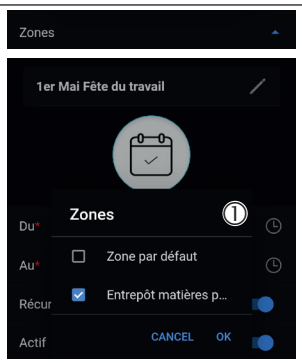
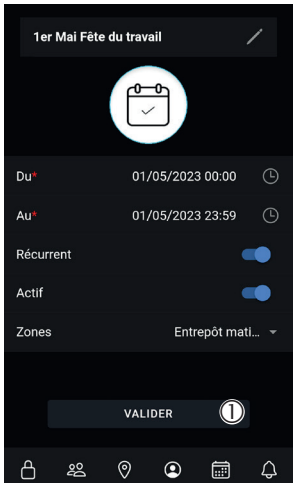
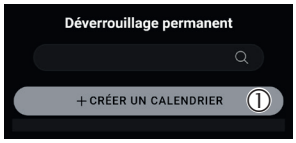
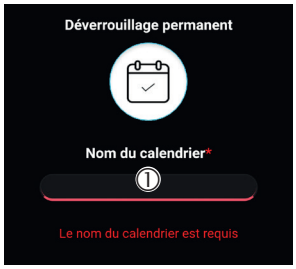
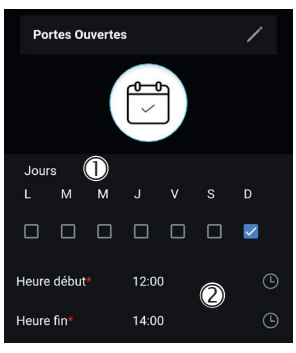


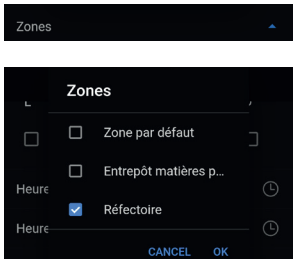
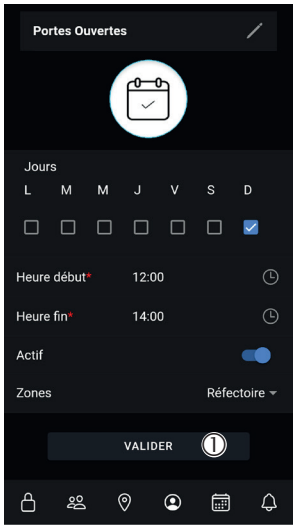
❶ The selection button allows to confirm if access is authorised throughout the week (seven days/ week) or not



❶ If not, tick the boxes to confirm the days where access is authorised

	❶ The selection button allows to confirm if access is authorised throughout the day (24h access) or not	
	❶ If not, confirm the time range when access is authorised, using the rolling lists with 'hour start/finish'	
	❶ In the '**Active**' option, confirm if the calendar is active or not, using the selection button. Disabling it renders it temporarily not in use (instead of deleting it permanently)	
	❶ **CONFIRM** before leaving the page	
 	**B. Bank holidays** ❶ Add a new calendar: Click on **+CREATE A CALENDAR** ❷ Click on the field to enter the **Calendar name**	
	❶ Confirm the date and time range for the bank holiday (access denied during this time range)	
	❶ Confirm if the bank holiday is recurring or not. If it is a recurring bank holiday, only the days and month are taken into account (regardless of the year)	
	❶ In the '**Active**' option, confirm if the calendar is active or not, using the selection button. Disabling it renders it temporarily not in use (instead of deleting it permanently)	

	❶ Confirm the relevant zone(s) by selecting it/them from the list that is displayed	
	❶ **CONFIRM** before leaving the page	
	**C. Permanent unlocking** The permanent unlocking calendar allows to determine the days during which the access is permanently open ❶ Add a new calendar : Click on **+CREATE A CALENDAR**	
	❶ Click on the field to enter the **Calendar name**	
	❶ Confirm the day(s) ❷ The time range during which the access is permanently open	

	❶ In the '**Active**' option, confirm if the calendar is active or not, using the selection button. Disabling it renders it temporarily not in use (instead of deleting it permanently)	
	❶ Confirm the relevant zone(s) by selecting it/them from the list that is displayed	
	❶ **CONFIRM** before leaving the page	

How to use the application to add or modify a user ?



❶ To create a user, first select a site to which they will be assigned

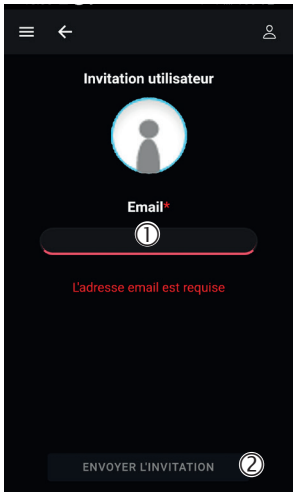


❶ In the navigation bar, click on the icon



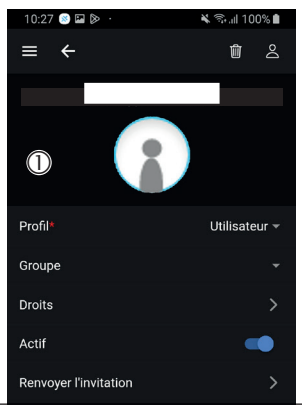
❶ Add a new user :

Click on **+INVITE A USER**

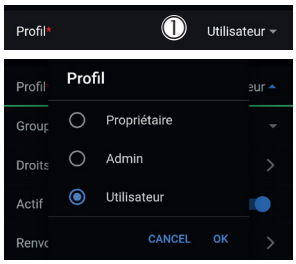


❶ Click on the field to enter the user's **Email address**

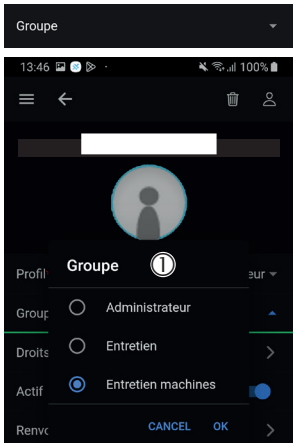
❷ Click on **SEND INVITATION**



❶ The page confirming the user's rights will appear

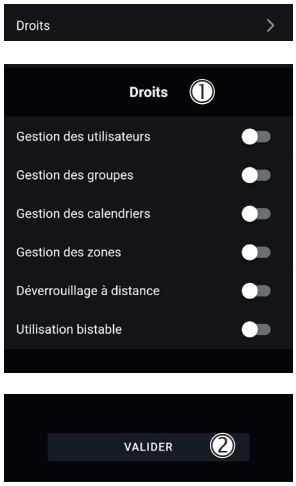


❶ Confirm the user's **Profile** :
Owner - Administrator - User



❶ Confirm the **group**(s) to which the user belongs

(If there are no groups, please refer to the **Groups** menu to create them)

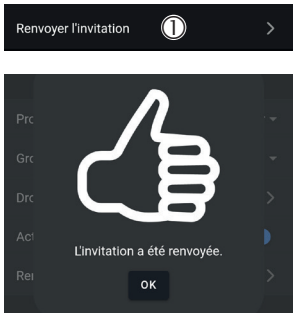


❶ Confirm the **right**(s) assigned to the user using the selection button

❷ Click **CONFIRM** before leaving the page



❶ In the '**Active**' option, confirm if the user is active or not, using the selection button. Disabling it renders them temporarily not in use (instead of deleting them permanently)



❶ Click on : **Send invitation back**

Events log

The 'Events log' menu groups all events together.

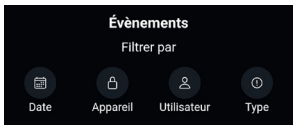
It enables to know the authorised/non-authorised entries, reader updates...



❶ To display the events log, first select the relevant site



❶ In the navigation bar, click on the icon 



▸ The **Events** page will appear, with 4 filter options :

A. by **DATE**

B. by **DEVICE**

C. by **USER**

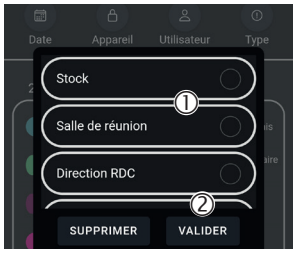
D. by **TYPE**



A. By DATE

❶ Confirm the date and time range you wish to browse

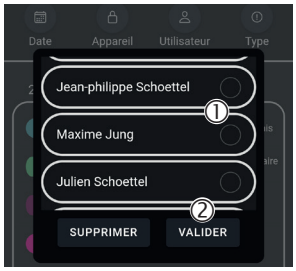
❷ C**ONFIRM** before leaving the page



B. By DEVICE

❶ Select the appropriate reader(s)

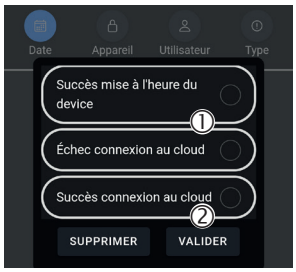
❷ **CONFIRM** before leaving the page



C. By USER

❶ Select the appropriate user(s)

❷ **CONFIRM** before leaving the page



D. By TYPE

❶ Select the appropriate type(s) of action(s)

❷ **CONFIRM** before leaving the page





▸ Once the filters have been activated, the **Events** list will appear

Do not dispose of on the public highway
Recyclable product, paper and cardboard

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✆ +33 (0)3 90 59 02 20 **www.sewosy.com**

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