LOCKTEC

SERVICEBOX TOOLS
Short description

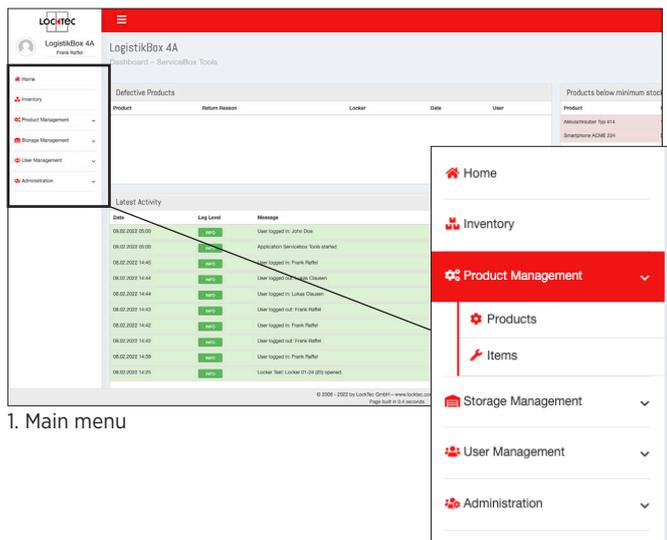### Version 04.25
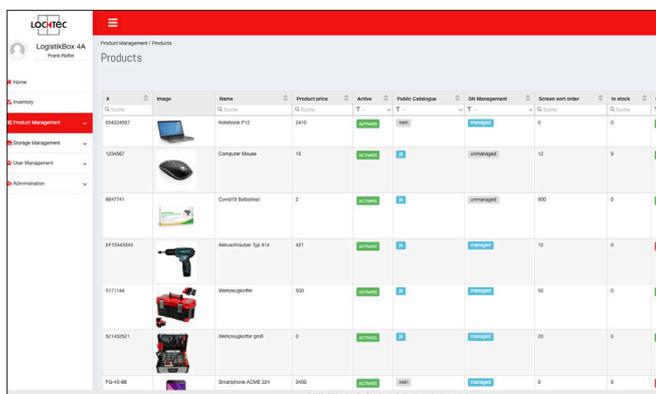
CONTENTS

1. Create a product - Backend

Basically, two types of products can be managed by the locker system. The first of which is traceable and can be returned to the locker system. However, the second type of product falls under the category of consumables and cannot be traced. Traceable products can only be placed in a locker one at a time, while consumables can be placed in a locker in larger quantities. Consumables are managed by the integrated ERP system.
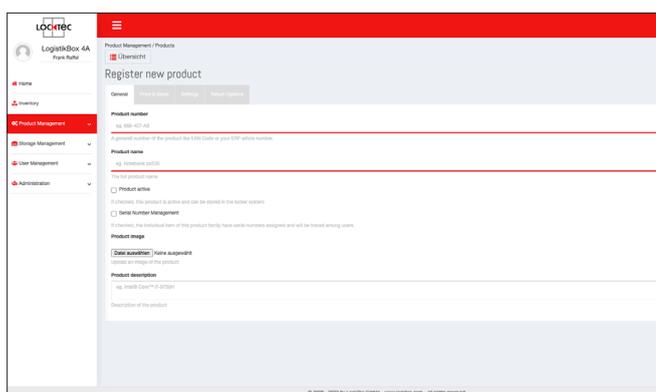

1. Main menu

➤ Click "Product Management" and then "Products" to open the mask "Products" which allows you to create a new traceable product by clicking on "New product".

2. Products

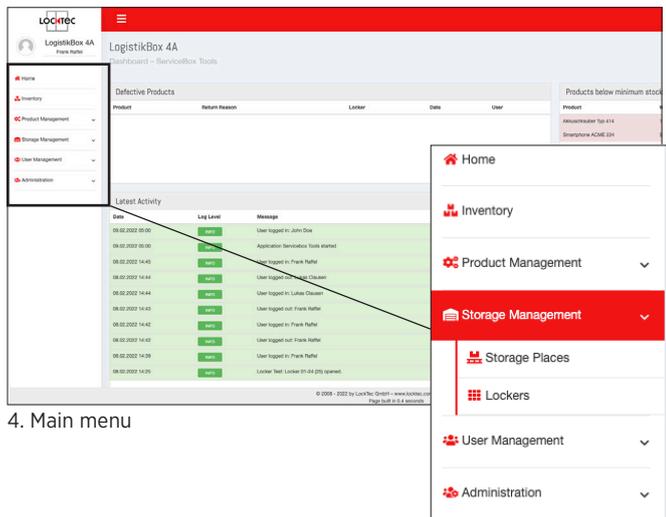The overview shows all products that have already been created.

3. Create new product

➤ Enter the required information about the new product such as the product name and the product number. You can also decide if the product should be traceable. You can upload an image and select return options. It is possible to assign the product to a group or groups of users or to a specific user.
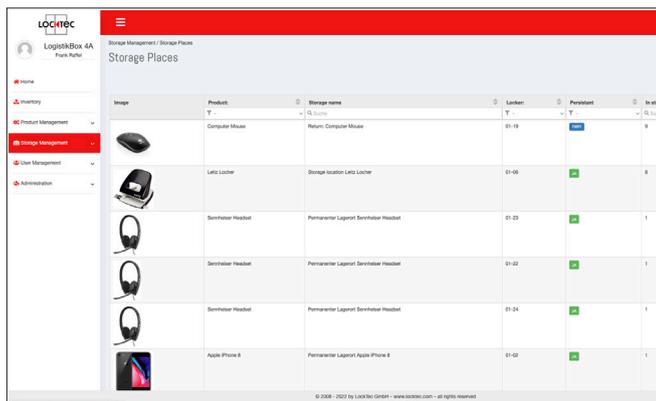
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2. Storage management

 LOCKTEC

After creating a product, whether it is traceable or not, you can assign a locker to the product directly at the locker system. However, the storage management in the Backend allows you to change and reassign assignments.
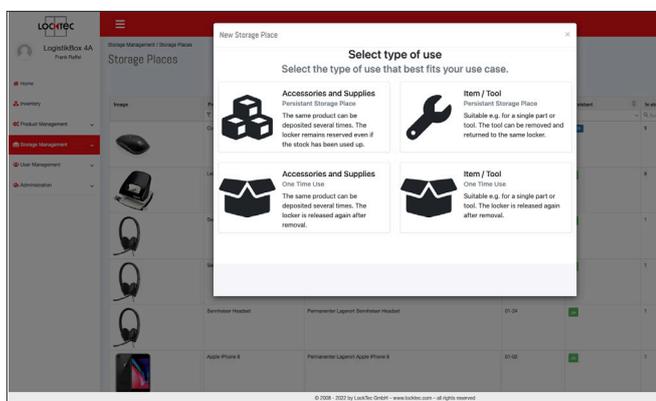

4. Main menu

➢ Click "Storage Management" and then "Storage Places" to open the mask "Storage places" which allows you to create a new storage place by clicking "Add new storage place" or change the storage place of a product by selecting it from the overview.

HINT! Create the storage place for a new product directly at the locker system to save an extra step.

5. Storage places

The overview shows all products that have already been created with the assigned stroage place.
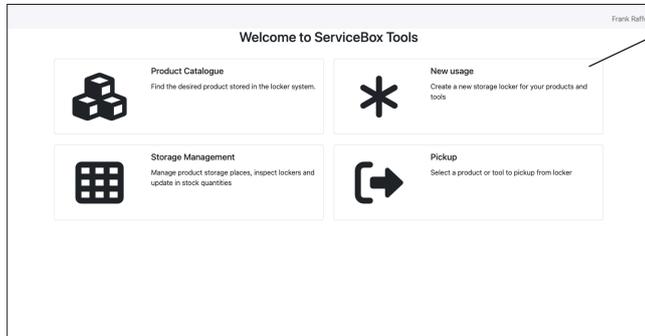

6. Storage places

➢ With the creation of the storage place you can decide if you want a permanent or a one-time storage place and if the storage place is for a traceable product or for consumables.

HINT! For one-time storage places, the assignment of the product to the locker is completed after the traceable product or the consumables is taken out.
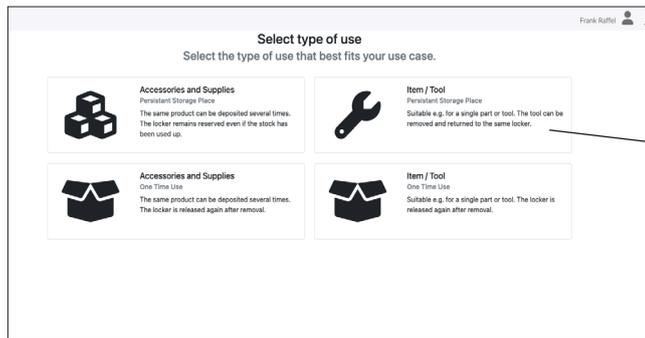
3. Create a storage place at the locker system

Users who want to use the locker system must be registered in the backend. The full functionality of the main menu is available after logging into the locker system.

7. Main menu

➢ Scan your RFID card to log in and click "New usage" to create a new storage place.
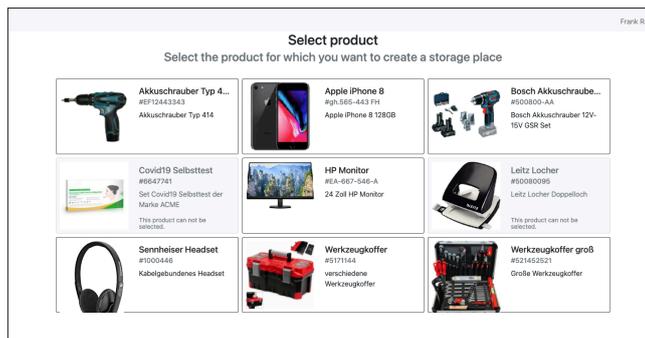

8. Main menu 2

Similar to the creation of a new storage place in the backend, selecting the type of use is the next step.
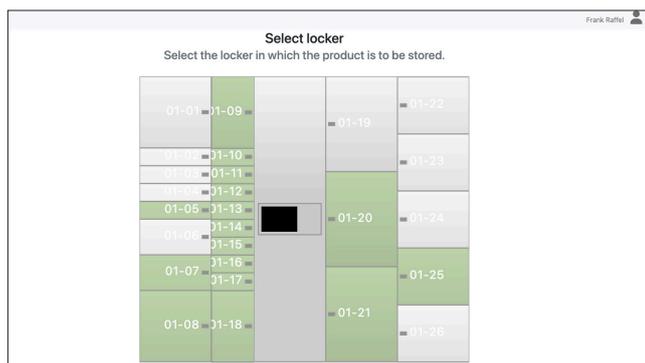
➢ Click "Item / Tool - Persistant storage place" to create a persistant storage place for a traceable product.

9. Product selection

➢ Select the product family you have previously created in the backend and then select the specific product.
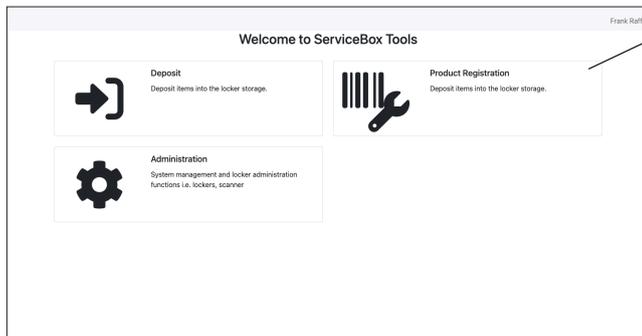

10. Locker selection

➢ Select the locker you want to assign to the traceable product. The corresponding locker is automatically opened. Place the product in the locker and close the locker door to complete the process.
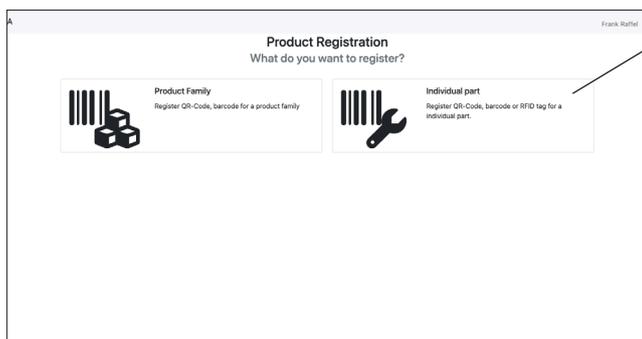
HINT! The process for consumables is identical.

4. Register a product at the locker system

Products can be registered by scanning the QR code of the product using the 2D scanner of the locker system. After creating a new product in the backend, the registration of the product at the locker system makes the whole process of returning a product a lot easier and faster.
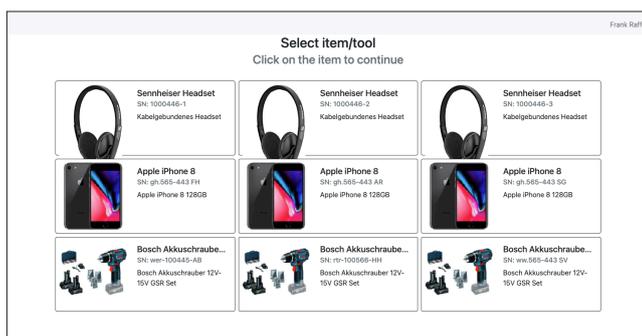

11. Main menu

➢ Scan your RFID card to log in and click "Product registration" to start the registration procedure.

12. Product registration

➢ Select if you want to register consumables or a traceable product.
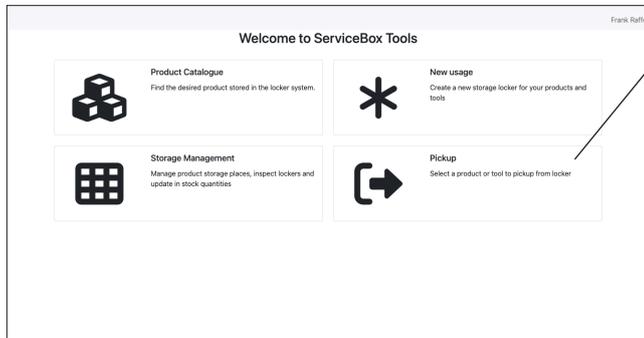

13. Select product

Depending on the type of product you selected previously, the corresponding products or consumables are displayed for selection.

➢ Select the product you want to register and scan the QR code of the product using the 2D scanner of the locker system. The scanned QR code is automatically assigned to the selected product.

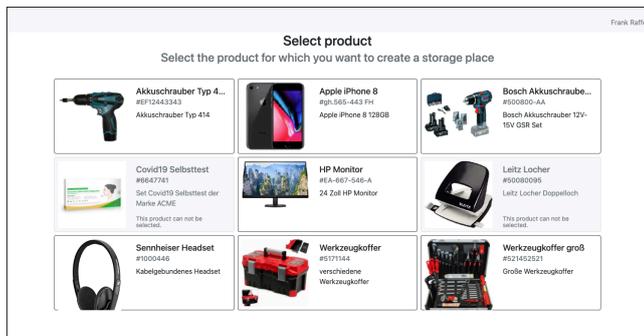# 5. Pick up a traceable product

Products can be assigned to a specific group of users, which means that users who don't belong to these groups will not be able to pick up the product. This can be defined when creating a product.
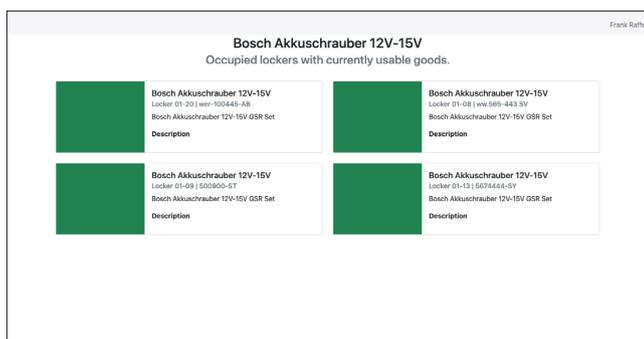

14. Main menu

➢ Scan your RFID card to log in and click "Pickup".

15. Select product family
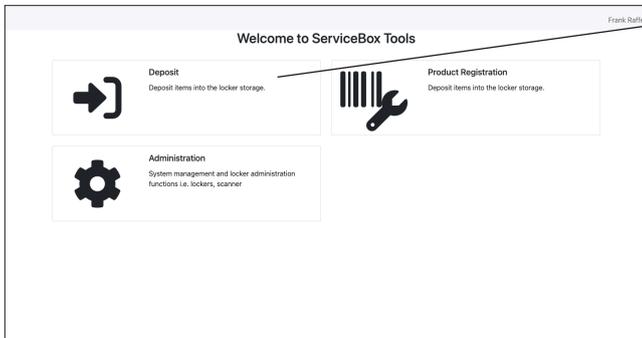
➢ Select the product family.

16. Select product

➢ Select the individual product you want to pick up. The locker assigned to the product opens automatically. Take out the product and close the locker door. The stock has been updated automatically.
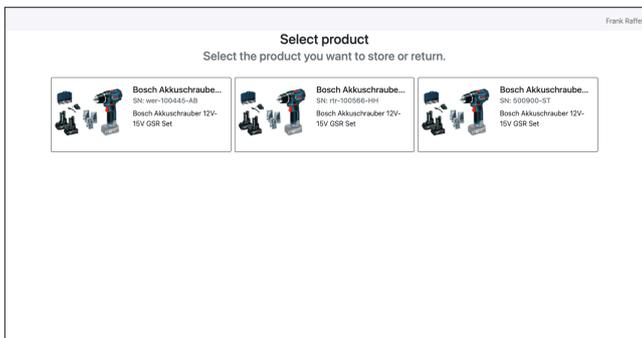
6. Return of a traceable product

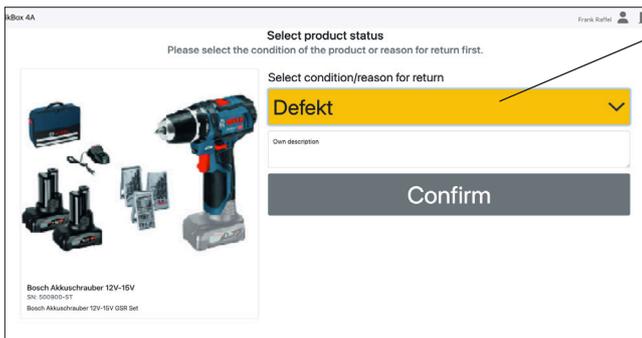Traceable products can be returned to the locker system and will be stored back in the assigned locker.

17. Main menu

➢ Scan your RFID card to log in and click ″Deposit ″ to return a product.
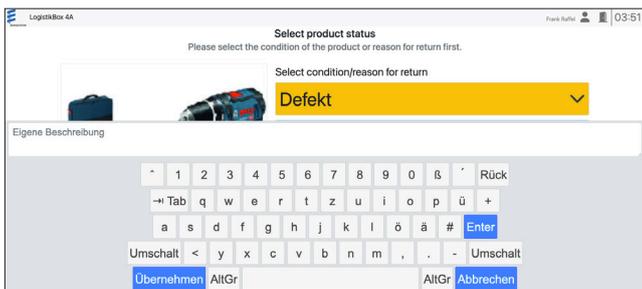

18. Select product

➢ Select the product you want to return or just scan the QR code of the product you want to return.

19. Select return reason
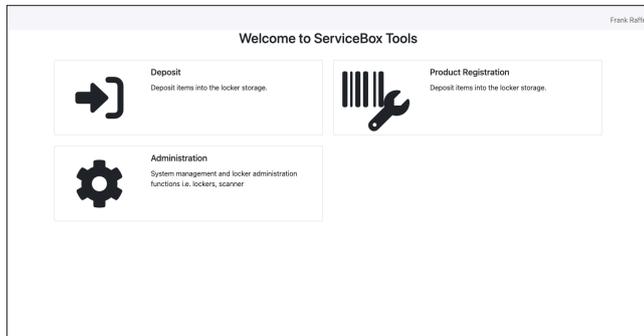
➢ Select the return reason.

20. Keyboard

NOTE! Depending on the selected return reason you have different options to proceed. If ″Defect″ was selected a keyboard will appear and you will have the option to write down more specific information. The keyboard will not appear if you select ″OK″ or ″Battery low″.
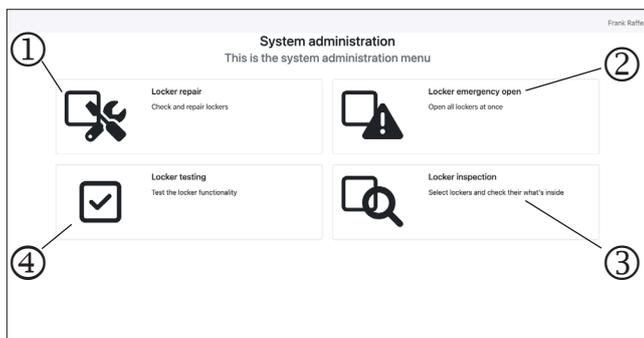
7. Administration menu

The administration menu provides functions such as the power management, user management, locker functions and more.
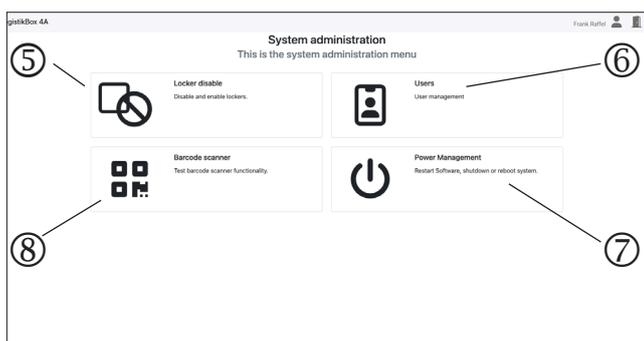

21. Main menu

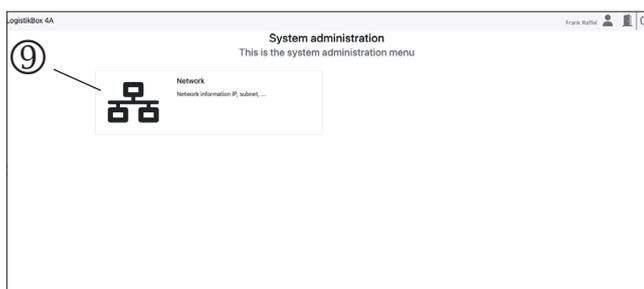➢ Scan your RFID-Card to log in and click "Administration" to open the administration menu.

22. Administration menu 1

① **Locker Repair** - To check the communication between the doorboards and the locks.

② **Locker emergency open** - To open all lockers simultaniously in case of an emergency.

③ **Locker inspection** - To check the contents of a locker.
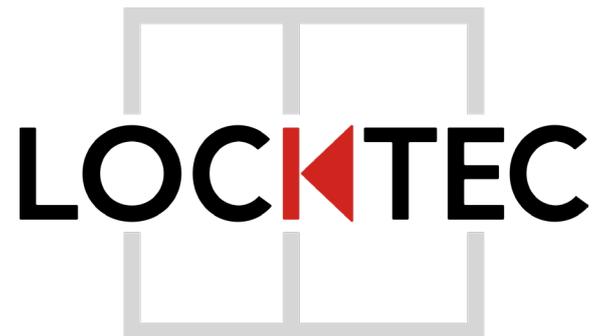
④ **Locker testing** - To test a locker.

23. Administration menu 2

⑤ **Locker disable** - To disable or enable a locker.

⑥ **Users** - To register the RFID-Card of a new user at the locker system.

⑦ **Power management** - To restart or shut down the locker system.

⑧ **Barcode scanner** - To test the barcode scanner.

24. Administration menu 3

⑨ **Network** - To check information about the network connection.

Contact

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