

Name Locks In web portal

1

To start we will need the serial number of the lock.

- Start by downloading QR Code & Barcode Scanner APP



APP IOS

[QR Code & Barcode Scanner](#) • [App - App Store](#)

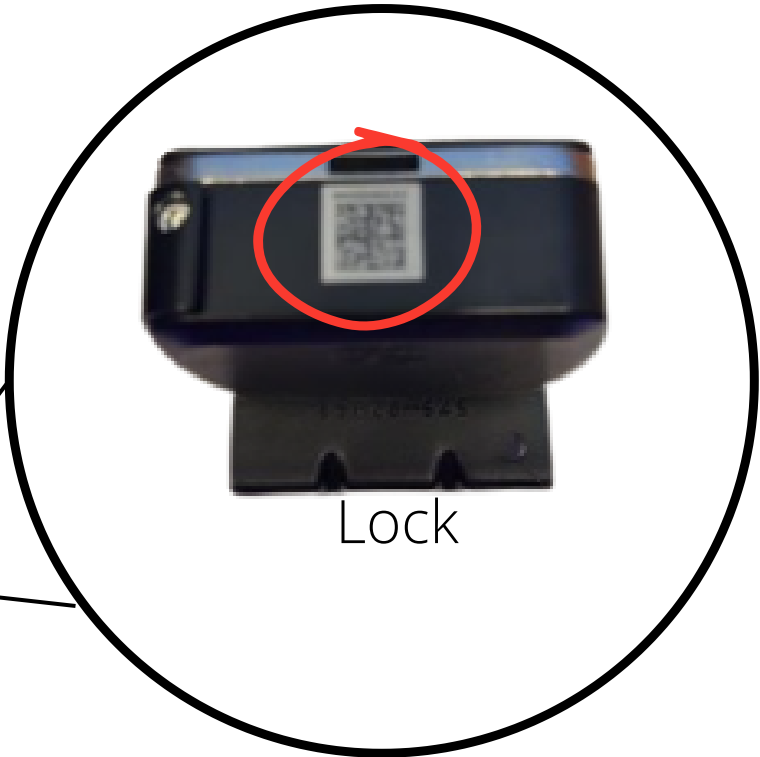
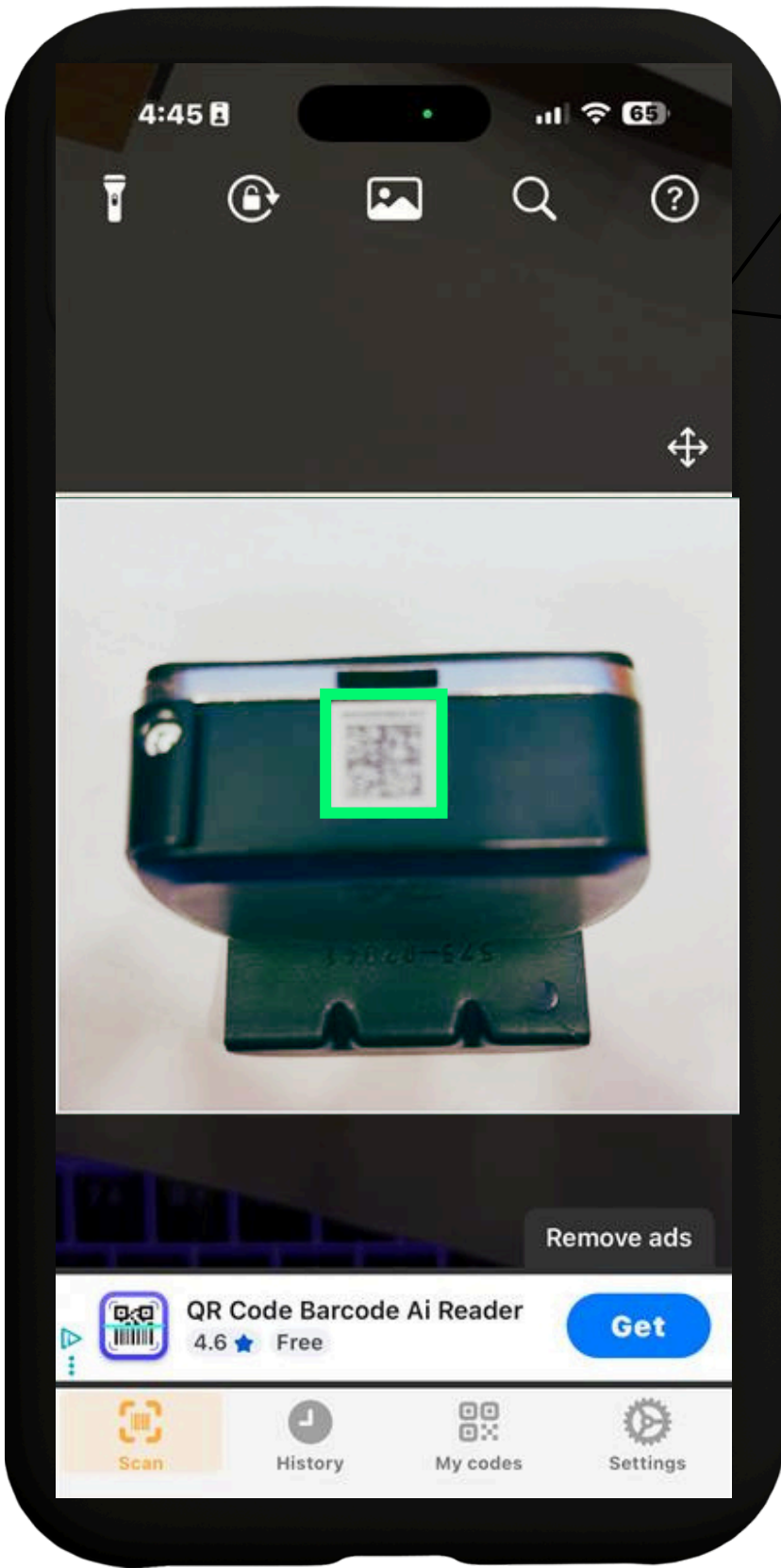


ANDROID

[QR & Barcode Scanner - Apps on Google Play](#)

QR Code APP

2



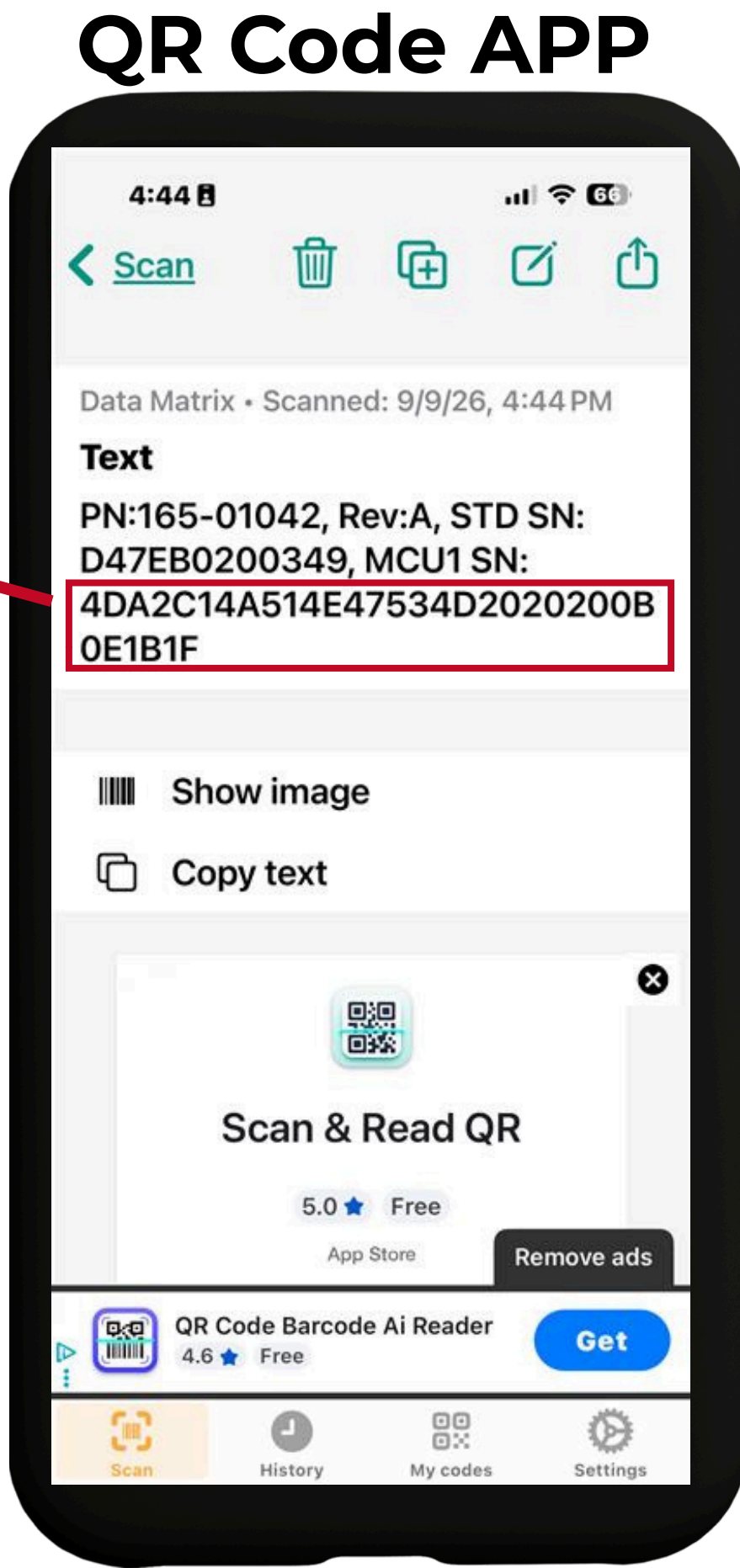
Scan the QR code printed on the lock (location varies)



3

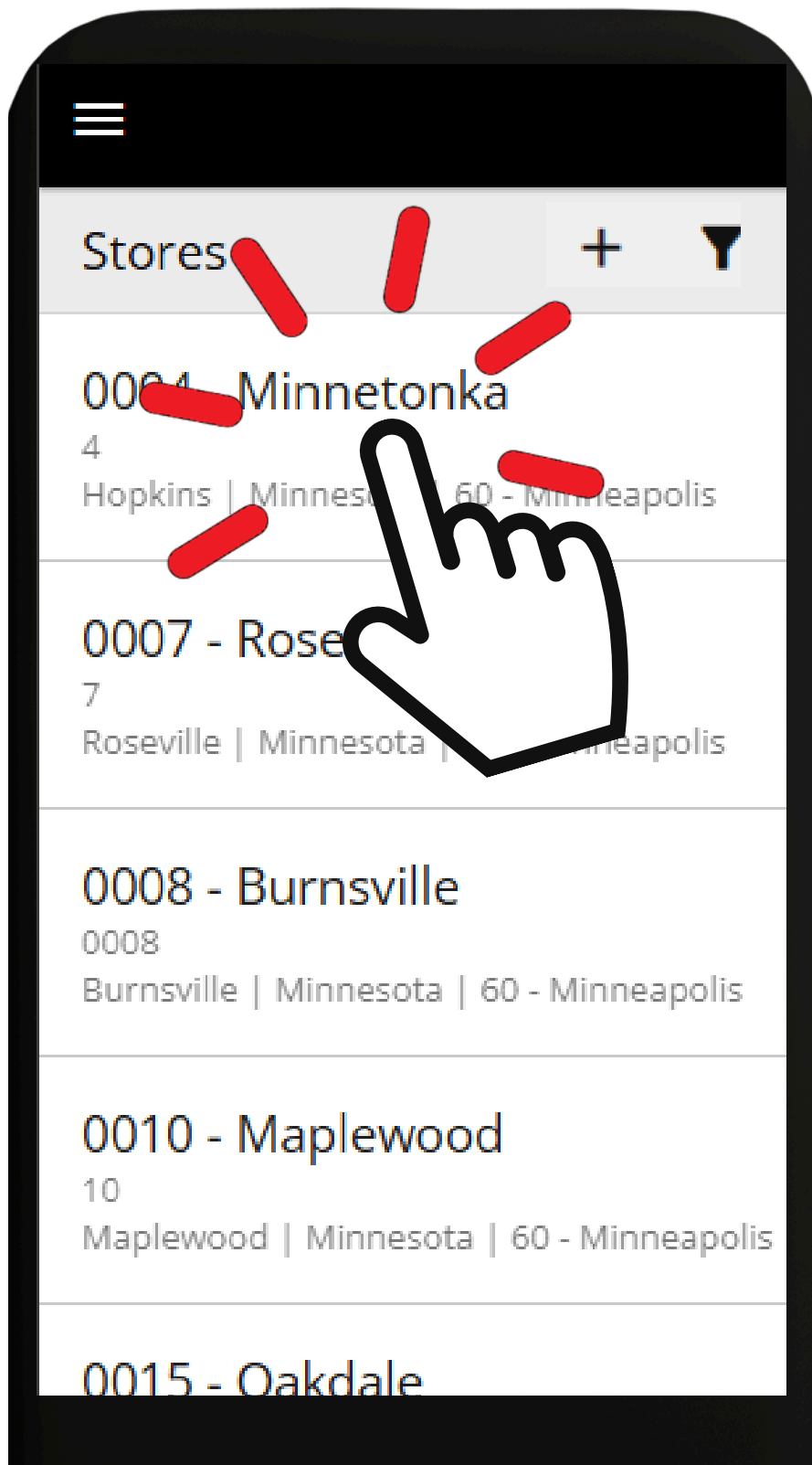
Locate the 32-digit serial number.

You can either copy/paste or just note the first 4 digits for later.

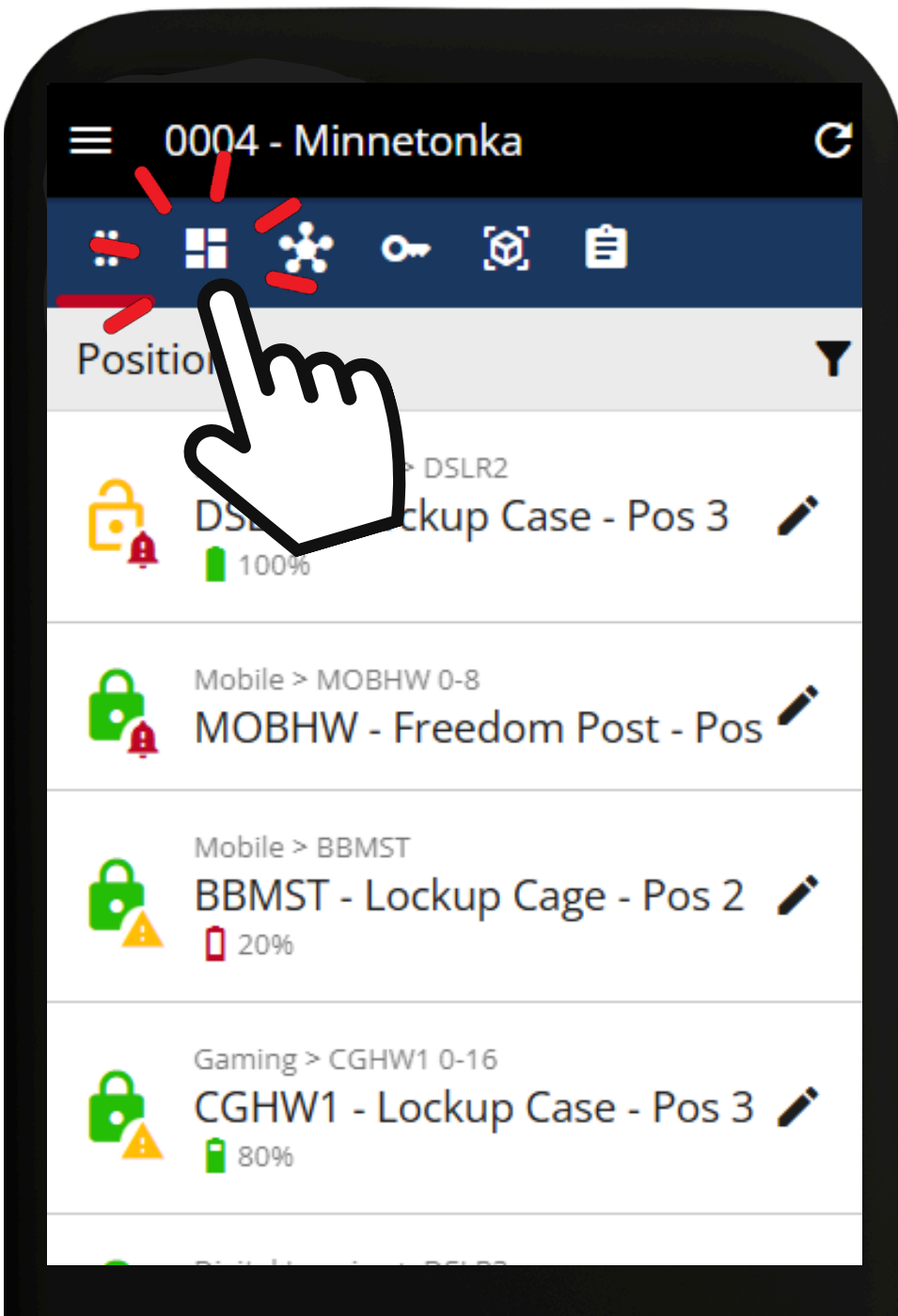


4

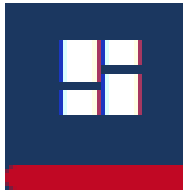
Login to the web portal
Select Your Store Name.



5



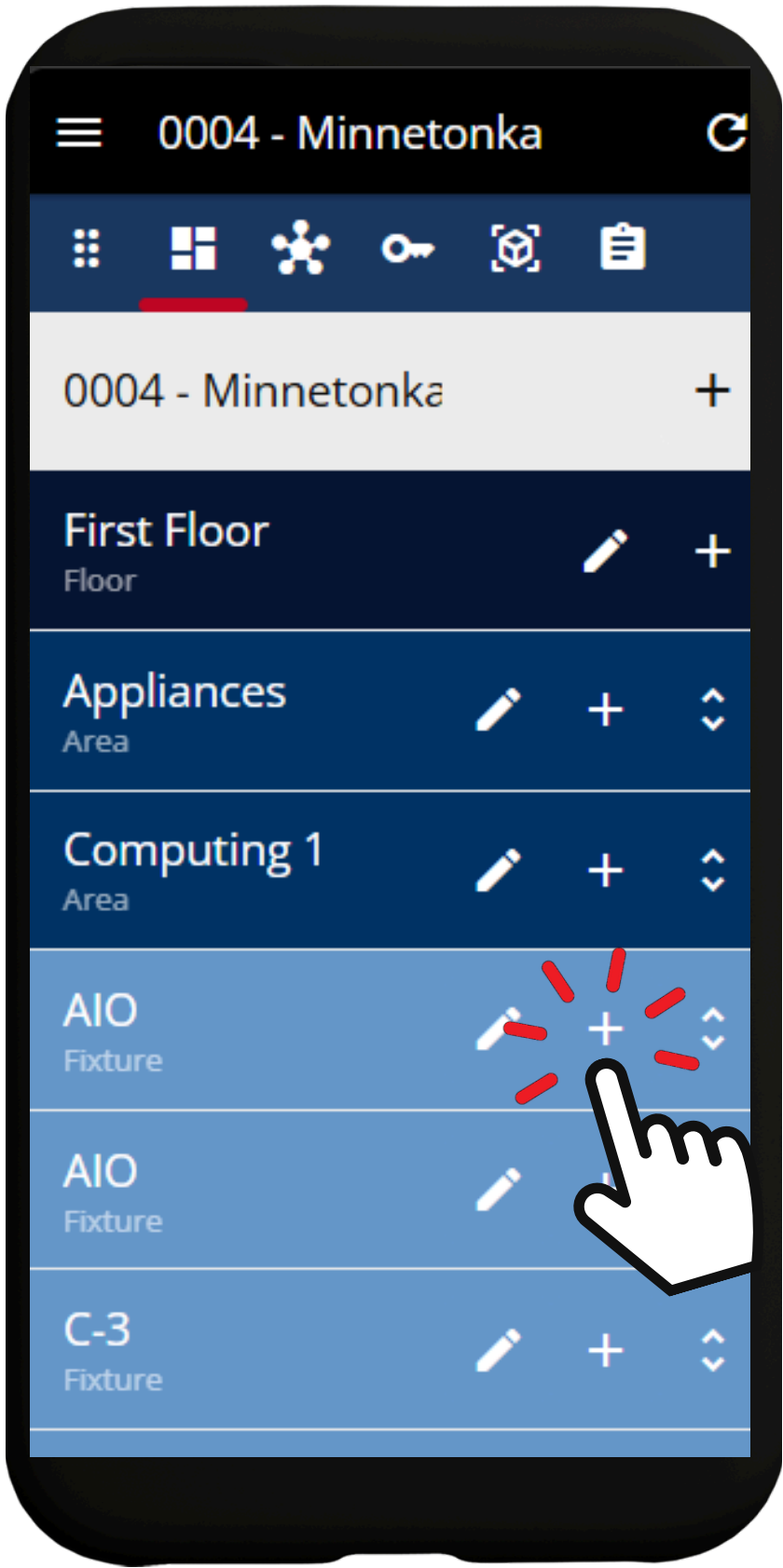
Click on the
Store Layout icon



to access the
page where
you can add
positions.

6

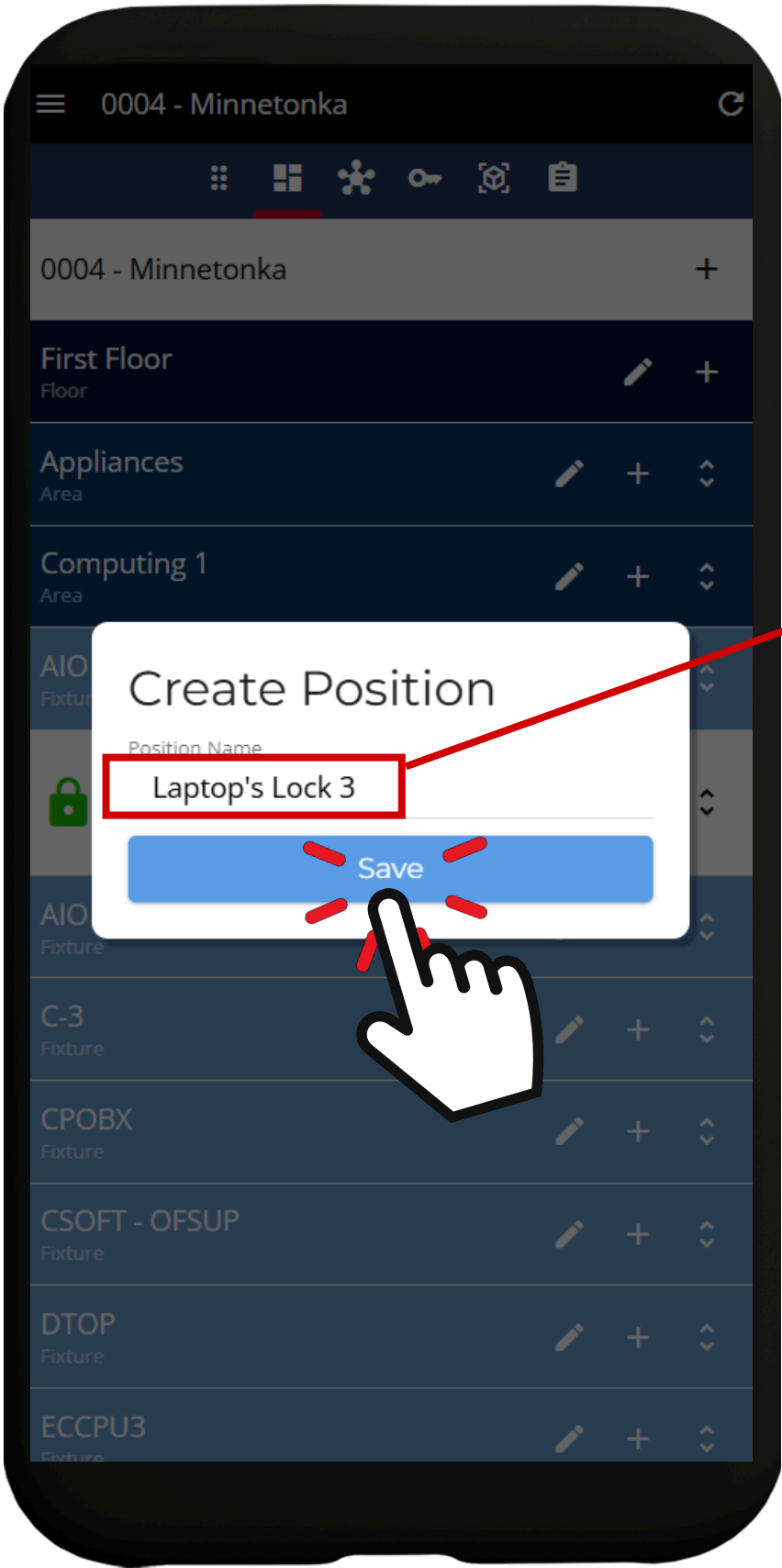
Expand the rows until you see the fixture
you want to add a new position to.



Once you identified
the fixture that needs
a new position click on
the “+” icon on the
right side.

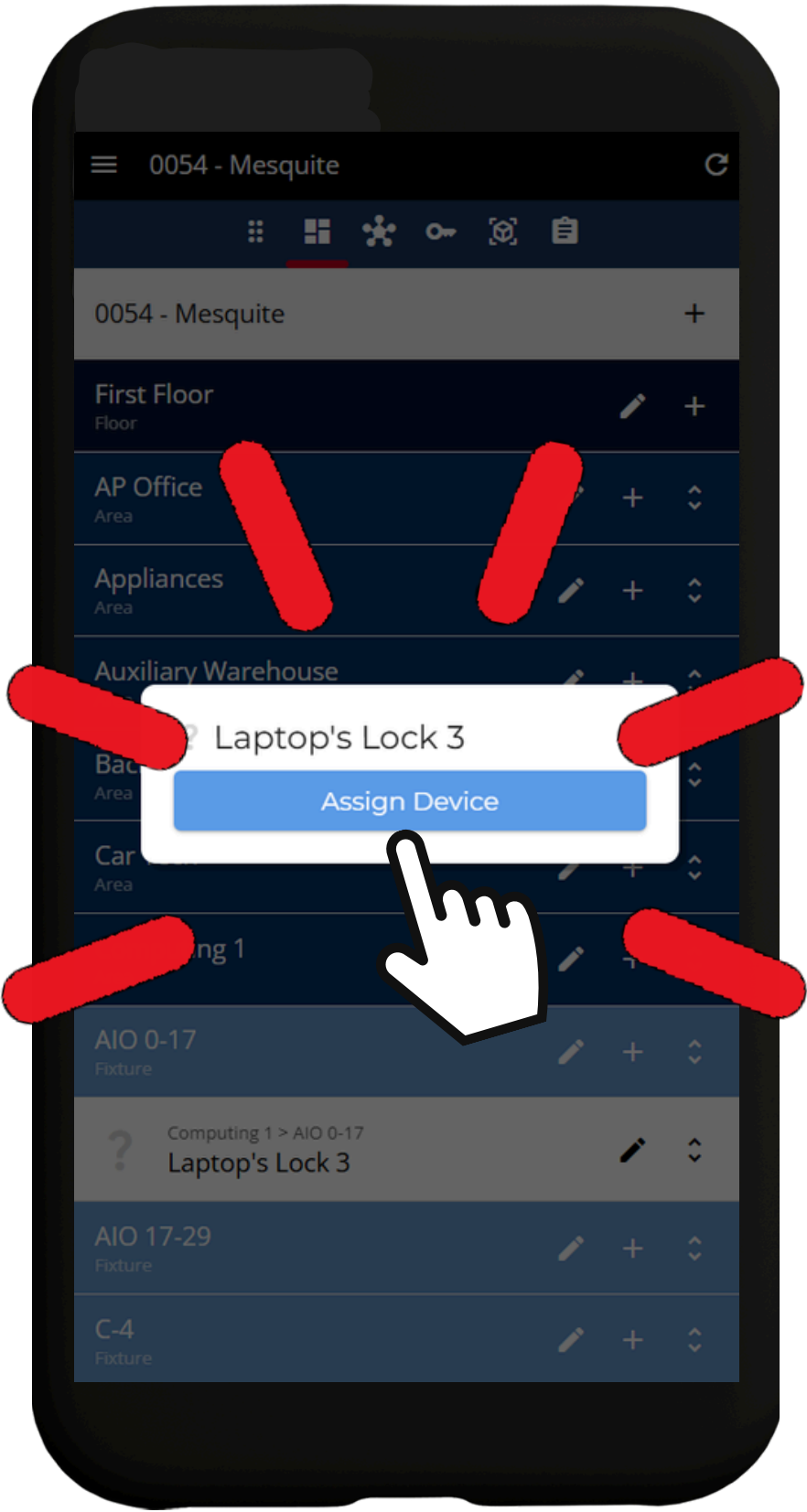


7



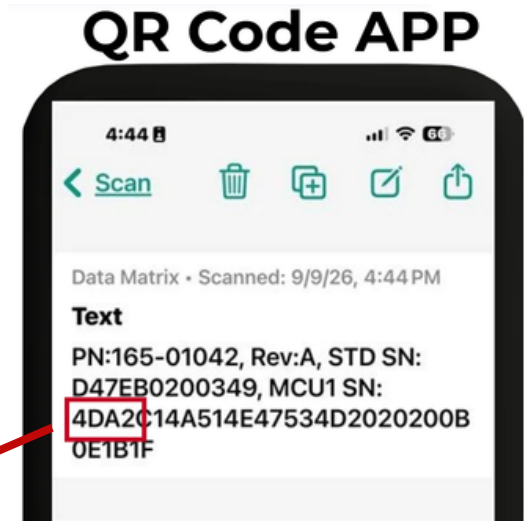
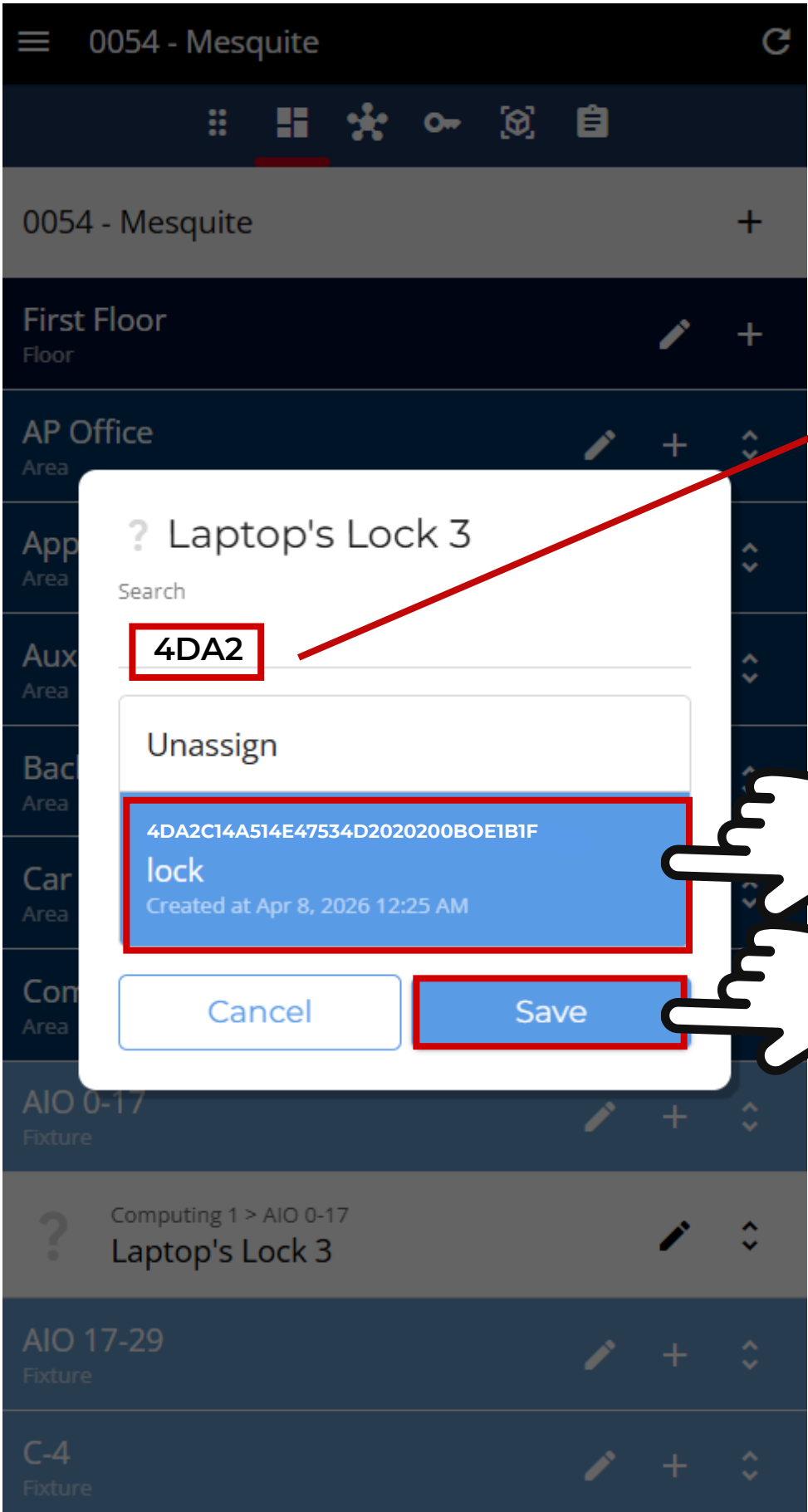
Label the position
and click Save

8



Click Assign device

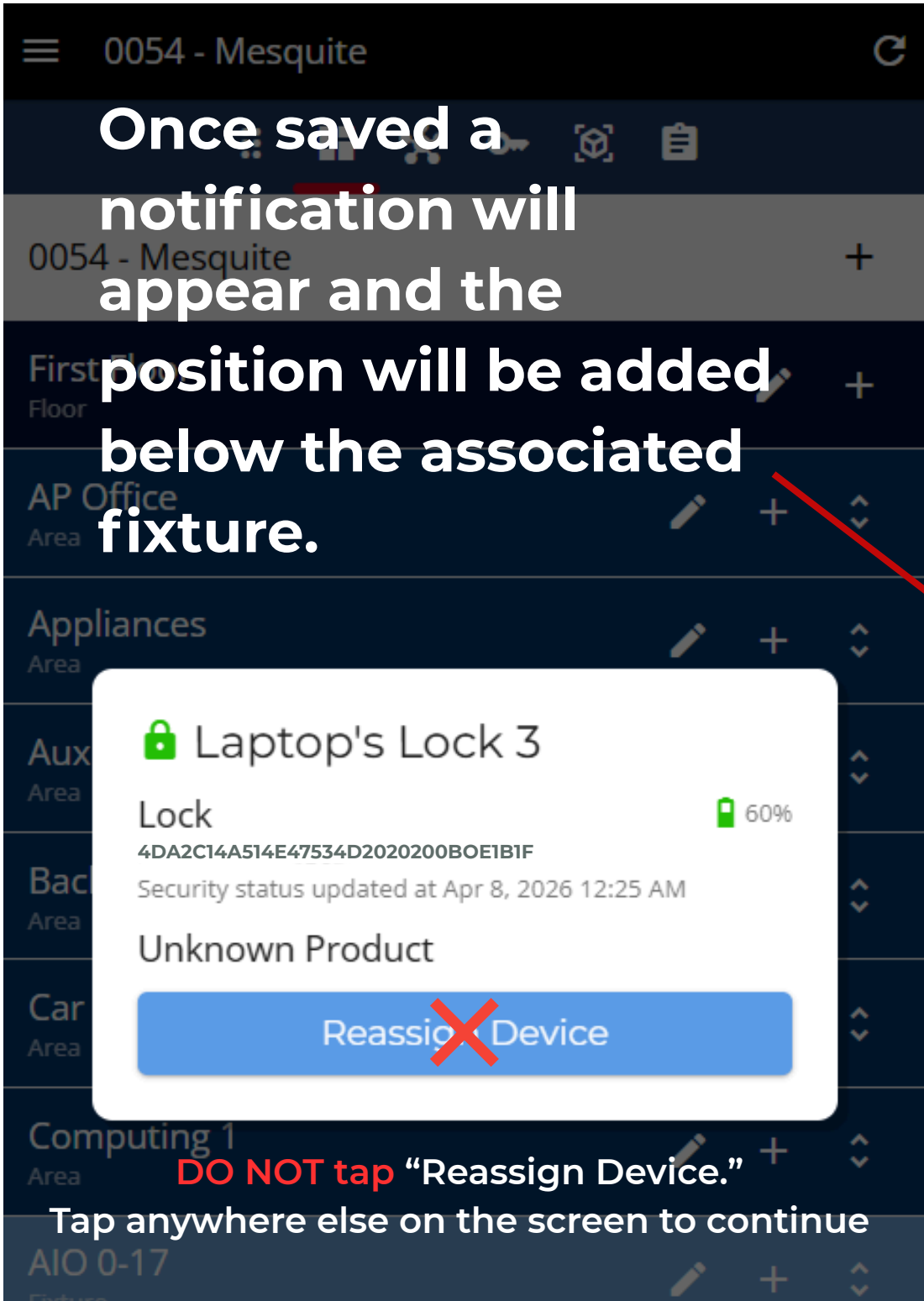
9



1st Filter to your lock using first 4 Digits of serial number.

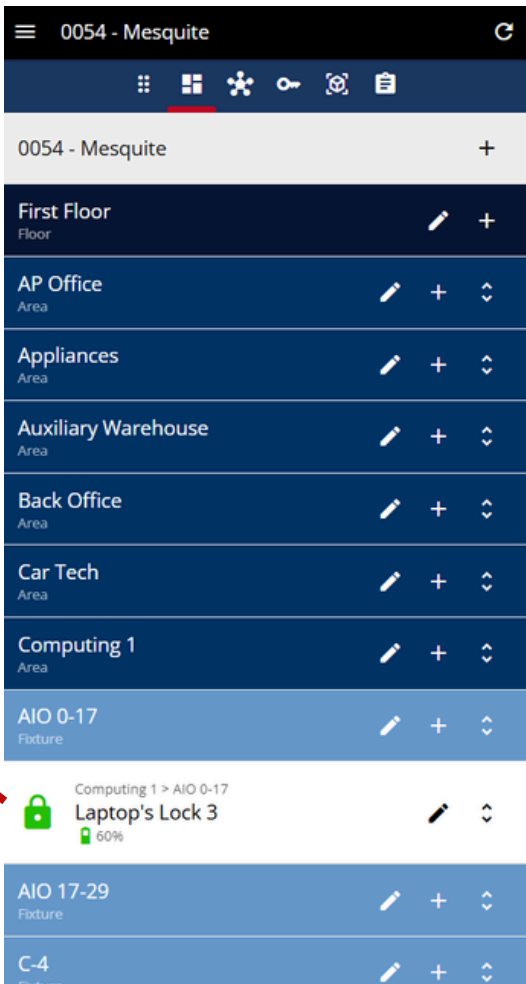
2nd Click on Lock

3rd Click Save



Once saved a notification will appear and the position will be added below the associated fixture.

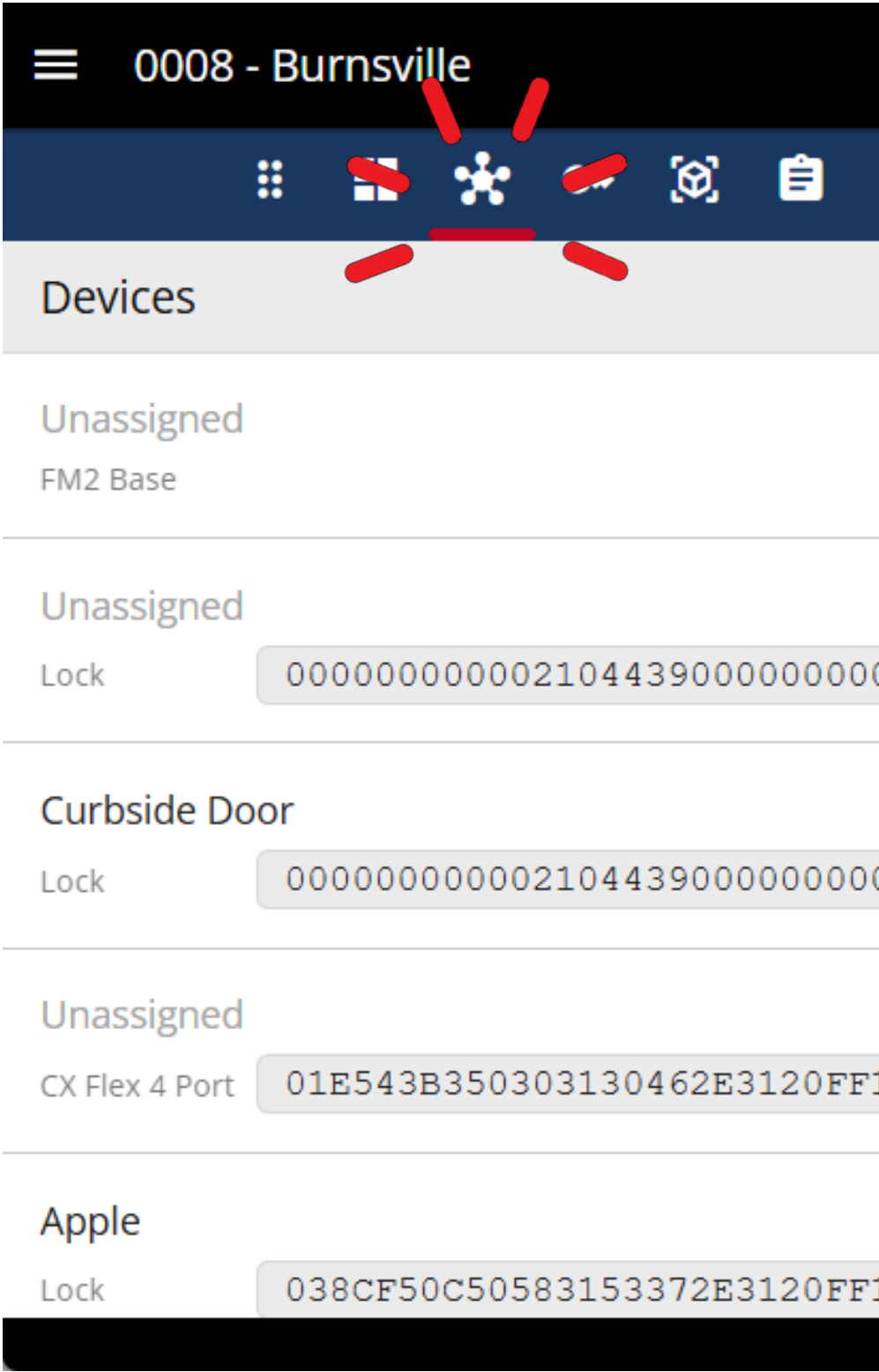
DO NOT tap "Reassign Device."
Tap anywhere else on the screen to continue



After you assign the lock, you can now see the status of it.

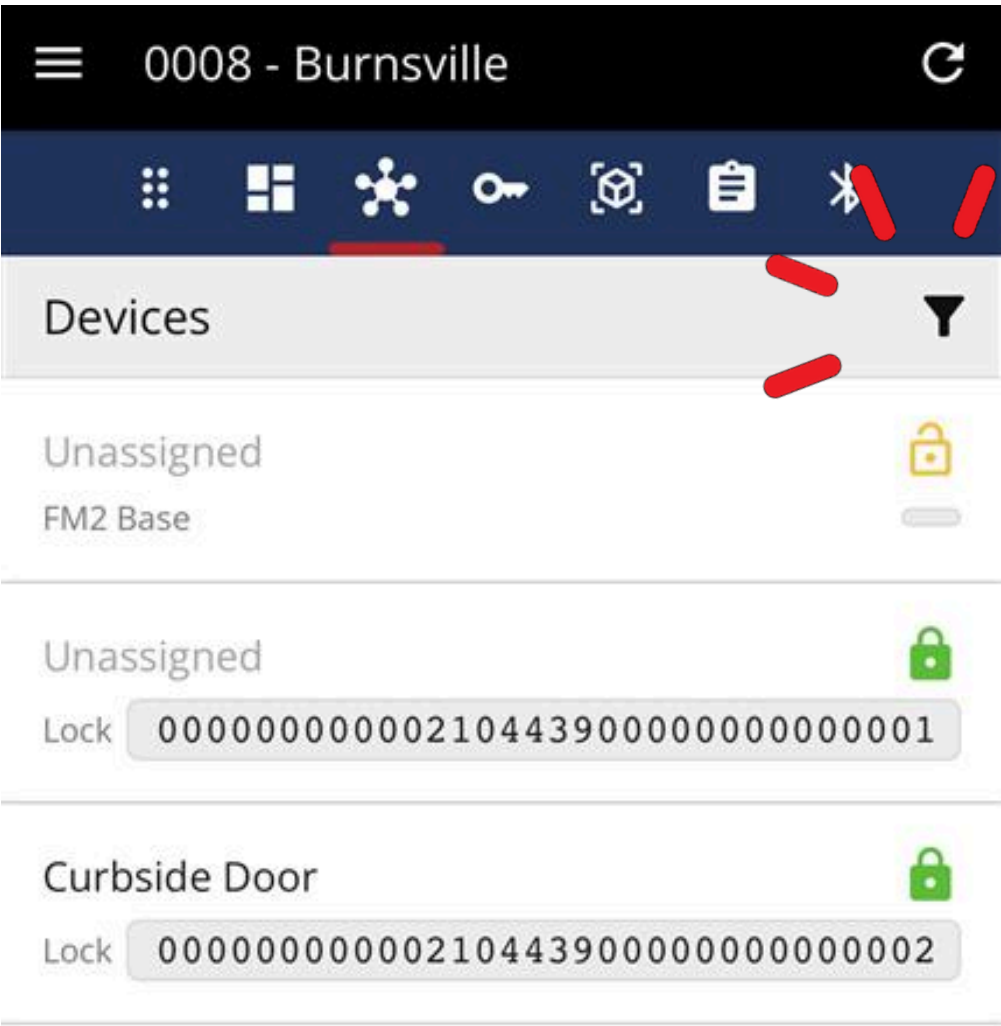


Unassign lock from old position



If you are unable to assign the lock, It could already be assigned to another position.

Click on the Flower/Star Icon to find it and unassign it.



Click on the filter button and type the serial # of the lock



0008 - Burnsville

Devices

Filter by Assignment

View All

Position Name

Position Name

Filter by Device Type

View All

Filter by Serial Number

038

Sort Options

Sort by State

Clear

Submit

Once entered hit submit to filter to the lock

Sony 3

Lock

1147257E50583153372E3120F1

Model 150-00327

Firmware Version 00221

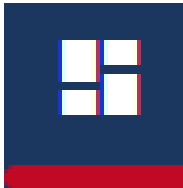
Security status updated at Aug 30, 2026 10:47 PM

Created at Dec 16, 2024 8:28 AM

Remove From Position

To delete this device, first remove it from its position.

Now click on Remove from Position to free the lock up.



You can now go back to the store layout icon and assign it to the correct position