



**MTI MAP<sup>®</sup>**

**Managed Access Pro**

# Reference Guide

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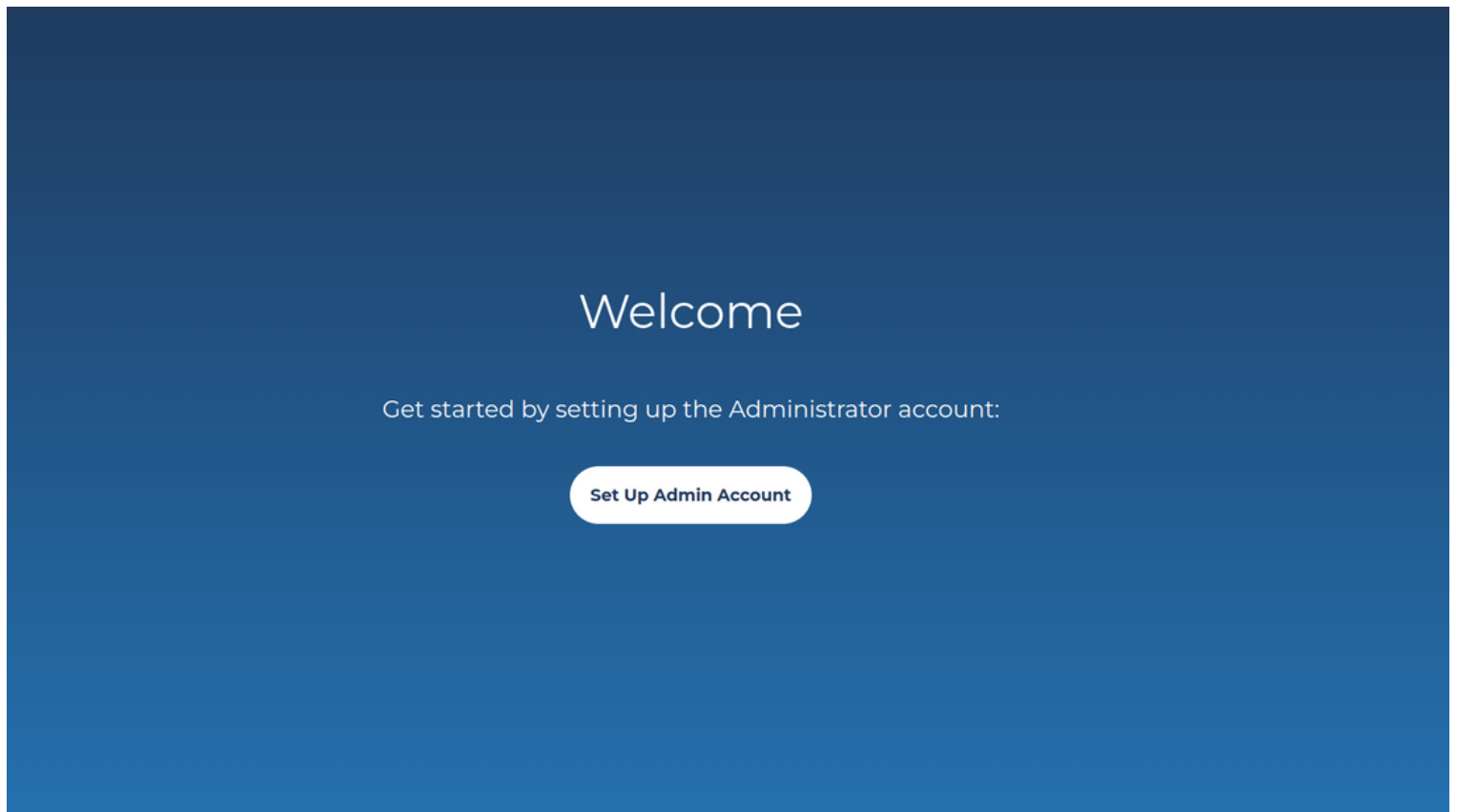
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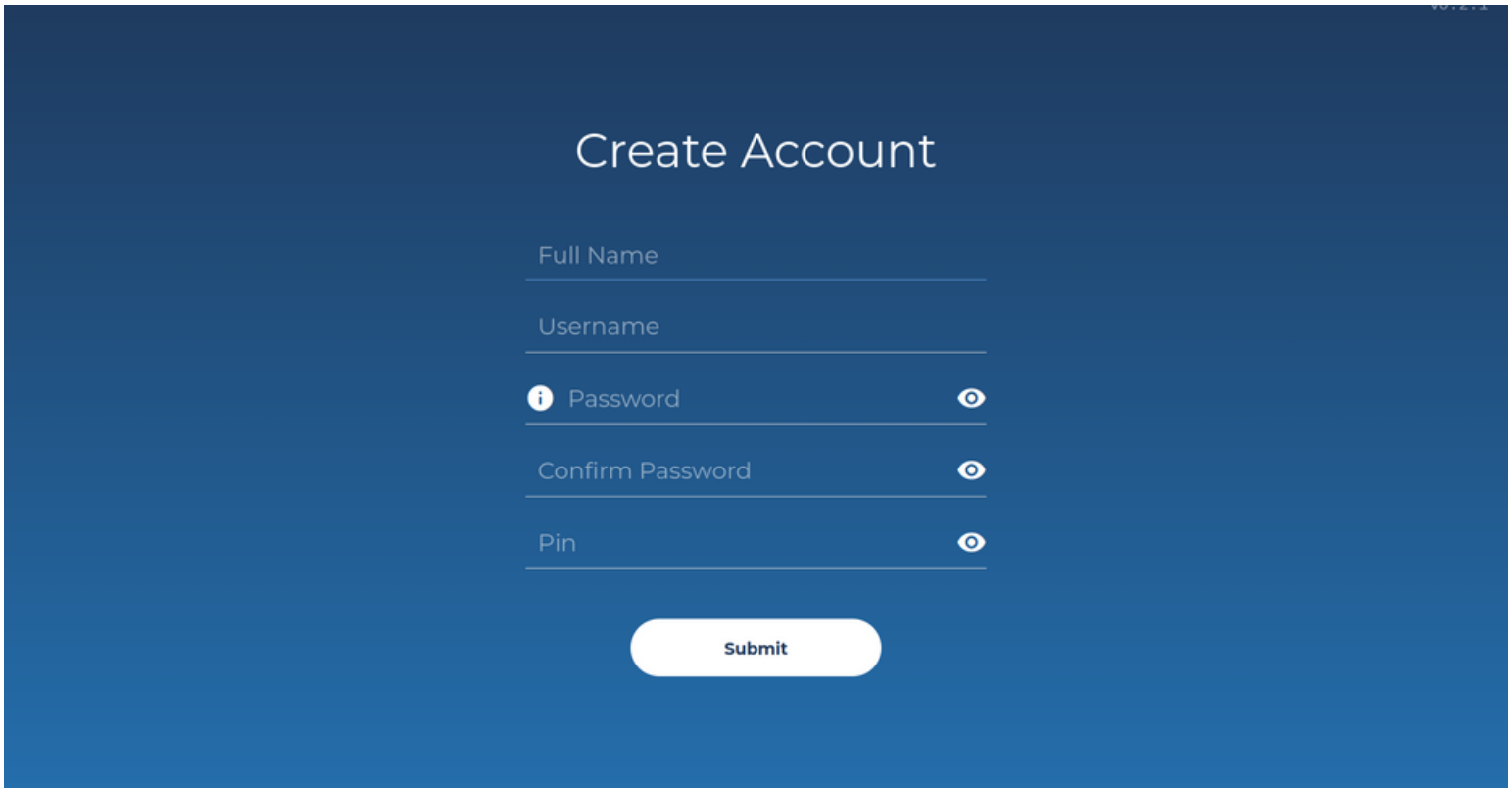
# ADMIN ACCOUNT CREATION



1. On first-time startup you will be greeted by the Welcome Page
2. Click on "Set Up Admin Account" to begin the MAP Setup



**During first time startup you are required to create an administrator account before using your Managed Access Pro (MAP) system. Fill in all the information and click submit to continue setup.**



Create Account

Full Name

Username

*i* Password *o*

Confirm Password *o*

Pin *o*

Submit

**Full Name:** Administrators Name

**Username:** Desired username for the administrator's account

**Password:** Your desired password and confirmation

**Pin:** Required to login using your RFID card.



# HOME PAGE





## Navigating the System: A Guide to the Different Pages and Their Functions

Here is a breakdown of the various pages and their corresponding functions:

- Alerts: Check for any current issues listed in a table (e.g. Alarms, Low Batteries, etc.).
- Users: Access the user management page to add, delete, edit, or promote users.
- Keys: Manage your keys here. Add, delete, assign, and re-assign keys as needed.
- Security Groups: Create, delete, or edit security groups as required.
- Locks: Rename or assign security groups, and modify lock names.
- Repeaters: Access the repeater management page to rename or assign security groups and repeaters/metrics.
- Reports: View the Historical Reports page to review the past 30 days of events for your store.
- Settings: Adjust your store settings, including address, time zone, and key expiration.



Alerts

Users

Keys

Security Groups

Locks

Repeaters

Reports

Settings

## Location Settings

Organization Name  
Organization Name

Location Name  
Lab Tablet

Address 1  
1234 Street

Address 2  
Address 2

City  
Somewhere

State/Region  
OR

Postal Code  
97124

Automatic Key Expiration (in hours)  
12

Timezone  
America/Los\_Angeles

Filling out your store location information on the settings page

When you're on the settings page, make sure to include the following information about your store's location:

- Organization Name: This refers to the name of your store's organization.
- Location Name: This is where you should enter your store name.
- Address: Be sure to provide your store's address.
- Automatic Key Expiration (in hours): You can set the duration of how long key cards will remain active.





## Alerts

No issues.

Alerts

Users

Keys

Security Groups

Locks

Repeaters

Reports

Settings

Logout

You will be logged out in 119 seconds if you remain inactive.

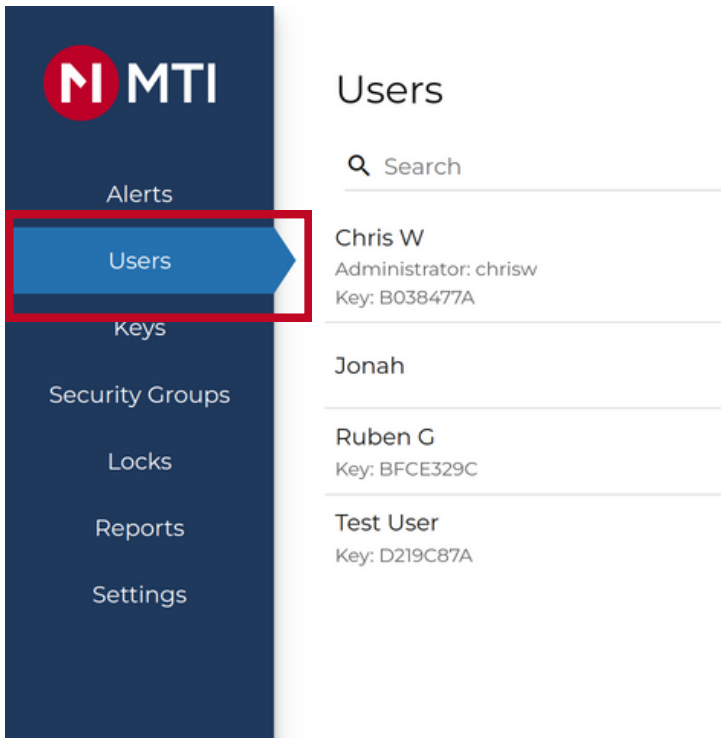
After a few minutes MAP will automatically log out an Admin user if there is no activity. A 120 second timer will appear on the screen. Tapping anywhere on the screen will reset this.



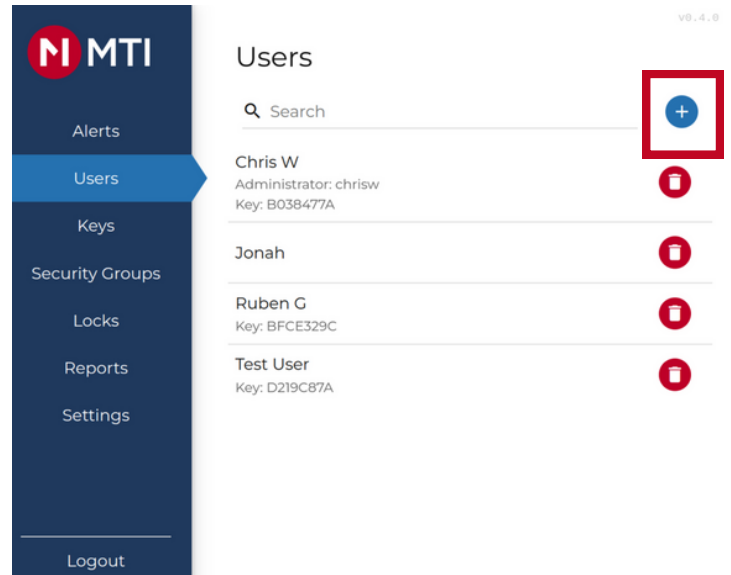
# USER MANAGEMENT



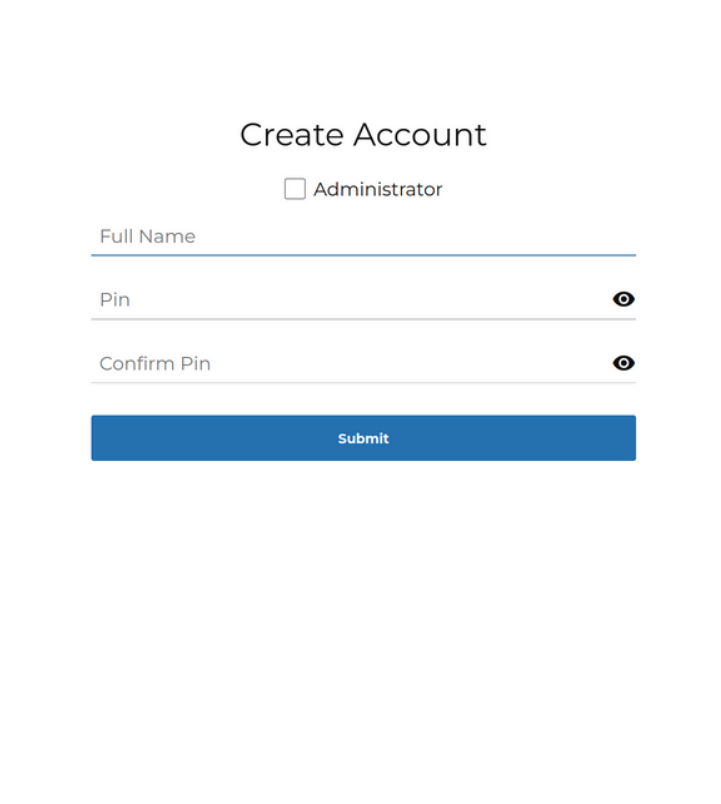
1 To begin creating new users, simply navigate to the "Users" tab.



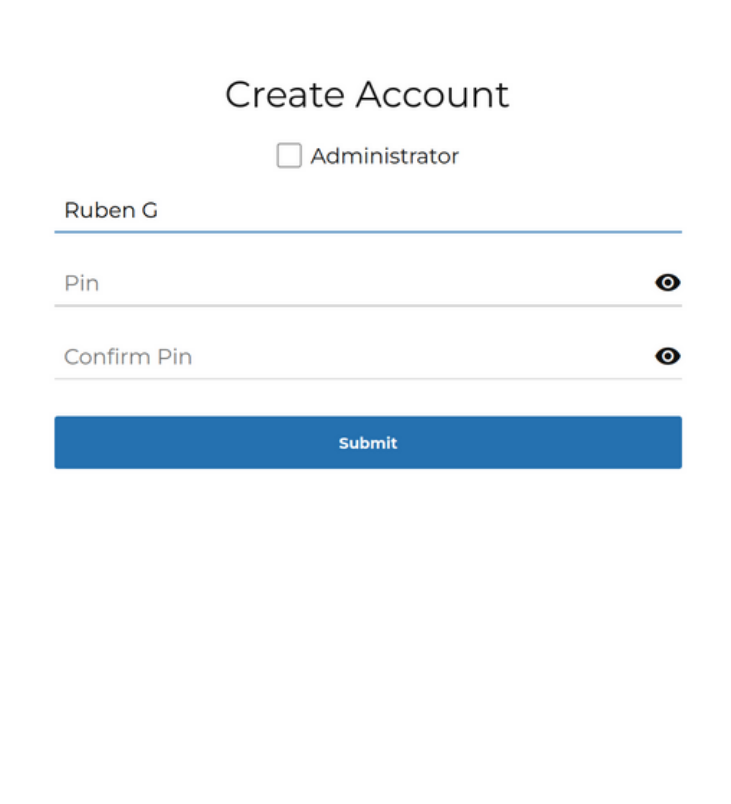
2 Once on the users page you will click on the blue Plus sign "+" to create a new user



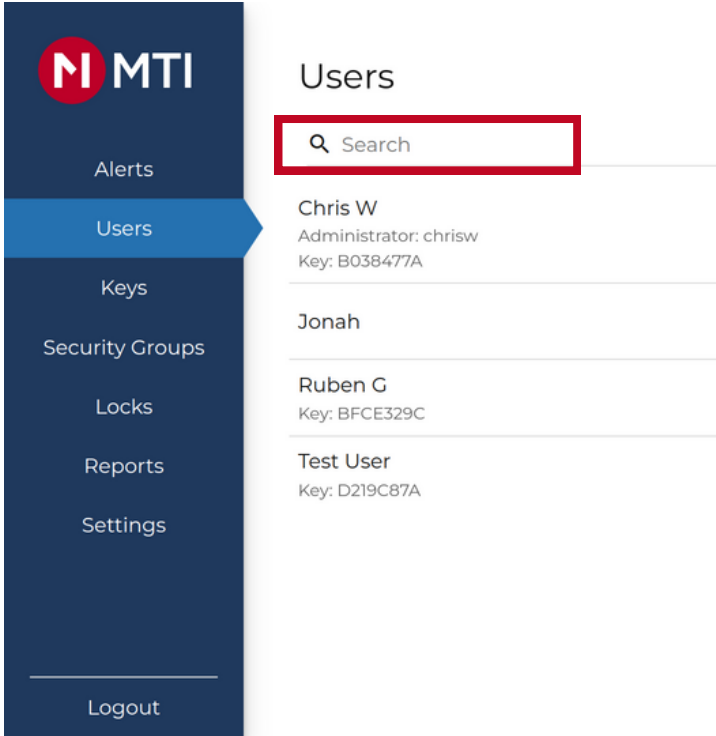
3 Up next, you will be redirected to the "Create Account" page.



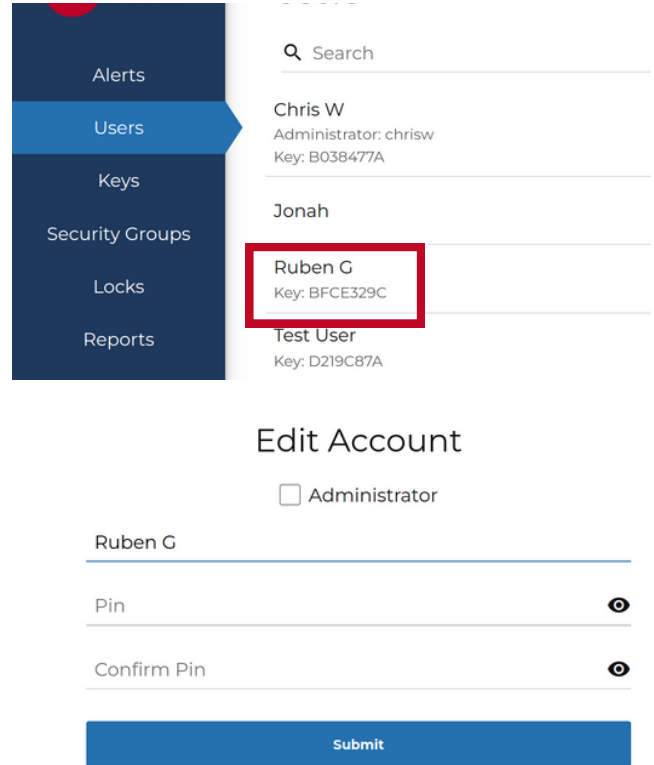
4 To create a new user, kindly fill in the required text fields and click on the 'Submit' button.



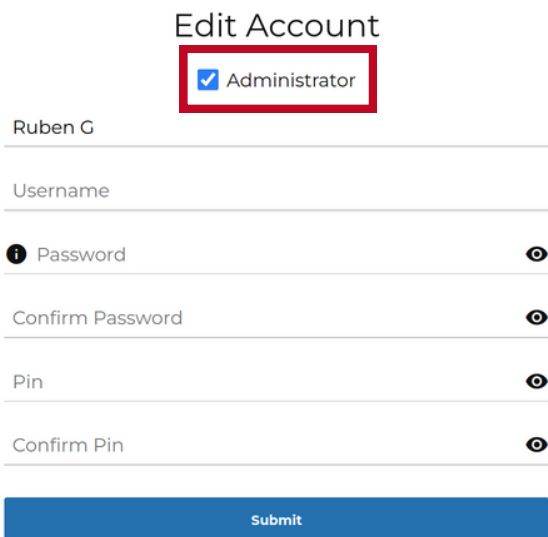
1 You can use the search function on the Users page to filter down to individual accounts



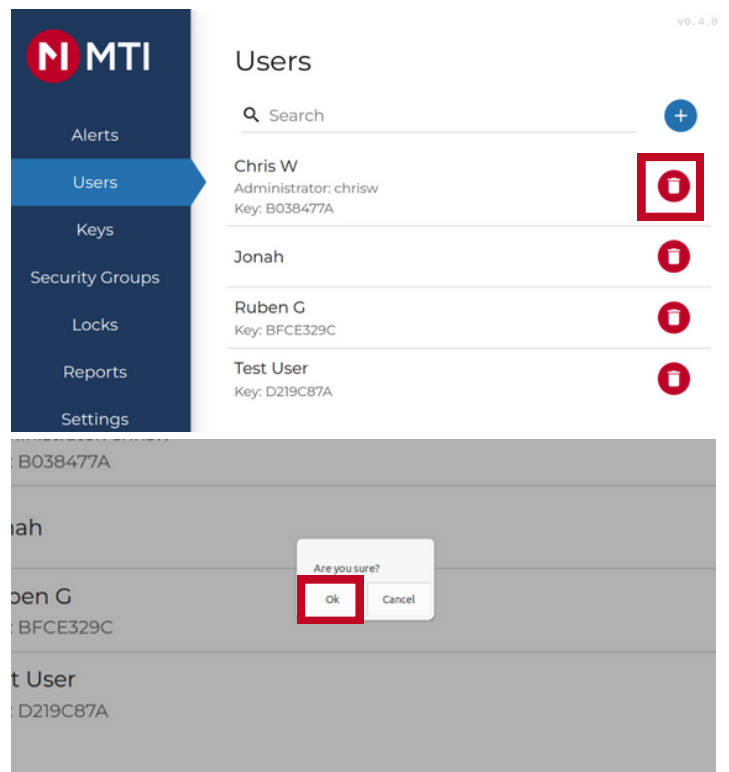
2 To edit Users you can click on a user name and you'll be taken to the edit page. Here you can edit either the user name or PIN of the user.



3 Additionally an administrator can promote any user to an admin by clicking the checkbox above the username. *Example below*



4 To delete a user, click on the red trash can icon. A pop-up confirmation will be presented. Click **OK** to confirm.



## Create Account

Role  
 Manager ▼



Manager

Shift Leader


Employee

Associate


Technician

 Password 


---

Confirm Password 

---

Pin 

---

Confirm Pin 

---

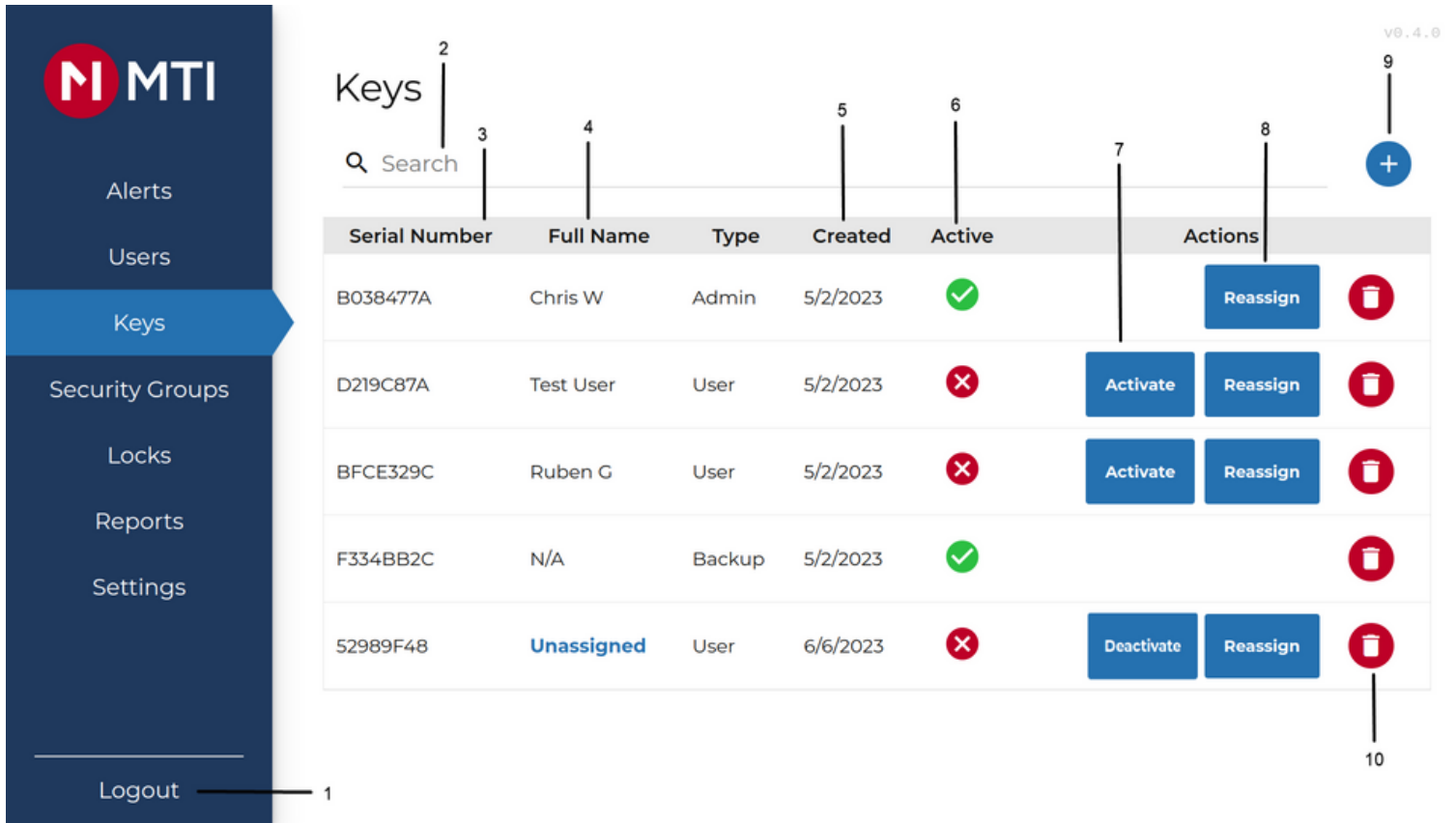
Submit

- **Manager** - Admin level account which has full access to MAP and can view/edit all tabs
- **Shift Leader** - Has full view as admin account but can only create temp users (Associate/Technicians).
- **Employee** - Non-Admin account that can activate or deactivate their personal keycard for everyday use.
- **Associate** - A temporary account which will be auto-removed after 8 hours. Has the same permissions as an Employee account.
- **Technician** - A temporary account which will be auto-removed after 8 hours. Can manage devices (add/edit/delete). Cannot manage users.



# KEY MANAGEMENT





MTI

Alerts

Users

Keys

Security Groups

Locks

Reports

Settings

Logout

Keys

Search

v0.4.0

Serial Number	Full Name	Type	Created	Active	Actions
B038477A	Chris W	Admin	5/2/2023	✓	Reassign
D219C87A	Test User	User	5/2/2023	✗	Activate Reassign
BFCE329C	Ruben G	User	5/2/2023	✗	Activate Reassign
F334BB2C	N/A	Backup	5/2/2023	✓	
52989F48	Unassigned	User	6/6/2023	✗	Deactivate Reassign

1. Logout button
2. Search Field
3. Serial Number of Keycard
4. Full Name of the User or Unassigned
5. Key Creation Date
6. Status of Key
7. Activate/Deactivate button
8. Reassign button
9. Add New Key
10. Delete Key Function



Here you will find a table that details the status of currently added keys to your MTI MAP system. You can delete, deactivate, reassign, and add new keys from this page.

Under the "Active" column you can also see which RFID Keys are currently active in your system.

Please note that backup keys are always active and unassigned keys can only be activated when they are assigned to a user.

1 Press the blue plus icon to begin the process for adding new keys to the MTI MAP system



Created	Active	Actions	
/2023		<button>Reassign</button>	
/2023		<button>Activate</button> <button>Reassign</button>	
/2023		<button>Activate</button> <button>Reassign</button>	
/2023			
/2023		<button>Reassign</button>	

2 On the "Add New Key" page you will see instructions for adding new keys. Follow instructions by swiping the physical user key on the RFID reader.

Add New Key v8.4.0

To add a new key, swipe the physical user key. The key's serial number should display in the box below.

1A2B3C4D Next Step

3 After the RFID key is scanned you will see the serial number in the text field. You can compare it to the number on the back of the card for accuracy. **Click Next** step to continue.

Add New Key v8.4.0

To add a new key, swipe the physical user key. The key's serial number should display in the box below.

52989F48 Next Step

4 Select the desired key type (user or backup). Then select the user you would like to assign the key to. You can also choose to not assign a key and select "Unassigned". **Only one key is allowed to be assigned per user at a time.**

Designate New Key

KEY: 89789875

Is this a user key or backup key?

User  
 Backup

Next Step

Assign Key

KEY: 89789875

Who should this key be assigned to?

Select Employee to Assign Key

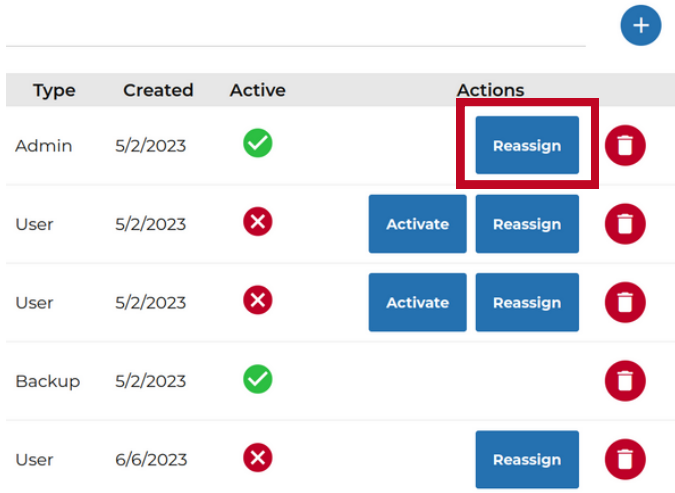
Unassigned  
Unassigned






Finish Key Assignment



1 On the Keys page you can click on **reassign** to either un-assign a key from a user or reassign a key to a user that does not have a key currently.

v0.4.0



Type	Created	Active	Actions
Admin	5/2/2023	✓	Reassign 
User	5/2/2023	✗	Activate Reassign 
User	5/2/2023	✗	Activate Reassign 
Backup	5/2/2023	✓	
User	6/6/2023	✗	Reassign 

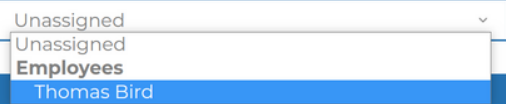
2 If you select **Reassign** you will be taken to the "Assign Key" page where you can use the drop down to pick a user.

## Assign Key

KEY: 89789875

Who should this key be assigned to?

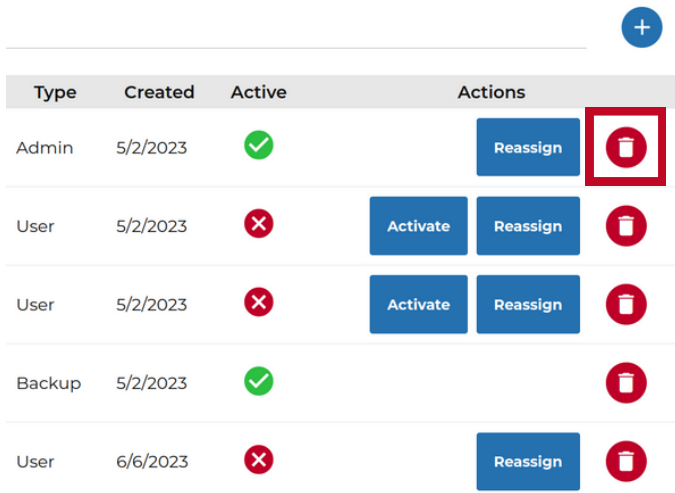
Select Employee to Assign Key








Unassigned  
Unassigned  
Employees  
Thomas Bird

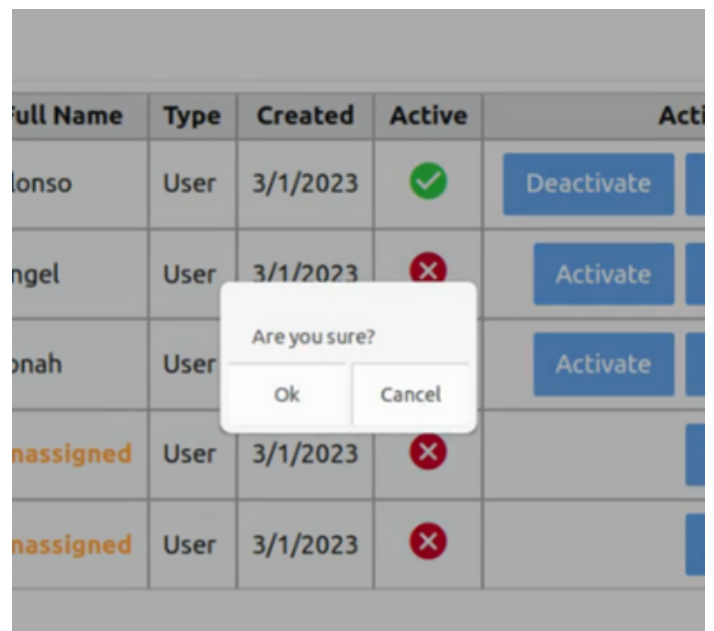
3 To delete a key from the keys page you can click on the **red trashcan** icon at the end of the row.

v0.4.0



Type	Created	Active	Actions
Admin	5/2/2023	✓	Reassign 
User	5/2/2023	✗	Activate Reassign 
User	5/2/2023	✗	Activate Reassign 
Backup	5/2/2023	✓	
User	6/6/2023	✗	Reassign 

4 After you click on the **red trashcan** icon you will get a pop-up confirmation. To confirm press OK. The key will be removed but can be added to the system at a later time.



As an Admin, you have the capability to activate or deactivate keycards for users by using the activate/de-activate button in the actions column while logged in.

MTI

Alerts

Users

Keys

Security Groups

Locks

Reports

Settings

Logout

Keys

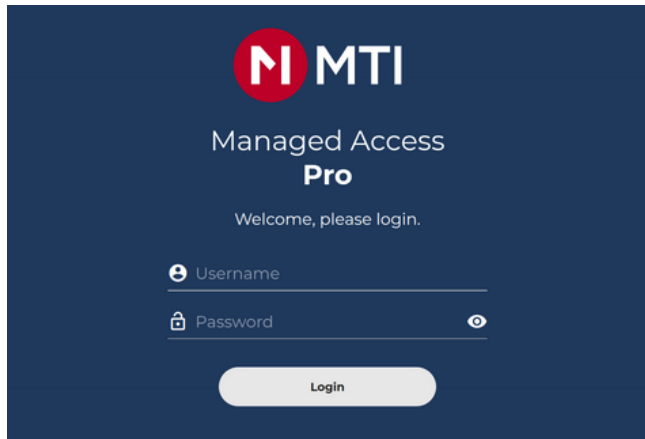
Search

v0.4.0

Serial Number	Full Name	Type	Created	Active	Actions
B038477A	Chris W	Admin	5/2/2023	✓	Reassign
D219C87A	Test User	User	5/2/2023	✗	Activate Reassign
BFCE329C	Ruben G	User	5/2/2023	✗	Activate Reassign
F334BB2C	N/A	Backup	5/2/2023	✓	
52989F48	Unassigned	User	6/6/2023	✗	Reassign

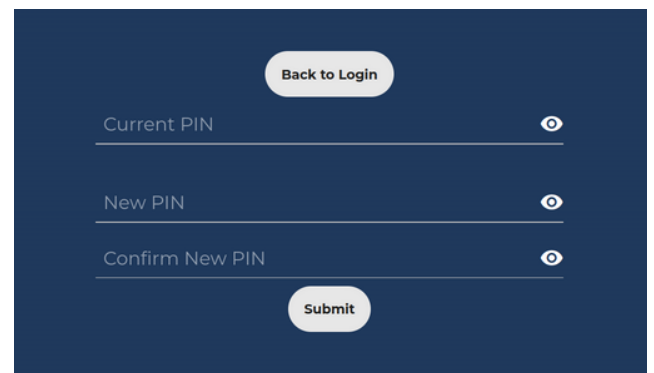
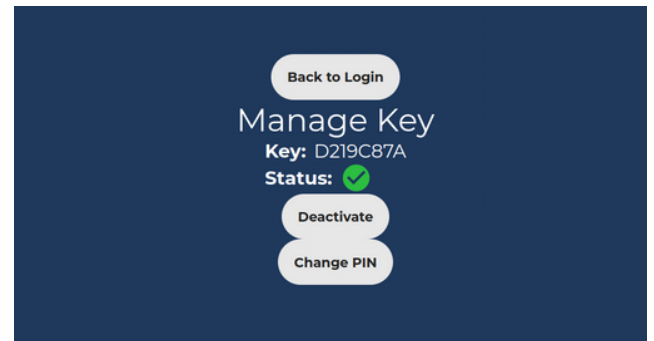
1

Any MAP user can activate or deactivate their keycard by tapping the card against the RFID reader (while on the login screen)



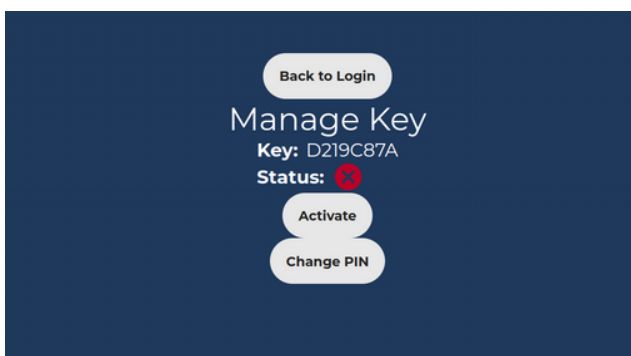
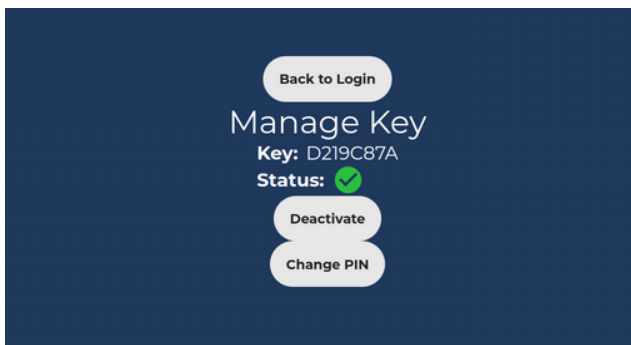
2

The user will be taken to the manage key page where they can **activate** their keycard **OR** choose to change their pin.



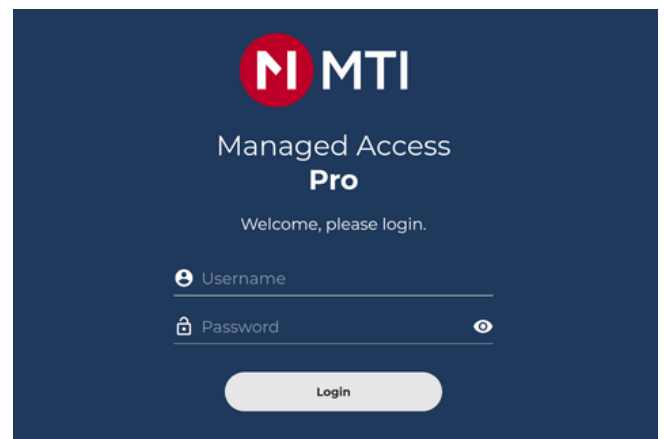
3

If your card is activated you can click on the **deactivate** button and the status will update to a red x to show the card is inactive. Remember to click **Back to Login** when done.

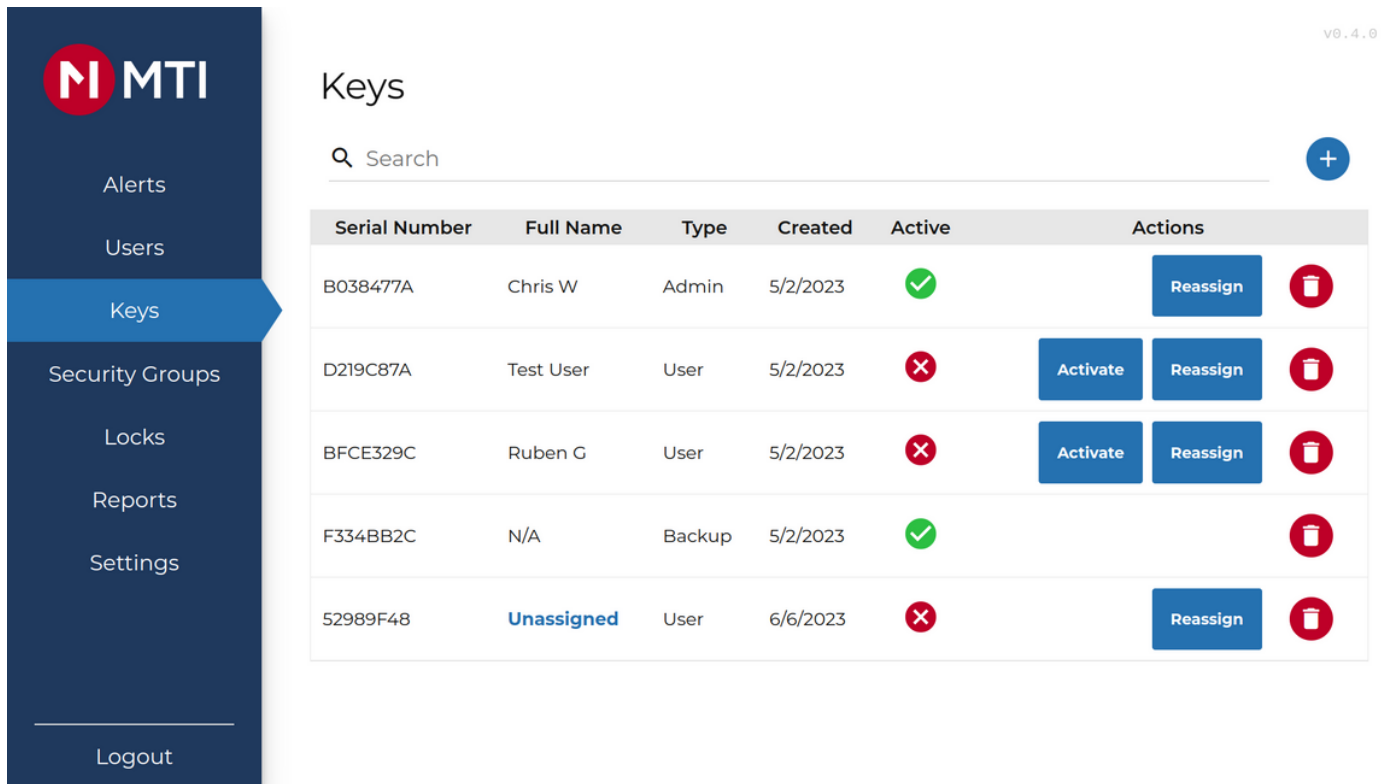


4






After about 10 seconds of no activity on this page the MAP system will logout automatically.



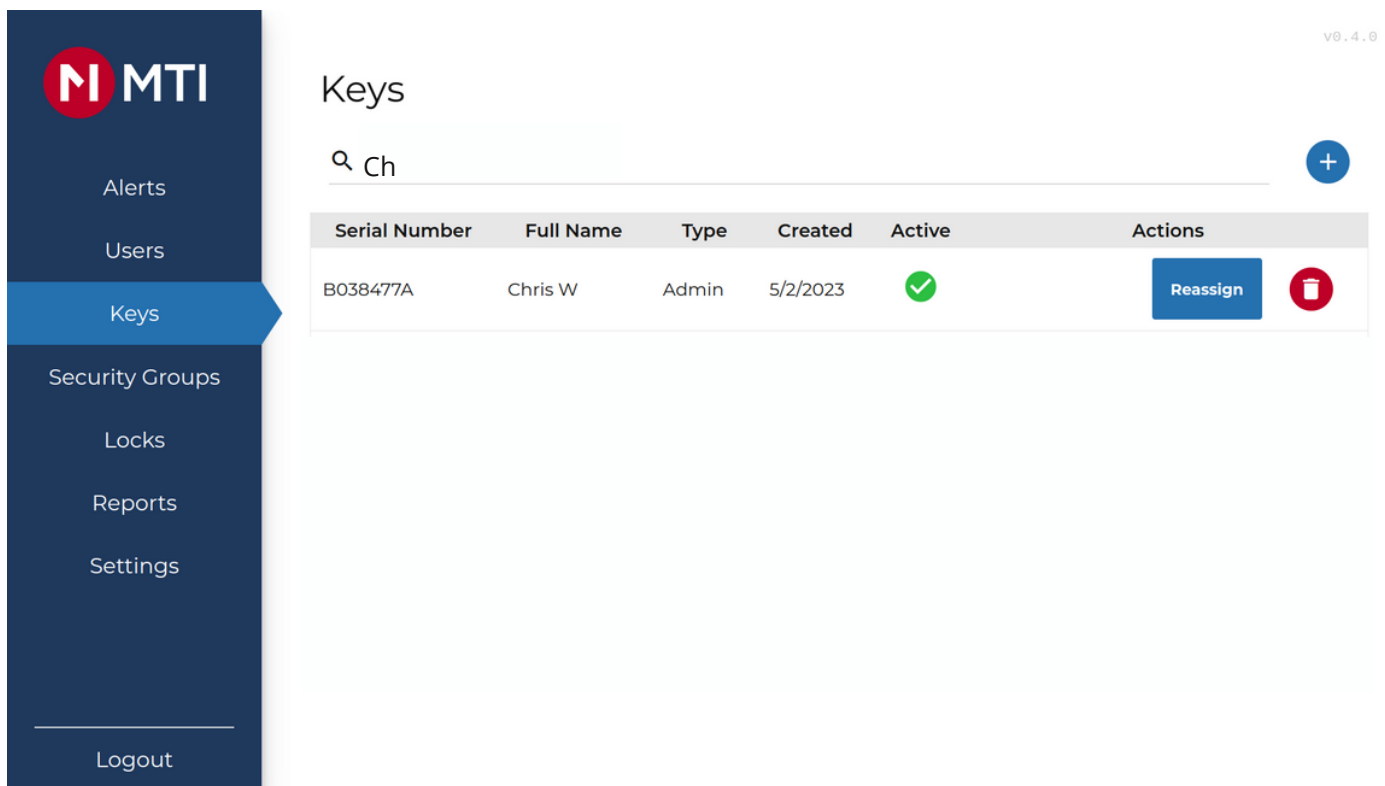
1 Navigate to the Keys page where you will find the "Search" filter at the top of the table.




The screenshot shows the MTI interface with a sidebar on the left containing navigation options: Alerts, Users, Keys (highlighted), Security Groups, Locks, Reports, Settings, and Logout. The main content area is titled "Keys" and includes a search bar with a magnifying glass icon and a plus sign. Below the search bar is a table with the following data:

Serial Number	Full Name	Type	Created	Active	Actions
B038477A	Chris W	Admin	5/2/2023	✓	Reassign 
D219C87A	Test User	User	5/2/2023	✗	Activate Reassign 
BFCE329C	Ruben G	User	5/2/2023	✗	Activate Reassign 
F334BB2C	N/A	Backup	5/2/2023	✓	
52989F48	Unassigned	User	6/6/2023	✗	Reassign 

2 As you type in the search field it will filter down to your query.



The screenshot shows the MTI interface with the search bar containing the text "Ch". The table below the search bar is filtered to show only one entry:

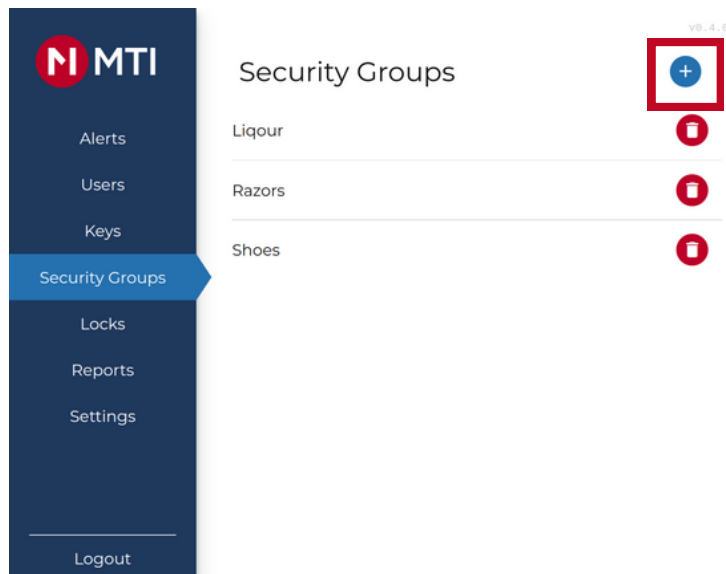
Serial Number	Full Name	Type	Created	Active	Actions
B038477A	Chris W	Admin	5/2/2023	✓	Reassign 



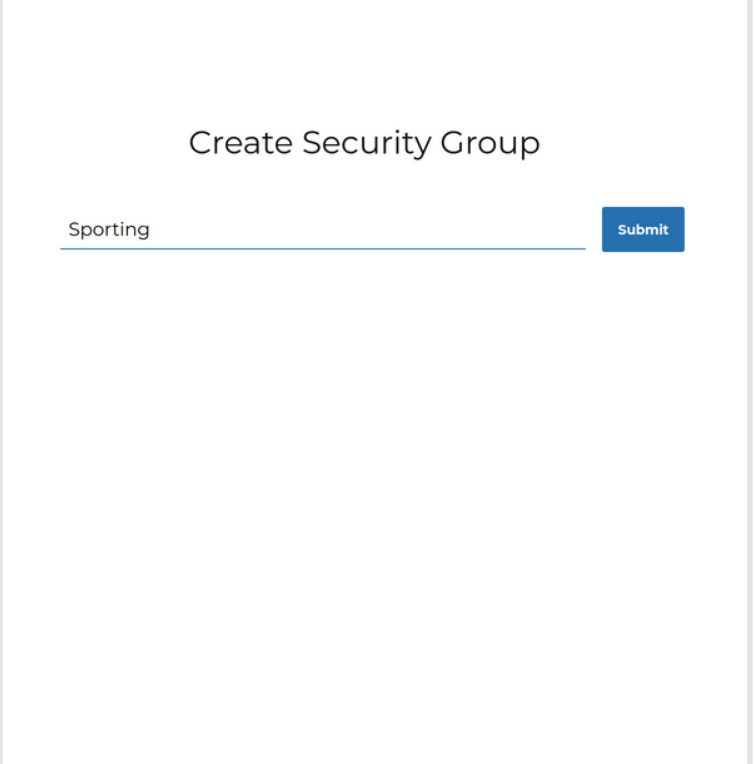
# SECURITY GROUPS



1 Navigate to the Security Groups tab to begin creating new groups. Click on the blue plus icon to start.



2 You will be prompted to enter a name for the security group. Enter your desired security group name. To save, click **submit**.

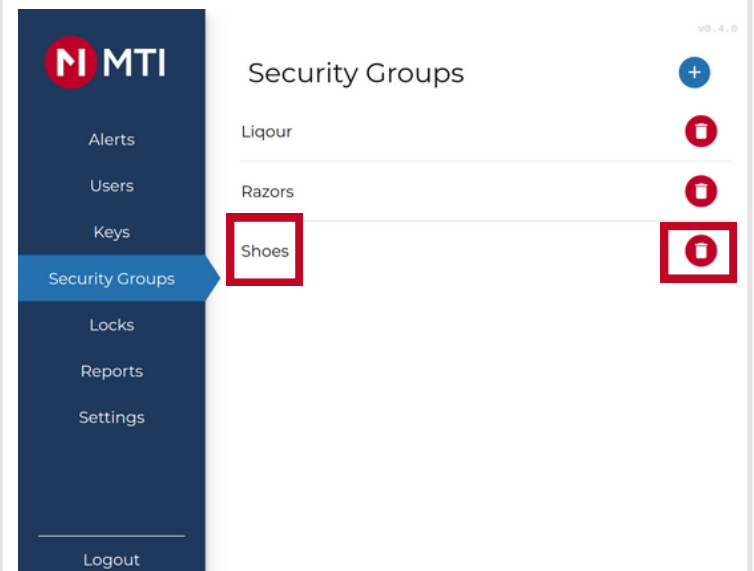


3 The security group is now saved and shown in your security group list.



4 From the list view you can edit or delete groups.

- Click on the name to edit the group.
- Click on the red trash icon to delete the group.





# ADDING SECURITY DEVICES



# ADDING SECURITY DEVICE

1 After clicking on **blue plus** on the Locks tab you will be greeted by an instructional page. Please read the instructions.

To add a new device, follow these steps:

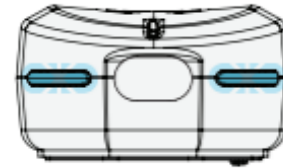
1. Ensure you have both the item to be tracked and the security device nearby (within x feet)
2. Tap the 'Add New Device' button.
3. The tablet will go into 'listening mode' and look for the security device to initiate a connection.
4. The device will pair to the tablet.

You will know the security device is paired to the tablet when you see the words 'Security Device Paired' on screen.

You will then be able to add the device to a Security Device Group.



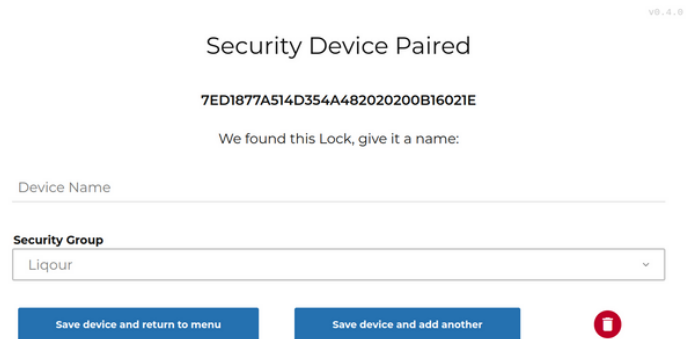
2 When you click on **Add New Device** the RFID reader will go into "listening mode". It will begin flashing blue.



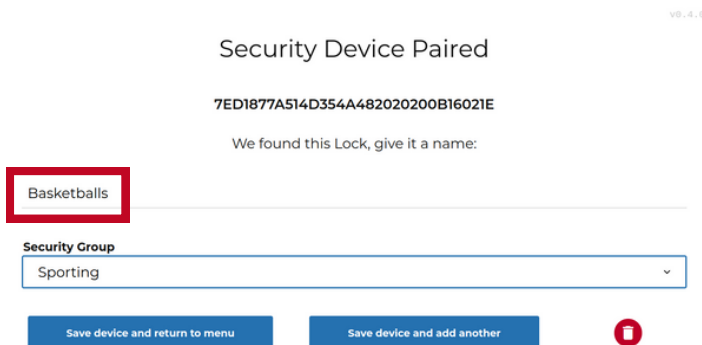
3 Now take your Network Pairing Card and tap it against an MTI Lock.



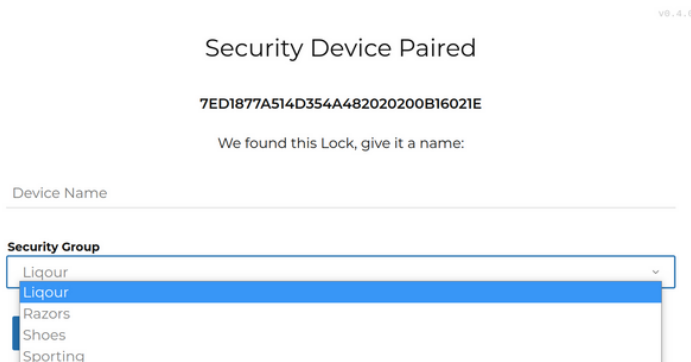
4 Once the device successfully pairs to the MAP system, the confirmation page will appear.



5 You can name the lock based on your organizations naming conventions.



6 You can also pick a security group for the device using the dropdown menu. *From here you can continue the process by clicking on the **save device and add another** button.*








# LOCKS





- Alerts
- Users
- Keys
- Security Groups
- Locks**
- Repeaters
- Reports
- Settings

Logout

Locks v1.0.0

Search

Unnamed Only +

Name <span style="float: right;">3</span>	Group <span style="float: right;">4</span>	Status <span style="float: right;">5</span>	Metrics <span style="float: right;">7</span>
01F6E12050303247472E3120FF180622	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0302779C50303247472E3120FF171323	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
069EE488514D354A482020200B160C0C	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0791CA7B50303247472E3120FF181D3B	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0843381050303247472E3120FF192A32	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
08CF443E50303247472E3120FF12332B	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
08E60FE7514D354A482020200B14161D	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0C5BE74E50303247472E3120FF12082D	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
11A6CDB950303247472E3120FF171E10	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
13C86B55514D354A482020200B15052C	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped

1 / 13

- 1. Search field** - locks are searchable either through name or serial number
- 2. Unnamed Only** - clicking on this button will show locks that are not named (serial number only)
- 3. Name** - Shows name or serial number of lock
- 4. Group** - Shows which group lock is currently assigned in
- 5. Status** - Current status of lock
- 6. Plus icon** - Click on this plus icon to add a new lock to the MAP system.
- 7. Metrics** - Shows the metrics of the lock (how well its communicating with the MAP system)

This table will show every lock that is paired to the MAP system.

- 1 On the Locks page you can identify orphaned locks by checking the name column. An orphaned lock is a lock that has not been given a name. We strongly recommend naming every lock in your MAP system. You can edit the name of locks by clicking on the row, you will then be taken to the lock edit page where you can give the lock a name and group assignment.

## Locks

Name	Group	Type	Status
BluRay	Movies	Lock	Closed, Locked
cameras	Phones	Lock	Closed, Locked
CBDCA16514D354A482020200B180513	--	Lock	Closed, Locked
D53C66E7514D354A482020200B18090F	--	Lock	Closed, Locked
D753AE13514D354A482020200B161D25	--	Lock	Closed, Locked
DVD	Movies	Lock	Closed, Locked
E14445CE514D354A482020200B182717	--	Lock	Closed, Locked
F08649C7514D354A482020200B183214	--	Lock	Closed, Locked
F45F4B61514D354A482020200B161924	--	Lock	Closed, Locked
Playstation	Video Games	Lock	Closed, Locked

< 2 / 3 >

- 2 From the lock edit page you can name the lock and choose the security group it belongs in. If the lock doesn't belong to an existing security group you can create a new one on the Security Groups page or choose unassigned for that field.

v9.4.0

## Security Device Paired

7ED1877A514D354A482020200B16021E

We found this Lock, give it a name:

Basketballs

Security Group

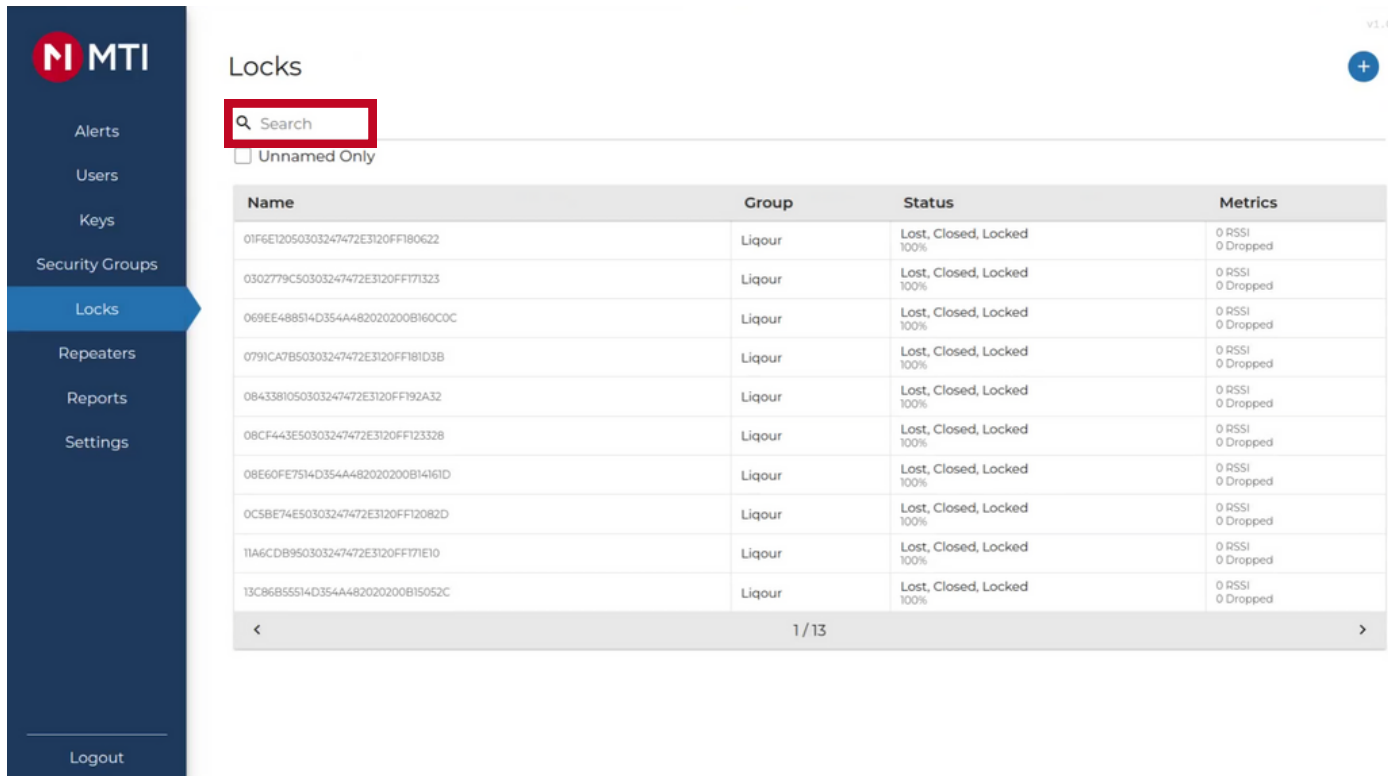
Sporting

Save device and return to menu

Save device and add another

🗑️

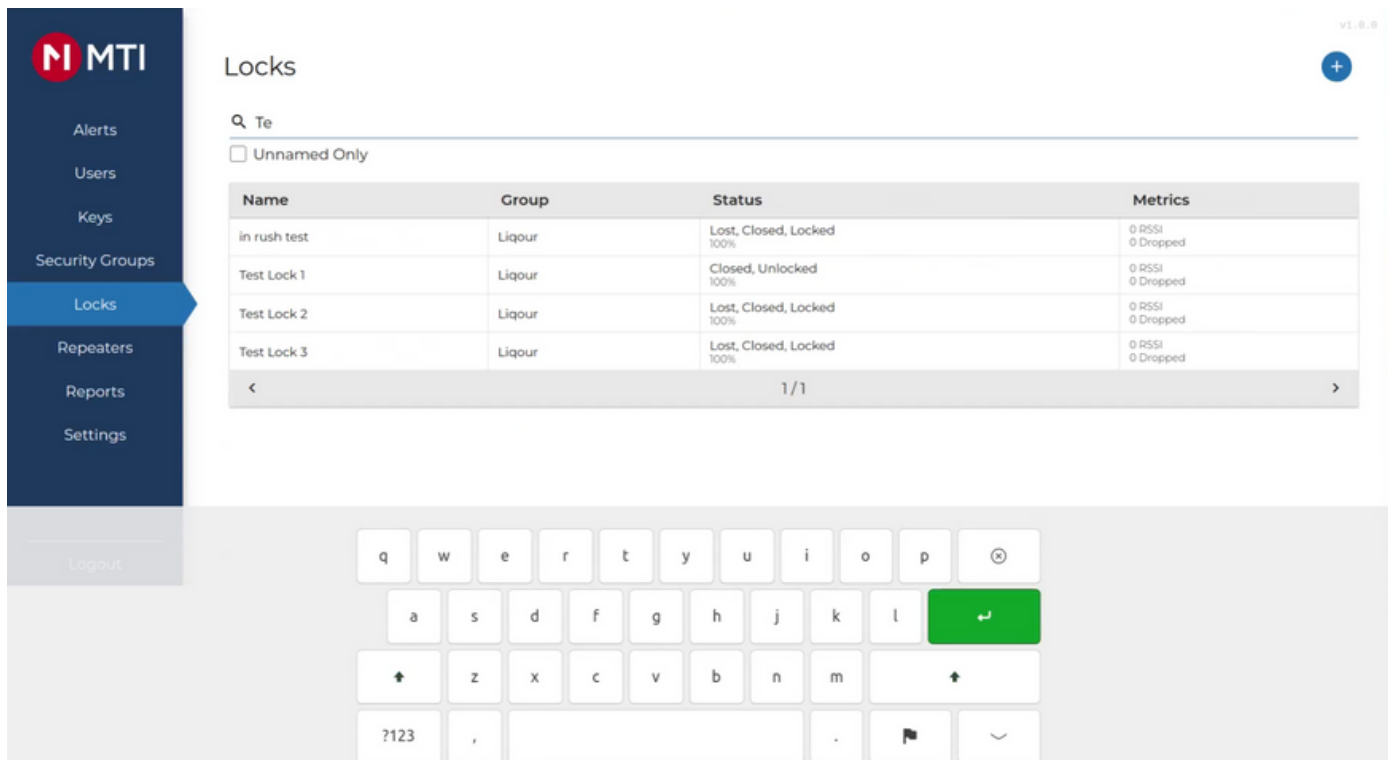
1 Navigate to the Locks page where you will find the "Search" filter at the top of the table.



The screenshot shows the MTI interface with a sidebar on the left containing navigation options: Alerts, Users, Keys, Security Groups, Locks (highlighted), Repeaters, Reports, and Settings. The main content area is titled "Locks" and features a search bar with a magnifying glass icon and the text "Search". Below the search bar is a checkbox labeled "Unnamed Only". The table below has four columns: Name, Group, Status, and Metrics. The table contains 13 rows of data, all with a "Liquor" group and a status of "Lost, Closed, Locked 100%". The metrics for each row are "0 RSSI" and "0 Dropped". A pagination bar at the bottom of the table shows "1 / 13".

Name	Group	Status	Metrics
01F6E12050303247472E3120FF180622	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0302779C50303247472E3120FF171323	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
069EE488514D354A482020200B160C0C	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0791CA7B50303247472E3120FF181D3B	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0843381050303247472E3120FF192A32	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
08CF443E50303247472E3120FF12332B	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
08E60FE7514D354A482020200B14161D	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
0C5BE74E50303247472E3120FF12082D	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
11A6CDB950303247472E3120FF171E10	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped
13C86B55514D354A482020200B15052C	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped

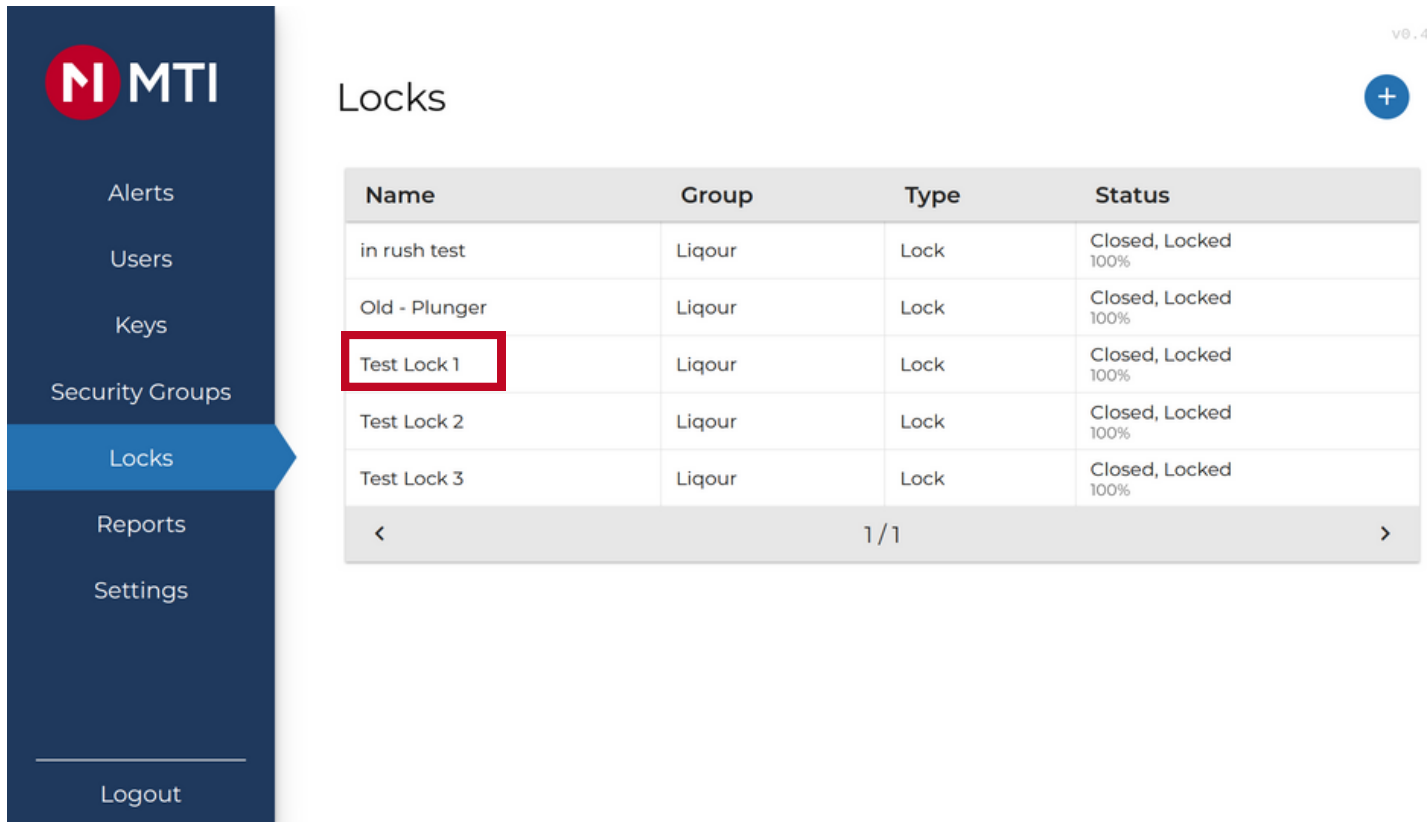
2 As you type in the search field it will filter down to your query.



The screenshot shows the MTI interface with the search bar containing the text "Te". The table now only displays one row: "in rush test" with a "Liquor" group and a status of "Lost, Closed, Locked 100%". The metrics are "0 RSSI" and "0 Dropped". The pagination bar at the bottom of the table shows "1 / 1". A virtual keyboard is overlaid at the bottom of the screen, with the search bar and table content visible above it.

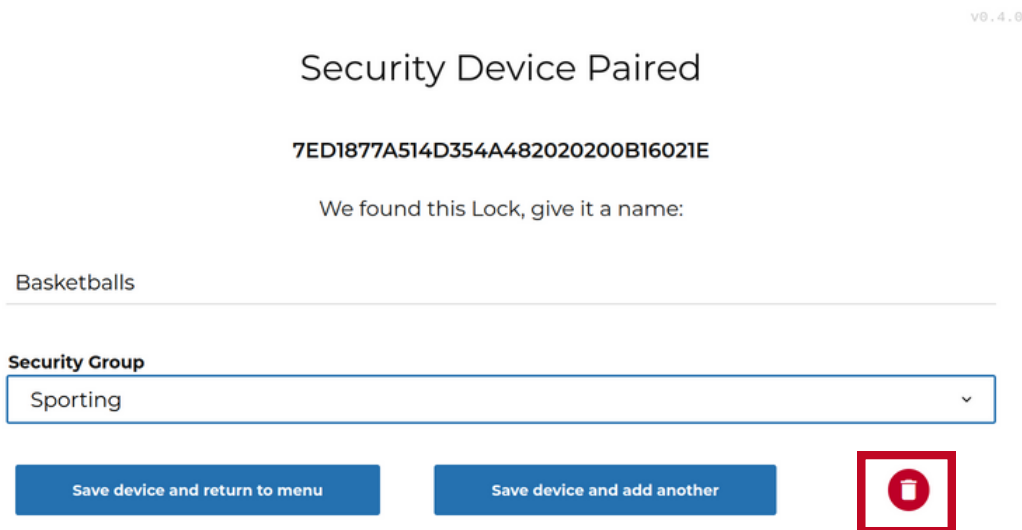
Name	Group	Status	Metrics
in rush test	Liquor	Lost, Closed, Locked 100%	0 RSSI 0 Dropped

1 On the Locks page you can click on the name (or serial number) of the lock you wish to delete.



Name	Group	Type	Status
in rush test	Liquor	Lock	Closed, Locked 100%
Old - Plunger	Liquor	Lock	Closed, Locked 100%
Test Lock 1	Liquor	Lock	Closed, Locked 100%
Test Lock 2	Liquor	Lock	Closed, Locked 100%
Test Lock 3	Liquor	Lock	Closed, Locked 100%

2 After selecting the lock you will be taken to this page where you can click on the **Delete** button. This will remove the lock from MAP. This should be done if you have a lock that has been thrown away or will no longer be at your location.



Security Device Paired

7ED1877A514D354A482020200B16021E

We found this Lock, give it a name:


Basketballs

Security Group

Sporting

Save device and return to menu

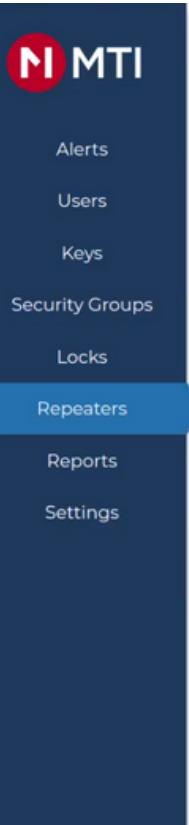
Save device and add another






# REPEATERS





Repeaters v1.0. 

Unnamed Only

Name	Group	Status	Metrics
Aisle 4	Liquor		-62 RSSI 0 Dropped
< 1/1 >			

1. **Search field** - repeaters are searchable either through name or serial number
2. **Unnamed Only** - clicking on this button will show repeaters that are not named (serial number only)
3. **Name** - Shows name or serial number of repeater
4. **Group** - Shows which group repeater is currently assigned to
5. **Status** - Current status of repeater
6. **Plus Icon** - Click on this plus icon to add a new repeater to the MAP system.
7. **Metrics** - Shows the metrics of the repeater (how well its communicating with the MAP system)

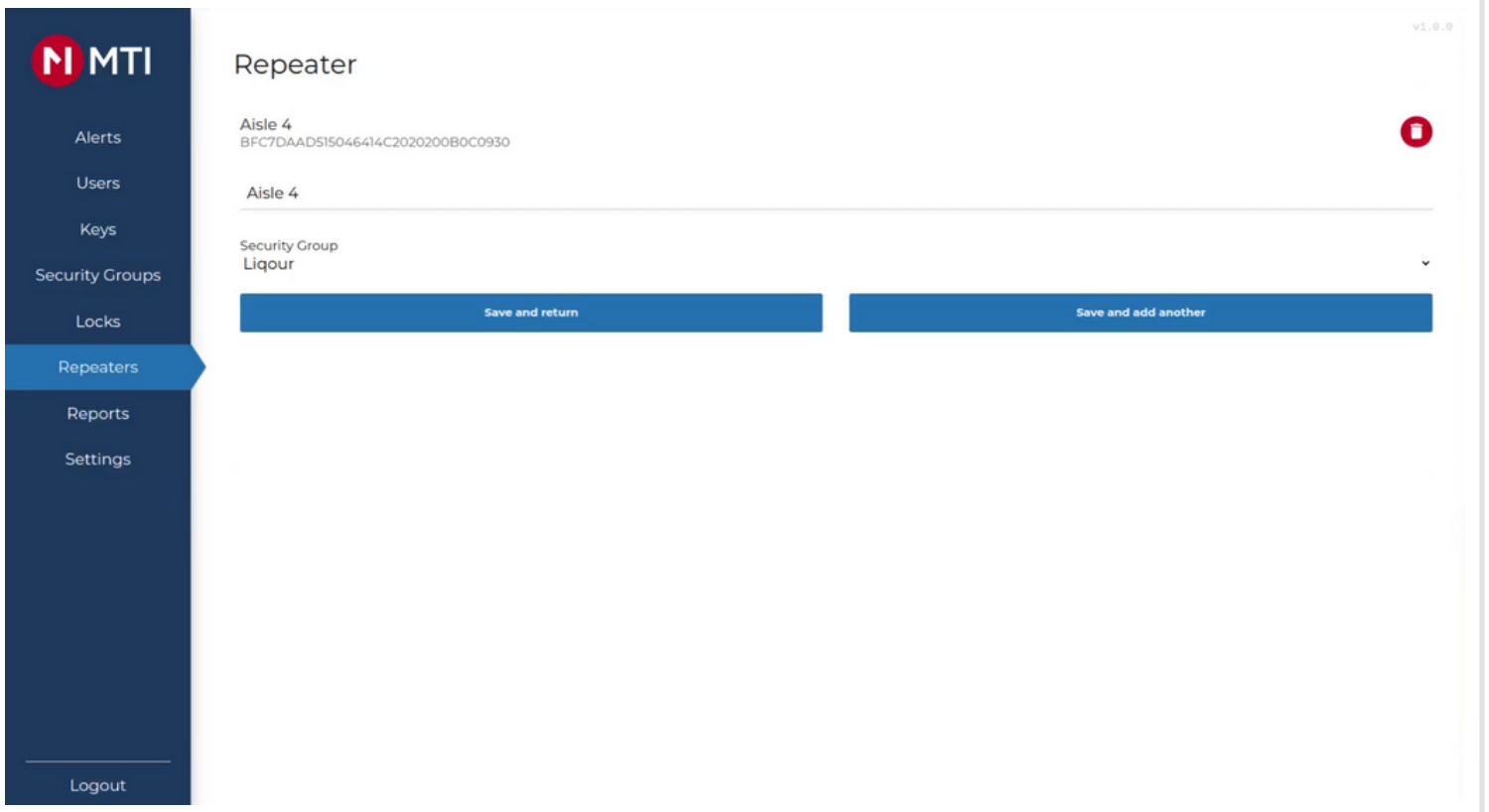
This table will show every repeater that is paired to the MAP system.

- 1 On the repeater page you can click on the name (or serial number) of the repeater you wish to manage.



Name	Group	Status	Metrics
Aisle 4	Liquor		-62 RSSI 0 Dropped

- 2 After selecting the repeater you will be taken to this page where you can edit the repeater name/the security group it belongs to/ or delete the repeater from the system.



Aisle 4  
BFC7DAAD515046414C2020200B0C0930

Aisle 4

Security Group  
Liquor

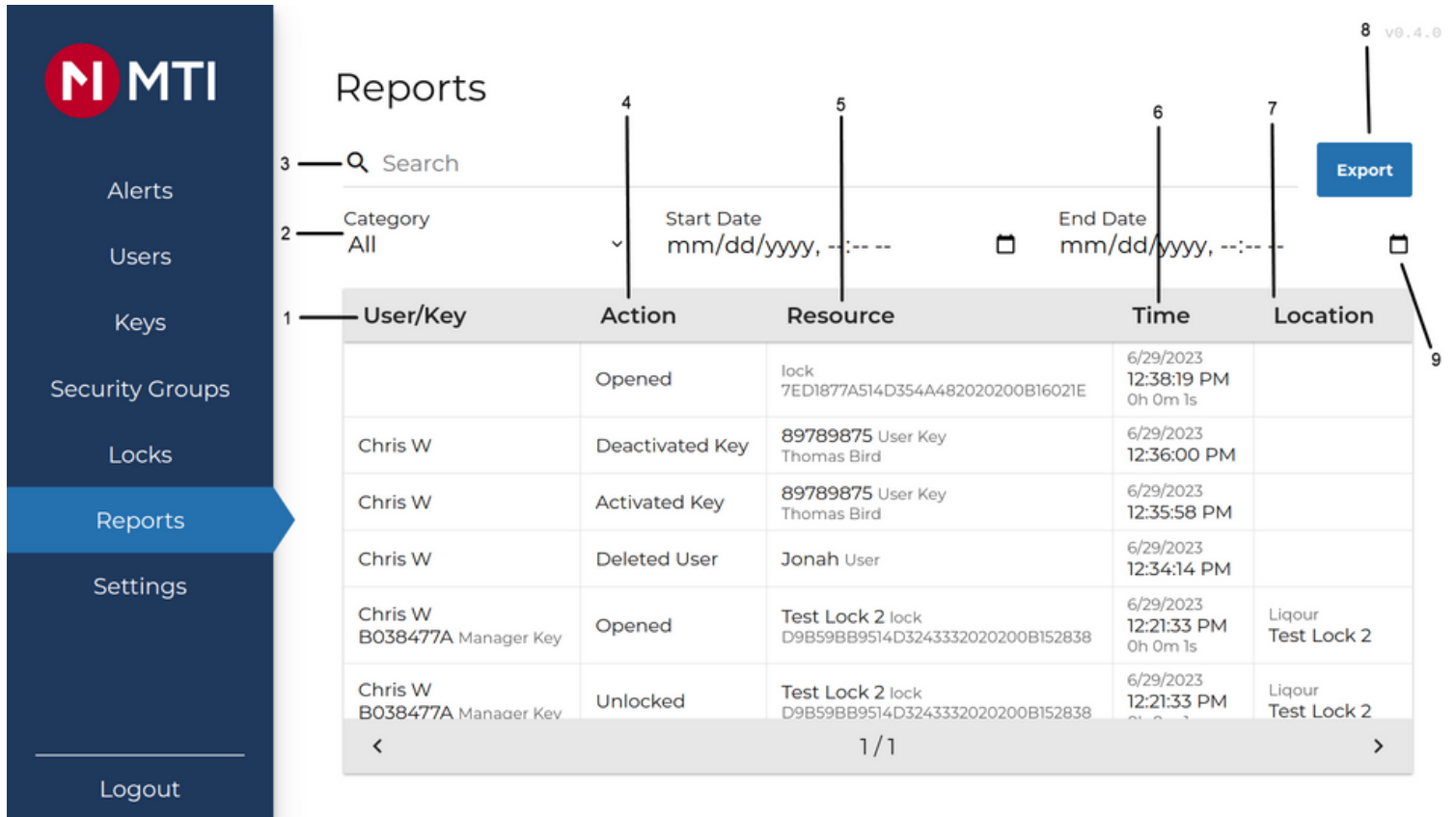
Save and return      Save and add another





# REPORTS



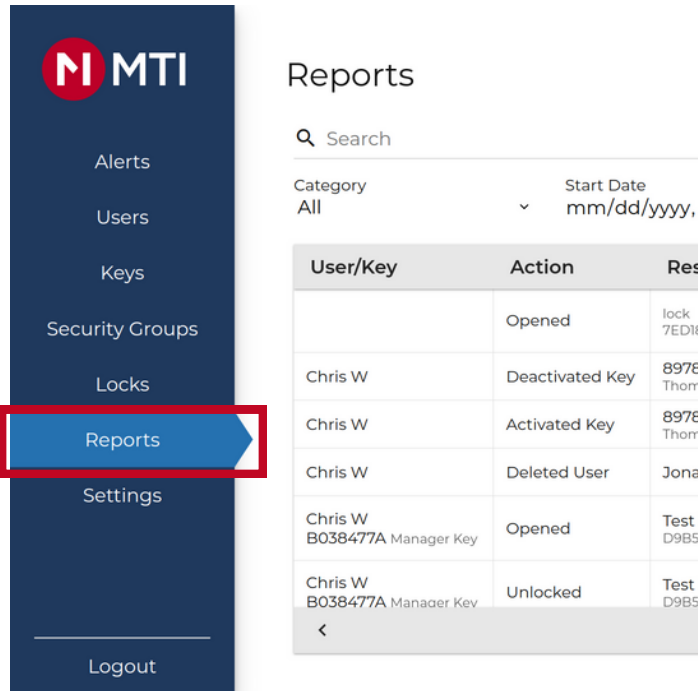


The screenshot shows the 'Reports' page in the MTI MAP interface. On the left is a dark blue sidebar with navigation options: Alerts, Users, Keys, Security Groups, Locks, Reports (highlighted), Settings, and Logout. The main content area is titled 'Reports' and includes a search bar (3), a category dropdown (2) set to 'All', and date filters for 'Start Date' and 'End Date' (6) in 'mm/dd/yyyy, --:--' format, with a calendar icon (9) for the end date. An 'Export' button (8) is in the top right. The table below has columns: User/Key (1), Action (4), Resource (5), Time (6), and Location (7). The table shows several events, including lock openings, key deactivations, key activations, and user deletions. A pagination bar at the bottom shows '1/1'.

User/Key	Action	Resource	Time	Location
	Opened	lock 7ED1877A514D354A482020200B16021E	6/29/2023 12:38:19 PM 0h 0m 1s	
Chris W	Deactivated Key	89789875 User Key Thomas Bird	6/29/2023 12:36:00 PM	
Chris W	Activated Key	89789875 User Key Thomas Bird	6/29/2023 12:35:58 PM	
Chris W	Deleted User	Jonah User	6/29/2023 12:34:14 PM	
Chris W B038477A Manager Key	Opened	Test Lock 2 lock D9B59BB9514D3243332020200B152838	6/29/2023 12:21:33 PM 0h 0m 1s	Liquor Test Lock 2
Chris W B038477A Manager Key	Unlocked	Test Lock 2 lock D9B59BB9514D3243332020200B152838	6/29/2023 12:21:33 PM	Liquor Test Lock 2

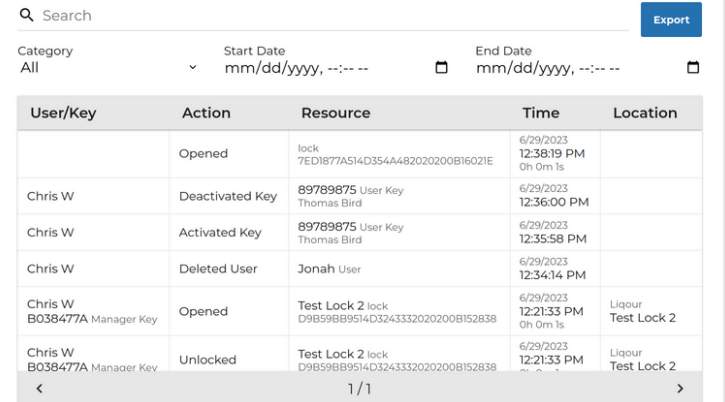
1. **User/Key** - Shows which MAP user (or unassigned key) performed an action
2. **Category** - A dropdown menu that lets you filter to specific actions
3. **Search** - Typing in this field will filter down the table view to your query
4. **Action** - This column shows which action was performed (e.g. Alarmed means a lock began alarming)
5. **Resource** - Shows the name and serial number of the lock. Also shows user name and key card serial number when activating or deactivating keycard.
6. **Time** - Shows exact time/date of when event occurred and its duration
7. **Location** - Defines the security group that the locks belong to
8. **Export** - An export feature which will save to USB an excel of historical events as seen on reports page
9. **Calendar** - Allows the ability to filter to a start/end time and date

1 From the home page you can click on the "Reports" button to navigate to reports page.



2 The Reports table shows historical logs for the past 30 days.

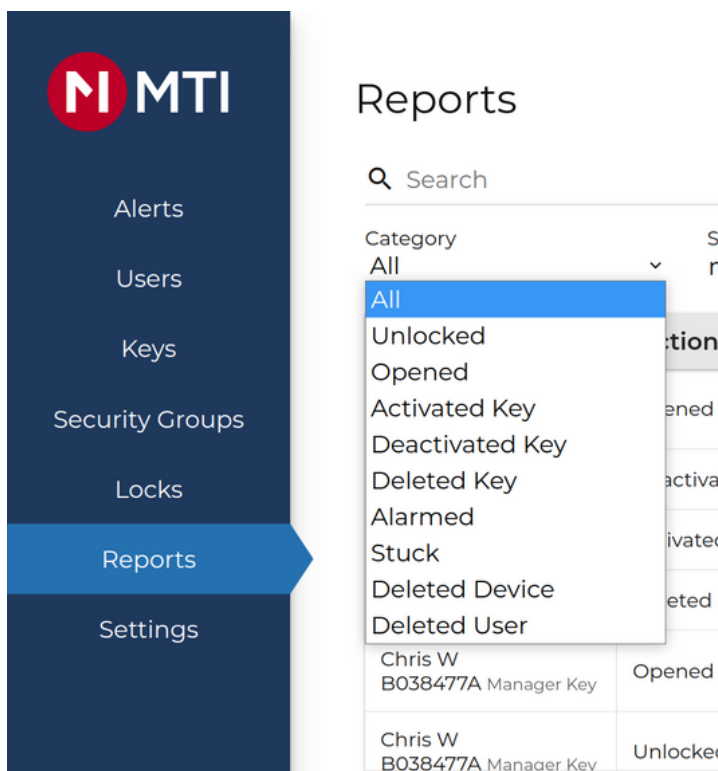
## Reports



The screenshot shows the Reports table with the following data:

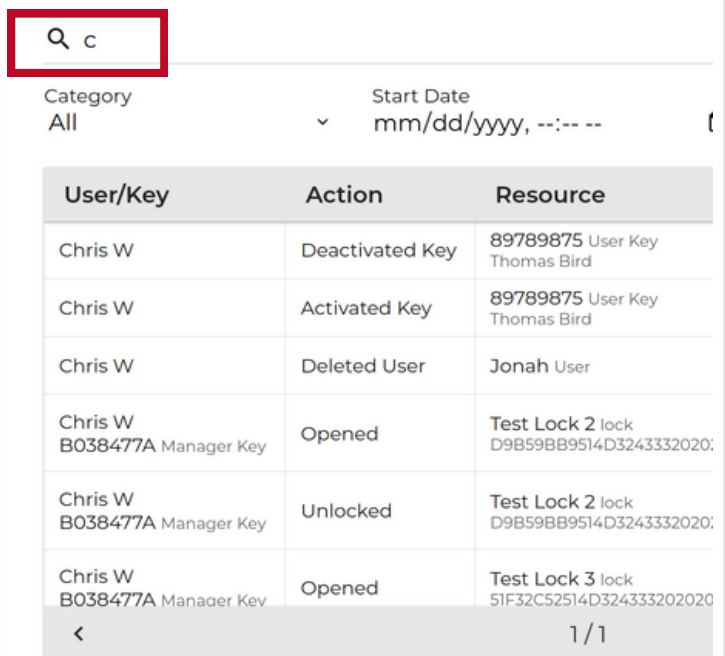
User/Key	Action	Resource	Time	Location
	Opened	lock 7ED1877A514D354A482020200B16021E	6/29/2023 12:38:19 PM 0h 0m 1s	
Chris W	Deactivated Key	89789875 User Key Thomas Bird	6/29/2023 12:36:00 PM	
Chris W	Activated Key	89789875 User Key Thomas Bird	6/29/2023 12:35:58 PM	
Chris W	Deleted User	Jonah User	6/29/2023 12:34:14 PM	
Chris W B038477A Manager Key	Opened	Test Lock 2 lock D9B59BB9514D32433320200B152838	6/29/2023 12:21:33 PM 0h 0m 1s	Liquor Test Lock 2
Chris W B038477A Manager Key	Unlocked	Test Lock 2 lock D9B59BB9514D32433320200B152838	6/29/2023 12:21:33 PM	Liquor Test Lock 2

3 The **category** dropdown allows the user to filter down to a specific type of action.



4 The search function allows users to search for events, keys, users, and locks

## Reports



The screenshot shows the Reports table with the search bar highlighted in a red box. The search bar contains the letter 'c'. The table below the search bar shows the following data:

User/Key	Action	Resource
Chris W	Deactivated Key	89789875 User Key Thomas Bird
Chris W	Activated Key	89789875 User Key Thomas Bird
Chris W	Deleted User	Jonah User
Chris W B038477A Manager Key	Opened	Test Lock 2 lock D9B59BB9514D3243332020:
Chris W B038477A Manager Key	Unlocked	Test Lock 2 lock D9B59BB9514D3243332020:
Chris W B038477A Manager Key	Opened	Test Lock 3 lock 51F32C52514D324333202020

1 The **Start Date** and **End Date** buttons can be used to filter down to specific times and dates.

2 The **Clear** button on the bottom of the calendar will clear out the data/time and the table will go back to default view.

v0.4.0

Export

Start Date mm/dd/yyyy, --:-- -- End Date mm/dd/yyyy, --:-- --

Act	S	M	T	W	T	F	S	12	40	PM	ime	Location
Oper	28	29	30	31	1	2	3	01	41	AM	9/2023 21:27 PM 0m 1s	Liquor Test Lock 3
Unlo	11	12	13	14	15	16	17	03	43		9/2023 21:27 PM 0m 2s	Liquor Test Lock 3
Unlo	18	19	20	21	22	23	24	04	44		9/2023 21:18 PM 0m 5s	Liquor Test Lock 3
Unlo	25	26	27	28	29	30	1	05	45		9/2023 21:18 PM 0m 5s	Liquor Test Lock 3
Opened							7/2023	11:57:41 AM			0h 0m 1s	Liquor Test Lock 3
Unlocked	Test Lock 3 lock 51F32C52514D3243332020200B15203F						6/6/2023	11:57:40 AM			0h 0m 2s	Liquor Test Lock 3

1/1

Start Date mm/dd/yyyy, --:-- -- End Date mm/dd/yyyy, --:-- --

June 2023

Act	S	M	T	W	T	F	S	12	40	PM	ime	Location
Oper	28	29	30	31	1	2	3	01	41	AM	9/2023 21:27 PM 0m 1s	Liquor Test Lock 3
Unlo	11	12	13	14	15	16	17	03	43		9/2023 21:27 PM 0m 2s	Liquor Test Lock 3
Unlo	18	19	20	21	22	23	24	04	44		9/2023 21:18 PM 0m 5s	Liquor Test Lock 3
Unlo	25	26	27	28	29	30	1	05	45		9/2023 21:18 PM 0m 5s	Liquor Test Lock 3
Opened							7/2023	11:57:41 AM			0h 0m 1s	Liquor Test Lock 3
Unlocked	Test Lock 3 lock 51F32C52514D3243332020200B15203F						6/6/2023	11:57:40 AM			0h 0m 2s	Liquor Test Lock 3

1/1

3 The **today** button will auto fill in the date and time to today.

4 You can use the arrows at the bottom of the table to navigate forward or backwards.

v0.4.0

Export

Start Date mm/dd/yyyy, --:-- -- End Date mm/dd/yyyy, --:-- --

June 2023

Act	S	M	T	W	T	F	S	12	40	PM	ime	Location
Oper	28	29	30	31	1	2	3	01	41	AM	9/2023 21:27 PM 0m 1s	Liquor Test Lock 3
Unlo	11	12	13	14	15	16	17	03	43		9/2023 21:27 PM 0m 2s	Liquor Test Lock 3
Unlo	18	19	20	21	22	23	24	04	44		9/2023 21:18 PM 0m 5s	Liquor Test Lock 3
Unlo	25	26	27	28	29	30	1	05	45		9/2023 21:18 PM 0m 5s	Liquor Test Lock 3
Opened							7/2023	11:57:41 AM			0h 0m 1s	Liquor Test Lock 3
Unlocked	Test Lock 3 lock 51F32C52514D3243332020200B15203F						6/6/2023	11:57:40 AM			0h 0m 2s	Liquor Test Lock 3

1/1

Reports

test lock 3

Export

Category All

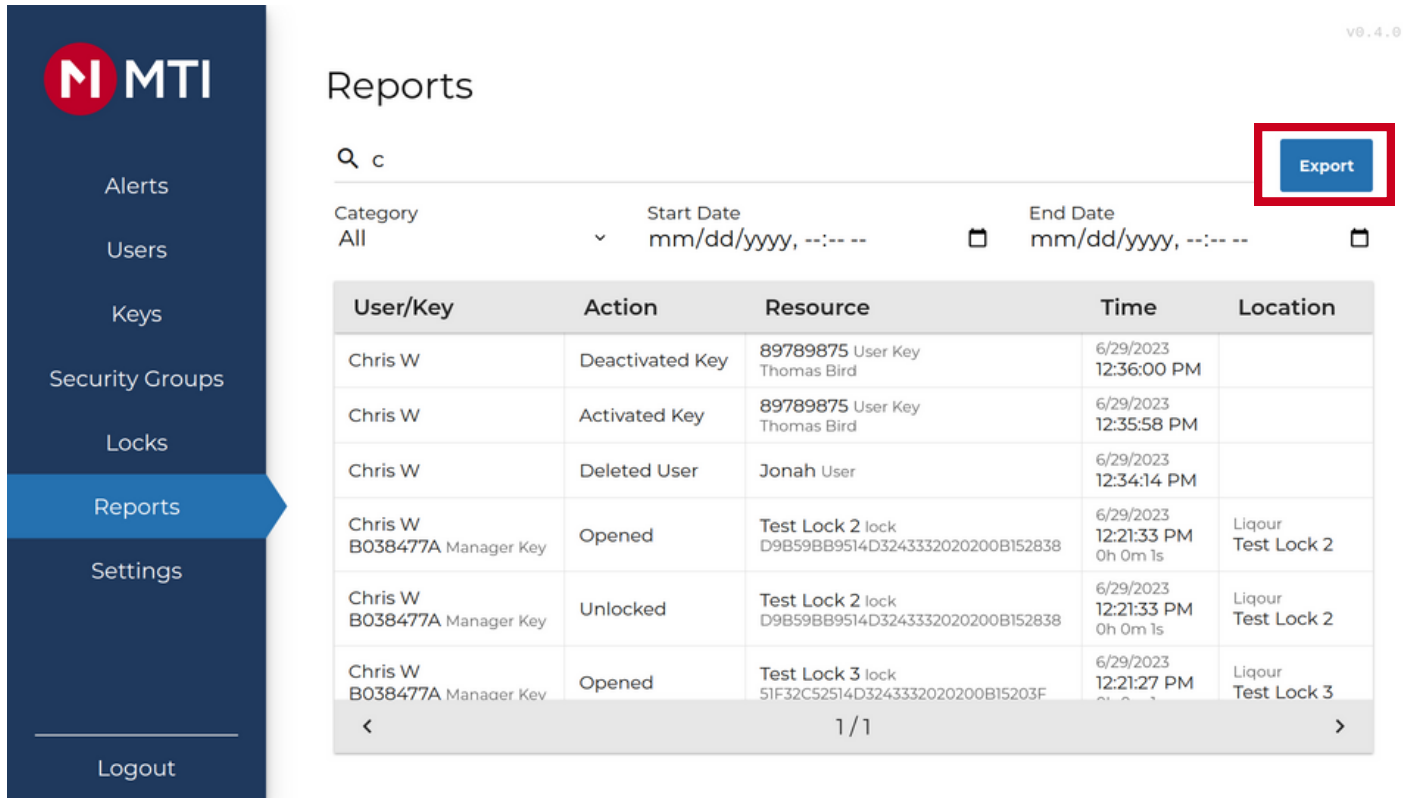
Start Date mm/dd/yyyy, --:-- -- End Date mm/dd/yyyy, --:-- --

June 2023

User/Key	Act	S	M	T	W	T	F	S	12	40	PM	ime	Location
Chris W B038477A Manager Key	Oper	28	29	30	31	1	2	3	01	41	AM	9/2023 21:27 PM 0m 1s	Liquor Test Lock 3
Chris W B038477A Manager Key	Unlo	11	12	13	14	15	16	17	03	43		9/2023 21:27 PM 0m 2s	Liquor Test Lock 3
Chris W B038477A Manager Key	Unlo	18	19	20	21	22	23	24	04	44		9/2023 21:18 PM 0m 5s	Liquor Test Lock 3
Chris W B038477A Manager Key	Opened							7/2023	11:57:41 AM			0h 0m 1s	Liquor Test Lock 3
Chris W B038477A Manager Key	Unlocked	Test Lock 3 lock 51F32C52514D3243332020200B15203F						6/6/2023	11:57:40 AM			0h 0m 2s	Liquor Test Lock 3

1/1

- 1 Before being able to export you will need to insert a USB drive into the MAP device. The export feature will not work without a USB drive. After you have a USB drive plugged in navigate to the reports page and click on the top right **Export** button.

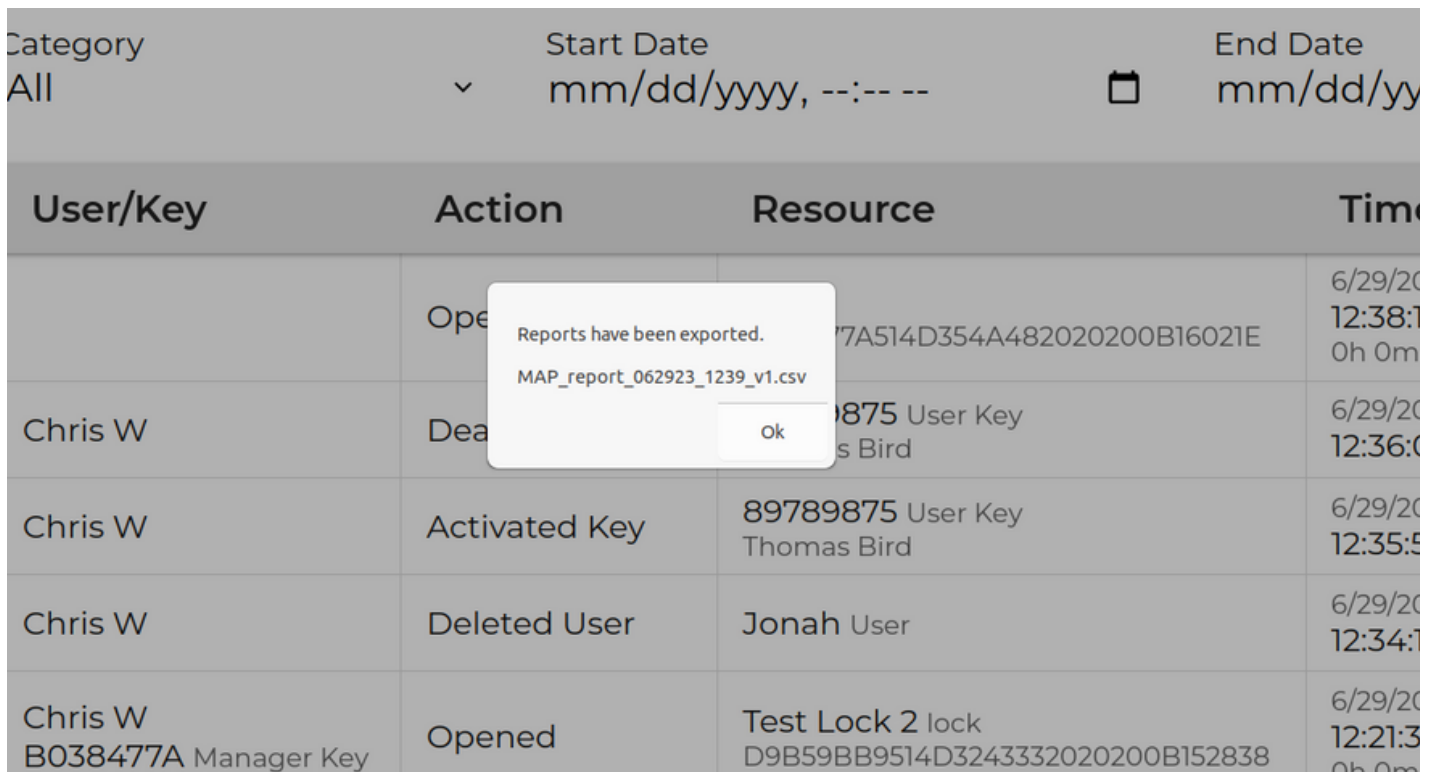


The screenshot shows the MTI MAP interface. On the left is a dark blue sidebar with the MTI logo and navigation options: Alerts, Users, Keys, Security Groups, Locks, Reports (highlighted with a blue arrow), Settings, and Logout. The main content area is titled 'Reports' and includes a search bar with the letter 'c'. Below the search bar are filters for Category (All), Start Date (mm/dd/yyyy, --:-- --), and End Date (mm/dd/yyyy, --:-- --). A blue 'Export' button is highlighted with a red box in the top right corner. Below the filters is a table with the following data:

User/Key	Action	Resource	Time	Location
Chris W	Deactivated Key	89789875 User Key Thomas Bird	6/29/2023 12:36:00 PM	
Chris W	Activated Key	89789875 User Key Thomas Bird	6/29/2023 12:35:58 PM	
Chris W	Deleted User	Jonah User	6/29/2023 12:34:14 PM	
Chris W B038477A Manager Key	Opened	Test Lock 2 lock D9B59BB9514D32433320200B152838	6/29/2023 12:21:33 PM 0h 0m 1s	Liquor Test Lock 2
Chris W B038477A Manager Key	Unlocked	Test Lock 2 lock D9B59BB9514D32433320200B152838	6/29/2023 12:21:33 PM 0h 0m 1s	Liquor Test Lock 2
Chris W B038477A Manager Key	Opened	Test Lock 3 lock 51F32C52514D32433320200B15203F	6/29/2023 12:21:27 PM	Liquor Test Lock 3

At the bottom of the table, there is a pagination indicator showing '1 / 1'.

- 2 After clicking on the **Export** button (and if a USB drive is plugged in) a csv file will be exported to the USB. It's a standard csv file that can be opened with Excel. It will reflect the data shown in your reports page.



This screenshot shows the same Reports page as above, but with a white confirmation dialog box overlaid on the table. The dialog box contains the following text:

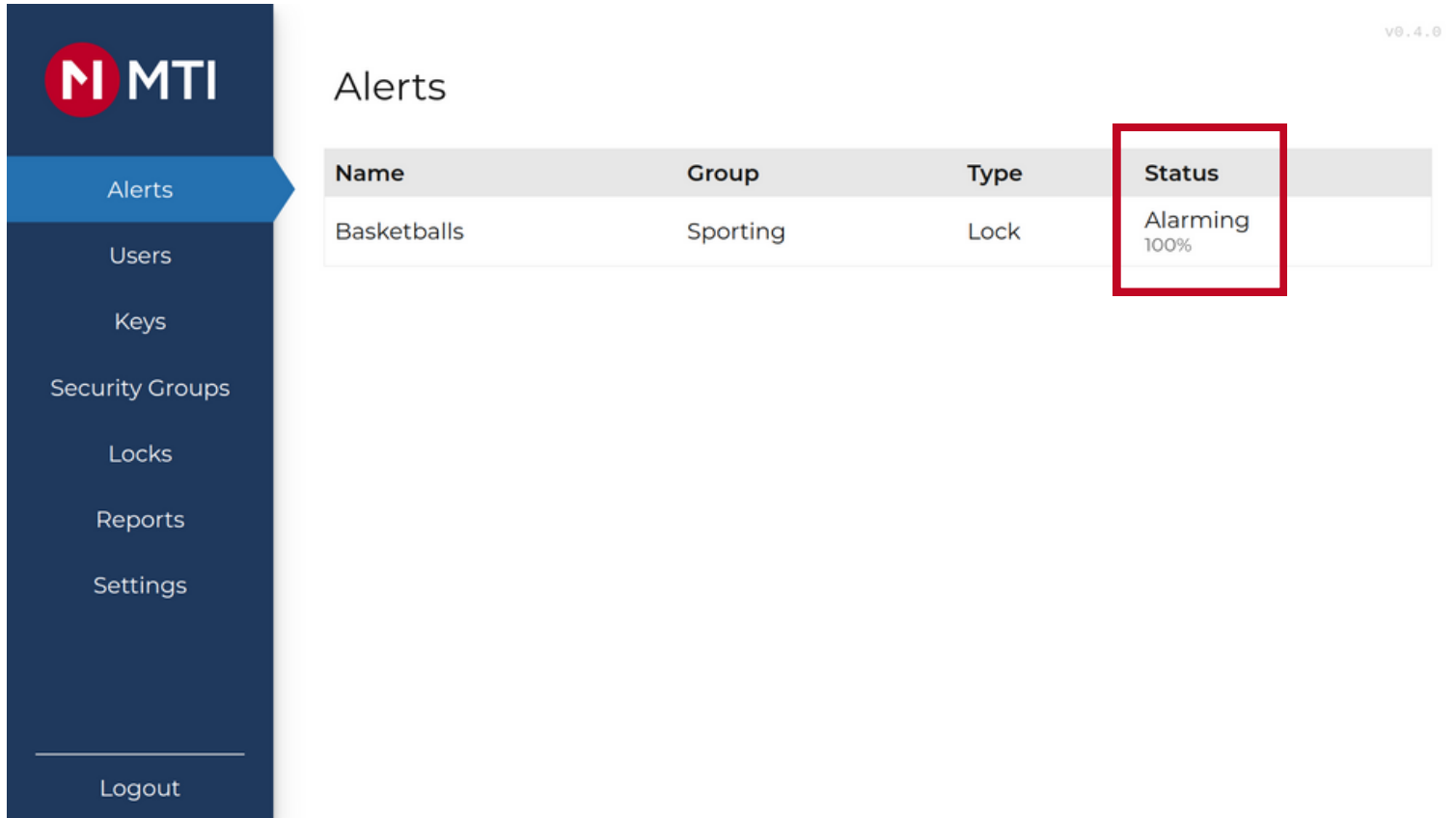
Reports have been exported.  
MAP\_report\_062923\_1239\_v1.csv  
ok

The background table is dimmed, showing the same data as in the previous screenshot.



# ALERTS





Alerts

Name	Group	Type	Status
Basketballs	Sporting	Lock	Alarming 100%

v0.4.0

On the Alerts tab you will see any current issues with any Lock in your MAP system. Once the issue has been fixed when you next click on the alerts tab the issue will be cleared.

# MTI Support Channels

For immediate assistance questions or issues,  
Call MTI at 1-800-305-1043 for support  
Open 7 days a week 6AM-11PM PST

or

For non-urgent issues:  
Email: [connectsupport@mtigs.com](mailto:connectsupport@mtigs.com)