BQT Connect – Admin User Manual

DN 01021/002 - 05/2024

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1.0   Getting Started

1.1   Introduction

The Connect App enables control over YG80B locks via a digital platform, transforming mobile devices into virtual keyrings. An eKey acts just like a traditional key but in digital form, stored on a smartphone or tablet, allowing the holder to unlock doors equipped with the YG80B lock. Initially, the owner will set up their YG80B lock within the app, and then have the ability to distribute eKeys to others as needed. Access to this system is provided through both a dedicated smartphone app and an online web portal, offering versatility in managing entry permissions.

Owners can issue various eKeys through the Connect App: 24/7 access for unrestricted entry, scheduled access for timed entry, and guest access limited to a 24-hour period. Additionally, admin eKeys enable certain users to manage locks and distribute keys themselves. For instance, a homeowner might grant family members 24/7 access, set specific entry times for a cleaner, provide a guest eKey for overnight guests, and assign an admin eKey to a trusted individual for managing access permissions and issuing keys as needed. This system enhances flexibility in access management, offering a secure and efficient way to control entry to properties.

This approach simplifies access management by moving away from physical keys, making it easier to control who can enter a property and when. The system is particularly useful for managing access to rental properties, office spaces, or homes, offering a blend of convenience and security.

1.2   Install the app

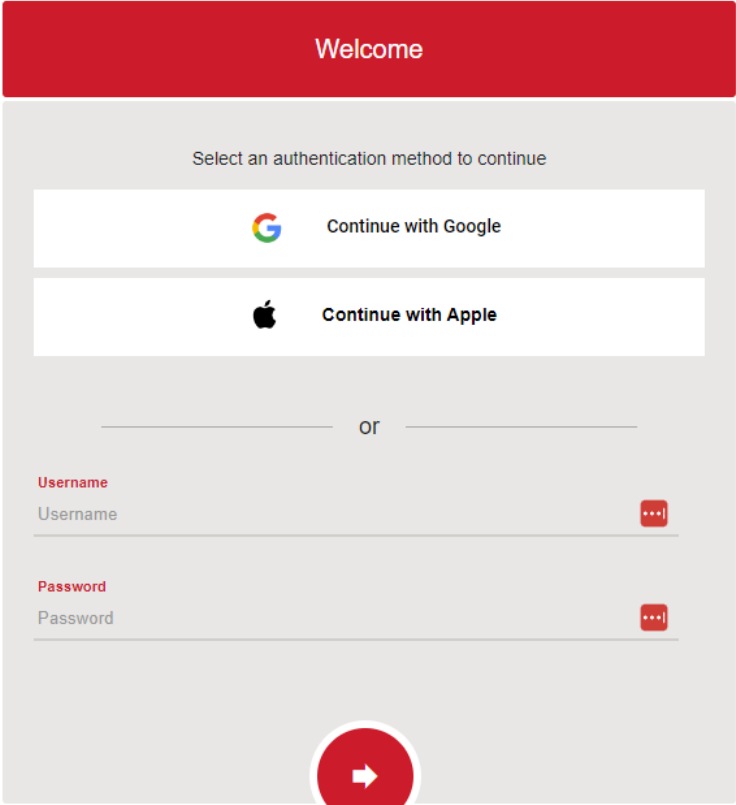Download and install the BQT Connect app on your phone. Search for BQT Connect in the App Store or Google Play Store.

1.3   Web Portal Address

To access the web portal, please use the following address.

https://connect.bqtsolutions.com/

2.0 Web Portal

2.1 Login Screen
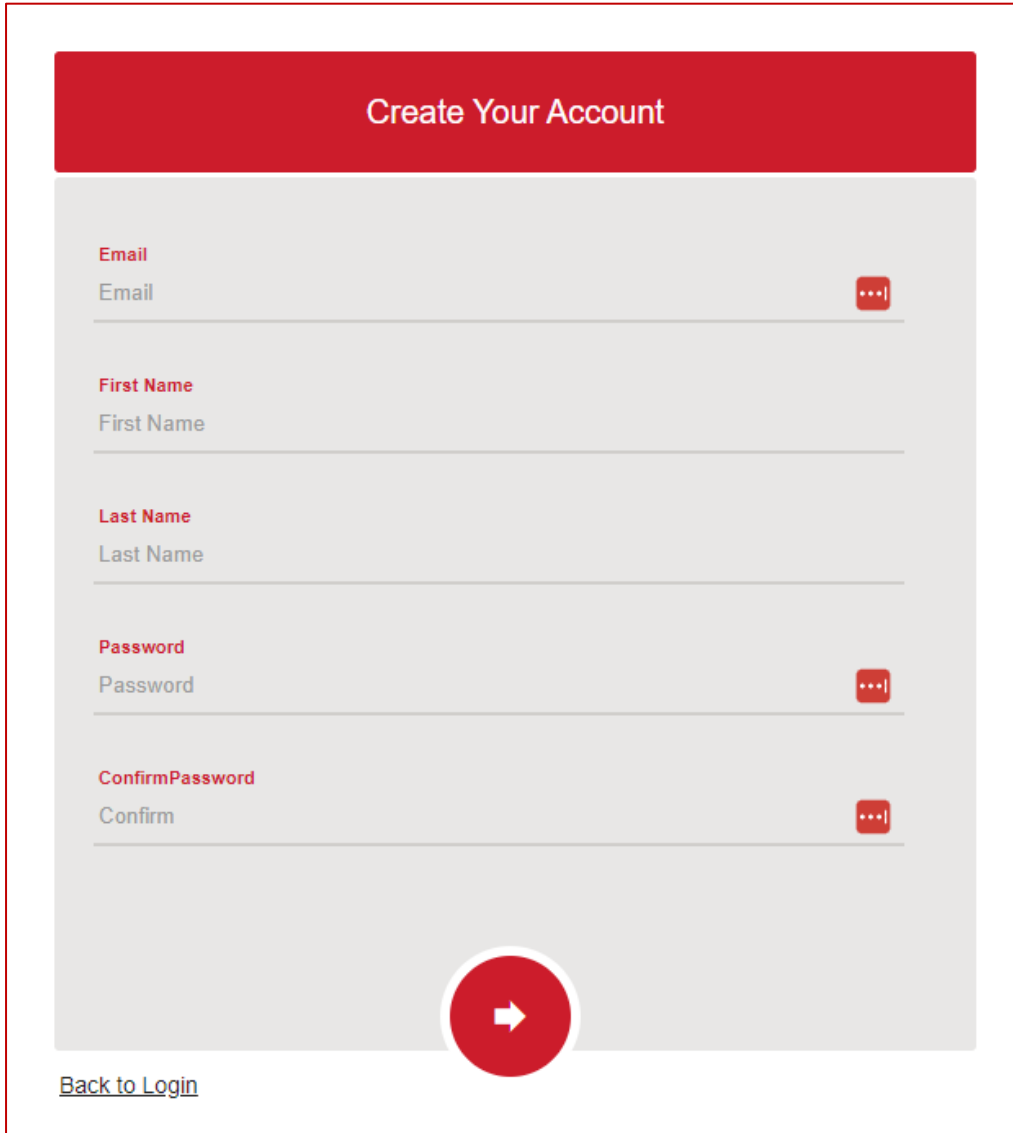
Page Elements

- **Continue with Google / Continue with Apple**
  Select these if you have set up your account with your google or app account email address.

- **Username**
  Enter your username, this will be your email address used during account creation.

- **Password**
  Enter your password, this will be the password used during account creation.

- **Create Account**
  Click to go to create your account page.

- **Reset Password**
  Click to go to reset password page.
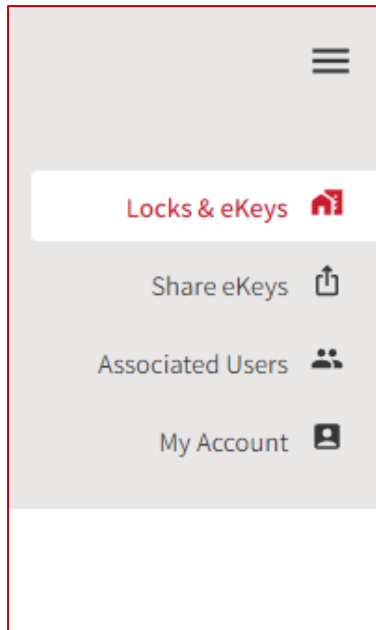
2.2 Create an account

Page Elements

- **Email**
  Enter the email address for your account, this will act as your username.

- **First Name**
  Enter your first name.

- **Last Name**
  Enter your surname.

- **Password**
  Enter a unique password, do not share this password.

- **Confirm Password**
 *Re-enter the same password.*

2.3   Navigation Sidebar

Sidebar Shortcuts

- **Hamburger Icon**
  Click this to show/hide the navigation side bar.

- **Locks & eKeys**
  Click to go to the My Locks & eKeys page, see 2.4 My Locks and eKeys.

- **Share eKeys**
  Click to go to the eKey Invitations page, see 2.6 eKey Invitations List.

- **Associated Users**
  Click to go to the Distributor page, see 2.9 Associated Users.

- **My Account**
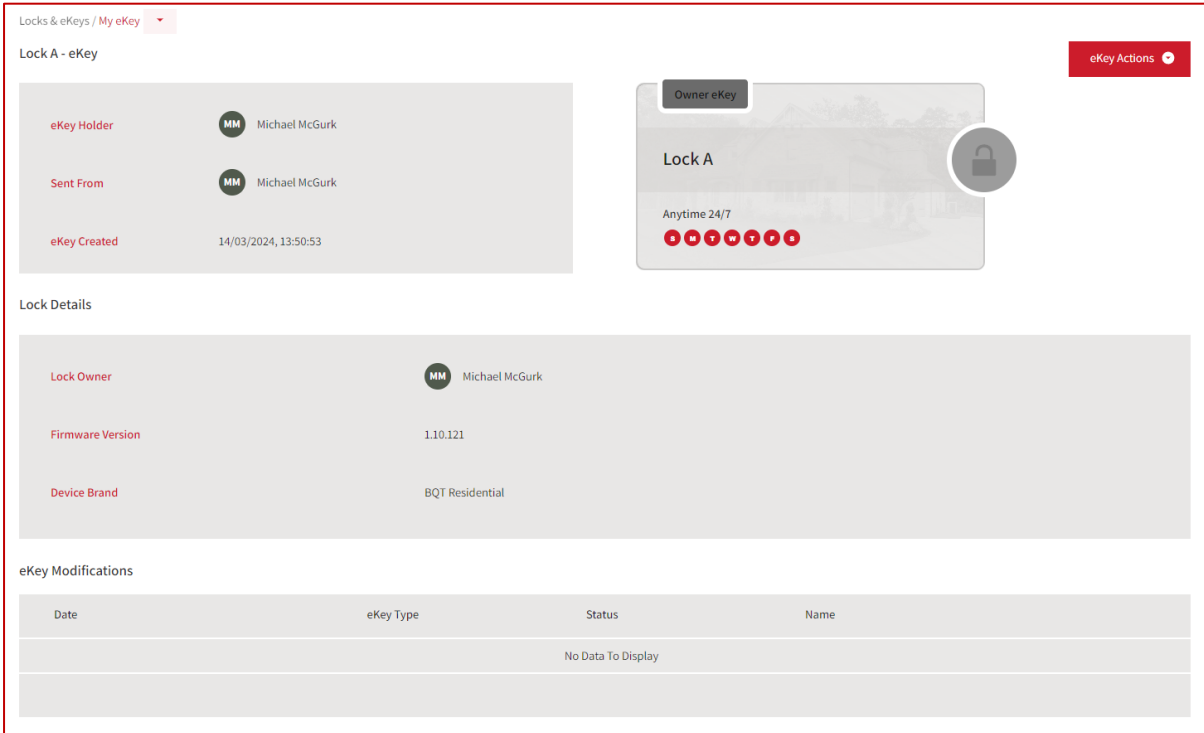 *Click to go to the My Account page, see 2.11 Profile.*

2.4 My Locks and eKeys
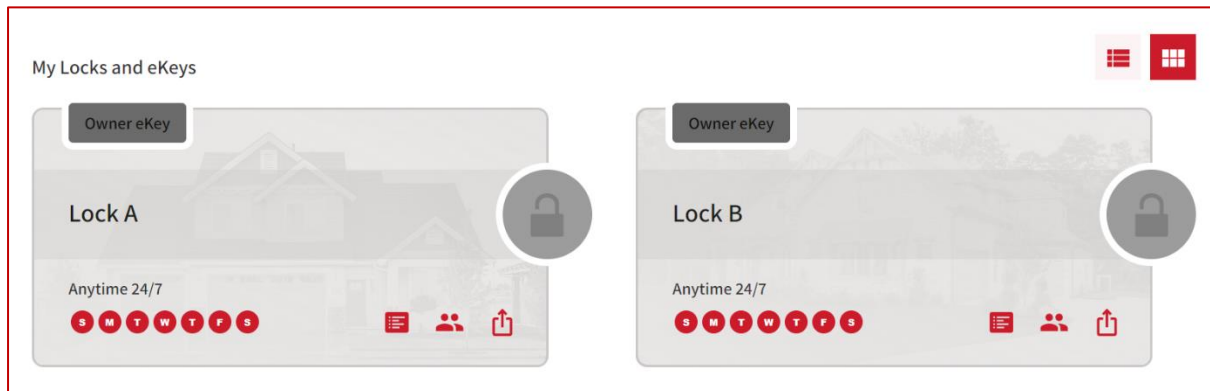
Page Elements

- **Lock List**
  View all the locks you have eKeys for, and the type of eKey. To become the owner of a new lock, you will need to install the appropriate mobile app and follow the on-screen instructions.

- **View Lock History**
  Opens the list of device events for when it was locked, unlocked, or paired; and by who.

- **View eKey Holders**
  Opens the list of all eKey holders for the device, and their current status.

- **Share an eKey**
  Opens the Share an eKey dialog, see 2.7 Share an eKey.

- **My eKey**
  Click anywhere else in the device badge to open the My eKey page.

2.5 My eKey

Page Elements

- **Locks & eKeys Dropdown**
  Link to My eKey, Lock History, eKey Shares for Lock, and eKey Holders. Review when a lock has been operated, who has been invited to use the lock, and who the current eKey holders are.

- **eKey Details**
  Shows the eKey holders name, who it was sent from, and when it was created.

- **Lock Details**
  Shows the owner of the lock, the firmware version of the lock, and the device brand.

- **eKey Modifications**
  Shows any changes to the eKey, and when the change was made.

- **eKey Actions Dropdown**
  Provides options to view, edit, rename, and delete the eKey. Note that the owner will not be able to delete their eKey.

2.6   eKey Invitations List

Page Elements

- **+ New eKey Invitation**
  Click this to open Share an eKey dialog, see 2.7 Share an eKey.

- **Shared Locks**
  Shows the locks that the eKey invite provides access to.

- **eKey Type**
  Shows the eKeys access type, see 2.7 Share an eKey for access type list.

- **Redemptions**
  Shows the number of times the eKey invite has been redeemed, out of how many available.

- **Expiration**
  Shows the date the eKey invite will expire and become inactive.

- **Status**
  Shows whether the invite is still active or is now inactive.

- **⋮ Options**
 *Provides options to view, share, clone, or delete the eKey invitation.*

2.7   Share an eKey
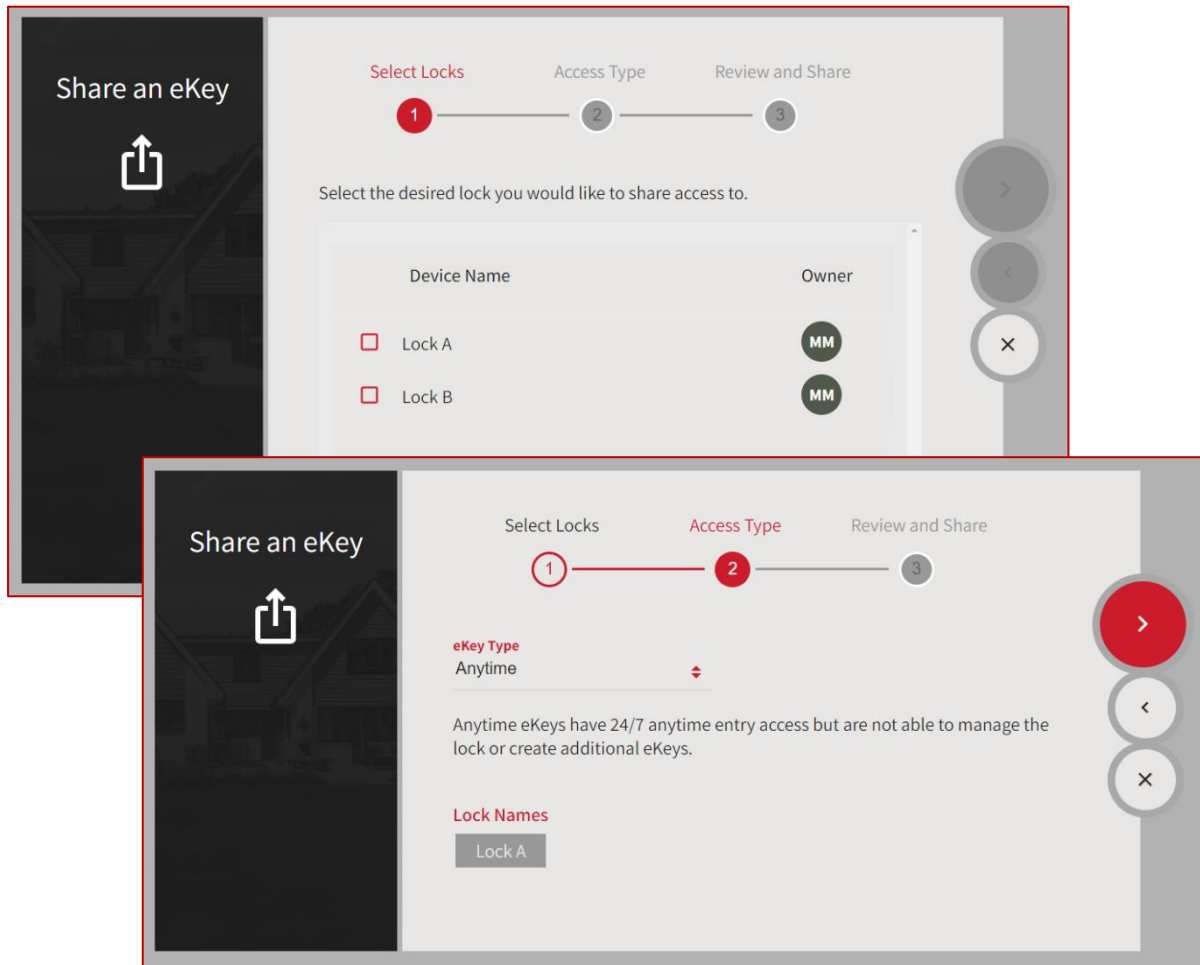
Share an eKey Dialog

- **Select Locks**
  Select the locks from the device list that you would like to share an eKey for.

- **Access Type**

    o **Admin**
      Admin eKeys have 24/7 anytime entry access and give the eKey Holder permissions to manage the lock and create additional eKeys.

    o **Anytime**
      Anytime eKeys have 24/7 anytime entry access but are not able to manage the lock or create additional eKeys.

    o **Guest**
      Guest eKeys have anytime entry access for a 24-hour period only. Guest eKey Holders are not able to manage the lock or create additional eKeys.

    o **Scheduled**
      Scheduled eKeys have entry access during the time(s) configured only. Choose the days the eKey should have access, and either set a start time / end time or "all day access".
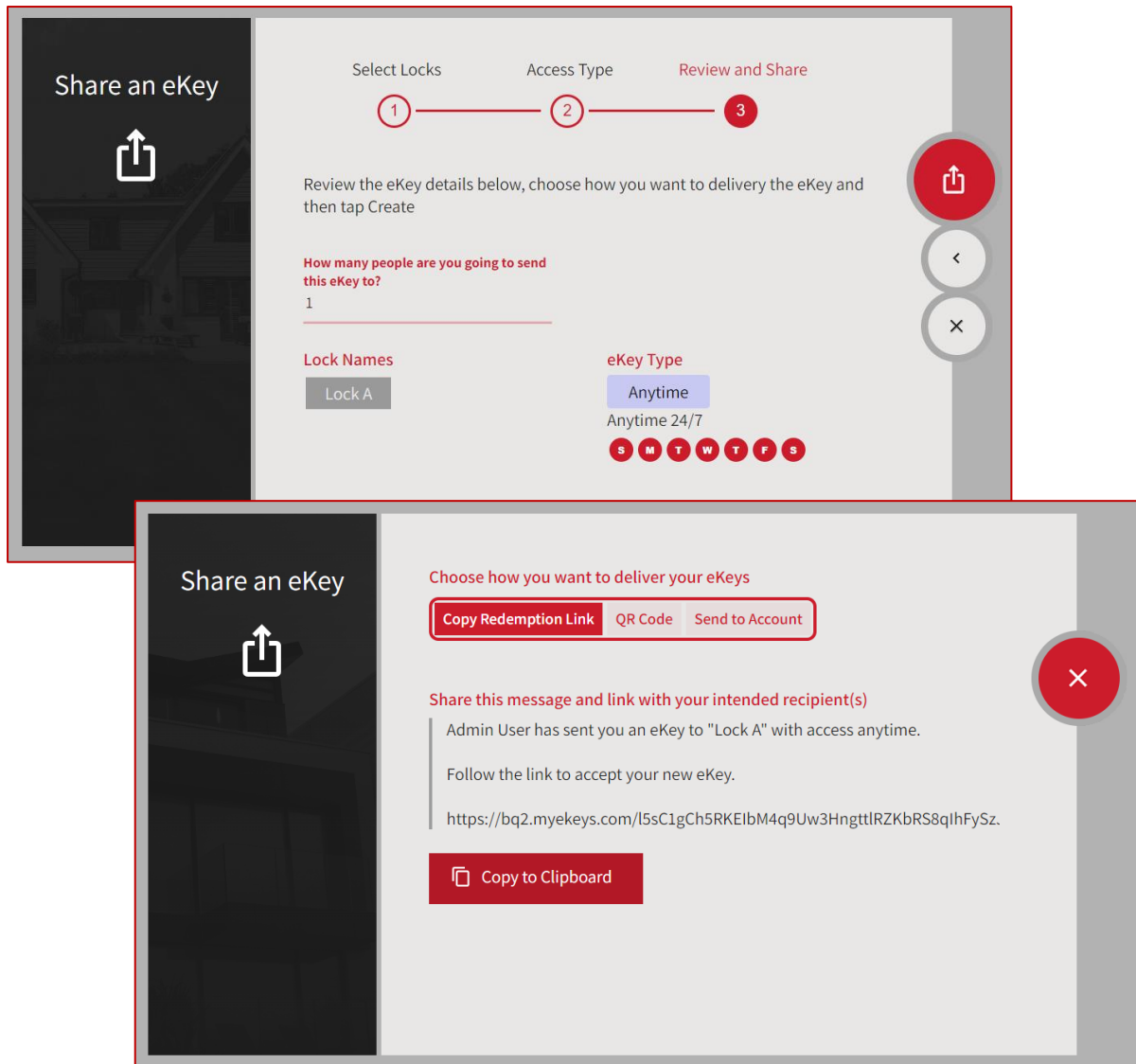
Share an eKey Dialog

- **Review and Share**
  Choose how many people you are sending the eKey to. The invite can be redeemed by that many people before any additional recipients can no longer redeem the eKey. Review the locks and access type given before clicking the Save button.

- **Choose how you want to deliver you eKeys**
  You can either copy a redemption link and send to your recipients, send a QR code which can be scanned by the recipient's mobile device, or send the redemption link directly to their BQT Connect account.

2.8   eKey Share Details

Page Elements

- **Actions**
  Provide options to share eKey by showing sharing options for this invite, clone the share invitation allowing for more users to redeem, or disable the share invitation to stop redemption.

- **Redemption Summary**
  Provides progress bar for how many eKey redemptions have been made out of the maximum.

- **Status**
  Show the current status of the invitation.

- **Expiration**
  Show the expiration date of the invitation.

- **eKey Badge**
  Shows details of the eKey being badged, including the access type.

- **Redeemed eKeys**
  List the users that have redeemed the invitation, including details on eKey status, and invitation redeem date.

2.9   Associated Users

Associated Users				
User	**Email**	**eKey Count**		
(AU) Admin User	admin+a@bqtsolutions.com	1	👁	⬆

Page Elements

- **Associated Users List**
  Lists all users that have shared or been shared an eKey.

- **User**
  Shows the listed user's name.

- **Email**
  Shows the listed user's email address.

- **eKey Count**
  Provides a count of the number of held eKeys by that user.

- **View icon**
  Click the eye symbol to view the user's details, see 2.10 User Details.

- **Share eKey icon**
  Click the share symbol to open the share an eKey dialog, see 2.7 Share an eKey.

2.10   User Details

Associated Users / User Details

User Profile

First Name	Admin
Last Name	User
Email	admin+a@bqtsolutions.com

AU
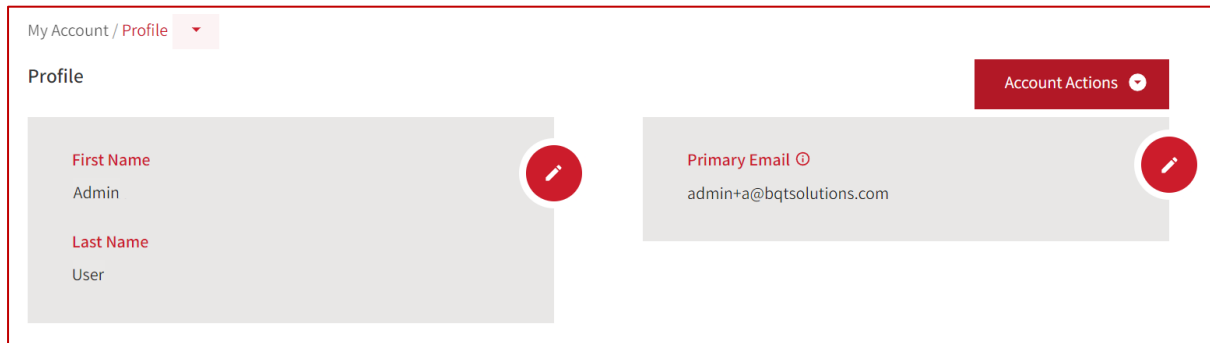
eKeys

+ Share eKey

Lock Name	eKey Type	eKey Status	
Lock A	Anytime	Active	👁

Page Elements

- **First Name**
  Shows the user's first name.

- **Last Name**
  Shows the user's last name.

- **Email**
  Shows the user's email address.

- **+ Share eKey**
  Click this to open Share an eKey dialog, see 2.7 Share an eKey.

- **eKey List**
  Provides a list of held eKeys by that user, including their type, state, and view options.

2.11 Profile

Page Elements

- **+ Account Actions**
  Provide options to set a new password, manage your smart devices, manage your email settings, manage your sign in options, delete your account, or logout.

- **First and Last Name**
  View or edit the name for this profile.

- **eKey Type**
 *View or edit the primary email for this profile.*

3.0   App Functions

3.1   Using the app

This section explores the various functions of the app using the iPhone version as a visual guide. It's important to note that while the Android version of the app is near functionally identical to the iPhone version, there are some visual and navigational differences. Except for the specific differences mentioned throughout the chapter, all features and functionalities remain consistent across both platforms. Android users should expect slight variations in menus and page layouts.

Assuming you have installed the BQT Connect application on your smartphone, click the app icon.
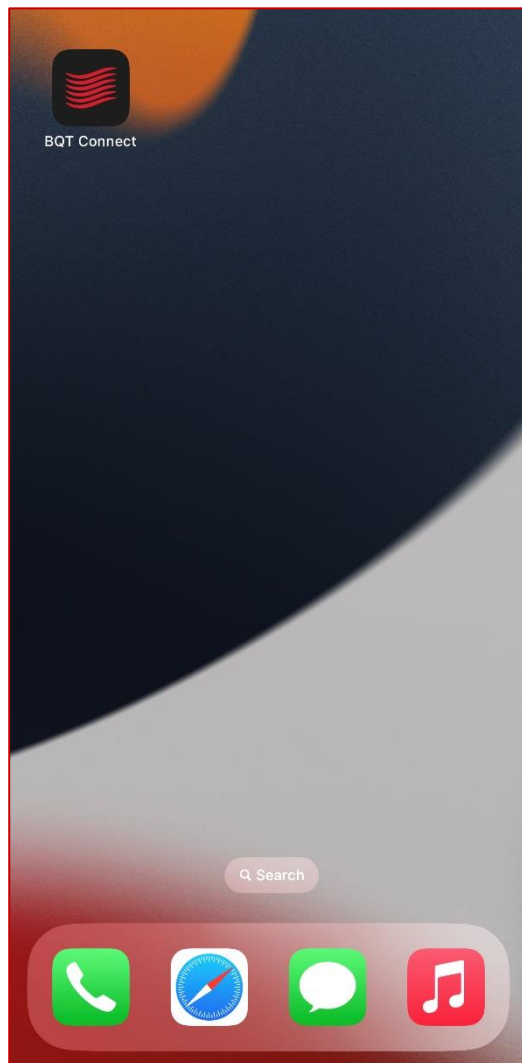
Apple App   **Android App**
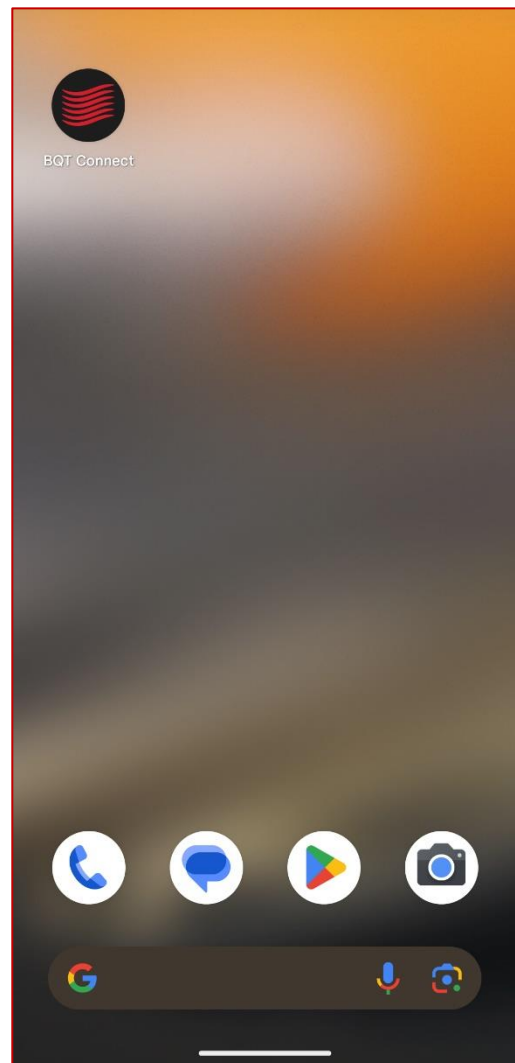
If you have an existing account, sign in.

- **Continue with Google / Continue with Apple**
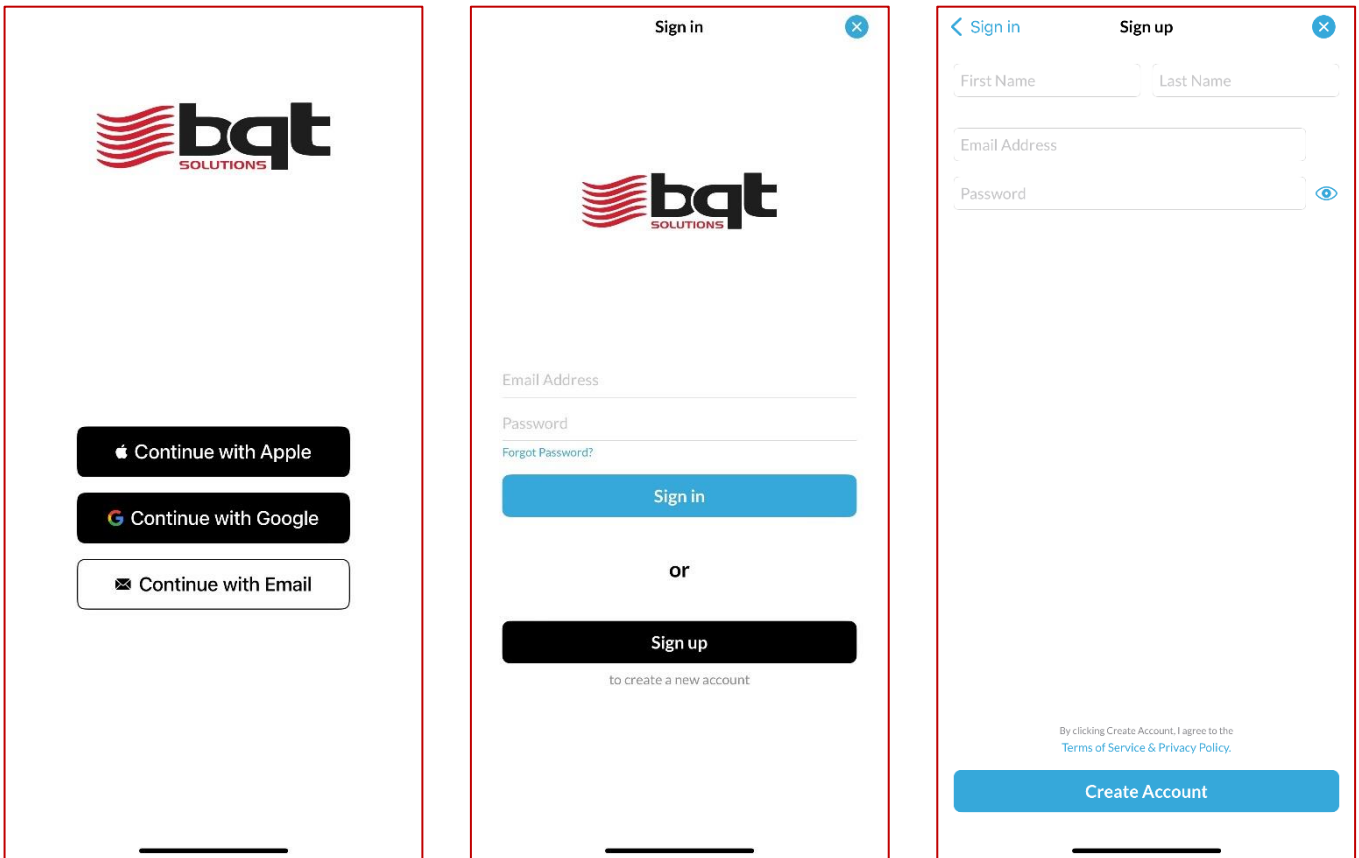 *Select these if you have set up your account with your google or apple account email address. Otherwise continue with your traditional email address.*

  Note: *This login method is currently not available on the android app.*

- **Email Address / Password**
  Enter your username and password, that were used during account creation.

To create a new account, sign up.

- **First Name / Last Name**
  Enter your first and last name.

- **Email Address**
  Enter the email address for your account, this will act as your username.

- **Password**
  Enter a unique password, do not share this password.

3.3   Adding a new lock
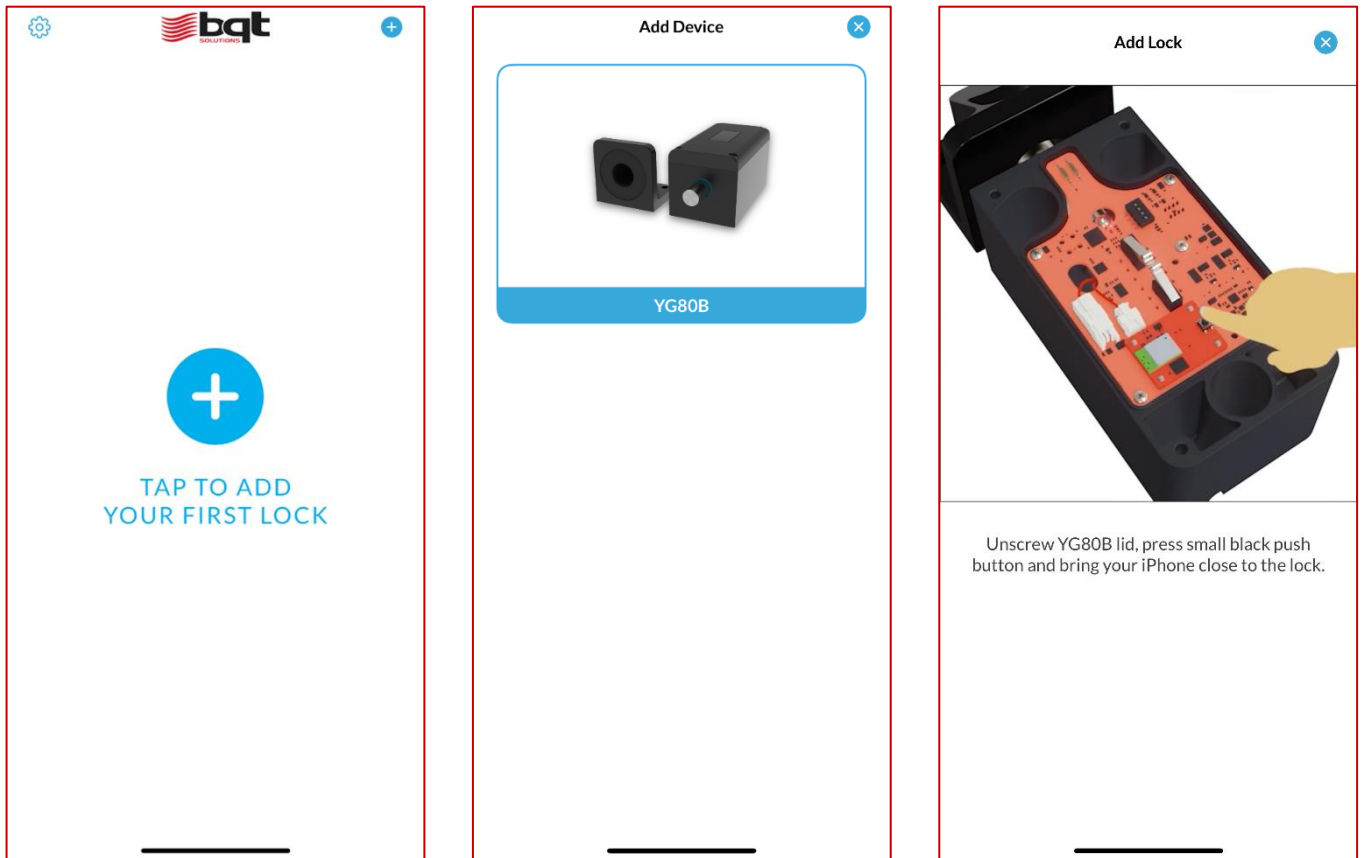
**To add a new lock, follow the on-screen instructions.**

- **Ensure the YG80B is powered on**
  The lock should be supplied 12 – 24VDC via the wire loom.

- **Unscrew and remove the lid**
  Using a 4mm hex key, unscrew the four screws and remove the lid.

- **Locate the bluetooth module pairing button**
  Referring to the BQT Connect on-screen images, locate the pairing button on the Bluetooth Module and press once. Pairing will not work if the lock has already been enrolled.

- **Name the lock**
  Provide the lock a unique and meaningful name, e.g., East Entrance Gate

- **Replace the lid**
  To ensure a good seal between the lid and lock body, partially tighten all four screws first before completely tightening them.

How to reset the Bluetooth Module

Locate the LEDs on the Bluetooth Module, near the pairing button. If only the red LED is on, this indicates the YG80B is already enrolled. If appropriate, request an eKey from the existing lock owner or lock admin.

To reset the Bluetooth Module so that a new owner can be enrolled (erasing all issued eKeys), hold down the pairing button for longer than 5 seconds. When both the red and yellow LEDs on the Bluetooth Module have turned on, the YG80B is now ready to be enrolled again. Follow steps to add a new lock.

3.4   Using the lock
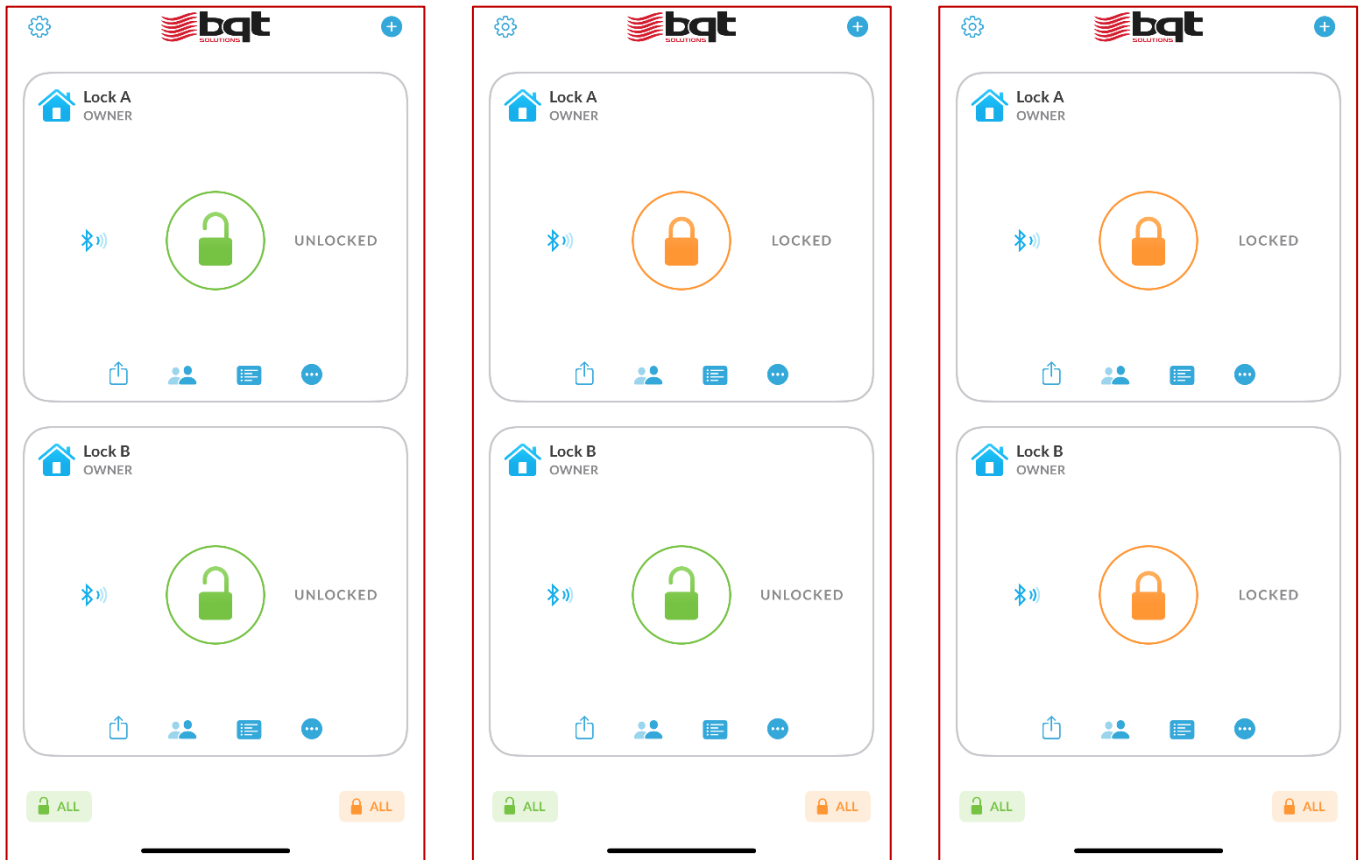
To operate the lock, press the padlock icons.

- **Current lock state**
  The padlock will be displayed green and unlocked if the YG80B is currently unlocked. Else the padlock will be displayed orange and locked if the YG80B is currently locked.

- **Operating the lock**
  Press the padlock to either lock or unlock, after a few seconds the state will be updated.

- **Lock / Unlock All**
  You can operate all listed locks at the same time by pressing the unlock all or lock all buttons. This may be useful if you are operating two YG80B securing the same roller door. This functionality is only available on the iOS application at time of writing.

  Note: *Controlling multiple locks simultaneously is currently not available on the android app.*
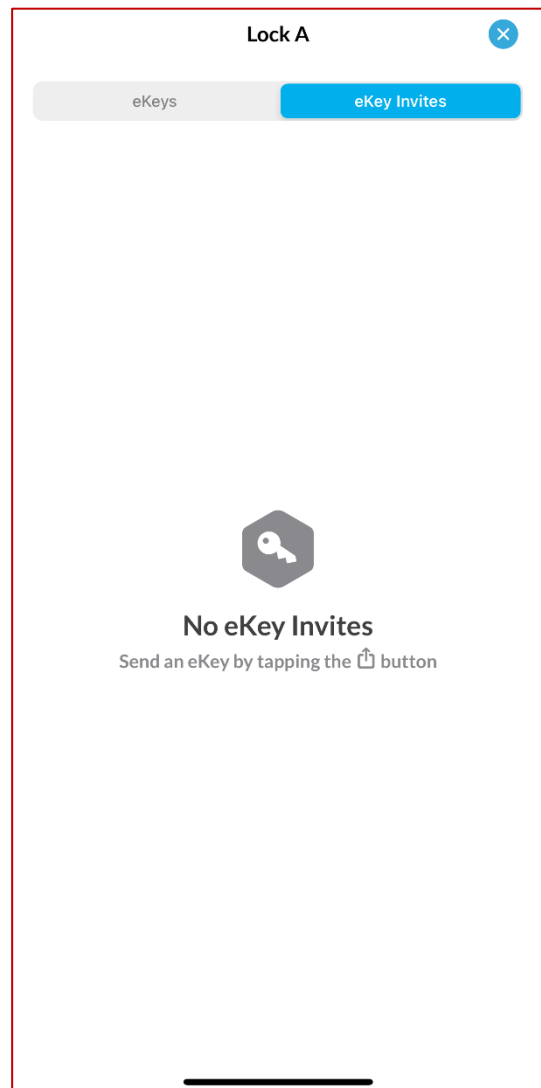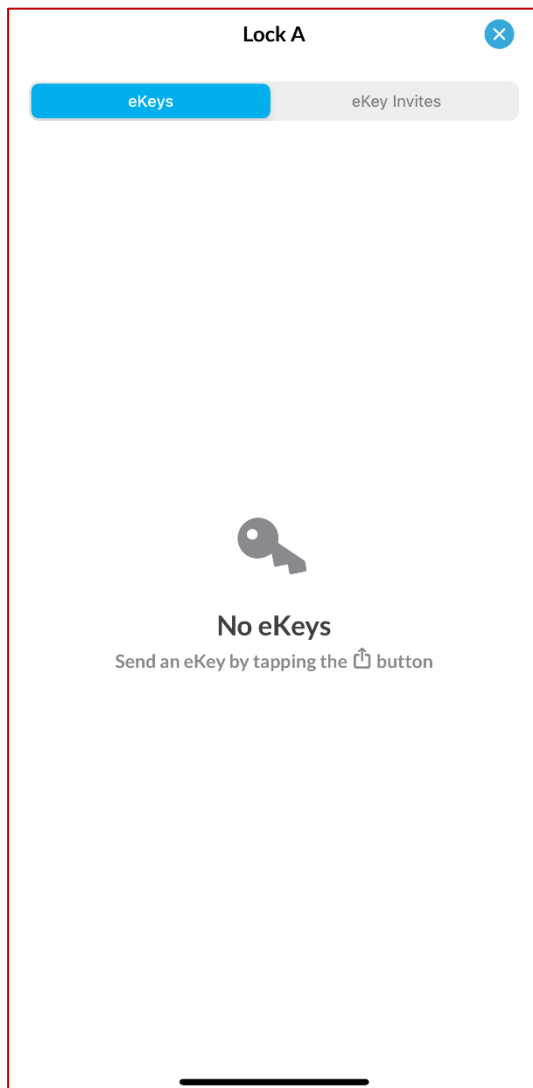
3.5   Sharing an eKey
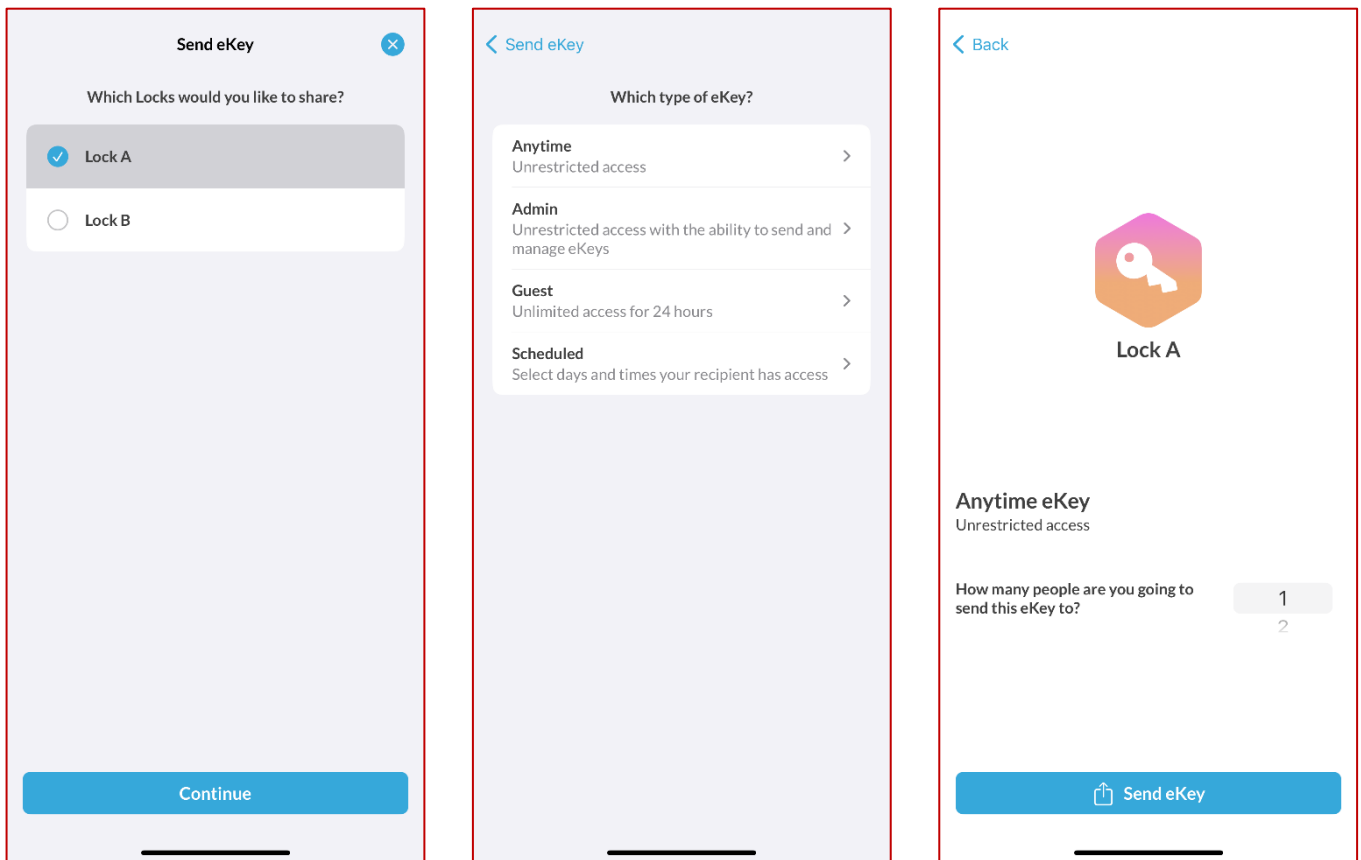
To share an eKey, press the send button for the selected lock.

- **Choose a lock**
  Select one or multiple locks to share eKey access for.

- **Chose the eKey type**
  Select from the list of eKey types.

- **Number of eKeys**
  Provide a number of eKeys that can be redeemed from the link being sent.
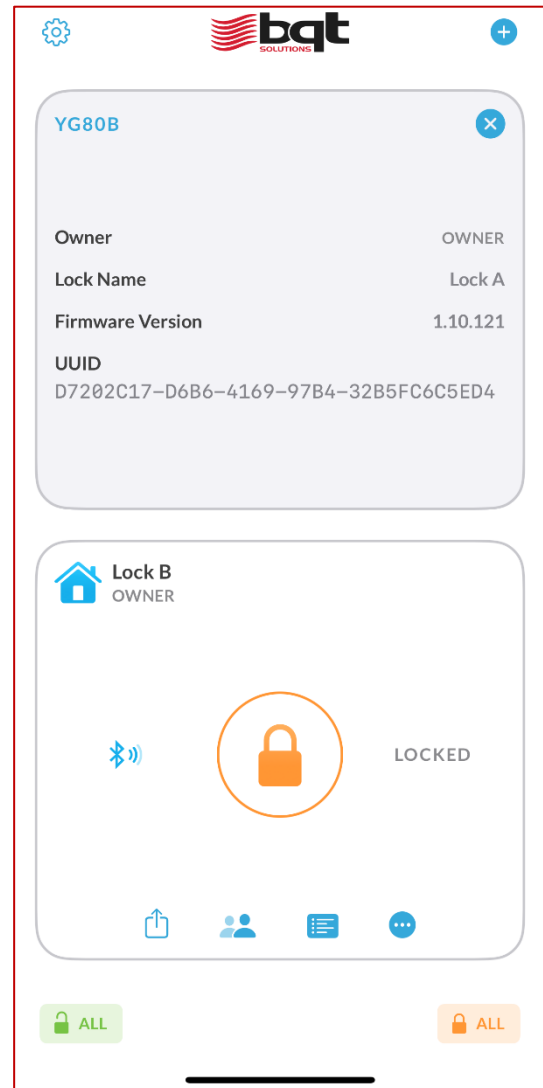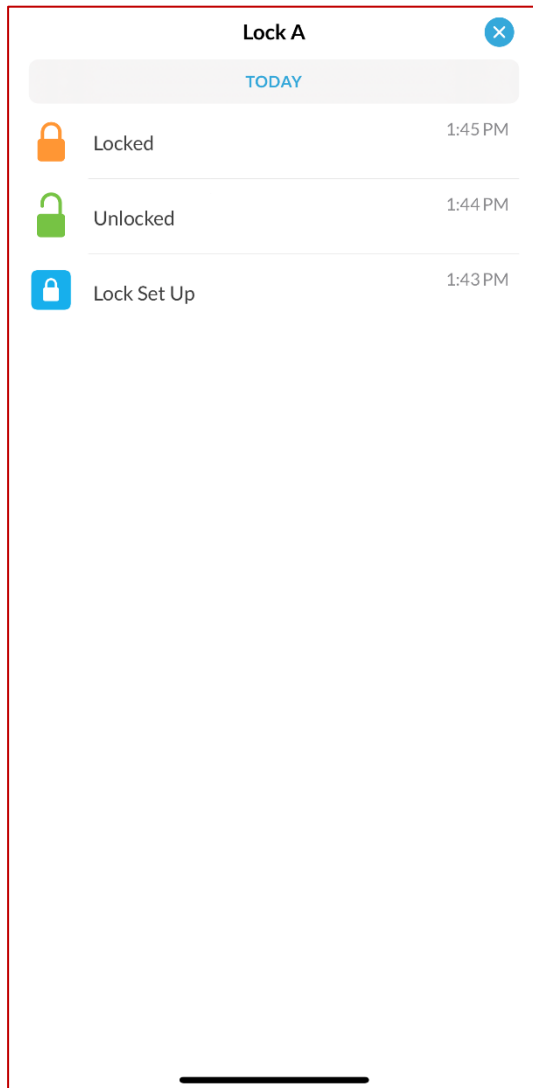
3.6   Viewing shared eKeys

To view a locks eKeys and eKey invites, press the people button for the selected lock.

- **eKey list**
  Show all eKeys issued for the selected lock, expect owner.

- **eKey invites list**
  Show all eKeys that have been sent, yet to be redeemed.

3.7   Viewing history and lock information

To view a locks history, press the log button for the selected lock.

- **History list**
  Show all locking events, such as lock, unlock, and pairing.

To view a locks detail, press the settings button for the selected lock.

- **Owner**
  Show the owner of the selected lock.

- **Lock Name**
  Show the name of the selected lock.

- **Firmware Version**
  Show the firmware version of the selected lock.

- **UUID**
  Shows the unique identifier of the selected lock.