

IMAporter MobileAccess (Admin)

Application for the Management of Mobile Keys



User Manual

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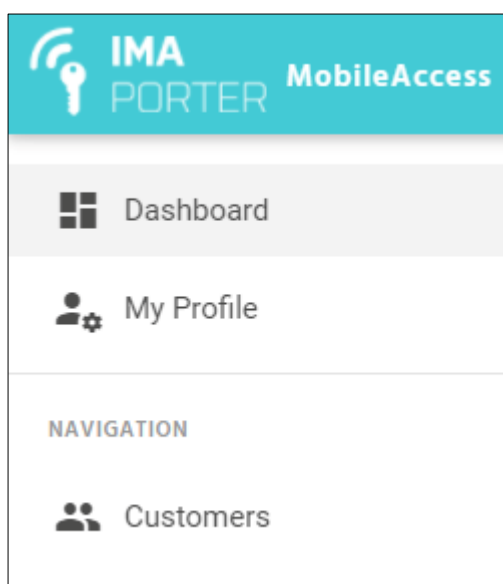
1 Initial System Configuration

The **IMAporter MobileAccess** web interface for creating mobile keys can be launched on any device with an Internet connection at <http://my.imaporter.com/> (= <https://csirm.azurewebsites.net/>). After logging into the distributor account, you can create an account for the customer which allows the creation and distribution of mobile keys for access control systems with offline readers in his building.

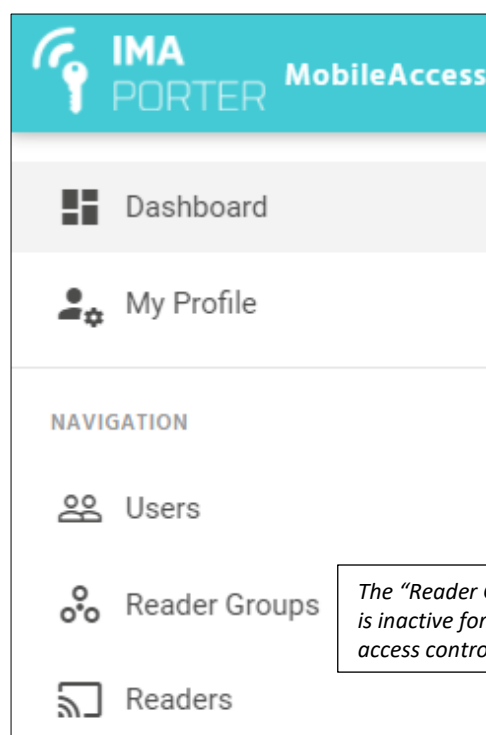
The **IMAporter MobileAccess** web interface for mobile key distribution distinguishes between 2 user levels:

- **Distributor** = an authorized IMAporter partner – this user creates a customer account for the owner of the building and adds credits to the customer account
- **Customer** = the owner of the object with the access control system installed – this user adds other users and creates mobile access keys for them

Menu for the **Distributor** account



Menu for the **Customer** account

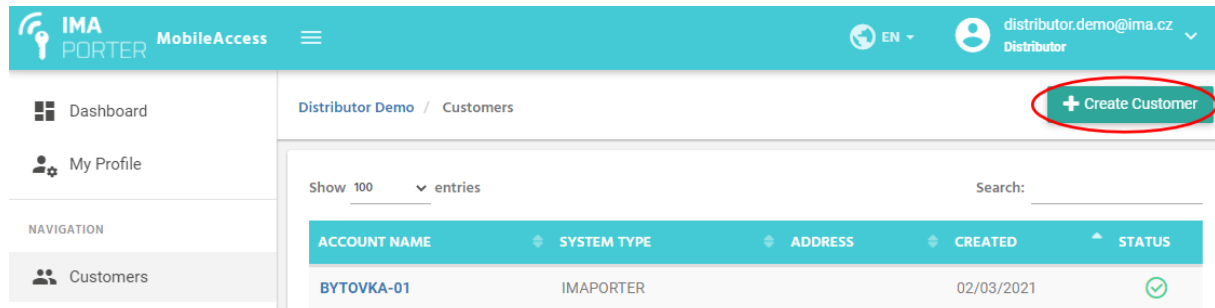


The "Reader Groups" tab is inactive for common access control systems.

2 Quick Guide

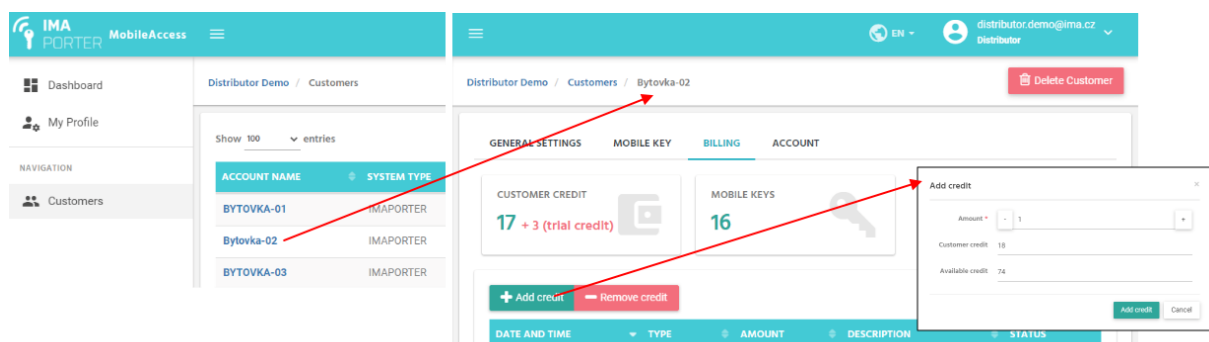
2.1.1 Creating a Customer Account

The **customer account** is set up by the distributor via the **distributor account**. Detailed info can be found [in chapter 3.3](#).



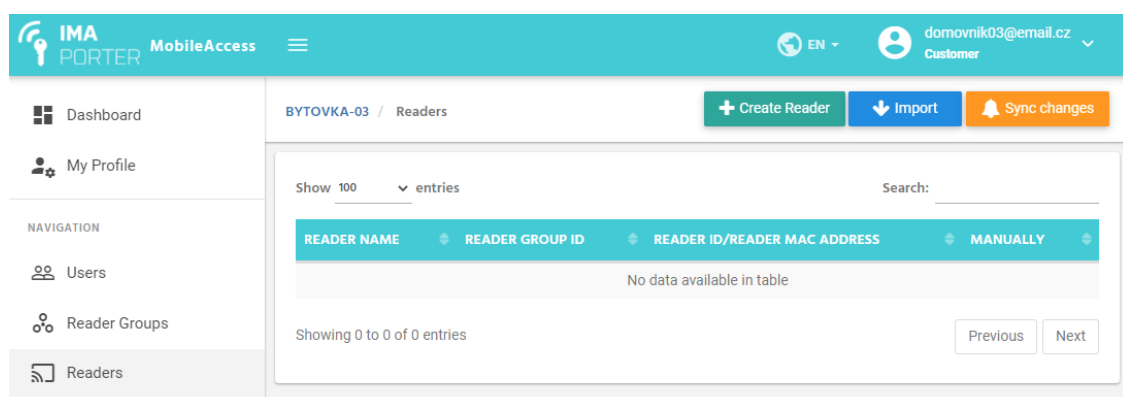
2.1.2 Adding Credit

Each customer account requires credits of at least the number of users for whom it will generate mobile keys. When a customer account is created, it receives 5 credits for free. Detailed instructions on how to transfer credit from a **distributor account** to a **customer account** can be found in [chapter 3.4](#).



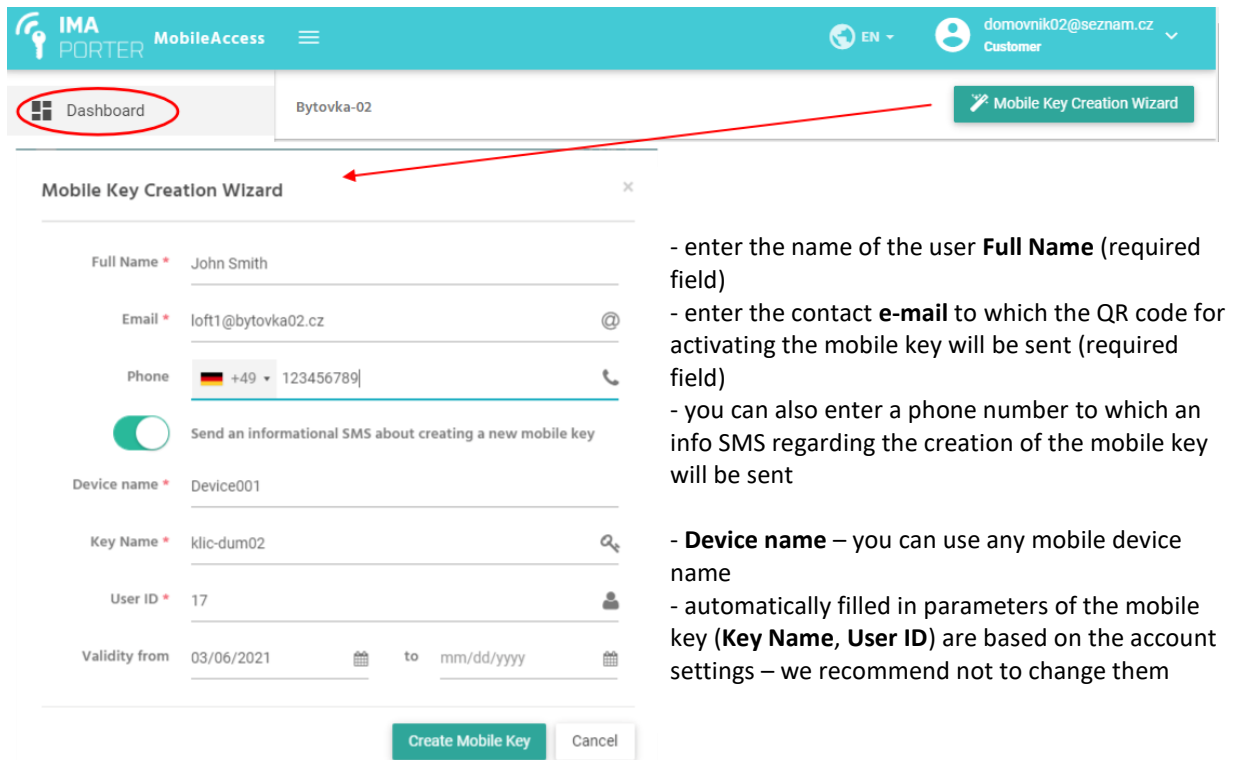
2.1.3 Connecting Readers to MobileAccess system

It is possible to connect readers to the **IMAporter MobileAccess** system of the customer mobile keys, which will be accessed using mobile keys via the **Mobile Key** application. Readers can be added on the Readers tab or via the customer account. Detailed instructions can be found in [chapter 4.4](#).



2.1.4 Creating New Mobile Keys (Adding New Users)

The easiest way to add a new user and send a mobile key is to use the **Mobile Key Creation Wizard** on the home screen of the customer account. After filling in the required data and confirming it by pressing the **Create Mobile Key** button, a QR code for activating the mobile key will be generated and sent to the user. The e-mail also includes instructions on where to download the Mobile Key application into which the QR code will be loaded.



Mobile Key Creation Wizard

Full Name * John Smith

Email * loft1@bytovka02.cz

Phone +49 123456789

☒ Send an informational SMS about creating a new mobile key

Device name * Device001

Key Name * klic-dum02

User ID * 17

Validity from 03/06/2021 to mm/dd/yyyy

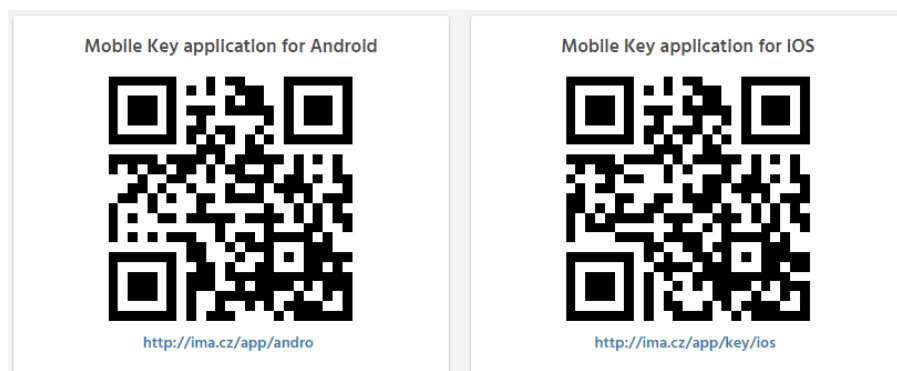
Create Mobile Key **Cancel**

- enter the name of the user **Full Name** (required field)
- enter the contact **e-mail** to which the QR code for activating the mobile key will be sent (required field)
- you can also enter a phone number to which an info SMS regarding the creation of the mobile key will be sent
- **Device name** – you can use any mobile device name
- automatically filled in parameters of the mobile key (**Key Name**, **User ID**) are based on the account settings – we recommend not to change them

Details on creating and editing records about users and their mobile keys can be found in [chapter 4.3](#).

2.1.5 Mobile Key Activation via the IMAporter Mobile Key Application

The IMAporter Mobile Key app is a user identification application which is used to communicate with the reader for the purposes of user identification. The application is available for Android and iOS.



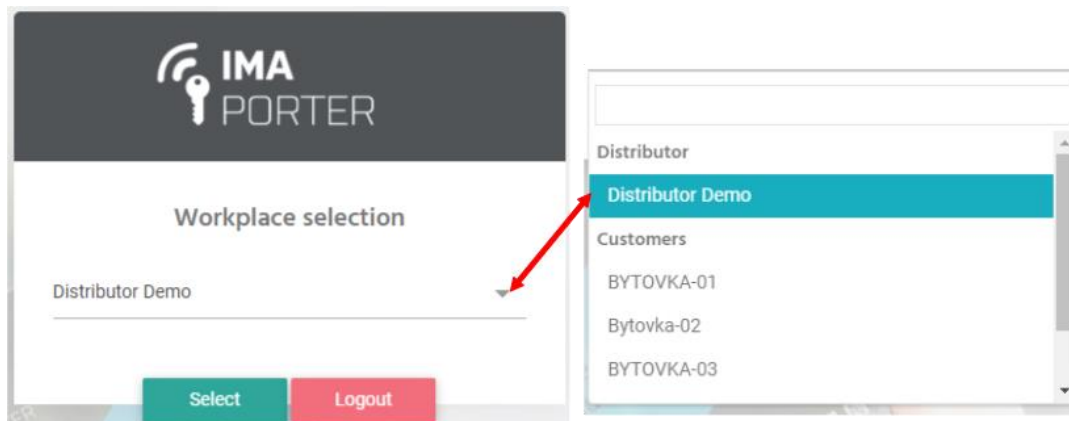
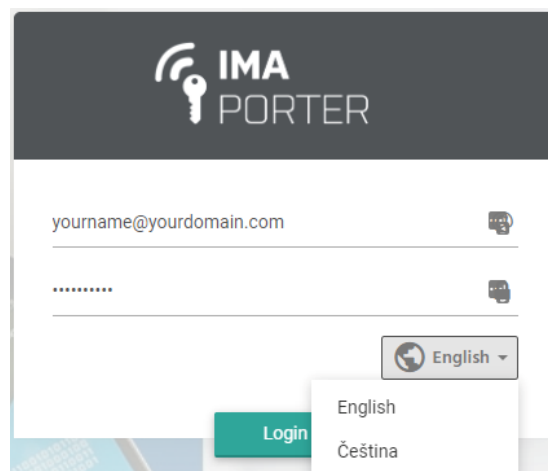
3 Distributor Account Guide

3.1 Login to the System

The web interface at <http://my.imaporter.com/> (= <https://csirm.azurewebsites.net/>) allows for the management of distributor and, subsequently, customer accounts tied to the installed access system after logging into it.

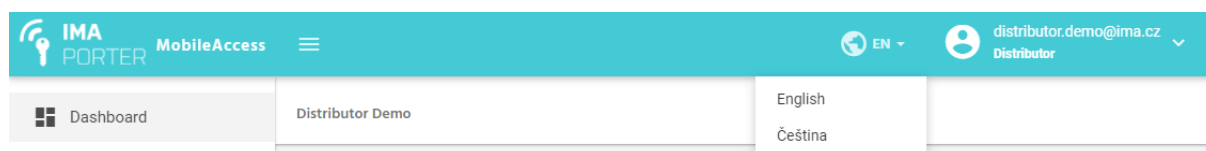
The username and password for the distributor account will be provided by IMA when the distributor contract is concluded.

If there are any customer accounts already connected to the distributor account, a selection menu for workspace will appear after logging in. The primary account here is the distributor account which you confirm simply by clicking the **Select Workspace** button. If you need to work with a customer account in the customer mode, simply select a customer account from the menu.



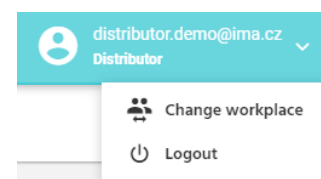
3.1.1 Switching Between Languages

The web interface can be used in various language versions. You can switch between EN/CZ version on the top bar of the system after logging in.



3.1.2 Logging Out of the System

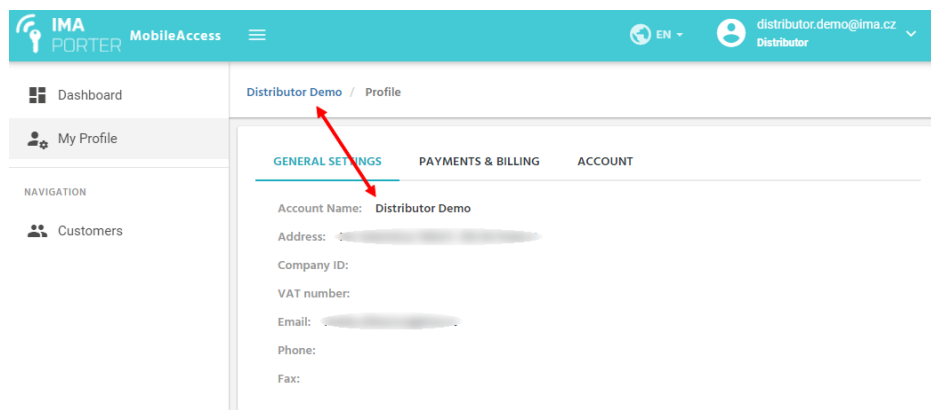
In the top right corner, you can **Logout** of the system or **Change workplace**. If you choose the **Change workplace** option, you will stay logged into your distributor account, but you will be able to work in a specific customer account (e.g. create mobile keys or add readers).



3.2 My Profile

The **My Profile** tab includes basic login details, allows you to check the amount of credit available to you and the history of buying it. In addition, it allows you to change the password for the distributor profile.

3.2.1 General Settings



The General Settings tab contains information about the owner of the distributor account entered by IMA during the conclusion of the distributor agreement. If you want to introduce any changes, you will have to contact IMA. Only **Account Name** is required for the account to function properly.

3.2.2 Payments & Billing

The **Payments & Billing** tab shows all movements of credit on the distributor account. If necessary, adding more credit can be requested from IMA; the credit will subsequently be added to the account based on the distributor contract conditions. One credit corresponds to one mobile key for one customer on his/her customer account.

GENERAL SETTINGS

PAYMENTS & BILLING

ACCOUNT

AVAILABLE CREDIT

75

CUSTOMERS

5

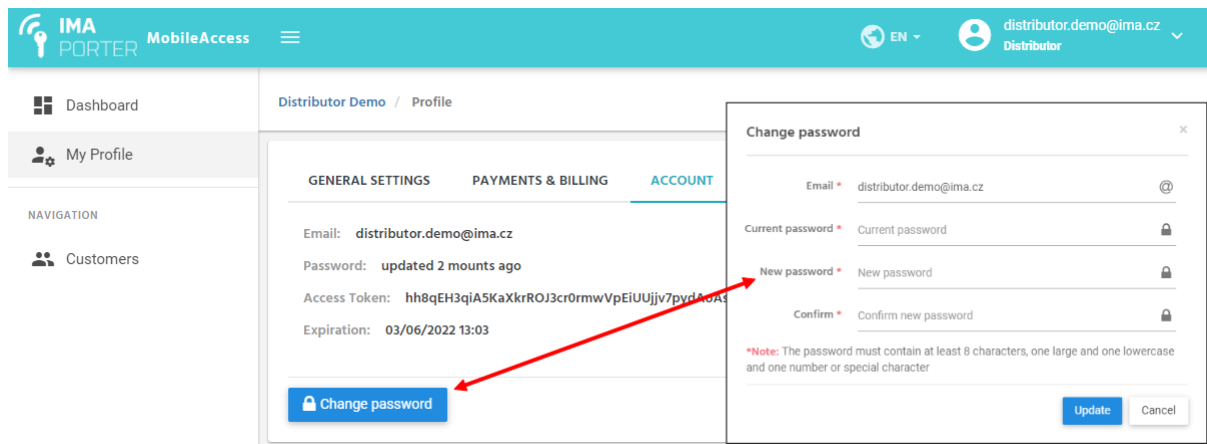
Show 100 entries

Search:

DATE AND TIME	TYPE	AMOUNT	DESCRIPTION	STATUS
01/29/2021 10:32	Purchase credit	100.0		Paid
02/03/2021 21:15	Transfer	-5.0	Credit transferred to BYTOVKA-01	Paid
02/03/2021 21:20	Transfer	-5.0	Credit transferred to Bytovka-02	Paid
02/08/2021 13:11	Transfer	-5.0	Credit transferred to Bytovka-02	Paid
02/08/2021 13:13	Refunding	5.0	Credit refunded from Bytovka-02	Refunded

The **Purchase credit** items show credits purchased by the distributor. After the customer account is created, 5 credits are automatically sent to it free of charge. These can also be found in the distributor credit list, but they do not affect the number of available credits in any way. The number of credits available on the distributor account changes only in the case of transfers (**Transfer / Refunded**) of credits to / from the customer account by the distributor (see [chapter 2.3](#)).

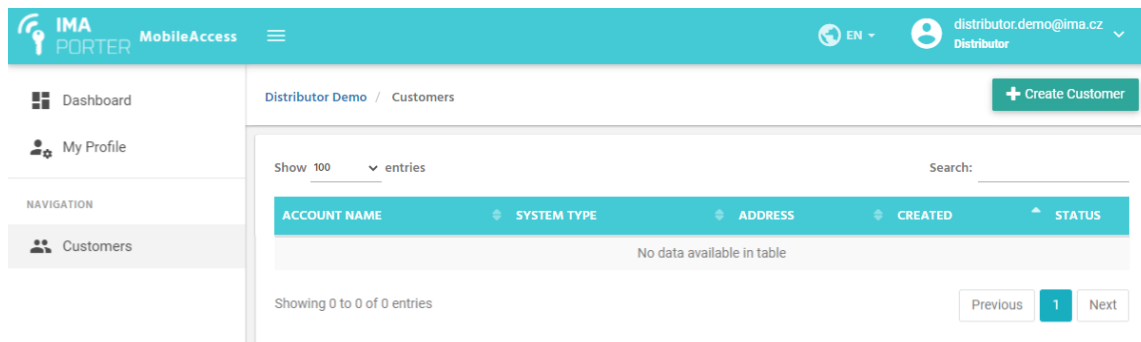
3.2.3 Changing the Password



The **Account** tab includes login details for the account and the time of their expiration. You will receive the password to your distributor account together with the distributor contract. The **Change password** button on the **Account** tab allows you to change this primary password. The login e-mail of the user cannot be changed.

3.3 Creating a Customer Account

After its initial configuration, the distributor account does not include any customer accounts.



The customer account can be created for each project installed of the access control system. Creating a customer account works with the presumption of compliance with the project in the **ACS Config / Reader Config** application for configuring access control system readers. Clicking the **Create Customer** button will open the **Customer Creation Wizard**.

3.3.1 Step 1 – Access Control System Parameters

In the first step, the access control system for which the customer account is created is defined. The **Customer Name** can be chosen freely. As for the **System type** option, you choose between the trial

version **IMAporter demo** and the full version intended for **IMAporter** systems. **IMAporter demo** is for system testing and for demonstration purposes only. **IMAporter demo** has fixed System ID (demo0001) and System Key (demo) values and is not limited by credit. These settings are unsafe for normal live operation due to publicly known System ID and System Key values. For the customers with access control system installations, the **IMAporter** type is intended, where the **System ID** and **System Key** are unique and must be identical to the project settings in the **ACS Config / Reader Config** applications (as stated in the note).

Customer Creation Wizard ×

1. System

2. Contact

3. Mobile Key

4. Finish

Customer Name *

Alfa Reality

System type *

IMA Porter

System ID *

Alfa0001

System Key *

Alfa

Previous

Next

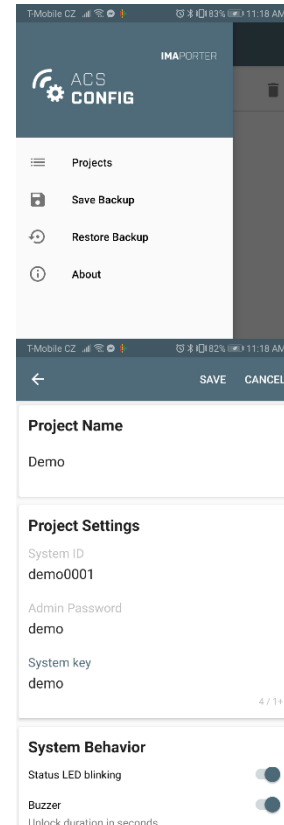
Note: Creating a project in ACS Config / Reader Config
Create a new project in the **ACS Config / Reader Config** application and fill in the required data (project name, password, card structure etc.)

System ID for ACS Config / Reader Config

- pairing identifier for the selection of the appropriate set of user identifiers
- same for all readers on the site / in the order
- each delivered system / customer must have a unique System ID
- **written in the form of XXXXYYYY**
- **XXXX** – distributor ID (the code can be found in the distributor agreement)
- **YYYY** – distributor installation code (determined by the distributor – serial number)
- for testing purposes, “demo0001” is used

Administrator password

- pairing password between the mobile application and reader terminals
- 8-digit alphanumeric password
- for testing purposes, “demo” is used



The screenshot shows the ACS Config / Reader Config application interface. The top bar displays 'T-Mobile C2' and 'IMA PORTER'. The main menu includes 'Projects', 'Save Backup', 'Restore Backup', and 'About'. The 'Project Settings' section shows the following details:

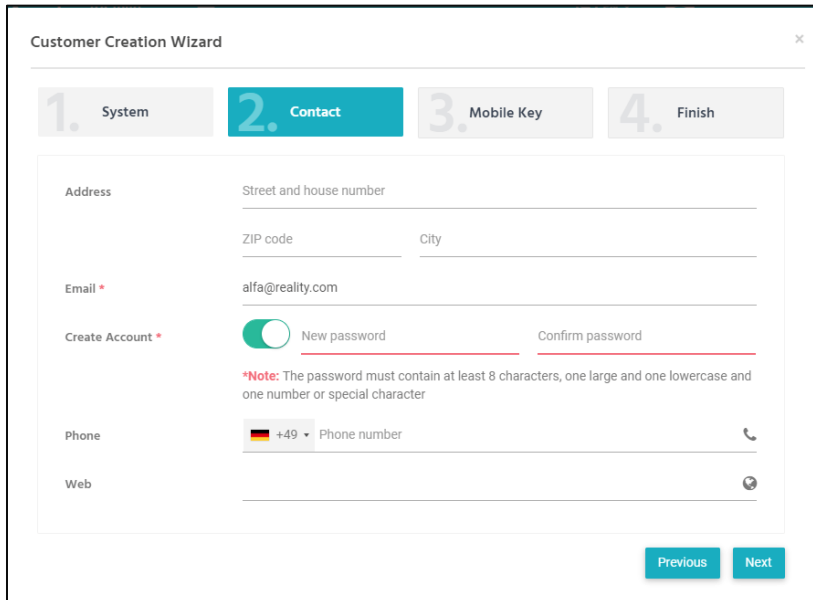
- Project Name:** Demo
- System ID:** demo0001
- Admin Password:** demo
- System key:** demo

The 'System Behavior' section includes toggle switches for 'Status LED blinking' and 'Buzzer', and a text field for 'Unlock duration in seconds'.

3.3.2 Step 2 – Customer Contact Details

The second step involves the addition of contact details. From all the available fields, only the e-mail and the password are required. The remaining contact details are optional.

The e-mail is used as a login name for a new customer account, provided that the password in the **Create Account** field was also entered together with the e-mail.



Create Account *



If you select the **Do not Create Account** option in the wizard, only the contact e-mail will be saved for the customer account and logging into the account will not be possible. To log in, the account will have to be created additionally (see chapter [3.4.4. Account settings](#)).

3.3.3 Step 3 – Mobile Key Parameters

In the third step, the parameters for generating mobile keys from the customer account are defined. The **Key Name** will be displayed to all users in their access apps. It is therefore recommended to use a name describing the site, company etc.

Setting a **Mobile Key Prefix** for a particular system prevents the creation of duplicates in the MobileAccess application when using DESFire ID cards. It is recommended to use a 2- or 3-digit number combination (e.g. 99, 555...).

The **Default validity** is primarily set to unlimited but can also be set to a specific date directly in the distributor account or can be changed by the customer account administrator when creating specific mobile keys.

As for the **Customer credit** field, 5 free credits are sent to the account automatically after its creation. The **Available credit** field shows the number of credits available on the distributor account to be transferred directly to a customer account if required. The number of credits for transfer can be set via the +/- buttons when creating the account or later when editing the customer account (see chapter [3.4.3. Billing](#))

Customer Creation Wizard

1. System

2. Contact

3. Mobile Key

4. Finish

Key Name

Alfa0001

Prefix

39

Default validity

Unlimited

Customer credit

-

0

+

Available credit:

78

+5 Free of charge credits

One tap identification ?

☒

Automatic identification ?

☒

Previous

Next

3.3.4 Step 4 – Finish

In the fourth step, it is possible to check the entered data and, if necessary, to edit it using the **Previous** button or confirm it with the **Finish** button.

Customer Creation Wizard

1. System

2. Contact

3. Mobile Key

4. Finish

System settings & Contact

Account Name:

Alfa Reality

System type:

IMA Porter

System ID:

Alfa0001

System Key:

Alfa

Address:

Email:

alfa@reality.com

Phone:

Web:

Mobile Key Settings

Key Name:

Alfa0001

Prefix:

39

Default validity:

Unlimited

Customer credit:

+5 Free of charge credits

One tap identification:

✓

Automatic identification:

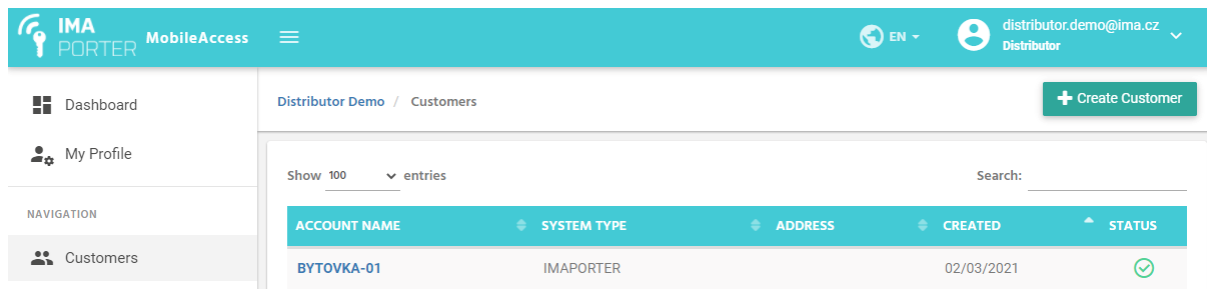
✓

Previous

Finish

3.4 Editing a Customer Account

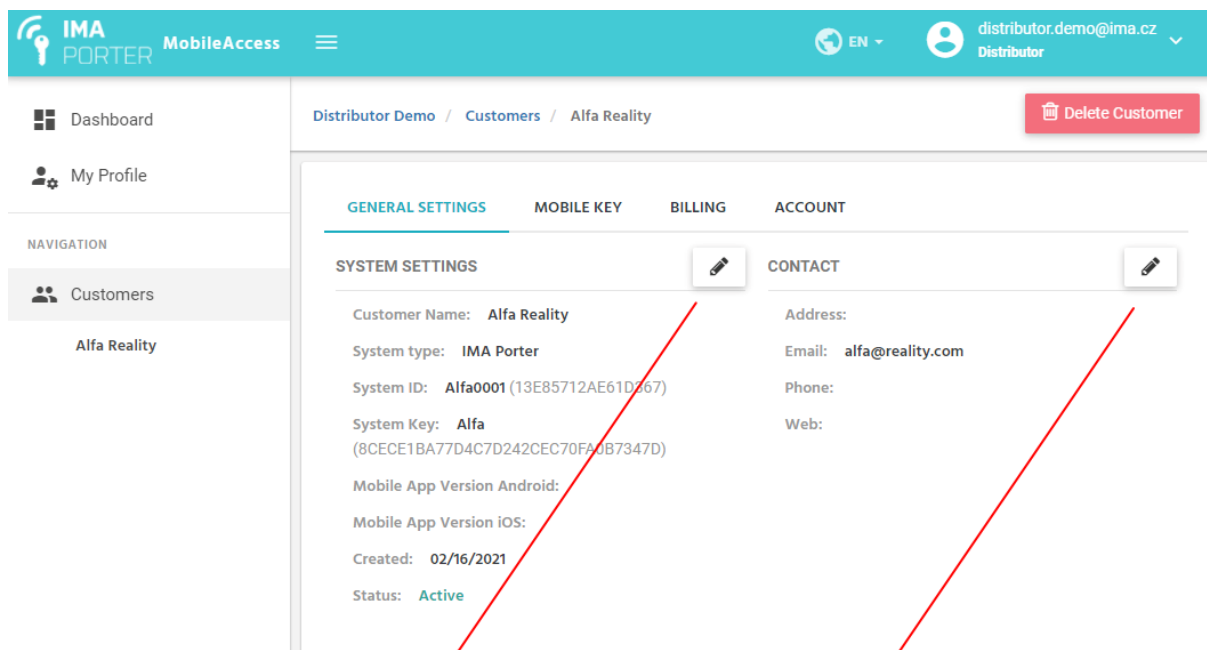
After creating a customer account using the Wizard, it is possible to edit the settings and monitor the credit movements. The editing window opens after selecting a customer from the **Customers** tab. This tab also allows you to create a new customer in the same ways as with the **Wizard**.



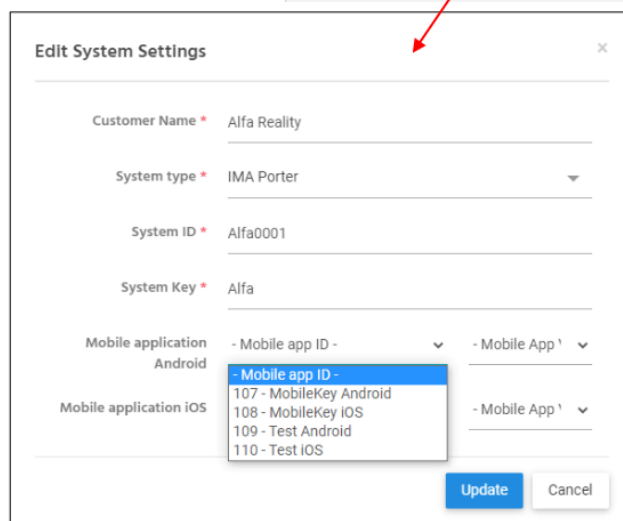
The screenshot shows the IMAporter MobileAccess dashboard. The top navigation bar includes the IMA PORTER logo, MobileAccess text, a language dropdown (EN), and a user profile dropdown (distributor.demo@ima.cz). The left sidebar contains links to Dashboard, My Profile, and Customers. The main content area shows the 'Distributor Demo / Customers' page with a '+ Create Customer' button. A table lists customers, with the first entry being 'BYTOVKA-01' of type 'IMAPORTER', created on '02/03/2021', and with a green status icon. The table has columns for ACCOUNT NAME, SYSTEM TYPE, ADDRESS, CREATED, and STATUS.

3.4.1 General Settings

The general settings allow you to change the system settings and contact data. When editing the **System Settings**, the **System ID** and **System Key** fields are automatically emptied and need to be filled in again in accordance with the project in **ACS Config / Reader Config**. It is also possible to set the version of the mobile application. The **Customer Name** can also be changed. When editing the **Contact**, it is possible to change all contact data, including the required **E-mail**. Changing the e-mail will not have any effect on the login name to the customer account.



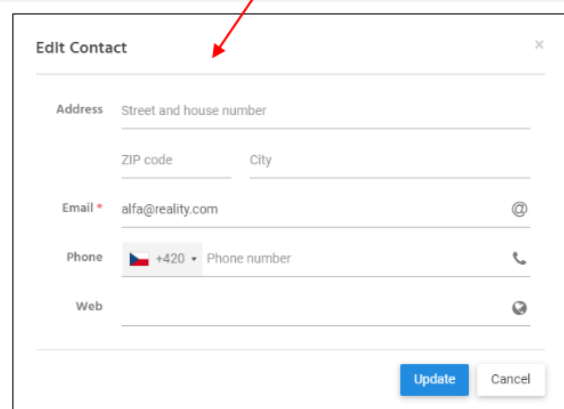
The screenshot shows the 'Alfa Reality' customer details page. The top navigation bar is the same as the previous screenshot. The left sidebar shows 'Customers' and 'Alfa Reality'. The main content area has tabs for GENERAL SETTINGS, MOBILE KEY, BILLING, and ACCOUNT. The 'GENERAL SETTINGS' tab is active, showing 'SYSTEM SETTINGS' and 'CONTACT' sections. The 'SYSTEM SETTINGS' section includes fields for Customer Name (Alfa Reality), System type (IMA Porter), System ID (Alfa0001), System Key (Alfa), Mobile App Version Android, Mobile App Version iOS, Created (02/16/2021), and Status (Active). The 'CONTACT' section includes fields for Address, Email (alfa@reality.com), Phone, and Web. Red arrows point from the edit icons in the 'SYSTEM SETTINGS' and 'CONTACT' sections to the 'Edit System Settings' and 'Edit Contact' modal windows respectively.



The 'Edit System Settings' modal window contains the following fields:

- Customer Name * Alfa Reality
- System type * IMA Porter
- System ID * Alfa0001
- System Key * Alfa
- Mobile application Android: - Mobile app ID - (dropdown menu open showing options: 107 - MobileKey Android, 108 - MobileKey iOS, 109 - Test Android, 110 - Test iOS)
- Mobile application iOS: - Mobile App ^ (dropdown menu)

Buttons: Update, Cancel



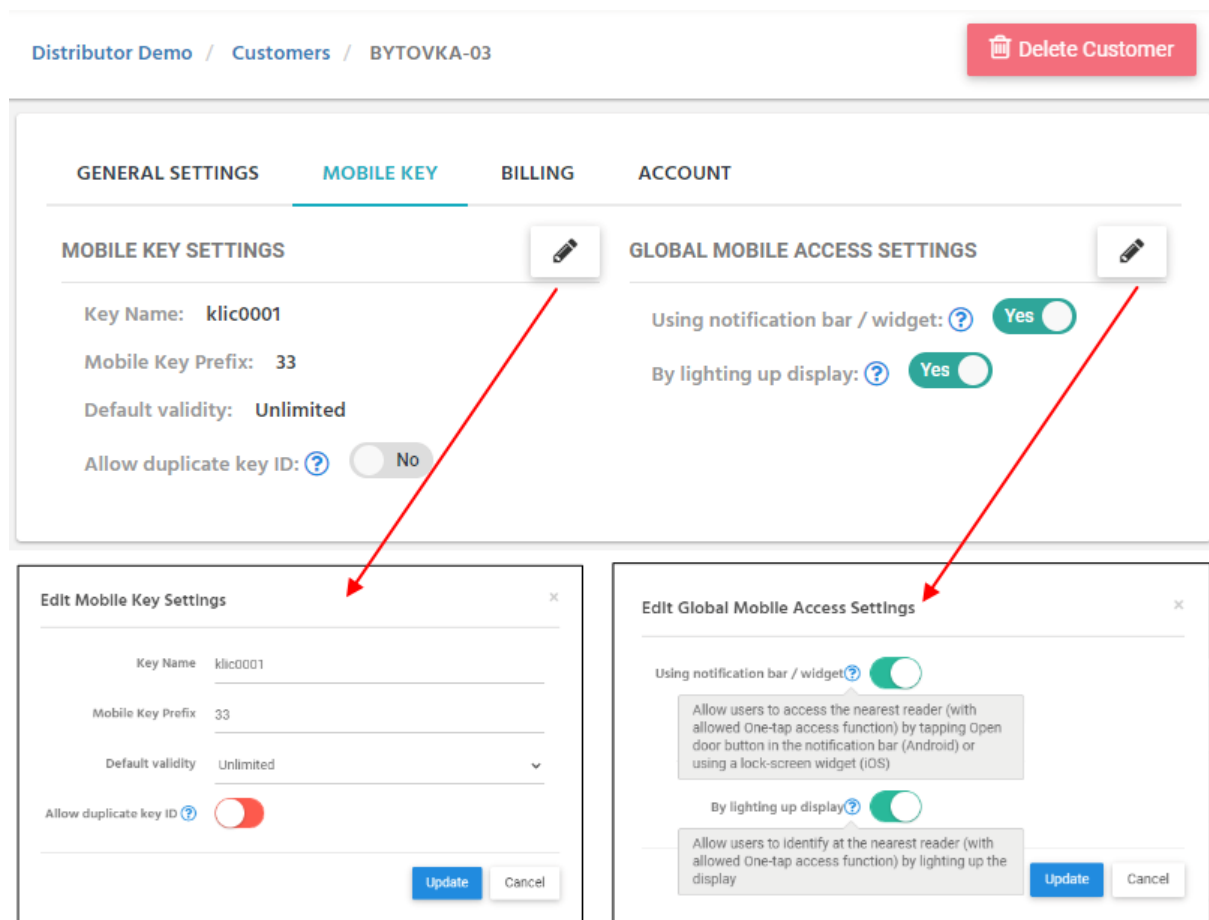
The 'Edit Contact' modal window contains the following fields:

- Address: Street and house number
- ZIP code: , City:
- Email * alfa@reality.com
- Phone: +420 Phone number
- Web:

Buttons: Update, Cancel

3.4.2 Mobile Key Settings

This tab allows you to set general settings for all mobile keys generated by a particular customer (for a particular project).



The screenshot displays the 'Mobile Key Settings' tab for a customer named 'BYTOVKA-03'. The main settings panel includes:

- MOBILE KEY SETTINGS:**
 - Key Name: klic0001
 - Mobile Key Prefix: 33
 - Default validity: Unlimited
 - Allow duplicate key ID: ☐ No
- GLOBAL MOBILE ACCESS SETTINGS:**
 - Using notification bar / widget: ☒ Yes
 - By lighting up display: ☒ Yes

Two red arrows point from the edit icons in the main settings to two modal windows:

- Edit Mobile Key Settings:**
 - Key Name: klic0001
 - Mobile Key Prefix: 33
 - Default validity: Unlimited
 - Allow duplicate key ID: ☒
 - Buttons: Update, Cancel
- Edit Global Mobile Access Settings:**
 - Using notification bar / widget: ☒
 - By lighting up display: ☒
 - Buttons: Update, Cancel

Setting a **Mobile Key Prefix** for a particular system prevents the creation of duplicates in the MobileAccess application when using DESFire ID cards. It is recommended to use a 2- or 3-digit number combination (e.g. 99, 555...).

The **Default validity** set to Unlimited (for example) will also be set for all newly generated keys but can be changed when creating any particular (new) key.

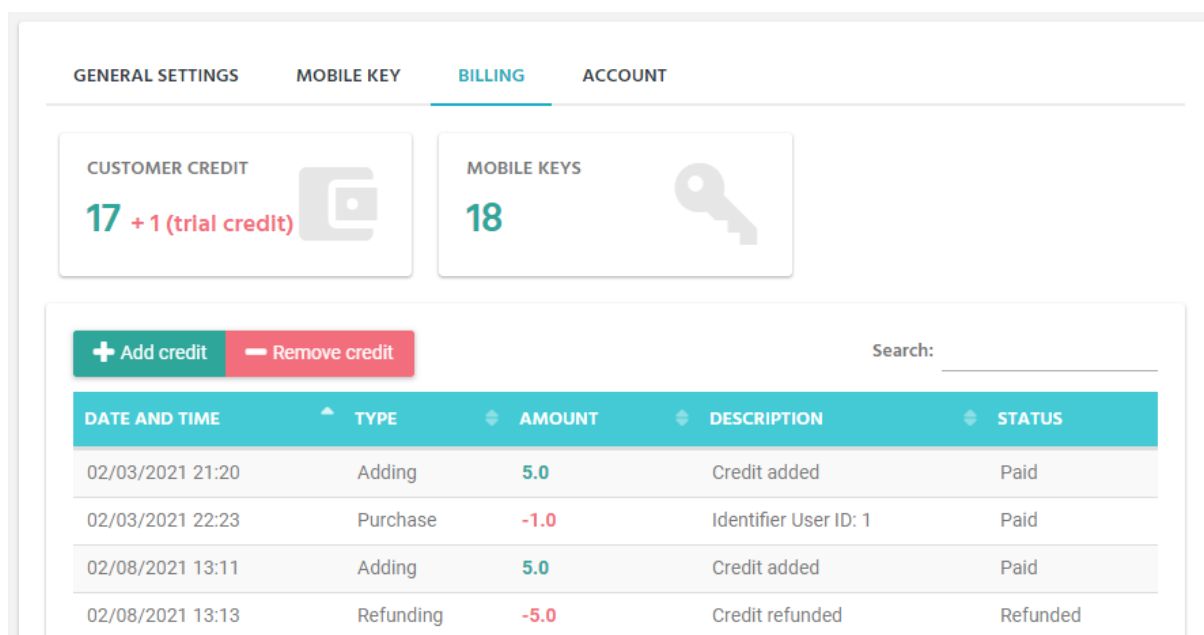
The Distributor can select the **Allow duplicate key ID** option for the customer account. As a result of this action, the uniqueness of IDs will not be checked when creating new mobile keys. The system administrator is thus allowed to create multiple keys with the same ID. For the purposes of ensuring safety of the access control system, enabling the **Allow duplicate key ID** option is **not recommended**.

The **Global Mobile Access Settings** enable or disable the option of identifying the user via the nearest reader by various methods of **One-tap access function**.

3.4.3 Billing

The **Billing** tab allows you to track the amount of **Credit** available on a particular customer account, the number of **Mobile Keys** generated and the movement of credit on the account. The credit balance is initially increased by adding 5 bonus credits to the account after its creation and then by credits transferred to the customer account from the distributor account. The credit balance decreases mostly by generating mobile keys for user devices. However, it is also possible for the

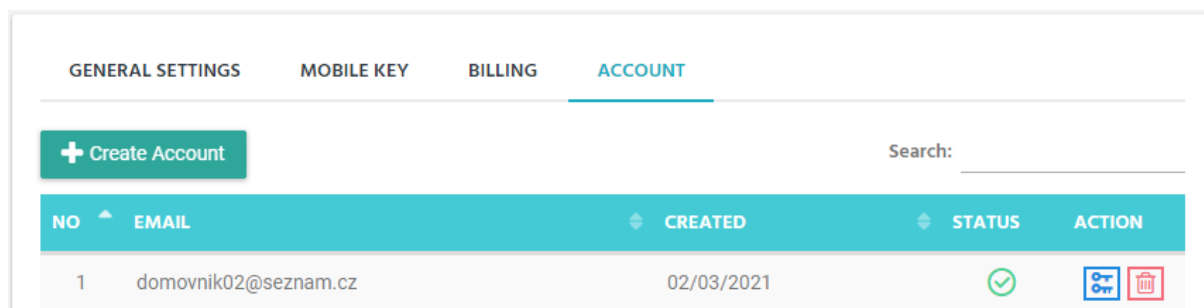
credits to be removed from the customer account by the distributor.



DATE AND TIME	TYPE	AMOUNT	DESCRIPTION	STATUS
02/03/2021 21:20	Adding	5.0	Credit added	Paid
02/03/2021 22:23	Purchase	-1.0	Identifier User ID: 1	Paid
02/08/2021 13:11	Adding	5.0	Credit added	Paid
02/08/2021 13:13	Refunding	-5.0	Credit refunded	Refunded

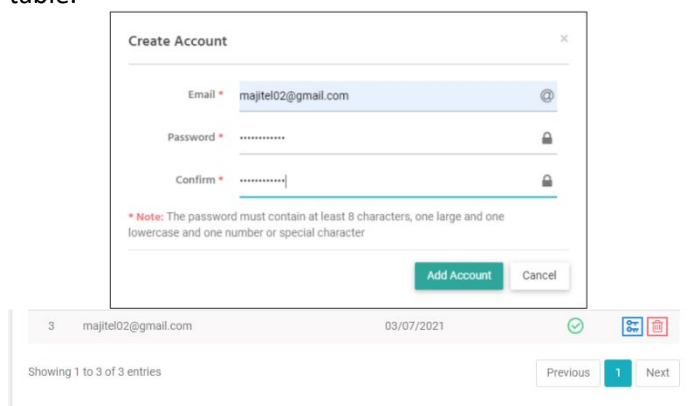
3.4.4 Account Access Rights

The **Account** tab allows you to edit, add and remove access rights for the administrator of the customer account. If a password to the account was entered during customer account creation, this administrator e-mail will be listed together with the password.



NO	EMAIL	CREATED	STATUS	ACTION
1	domovnik02@seznam.cz	02/03/2021		

To add a new account administrator, simply click the Create Account button and fill in the e-mail and password. After you add the account, the new customer account administrator will appear in the table.



Create Account

Email * majitel02@gmail.com

Password *

Confirm *

* Note: The password must contain at least 8 characters, one large and one lowercase and one number or special character

Add Account Cancel

NO	EMAIL	CREATED	STATUS	ACTION
3	majitel02@gmail.com	03/07/2021		

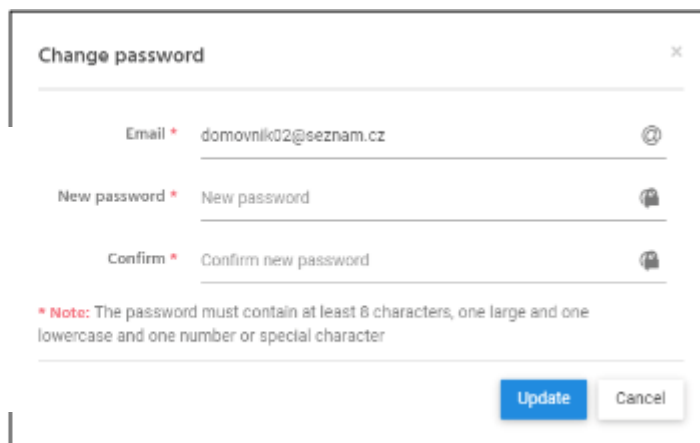
Showing 1 to 3 of 3 entries

Previous 1 Next



It is also possible to change the password for existing administrator accounts.

Unlike the case of changing the password for a distributor account, it is not necessary to know the original password.



Change password

Email * domovnik02@seznam.cz


New password * New password

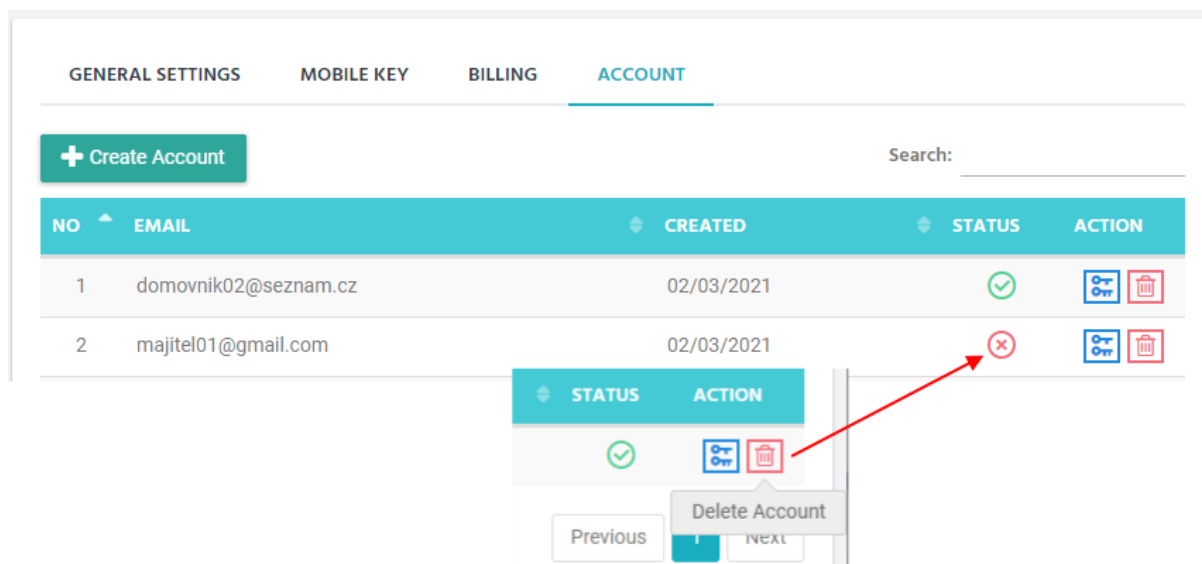
Confirm * Confirm new password

* Note: The password must contain at least 8 characters, one large and one lowercase and one number or special character

Update Cancel







3.5 Deleting a Customer Account

If you need to remove one of the administrator accounts from the customer account, simply use the **Delete account** icon in the row with the specific administrator. After the deletion, the info in the **Status** field will change to  deleted. The account will remain in the list, but without the options of logging into the system and renewing the administrator account. To restore the access rights for the administrator, you will need to create an account again.






GENERAL SETTINGS MOBILE KEY BILLING **ACCOUNT**

+ Create Account Search:

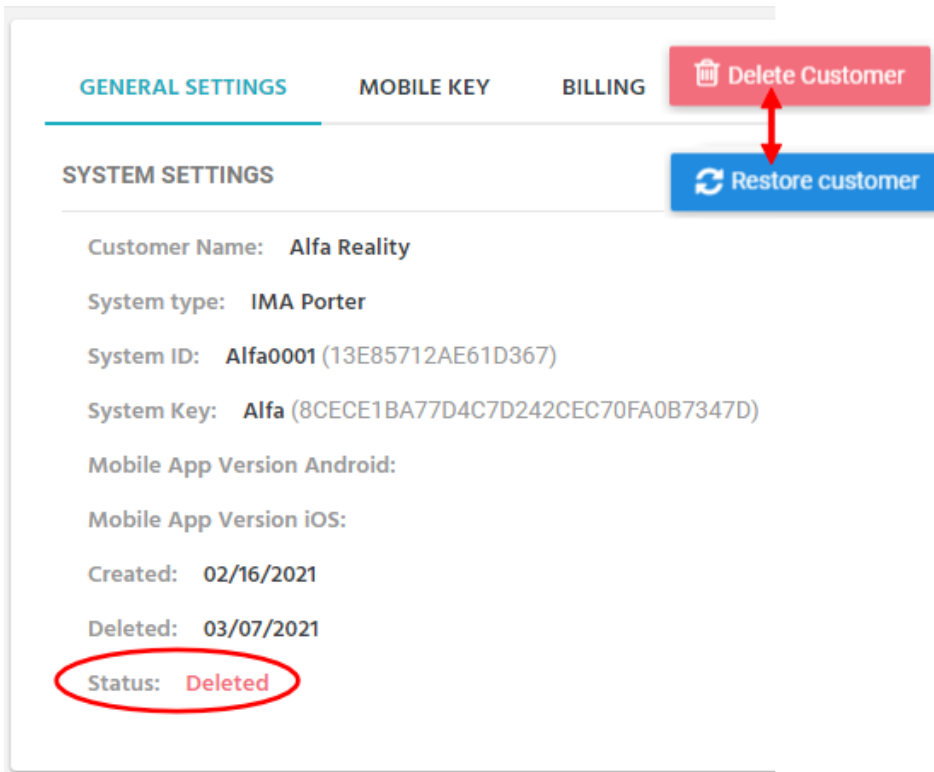
NO	EMAIL	CREATED	STATUS	ACTION
1	domovnik02@seznam.cz	02/03/2021		 
2	majitel01@gmail.com	02/03/2021		 

STATUS ACTION

Previous Delete Account Next

If you need to delete the entire customer account, use the **Delete Account** icon available in the top right corner on all customer profile tabs.



GENERAL SETTINGS MOBILE KEY BILLING

SYSTEM SETTINGS

Customer Name: Alfa Reality

System type: IMA Porter

System ID: Alfa0001 (13E85712AE61D367)

System Key: Alfa (8CECE1BA77D4C7D242CEC70FA0B7347D)

Mobile App Version Android:

Mobile App Version iOS:

Created: 02/16/2021

Deleted: 03/07/2021

Status: Deleted

Delete Customer

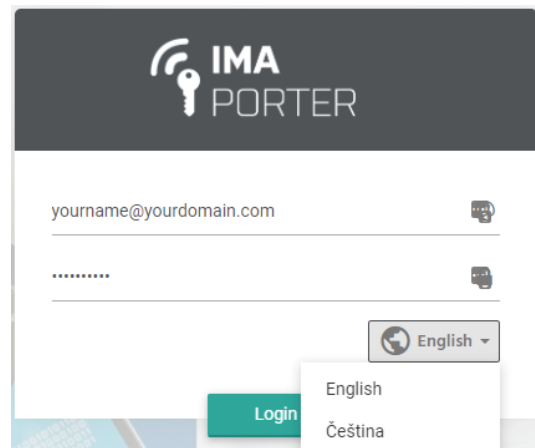
Restore customer

4 Customer Account Guide

4.1 Login to the System

The web interface at <http://my.imaporter.com/> (= <https://csirm.azurewebsites.net/>) allows for the management of customer accounts as well as the generation of mobile keys for the users of the access control system.

The username and password for the customer account will be provided by the distributor as part of the system installation.



IMA PORTER

yourname@yourdomain.com

.....

Login

English

Čeština

4.1.1 Switching Between Languages

The web interface can be used in various language versions. You can switch between EN/CZ version on the top bar of the system after logging in.



IMA PORTER MobileAccess

EN

domovnik02@seznam.cz Customer

Dashboard Bytovka-02

English

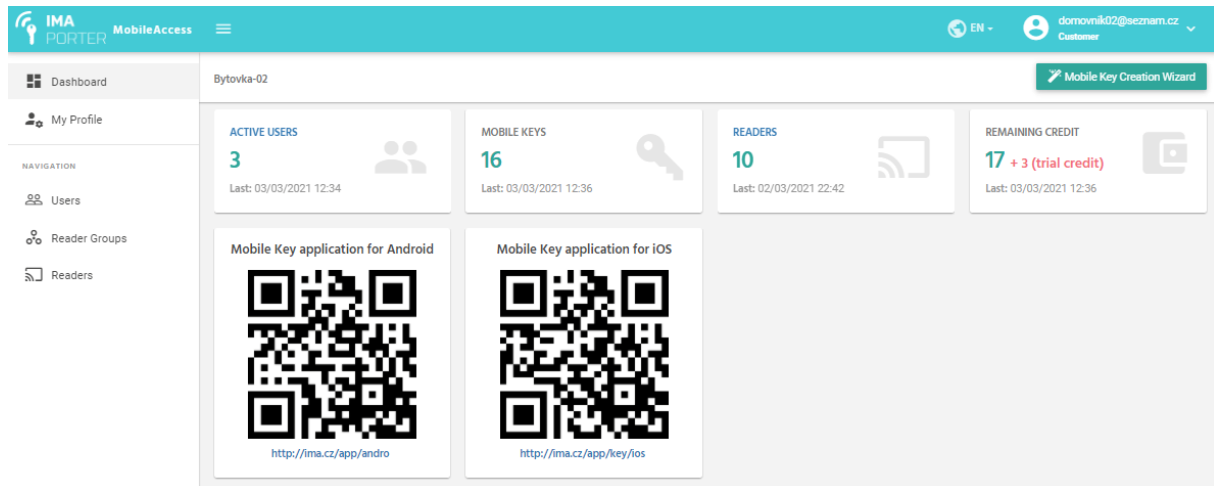
Čeština

Mobile Key Creation Wizard

4.1.2 Basic Menu

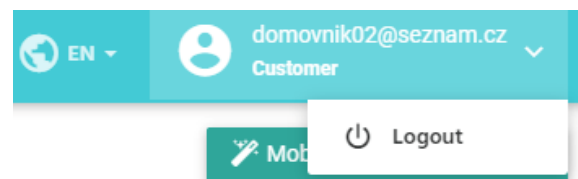
The home screen you see after login, the **Dashboard**, contains a navigation menu, an overview of main customer account parameters and the **Mobile Key Creation Wizard** quick choice icon (see chapter [2.1.4](#)).

QR codes allow users to download the IMAporter Mobile Key application for Android and iOS to use their mobile keys.



4.1.3 Logging Out of the System

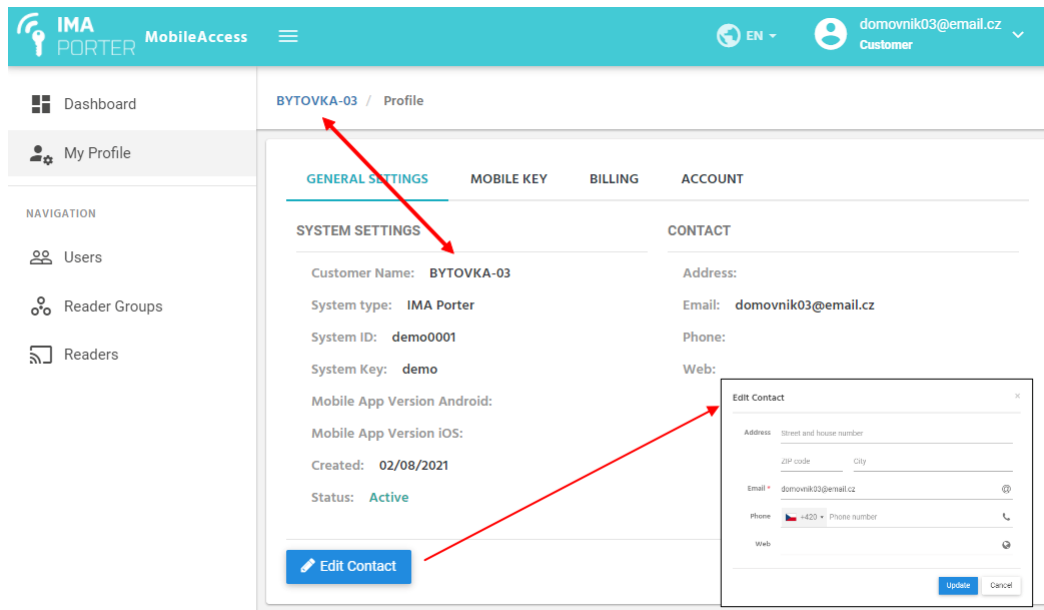
To **log out** of the system, use the **Logout** option in the **Customer** tab in the top right corner.



4.2 My Profile

The **My Profile** tab includes basic login details, shows entry parameters for the creation of mobile keys, and allows you to check the amount of credit available to you and the history of buying it. In addition, it allows you to change the password for the customer profile.

4.2.1 General Settings



The **General Settings** tab contains information about the owner of the customer account entered by the distributor during system installation. At the customer account level, it is possible to change, or complete, contact details only. Clicking the **Edit Contact** button will open a window which will allow you to edit your contact information. Changes will be saved after clicking the **Update** button.

4.2.2 Mobile Key Settings

This tab allows you to set general settings for all mobile keys generated by the system for this customer account.

Setting a **Mobile Key Prefix** for a particular system prevents the creation of duplicates in the MobileAccess application when using DESFire ID cards. It is recommended to use a 2- or 3-digit number combination (e.g. 99, 555...).

The **Default validity** set to Unlimited (for example) will also be set for all newly generated keys but can be changed when creating any particular (new) key.

Only distributors can set the **Allow duplicate key ID** option for customer accounts. As a result of this action, the uniqueness of IDs will not be checked when creating new mobile keys. The customer account administrator is thus allowed to create multiple keys with the same ID. Improper use of this option may reduce system security.

The **Global Mobile Access Settings** enable or disable the option of identifying the user via the nearest reader by various methods of **One-tap access function**.

GENERAL SETTINGS
MOBILE KEY
BILLING
ACCOUNT

MOBILE KEY SETTINGS

GLOBAL MOBILE ACCESS SETTINGS

Key Name: klic0001
Mobile Key Prefix: 33
Default validity: Unlimited
Allow duplicate key ID: ☐ No

Using notification bar / widget: ☒ Yes
By lighting up display: ☒ Yes

Edit Mobile Key Settings

Edit Mobile Key Settings

Key Name: klic0001
Mobile Key Prefix: 33
Default validity: Unlimited
Using notification bar / widget: ☒
By lighting up display: ☒

Update Cancel

4.2.3 Payments & Billing

The **Payments & Billing** tab shows all movements of credit on the customer account. If you want more credit to be added to the customer account, you will have to request it from the distributor. One credit corresponds to one mobile key for one customer on his/her customer account.

GENERAL SETTINGS
MOBILE KEY
BILLING
ACCOUNT

AVAILABLE CREDIT
17 + 3 (trial credit)

MOBILE KEYS
16

Show 100 entries
Search:

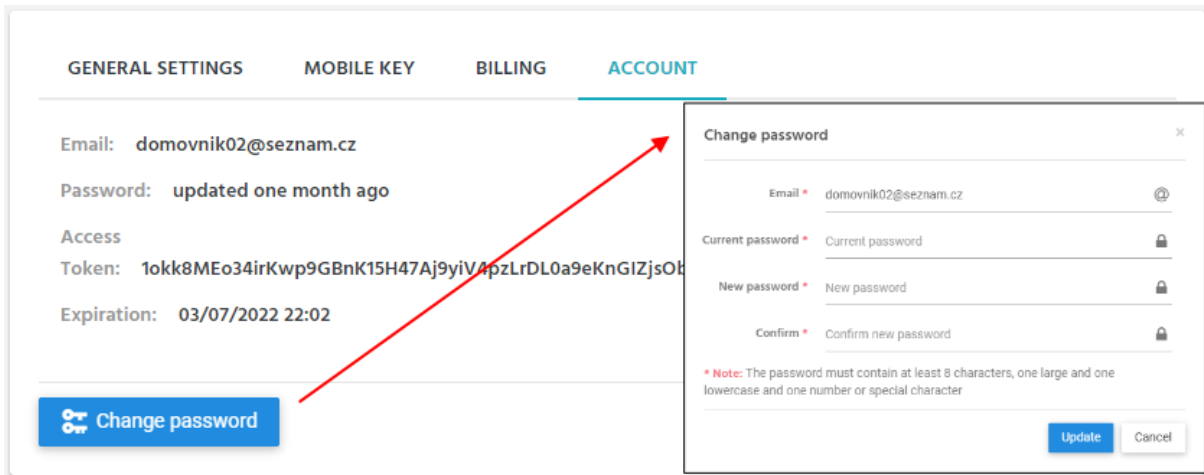
DATE AND TIME	TYPE	AMOUNT	DESCRIPTION	STATUS
02/03/2021 21:20	Adding	5.0	Credit added	Paid
02/03/2021 22:23	Purchase	-1.0	Identifier User ID: 1	Paid

When a customer account is created, it automatically receives 5 credits for free.

4.2.4 Changing the Password

The **Account** tab includes login details for the account and the time of their expiration. The password for the customer account is created by the distributor in his distributor account. He will provide it to

the customer upon handing over the installation. The **Change password** button on the **Account** tab allows you to change this primary password. Before you add a new password, you need to enter the **Current password**. The login e-mail of the user cannot be changed.



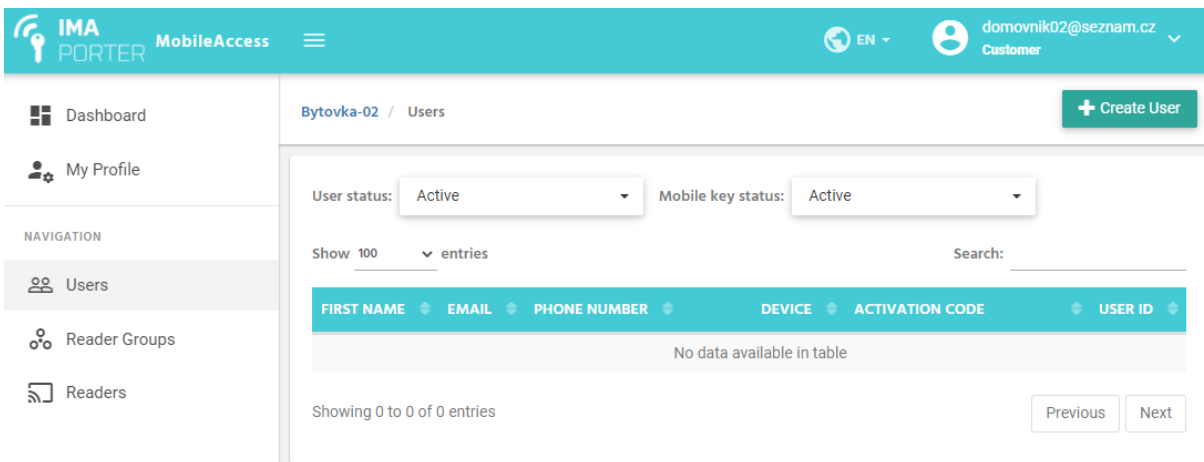
The screenshot shows the 'ACCOUNT' tab in the IMAporter MobileAccess interface. The 'Change password' button is highlighted with a red arrow pointing to a modal window. The modal window contains the following fields:

- Email: domovnik02@seznam.cz
- Current password: Current password
- New password: New password
- Confirm: Confirm new password

A note at the bottom of the modal states: "Note: The password must contain at least 8 characters, one large and one lowercase and one number or special character".

4.3 Mobile Key Users

After its initial configuration, the customer account does not contain any customers to be assigned with mobile keys.

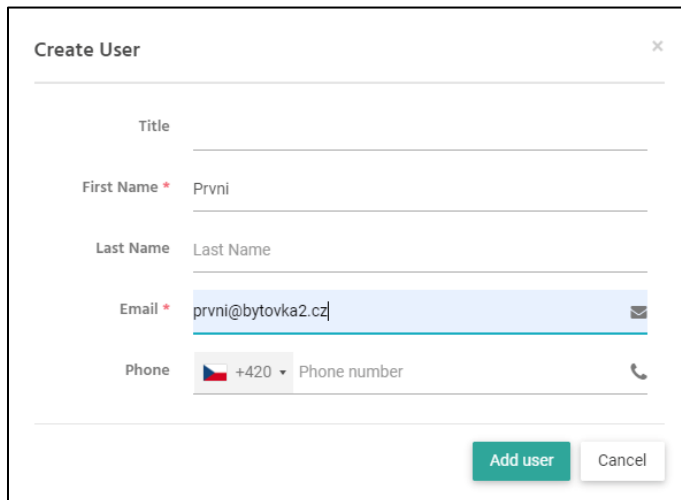


The screenshot shows the 'Users' section in the IMAporter MobileAccess interface. The 'Bytovka-02 / Users' header is visible. The 'User status' and 'Mobile key status' filters are set to 'Active'. The 'Show 100 entries' dropdown is visible. The table below shows no data available. The 'Create User' button is in the top right corner.

FIRST NAME	EMAIL	PHONE NUMBER	DEVICE	ACTIVATION CODE	USER ID
No data available in table					

It is possible to create a mobile key for customers directly through the **Dashboard** using the **Mobile Key Creation Wizard** (see [chapter 2.1.4.](#)). Customers created in this way will be automatically added to list of customers. If there are no users shown in the list, even though some have already been added to the system, check the **User status** and **Mobile key status** filter settings. The filters are set primarily to **Active**. Therefore, users who have not yet activated their mobile keys on their devices may not be shown.

4.3.1 Step 1 – Creating a User

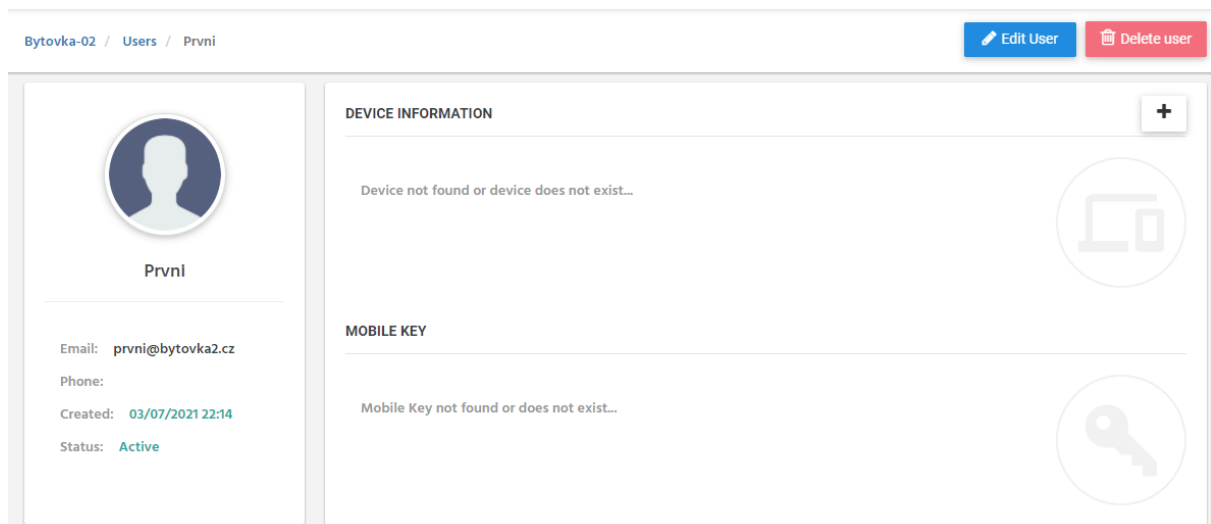


The 'Create User' dialog box contains the following fields and controls:

- Title: Text input field.
- First Name *: Text input field with 'Prvni' entered.
- Last Name: Text input field with 'Last Name' entered.
- Email *: Text input field with 'prvni@bytovka2.cz' entered and an email icon.
- Phone: Country code dropdown (showing +420) and a text input field for the phone number, with a phone icon.
- Buttons: 'Add user' (green) and 'Cancel' (grey).

Users are entered into the system manually, either using the **Mobile Key Creation Wizard** on the home screen (see [chapter 2.1.3.](#)) or on the **Users** tab by clicking the **Create User** button.

After entering their name and contact e-mail, the user registration sheet will be shown.



The user registration sheet for 'Prvni' displays the following information:

- Header: 'Bytovka-02 / Users / Prvni' with 'Edit User' and 'Delete user' buttons.
- User Profile: Avatar icon, name 'Prvni', email 'prvni@bytovka2.cz', phone, creation date '03/07/2021 22:14', and status 'Active'.
- Device Information: Section header with a '+' icon and message 'Device not found or device does not exist...' with a device icon.
- Mobile Key: Section header with a '+' icon and message 'Mobile Key not found or does not exist...' with a key icon.

4.3.2 Step 2 – Creating a Mobile Key

Clicking the **+** icon in the top right corner of the registration sheet will open a window for creating a mobile key.

Create Device with Mobile Key

Device name * Device001

Send email ? prvni@bytovka2.cz

Send by SMS ? ☐ Phone number +420

Key Name * klic-dum02

User ID * 17

Validity from 03/07/2021 to mm/dd/yyyy

Add Device with Mobile Key Cancel

Create Device with Mobile Key

Device name * Mobile-iOS01

Send email ? prvni@bytovka2.cz

Send by SMS ? ☒ Phone number +49 111111111

Key Name * bytovka02key

User ID * 0001

Validity from 03/07/2021 to mm/dd/yyyy

Add Device with Mobile Key Cancel

During the creation of the mobile key, the system will automatically pre-fill in individual items. If necessary, some values can be changed manually. The **Key Name** and **User ID** are set based on parameters defined for the entire customer account (see [chapter 4.2.2.](#)) and their change may endanger the security of the system.

A QR code is automatically sent to the entered e-mail to activate the new mobile key. If a phone number is also entered, you will receive an SMS notifying you that the QR code has been sent to the e-mail. The instructions on how to work with the Mobile Key application can be found in the **IMAporter Mobile Key** guide.

MobileAccess Key



regmodule@gmail.com <regmodule@gmail.com>

16:45

Komu: alf.real@reality.com



Dear user,

attached please find a new mobile key for your mobile device.

Introduction of a mobile key to your device is very easy, the following steps will guide you through the process:

- 1) download, install and launch the IMAporter Mobile Key app from this link: <http://ima.cz/app/key>
- 2) after its first launch, Mobile Key app will check device compatibility and display green or red smiley (Android only)
- 3) tap the button **GO TO MOBILE KEYS DOWNLOAD** (Android) or navigate to **Identifiers** and tap + button (iOS)
- 4) make sure that you are connected to the internet and load QR code attached to this email
alternatively enter the Activation Code: **9w75cT8lp7PlMpWpdmNn** (both codes are valid until: **03/16/2021 03:40:59 PM**)
- 5) when near a reader, navigate to **Available doors** and tap the reader with strongest signal


TIP: it is possible to name the doors or activate one - tap identification (Android only), have a look at My doors and Settings.

We hope you will enjoy using the IMAporter MobileAccess system.

IMA s.r.o. team
Innovative identification

On the user tab in the **Device Information** window, the key status is marked in blue as awaiting activation by the user. The status change to active will appear on the tab after the key is activated by

the user and after subsequent automatic synchronization of the device with the **IMAporter MobileAccess** system.



Prvni

Email: prvni@bytovka2.cz

Phone:

Created: 03/07/2021 22:14

Status: Active

DEVICE INFORMATION

Device name: Device001
Activation Code: V66t1g0EDdTuZ1PClfry (Valid to: 04/07/2021 21:24)
Created: 03/07/2021 21:24
Status: Unauthenticated

MOBILE KEY













Key Name: klic-dum02
User ID: 17 (0x11)
Valid from: 03/07/2021 00:00 Valid to: Unlimited
Status: Waiting for user activation (Synchronization: N/A)

WARNING: It is not possible for one user to have one identical QR code for multiple mobile devices. The mobile key is always bound to one mobile device.







4.3.3 Status Changes on the User Card

All status changes will take effect after synchronization. Changes can be made by the system administrator (of the customer account) or by the user himself (in the Mobile Key application – deleting the mobile key).

An overview of the graphical designation of individual statuses of the user and his mobile device with a mobile key.

After the mobile key is created by the customer account administrator, the system is awaiting activation of the key on the mobile device of the user. The key remains active for one month after its creation and can be used only once.			
Status: Active	Status: Unauthenticated	Status: Waiting for user activation	
 Device001	 16	03/03/2021 12:34	
After its activation by the user and its subsequent synchronization with the IMAporter MobileAccess system, it will be possible to use the mobile device with the Mobile Key application.			
Status: Active	Status: Active	Status: Active	
 Device0015	 15	10/08/2019 08:46	
In both cases, the mobile key for a specific device can be restored via the + icon on the right side of the record. Restoration of the key will require additional credit.			
Status: Active	Status: Active	Status: Deleted by admin	
 Device007	 7	12/20/2018 12:47	
Status: Active	Status: Active	Status: Deleted by user	
 Device002	 2	12/20/2018 10:09	

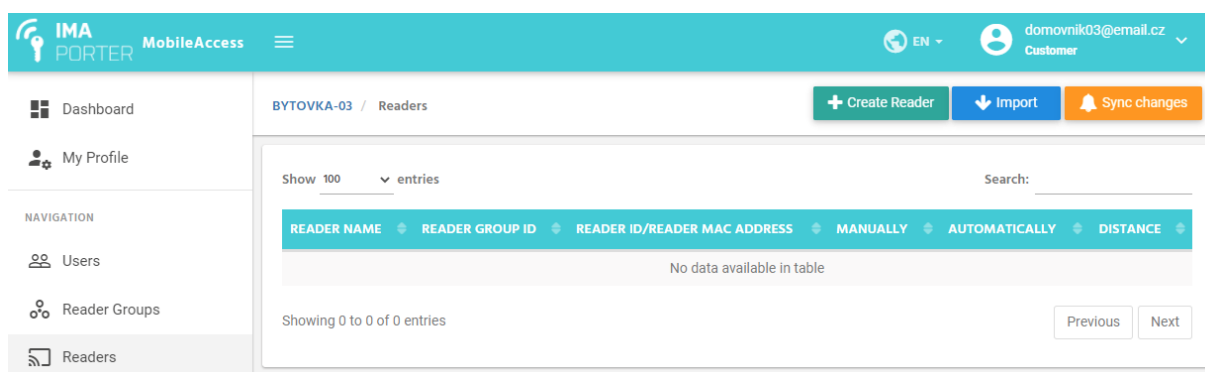
If the user starts using a different mobile device, the system administrator will delete the former device together with the key. Afterwards, the user can add his new mobile device and generate a new mobile key. Restoration of the key will require additional credit.

Status: Active	Status: Deleted	Status: Deleted by admin
 Device008	 8	12/20/2018 12:49 
Even after the user is removed from the system, he can still be found in the Users list. The record cannot be restored. If necessary, the user must be added again as an entirely new one. Adding a new user will require additional credit.		
Status: Deleted	Status: Deleted	Status: Deleted
 Device001	 17	03/07/2021 22:14 

4.4 Connecting Readers to the Mobile Key System

It is possible to connect readers to the **IMAporter MobileAccess** system of the customer mobile keys, which will be accessed using mobile keys via the **Mobile Key** application. Readers can be added via the **Readers** tab in the customer account. The readers can be added either by the system administrator, by the **customer** on his account or by the **distributor**, if he logs into the selected customer account via the **Change Workplace** option. After importing the readers into the **IMAporter MobileAccess** system and clicking the **Sync changes** button, the data for the Mobile Key application will be synchronized. Furthermore, the users will be able to see a list of readers for which their mobile key is active on the **My Doors** tab.

Connected readers with BLE can have predefined not only their name, but mainly the signal range in which users can move. This will ensure a safe reach of the mobile devices so that there is no overlapping and no opening of multiple readers at the same time, if they are installed in relatively close proximity to each other.



There are two ways to import the readers into the **IMAporter MobileAccess** system:

- **Manual import of individual readers**

After clicking the green Create Reader button in the **IMAporter MobileAccess** system, a window will open for entering data for one specific reader.

Create Reader

Reader name * Loft01

Reader group Select

Reader ID * IMA XhOUJ

Reader MAC Address * 00:1E:C0:25:EA:74

Display MAC Input ? ☐

Display MAC Input ? ☒

Allow identification from app ? ☒

One-tap access ? ☒

Signal range ? 10% 40% 70% 100%

6m 4-5m 2-3m 0.1m

One-tap access signal ? 40% 55% 70%

Add reader Cancel

- **Reader name** – the reader can be named in any way you wish; this name will be shown to all users in the Mobile Key application

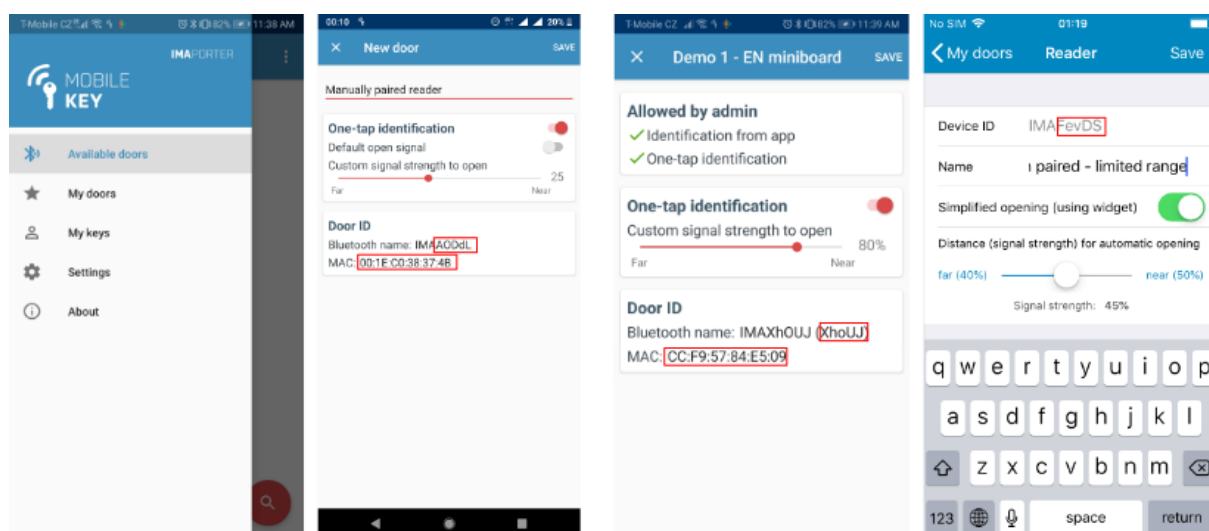
- **Reader ID** or its **MAC address** can be found by presenting the mobile device to the reader in the Mobile Key application*

- the **identification method** is defined for the entire account profile (see 4.2.2); however, it can be changed for each reader

- **Signal range** allows the users to set the signal strength

- **One-tap access signal** – necessary to open the door by flashing the display or a widget

* the Reader ID or MAC Address values can be read from the Mobile Key application. After clicking the selected reader on the My Doors tab, detailed info about it will be displayed with data necessary for its manual import. The new reader is loaded when presenting the mobile device with the Mobile Key application installed to a reader installed within the building.

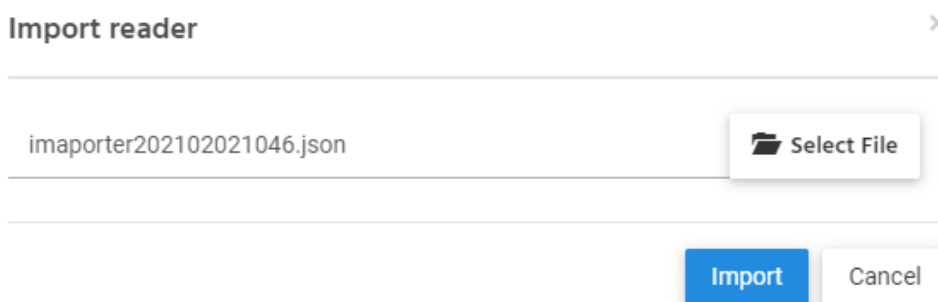


• Import of .json files

In the Android version of the Mobile Key application, on the **My Doors** tab, it is possible to export the entire list of active readers within the system, using the option in the top right corner – **Export into File**. The .json file generated in this way will include all the readers that belong to the access control system.



Copy the file to the device on which you are running the IMAporter MobileAccess web interface. After clicking the blue **Import** icon, a window for selecting the .json file will open. This file will be used for the data import.



WARNING: Do not forget to synchronize the data by clicking the **Confirm Changes** icon.

