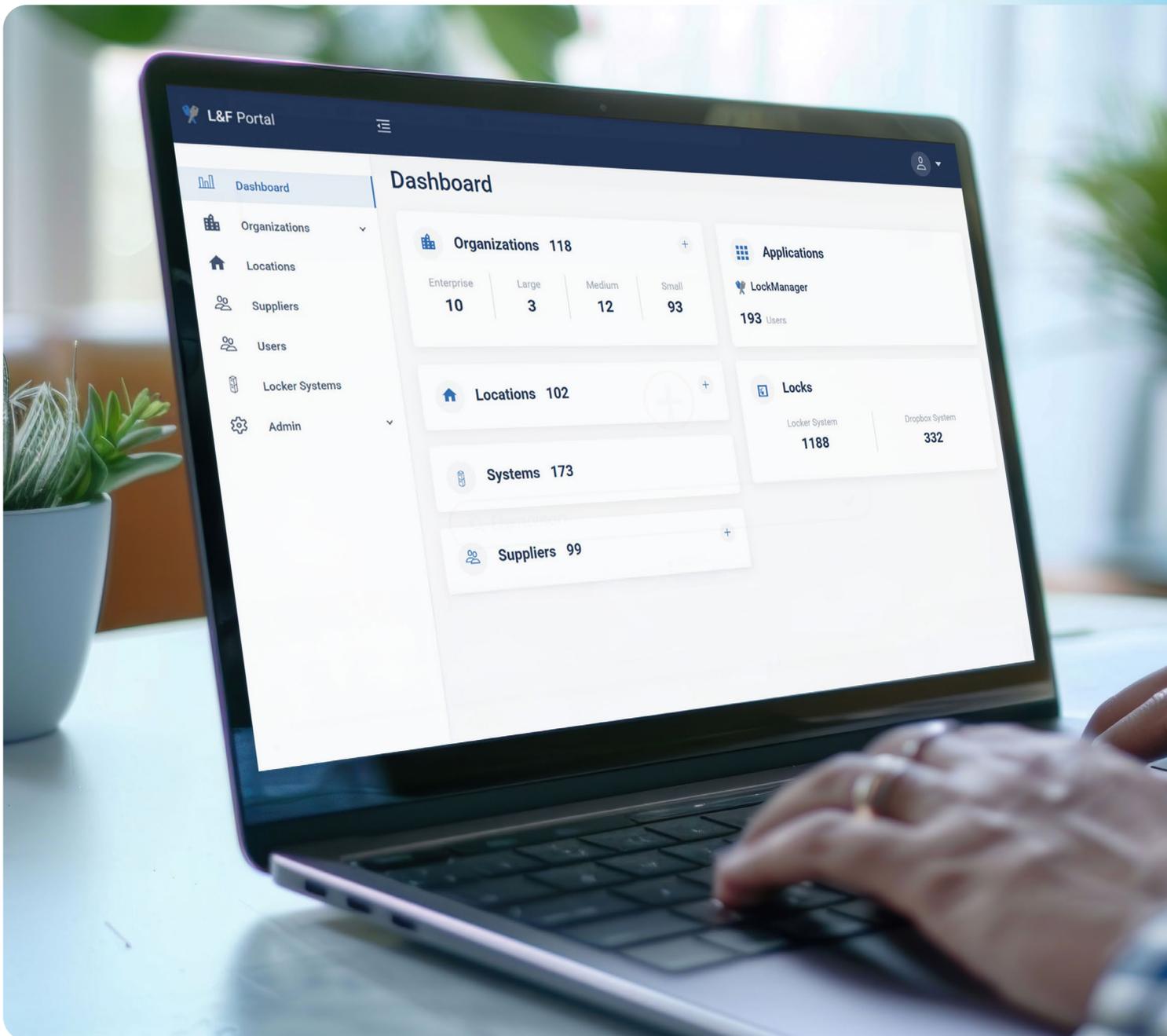


Zodiac Workspace Web Portal User Guide



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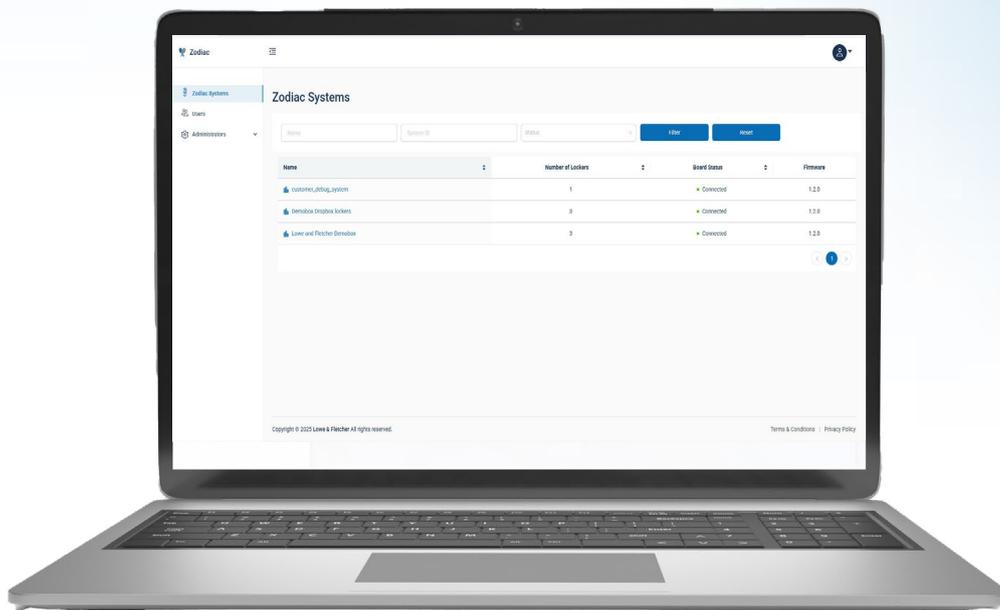
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Step 6: Administrators - List

Introduction

The Zodiac Workspace Web Portal User Guide is your central hub for managing your Zodiac Workspace locker system.

This guide will walk you through everything you need to know to maximise the portal's Administrator features, giving you seamless control and customisation options at your fingertips.

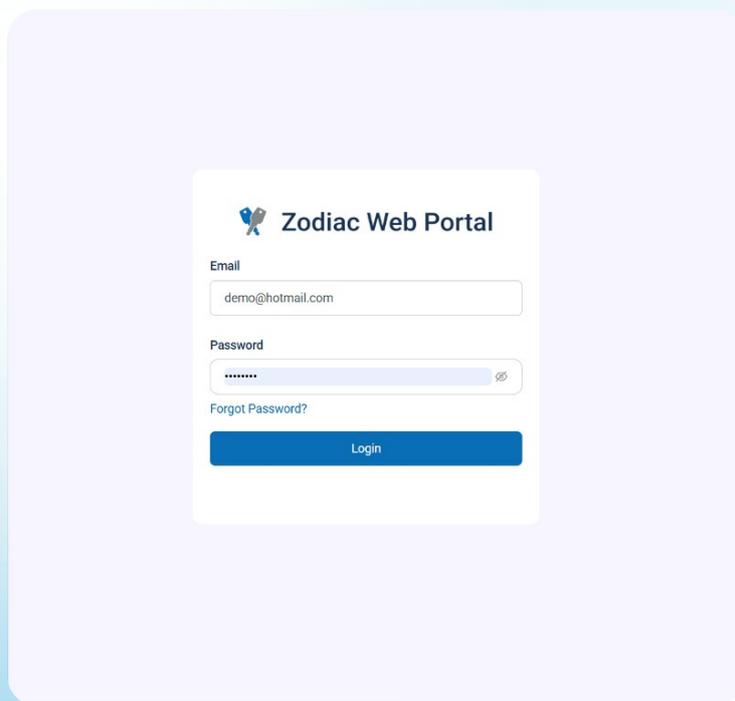


Zodiac Workspace Web Portal Operation

Step 1: Navigate to the Zodiac User Portal

Enter the Zodiac User Portal web page URL <https://portal.lockmanager.com/auth/login> into your internet browser.

Once the webpage is open, you will see the login screen. Enter your Zodiac User and Password credentials here.

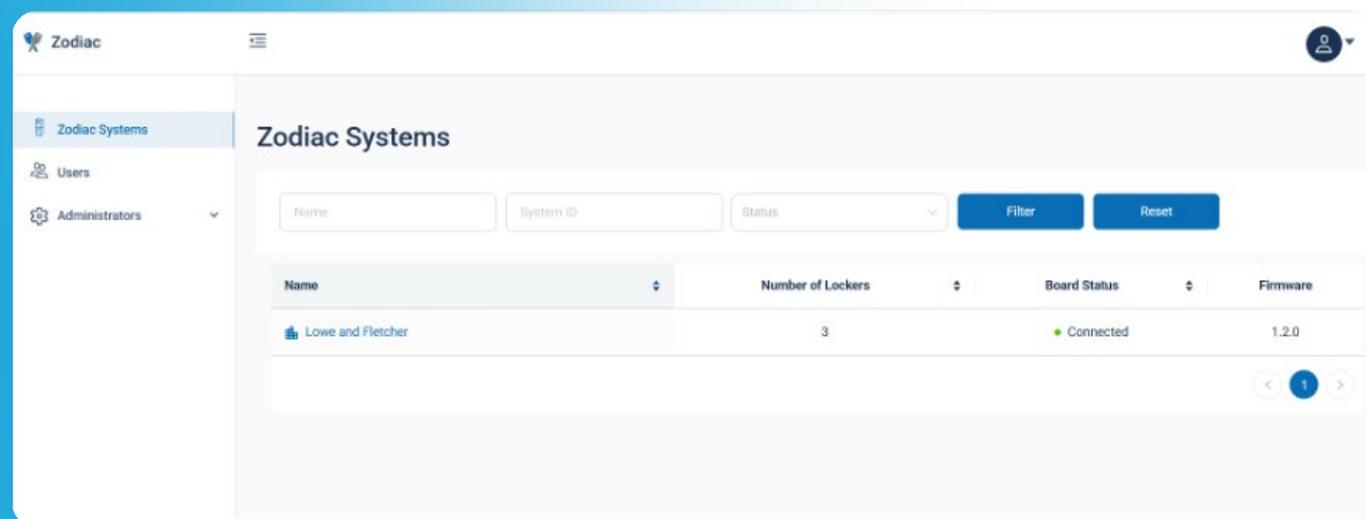


Step 2: Navigating the Dashboard

After logging into the Zodiac web portal, you will be greeted with the Zodiac System dashboard.

On the dashboard you will see the system(s) you have access to as a user.

This gives a high-level overview showing the system name, number of lockers, connection status and version of firmware installed into the Zodiac Workspace touchscreen terminal.

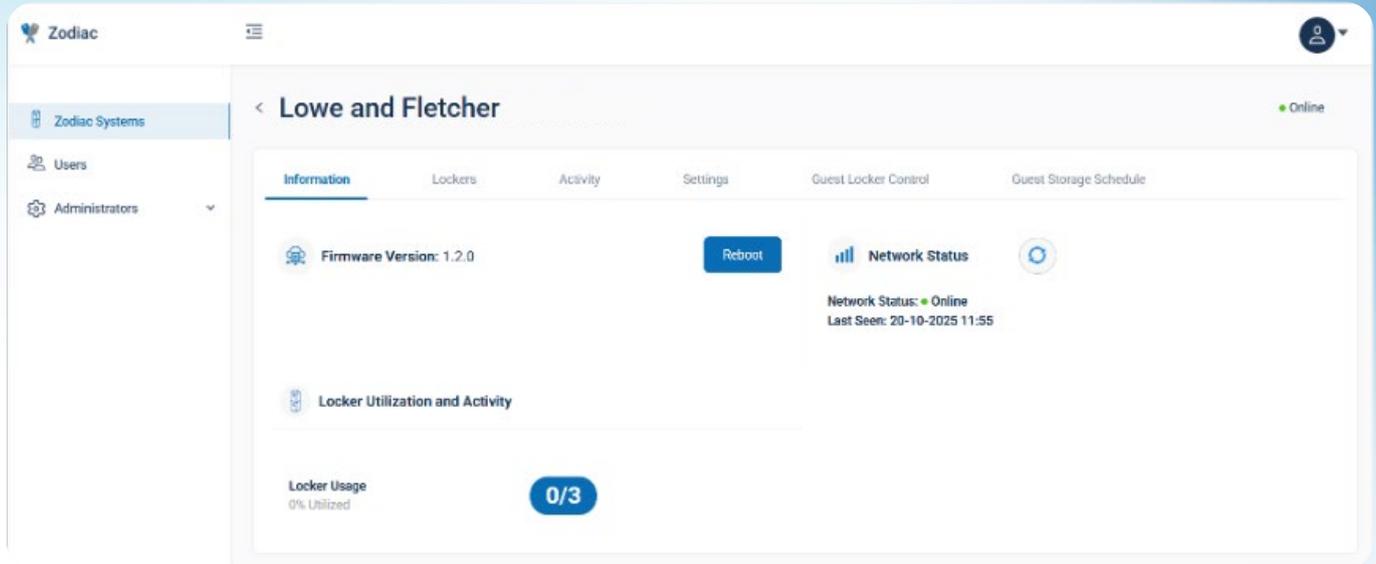


Step 3: Selecting and configuring the System

Clicking the relevant system will direct you to a more detailed system information dashboard.

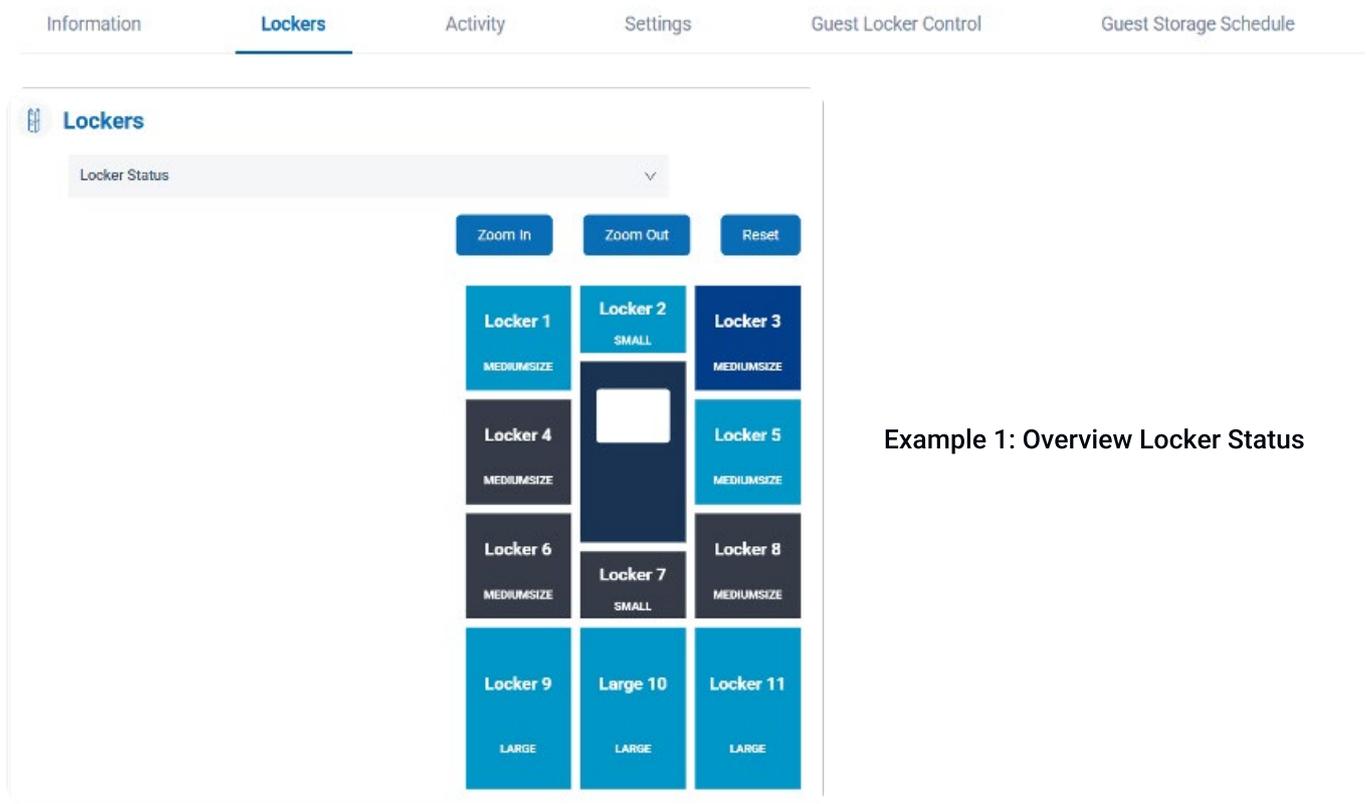
For each system, there are tabs to control different settings:

Information: includes the current Network Status with the ability to refresh the status, the firmware version and the current locker utilisation, by both count and % utilisation.

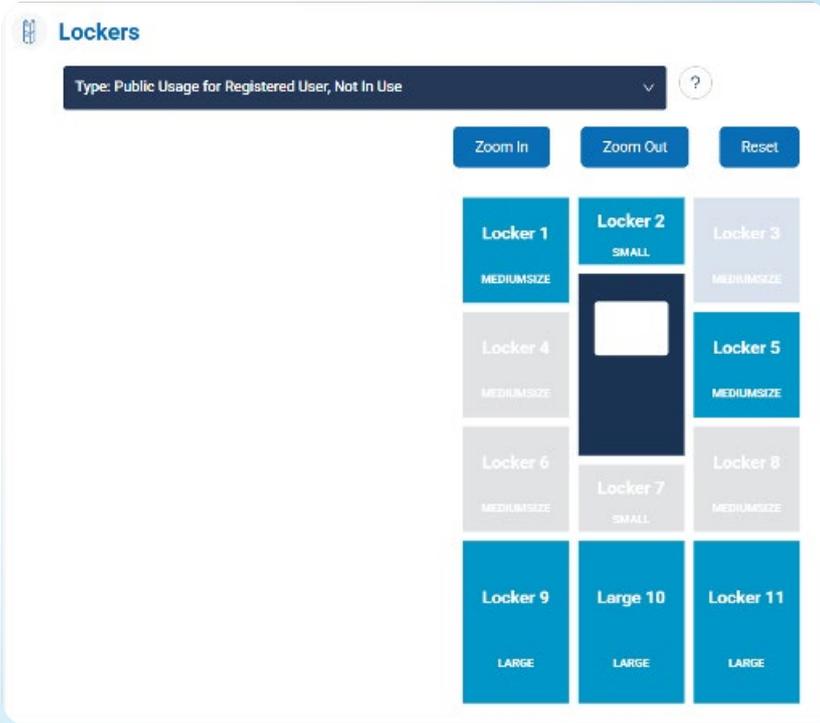


Step 3.1: Lockers

The Lockers tab provides an overview of the locker status in a user friendly locker grid, representing the layout of the lockers in the workspace storage area. Through the dropdown menu, the grid can be changed to show which lockers are in use or available in the different modes.



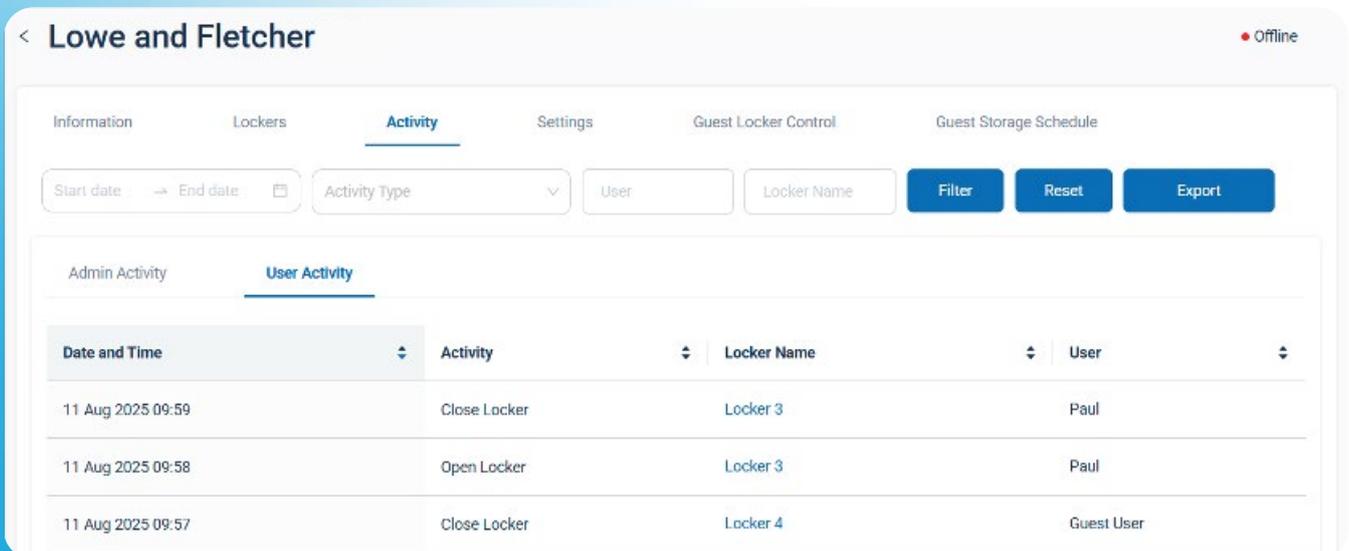
Example 1: Overview Locker Status



Example 2: Lockers available for Public Registered Users

Step 3.2: Locker Activity

This tab provides an audit of all events that have taken place at the touchscreen terminal. Events can be filtered by Date and Time, Activity, Locker Name and User. Clicking the Reset button removes any filters applied. Click the Export button to create and download a csv file which can be opened in Excel.



Information Lockers **Activity** Settings Guest Locker Control Guest Storage Schedule

04/08/2025 → 11/08/2025 Activity Type User Locker Name Filter Reset Export

Admin Activity **User Activity**

Date and Time	Activity	Locker Name	User
11 Aug 2025 09:59	Close Locker	Locker 3	Paul
11 Aug 2025 09:58	Open Locker	Locker 3	Paul
11 Aug 2025 09:57	Close Locker	Locker 4	Guest User

To filter locker activity by date, add start and end dates then press Filter.

Information Lockers **Activity** Settings Guest Locker Control Guest Storage Schedule

Start date → End date Activity Type User Locker 8 Filter Reset Export

Admin Activity **User Activity**

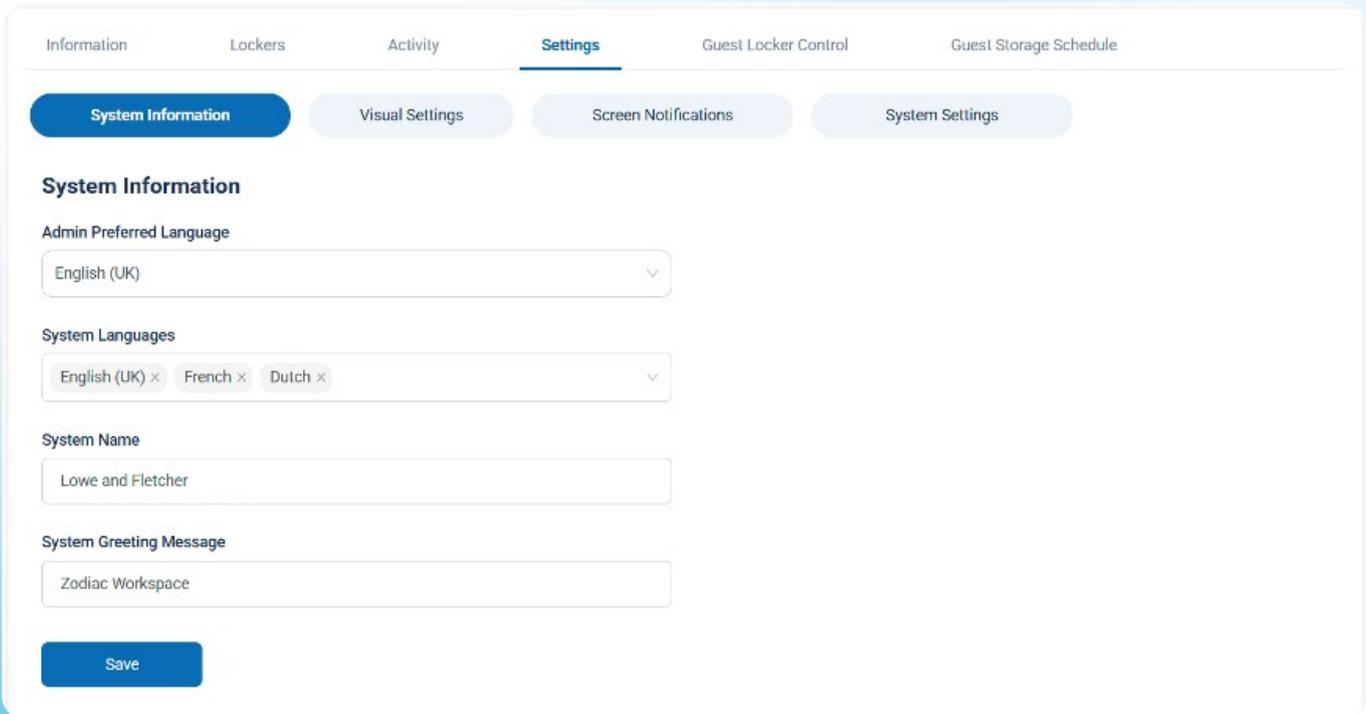
Date and Time	Activity	Locker Name	User
11 Aug 2025 09:53	Close Locker	Locker 8	Guest User
11 Aug 2025 09:53	Open Locker	Locker 8	Guest User
11 Aug 2025 09:51	Close Locker	Locker 8	Guest User

To filter locker activity by locker name, type in locker name and press Filter.

Step 3.3: Settings – System Information and Visual Settings

Settings: the Settings tab includes four further menus - System Information, Visual Settings, Screen Notifications and System Settings.

System Information: the preferred language and optional languages that are presented to users at the touchscreen terminal can be set via the dropdown menus. The System Name and the System Greeting Message – displayed as the greeting to users at the touchscreen terminal - can be edited. Remember to click the Save button to retain the information entered.

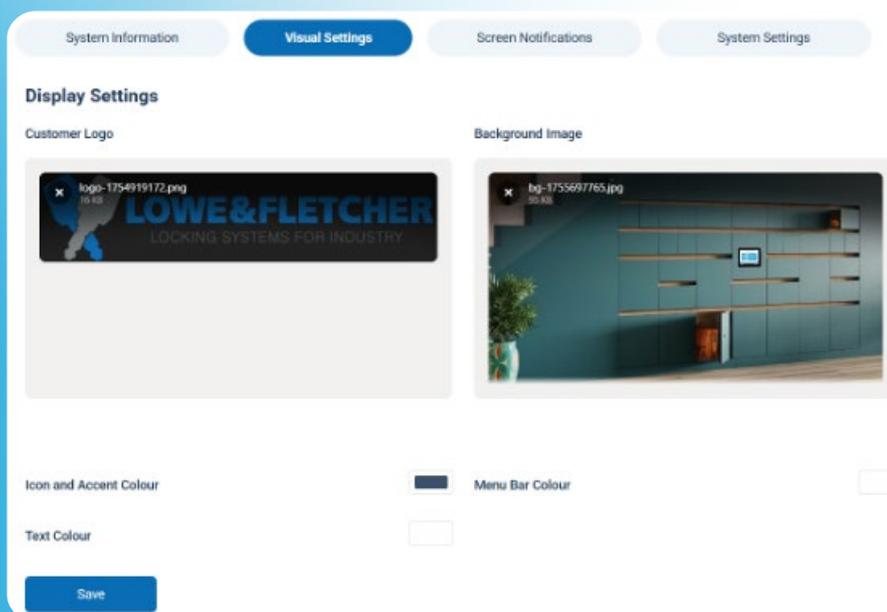


The screenshot shows the 'Settings' tab in a web interface. The 'System Information' sub-tab is selected. It contains the following fields:

- Admin Preferred Language:** A dropdown menu currently set to 'English (UK)'.
- System Languages:** A multi-select dropdown menu with 'English (UK)', 'French', and 'Dutch' selected.
- System Name:** A text input field containing 'Lowe and Fletcher'.
- System Greeting Message:** A text input field containing 'Zodiac Workspace'.

A blue 'Save' button is located at the bottom left of the form.

Visual Settings: customer logo and the touchscreen terminal background image can be customised by uploading .jpg or .png files in the relevant fields, either drag and drop or click to select a file. System colours can also be customised.

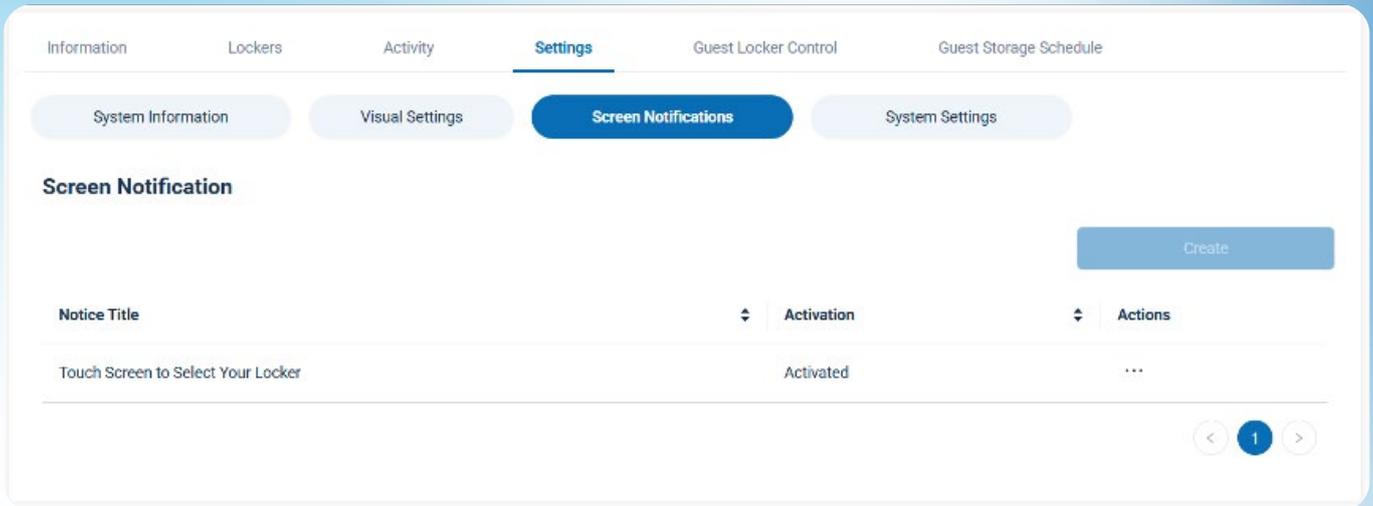


The screenshot shows the 'Visual Settings' sub-tab. It includes the following options:

- Customer Logo:** A preview of a logo for 'LOWE & FLETCHER LOCKING SYSTEMS FOR INDUSTRY' with a file name 'logo-1754919172.png'.
- Background Image:** A preview of a modern interior space with a file name 'bg-1755697765.jpg'.
- Icon and Accent Colour:** A color selection field with a dark blue swatch.
- Menu Bar Colour:** A color selection field with a white swatch.
- Text Colour:** A color selection field with a white swatch.

A blue 'Save' button is located at the bottom left of the form.

Screen Notifications: a scrolling notification can be added to the system by clicking the Create button. An existing notification can be edited by clicking the three dots under Actions. A toggle switch allows the user to disable or enable the notification to be presented at the touchscreen terminal during idle time.



System Settings: four options can be enabled or disabled via toggle switches.

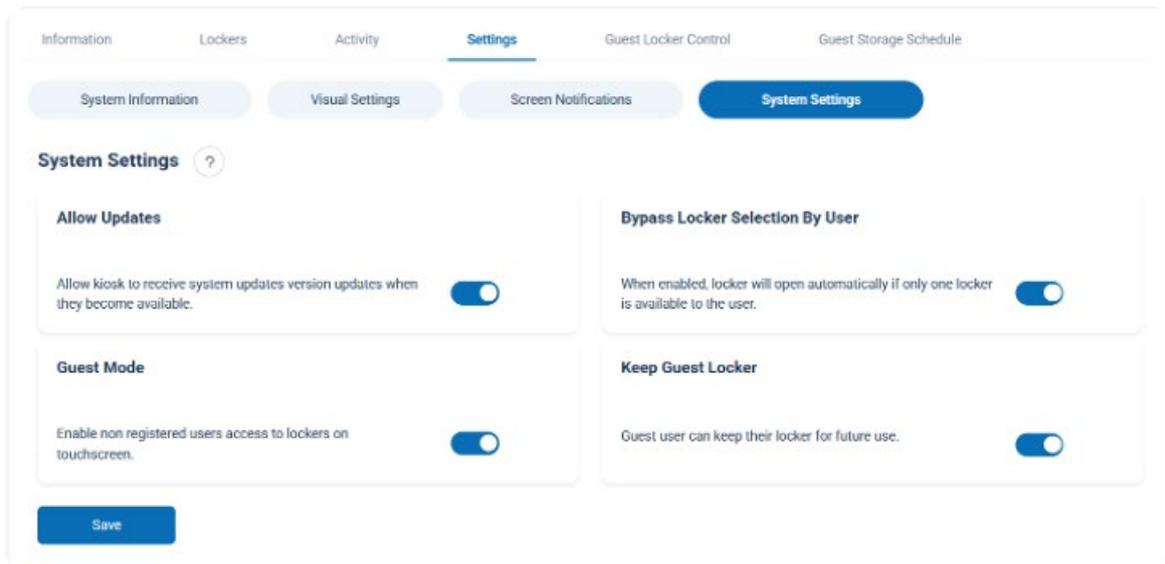
Allow updates: allow the touchscreen terminal to automatically receive firmware updates when they become available from Lowe & Fletcher.

Bypass Locker Selection: when selected, the locker door will open automatically if only one locker is available to that user.

Guest mode: enables the system to allow non-registered users to access lockers without prior registration.

Keep Guest Locker: gives the guest the option to retain their locker for future use after opening and closing the door. If not selected, the locker will automatically be released for use by another user after the door is closed.

Click Save following any changes to these settings.



Step 3.4: Guest Locker Control

The Guest Locker Control tab shows an audit trail of each of the guest lockers. The list can be filtered by Locker Name and/or by Locker Status. Click Reset to clear any filters applied.

The Guest Locker Control tab also allows the locker to be reset if the PIN number has been forgotten by the user.

If a guest forgets the PIN number their last three digits are displayed as a reminder.

The screenshot displays the 'Guest Locker Control' interface. At the top, there are navigation tabs: Information, Lockers, Activity, Settings, **Guest Locker Control**, and Guest Storage Schedule. Below the tabs, there are two input fields: 'Locker Name' and 'Locker Status' (with a dropdown arrow). To the right of these fields are two blue buttons: 'Filter' and 'Reset'. Below the filter section, there is a table with two columns: 'Locker Name' and 'Locker Status'. The first row shows 'Locker 8' and 'Available'. Below this, there is a table with three columns: 'Date Time', 'Status History', and 'Pin Number'. The first row shows '11/08/2025 09:53', 'Setup By Guest User', and '***111'. The second row shows '11/08/2025 09:51', 'Setup By Guest User', and '***456'. A blue 'Reset' button is located to the right of the first row of the 'Pin Number' column.

Locker Name	Locker Status
Locker 8	Available

Date Time	Status History	Pin Number
11/08/2025 09:53	Setup By Guest User	***111
11/08/2025 09:51	Setup By Guest User	***456

Step 3.5: Guest Storage Schedule

Guest Storage Schedule: the Scheduler allows scheduled opening of guest lockers as well as the option to schedule a reset of guest locker assignments.

Open – All locker doors will be opened at the allocated time, but the locker assignment will not be reset. This can be done on an individual basis.

Reset Guest Locker – Locker allocation will be reset for all lockers at the allocated time and can be set on an individual basis.

The screenshot shows a web interface for configuring the Guest Storage Schedule. At the top, there are navigation tabs: Information, Lockers, Activity, Settings, Guest Locker Control, and Guest Storage Schedule (which is currently selected). Below the tabs is the title 'Guest Storage Schedule' with a help icon. The main content area is a table with four columns: Day, Open Guest Locker, Reset Guest Locker, and Time. The rows represent the days of the week from Monday to Sunday. For Monday, both 'Open Guest Locker' and 'Reset Guest Locker' are toggled on, and the time is set to 09:55. For the other days (Tuesday through Sunday), both toggles are off, and the time is set to 'Select time'. At the bottom left of the table is a blue 'Update' button.

Day	Open Guest Locker	Reset Guest Locker	Time
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09:55
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	Select time
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	Select time
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	Select time
Friday	<input type="checkbox"/>	<input type="checkbox"/>	Select time
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	Select time
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	Select time

Update

Use toggle switches to select the function(s) required then select the time for the actions followed by the Update button.

If multiple systems are to be opened, a 1-minute gap between system open times should be entered.

For example: System 1 set to Open and Reset at 09:55, system 2 set to Open and/or Reset at 09:56, system 3 set to Open and/or Reset at 09:57

Step 4: Users

The listed users are those that have registered usage and/or RFID usage, no guest user details are captured.

Only Administrators have access to the portal and user details.

Clicking onto the Users tab on the left-hand side displays a list of the current users registered on the system.

The listed users are those that have registered usage and/or RFID usage, no guest user details are captured.

The list can be filtered by name or email by adding relevant data into the fields and clicking Filter. Click Reset to remove any filters applied.

Click the three dots under Actions to either Edit the existing user information such as name, email address and RFID number or Delete the existing user.

New Users can be added through the + Add User button. The minimum information required to set up a new user are indicated with a *.

Users

Filter Reset + Add User

Name	Email	Actions
User 1	demo@lowe-and-fletcher.co.uk	...
User 2	demo@lowe-and-fletcher.co.uk	...
User 3	demo@lowe-and-fletcher.co.uk	...
User 4	demo@lowe-and-fletcher.co.uk	...
User 5	demo@lowe-and-fletcher.co.uk	...
User 6	demo@lowe-and-fletcher.co.uk	...
User 7	demo@lowe-and-fletcher.co.uk	...
User 8	demo@lowe-and-fletcher.co.uk	...
User 9	demo@lowe-and-fletcher.co.uk	...
User 10	demo@lowe-and-fletcher.co.uk	...

Edit User

Delete User

Step 5: Administrators - Roles

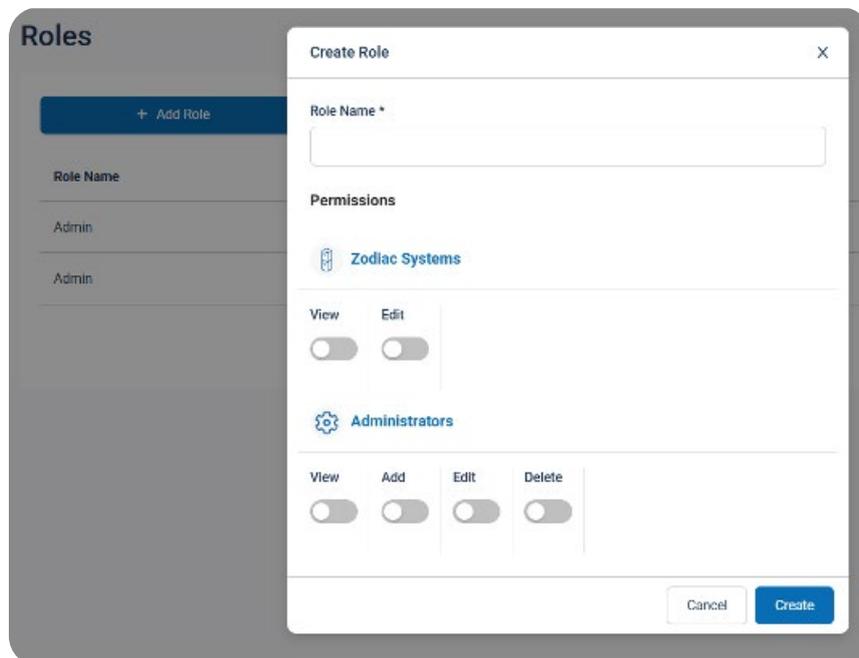
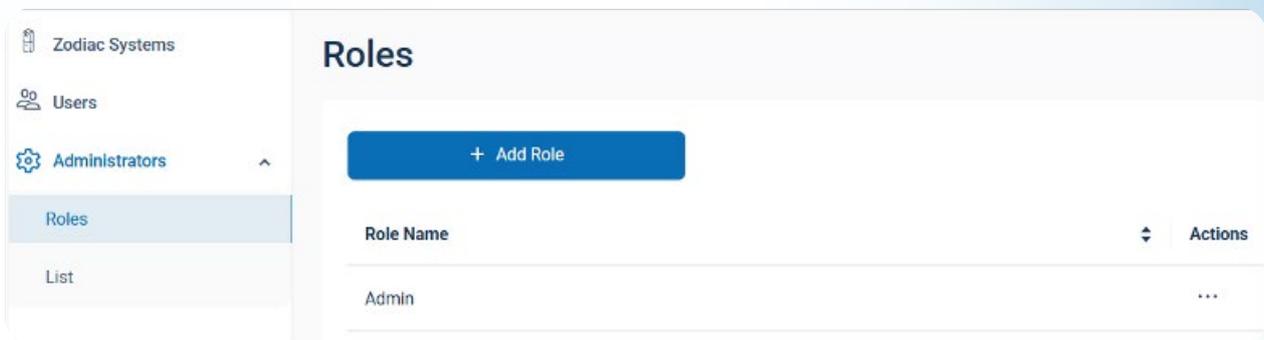
Selecting the Administrator tab on the left-hand side provides two options; Roles and List.

Roles are used to control the permissions available to administrators. Multiple administrator roles can be created with different permissions to control the access each administrator has available. Roles are then assigned to the relevant administrator.

The Roles menu shows a list of active Admin roles with the ability to edit or delete existing roles by clicking the three dots under Actions.

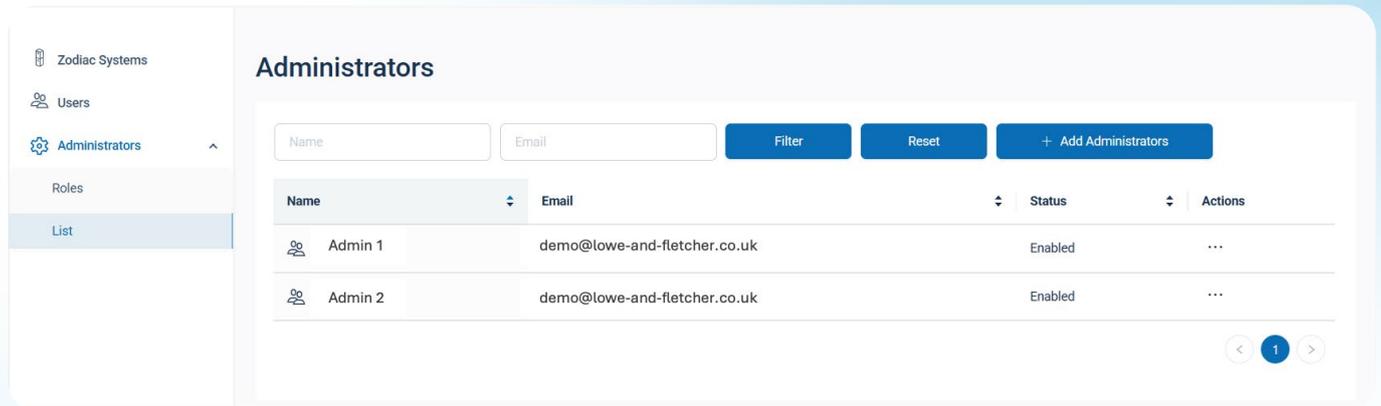
Editing an existing role allows the permissions for that role to be changed by using the toggle switches followed by the Update button.

Creating a new Role can be completed by clicking the + Add Role button. This brings up a menu where the role name can be defined and the permissions available to that role.

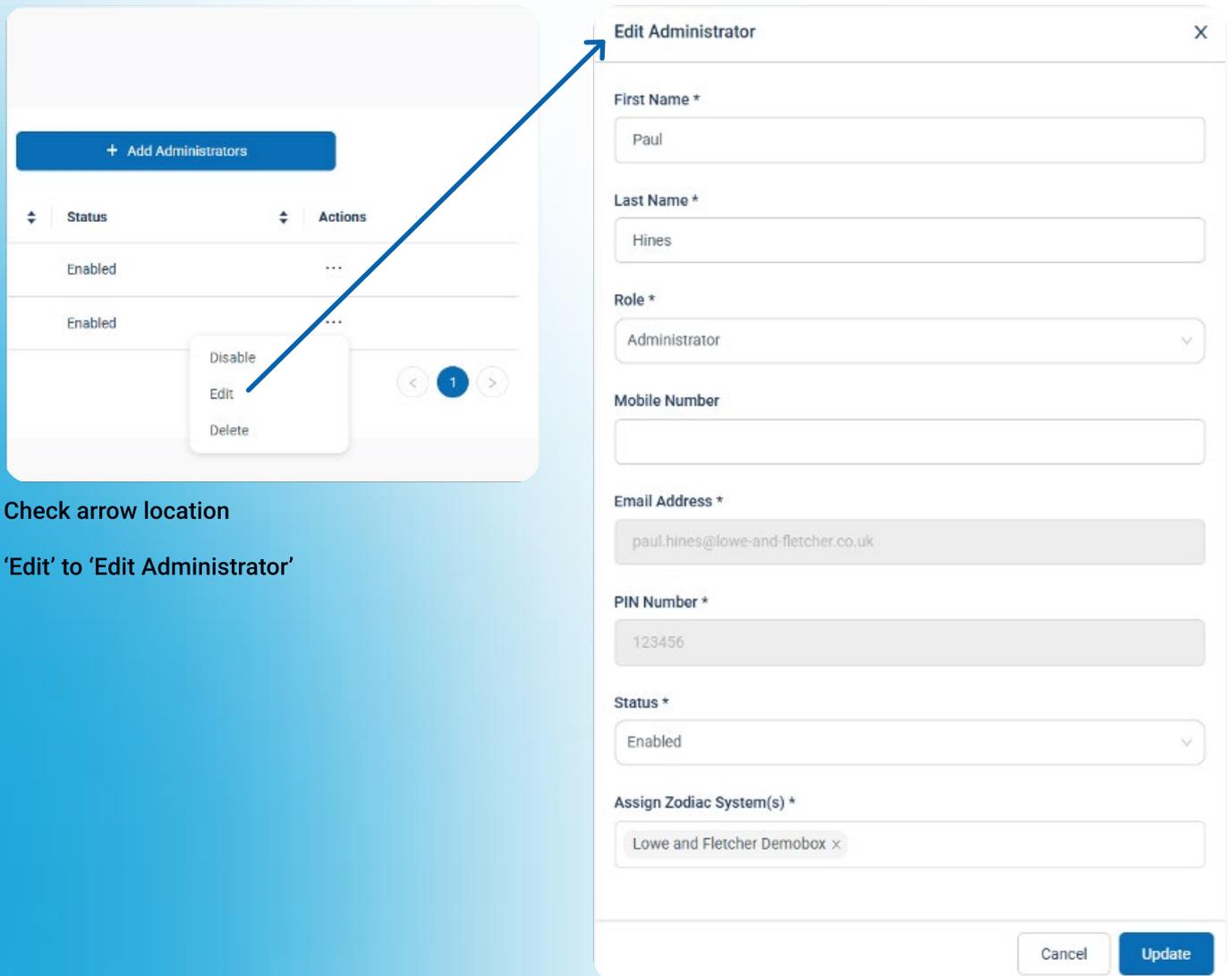


Step 5: Administrators - List

The List function enables roles to be assigned to each Administrator.



Administrators can select the three dots to display three options, Disable, Edit or Delete. Depending on permission settings, Administrators may edit other administrator settings, updating details or changing role type.



Check arrow location

'Edit' to 'Edit Administrator'

Need help? We're all ears!



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