

## QUICK START GUIDE FOR ACCOUTS SET UP

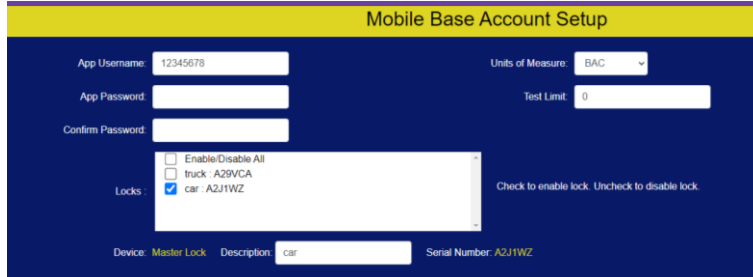
There are TWO screens/Tabs that must be completed when setting up equipment and subaccounts. The equipment set up (and assigning tester to employee/subaccount) is on the Mobil Account Tab while the Subaccounts Tab is to fill in & personalize the information of employee/subaccount. Here they are assigned a username and password so they can log into the mobile app and assigned access to other testers if desired and whichever of the locks they are allowed to access.

### MOBILE BASE ACCOUNT: Equipment Set Up

In the Mobile Base Account the basic information is set up on this page so Admin can easily setup all equipment and subaccounts. Once this information is created on this page, it will automatically populate to the Sub Account page, where Admin can then personalize the information to easily monitor the subaccounts. This user-friendly approach is to assist those with large number of subaccounts and not having too much information compiled on one page.

### Setup of Locks

In this example there are two locks purchased, these locks have been personalized by their serial number. This is done by simply clicking on the serial number of the particular lock and then adding the desired description, in this example 'car'. Each lock can be personalized so to better monitor and control equipment. Make sure to save all changes.



The screenshot shows the 'Mobile Base Account Setup' form. It includes fields for App Username (12345678), App Password, Confirm Password, Units of Measure (BAC), and Test Limit (0). There is a 'Locks' section with a list of items: 'truck - A29VCA' and 'car - A2J1WZ'. The 'car - A2J1WZ' item is checked. Below the list, there is a 'Device: Master Lock' field with 'Description: car' and 'Serial Number: A2J1WZ'. A note at the bottom right says 'Check to enable lock. Uncheck to disable lock.'

### Set up of Portable Testers

The same is true for the breath testers. It is highly recommended that once equipment is in hand, Admin sets up these devices, using the easiest method of recognition for the Admin, such as Employee ID. This information once entered will be saved and populated in the next screens when setting up the Subaccounts, the next Tab in the Data Server: Mobile Subaccounts.

NOTE: Should you decide to change Description of devices, make sure to hit Save. The changes will automatically populate and carry over to the next Tab although you may not see the changes immediately on this Tab, if you have hit Save, the changes will show later when returning to this Tab. When saved properly, a window will appear informing you Save has been completed.

**SUB ACCOUNT: Subaccount/Employee & Equipment Finalization**

Once the equipment and basic subaccount set up is done on the Mobile Base Account Tab, Admin will move to the Mobile Subaccounts Tab and here will personalize the Subaccounts & establish passwords for Smartphone access. Notice how the information from the previous Tab carries to this Tab and allows Admin to personalize the Subaccount, allowing for easier monitoring of these accounts.

In this example there are several Subaccounts, here you configure/personalize each one, allowing them access to the equipment desired and available on your account. The number of subaccounts/employees and devices are limitless.

Helpful Hint: When large quantities of devices, it is recommended that an internal monitoring system (labeling, sticker, etc.) be used on the onset to make it easier. EX: The find the PBT or lock serial number while the device is in their hand and the Mobile Account page open. Assign device and give it an ID in the Mobile Account page and put a sticker on it with the ID assigned. This will allow for easier account set up.

Remember that when creating Subaccounts Admin must assign tester and lock otherwise an error message will occur. Any lock or portable breath tester registered in the particular account may be assigned to any End User/Subaccount by the Administrator. Please make sure to always save all changes before switching to a different subaccount or a different tab.