

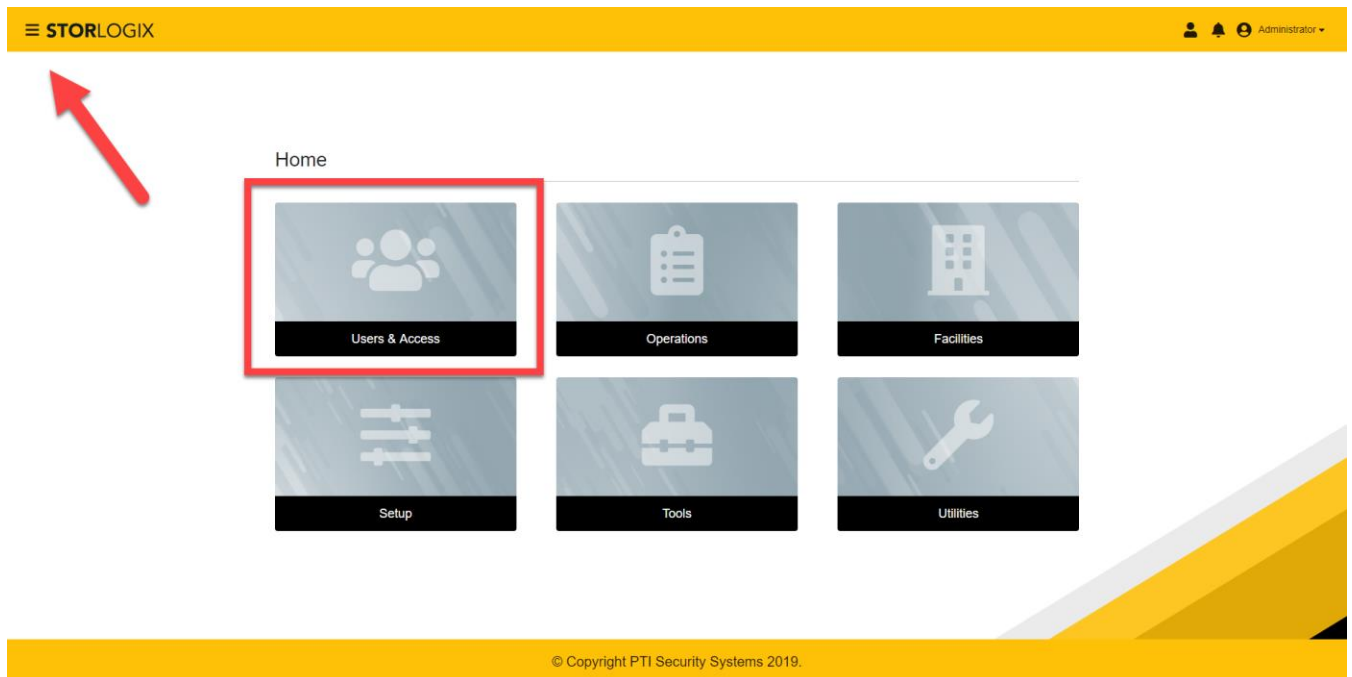
## How to Add Units in StorLogix

### Adding Units

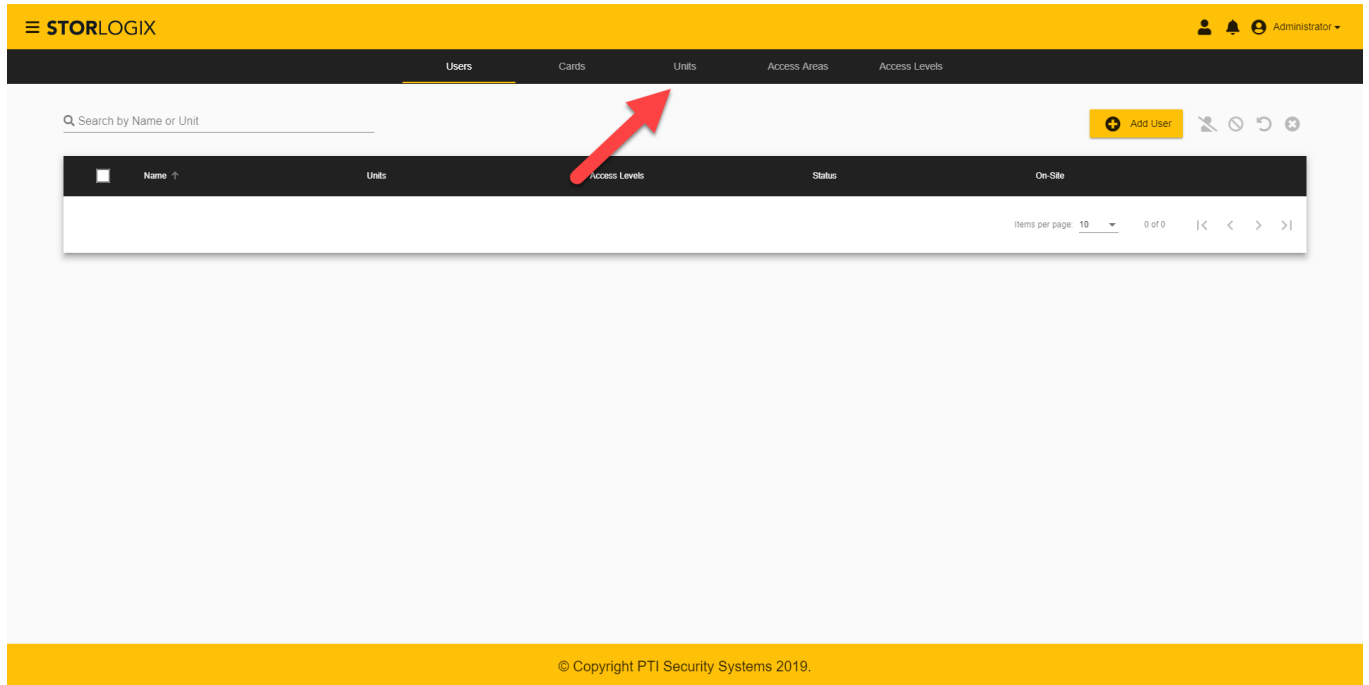
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To add a unit in StorLogix:

1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)



2. You will be on a page with a list of users, units, access levels and status. On the top tab next to Users, click on **Units**. This will change screens to a list of assigned units.
  - a. If integrated, the property management software will send over the site's list of units. It is typically not needed to add a unit by hand.



### 3. Click Add Unit.

The screenshot shows the PTI Security Systems Storlogix interface. At the top, there is a navigation bar with the logo 'STORLOGIX' on the left and a user profile 'Administrator' on the right. Below the navigation bar, there are tabs for 'Users', 'Cards', 'Units', 'Access Areas', and 'Access Levels'. The 'Units' tab is currently selected. A search bar is located below the tabs, with the text 'Search by Name or Assigned To'. To the right of the search bar, there is a red arrow pointing to a yellow 'Add Unit' button. Below the search bar, there is a table with the following columns: 'Name', 'Assigned To', 'Status', and 'Description'. The table contains 10 rows of data. At the bottom right of the table, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 21'.

Name	Assigned To	Status	Description
0001A			0001A
0002			2
0003	Arvind, Benjamin		0003
0006	Tamara		0006
0007	Arvind		0007
0010	kian c		0010
10	Jimmy		10
1A			1A
2			2
3			3

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- The pop-up screen will require you to fill in the forms with the Units detail, such as name, access area, alarm time/status and ability to suspend a unit. Click **Submit** to finish.

The screenshot displays the 'Add Unit' pop-up form within the PTI Security Systems web interface. The form is titled 'Add Unit' and includes a search bar and a close button. The 'Details' section contains the following fields:

- Name: John
- Description: John's unit
- Access Area: 1-1A
- Lighting Area: Lighting Area
- Alarm Hour: 0
- Alarm Minute: 0
- Door Alarm Active:
- Suspend Unit:
- Suspended Reason: (empty text box)

A red arrow points to the 'Submit' button at the bottom right of the form. The background shows the 'STORLOGIX' header and navigation tabs for Users, Cards, Units, Access Areas, and Access Levels.

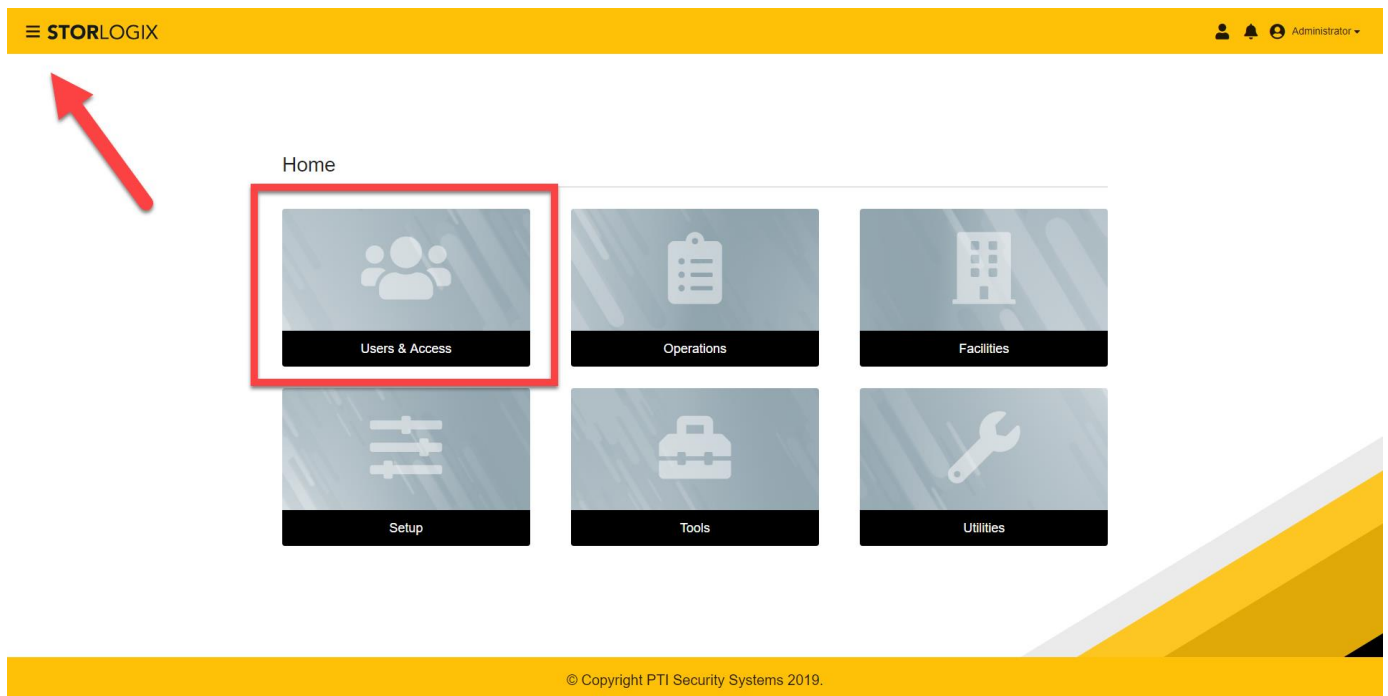
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## Editing Units

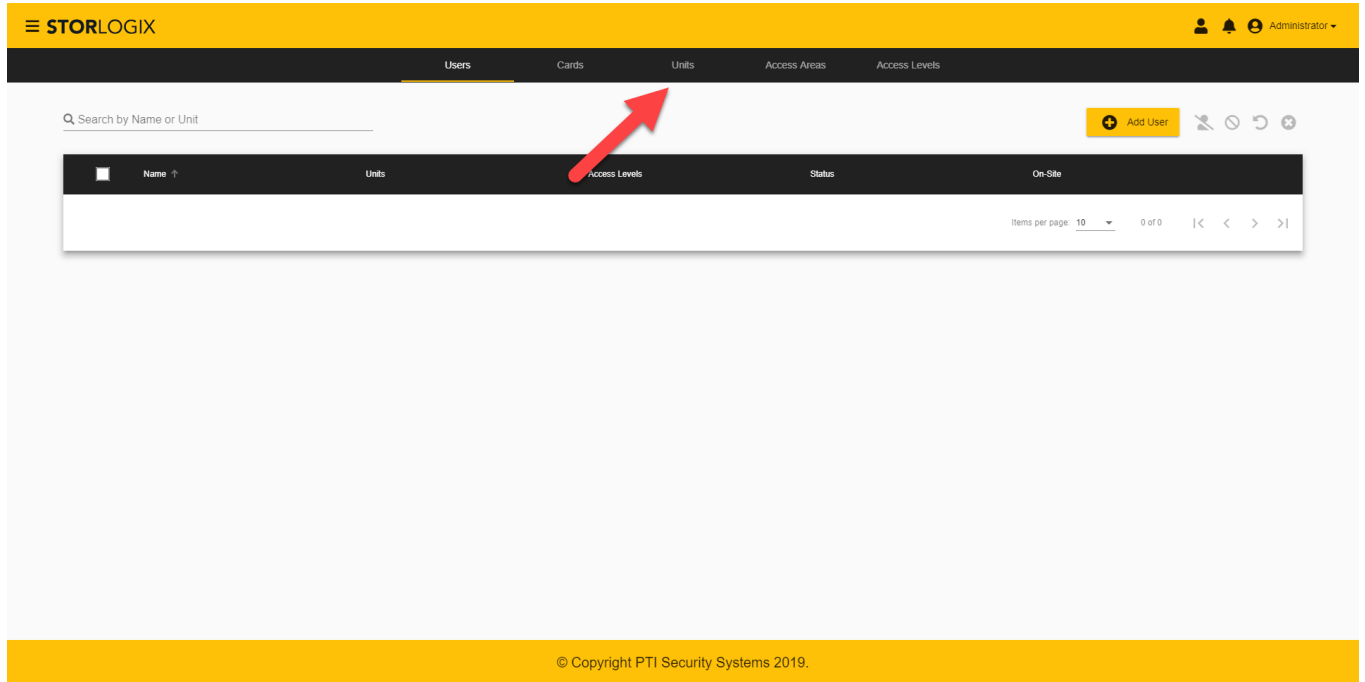
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To edit a unit in StorLogix:

1. Click on your **Users & Access** in the home screen. (Alternatively, you can click on the three bars in the top left corner to bring up the Navigation Menu.)



2. A navigation bar will appear, with options of Users, Cards, Units, Access Areas, and Access Levels. Click on **Units** to display the Unit names, where they're assigned, the status, and description.



3. Click the three vertical dots on the far right to **View Details** of your desired Unit.
  - a. You can also click on the checkbox and press the **X** symbol next to Add Card to delete the unit.
  - b. Viewing details will display the details and give the options to make the **Door Alarm Active** or to **Suspend Unit**. Click the check boxes in the Details window to perform either of these actions.

The screenshot shows the 'Cards' section of the StorLogix interface. At the top, there is a search bar labeled 'Search by Name or Assigned To' and an 'Add Card' button. Below the search bar is a table with the following columns: Name, Assigned To, Status, and Description. The first row is highlighted with a red box, and a red arrow points to the three vertical dots in the rightmost column of that row.

Name	Assigned To	Status	Description	
<input type="checkbox"/> 1003		Lost	Card1003	⋮
<input type="checkbox"/> Card 10		Not Assigned		⋮
<input type="checkbox"/> Card 11		Not Assigned		⋮
<input type="checkbox"/> Card 3434	Benjamin	Assigned	Card 3434	⋮
<input type="checkbox"/> Card1	Jimmy	Assigned	654321	⋮
<input type="checkbox"/> Card5	Oliver2	Assigned		⋮
<input type="checkbox"/> Card9	Benjamin	Assigned	Tamara-card	⋮
<input type="checkbox"/> DDF1	Bruce	Not Assigned	DDF1	⋮
<input type="checkbox"/> DDF2	Ethan	Not Assigned	DDF2	⋮

Items per page: 10 | 1 - 10 of 22 | < > >>

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