STOR LOGIX CLOUD
ADMIN PORTAL MANUAL

STORLOGIX v3.0   SITE 40001

CONTROLLER
0 Issues

ACCESS POINT
0 Issues

ALARMS
0 Issues

USERS ONSITE
72 Onsite

EASY CODE
28 Today

81%
RENTED

Unit Status
● 81% Rented   ● 18% Vacant   ● 1% Suspended

76%
TENANTS

User Status
● 76% Tenants   ● 32% Non-Tenants   ● 3% Delinquent

2023

PTI SECURITY SYSTEMS

STORLOGIXCLOUD
PORTAL MANUAL

TABLE OF CONTENTS

Portal Manual
Dealer Administration

REGISTRATION PAGE
Dealers must create their own AP User account in the Admin Portal to become a dealer.

- Individuals will first need to click on the link found within an invitational email and navigate to the **Registration** page.

- Complete all required fields which include:
  - Email
  - Phone
  - Once completed, click **Create User.**
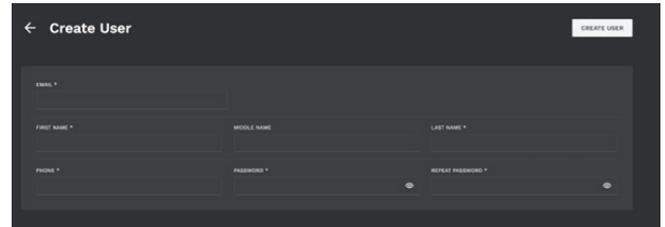
LOGIN PAGE
- Once registered, open the **Login** page and enter your personal credentials to login.

- **Agree with Terms of Service** and you will be navigated to this page after clicking on **Login** button (only for first Login).
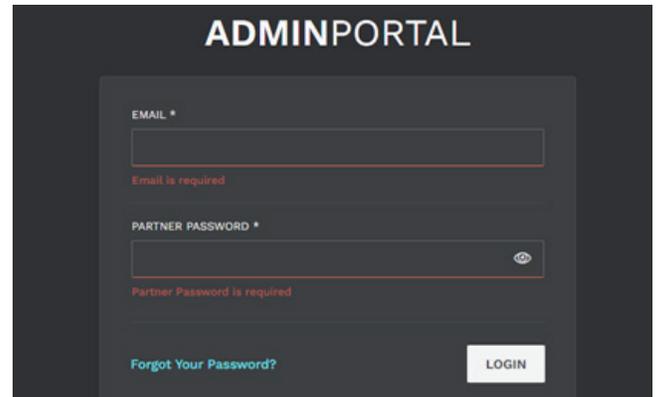
TWO FACTOR AUTHENTICATION (2FA) SETUP
When you Login for the first time, you are required to setup 2FA after confirming Terms of Service.

To setup 2FA you need a mobile phone with a pre-installed version of the Google Authenticator app.

- Scan the QR-code (or enter text code manually)

- Enter a 6-digit code from the app to AP
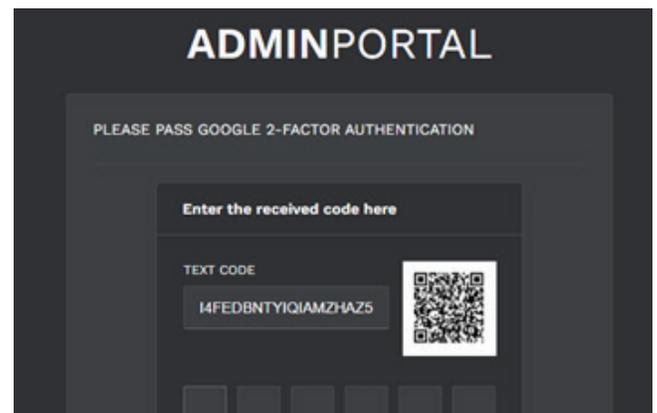
Note: there is a guide which you can open by clicking on "Do you need help setting up?"

Once you finish you will be logged in and navigated to SLC Accounts page.

Portal Manual
Dealer Administration

MANAGING AN AP ACCOUNT

Adding a New AP Account
To add a new account:

- Open the sidebar and navigate to the AP Accounts page.
- Click on **Add New AP Account**.

Inside the AP Account details reveals specific details about the AP Account.

- Dealers can see the list of all users in this AP Account
- Dealers can open a detailed view of each User
- Dealers can invite new AP Users to the AP Account

Editing an AP account
Once inside the AP Account Details section, dealers can see information about AP Account and edit the AP Account.

- Dealers can see list of all users in this AP Account
- Dealers can open a detailed view of each User
- Dealers can invite new AP User to this AP Account

MANAGING AP USERS

Adding an AP User
To add a user:

- Click on the **Add User** button
- Enter a valid email
- Click **Submit**

The user will receive invitation link.

Note: Only a Dealer Admin can change a User's Role.
To Change roles, go to back to the Details Page and select
Change Role.
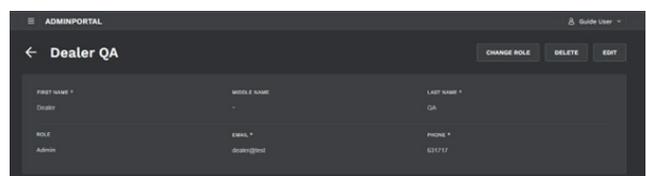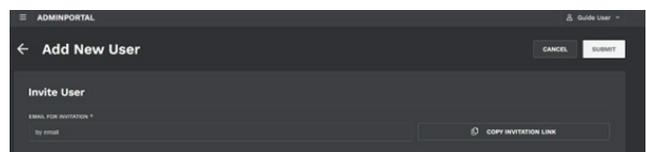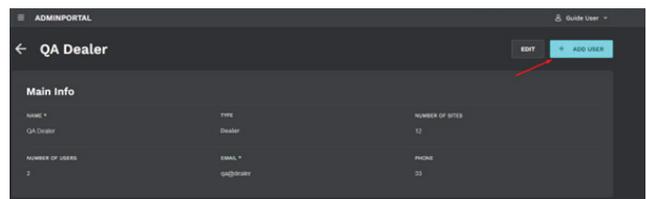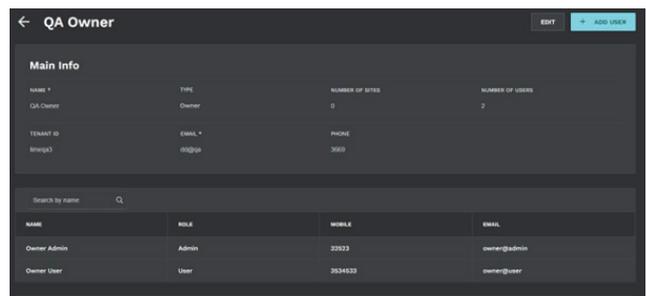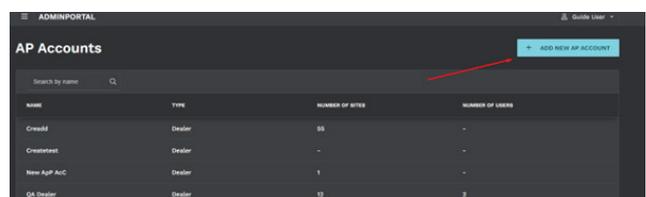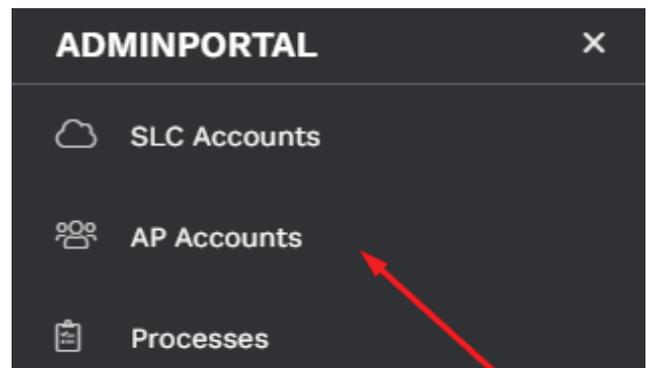
Portal Manual
Dealer Administration

My Account
The My Account page is designed for Dealers who desire to edit their own AP Account.

- Open My Account details by clicking on **Username** and then click on **My Account.**

- Dealer admins have full administrative privileges to AP Accounts without restrictions including:
    - Edit
    - Invite User
    - Change Role
    - Edit User
    - Delete User

Note: As a Dealer User, you are able to see details about AP Accounts and AP Users only. You cannot Edit, Change Role, Edit User, and Delete User.
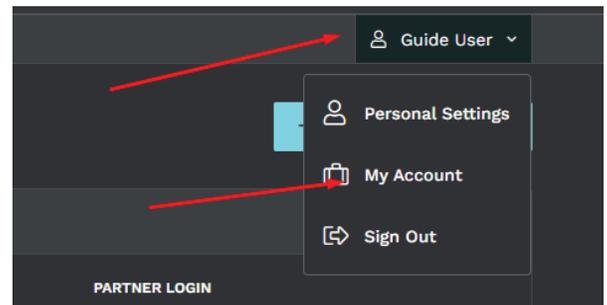
MANAGING SLC ACCOUNTS

Dealers only can see specific Accounts they have been "Assigned".

Adding a New SLC account
On the SLC Accounts page, create a new SLC Account (account name) by selecting **Add New Account**.

Fill in the required fields:
- Account Name
- Tenant ID (unique per environment)
- Click the **Add** button.

Once the process is started, the header will display a new along with the current process status. In **Accounts in Progress**, will also display the tenantid and status of job.
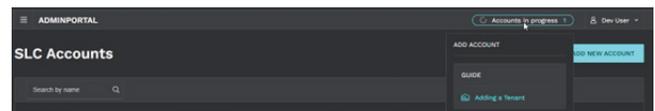
Once completed, a notification will appear and the header job will disappear. (Notification for failed jobs will also be displayed).

Portal Manual
Dealer Administration

Adding a SLC Site

To create a new SLC Site
- Open the SLC Account Details and click on the **Add Site** button. Fill in the required fields.

- Select the **backup file** from the drop-down list and provide SLCID and click **Start Loading**.

- The new job will appear in Header with current status, Process ID, Filename, TenantID.

- Once the Process changes status to **Waiting for Site Info**, the icon in Header will change and a notification will be displayed.

- Proceed with **Add Site Creation** by clicking on **Process** in Header.

- Complete the following:
  - A unique Site Name
  - A unique Site Code
  - A unique Serial Number
  - Click **Start Importing**

- Once the process is finished, you'll receive a notification and the job will disappear from the header. You can now open SLC Site Details from SLC Account Details.
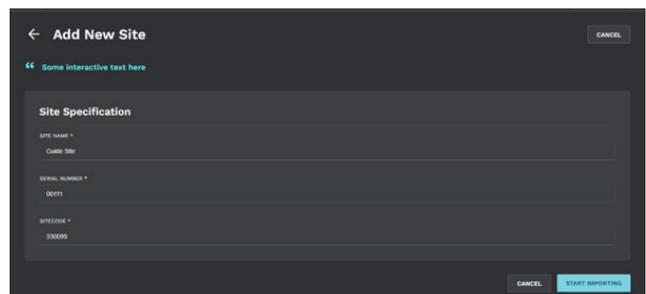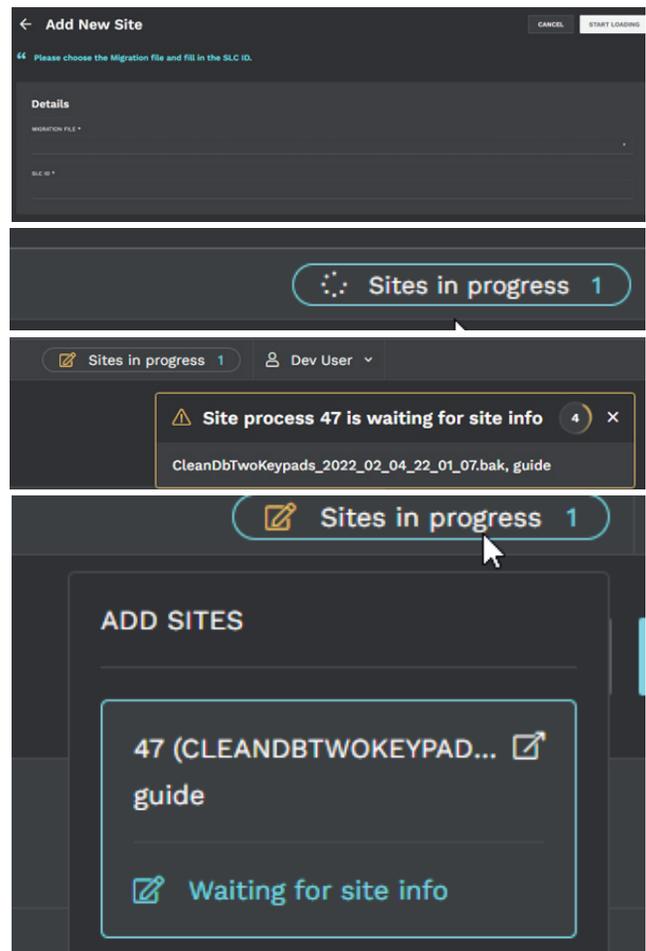
Portal Manual
Dealer Administration

Transferring a Site
To Transfer Site from one SLC Account to another,
- Open the SLC Site Details – then click on **Transfer.**

- On the Transfer page you should select SLC Account to which you plan to Transfer Site and click **Submit.**

- A new job will appear in Header with Site Name, From and To SLC Account.

- Once the process is finished you will receive notification.
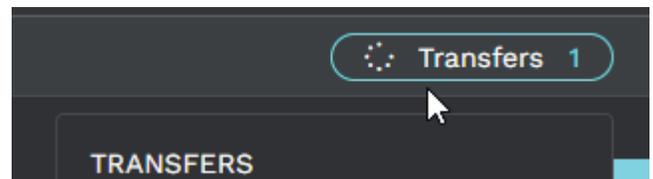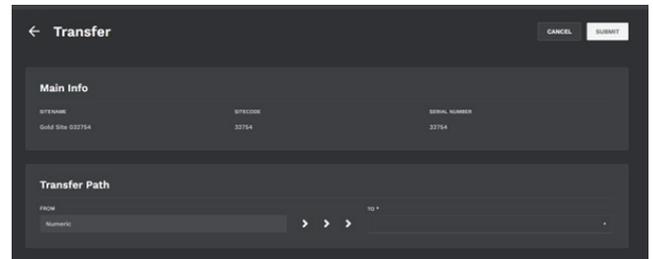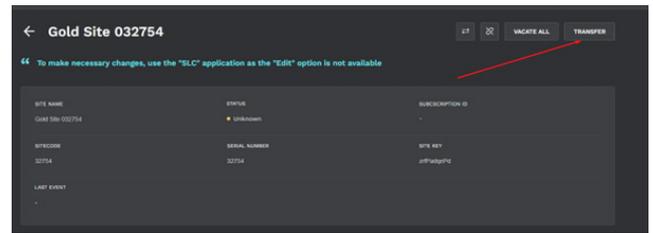
Vacating a Site
User can vacate a site by:
- Opening the SLC Site Details
- Click on **Vacate**
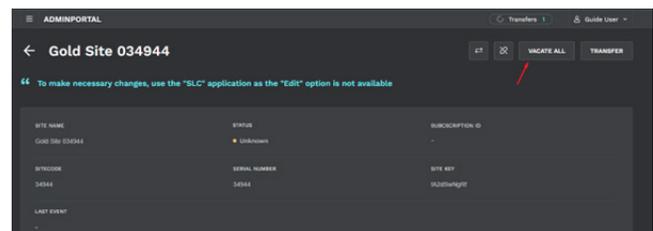
REVIEWING PROCESSES
On this screen, the following can be viewed:
- A list of all Processes (Add Site, Add Account, Transfer Site)
- Their status
- Other detailed information

- Note: By default, this page displays only Completed Processes. If you click on Toggle, it will show All Processes (Failed and In Progress as well).
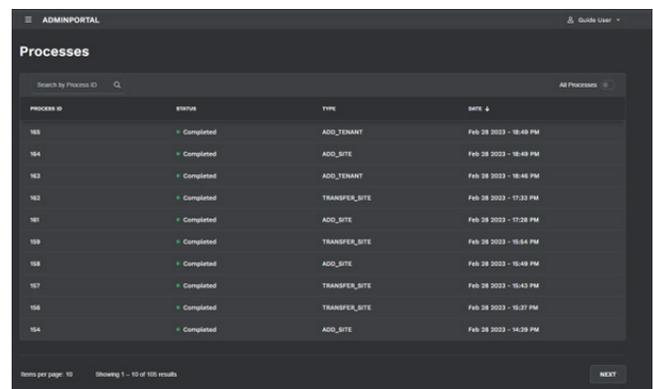
Portal Manual
Dealer Administration

- Dealers can open detailed information about any Process. Based on Process type, there will be a bit of different information and different milestones for each process.

Portal Manual
Dealer Administration

Logix Server and Sync Agent Log

Logix Server and Sync Agent Logs will display logs based on selected site or site-key.

- To select specific site user should click on **Select Site** and then select **Tenant** and site or enter **Site-key**.

- LSSA logs are available for Dealer Administrators.
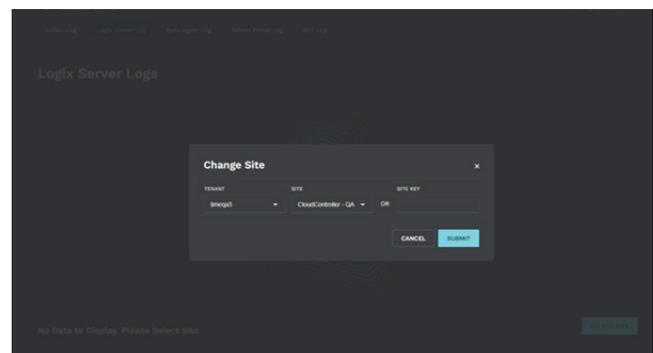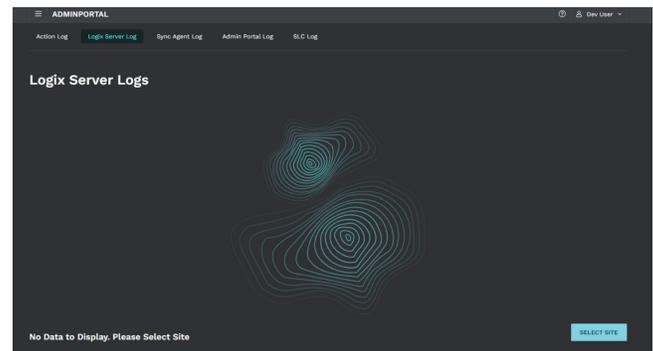
- Logs are displayed only for current day,

- All logs downloaded at simultaneously; users should scroll till the end of the page to display all.

- Users are able to use **Search by Data** and filter the table to display only Error.
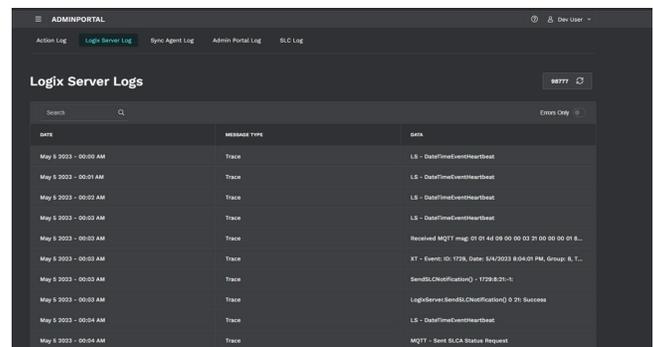
- Dealers are able to open Detailed message as well.
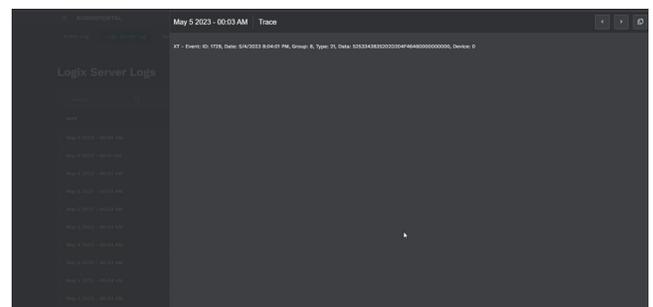
Note that Logix Server Log and Sync Agent Log have completely identical functions.

PTI SECURITY SYSTEMS

SHAPING THE INDUSTRY SINCE 1979

With StorLogix Cloud, operators can easily customize all of their facility's access areas, review site activity, and monitor zones and alarms from one cloud-based account. Create a world-class operation with the most advanced enterprise access control solution from the trusted industry leader with over 40 years of experience.

Since 1979, PTI Security Systems™ has provided the self-storage industry with proven security and access control systems. Known for our complete and innovative solutions that deliver advanced and cost-effective security systems, self-storage owners and operators can efficiently manage their facility from anywhere, lower operating costs, and enhance the tenant experience.

For more information about PTI Security Systems or StorLogix, please contact a PTI representative or visit our website.

ptisecurity.com   sales@ptisecurity.com   800.523.9504