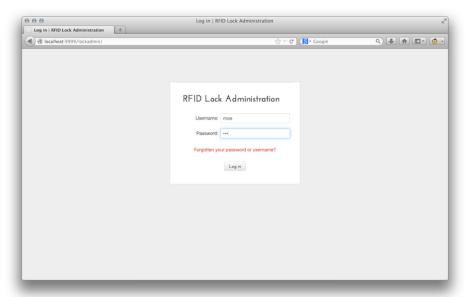
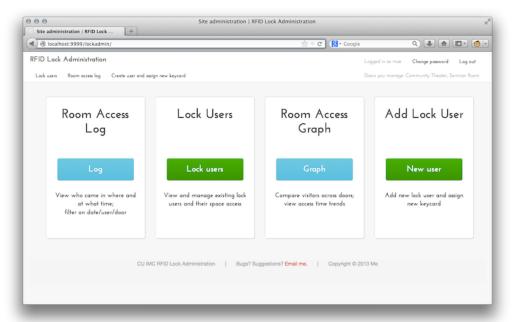
# The interface for staff users

## Logging in

If you used the fixture initial.json for the initial data as described in the Installation section, you can log in as 'moe', password 'moe'.

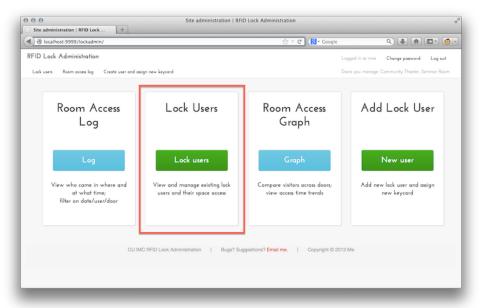


After logging in, you will see the index page, which summarizes the basic tasks a staff user can perform.

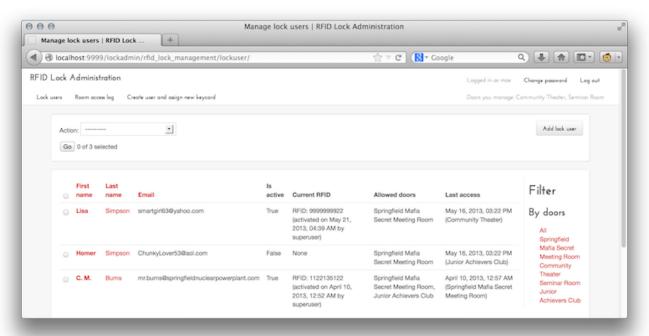


## **Managing lock users**

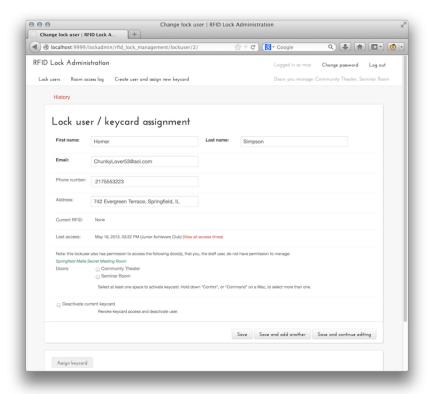
Click on the "Lock users" button on the main page.



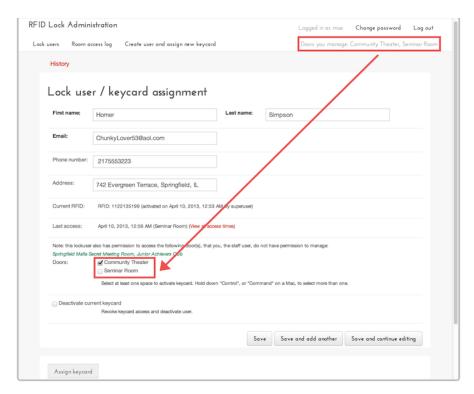
This takes you to the list of lock users. Here you can view, sort/filter, and apply batch actions to lock users.



You can also view/change an individual lock user's information. Clicking "Homer" should take you to a page containing his information:

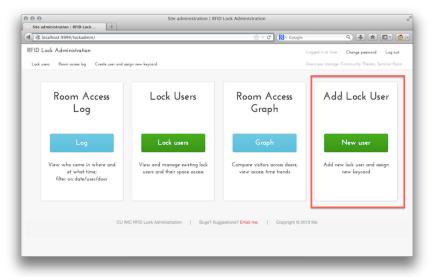


A staff user may not be able to control access to all doors in the building. For example, staff user Moe can only manage access to the Community Theater and the Seminar Room (the top navbar lists the logged-in staff user's permitted spaces). Homer's keycard, however, can open two additional doors: Springfield Mafia Secret Meeting Room and the Junior Achievers Club. These are listed on the form in the Doors fieldset -- but Moe cannot interact with them.

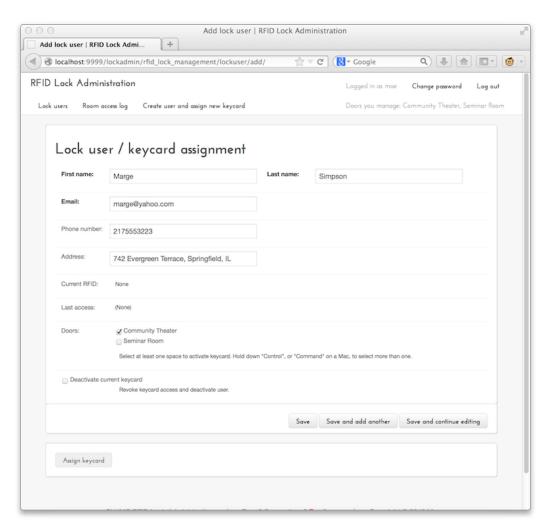


# Adding a new lock user and assigning a keycard

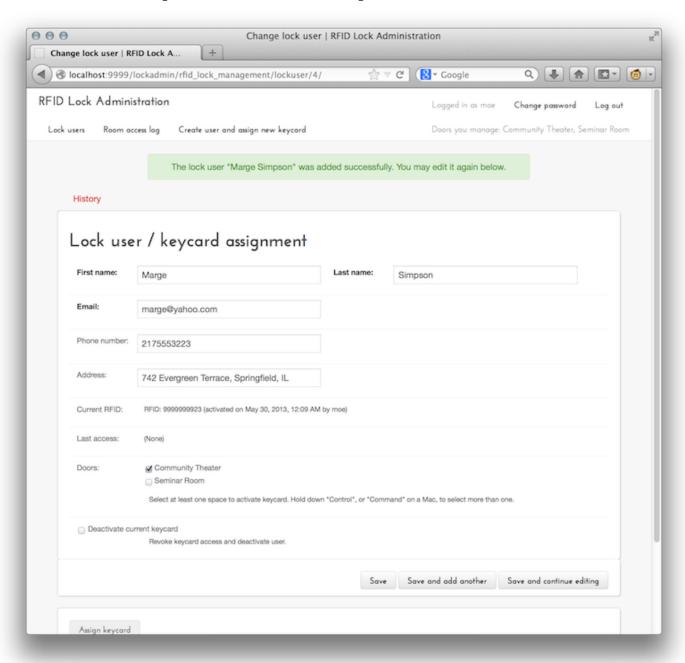
Click on the "New user" button on the main page.



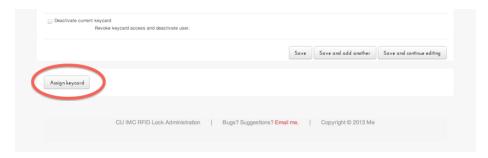
This takes you to a blank form. Fill in the user's information and check at least one door.



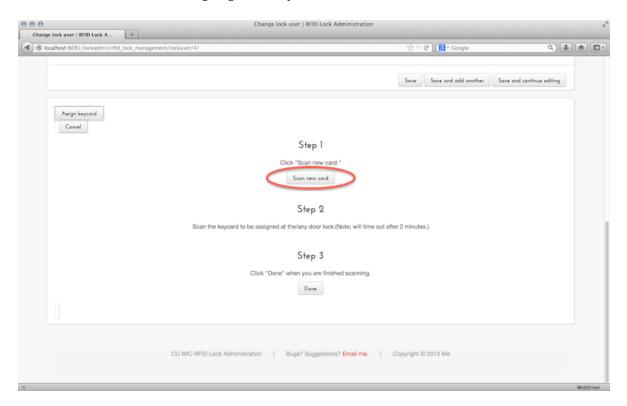
At this point you can save the new lock user without assigning a keycard. If you want to assign a keycard right away, click "Save and continue editing." You should see a success message.



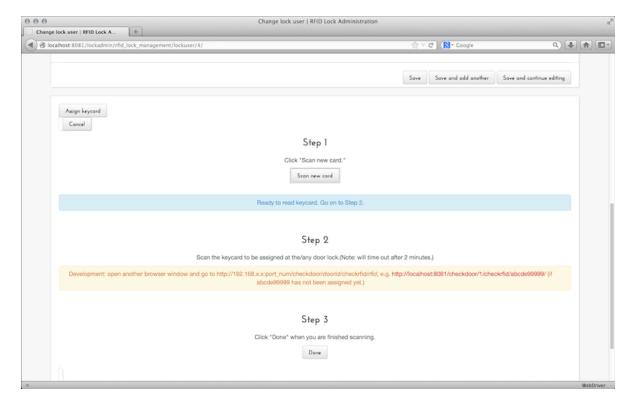
Scroll down and click on "Assign keycard."



This will reveal the instructions for assigning a new keycard. Click on "Scan new card."



At this point you will see a message telling you to go ahead and scan the card, along with additional instructions that describe how to simulate scanning a keycard through an RFID scanner dedicated to keycard assignment -- since for the purposes of this demo we cannot involve any external devices.



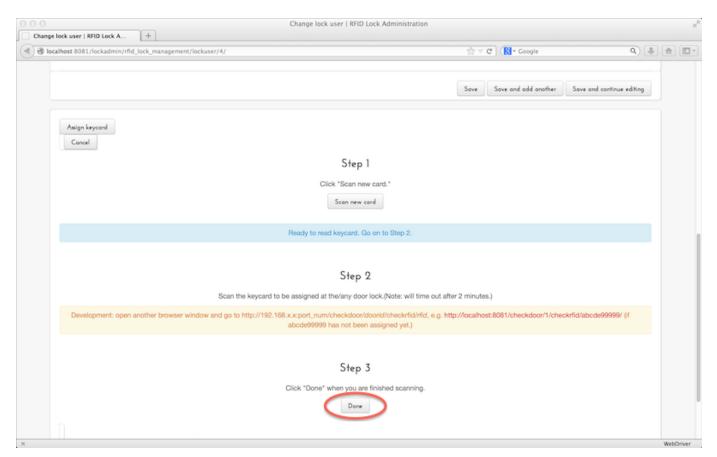
Follow the instructions in the yellow message box and visit the appropriate URL to simulate keycard scan. For example, if you are running the development server with the command

\$ python manage.py runserver

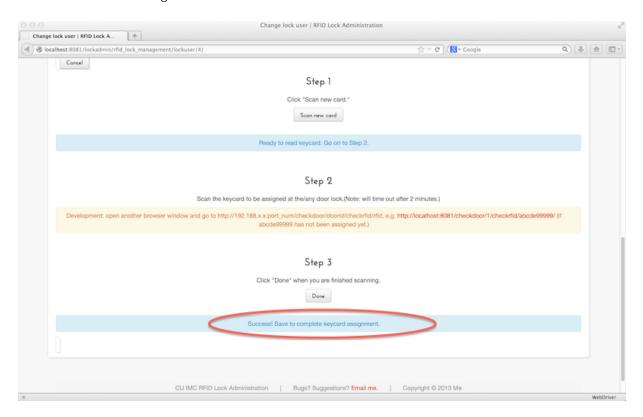
go to localhost:8000/checkdoor/1/checkrfid/abcde12345/.



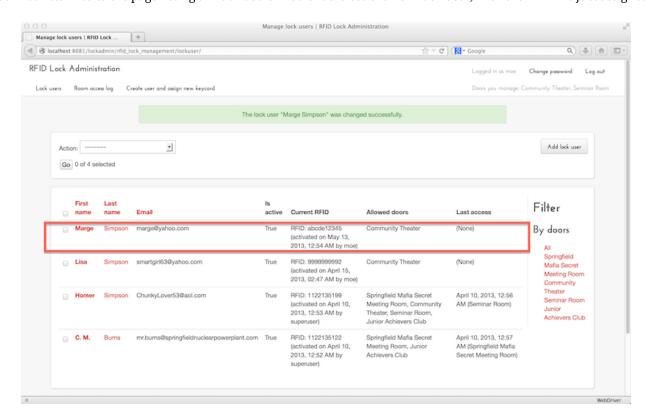
After "scanning" the card, click "Done."



You should see a success message. Click "Save."

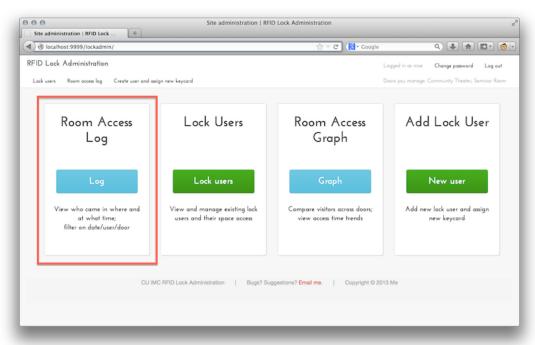


You'll be returned to the page listing all lock users. You should see the new lock user, with the RFID we just assigned:

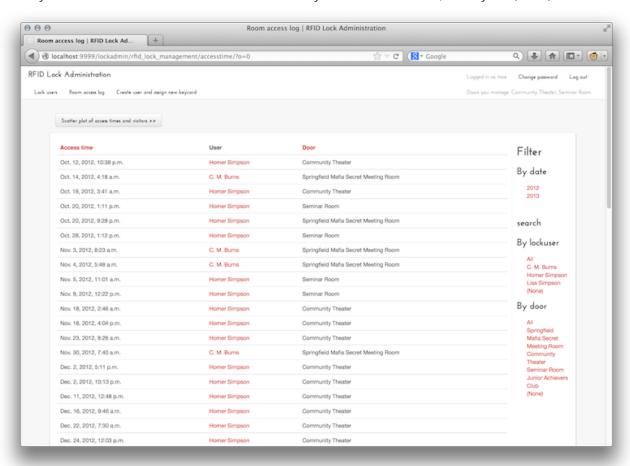


### **Room access log**

Click on the "Room access log" button on the main page.

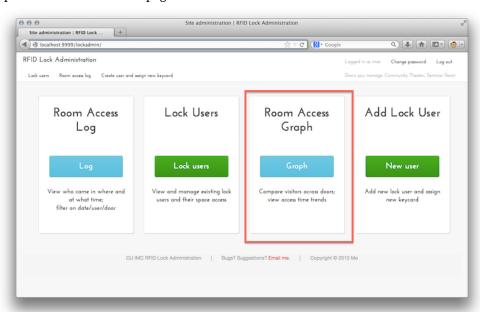


This takes you to the list of access times for all doors. Here you can view and sort/filter by date, door, and lock user.



#### Room access graph

Click on the "Graph" button on the main page.



This takes you to the interactive scatter plots showing all visits to every space in the building. The plot compares dates and time of day, which can reveal some interesting trends concerning room usage patterns, e.g. Space X is visited twice as much as Space Y. The plot is dynamically generated using the jQuery chart library Highcharts.

