



JUNE 6

ADMIN DASHBOARD

LobiBox

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ADMIN DASHBOARD LOGIN



<https://company.lobibox.com/>

A login form for "LobiBox Company Administration". The form is white with a light gray border. It features a language selector "EN" with a dropdown arrow in the top right corner. Below the title, there are two input fields: "Email" and "Password". The "Password" field has a small eye icon to its right for toggling visibility. At the bottom left of the form is a "SIGN IN" button, and at the bottom right is a "Forgot password?" link. To the right of the form is a large blue square containing a 3D cube with the letters "LB" in white, and the word "LobiBox" in white text at the bottom.

LANGUAGE

Select language from dropdown menu:

- ☐ English
- ☐ French
- ☐ Spanish

LobiBox

EN

NAVIGATION MENU

User

- ❖ **Profile:** User profile information (Read Only). Ability to change existing password.
- ❖ **Logout:** Logout of Admin Dashboard.

Company System Technologies

- ❖ Update company address, logo, name, and phone number.

Admin

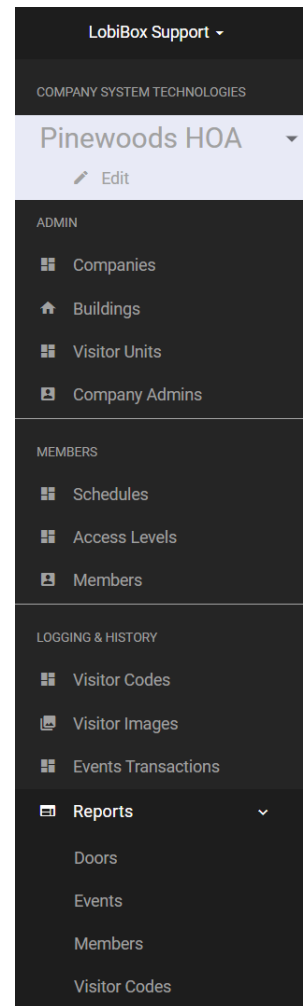
- ❖ **Companies:** Displays a list of companies the administrator has admin rights to.
- ❖ **Buildings:** Displays a list of buildings a Visitor Unit has been installed. Add, delete, and edit buildings.
- ❖ **Visitor Units:** Displays a list of the company's Visitor Units. Add, and edit Visitor Units.
- ❖ **Company Admins:** Displays a list of administrators. Add, delete, and edit administrators.

Members

- ❖ **Schedules:** Displays a list of the company's created schedules, which are used to grant members access during that time. Add, delete, and edit schedules.
- ❖ **Access Levels:** Allows administrators to manage permissions through Visitor Units.
- ❖ **Members:** Displays members data. Add, delete, and edit members information.

Logging & History

- ❖ **Visitor Codes:** View active and inactive visitor codes sent by members.
- ❖ **Visitor Images:** Displays a thumbnail image captured when a Visitor Unit call is initiated.
- ❖ **Event Transactions:** Displays all events of a Visitor Unit with a brief description, date, and timestamp.
- ❖ **Reports:** List of reports that can be downloaded as CSV, Excel, and PDF.



HOME

The LobiBox logo will redirect you to the homepage to view release notes, video tutorials and administrator roles & permissions.

The screenshot displays the LobiBox Support homepage. At the top, there is a navigation bar with the LobiBox logo and a language dropdown set to 'EN'. Below this, a sidebar on the left contains a menu with categories: ADMIN (Companies, Buildings, Visitor Units, Company Admins), MEMBERS (Schedules, Access Levels, Members), and LOGGING & HISTORY (Visitor Codes, Visitor Images, Events Transactions, Reports). The main content area features a header with the text 'LobiBox Installation and Design Support you'll find: here.' and a link to 'support@lobibox.com'. Below this, a section titled 'Latest Release: v2.7' contains four columns of release notes:

Admin Dashboard	LobiCom	Mobile App - P. 2.4.3(2)	Visitor Unit - v2.6.0
- A default language can be selected for Visitor Unit. - Administrator and Security Personnel can select language: - English - French - Spanish	- Company name is displayed in title bar. - Administrator and Security Personnel can select language: - English - French - Spanish	Visitor Scheduling: Members can copy expired codes.	- New language: Spanish - Visitor can select language on Visitor Unit: - English - French - Spanish - Visitor Unit will reset to Default Language after five minutes.

Below the release notes, a section titled 'Video Tutorials' displays three video thumbnails. The first thumbnail is titled 'LobiBox Visitor Unit Main... MAINTENANCE MENU'. The second thumbnail is titled '1. Admin Dashboard - Ho... Adding Buildings'. The third thumbnail is titled '2. Admin Dashboard - Ho... Adding Visitor Unit, Enabling Security, Enabling Member, Enabling Door Controller'.

PROFILE

The profile data is read-only, however, it can be updated in the Company Admins section. Also, administrators can change their password within the text fields.

1. Enter Old Password
2. Enter New Password
3. Enter New Password Confirmation
4. Click **Save**.

The screenshot shows the LobiBox user interface. On the left, a dark sidebar contains a menu with 'Profile' and 'Logout' highlighted. The main content area has a blue header with the LobiBox logo and a language dropdown set to 'EN'. Below the header, the 'Profile' section is titled, with a breadcrumb 'App > Profile'. The profile information is displayed in a light gray box with the following details:

- Email: support@lobibox.com
- First Name: Support
- Last Name: LobiBox
- Registration Date: February 26, 2020 12:10 PM
- Last Login Date: June 3, 2022 9:33 AM

Below the profile information, there is a section for changing the password. It contains a text field labeled 'Old Password' and a small eye icon to toggle password visibility. A message above the field states: 'Please enter your old password, for security's sake, and then enter your new password twice so we can verify you typed it in correctly.'

COMPANIES

Displays a list of companies the administrator or security personnel has admin rights to.

The screenshot shows the LobiBox web application interface. On the left is a dark sidebar with a navigation menu. The top of the sidebar has 'LobiBox Support' and 'COMPANY SYSTEM TECHNOLOGIES'. Below that is a dropdown menu for 'Pinewoods HOA' with an 'Edit' link. The main menu is divided into sections: 'ADMIN' (Companies, Buildings, Visitor Units, Company Admins), 'MEMBERS' (Schedules, Access Levels, Members), and 'LOGGING & HISTORY' (Visitor Codes, Visitor Images, Events Transactions, Reports). The main content area has a blue header with the 'LobiBox' logo and a language dropdown set to 'EN'. Below the header is a 'Companies' section with a breadcrumb 'App > Companies'. The 'Companies list' table has a 'Name' column with two entries: 'LobiBox' and 'Pinewoods HOA', both of which are highlighted with a yellow box. At the bottom right of the table is a pagination control showing '1-2 of 2'.

Name
LobiBox
Pinewoods HOA

BUILDINGS

Displays location's the Visitor Unit has been installed. Add, delete, and edit building information.

LobiBox Support

COMPANY SYSTEM TECHNOLOGIES

Pinewoods HOA

ADMIN

MEMBERS

LOGGING & HISTORY

Companies

Buildings

Visitor Units

Company Admins

Schedules

Access Levels

Members

Visitor Codes

Visitor Images

Events Transactions

Reports

LobiBox

EN

Pinewoods HOA Buildings

App > Companies > 68 > Buildings

+ ADD BUILDING

Select Building to edit

☐

Name

☐

Main Gate

☐

Office

|<

<

1-2 of 2

>

>|

ADDING A BUILDING

Navigate to the Buildings tab of the Admin Dashboard. Then, follow the steps below to add a new building.

1. Select **+ Add Building**.

LobiBox EN

Pinewoods HOA Buildings App > Companies > 68 > Buildings

+ ADD BUILDING

Select Building to edit

☐	Name
☐	Main Gate
☐	Office

|< < 1-2 of 2 > >|

2. Add new building information:

- Name
- Address
- Country
- City
- State
- Zip Code
- Phone Number

3. Click **Save**.

EDITING A BUILDING

Navigate to the Buildings tab on the Admin Dashboard. Then, follow the steps below to edit building.

1. Select **Building**.

LobiBox EN

Pinewoods HOA Buildings [App > Companies > 68 > Buildings](#)

[+ ADD BUILDING](#)

Select Building to edit

☐	Name
☐	Main Gate
☐	Office

|< < 1-2 of 2 > >|

2. Edit building information:

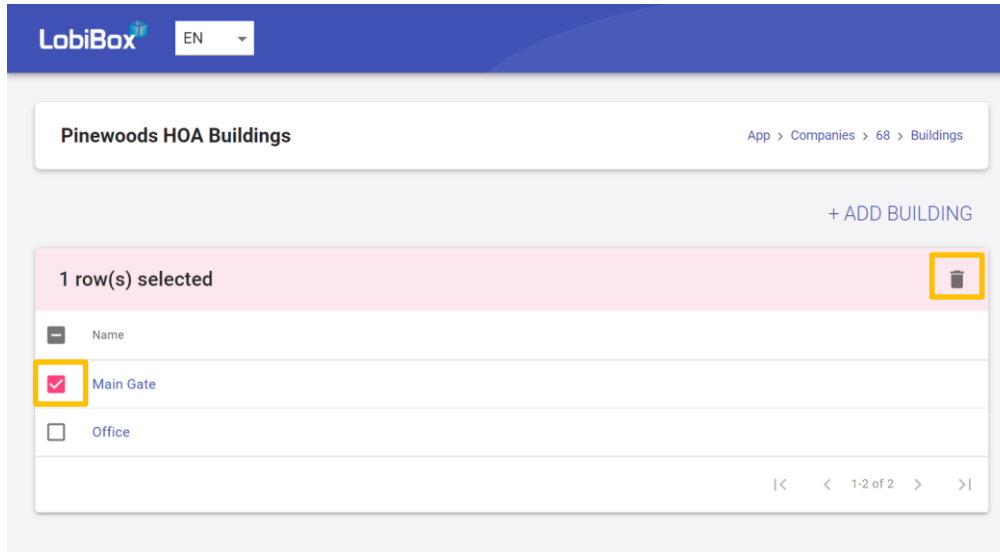
- Name
- Address
- Country
- City
- State
- Zip Code
- Phone Number

3. Click **Save**.

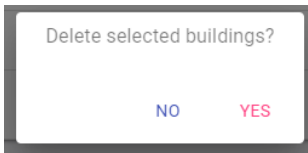
DELETING A BUILDING

Navigate to the Buildings tab on the Admin Dashboard. Then, follow the steps below to delete a building.

1. Select checkbox of building.



2. Click **Trash** icon.
3. Delete selected buildings.



VISITOR UNITS

Displays a list of the company's Visitor Units. Add, delete, and edit Visitor Unit information.

Pryor Chris

COMPANY SYSTEM TECHNOLOGIES

Pinewoods HOA

ADMIN

MEMBERS

LOGGING & HISTORY

Companies

Buildings

Visitor Units

Company Admins

Schedules

Access Levels

Members

Visitor Codes

Visitor Images

Events Transactions

Reports

LobiBox

EN

Pinewoods HOA Visitor Units

App > Companies > 68 > Units

+ ADD VISITOR UNIT

Select Visitor Unit to edit

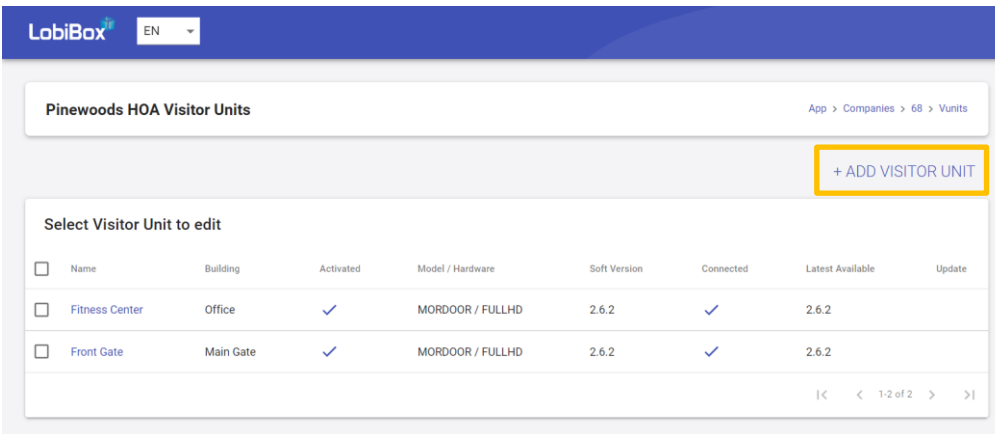
☐	Name	Building	Activated	Model / Hardware	Soft Version	Connected	Latest Available	Update
☐	Fitness Center	Office	✓	MORDOOR / FULLHD	2.6.2	✓	2.6.2	
☐	Front Gate	Main Gate	✓	MORDOOR / FULLHD	2.6.2	✓	2.6.2	

|< < 1-2 of 2 > >|

ADDING A VISITOR UNIT

Navigate to the Visitor Units tab of the Admin Dashboard. Then, follow the steps below to add a new Visitor Unit.

1. Select **+ Add Visitor Unit**.



2. Add visitor unit information:

- Building
- Default Language
- Serial Number
- Name
- PIN Code
- Zip Code
- On screen display message
- Enable Security
 - Select Member
 - Security Name/Message
- Enable member list
- Monitor door

3. Click **Save**.

EDITING A VISITOR UNIT

Navigate to the Visitor Units tab on the Admin Dashboard. Then, follow the steps below to edit visitor unit.

1. Select Visitor Unit.

Pinewoods HOA Visitor Units [App > Companies > 68 > Vunits](#)

[+ ADD VISITOR UNIT](#)

Select Visitor Unit to edit

☐	Name	Building	Activated	Model / Hardware	Soft Version	Connected	Latest Available	Update
☐	Fitness Center	Office	✓	MORDOOR / FULLHD	2.6.2	✓	2.6.2	
☐	Front Gate	Main Gate	✓	MORDOOR / FULLHD	2.6.2	✓	2.6.2	

|< < 1-2 of 2 > >|

2. Edit visitor unit information:

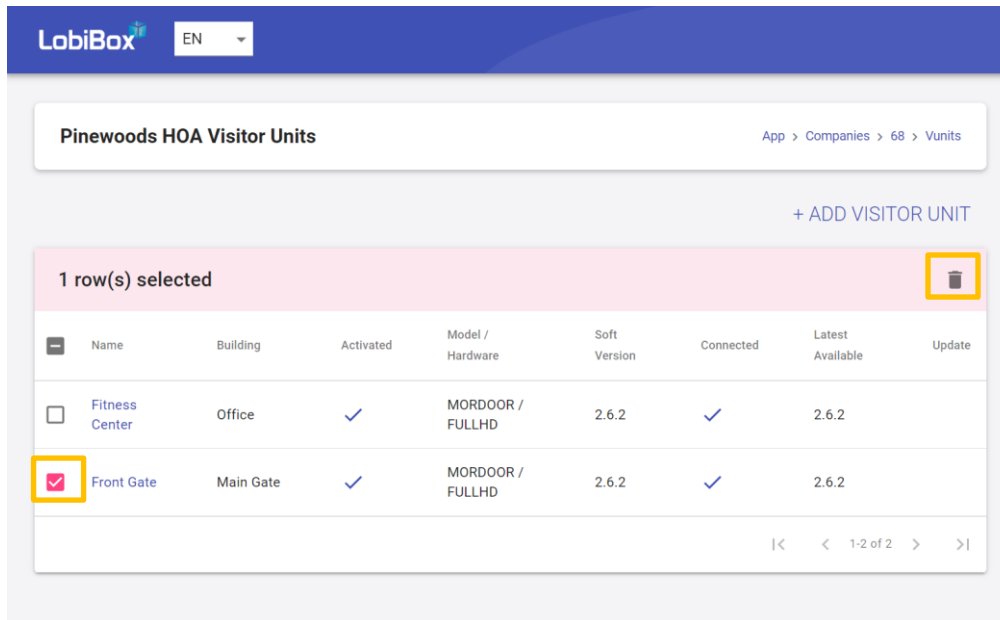
- Building
- Default Language
- Serial Number
- Name
- PIN Code
- Zip Code
- On screen display message
- Enable Security
 - Select Member
 - Security Name/Message
- Enable member list
- Monitor door

3. Click **Save**.

DELETING A VISITOR UNIT

Navigate to the Visitor Units tab on the Admin Dashboard. Then, follow the steps below to delete a new visitor unit.

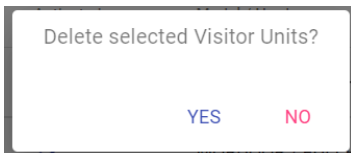
1. Select checkbox of visitor unit.



The screenshot shows the LobiBox Admin Dashboard for Pinewoods HOA Visitor Units. The breadcrumb trail is 'App > Companies > 68 > VUnits'. There is a '+ ADD VISITOR UNIT' button. A table lists visitor units with columns: Name, Building, Activated, Model / Hardware, Soft Version, Connected, Latest Available, and Update. Two units are listed: 'Fitness Center' and 'Front Gate'. The 'Front Gate' unit is selected, indicated by a checked checkbox and a yellow highlight. A trash icon is also highlighted in the top right corner of the table area.

	Name	Building	Activated	Model / Hardware	Soft Version	Connected	Latest Available	Update
☐	Fitness Center	Office	✓	MORDOOR / FULLHD	2.6.2	✓	2.6.2	
☒	Front Gate	Main Gate	✓	MORDOOR / FULLHD	2.6.2	✓	2.6.2	

2. Click **Trash** icon.
3. Delete selected Visitor Unit.



The dialog box asks 'Delete selected Visitor Units?' and has two buttons: 'YES' and 'NO'.

Note: Email Support@LobiBox.com to delete a Visitor Unit with existing Event Transactions.

COMPANY ADMINS

Displays a list of the company's administrators. Add, delete, and edit administrator's information.

The screenshot shows the LobiBox Admin Dashboard for Pinewoods HOA. The main content area is titled 'Pinewoods HOA Company Admins' and includes a '+ ADD ADMIN' button. Below this is a table titled 'Select Admin to remove' with a search bar and columns for Email Address, First Name, Last Name, Is Owner, Full Access, and Is Security. Two administrators are listed: Jim Brown and Tom Smith. The sidebar on the left contains navigation options for Admin, Members, and Logging & History.

	Email Address	First Name	Last Name	Is Owner	Full Access	Is Security
☐	jim.brown@pinewoodshoa.com	Jim	Brown	✗	✓	✓
☐	tom.smith@pinewoodshoa.com	Tom	Smith	✗	✗	✓

ADDING A COMPANY ADMIN

Navigate to the Company Admins tab of the Admin Dashboard. Then, follow the steps below to add a new administrator.

1. Select **+ Add Admin**.

Select Admin to remove					
Email Address	First Name	Last Name	Is Owner	Full Access	Is Security
☐ jim.brown@pinewoodshoa.com	Jim	Brown	✗	✓	✓
☐ tom.smith@pinewoodshoa.com	Tom	Smith	✗	✗	✓

2. Add administrator's information:

- Email
- First Name
- Last Name
- Security*
 - Select Member
- Full Access*

* Only available with LobiCom module.

3. Click **Save**.

Note: A system generated email will be sent to the administrator to verify email address and set password.

EDITING A COMPANY ADMIN

Navigate to the Company Admins tab on the Admin Dashboard. Then, follow the steps below to edit an administrator.

1. Select **Admin**.

Pinewoods HOA Company Admins App > Companies > 68 > Admins

[+ ADD ADMIN](#)

Select Admin to remove Search

	Email Address	First Name	Last Name	Is Owner	Full Access	Is Security
☐	jim.brown@pinewoodshoa.com	Jim	Brown	✗	✓	✓
☐	tom.smith@pinewoodshoa.com	Tom	Smith	✗	✗	✓

<< < 1-2 of 2 > >>

2. Edit visitor unit information:

- Email
- First Name
- Last Name
- Security*
 - Select Member
- Full Access*

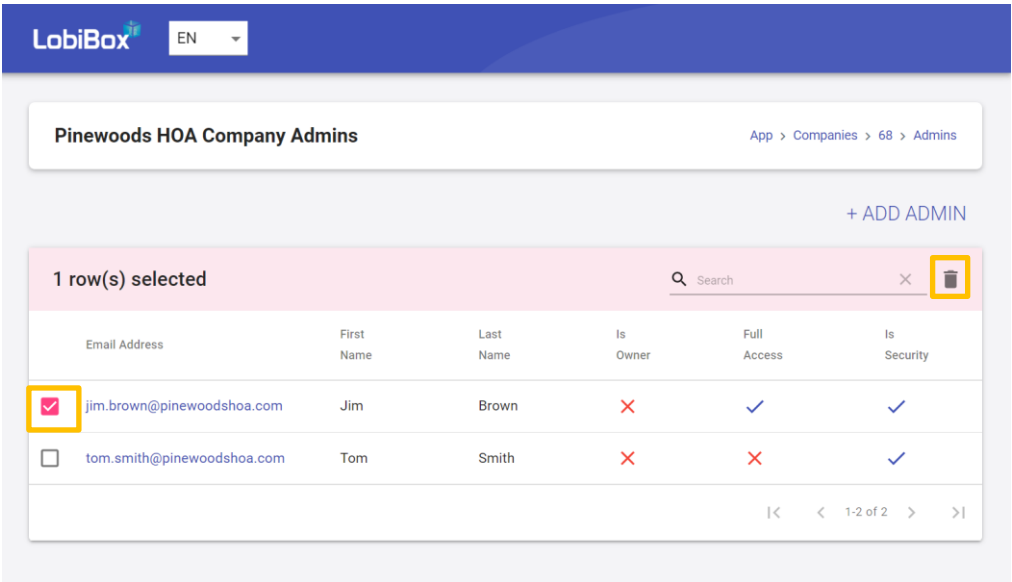
* Only available with LobiCom module.

3. Click **Save**.

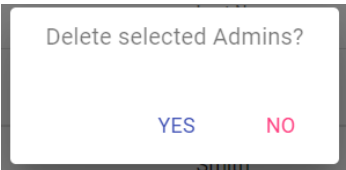
DELETING A COMPANY ADMIN

Navigate to the Company Admins tab on the Admin Dashboard. Then, follow the steps below to delete administrator.

- 1. Select checkbox of administrator.



- 2. Click **Trash** icon.
- 3. Delete selected Admin.



SCHEDULES

Displays a list of the schedules. Add, delete, and edit schedule's information.

The screenshot shows the LobiBox Admin Dashboard interface. The left sidebar contains navigation menus for 'COMPANY SYSTEM TECHNOLOGIES', 'ADMIN', 'MEMBERS', and 'LOGGING & HISTORY'. The main content area is titled 'Pinewoods HOA Schedules' and includes a '+ ADD SCHEDULE' button. Below this is a table titled 'Select Schedule to edit' with columns for days of the week. A single schedule entry is visible, labeled '24/7' with 'all day' status for all days. A search bar and pagination controls are also present.

Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ 24/7	all day	all day	all day	all day	all day	all day	all day

ADDING A SCHEDULE

Navigate to the Schedules tab of the Admin Dashboard. Then, follow the steps below to add a new schedule.

1. Select **+ Add Schedule**.

LobiBox EN

Pinewoods HOA Schedules App > Companies > 68 > Schedules

+ ADD SCHEDULE

Select Schedule to edit Search

Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ 24/7	all day	all day	all day	all day	all day	all day	all day

|< < 1-1 of 1 > >|

2. Add schedule information:

- Name
- Create Schedule

Name *

☐ 24/7

24 Hour Format (00:00 - 23:59)

Monday to

Tuesday to

Wednesday to

Thursday to

Friday to

Saturday to

Sunday to

CLEAR SCHEDULE ×

3. Click **Save**.

EDITING A SCHEDULE

Navigate to the Schedules tab on the Admin Dashboard. Then, follow the steps below to edit schedule.

1. Select **Schedule**.

Pinewoods HOA Schedules [App > Companies > 68 > Schedules](#)

[+ ADD SCHEDULE](#)

Select Schedule to edit

Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ 24/7	all day	all day	all day	all day	all day	all day	all day
☐ Interns	denied	06:30 - 17:30	denied	06:30 - 17:30	denied	06:30 - 17:30	denied

|< < 1-2 of 2 > >|

2. Edit schedule information:

- Name
- Edit schedule

3. Click **Save**.

DELETING A SCHEDULE

Navigate to the Schedule tab on the Admin Dashboard. Then, follow the steps below to delete schedule.

1. Select checkbox of schedule.

LobiBox

EN

Pinewoods HOA Schedules

App > Companies > 68 > Schedules

+ ADD SCHEDULE

1 row(s) selected

Search

×

Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ 24/7	all day	all day	all day	all day	all day	all day	all day
☒ Interns	denied	06:30 - 17:30	denied	06:30 - 17:30	denied	06:30 - 17:30	denied

|<

<

1-2 of 2

>

>|

2. Click **Trash** icon.

3. Delete schedule.

Delete selected Schedules?

YES

NO

ACCESS LEVELS

Displays a list of the access levels. Add, delete, and edit access level information.

LobiBox Support

COMPANY SYSTEM TECHNOLOGIES

Pinewoods HOA

Edit

ADMIN

Companies

Buildings

Visitor Units

Company Admins

MEMBERS

Schedules

Access Levels

Members

LOGGING & HISTORY

Visitor Codes

Visitor Images

Events Transactions

Reports

LobiBox

EN

Pinewoods HOA Access Levels

App > Companies > 68 > AccessLevels

+ ADD ACCESS LEVEL

Select Access Level to edit

☐

Access Level

Is Active

Is Default

Is Used

☐

Accept Calls (Only)

✓

✗

✗

☐

Pinewood Residents

✓

✗

✓

|<

<

1-2 of 2

>

>|

ADDING AN ACCESS LEVEL

Navigate to the Access Levels tab of the Admin Dashboard. Then, follow the steps below to add a new access level.

1. Select **+ Add Access Level**.

Pinewoods HOA Access Levels App > Companies > 68 > AccessLevels

+ ADD ACCESS LEVEL

Select Access Level to edit Search

☐	Access Level	Is Active	Is Default	Is Used
☐	Accept Calls (Only)	✓	✗	✗
☐	Pinewood Residents	✓	✗	✓

|< < 1-2 of 2 > >|

2. Add access level information for Step 1:

- Name
- Is Active
- Is Default (optional)

Add Access Level App > Companies > 68 > AccessLevels > breadcrumbs.add

1st Step

Name *

RFID/NFC Access (Only)

☒ Is Active

☐ Is Default

Note: Is Default will automatically assign access level to new members.

3. Click **Save**.

4. Select **Permissions** for Step 2:

- Assign Visitor Unit and Schedule for the selected permission.

✓ 1st Step

Name *

RFID/NFC Access (Only)

☒ Is Active

☐ Is Default

2nd Step

Select Permissions

Can use a RFID/NFC device for entry

Can use a RFID/NFC device for entry ?

Add Visitor Unit +

Visitor Units

Front Gate

Schedules

Interns

⊖

5. Click **Save**

EDITING AN ACCESS LEVEL

Navigate to the Access Levels tab on the Admin Dashboard. Then, follow the steps below to edit an access level.

1. Select Access Level.

Pinewoods HOA Access Levels [App > Companies > 68 > AccessLevels](#)

[+ ADD ACCESS LEVEL](#)

Select Access Level to edit

☐ Access Level	Is Active	Is Default	Is Used
☐ Accept Calls (Only)	✓	✗	✗
☐ Pinewood Residents	✓	✗	✓
☐ RFID/NFC Access (Only)	✓	✗	✗

|< < 1-3 of 3 > >|

2. Edit access level information:

- Name
- Is Active
- Is Default
- Permissions

3. Click **Save**.

DELETING AN ACCESS LEVEL

Navigate to the Access Levels tab on the Admin Dashboard. Then, follow the steps below to delete access level.

1. Select checkbox of Access Level.

LobiBox

EN

Pinewoods HOA Access Levels

App > Companies > 68 > AccessLevels

+ ADD ACCESS LEVEL

1 row(s) selected

Search

☐	Access Level	Is Active	Is Default	Is Used
☒	Accept Calls (Only)	✓	✗	✗
☐	Pinewood Residents	✓	✗	✓
☐	RFID/NFC Access (Only)	✓	✗	✗

|<

<

1-3 of 3

>

>|

2. Click **Trash** icon.

3. Delete access level.

Delete selected Access Levels?

YES

NO

MEMBERS

Displays a list of active members. Add, delete, and edit member's information.

Pryor Chris ▾

COMPANY SYSTEM TECHNOLOGIES

Pinewoods HOA ▾
Edit

ADMIN

- Companies
- Buildings
- Visitor Units
- Company Admins

MEMBERS

- Schedules
- Access Levels
- Members

LOGGING & HISTORY

- Visitor Codes
- Visitor Images
- Events Transactions
- Reports >

LobiBox EN ▾

Pinewoods HOA Members

App > Companies > 68 > Members

3 / 50 + ADD MEMBER

Select Member to edit

☐	Member	Phone
☐	Jim Brown	+16021113456
☐	Chris Pryor	+14802225678
☐	Tom Smith	+14803331111

|< < 1-3 of 3 > >|

31

ADDING A MEMBER

Navigate to the Members tab of the Admin Dashboard. Then, follow the steps below to add new member.

1. Select **+ Add Member**.

2. Add schedule information:

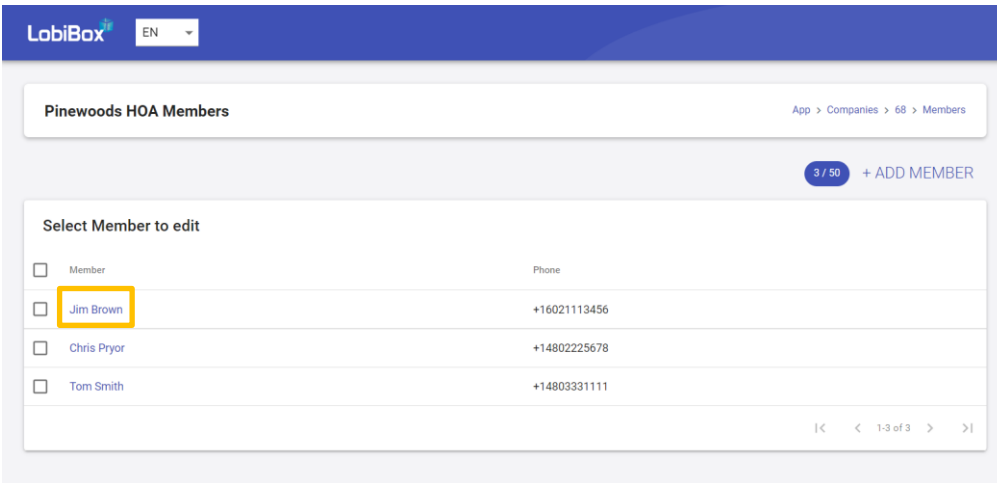
- ☐ Dial Code
- ☐ Phone
- ☐ Email (Optional)
- ☐ First Name
- ☐ Last Name
- ☐ Access Level
- ☐ RFID/NFC Token (Optional)
- ☐ Show in member list

3. Click **Save**.

EDITING A MEMBER

Navigate to the Members tab on the Admin Dashboard. Then, follow the steps below to edit member.

1. Select **Member**.



2. Edit member information:

- Dial Code
- Phone
- Email
- First Name
- Last Name
- Access Level
- RFID/NFC Token
- Member for Redirect
- Member for Rollover
- Show in member list
- Resend Link for Password Setup

Dial Code *
United States (+1)

Phone *
4802225678

Email

First Name *
Chris

Last Name *
Pryor

Access Level *
Pinewood Residents

Rfid/Nfc Token
0012642643

Member for Redirect
None

Member for Rollover
None

Note: Only one option can be selected: Redirection or Rollover

☒ Show in member list

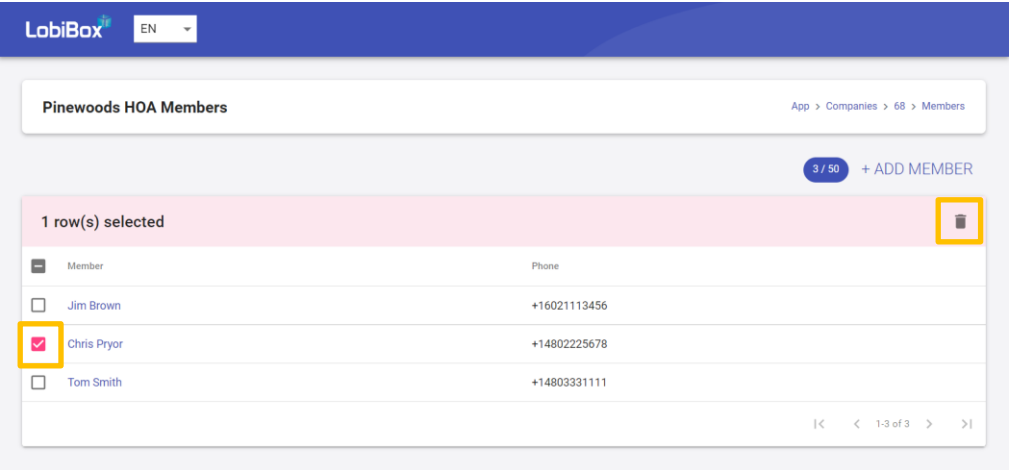
RESEND LINK FOR PASSWORD SET UP

3. Click **Save**.

DELETING A MEMBER

Navigate to the Members tab on the Admin Dashboard. Then, follow the steps below to delete member.

- 1. Select checkbox of member.



- 2. Click **Trash** icon.
- 3. Delete member.

