

# Lenel Web Client User Guide

Web Client Link : <https://lenelapp01.ad.uky.edu:8080>

If you have any issues with any part of this setup, please reach out to us at [campusaccess@uky.edu](mailto:campusaccess@uky.edu).

We recommend adding a shortcut to your desktop or saving it to your bookmarks.  
You can find instructions on doing so below.

## **Save the Lenel Shortcut to Your Desktop**

### ***Option 1: From Desktop (Opens with Default Browser):***


1. Right-click empty space on the desktop
2. Select New, then Shortcut.
3. Paste Web Client Link in the window.
4. Name Shortcut
5. Click Finish

### ***Option 2: From Browser (Google Chrome, Microsoft Edge, Mozilla Firefox, Internet Explorer, Safari)***


1. In your browser, open the Web Client Link
2. Next, select the URL in the address bar.
3. Then drag the URL to your desktop to create the shortcut. You can also drag the icon that is to the left of the URL.

## **Save the Lenel Client to Your Bookmarks**

### **Google Chrome**

1. Open Google Chrome
2. Go to the website you want to bookmark
3. Then select the  icon (far right side of the address bar)
4. A menu will appear: name bookmark, select the folder, and click 'Done'


### **Microsoft Edge**

1. On Microsoft Edge, navigate to the webpage you want to be bookmarked
2. Press *Ctrl+D* or select the  icon (far right side of the address bar)
3. A menu will appear, name the bookmark
4. Choose a folder from the drop-down menu titled 'Save In'
5. Select 'Add'


### **Mozilla Firefox**

1. On Firefox, navigate to the page you'd like bookmarked
2. Use keyboard short cut: *Ctrl+D*
3. A menu will appear labeled: *Edit This Bookmark*
4. Name the bookmark, choose the folder you want it in, then select 'done'

### **Internet Explorer**

1. Open Internet Explorer on Microsoft
2. Go to the website you wish to add to your favorites
3. Select the  icon (far right side of the web address bar) or press *Ctrl+D*
4. The window that opens will ask you to name the favorite
5. Select a destination for the favorite under the drop-down menu labeled 'Create in'
6. Click 'Add'

### **Opera**

1. Navigate to the page you wish to bookmark on Opera
2. Select the  icon (far right side of the address bar)
3. On the pop-up menu: name the bookmark, save to a folder, and select 'Done'

### **Safari**

1. Open Safari
2. Head to the webpage you wish to save in bookmarks
3. Click 'Bookmarks' on the toolbar (top of screen), then select 'Add Bookmark' (from the drop-down menu)
4. On the menu that appears: Name the bookmark and add it to a folder
5. Click 'Add'

## Lenel Web Client User Guide

### Logging into the System

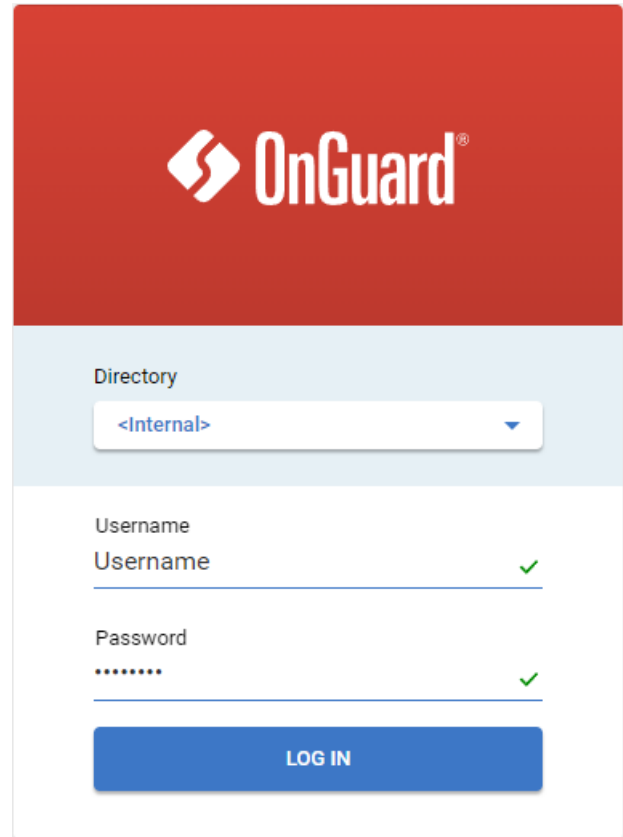
Enter your credentials at the login screen.

#### Directory Information

If you log in with your Campus Linkblue credentials directory will be: ***ad.uky.edu***

If you log in with your Healthcare Linkblue credentials directory will be: ***mc.uky.edu***

If you log in with a password created by Campus Access, your directory will be: ***Internal***



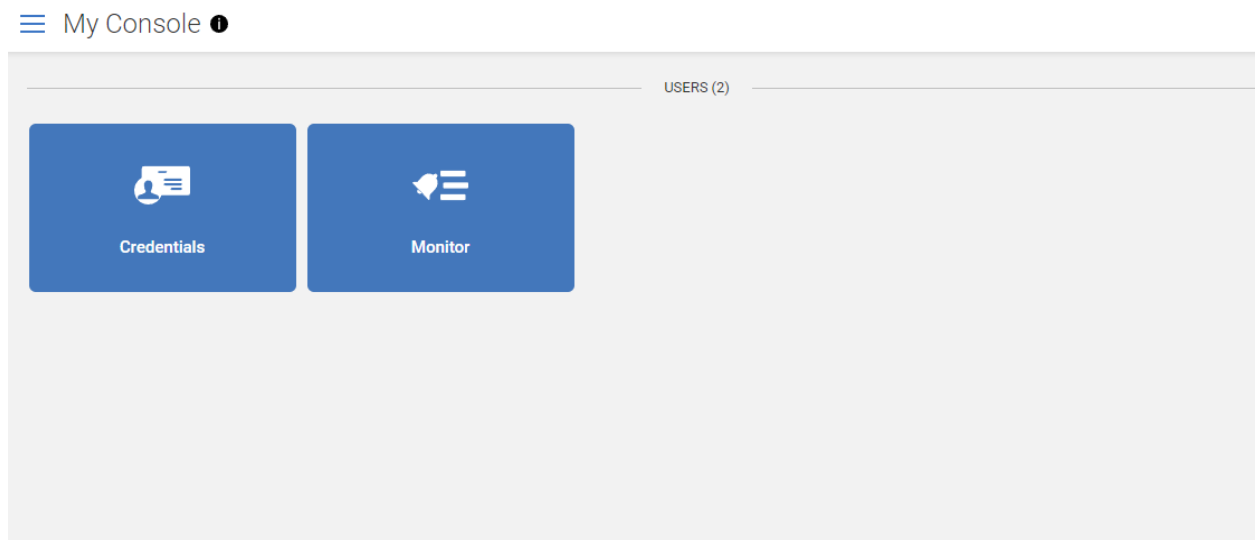
Directory  
<Internal>

Username  
Username ✓

Password  
..... ✓

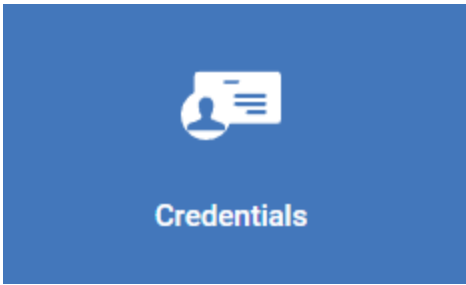
LOG IN

After successfully logging in, you should see the dashboard below:



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## Assigning and Removing Access




1. On the dashboard select the credential box.
2. **Search** for the student or employee by name.

3. Locate and click the correct student in the list.
4. When the profile opens, scroll to the bottom and select the **Access Levels** dropdown.
5. **Select the Active badge**, and click Assign Access Levels. Changes cannot be made to inactive badges.
6. Place a **checkmark on any level** you'd like to assign in the Unassigned Access Levels (left box). **Select the arrow** in the middle to move it to the Assigned Access Levels (right box). Multiple access levels can be selected and assigned at one time

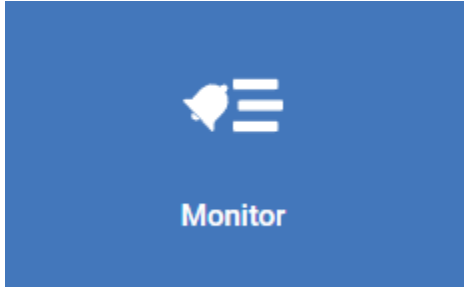
UNASSIGNED ACCESS LEVELS		
6720 Total		
NAME	SEGMENT	
<input type="checkbox"/> *ukpd test access	UKPD	▼
<input type="checkbox"/> 07-075 Charger - [KSIG12]	UKPD KEY BOX	▼
<input type="checkbox"/> 07-076 Charger - [KSIG19]	UKPD KEY BOX	▼
<input type="checkbox"/> 07-077 Charger - [KSIG26]	UKPD KEY BOX	▼
<input type="checkbox"/> 08-051 K9 Charger - [KSIG10]	UKPD KEY BOX	▼
<input type="checkbox"/> 08-052 Charger - [KSIG25]	UKPD KEY BOX	▼
<input type="checkbox"/> 08-053 Van - [KSIG13]	UKPD KEY BOX	▼
<input type="checkbox"/> 09-029 Jeep - [KSIG30]	UKPD KEY BOX	▼
<input type="checkbox"/> 09-047 K9 Charger - [KSIG38]	UKPD KEY BOX	▼
<input type="checkbox"/> 09-053 Ford Escape 2009 - [K...	UKPD KEY BOX	▼

ASSIGNED ACCESS LEVELS		
17 Total		
NAME	SEGMENT	
<input type="checkbox"/> GREYSTAR STAFF JEWELL	JEWELL HALL	▼
<input type="checkbox"/> GREYSTAR STAFF BLAZER H...	BLAZER HALL	▼
<input type="checkbox"/> GREYSTAR STAFF HAGGIN	HAGGIN HALL	▼
<input type="checkbox"/> GREYSTAR STAFF INGELS	INGELS HALL	▼
<input type="checkbox"/> GREYSTAR STAFF SMITH	SMITH HALL	▼
<input type="checkbox"/> GREYSTAR STAFF CHELLGRE...	CHELLGREN HALL	▼
<input type="checkbox"/> GREYSTAR STAFF BALL HALL	BALL HALL	▼
<input type="checkbox"/> GREYSTAR STAFF WG 3	WOODLAND GLENN III	▼
<input type="checkbox"/> GREYSTAR STAFF WG 4	WOODLAND GLENN ...	▼
<input type="checkbox"/> GREYSTAR STAFF WG 5	WOODLAND GLENN V	▼

7. To remove access, **place a checkmark** on any level you'd like to remove in the Assigned Access Levels box(right box). **Select the arrow in the middle** to move it to the Unassigned Access Levels.
8. Click **Apply**.
9. You will then be returned to the Cardholder Profile. *You can optionally add an Activation or Deactivation date by clicking the  icon.*
10. Select **Save** to save all changes.

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## Monitoring and Tracing Doors



On the dashboard select the Monitor box.

**All Alarms** - Displays live feed of all the doors in the building and their current status'

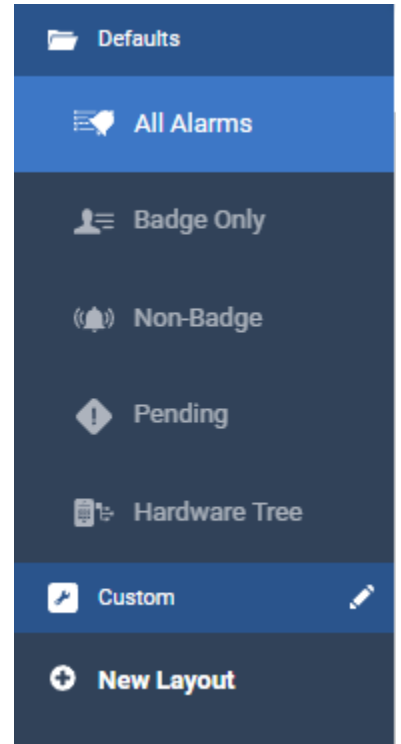
**Badge Only** - Shows live badge activity

**Non-Badge** - Shows non-badge activity

**Pending** - Shows Pending activity

**Hardware Tree** - Shows all doors in the building.

- Clicking the arrow to the right of the door's label will give you the following options:
  - Open Door: Will remotely open door (Hardwired doors only)
  - Change Reader Mode: Changes the doors reader mode to Unlocked or Card Only
  - Trace: Allows you to trace a doors activity; live or historical



			STATUS	MODE	COUNT	DEVICE	
		<input type="checkbox"/>	Online		2/2	UKPD Test X2220	>
		<input type="checkbox"/>	Online	Card only	1/1	UKPD Test Reader R40	>

