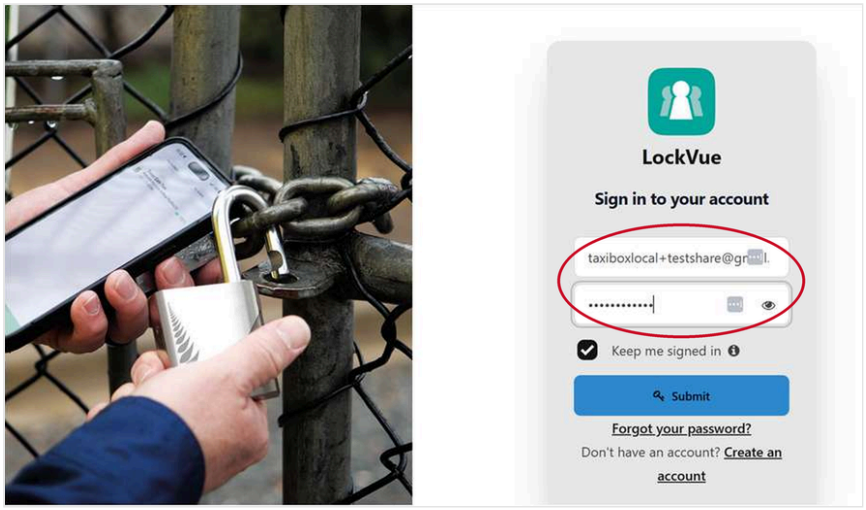
TAXIBOX

How to share access to your TAXIBOX Local unit and gate

By far the easiest way to share access with someone you trust is to give them your login and password. But if you want someone to have a separate account for access, follow these quick steps. The area to click in each step is highlighted in red.

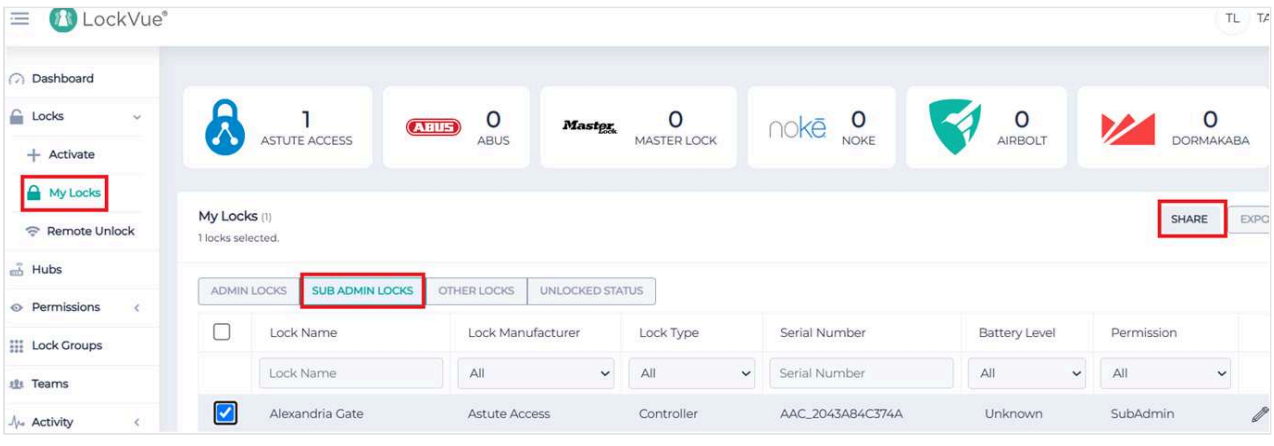
1 Log in to LockVue on a desktop

Go to **go.lockvue.com** on a desktop computer. Use the same password as your app to log in to LockVue.



2 Select your unit and gate

Click **My Locks** in the menu, then **Sub-Admin Locks**, then select the unit and the gate you wish to share and click **Share**.

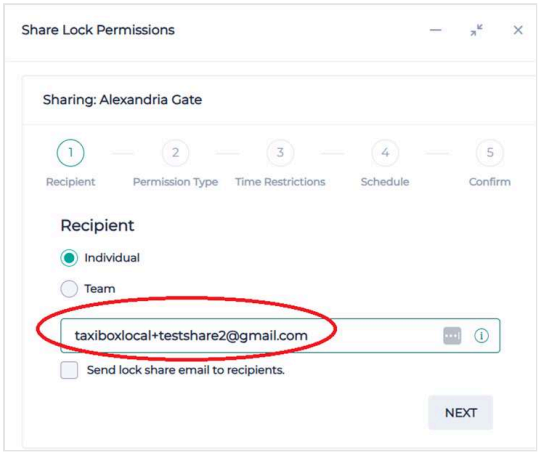


TAXIBOX

How to share access · continued

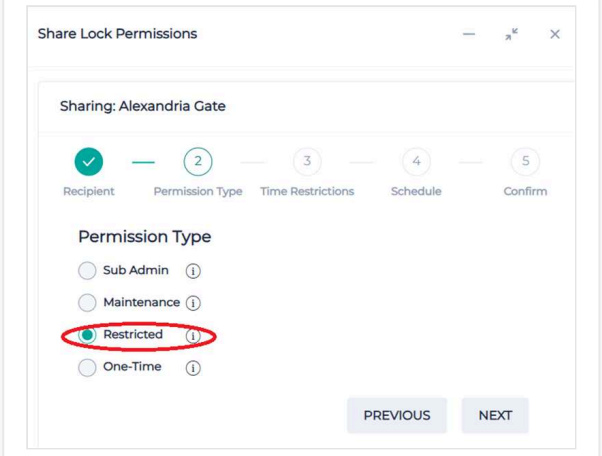
3 Share the lock by email

Enter their email address and click **Next**. Check the other settings are as shown.



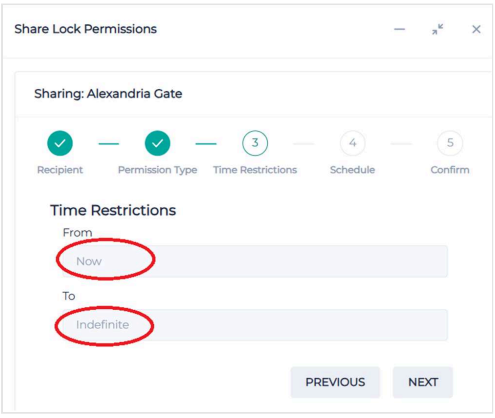
4 Select their permission type

Choose **Restricted** for the permission type. This means the new user can't share the access any further.



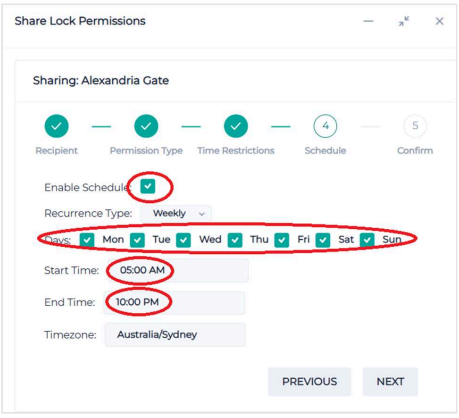
5 Enter time restrictions

This is the date range. Leave it as **Now** to **Indefinite** unless you want the access to work only for a certain period.



6 Set the access schedule

Click **Enable Schedule**, leave the recurrence type as **Weekly**, select all days and set the times to 5 am to 10 pm (same as yours).



Last step, then voilà!

Press **Share** on the confirm screen and you're done. Make sure you send them the video access guide and remind them of the facility hours.