

## Tap & Go Admin Guide (Powered by MoxyTap)

This guide describes ACLS web-based features and functions for managing Tap & Go devices.

### 1. Live Status of Tap & Go Devices

Upon logging into ACLS, administrators can view the **live status of all Tap & Go devices**.

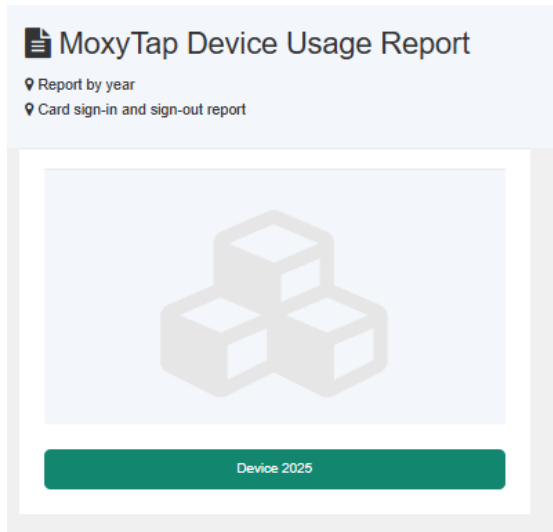
The display works like an airport arrivals/departures board, showing current activity and device availability.

Live MoxyTap Status	Live MoxyTap Status	Live MoxyTap Status
3L Chemidoc MP In Use: Andre Chen	3L Nanodrop #1 Available	3L TC Brightfield microscope Available

### 2. Tap & Go Usage Report (Admin feature)

To access usage records on a **yearly basis**:

- Navigate to **Report Manager** → **MoxyTap Usage Report**.



### 3. Tap & Go Usage Report in BI

For advanced reporting across multiple ACLS nodes:

- Navigate to **Node BI** → **Tracker Report**.
- Build usage reports that consolidate data from different ACLS nodes.

### 4. Device Configuration - Enable (Admin feature)

To enable Tap & Go functionality for resources (bookable or non-bookable):

- Navigate to **Utility** → **MoxyTap Manager**.
- Select the resource(s) to enable for Tap & Go.



## 5. Device Configuration – Link (Admin feature)

To link or delink Tap & Go devices to enabled resources:

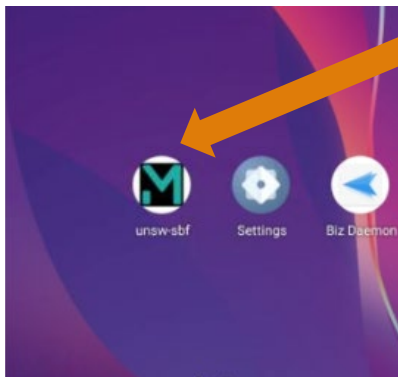
- Navigate to **System Settings** → **MoxyTap Devices**.
- Configure device-to-resource links as required.

UniLab MoxyTap Device S/N	<input type="text"/>
Select MoxyTap Resource	Choose moxytap resource from the available list ▼

## 6. What should I do if the device shows loss of internet connection?

Press the shorter button on the right side with a small flathead screwdriver for a few seconds. The power management buttons will appear—select **Restart**.

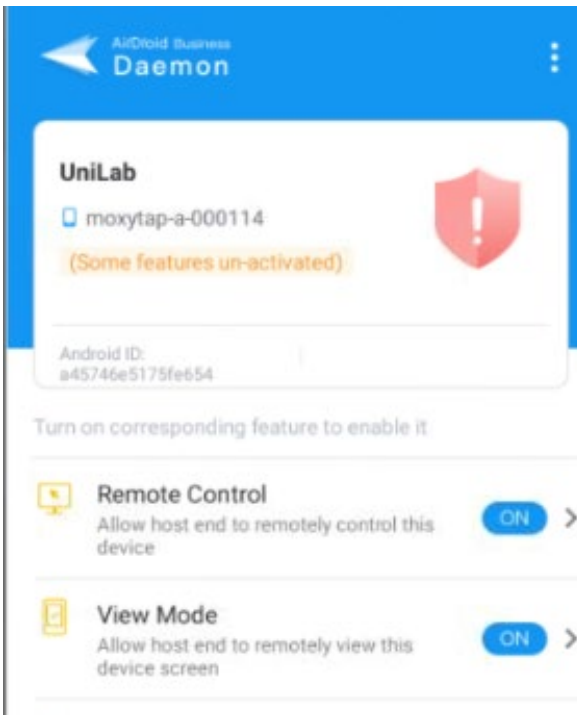
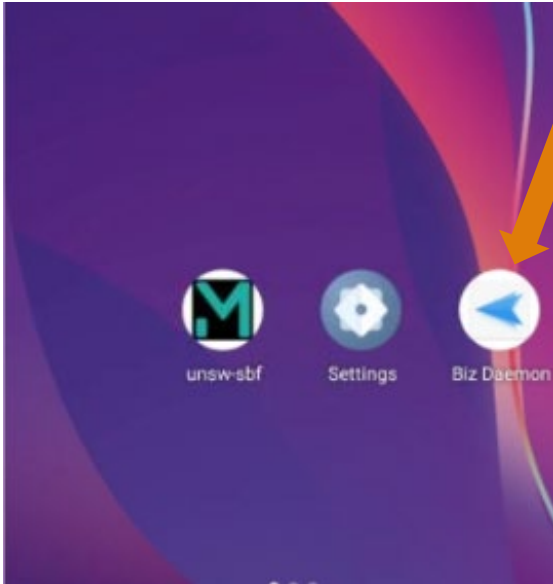
After the restart completes, double tap the **MoxyTap app** to relaunch it.



## 7. What should I do if the device could not connect remotely by support team?

Press the shorter button on the right side with a small flathead screwdriver for a few seconds. The power management buttons will appear—select **Restart**.

After the restart completes, double tap the **Biz Daemon** app to restart the remote agent. Check that **Remote Control** is set to **ON**. If not, tap **Remote Control** to enable accessibility for Biz Daemon.



## 8. Can admin add card serial number for users?

Yes, admin can.

- Install the **NFC Tools** app on a mobile device.
- Select **Read Card** and tap the user's card to the back of the phone to capture the card serial number.
- In ACLS, go to **User Profile** → **Search and edit user profile** → **Card Registry**.
- Add or remove the user card as required.

Send Confirmation Notice To User

Tap Card Registry

New Card Number	<input type="text"/>
	<input type="text"/>

User Name	<input type="text"/>
Registered Card	088D3C1B
Registered Time	08/08/2025 16:32
	<input type="text"/>