



Printing a locktag

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To print a LockTag so that it can be scanned by the app first log in to the web portal and then navigate to **Setup > LockTags**. Select the tags you wish to print by ticking the checkbox to the left-hand-side of each LockTag. Then to print the selected tags click 'Print' in the left-hand-side actions menu and choose from one of the paper size options.