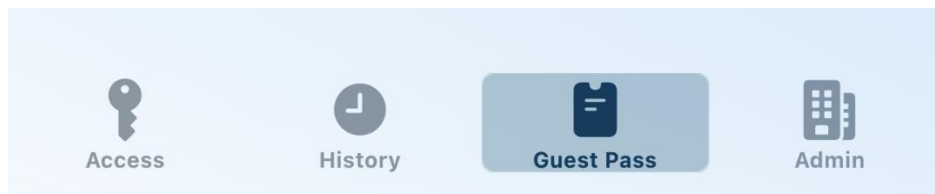


RECURRING GUEST PASSES

What is the best type of pass to use for my guests?

- **Delivery Pass:** This pass works well for scheduling visitors that deliver packages, food, grocery, etc. This pass is *valid for 10 days but will be revoked shortly after the first use.*
- **Temporary Pass:** Temporary passes are typically for weekend guests or possibly a service provider who requires a *continuous period of access to the property.*
- **Recurring Pass:** This pass works great for *visitors that provide recurring services who require weekly access, such as babysitters, dog walkers, service professionals, etc.*

Once you have logged in to your Community App, you will see the MAIN Screen. At the bottom of this screen, you will see 4 ICONS. –



- **Access** – Your main screen where you can OPEN Gates & Locks.
- **History** – Your recent history of events and actions on your account.
- **Guest** – Where you go to set up GUEST PASSES.
- **Admin** – Administrative actions.

Each app license allows for 15 active Guest Passes. If you don't have a lot of guests, you can set them up individually which will make it easier to track and delete if no longer needed.

***Note** – Once you create a Pass, it can not be modified. If changes are needed, you will need to Delete the pass and re-create a new one so make sure you review your selections before you hit **CREATE PASS.**

For those homes needing a lot of Guest Passes, the key to saving passes is to GROUP your passes ahead of time. If your Kids have several friends who frequent your home, you can set up passes similar to this-

Bob's Friends – recurring type pass

Mary's Friends – recurring type pass

POOL Service – recurring type pass

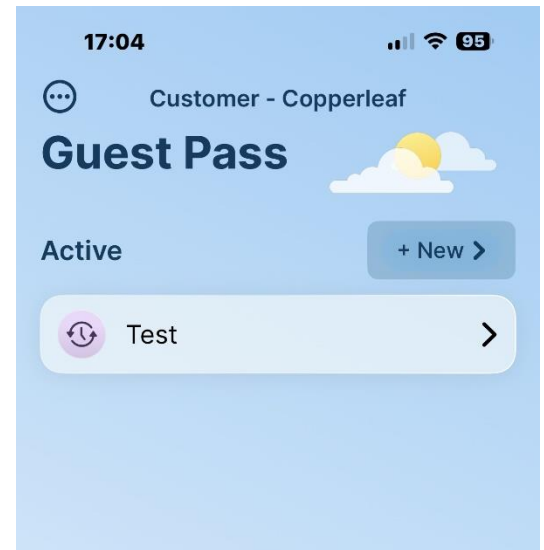
Maintenance Service – You could set up as a 'Delivery Pass' and create a new one each time or you can set up as a 'Recurring Pass' and give out the pass # when needed.

When you are ready to set up your Guest Passes, Click on the ICON at the bottom of the menu labeled **GUEST**

Once you have selected the GUEST PASS page, you will see a screen that looks similar to this.

Any item under ACTIVE will be your current passes in use.

To create a new Guest Pass, Click on the **+ New >** button on the right side.



After you Select **+ New >**, you will be asked to choose the type of pass that best fits your needs.

- **Delivery Pass:** This pass works well for scheduling visitors that deliver packages, food, grocery, etc. This pass is *valid for 10 days but will be revoked shortly after the first use.*
- **Temporary Pass:** Temporary passes are typically for weekend guests or possibly a service provider who requires a *continuous period of access to the property.*
- **Recurring Pass:** This pass works great for *visitors that provide recurring services who require weekly access, such as babysitters, dog walkers, service professionals, etc.*

A **Delivery Pass** will ask you for a name for the Pass and will ask you to check what they have access to.

ONLY CHECK FRONT GATE ARM for this type of pass and remember, they can only access the Front Entrance where the Call Box is located.

Choose a Pass

When and how often do you want guests to have access to your community?

Delivery Pass
Revoked shortly after first use
(Your pass for food or package delivery) >

Temporary Pass
Entry for custom period of time
(Your out of town guest or short-term rental) >

Recurring Pass
Entry for recurring period of time
(Your cleaning service or dog walker) >



Recurring Pass

Once you select the Recurring Pass, you will be asked to name this pass. Remember that this is different than a temporary pass. This is used more for long term visiting guests, family members and friends who come and go, etc.

Once you name the pass and hit Next, you will be asked to select the ACCESS Period.

07:54

< Back

Pass Name

Give your pass a name to better manage all your guest passes...(e.g. Pizza delivery, Dog walker).

Recurring pass name

Next

For the ACCESS PERIOD, you will need to select your Start and Stop dates and times, Days of the week and whether you want a daily time period or an All Day Access.

Once you click on the date next to the Start line, you will have a calendar pop up and overlay on to the screen (see below).

< Back

Access Period

When do you want your guest to have access to your community?

Start Date Aug 18, 2024

End Date Aug 18, 2025

S M T W T F S

All Day Access

Time Zone America/New York

Start Time 08:00

End Time 09:00

Admin does not allow recurring pass duration to exceed 365 days.

Next



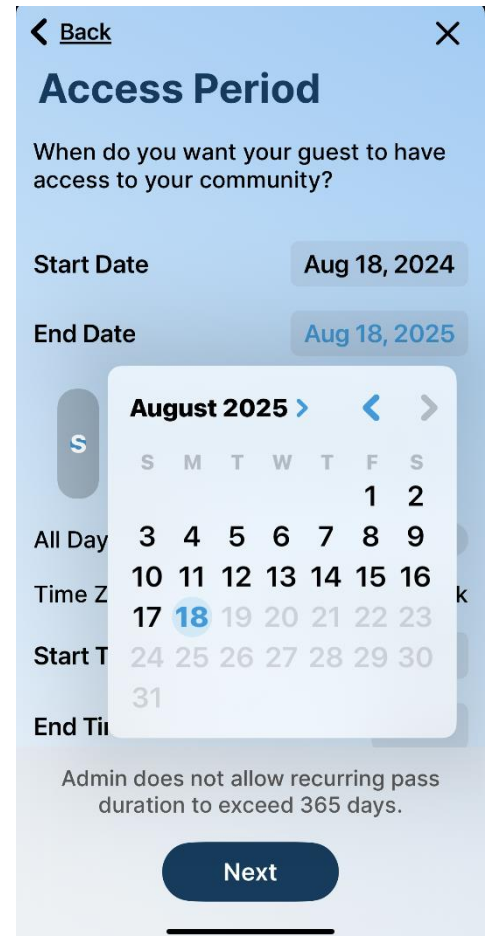
After you have clicked on the month and date, click anywhere on the screen to update the Start Time.

DO NOT hit the NEXT button at the bottom of the screen.

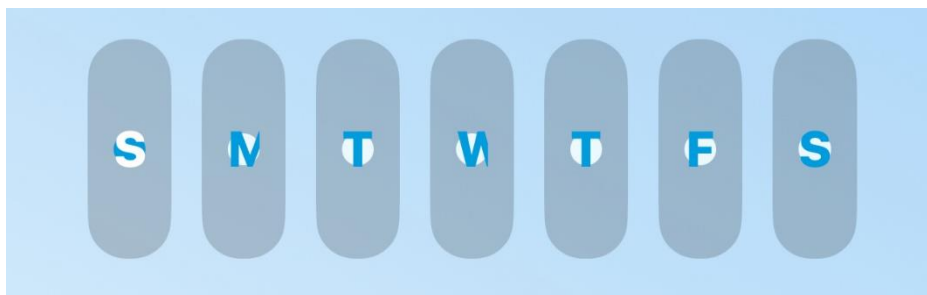
If you hit NEXT, it will bypass any other options and take you to the next screen.

Do the same thing for the Stop Date and Time. Once you have verified that your start/Stop dates and times are correct.

Now comes the tricky part... Selecting the DAYS for the WEEK for the access period.



When you go to select the DAYS, you will notice that the colors inside each oval has a two-tone color scheme. From Left to Right is Sun, Mon, Tue, Wed, Thur, Fri and Sat.



IF the Letter is WHITE with a Blue background (like Sunday the first 'S'), this mean that this day is Selected.

IF the Letter is BLUE with a White background (like the M, T, W,T F, and S), this means that those days are NOT selected.

If you want them access Mon thru Fri, then M-T-W-T-F should be a WHITE Letter and both S's would be Blue

IF you want 7 days a week then all the Letters should have the WHITE letters with the Blue background.



Once you have your Start/Stop times, date range and days to access set, you will need to select the area of the community they will have access to.

There is no need to select '*Entrance Swing*' since this is connected to and works in conjunction with the Front Entry Arms.

***Note-** If you are just giving them the 5-digit access code and not sending them the full invite, they will only be able to input the code at the front Call Box.

(Full Invite allows for buttons to open the front and rear arms)

Once you have the areas of the community you want to allow access to, select NEXT

At this point, you are finished setting up your new 'Recurring Access' you just created.

This is where you need to review your selections and make sure everything looks correct BEFORE you hit the button at the bottom-

Verify Access Points (Front and/or rear Arm), Days of the week to access, Start and End date along with the Start & Stop times each day.

IF you selected **All Day Pass**, you won't see Start & Stop Times

You can click on the **< Back** arrow at the top and make any changes before you finalize.

Once you come on back to this page, if everything looks correct then you can go ahead and click - **Create Recurring Pass**

You have completed this part and now will be presented on the following page with the option to SEND the invite to your Guest or just give them the 5-digit passcode displayed on the next page for access via the Front Entrance Only!

Entrances

Guests can only access areas open 24/7.

- Default Zone
- East_Pool Gate
- Entrance Swing
- Front Entrance Arm
- Ladies's Room
- Men's Room
- Rear Gate Arm

Next

Review Details

We'll generate a recurring pass that you can share with your guest. Code will expire after the specified access period.

- Front Entrance Arm, Rear Gate Arm
- Active Access Period
Sun, Mon, Tue, Wed, Thu, Fri, Sat
America/New York
Start Date: Aug 18, 2024
End Date: Aug 18, 2025
Start Time: 08:00
End Time: 17:00

Create Recurring Pass