# Single Resident Changes Guide

# Callgroup

You can find the callgroups in the portal.

DASHBOARD MANAGE CALLGROUP

👺 USERS 🔲 LOGS

LOGS

MY ACCOUNT

-- BILLING

USERS

DGS 🏻 🐣 MY ACCOUNT

-- BILLING

From this location you access callgroups and callgroup functionality.

NOTE

A callgroup is the group of people who are called simultaneously when a guest arrives at the gate.

## Users

A user is anyone who uses the CellGate service. Users are divided into types, groups, and roles.

Users are organized into Types. **User Types** are categories of users with the same permissions and restrictions.

Users can be administrators, who access the online portal; residents (or employees), who can enter the property and can open the gate when contacted by the Cellgate device; or guests, who can only access your property with an assigned code.

A **User Role** creates more specific restrictions within a the User Type. A role give specific information about the individual user. For example, an Account Admin can access the CellGate portal and manage their account. A Vendor Code denotes someone who only enters the property at certain times using a code, like a lawn service.

The users page shows the users in your account, and allows you to manage those users.

## **Create Users**

- 1. Click **Users** icon from the navigation bar.
- 2. Click + Add User
- 3. Enter Name, Email, Phone Number, Timezone, and click

and a second					
Sate, Amerides	Gate Code: [2358*	1		Home Health Aides	Home Health Aides
Sate, Amerities	Gate Code: (8623*	] RFID Tag: [85451]	Installer 5148	8 a - 9 p. HDA Volunteer	Caligroup Manager
Rate, Amenities			Cassie	8a-9p	Residents w Sauna and Pool
WHO DO YOU W	ANT IO ADD IO TH	E SYSTEM?			
	Name	Incore Could			
	Ivenic	Jason Jiner			
	Email	ismith@omail.com			
	Phone Number	(972) 555-1442			
	Phone Number	(972) 655-1443			
	Phone Number	(972) 555-1443			
	Phone Number Timezone	(972) 555-1443 (UTC -5) Central Standard Time			
	Phone Number Timezone	(972) 555-1443 (UTC -B) Central Standard Time			
	Phone Number Timezone	(872) 555-1444 (UTC-5) Central Standard Time		•	
	Phone Number Timezone	(872) 585-1443 (UTC-8) Central Standard Time			
	Phone Number Timezone	(872) 555-1441 (UTC-5) Central Standard Time		•	

MANAGE CALL GROUP

 Select User Type and User Role from dropdown; click Next

User Types	Resident	•
User Role	Callgroup Manager with Remote Access	•
	User Role/Description	
	Caligroup Manager with Remote Access: A Role that can makes thanges to their assigned Caligroup. Cannot access any othe send Momentary Open commands but cannot add codes or take pictures.	rarea of the Web Portal. This Role can access the CellGate app to

5. Create user restrictions. See <u>Restrictions</u> for more information.

Enter information about how you want the user to access the system. You might choose to have the user enter a gate code, use an RFID/ Card/Clicker, or a Web Smartphone login. Click Next.



7. Click Save

With a KHL/Card/Clicke						
/ Card / Clicker						
Use an Existing RFID/Card/Clickar?	Yes No					
What kind of device?	RFD Tag		v			
Code	8374					
Wiegand Code	000042FC					
Facility Code	0					
	Restricted codes will not save to device					
	Add Access Method					
W ELSE SHOULD JASO	N SMITH ACCESS	THE SYSTEM?				Ba
W ELSE SHOULD JASO	N SMITH ACCESS	THE SYSTEM?				 Ba
W ELSE SHOULD JASO Invite Calgroup Manager U Caligroup Manager User	N SMITH ACCESS	THE SYSTEM?				 Be
W ELSE SHOULD JASO Inite Calgroup Manager User Caligroup Manager User Exail	N SMITH ACCESS	THE SYSTEM?				 Be
W ELSE SHOULD JASO Inite Catgroup Manager User Catgroup Manager User Envil Pase	N SMITH ACCESS	THE SYSTEM?				 Ē.
W ELSE SHOULD JASO Inite Catyroo Manager U Catyroop Manager User Envir Preve Wee Cati Grays	N SMITH ACCESS Ser Jantidgnaticon (87) 355-145 Jaco S	THE SYSTEM?			the colgose	 Ba
W ELSE SHOULD JASO Inte Catyoo Manger U Catyoo Manger User Ewai Reas Wee Cat Gray:	N SMITH ACCESS' Ser Jentidgrait.com (90) 35545 Jaco 5 Vectors	THE SYSTEM?		v) a	te câgu	 Ex.
W ELSE SHOULD JASO Inte Calyoo Marager L Calgroup Marager User Evail Peen Viele Califorge	N SMITH ACCESS' ser jent@pail.com (#1) 155145 jam 5 tab.bbr	THE SYSTEM?		v a	No calgos	 be

## Edit a User

- 1. Click the **User** tab.
- 2. Click the user you want to edit.

ACCOUI	NT USERS				
Access Codes with	an asterisk are stored on device.				
			1	Select V	Q Search 🖉 Clear 🕇 Add Code
Name	Properties/Locations	Access	Callgroups	Restrictions	Group
Amanda C	All devices on this account		John Doe		Account Admin
Jane Doe	Front Gate	Gale Code (3149)		Winter Access	Guest Code

MANAGE CALLGROUP

CASHBOARD

USERS

E LOGS

MY ACCOUNT

--- BILLING

The Edit User screen has 3 sections:

- 1. User Information
- 2. Access Methods, User Group and User Role
- 3. Restrictions

	Name	Amanda C	
	Email	acoleman2@mail.com	[2]Edt
Nucleir		Reset Password	
	Phone Number		
<pre>kink financial set and se</pre>	Timezone	(UTC -5) Central Standard Time •	
	Actions	2 Delete	
<pre>keeding of the set of the se</pre>	Web/Smartphone Login Expiration	Yes No	
Ass     Age     Age <td>Notes</td> <td></td> <td></td>	Notes		
Acces labeled Page     Cole       April     Cole       All     Image: Cole       Use State     Image: Cole       Use Tote     Image			Sav
fyrit       Coli         All	Access Methods		(2)Mgrate Ali Metho
Use Not     Not     Use Not     Not     Use Not     Not </td <td>Type</td> <td>Code</td> <td>(</td>	Type	Code	(
Use Type:       Account Address       Image: Account Addres	A00:	· · · · · · · · · · · · · · · · · · ·	
We type:       Amm       Image: Control and control a	User Role		
Is the first Is an index of professional and an index of the source and an index of the source and and an index of the source and and an index of the source and an index of the s	User Types	Admin •	
Use indicate years	User Role	Account Admin	Help
Let Reductional			_
Recent we's		User Role/Description	
<pre>curve curve c</pre>		Account Admin: The Account owner: Has full Admin privileges in all areas of the portal and app. Role can also create codes from the CellGate app	
Section         Control of the data data data data data data data dat			
Ackelos       Residos Fu         Ocean-       Residos Fu         Ocean-       Sect Pietel (Djanaj)         O Fora Cas       Sect Pietel (Djanaj)         Sect Pietel (Djanaj)       Sect Pietel (Djanaj)         O Fora Cas       Sect Pietel (Djanaj)         Sect Pietel (Djanaj)       Sect Pietel (Djanaj)         Sect Diete       End Diete         Sect Diete       End Diete         Sect Diete       For Diete         Sect Diete       Sect Diete         Sect Diete       For Diete         Sect Diete       Sect Diete         Sect Diete       Sect Diete         Sect Diete       Sect Diete         Sect			Appl
Accessed Constrained Constrai			
Por class       Restriction for         • • • rande SB       • • • • • • • • • • • • • • • • • • •			
Indicate Reactions         Restriction For           • A manta BB         • • • • • • • • • • • • • • • • • • •	Restrictions		(
Besite       Besite         • © Port Cas       Secto Press ( Dyconal)         Core       Secto Press ( Dyconal)         Secto Press ( Dyconal)       Sector Press ( Dyconal)         Secto Press ( Dyconal)       Sector Press ( Dyconal)         Sector Press ( Dycona	Restrictions Note : Edits on this page will only affect Amanda C		(
• Ø Anneda SR	Restrictions Note : Edits on this page will only affect Amanda C Individual Duramintane		
• • • • • • • • • • • • • • • • • • •	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions Q. Search	Restriction For	(
Verter       Seeting in generalization of generalizatio generalization of generalization of genera	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions Q. Seatch	Restriction For Select Preset (Dytrimal)	~
Materiane       gentre       gentre <td>Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions Q: Seatch</td> <td>Restriction For Select Preset (Dytrimal) What date range? Specific Any</td> <td>~</td>	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions Q: Seatch	Restriction For Select Preset (Dytrimal) What date range? Specific Any	~
	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions C Seatch	Restriction For Select Preset (Dytoma) What date range? Specific Any What days? Specific Any	~
	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions C Search	Restriction For Select Preset (Dystonal) What date range? Specific Any What days? Specific Any What timeframe? Specific Any	~
	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions C Search	Restriction For Select Preset (Dystonal) What date range? Specific Any What days? Specific Any What timeframe? Specific Any How many times? Specific Any	~
End Date     End Date     No records found	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions C Search	Restriction For       Select Preset (Dytional)       What date range?     Specific       Mina dates range?     Specific	~
No records found       No records found	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions C Search	Restriction For       Select Preset (Dytional)       What date range?     Specific       Mina days?     Specific       May     What days?       Specific     Any       What days?     Specific       May     How many times?	Add to Standar
Image: Normal System         Image: No	Restrictions Note: Edits on this page will only affect Amanda C Individual Restrictions C Search	Restriction For       Select Preset (Dytomal)       What date range?       Specific     Arry       What days?     Specific     Arry       What days?     Specific     Arry       What days?     Specific     Arry       How many times?     Specific     Arry       Start Date     End Date	At to Schooler  How many times?
Image: Normal base in the state of the state in	Restrictions Noe: Edits on this page will only affect Annuals C Individual Restrictions	Restriction For       Select Preset (Optional)       What date range?       Specific     Arry       What days 7     Specific       Winat timeframe?     Specific       Mov many times?     Specific       Start Date     End Date       No records found     No records found	Act to Schedule  Core Schoolers  How many times?  No records found
Tressor	Restrictions       Noe:     Edita on this page will only affect Amanda C       Individual Restrictors	Restriction For       Select Preset (Optional)       What date range?       Specific     Arry       What datys?     Specific       What datys?     Specific       What datys?     Specific       Max     Arry       How many time5?     Specific       Start Date     End Date       No records found     Max	More Selected     Core Schooles     More reads found
TNARDAY       Import         IPLORY       Import         SUBDY       Import         SUBDY       Import         Cancel       Import         SubDy       Import         Cancel       Import         SubDy       Import         Cancel       Import         SubDy       Import         SubDy       Import         SubDy       Import         SubDy       Import         SubDy       Import         Import       Import         Import<	Restrictions Nose: Edits on this page will only affect Amanda C Individual Restrictors Q: Search  C Search Case Cardel Search Search	Restriction For           Select Preset (Optional)           What date range?           Specific         Arry           What dates range?         Specific           What dates range?         Specific           What dates range?         Specific           What dates range?         Specific           Max         Arry           How many times?         Specific           Start Date         End Date           No records found         Minimum data           Date         End Date           No records found         Minimum data	Mol to Schoole  Card Schoole  Kov many times?  No records found
All-Roby Show Carol	Restrictions Nose: Edits on this page will only affect Amanda C Individual Restrictors Q: Search • © Amanda SR • © Prore Gase Cancel Sow	Restriction For           Select Preset (Optional)           What date range?           Specific         Arg           What date range?         Specific         Arg           What date range?         Specific         Arg           What date range?         Specific         Arg           What date range?         Specific         Arg           How many times?         Specific         Arg           Start Date         End Date         End Date           Nor         Start Date         End Date         Material	Moreards found  No records found
Saler Carol	Restrictions       Nose: Edits on this page will only affect Ananda C       Individual Restrictors       Q: Search       * & Ananda SR       • & O Force Gase         Cancel	Bestiction For           Select Preset (Optional)           What date range?           Specific         Arry           What date range?         Specific         Arry           What date range?         Specific         Arry           What date range?         Specific         Arry           What disps?         Specific         Arry           How many times?         Specific         Arry           Start Date         End Date         End Date           No records found         No records found         No records found           Notory         I </td <td>Add to Schoole     Ceer Schoole     How many times?     No records found</td>	Add to Schoole     Ceer Schoole     How many times?     No records found
Sale Carcel	Restrictions       Nose     Edita on the page will only affect Ananda C       Individual Restrictors	Resolution For           Secc Press( Dprional)           What date range?           Specific Arr           More many times?           Specific Arr           No records found           No records found           Der Mark           More many times?           Specific Arr           No records found           Der Mark           More many times?           Specific Arr           No records found	Add to Schedule     Core Schedule     More many times?     No records found
Sam Cavel	Restrictions Nos : Edits on His page will only affect Ananola C Individual Restrictions Q Search • B Ananola SR • D O Fort Case Cartest	Restriction For         Stect Preset (Optional)         What date range?         Specific Arg         How many times?         Specific Arg         Specific Arg         No records found         The         Modear         Modear         Specific Arg         No records found         The Arg         Modear         The Arg         Modear         The Arg         Specific Arg         No records found	Add to Schedule     Card Schedule     More many times 7     No records found
	Restrictions Nos : Edits on this page will only affect Amanda C Individual Restrictions Q Search • B Amanda SR • D O Fort Gate Carvoit Server	Restriction For         Stect Preset (Optional)         What date range?       Speade:       Arg         What dimenframe?       Speade:       Arg         Sour Date       End Date       Image: Speade:       Arg         Mow many times?       Speade:       Arg       Speade:       Arg         Mocourd       Image: Speade:       Arg       Speade:       Arg         Mocourd       Image: Speade:       Arg       Speade:       Arg         Mocourd       Image: Speade:       Arg       Image: Speade:       Arg         Mocourd       Image: Speade: Speade:       Arg       Image: Speade: Spea	Vot to Schedule           More Schedule           More many times?           No records found
	Restrictions Nos : Edits on His page will only affect Ansanda C Individual Restrictions © Search • ® Ansanda SR • ® © Fiort Gate © Entroll © Series	Restriction For         Stect Preset (Optional)         What date range?       Speade:       Arg         What dimerFrame?       Speade:       Arg         Sour Date       End Date       Image: Speade:       Arg         No records found       Image: Speade:       Arg         Mour many times?       Speade:       Arg         Image: Speade:       Arg       Image: Speade:       Arg         Modear:       Image: Speade:       Arg       Image: Speade: Speade:       Arg         Modear:       Image: Speade:       Arg       Image: Speade:       Arg       Image: Speade: S	Add to Schooler     More many times?     No records board
	Restrictions Nos : Edits on this page will only affect Ansanda C Individual Restrictions © Seatch • © Ansanda SR • © © Piort Gale Carrieri Sower	Resolution For           Select Process (Optional)           What date range?           Specific         Arg           What date range?         Specific           What date range?         Specific           What date range?         Specific           What date range?         Specific           Specific         Arg           What dates range?         Specific           Specific         Arg           How many times?         Specific           Specific         Arg           No records found         Image: Specific           MOLEXIV         Image: Specific         Image: Specific <td< td=""><td>Add to Schedule     More many dires 7     No records found</td></td<>	Add to Schedule     More many dires 7     No records found

## 1. User Information

In this section you can update the following:

- A. Name
- B. Email
- C. Password
- D. Phone Number
- E. Timezone
- F. Login expiration
- G. Notes
- H. When you're done, click Save.

#### 2. Access, User Group, User Role

You can

- A. Migrate all methods
- B. Delete credential
- C. Edit user access
- D. Migrate to a user
- E. Add access method
- F. Change User Types
- G. Change User Role
- H. When you're done,

click Apply

#### 3. Edit the Restrictions

You change the individual user's restrictions. For more information, see the <u>Restrictions</u> section. Once you've edited the restrictions, click Save.

	A Name		
	B Email		(7Edit
	C	Reset Password	
	De Number		
	Timezone	(UTC -5) Central Standard Time •	
	Actions	Delete	
	martphone Login Expiration	Yès No	
	G Notes		
,			Save

Access Method	IS								
R	Туре		Code	С	D				
ŝ	Gate Code		8476	(ITE)	t C2Nigrate to a User				
		Add:					۷		
User Role									
		User Types	Resident				•		
		User Role	ce Caligroup Manager				•		
		Voice Call Group:	Johnny				۷	Add New Voice Call Group	
			User Role/Description						
			Voice Callgroup Manager : A Ro can access the CellGate app but (	le that can makes changes to cannot add codes or take picti	their assigned Callgroup. Cannot ures.	access any other area of the Web Portal. T	This Role		
									H

## Restrictions

You can create restrictions for when users can access the property. Once you have finished creating the restriction, you can save and reuse it.

telvidual Restrictions ≥ Search • Ø Amanda SR • Ø Front Gate Cancel Save	Restriction For > Front Gate Select Preset (Optional) What date range?	Specific Any From	~ To	
	What days? What timeframe?	Specific Any Select Day Mon Tue Wed Thu Fri Sat Sun Specific Any From 6 : 00 AM	To 12 0 PM	
	How many times?	Specific Any	Add to Schedule Clear Schedules	
	Start Date           1/3/2022 05:00 AM           DAY         0         1         2         3         4         5         6         7           MONDAY         1	End Date       3/3/2023 12:00 PM       PM       Image: State	How many times?       10	
			Savo Cancel Back N	ext

The Apply restrictions page has three parts.

- 1. Property, Location Access
- 2. Create Restrictions (top half of page)
- 3. Review (bottom half of page)

#### **1. Property, Location Access**

- A. Select checkboxes for property, devices, and gates to which you want to add restrictions.
- B. If you only want to create restrictions for the property the user can access, click Save.

O Caarab	
Q Search	
🕶 🗹 Amanda SR	
A	
🕶 🗹 🕘 Front Gate	

## 2. Create Restrictions

- A. Shows the device to which the restriction applies.
- B. If you have preset template/ exiting restriction, select it.
- C. Click Specific and choose the start and end dates for restrictions to apply.
- D. For days of the week to allow access, click Specific . Choose the days to allow access.
- E. For timeframe, click Specific and select the times to allow property access, such as *From* 9:00 AM *To* 5:00 PM.
- F. Click Specific and enter the number of times to allow access to the property.
- G. Click Add to Schedule

## 3. Preview

You'll see a preview of your restrictions.

- A. The Start and End Dates for the schedule display.
- B. "How many times?" is the number of entries allowed.
- C. The schedule preview displays in green.
- D. Click Save to save the restriction.

- E. If you've created new restrictions, enter the Preset Name. Click
- F. Click Next









## cell-gate.com

## 855.694-2837