Akuvox Community Guide: Property Manager Portal

This guide makes the following assumptions:

- Your site has already been created
- A Property Manager User has been created and assigned to the site already

The property manager is the MANAGEMENT side of the Community. Installer has created buildings already so now it's the Property Managers turn to now add in Resident information and setup other relevant features for the community

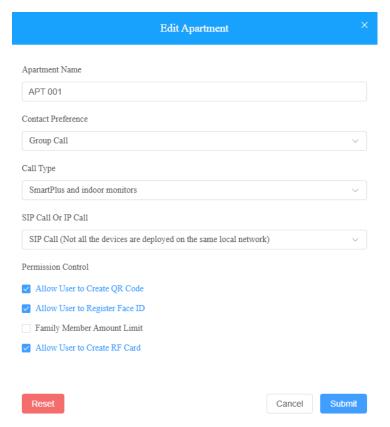
Signing into the Property Manager Portal

You can sign into the Property Manager Portal using the cloud site

AU Cloud: https://aucloud.akuvox.com/manager/#/login

Editing Apartment settings

You can edit the permissions of the apartment in the Apartment section



Go to Apartment

- Find the apartment you want to edit and click the edit (Pencil Icon)
- Tick/Untick any permissions you want to enable/disable for the apartment.
- Submit

Adding Residents

You can create residents and assign them to their apartments.



- Go to Resident
- Click New
- Fill in the information of the resident (Red Astrix fields are compulsory)
- Submit

Resident will be created and added to the apartment

Visitor & Staff

In this section, you can create and manage your own Temp Keys as well as Temp Keys created by Residents. Temp Keys are created per building. This section is also for assigning access for staff for the community e.g. cleaners.



- Go to Visitor & Staff
- Click on what key you want to make. (Temp Keys, Delivery Auth or Staff Auth)
- Click New
- Fill in the information (Red Astrix fields are compulsory)
- When you select the building, you want to make the key for, you can select the device and their relays that the Temp Key will work on.
- ❖ Submit

Access Group

You can create an Access Group and assign it to different devices in the building.



- Go to Access Group
- Click New
- Fill in information (Red Astrix fields are compulsory)
- Select the Relays you want the Access Group to apply too.
- Submit

Logs

Property Manager can check the logs from all the devices.



All you need to do is click Logs and you'll have access to the following sections:

- Door Logs
- Call History
- Capture & Video
- Temp Logs
- Detection Logs
- Operations logs

Some of these will only be available if the device supports the function

Alarm Records

This is where you can check the logs of the Alarms that have been triggered on site



All you need to do is go to Alarm Records and you can view the records of the Alarm system on site.

Smart Parking

This one can only be used if the device supports LPR (Licence Plate Recognition). The way this works. Smart Parking is for if you plan to have an Akuvox device in a Parking Space.

Licence Plate

Here you can save the Licence Plate registration of community members.

Parking Lot

Here you can create a virtual Parking lot. You can assign devices as Entry and Exit Points. You can have 1 device act as an Entry/Exit or define 2 with one as an entry and another as an accent.

Library

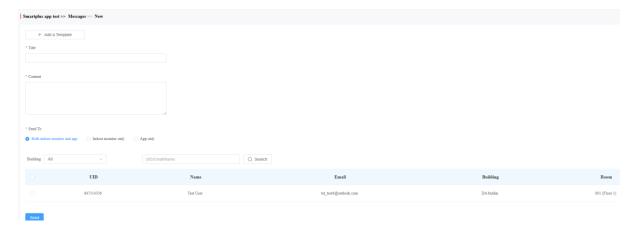
This is where you can go to look at PIN code and RF cards that are currently logged into the site.



You can go here and filter by Building and Apartments and search by names or PINs.

Messages

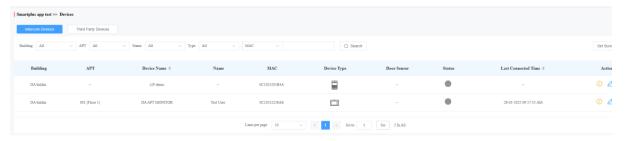
You can create messages to send to devices and smart plus apps throughout your site. These can be used to notify Residents of events or any important notices.



- Go to Messages
- Click New
- Now select the devices you want to send the message too.
- Submit and the message will be sent
- The message will appear on either a Akuvox device or a SmartPlus app (Depending on what you set to display the message)

Devices

Property Managers can also manage the devices on site. They can't install new devices, but they can still change a device's setting, as well as reboot, reset and remote into them.



Modify Device

- Go to Devices
- Find the device you want to modify
- You can click edit (Pencil Icon) to change the following settings
 - o Name of device
 - Contact Display settings
 - Monitoring settings
 - o Relay Settings
 - Access Methods
 - o "Hold open during scheduled time" Add an access group to it.

Reboot/Reset Device

- Go to Devices
- Find the device you want to modify

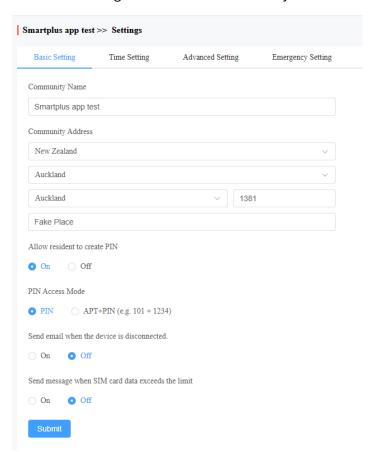
- Click the yellow information bubble
- Click Settings
 - o Click Reboot if you want to turn it off and on
 - o Click Reset if you want to Factory Reset the device.

Remote into Device

- Go to Devices
- Find the device you want to modify
- Click the yellow information bubble
- Click Settings
- Click Remote Control
- It will then take you to the Web GUI for the device and you can login with the device details.

Settings

This is the settings for the actual community site



You can modify Basic, Advanced, Time and Emergency settings.