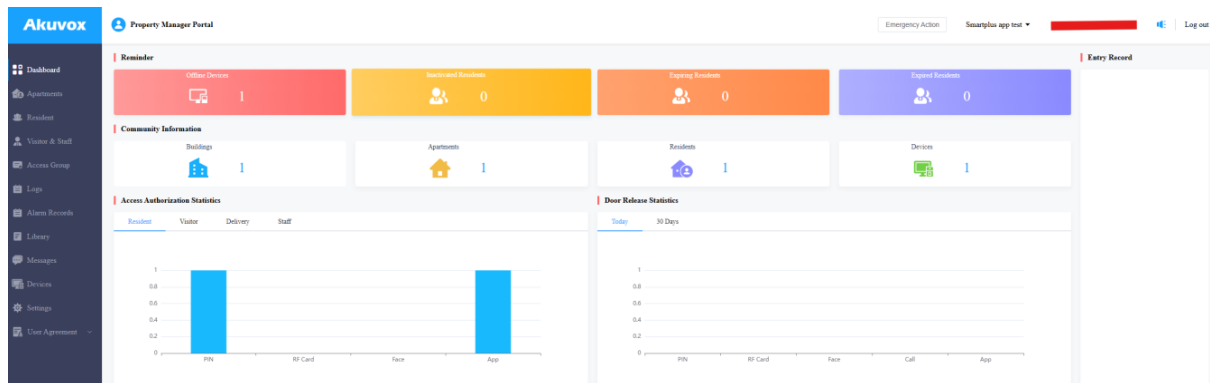


Temp Key Creation & App Invites

Creating Residents (Send Invites for App)

Creating a resident is how you setup their app.

- ❖ Start at the Dashboard



- ❖ Go to Residents

The screenshot shows the 'Residents' page in the Akuvox Property Manager Portal. The top navigation bar is identical to the dashboard. The page title is 'Smartplus app test -> Resident'. Below the title are several filter dropdowns: Building (All), APT (All), Account Type (All), Active (All), and App Status (All). There are 'Import' and 'New' buttons. A search bar with a magnifying glass icon and the word 'Search' is also present. The main content area is a table with the following columns: UID, Name, Contact Information, Building, APT, APT Name, App Status, Remark, and Actions. The table currently shows 'No Data'. At the bottom, there is a pagination bar with 'Lines per page: 10', navigation arrows, 'Go to 1', and 'Go 0 to All'.

UID	Name	Contact Information	Building	APT	APT Name	App Status	Remark	Actions
No Data								

- ❖ Click new

Akuvox Property Manager Portal

Smartplus app test >> Resident >> New

Information

* Building

* APT

Account Type

* First Name

* Last Name

Email

Country / Region

Mobile Number

Remark

0 / 255

Next Save Information Only

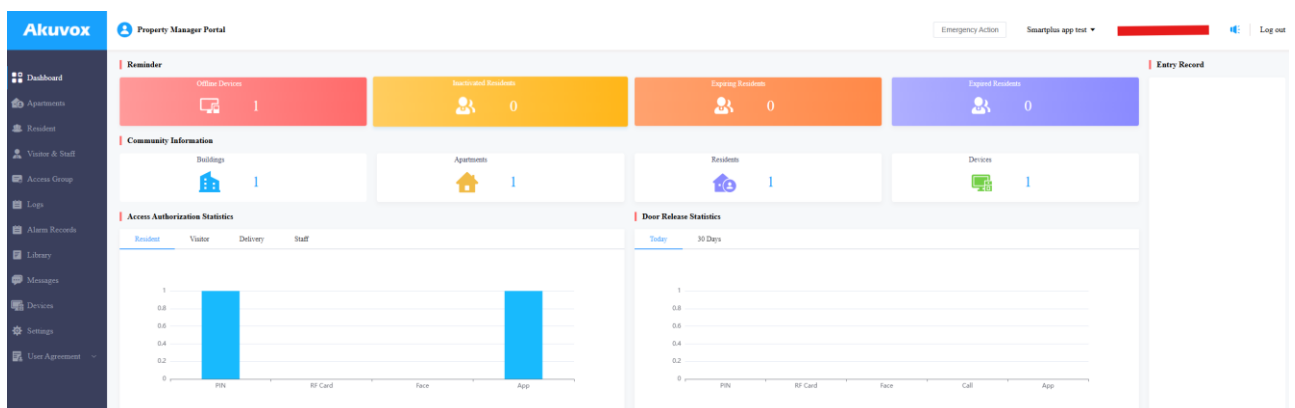
- ❖ Fill in their details. Red Asterix Fields are Compulsory and must be filled
- ❖ When you click submit, your tenant should receive an email with the account details to sign into their app. Be aware that it can find its way into the spam/Junk folder.
- ❖ When you've created the resident, the app status should be unregistered, but that should change after they have signed into it for the first time and update to registered.

Important Notes:

- If you ever have a tenant move out and need to get a new app for the newer tenant, **don't** delete the resident in the portal. **Edit** the resident profile.

Creating a Temp Key

- ❖ Start at the Dashboard



- ❖ Go to Visitors and Staff

❖ Click New

❖ Fill in the details and click Submit. Fields with a red Asterix are Compulsory and need to be filled. Make sure you tick the devices at the bottom that you want the key to work on. Below is an explanation of each field.

Name	Explanation
Building	Is there a specific building you want this Temp Key to work on
APT (Shows up if you select a building)	What Apartment do you want the key to have access to?
Name	Name of the Temp Key
ID Number	Unique Identifier for the Temp Key
Repeats	Control whether it repeats daily, weekly or never
Begin Time & End Time	The Temp Key can only be used during a time between the start and ending times
Validity Times Per Device	The number of times the Temp Key can be activated. This does include public gates and entrances to the building
Email	If the Temp Key is made for a certain visitor, then you can have it emailed to them on creation of the Temp Key.

❖ Once submitted, the Temp Key will be created and can be used for the devices that it's been set too on site

Important Notes

- *If your site requires you use your key to access the gate and again to access the building, you need to make sure the Temp Key has more than 2 uses. Tagging it on the public gate will take away a use and again when tagging it to access the building. So when making a Temp key, remember to take the amount of times a person needs to scan the key to actually get inside the building.*