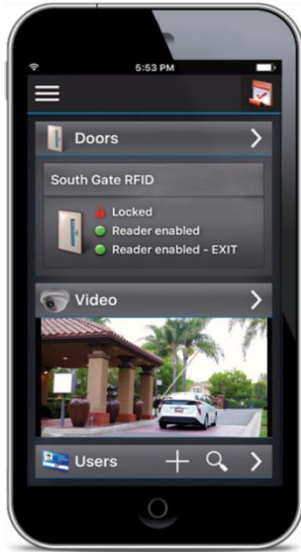




EntraPass Go: User Guide

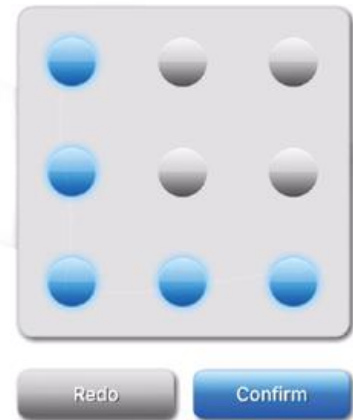


1. Installing the Mobile App

On the App Store or Google Play Store, search for “EntraPass Go” and download the free mobile app.

2. Set Up your Gesture

The first time you launch the app, you must set up a “Gesture” password of your choosing. Start at any dot and create a pattern that is easy for you to remember.



3. Add Your Site

In the “Server Name” field, enter a name for your site.

This name is for your reference only.

Server URL, username, password, port, and login mode will be provided to you by your Securcom Representative.

4. Add Users

After logging in, open the side menu by pressing the menu icon at the top left of the display.

Press the blue ID card icon to add users.



1. Enter the user's name.
2. Select card type (optional)
3. Enter a card number: Click "Add a card" and enter the card or keyfob's facility code followed by its unique identifier.
4. Input the card's expiration date. Usually, the day after a resident's lease ends.
5. Set access level: e.g. Resident, Employee, Manager, Vendor, etc.
6. User Photo (optional): Click the blank user icon to access your phone camera and take a picture of the user.

The screenshot shows a user profile for 'Jenny Resident'. The interface includes a menu icon, a back arrow, a checkmark, and a card icon at the top. The user's name is 'Jenny Resident'. Below the name are three dropdown menus: 'Card state' (Valid), 'Card type' (None), and 'Badge' (None). A table lists card numbers, expiration dates, and a 'Stolen/lost' checkbox. The first row shows card number 86:75309, expiration date 2018-11-16, and a checked checkbox. Below the table are buttons for 'Access levels' and 'Resident'.

Card number	Expiration date	Stolen/lost
86:75309	2018-11-16	<input checked="" type="checkbox"/>
86:75310	2018-11-18	<input type="checkbox"/>
00:00000	YYYY-MM-DD	<input type="checkbox"/>
00:00000	YYYY-MM-DD	<input type="checkbox"/>
00:00000	YYYY-MM-DD	<input type="checkbox"/>

The screenshot shows the 'Add a card' and 'Access levels' sections of the user management interface. It includes a menu icon, a back arrow, a checkmark, and a card icon at the top. The user's name is in a text input field. Below the name are three dropdown menus: 'Card state' (Valid), 'Card type' (None), and 'Badge' (None). A table lists card numbers, expiration dates, and a 'Stolen/lost' checkbox. Below the table are buttons for 'Add a card', 'Access levels', and 'Training 1'. At the bottom, there are input fields for 'Start date' and 'End date'.

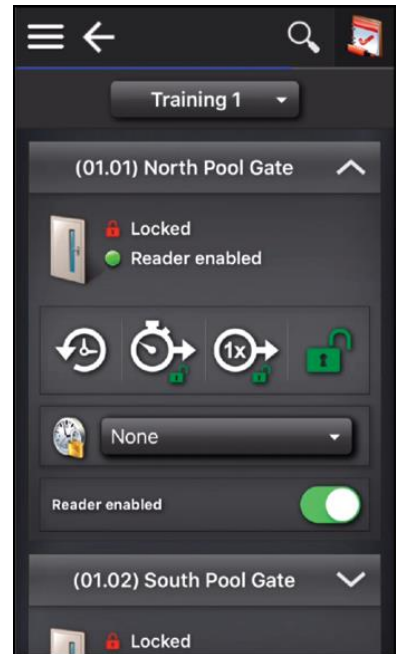
Card number	Expiration date	Stolen/lost
<input type="button" value="Add a card"/>		

5. Controlling Doors

From the side menu, press the doors icon.

You are then presented with the door status and options from left to right:

1. **Back to Schedule:** Set door settings to default operation.
2. **Temporary Unlock:** Choose a period of time for which to unlock the door. The default is ten seconds.
3. **One Time Access:** Opens the door once.
4. **Unlock:** The door will remain unlocked until you lock it again. The icon switches to the Lock icon.



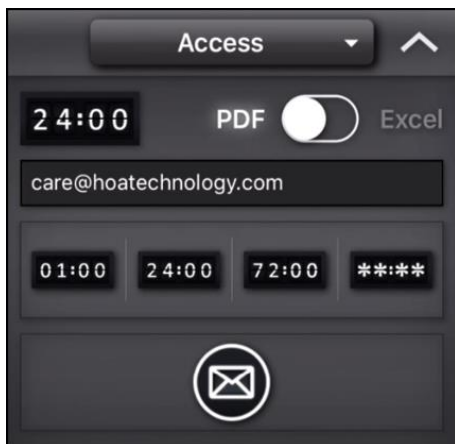
**You can also change the access schedule and toggle the reader on or off.*

6. Running Reports

From the side menu, press the report icon.

A list of available reports will display.

Click on the dropdown on any report to adjust its settings.



1. Select the report type: On the top bar, select the type of report to be run.

Most commonly you will use the Access report.

2. PDF or Excel Format: Sets format for the report.
3. E-mail address: Report will be emailed to the address.
4. Time Frame Selection:

Choose between one hour, 24 hours, 72 hours, or custom.

5. Send the report by pressing the mail icon.

Your report settings will be saved for later use.

Additional Support:

If you need additional support, please contact us by e-mail at operations@securcom.ca