

Oak Alley Gate System: Cellgate

<https://user.zapopen.com/Account/SignIn>

User: tom@burkcollinscompany.com

PW: welcome22

To create a Resident's User Account:

Go to  USERS

Click on 

Type in 1 homeowner's full name; individual email address; cell phone; and their street address in the Notes.

 Next

User Type: Resident

User Role: Voice Callgroup User With Remote Access

 Next

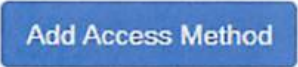
Check the box for 1312 John McCain Rd and Front Gate

Don't change the schedule.

 Next



Access Code is the last 4 digits of the clicker remote's 5-digit code on the back.

 Add Access Method

With a RFID/Card/Clicker

Use an Existing RFID/Card/Clicker? No

What kind of device? Clicker Remote

Code: 5-digit code on the back of the remote

Wiegand Code: auto-populates, don't change

Add Access Method

Web/Smartphone Login

Username: email address

Password: set up a random 8-character password (User can change this later)

Login Expiration: No

Add Access Method

Next

You're done! Repeat for each Resident. Must have individual phone numbers and emails.

Each home gets 2 remotes free. 3rd/additional remotes are \$20 each.

Go to Assets > Oak Alley Development > HOA > Gate Fobs, Mail Keys > Gate Fob, Mail Key Log.xcl and type in User's information in both sheets.

Have one of the Residents sign for the remotes and mail keys upon pickup. Save scan in Assets > Oak Alley Development > HOA > Gate Fobs, Mail Keys.

To create a User Account for a Vendor:

This would be used for Residents' vendors like pool service, a cleaning service, homecare, etc., that would come on a scheduled basis.

Go to  **USERS**

Click on 

Type in Vendor's full name; individual email address; cell phone; and their street address in the Notes.

 Next

User Type: Visitor

User Role: Vendor Code

 Next

Check the box for 1312 John McCain Rd and Front Gate

Set the Specific Days and Timeframe that the vendor will be coming by for service. Ex. MWF from 9am to 4pm.

 Next



Access Code: last 4-digits of their phone number or random code





Next

You're done!

To create a temporary code for a contractor:

Go to



Click on

+ Add Code

User Details – Name: Company or Technician, or both

User Type: Visitor

User Roles: Vendor Code

Access Code: last 4-digits of their phone number or random code

Check the box for 1312 John McCain Rd and Front Gate

Set the Date Range and Timeframe that the vendor will be coming by for service. Timeframe is optional if it's an emergency service that might need nighttime access.

Save