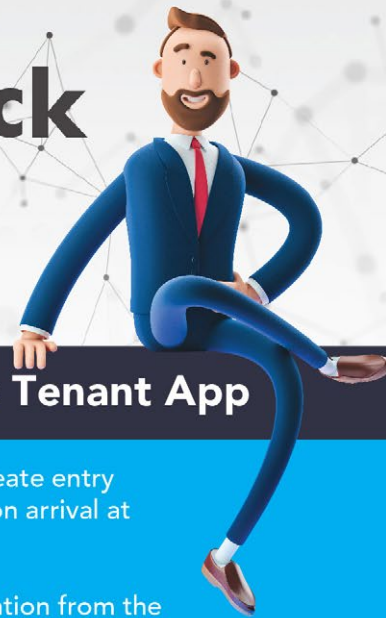




AccessTrack

INTEGRI-REGISTER

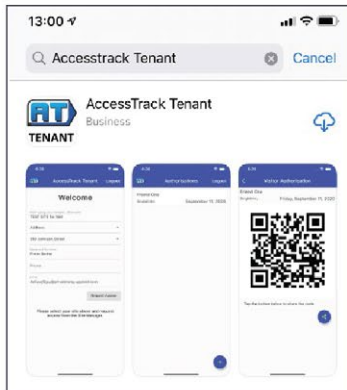


Installation and Operation of the Tenant App

The Tenant App provides tenants with the ability to create entry passes that can be sent to visitors to be presented upon arrival at the Estate in order to gain entry.

The Tenant App can also receive requests for authorisation from the security staff when a visitor does not have an entry pass available upon arrival.

1. Download the AccessTrack Tenant app from



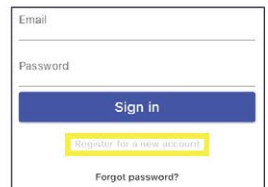
- Visit the Apple App Store or Google Play Store.
- Search for "AccessTrack Tenant"
- Install the App

2. Create an account

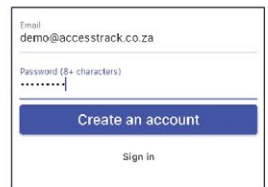
- Open the Tenant App
- Choose the sign-in method that you prefer



- If you choose to sign in using your e-mail address then tap on the "Register for a new account" link if it is your first time signing into the App



- Proceed to sign in

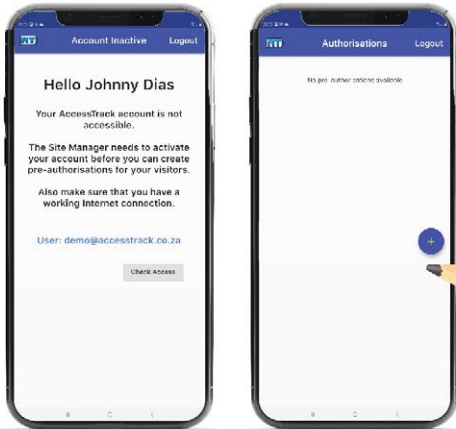
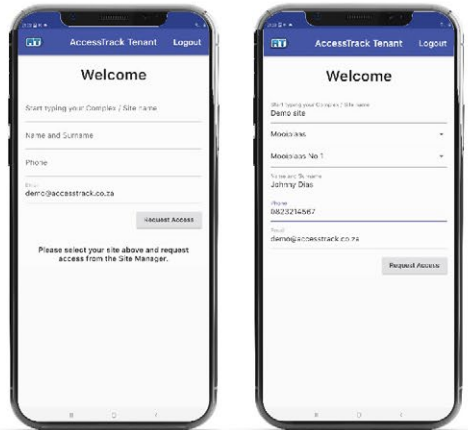




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- Select the name of your Estate by starting to type the name, then select the correct option
- Select your address within the Estate using the selection boxes
- Enter your name, surname and mobile phone number in the appropriate fields
- Tap “Request Access”
- The App will now display a message stating that your account is not accessible



- Notify your Estate manager that you have sent a request for access using the Tenant App
- Once the Estate manager has completed verification of your request and allowed access will your App change to operational mode



3. Create and share an entry pass with your visitors

- Opening the AccessTrack App
- Tab 
- Enter the name and surname of your visitor
- Select the date until when the entry pass should be valid for entry
- Tap the "Allow multiple entries" option if required, else the pass will only be valid for a single entry
- Tap "Submit Pre-Authorisation"
- The App will generate the entry pass in the form of a QR code
- Tap  to share the entry pass with your visitor using WhatsApp or similar Apps
- Ask your visitor to present the entry pass to the security staff upon arrival



Create and share a pre-authorization QR for a visitor

Receive an on-demand request for visitor access authorisation

4. Allowing access when receiving a manual request for access

If your visitor arrives at the Estate without a valid entry pass then the security staff may opt to send you a manual request for authorisation that will be received by the Tenant App on your device.

- With the App closed or hidden on your device you will hear a hooter sound when the request is received and a notification will be added to the notification bar.
- Swipe down to reveal the notification and select it to show detail of the request
- Tap "Approve" to authorise the entry

