



## Watchman Entry System



## Web Portal User Guide

Portal User Name: \_\_\_\_\_

Password: \_\_\_\_\_

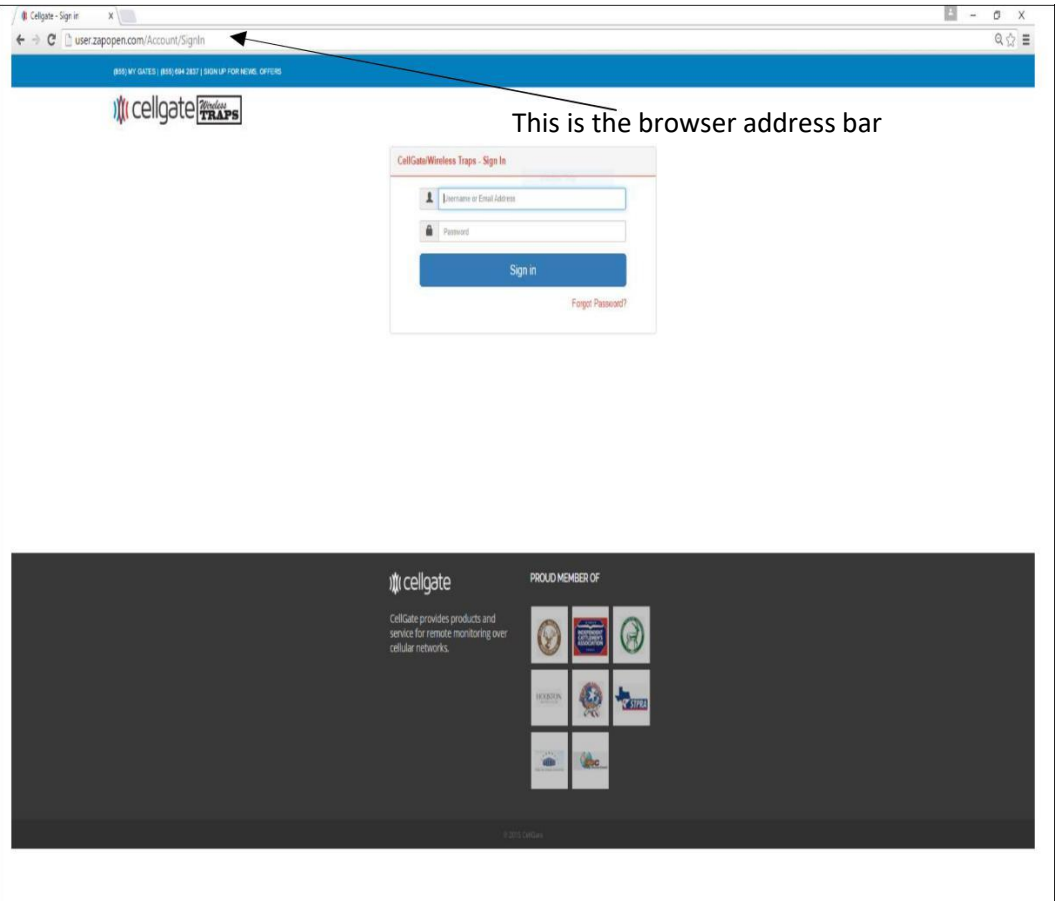
The following User Guide is meant to provide an overview of the Watchman Entry System TrueCloud™ Web Portal. In order to find what you are looking for quickly, here are the sections for the document:

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### Section 1: Login

1. Open a Web Browser
2. Put the address [www.zapopen.com](http://www.zapopen.com) in the address bar
3. Enter your username and password as provided by CellGate



**Section 2: Navigation Bar**

**A. Dashboard**

The Dashboard is used to activate a device or input notifications.

**B. Users (Sections 8 – 12)**

The Users tab is used to assign new access codes, web logins, And other gate access.

**C. Logs (Section 14)**

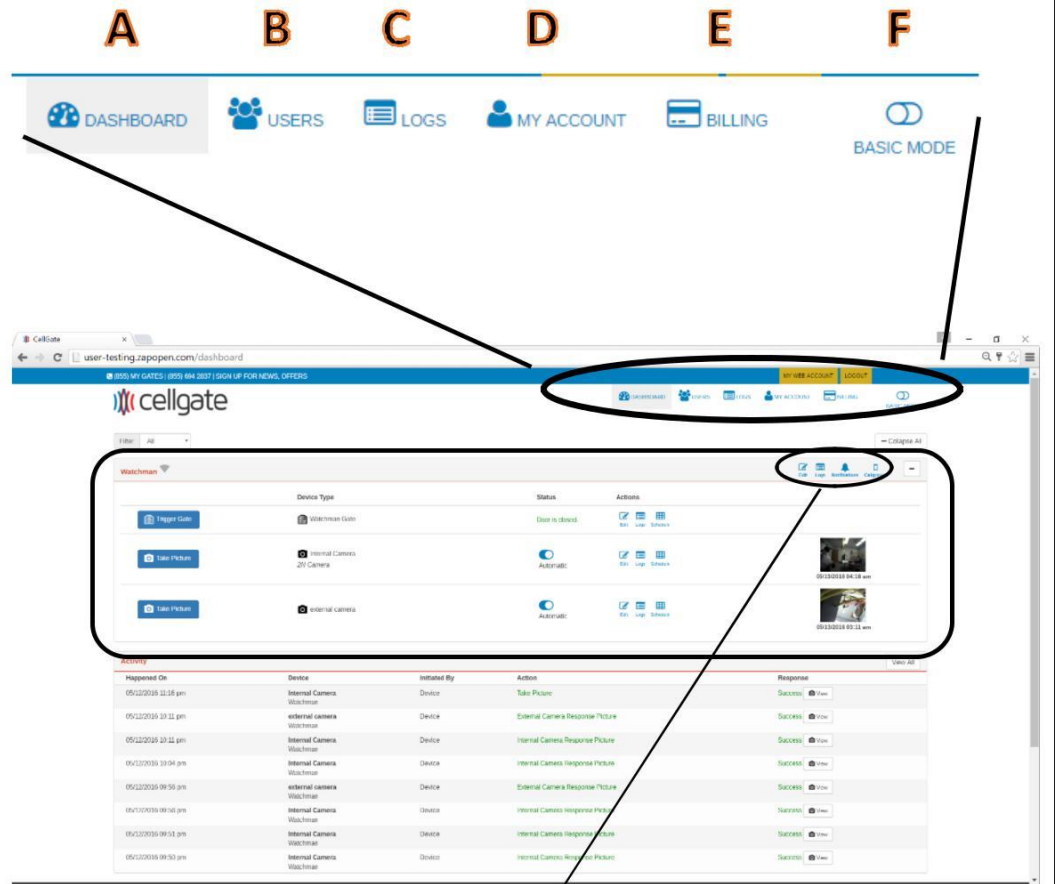
Logs are used for monitoring gate activity, and filtering when searching for specific gate triggers.

**D. My Account (Section 16)**

Displays owner account information.

**E. Billing (Section 17)**

Billing, and payment information is held here.



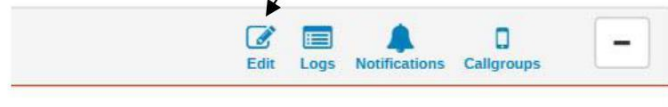
**Section 3: Editing Install Area Name**

An Install Area is the area outlined in the picture of the dashboard above.

With Watchman, you will have one Install Area in the portal for each Watchman unit installed on your property.

To edit the name of these areas, click on the Edit button on the right-hand side of the Install Area bar.

Type in the new name for the area and click save.



**EDIT INSTALL LOCATION**

**Edit Install Location**

Name

<p><b>Section 4: Device Triggers</b></p> <p><b>Trigger Gate</b> Opens gate or door. <b>Take Picture</b></p> <p>Use to take pictures using built in internal camera or optional external camera</p> <p>Results of the triggers are provided in Device Status and in Activity Logs</p> <p>Note: Notifications for these events will also be sent if set up. (For details, see Section 5)</p>	<table border="1"> <thead> <tr> <th colspan="2">Device Type</th> </tr> </thead> <tbody> <tr> <td> Trigger Gate</td> <td> Watchman Gate</td> </tr> <tr> <td> Take Picture</td> <td> Internal Camera</td> </tr> <tr> <td> Take Picture</td> <td> external camera</td> </tr> </tbody> </table>	Device Type		Trigger Gate	Watchman Gate	Take Picture	Internal Camera	Take Picture	external camera
Device Type									
Trigger Gate	Watchman Gate								
Take Picture	Internal Camera								
Take Picture	external camera								
<p><b>Section 5: Device Status</b></p> <p>To the right of the device is the device status. For devices like gates, this will provide status on the open state of the gate.</p> <p>The Automatic / Manual slider is not supported in Watchman hardware.</p>	<table border="1"> <thead> <tr> <th>Device Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> Watchman Gate</td> <td>Door is closed.</td> </tr> <tr> <td> Internal Camera</td> <td><input checked="" type="checkbox"/> Automatic</td> </tr> <tr> <td> external camera</td> <td><input checked="" type="checkbox"/> Automatic</td> </tr> </tbody> </table>	Device Type	Status	Watchman Gate	Door is closed.	Internal Camera	<input checked="" type="checkbox"/> Automatic	external camera	<input checked="" type="checkbox"/> Automatic
Device Type	Status								
Watchman Gate	Door is closed.								
Internal Camera	<input checked="" type="checkbox"/> Automatic								
external camera	<input checked="" type="checkbox"/> Automatic								

**Section 6: Add Notification**

1. Click on Notifications
2. Click Add Button for the notification you want to add.
3. Select Notification Type:  
 SMS – Standard Text Message  
 MMS – Multimedia Texts (for pictures)  
 Email – standard email
4. Complete the contact information
5. Save the information

**Gate Opened**

**Gate Closed**

Will inform the user when the gate is opened and closed.

**Prop Open Prop**

**Open Clear**

Will send a report when the gate is open for 3 minutes. When the gate closes another message can be sent.

**Opened**

Will send a notification whenever the gate or door is opened with time, date, location, access code and person associated with the access code.

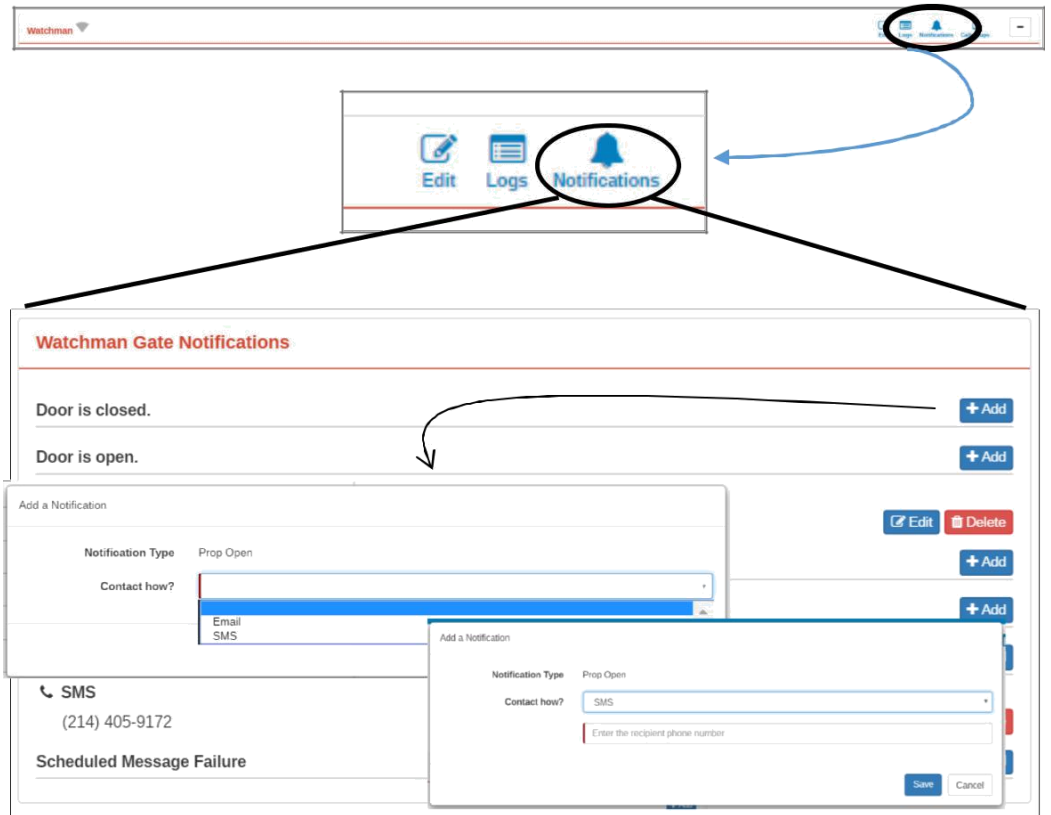
**Camera**

**Picture Taken**

Picture will be sent to assigned contacts

**Scheduled Message Failure**

Will send message when any device scheduling fails.



### Section 7: Call Group Configuration

These are the people the system will call when the Push to Call button is pressed on the front of the unit.

To create a Call Group, the users to receive the calls on their smartphones need to be created. See Sections 8 - 12 for creating a user on the system.

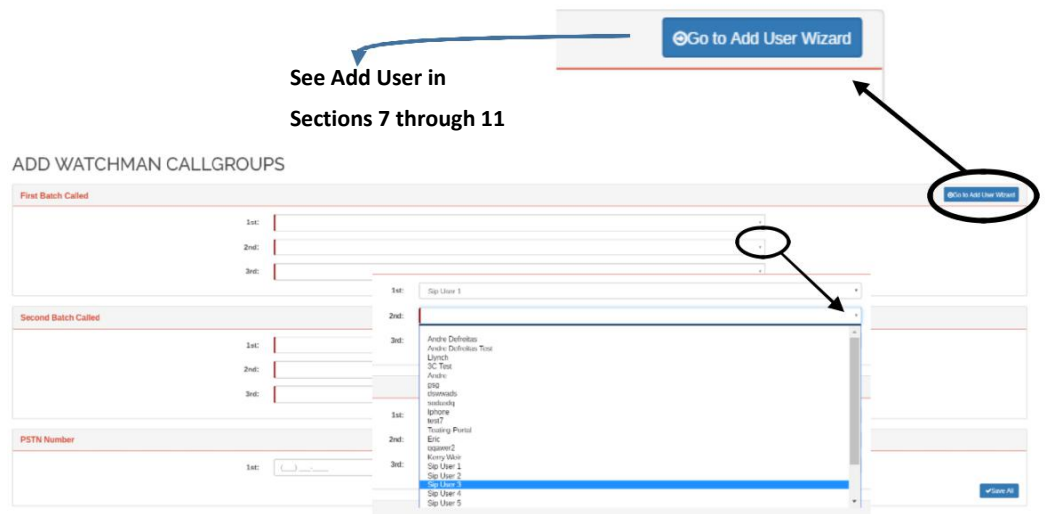
**1<sup>st</sup> Batch Called (20 sec)**  
Define up to three users to be called when Push to Call button is pressed on the Watchman unit.

**2<sup>nd</sup> Batch Called (20 Sec)**  
Define up to an additional three users to be called when the Push to Call button is pressed on the Watchman unit.

**Landline Number (20 Sec)**  
Define a regular phone to be called if no one in the previous batches have been reached to provide entry.

PLEASE NOTE: All users need to have the Watchman Mobile App operating on their phone or tablet device in order to receive a call when assigned in the 1<sup>st</sup> or 2<sup>nd</sup> Batch.

Normal phone and data rates will apply for these calls.



## Section 8: Add User

From this page you can manage user accounts.

### Add a New User

1. Click on Add Button
2. Enter User Name, the User e-mail address, and Timezone.
3. Next you'll define how the person will access your property, including access to web controls. See Section 9 and 10 for defining Access methods.
4. Next you'll define the different areas on the property the user will be able to access. See Section 11 for setting the areas users are allowed to access.
5. Finally, you'll define any access restrictions on the user. These can include time and date or a set number of entries. See Section 12 for setting restrictions on user access.

### ACCOUNT USERS

Access Codes with an asterisk are stored on device.

Name	Properties/Locations	Access	Restrictions	Web/Smartphone Access
3C Test	All devices on this account			Allow Web: ✓ Mobile Only: X
Andre Dehrias	All devices on this account			Allow Web: ✓ Mobile Only: X
Cellgate User 1	All devices on this account			Allow Web: X Mobile Only: X
Eric	All devices on this account	Gate Code: [11564*]		Allow Web: ✓ Mobile Only: X
test7	All devices on this account			Allow Web: ✓ Mobile Only: X

### ADD USER

USER DETAILS ACCESS METHODS ACCESS LOCATIONS RESTRICTIONS

Add New User

WHO DO YOU WANT TO ADD TO THE SYSTEM?

Name

Email

Timezone

Next

### ADD USER

USER DETAILS ACCESS METHODS ACCESS LOCATIONS RESTRICTIONS

Add New User

HOW SHOULD YET ANOTHER USER ACCESS THE SYSTEM?

Back Next

USER DETAILS ACCESS METHODS ACCESS LOCATIONS RESTRICTIONS

Add New User

WHAT SHOULD YET ANOTHER USER HAVE ACCESS TO?

Should Yet Another User have access to all Cellgate Test account properties/install locations?

Yes  No

Which Cellgate Test account properties/install locations should Yet Another User have access to?

Back Next

Add New User

All restriction times are based on the timezone of the device.

WHAT RESTRICTIONS SHOULD YET ANOTHER USER HAVE?

What date range can they access? Specific  Any

What time frame can they access? Specific  Any

What days can they access? Specific  Any

How many times can they access? Specific  Any

Back Next



**Section 9: Gate Entry  
Access Methods**

**Gate Code** – Assign a code up to 5 digits for keypad entry

You also have the option of saving the code to the local device.

NOTE: When entering codes on Watchman, press the key button on the bottom right to enter the code.

**RFID / Card / Clicker**  
**Dial a Phone Number**  
Currently Unsupported in the Watchman device.

Add New User

---

HOW SHOULD AND ANOTHER USER ACCESS THE SYSTEM?

Enter a Gate Code

With a  
RFID/Card/Clicker

Dial a Phone Number

Web/Smartphone  
Login

Access Code

Access Code

Save to Device  Yes  No Restrictions will not apply if saved to device

[Add Access Method](#)

Back
Next

### Section 10: Web Portal and Mobile App Access Assignments

Provide user access to the web portal and mobile applications.

Mobile App Only – when selected “Yes” user can only access the system on the mobile app.

Web/Smartphone Login Expiration – “Yes” will display additional lines to assign a date and time for user access to expire for the web portal.

Email / Password – Enter the email address and password for the user. The email address is used as the username for the system.

Read Only – Can only look at displayed information when on “Yes”

User permissions for User Control, Device Control, Billing Controls can be assigned as Hidden, Read Only or Admin.

Can Actuate provides what type of gate opening the user can perform on the Watchman device.

Add New User

#### HOW SHOULD AND ANOTHER USER ACCESS THE SYSTEM?

Enter a Gate Code

With a  
RFID/Card/Clicker

Dial a Phone Number

Web/Smartphone  
Login

Web/Smartphone Login

Mobile App Only  Yes  No

Web/Smartphone Login Expiration  Yes  No

Email

Password

Repeat Password

Read Only  Yes  No

User Control  Hide  Read Only  Admin

Device Control  Hide  Read Only  Admin

Billing Control  Hide  Read Only  Admin

Can Actuate

Add Access Method

Back
Next

### Section 11: Entry Access Areas

There are two ways to define what specific areas a user will have access to.

At the top of the page is a global setting. If “Yes” is selected, the user gets access to all areas and the bottom part of the screen disappears.

The second way to assign area to a user is to assign based on a list of areas defined for the account. This listing is at the bottom of the page as shown.

The screenshot shows the 'Add New User' configuration page. At the top, it asks 'WHAT SHOULD TESTINGUSER HAVE ACCESS TO?'. Below this, there is a question: 'Should TestingUser have access to all Cellgate Test account properties/install locations?'. There are two radio buttons: 'Yes' (selected) and 'No'. Below this, another question asks 'Which Cellgate Test account properties/install locations should TestingUser have access to?'. A list of areas is shown, including 'Cellgate Test 2' and 'Watchman'. At the bottom right, there are 'Back' and 'Next' buttons.

### Section 12: User Entry Access Restrictions

The default settings of the system allows access 24/7.

By selecting “Specific” in any given area, you can assign a time and date range for access to the system or a set number of accesses as provided.

The screenshot shows the 'Add New User' configuration page for access restrictions. A blue banner at the top states 'All restriction times are based on the timezone of the device.' Below this, the main heading is 'WHAT RESTRICTIONS SHOULD AND ANOTHER USER HAVE?'. There are four sections for configuration:
 

- What date range can they access?**: Includes 'Specific' (selected) and 'Any' radio buttons. It has 'From' and 'To' date pickers set to 04/26/2016, and time pickers set to 09:52 AM.
- What time frame can they access?**: Includes 'Specific' (selected) and 'Any' radio buttons. It has 'From' and 'To' time pickers set to 09:52 AM.
- What days can they access?**: Includes 'Specific' and 'Any' radio buttons.
- How many times can they access?**: Includes 'Specific' and 'Any' radio buttons.

 At the bottom right, there are 'Back' and 'Next' buttons.

### Section 13: Device Actions

#### Edit

Allows you to Edit the device name and description lines for the device. (Shown to the right)

1. Enter Device Name
2. Enter Descriptive Text
3. Click Save

**Logs** (See Section 14) Opens the Logs window pre-filtered for the device.

**Schedule** (See Section 15) Allows you set a schedule for the activation of the device.

#### Actions



**Edit Gate Device**

Name

Description

### Section 14: Logs

Logs can be opened in a number of ways

1. From the Navigation Bar, click Logs icon. This opens the Activity Log containing all Activities Logs for the system.

2. From the Area Bar, click the Log icon. The Logs page will open with the Install Location filter set to the Area and the Activity Logs only displaying events for the devices in the Area

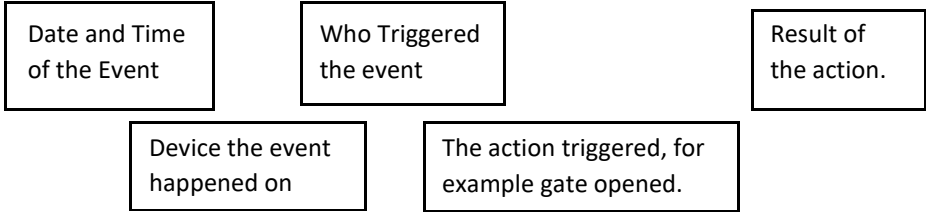
3. From the device action, click on the Logs icon. The Logs page will open filtered to the Area and Device.

Logs can be filtered by Area, Device / Port, Access Code, Date Range, Users, System Response and Response Types.

Logs can be exported to an Excel spreadsheet saved to the default download location for your browser.

A short description of each column in the log table is provided below.

The screenshot shows a web interface titled "LOGS" with a "Log Filter" section at the top. Below the filter is a table with the following columns: "Date and Time of the Event", "Who Triggered the event", "Device the event happened on", "The action triggered, for example gate opened.", and "Result of the action." The table contains several rows of log entries with corresponding data in each column.



### Section 15: Schedule

Each device has the ability to be triggered on a set schedule. There are three types of schedules: Weekly Recurring, Set Dates, Blackouts.

**Weekly Recurring Schedules** can be set to recur every week.

1. Select Type (Hold Open or Momentary Open)
2. Set Start Day and Time
3. Set End Day and Time
4. Save

For Example; to have the gate open Monday through Friday from 8 AM to 5 PM, you would set a schedule up for each day with the start and stop times.

#### One-Time Event

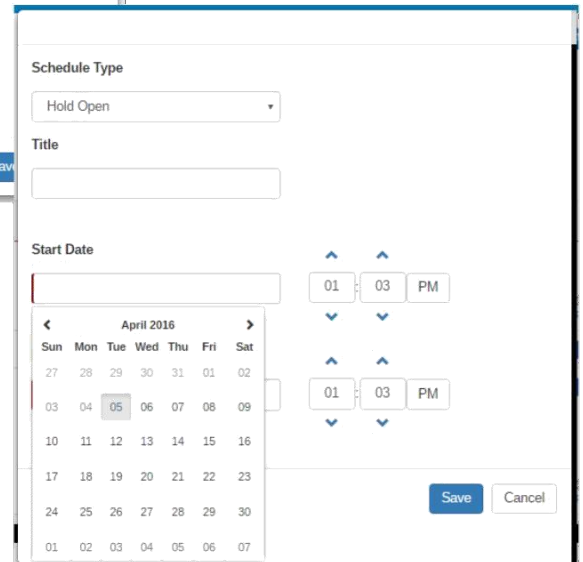
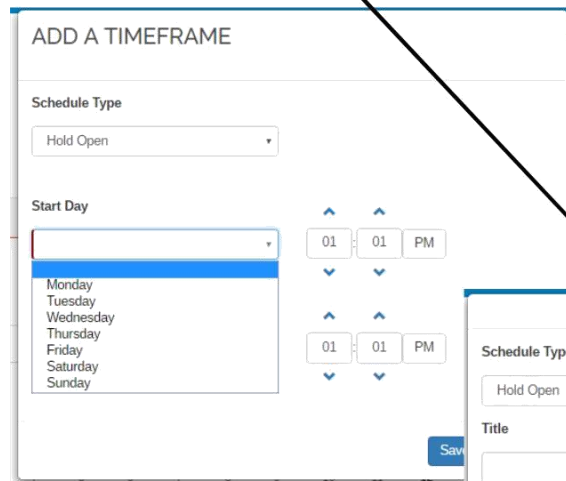
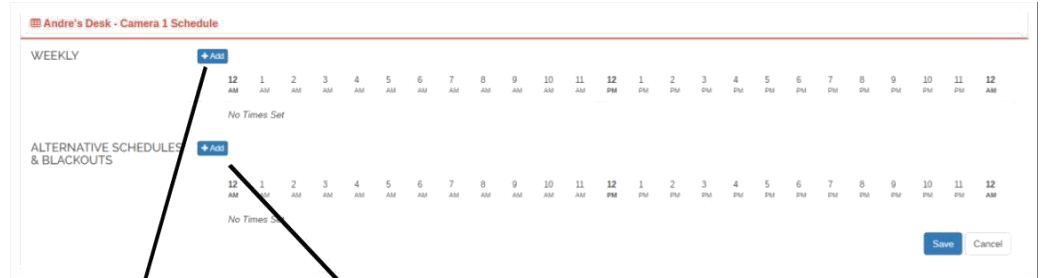
These are single events for the device as defined by the user.

1. Select Type (Hold open or Momentary Open)
2. Enter a Title
3. Set Start Date and Time
4. Set End Date and Time
5. Save

#### Blackouts

Blackout schedules pre-empt Weekly and Set Date schedules. An example would be Blackout of a hold open during a company holiday.

1. Select Blackout
2. Enter a Title
3. Set Start Date and Time
4. Set End Date and Time
5. Save



### Section 16: Account Management

Add and Manage contact information for account.

1. Select the Add Button
2. In the Add Contact Window, fill out the form with the appropriate information for the contact
3. Save the information

This is the contact information for CellGate to contact you to resolve any potential problems with the account.

#### MY ACCOUNT

**Account Contacts** + Add

Account	Andre Defreitas	Phone	(214) 405-9172	Delete Edit
Billing	Andre Defreitas			Delete Edit

**Account Status** Edit

Active

Account Number: 3006  
Timezone: Central Standard Time

---

**Contact Details**

**Contact Type**

**Name**

**Country**

**Address**

**Email**

**Phone**  + Add Another

Save Cancel

### Section 17: Billing Info

Allows for editing of billing information and viewing of invoices.

#### Edit Billing Method

1. Select the Edit Button to the right of Payment Information box.
2. Select Change Credit Card. Enter new card information in the window and save.

#### View Invoice

1. In Invoices box, double click on invoice you would like to view.

#### BILLING

**Annually Recurring**

\$0.00 - tax

Applied Credit: \$938.85

---

**Payment Information** Edit

ANNUALLY RECURRING

\*\*\*\* 6666  
04 / 2018 VISA

Andre Defreitas  
6923 Todd Lane  
Sachse, TX 75048  
US  
Email  
Adefreitas@cell-gate.com

**Email**

Save Cancel

**INVOICES**

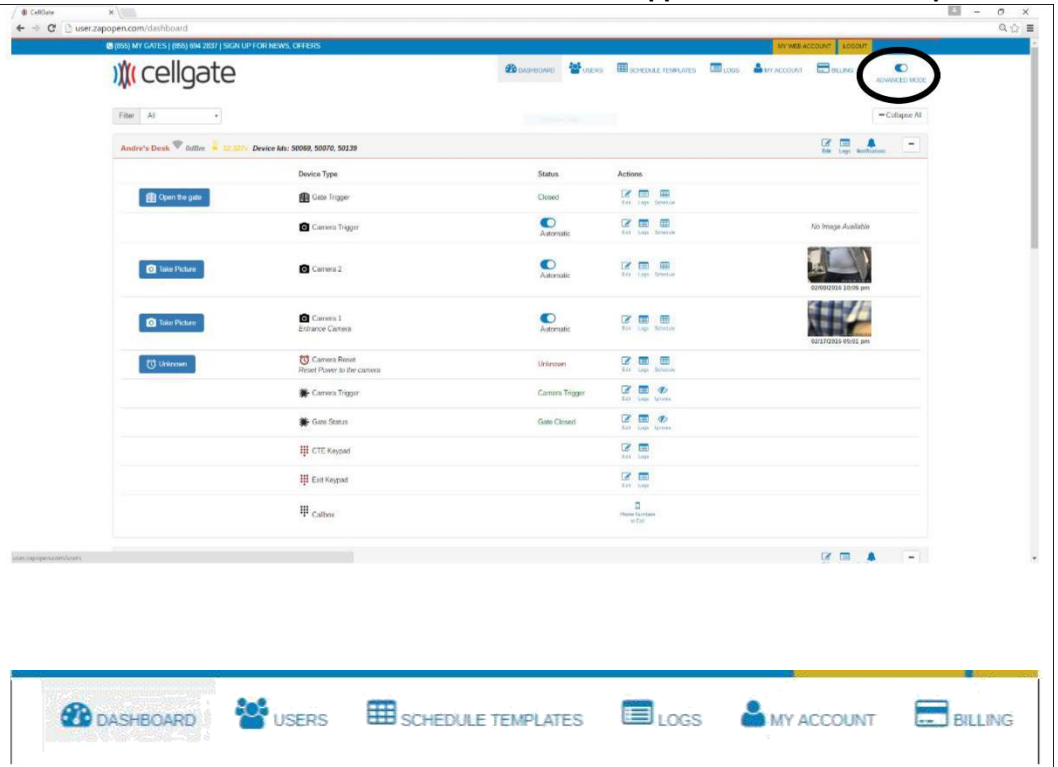
Invoice #	Due On	Total	Paid	Paid On	Status
1000007 (Annually)	November 2015	\$0.00	\$0.00		Paid

[View All Invoices](#)

## Section 18: Advanced Operations

On the right side of the Dashboard window, there is a Basic / Advanced Mode slider. By sliding the selector to Advanced, there are more options for system configuration that can be utilized.

**Scheduling Templates** The addition of scheduling templates (located in Navigation Bar) provides a powerful way to define a number of schedules and then apply them to system devices on a global basis. (see Section 19)





## Section 19: Scheduling Templates (Advanced)

A scheduling template is a way to create schedules and then apply those schedules to devices from a centralized location.

Setting schedules is similar to the process described in section 15

### Activity Type:

#### Hold Open Device

Hold a device in an open state for the time period scheduled.

#### Momentary Open Device

This will trigger the device momentarily.

#### Ignore Sensor

The schedule for ignoring the output from a sensor.

#### Add Schedule

By clicking the Add button the system will prompt for a unique name of the schedule. Saving will create another entry under the appropriate type.

#### Edit Schedule

See section 15

#### Apply to Device

Clicking the appropriate button, displays a dialog box of valid devices capable of operating the assigned scheduled. Clicking the appropriate devices and applying will assign the schedule to those devices.

## SCHEDULE TEMPLATE

When changing template schedules, you must reapply the template to a device to update the device's stored schedules. Deleted templates will NOT delete the schedule set on a device.

### Hold Open Device Schedules

+ Add

Test 1

Edit Schedule

### Momentary Device Schedules

+ Add

Voltage Check

Edit Schedule

Back of the building  
◦ Camera

### Ignore Sensor Schedules

+ Add

Ignore sensors

Edit Schedule

## APPLY TEMPLATE

### Apply Voltage Check to Devices

ANDRE'S DESK

Camera 1

Camera 2

BACK OF THE BUILDING

Camera

TRAP

Trap Camera

Camera Power

Trap Gate Trigger

## Version Control

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Version	Notes
1	Creation of Document
2	Edits of text required for consistency on Unify Product
3	Additional edits