



Portal User Guide

user name: _____

password: _____

The following User Guide is meant to provide a quick overview of the cellgate™ web portal. In order to find what you are looking for quickly, here are the sections for the document:

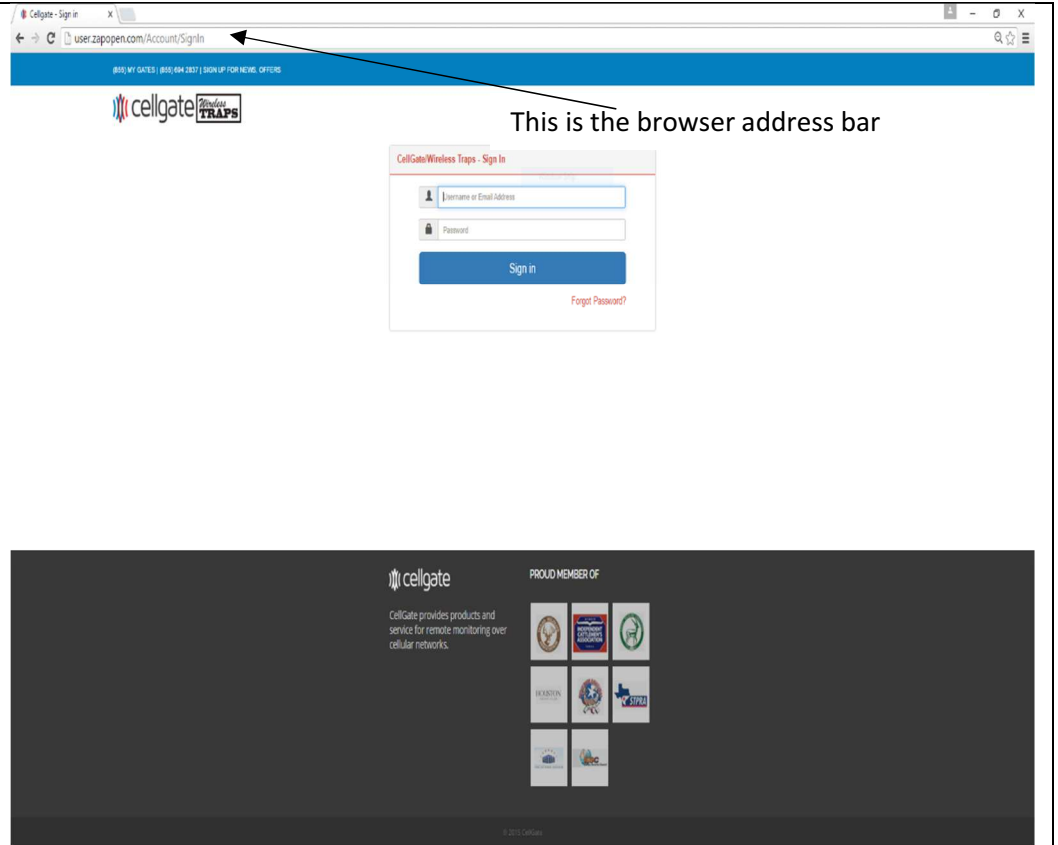
Contents

Section 1: Login	3
Section 2: Navigation Bar	4
Section 3: Device Triggers	4
Section 4: Device Status	5
Section 5: Add Notification	6
Section 6: Call Box Configuration	7
Section 7: Actions	7
Section 8: Logs	8
Section 9: Schedule	9
Section 10: Add User	10
Section 11: Access Methods	11
Section 12: Web and Mobile Access Assignments	12
Section 13: Access Areas	13
Section 14: User Restrictions	13
Section 15: Account Management	14
Section 16: Billing Info	15
Section 17: Advanced Operations	16
Section 18: Scheduling Templates (Advanced)	17

Section 1: Login

1. Open a Web Browser*
2. Put the address www.zapopen.com in the address bar
3. Enter your username and Password as provided by Cellgate

*Must use non-Firefox browser.



Section 2: Navigation Bar

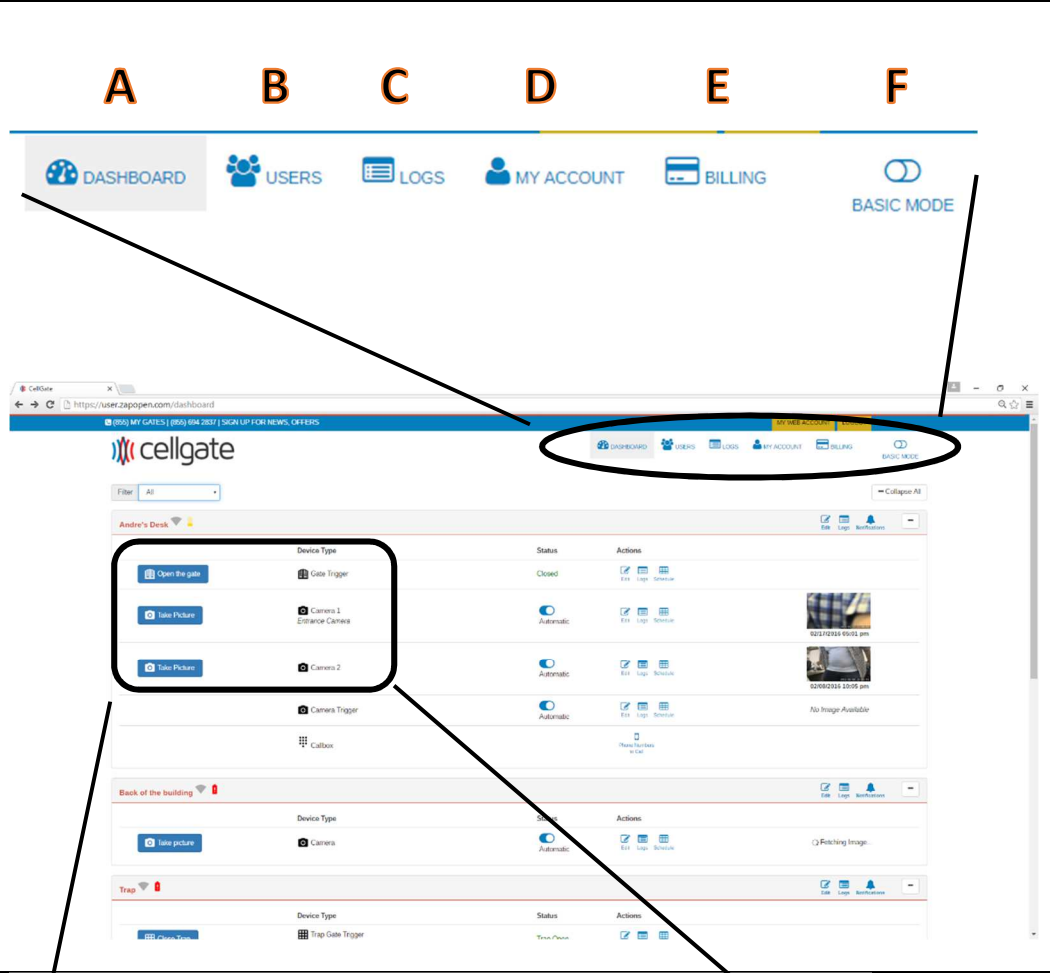
A. Dashboard
The Dashboard is used to activate a select notifications.

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

C. Logs (see Step 7)
Logs are used for monitoring gate activity, and filtering when searching for specific gate triggers.

D. My Account
Displays owner account information.

E. Billing
Billing, and payment information is held here.



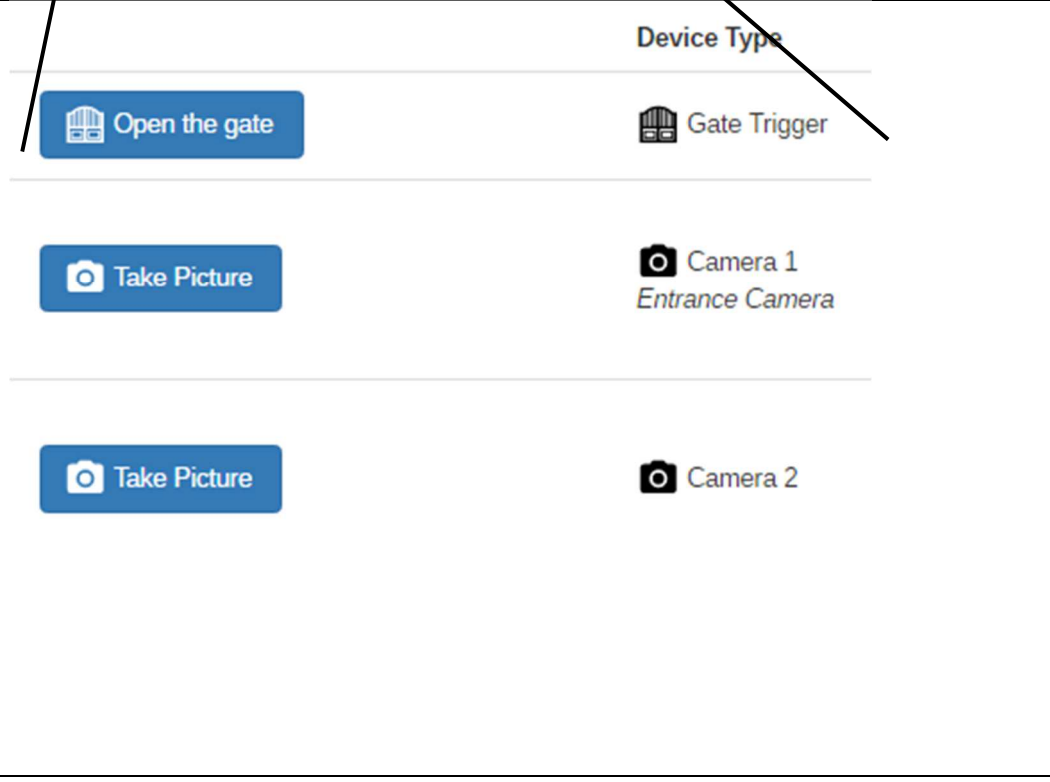
Section 3: Device Triggers






















Gate Trigger
Opens, or closes the gate depending on their position.

Camera Trigger
Use to trigger images on the cameras If your system is equipped with a camera.

Results of the trigger are provided in Device Status and in Activity Logs

Note: Notifications for these events will also be sent if set up. (See Section 4)



<p>Section 4: Device Status</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>For devices with a sensor associated with them; like a camera with a motion sensor; there is a slider to define automatic or manual operation:</p> <p>Automatic (default) Device will operate when the sensor associated with it is triggered for operation.</p> <p>Manual Device will operate only when a user manually triggers the device.</p>	<table border="1"> <thead> <tr> <th data-bbox="500 111 1266 283">Device Type</th> <th data-bbox="1266 111 1559 283">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 283 1266 378">  Gate Trigger </td> <td data-bbox="1266 283 1559 378"> Closed </td> </tr> <tr> <td data-bbox="500 378 1266 483">  Camera Trigger </td> <td data-bbox="1266 378 1559 483">  Automatic </td> </tr> <tr> <td data-bbox="500 483 1266 661">  Camera 2 </td> <td data-bbox="1266 483 1559 661">  Automatic </td> </tr> <tr> <td data-bbox="500 661 1266 1003">  Camera 1 <i>Entrance Camera</i> </td> <td data-bbox="1266 661 1559 1003">  Automatic </td> </tr> </tbody> </table>	Device Type	Status	 Gate Trigger	Closed	 Camera Trigger	 Automatic	 Camera 2	 Automatic	 Camera 1 <i>Entrance Camera</i>	 Automatic
Device Type	Status										
 Gate Trigger	Closed										
 Camera Trigger	 Automatic										
 Camera 2	 Automatic										
 Camera 1 <i>Entrance Camera</i>	 Automatic										

Section 5: Add Notification

1. Click on Notifications
2. Find the device to set the notification on
3. Click Add Button
4. Select Notification Type
5. Complete the contact information
6. Save the information

Each Device has its own notification types:

Gates

Gate Opened

Will inform the user when the gate is opened, and which user opened the gate.

Gate Closed

Will send notification when gate is closed.

Gate Prop Open

Will send a report when the gate is open for 3 minutes or more.

Camera

Picture Taken

Picture will be sent to assigned contacts

Power

Power Lost

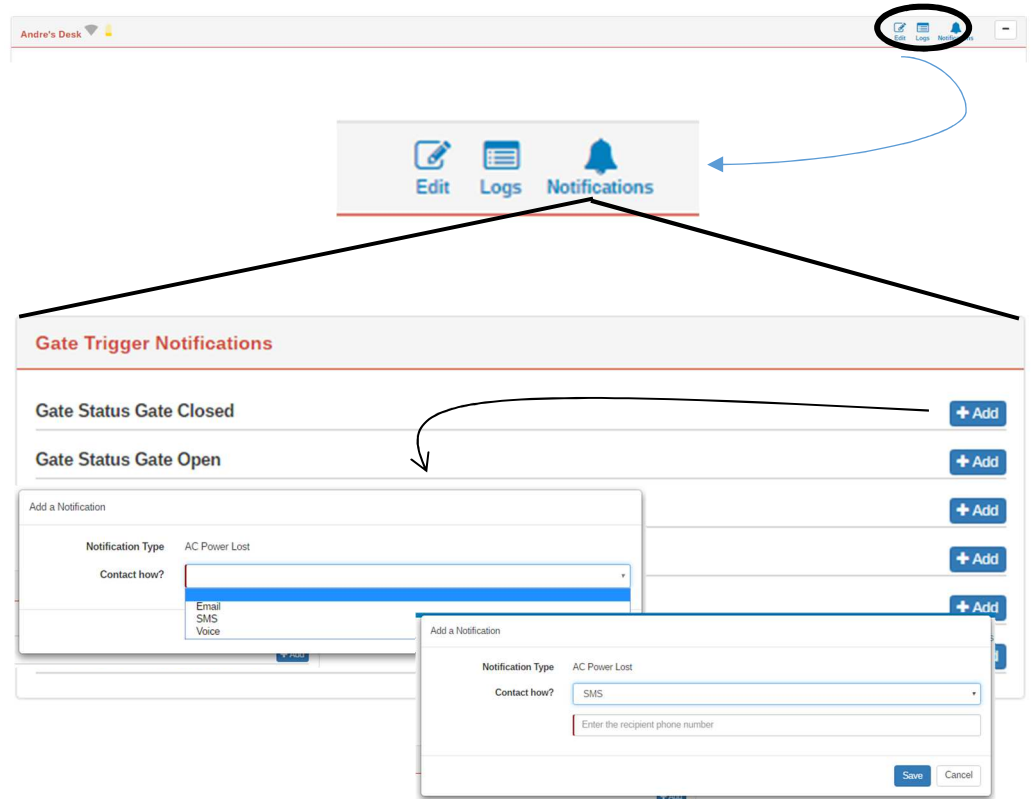
Informs of AC power disconnect or low voltage

Power Restored

Informs when power restored to system.

Scheduled Message Failure

Will send message when any device scheduling fails.



Section 6: Call Box Configuration

Configuring the numbers for the system to call can be done in two ways, from the Device List or through Notifications

1. In **Contact How?** select Voice
2. Enter the text for the Voice call Prompt
3. Enter up to 6 numbers for the system to call
4. Enter a unique code to push on handset keypad to allow entry

Section 7: 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 7)
Opens the Logs window pre-filtered for the device.

Schedule (See Section 8)
Allows you set a schedule for the activation of the device.

Section 8: 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.

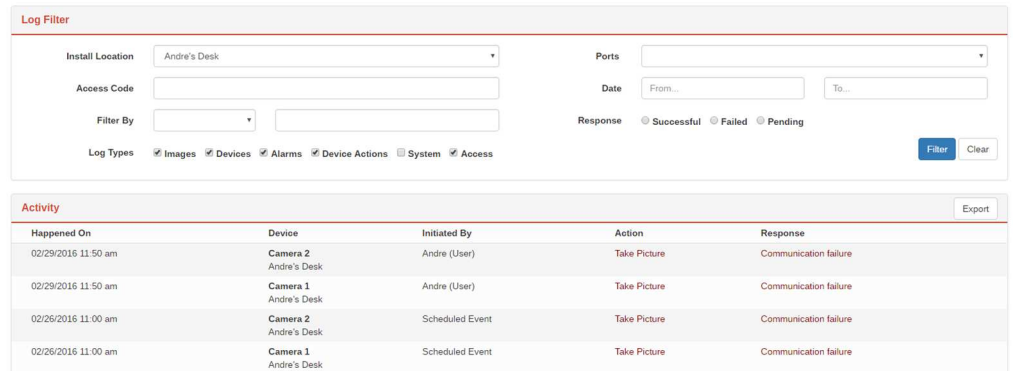
2. From the Area Bar, click the Log icon. The Logs page will open with the Install Location filter set to the Area and the Activity Logs only displaying events for the devices in the Area

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.

LOGS



The screenshot shows the 'LOGS' page in the CellGate interface. At the top, there is a 'Log Filter' section with several input fields: 'Install Location' (set to 'Andre's Desk'), 'Access Code', 'Filter By', 'Ports', 'Date' (with 'From...' and 'To...' sub-fields), and 'Response' (with radio buttons for 'Successful', 'Failed', and 'Pending'). Below these fields are checkboxes for 'Log Types' including Images, Devices, Alarms, Device Actions, System, and Access. A 'Filter' button and a 'Clear' button are located to the right of the filter section. Below the filter section is an 'Activity' table with an 'Export' button in the top right corner. The table has five columns: 'Happened On', 'Device', 'Initiated By', 'Action', and 'Response'. It contains four rows of log entries.

Happened On	Device	Initiated By	Action	Response
02/29/2016 11:50 am	Camera 2 Andre's Desk	Andre (User)	Take Picture	Communication failure
02/29/2016 11:50 am	Camera 1 Andre's Desk	Andre (User)	Take Picture	Communication failure
02/26/2016 11:00 am	Camera 2 Andre's Desk	Scheduled Event	Take Picture	Communication failure
02/26/2016 11:00 am	Camera 1 Andre's Desk	Scheduled Event	Take Picture	Communication failure

Section 9: 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

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 preempt 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

The screenshot displays the 'Andre's Desk - Camera 1 Schedule' interface. At the top, there are two rows of 24-hour time slots (12 AM to 12 AM) for 'WEEKLY' and 'ALTERNATIVE SCHEDULES & BLACKOUTS'. Below these are two 'ADD A TIMEFRAME' pop-up windows. The first window is for a 'Weekly Recurring' schedule, showing 'Schedule Type' set to 'Hold Open', a 'Start Day' dropdown menu with days listed, and time selection fields for start and end times. The second window is for a 'One-Time Event' schedule, showing 'Schedule Type' set to 'Hold Open', a 'Title' field, and a 'Start Date' field with a calendar and time selection fields for start and end times.

Section 10: Add User

From this page you can access and manage user accounts.

Add a New User

1. Click on Add Button

2. Enter User Name, the User e-mail address, and Timezone.

3. See Section 11 and 12 for defining User Access methods.

4. See Section 13 for what areas the user should be able to access.

5. See Section 14 for any restrictions on the 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 Defreitas	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 11: Access Methods

Gate Code – Assign a code up to 5 digits to the user for entry at a gate keypad.

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

RFID / Card / Clicker – For each you will assign:

Type of Device – Select the proper type of device.

Code – This is a unique identifier for the access device to allow for identification of the device for the user.

Wiegand Code – This is the hexadecimal code transmitted from the device to identify and allow access.

You can save this information to the local device..

Dial a Phone Number – The system will dial the assigned phone number.

Phone Number – enter the number to dial when gate button is pushed.

Access Code – The code the person called will enter in the phone to activate the gate.

Actuation Mode – when hold open is selected, the user gets the option for momentary open or hold open when entering the access code.

The screenshots show the 'Add New User' interface with the question 'HOW SHOULD AND ANOTHER USER ACCESS THE SYSTEM?'. The first screenshot shows the 'Access Code' method selected. The second screenshot shows the 'With a RFID/Card/Clicker' method selected, with fields for 'Use an Existing RFID/Card/Clicker?', 'What kind of device?', 'Code', and 'Wiegand Code'. The third screenshot shows the 'Dial a Phone Number' method selected, with fields for 'What is And Another User's Phone Number?' and 'Access Code', and an 'Actuation Mode' selector between 'Momentary Open' and 'Hold Open'.

Section 12: Web and Mobile 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 a 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

Device Control

Billing Control

Can Actuate

Section 13: 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. If “Yes” is selected, the user get 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.

Add New User

WHAT SHOULD AND ANOTHER USER HAVE ACCESS TO?

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

Yes **No**

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

- Cellgate Test account
 - Andre's Desk
 - Trap
 - Back of the building
 - Back of the building
- Cellgate test 2
 - Watchman

Back **Next**

Section 14: User 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.

Add New User

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

WHAT RESTRICTIONS SHOULD AND ANOTHER USER HAVE?

What date range can they access? **Specific** Any

From: 04/26/2016 To: 04/26/2016

09 : 52 AM

What time frame can they access? **Specific** Any

From: 09 : 52 AM To: 09 : 52 AM

What days can they access? **Specific** Any

How many times can they access? **Specific** Any

Back **Next**

Section 15: 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 16: 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

**** 4444
04 / 2016

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

United States

6923 Todd Lane Unit #

Sachse Texas 75048

Email Adefreitas@cell-gate.com

Save Cancel

INVOICES

Invoice #	Due On	Total	Paid	Paid On	Status
10000077 (Annually)	November 2015	\$0.00	\$0.00		Paid

[View All Invoices](#)

Section 17: 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.

Install Area Detailed Information

In advanced mode, the Install Area bar, the system information; i.e. signal level, battery, device IDs; is provided in detail.

Dashboard Device Changes

By moving to advanced mode, the system will display all items assigned a port in a given install area.

Ignore Action

Some devices will have an Ignore icon in the Action area. This provides the user with a scheduler for the system to stop receiving output from the device

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 14)

Device Type	Status	Actions
Gate Trigger	Closed	Log, Edit, Ignore
Camera Trigger	Automatic	Log, Edit, Ignore
Camera 2	Automatic	Log, Edit, Ignore
Camera 1 Entrance Camera	Automatic	Log, Edit, Ignore
Camera Raise Raise Power to the camera	Unknown	Log, Edit, Ignore
Camera Trigger	Camera Trigger	Log, Edit, Ignore
Gate Status	Gate Closed	Log, Edit, Ignore
CTE Keypad		Log, Edit, Ignore
Exit Keypad		Log, Edit, Ignore
Callbox		Log, Edit, Ignore

Andre's Desk OdBm 12.327v Device Ids: 50069, 50070, 50139

Camera Trigger	Camera Trigger	Edit, Logs, Ignores
Gate Status	Gate Closed	Edit, Logs, Ignores

DASHBOARD | USERS | SCHEDULE TEMPLATES | LOGS | MY ACCOUNT | BILLING

Section 18: 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 9

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 9

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 Name

Edit Schedule

Apply to Device

Momentary Device Schedules

+ Add

Voltage Check

Edit Name

Edit Schedule

Apply to Device

Back of the building
o Camera

Ignore Sensor Schedules

+ Add

Ignore sensors

Edit Name

Edit Schedule

Apply to Device

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

Submit

Cancel