



USER APP MANUAL

For Android

Comprehensive manual on understanding the app and how
to use it

DOWNLOADING THE APP

How to locate, download and access the app

01

UNDERSTANDING THE APP

Viewing and navigating your way around the app

02

VISITOR INVITATIONS

How to view, create and send visitor invitations

03

TABLE OF CONTENTS

04

NOTIFICATIONS

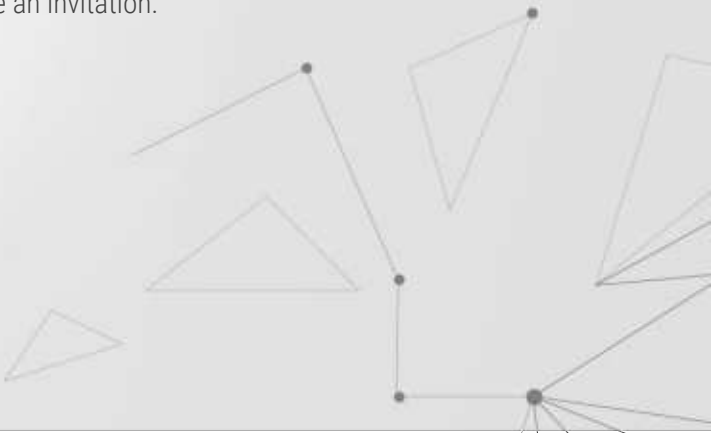
View your notifications





ABOUT THE APP

ATG has created a notification/invitation app downloadable for Android and iOS iPhones. This App allows individuals/residents to create their own invitations for their visitors and contractors. The individual/residents' cell numbers have to be loaded onto the ATG account to allow them access. Once they have downloaded the App and their phone number is verified, they can create an invitation.





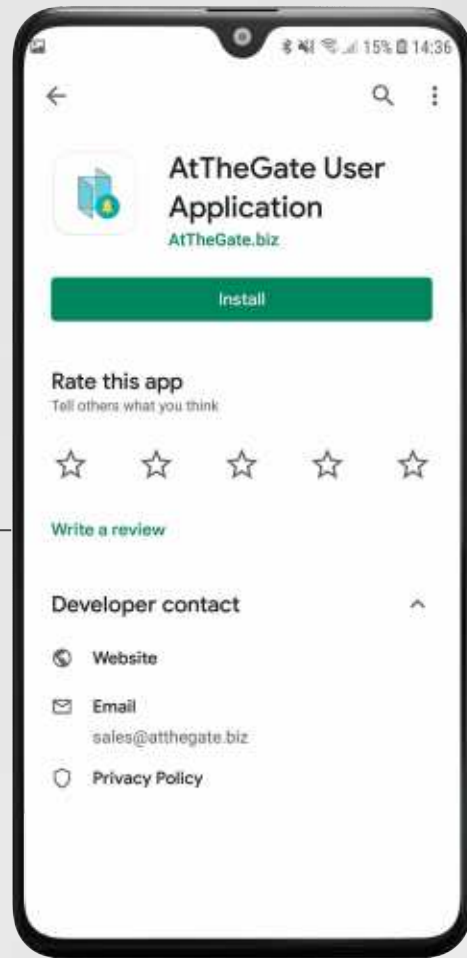
01

DOWNLOADING THE APP

How to locate, download and access the app from your iPhone

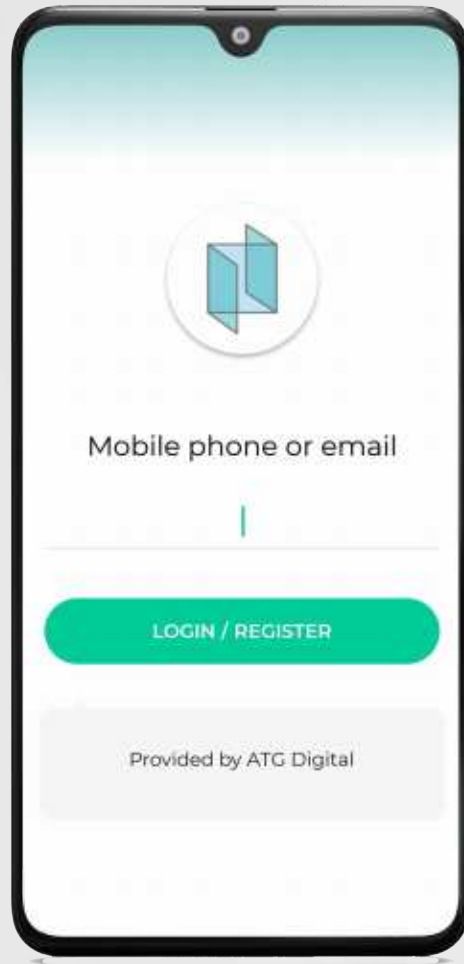
ACCESS GOOGLE PLAY STORE

Locate your Google Play store and search for "Atthegate" (one word) and select download



VERIFICATION

Once you have opened the app, you will be asked to insert your cell number for verification. Then enter in the code sent to your number

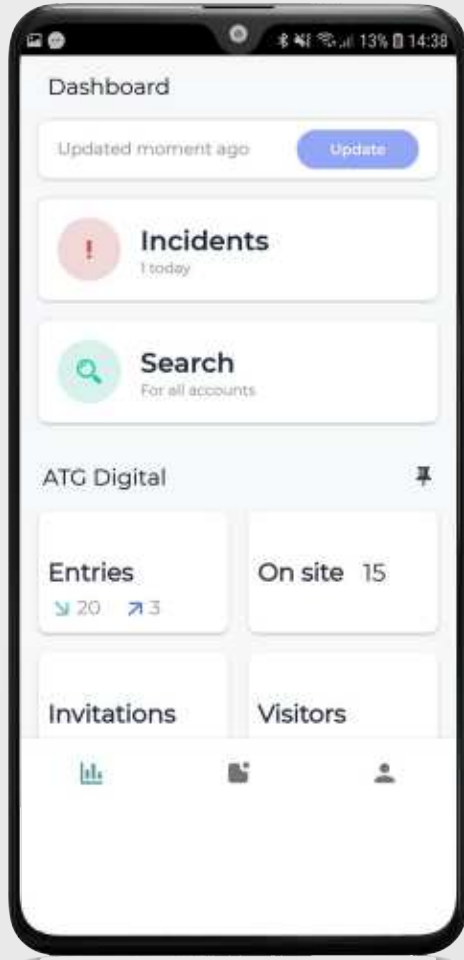




02

UNDERSTANDING THE APP

Viewing and navigating your way around the app



DASHBOARD

Once you have downloaded and opened the app, you will be directed to the dashboard page. Here you will be able to see or search all the occurrences for the day at each site such as entries, incidents, on site now, etc



03

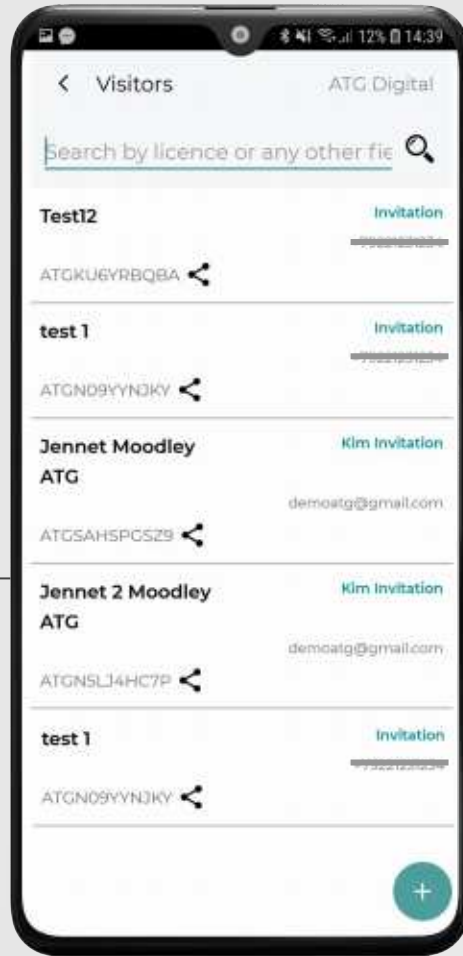
VISITOR INVITATIONS **NEW**

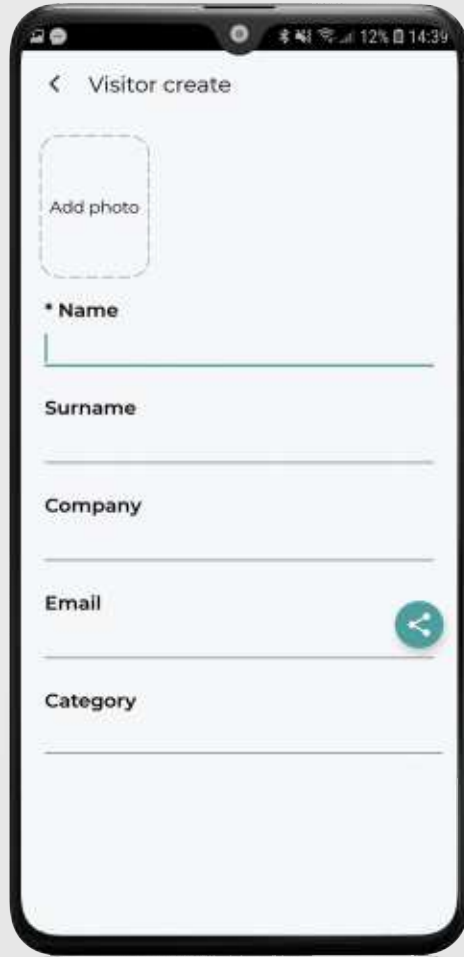
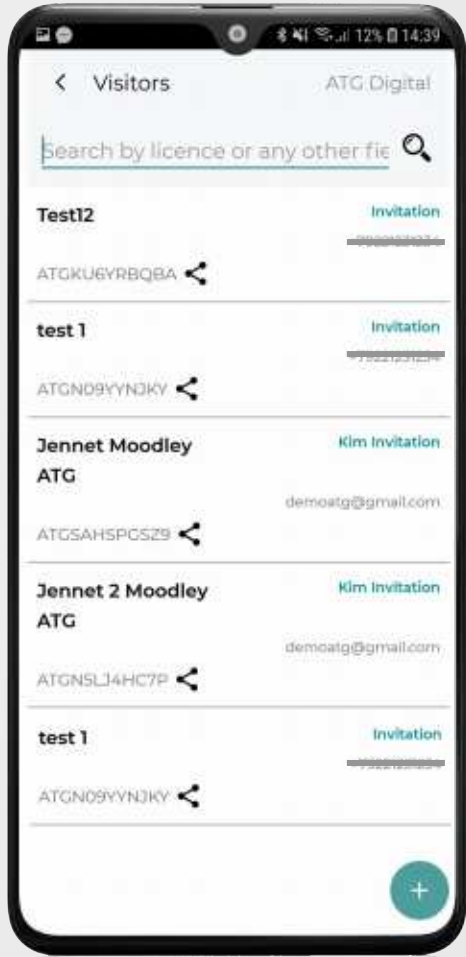
How to view, create and send visitor invitations



VIEWING INVITATIONS

Locate and select the Visitors button on the dashboard page. You will then be able to view all visitor invitations created





CREATING AN INVITATION

Select the + icon at the bottom right of the page
You will then be prompted to insert the following:

- The name and surname of your visitor
- The company they are from
- The category they fall under ie: Staff/Visitor/Contractor etc.
- Their ID number, licence number, phone number or NFC address

Category:-

A category is set up by the host via the backend, to set default input for the app, ie: The amount of visits they are allowed and the timeframe in which they are allowed entry

Visitor create

* at least one is required

Invitation code (Select to generate code)

ID number

CarLicense

Phone number

NFC address

Limitations

Use default limitation for this category

Allowed from

Visitor create

Allowed from

Unlimited

Allowed till

Unlimited

Visits allowed

Unlimited

Allow entrance on specific days

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00	8:00	8:00	8:00	8:00	8:00	8:00
18:00	18:00	18:00	18:00	18:00	18:00	18:00

Block

None

Create Incident

Block entrance and create incident

CREATING AN INVITATION continued...

- The block option is if you would like to block the visitor with the entered credentials from entering
- The limitations section allows you to set a time frame for which the visitor is allowed entry and the amount
- You can also select specific days in which your visitor is allowed on site





SENDING THE INVITATION

Once you have created and saved your invitation, select the share icon next to the invitation and enter in the email address of your guest

THE INVITATION

This is how the invitation will appear to your guest. They will then have to present this upon entering your premises for the guards to scan along with their drivers licence/licence disc



04

NOTIFICATIONS

View your notifications based on who has entered and exited your premises





VIEWING YOUR NOTIFICATIONS

Locate and select the notifications tab at the bottom middle of the page. Here you will be able to receive and view notifications on who is entering and exiting your premises



THANKS

Have any questions?

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