ENTRAPASS WEB USER INSTRUCTIONS

DOCKVIEWS TAB:
Dashboard that can be customized

OPERATION TAB:
USER – view all current users; add, modify or delete users

Add New User – choose "Add" in top right corner of screen
1. Enter Full Name (Last, First)
2. Select Card Type from dropdown (typically only one option)
3. Enter FOB # _ _ : _ _ _ _ _ in Card #1 row
   a. Don't enter End Date unless applicable (temp or seasonal)
      i. Note: Contact Building Management to purchase FOB's
4. Choose Access Level from dropdown; default is "always valid, all doors"
   a. Levels can be customized, contact Building Management for further questions
5. Click Save
   i. Note: Contact Building Management to set up building access. Wellness Center access must include execution of Release Waiver, which is located on the tenant portal of our website

Modify User
1. Double click on name
2. Modify applicable information
3. Click Save

Delete User
1. Double click on name
   a. Option 1 – disable User by unchecking the "Enable User" box in top right corner of window and click Save. This may be used if you have someone that will be returning or want to keep their information in history for a period of time.
   b. Option 2 – delete User by right clicking their name and select delete. This option will allow the re-use of the FOB
      i. Note: **Please update Building Management ASAP so they can also disable building access**

DOOR – view all controlled access points; control access points
1. Main screen reflects current status of Door(s)
2. Control your access points by right clicking on a Door for options or single click applicable Door and go to options in top right corner of window

Need HELP – Click on F1 or go to HELP Tab

REPORTS – pull access and user reports

    Quick Report –
1. Choose "Access" or "Door" for Event
2. Select Date(s) & Time(s) for Interval
3. Select "Both" for Event type
4. Select Local for Output
    - i. Note: Email report feature not available
5. Click Next
6. Select your Suite and applicable Doors
7. Click Next – report will generate

    User List –
1. Choose applicable parameters
2. Click Next
3. Select applicable parameters
4. Click Next – report will generate
    - i. Note: Email report feature not available

Contact Building Management to set up your Suite for Holidays, office closings, change in office hours and any assistance. Please do so at least 48 hours in advance.

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