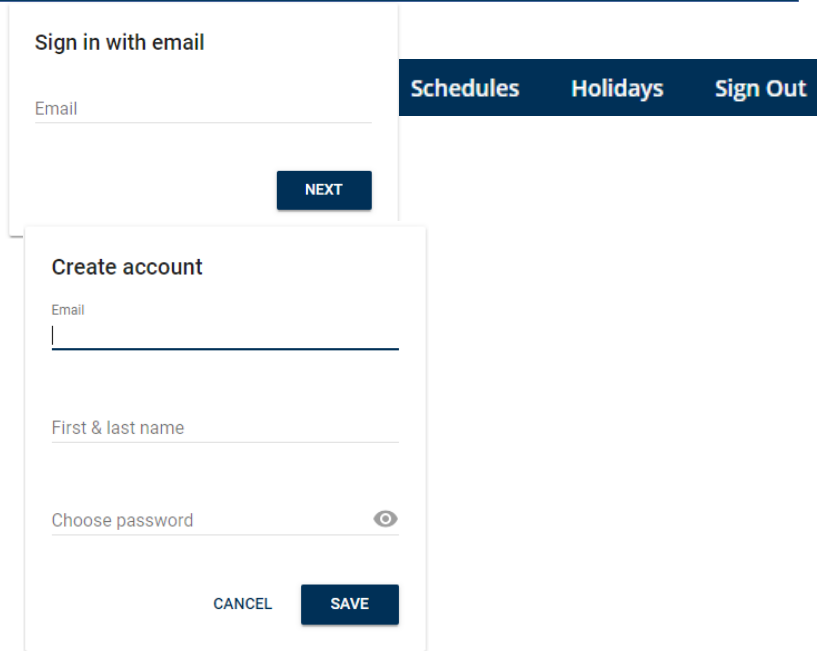


Sign up, Sign in, Sign out

Sites are a way to group SGS controlled doors, users, and access rights into a cohesive system.

1. Go to **Portal.AirAllow.us** for the web portal
2. Enter your credentials used for the AirAllow-Enclave to **Sign In**
3. Select **Sign Out** to sign out
4. To Sign Up, enter your email, name, and password to create an account, select **Save**.

If signing up without being registered to a site, you will not be directed into a site. An Admin or Partner Role would need to register you to their site. If using auto login, you will remain signed in until you sign out.



The screenshot shows two forms side-by-side. The top form is titled 'Sign in with email' and has an 'Email' input field and a 'NEXT' button. The bottom form is titled 'Create account' and has three input fields: 'Email', 'First & last name', and 'Choose password' (with a visibility toggle). There are 'CANCEL' and 'SAVE' buttons at the bottom of the 'Create account' form. To the right, a dark blue navigation bar contains the links 'Schedules', 'Holidays', and 'Sign Out'.

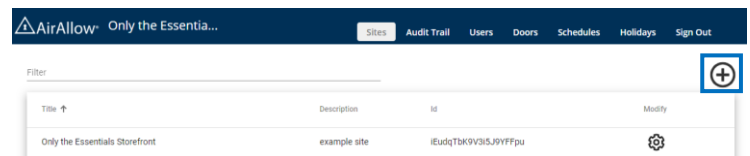
Site Selection/Management

Site administrators have rights to manage the site such as schedules, holidays, doors, and users.

1. Select the site you will be managing from the **Sites** menu item
2. After selecting your site, the site name will appear beside the navigation bar

Selecting the site must be done before any other functionality occurs.

1. Creating the site, select the **Plus Sign** and enter the corresponding information



The screenshot shows the 'AirAllow' portal with the 'Only the Essentials Storefront' site selected in the navigation bar. Below the navigation bar, there is a 'Filter' input field and a '+ Add' button. A table lists the site details:

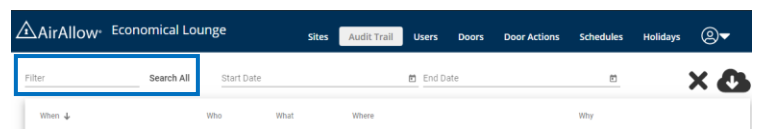
Title ↑	Description	Id	Modify
Only the Essentials Storefront	example site	IEudqTbK9V3ISJ9VFFpu	

Audit Trail

With registered users, all activities are logged in the audit trail. Audit Trail can be used to display the last events that occurred in a specific site.

1. Select **Audit Trail**
2. To narrow the visible activities, enter your search terms in the **Search Box**, select **Search All** to see all older recorded events
3. The portal filters the audit trail based on those terms
4. Audit trail export based utilizes the cloud.

Dates must be filtered using the start & end date boxes



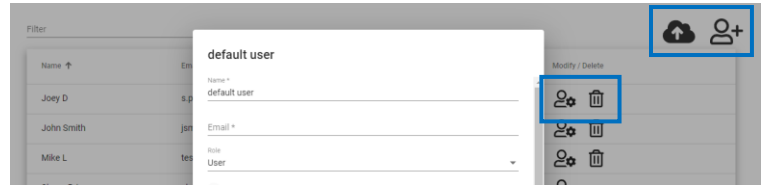
The screenshot shows the 'AirAllow' portal with 'Economical Lounge' selected in the navigation bar. The 'Audit Trail' view is active, showing a search bar with 'Search All' and 'Search' buttons. There are also 'Start Date' and 'End Date' filters. Below the search bar, a table header is visible with columns: 'When ↓', 'Who', 'What', 'Where', and 'Why'.

Adding and Managing Users

1. Select **Users**
2. Select **Add User**
3. Fill out the required fields to create a new user in the selected site
4. Use the **Choose File** option to upload a .csv file and mass create users

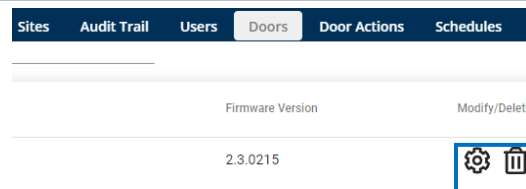
For more information on this feature, follow the steps detailed in the “User Import Quick Start Guide”

5. To edit an existing user, select the edit user button
6. Edit the desired field for the user



Managing Doors

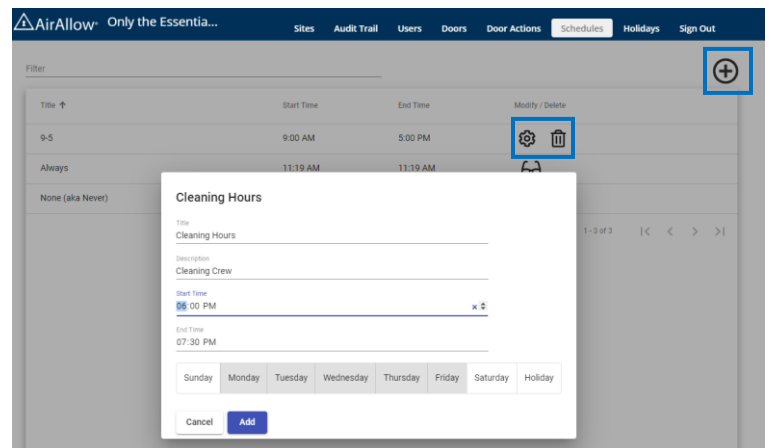
1. Select the **Doors** menu item
2. Select the desired door to modify
3. Edit the door fields as desired



Adding and Managing Schedules

Many sites have standard business hours when doors are unlocked. This is easy to do by defining a schedule and assigning it to the automatic unlock time for that door.

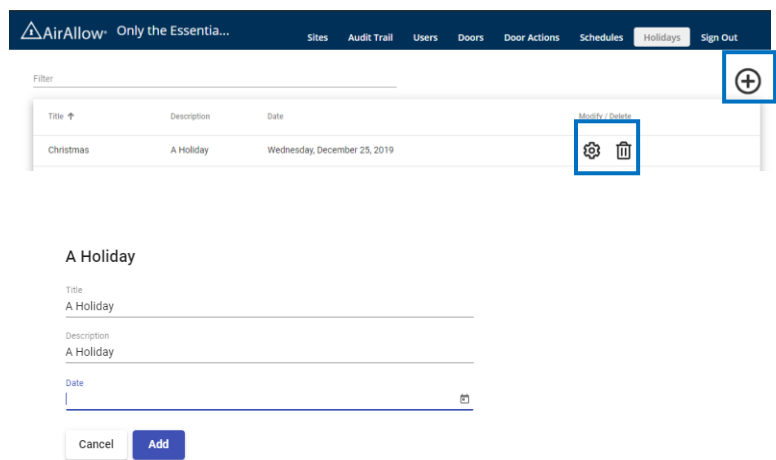
1. In **Schedules** menu item schedules can be created and edited
2. Select the **Add Schedule** button
3. Enter the required information
4. Select **Add**
5. To edit a schedule, select an existing schedule
6. Edit the schedule as desired



Adding and Managing Holidays

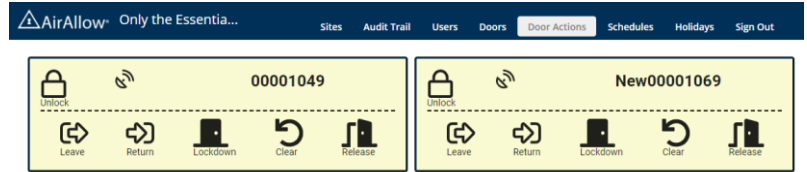
Site holidays are special dates that enable or disable a schedule.

1. Select **Holidays** to edit and create holidays
2. Select the **Add Holiday** button
3. Fill in the required fields to create the holiday
4. Select **Add**
5. Select the cog next to the holiday to edit
6. Edit the desired fields, select submit



Door Actions

1. Select the **Door Actions** tab from the navigation bar
The portal displays all doors for the site
2. In this screen all door options will be done remotely.
3. Press **Leave** negates a schedule. Press **Return** to goes back to the schedule.
4. Press **Lockdown** to lock doors, **Clear Lockdown** to revert back to the schedule
5. Press **Release** to unlock a door and **Clear Release** to lock the door



Invite Unregistered Users

1. Navigate to the **Users** page
2. Select the **Envelope** icon
3. A list of users will appear if they have not registered yet, select to send the email

To automatically remind unregistered users

4. Go to the **Sites** menu option
5. Select the **Gear** next to the site, turn on automatic invite reminders

