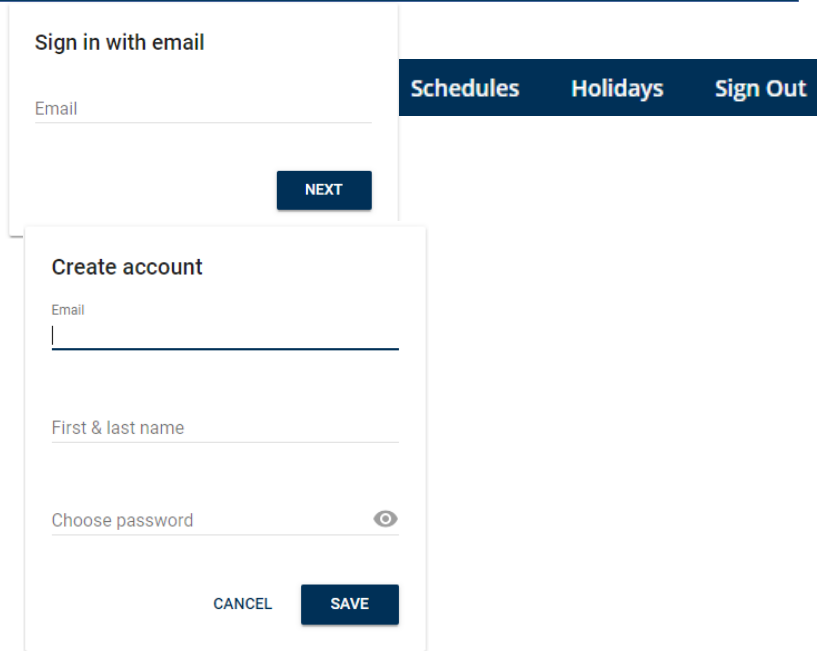## Sign up, Sign in, Sign out

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.
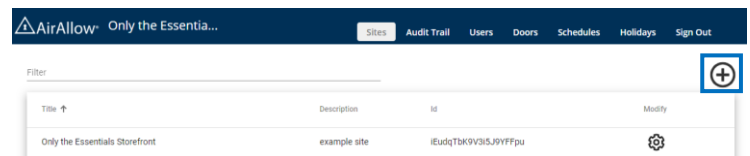
Site Selection/Management

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
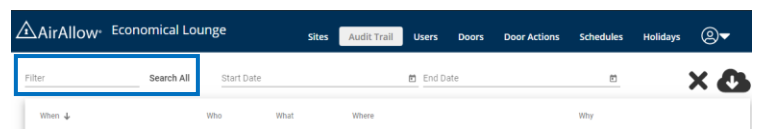
Audit Trail

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*

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
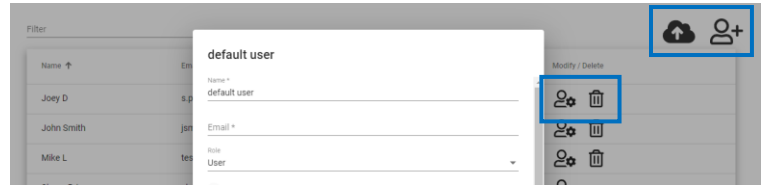
Managing Doors

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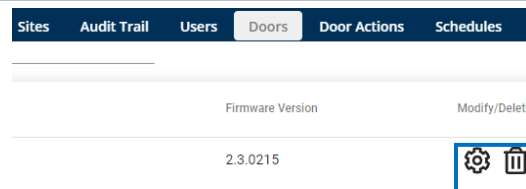
Adding and Managing Schedules

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
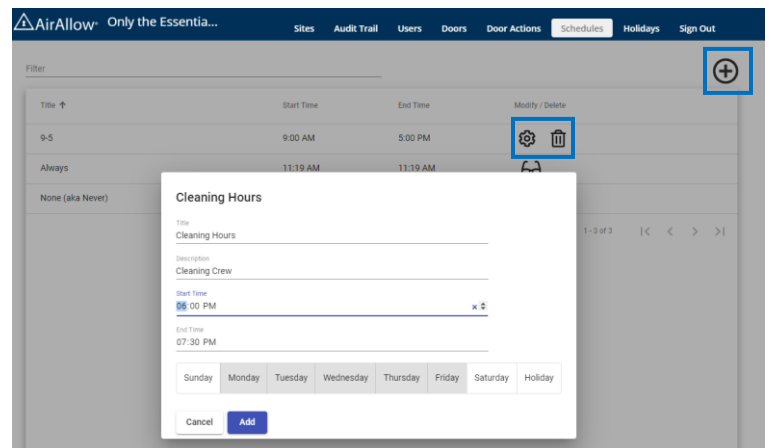
Adding and Managing Holidays

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
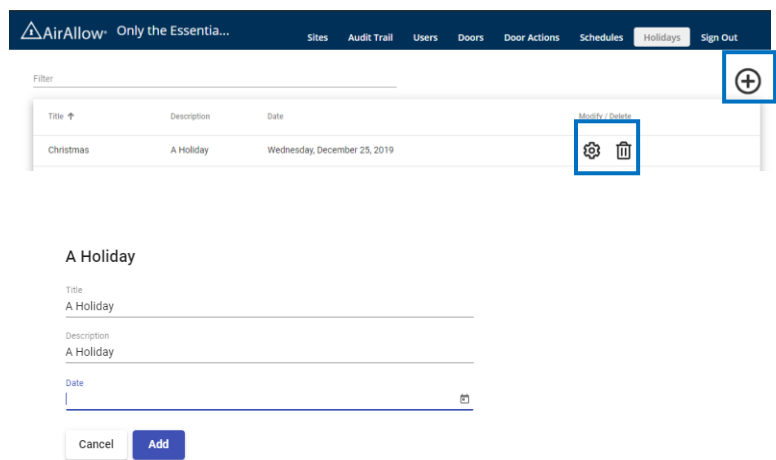
Door Actions

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
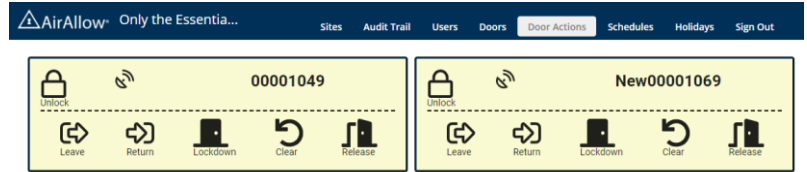
Invite Unregistered Users

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