

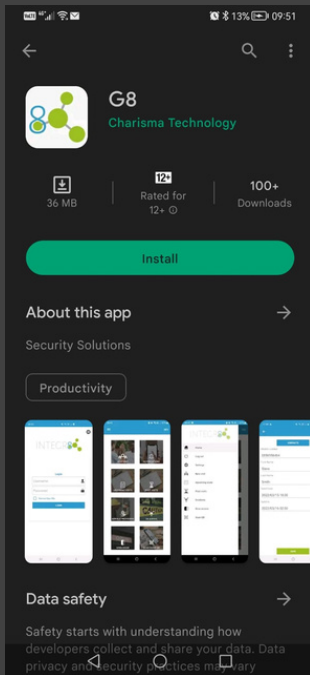
User Guide



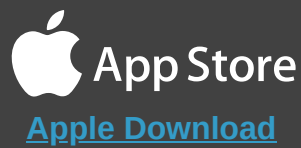
Visitor Management

How to Install

STEP 1



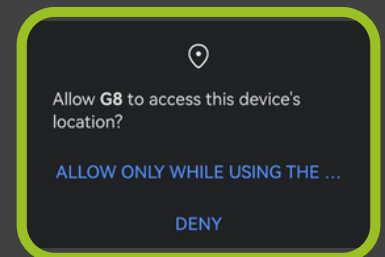
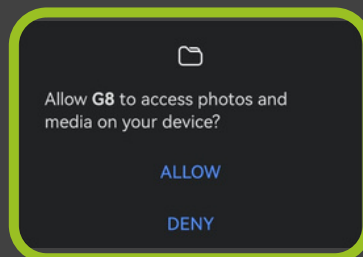
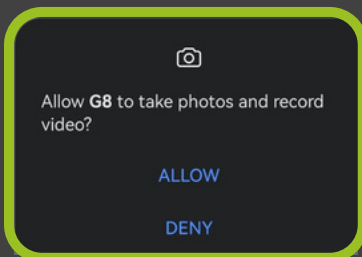
Download the G8 App from the Google Play store or the Apple App Store.



[Android Download](#)

STEP 2

Give the App permission to access your camera, photos and location.



STEP 3

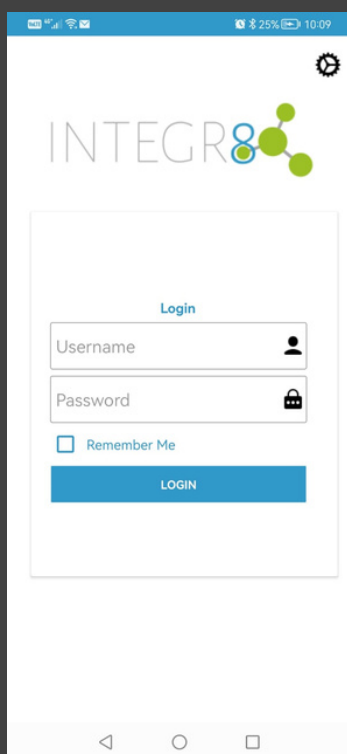


The screenshot shows the 'Settings' page of the Sancta Maria app. At the top, there is a blue header with the text 'SANCTA MARIA'. Below the header, the title 'Settings' is centered. The page contains several input fields: 'Site Code' with the value '1053' and a 'SEARCH' button; 'Site Name' with the value 'Sancta Maria'; 'Local Server Address' with the value '102.65.125.60'; and 'Port No' with the value '80'. At the bottom of the page, there are two buttons: a blue 'BACK' button and a green 'SAVE' button. The Android navigation bar is visible at the very bottom.

The settings page will open. Type in the Site Code 1053 and SEARCH. The other fields will be automatically filled with the required information.

Click on the green SAVE button at the bottom right.

STEP 4



The screenshot shows the 'Login' page of the Integr8 app. At the top, there is a blue header with the 'INTEGR8' logo. Below the header, the title 'Login' is centered. The page contains several input fields: 'Username' with a person icon; 'Password' with a lock icon; and a 'Remember Me' checkbox. At the bottom of the page, there is a blue 'LOGIN' button. The Android navigation bar is visible at the very bottom.

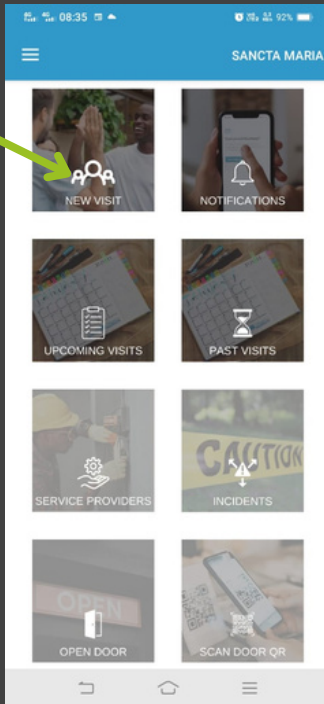
You will now be required to fill in your username and password that you received from Estate Management Team.

Tick the box REMEMBER ME to avoid having to fill this in every time.



Hosting a Visitor

STEP 1



To host a visitor, click on the NEW VISIT box

STEP 2

A screenshot of the 'CONTACTS' screen in the Sancta Maria mobile app. The screen features a blue header with a back arrow and the text 'SANCTA MARIA'. Below the header is a blue 'CONTACTS' button. The main area contains several input fields: 'Mobile number', 'First Name', 'Last Name', 'Valid from' (with the value '2023/04/11 11:00'), and 'Valid to' (with the value '2023/04/11 19:00'). At the bottom of the screen is a green 'SAVE' button.

If you have the visitor's details saved on your phone, then click on the blue CONTACTS box at the top and select the person from your phone's contact list. This will prefill the fields.

If you don't have their details saved on your phone, then you can still fill it in manually.

Now select the date and time that the access code will be valid for.

Click on the green SAVE button at the bottom of your screen.



STEP 3



A QR code will now be displayed on your screen.

You can either save this to your phone and send to the visitor yourself, or click on the blue SHARE button.

Select the WhatsApp icon, and who number you would like to send the access code to.

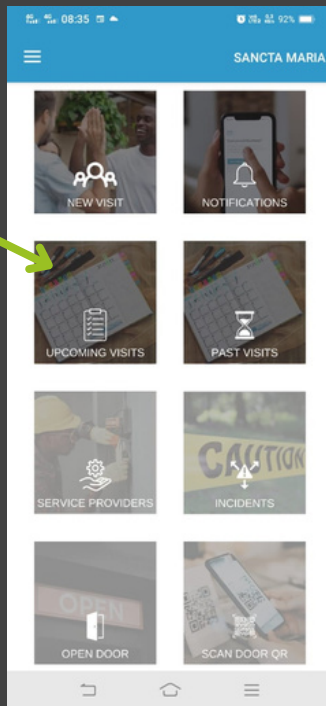
STEP 4



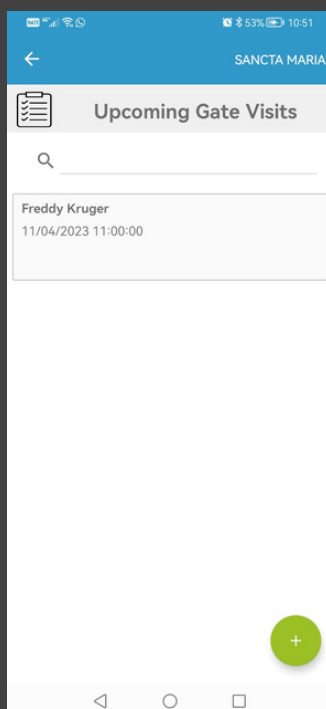
Your visitor will receive the access code as follows, which they can show to security upon arrival.



Upcoming Visits



When you click on the UPCOMING VISITS block, a list of will appear of all the visits booked in the future.



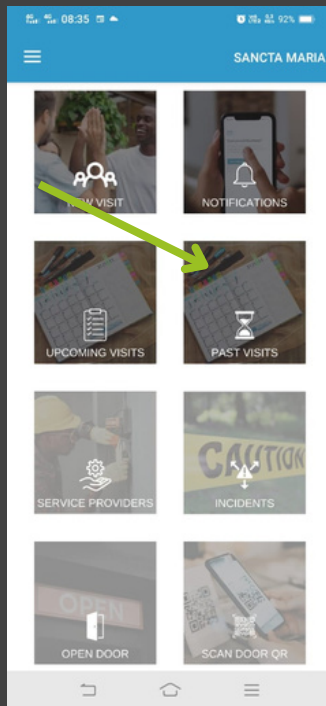
If you click on the relevant visit, you can either:

EDIT the visiting date / times, or

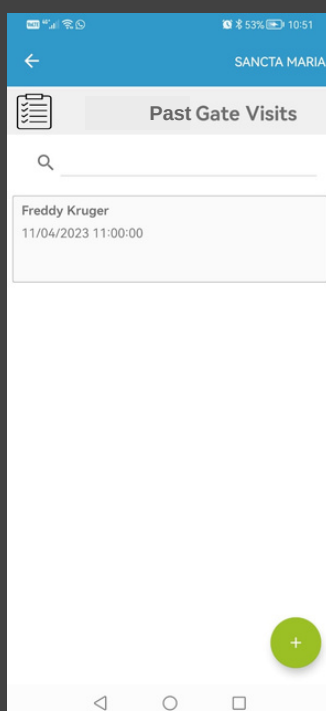
RESEND the access code



Past Visits



When you click on the PAST VISITS block, a list of will appear of all the past visits.



If you click on the relevant visit, you can either:

EDIT the visiting date / times, or

RESEND the access code

