



SECURITY

G8 Keeper

User Guide

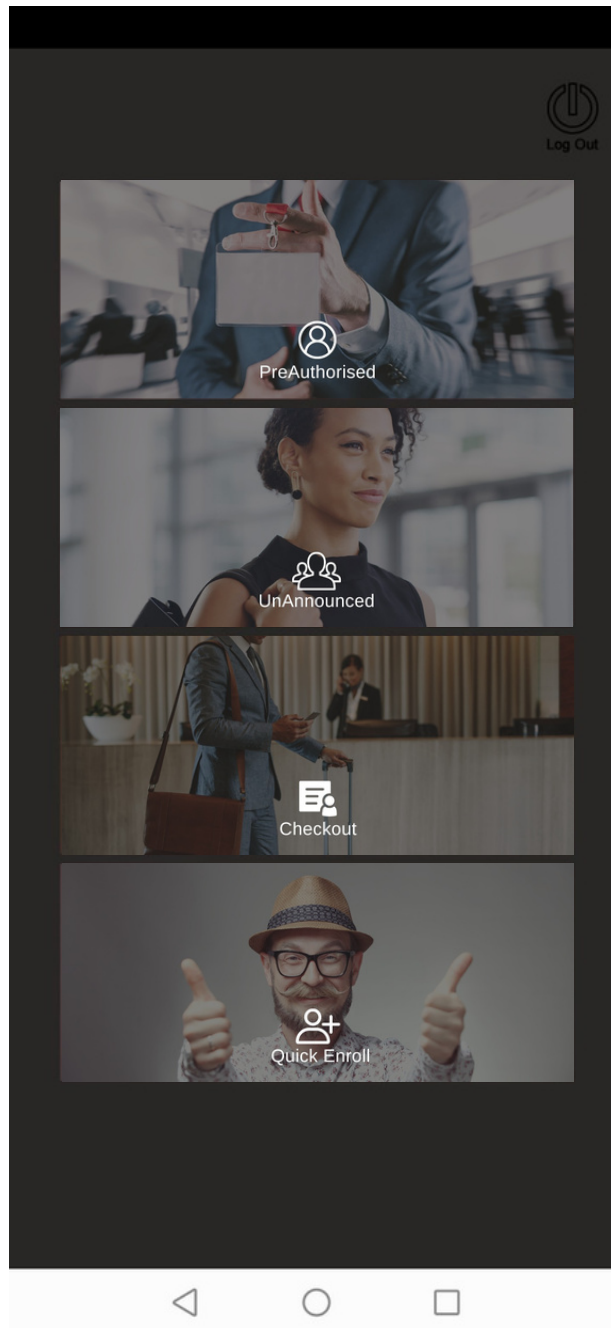
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# G8Keeper Home Page

**Pre-Authorised visitors** are visitors that were registered by a tenant. They will already have an access code or QR code in order to gain access. This button will take you through the process to grant them access

The **Checkout** button is used when a visitor leaves. This will take you through the process of recording the transaction.



**Unannounced visitors** are visitors that were not yet registered by a tenant. This button will take you through the process of recording their details and then granting them access.

The **Quick Enroll** button is used for enrolling a person onto the Integr8 database if required.

# Pre-Authorised Visitors



When a visitor has been pre-authorized by a tenant, they will already have a PIN or QR Code that can be used to enter. You will not be required to capture any personal information.



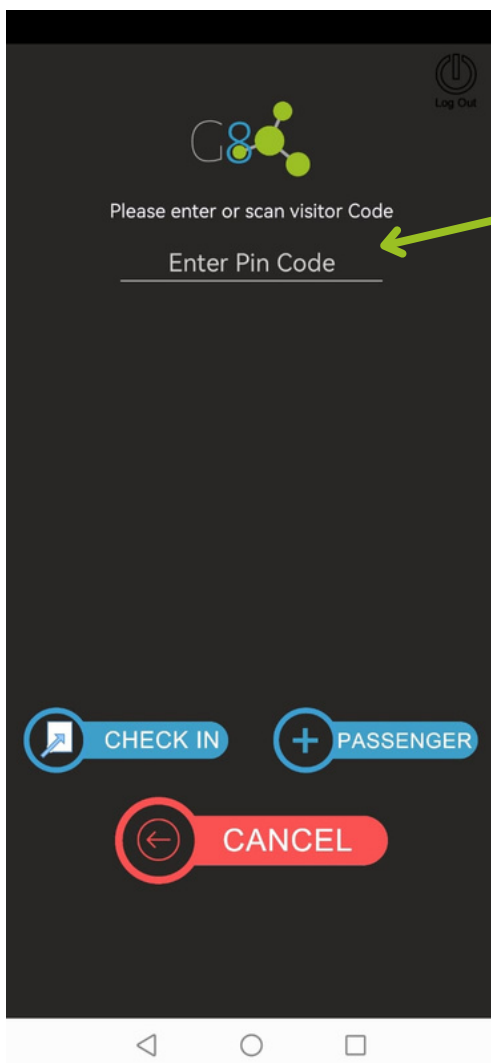
When you click on the Pre-Authorised button, it will take you to the next screen where you need to specify how they arrived - in a **VEHICLE** or as a **PEDESTRIAN**. Click on the appropriate button.

When the visitor is a **CONTRACTOR**, this button should be used. *(Even if they are pre-authorized)*

# Pre-Authorised Visitor: Arrived by Vehicle



When a pre-authorized visitor arrives by car, you will click on that button and follow the 4 steps.



1

You can either enter their PIN here (and press enter) or simply scan the QR Code that was sent to them on their phone.

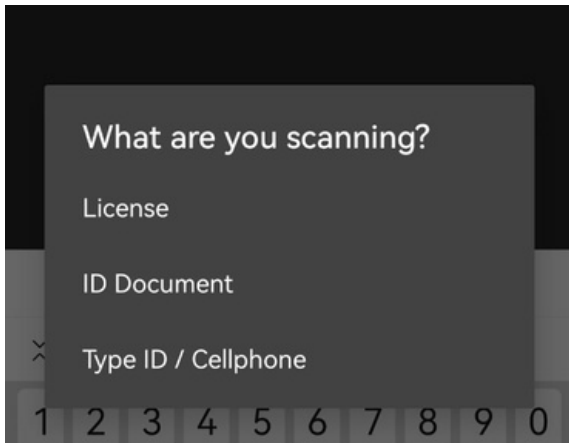
*\*\* If a notice pops up to say "ALERT, Visitor not found." This can be because:*

- 1. They are too early*
- 2. They are too late*
- 3. The incorrect Pin was given or typed incorrectly*
- 4. They were not pre-authorized correctly by the tenant.*

**After pressing enter you will automatically go to the next screen.**

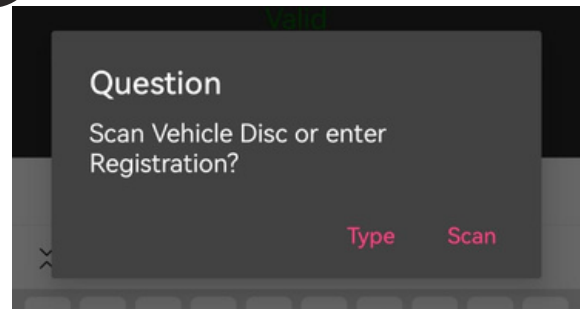


2

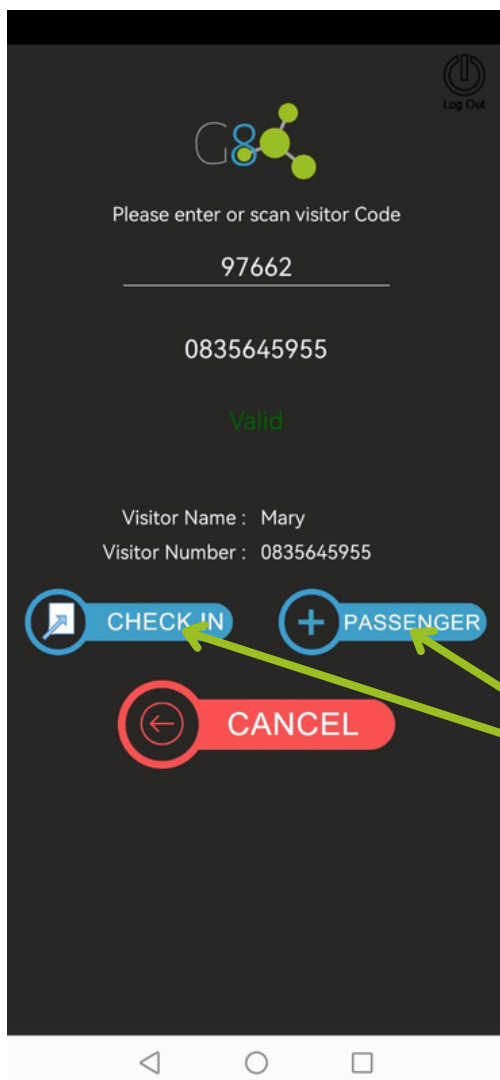


You can now select what personal verification card you want to scan.

3



After scanning their personal ID or drivers licence, you will need to scan the car's licence disc.



4

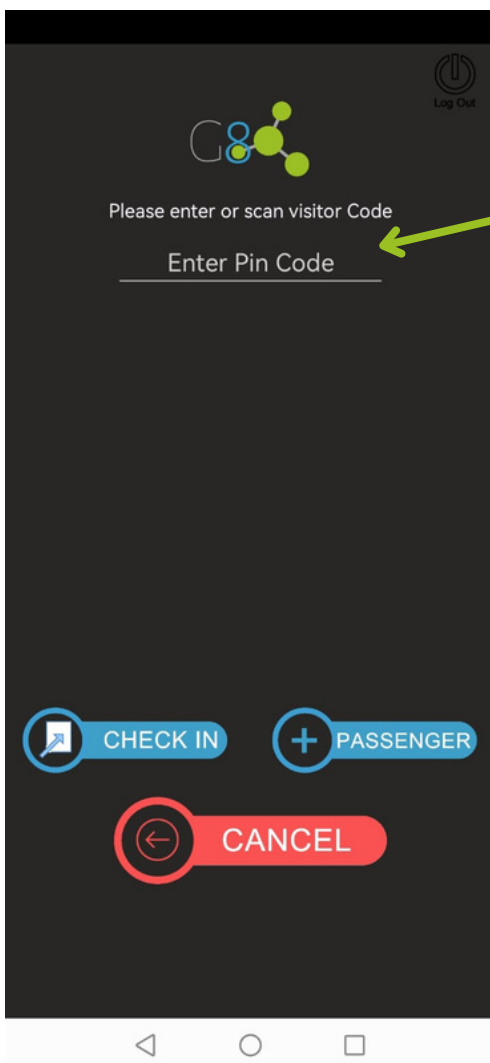
You can now either **ADD PASSENGERS** or **CHECK IN** the visitor.

The visitor is now successfully checked in, and access will be granted.

# Pre-Authorised Visitor: Arrived as Pedestrian



When a pre-authorized visitor arrives as a pedestrian, you will click on that button and follow the 3 easy steps.



1

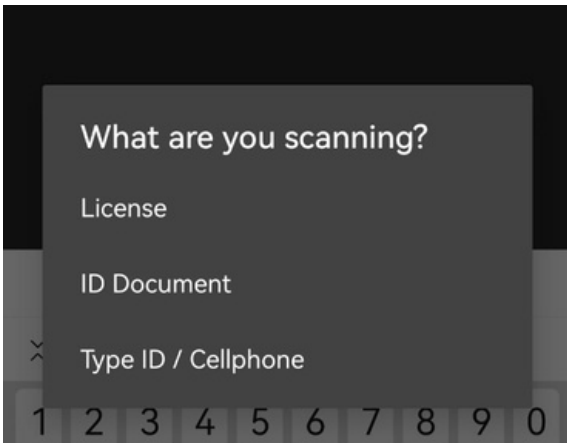
You can either enter their PIN here (and press enter) or simply scan the QR Code that was sent to them on their phone.

*\*\* If a notice pops up to say "ALERT, Visitor not found." This can be because:*

- 1. They are too early*
- 2. They are too late*
- 3. The incorrect Pin was given or typed incorrectly*
- 4. They were not pre-authorized correctly by the tenant.*

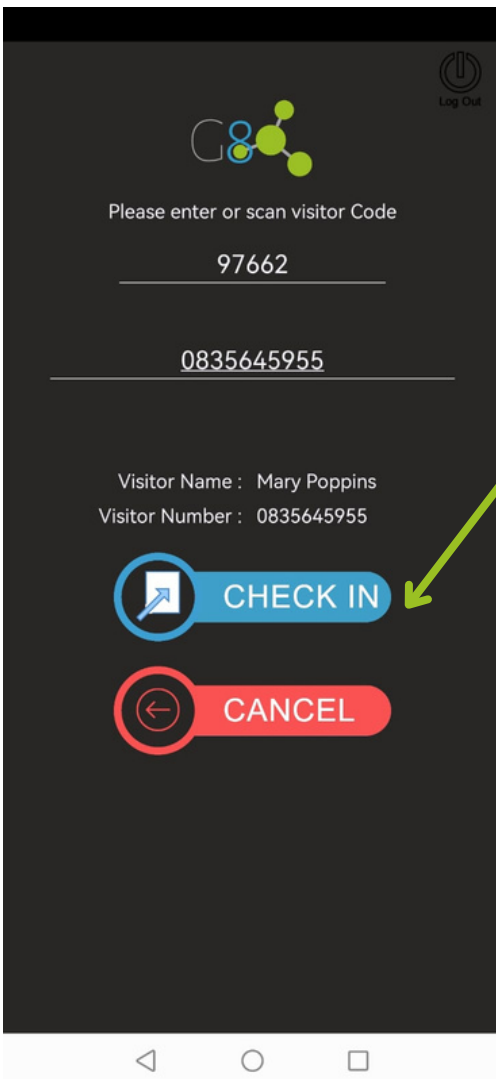
After pressing enter you will automatically go to the next screen.

2



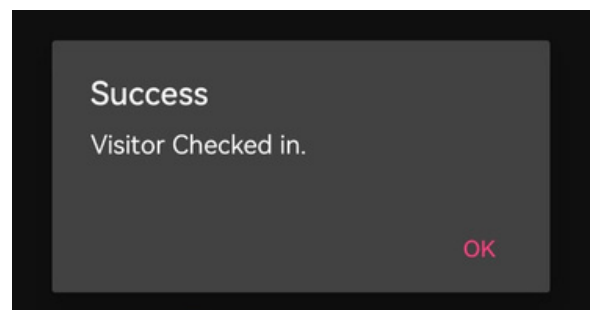
You can now select what personal verification card you want to scan.

3



You can now **CHECK IN** the visitor.

The visitor is now successfully checked in, and access will be granted.

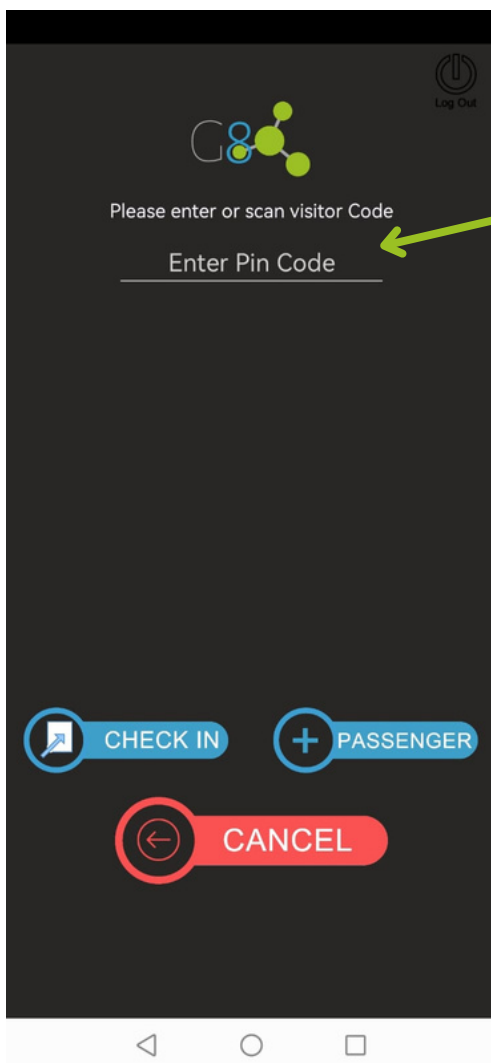




# Pre-Authorised Visitor: Contractor



When a pre-authorized contractor arrives, you will click on that button and follow the steps.



1

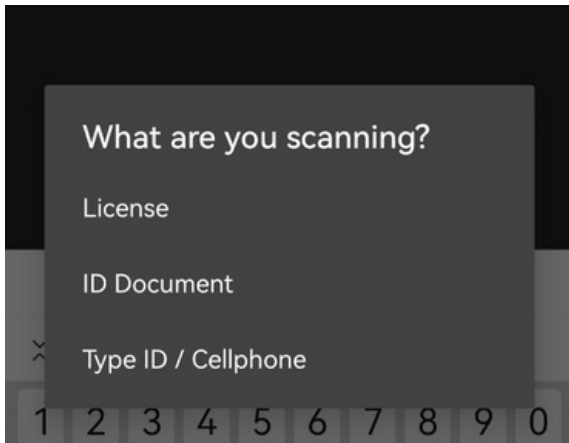
You can either enter their PIN here (and press enter) or simply scan the QR Code that was sent to them on their phone.

*\*\* If a notice pops up to say "ALERT, Visitor not found." This can be because:*

- 1. They are too early*
- 2. They are too late*
- 3. The incorrect Pin was given or typed incorrectly*
- 4. They were not pre-authorized correctly by the tenant.*

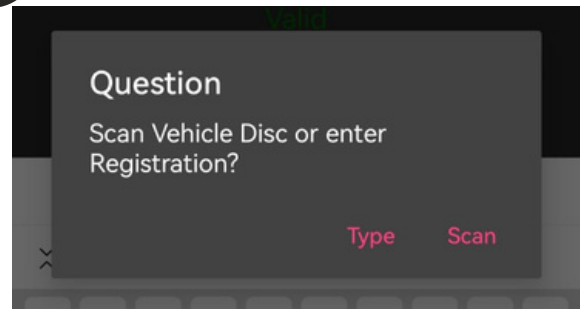
After pressing enter you will automatically go to the next screen.

2

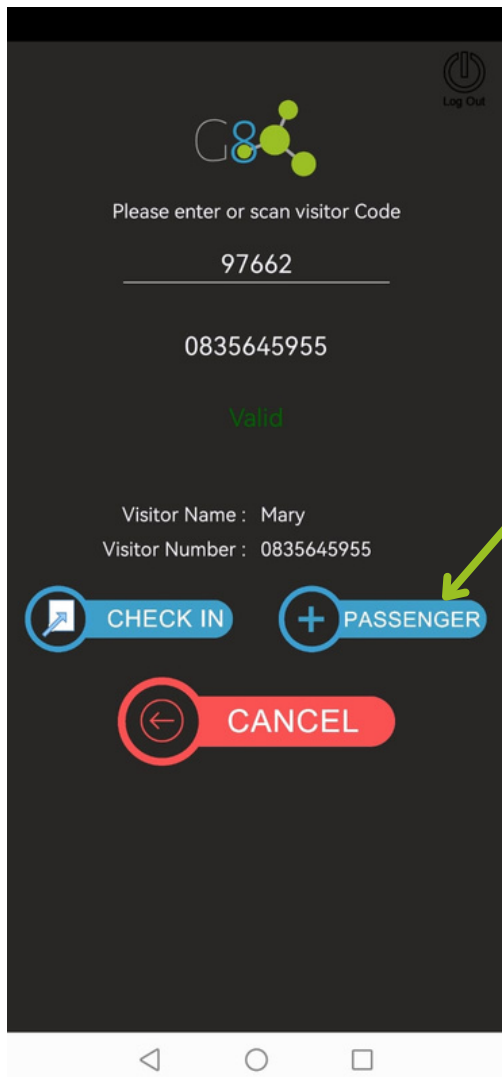


You can now select what personal verification card you want to scan.

3



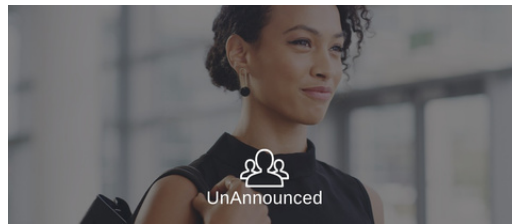
After scanning their personal ID or drivers licence, you will need to scan the car's licence disc.



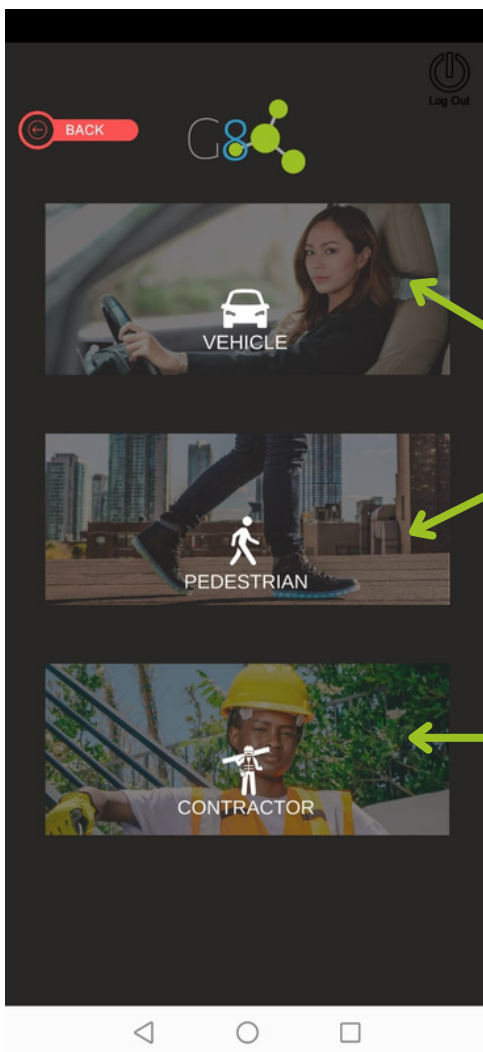
4

If there are any passengers in the vehicle, they need to be added as well.

# Unannounced Visitors



When an unannounced visitor arrives, you will need to enter their details manually.



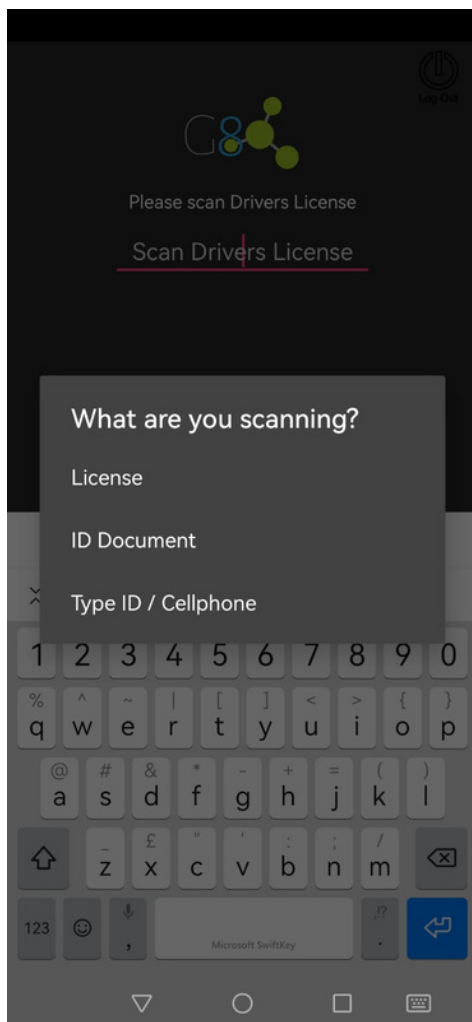
When you click on the Unannounced button, it will take you to the next screen where you need to specify how they arrived - in a **VEHICLE** or as a **PEDESTRIAN**. Click on the appropriate button.

When the visitor is a **CONTRACTOR**, this button should always be used.

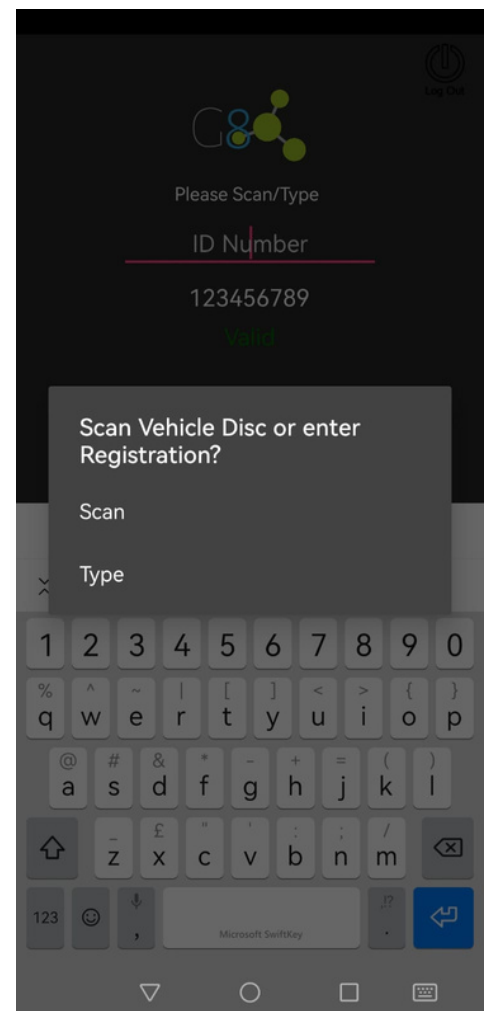
# Unannounced Visitor: Arrived by Vehicle



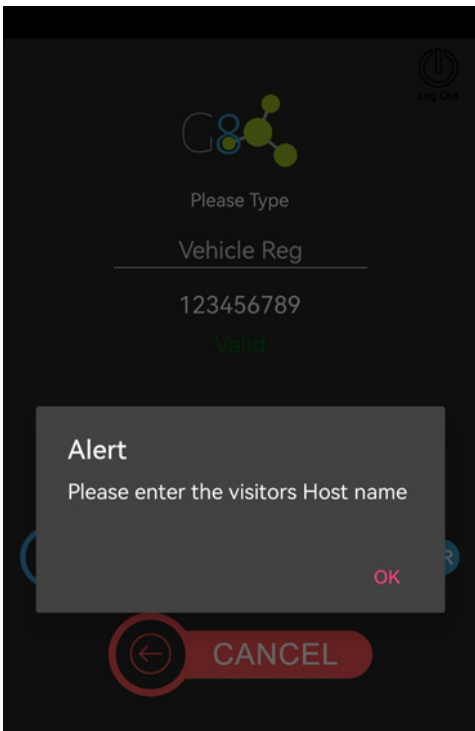
When an unannounced visitor arrives by car, you will click on that button and follow the steps.



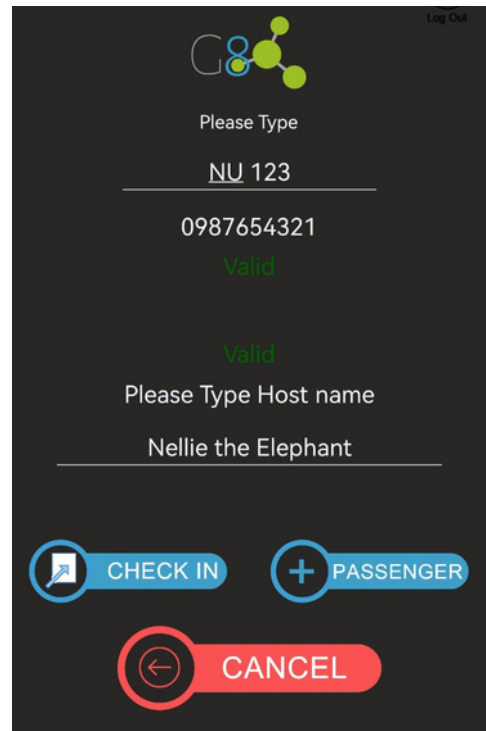
**1** Scan the Visitor's ID or Driver's License



**2** Scan the Vehicle License Disc



**3** Enter the Host's Name

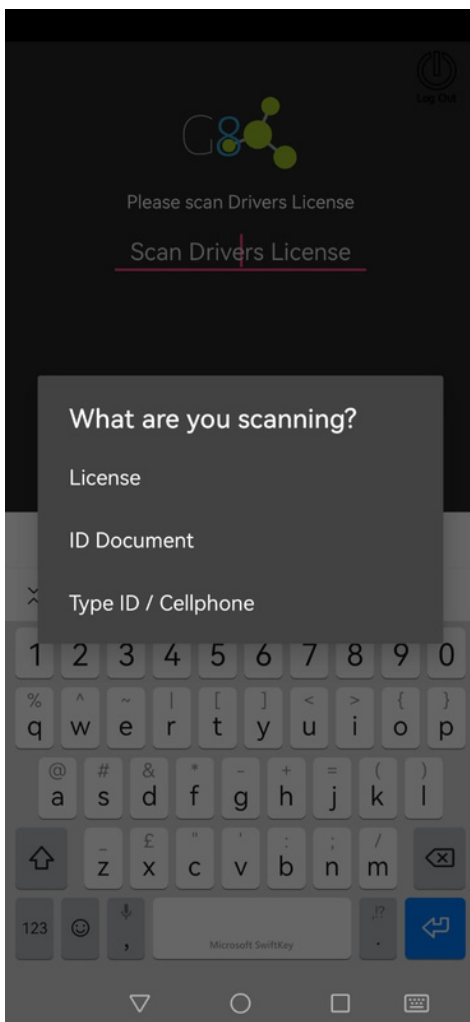


**4** If there are any passengers in the vehicle, they need to be added as well.

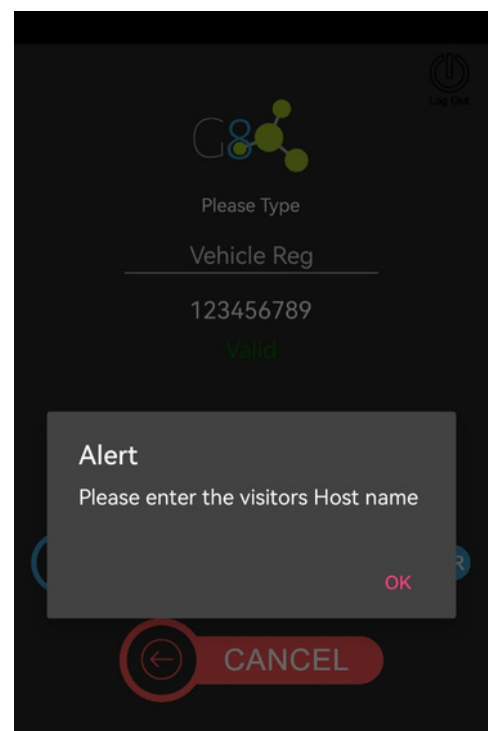
# Unannounced Visitor: Arrived as Pedestrian



When an unannounced visitor arrives as a pedestrian, you will click on that button and follow the steps.



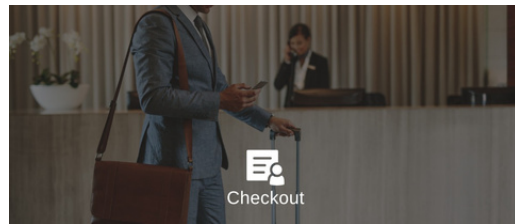
**1** Scan the Visitor's ID or Driver's License



**2** Enter the Host's Name



# Checkout

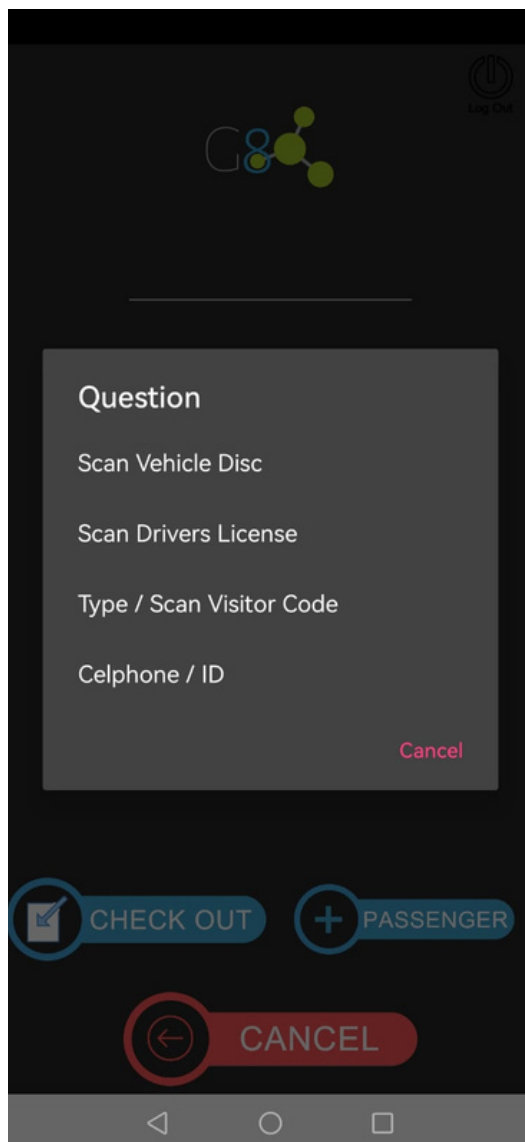


When the visitor is ready to leave, you will click on the Checkout box on the homepage.

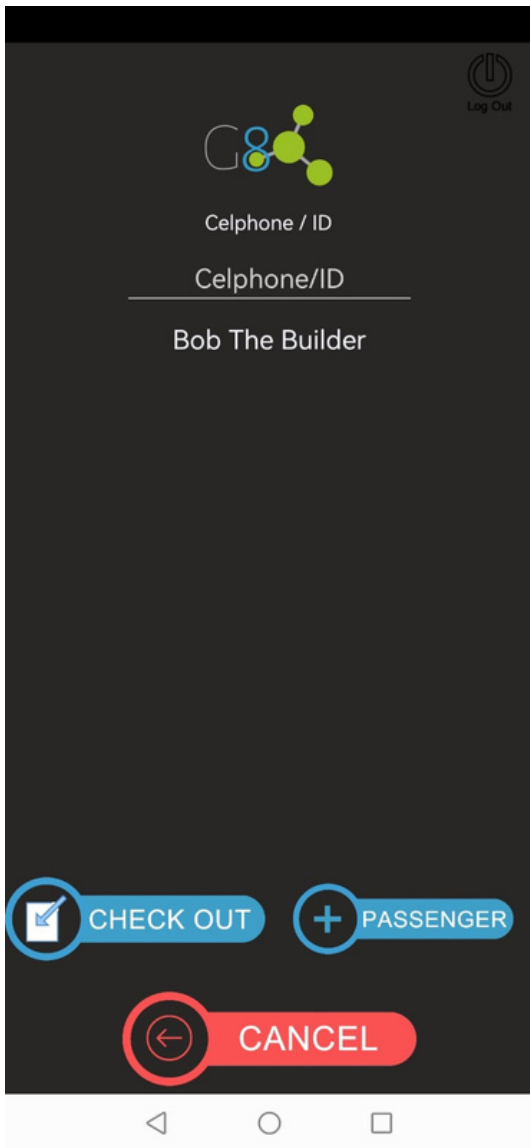


After clicking on checkout, you will specify if this person is a pedestrian or in a vehicle

# Checkout Visitor: Vehicle

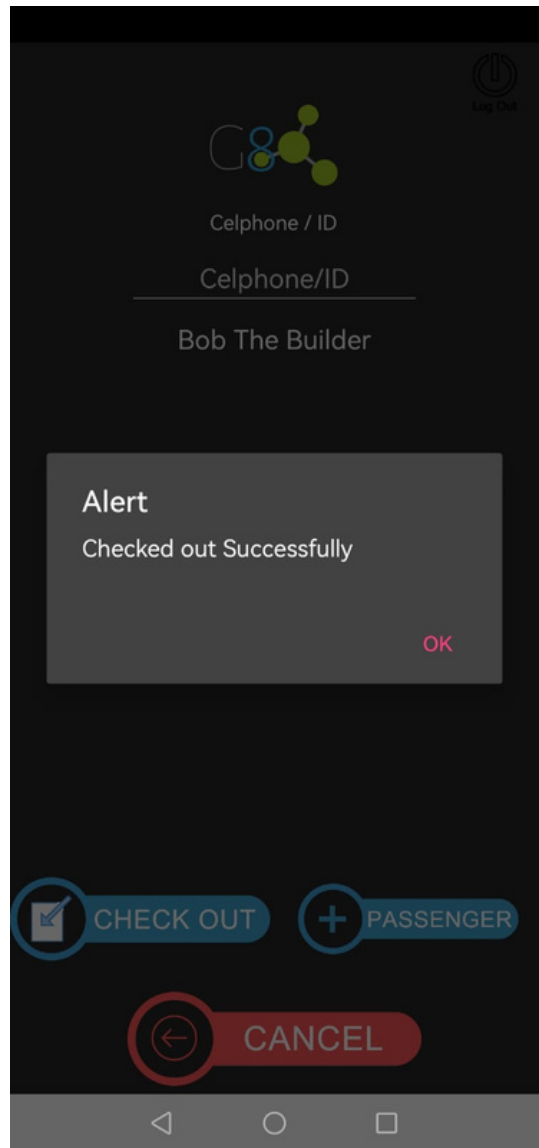


- 1 Select what would like to scan in order to checkout.



2

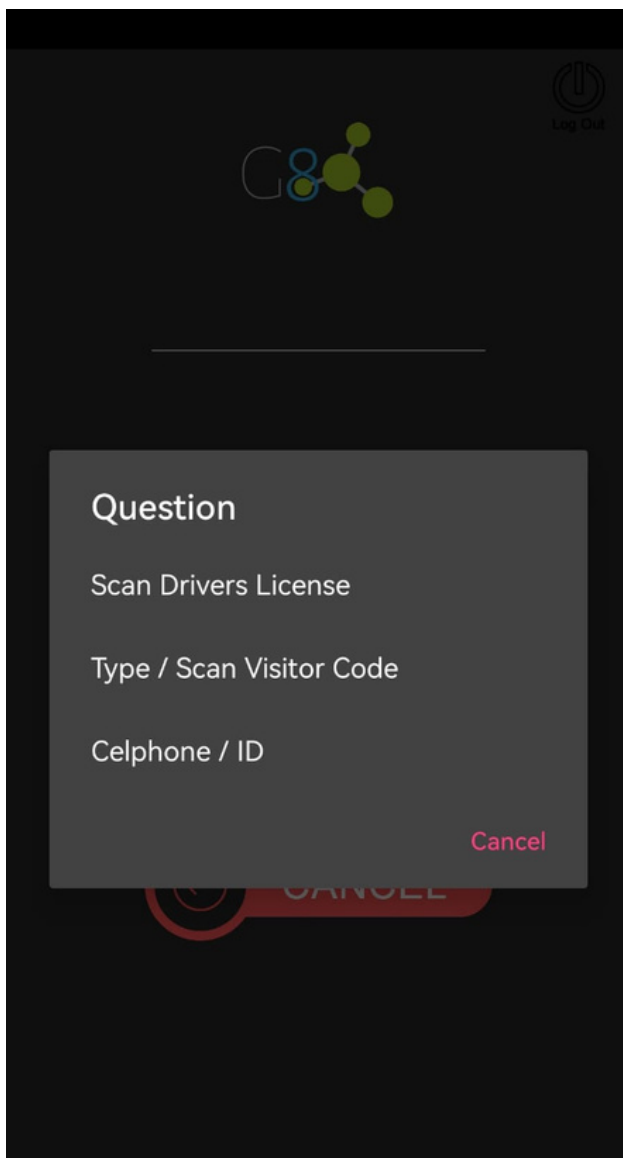
After scanning one of the identification cards, a screen with all their details will appear. Click on Checkout.



3

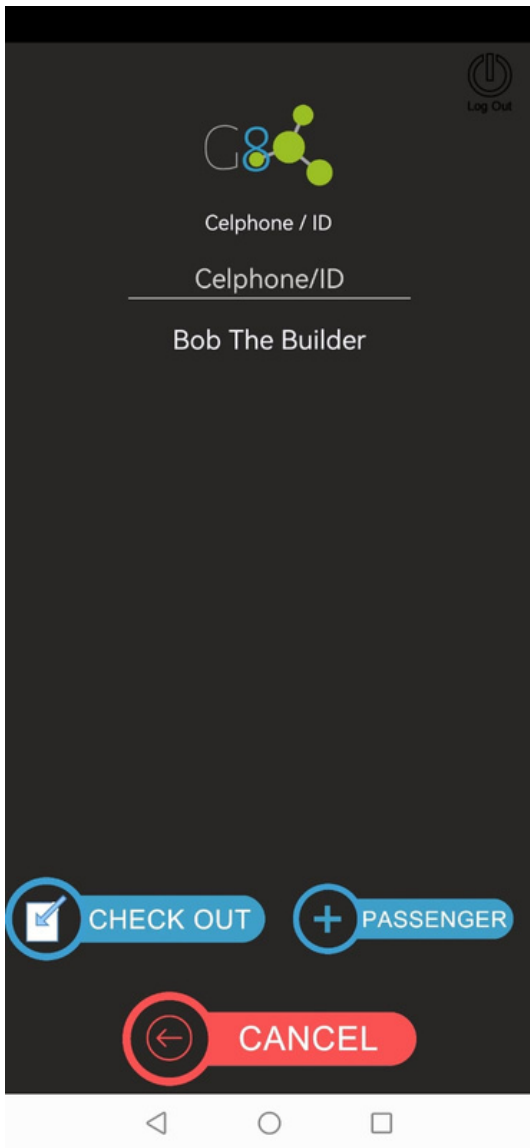
This pop up will appear on your screen confirming checkout.

# Checkout Visitor: Pedestrian



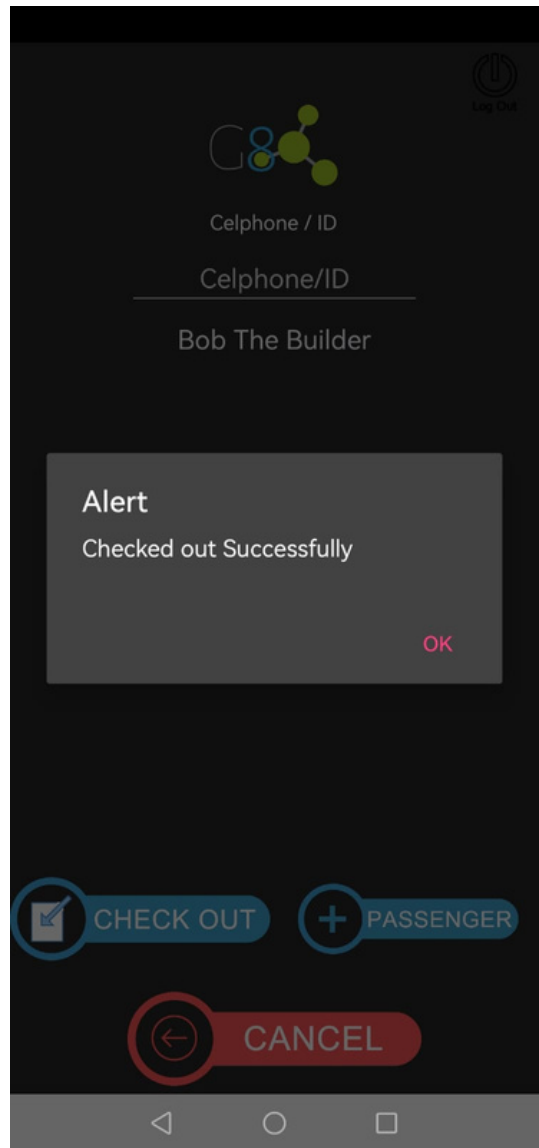
1

Select what would like to scan in order to checkout.



2

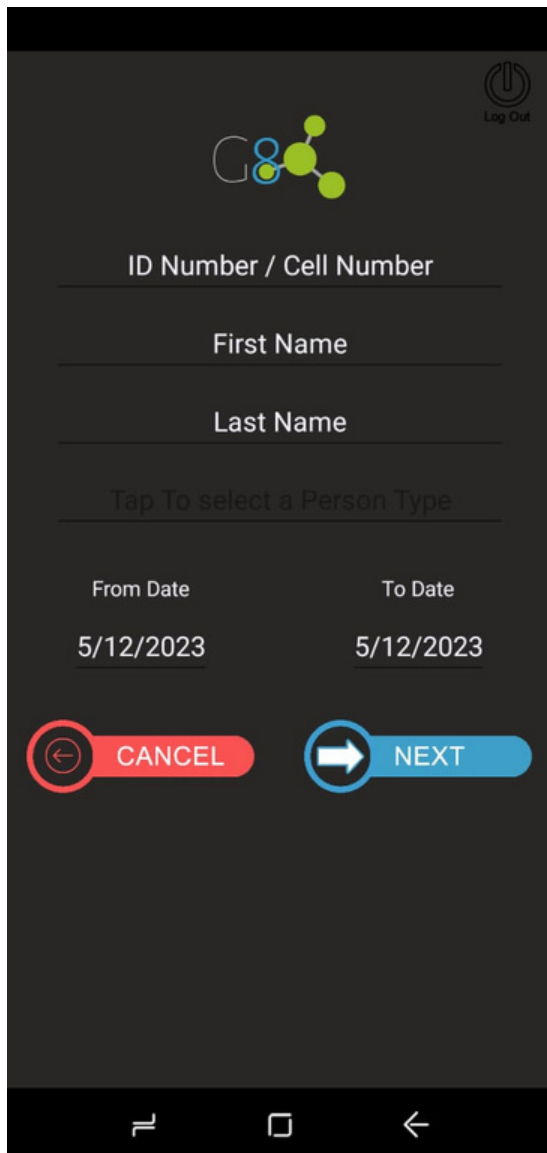
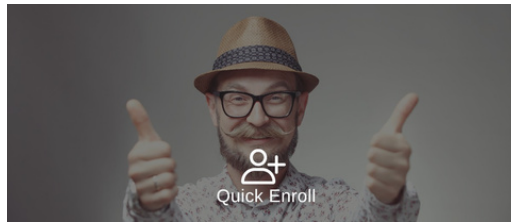
After scanning one of the identification cards, a screen with all their details will appear. Click on Checkout.



3

This pop up will appear on your screen confirming checkout.

# Quick Enroll

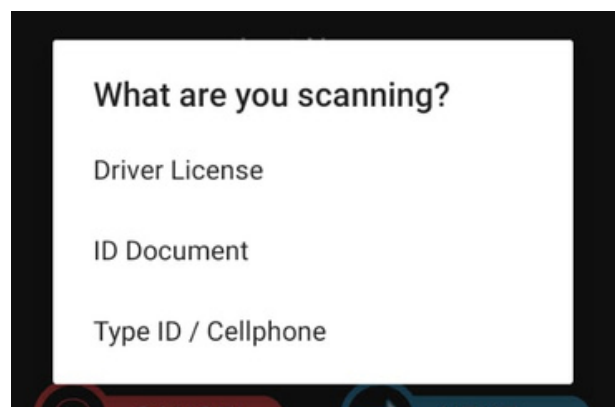


1

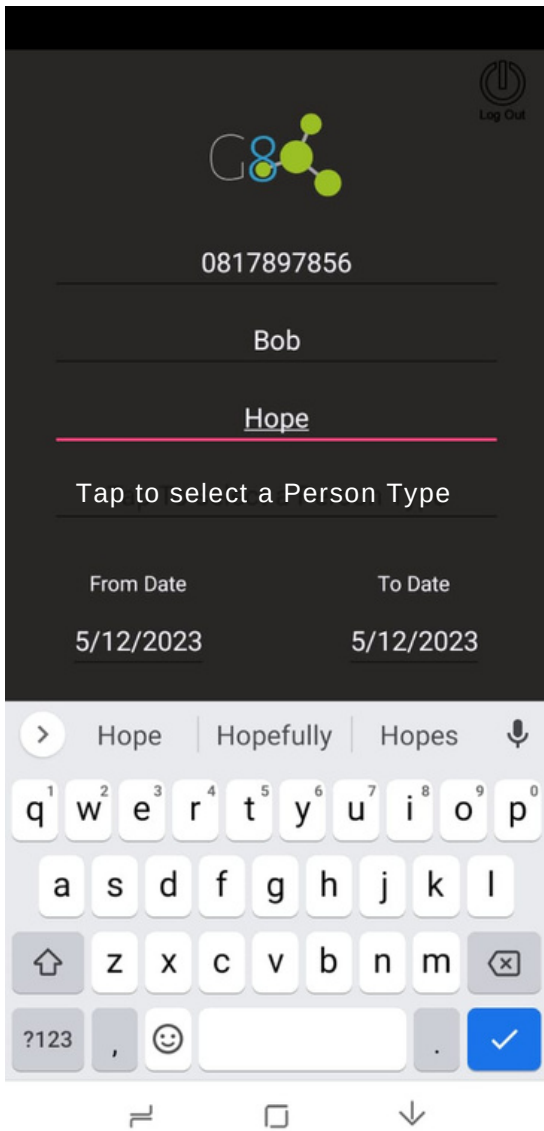
Once you click on QUICK ENROLL, you will be taken to this screen.

2

Click on the ID Number / Cell Number field and a pop up will appear. Select one of the 3 options as the method of enrolling.



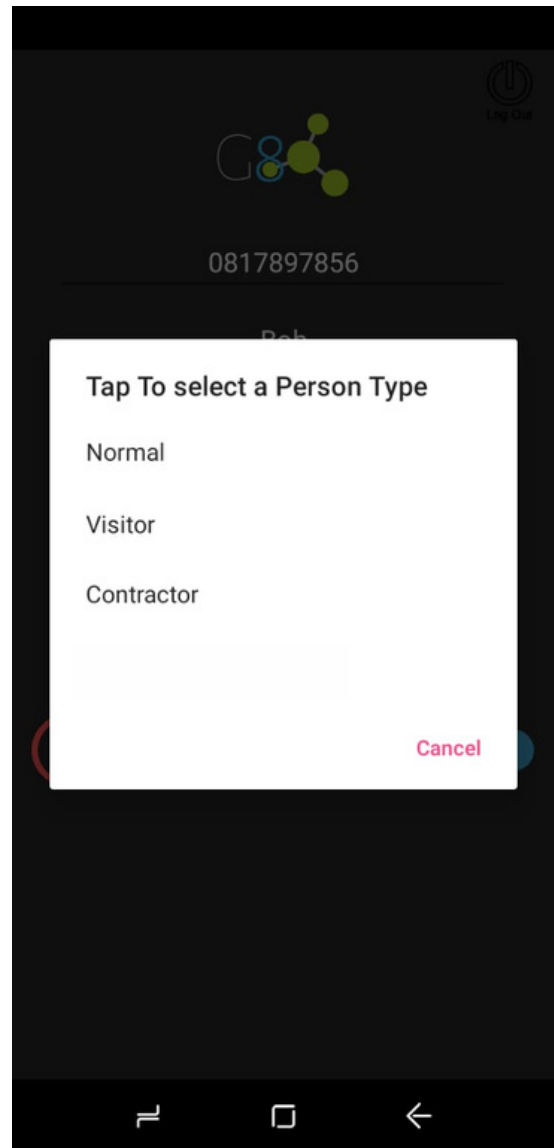




3

In our example I selected to TYPE the cell phone number, but you can also choose to scan the person's licence or ID Card. After typing in the cell phone number, fill in the person's name and surname.

If you chose Driver's Licence, the name and surname will be auto-filled.



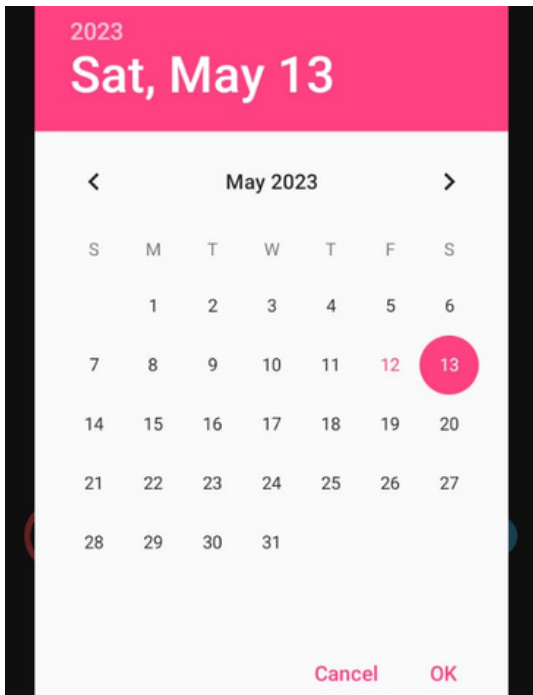
4

After filling the name and surname, tap on "Select a person type" and choose the relevant option.

NORMAL = Permanent student / staff member / resident.

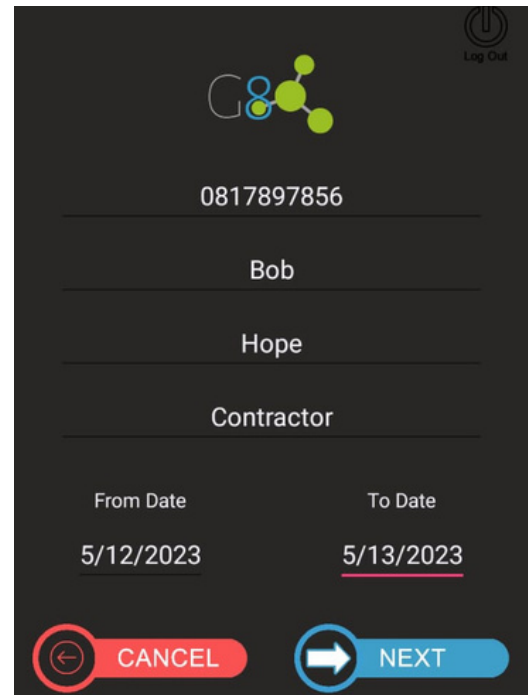
VISTOR = Access for a limited period.

CONTRACTOR = Person for an outside company performing a job.



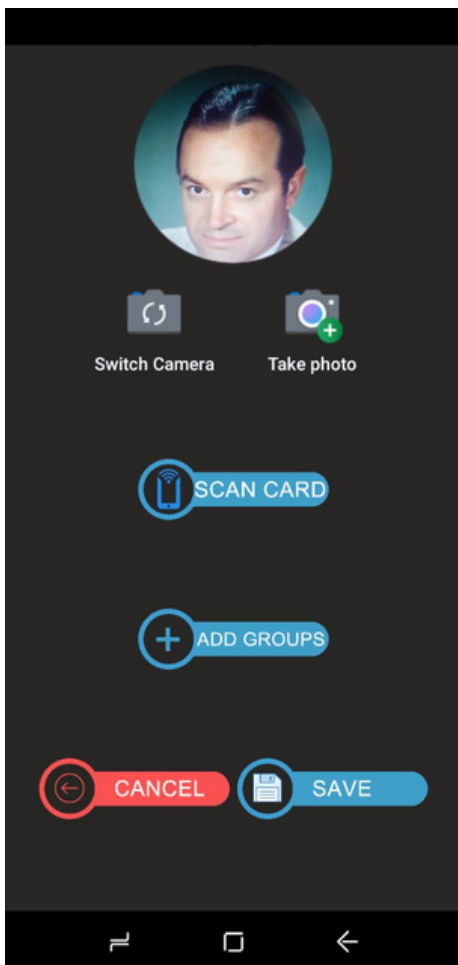
5

Next you will select the FROM DATE and TO DATE.



6

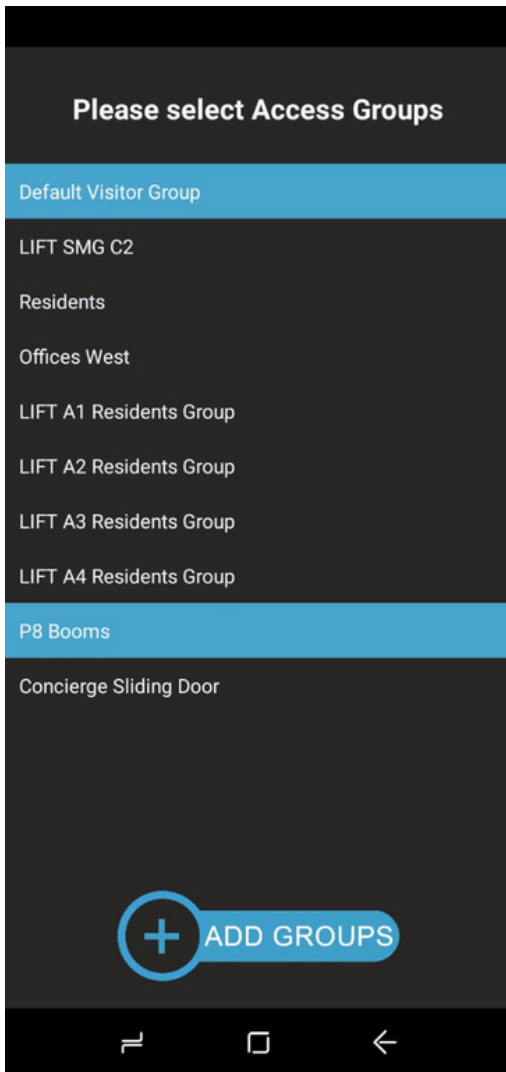
Click on the Blue button at the bottom "NEXT".



7

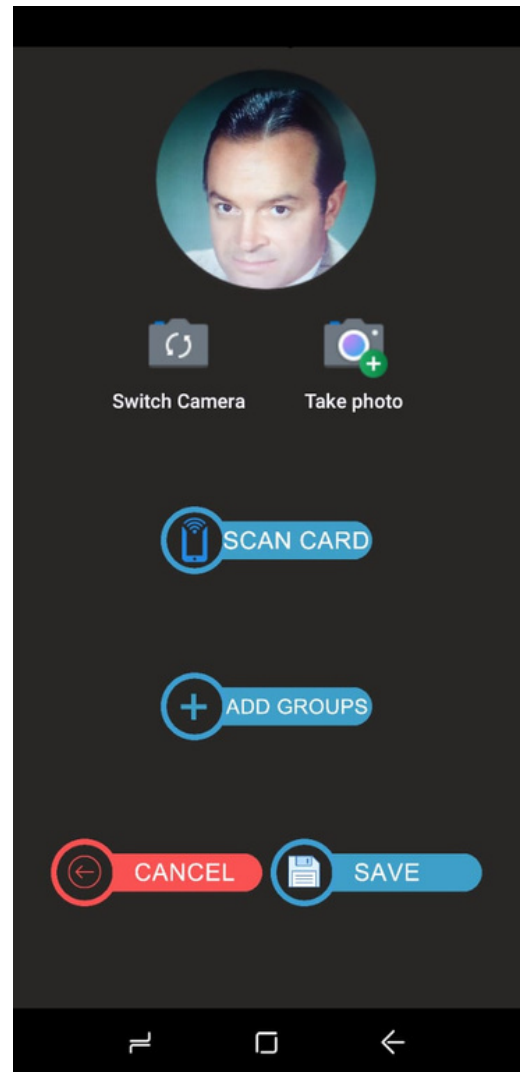
On the next screen you will take a photo of the person.

If cards are used, you will now tap on SCAN CARD to read the card number.



**8** Next tap on ADD GROUPS and select one or more access groups this person is allowed access to.

Now click on the ADD GROUPS button at the bottom of the screen.



**9** Tap SAVE and the person is now enrolled.