The following User Guide is meant to provide a quick overview of the cellgate™ web portal. In order to find what you are looking for quickly, here are the sections for the document:

Contents
Section 1: Login ......................................................................................................................................................... 3
Section 2: Navigation Bar ............................................................................................................................................... 4
Section 3: Device Triggers ............................................................................................................................................... 4
Section 4: Device Status .................................................................................................................................................. 5
Section 5: Add Notification ............................................................................................................................................. 6
Section 6: Call Box Configuration ............................................................................................................................... 7
Section 7: Actions ............................................................................................................................................................. 7
Section 8: Logs .................................................................................................................................................................... 8
Section 9: Schedule .......................................................................................................................................................... 9
Section 10: Add User ........................................................................................................................................................ 10
Section 11: Access Methods ......................................................................................................................................... 11
Section 12: Web and Mobile Access Assignments ...................................................................................................... 12
Section 13: Access Areas ................................................................................................................................................ 13
Section 14: User Restrictions ....................................................................................................................................... 13
Section 15: Account Management .................................................................................................................................. 14
Section 16: Billing Info ..................................................................................................................................................... 15
Section 17: Advanced Operations .................................................................................................................................. 16
Section 18: Scheduling Templates (Advanced) ........................................................................................................... 17
## Section 1: Login

1. Open a Web Browser*

2. Put the address [www.zapopen.com](http://www.zapopen.com) in the address bar

3. Enter your username and Password as provided by Cellgate

*Must use non-Firefox browser.
Section 2: Navigation Bar

A. Dashboard
   The Dashboard is used to activate a select notifications.

B. Users
   The Users tab is used to assign new access codes, web logins, And other gate access.

C. Logs (see Step 7)
   Logs are used for monitoring gate activity, and filtering when searching for specific gate triggers.

D. My Account
   Displays owner account information.

E. Billing
   Billing, and payment information is held here.

Section 3: Device Triggers

Gate Trigger
   Opens, or closes the gate depending on their position.

Camera Trigger
   Use to trigger images on the cameras If your system is equipped with a camera.

   Results of the trigger are provided in Device Status and in Activity Logs

Note: Notifications for these events will also be sent if set up. (See Section 4)
Section 4: Device Status

To the right of the device is the device status. For devices like gates, this will provide status on the open state of the gate.

For devices with a sensor associated with them; like a camera with a motion sensor; there is a slider to define automatic or manual operation:

**Automatic (default)**
Device will operate when the sensor associated with it is triggered for operation.

**Manual**
Device will operate only when a user manually triggers the device.
Section 5: Add Notification

1. Click on Notifications
2. Find the device to set the notification on
3. Click Add Button
4. Select Notification Type
5. Complete the contact information
6. Save the information

Each Device has its own notification types:

**Gates**
- **Gate Opened**
  Will inform the user when the gate is opened, and which user opened the gate.
- **Gate Closed**
  Will send notification when gate is closed.
- **Gate Prop Open**
  Will send a report when the gate is open for 3 minutes or more.

**Camera**
- **Picture Taken**
  Picture will be sent to assigned contacts

**Power**
- **Power Lost**
  Informs of AC power disconnect or low voltage
- **Power Restored**
  Informs when power restored to system.

**Scheduled Message Failure**
Will send message when any device scheduling fails.
### Section 6: Call Box Configuration

Configuring the numbers for the system to call can be done in two ways, from the Device List or through Notifications.

1. In **Contact How?** select Voice.
2. Enter the text for the Voice call Prompt.
3. Enter up to 6 numbers for the system to call.
4. Enter a unique code to push on handset keypad to allow entry.

### Section 7: Actions

**Edit**

Allows you to Edit the device name and description lines for the device. (Shown to the right)

1. Enter Device Name
2. Enter Descriptive Text
3. Click Save

**Logs (See Section 7)**

Opens the Logs window pre-filtered for the device.

**Schedule (See Section 8)**

Allows you set a schedule for the activation of the device.
Section 8: Logs

Logs can be opened in a number of ways

1. From the Navigation Bar, click Logs icon. This opens the Activity Log containing all Activities Logs for the system.

2. From the Area Bar, click the Log icon. The Logs page will open with the Install Location filter set to the Area and the Activity Logs only displaying events for the devices in the Area.

3. From the device action, click on the Logs icon. The Logs page will open filtered to the Area and Device.

Logs can be filtered by Area, Device / Port, Access Code, Date Range, Users, System Response and Response Types.

Logs can be exported to an Excel spreadsheet saved to the default download location for your browser.
Section 9: Schedule

Each device has the ability to be triggered on a set schedule. There are three types of schedules: Weekly Recurring, Set Dates, Blackouts.

**Weekly Recurring**
Schedules can be set to recur every week.

1. Select Type (Hold Open or Momentary Open)
2. Set Start Day and Time
3. Set End Day and Time
4. Save

**One-Time Event**
These are single events for the device as defined by the user.

1. Select Type (Hold open or Momentary Open)
2. Enter a Title
3. Set Start Date and Time
4. Set End Date and Time
5. Save

**Blackouts**
Blackout schedules pre-empt Weekly and Set Date schedules. An example would be Blackout of a hold open during a company holiday.

1. Select Blackout
2. Enter a Title
3. Set Start Date and Time
4. Set End Date and Time
5. Save
Section 10: Add User

From this page you can access and manage user accounts.

Add a New User
1. Click on Add Button
2. Enter User Name, the User e-mail address, and Timezone.
3. See Section 11 and 12 for defining User Access methods.
4. See Section 13 for what areas the user should be able to access.
5. See Section 14 for any restrictions on the user access.
**Section 11: Access Methods**

**Gate Code** – Assign a code up to 5 digits to the user for entry at a gate keypad.

You also have the option of saving the code to the local device.

**RFID / Card / Clicker** – For each you will assign:

- **Type of Device** – Select the proper type of device.
- **Code** – This is a unique identifier for the access device to allow for identification of the device for the user.
- **Wiegand Code** – This is the hexadecimal code transmitted from the device to identify and allow access.

You can save this information to the local device.

**Dial a Phone Number** – The system will dial the assigned phone number.

**Phone Number** – enter the number to dial when gate button is pushed.

**Access Code** – The code the person called will enter in the phone to activate the gate.

**Actuation Mode** – when hold open is selected, the user gets the option for momentary open or hold open when entering the access code.
Section 12: Web and Mobile Access Assignments

Provide user access to the web portal and mobile applications.

Mobile App Only – when selected “Yes” user can only access the system on the mobile app.

Web/Smartphone Login Expiration – “Yes” will display additional lines to assign a date and time for user access to expire for the web portal.

Email / Password – Enter the email address and password for the user. The email address is used as the username for the system.

Read Only – Can only look at displayed information when on “Yes”

User permissions for User Control, Device Control, Billing Controls can be assigned as Hidden, Read Only or Admin.

Can Actuate provides what type of gate opening the user can perform on a device.
Section 13: Access Areas

There are two ways to define what specific areas a user will have access to.

At the top of the page is a global. If “Yes” is selected, the user get access to all areas and the bottom part of the screen disappears.

The second way to assign area to a user is to assign based on a list of areas defined for the account. This listing is at the bottom of the page as shown.

Section 14: User Restrictions

The default settings of the system allows access 24/7.

By selecting “Specific” in any given area, you can assign a time and date range for access to the system or a set number of accesses as provided.
Section 15: Account Management

Add and Manage contact information for account.

1. Select the Add Button
2. In the Add Contact Window, fill out the form with the appropriate information for the contact
3. Save the information

This is the contact information for Cellgate to contact you to resolve any potential problems with the account.
## Section 16: Billing Info

Allows for editing of billing information and viewing of invoices.

### Edit Billing Method

1. Select the Edit Button to the right of Payment Information box.

2. Select Change Credit Card. Enter new card information in the window and save.

### View Invoice

1. In Invoices box, double click on invoice you would like to view.
Section 17: Advanced Operations

On the right side of the Dashboard window, there is a Basic / Advanced Mode slider. By sliding the selector to Advanced, there are more options for system configuration that can be utilized.

Install Area Detailed Information
In advanced mode, the Install Area bar, the system information; i.e. signal level, battery, device IDs; is provided in detail.

Dashboard Device Changes
By moving to advanced mode, the system will display all items assigned a port in a given install area.

Ignore Action
Some devices will have an Ignore icon in the Action area. This provides the user with a scheduler for the system to stop receiving output from the device.

Scheduling Templates
The addition of scheduling templates (located in Navigation Bar) provides a powerful way to define a number of schedules and then apply them to system devices on a global basis. (see Section 14)
Section 18: Scheduling Templates (Advanced)

A scheduling template is a way to create schedules and then apply those schedules to devices from a centralized location.

Setting schedules is similar to the process described in section 9

Activity Type:

Hold Open Device
Hold a device in an open state for the time period scheduled.

Momentary Open Device
This will trigger the device momentarily.

Ignore Sensor
The schedule for ignoring the output from a sensor.

Add Schedule
By clicking the Add button the system will prompt for a unique name of the schedule. Saving will create another entry under the appropriate type.

Edit Schedule
See section 9

Apply to Device
Clicking the appropriate button, displays a dialog box of valid devices capable of operating the assigned schedule. Clicking the appropriate devices and applying will assign the schedule to those devices.