Gate Sentry

Web Portal User Guide

Gate Sentry's web portal (portal.GateSentry.com) is easy to use and laid out for a quick review of your information.

Williams, John
1254 Hollywood Blvd

HELP LOGOUT

HOSTS

New	Delete	Save	Cancel		Get Mobile Notifications
First Name		Last Name	Email		Notify
Tess		Salin	tsalinaro@gatesentry.com		Yes

AUTHORIZED GUESTS

New	Delete	Save	Cancel		Add Event
First Name	Last Name	Status	Start Date	End Date	
Mike	Johnson	Permanent			
Allie	Mcneil	Permanent			
Ben	Stevens	Permanent			
Hailey	Williamson	Permanent			

HISTORY

Visitor	Date & Time
Stevens, Ben	02-24-2023 @ 10:50 AM
Michael, Luke	02-22-2023 @ 01:55 PM
Grocery Delivery	02-22-2023 @ 01:55 PM
Amazon	02-22-2023 @ 01:54 PM
Johnson, Mike	02-22-2023 @ 01:54 PM
Michael, Luke	02-22-2023 @ 01:54 PM
Williamson, Hailey	02-22-2023 @ 01:53 PM
Grocery Delivery	02-22-2023 @ 01:55 PM
Amazon	02-22-2023 @ 01:54 PM
Johnson, Mike	02-22-2023 @ 01:54 PM
Michael, Luke	02-22-2023 @ 01:54 PM
Williamson, Hailey	02-22-2023 @ 01:53 PM
Grocery Delivery	02-22-2023 @ 01:55 PM
Grocery Delivery	02-22-2023 @ 01:55 PM
Amazon	02-22-2023 @ 01:54 PM
Johnson, Mike	02-22-2023 @ 01:54 PM
Michael, Luke	02-22-2023 @ 01:54 PM
Williamson, Hailey	02-22-2023 @ 01:53 PM
Michael, Luke	02-22-2023 @ 01:53 PM

AUTHORIZED CONTACTS (CAN APPROVE VISITORS)

Delete	Save	Cancel		
Authorizer		Name	Phone	
Main		Home	214-394-4858	
1st Authorizer				
2nd Authorizer				
3rd Authorizer				
4th Authorizer				

AUTHORIZED VENDORS

New	Delete	Save	Cancel		
Company Names		Status	Start Date	End Date	
Amazon		Permanent			
Design Build Frame		Permanent			
Design Build Frame		Permanent			
Fedex		Permanent			
Grocery Delivery		Permanent			
Lawn Masters Pool Service		Permanent			
Lawn & Garden		Permanent			
Ups		Permanent			

SECRET CODE

(?) 3545

Host

Hosts are users that receive visitors.

Add email address and select "Notify" to receive visitor arrival notifications

For mobile notifications, download the Gate Sentry mobile app

HOSTS

New   Delete   Save   Cancel   **Get Mobile Notifications**

First Name	Last Name	Email	Notify
John	Williams	jwilliams@samplelogin.com	Yes
Maria	Johnson	amald@samplelogin.com	No

How to Edit Information

First Name	Last Name	Email	Notify
John	Williams	jwilliams@samplelogin.com	☑

To update any field, double-click in that field, make the change, then click "Save"

Authorized Contacts

Add a name and number for anyone who is authorized to approve visitors.

Please list authorized contacts in priority order

CONTACT #'S

Delete   Save   Cancel

Authorizer	Name	Phone
Main	Home	
1st Authorizer	ABC Mgmt	210-555-1679
2nd Authorizer	George	987-654-7654
3rd Authorizer	Home	214-555-1213
4th Authorizer	Rick	210-555-1212

Secret Code

SECRET CODE

⑦ 3246

Secret codes are not used by all properties but can be used to verify your identity when calling the gate. To change it, just double click and choose a 4-number code.

Authorized Guests

Adding Guests

- **Permanent**— on list until you remove them

- **Temporary**— on list for dates specified, removed automatically

- **Banned**— restricted from entering

AUTHORIZED GUESTS				
New Delete Save Cancel				Add Event
First Name	Last Name	Status	Start Date	End Date
Elizabetta (BANNED	Alexandria	Banned		
Nick	Lucas	Permanent		
Jeff	Stevens	Permanent		
Brad	Michaels	Permanent		
Mike	Williams	Temporary	02/03/2023	02/18/2023

History

HISTORY	
Visitor ⇕	Date & Time ⇕
Gate Sentry	02-07-2023 @ 01:37 PM
Boardwalk Porsche/audi	02-07-2023 @ 10:53 AM
Gate Sentry	02-07-2023 @ 10:50 AM
Complete Landsculpture	02-07-2023 @ 10:45 AM
Gate Sentry	02-07-2023 @ 10:44 AM
Gate Sentry	02-03-2023 @ 03:28 PM
Rendon, Mike	01-30-2023 @ 03:49 PM
Boardwalk Porsche/audi	01-30-2023 @ 03:45 PM
Gate Sentry	01-30-2023 @ 03:44 PM

Each resident has access to their visitor and vendor history list.

The list is updated in real-time.

Authorized Vendors

(**cleaners, landscapers, etc.**)

Type a few letters and wait for matching results to appear

Please choose from the autofill list unless your vendor is not listed

Only list the company name

AUTHORIZED VENDORS			
New Delete Save Cancel			
Company Names	Status	Start Date	End Date
ABC Carpet Cleaning	Temporary	02/09/2023	02/24/2023
ABC Carpet Cleaning	Temporary	02/14/2023	02/24/2023
Boardwalk Porsche/audi	Permanent		
Complete Landsculpture	Permanent		
Gate Sentry	Permanent		
Patriot Monitoring	Permanent		
Terminix	Permanent		