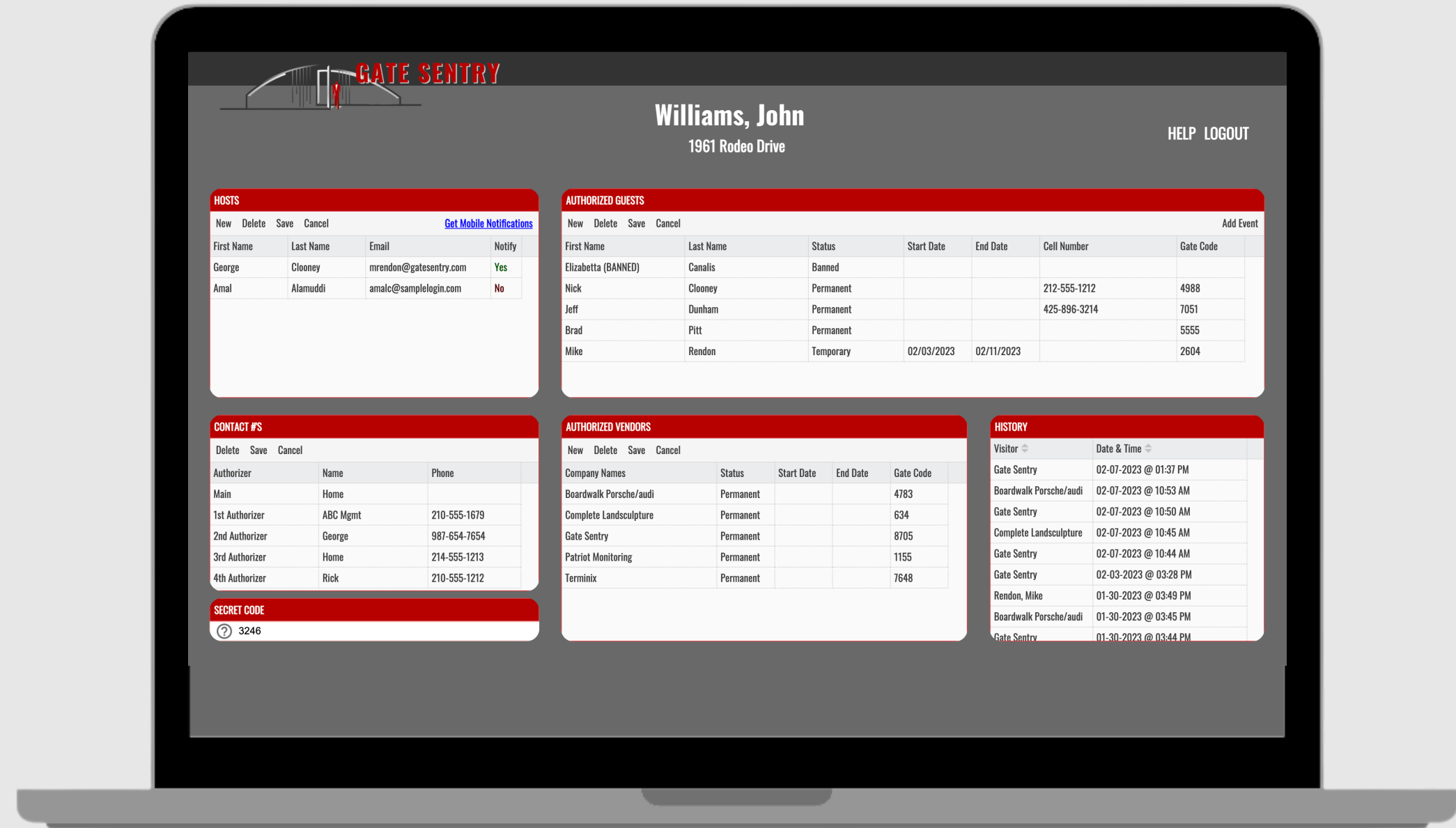# Sentry Solo

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.

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	jwilliam@samplelogin.com	Yes
Maria	Johnson	amai@samplelogin.com	No

How to Edit Information

First Name	Last Name	Email	Notify
John	Williams	jwilliam@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	Cell Number	Gate Code
Elizabetta (BANNED)	Alexandria	Banned				
Nick	Lucas	Permanent			212-555-1212	4988
Jeff	Stevens	Permanent			425-896-3214	7051
Brad	Michaels	Permanent				5555
Mike	Williams	Temporary	02/03/2023	02/11/2023		2604

Enter the visitor's cell number so they will receive their gate code
Guest's gate codes are unique to track them individually

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	Gate Code
Boardwalk Porsche/audi	Permanent			4783
Complete Landsculpture	Permanent			634
Gate Sentry	Permanent			8705
Patriot Monitoring	Permanent			1155
Terminix	Permanent			7648

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.