GATEHOUSE APP INSTRUCTIONS FOR RESIDENTS OF RIVERWOOD.

THE APP IS AVAILABLE FOR DOWNLOAD THROUGH THE PLAY STORE AND APP STORE

CLIENT CODE IS **137137**

USERNAME IS **FIRST LETTER OF FIRST NAME AND ENTIRE LAST NAME (ALL LOWERCASE)**

PASSWORD IS **riverwood2019**

Old password is also **riverwood2019**

This will now allow you to put in a password of your choice (no special characters needed.)

You will now re-confirm your new password. This will now put you in the app.

When you get into the app, click the <u>top left menu lines</u>, and click the <u>logout button</u>

You will now be back to your app login screen, re-enter the client code, username, and the new password that you created. <u>Before</u> you hit the login button, you will <u>click the remember me button</u>

This will now keep you logged into the app, you will never have to logout, just close the screen after you enter your Guest or Vendors.

To add Guests and Vendors:

Under the <u>Last name line</u>, type the full name of your Guest, or Vendor coming in on this line

EXAMPLE (last name= Tom Smith or if a vendor Baers Furniture)

If the guest or vendor is coming in just for that day you are adding them, all you have to do now is just click the save button. They will now be in the system for that day only.

If your Guest or Vendor are here for more than one day, after putting their full name under the last name spot, go to where you see the dates. To the far right of the dates, you will see a black arrow pull down screen. This will let you choose 1, 3, or 7 days, 30 & 60 days. The very bottom, under the 60 days will say custom.

The custom button lets you choose the start date, and ending date, the dates once you hit custom you will change by rolling the numbers up or down. Click save when completed, and you are all done

You have added your guests, and there is no waiting at the gate for them. Thank you!

Ronald Lesinski RCDD Supervisor of Access Control 941-764-6822 if you have any problems with this