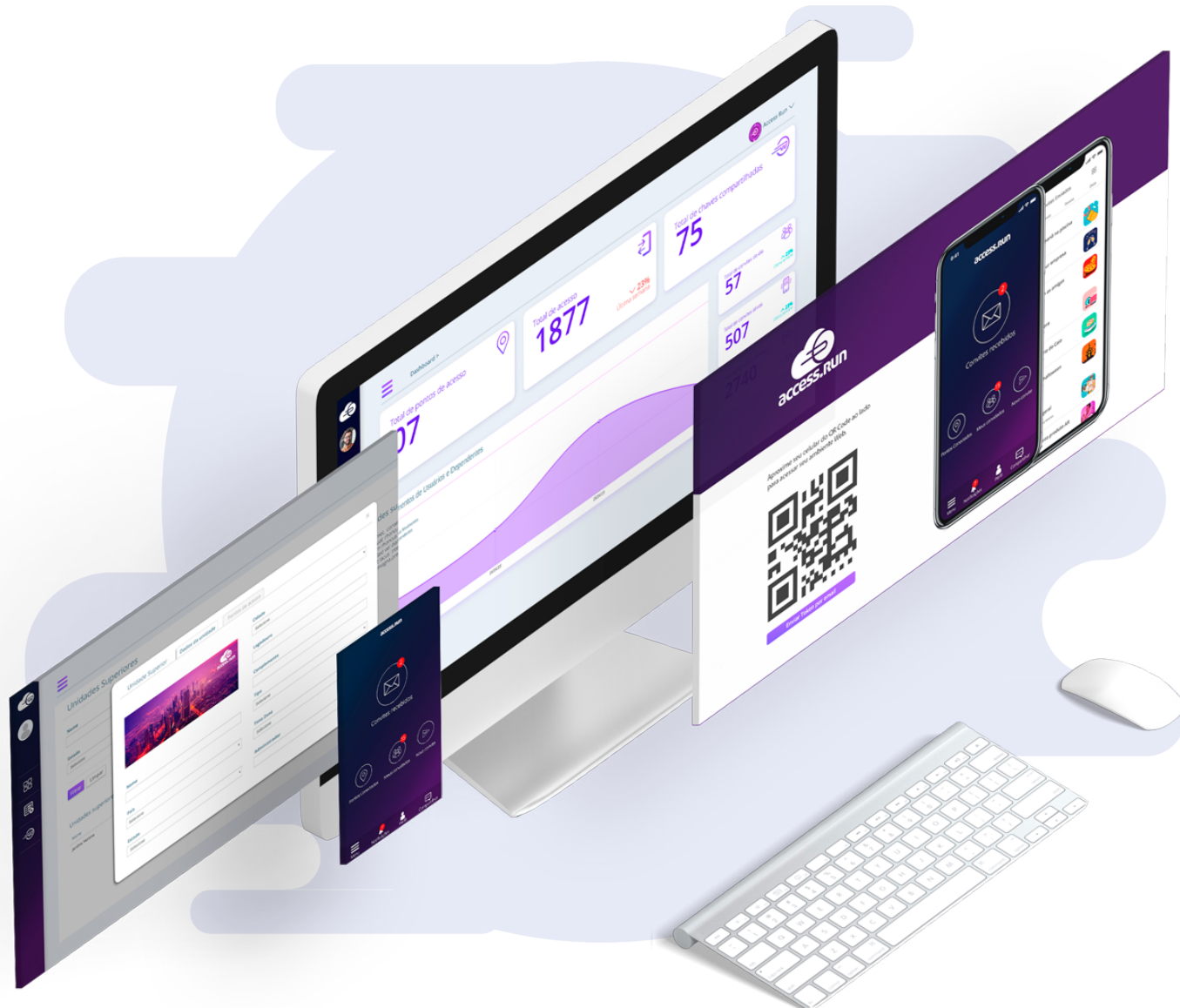


Manual Portal **Admin**



INTRODUCTION

Welcome to the Access.Run Portal Admin Handbook!

This is your main tool for secure and effective access control!

Extremely important and confidential information and data will be in your hands, so the proper handling of the platform is so important.

In this manual, you will learn how to register users, units, permissions, as well as how to set up and customize your condo/business communications.

Let's start by knowing the terms we use to explain the platform step by step, then exploring each of the portal menus. Let's go?

Enjoy your reading!

DICTIONARY

DASHBOARD: Visual panel that presents, in a centralized way, a set of information that may be useful for future access management steps, such as number of accesses, number of invitations sent, movements made, among others.

DETECTED MOVEMENT: Movement is the act of a person bringing their device closer to the ATS and accessing the location, so Detected Movement means that the platform has detected that the person has done this action.

LAST MOVEMENTS: Last person to access the unit.

ATS: Active Terminal Sensor. Equipment that has a card that recognizes and authorizes access. It can be installed on doors, gates, turnstiles and barriers, has low power consumption and internet connection.

DAY VISITS: People who accessed the unit on that particular day through invitations.

SUPERIOR UNITS or SUPER UNITS: Macro unit, that is, the set of buildings, towers, condominiums, departments or any set of units managed by the platform, in which all other elements of the environment will be present.

UNITS: This is the identification of a location, such as Tower 01, Department X or even the main entrance.

SHARED INVITATION: Sporadic access shared with one person, can be an invitation or multiple.

Ex Example: For a meeting with suppliers, you can share an invitation only for that day, time, and place. Once the date and time have passed, the invitation is expired.

SHARED ACCESS: Access always linked to the unit.

Ex Example: When employees go to access the company's building they may have shared access because they will enter that place every day. These employees may only be authorized for some predetermined hours or free time, it will depend on the access parameters.

CATEGORY: Classification into groups of people who will access the unit.

Ex Examples: visitor, employee, contractor, supplier.

ACCESS POINT: These are the ATS installation locations.

Ex Example: Social Ordinance, Service Ordinance, Room Doors, among others.

ACCESS PARAMETER: Rules or access permissions of a category.

Ex Example: If a service provider can enter the site only during business hours, this option must be set in the access parameters of the service provider category.

PARTNERS: Individuals or companies that have/will have some relationship with the Super Unit, will use the Access.Run application, approach card or bank bracelet.

ACCESS CARDS: Access device. In addition to the smartphone, the platform also recognizes NFC (Near Field Communication) card access.

RESERVABLE UNITS: Locations that can be booked within the units. Example: Party room, sports courts.

COMMUNICATIONS: Messages sent by email or Push (notification on mobile) to one, some or all users of the Access.Run application.

BANNERS: Photo featuring the unit used to customize invitations.

USERS: People who will use the Admin portal. They may or may not have limited access, depending on the settings made in the Access Profiles submenu.

ACCESS PROFILES: User access permissions.

Ex

Example: If a person is responsible for reserving the party room for condominium residents, has not need to have access to confidential data such as the residents' phone, so the access profile will determine what their may or may not have access to within the Admin portal.

MANUAL ACCESS: Functionality that allows the registration of movement through the portal manually, ie non-automatic access.

!

Tip: This dictionary was made for its constant query! Whenever you have questions while reading this manual, return to the dictionary for clarification.

RETURNABLE CARD: Returnable access device. Upon access, the person must return the card at the reception.

PRE-RELEASE: Advance notice of an authorizer for the release of a visit that will still occur.

Ex

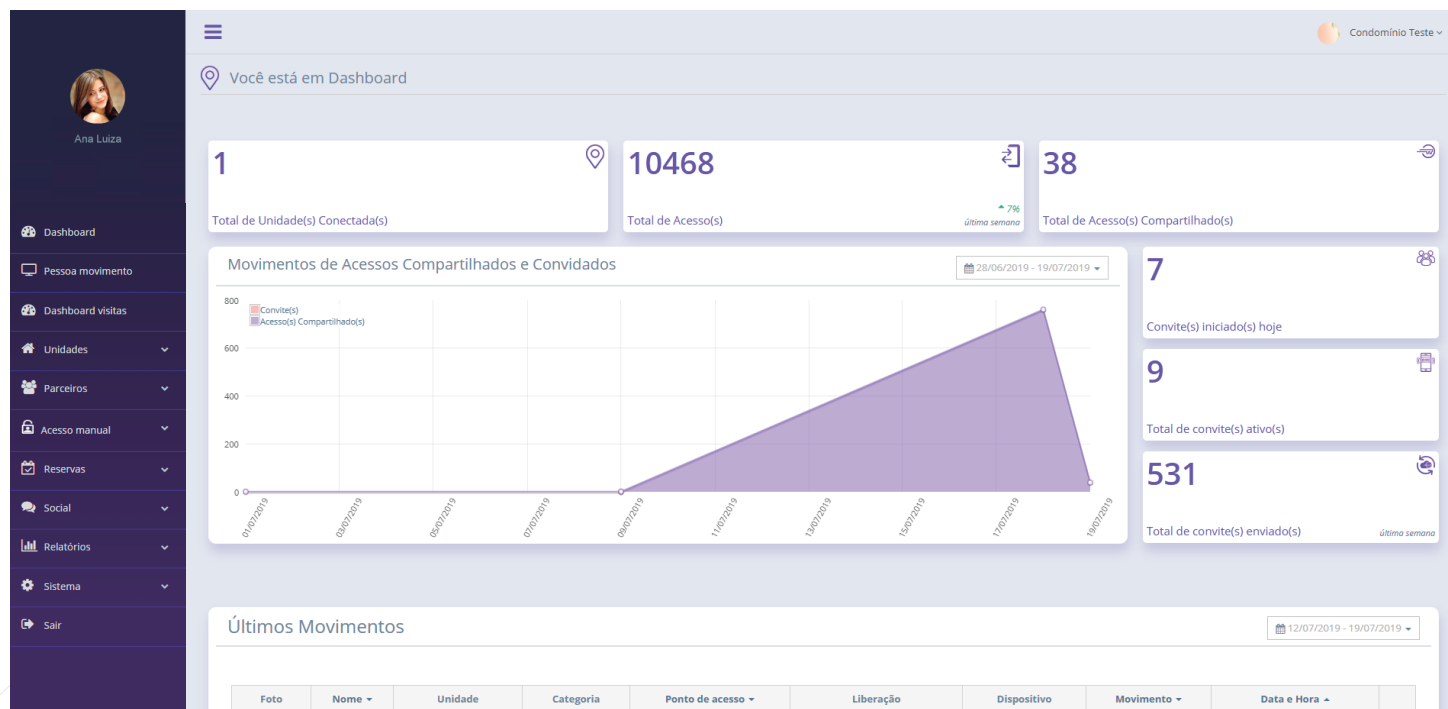
Ejemplo: Una persona recibirá a un técnico que reparará un electrodoméstico. Para que pueda acceder a la unidad, la persona debe notificar a la recepción que recibirá esta visita. Cuando este aviso previo se registra en la plataforma es llamado de preliberación.

RELEASE WITHOUT INVITATION BY THE APPLICATION OR SHARED ACCESS: Free access for unexpected or infrequent visits.

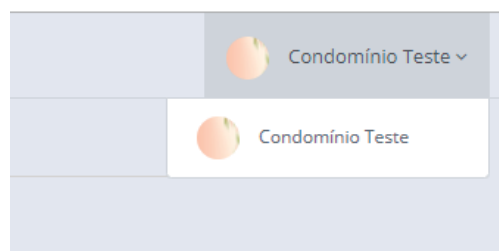
AUTHORIZER: Person who authorizes the access of another.

AUTHORIZED: Person authorized to access.

LET'S UNDERSTAND THE SYSTEM?

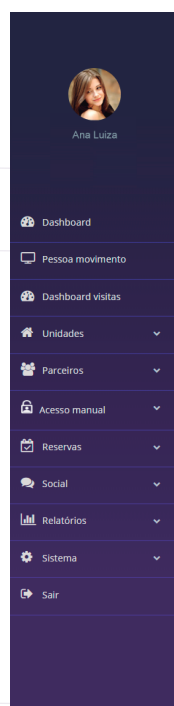


After logging in, this will be the first screen to be viewed.



In the upper right corner, you must select the unit to be configured.

Just click on the name of the unit located in the upper right corner of the screen.



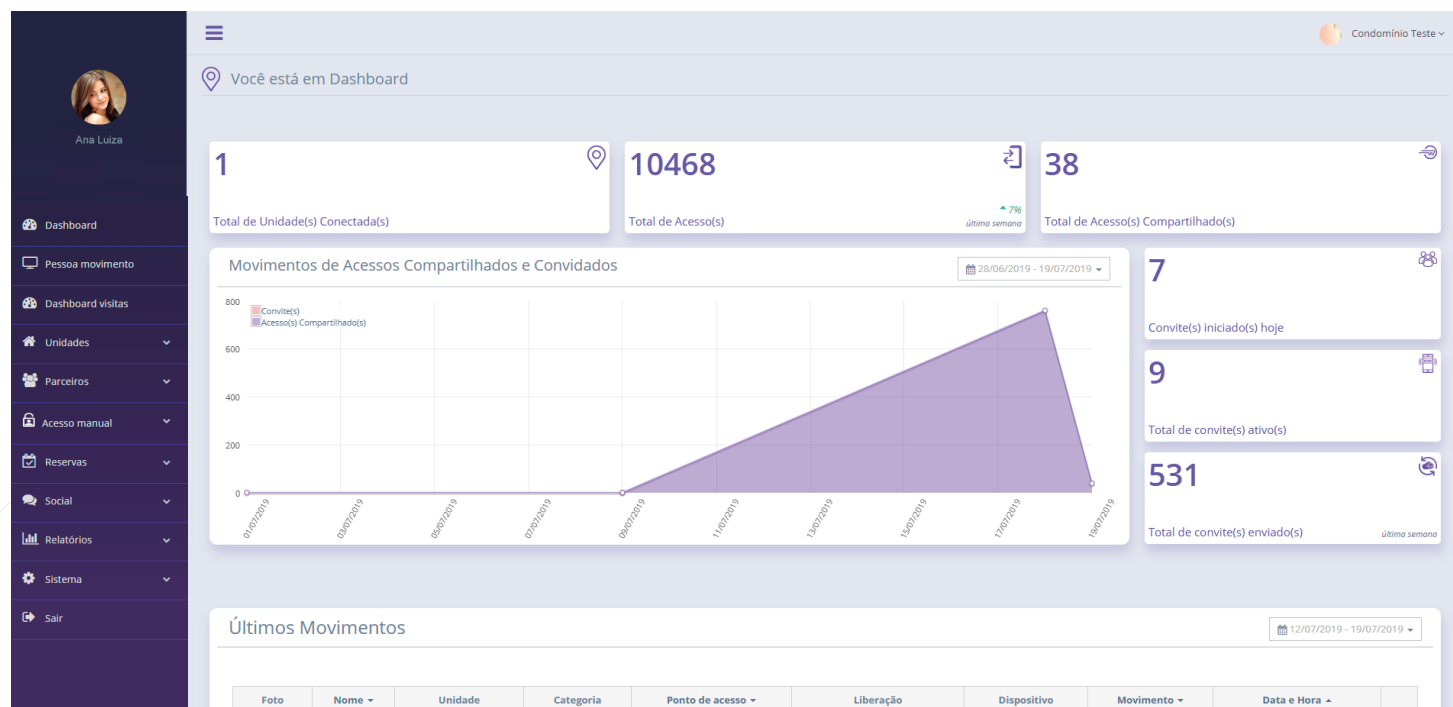
After selecting the units, it is time to configure the functionalities located on the menu on the left side of the home screen.

In this manual, you will learn the functions and ways of configuring each of them.

1- DASHBOARD

The first menu is the Dashboard. Here it is possible to have an overview of accesses in the Access.Run platform, such as the total number of accesses, total registered units, total shared accesses, total invitations sent.

In addition, it is possible to check the last movements made, with the name of the person, unit, category, access point, release, device, movement, date and time.

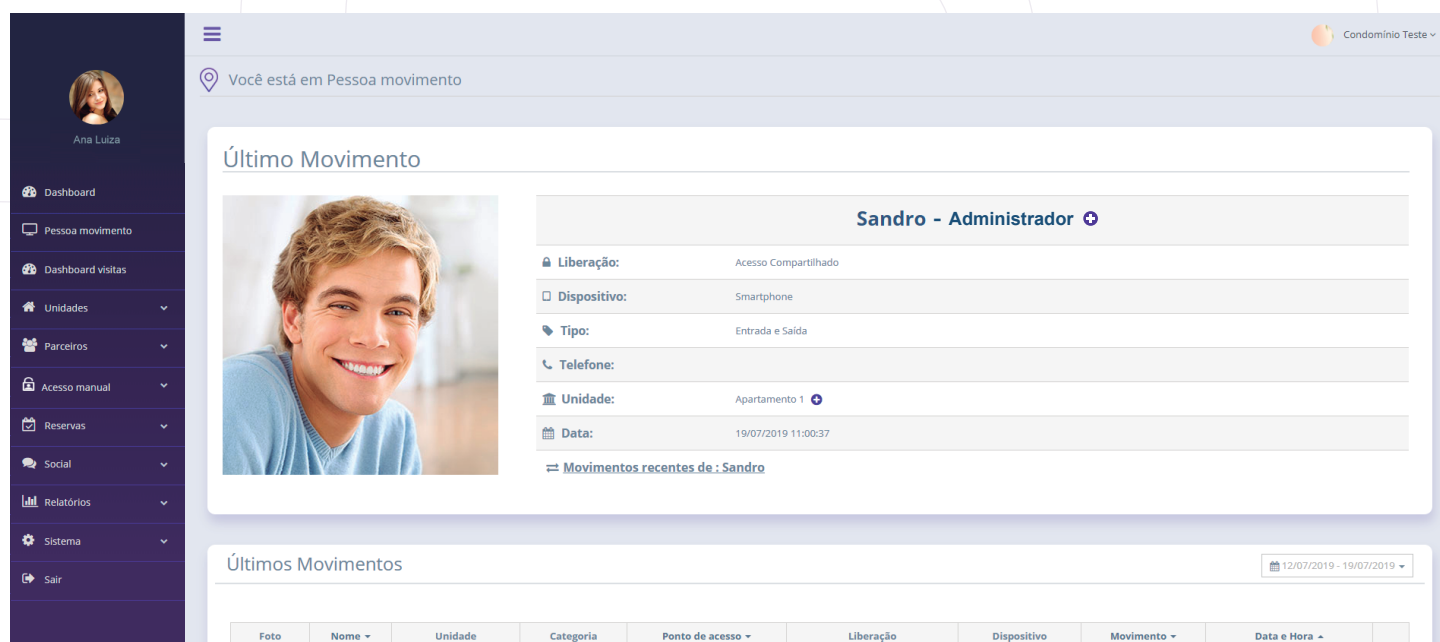


2- PERSON MOVEMENT

The second menu is the Person Movement. It is a unique dashboard for the last movement detected, in this case, all information of the last person who passed the access point: photo, name, release type, device, unit, date and time.

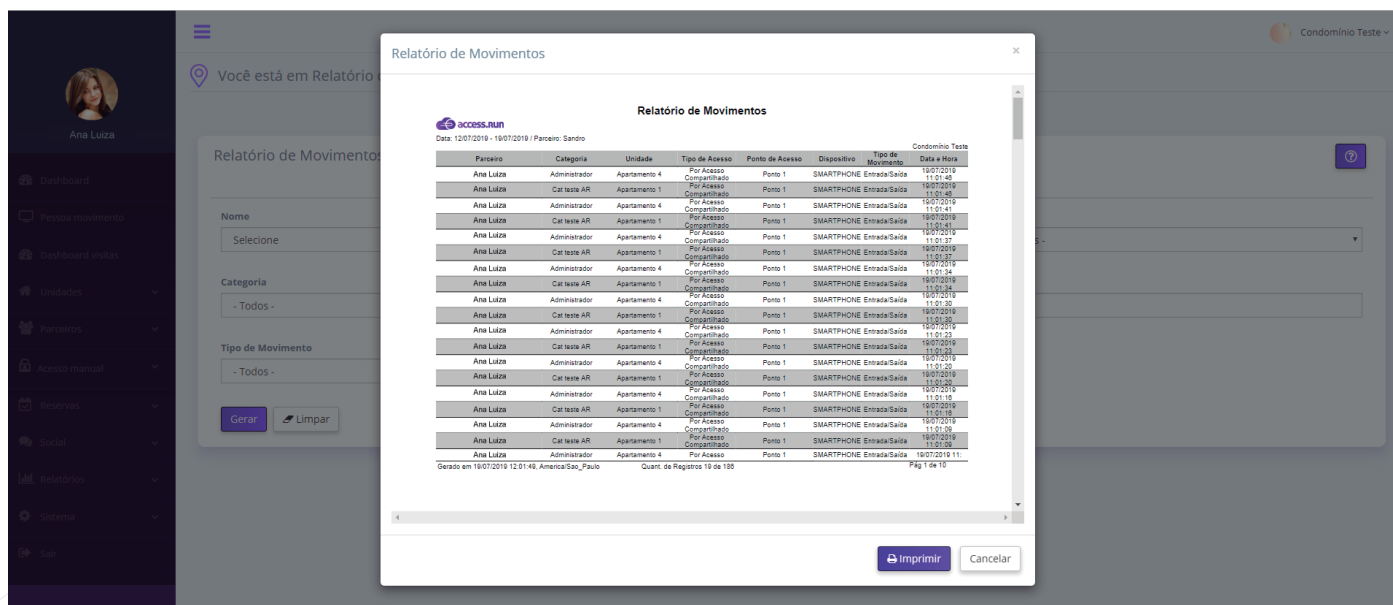
Note 1: The name of the person who made the last movement will be shown together with their category. Example: Sandro - Administrator.

Note 2: If a plus sign (+) appears in front of the category and/or unit, that person belongs to more than one category and/or is registered in more than one unit, respectively.



To also see a list of recent movements by that same person, just click the Recent movement's link of: person name.

The next screen will show that person's movement report page.



This will generate the report of the movements of the last 7 days of that partner.

Returning to the Person Movement page, just below the information of the person who made the last access, you can see the **Last Movements** field.

In it are listed all the last movements made on the unit according to the date selected in the upper right corner.

Últimos Movimentos

19/07/2019 - 26/07/2019

Foto	Nome	Unidade	Categoria	Ponto de acesso	Liberação	Dispositivo	Movimento	Data e Hora
	Ana Luiza	Access Run Administração	Gerente	Portaria	Acesso Compartilhado	SMARTPHONE	Entrada	26/07/2019 09:48:36
	Ana Luiza	Access Run Administração	Gerente	Portaria	Acesso Compartilhado	SMARTPHONE	Entrada	26/07/2019 09:37:43
	Ana Luiza	Access Run Administração	Gerente	Portaria	Acesso Compartilhado	SMARTPHONE	Entrada	26/07/2019 09:37:37
	Pedro Henrique	Access Run Administração	Colaborador Interno	Portaria	Acesso Compartilhado	ECARD	Entrada	26/07/2019 09:31:12

3- DASHBOARD VISITS

To complete the platform dashboards, we have the Dashboard Visits.

This is an overview of visits, which can be divided into two parts: visits of the day, and visits in the period stipulated in the upper right button.

Therefore, the first column on the left corresponds to the visits of the day. Here you can see the number of invitations used and invitations expected for that particular day.

The General Invitation(s) and Invitation(s) boxes correspond to the date that was selected in the upper right field. In them, you can see the number of invitations that were already used in that period and also the number of invitations that are active, expired and used.

At the bottom of the screen will be the active invitations on the platform as well as the number of invitations per user category. It is important to pay attention to the date and time filter that is in the upper right corner, active invitations will appear on the date indicated in that filter.

Condomínio Teste

Você está em Dashboard visitas

Convide(s) para o Dia 01/07/2019 - 19/07/2019

Usados

0

Esperados

8

Convide(s) Gerais

Convide(s)

Top Categoria(s)

Visitantes

143

Colaborador Terceirizado

73

Colaborador Interno

72

Convide(s) Ativo(s)

ID	Anfitrião	Categoria	Unidade	Convidado	Data / Hora Inicial	Data / Hora Final
5591	Nome	Visitantes	Casa Da Sarah	Nome	18/07/2019 15:42:00	20/07/2019 19:00:00
5592	Nome	Visitantes	Casa Da Sarah	Nome	18/07/2019 15:42:00	20/07/2019 19:00:00
5614	Nome	Colaborador Terceirizado	Apartamento 4	Nome	19/07/2019 00:11:00	19/07/2019 23:59:00
5619	Nome	Visitantes	Apartamento 1	Nome	19/07/2019 08:57:00	19/07/2019 23:59:00
5620	Nome	Visitantes	Apartamento 1	Nome	19/07/2019 08:57:00	19/07/2019 23:59:00
5621	Nome	Visitantes	Apartamento 1	Nome	19/07/2019 08:57:00	19/07/2019 23:59:00

4- UNITS

4.1 UNITS

Condomínio

Você está em Unidades

Unidades

+ Adicionar ?

Buscar por: Nome Proprietário Tipo

Filtrar Limpar

ID	Nome	Proprietário	Comum/alugada	Tipo	Endereço	Ações
17	Apartamento 1	Maria Eduarda	Ambas	Empresa		
18	Apartamento 2	Maria Eduarda	Comum	Casa		
19	Apartamento 3	Maria Eduarda	Comum	Casa		
20	Apartamento 4	Maria Eduarda	Comum	Casa		
21	Apartamento 5	Maria Eduarda	Comum	Casa		
22	Apartamento 6	Maria Eduarda	Ambas	Casa		
33164	Casa	Maria Eduarda	Comum	Casa	Quadra: 10, lote: 10	
7972	Casa	Maria Eduarda	Alugada	Casa		
8977	Casa	Maria Eduarda		Casa	Quadra: Quadra, lote: 22	
8978	Casa	Maria Eduarda		Casa	Quadra: Quadra, lote: Lote	

1 - 10 de 29 registros

In **Units**, you can register the physical locations that will have controlled access, such as apartments, rooms, garage, party rooms, parking lots, among others.

In this menu, you can search the registered units by filling in the upper fields and viewing them at the bottom.

+ Adicionar



ATTENTION: For any questions about the tabs of all menus, click the question mark in the upper right corner to view the settings.

To register a new unit click on **Add**;

Unidade

Dados da Unidade *

Emergência

Locatário

Acessos Compartilhados

Comunicações

Garagens

Veículos

Localização *

Selecione

Tipo *

Casa

Nome *

Quadra

Lote

Logradouro

Número

Proprietário (Parceiro) *

Selecione

☐ Comum☐ Alugada☐ Localização

Descrição

Salvar

Salvar e adicionar novo

Cancelar

Salvar

Salvar e adicionar novo

Cancelar

ATTENTION: The Save and Add New button allows you to register multiple units faster, requiring no complete registration to add a new unit.

Then enter:

- a. Location:** just select one that has been previously registered;
- b. Type:** select if it is a house, apartment, condominium, and room.

Ob Note: when selecting the Type, the address fields will change according to the unit type.

- c. Name, block, lot and street:** specify the location of that unit;
- d. Owner name;**
- e. Mark some of the options: Common, Rented, Location:**
 - I.** Mark Common means that this is a shared unit, common access to everyone in the unit;
 - II.** Mark Rented means that this unit will have a renter, who will be properly identified in a next step;
 - III.** Mark Location means turning that unit into a location, that is, within it there will be other units and different access points, so be very careful with this step!
- f. To finish, click Save or Save and Add New.**

Você está em Unidades

Unidade

Dados da Unidade | **Emergência** | Locatário | Acessos Compartilhados | Comunicações | Garagens | Veículos

Nome * Código do País Telefone * Grau de Afinidade *

Adicionar

Emergências

ID	Nome	Telefone	Grau de Afinidade	Ação
2	joão	+5562993715458	Mãe	

1 - 1 de 1 registro

Cancelar

In the next tab, **Emergency**:

- In this tab you must inform the contact of someone in case of emergency, with the telephone and the degree of relationship that their has with the owner of the unit;
- Click **Add** to finish.

At the bottom view the already saved emergency contacts and delete if necessary by clicking on the trash can icon.

In the **Tenant** tab:

Você está em Unidades

Unidade

Dados da Unidade | Emergência | **Locatário** | Acessos Compartilhados | Comunicações | Garagens | Veículos

Parceiro * Data Inicial Data Final

Adicionar

Observação

Locatários

ID	Parceiro	Data Inicial	Data Final	Estado	Ação
Nenhum registro encontrado.					

Cancelar

- In **Tenant**, if the unit is rented, choose the partner and set the initial rental date;
- Click **Add** to finish.

In the **Shared Access** tab:

Acessos Compartilhados

Parceiro: Seleccione | Unidade: Seleccione | Categoria: Seleccione | Tipo de Lista: Acessos Compartilhados

Acessos Compartilhados

ID	Parceiro	Telefone	Unidade	Categoria	Documentos	Ação
11673	Ana Luiza	+5500000000000	Condomínio Teste Administração	Fornecedor	CPF: 0520000000-00	
11566	Ana Luiza	+5500000000000	Apartamento 3	Prestador de Serviço	CPF: 0520000000-00	
86	Ana Luiza	+5500000000000	Apartamento 4	Proprietário	CPF: 0520000000-00	
61	Ana Luiza	+5500000000000	Condomínio Teste Administração	Teste	CPF: 0520000000-00	
42222	Ana Luiza	+5500000000000	Apartamento 4	Administrador		
82	Ana Luiza	+5500000000000	Condomínio Teste	Administrador	CPF: 0520000000-00	
65	Ana Luiza	+5500000000000	Condomínio Teste Administração	Administrador	CPF: 0520000000-00	
88	Ana Luiza	+5500000000000	Apartamento 1	Administrador	CPF: 0520000000-00	
11558	Ana Luiza	+5500000000000	Condomínio Teste Administração	Colaborador Interno		
15358	Ana Luiza	+5500000000000	Apartamento 2	Cat teste AR		

- In Shared Access, you can view the people linked to the unit, link new partners, or delete access sharing;
- To share new access, simply select the category and the previously registered partner. Click Add to finish.
- At the bottom of the screen, select the options to filter the view:
 - ▶ Shared Access: view all accesses already shared with partners;
 - ▶ Suggested Access: view all partners who already have the app and could also have shared access.

Unidade

Dados da Unidade | Emergência | Locatário | Acessos Compartilhados | **Comunicações** | Garagens | Veículos

Tipo: Seleccione | Data de Publicação: [x] [📅]

Comunicações

ID	Tipo	Unidade	Data de Publicação	Ação
114	Notificação	Apartamento 1	29/03/2019	

1 - 1 de 1 registro

Cancelar

In the **Communications** tab:

- In the **Communications** tab, all the communications already sent are collected, which can be filtered by communication type and date;

In the **Garages** tab:

Você está em Unidades

Unidade

Dados da Unidade Emergência Locatário Acessos Compartilhados Comunicações **Garagens** Veículos

Descrição *

Adicionar

Garagens

ID	Descrição	Ação
Nenhum registro encontrado.		

Cancelar

- In **Garages**, you can register and view the garages that belong to that unit.
- Just describe and to save click on **Add**.

In the **Vehicles** tab:

- You can register and view the vehicles that belong to that unit.
- To register, enter the make, model, license plate and vehicle color and click Add.

4.2 Category

Categories must be created for groups of people who will have access to the unit, and they can be created and viewed in this submenu, the **Category**.

ID	Nome	Unidade	Administra a Unidade?	Permissões	Ações
111	Administrador	Condomínio Teste	Sim	Exige Permissão para Visitas, Utilizada em Acessos, Utilizada em Convites, Envia Convites, Compartilha Acessos	
6560	asdf	Apartamento 1	Não	Envia Convites	
6347	Cat teste AR	Condomínio Teste	Sim	Utilizada em Acessos, Envia Convites, Compartilha Acessos	
6573	Categoria Casa Teste 1	Casa Teste 1	Não	Utilizada em Acessos, Recebe Notificações, Envia Convites	
20	Colaborador Interno	Condomínio Teste	Sim	Utilizada em Acessos, Utilizada em Convites, Envia Convites, Compartilha Acessos	
41	Colaborador Terceirizado	Condomínio Teste	Não	Utilizada em Acessos, Utilizada em Convites	
48	Delivery	Condomínio Teste	Não	Utilizada em Acessos, Utilizada em Convites	
6413	Dependente	Condomínio Teste	Não	Utilizada em Acessos, Envia Convites, Envia Notificações	
55	Diarista	Condomínio Teste	Não	Utilizada em Acessos, Utilizada em Convites	
27	Doméstica	Condomínio Teste Administração	Não	Utilizada em Acessos, Utilizada em Convites, Envia Convites	

On the home screen of this menu, view the created categories, the unit they belong to, whether they administer the unit or not, and what category permissions they have.

TIP: It is very important that these categories are simple and clear, that have specific and different names from each other to avoid confusion between categories, or even categories that have the same meaning.

Examples of categories: visitors, Service Provider, Internal Employee, Uber/Taxi, Supplier.

- To add a new category, click **Add**. On the next screen, fill in:

The screenshot shows the 'Adicionar Nova Categoria' form. It has a sidebar on the left with a user profile (Ana Luiza) and a menu. The main form area contains the following sections:

- Nome ***: A text input field.
- Unidade ***: A dropdown menu with 'Selecione' as the placeholder.
- Parâmetros de Acesso ***: A dropdown menu with 'Selecione' as the placeholder.
- Pontos de Acesso**: A dropdown menu with 'Selecione' as the placeholder.
- Permissões ***: A section with five questions, each with a radio button for 'NÃO' (No) or 'SIM' (Yes):
 - Esta categoria estará disponível para ser usada no compartilhamento de acessos? (Radio button for 'NÃO' is selected)
 - Esta categoria estará disponível para ser usada em um convite? (Radio button for 'NÃO' is selected)
 - Pessoas nesta categoria poderão enviar convites? (Radio button for 'NÃO' is selected)
 - Pessoas nesta categoria poderão compartilhar acesso (vincular de forma definitiva uma pessoa a uma unidade)? (Radio button for 'NÃO' is selected)
 - Esta categoria enviará notificações para um responsável toda vez que ocorrer um acesso? (Radio button for 'NÃO' is selected)

- Name of the category you want to create and select the unit it should be linked to.
- Select the access parameter (which has already been created previously) and also the access points that this category can access.
- Choose the permissions that category will have access to. To do so, just answer the questions by dragging the cursor to YES or NO.

Esta categoria estará disponível para ser usada no compartilhamento de acessos?

☐ NÃO

Esta categoria estará disponível para ser usada no compartilhamento de acessos?

☒ SIM

Ex

Example: Just select YES or NO for each of the permissions and click Save to finish. If you want to add a new category then click Save and Add New.

!

TIP: It is important to remember that in the case of invitations, the host will always receive a notification of guest access!

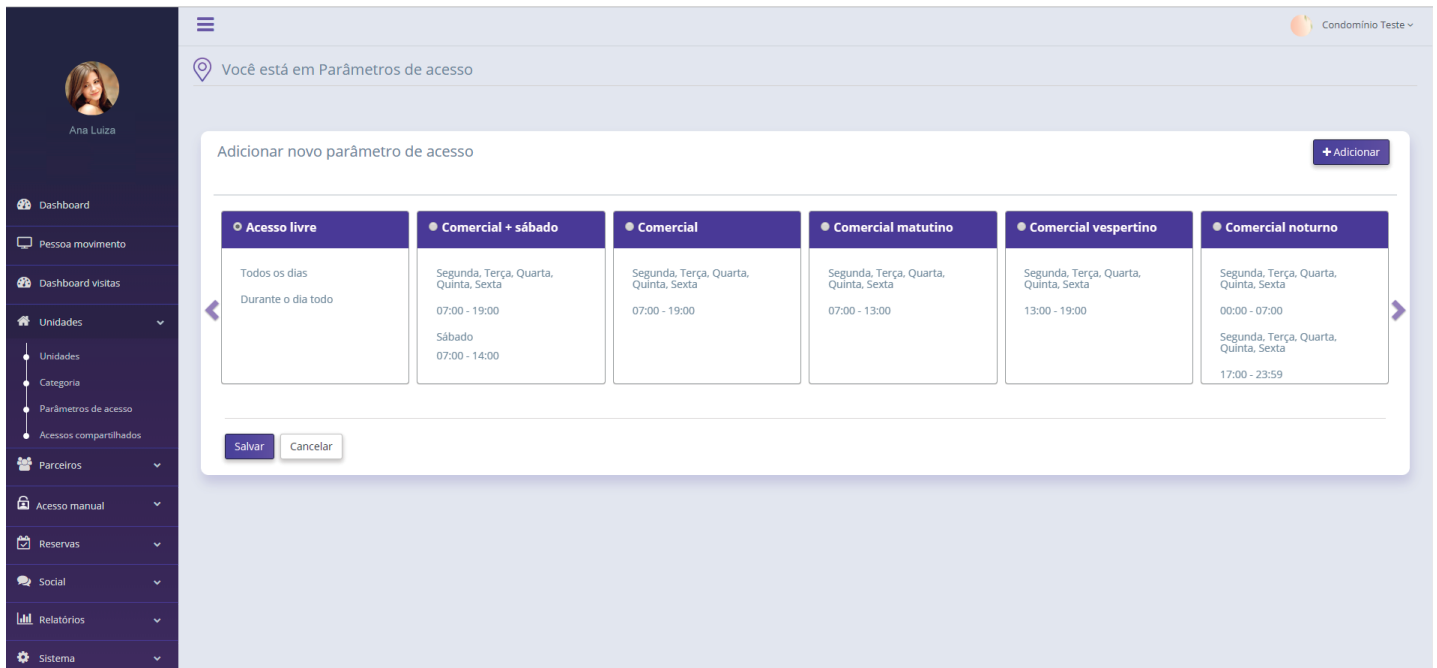
4.3 Access Parameter

The screenshot displays the 'Parâmetros de acesso' (Access Parameters) page. The sidebar on the left includes links to Dashboard, Pessoa movimento, Dashboard visitas, Unidades, Parceiros, Acesso manual, Reservas, Social, Relatórios, Sistema, and Sair. The main content area features a search bar with filters for 'Nome', 'Unidade', 'Tipo', 'Data inicial', and 'Data final'. Below the filters is a table listing access parameters.

ID	Nome	Unidade	Tipo	Dias da semana	Data inicial	Data final	Ações
646	Acesso Livre	Condomínio Teste	Acesso Livre	Todos os dias - Durante o dia todo			
874	Acesso Livre	Condomínio Teste	Acesso Livre	Todos os dias - Durante o dia todo			
876	Acesso Livre	Condomínio Teste	Acesso Livre	Todos os dias - Durante o dia todo			
585	Acesso Livre ADM	Condomínio Teste Administração	Acesso Livre	Todos os dias - Durante o dia todo			
877	Acesso Por dias da Semana	Condomínio Teste	Acesso por Dias da Semana	Domingo Segunda Terça Quarta Quinta Sexta Sábado - 07:00 19:00			
647	Acesso Por dias da Semana	Condomínio Teste	Acesso por Dias da Semana	Domingo Segunda Terça Quarta Quinta Sexta Sábado - 07:00 19:00			

Access Parameters are the access rules for a category. It is important to think about the schedules and types of access that category will have so that there are no future troubles.

In the home screen of this menu, view the parameters already saved and also filter parameters by name, unit, type, and date.



To add a new access parameter, click **Add**;

- There are pre-existing access parameters, you can choose from the following options:

- ▶ Free access;
- ▶ Commercial + Saturday;
- ▶ Commercial;
- ▶ Evening Commercial;
- ▶ Morning commercial;
- ▶ Night commercial;

- To use them, simply select one of the options on the image carousel and then click **Save**.

If none of the pre-existing options suits you, create a new access parameter. To do so, click **Add** in the upper right corner.

The screenshot shows the 'Adicionar novo parâmetro de acesso' (Add new access parameter) form. On the left is a sidebar with the user profile 'Ana Luiza' and a menu including Dashboard, Pessoa movimento, Dashboard visitas, Unidades (with sub-items: Unidades, Categoria, Parâmetros de acesso, Acessos compartilhados), Parceiros, Acesso manual, Reservas, Social, Relatórios, and Sistema. The main area has a breadcrumb 'Você está em Parâmetros de acesso' and a title 'Adicionar novo parâmetro de acesso'. The form fields are: 'Nome *' (text input), 'Unidade *' (dropdown menu with 'Selecione'), 'Tipo *' (dropdown menu with 'Selecione'), 'Data inicial' (calendar icon), and 'Data final' (calendar icon). There is a button 'Incluir dias da semana' and two buttons at the bottom: 'Salvar' and 'Cancelar'.

- Create a name for the new access parameter;
- Select the unit to which it will belong;
- Choose one of the types:

Free Access: Allows access without time control.

Period Access: Allows you to use a parameter temporarily - that means it has a start and end date.

Access by days of the week: Allows you to restrict access to some days and times of the week.

- Set the date on which the parameter should be in effect;

The screenshot shows a modal titled 'Dias da semana' (Days of the week) with a close button (X). It contains two input fields for 'Hora inicial' (Initial hour) and 'Hora final' (Final hour). To the right of these fields is a checkbox labeled 'Durante o dia todo' (Throughout the day). Below these are seven checkboxes for the days of the week: 'Domingo', 'Segunda', 'Terça', 'Quarta', 'Quinta', 'Sexta', and 'Sábado'. At the bottom of the modal is a large blue button labeled 'Adicionar' (Add).

If access is by period or by days of the week, click **Include days of the week** and select the days, start and end times.

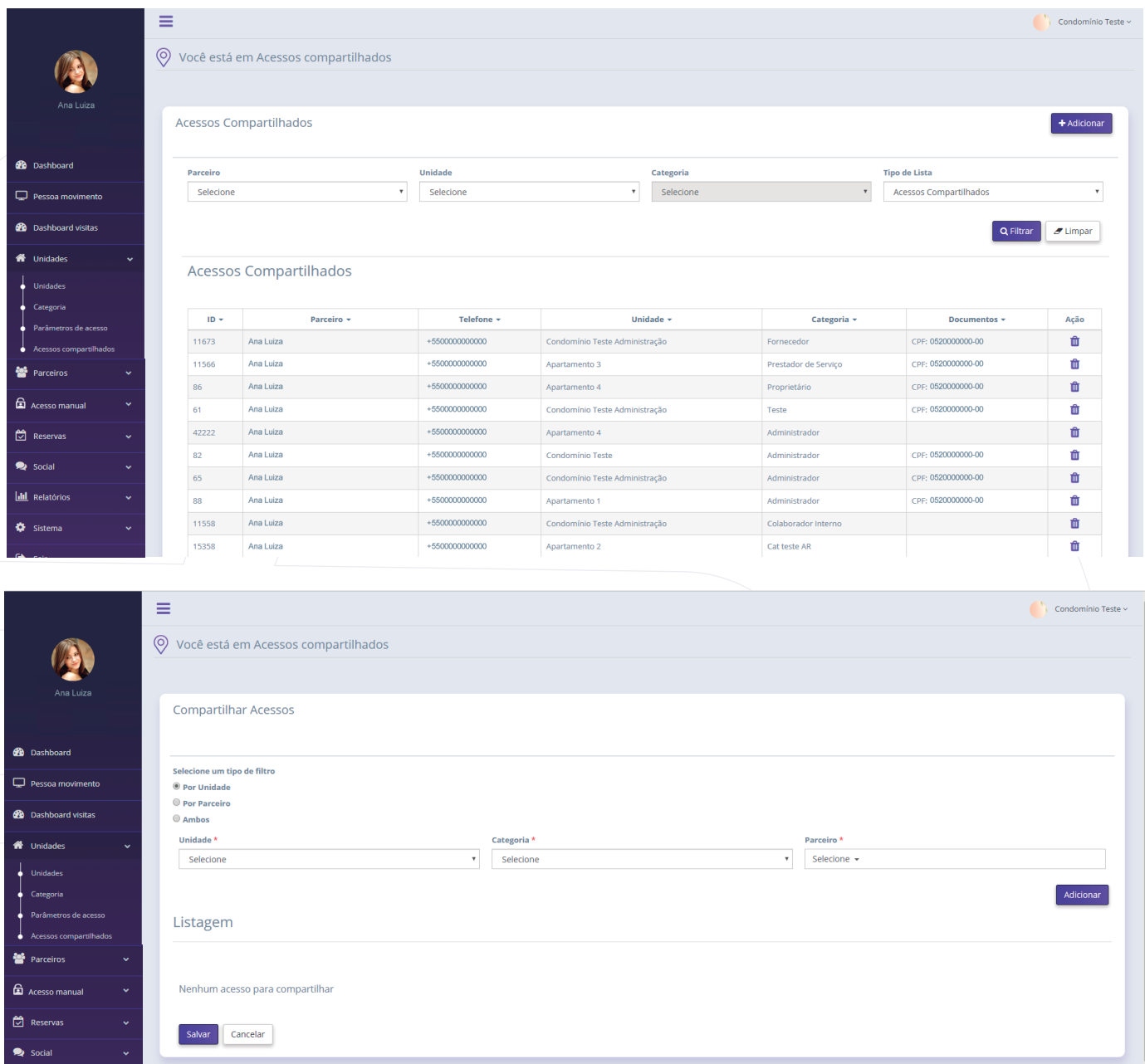
- Click **Add** and finally **Save**.

4.4 Shared Access

In **Shared Access** we can view all accesses already shared in the platform, as well as filter shares by partner name, unit, category and list type: shared or suggested access.

- **Shared Access:** View all accesses already shared with partners;
- **Suggested Access:** View all partners who are on the agenda and could be part of the Access.run platform.

In this screen you can also add new shares and also delete if necessary.



Acessos Compartilhados

Parceiro: Seleccione | Unidade: Seleccione | Categoria: Seleccione | Tipo de Lista: Acessos Compartilhados

Acessos Compartilhados

ID	Parceiro	Telefone	Unidade	Categoria	Documentos	Ação
11673	Ana Luiza	+5500000000000	Condomínio Teste Administração	Fornecedor	CPF: 0520000000-00	[Icon]
11566	Ana Luiza	+5500000000000	Apartamento 3	Prestador de Serviço	CPF: 0520000000-00	[Icon]
86	Ana Luiza	+5500000000000	Apartamento 4	Proprietário	CPF: 0520000000-00	[Icon]
61	Ana Luiza	+5500000000000	Condomínio Teste Administração	Teste	CPF: 0520000000-00	[Icon]
42222	Ana Luiza	+5500000000000	Apartamento 4	Administrador		[Icon]
82	Ana Luiza	+5500000000000	Condomínio Teste	Administrador	CPF: 0520000000-00	[Icon]
65	Ana Luiza	+5500000000000	Condomínio Teste Administração	Administrador	CPF: 0520000000-00	[Icon]
88	Ana Luiza	+5500000000000	Apartamento 1	Administrador	CPF: 0520000000-00	[Icon]
11558	Ana Luiza	+5500000000000	Condomínio Teste Administração	Colaborador Interno		[Icon]
15358	Ana Luiza	+5500000000000	Apartamento 2	Cat teste AR		[Icon]

Compartilhar Acessos

Selecione um tipo de filtro

- ☒ Por Unidade
- ☐ Por Parceiro
- ☐ Ambos

Unidade: Seleccione | Categoria: Seleccione | Parceiro: Seleccione

Listagem

Nenhum acesso para compartilhar

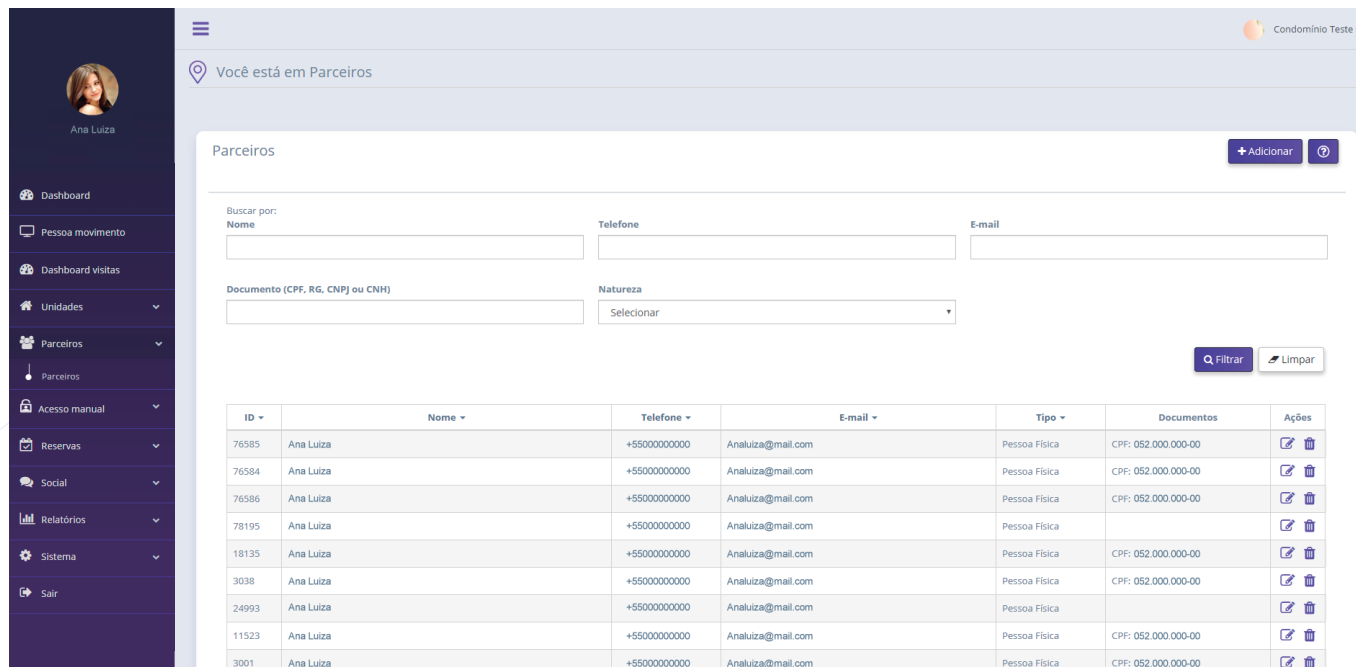
Salvar | Cancelar

To add a new access share, click **Add**;

- First select the filter type: by Unit, by Partner, or both;
- Click Add again, and access will have been shared.

5- PARTNERS

5.1 PARTNERS



Parceiros

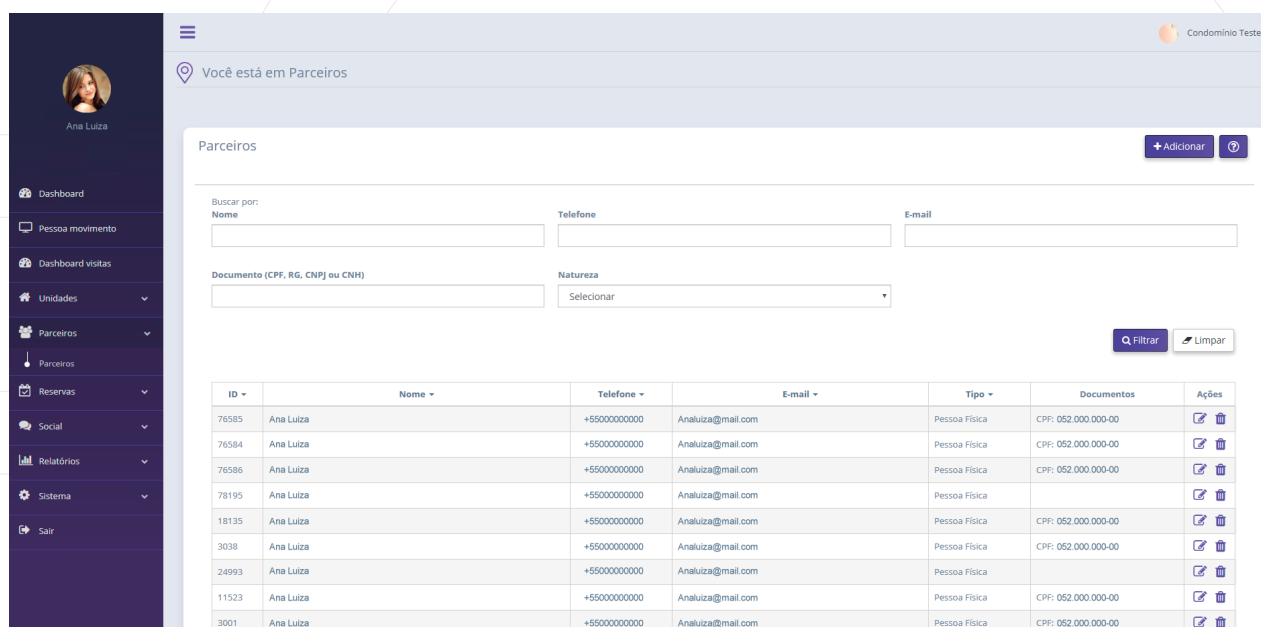
Buscar por:

Nome Telefone E-mail

Documento (CPF, RG, CNPJ ou CNH) Natureza

ID	Nome	Telefone	E-mail	Tipo	Documentos	Ações
76585	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
76584	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
76586	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
78195	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física		Editar Excluir
18135	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
3038	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
24993	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física		Editar Excluir
11523	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
3001	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir

A Partner is an individual or business, vendor or associate who will be a user of the Access.Run app, approach card, bank bracelet, keychain, or tag.



Parceiros

Buscar por:

Nome Telefone E-mail

Documento (CPF, RG, CNPJ ou CNH) Natureza

ID	Nome	Telefone	E-mail	Tipo	Documentos	Ações
76585	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
76584	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
76586	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
78195	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física		Editar Excluir
18135	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
3038	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
24993	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física		Editar Excluir
11523	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir
3001	Ana Luiza	+55000000000	Analuiza@mail.com	Pessoa Física	CPF: 052.000.000-00	Editar Excluir

To add a new partner, click **Add** and the following screen will appear:

By adding a new partner to the platform, there are several possibilities for registering and also updating the data of an already registered partner. Check out:

1st Possibility: Find a partner already registered by phone.

- Enter the country code and partner phone number;
- Click on **Search**;

Dados cadastrais do parceiro

Tipo Documento Foto   

Telefone do parceiro *

 +55 

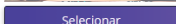
Telefone	Login	Preferencial	
+5571994357081	☒	☒	

Natureza * Nome * Data de nascimento  

Gênero Estado civil E-mail *

Nome da mãe Nome do pai

☐ Fornecedor ☒ Associado

Foto  

If the partner already has registration in the platform, automatically their registration will be found, as in the example above.

! IMPORTANT: Be sure to check the preferred number option to finalize your partner registration.

- Thus, it is possible to update the registration of the partner or check if the number is correct;
- You can add more than one phone number, and set the login number and preferred number.
- To finish click on **Save**.

2nd Possibility: Find a partner already registered by the ID.

- Enter the country code and partner phone number;
- Click on **Search**;
- If the phone is not in the database, you will need to fill in the partner ID number field, as in the following screen:

- Enter the full ID number and click **Search**;
- If a registered partner with this ID number already exists, the partner registration screen will automatically open.
- Thus, it is possible to update the register;
- To finish click on **Save**.

3rd Possibility: Find potential partners by ID number.

- If you enter the telephone number and it's not in the database, the ID number field appears;

When you enter a ID number, with just entering **5** numbers the platform will already recognize potential partners who have the ID starting with that number.

- If the partner to be registered is among the possibilities indicated by the platform, just select it in Select Registration and update their registration. If not, click New Query and proceed with the registration normally as in the following possibility.

4th Possibility: Find no registration by phone or ID and add.

- Enter the partner's phone you want to add, with the country code and click Search;
- If the searched phone is not in the platform database, you will need to enter an ID number;
- If there is also no partner with the ID number entered, continue with the registration normally by providing the complete partner ID information;
- Click on the plus sign;

Novo parceiro

Para inserir um documento clique aqui



Novo parceiro

Dados cadastrais do parceiro

Tipo	Orgão Emissor	Documento	Foto
RG			

Now fill in the ID data: **type, issuing agency, number and photo.**

- To add more than one ID, click the plus sign and a new ID field will be available;



- To delete an added ID, check the small square and then the trash can icon.

Parceiros

Dados do Parceiro | Cartões de Acesso | Unidades

Telefone * Documento *

+55 (97) 9 5454-5474 0255887874474

[Nova Consulta](#)

Para inserir um documento clique aqui

Dados cadastrais do parceiro +

Telefone do parceiro *

+55 +

Telefone	Login	Preferencial	
+55979545474	☐	☒	☒

Natureza * Nome * Data de nascimento

Pessoa Física

Gênero * Estado civil * E-mail *

Selecionar Selecionar

Nome da mãe Nome do pai

- Now fill in the rest of the partner information. Include a photo and ID.
- To finish click on **Save**.

TIP: Check the fields that have a red asterisk, they are required, the others are optional.

In the **Access Cards** tab:

Condomínio Teste

Você está em Parceiros

Parceiros

Dados do Parceiro | Cartões de Acesso | Unidades

Pesquisar Serial

Serial * Tipo de cartão

[Adicionar](#)

Cartões

ID	Serial	Template do Cartão	Tipo de cartão
Nenhum registro encontrado.			

[Cancelar](#)

- In **Access Cards**, you will register the approach card. To do this, enter the serial number on the back of the card and select the card type. Then **Add**.

TIP: You can also register access cards through the Access.Run app!

In the **Units** tab:

- In **Units**, you can delete or share a unit's access to a partner.

The screenshot shows the Access.Run admin interface. On the left is a sidebar menu with options: Dashboard, Pessoa movimento, Dashboard visitas, Unidades, Parceiros, Acesso manual, Reservas, Social, Relatórios, and Sistema. The main content area is titled 'Parceiros' and has three tabs: 'Dados do Parceiro', 'Cartões de Acesso', and 'Unidades'. The 'Unidades' tab is active, showing a dropdown menu for 'Unidade' with 'Condomínio Teste' selected. Below this is a table with the following data:

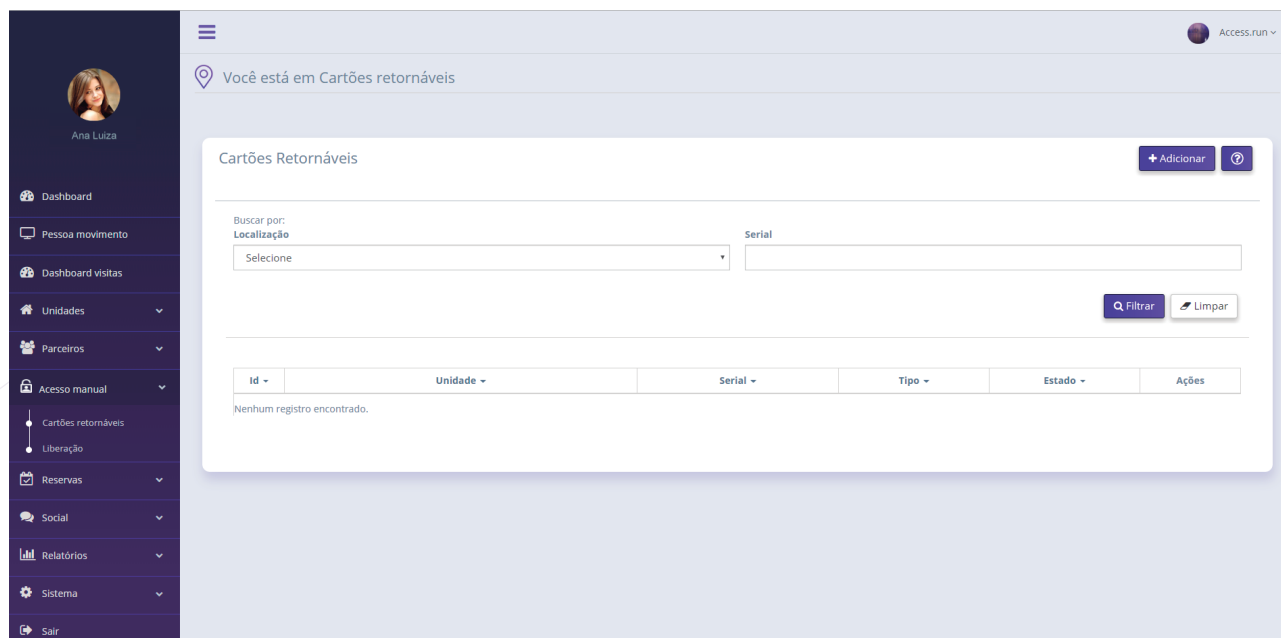
ID	Nome	Unidade	Relação	Ação
76585	Ademilson Ricardo Germano	Condomínio Teste	Parceiro Simples	

Below the table, it says '1 - 1 de 1 registro' and there is a 'Cancelar' button.

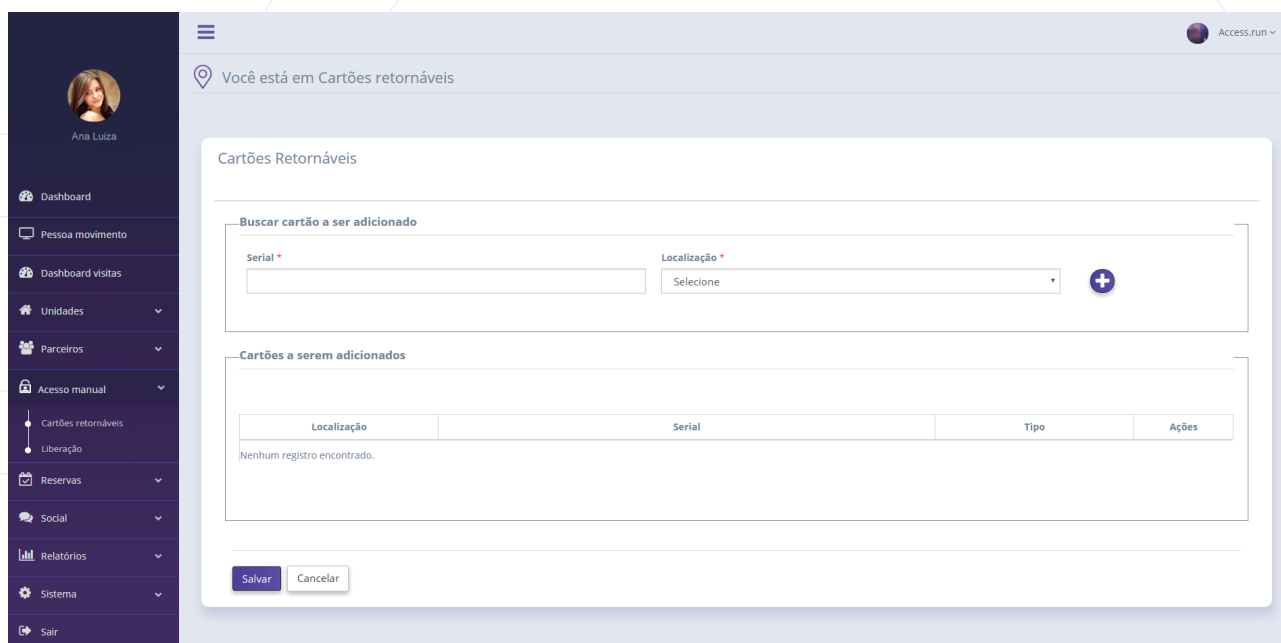
6- MANUAL ACCESS

Manual access was created for manual registration of movements by Portal Admin. Here you can register returnable cards and register access movements of people who don't use the app, visits without invitations or shared access.

6.1. Returnable cards



To register returnable cards on the platform, click **Add**;



- Enter the card serial number;
- Select Location;
- Click the plus sign on the right side.
- Finally, click Save.
- Ready! The card is now registered! At the bottom of the screen, view the cards already added.

Attention: This step must be done before the release on manual access. Only after the registration that the card can be linked to a person to perform the access.

6.2. RELEASE

To perform a release, there must be a specific category for this already registered on the platform. Therefore, if there is no such category, the following screen will be displayed:

CONVITES

ID, Nome, Telefone, Documentos ou Descrição do convite

MOVIMENTAÇÕES

Para utilizar o Acesso Manual é necessário criar uma nova Categoria específica. Para isso, realize o procedimento abaixo (caso tenha permissão) ou contate o Administrador da Unidade Superior.

No Menu Inicial selecione Unidades e depois Categoria. Clique em Adicionar.

1. Nomeie a Categoria como preferir. Sugestão: Acesso Manual
2. Selecione o Parâmetro de Acesso levando em consideração as regras de acesso do seu condomínio.
3. No campo Unidade, selecione a Unidade Superior.
4. Caso queira restringir o acesso manual a algum ponto específico, selecione no campo Pontos de Acesso.
5. Marque como SIM os seguintes parâmetros: "Esta categoria estará disponível para ser usada em um convite?" e "Esta categoria será utilizada no acesso manual?"
6. Se necessário, adicione uma descrição.
7. Clique em Salvar.

Nova pré-liberação Adicionar Parceiro Acesso manual

Follow the steps the portal suggests. They are:

- In the **Home Menu**, select **Units** and then **Category**;
- Name the **Category** as you prefer. Suggestion: Manual Access;
- Select the **Access Parameter** taking into account your condo access rules.
- In the **Unit field**, select the **Superior Unit**.
- If you want to restrict **Manual Access** to any specific point, select in the **Access Points** field;
- Mark with a **YES** the following parameters: "Will this category be available for use in an invitation?" and "Will this category be used in Manual Access?".
- If necessary, add a description;
- To finish click on **Save**.

This process only needs to be done once if the category has not been previously configured.

Ready! Category created, now let's understand the Manual Access screen.

When you click **Release**, the following screen will be shown:

The side panels show respectively:

On the left side the invitations to the super unit ordered in relation to its date and time range of release. With invitee and guest information, invitation date and time range, and access location.

On the right side, in the movements panel you can see all the latest movements made in real time.

In the central bar, it is possible to search for partner registrations, invitations and also pre-releases made. In that same bar, the eraser symbol if clicked erases the written information. To perform searches, enter the information and click the magnifying glass.

In the lower center, you can see three options: New Pre-release, New Partner, Manual Access.

The New Pre-release option must be clicked when a resident gives notice of a visit, so you can record that this notice was given by making a pre-release on the portal.

When the visitor arrives, there are some possibilities to register their access.

1st possibility: Make a pre-release, register the partner and allow access manually.

When you click the **New Pre-release** option, the following screen will be displayed:

Fill in the data provided by the authorizer:

- **Person name**
When entering the name, the platform will look for the partner registration, if it finds just select the name of the person. If their don't have a registration, continue normally, as registration can be done later. Also, it may happen that the authorizer doesn't know the name of the person, so leave this field empty.
- **Enter a Description.** Examples: Visitor, technician, family member, among others.
- **Type the name of the Authorizer,** ie the person who is informing visitor data. The portal will search for the partner contact, just select it.
Note: Authorization can only be done if the partner is in a category that allows access sharing.
- The **Location/Destination Unit** field is automatically filled in if the authorizer has only one unit, if their has more than one, you can select the pre-release destination unit (if the authorizer has permission to share access on only one unit).
- Set the date and time;
- Finally, click **Record**.
- Look for the pre-release in the center bar. The platform will find it by the authorizer name, the person's name or even the description.

CONVITES

Donato convidou JULIO S...
25/12/2018 00:58
31/12/2019 23:59
ACCESS RUN

Donato convidou CAIO VL...
05/06/2019 16:42
30/11/2019 23:59
ACCESS RUN

Paulo P. convidou CAIO VL...
30/09/2019 16:00
30/09/2019 23:15
SALA RESERVÁVEL

ID, Nome, Telefone, Documentos ou Descrição do convite

Samara

SAMARA MELO NUNES [CONVIDADO]
Pré-liberação - 30/09/2019 18:17 às 23:59

FABIOLA SAMARA BRITO CORREIA PEREIRA [NOME]
Cadastro de parceiro - Tel:*****1313

SAMARA [NOME]
Cadastro de parceiro - Tel:*****3963

SAMARA BARRETO SPITALETTI [NOME]
Cadastro de parceiro - Tel:*****5880

SAMARA MELO NUNES [NOME]
Cadastro de parceiro - Tel:*****8730

SAMARA NUNES TESTE [NOME]
Cadastro de parceiro

Nova pré-liberação Novo cadastro Acesso manual

MOVIMENTAÇÕES

ZARAMAGO
13/09/2019 19:12 - Entrada
ACCESS RUN

WESLEY L.
29/08/2019 08:33 - Entrada
ACCESS RUN

WESLEY L.
29/08/2019 08:32 - Entrada
ACCESS RUN

WESLEY L.
29/08/2019 08:31 - Entrada
ACCESS RUN

WESLEY L.
29/08/2019 08:30 - Entrada
ACCESS RUN

WESLEY L.
29/08/2019 08:29 - Entrada
ACCESS RUN

WESLEY L.

- Pre-release found, just click on the name. The Manual Access screen will be shown as in the following image.

Acesso manual

Pessoa *

Samara Melo Nunes

Últimos movimentos da pessoa

Tipo Documento

CPF

Autorizante*

Local/unidade de destino *

Selecionar

Cartão retornável

Gravar Cancelar

Foto

Selecionar Tirar foto

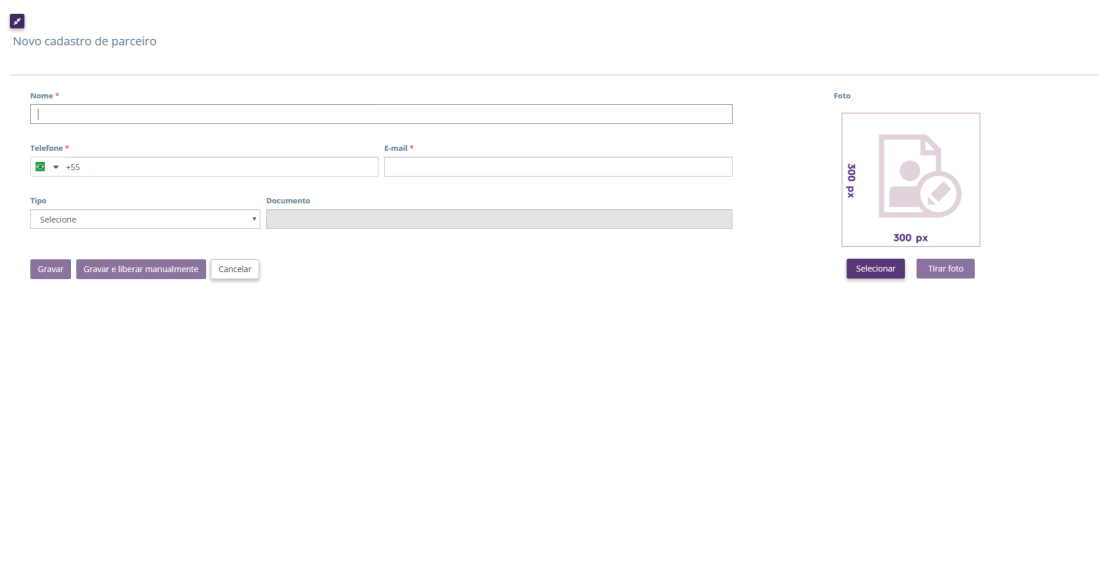
Entrada Saída

- Enter in the search field any of the information according to the field title: ID, name, phone, documents or description of the invitation, to find the pre-release/person;
- If there is no registration, click New Person Registration. This will open the Partner Registration screen, we'll talk about it later.
- Fill in the remaining fields as needed and click the Save button to generate an invitation. The person will be free to move via card or other devices.
- If the person does not use any devices, click the Enter or Exit button to record the movement.

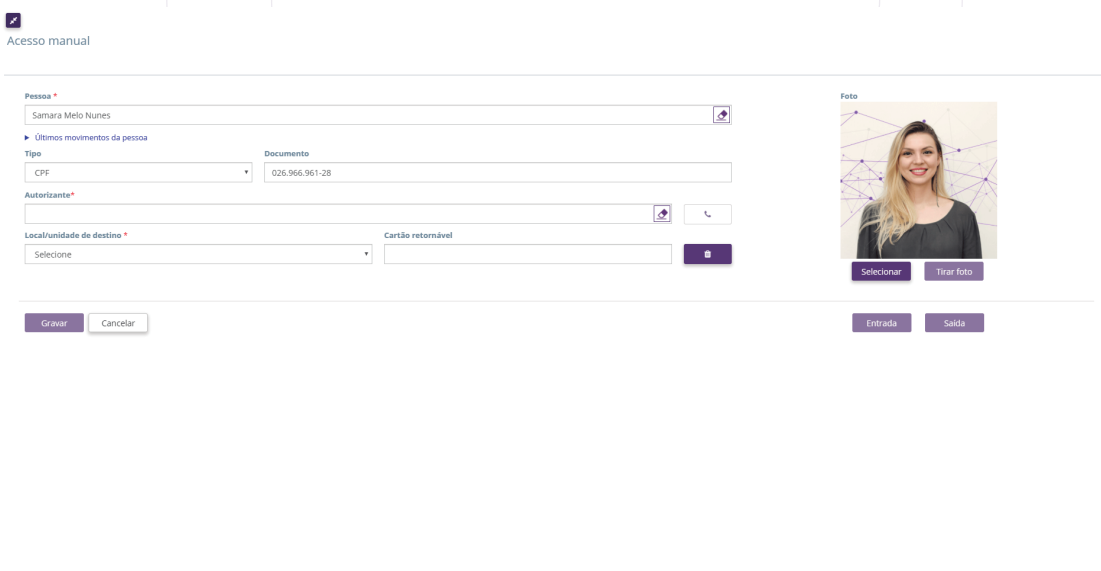
Note: You can see the last movements of the selected person and also on the phone icon you can see the authorizer phones (if the user has system permission for it) to confirm the person's entry, and you can register a returnable card.

2nd Possibility - Register the partner and release access manually.

- On the home screen, click **Add Partner**.



- Fill in all fields, including a **photo**. You can select a photo or take a photo on the spot, this option is available if your computer has a camera installed.
- To finish click Record or Record and release manually.
- If you wish to make the release at the moment, by clicking **Record and release manually** the Manual Access screen will be displayed.



- Follow with the fill normally and click Record. Register the Enter and the Exit, or the invitation will be available to the person using a card or any other device.

3rd Possibility - The partner already has a registration, just make the release manually.

- Search in the bar of the home screen the name of the Partner;
- When you find the registration, define whether it is Authorized or Authorizer.

A pessoa é

Autorizante

Autorizado(a)

- When selecting the person as authorizer or authorized, the information goes to the corresponding fields on the **Manual Access** screen;

Acesso manual

Pessoa *

Samara Melo Nunes

Últimos movimentos da pessoa

Tipo

CPF

Documento

Autorizante*

Local/unidade de destino *

Selecione

Cartão retornável

Gravar

Cancelar

Foto



Selecionar

Tirar foto

Entrada

Saída

- Fill in the remaining fields as needed and click the Record button to generate an invitation. The person will be free to move via card or other devices.
- If the person does not use any device, click the Enter or Exit button to register the movement.

Attention: It is not mandatory to make a pre-release for use Manual Access. It is possible to make a registration and then release, or simply make a release if the partner is already registered in the platform.

28

7- RESERVATIONS

Unidades Reserváveis

Buscar por: Unidade Parâmetro de Acesso Capacidade

Selecione Seleccione

Filtrar Limpar

ID	Unidade	Parâmetro de Acesso	Capacidade	Intervalo (Minutos)	Ações
10	Apartamento 2	Acesso Por dias da Semana	33	333	
13	Casa	PARAMETRO TORRE 01	2	0	
1	Reserva 1	Acesso Livre	10	0	
12	Reserva 2	Acesso Livre	10	15	
14	Sala 01	Acesso Livre	10	15	
6	Sala 1	Acesso Livre	10	0	
7	Sala 2	Fornecedor	10	0	
5	Unidade Nivel 5	Delivery	10	0	

1 - 8 de 8 registros

The **Reservations** menu is intended for the management of reservable spaces, so in addition to make a reservation, here you can also register the reservable units.

7.1 Unidades Reserváveis

Reservable units are places that need a reservation in order for their operation to be effective for everyone, such as party rooms, sports courts, recreation areas, among others.

Unidade Reservável

Unidade * Parâmetro de Acesso *

Selecione Seleccione

Capacidade * Intervalo (Minutos) *

0

Salvar Cancelar

To register a reservable unit, click **Add**;

- Select the **unit** and **access parameter**;
- Enter the number of people **capacity**;
- In **Interval** you must enter the time in minutes required for a new reservation.
- Finally, click **Save**.

7.2 Reservations

Reservas

Unidade

anterior hoje próximo

julho de 2019

mês semana dia

domingo	segunda-feira	terça-feira	quarta-feira	quinta-feira	sexta-feira	sábado
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

On reservations, you can book the desired unit. By clicking **Reservations**, you can view a calendar with reservations already made.

Unidade: Reserva 1 | Evento: Confraternização | Período: 10:30 - 23:45 | Responsável: Sara

For reservation details just click on the magnifying glass.

Criar uma nova reserva

Tema *

Unidade *

Categoria *

Parceiros responsáveis *

Nome do evento *

Data *

Hora Inicial *

Hora Final *

☒ Permite múltiplos acessos

Salvar Cancelar

Horários Ocupados do Dia

terça-feira, 23 de julho de 2019

00

01

02

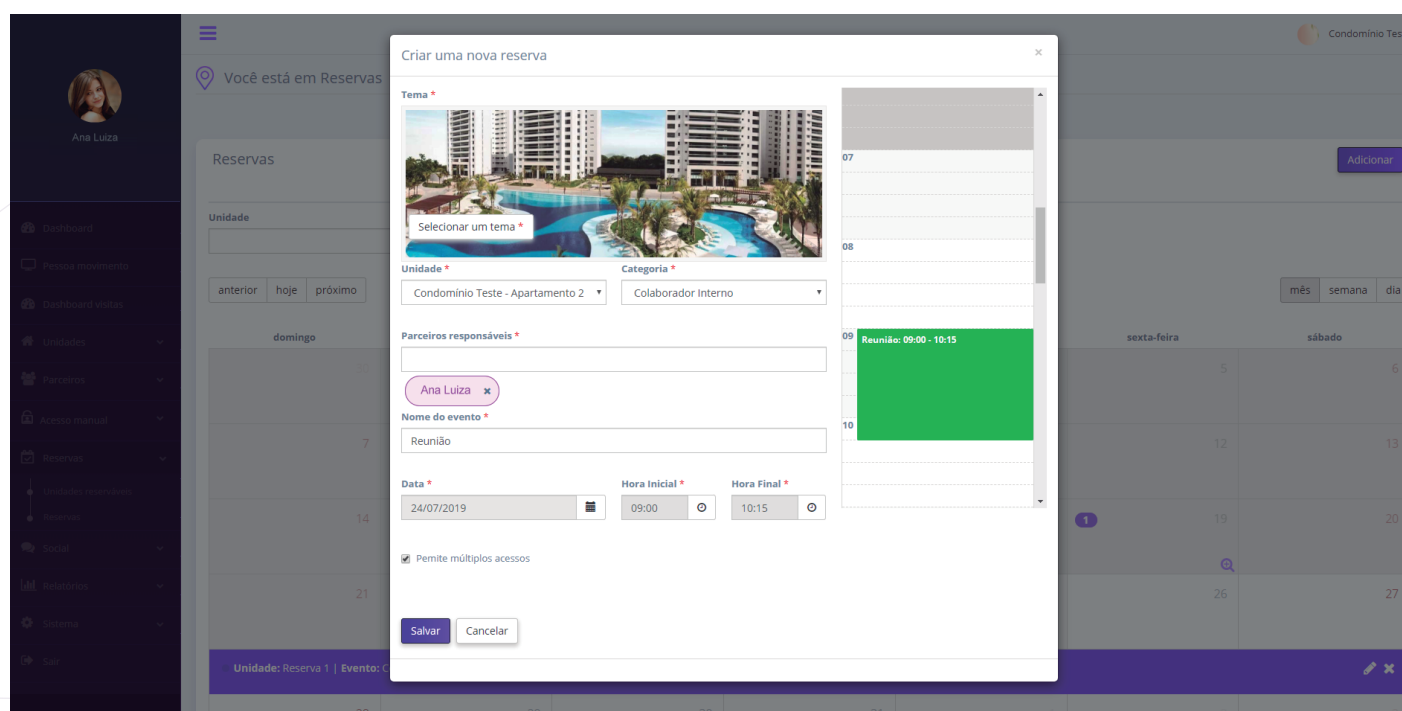
03

04

To make a new reservation, click **Add** at the top right:

- First, select a **theme**, then **select the unit** to which you want to make a reservation;
- Select the category, the partner responsible for the reservation, write the name of the event;
- Finally, select the date and time.

Reservation Example:



- Ready! Now just **save**.

Your reservation is made!

You can also make a new reservation by clicking on the desired date on the calendar. Just follow these steps:

- Click **Reservations** and **select the unit** for the reservation;
- Select the date of the event;
- The same **Add** screen will open and just fill it in with the booking information as in the previous step.

8- SOCIAL

The Social menu is dedicated to communications for the entire unit. This tool is very important for the integration of residents/employees, and is very useful for important events and announcements.

8.1 Communications

Here you can view all communications already sent and also send new messages.

Comunicações

Buscar por:
Unidade: Tipo de Comunicação:

Enviado a partir de: Enviado até:

ID	Unidade	Tipo de Comunicação	Enviado a partir de	Tipo de Entrega	Parceiro	Ações
56	Condomínio Teste	Notificação	10/12/2018	EMAIL,PUSH		
90	Condomínio Teste	Notificação	06/02/2019	EMAIL,PUSH		
113	Condomínio Teste	Notificação	29/03/2019	EMAIL,PUSH		
120	Condomínio Teste	Notificação	04/04/2019	EMAIL		
121	Condomínio Teste	Notificação	04/04/2019	EMAIL,PUSH		
181	Condomínio Teste	Notificação	03/06/2019	PUSH		
176	Condomínio Teste	Notificação	21/05/2019	EMAIL		
183	Condomínio Teste	Notificação	03/06/2019	PUSH		

Communications are messages sent via email or push (mobile notification) to one, some users, or all users of the Access.Run application.

These messages can be of various types, from an individual announcement or a meeting communication.

To send a new message, follow these steps:

Comunicação

Unidade: Tipo:

Enviar para: Tipo de Entrega:

Data de Publicação:

Mensagem - PUSH:

Click on **Add**;

- Select the **Unit**;
- Select the **Type of communication** (the types will be registered in the following menu, with the same name);
- Select to whom the message will be sent. If you select Partners, it will soon open a new text box for selecting the partner or partners.
- Choose the publication date of the message and, finally, write the message.
To finish, simply save to send at another time, or send at that time.

8.2 Types of Communication

This menu has the function to sort the communications by categories.

Example: Infringement, Order Notice, Mail, Notes, Assembly, News, Important Notices among others.

Tipos de Comunicação

Buscar por:

Nome

Unidade

Selecione

Filtrar Limpar

ID	Nome	Descrição	Unidade	Ações
57	Nível 2	Condomínio Teste Nível 2	Condomínio Teste Nível 2	
1	Notificação	Condomínio Teste	Condomínio Teste	
56	Unidade 3	Unidade Nível 3	Unidade Nível 3	

1 - 3 de 3 registros

1

To create a new communication type:

- Just click on **Add**;

Tipo de Comunicação

Unidade *

Selecione

Nome *

Descrição

Salvar Cancelar

- Select the **Unit**, enter the name and a brief description of that type of communication.
- Finally, **Save**.

8.3 Banners

Banners are customizations of announcements and events that you can create, so it's important to create them in a way that catches the attention of residents/employees.

The screenshot shows the 'Banners' management page. On the left is a sidebar with a user profile (Ana Luiza) and a menu including Dashboard, Pessoa movimento, Dashboard visitas, Unidades, Parceiros, Acesso manual, Reservas, Social, Comunicações, Tipos de comunicação, Banners, Relatórios, and Sistema. The main area has a header 'Você está em Banners' and a '+ Adicionar' button. Below is a search section with 'Buscar por: Nome' and a 'Unidade' dropdown set to 'TODOS'. There are 'Filtrar' and 'Limpar' buttons. A table lists banners with columns for ID, Nome, Unidade, and Ações. The table contains 5 rows of test data. At the bottom, it shows '1 - 5 de 5 registros' and a pagination control.

ID	Nome	Unidade	Ações
18	Banner 1	Condominio 1 Teste 1	[Edit] [Delete]
17	Banner Sala Unidade Nivel 4	Sala Unidade Nivel 4	[Edit] [Delete]
14	Banner Teste 1	Condominio Teste	[Edit] [Delete]
15	Banner Teste 2	Condominio Teste	[Edit] [Delete]
16	Banner Teste 3	Condominio Teste	[Edit] [Delete]

Important information:

- Image may not exceed 20k
- Suggested dimensions are: 500 pixels X 182 pixels

To add a new banner:

The screenshot shows the 'Banner' creation form. It has a 'Unidade' dropdown menu and a 'Nome' text field. Below these is an 'Imagem' section with a placeholder showing '182 px' height and '500 px' width, and a 'Selecione' button. At the bottom are 'Salvar' and 'Cancelar' buttons.

Just click on **Add**;

- Select the Unit and choose an identification name;
- Select the image on your computer;
- Save.

9- REPORTS

The reports are customizable, and you can choose the information fields. You can know data from only one unit, all units, or reports from a specific partner, or several from a specific category.

9.1 Movements

The screenshot displays the 'Relatório de Movimentos' (Movements Report) page. On the left is a dark sidebar with a user profile for 'Ana Luiza' and a menu with items: Dashboard, Pessoa movimento, Dashboard visitas, Unidades, Parceiros, Acesso manual, Reservas, Social, Relatórios, Movimentos, and Sistema. The main content area has a header with a location pin icon and the text 'Você está em Relatório de movimentos'. Below this is a white box titled 'Relatório de Movimentos' containing several filter fields: 'Nome' (a dropdown menu), 'Data' (a date range selector showing '16/07/2019 - 23/07/2019'), 'Unidade' (a dropdown menu), 'Categoria' (a dropdown menu), 'Movimento' (a dropdown menu), and 'Anfitrião' (a text input field). At the bottom of the filters is a 'Tipo de Movimento' dropdown menu. Below the filters are two buttons: 'Gerar' (Generate) and 'Limpar' (Clear).

The reports are collected through the users movements, that is, the movement is the passage made by a registered user through an access device. Here you can also view the movements recorded by Ar.Check, our double check app.

For a new report:

- Select the desired information: **name, date, category, unit, movement, host and movement type.**
- Click Generate.

Note: If you want the report of all partners of the same category, simply select the category and leave the name field blank.

Example movement report:

Note that the name of the unit on which the report was taken will always be on the upper right side.

In the upper left, see the filters selected for the report.

Relatório de Movimentos

access.RUN

Data: 01/03/2019 - 17/07/2019 / Categoria: Administrador / Tipo de Acesso: Acesso Compartilhado

Parceiro	Categoria	Unidade	Tipo de Acesso	Ponto de Acesso	Dispositivo	Tipo de Movimento	Data e Hora
Ana Luiza	Administrador	Apartamento 1	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:55:01
Ana Luiza	Administrador	Condomínio Teste	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:55:01
Ana Luiza	Administrador	Condomínio Teste Administração	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:55:01
Ana Luiza	Administrador	Apartamento 1	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:35:08
Ana Luiza	Administrador	Condomínio Teste	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:35:08
Ana Luiza	Administrador	Condomínio Teste Administração	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:35:08
Ana Luiza	Administrador	Apartamento 1	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	02/05/2019 11:12:49
Ana Luiza	Administrador	Condomínio Teste	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	02/05/2019 11:12:49
Ana Luiza	Administrador	Condomínio Teste Administração	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	02/05/2019 11:12:49

Gerado em 23/07/2019 14:49:21, America/Sao_Paulo Quant. de Registros 9 de 9 Pág 1 de 1

Imprimir Cancelar

Finally, at the bottom of the page, view the date the report was generated, the location and number of records per page.

Relatório de Movimentos

access.RUN

Data: 01/04/2019 - 17/07/2019 / Categoria: Administrador

Parceiro	Categoria	Unidade	Tipo de Acesso	Ponto de Acesso	Dispositivo	Tipo de Movimento	Data e Hora
Ana Luiza	Administrador	Apartamento 1	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:55:01
Ana Luiza	Administrador	Condomínio Teste	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:55:01
Ana Luiza	Administrador	Condomínio Teste Administração	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:55:01
Ana Luiza	Administrador	Apartamento 1	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:35:08
Ana Luiza	Administrador	Condomínio Teste	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:35:08
Ana Luiza	Administrador	Condomínio Teste Administração	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	21/05/2019 14:35:08
Ana Luiza	Administrador	Apartamento 1	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	02/05/2019 11:12:49
Ana Luiza	Administrador	Condomínio Teste	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	02/05/2019 11:12:49
Ana Luiza	Administrador	Condomínio Teste Administração	Por Acesso Compartilhado	Ponto 1	AR.CHECK	Entrada	02/05/2019 11:12:49

Gerado em 23/07/2019 10:18:31, America/Sao_Paulo Quant. de Registros 9 de 9 Pág 1 de 1

When you click **Print**, a new browser tab will open.

9.2 Partners

Você está em Relatório de parceiros

Relatório de parceiros

Parceiro: Unidade: Categoria:

Envia convite: Compartilha acesso: Possui cartão:

For even more complete reports, you can now generate custom reports from partners.

Note: This type of report will only be viewed if it is enabled in Access Profiles. Who enables this is the administrator user of the unit.

To generate a report, simply:

- Select partner name, or not select if you want a report from all partners;
- Select the unit;
- Select whether this partner sends invitations, shares access, and has an approach card.

Partners Report Example:

Note that the name of the unit on which the report was generated will always be on the upper right side.

In the upper left, see the filters selected for the report.

Finally, at the bottom of the page, view the date the report was generated and location. You can also know how many cards are on the page by counting on the right side of the footer.

Relatório de parceiros

Relatório de parceiros

Envia convite: Sim / Compartilha acesso: Sim / Possui cartão: Sim

Parceiro	Telefone	CPF	RG	Unidade	Categoria	Envia convite	Compartilha acesso	Possui cartão
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Proprietário	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Condomínio Teste	Colaborador Interno	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Casa Da Sarah	Proprietário	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 4	Proprietário	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Casa Teste 2	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 5	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 2	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 3	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 5	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 6	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Reserva 1	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Unidade Nivel 5	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Casa Teste 2	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Sala 01	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Colaborador Interno	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Casa Da Sarah	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Condomínio Teste	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Sala 01	Administrador	Sim	Sim	Sim

Total de parceiros nesta página : 9
Gerado em 23/07/2019 15:52:14, America/Sao_Paulo

Total de cartões nesta página : 9
Pág 1 de 2

Imprimir

Cancelar

Relatório de parceiros

Relatório de parceiros

Envia convite: Sim

Parceiro	Telefone	CPF	RG	Unidade	Categoria	Envia convite	Compartilha acesso	Possui cartão
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Proprietário	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Condomínio Teste	Colaborador Interno	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Dependente	Sim	Não	Sim
Ana Luiza	+556200000000	052000000-00		Casa Da Sarah	Proprietário	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 4	Administrador	Sim	Sim	Não
Ana Luiza	+556200000000	052000000-00		Casa Teste 2	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 5	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 2	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 3	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 5	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 6	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Reserva 1	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Unidade Nivel 5	Cat teste AR	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Casa Teste 2	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Sala 01	Administrador	Sim	Sim	Sim
Ana Luiza	+556200000000	052000000-00		Apartamento 1	Colaborador Interno	Sim	Sim	Sim

Total de parceiros nesta página : 10
Gerado em 23/07/2019 10:23:14, America/Sao_Paulo

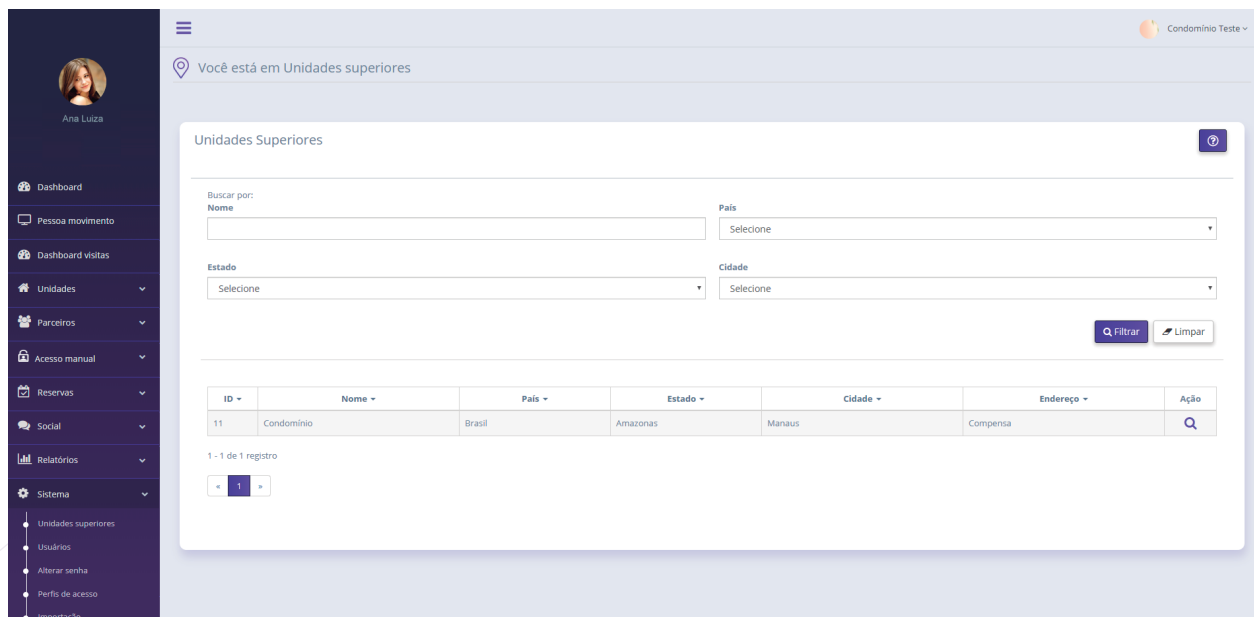
Total de cartões nesta página : 9
Pág 1 de 2

When you click **Print**, a new browser tab will open.

10- SYSTEM

10.1 Superior Units

In this menu, you can view the Superior Units to your Unit.



What is a **Superior Unit**? This is the cluster, that is, the macro unit that groups all the others together.

The Superior Unit may also be called the Super Unit.

Example:

Superior Unit = Condominium B

Location = Tower 01

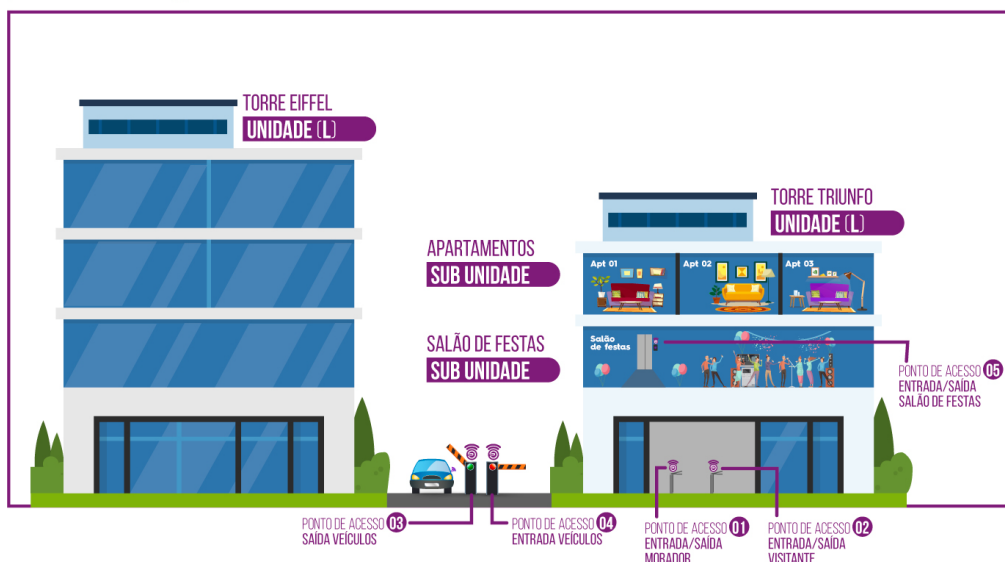
Grouped Units Condominium B = Apartment 01, Apartment 02, Company 01

COLA-COCA

SUPER UNIDADE



RESIDENCIAL PARIS SUPER UNIDADE



10.2 Users

Under Users, you can register the profiles of people who can use the Admin portal.

The screenshot shows the 'Usuários' (Users) management interface. It includes a sidebar with navigation options and a main area with search filters and a table of users.

Search Filters:

- Buscar por: Nome (Nome de Usuário)
- E-mail (Email)
- Tipo Documento (Tipo Documento: TODOS)
- Documento (CPF, RG, CNPJ ou CNH) (Documento (CPF, RG, CNPJ ou CNH))
- Unidade (Unidade: TODOS)

Table of Users:

Nome	E-mail	Documentos	Unidade	Ações
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Condominio	[Edit] [Delete]
Nome de Usuário	EmailUsuario@mail.com	CPF:	Casa	[Edit] [Delete]

1 - 10 de 10 registros

It is very important to pay attention to each person's permissions, so that security is guaranteed, right? As stated at the beginning of this manual, the information is precious, care must be taken.

Permissions will be set in the **Access Profiles** menu, as we will see later.

To register a new user:

- Click on **Add**;

The screenshot shows the 'Usuário' (User) registration form. It includes a sidebar with navigation options and a main area with a form to create a new user.

Form Fields:

- Unidade (Unidade: Selecione)

Buttons: Salvar, Cancelar

- Select the **Unit**;

Usuário

Unidade: Condomínio

Parceiro: Pedro Henrique

Parceiro *
Pedro Henrique

Login *

Perfil de Usuário *
Selecione

Senha Padrão *

Confirmar Senha Padrão *

Salvar Cancelar

- Select **Partner**;
- Set **login and password**;
- Choose **User Profile and Category**;
- Finally, **Save**.

10.3 Change Password

Here, the authenticated user on the system can change their login password.

The screenshot displays the 'Alteração de Senha' (Change Password) interface. On the left, a sidebar shows the user's profile 'Ana Luiza' and a menu with options: Dashboard, Pessoa movimento, Dashboard visitas, Unidades, Parceiros, and Acesso manual. The main area is titled 'Alteração de Senha' and contains four input fields: 'Login' (filled with 'lorryneagomes'), 'Senha Atual' (masked with dots), 'Nova Senha', and 'Confirmar Nova Senha'. Below these fields are 'Salvar' and 'Cancelar' buttons. The top right corner shows the user's name 'Condomínio Teste'.

Just enter the old password and the new one, taking into account that the new password must have:

- Six or more characters;
- One or more capital letters;
- One or more lower case letters;
- One or more numeric digits.

To finish, click **Save**.

10.4 Access Profiles

Você está em Perfis de acesso

Cadastro de Perfil de Acesso + Adicionar

Buscar por:
Unidade: Descrição:

Filtrar Limpar

ID	Unidade	Descrição	Ações
8	Unit Admin	Admin	🔍
13	Admin	Admin	🔍
40	Condomínio Teste	Admin Teste	🔍 ✎ 🗑

1 - 3 de 3 registros

< 1 >

It is very important to define access permissions for different profiles of people who will access the platform.

If a person will be responsible only for communication, it makes no sense for their to view confidential data from all partners, right?

Therefore, the definition of access profiles is a step that requires a lot of attention and care.

To create a new access profile:

Você está em Perfil de acesso

Cadastro de Perfil de Acesso

Unidade * Descrição *

☐ Selecionar tudo

Perfil de Acesso

☐ Criar

☐ Pesquisar

☐ Alterar

☐ Excluir

Tipo de Comunicação

☐ Criar

☐ Excluir

☐ Pesquisar

Parceiros

☐ Criar

☐ Excluir

☐ Pesquisar

☐ Relatório

Unidades Reserváveis

☐ Criar

☐ Excluir

☐ Pesquisar

Movimentos

☐ Relatório

☐ Visualizar Movimento Completo

☐ Listar Movimento

☐ Visualizar Último Movimento

Unidades

☐ Criar

☐ Excluir

☐ Pesquisar

Click on **Add**;

In Description enter the name of that profile. Examples: Communication, Administration, Intern and which Unit will the profile be.

Select the access permissions on the boards.

Note that if you click on the first field it will automatically mark all fields, so watch out!

a. Access Profile: Will the Portal Admin user be allowed to create other access profiles? Will be allowed to search for existing access profiles? Change the access profiles? Delete access profiles?

b. Communication Type: Will the user be able to create new communication types, ie categories of messages that can be sent? Search for existing communication types? Change or delete the types of communication already determined?

c. Partners: Will this user be able to create new partners on the platform? Delete or search for registered partners? Generate reports?

d. Reservable Units: Is this user allowed to create/register reservable units? Delete or search for already registered reservable units?

e. Movements: Will this user be able to generate reports of the movements performed? View full movements of all registered partners? List the movements? See the last movement made?

f. Units: Will the user be able to create new units on the platform? Delete and search for existing ones?

g. Shared Access: Can this user share access, that is, create new shared access? Delete and search shared access?

h. User: Will this user be able to create new users? Search, edit or delete users already registered in the platform?

iAccess Parameter: Can this user create new access parameters? Delete and search?

j. Superior Units: Can the user search the Super Units?

k. Categories: Will the user be able to create new categories, ie partner groups that use the platform? Change or delete the categories already determined?

l. Invitations: Is the user allowed to authorize invitations with AR.Check*, view and list the invitations present on the portal?

m. Banners: Will the user be able to upload, ie create custom banners for the portal? Delete and search for previously registered banners?

n. Reservation: Create, search and delete reservations on the portal?

o. Comunicación: ¿El usuario podrá crear comunicaciones, es decir, mensajes para los socios que tienen la aplicación? ¿Eliminar y buscar comunicaciones?

*AR.Check is Access.run's double-checking app. Widely used by porters and attendants, it is perfect for those who do not rule out a closer service. With it you can validate guest lists, send images and documents of visitors and have access to movements in real time.

After defining whether the created access profile matches the tags in the boxes, click Save to finish.

Ex

EXAMPLE: If we are creating the access profile of the person who will take care of your unit's communication, the only boxes that should be marked are Communication and Banners. If it is A trainee profile, their can only search all permissions. If is an Administrator, the profile must have all frames checked.

So be very careful about the roles you assign to profiles, they are crucial in information access and platform usage.

¡FELICITACIONES!

You have just been enabled on the platform that will change people's relationship with the world!

Access.Run are honored to introduce you to an innovative and intuitive product that will make your unit's access management easier, making it more secure and intelligent.

Count on us for any questions, and have a good management!

0800 404 4413

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