

# GATEWORKS

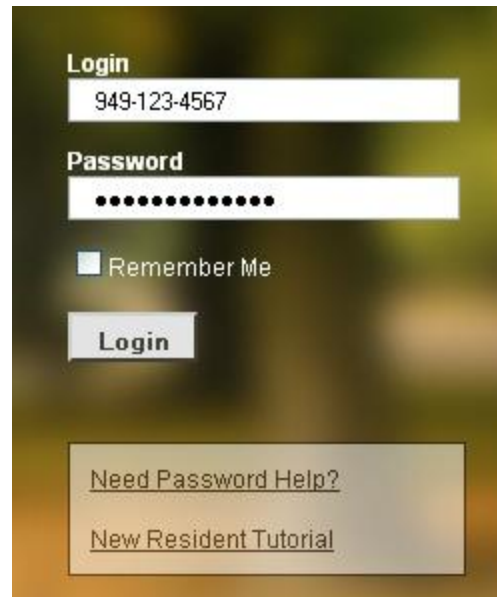


**The GateWorks Group is pleased to present  
this tutorial of our G2 Community  
Visitor Access Software**

**Important Note: GateWorks Software is currently supported in the following Browser versions:**  
Windows users: **Internet Explorer:** Version 7.0 & above, **Firefox:** 3.0 & above.  
Mac users: **Safari:** 3.0 & above, **Opera:** 8.0 & above.  
**Still need help? Contact GateWorks Technical Support at 949-305-0463 xt-1**

## First time login instructions:

- 1. Enter your primary phone number in the “Login” box of your homepage:** (example: 949-123-4567)  
(Your phone number will always be your Login, and any phone number attached to your account can be used)
- 2. Enter your home address in the “Password” box:** (example: 174 Elm) **MAKE SURE YOU INCLUDE THE SPACE.** Example: **174(space)Elm** (city, state, zip are not required, just property number and street name)  
You should change your password after your initial login. See next page.





The image shows a login form with a dark background. At the top, the word "Login" is written in white. Below it is a white input field containing the phone number "949-123-4567". Underneath that is another white input field labeled "Password" containing ten black dots. To the left of the password field is a small white checkbox with the text "Remember Me" next to it. Below the password field is a white button with the word "Login" in black. At the bottom of the form, there are two white buttons with black text: "Need Password Help?" and "New Resident Tutorial".

**First Time Users:** If your initial login fails, you may need to contact property management to ensure that your phone number is in the database.

**Returning Users:** You can also click on “Need Password Help?” if you have forgotten your password.

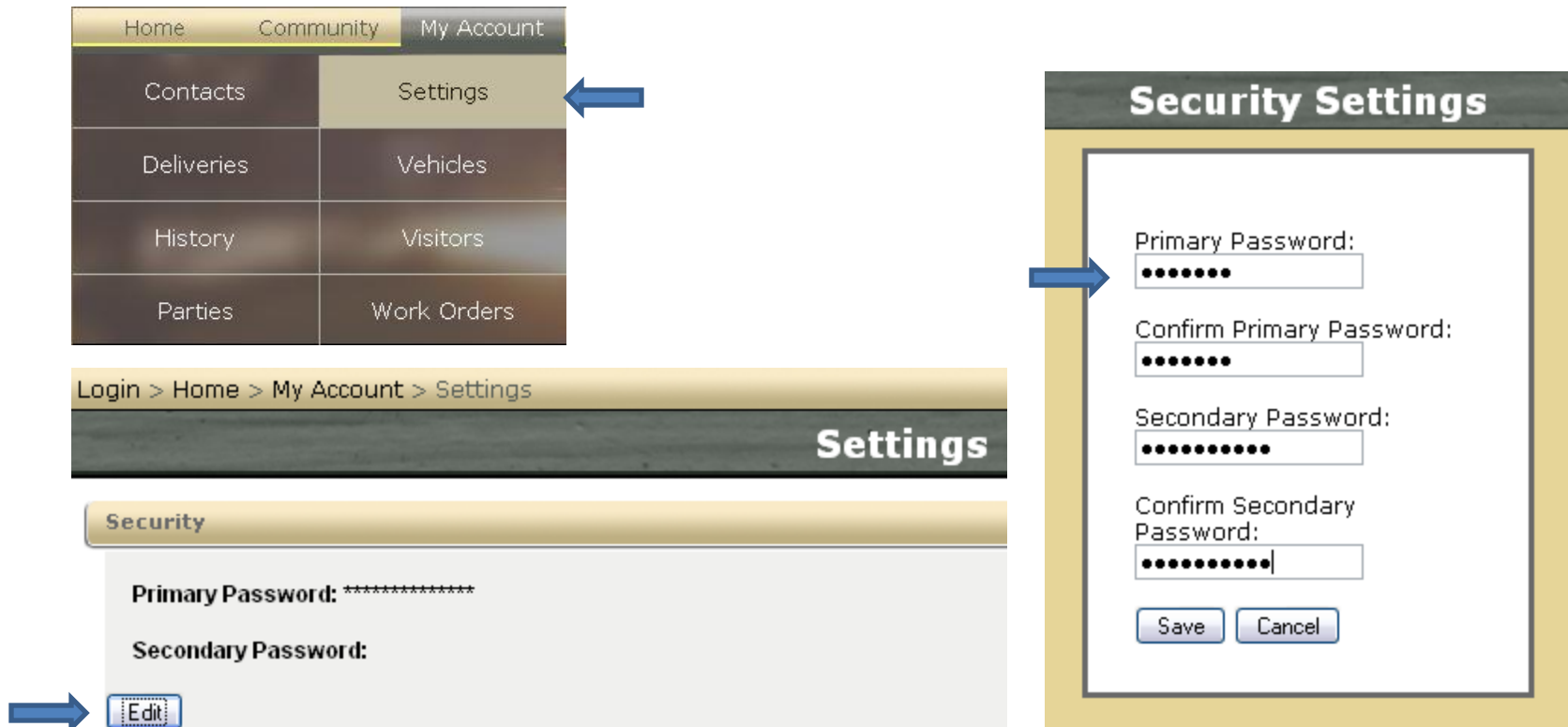
## First time login instructions continued:

### Password entry – Settings Page

- 1) In the My Account > Settings > Security section, click  to enter a new password for your property in the **primary password box**.
- 2) Enter a **secondary password** for any children or tenants if you require. (This is optional)
- 3) Click 

Your passwords can be updated at any time in the My Account > Settings > Security section.

Write these passwords down and keep them in a safe place. Do not give them out to anyone. Treat them securely. **Your Gate Staff may also ask for this “primary code” when you call the gatehouse to ensure your identity.**



The image shows a sequence of three screenshots illustrating the navigation process to update passwords:

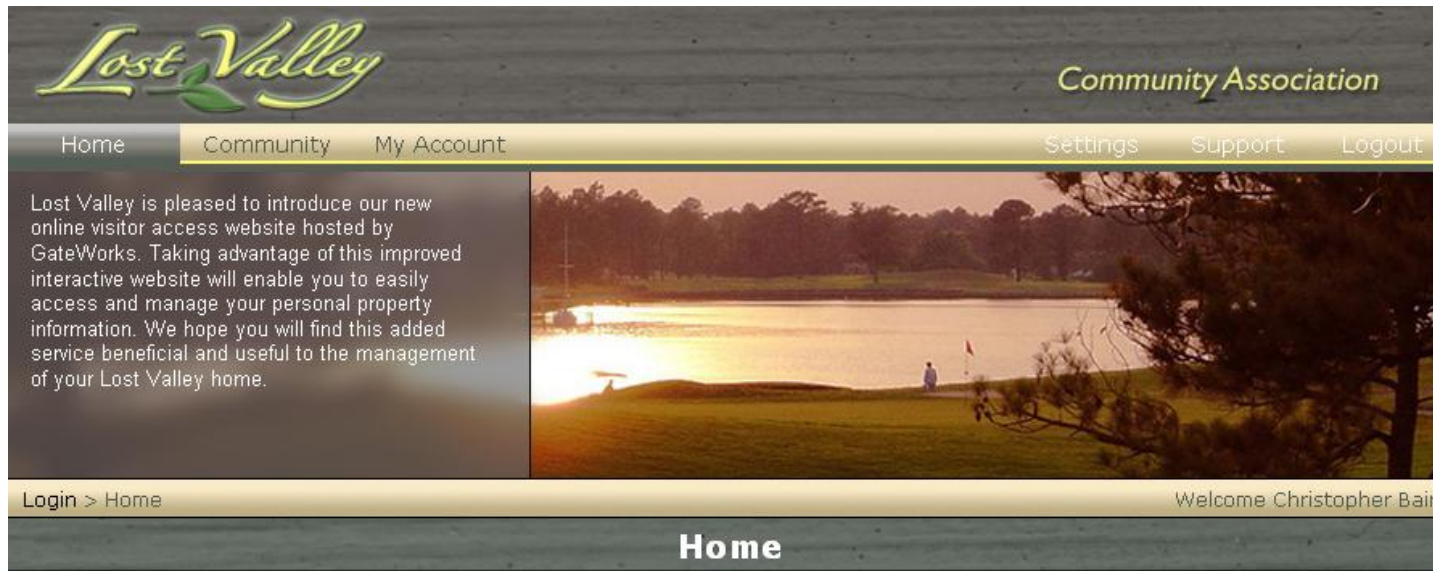
- Top Screenshot:** A navigation menu with tabs for Home, Community, and My Account. Under My Account, there are links for Contacts, Deliveries, History, Parties, Settings, Vehicles, Visitors, and Work Orders. A blue arrow points to the Settings link.
- Middle Screenshot:** A breadcrumb trail reads "Login > Home > My Account > Settings". Below this is a dark header with the word "Settings" in white. A blue arrow points to the right, indicating the next step.
- Bottom Screenshot:** The "Security" section of the settings page. It displays "Primary Password: \*\*\*\*\*" and "Secondary Password:". A blue arrow points to an "Edit" button located at the bottom left of this section.

The final screenshot on the right is a detailed view of the "Security Settings" dialog box. It contains four password input fields, each with a masked password of dots: "Primary Password:", "Confirm Primary Password:", "Secondary Password:", and "Confirm Secondary Password:". At the bottom of the dialog are "Save" and "Cancel" buttons. A blue arrow points to the Primary Password field.

## Home Section:

A quick snap shot of your Recent Announcements and Upcoming Visitors.

**Hint:** You can quickly add a new visitor from this screen by clicking: 



The screenshot shows the top navigation bar with the "Lost Valley" logo and "Community Association" text. The navigation menu includes "Home", "Community", "My Account", "Settings", "Support", and "Logout". A blue arrow points to the "Home" link. Below the navigation bar is a main content area with a text block on the left and a large image of a golf course on the right. The text block reads: "Lost Valley is pleased to introduce our new online visitor access website hosted by GateWorks. Taking advantage of this improved interactive website will enable you to easily access and manage your personal property information. We hope you will find this added service beneficial and useful to the management of your Lost Valley home." Below the main content area is a footer with "Login > Home" on the left and "Welcome Christopher Bair" on the right. The word "Home" is centered below the footer.

### Recent Announcements



- Mar 29** Resident Data Sheet
- Mar 29** Board of Directors Meeting
- Mar 29** New Speed Limit on Property

[Read more...](#)

### Upcoming Events

- Apr 9** Golf Tournament

[View more...](#)

### Upcoming Visitors



- Cherry, Karen** 4/7/11 - 4/7/11
- Jones, Bill** 4/6/11 - 4/9/11

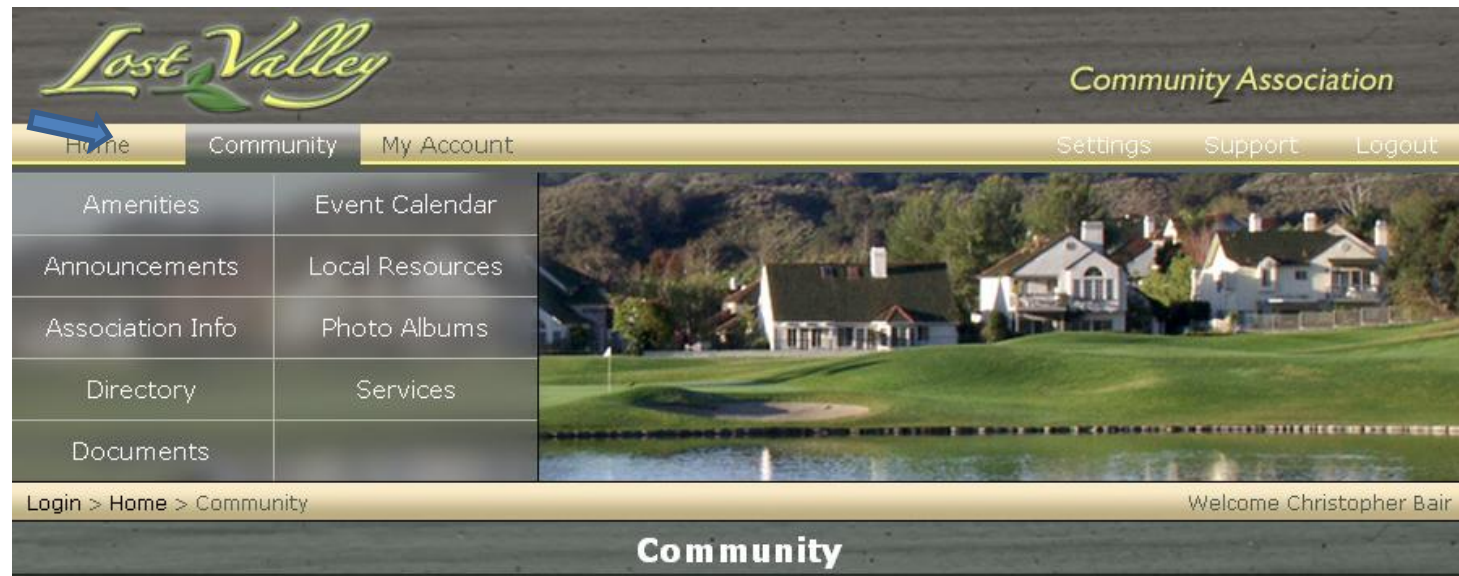
[See more...](#)





## Community Section:

The Community section contains Amenities, Event Calendar, Announcements, Association Info, Photo Albums, Community Directory, Services, and Documents. Simply highlight and click on any section to view!



The screenshot shows the top navigation bar of the Lost Valley Community Association website. The logo "Lost Valley" is in a stylized green font on the left, and "Community Association" is in a yellow font on the right. Below the logo is a yellow navigation bar with "Home", "Community", and "My Account" in white text. To the right of this bar are "Settings", "Support", and "Logout" in white text. A blue arrow points to the "Home" link. Below the navigation bar is a grid of menu items: "Amenities", "Event Calendar", "Announcements", "Local Resources", "Association Info", "Photo Albums", "Directory", "Services", and "Documents". To the right of the grid is a large image of a golf course with houses in the background. Below the grid is a yellow bar with "Login > Home > Community" on the left and "Welcome Christopher Bair" on the right. At the bottom of the screenshot is a dark grey bar with the word "Community" in white text.

### Amenities



The amenities menu lists all recreational and social conveniences located within the community. Sport facilities and fitness areas are also listed under amenities.

[Go To Amenities](#)

### Announcements



The announcements menu lists all events, news and notifications that concern the local community.

[Go To Announcements](#)

## Community > Amenities > Reservations

If your community has Reserveable Amenities, click on the **+ Make Reservation** button to make a reservation. Select a date to view available times, choose a start time, create a note for the Manager if desired, enter your email to receive notification email, and click **Save**

Login > Home > Community > Amenities

Welcome Christopher Bair

### Amenities

#### Golf Club



Please call 949-555-1212 to reserve a tee time for our world class Golf Club. You can also reserve on line by choosing a start time. The system will reserve you for a 30 min time frame as your start time. Have a great day on the course!

Sunday: 6:00 AM - 7:00 PM  
 Monday: 6:00 AM - 7:00 PM  
 Tuesday: 6:00 AM - 7:00 PM  
 Wednesday: 6:00 AM - 7:00 PM  
 Thursday: 6:00 AM - 7:00 PM  
 Friday: 6:00 AM - 7:00 PM  
 Saturday: 6:00 AM - 7:00 PM

#### Amenity Reservations

[+ Make Reservation](#)

Date	Start	End	Status	Delete
4/22/2011	11:00 AM	4/22/2011	Approved	

#### Tennis Courts



We have several tennis courts for our residents to enjoy. Please only use the courts for your allotted time.

Sunday: 7:00 AM - 9:00 PM  
 Monday: 7:00 AM - 9:00 PM  
 Tuesday: 7:00 AM - 9:00 PM  
 Wednesday: 7:00 AM - 9:00 PM  
 Thursday: 7:00 AM - 9:00 PM  
 Friday: 7:00 AM - 9:00 PM  
 Saturday: 7:00 AM - 9:00 PM

#### Amenity Reservations

[+ Make Reservation](#)

Date	Start	End	Status	Delete
4/30/2011	1:00 PM	4/30/2011	Approved	

#### Golf Club

Select a date to view available time(s):

April 2011							
	S	M	T	W	T	F	S
14	27	28	29	30	31	1	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23
18	24	25	26	27	28	29	30
19	1	2	3	4	5	6	7

Start Time:

8:00 AM

End Time:

11:00 AM

Note:

Please click on the starting time you would like to golf. The system will reserve you for 30 minutes as your round time.

Requires Approval:

Yes

Note for Manager:

This is a note for the manager!

Notification Email:

Tomsmith@tomsmith.com

**Save**

**Cancel**

## Community > Event Calendar > RSVP:

If your community creates an event requiring an RSVP, click on the [RSVP](#) button to create an RSVP. Select Response, Choose Total Attendee(s), Add comment if desired, and click [Save](#)

The screenshot shows the 'Lost Valley' website interface. The top navigation bar includes 'Home', 'Community', and 'My Account'. A sidebar menu on the left lists 'Amenities', 'Event Calendar', 'Announcements', 'Local Resources', 'Association Info', 'Photo Albums', 'Directory', 'Services', and 'Documents'. The main content area displays the 'RSVP' form for the event 'RSVP - Cinco De Mayo Party!'. The form includes an 'Event Note' section with a 'Response' field (radio buttons for Yes, May be, No), 'Total Attendee(s)' fields for Adult(s) (set to 4) and Kid(s) (set to 0), and a 'Max Allowed(s)' field (set to 6). An 'Add Comment' text area contains the text: 'We Can't Wait for the Party! Happy Cinco De Mayo!'. At the bottom of the form are 'Save' and 'Cancel' buttons. A blue arrow points to the 'Response' field.


A calendar for May 2011. The days of the week are labeled S, M, T, W, T, F, S. The dates are arranged in a grid. The date 5 is highlighted with a white background, indicating the selected date.

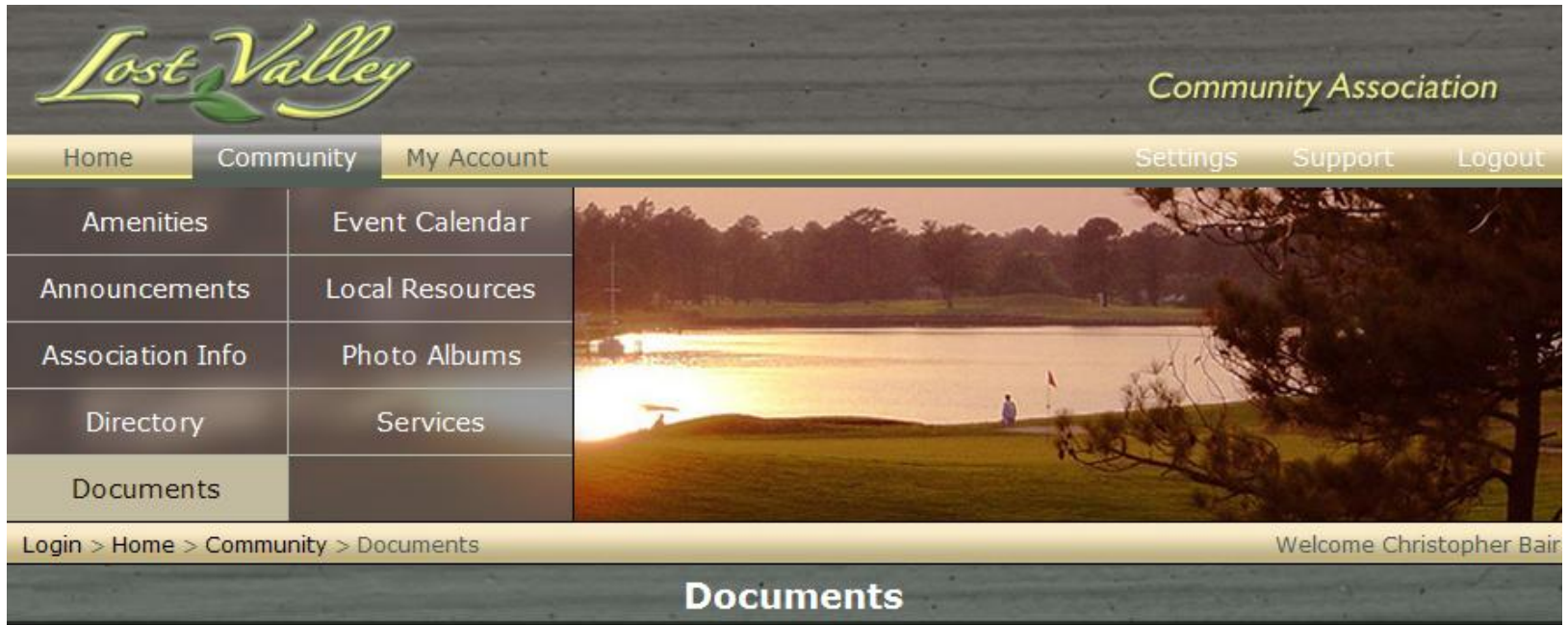
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

The screenshot shows the 'Events for May' section. It contains a table with columns for 'Event', 'Description', 'Start', 'End', and 'RSVP'. The event listed is 'Cinco De Mayo Party!' with a description: 'Come one come all to our **Cinco De Mayo Party** at the community center. Please click on the RSVP button to reserve your space! Limited to 6 family members per household.' The start time is 4:00 PM on 5/5/2011 and the end time is 11:00 PM on 5/5/2011. An 'RSVP' button is located in the 'RSVP' column, with a blue arrow pointing to it.

Event	Description	Start	End	RSVP
Cinco De Mayo Party!	Come one come all to our <b>Cinco De Mayo Party</b> at the community center. Please click on the RSVP button to reserve your space! Limited to 6 family members per household.	5/5/2011 4:00 PM	5/5/2011 11:00 PM	<a href="#">RSVP</a>

## Community > Documents

On the Documents page, click on the blue Download  button to open the file download window. Select Open or Save to manage your file.



Lost Valley  
Community Association

Home Community My Account Settings Support Logout


Amenities Event Calendar  
Announcements Local Resources  
Association Info Photo Albums  
Directory Services  
Documents

Login > Home > Community > Documents Welcome Christopher Bair


### Documents

#### homeowners manual

Document Name	Date Posted	Date Updated	Download
 homeowners manual	11/1/2010	11/1/2010	

**File Download** 

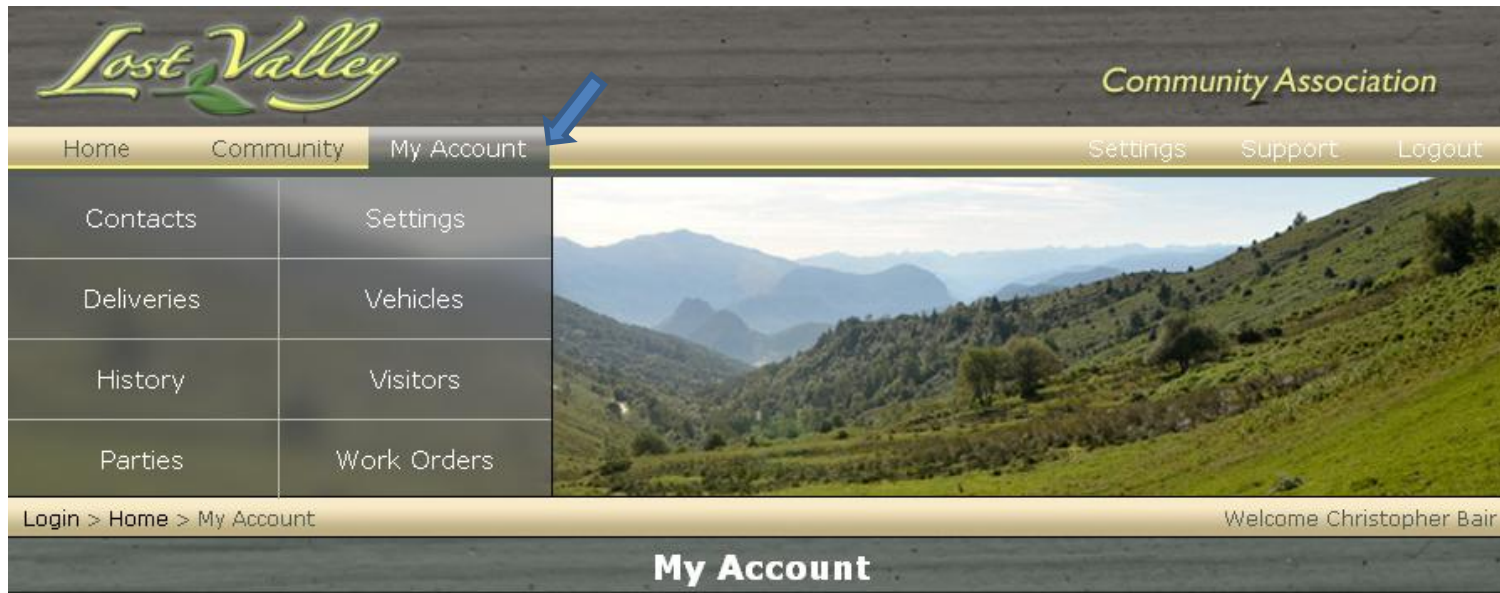
Do you want to open or save this file?

 Name: homeowners manual.pdf  
Type: Adobe Acrobat Document, 239KB  
From: **lostvalley.communityhoa.com**



## My Account Section:

Contains your Contacts, Settings, Deliveries, Vehicles, History, Visitors, Parties, and Work Order sections.



The screenshot shows the website header with the "Lost Valley" logo and "Community Association" text. A navigation bar includes "Home", "Community", "My Account" (highlighted with a blue arrow), "Settings", "Support", and "Logout". Below the navigation bar is a grid of menu items: "Contacts", "Settings", "Deliveries", "Vehicles", "History", "Visitors", "Parties", and "Work Orders". A large landscape image of a mountain valley is on the right. The footer of the header area shows "Login > Home > My Account" and "Welcome Christopher Bair". The main content area has a "My Account" title.

### Contacts



The Contacts menu lists all personal contact information for the residents.



[Go To Contacts](#)

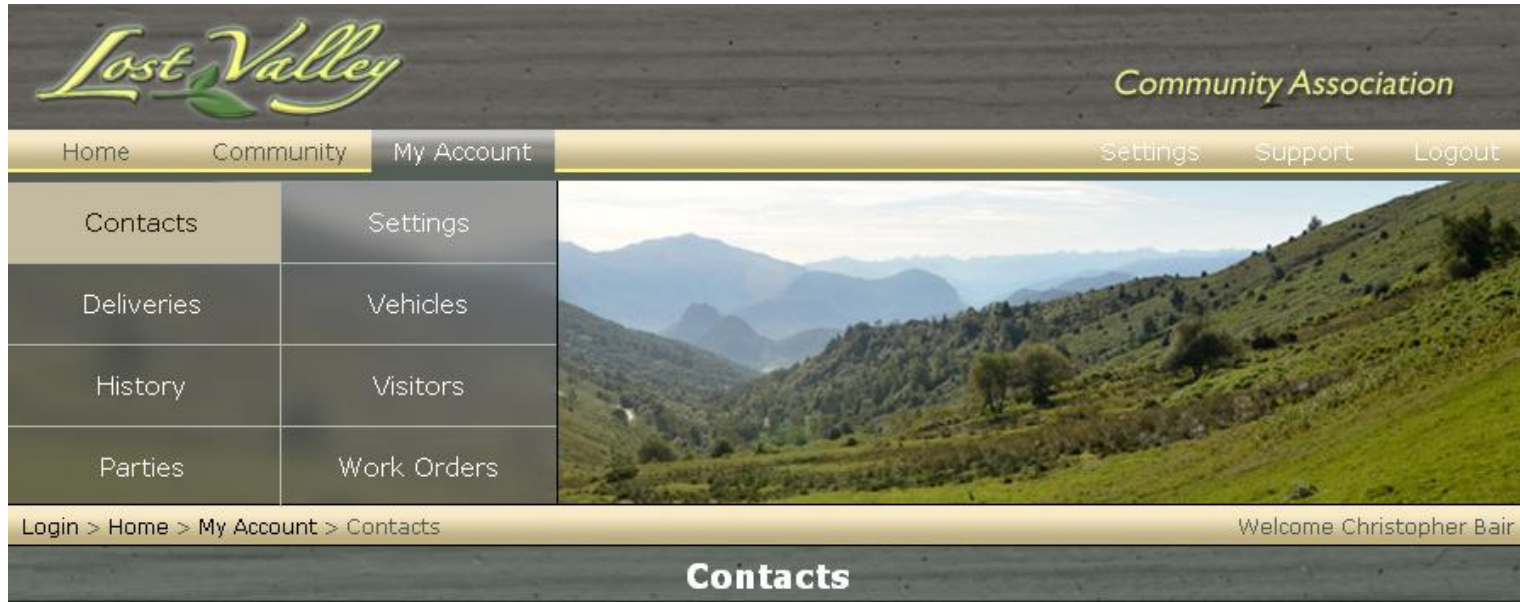
### Deliveries



[Go To Deliveries](#)

## My Account > Contacts:

Update and add contact phone numbers and email addresses. You can also Indicate the order in which you would like the gate staff will call you to authorize guests if they are not on your guest list(Contact Display Order Window). Click the  or  buttons to add phone or email addresses.




**Lost Valley** Community Association





Home Community My Account Settings Support Logout


Contacts Settings  
Deliveries Vehicles  
History Visitors  
Parties Work Orders



Login > Home > My Account > Contacts Welcome Christopher Bair

### Contacts

**Phone Numbers**  Add Phone Number





Name	Phone Number	Edit	Delete
Christopher Bair	(949) 636 - 1822		
Melissa Bair	(949) 555 - 1313		

**Email Addresses**  Add Email Address

Name	Email Address	Edit	Delete
Christopher Bair	cbair@gateworksgroup.com		

**Contact Display Order**

Set the order your phone numbers are displayed for staff.

1:    
2:    
3:    
4:  

## My Account > Settings:

**Security:** Update your password (see page 4 of this document) Click [Edit](#)

**Directory Opt-In:** Add your information to the community directory. Click [Edit](#) See Below:

**Notification Settings:** See next page

Lost Valley Community Association

Home Community My Account Settings Support Logout

Contacts Settings Deliveries Vehicles History Visitors Parties Work Orders

Login > Home > My Account > Settings Welcome Christopher Bair

### Settings

### Security Settings

Primary Password: [.....]

Confirm Primary Password: [.....]

Secondary Password: [.....]

Confirm Secondary Password: [.....]

[Save](#) [Cancel](#)

### Security

Primary Password: \*\*\*\*\*

Secondary Password:

[Edit](#)

### Directory Opt-In

Name	Address	Secondary Address	Contact Info
Bair, Christopher	174 Elm Street		Christopher Bair (949) 636 - 1822 Christopher Bair cbair@gateworksgroup.com

[Edit](#)

### Notification Settings

Contact Access Devices Announcements Calendar Events Deliveries Guest Passes RSVP Confirmation New Visitors

[Edit](#)

Community Directory Opt-In

Display Address 174 Elm Street  Display Secondary Address

**Display Residents:**

- Bair, Christopher
- Bair, Corey
- Bair, Melissa

**Display Contacts:**

- (949) 555 - 1313
- (949) 636 - 1822
- cbair@gateworksgroup.com

[Save](#) [Cancel](#)

## My Account > Settings > Notifications > Delivery Type: Email

### Notification Settings

Click the  button to modify your email notifications. (Please note: You must create an email address in your contacts section in order for this feature to work. See page 11 to add an email address to your account)

Click on each **check box** for the events you would like to receive an email notification.

Click

You can choose to be notified via **Email** whenever the following events occur:

Delivery Type: Email							
Email	Access Devices	Announcements	Calendar Events	Deliveries	Guest Passes	RSVP Confirmation	New Visitors
cbair@gateworksgroup.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Event Descriptions:

**Access Devices:** If your community has a resident vehicle transponder system managed by our software...you can receive a text message whenever a vehicle enters the property through any gate.

**Announcements:** Receive a text message whenever a new announcement is posted to the website,

**Calendar Events:** Receive a text message whenever a new calendar event is posted to the website.

**Deliveries:** Receive a text message when a delivery has been accepted at the front desk (HighRise Version only)

**Guest Passes:** Receive a text message whenever a pass prints at the gate for a visitor/vendor to your property.

**RSVP Confirmation:** Receive a text message whenever a reservation is approved or denied.

**New Visitors:** Receive a text message whenever a new visitor has been ADDED to your guest list (confirmation)

## My Account > Settings > Notifications > Delivery Type: Text Message

### Notification Settings

Click the  button to modify your notifications. Using the dropdown menu, **choose your cell phone provider** for any cell phone listed. (Please note: You must enter a cell phone number in the contacts section in order for this feature to work. See page 11 to add a new phone number to your account)

**Click on each check box** for the events you would like to receive a text notification for.

Click

You can choose to be notified via **Text Message** whenever the following events occur:

Delivery Type: Text Message								
Phone	Carrier	Access Devices	Announcements	Calendar Events	Deliveries	Guest Passes	RSVP Confirmation	New Visitors
(949) 555 - 1313	AT&T	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(949) 636 - 1822	Verizon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Event Descriptions:

**Access Devices:** If your community has a resident vehicle transponder system managed by our software, you will receive a text message whenever a vehicle enters the property through any gate.

**Announcements:** Receive a text message whenever a new Announcement is posted to the website.

**Calendar Events:** Receive a text message whenever a new Calendar Event is posted to the website.

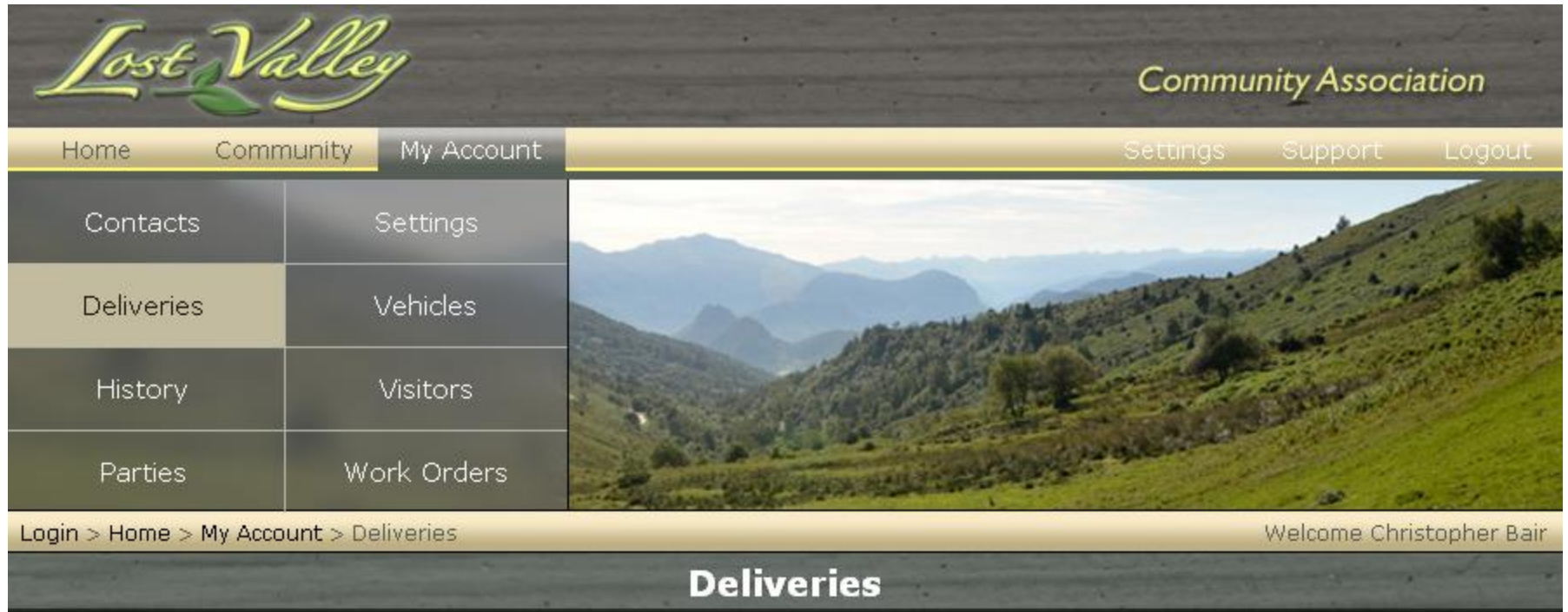
**Deliveries:** Receive a text message when a delivery has been accepted at the front desk (HighRise Version only)

**Guest Passes:** Receive a text message whenever a pass prints at the gate for any visitor/vendor to your property.

**RSVP Confirmation:** Receive a text message whenever a reservation is approved or denied.

**New Visitors:** Receive a text message whenever a new visitor has been ADDED to your guest list (confirmation)

**Deliveries** – If you're using our "High Rise" Condominium version, You will be able to see all deliveries that have been picked up by you from the front desk.



The screenshot shows the website interface for the Lost Valley Community Association. The header features the "Lost Valley" logo on the left and "Community Association" on the right. A navigation bar includes "Home", "Community", "My Account", "Settings", "Support", and "Logout". A sidebar menu on the left lists "Contacts", "Deliveries", "History", "Parties", "Settings", "Vehicles", "Visitors", and "Work Orders". The "Deliveries" item is highlighted. The main content area displays a scenic mountain landscape. Below the landscape, a breadcrumb trail reads "Login > Home > My Account > Deliveries" and a welcome message says "Welcome Christopher Bair". The section title "Deliveries" is prominently displayed in a dark banner.

#### Deliveries

To	From	Courier	Date
 Bair, Corey	jeffery	UPS	7/30/2010 10:39 AM
 Bair, Christopher	tom	Fedex	7/29/2010 12:25 PM
 Bair, Christopher	tom	Fedex	7/29/2010 11:03 AM
 Bair, Corey	david jones	Fedex	7/29/2010 10:55 AM

**Property Vehicles:** View your property vehicle information. Edit and modify if your Association allows. If you have a transponder system on your vehicle for access control at your community, the **“Edit”** and **“Delete”** feature may not be available...as you’ll need to update this information with your association management office directly.

If you are assigned carport spaces and storage units, this information will be added here by management.

**Lost Valley** Community Association

Home Community My Account Settings Support Logout

Contacts Settings Deliveries Vehicles History Visitors Parties Work Orders

Login > Home > My Account > Vehicles Welcome Christopher Bair

## Vehicles


Property Vehicles [+ Add Vehicle](#)


Make	Model	Year	License Plate	Decal	Edit	Delete
<input type="checkbox"/> Ford	Taurus	2009	6YUR999	2541		
<input type="checkbox"/> Ford	Thunderbird	2009	6CDB777	8547		
<input checked="" type="checkbox"/> Ford	TRUCK	2010	NONE	999		
<input checked="" type="checkbox"/> Volkswagen	Bug	1966	NOTFAST			

Note: Vehicles With Attached Transponders Can Only Be Edited Through Property Management

Assigned Spaces
<b>Carport #</b>
111
112
<b>Storage #</b>
55
88

**History:** View your visitor, delivery, and transponder history (if applicable)


Choose your **custom** history timeline by clicking on the calendar dropdown menus.  Then click



*Community Association*

Home   Community   My Account   Settings   Support   Logout

Contacts	Settings
Deliveries	Vehicles
<b>History</b>	Visitors
Parties	Work Orders



Login > Home > My Account > History Welcome Christopher Bair




## History

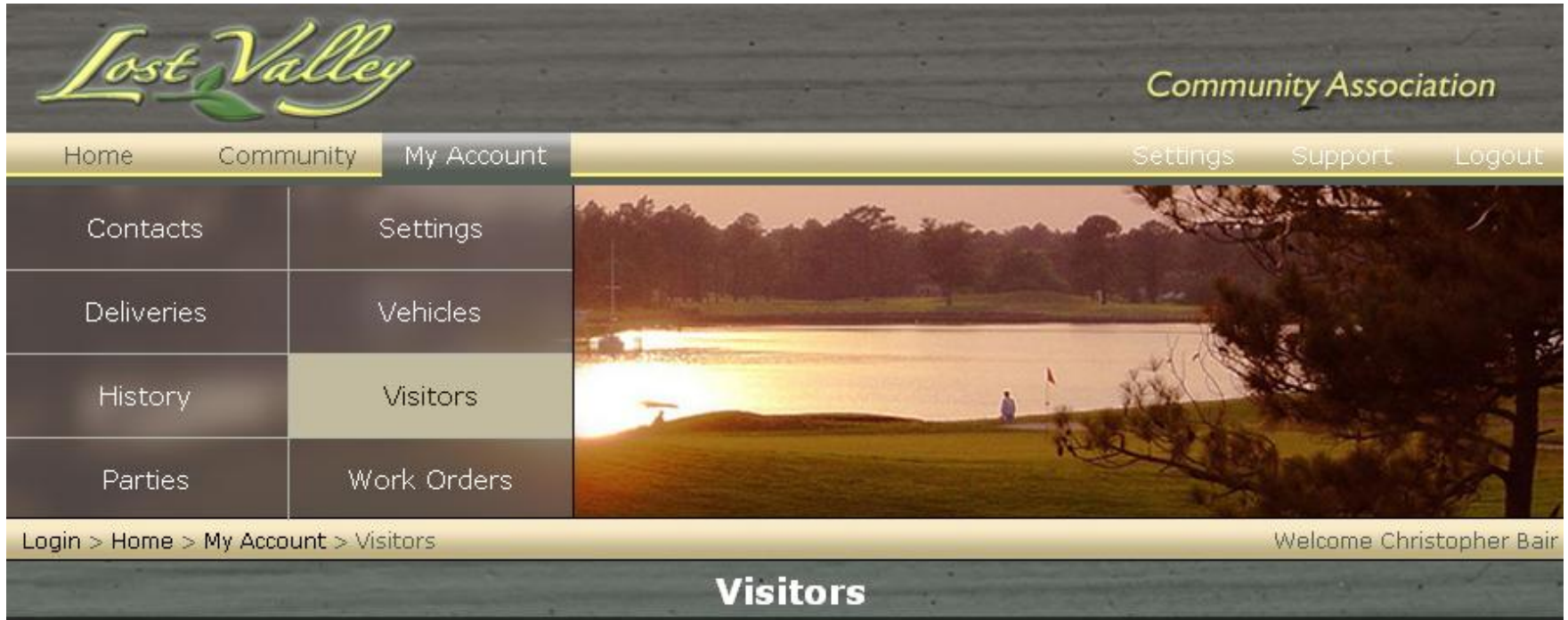
Start Date:   End Date:  

April, 2011						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	<b>7</b>	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7
Today: April 6, 2011						

Name	Type	Date	Event
Stocks, Jennifer	Visitor	3/16/2011 3:41:44 P	Guest Pass
Stocks, Jennifer	Visitor	3/16/2011 3:41:30 P	Guest Pass
Stocks, Jennifer	Visitor	3/16/2011 3:41:18 P	Guest Pass
Stocks, Jennifer	Visitor	3/16/2011 3:41:02 P	Guest Pass



**Visitors:** View your visitor list to edit or delete as desired. Click the  **Add Visitor** button to add a temporary, permanent or unauthorized visitor. See next page for detailed visitor entry example. You can also click to **Edit**  and **Delete**  existing visitors in your list.



**Lost Valley** Community Association

Home Community My Account Settings Support Logout

Contacts Settings Deliveries Vehicles History Visitors Parties Work Orders

Login > Home > My Account > Visitors Welcome Christopher Bair

## Visitors

 Permanent  Temporary  Unauthorized  Turn Away 

First Name	Last Name	Company	Start Date	End Date	Edit	Delete
 Karen	Cherry		4/7/2011	4/7/2011		
 Bill	Jones		4/6/2011	4/9/2011		
 Tammy	Jones	House Cleaning	-	-		
 Phillip	Reynolds	DENIED GUEST	-	-		
 Jeremy	Smith	ABC Computer com	-	-		
 Fred	Thompson	Freds Pool Company	-	-		

## Visitor Entry:

**Select** the Type of your visitor – Temporary, Permanent, or Unauthorized. (Any “Previous Visitors” entered to your property are located in the virtual rolodex dropdown. This will auto populate with prior entered data)

**Enter** your visitors information. You can also enter your **Visitors email address**. They will receive an authorized guest email. (see below example) You can also choose which day(s) of the week your visitor is allowed

### Visitor Detail

Type:  
 Temporary  Permanent  Unauthorized

Previous Visitor:  
Select a visitor... ▾

First Name:  
Ginger Required

Last Name:  
Morris

Company:  
\_\_\_\_\_

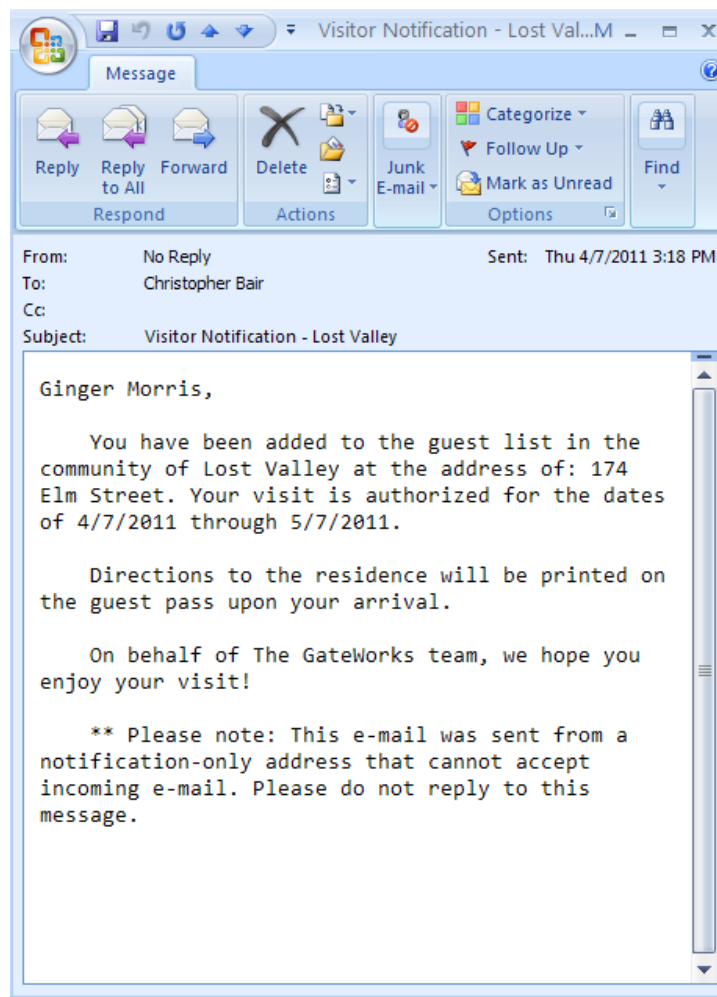
Email:  
ginger@morris.com


License Plate:  
\_\_\_\_\_

Notes:  
\_\_\_\_\_

Start Date: 04/07/2011 Start Time: 12 :00 AM  
End Date: 05/07/2011 End Time: 11 :59 PM

Days Allowed:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat



**Parties:** Create a party list from the easy to use party feature. Click on the  **Add Party** Icon to enter your party list. Once created, the party list will notify your association management and the security company of your party. You will see their confirmation in the “status” area.

**See the next 4 pages for specific instructions on entering parties.**



**Lost Valley** Community Association



Home Community My Account Settings Support Logout

Contacts Settings  
Deliveries Vehicles  
History Visitors  
Parties Work Orders

Login > Home > My Account > Parties Welcome Christopher Bair

## Parties

Resident Party List  **Add Party**

Party Name	Visitors	Status	Date	Start Time	End Time	Edit	Delete
 Sunday BBQ	5	Approved	4/16/2011	4:00 PM	11:59 PM		

**Party List Creation:** Create the party name, date of event with start and end time, choose to enter guests individually by entering in box and clicking on the ADD button, Load a previous party you have saved here or Import a party list with our template file.

### Party Detail

Party Name:

Date:

Start Time:

End Time:

New Party  Load Previous Party  Import Party

First Name:  Last Name:

Notes:

First Name	Last Name	Edit	Delete
Bill	Jones		
corey	smith		
melissa	bair		

**Step 1:** Enter Party Name and Date (click on mini calendar next to the date window to open calendar screen)

**Step 2:** Enter "Start" and "End" time for party. To edit simply:

Start Time:  
 Click on the hour and edit by using your number keys, then click/tab to edit the minute, then click/tab to edit AM/PM. Then click on the UP and DOWN arrows.

**Step 3:** Choose "New Party"

**Step 4:** Enter First Name, then tab to enter Last Name:

**Step 5:** Add a note if desired for Gate Staff to read when visitor arrives

**Step 6:** Click "Add" button to add guest to list

**Step 7:** Repeat Steps 4 through 6 until all guests are entered, then click the "Save" button at bottom of screen.

**Step 8:** Your done!  
You will then see your party on the party page. Once the guard staff or management have approved the party, your notification will show "Approved." Your guests will be on the list when they arrive!

Click on "Load Previous Party" to load a previously entered party with the same guest list. This can also be edited.

**TO IMPORT A PARTY LIST, PLEASE SEE NEXT PAGE**

## IMPORT PARTY Instructions:

Microsoft Office Excel Software Required

### Party Detail

Party Name:

Date:

Start Time:

End Time:

New Party  Load Previous Party  Import Party

Download Template: [Template File](#)

Choose File:

Import Visitors:

First Name:  Last Name:

Notes:

First Name	Last Name	Edit	Delete
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**Step 1:** Enter Party Name and Date (click on mini calendar to open calendar screen)

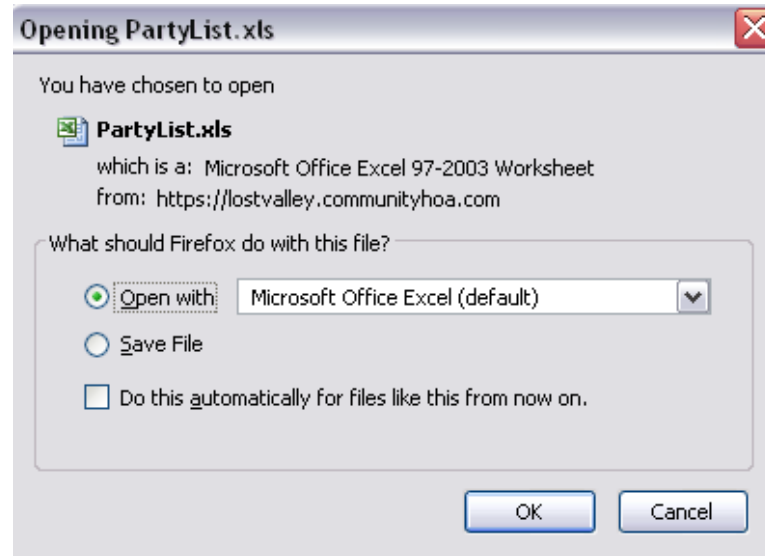
**Step 2:** Enter “Start” and “End” time for party. To edit simply:

Start Time:

**Click on the hour and edit by using your number keys, then click/tab to edit the minute, then click/tab to edit AM/PM. Then click on the UP and DOWN arrows.**

**Step 3:** Click on “Import Party”

**Step 4:** Click “Template File” to download Excel file “PartyList.xls” template. Click “OK” to open with Excel software on your computer (or save to your hard drive)

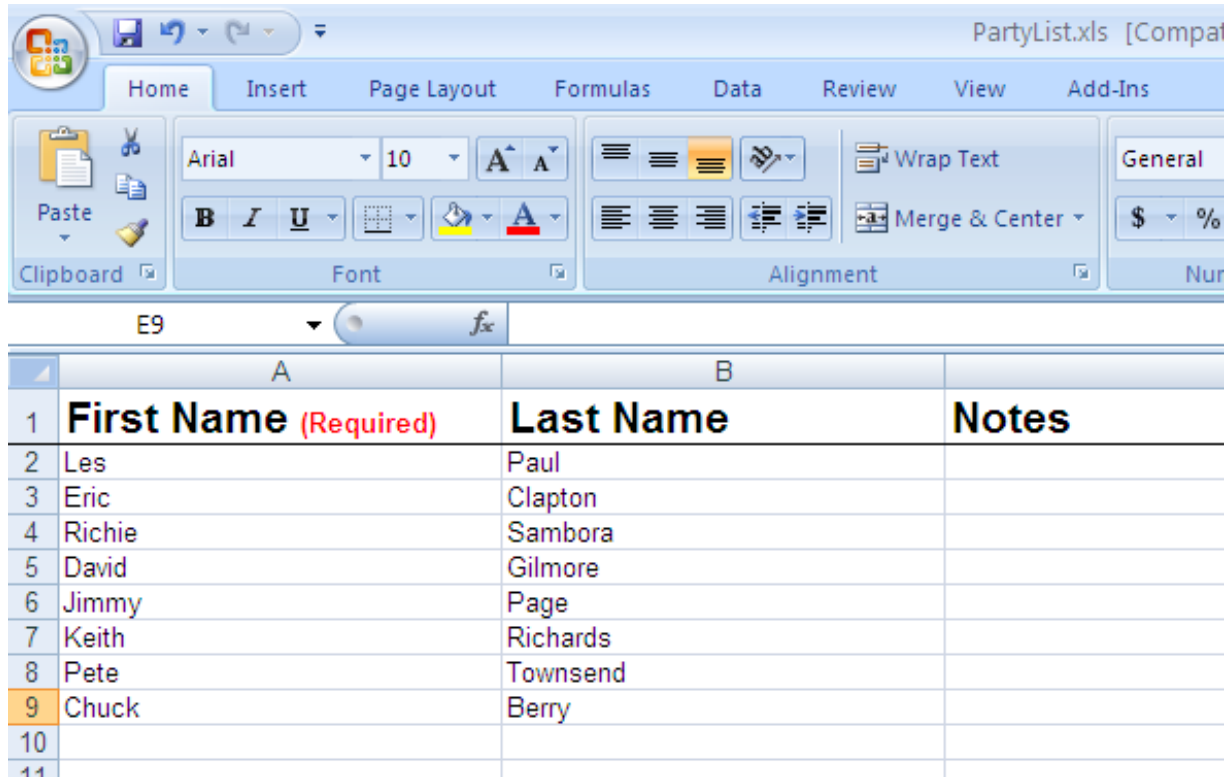


**Please note:** If you save your file, save it as an **Excel 97-2003 format(.xls)**  
**Do NOT** save file as an “**xlsx**” file (new Excel version)... as this will not allow the file to be uploaded to your party list.

**NEXT PAGE**

## IMPORT PARTY Instructions Continued:

Microsoft Office Excel Software Required



The screenshot shows the Microsoft Office Excel 2003 interface. The title bar reads "PartyList.xls [Compat". The ribbon includes "Home", "Insert", "Page Layout", "Formulas", "Data", "Review", "View", and "Add-Ins". The "Home" ribbon is active, showing "Clipboard" (Paste), "Font" (Arial, size 10, bold, italic, underline, color, background color), and "Alignment" (wrap text, merge & center) options. The spreadsheet has columns A, B, and C, and rows 1 through 11. The data is as follows:

	A	B	
1	First Name (Required)	Last Name	Notes
2	Les	Paul	
3	Eric	Clapton	
4	Richie	Sambora	
5	David	Gilmore	
6	Jimmy	Page	
7	Keith	Richards	
8	Pete	Townsend	
9	Chuck	Berry	
10			
11			

**Step 5:** When you open the “PartyList.xls” spreadsheet, fill out with first name, last name, and any notes for each guest for your party.

**Step 6:** Save file to your hard drive (remember where you store it for the next step)

**Please note:** If you save your file, save it as an **Excel 97-2003 format (.xls)**

**Do NOT** save file as an “xlsx” file (new Excel version)... as this will not allow the file to be uploaded to your party list.

**NEXT PAGE**

## IMPORT PARTY Instructions Continued:

Party Name: Guitar Hero Party Date: 08/20/2010

Start Time: 08 :00 PM

End Time: 12 :00 PM

New Party  Load Previous Party  Import Party

Download Template: [Template File](#)

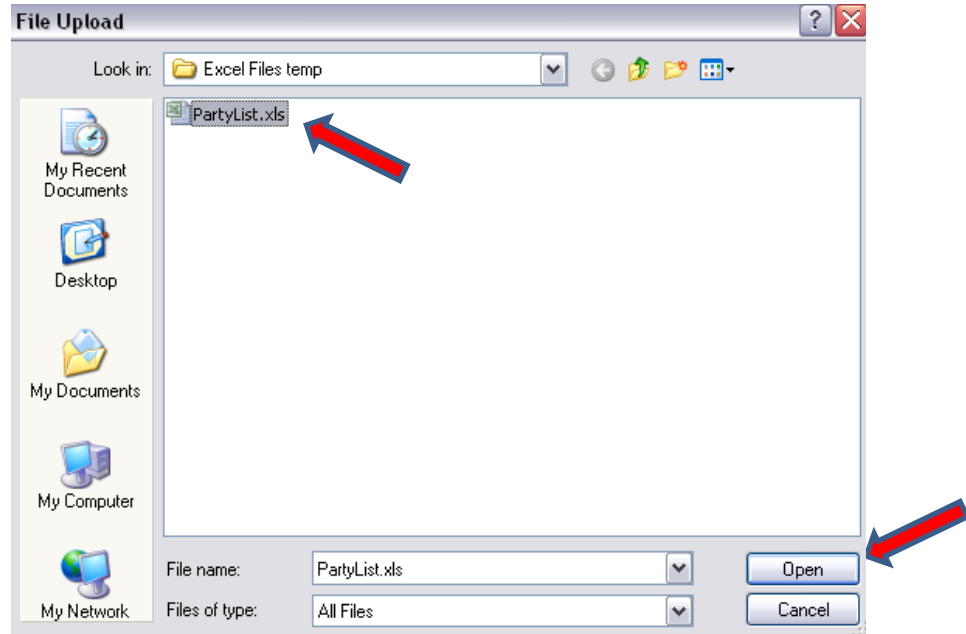
Choose File:

Import Visitors:

First Name:  Last Name:

Notes:

Eric	Clapton	<input type="button" value="U"/>	<input type="button" value="X"/>
Jimmy	Page	<input type="button" value="U"/>	<input type="button" value="X"/>
Keith	Richards	<input type="button" value="U"/>	<input type="button" value="X"/>
Les	Paul	<input type="button" value="U"/>	<input type="button" value="X"/>





**Step 7:** Click the Browse button to locate your saved file.

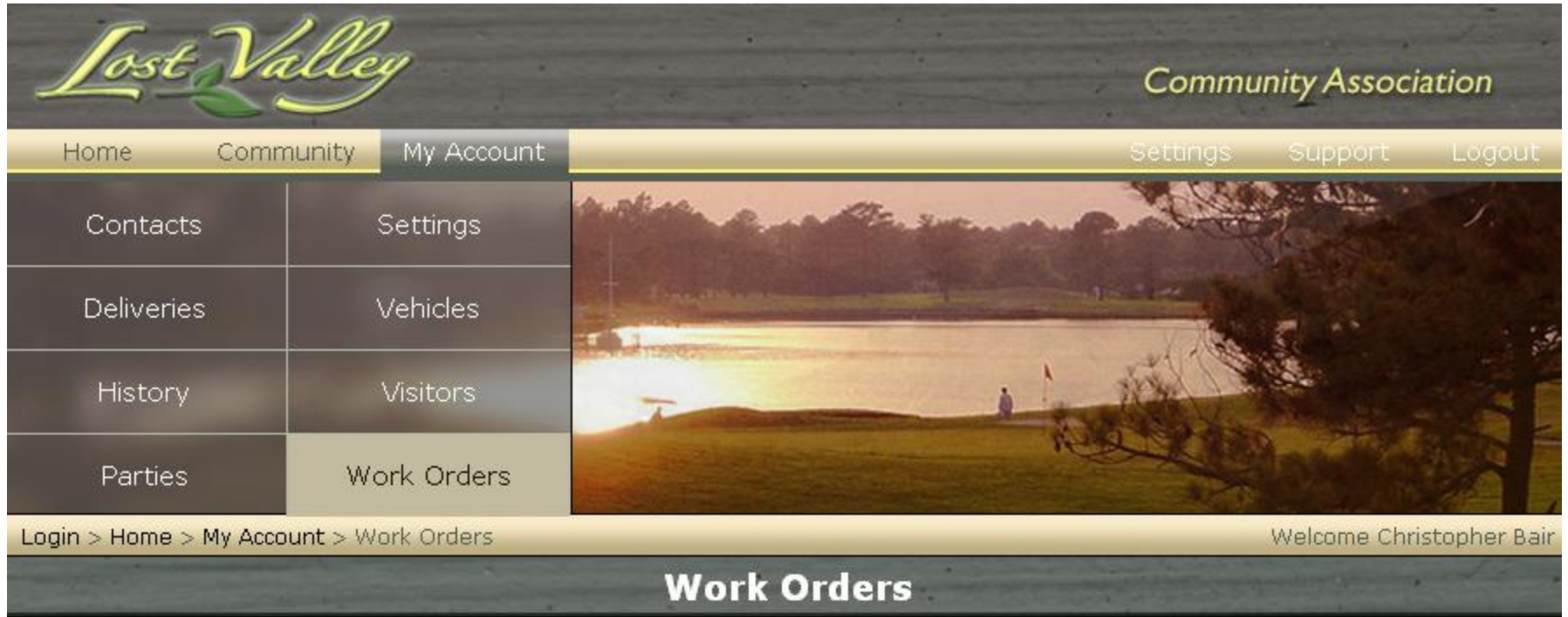
**Step 8:** Select "PartyList.xls" Then click Open

**Step 9:** Back on the Party Detail screen, click "Import." You will see your guest in the list.

**Step 10:** Click the "Save" button and your done!  
You will then see your party on the party page. Once the guard staff or management have approved the party, your notification will show "Approved." Your guests will be on the list when they arrive!

**Work Orders** – If you’re using our “High Rise” Condominium version, You can click into the system. Property Management will be notified of the work order creation. You can also click to **Edit**  and **Delete**  existing work orders on your list.

 **Add Work Order** to add new orders













*Lost Valley* Community Association

Home Community My Account Settings Support Logout

Contacts Settings  
 Deliveries Vehicles  
 History Visitors  
 Parties Work Orders

Login > Home > My Account > Work Orders Welcome Christopher Bair

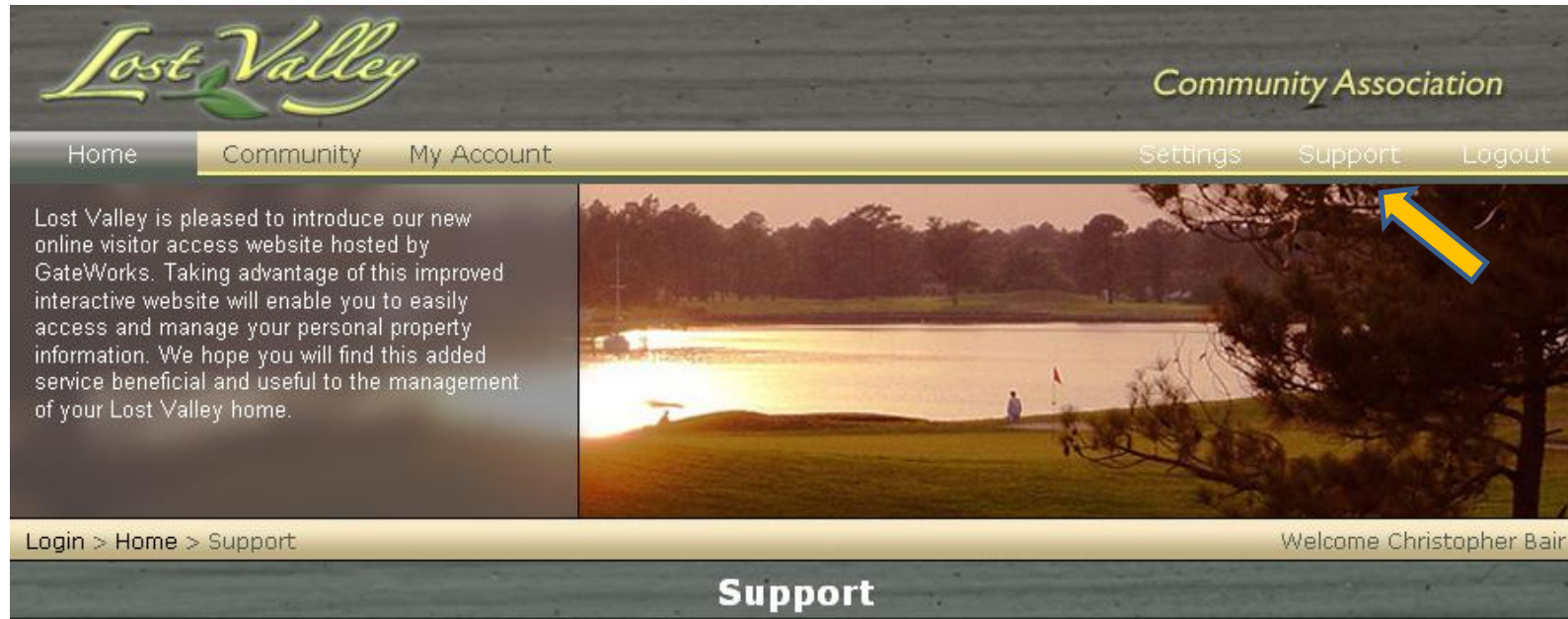
## Work Orders

Work Orders		 Add Work Order
Order #	Summary	Edit Delete
 99000003	Light Bulb	 
 99000002	sprinkler	 
 99000001	Light Bulb	 

Note: Work Orders That Have Been Completed May Not Be Edited Or Deleted



**Technical Support:** Click on the **Support** button. Please give us a call, click on the link to send us an email, or type in a message and click send... our technical staff will get back to you as soon as possible to help if you are experiencing any difficulty. Thank you very much!



The screenshot shows the website interface for Lost Valley Community Association. At the top left is the logo "Lost Valley" in a stylized green font. To the right, it says "Community Association". Below this is a navigation bar with links: Home, Community, My Account, Settings, Support, and Logout. The "Support" link is highlighted with a yellow arrow. Below the navigation bar is a main content area with a text box on the left and a large image of a golf course at sunset on the right. The text box contains a message about the new online visitor access website. Below the main content area is a footer with "Login > Home > Support" on the left and "Welcome Christopher Bair" on the right. A large "Support" heading is centered at the bottom of the page.

GateWorks Support is available for emergencies 24 hours a day, 7 days a week, 365 days a year. Non-emergency requests will be handled in the order that they are received.

**Phone:** (949) 305-0463 option 1

**Email:** [support@gateworksgroup.com](mailto:support@gateworksgroup.com)

**Send a message to support:**

Please call me. I need help entering a party for this weekend. Thank you.

Christopher Bair

Send

# GATEWORKS



**Thank you from The GateWorks Group!**  
**We hope you enjoy your new visitor access management solution.**

**Important Note! GateWorks Software is currently supported in the following Browser versions:**

Windows users: **Internet Explorer:** Version 7.0 & above, **Firefox:** 3.0 & above.

Mac users: **Safari:** 3.0 & above, **Opera:** 8.0 & above.

**Still need help? Contact GateWorks Technical Support at [949-305-0463](tel:949-305-0463) xt-1**