

# Tchefuncta Club Estates Web Portal Quick Start Guide

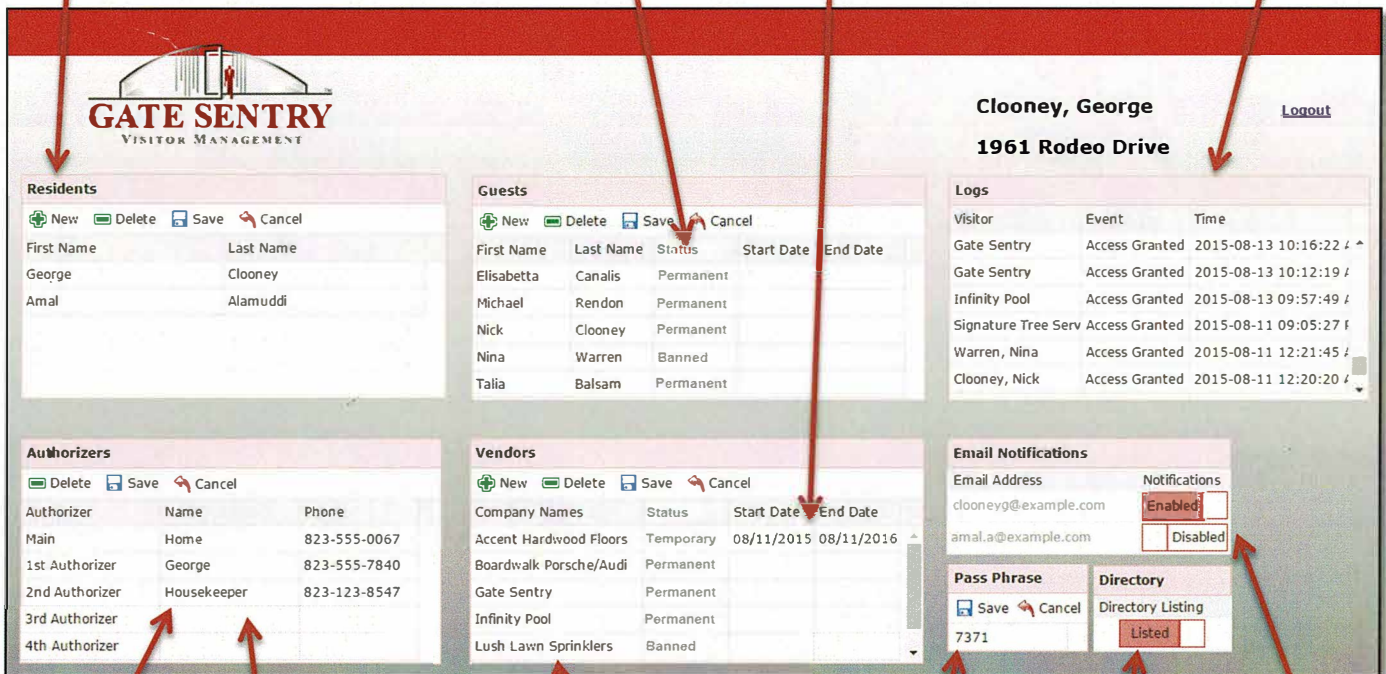
Gate Sentry's web portal ([portal.GateSentry.com](http://portal.GateSentry.com)) is easy to use and laid out for quick review of your information. To update any field, double click in that field then click "Save" after making the change. If you need a access code, please contact the TCE Office.

Use the first section to update household residents who might expect guests

**Permanent visitors** - on guest list until you remove them and will be granted access without a call from security (you can change their status at any time)

**Temporary visitors** - only on guest list for dates specified, removed from list after duration expires - security will call for re-authorization

Track your visitor history



The screenshot shows the Gate Sentry web portal interface for user George Clooney. The interface includes several sections:

- Residents:** A table with columns for First Name and Last Name. It lists George Clooney and Amal Alamuddi. Buttons for New, Delete, Save, and Cancel are present.
- Guests:** A table with columns for First Name, Last Name, Status, Start Date, and End Date. It lists Michael Canalis, Michael Rendon, Nick Clooney, Nina Warren, and Talia Balsam. Buttons for New, Delete, Save, and Cancel are present.
- Logs:** A table with columns for Visitor, Event, and Time. It shows a list of access events for Gate Sentry, Infinity Pool, and Signature Tree Serv.
- Authorizers:** A table with columns for Authorizer, Name, and Phone. It lists Main, 1st Authorizer (George), 2nd Authorizer (Housekeeper), 3rd Authorizer, and 4th Authorizer. Buttons for Delete, Save, and Cancel are present.
- Vendors:** A table with columns for Company Names, Status, Start Date, and End Date. It lists Accent Hardwood Floors, Boardwalk Porsche/Audi, Gate Sentry, Infinity Pool, and Lush Lawn Sprinklers. Buttons for New, Delete, Save, and Cancel are present.
- Email Notifications:** A form with fields for Email Address and Notifications. It shows clooneyg@example.com with an Enabled notification and amal.a@example.com with a Disabled notification. Buttons for Save and Cancel are present.
- Pass Phrase:** A field containing the number 7371. Buttons for Save and Cancel are present.
- Directory:** A form with a field for Directory Listing. It shows a Listed status. A button for Save is present.

Add authorizers (those authorized to grant access)

All phone numbers require a name

Add vendors that need access the community (cleaners, exterminator, etc.)

Please choose from autofill list and list only the company name

Choose a pass phrase (used to verify your identity)

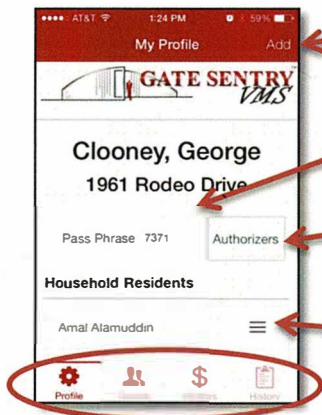
Select to be listed in neighborhood directory

Enable/disable email notifications of arriving visitors

\* All information listed is for sample purposes only

# Tchefuncta Club Estates Mobile App Quick Start Guide

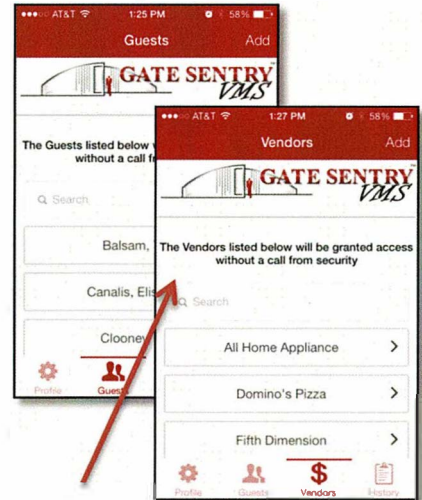
## Resident Profile



- Add residents living with you
- Choose a pass phrase (used to verify your identity)
- Add authorizer phone numbers (those authorized to grant access)
- Edit resident information (names, email & notifications)

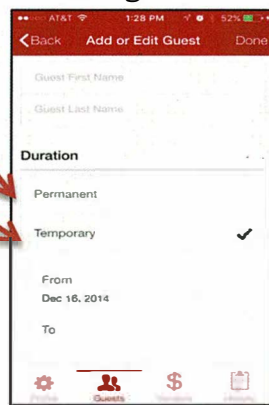
Use tabs at bottom to change pages

## Guests & Vendors



Search for an existing vendor before adding a new vendor (Please list only the company name)

## Adding Visitors



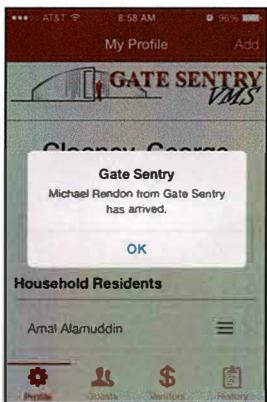
Permanent visitors always remain on guest list – no call from security

Temporary visitors removed after duration expires – call on next visit

To ban visitors you must use the web version portal. GateSentry.com

Press "Done" to save entries

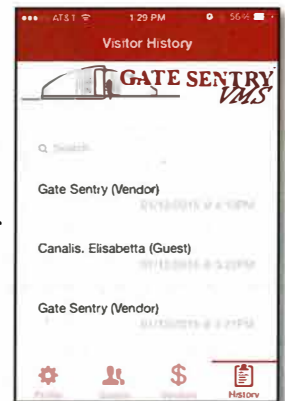
## Notifications



Receive immediate notification of arriving visitors

View a complete history of who visited your property including date and time

## Visitor History



• Contact the TCE Office with any questions 985-892-4739.