**AirAllow**
Frictionless Security Solutions

Add a New Customer Site

Sites are a way to group SGS controlled doors, users, and access rights into a cohesive system.

1. Press ☰ then **Login** with your partner account

2. Select **Sites**, then ⊕ to add a new site

3. Customize the info and press 💾 to save

To work on the new site, you must switch sites

4. Select the toggle next to the newly created site

*Now that you are in the newly created site, all user, door, schedule and holidays will apply to that site.*
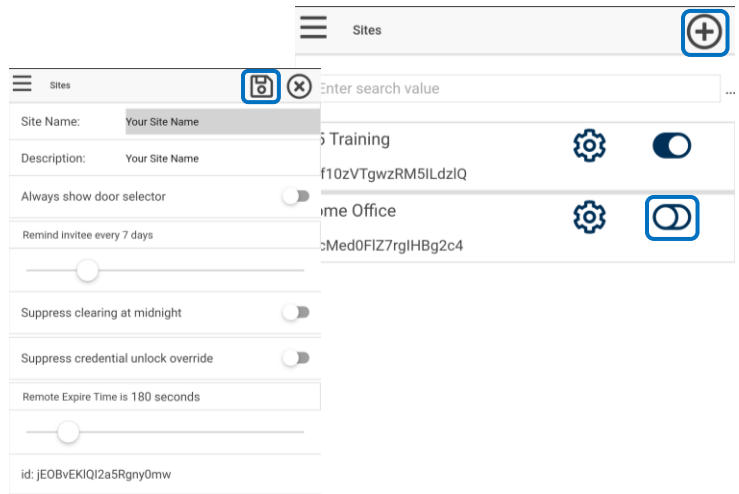
Add a Site Administrator and Invite

Site administrators have rights to manage the site such as schedules, holidays, doors and users.

1. Select **User Management**, press ⊕

2. Enter the user information with a legitimate **Email** as the user account identifier

3. Change the **Administrator**

4. Then press 💾 to save the user

5. Click the new user, press ✉ to invite

*The user receives an email invitation with instructions to download and sign in.*

*Can add hardware installers as the **Technician** role, also have a new role of **Initiator***
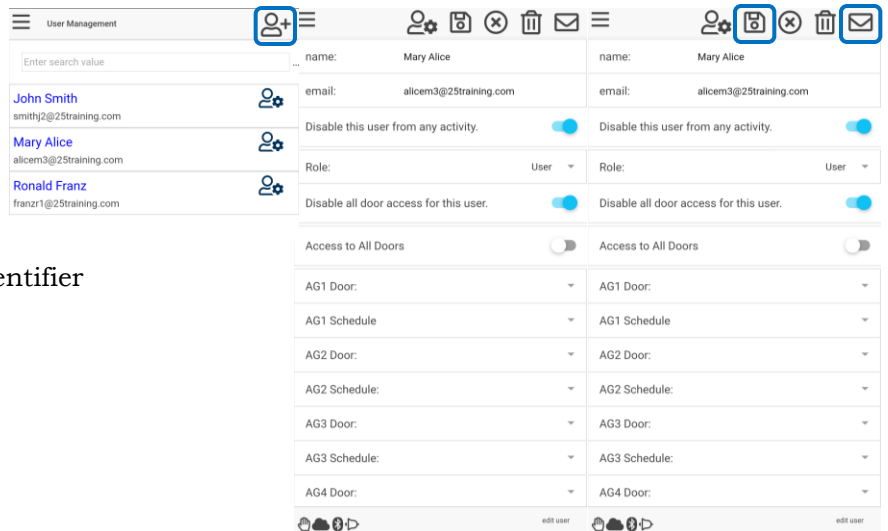
Register the SGS & Site Switching

The next step is to register the SGS with this site. The SGS must be powered on and within range.

1. Select **Door Management** of your Partner Site

2. Select the device that will be registered on another site, select the 🚚 then select the site the device will be registered and **Save**

3. Switch sites to the new site and verify the device is on the new site

4. Repeat this process as necessary for all doors
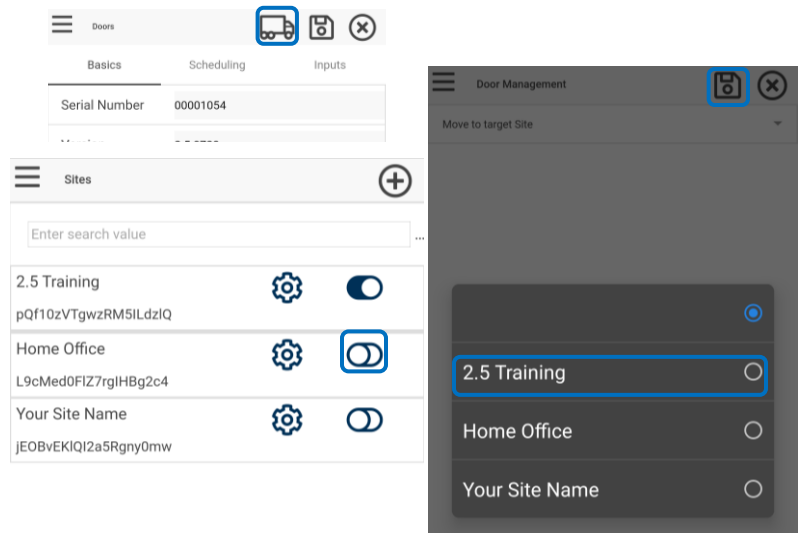
Setup a Schedule for Automatic Unlock

Many sites have standard business hours when doors are unlocked. This is easy to do by defining a schedule and assigning it to the automatic unlock time for that door.

1. Select **Schedules**, Press ⊕
2. Enter the **Title** and **Description**
3. Enter the time-period **Start** and **End Times**
4. Select days of the week, press save 💾
5. Repeat this process for all planned schedules
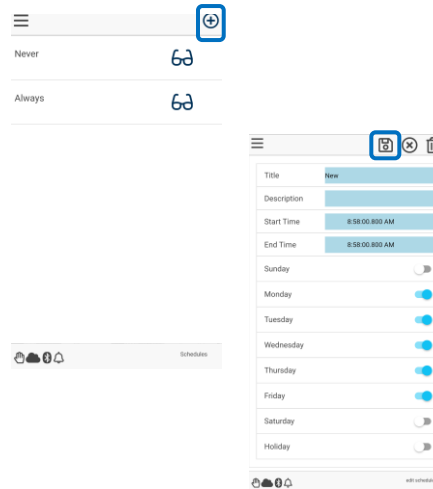
Assign Auto Unlock Schedule to a Door

1. Select the desired door in **Door Management**
2. Select the **Scheduling** tab, select the desired **Automatic Unlock** schedule
3. Add as many schedules as necessary within the set limitations
4. Save 💾 the schedule(s)

The schedule may take a short period of time to sync with the SGS door. The door will now automatically open according to the schedule.
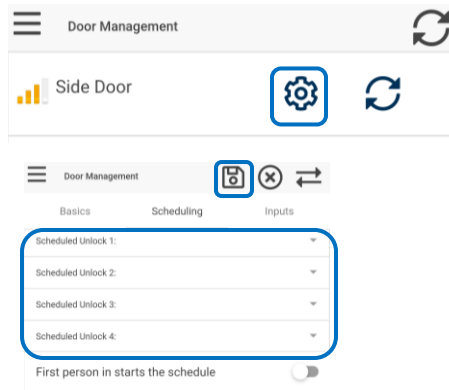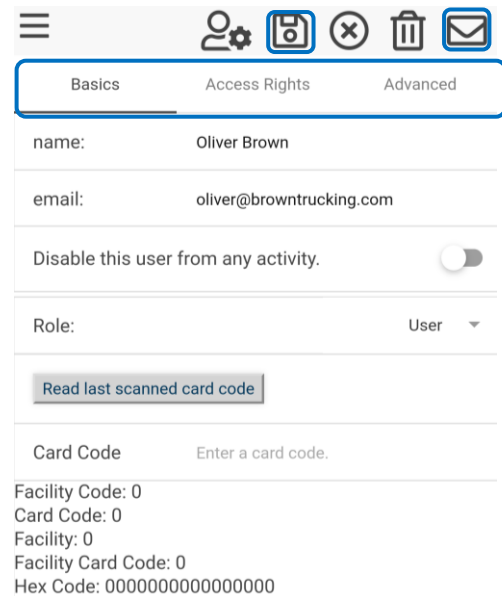
Add Users and Door Access Rights

Registered users can use the phone like a virtual access card, are tracked in the audit trail, can have access rights assigned, as well as other capabilities.

In this example, all users have access to all doors all the time (Always).

1. In **User Management** add users as was performed for the site administrator above
2. Select the **User**
3. Toggle **Access to All Doors**

This allows access to all doors according to any of the schedules defined in AG1-AG4.

4. Select **Always** in the **AG1 Schedule**

Alternately you could select a different schedule for all doors (e.g. work hours).

To disable a user

6. Select to Disable from any activity or all door access

5. Save 💾 and invite ✉ the user
6. Repeat as needed for all users

Download and Install AirAllow

Download and install the AirAllow app from google play or apple app store.

Search for **AirAllow** or click the link:

GET IT ON Google Play

Download from the App Store

Login

Registered users must sign in to use the virtual credential. The user will set their password on the first login. The user can set automatic login as well.
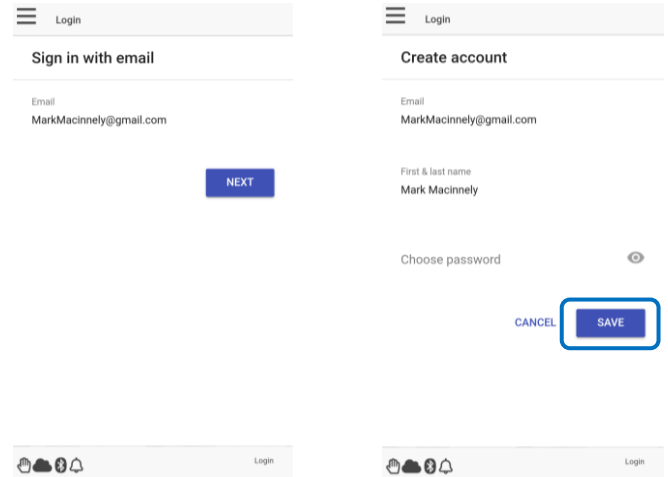
1. Press ☰ then **Login**

The app shows "Sign in with email"

2. Enter your **Email** associated with the site
3. Enter your **First and Last Name**

This is necessary only for the first login
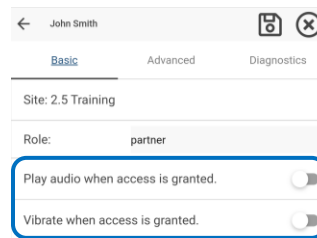
4. Enter your **Password**
5. Press **Save**

The app shows the Keypad or Unlock screen

User Settings

In **My Profile** you can change whether you have a vibration or audio unlock confirmation.

1. Navigate to **My Profile**
2. Toggle off each setting as desired

Use the Mobile Credential to Unlock

As a registered user, the most convenient way to gain access is to use the mobile credential.

1. Press the **Unlock** button associated with the desired door to unlock

   The system indicates access is granted

The app indicates if access is denied, your administrator may need to assign access rights.

The phone must be within range of the door as indicated at the top of the unlock screen.
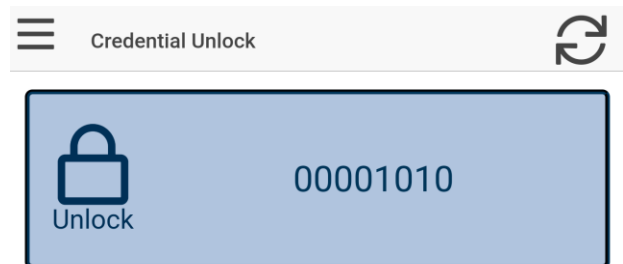
Use the Virtual Keypad to Unlock

Door access passcodes allow users entry to a door. Key in your access code on the virtual keypad to unlock.

1. Enter your passcode on the keypad

   The system indicates access is granted

The app indicates invalid passcodes

The phone must be within range of the door as indicated at the top of the keypad screen.