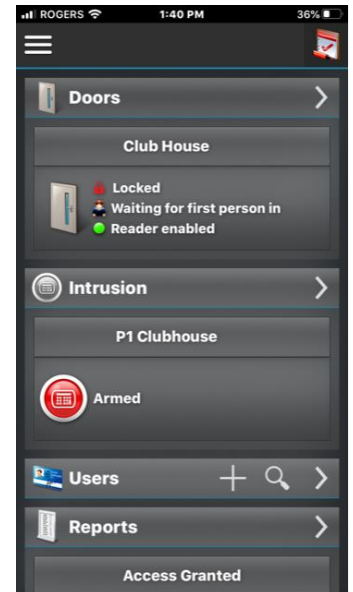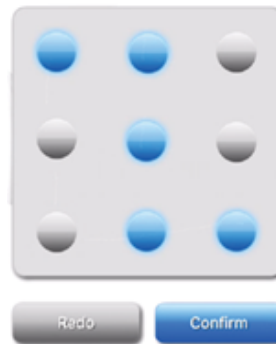# SecurU

EntraPass Go: Installation and Setup

1. Installing the Mobile App

You will need your login information ready for Apple App or Google Play store. Open either the Apple App or Google Play Store, and search for "EntraPass Go" and download the free mobile app. Once downloaded open the app.

2. Set Up your Gesture

The first time you launch the app, you must set up a "Gesture" password of your choosing. Start at any dot and drag your figure to make a pattern that is easy for you to remember. Then either redo until satisfied or press confirm.

3. Add Your Site

Server Name: Enter a name for your site. This is usually the name of the business or building.

Server URL: Enter mymanagedsecurity.com.

Service: Enter SmartService.

Username, and **password**, will be provided to you by our support team.

Port: Port should be 8801.

Secure Login: On (Green).

Press the login button once complete.
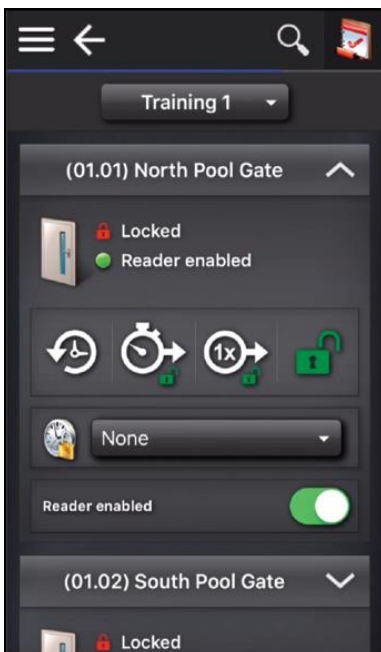
4. Access the Menu

 Open the menu by pressing the menu icon at the top left of the display (Hamburger Button).

5. Add Users

Open the menu, and press the Users icon. Press the + button in the top right to add users.

1. **User Name:** Enter the user's name.
2. **Card State:** Valid
3. **Card Type:** (Optional) Select card type
4. **Badge:** None
5. **Add a card:** Each keycard or keyfob has a 2-digit facility code, followed by a five-digit unique identifier. You will usually find this code printed on the keycard, or keyfob. The format is XX:XXXXX.
6. **Expiration Date:** (Optional) Input the card's expiration date. Generally used for contract employees with end dates.
7. **Access Level:** Set access level. e.g. Office, Employee, Manager, Warehouse, Always Valid etc. These levels can be set up under Access Levels. An access level is similar to a role of an employee in an organization. A manager access level might permit access to all doors on the building 24/7, where an office employee might only have access to the front door from Mon-Fri, 9am-5pm.
8. **User Photo:** (Optional) Click the blank user icon to access your phone camera and take a picture of the user.

6. Controlling Doors

From the menu, press the doors icon.

You are then presented with the door status which shows and options from left to right:

1. **Back to Schedule:** Set door settings to default operation.
2. **Temporary Unlock:** Choose a duration of time for which to unlock the door. The default is ten seconds.
3. **One Time Access:** Opens the door once.
4. **Unlock:** The door will remain unlocked until you lock it again. The icon switches to the Lock icon.

You can also change the access schedule and toggle the reader on or off.

6. Running Reports

From the side menu, press the report icon. A list of available reports will display. Click on the dropdown on any report to adjust its settings.

1. **Select the report type**: On the top bar, select the type of report to be run. Most commonly you will use the Access report.
2. **PDF or Excel Format:** Sets format for the report.
3. **E-mail address:** Report will be emailed to the address.
4. **Time Frame Selection:** Choose between one hour, 24 hours, 72 hours, or custom.
5. Send the report by pressing the mail icon. Your report settings will be saved for later use.

7. Additional Support

If you need assistance, send an e-mail to our support team at helpdesk@securu.com.