

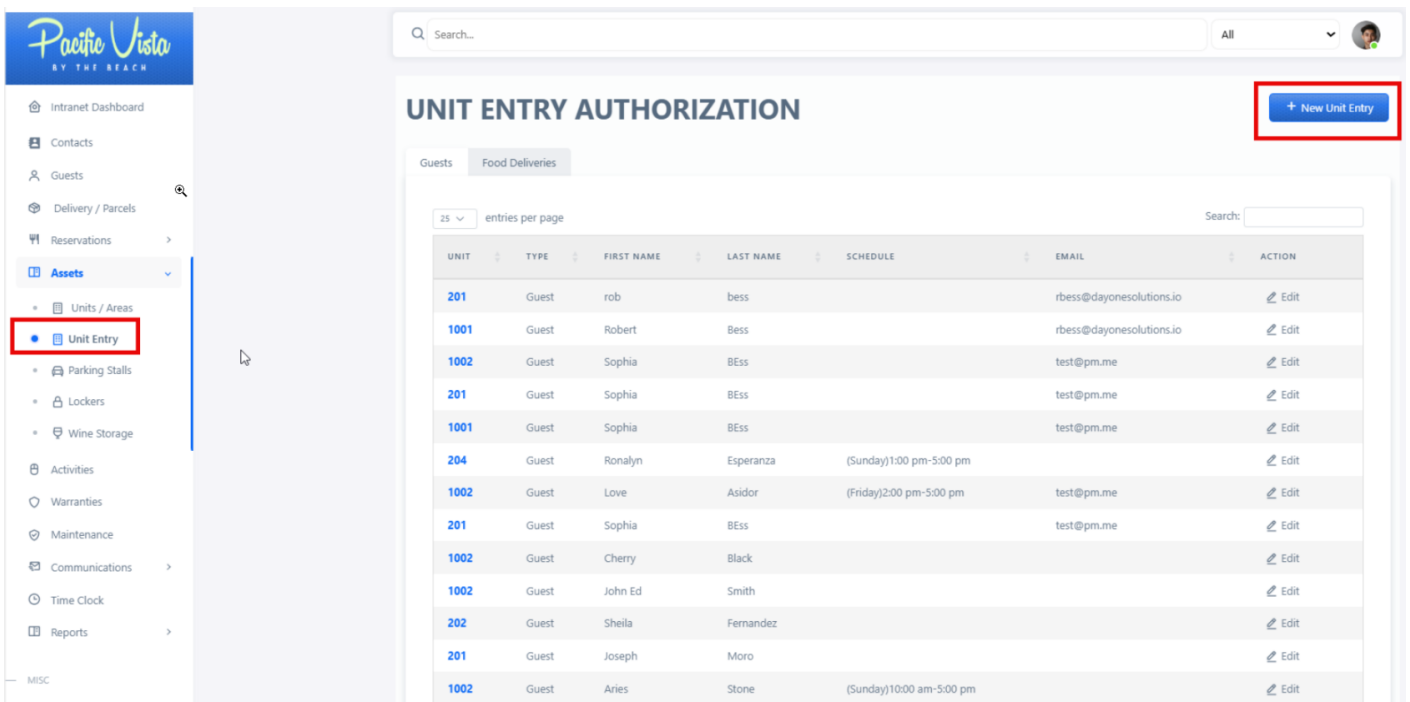
Unit Entry

Serves to outline the access permissions granted to individuals. The purpose of this authorization is to enable selected individuals to carry out assigned tasks or personal matters. May be undertaken in representation of an **Admin/Staff member or Resident/User**.

1. **Admin/Staff member** - This refers to the part of the system or process where **administrators or staff members manage and control the Unit Entry Authorization**. (Creating and approving entry authorization. Editing or deleting existing entries, Managing user permissions and roles, Monitoring Entry Logs and Reports).

Please find attached the video for the **Unit Entry**.

Click on '**Unit Entry**,' click on '**New Unit Entry**' to add or create a new entry.



The screenshot displays the Pacific Vista Intranet Dashboard. The left sidebar contains a navigation menu with 'Unit Entry' highlighted. The main content area is titled 'UNIT ENTRY AUTHORIZATION' and features a '+ New Unit Entry' button in the top right corner. Below the title, there are tabs for 'Guests' and 'Food Deliveries'. A table lists various unit entries with columns for Unit, Type, First Name, Last Name, Schedule, Email, and Action. The table contains 13 rows of data, including entries for units 201, 1001, 1002, and 204.

UNIT	TYPE	FIRST NAME	LAST NAME	SCHEDULE	EMAIL	ACTION
201	Guest	rob	bess		rbess@dayonesolutions.io	Edit
1001	Guest	Robert	Bess		rbess@dayonesolutions.io	Edit
1002	Guest	Sophia	BEss		test@pm.me	Edit
201	Guest	Sophia	BEss		test@pm.me	Edit
1001	Guest	Sophia	BEss		test@pm.me	Edit
204	Guest	Ronaly	Esperanza	(Sunday)1:00 pm-5:00 pm		Edit
1002	Guest	Love	Asidor	(Friday)2:00 pm-5:00 pm	test@pm.me	Edit
201	Guest	Sophia	BEss		test@pm.me	Edit
1002	Guest	Cherry	Black			Edit
1002	Guest	John Ed	Smith			Edit
202	Guest	Sheila	Fernandez			Edit
201	Guest	Joseph	Moro			Edit
1002	Guest	Aries	Stone	(Sunday)10:00 am-5:00 pm		Edit

Fill in the required information, such as '**Unit**' (you can either type it in manually or click the dropdown arrow to select from the options).

New Unit Entry

Unit * **Entry Type ***

Select

201
203
205
206
301
302

Select

Save Unit Entry

Choose if the authorization is to be made for **'Food Deliveries'** or for a **'Guest'**.

You may add a specific **"Note."**

Once you have filled in all the necessary details, you may click **"Save Unit Entry"**.

New Unit Entry

Unit * **Entry Type ***

Select

Select

Required ID

Yes

Guest
Food Delivery

Notes

Uber Eats delivery

Save Unit Entry

2. Resident/User - Residents can request or approve entry authorizations for guests or deliveries related to their unit, Review notifications about incoming guests or deliveries, provide additional instructions or notes for the authorization, ay verify or confirm identities).

Select '**My Account**' by clicking on it.

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Click the '**Unit Entry Authorization**' button.

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Fill in the required information, such as '**Unit**'.

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Choose if the authorization is to be made for '**Deliveries**' or for a '**Guest**'.

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Select the correct or applicable '**Entry Date**'.

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Next, select the '**Expiry Date**'.

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After completing the initial steps, you may attach a photograph by selecting the blue '**Add Image**' button. Please ensure all mandatory fields—'**First Name,**' '**Last Name,**' '**Email,**' and '**Phone**'—are accurately completed. There is an option to require identification; simply enable this by toggling the '**Require ID**' switch. Additionally, you may include any relevant instructions in the '**Notes**' section. Finally, be sure to click '**Add Unit Entry**' to save your submission.

Please note: Upon verification and registration as an authorized visitor, the guest will be issued a Card Key. This Card Key will remain active only for the dates specified in the authorization form and will be automatically deactivated following the expiration date.

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