Safe Citadel

User Manual

v2.0

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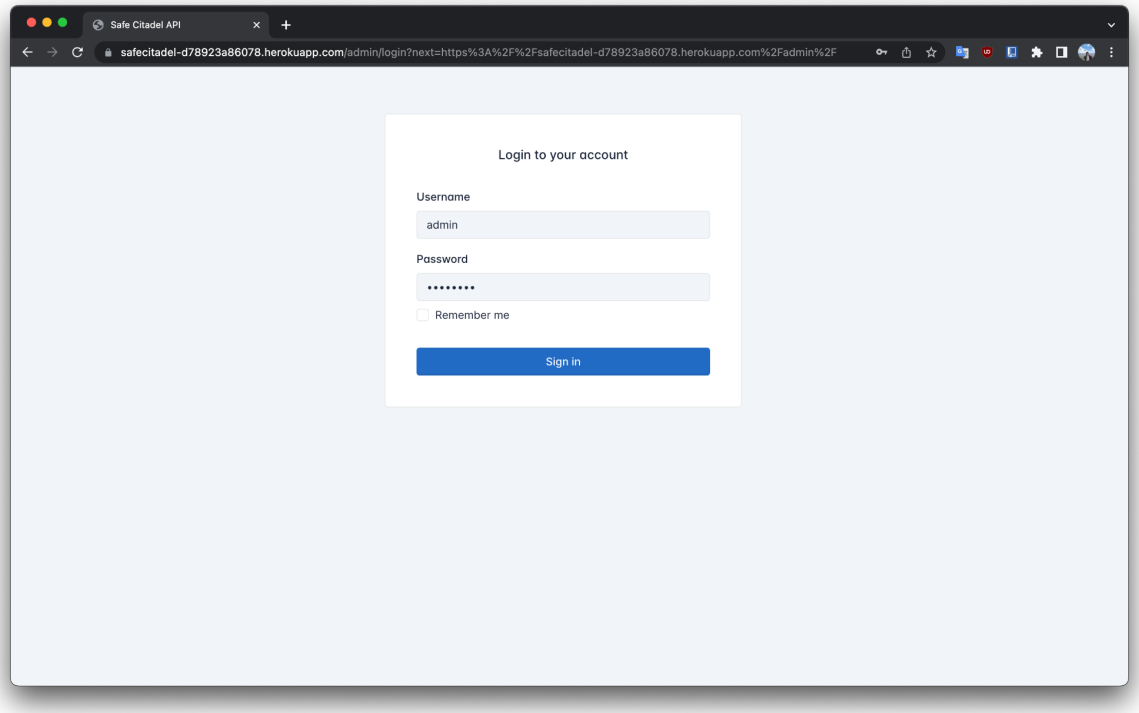
Administrator

Login to the administration panel

Admin Console URL:

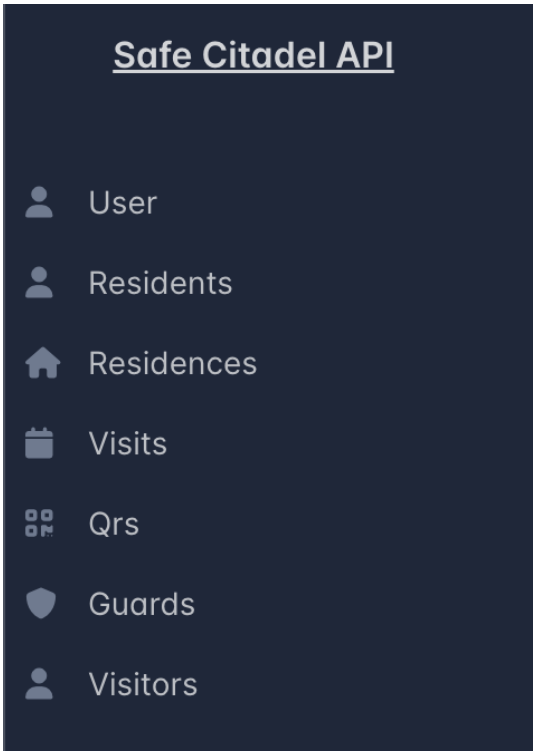
http://www.safecitadelgye.com/

The username and password assigned for login are requested, after entering press the "Sign in" button



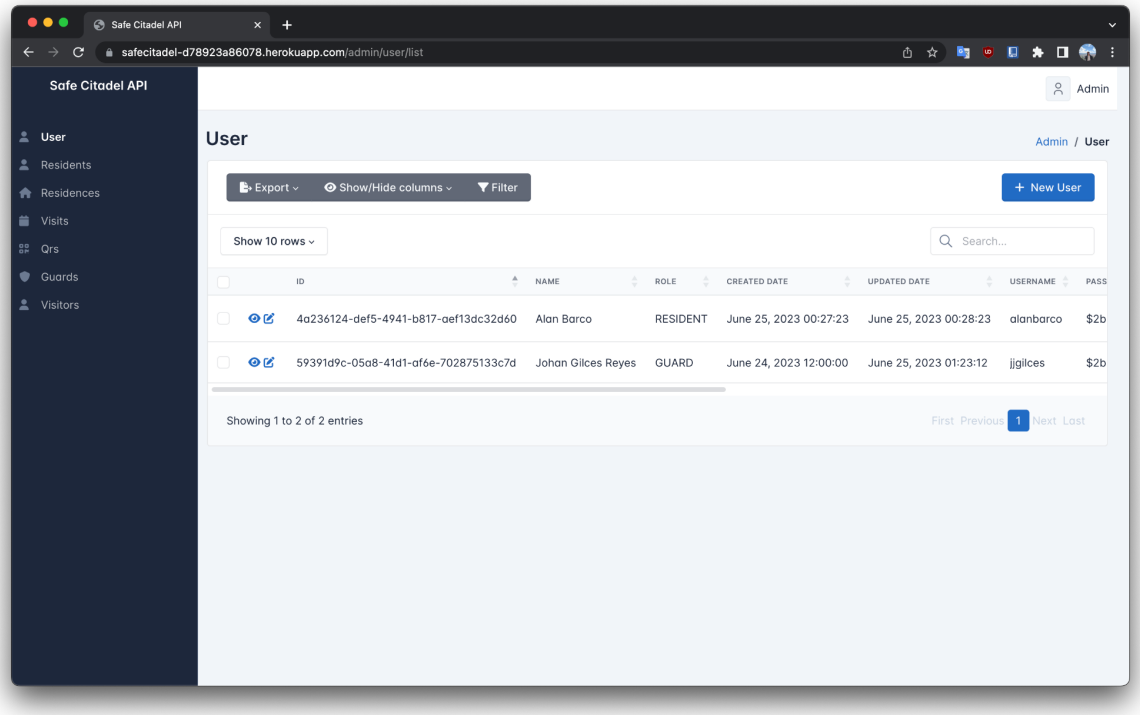
Option menu

On the left side of the administration screen are all the options available to system administrators. In each tab you can perform a review of the current records found in the database.

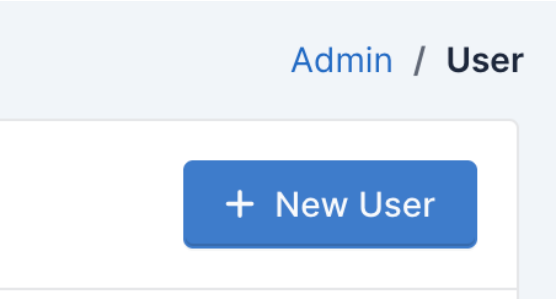


User Creation

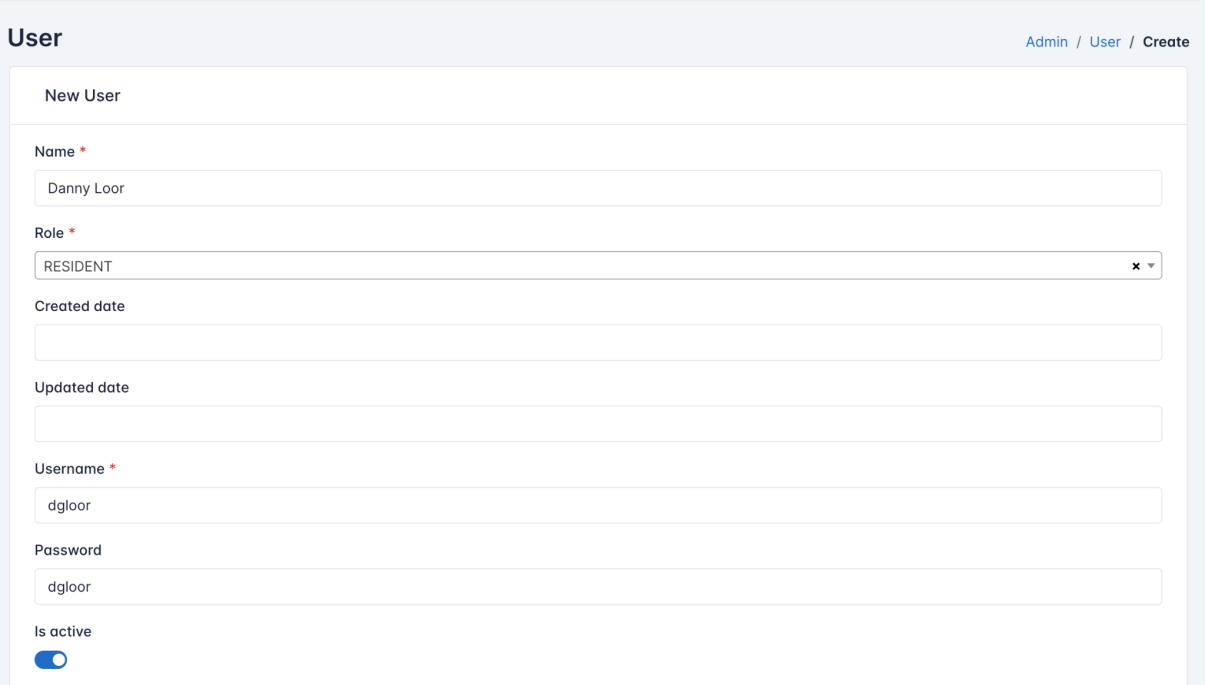
The creation of users is the first step to register any type of user in the system (Resident, Guard, Administrator).



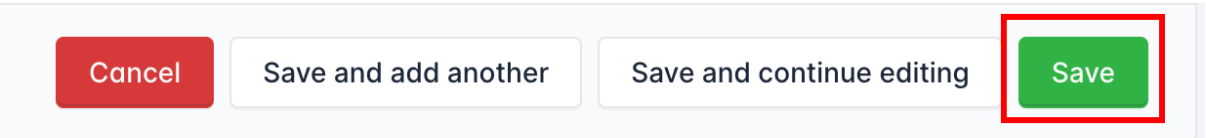
1. Click on “+New User”



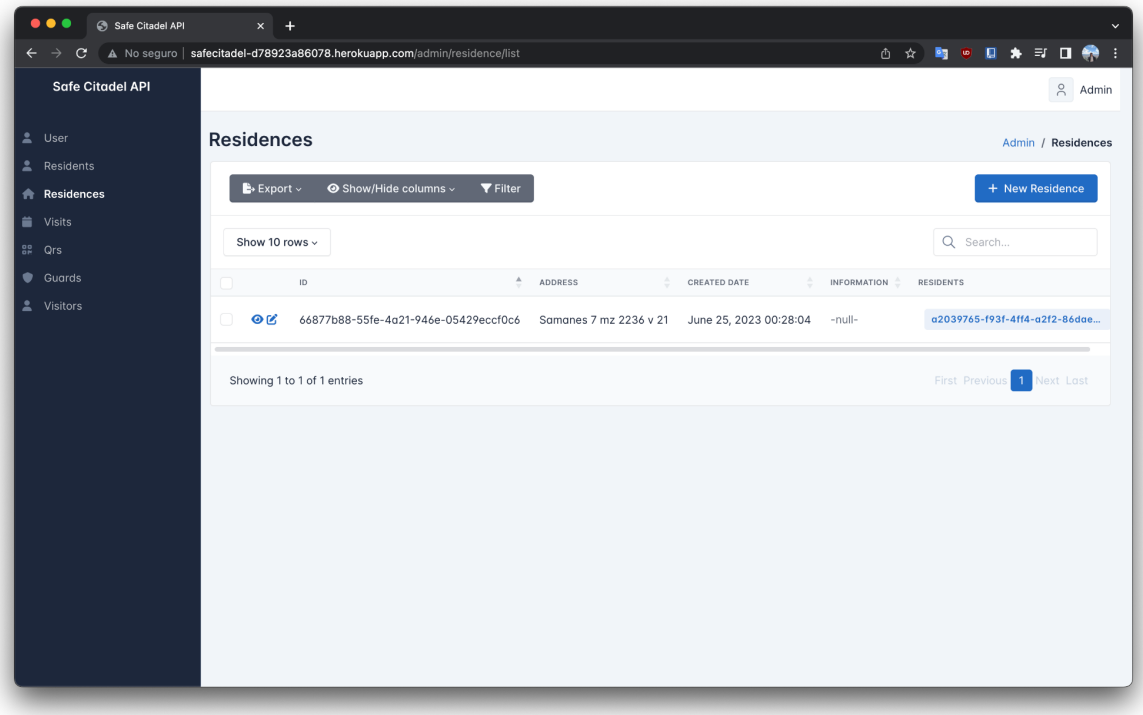
2. Fill in the form with the mandatory data (*: Name, Role, username) and the “password” field.
    a. If it is necessary to create a user but it is not active yet, it can be done by deactivating the "Is Active" check.



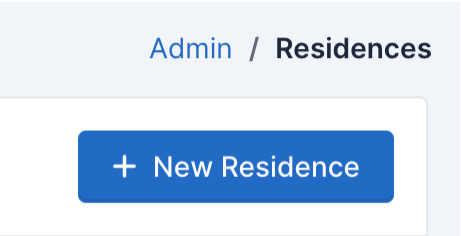
3. Press the "Save" button to save the record.
    a. The “Save and add another” option is used to save the record and clean the form to add another user.
    b. The “Save and continue editing” option is used to save the record and keep the data of that user in the form. With this option it will be observed that the password is encrypted and the date fields are added automatically.



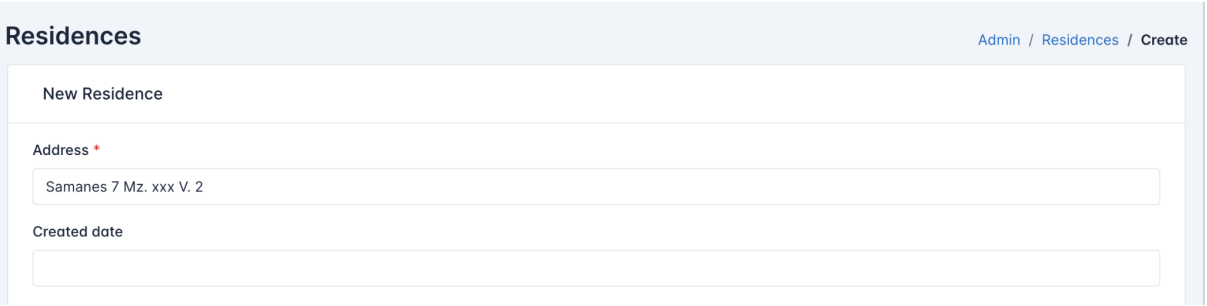
Creation of residences



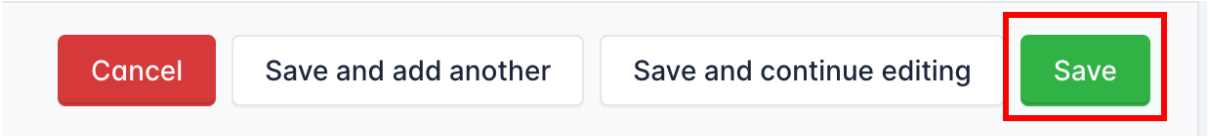
1. Click on “+New Residence”



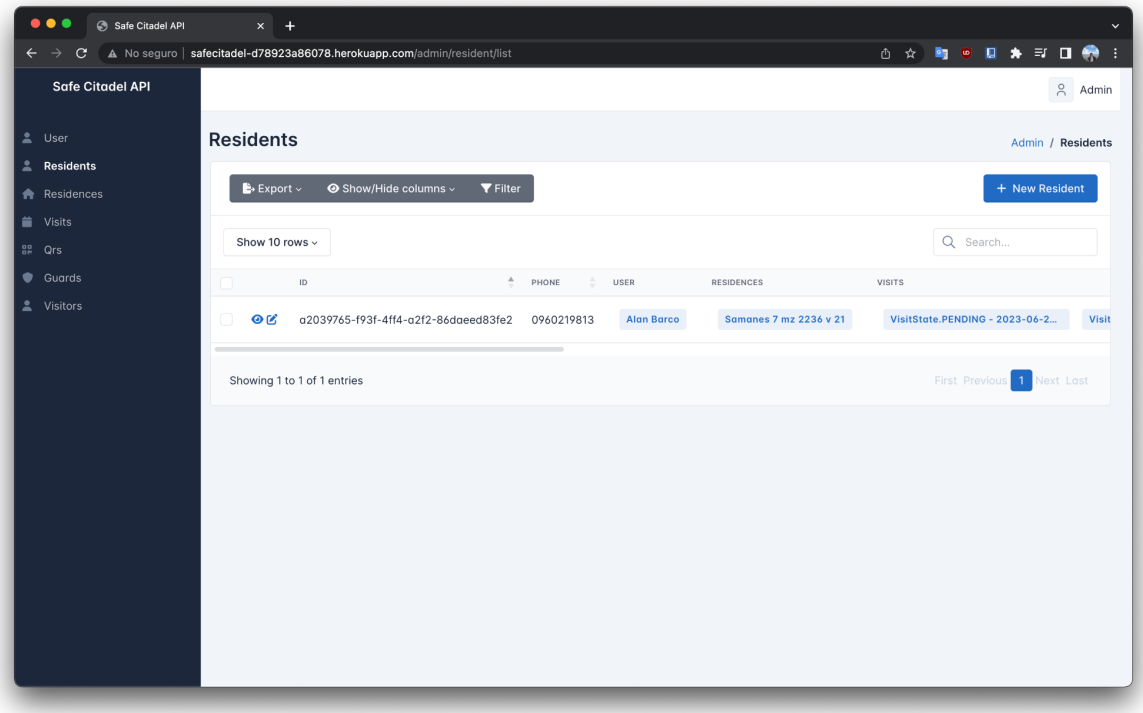
2. Fill in the form with the mandatory data (*: Address)



3. Press the "Save" button to save the record.
    a. The “Save and add another” option is used to save the record and clear the form to add another residence.
    b. The “Save and continue editing” option is used to save the record and maintain the data of that residence in the form.

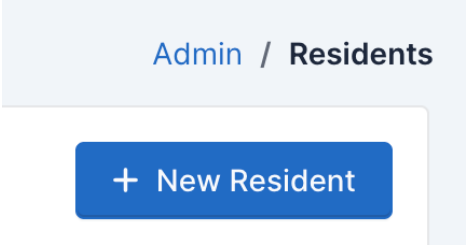


Resident Creation



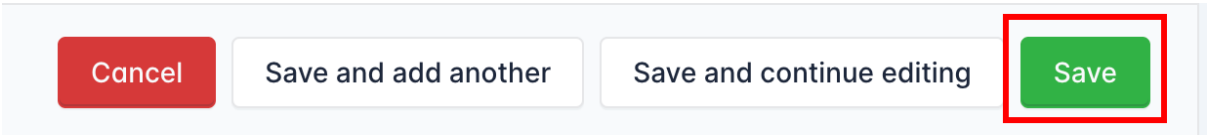
Prior to this step, it is necessary to create the user according to the steps in the section[user creation](#).

1. Click on “+New Resident”

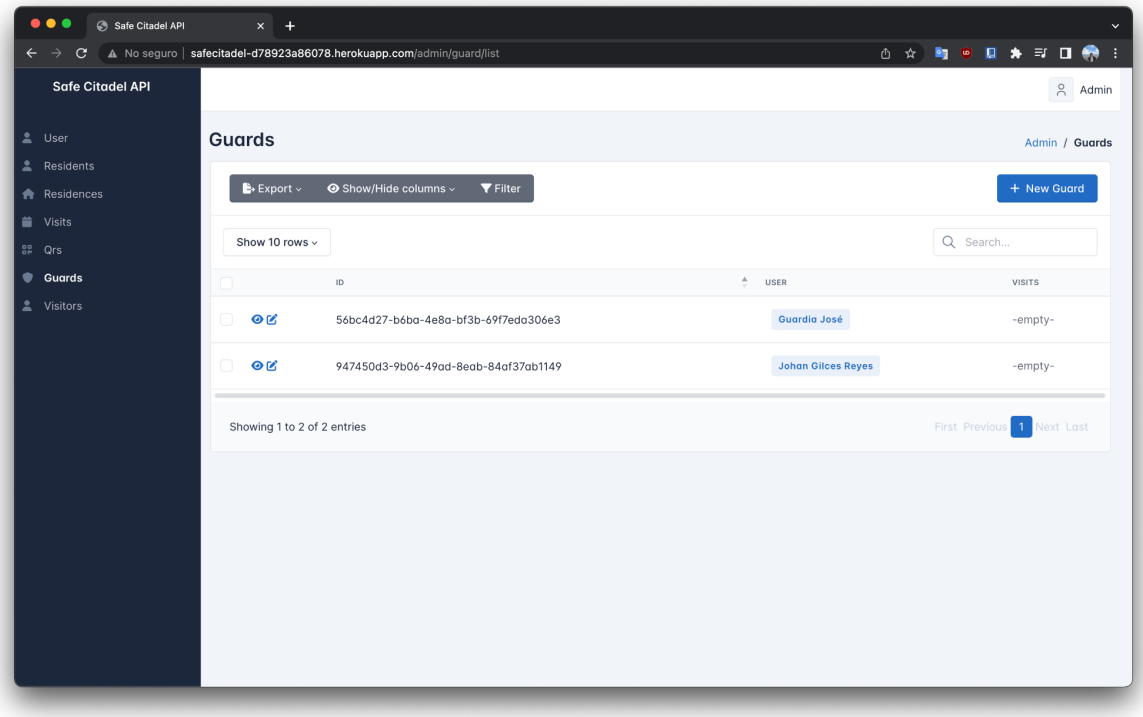


2. Fill in the form with the mandatory data (*:Phone). In addition, the user created to be assigned to the resident and the already created residence must be selected from the list. (This field allows searching by pattern, ie typing just the username will list all matching records).

3. Press the "Save" button to save the record.
    a. The “Save and add another” option is used to save the record and clear the form to add another resident.
    b. The “Save and continue editing” option is used to save the record and keep the data of that resident in the form.

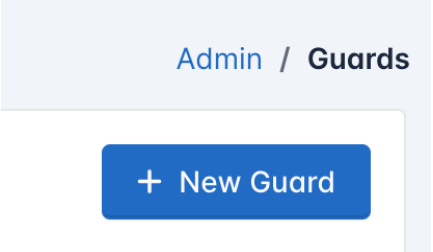


Creation of guards

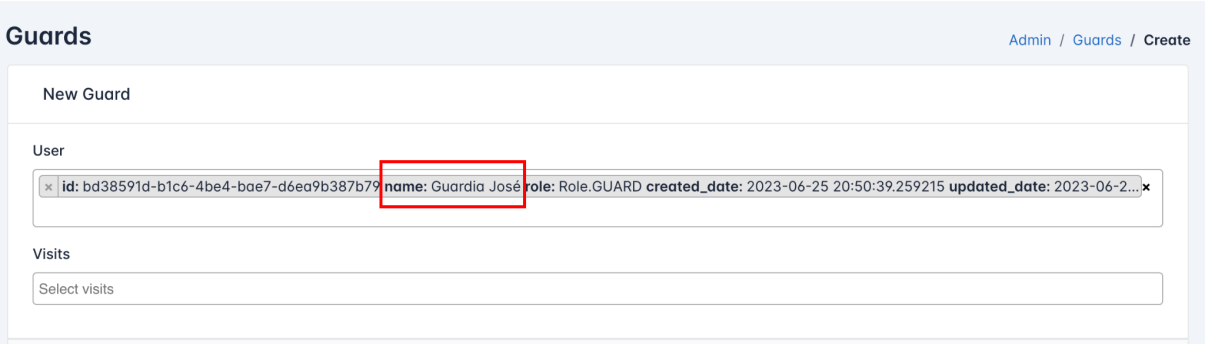


Prior to this step, it is necessary to create the user according to the steps in the section[user creation](#).

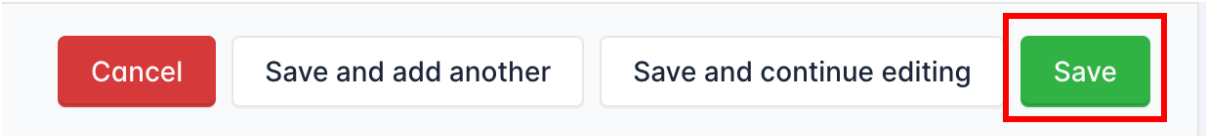
1. Click on “+New Guard”



2. Select the created user to associate with the guard role.



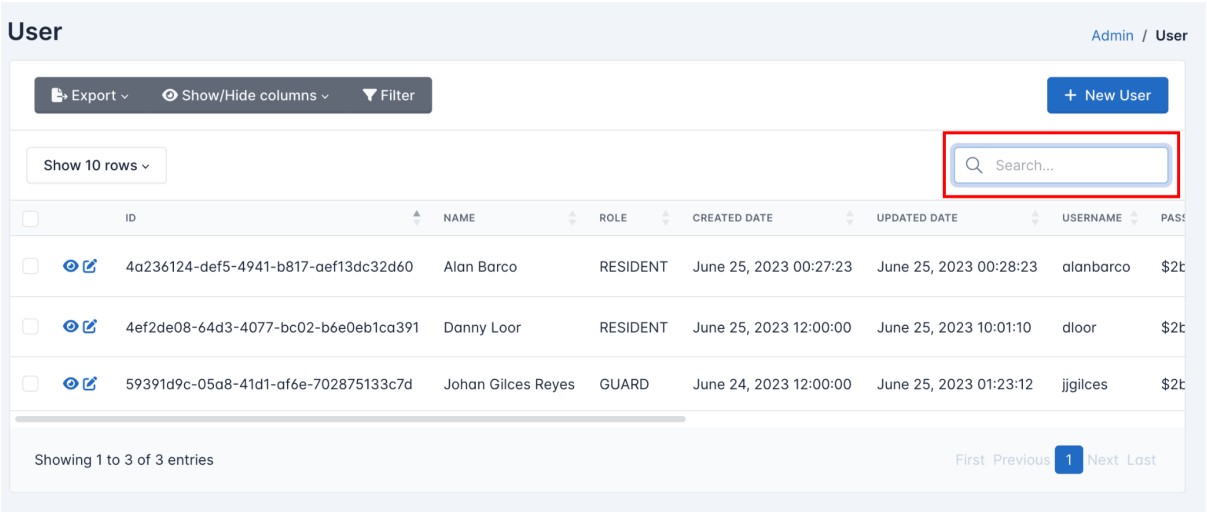
3. Press the "Save" button to save the record.
    c. The “Save and add another” option is used to save the record and clear the form to add another guard.
    a. The “Save and continue editing” option is used to save the record and keep the data of that guard in the form.



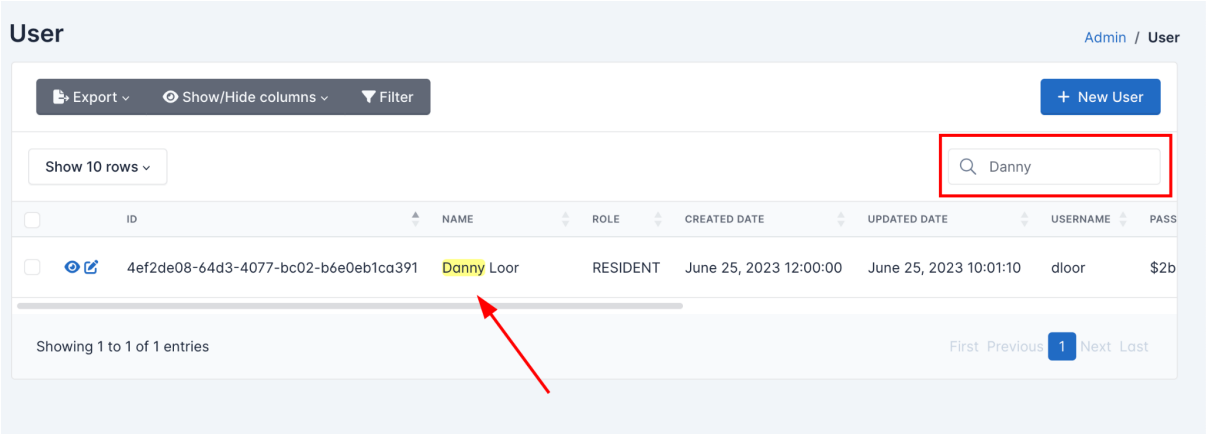
Record search

In each tab there is the possibility of carrying out a faster search of the data, this taking into account that the database will become larger as time goes by.

To make use of this functionality we must locate the search box that appears in the upper right part of all the tabs.



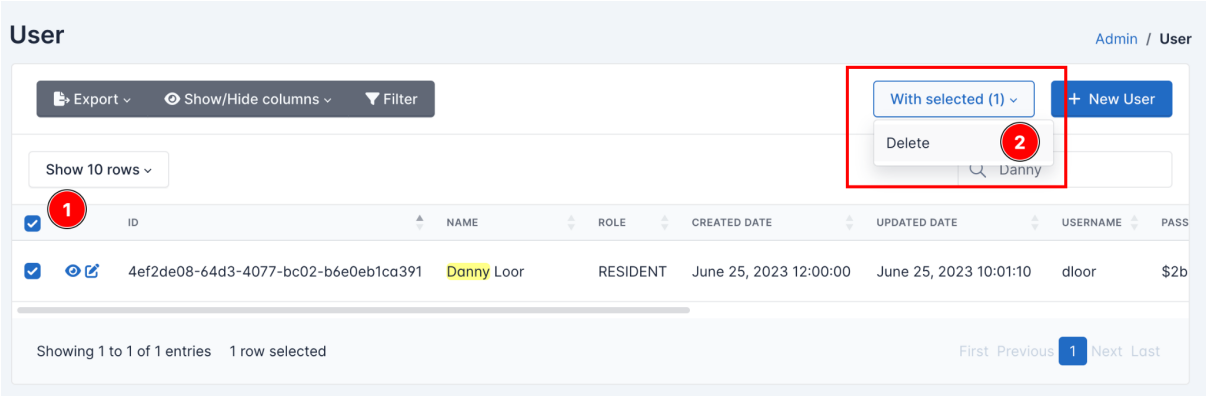
Then we can write some of the information that corresponds to the record we want to search for, for example the name of a resident.



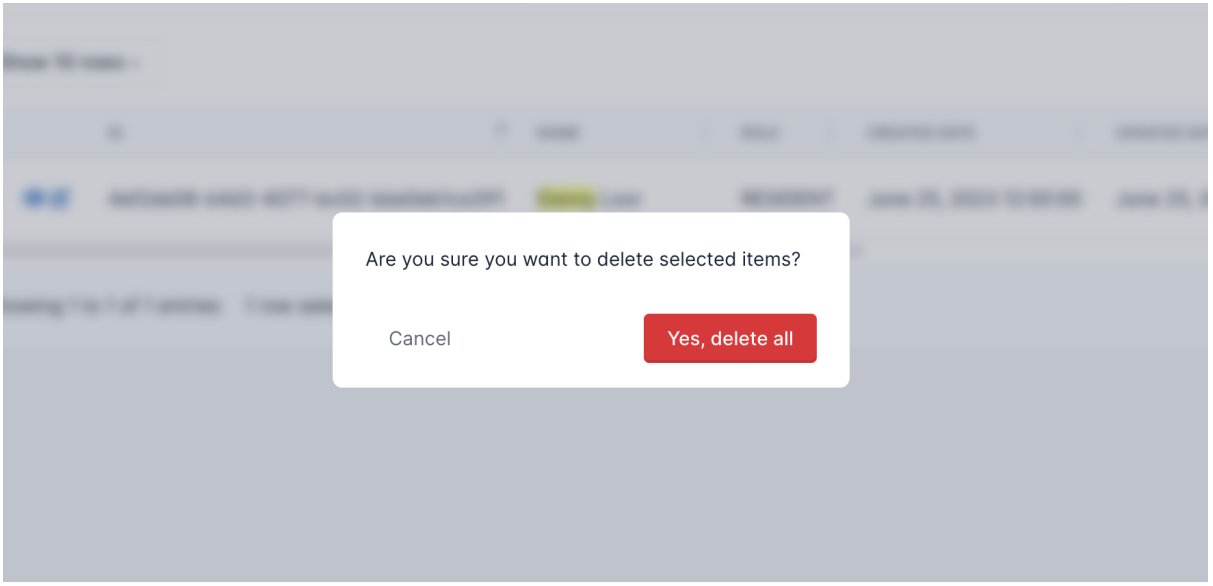
All records containing the search text will appear in the search results.

Deletion of records

It is possible to delete records that we no longer want to exist in the system database. For this, from any tab the record(s) to be deleted must be selected, then display the action options "With selected" and press the "Delete" button.

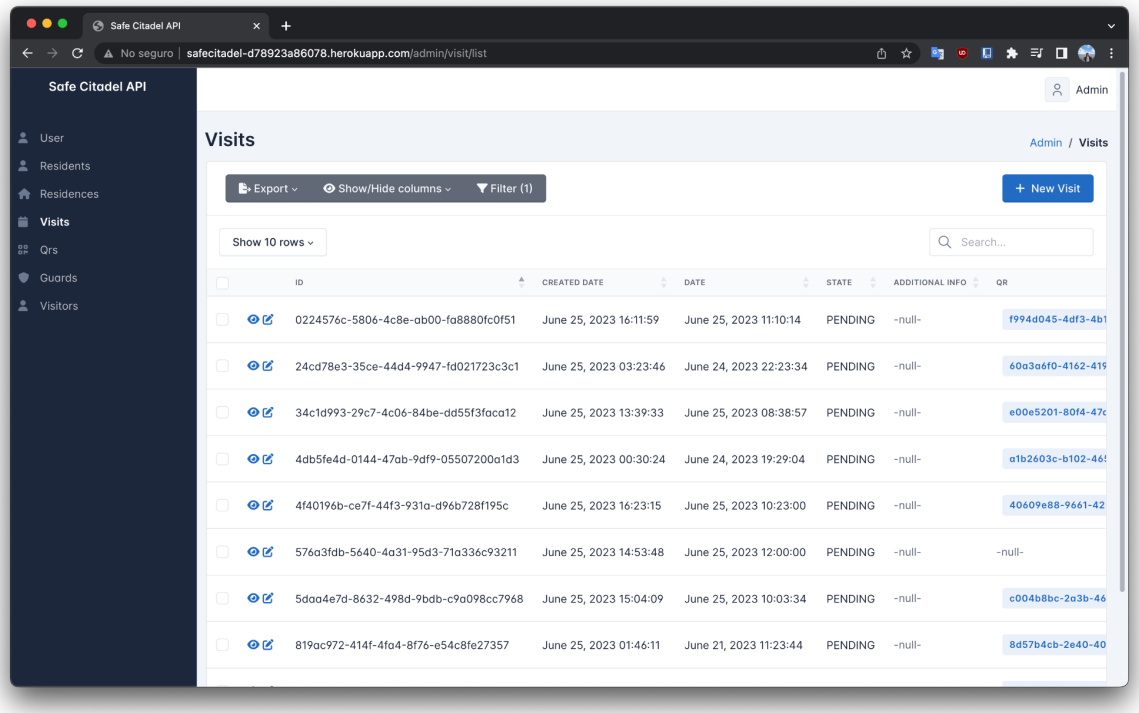


A confirmation message will be presented before the records are deleted.

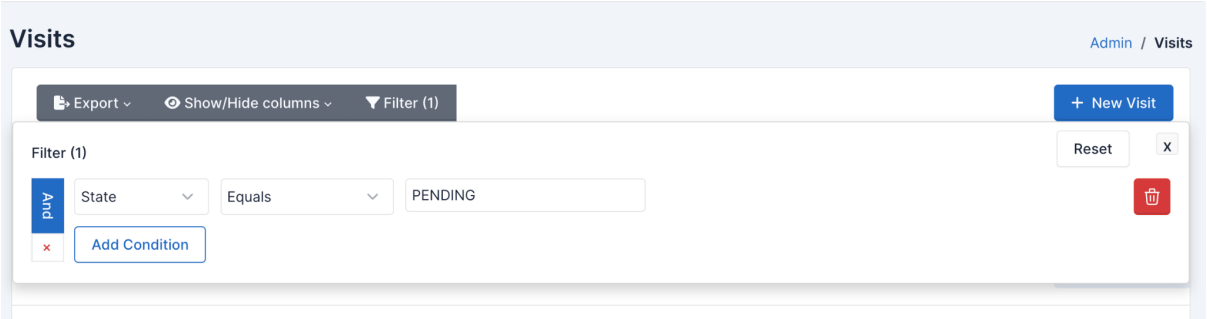


After confirming the registration will no longer exist in the system.

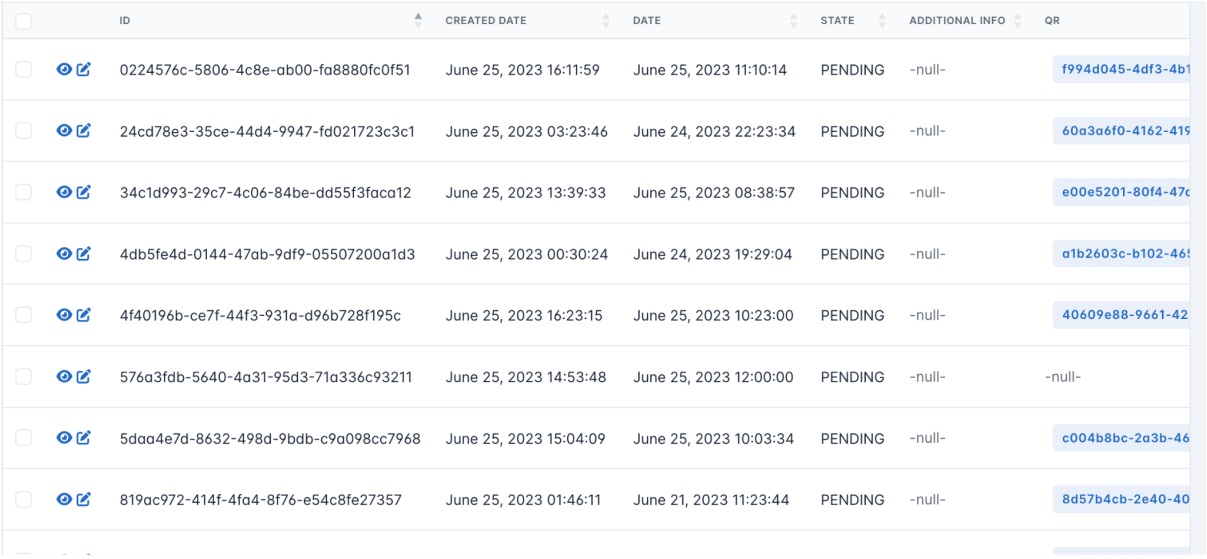
Visit review



In this section the administrator will be able to carry out an inspection of all system visits regardless of the status (history).
For example, you can list the visits that are pending to enter the citadel with the following filter:



View with filter applied:

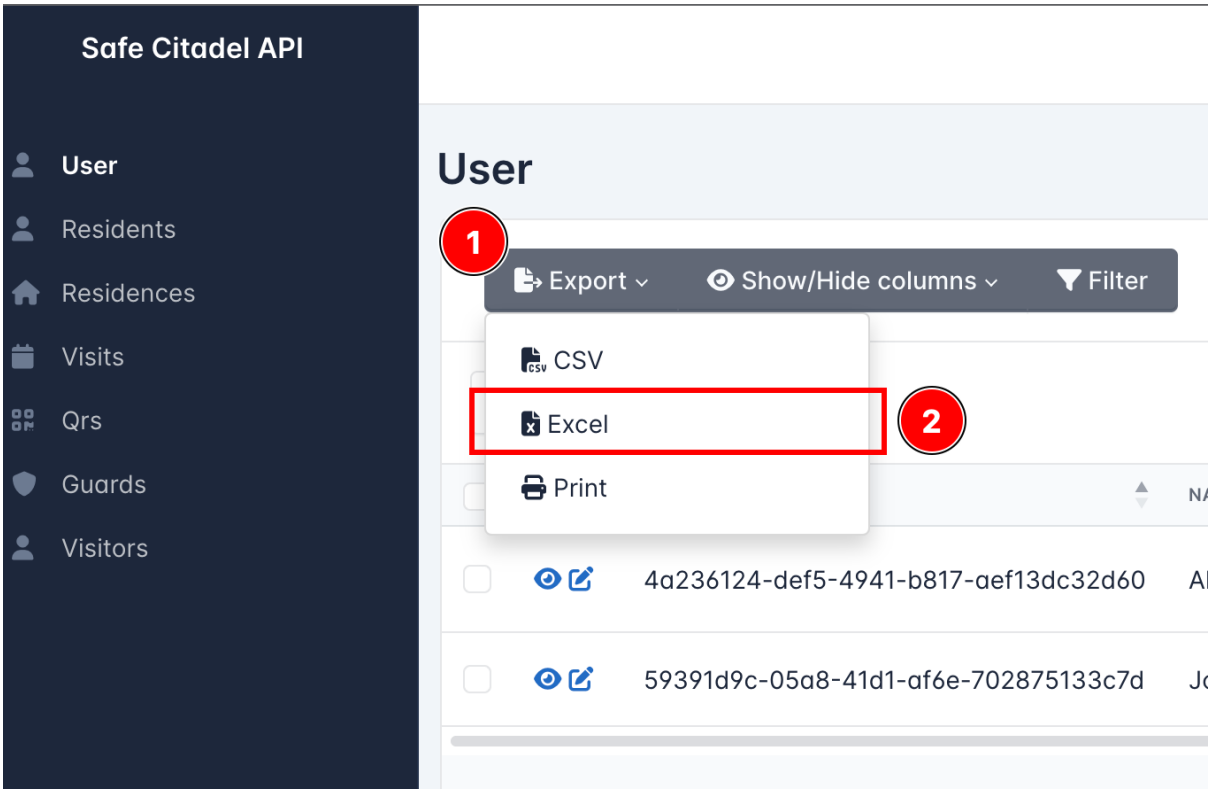


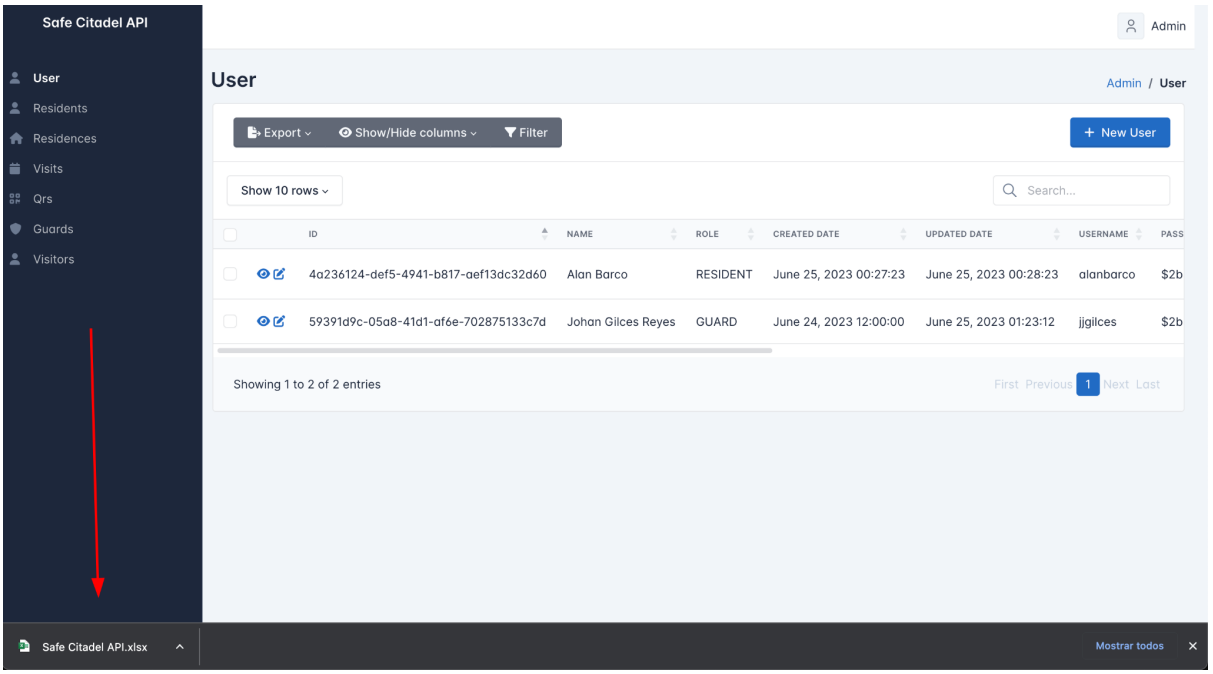
ID	CREATED DATE	DATE	STATE	ADDITIONAL INFO	QR
0224576c-5806-4c8e-ab00-fa8880fc0f51	June 25, 2023 16:11:59	June 25, 2023 11:10:14	PENDING	-null-	f994d045-4df3-4b1
24cd78e3-35ce-44d4-9947-fd021723c3c1	June 25, 2023 03:23:46	June 24, 2023 22:23:34	PENDING	-null-	60a3a6f0-4162-419
34c1d993-29c7-4c06-84be-dd55f3faca12	June 25, 2023 13:39:33	June 25, 2023 08:38:57	PENDING	-null-	e00e5201-80f4-47c
4db5fe4d-0144-47ab-9df9-05507200a1d3	June 25, 2023 00:30:24	June 24, 2023 19:29:04	PENDING	-null-	a1b2603c-b102-46
4f40196b-ce7f-44f3-931a-d96b728f195c	June 25, 2023 16:23:15	June 25, 2023 10:23:00	PENDING	-null-	40609e88-9661-42
576a3fdb-5640-4a31-95d3-71a336c93211	June 25, 2023 14:53:48	June 25, 2023 12:00:00	PENDING	-null-	-null-
5daa4e7d-8632-498d-9bdb-c9a098cc7968	June 25, 2023 15:04:09	June 25, 2023 10:03:34	PENDING	-null-	c004b8bc-2a3b-46
819ac972-414f-4fa4-8f76-e54c8fe27357	June 25, 2023 01:46:11	June 21, 2023 11:23:44	PENDING	-null-	8d57b4cb-2e40-40

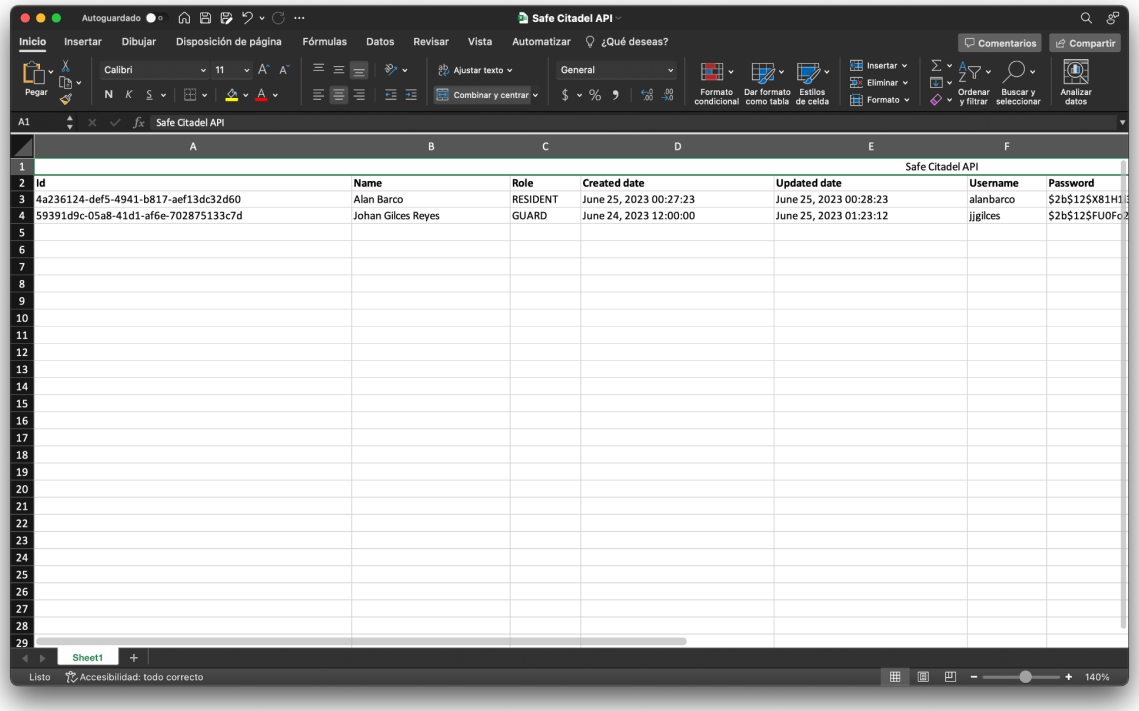
Reports generation

All tabs have an option to extract a report of the records currently in the database. The allowed formats are: Csv, Excel and PDF (print).

To perform an export you must giveclick on the “Export” option and then click on the desired format. The report is then automatically downloaded.


Safe Citadel API
User
Residents
Residences
Visits
Qrs
Guards
Visitors
User
1
Export
Show/Hide columns
Filter
CSV
Excel
2
Print
4a236124-def5-4941-b817-aef13dc32d60
59391d9c-05a8-41d1-af6e-702875133c7d


Safe Citadel API
User
Residences
Visits
Qrs
Guards
Visitors
Admin
User
Admin / User
Export
Show/Hide columns
Filter
+ New User
Show 10 rows
Search...
ID
NAME
ROLE
CREATED DATE
UPDATED DATE
USERNAME
PASS
4a236124-def5-4941-b817-aef13dc32d60
Alan Barco
RESIDENT
June 25, 2023 00:27:23
June 25, 2023 00:28:23
alanbarco
59391d9c-05a8-41d1-af6e-702875133c7d
Johan Gilces Reyes
GUARD
June 24, 2023 12:00:00
June 25, 2023 01:23:12
jjgilces
Showing 1 to 2 of 2 entries
First Previous 1 Next Last
Safe Citadel API.xlsx
Mostrar todos



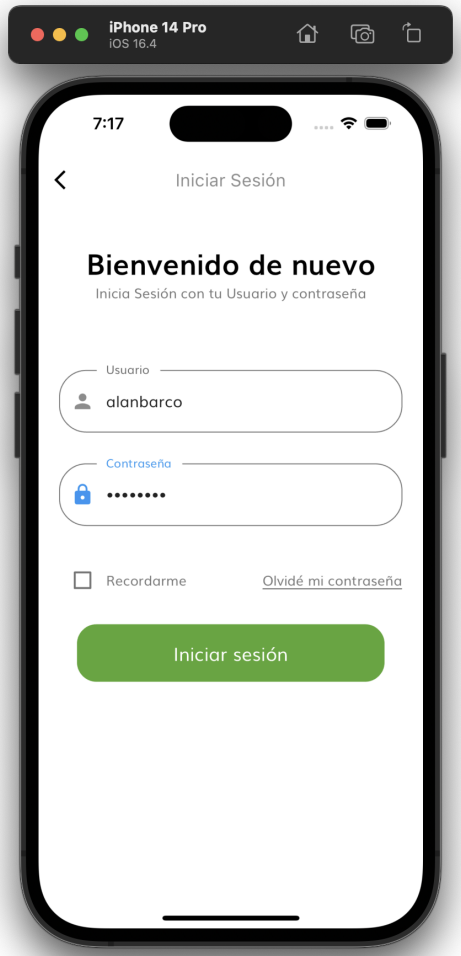
Safe Citadel API

Id	Name	Role	Created date	Updated date	Username	Password
4a236124-def5-4941-b817-aef13dc32d60	Alan Barco	RESIDENT	June 25, 2023 00:27:23	June 25, 2023 00:28:23	alanbarco	$2b$12$X81H1
59391d9c-05a8-41d1-af6e-702875133c7d	Johan Gilces Reyes	GUARD	June 24, 2023 12:00:00	June 25, 2023 01:23:12	jjgilces	$2b$12$FU0Fc

Resident

Login

When entering the application, the credentials of the existing user with the resident role will be requested.



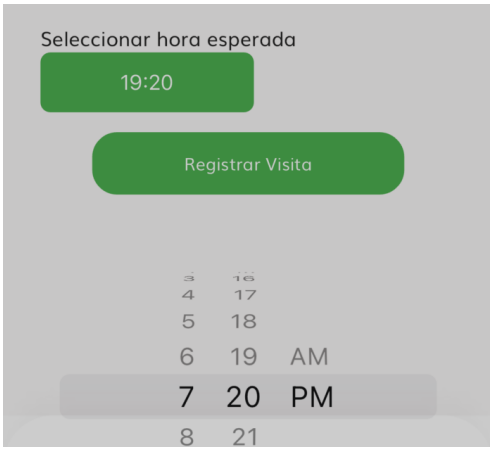
Option menu

1. Home tab: list of registered visits

2. New visit registration
3. profile settings

New visit registration

Resident users will be able to register new visits in the registration tab where the visitor's name and a date and time of possible entry will be requested.
The day of possible entry is limited to only select the current day and the day of tomorrow. In the event that the selected day is today, the entry of the hour is restricted so that it is later than the current hour of the present day.

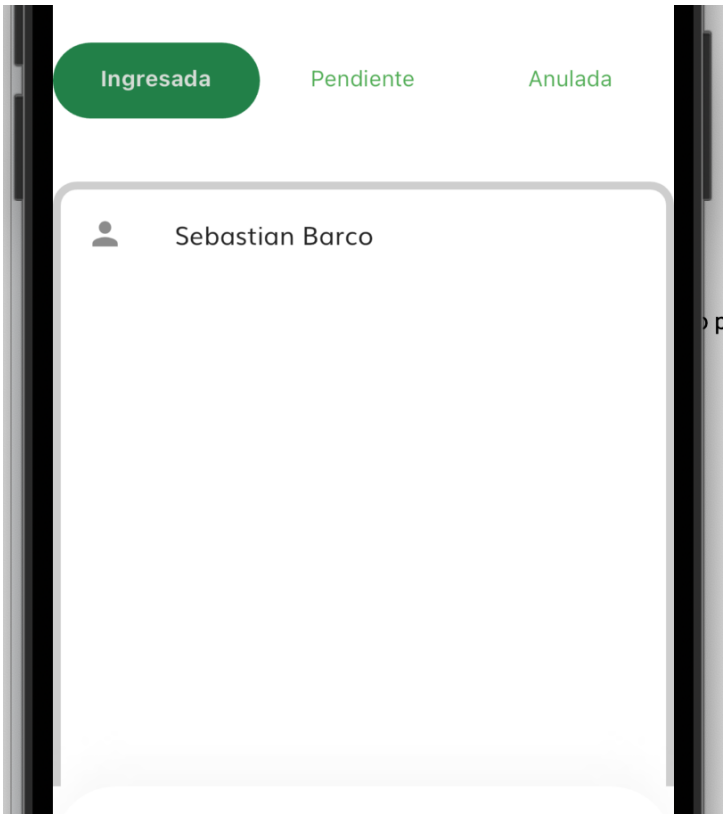


After entering the information, the user presses the "Register Visit" button and this is recorded in the system with a "Pending" status, then the QR code is presented so that it can be shared with the visitor.

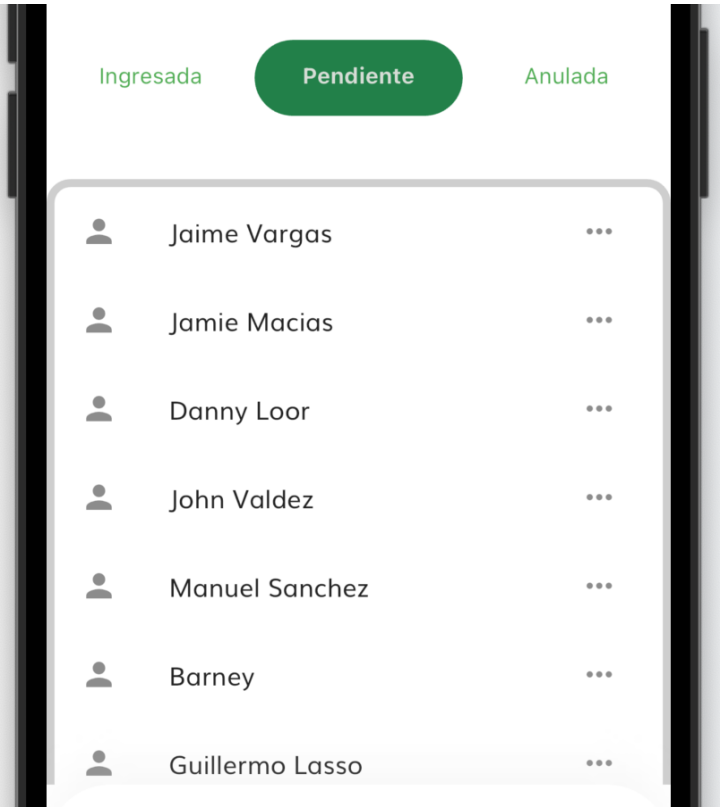
Registered visits

The user has the possibility of reviewing the visits that have been registered in the system and have the statuses: Entered, Pending and Cancelled.

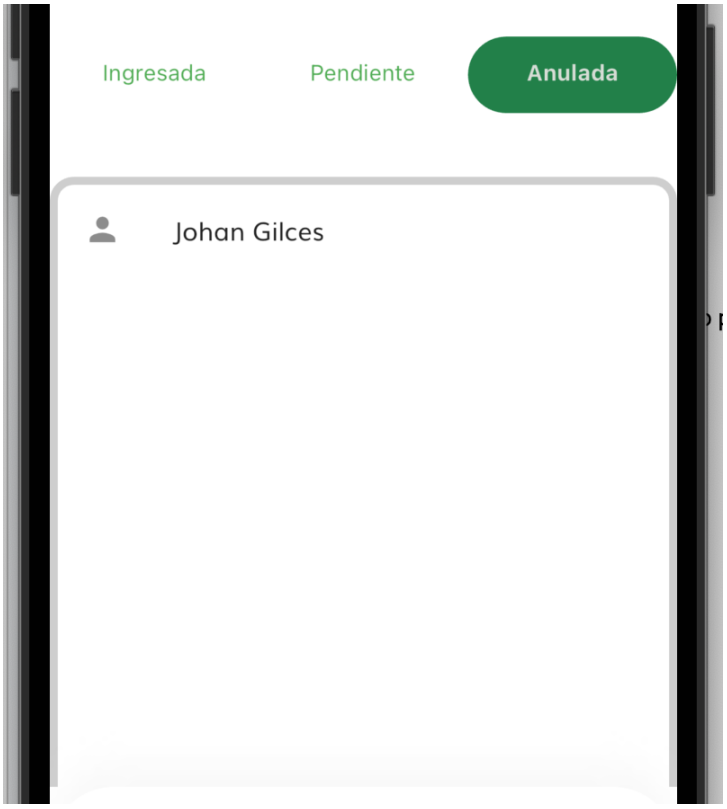
List of entered visits



List of pending visits

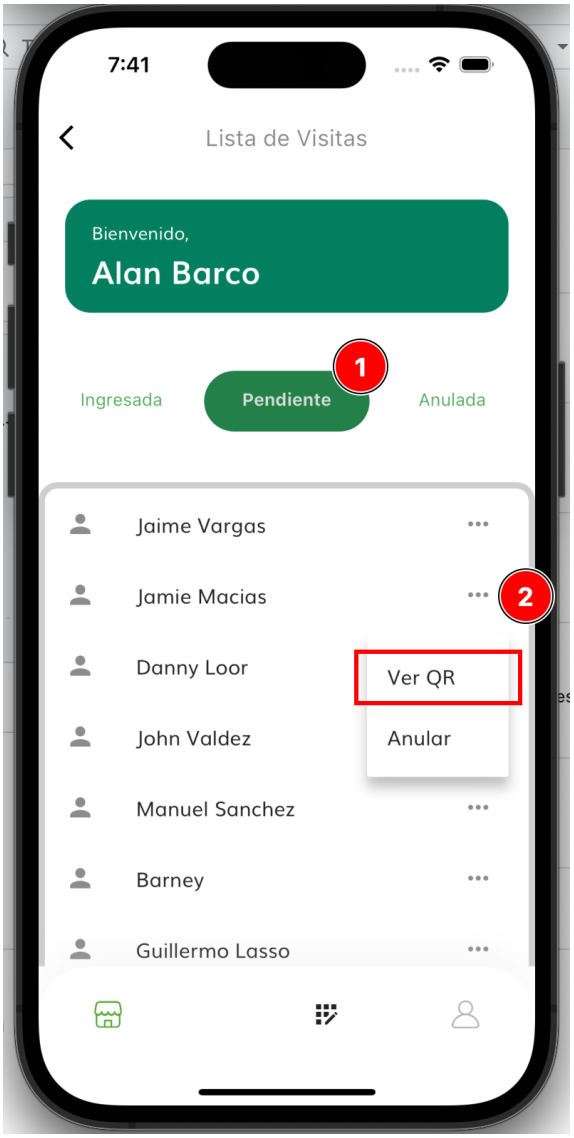


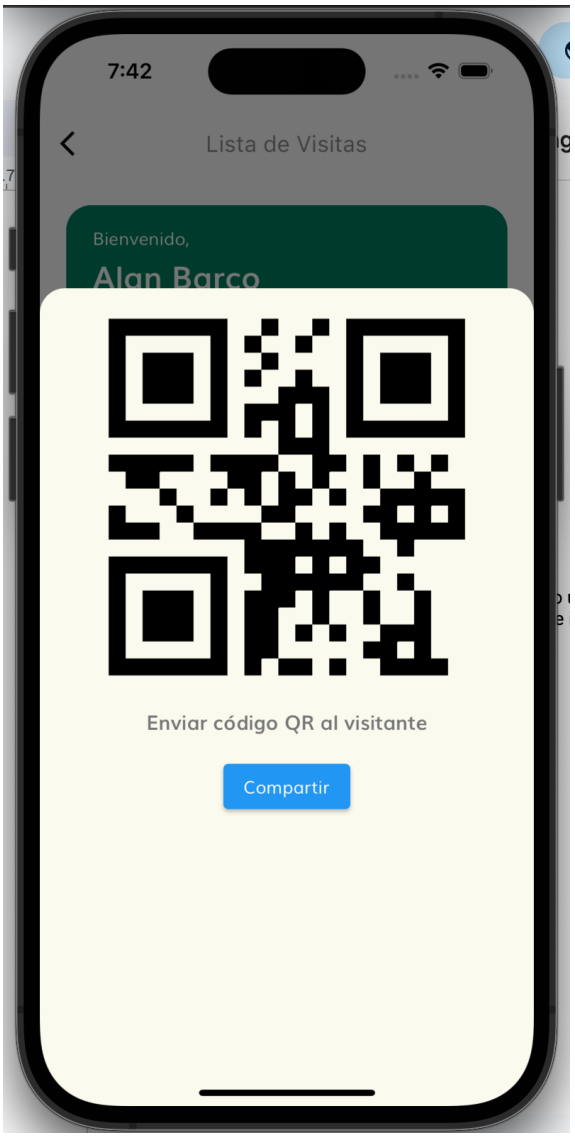
List of canceled visits



Share visitor QR code

The resident user has the possibility of sharing the QR code of a visit that has a "Pending" status, for this they will go to the pending visits tab, select the options menu and have the possibility to perform the share action.





The share button will expand the options that the mobile device's operating system allows (applications such as whatsapp, instagram, bluetooth, etc.)

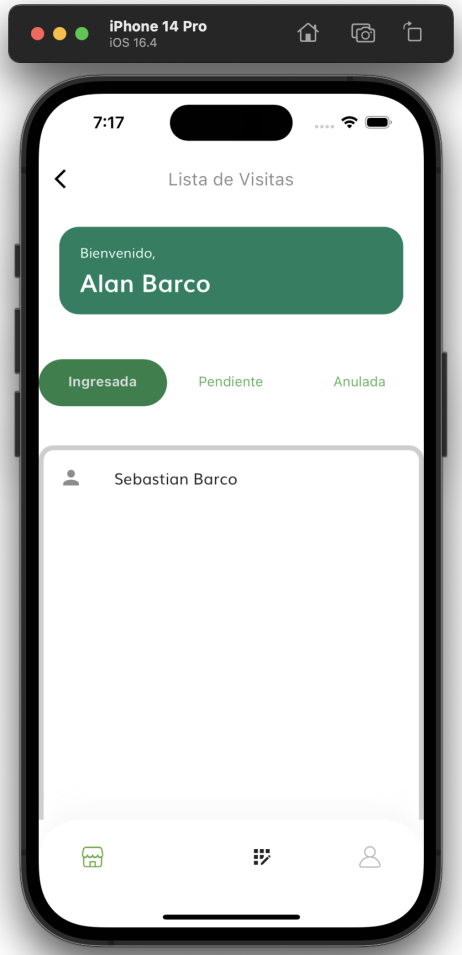
Cancellation of visits

It is possible that the resident user can delete visits that he has previously registered and have a "Pending" status.

Guard

Login

When entering the application, the credentials of the existing user with the role of Guard will be requested.

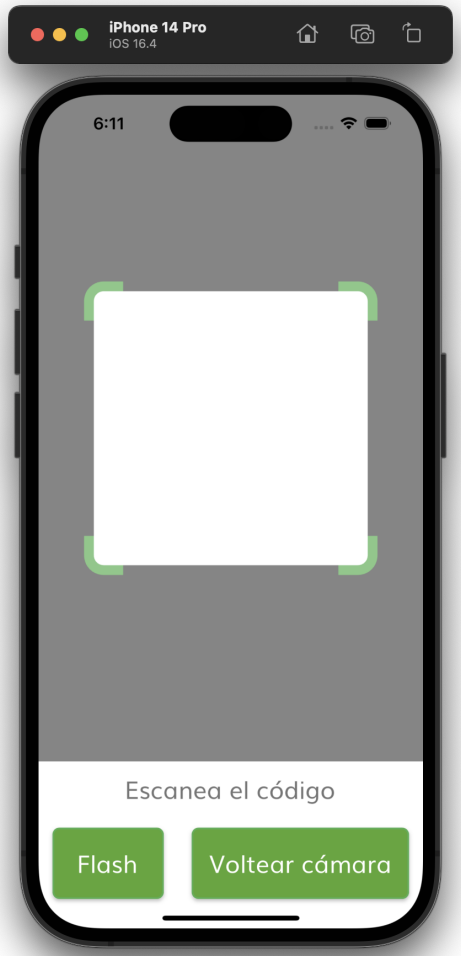


Option menu

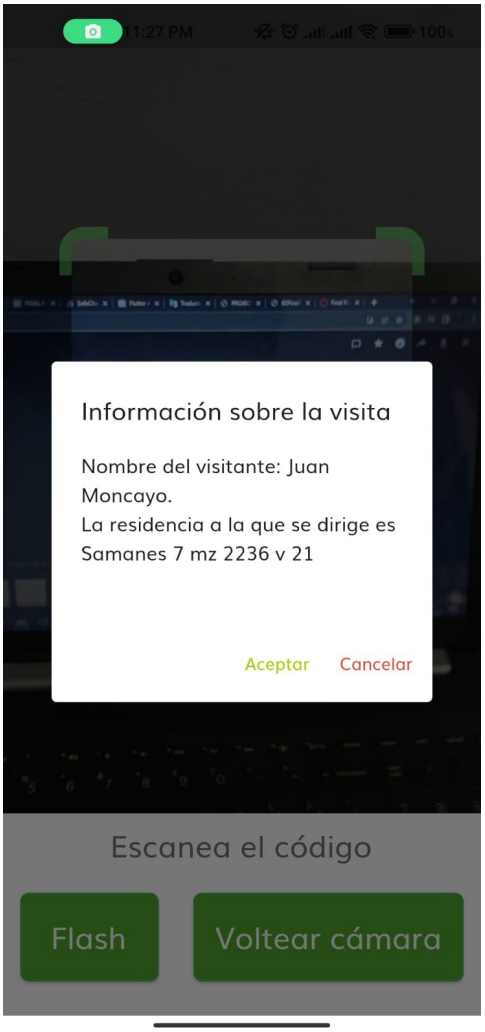
4. Home tab
5. Scan QR code for visit
6. Unexpected visit record
7. profile settings

QR code scanning of visits

This option allows guards to scan QR codes for visits with a "Pending" status to validate the information in the system against the identification of the user trying to enter the citadel.



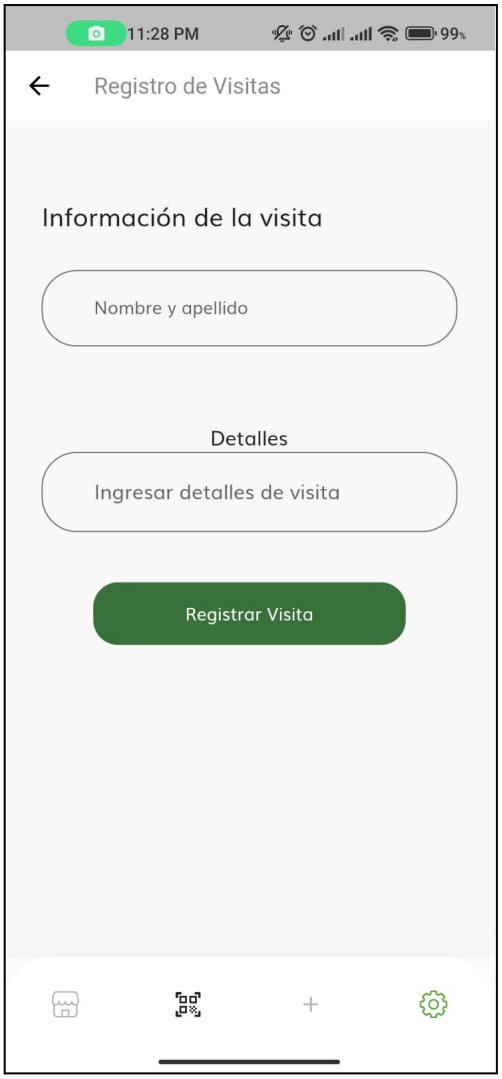
After scanning the information, the system reflects the validity of the QR code, this in order to give the green light for the visitor to enter the citadel.

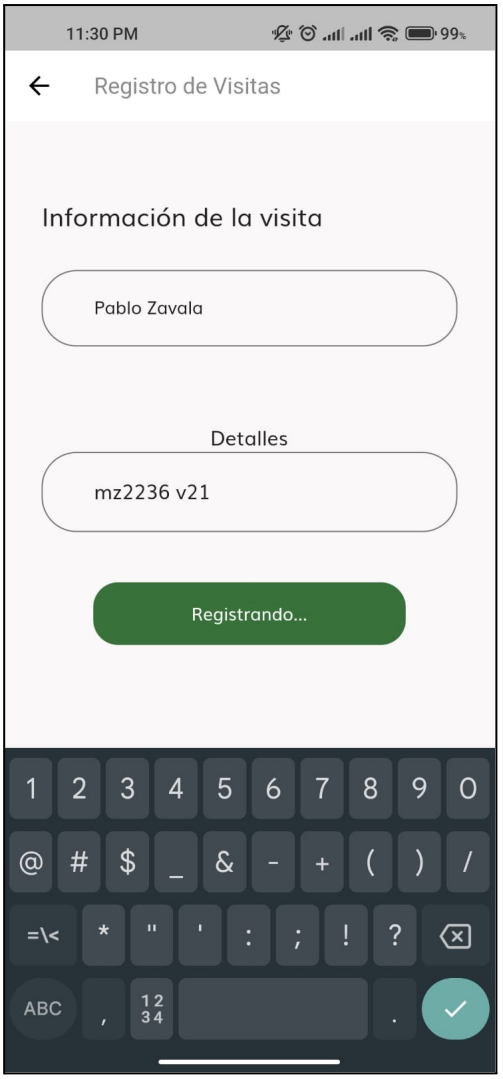


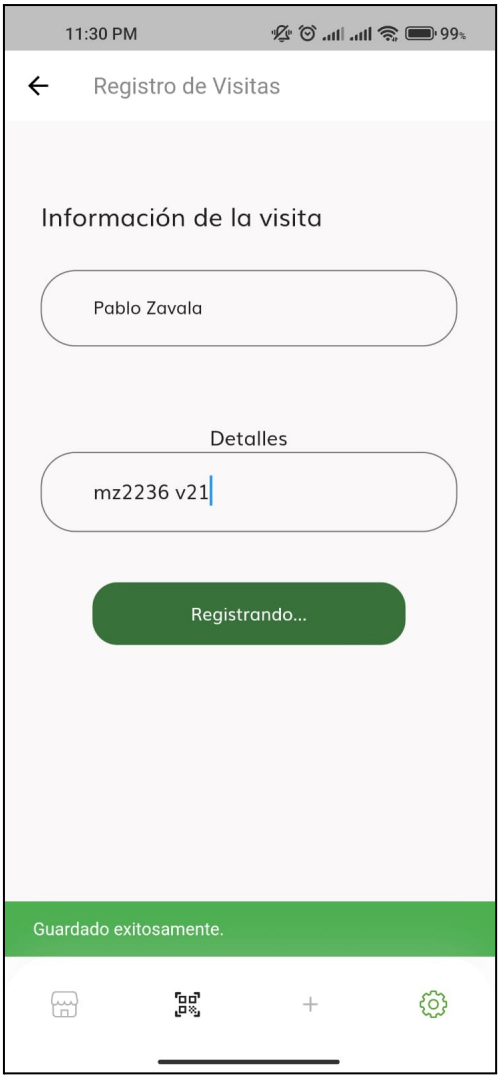
Register unexpected visit

The purpose of this tab is to record visits that the destination resident has not previously added to the system. For this you must:

1. Press the + option at the top of the application.
2. Add the data of the visit that you are trying to register.
3. Press "Register visit"


11:28 PM
99%
Registro de Visitas
Información de la visita
Nombre y apellido
Detalles
Ingresar detalles de visita
Registrar Visita

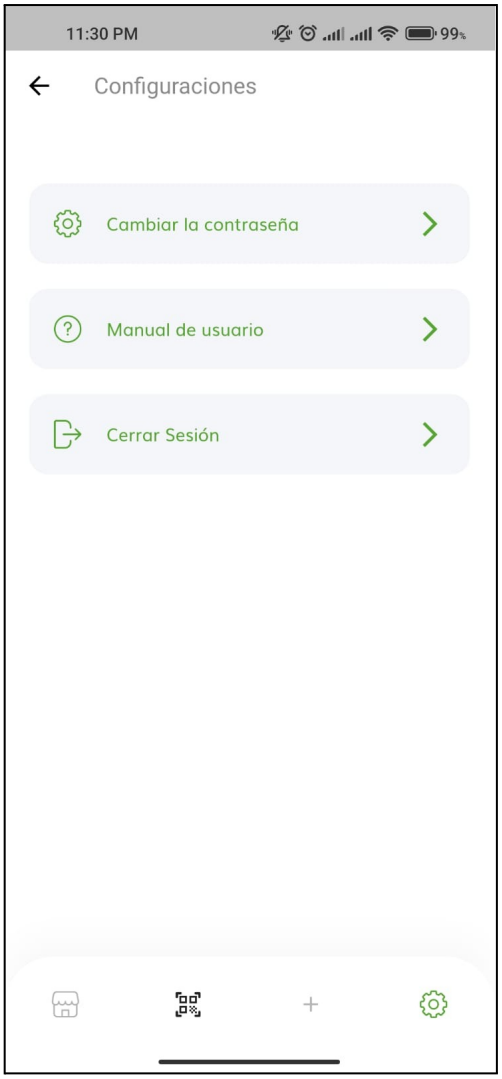

11:30 PM
99%
Registro de Visitas
Información de la visita
Pablo Zavala
Detalles
mz2236 v21
Registrando...
ABC



Restore password

All users will have the possibility of restoring their password, for this they must:

1. Go to the configuration section
2. Select the option "Change password"
3. Fill in the requested fields.
4. Press "Change password.


11:30 PM
99%
Configuraciones
Cambiar la contraseña
Manual de usuario
Cerrar Sesión

11:30 PM
99%
Cambiar la contraseña
Contraseña Actual
Contraseña Nueva
Confirmar contraseña nueva
*La contraseña debe tener al menos 7 caracteres.
Cambiar Contraseña