

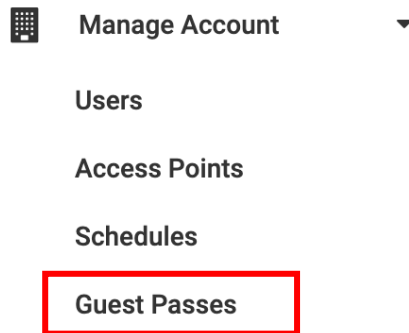
Guest Pass Updates

Permissions

Account admin and above

New Guest Pass Management Screen

1. Update **Manage Account** section to include **Guest Passes**.



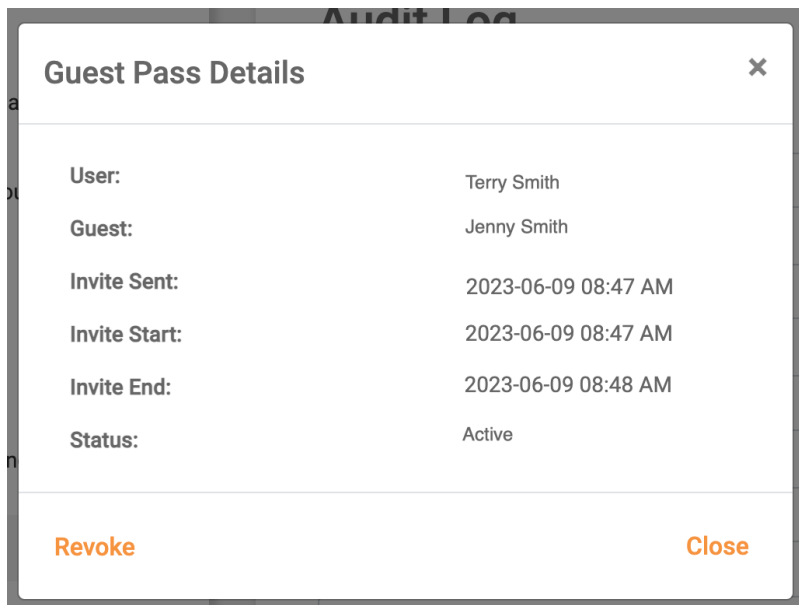
2. When user clicks **Guest Passes**, navigate them to the following screen

A screenshot of the 'Guest Passes' management screen. The screen has a title 'Guest Passes' at the top. Below the title, there are search and filter options: a 'Status' dropdown menu set to '-All-', a 'Keyword' search box with the placeholder 'Search by full name', and a 'Select Date Range' section with two date pickers set to 'Jun 07, 2023' and 'Jun 13, 2023'. Below these are links for 'Export To Excel', 'Clear Filter', and 'Apply Filter'. A table displays the guest passes with columns: 'Full Name', 'Guest Full Name', 'Invite Start', 'Invite End', and 'Status'. The table shows three entries: 'Terry Smith' (Active), 'Jenny Tester' (Expired), and 'Patti Reacher' (Revoked). At the bottom, there is a pagination bar showing 'Showing 1 to 7 of 7 entries (filtered from 7 total entries)' and navigation buttons: 'First', 'Prev', '1' (selected), 'Next', and 'Last'.

Full Name	Guest Full Name	Invite Start	Invite End	Status
Terry Smith	Jenny Smith	2023-06-08 11:15 AM	2023-06-30 11:15 AM	Active
Jenny Tester	Jason Peers	2023-06-08 11:15 AM	2023-06-08 11:15 AM	Expired
Patti Reacher	Sara Mears	2023-06-08 11:15 AM	2023-06-08 11:15 AM	Revoked

3. User can filter guest passes by date range, status, or keyword search.
4. When the user clicks **Full Name**, display the following screen

Active Status



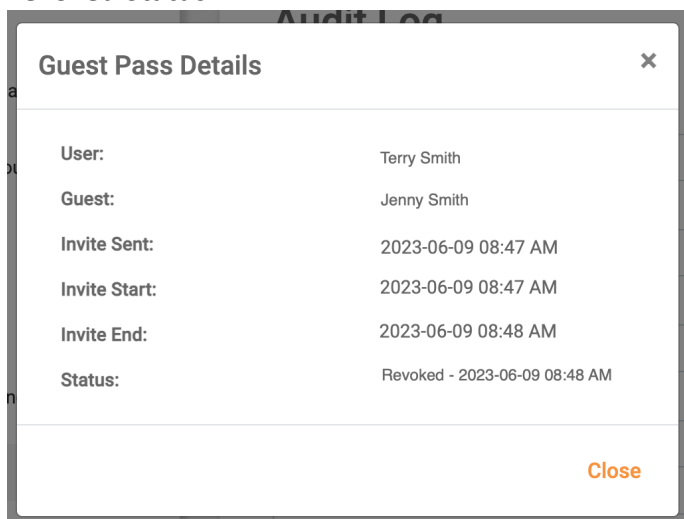
The screenshot shows a modal window titled "Guest Pass Details" with a close button (X) in the top right corner. The modal contains a table with the following data:

User:	Terry Smith
Guest:	Jenny Smith
Invite Sent:	2023-06-09 08:47 AM
Invite Start:	2023-06-09 08:47 AM
Invite End:	2023-06-09 08:48 AM
Status:	Active

At the bottom of the modal, there are two buttons: "Revoke" on the left and "Close" on the right.

Logged in user can view all guest pass details
User can revoke the guest pass.

Revoked Status



The screenshot shows a modal window titled "Guest Pass Details" with a close button (X) in the top right corner. The modal contains a table with the following data:

User:	Terry Smith
Guest:	Jenny Smith
Invite Sent:	2023-06-09 08:47 AM
Invite Start:	2023-06-09 08:47 AM
Invite End:	2023-06-09 08:48 AM
Status:	Revoked - 2023-06-09 08:48 AM

At the bottom of the modal, there is a single button: "Close" on the right.

Logged in user can view all guest pass details
Status displays **Revoked** and the date/time the guest pass was revoked
Revoke link is removed

Expired Status

Guest Pass Details

User:

Terry Smith

Guest:

Jenny Smith

Invite Sent:

2023-06-09 08:47 AM

Invite Start:

2023-06-09 08:47 AM

Invite End:

2023-06-09 08:48 AM

Status:

Expired

Close

Logged in user can view all guest pass details
Status displays **Expired**
Revoke link is removed

Update to Users Screen and modal

1. Guests should appear on **Users** screen as **Guest**

Users

+ Add User

User Role

Status

Verification

Keyword

-All-

-All-

-All-

Search by full name or phone number

Export To Excel

Clear Filter

Apply Filter

Show 10 entries

Full Name	Email	User Role	Phone Number	Status	Verification
Derrick Gabrie	independentdoor@cox.net	Guest	+14025784975	Active	Unverified
DJ Neubauer	dj.neubauer@geokeyaccess.com	Channel Partner	4028008054	Active	Verified
S N	shannon.neubauer@icloud.com	User	4028008055	Active	Verified
Shannon N	shannon.neubauer79@gmail.com	Admin	4028008055	Active	Verified
Shannon Neubauer	shannon.neubauer@geokeyaccess.com	Admin	4028008055	Active	Verified
Theresa Neubauer	theresa.neubauer4@gmail.com	Admin	4026375443	Active	Verified

Showing 1 to 6 of 6 entries (filtered from 6 total entries)

First

Prev

1

Next

Last

- When a portal user clicks the linked user, update the modal to include **Invited By** field for guest users.

Country: US (+1) | State: -Select- | Zip: | Phone: +1 +14025784975 | Birthdate: 01/01/2000 | Account Geokey Role: User

Invited By
Dave McCollough

Buttons: Delete User, Revoke Guest Pass, Settings, Close, Apply Changes

V2

Update Users screen to include **User Type** column and filter for **User Type**
User type is either **User** or **Guest**

Users

+ Add User

User Role: -All- | User Type: -All- | Status: -All- | Verification: -All- | Keyword: Search by full name or phone number

Export To Excel | Clear Filter | Apply Filter

Show 10 entries

Full Name	Email	User Role	User Type	Phone Number	Status	Verification
Alex Samy	alex.samy@geokeyaccess.com	Admin	User	+1 8488806339	Active	Verified
Ben Testing Graff	hactarux@gmail.com	Admin	Guest	+1 4029365170	Active	Verified

Showing 1 to 10 of 40 entries (filtered from 40 total entries)

First | Prev | 1 | 2 | 3 | 4 | Next | Last