



Easy-To-Use Handbook for MyGate's Pre-Approval

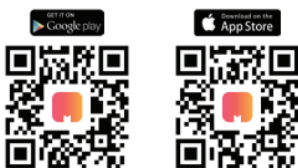
Useful websites to check:

<https://mygate.com/>

https://mygate.com/wp-content/uploads/2020/05/MyGate-User-Manual_ERP_Digital.pdf

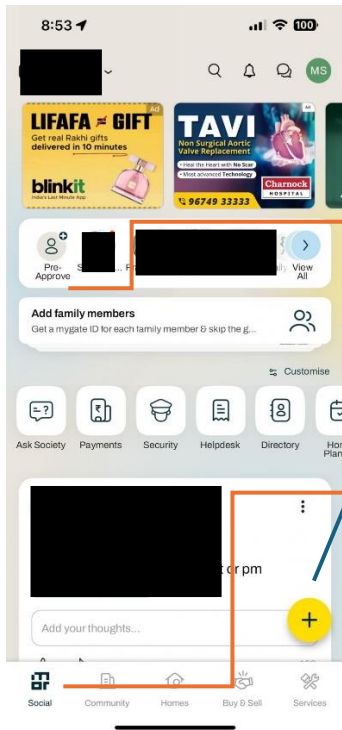
How to Register?

Welcome to



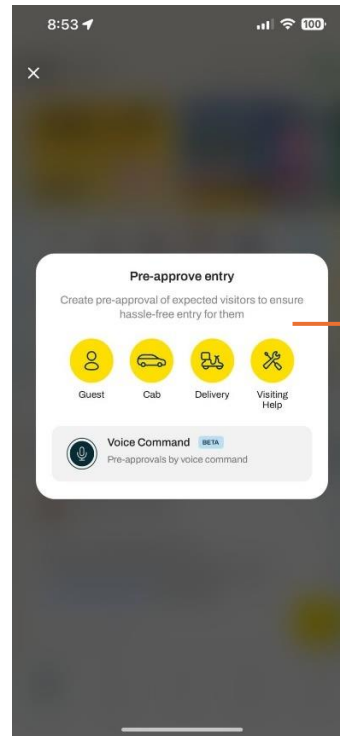
1. Download the MyGate App from app store or google play
2. Register by entering mobile number, name, and email id
3. Await admin approval
4. Once approved, get ready to experience the app

Pre-Approvals entry for Guest - step-by-step guide

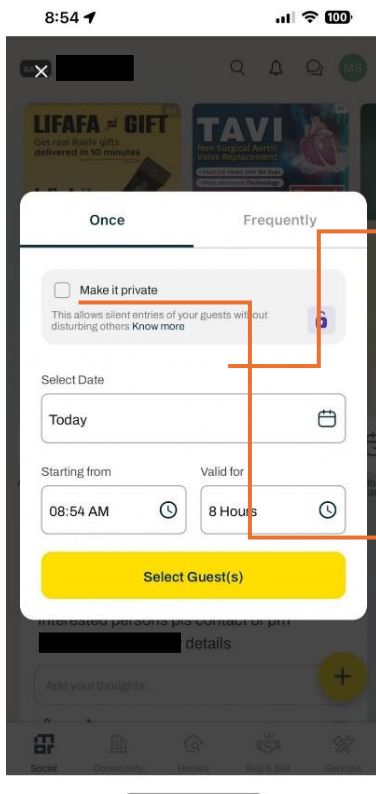


1.2 Click on pre-approve or the "plus" button below

1.1 Click on Social in your home screen

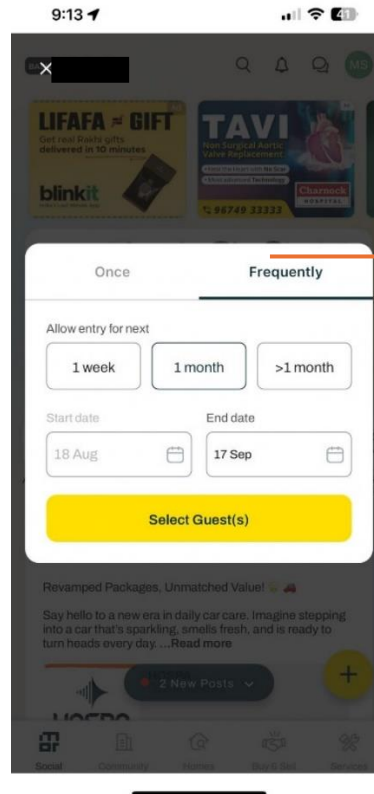


1.3 Select who you want to pre-approve

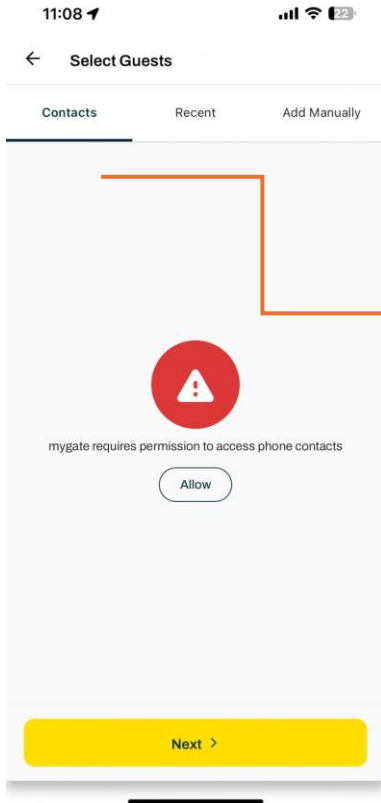


1.4 If you click Guest (once) - Enter specific details such as date and time and select guests

Can also make it private by clicking on this box and follow the same steps as shown below

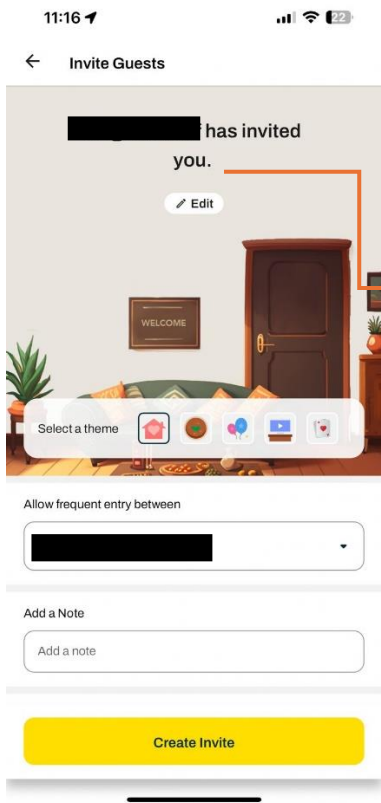
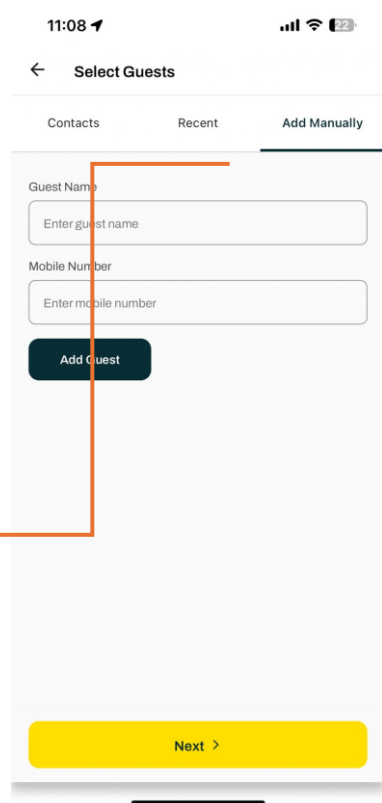


1.5 If you click Guest (frequently) - specify for how long you are allowing entry (1 week, 1 month, or more than 1 month) and select the start date



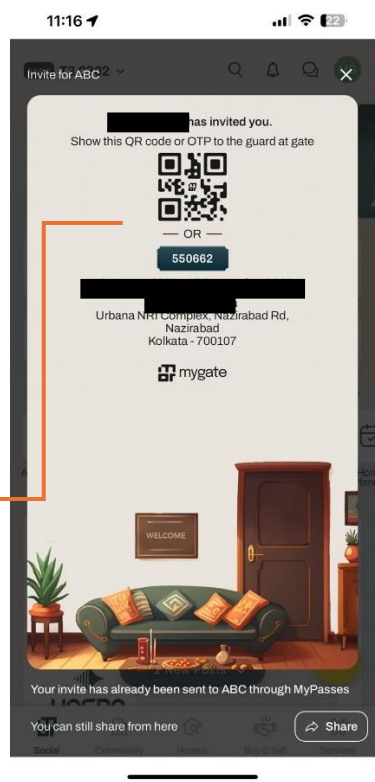
1.6 After selecting guests – either give access to your contacts or add manually

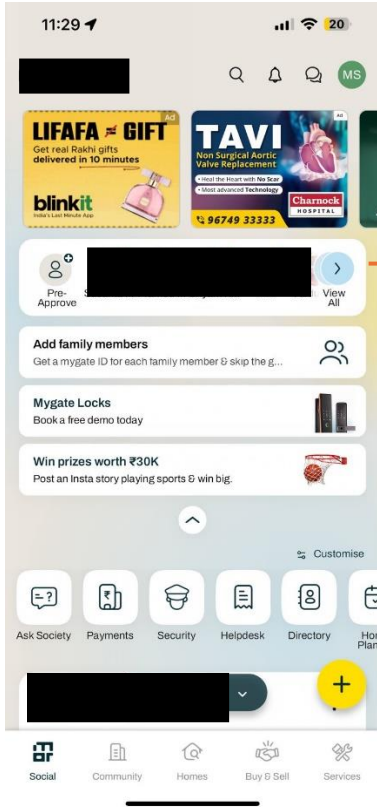
1.7 To add contacts manually, enter guest name and mobile number



1.8 After selecting or adding the guest's name, customize your invite and click create invite

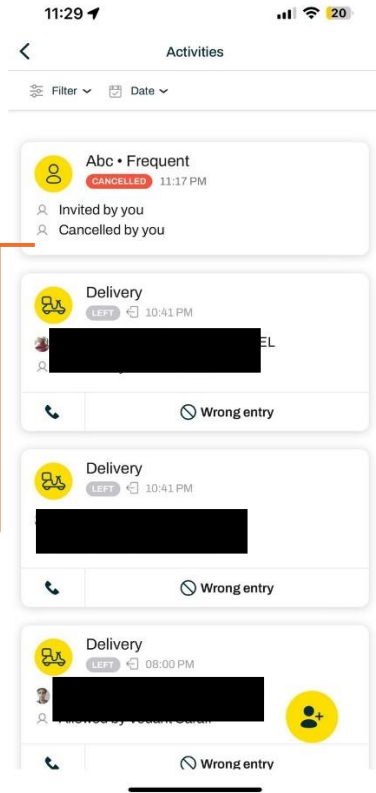
1.9 You have now generated an invite which has been sent to your guest through MyPasses to verify with the guards (so either through an OTP or by showing the QR code)





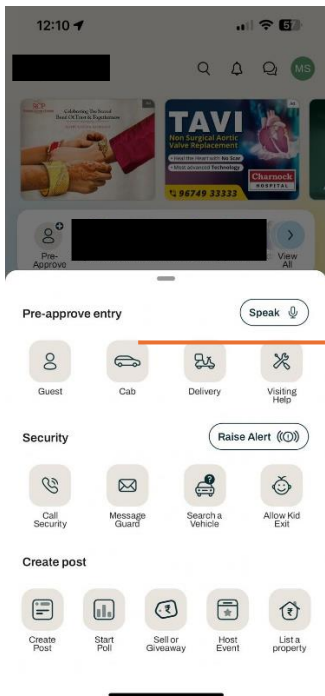
2.0 Click on view all under social icon to edit/delete any pre-approvals

2.1 After clicking "view all", you can see all pre-approved entries (both once and frequently), click on the one you want to edit or cancel

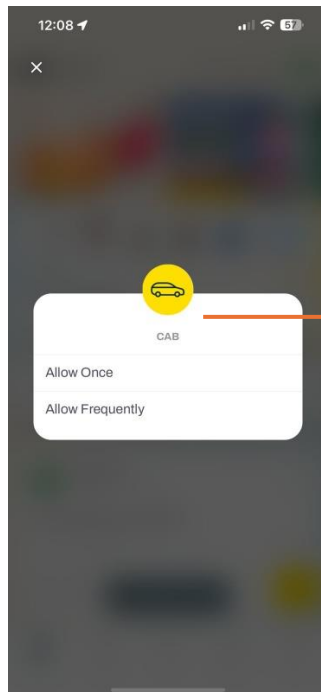


Pre-Approvals entry for Cab - step-by-step guide

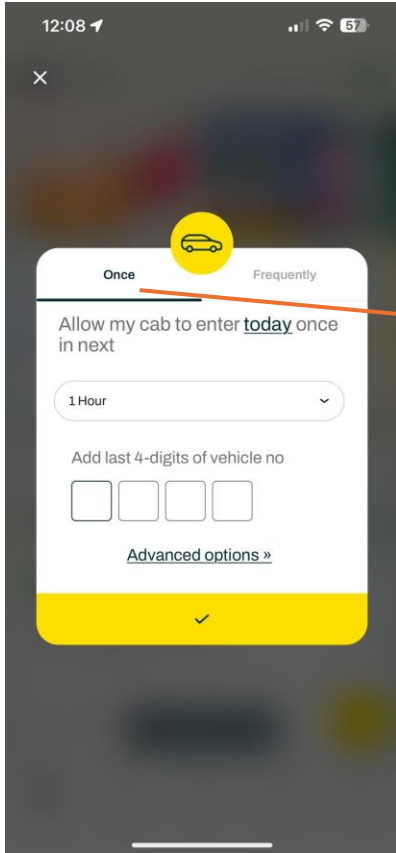
Start by following step 1.1 and 1.2



2.2 Select cab if you want to pre-approve a vehicle

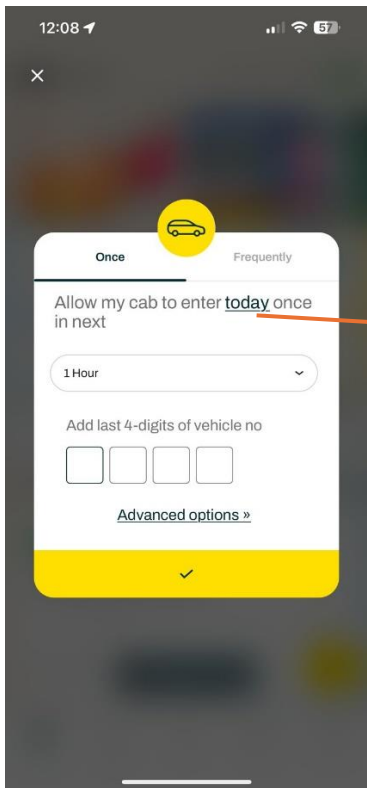
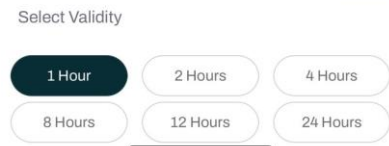
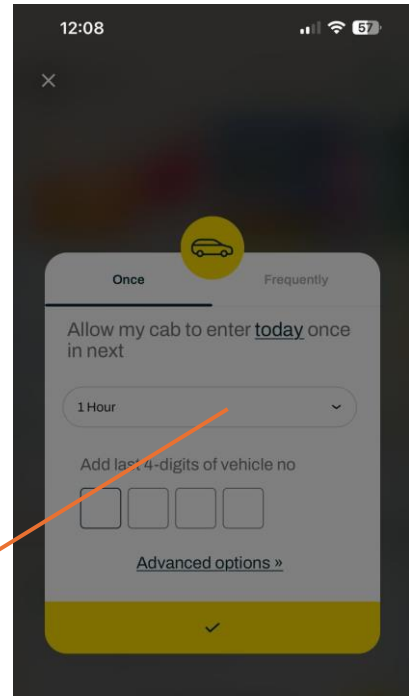


2.3 Make a selection based on your need
*Need to upgrade to premium if you want to allow frequently



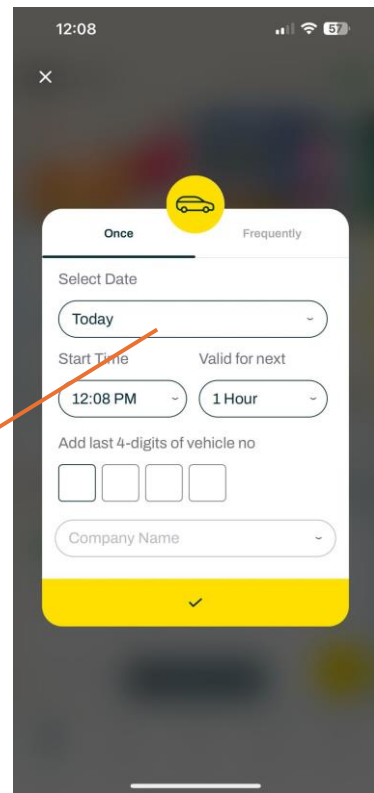
2.4 If you select allow once for today, enter the last 4 digits of the vehicles

2.5 To change time, click on the drop down menu and select validity as shown here



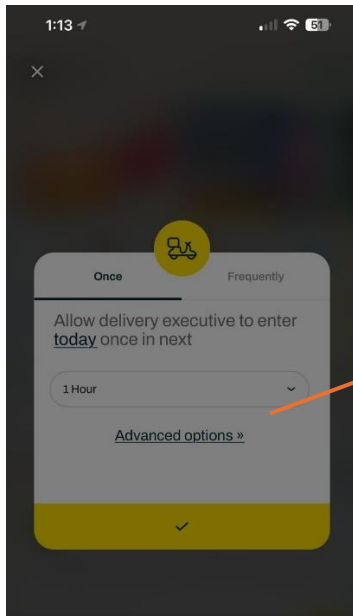
2.6 To change the date click on today or click on advanced options

2.7 Under advanced options, you can select the date, time, and also choose the company name



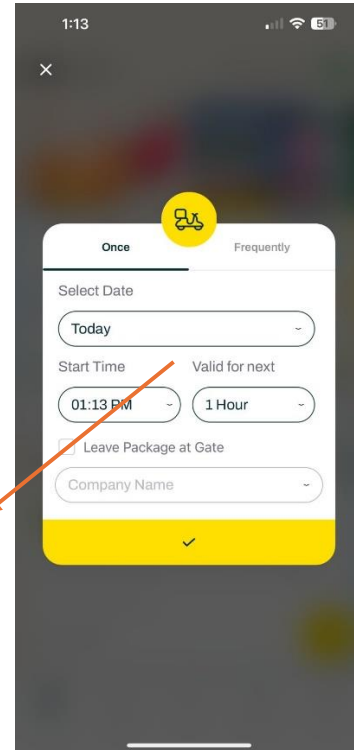
Pre-Approvals entry for Delivery - step-by-step guide

Start by following step 1.1 and 1.2



2.8 After selecting delivery from pre-approval icon, click on the drop down menu here to change timing

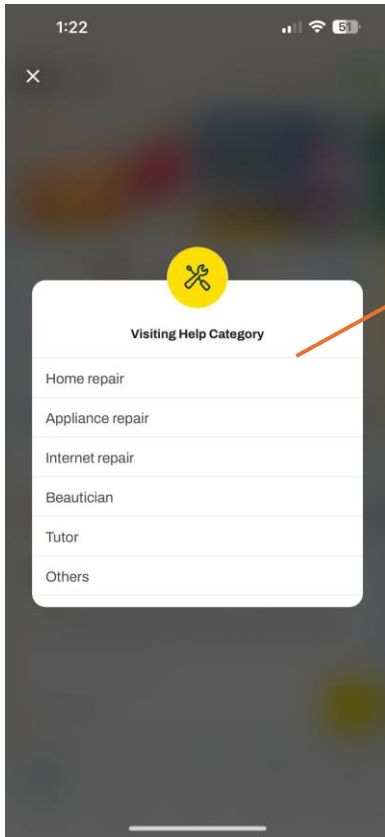
2.9 To change the date of the delivery, click on advanced options and select the desired date, time, and delivery company name. Can also select "leave package at gate"



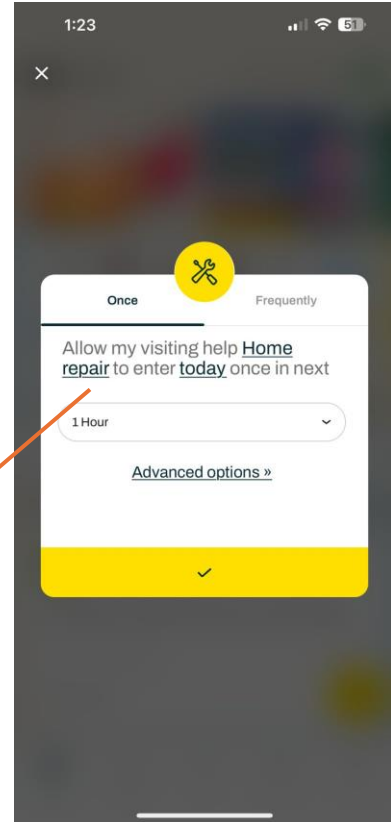
Pre-Approvals entry for Visiting Help - step-by-step guide

From plumbers and electricians to yoga instructors and tutors, pre-approve their entry here:

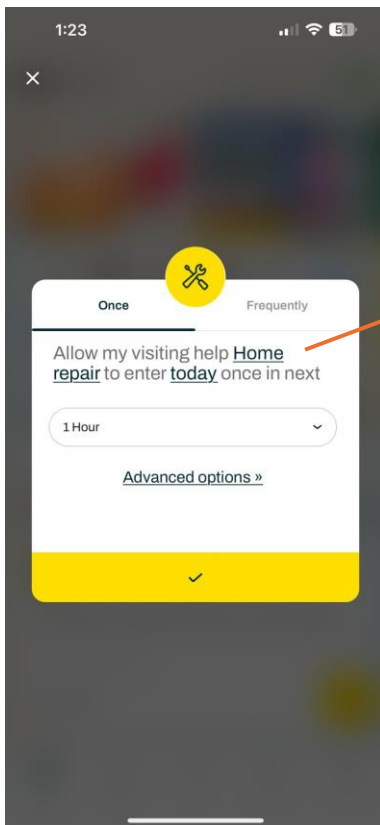
Start by following step 1.1 and 1.2



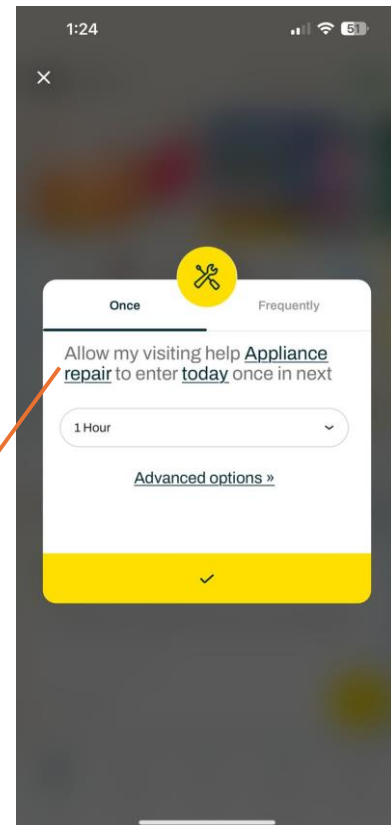
3.0 To pre-approve any visiting help – select the category from the options shown below



3.1 If you selected home repair, select the timing or click advanced option to select date and time



3.2 To select another option, click on the home repair hyperlink and select the correct category



3.3 Upon selecting a different category like appliance repair, follow the same steps as before to change timing and date and press ok to save changes

The same applies for all other categories

Notes**

1. When any visitor is at the main gate, the security guard will input the details of the visitor in the guard app. The system will pre-approve the entry if the category of the entry, vendor name and the timeframe of the entry matches with the pre-approval you have created.
2. In order to ensure the guard does not mistakenly allow any other visitor inside, the guard will not be notified about the pre-approval beforehand. A visitor is allowed only if all the 3 criteria are matched between resident's request of pre-approval and guard's visitor entry.
3. The details of a Private Invite can be viewed by the user who creates it. It will not be visible to other members of the Mygate household.
4. For the private invite, check-in and check-out notifications are sent to the creator alone. At no point will other members of the household receive it.
5. Private Invites can only be used once a day
6. Even in the case of a Private Invite, the guest entry log does get created on Mygate and can be viewed by the RWA. This is a precautionary measure taken in the case of an audit.