



INTRODUCTION

Entrances in Tap2Open are a central concept. To manage the flow of visitors (both residents and guests) there are various configurations a community manager can change:

- Enable or disable an entrance.
- Create profiles of entrances and apply those to dwellings to limit the available entrances to certain visitors.
- Create a weekly schedule of when an entrance will be unavailable.
- Activate special operations configured for an entrance.
- Schedule special operations on a weekly schedule.

ENABLING / DISABLING AN ENTRANCE

When an entrance is disabled it will no longer appear to visitors at all. Disabling an entrance can be used during periods of construction/maintenance or during special events to direct traffic.

To disable an entrance simply click the Disable button in the entrances list:

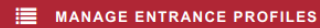


Once disabled the button will change to Enable. Click this button to re-enable the entrance.



RESTRICTING ACCESS WITH PROFILES

A community manager may create groups of entrances and give them names by clicking this button at the top of the entrance list:



To start, create a named profile by clicking this button:



Type in a name for the profile and select entrances to be a part of the profile. A complex configuration would be something like:

Name
Maintenance <ul style="list-style-type: none">• Server Room Door• Pool Storage Room
Poolhouse <ul style="list-style-type: none">• Pool Cabana• Pool Gate
Standard <ul style="list-style-type: none">• Main Gate• Pedestrian Gate (Entrance Side)• Pedestrian Gate (Exit Side)

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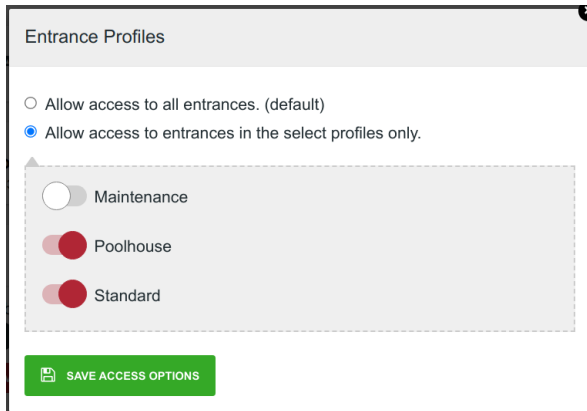
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Once defined profiles can be applied to a particular household (from the Community menu) using the Manage Entrance Profiles button under Property Actions:



One or more entrance profiles can be enabled per household:

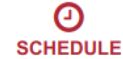


Residents and their guests are then limited to utilizing entrances contained in any of the selected profiles.

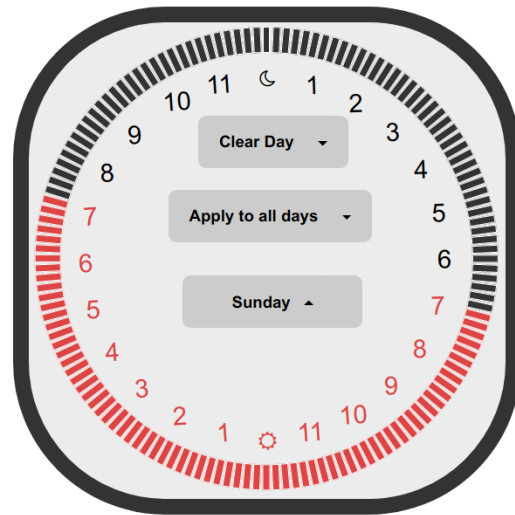
ENTRANCE HOURS

It may be desirable for entrances to have limited operating hours. For example perhaps a particular entrance should not be used between the hours of 8pm to 5am on weekdays. This can be accomplished by setting a “closing schedule” for an entrance. Visitors will be warned that an entrance is closing and the entrance will not open during any of the closed periods.

The closing schedule can be different for visitors and residents. Additionally a separate schedule for community managers may be added. To view, add, change, or remove the closing schedule begin by clicking this button:



The weekly schedule (for each user class) can be set with a widget representing a 24 hour clock face divided into individually selectable segments:



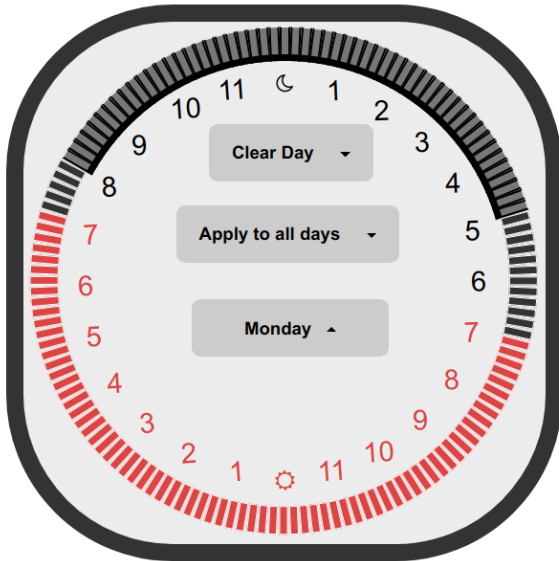
The clock face can be adjusted for each day of the week. To continue with the example scenario go to the clock face for residents and select Monday as the current day by clicking on the arrow adjacent to “Sunday” and selecting “Monday.”

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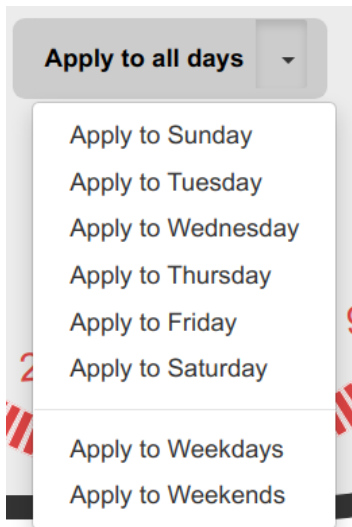


Next highlight by clicking and dragging (or touching) the segments representing 8pm to just before 5am:

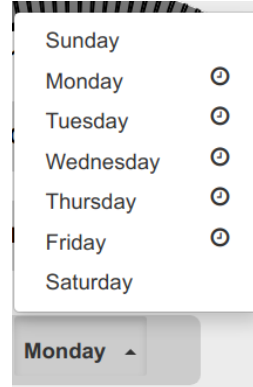


NOTE: Selecting an entire hour can be done by clicking on the number.

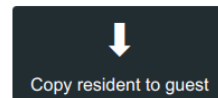
Next, to apply this closing time to all the weekdays. We do this by clicking on the arrow to the right of "Apply to all days" to get a menu with more options:



Selecting "Apply to Weekdays" will apply the schedule for the current day to the other weekdays. The day menu will show a clock symbol next to any day with time selected:



To apply this schedule to guests as well it can be copied by selecting this button:



Finally the new schedule can be applied by clicking the save button:

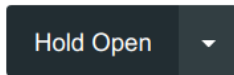




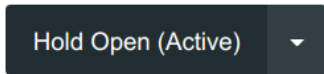
SPECIAL OPERATIONS

Depending on the specifics of the wiring, actuator and locking mechanisms, and installation special functions may be assigned to entrances. A common special function allows the gate to be manually forced open.

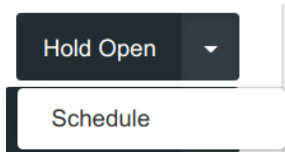
If this function is available then a button such as the following will be shown under the other action buttons for an entrance:



Clicking this button will activate this special operation. In this case the special operation will indicate it is active:

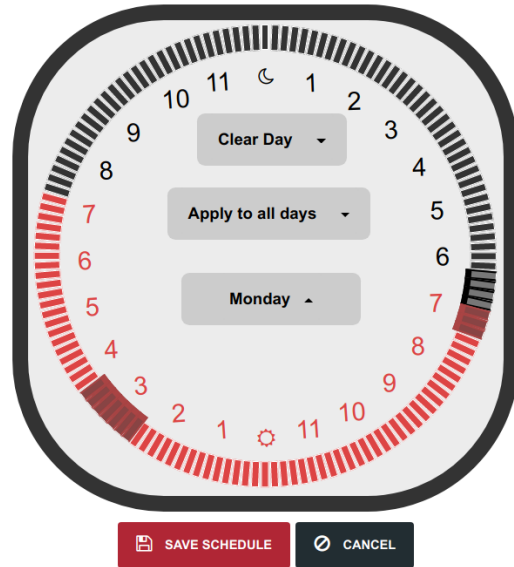


To deactivate the special operation click the button again. Some special operations can also be scheduled on a weekly schedule. If available, clicking the arrow on the right side of the button will show a drop-down menu:



Selecting “Schedule” will display the same weekly scheduling widget as described in the “Entrance Hours” section above.

As an example consider automatically opening a gate to allow a school bus in both in the morning (for pick up) and in the afternoon (for drop off). Scheduling this would be done as follows:



Keep in mind the schedule will not be saved unless the “Save Schedule” button is clicked.

When automatically scheduled the special operation may still be manually activated or deactivated. The manual override will persist until the next scheduled time for a change – at which point automatic control of the special operation will resume.

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