Phone guide

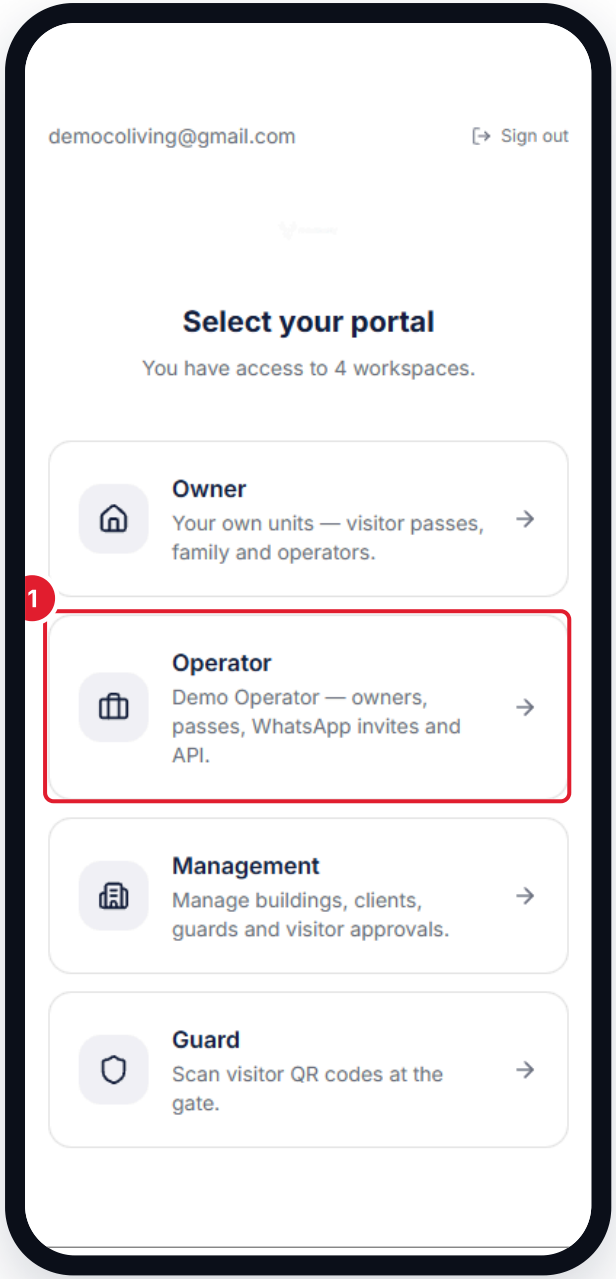
FOR OPERATORS

Add a user

Give your staff their own login so they can create visitor passes for your units — on the website, by WhatsApp, or both. You decide which units each person can use.

IN THIS GUIDE

1. Open the Operator workspace
2. Go to Settings
3. Open Users
4. Fill in the user's details
5. Choose the units and save
6. The user is added

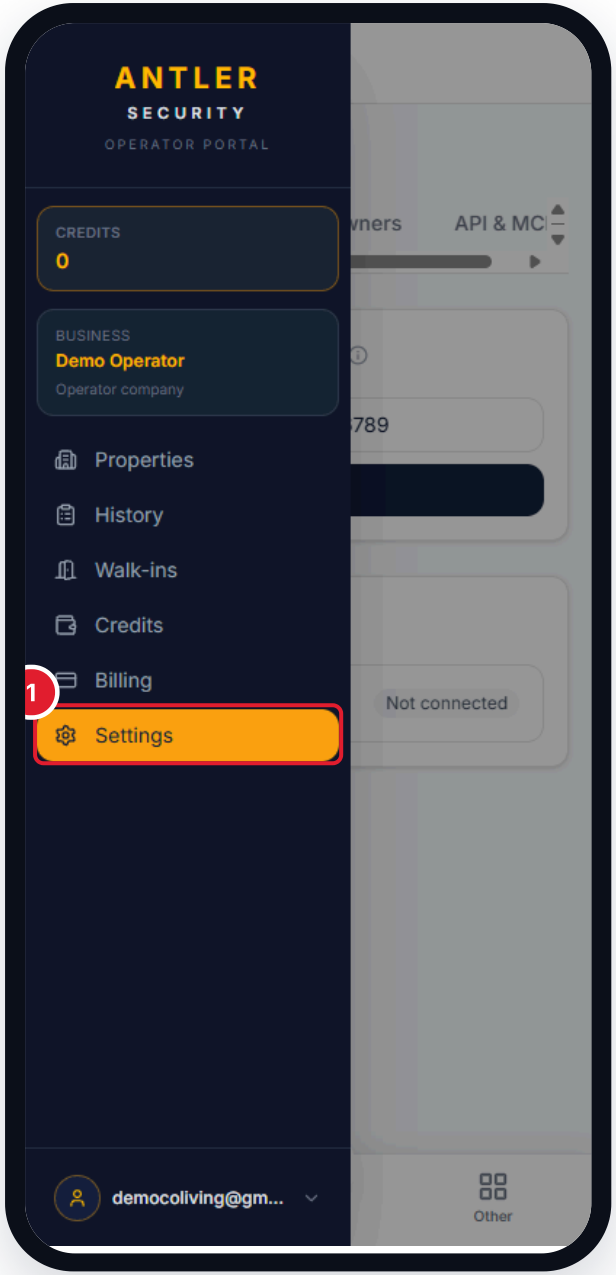


STEP 1

Open the Operator workspace

Sign in to the AntlerSecurity app (or security.antlerzone.com) with your email. One login can hold several roles, so pick the one you need.

1. Tap **Operator**.

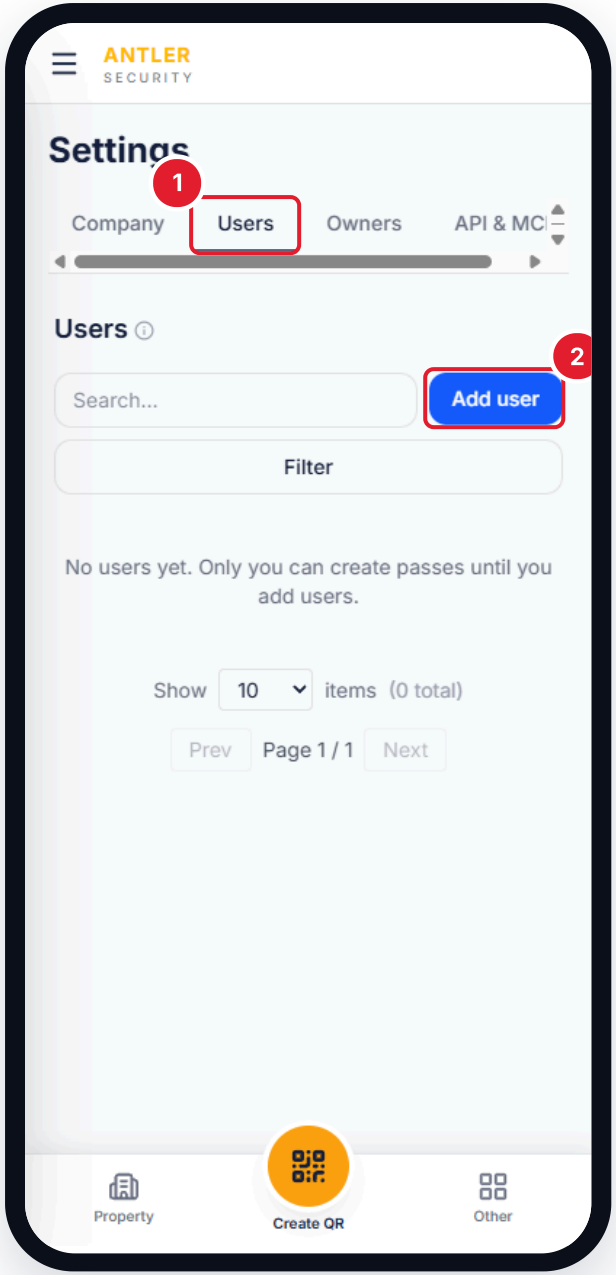


STEP 2

Go to Settings

Tap ☰ at the top left (or **Other** in the bottom menu) to open the menu.

1. Tap **Settings**.

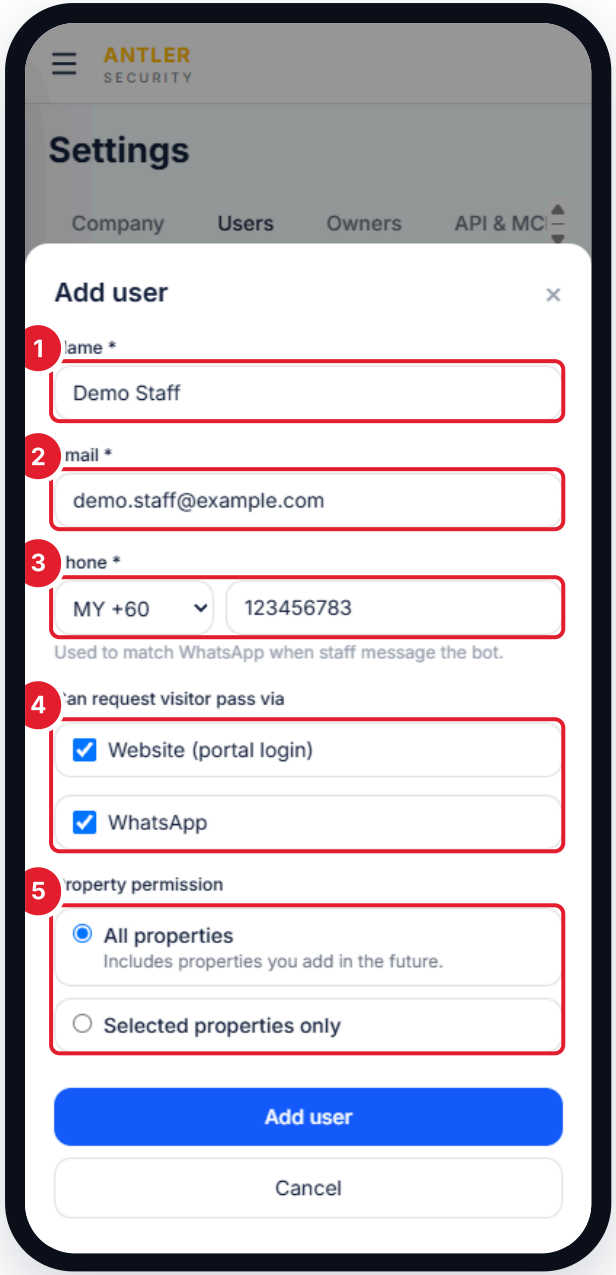


STEP 3

Open Users

Users lists everyone in your company who can create passes. Until you add someone, only you can.

1. Open the **Users** tab.
2. Tap **Add user**.

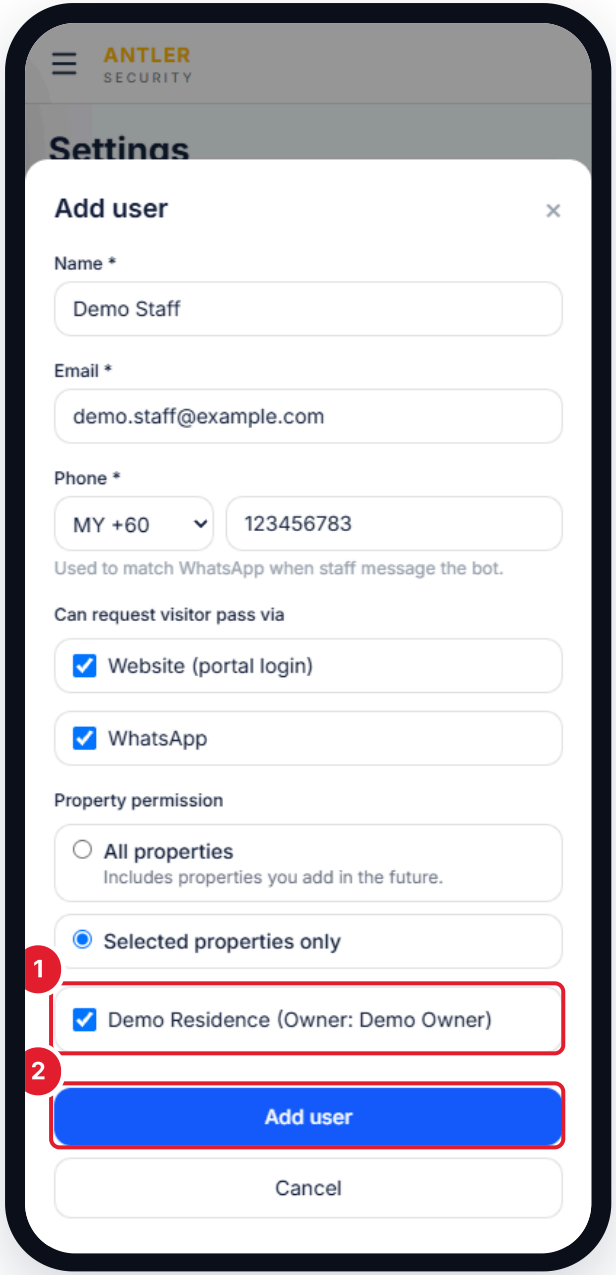


STEP 4

Fill in the user's details

Use the email the person will sign in with.

1. Name.
2. Email — their login.
3. Phone — matches their WhatsApp messages to the bot.
4. How they may request passes: website, WhatsApp, or both.
5. Which units: all, or only some.



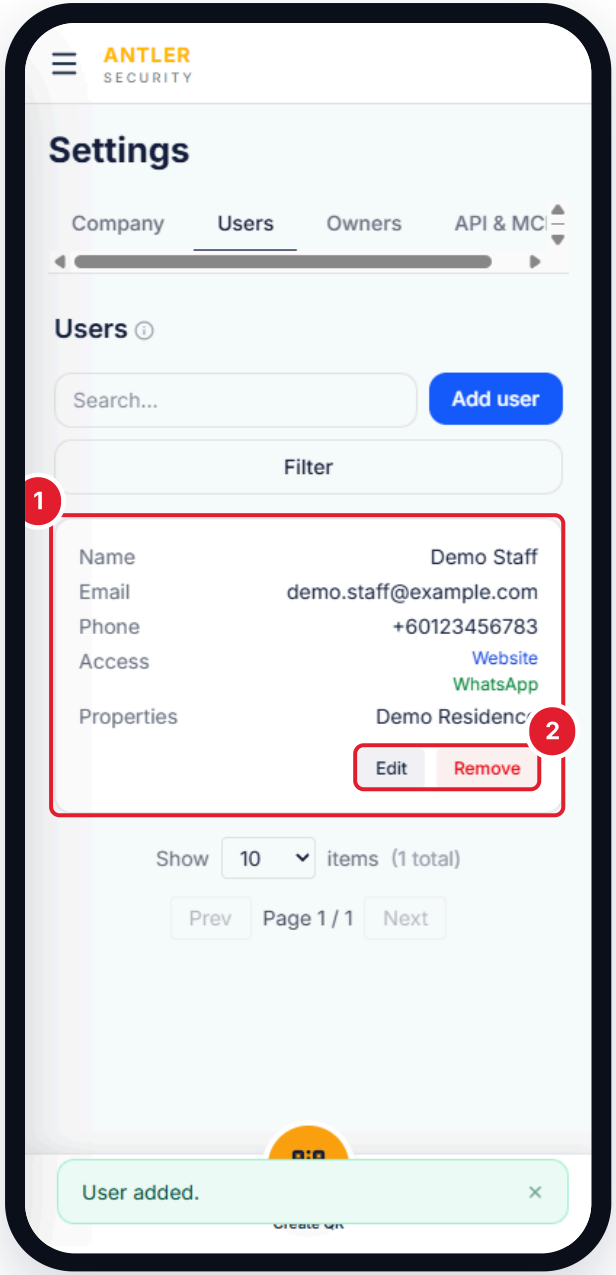
STEP 5

Choose the units and save

With **Selected properties only**, tick each unit this person may use — owners' units are in the list too.

1. Tick the units.
2. Tap **Add user**.

> **All properties** also covers units you add later.



STEP 6

The user is added

They can now sign in at security.antlerzone.com with that email and create passes for the units you ticked.

1. The new user, their access and units.
2. **Edit** or **Remove** any time — removing takes access away straight away.