Desktop guide

FOR OPERATORS

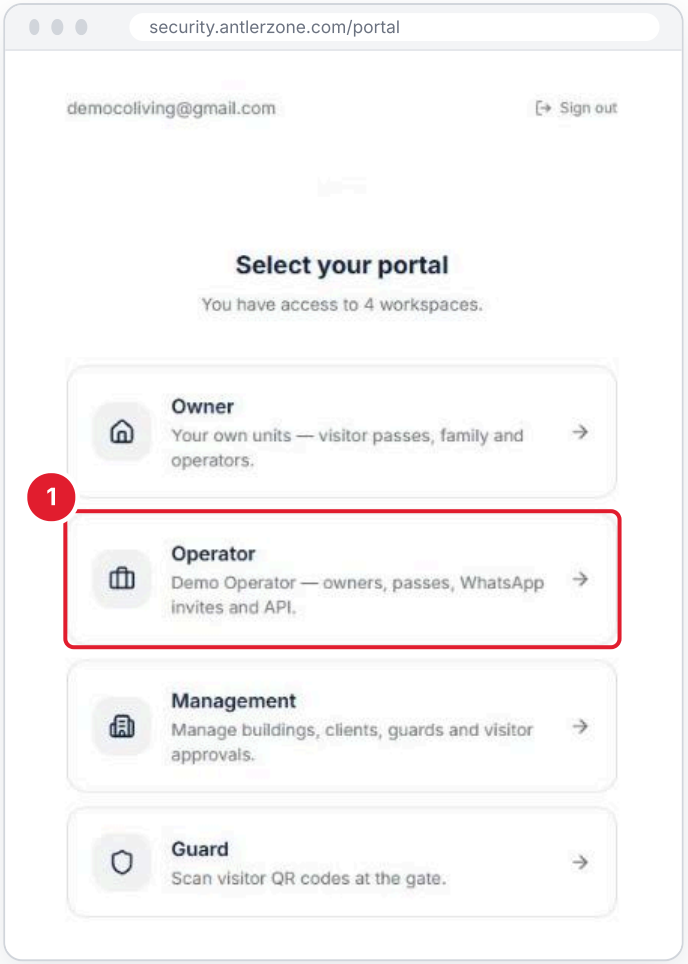
Create a visitor pass

All your units are in one place — your own and every unit an owner has authorised you for. Give a visitor a pass in two ways: fill in the details yourself (A), or send the visitor a link (B).

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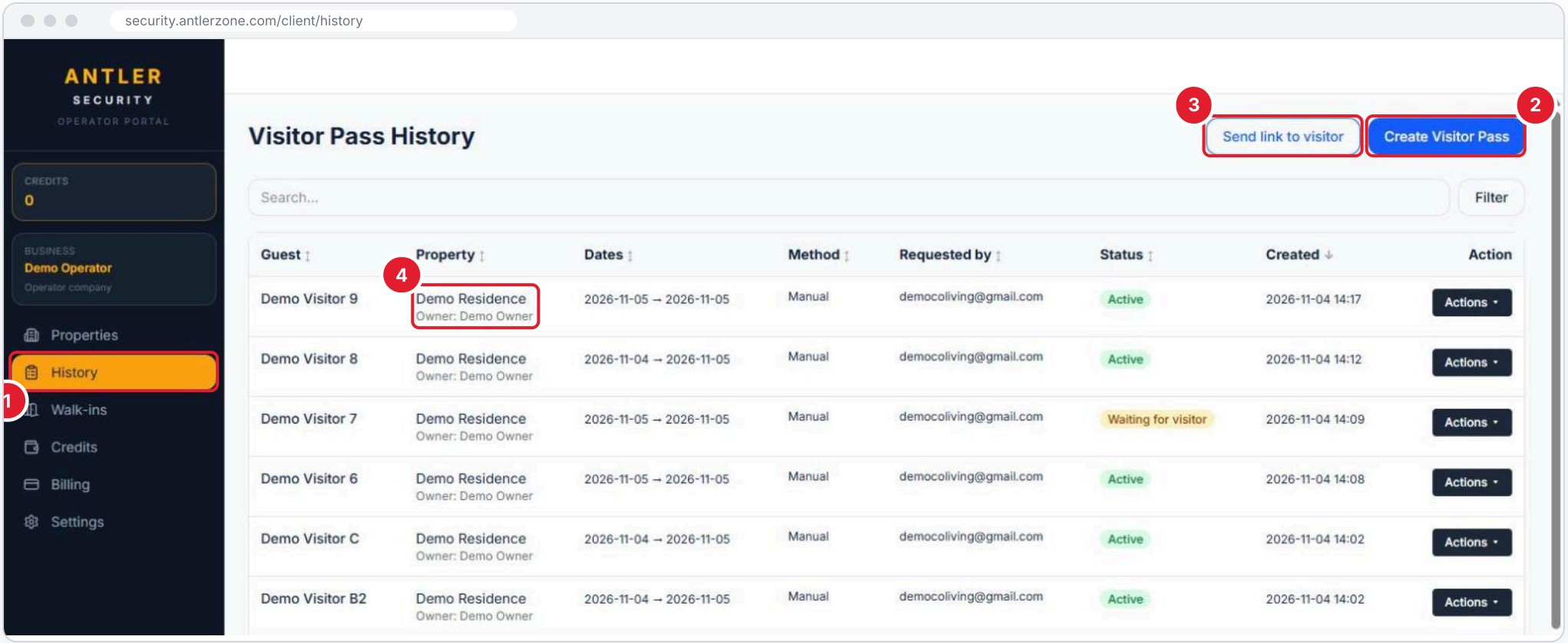


1 Tap **Operator**.

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.



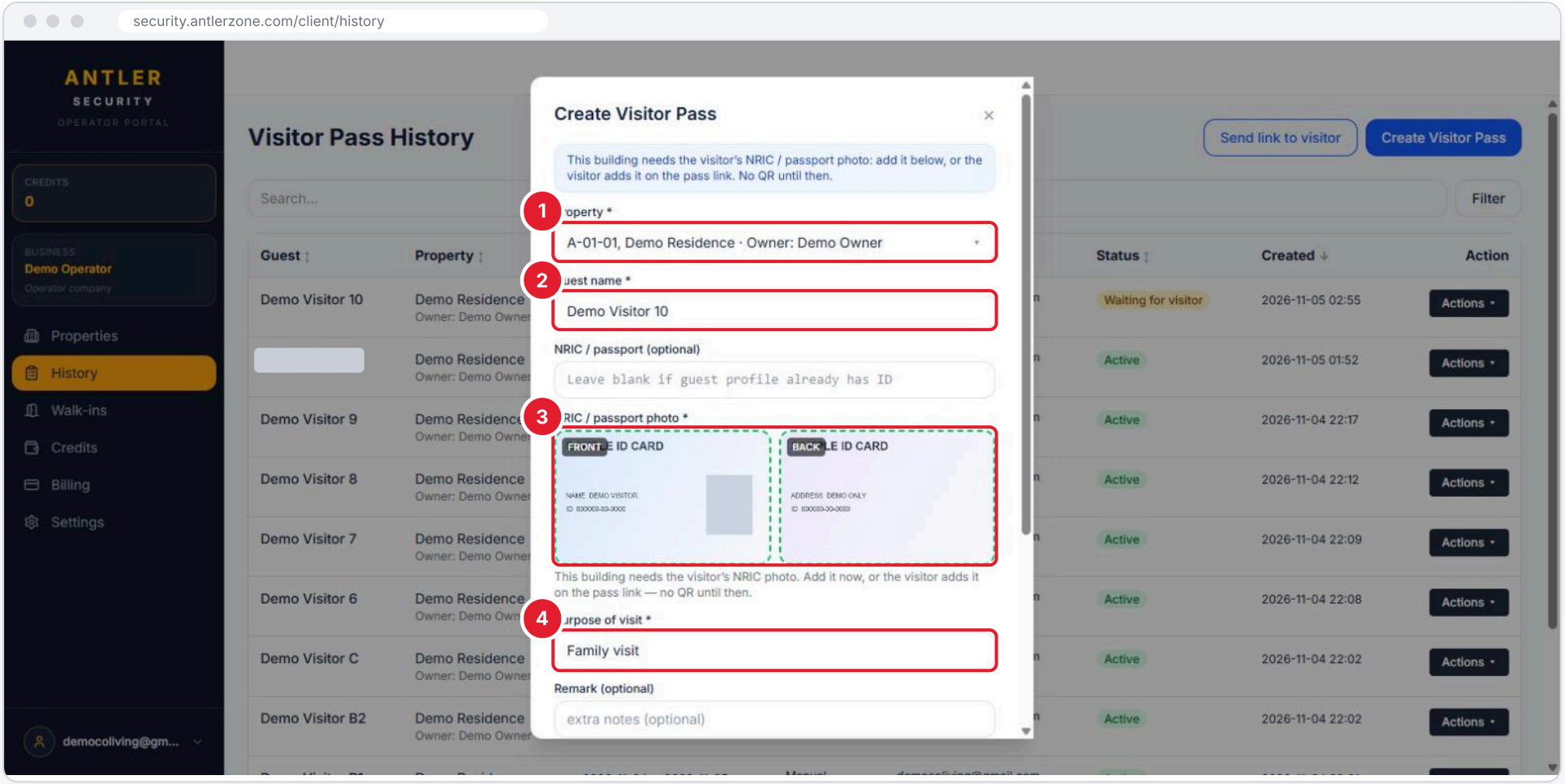
STEP 2

Go to History

History lists every pass for all your units — your own and the owners' units, in one list. Both ways of creating a pass start here.

> A unit is missing? Ask the owner to add you and tick that unit (see the Owner guide).

1. **History** in the left menu.
2. **A. Create Visitor Pass** — you fill in the details.
3. **B. Send link to visitor** — the visitor fills them in.
4. Which owner's unit the pass is for.



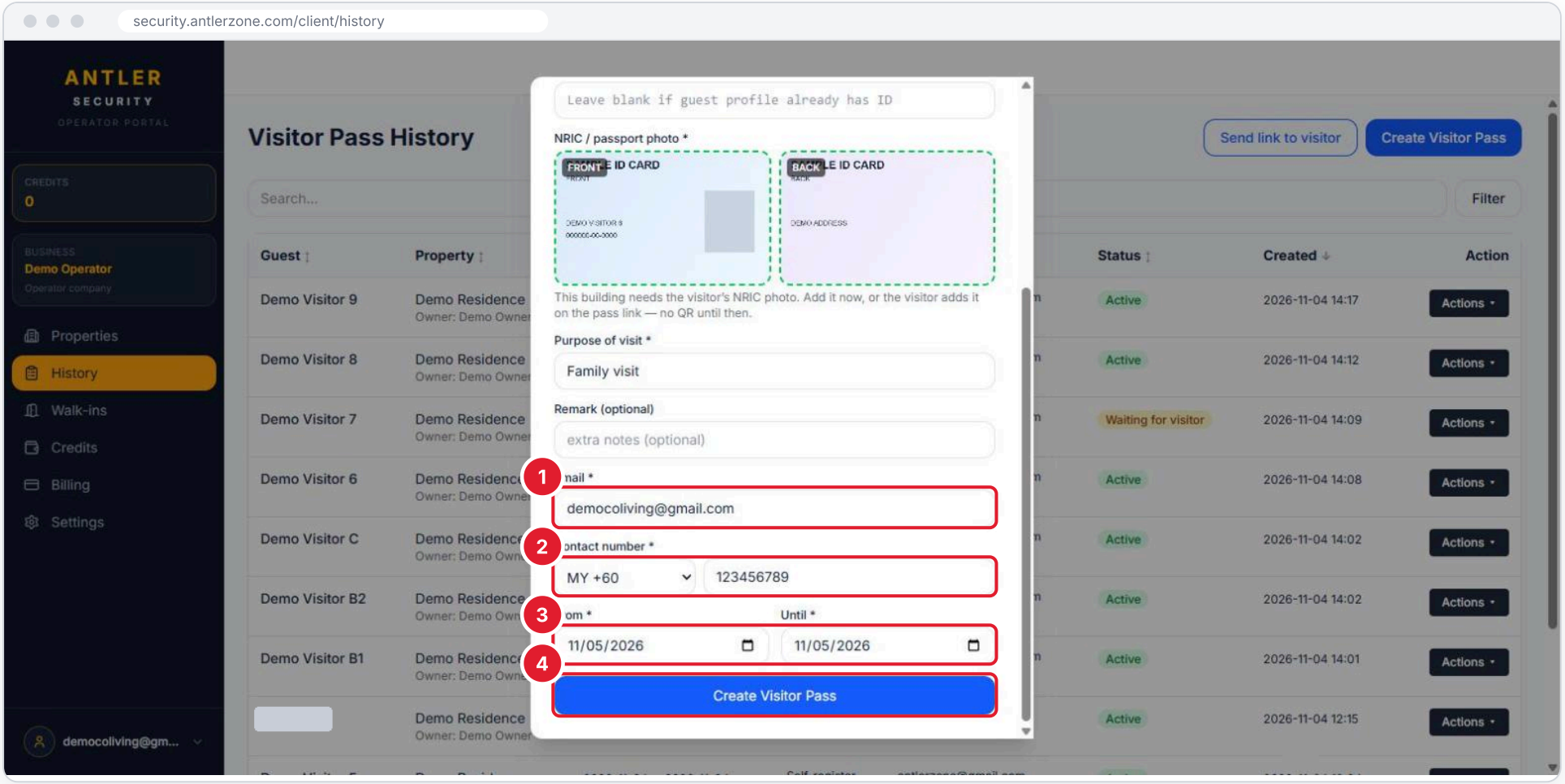
STEP 3

A. Fill in the visitor's details

Click **Create Visitor Pass**. Fields with * are required.

> Only shown if the building asks for it. No photo yet? The visitor adds it on the pass link (B1: no QR until then).

1. Unit. Owners' units show "Owner: ...".
2. Visitor's name.
3. NRIC photo, front and back (only if the building asks).
4. Purpose of visit.

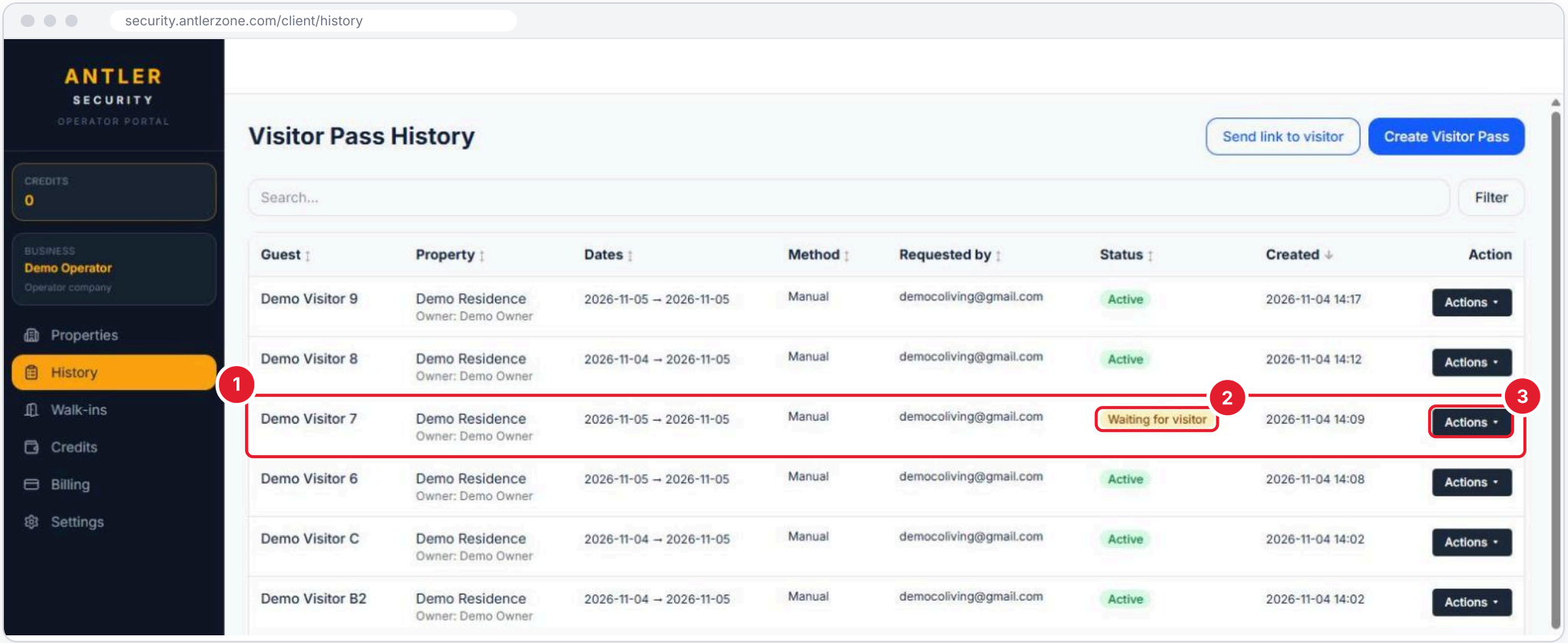


STEP 4

A. Contact and dates

Scroll down inside the form to finish it.

1. Visitor's email — the pass link is sent here.
2. Visitor's phone.
3. Visit dates.
4. Click **Create Visitor Pass**.



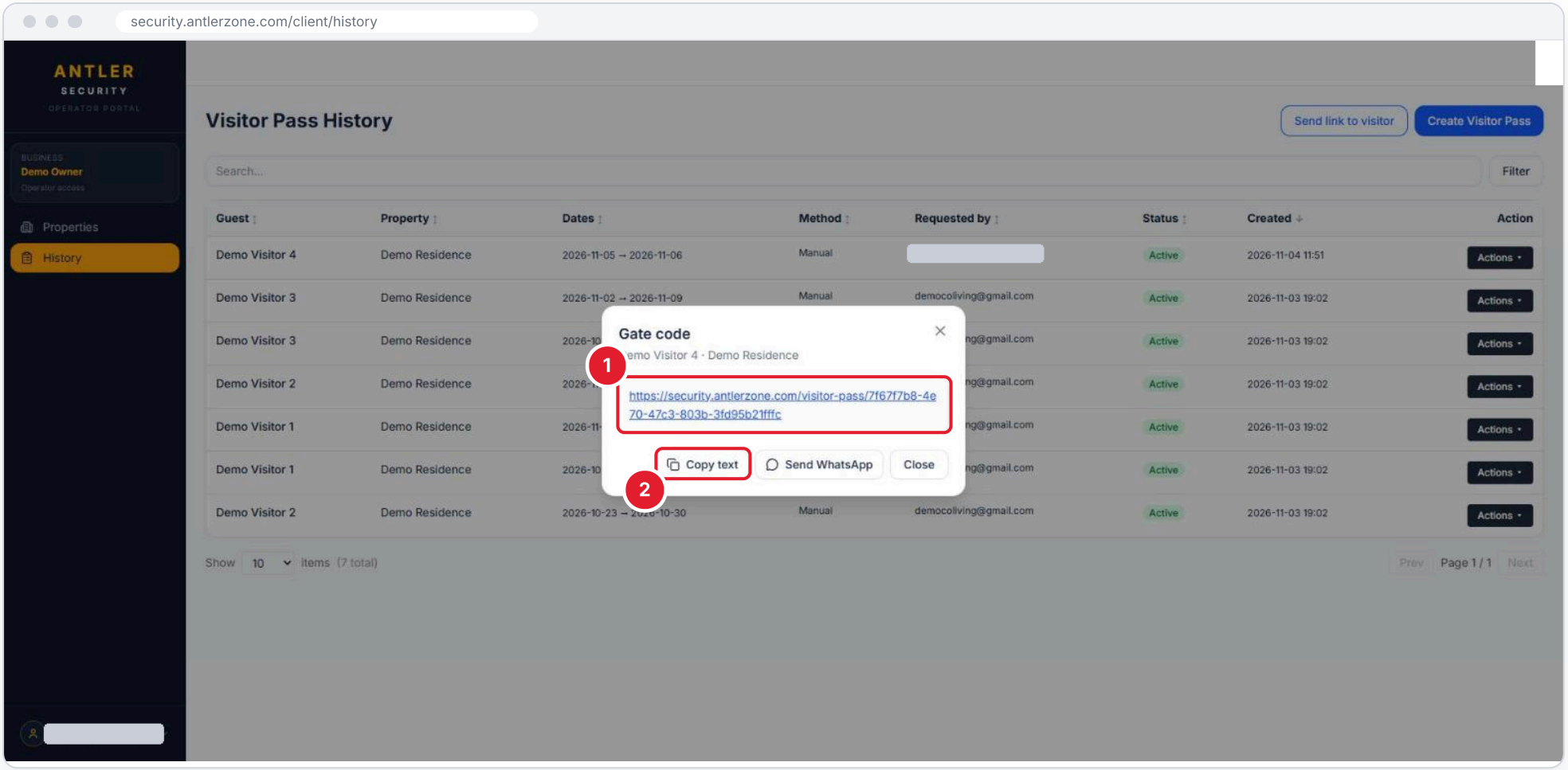
STEP 5

A. The pass is ready

The new pass appears in History, and its link is copied for you — paste it to your visitor. The visitor also gets an email.

> Typed the wrong email? **Actions › Edit email**.

1. A pass still waiting for the visitor's NRIC photo.
2. "Waiting for visitor" — the QR appears once they add the photo. Otherwise **Active**.
3. **Actions → View detail / Copy text**.



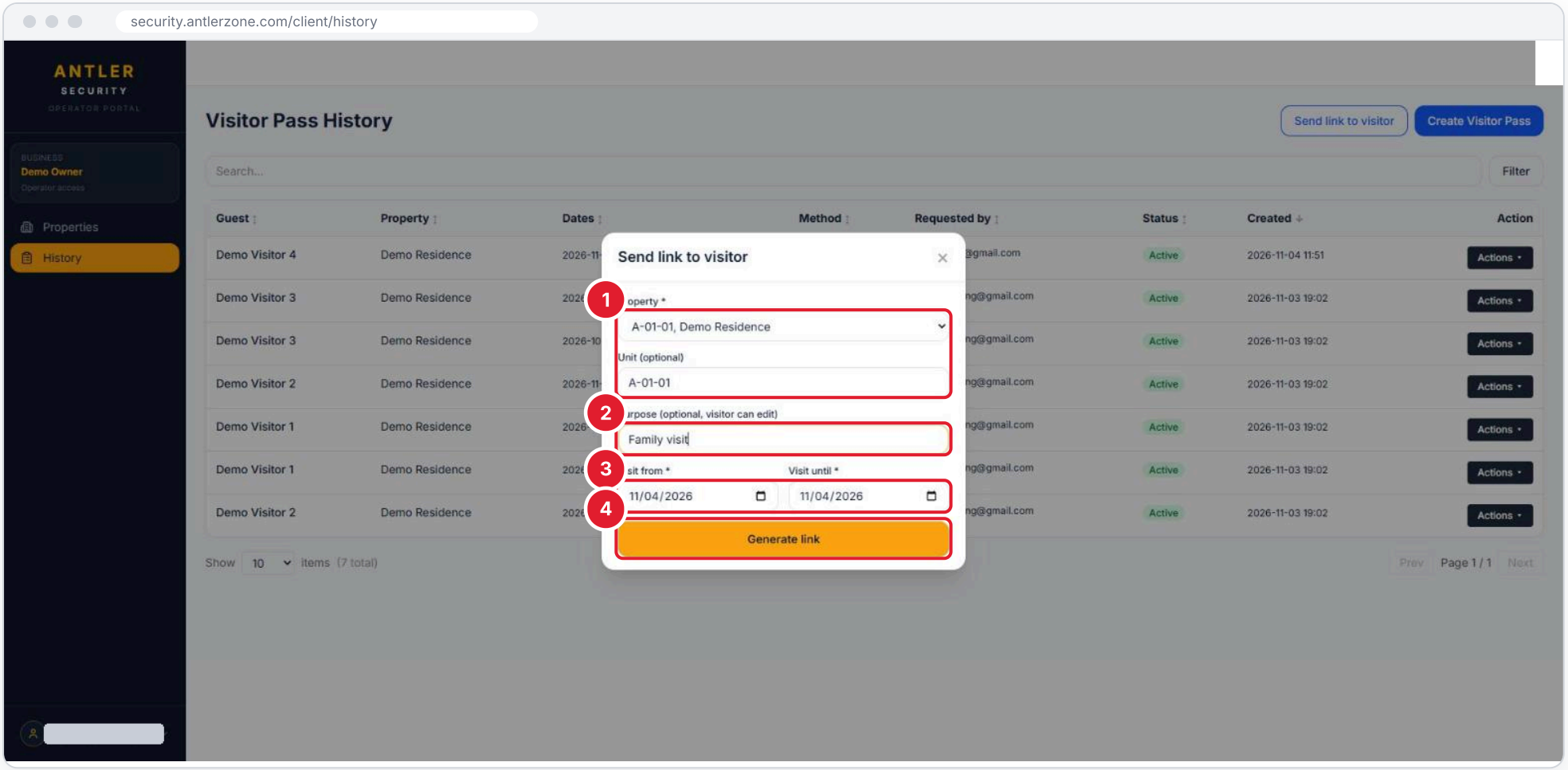
STEP 6

A. Or copy the pass link

Actions → Copy text shows the visitor's pass link at any time.

> The visitor opens the link and shows the QR at the gate (see the Visitor guide).

1. The visitor's pass link.
2. **Copy text**, then send it to the visitor.

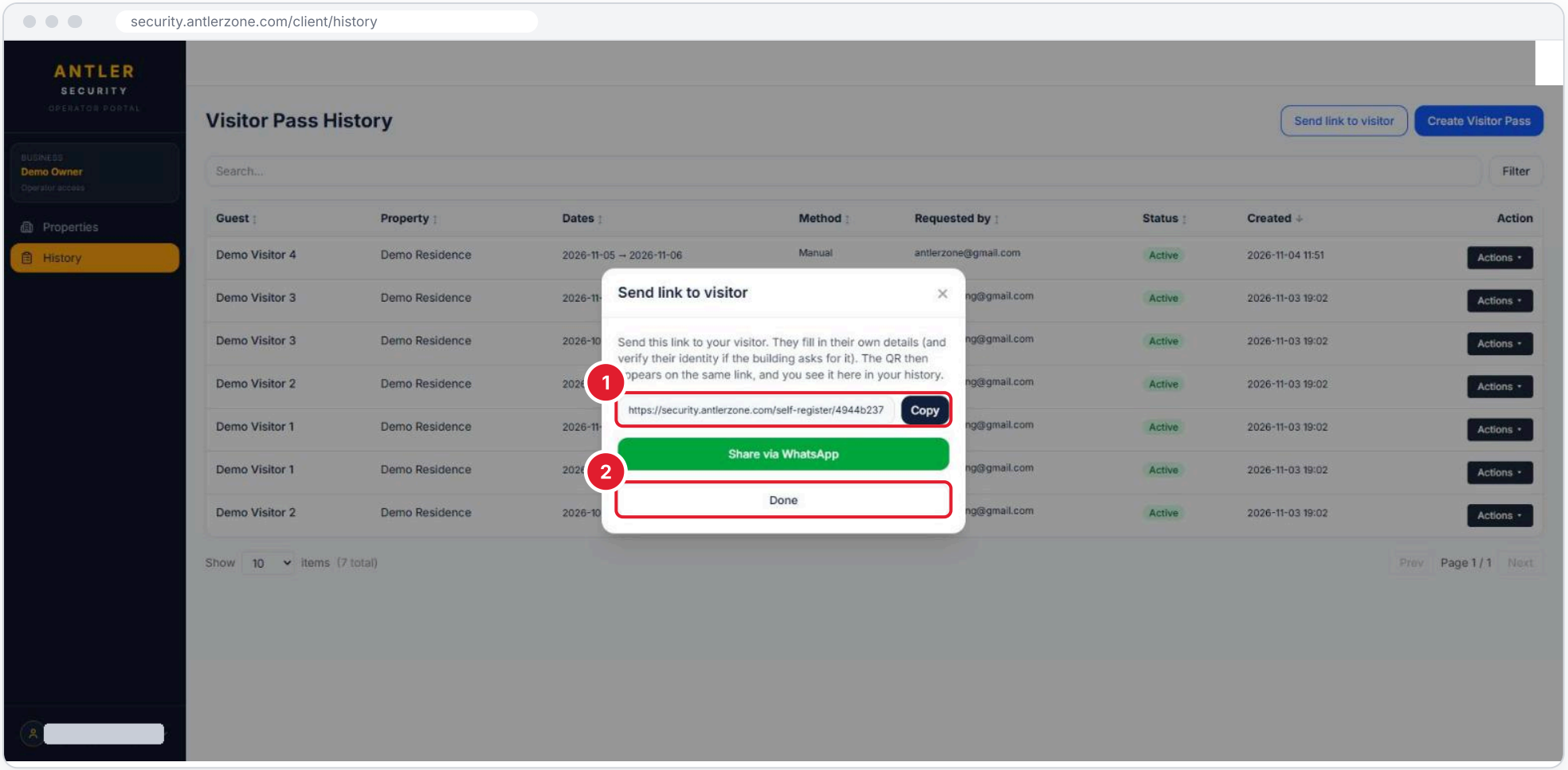


STEP 7

B. Send the visitor a link

Click **Send link to visitor**. You set the unit and dates; the visitor fills in everything else.

1. Unit.
2. Purpose (optional — the visitor can edit it).
3. Visit dates.
4. **Generate link**.

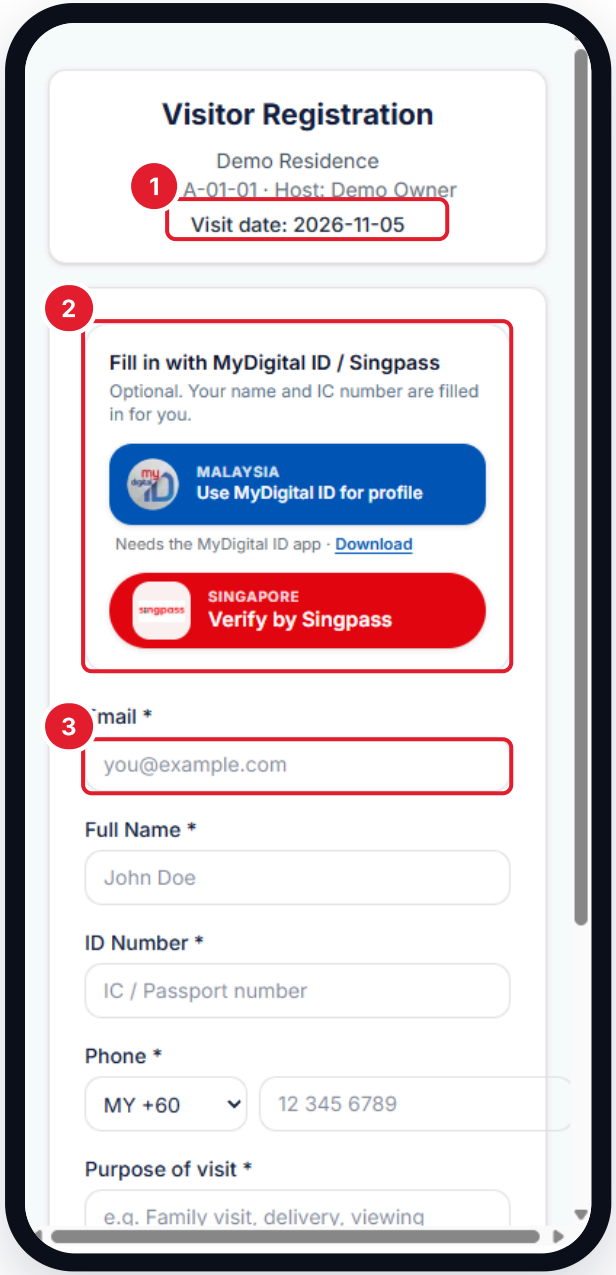


STEP 8

B. Copy the link and send it

Send this link to your visitor by WhatsApp, email or SMS.

1. The visitor's registration link — click **Copy**.
2. **Done**.



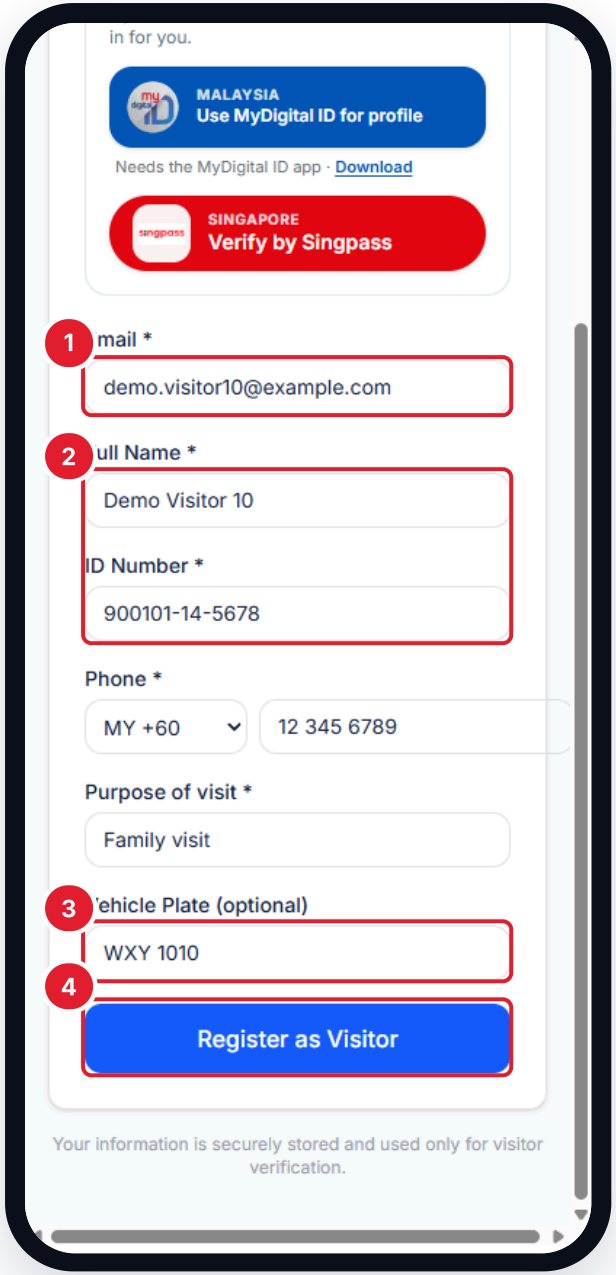
STEP 9

The visitor opens the link

The building, unit and visit date are already filled in by you. The visitor only adds their own details.

1. Visit date you chose. The visitor cannot change it.
2. Optional: **MyDigital ID** / **Singpass** fills in the name and IC number. It does not verify the visitor.
3. **Email** comes first.

> Email already has an account? The form shows “Log in directly” so the visitor can sign in and skip typing.



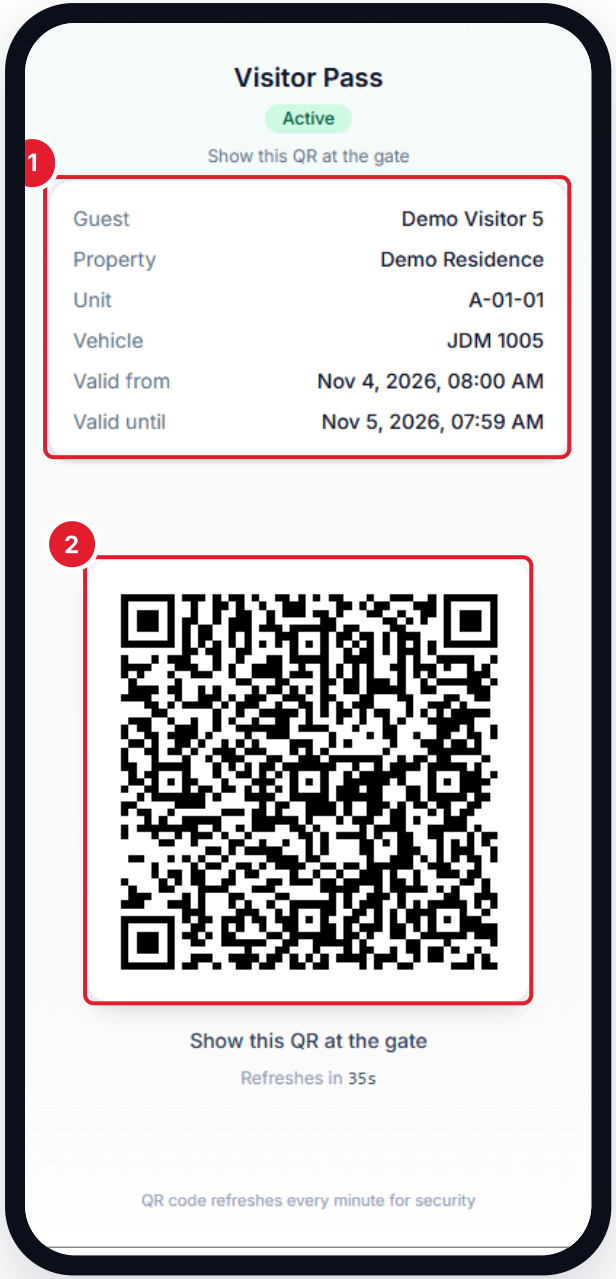
STEP 10

The visitor fills in their details

Fields with * are required. Then tap **Register as Visitor**.

1. Email. A new email gets an account automatically; an existing account just gets the pass.
2. Name and ID number (locked if filled in by MyDigital ID / Singpass).
3. Car plate, if they drive in.
4. Tap **Register as Visitor**.

> If the building asks for an NRIC photo, the form also shows Front / Back photo boxes.



STEP 11

The pass appears on the same link

Straight after registering, the visitor's QR pass opens on the same link. Opening the link again later always shows the pass.

1. Details the visitor entered.
2. QR to show at the gate.

> You get a notification, and the pass shows in your History with Method "Self-register". If the building approves passes by hand, the QR appears once management approves.