

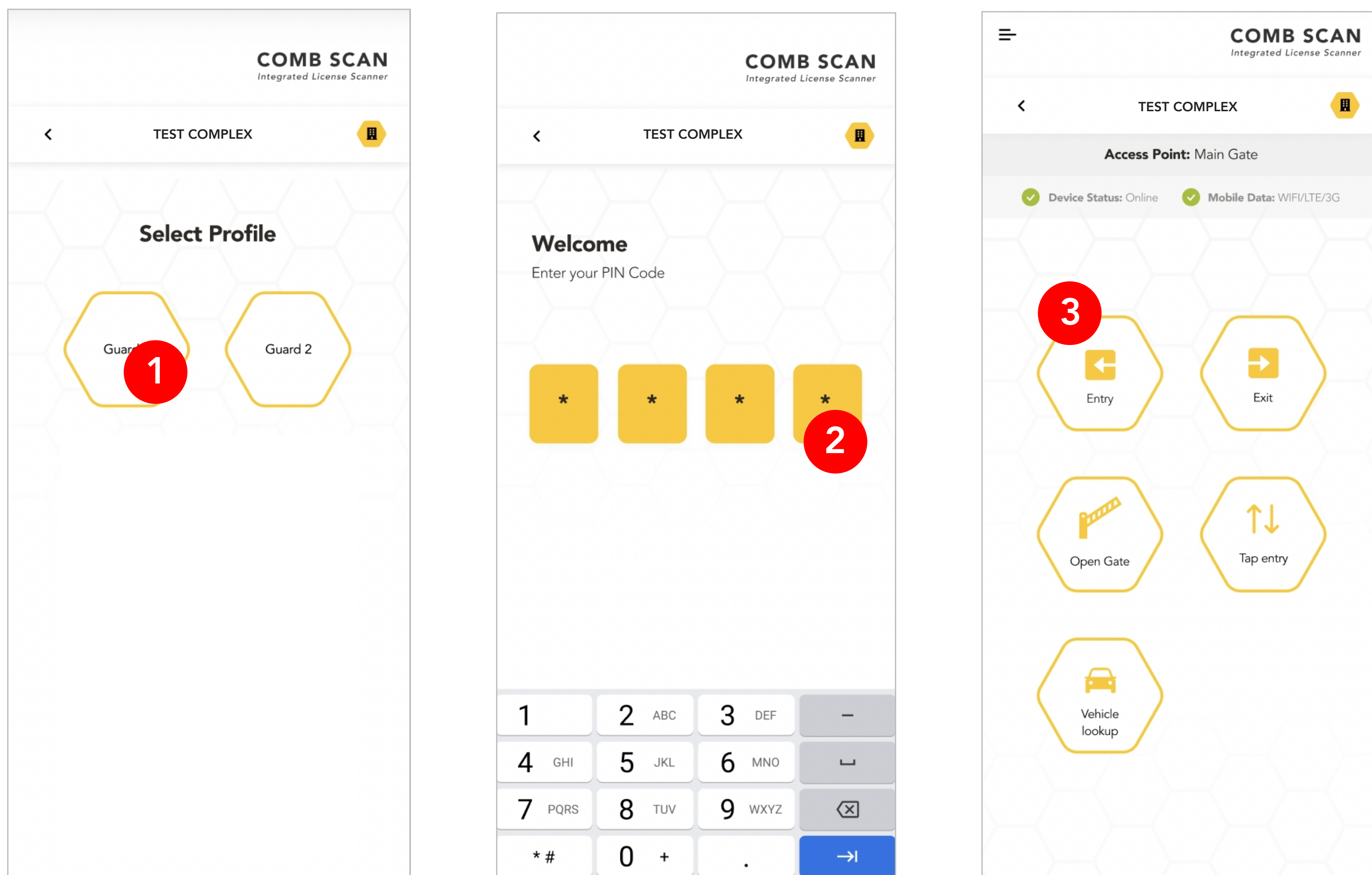


COMB SCAN

APP USER GUIDE

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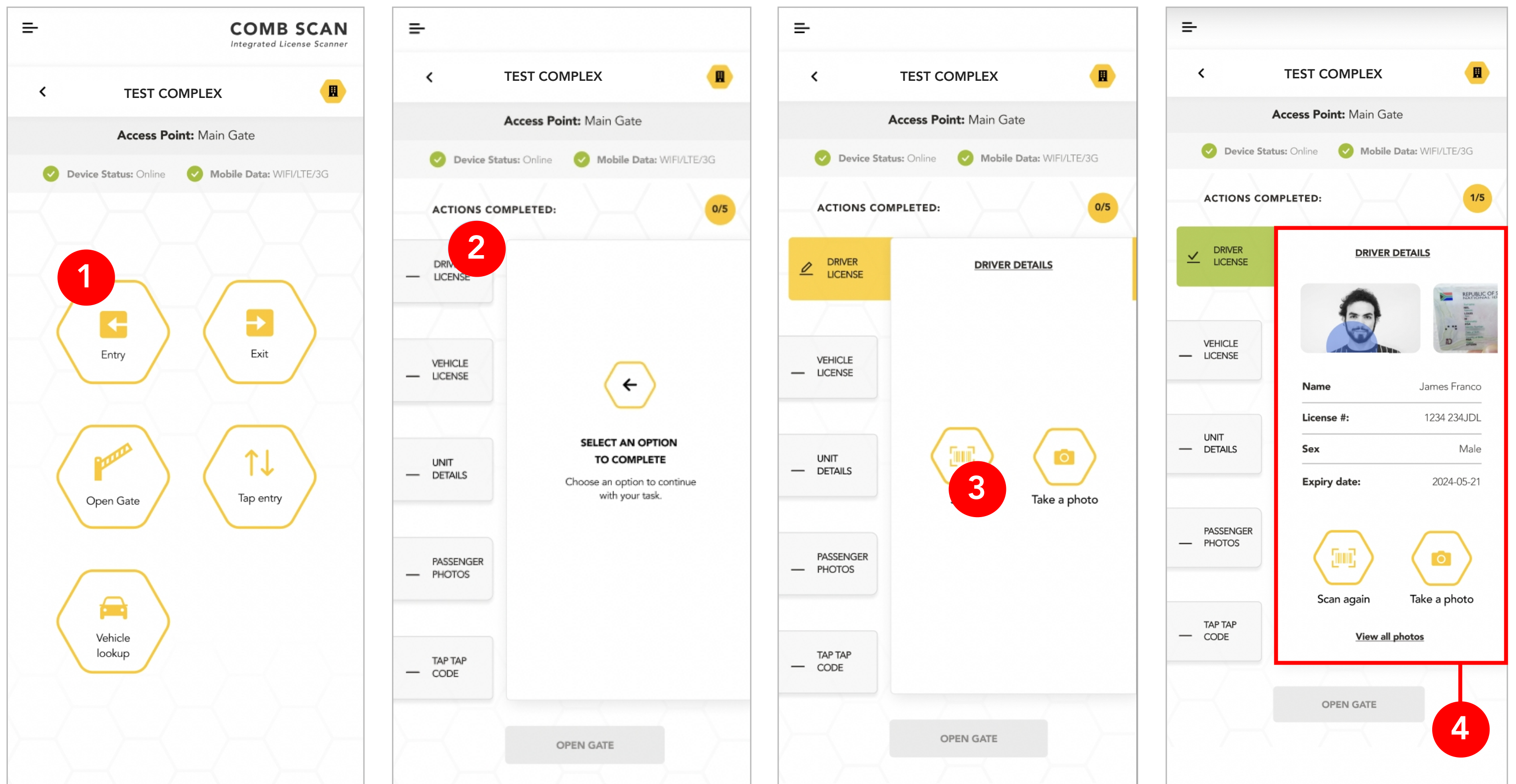
USER LOGIN



- 1** Once you are linked you will be prompted to select a profile from the users you provided access to on Comb Portal ("User access").
- 2** Enter the 4 digit user password to authenticate the user.
- 3** You will be navigated to the Homepage.

SCANNING PROCESS

Some steps may appear slightly different on your devices based on your device configurations setup.

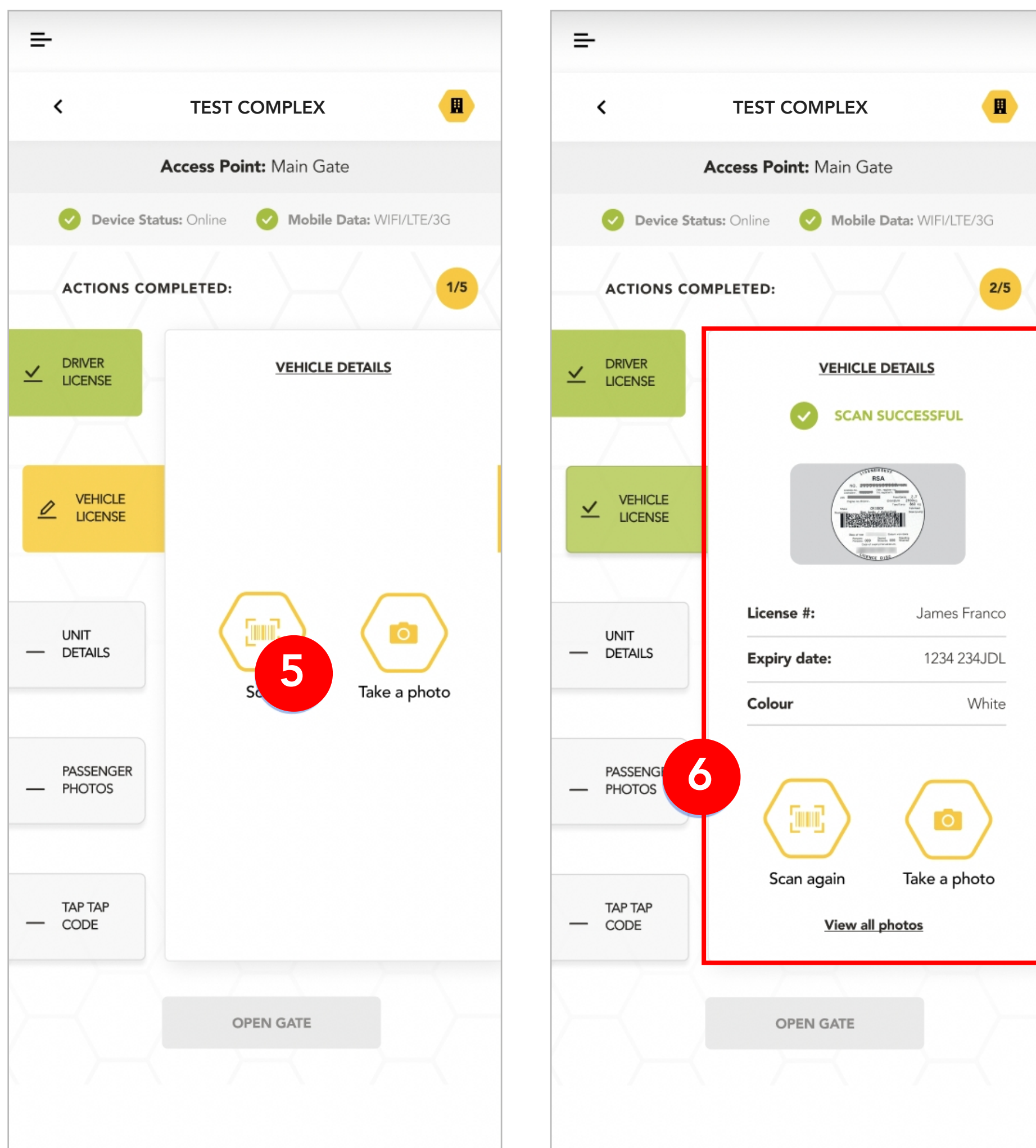


1 From the Homepage, select the "Entry" button.

2 From the side menu, select which action tab field you would like to record in any order that suits your preferences. Complete all the action tab fields until all blocks are green. We'll start with 'DRIVER LICENSE'.

3 Select either "Scan" to scan a driver license card, or select "Take a photo" to take a photo of the driver or his/her license card.

4 Once the scan is completed the fields should be populated as indicated above. Next click on the "VEHICLE LICENSE" tab



5

Select either "Scan" to scan a vehicle license disk, or select "Take a photo" to take a photo of the vehicle license disk

6

Once the scan is completed the fields should be populated as indicated in the image. Next click the "PASSENGER PHOTOS" action tab

7

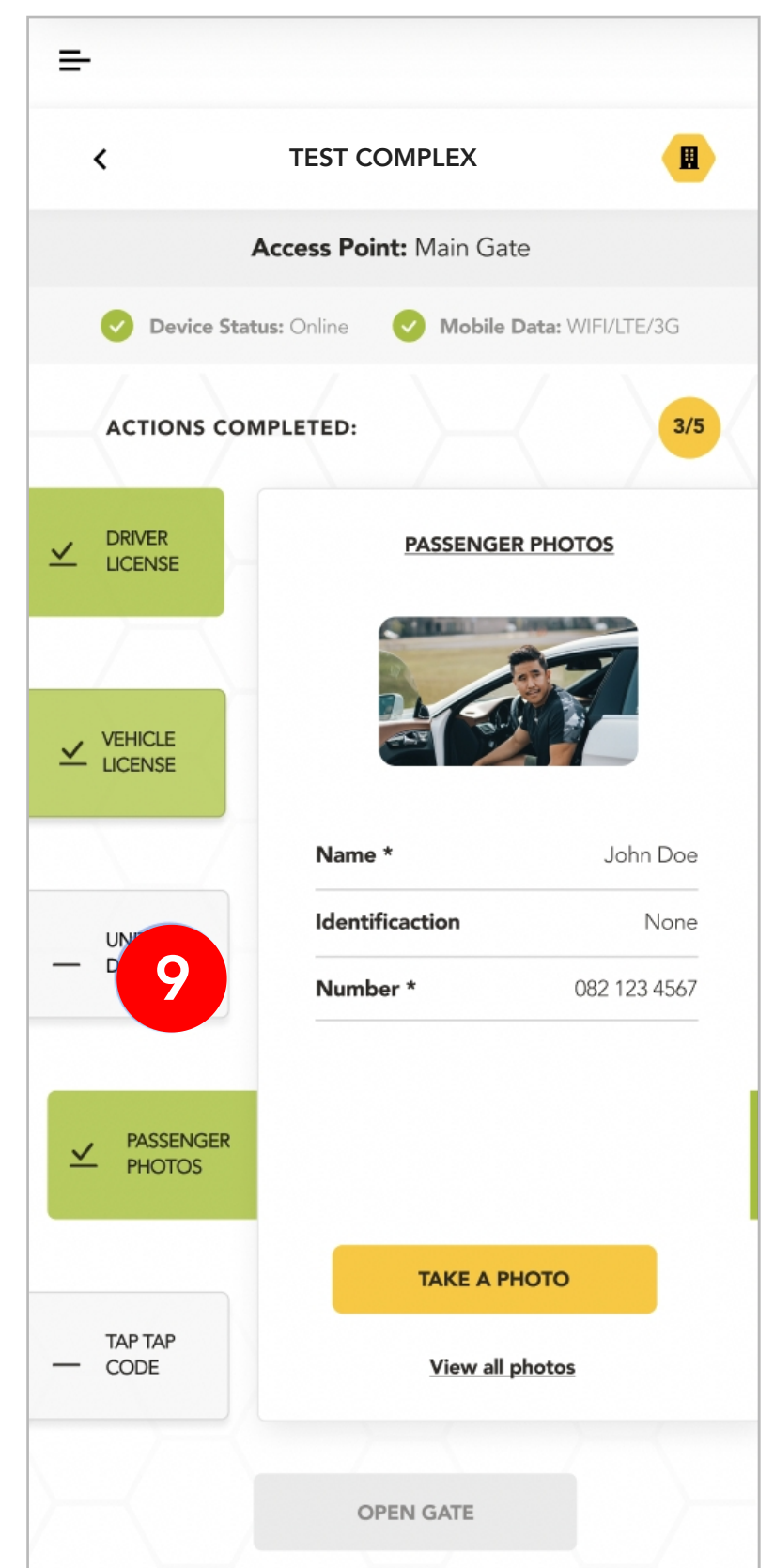
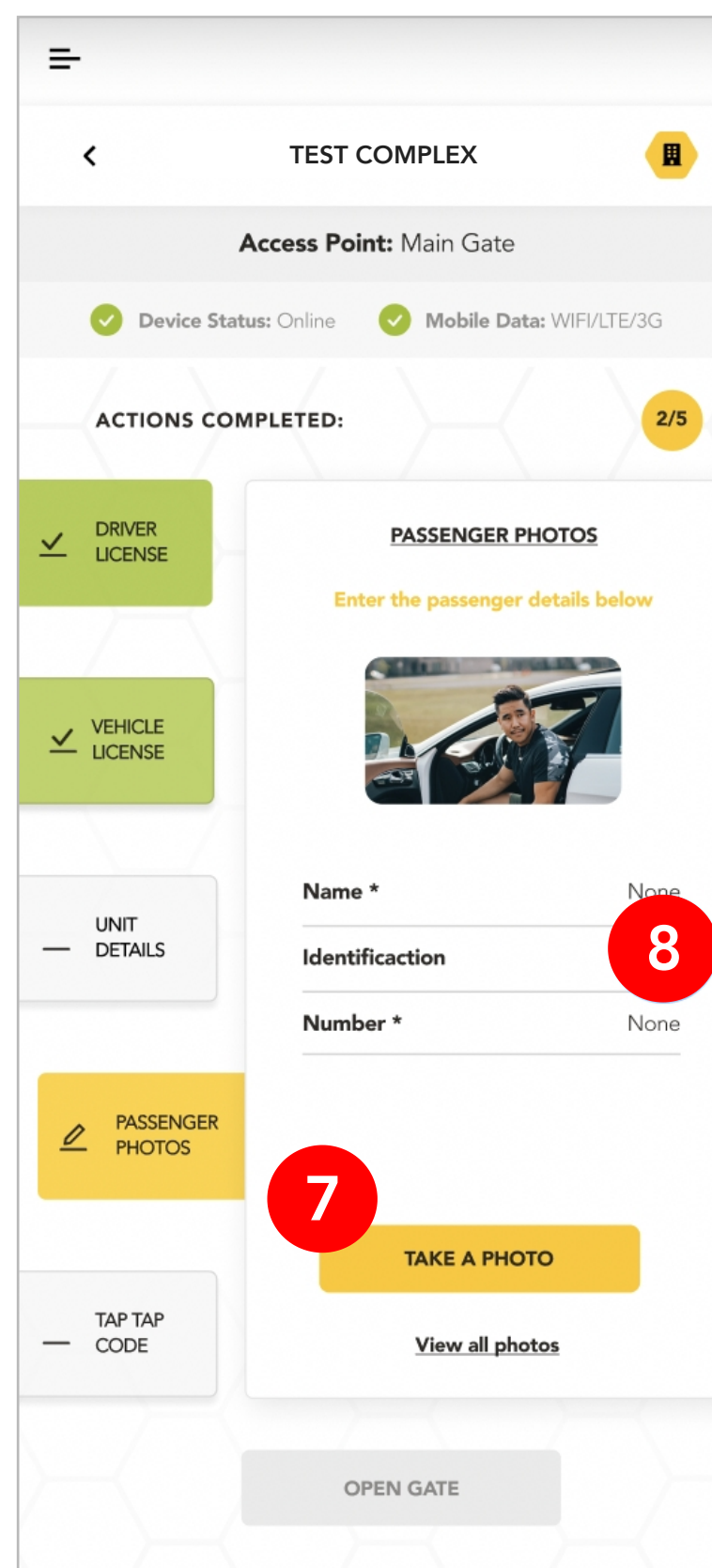
Select the "Take a photo" button to open the device camera. Take a photo of the passenger.

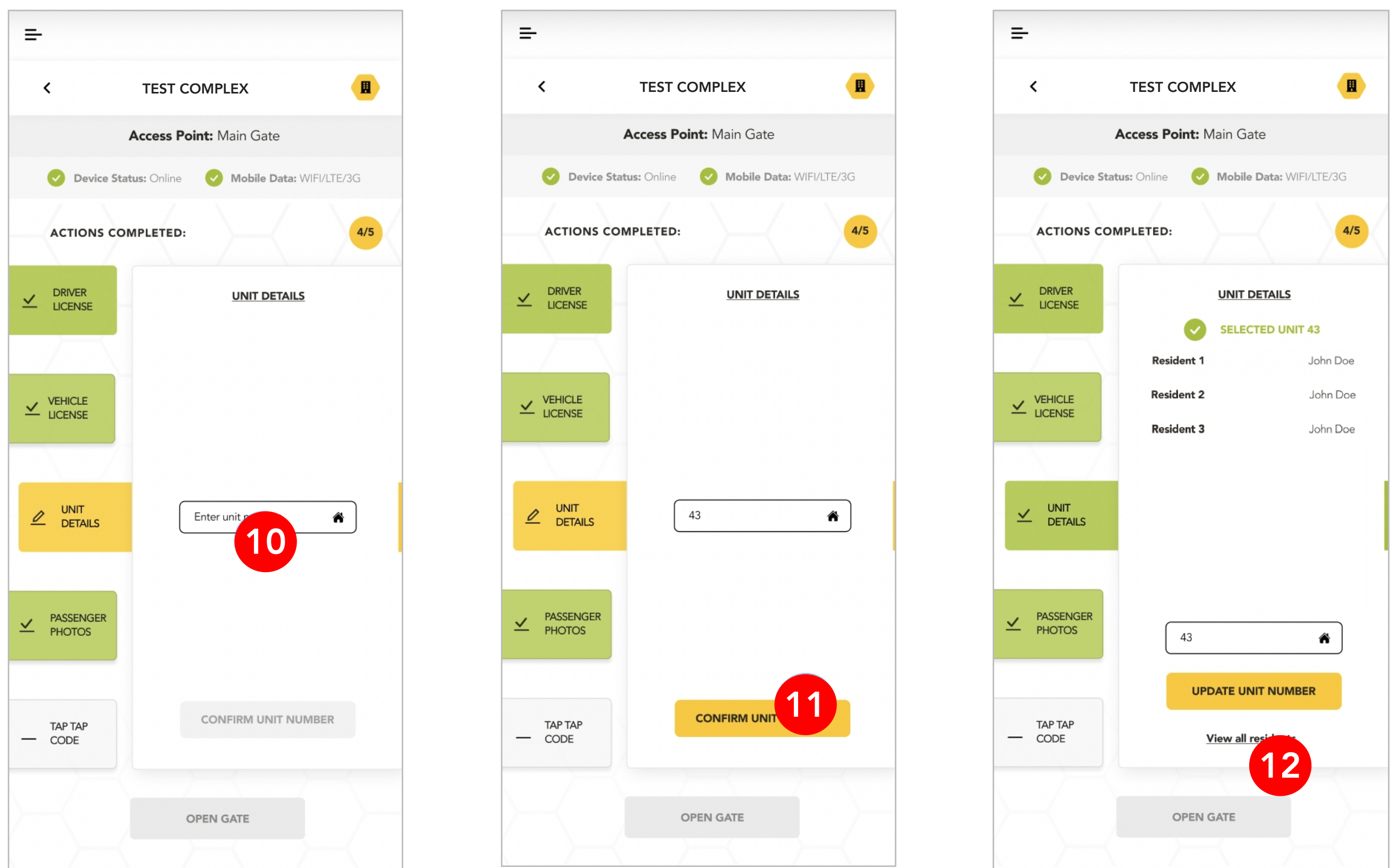
8

Complete the fields for the passenger details. Fields indicated with a "*" are required fields.

9

Once completed, select the "UNIT DETAILS" action tab.





10

Select the input box as indicated above and enter the unit number that the driver is visiting.

11

Once completed select the "CONFIRM UNIT NUMBER" button.

12

A list of residents that live in that unit will be listed. This will allow the user/guard to confirm the visitor is going to the correct unit.

13

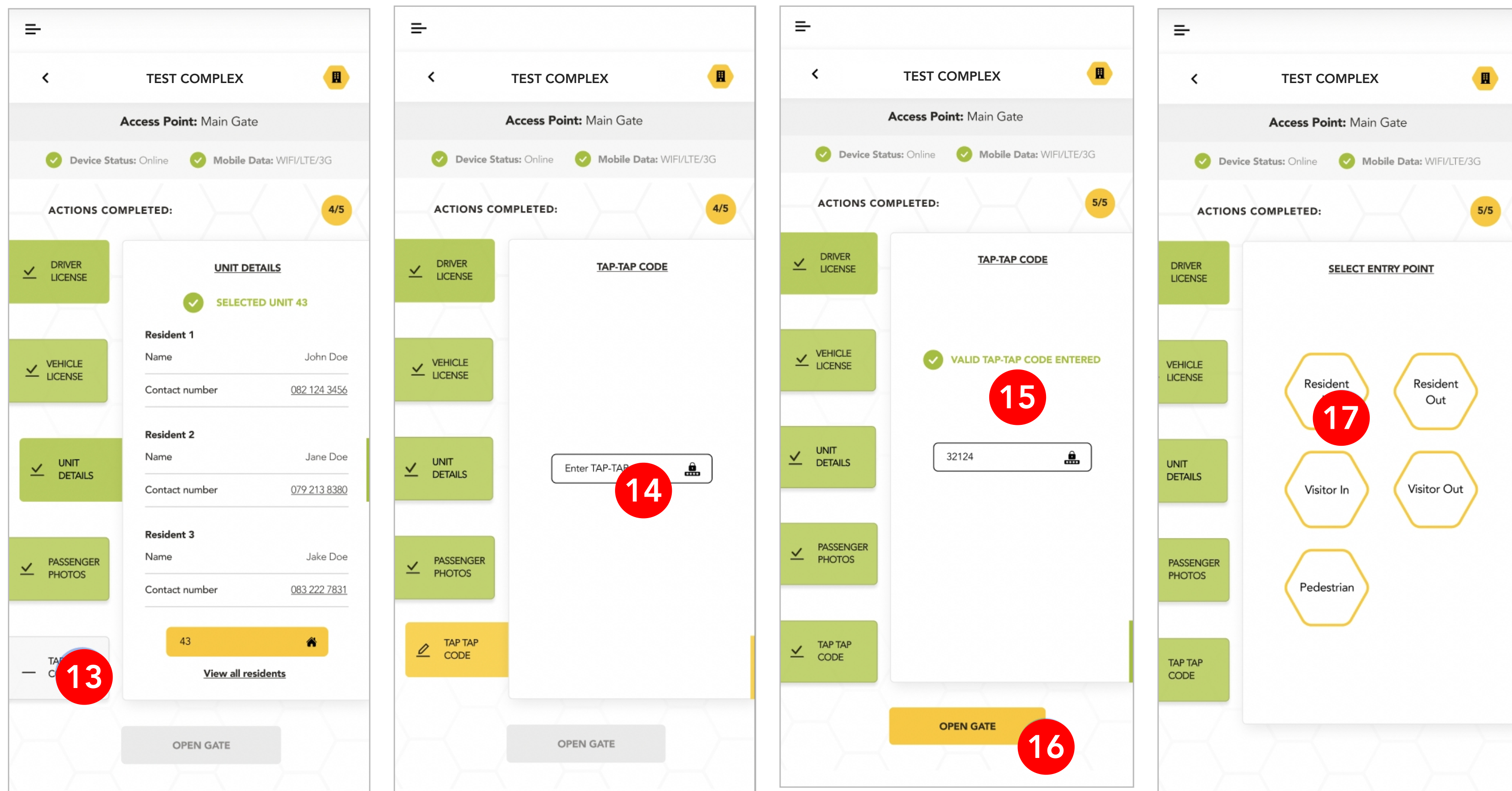
Finally, select the "TAP-TAP CODE" action tab.

14

Select the input box as indicated and enter the visitors TAP-TAP code.

15

The app will validate the TAP-TAP code once entered and the status of the validation will be indicated as seen in the image on the next page.



16

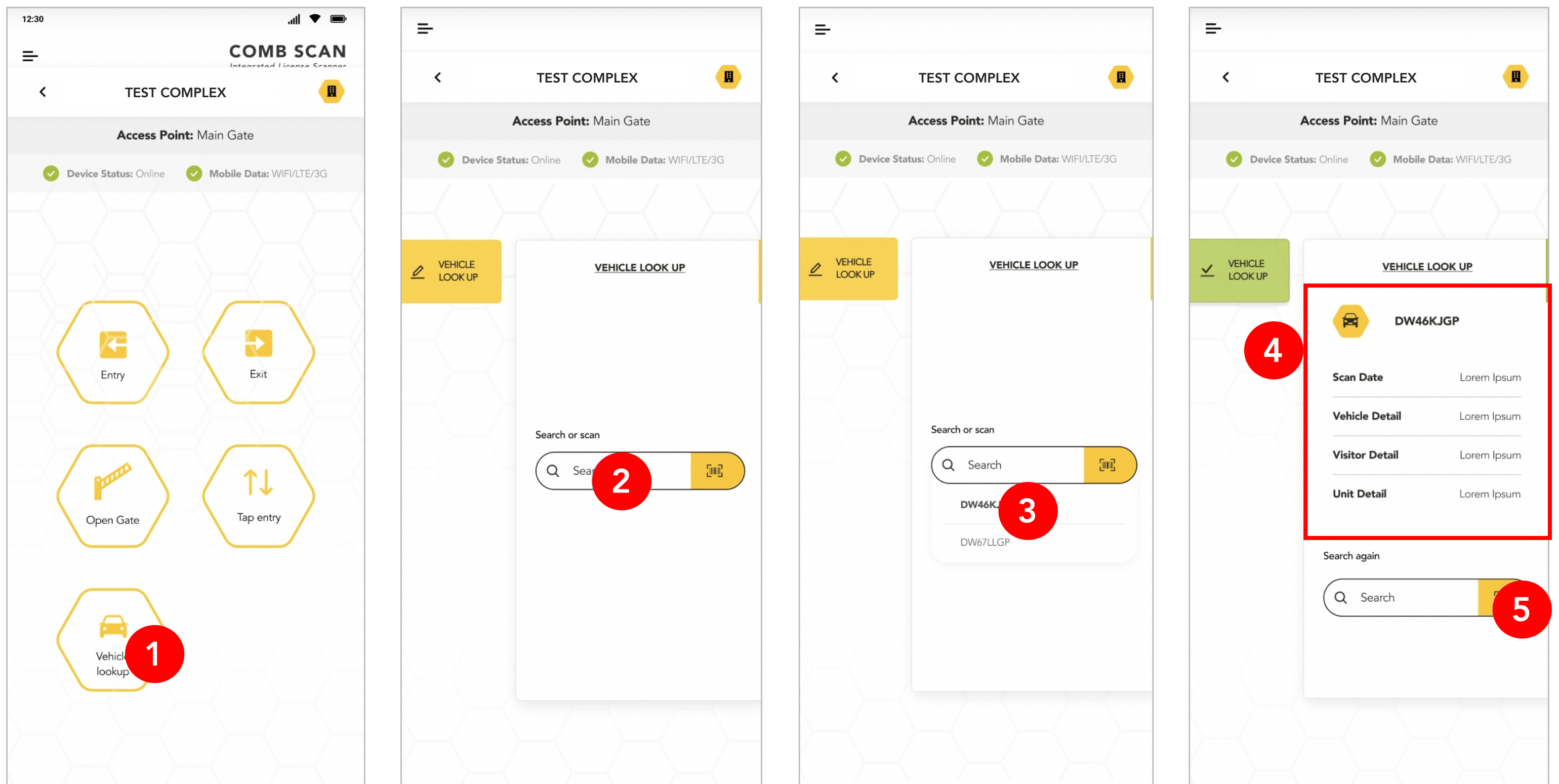
Once all the action tabs are green and completed as indicated above the "OPEN GATE" will become enabled. Click this button to continue.

17

Finally select the gate/entry point to open for the visitor to enter the organisation.

VEHICLE LOOKUP

This feature enables you to either scan or enter a registration plate number to provide details on a visitor vehicle within your organisation.



1 From the Homepage, select the “Vehicle lookup” button.

2 Select the search input box as indicated above and enter a vehicle registration number that has visited your organisation.

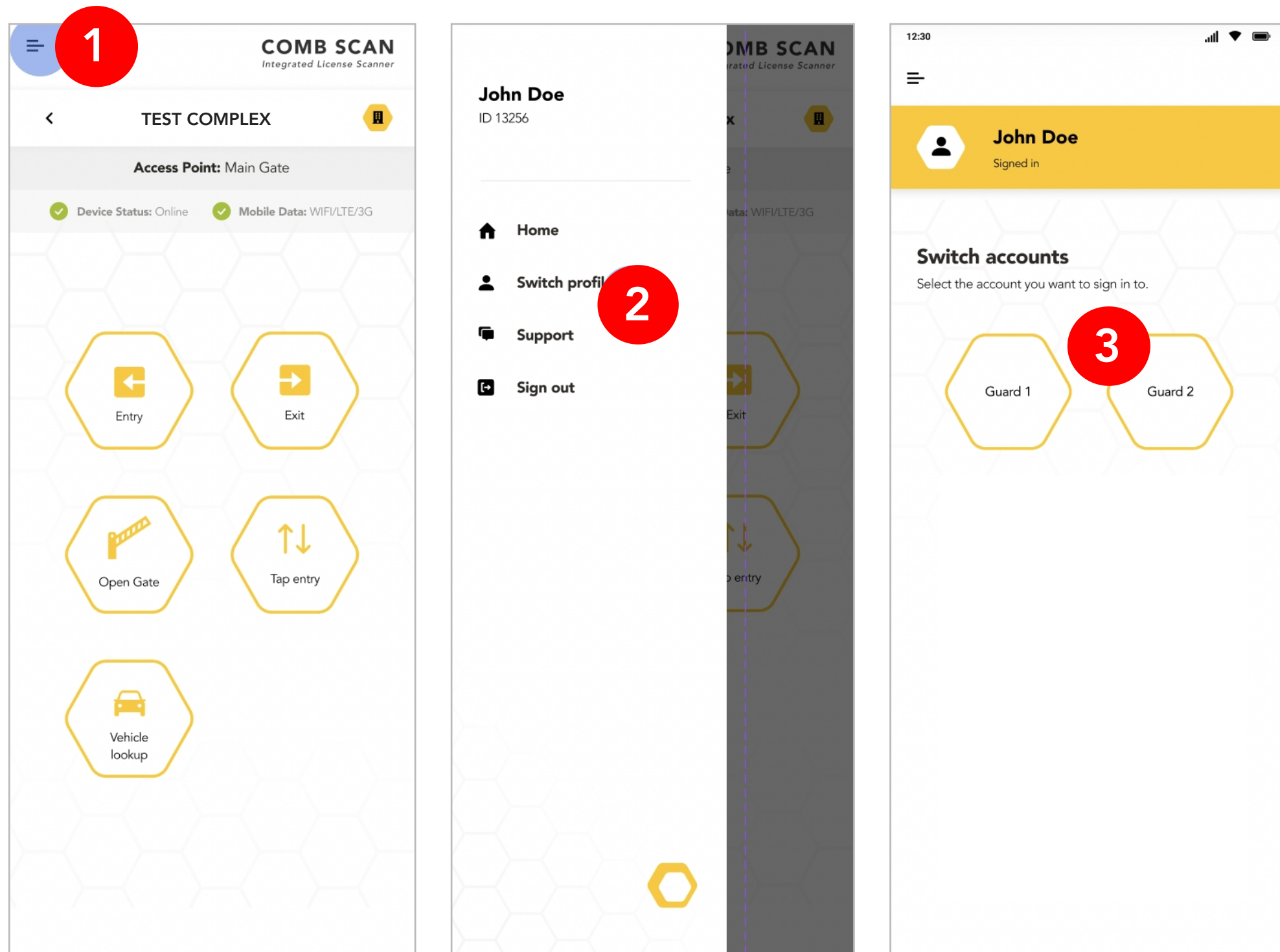
3 As you type, options will appear below that match your search. Select the registration plate number that you are searching for.

4 The app will load the vehicle information and present the results as indicated above.

5 Another way is to select the scan icon as indicated above. The phone camera will open, scan the vehicle license disk. The app will detect the barcode and will automatically load the vehicle information.

SWITCHING PROFILES

Users/guards can easily context switch between different users or guards.



1

From the Homepage, select the menu button on the top left.

2

Select the "Switch profile" option from the menu.

3

Select the profile that you would like to switch the user to.

4

The user will be presented with an alert that you are about to switch profiles. Click "Yes" to continue.

5

Enter the user's 4 digit password.

6

Congratulations, you have successfully switch profiles.

