

Gowrie Estates

CloudSell Application Download, Registration, Basic Overview

The application may look different on different devices; we have included images of an iPhone and Android platform for reference.

Download the App

1. Go to the App Store (for iPhones) or Play Store (for Android phones) and search for the “Cloudsell Cloud Secure” app.
1. Click to download the app.
2. You will notice two permissions will be requested; they both serve functions within the app.
 - a. Allow notifications
 - b. Allow map location

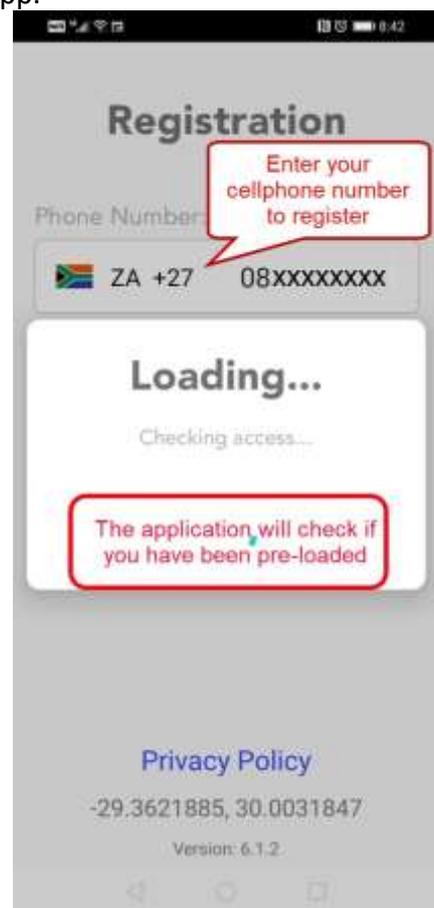
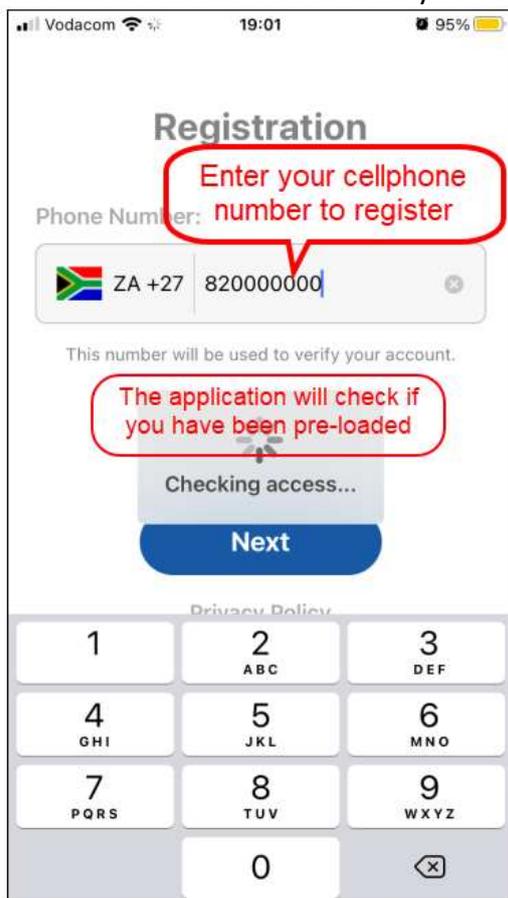
* On some phones you will also have to allow access to your addressbook.



Registration

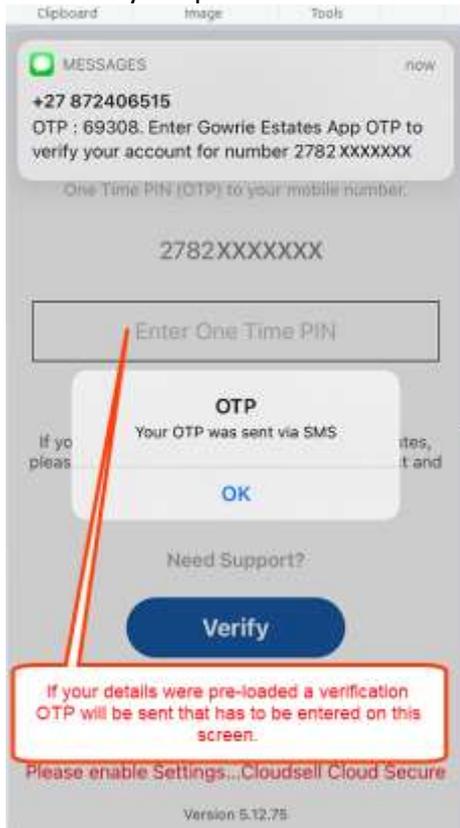
We have pre-loaded one homeowner per ERF, as well as details that were submitted to the Homeowners Office.

1. You will notice this screen after you have installed the app.



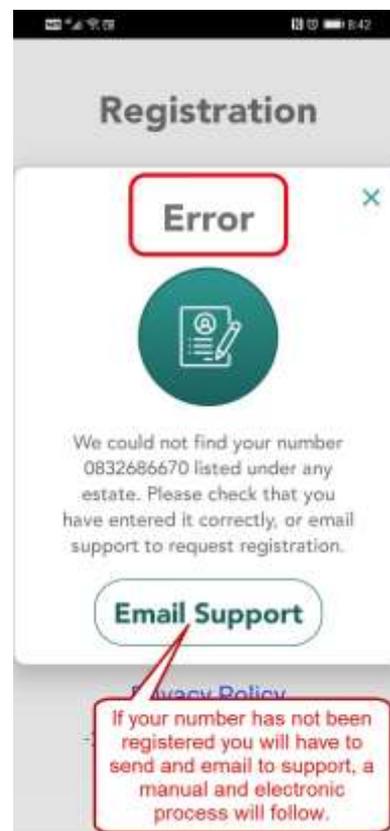
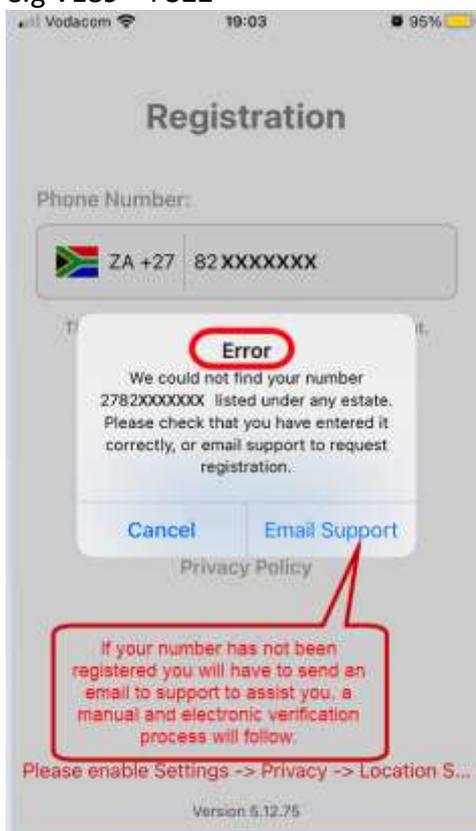
2. Fill in your cell number in the space provided.
3. Click on the “Next” link at the top right hand corner of the screen.

If you are already pre-loaded you will be asked to complete an OTP sent by means of an SMS, once you have entered the OTP you will be registered to use the app and your phone has been linked to your profile.

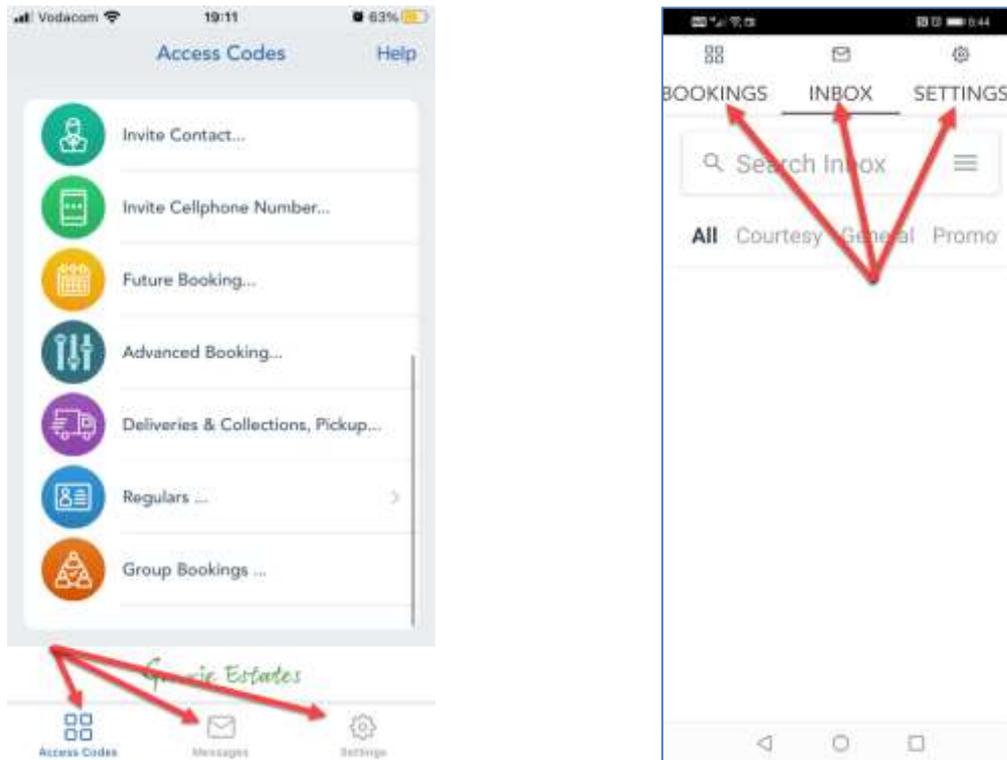


If your cellphone number is not recognised on the system click on the Support link;

- Type in "Gowrie" which will pop up Gowrie Estates.
- Type in your ERF No. prefixed with a Village or Farm number.
e.g V189 – F322



Functionality

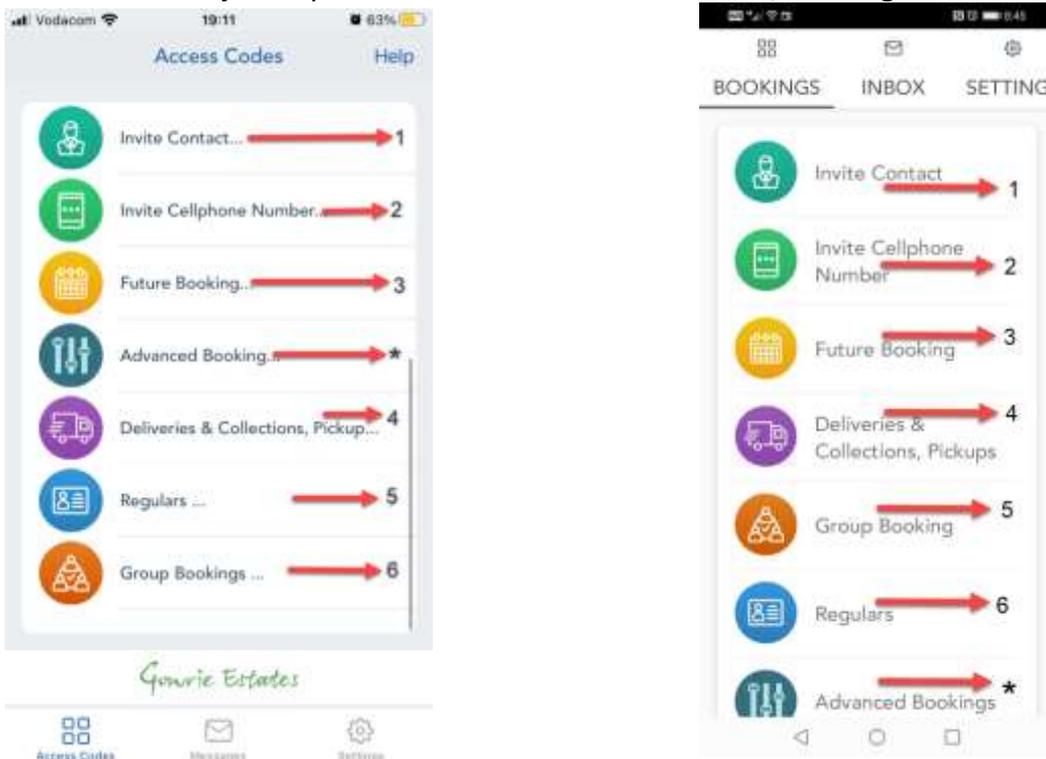


The CloudSell application has three basic tabs;

- Access Codes / Bookings
- Messages / Inbox
- Settings

The Access Codes / Bookings tab is where you generate your visitors' pins. Messages tab is where you can view your notifications and Settings tab is where you can manage and view your application settings for your specific device/phone.

This document is just a quick overview of the Access Codes / Bookings functionality.



Access Codes – To be issued to all Visitors, Contractors and Deliveries

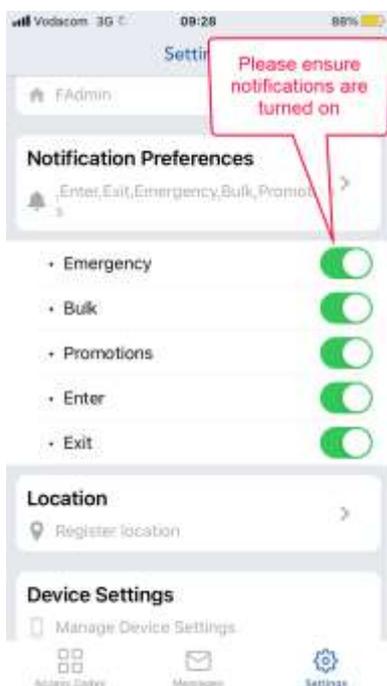
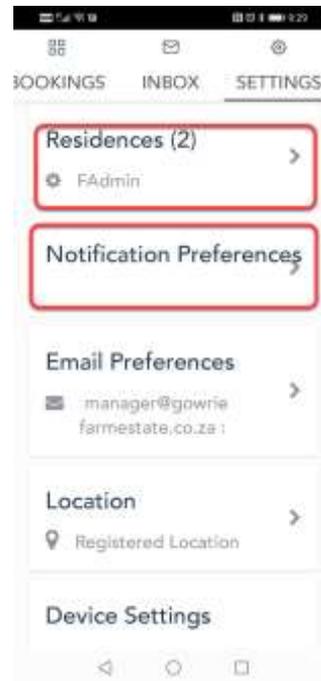
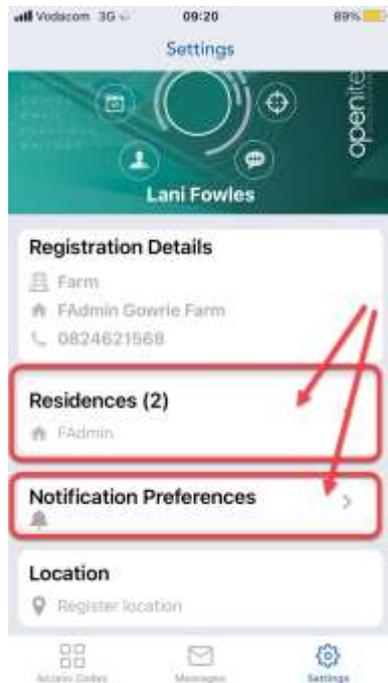
Pre-clearance PINS

1. **Invite a Contact (One entry/One exit).** Choose a contact from your address book and send them a visitor booking. This allows access to 23h59 the following day.
2. **Invite a Cellphone Number (One entry/One exit).** Type in the cellphone number of the visitor you would like to send the booking to. This allows access to 23h59 the following day. **Note:** In 1 & 2 above 24h access may be extended once the visitor has arrived and scanned in. Once the system has gone live we will advise you of this process.
3. **Future Booking.** Displays a calendar where you can choose dates in the future you want for a visitor booking.
4. **Deliveries, Collections & Pickups.** As you don't necessarily have the name and number of a delivery or collection this allows you to book the information you do have i.e. Courier name. When you expect a delivery, collection or pickup, fill in the form to ensure the guards at the gate/boom can look them up and thus streamline the process.
5. **Regulars.** When you receive regular visitors, you can assign them a regular visitor schedule for a certain time period. A regular visitor doesn't need a PIN to access the estate; they will however need to present their Driver's License and you will receive a notification when your regular visitor arrives.
6. **Group Bookings.** Having a party or need to grant access to more than one person. The group booking offers a hassle-free function for users to grant this. Simultaneously book between 5 – 10 people from your address book and send them each individual booking request in 1 process.

CloudSell Application - General Settings

Please note the following settings:

1. If you are linked to multiple erfs in the estate, you need to select the erf that you would like to issue the pin for under the settings tab.
2. Please allow notifications in your settings tab, in order to receive the applicable notifications.



CloudSell Application - Regular User Functionality

The Regulars functionality is available for Homeowners to use if they have visitors that are staying for a few days or whom frequently come to visit, from the Acces Code/Bookings tab.

The application may look different on different devices; we have included images of an iPhone and Android platform for reference.

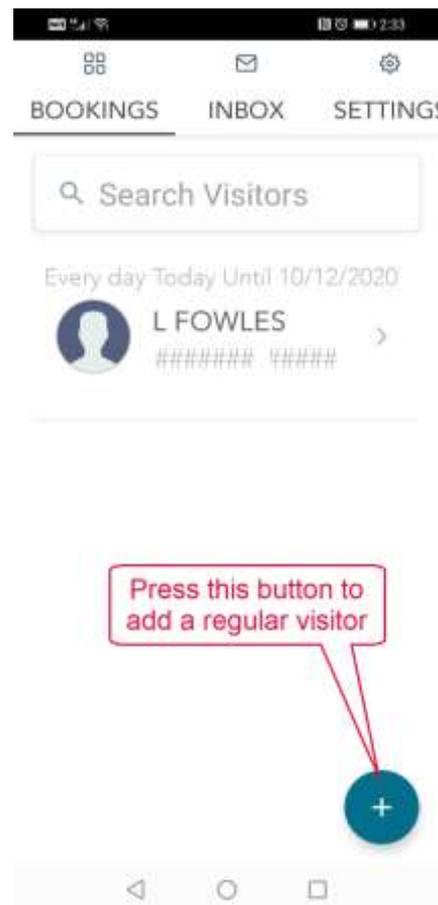
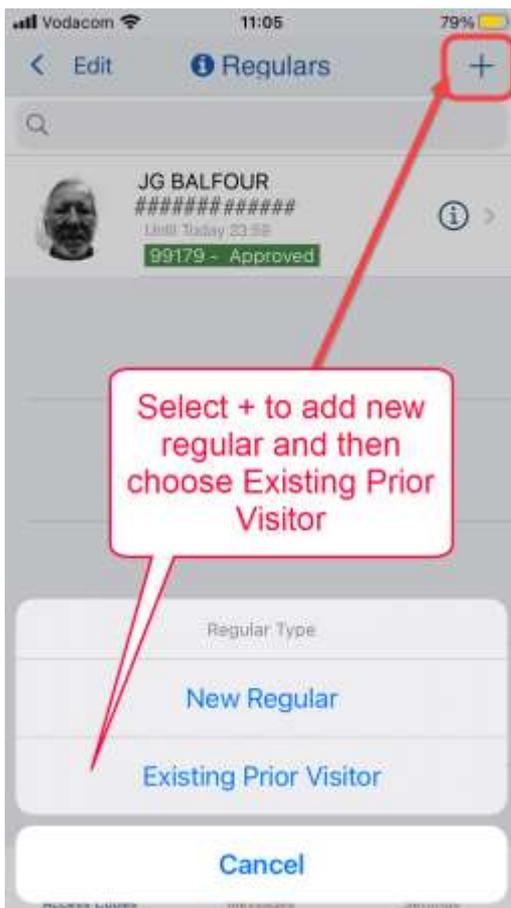


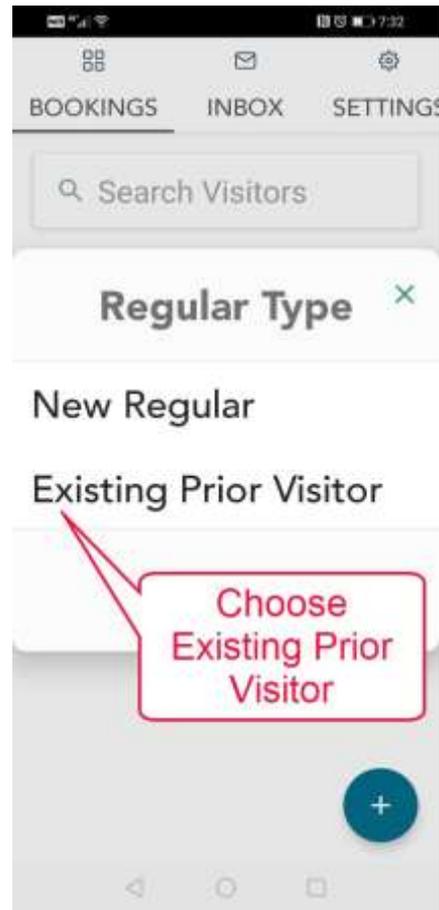
Once your guest has arrived and has been scanned in you can go to the Regulars option;

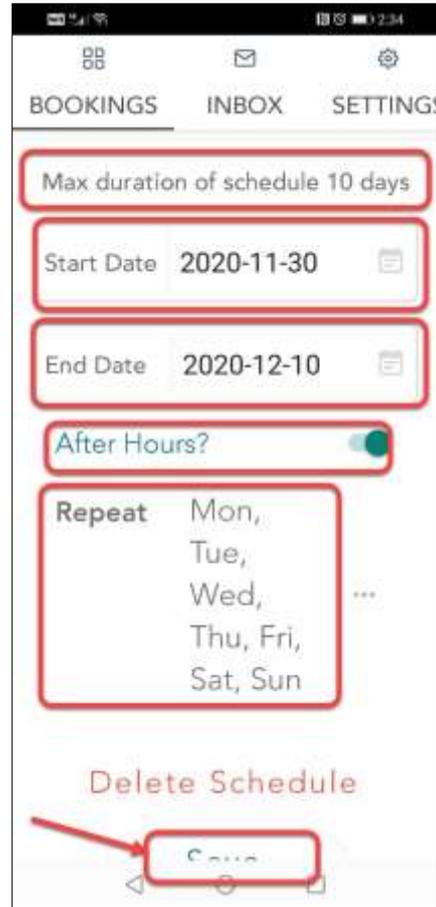
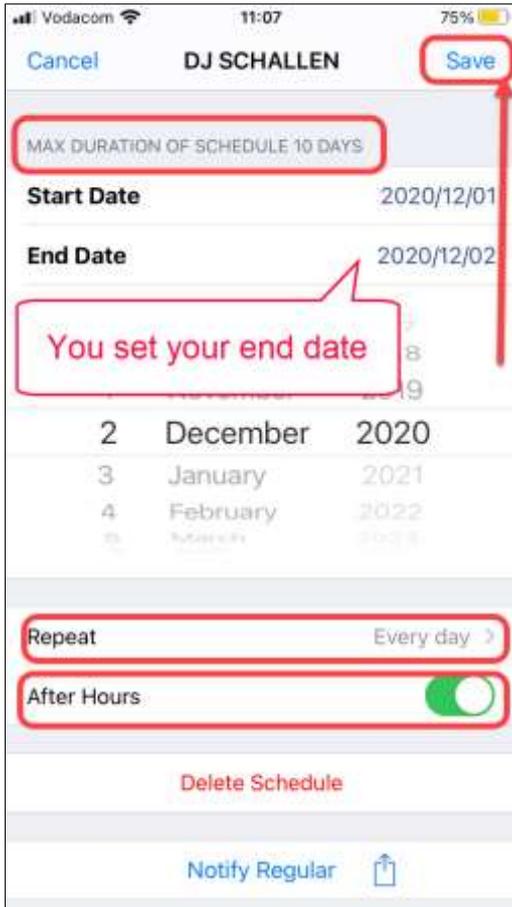
1. Choose add a new regular
2. Select Existing Prior Visitor
3. The duration is set for 10 days
4. If you would like to only allow the person on certain days you may do so by selecting the repeat every day or selecting applicable days that you would like to allow the person to enter.
5. You can set any duration for up to 10 days, extend the duration once the 10 days are over, leave the visitor as a regular but not extend their dates at the time, or you can delete the visitor if you do not want them as a regular anymore.

Remember to press SAVE!

6. Regulars do not require pins to be issued, but you will get notified when they arrive.

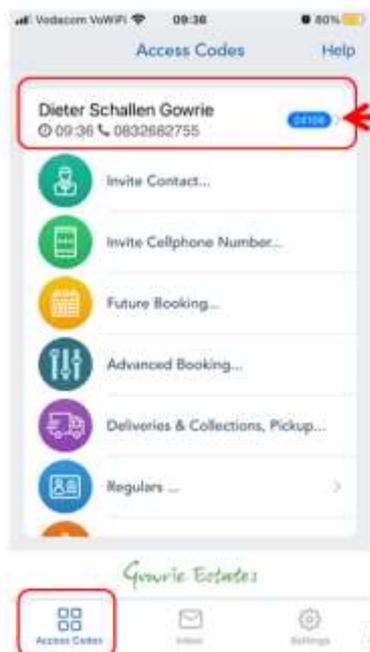






Note: The option is available to add a “New Regular” before they arrive onto the estate but an identification validation process and uploading of photo is required for approval, it is advised to wait for the visitor to be scanned in, as this process is easier.

Important Notice!!!



Important Note:
Do not swipe this pin message left or right (to delete it) on your Access Codes or Bookings screen, before your guest arrives! This actually deletes the pin and the pin is not valid anymore as it does not exist!

CloudSell Deliveries & Collections, Pickup – Important notice



Deliveries & Collections, Pickup...

Please note that Couriers and Delivery Companies need to be issued with pins for all deliveries or collections. Kindly note that you only need to include the following:

- Name of the company and
- Anticipated dates when delivery/collection will be made
- Erf Number;

in order to generate an access pin.

Please include your erf number, prefixed by an **F for Farm** or a **V for Village** in the comment field as this will assist the access guards.

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< Back Deliveries & Collections Done

TYPE OF VISIT
Delivery

NAME OF COMPANY
Fastway Couriers

REFERENCE NUMBER (OPTIONAL)
F300

START DATE
2020-12-07

END DATE
2020-12-08

Access Codes Inbox Settings

Cancel Delivery... Done

Type of Visit

Name of Company

Reference Number (Option...

Start Date
07 Dec 2020

End Date
07 Dec 2020

NB: Pins are required for Courier/Delivery companies to enter the Gowrie Estates!!!