

DOOR WATCH

How To Download and Use The Customer Portal

1. Download the customer portal app from the

Apple App store

<https://apps.apple.com/us/app/customer-portal-zoho-creator/id1146710936>

The Google play store

https://play.google.com/store/apps/details?id=com.zoho.creator.portal&hl=en_IN.

1. Open the app that you have downloaded.
2. Login to the customer portal address by entering the portal address:
<https://mayfairmansions.zohocreatorportal.com>
3. Sign in using the email address and password associated with your account
4. Once you have signed in, Locate the Security Guard Dashboard.

To Complete a Door Status Report

Press The “scan a door tag” button.

5. Scan the tag located on the door or security tag.
6. Confirm Tag #, Location, Unit # and Property Name Are Filled With Information.
7. If Not All Information Scans, Press The Scan Button in The Top Right Corner.
8. Fill out the required fields and press submit.

To Complete a Security Scan Report

1. Go To The “Security Guard Dashboard”
2. Press the “Scan a Security Tag”
3. Scan The Tag
4. Confirm The Tag Scanned
5. Press Submit