



ELECTRACKA

www.electracka.com

GATE MANUAL

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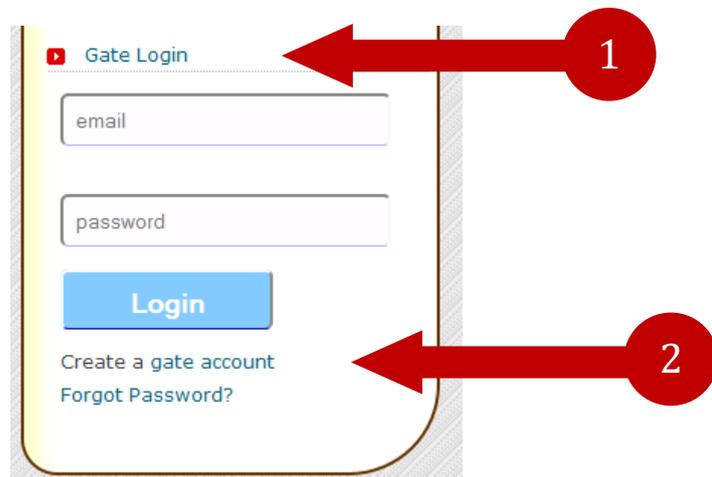
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Welcome to Electracka
You will be able to do the following with your account

- Search User's Electronic Devices. **Note:** You can use a barcode reader.
- Get a notification if you search a device that has been marked as stolen.
- Get a notification of any stolen device within your territory as soon as it is marked as stolen by the owner.
- Check in visitors.
- Check out visitors.
- View a visitor's log.
- Download visitor's details.
- And much more...enjoy the experience.

Creating an account

1. Go to www.electracka.com
2. Click on the 'Gate Login' link on the bottom right corner of the website.
3. Click on the 'Create a gate account' link just below the 'Login' button.



4. Fill the form that appears with all the required details. Provide your institution or gate name, a username, location, email, contacts, password, the capture code and finally check the checkbox to agree with our terms and conditions and click on the 'Register' button.

Register here, its fast and free.

Gate Name:

Username:

Location:

Email:

Contacts:

Password:

Confirm Password:

Type the words below here.

6c9077

I agree with the [Terms and Conditions](#)

Register here, its fast and free.

✔ Congratulations, an account has been created for Multimedia University.
Go to the email used to create this account to confirm it in order to start using it.
Note: Be sure to check in your spam/junk folder if you miss it in your inbox folder.

You will be able to do the following with your account

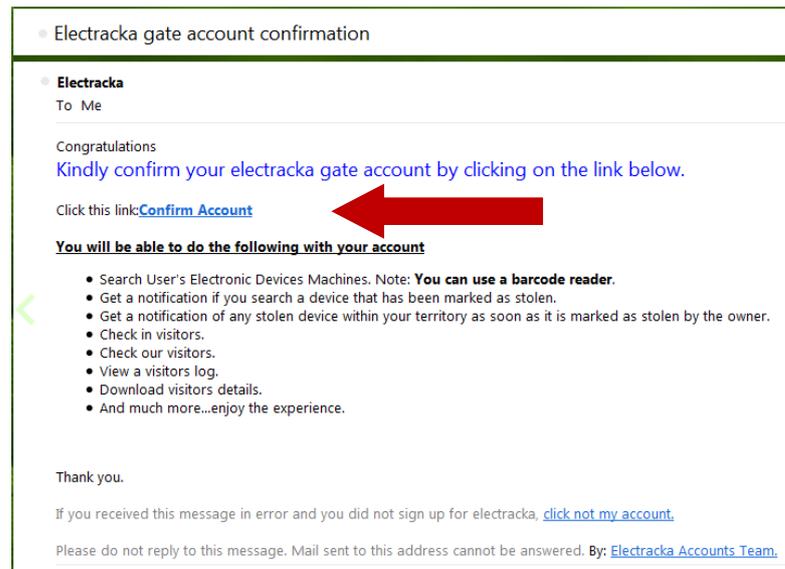
- ▶ Search User's Electronic Devices Machines. Note: **You can use a barcode reader.**
- ▶ Get a notification if you search a device that has been marked as stolen.
- ▶ Get a notification of any stolen device within your territory as soon as it is marked as stolen by the owner.
- ▶ Check in visitors.
- ▶ Check our visitors.
- ▶ View a visitors log.
- ▶ Download visitors details.
- ▶ And much more...enjoy the experience.

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5. Go to the email address you used to create the account with to confirm your account.

Confirming your account from your email account

1. Login into your email account that you used to create the electracka gate account.
2. On your inbox folder, check for the 'electracka gate account confirmation' email and click on it to open. NB: Make sure you check for the email on the spams folder if you miss it on the inbox folder; Mark it as "Not Spam" to promote it to your inbox folder so that the Confirm link can become active.
3. Click on the 'Confirm Account' link to confirm your account.



4. Login with your email and password on the form that appears.

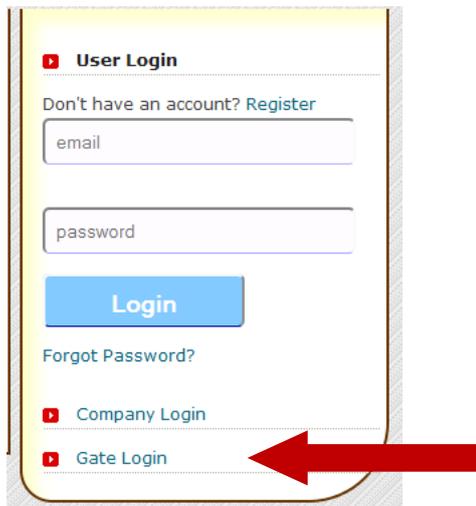
The screenshot shows a form titled "Confirm Your Account." with a yellow banner that reads: "You are almost there, just one more step, Login below to start using your electracka account, Enjoy the experience."

The form contains three input fields:

- Email
- password
- Login

Login

1. Click on the 'Gate Login' link.

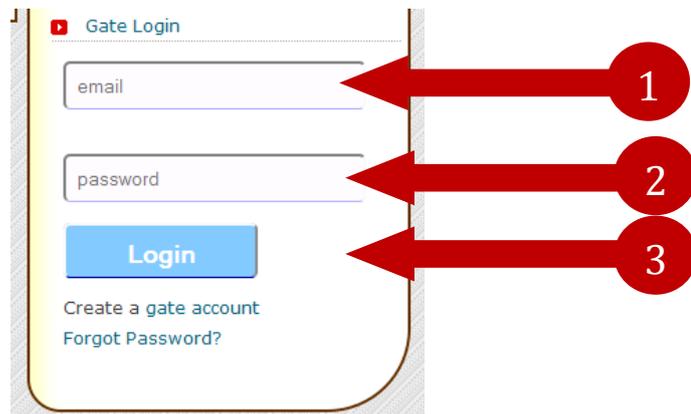


The screenshot shows a login interface with the following elements:

- User Login** section with a "Don't have an account? Register" link.
- Input fields for "email" and "password".
- A blue "Login" button.
- A "Forgot Password?" link.
- Links for "Company Login" and "Gate Login".

A red arrow points to the "Gate Login" link.

2. Provide your email address and password and then click on the login button.



The screenshot shows the "Gate Login" form with the following elements:

- Input fields for "email" and "password".
- A blue "Login" button.
- Links for "Create a gate account" and "Forgot Password?".

Three red arrows with numbered circles (1, 2, 3) point to the email field, password field, and the "Login" button, respectively.

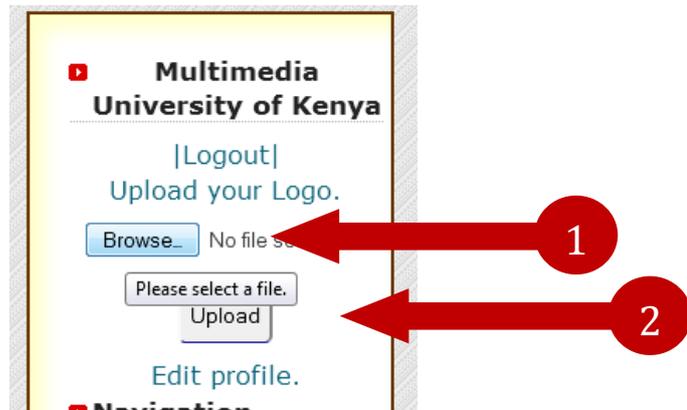
Logout

1. Click on the 'Logout' link just below your name and above your logo.



Uploading your passport photo

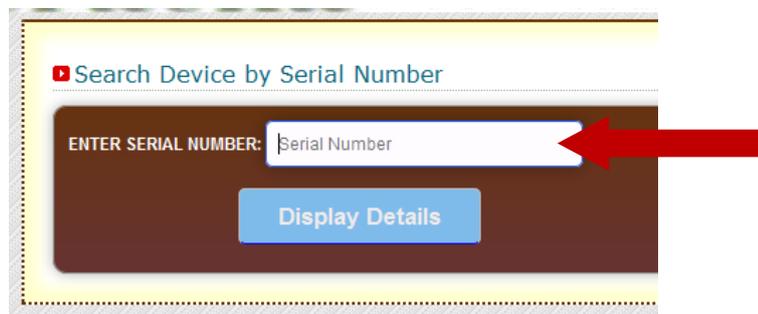
1. Click on the browse button on the left hand side, just below your name.



2. Select your logo from the folder you saved it and click on the upload button.

Search users electronic device

1. Request for the users National Identification Card.
2. Pass their machine via the bar code reader or manually enter the serial number of the machine on the form shown below.



3. Click on the 'Display Details' button.
4. Check to verify that the details on the system match the details on the National Identification card of the individual. NB: The Name and ID No. should match, otherwise, **do not** allow the individual to exit with the machine.

Entered Serial Number: SALIJIJSELIKE



Name: Kelvin Kariuki
ID No: 27918611
Contacts: 0729385557

Machine details

ID No.	Device Name	Device Model	Serial Number
27918611	Monitor	Lg	SALIJIJSELIKE

 Device not shared.

5. Give a first and final warning to any individual who have not uploaded their passport photo. NB: **Do not** allow the individual to exit with the machine if you have already given them the two warnings to upload their passport photo.

Entered Serial Number

 Kindly instruct her to u



Name: F
ID No: 2
Contacts

Searching a shared device

1. A list of individual(s) who the device has been shared with will appear below the details of any shared device.



Machine details

ID No.	Device Name	Device Model	Serial Number
29771231	Laptop	Hp	5CS1490D26

Machine Shared with

Passport	Name	National id	Notify Owner
	Kelvin Kariuki	27918611	Notify Owner



2. Request for the National Identification card of the individual and confirm that it matches the same information on the list. NB: Otherwise, **Do Not** allow the individual to exit with the device.

3. Click on the 'Notify Owner' link and confirm the action by clicking on the 'Ok' button. This will send a notification to the owner of the device on who exited with his/her device from your exit point.

Machine details			
ID No.	Device Name	Device Model	Serial Number
29771231	Laptop	Hp	5CS1490D26
Machine Shared with			
Passport	Name	National id	Notify Owner
	Kelvin Kariuki	27918611	Notify Owner

Searching a stolen device

1. The window below will appear if a device marked by the owner as stolen is searched on your exit point.



ATTENTION!!! Stolen Device!!! Stolen Device!!! Stolen Device!!!

Serial No: **LXRJW020071173A5DE16.**

Owners Details.



NAME: Kelvin Kariuki

ID NO: 27918611

CONTACTS: 0729385557.

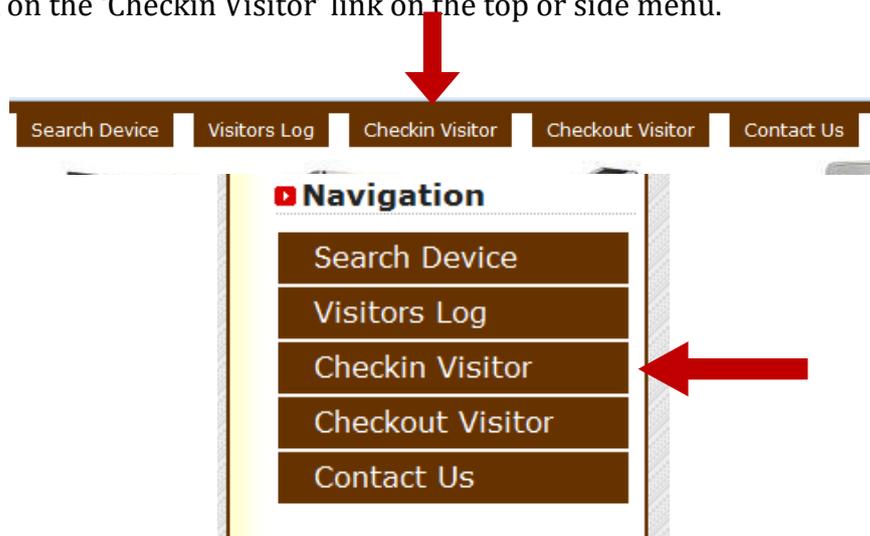
Incident not yet reported to police.

This device was reported to be stolen/lost on Tuesday 25th of March 2014 08:39:26 PM, The individual with this device is possessing a **stolen device!!! Kindly Report this Incident to the nearesst Police Station.**

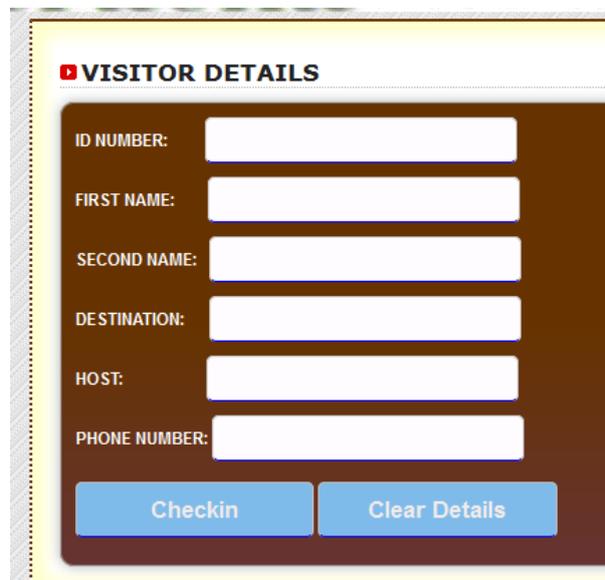
2. Note down the owners details, and the police station details if available.
3. Confiscate both the National Identification card of the individual and the stolen device, and immediately report the incidence to the chief security officer. Provide the owners details and the police station information so that they can be contacted.
4. An email notification will be sent to the owner of the device indicating that you searched his/her stolen device at your exit point.

Check in visitors

1. Click on the 'Checkin Visitor' link on the top or side menu.



2. Provide the required information on the form that appears.



The image shows a form titled 'VISITOR DETAILS' with the following fields:

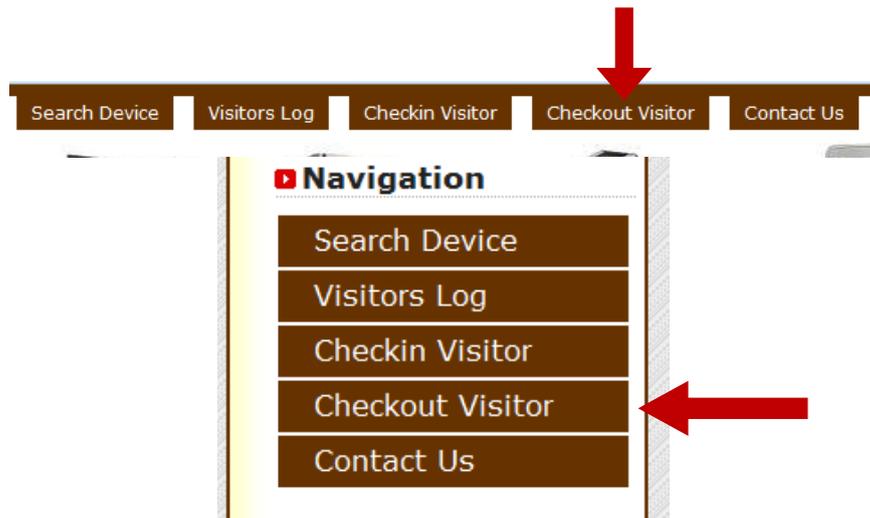
- ID NUMBER:
- FIRST NAME:
- SECOND NAME:
- DESTINATION:
- HOST:
- PHONE NUMBER:

At the bottom of the form, there are two buttons: 'Checkin' and 'Clear Details'.

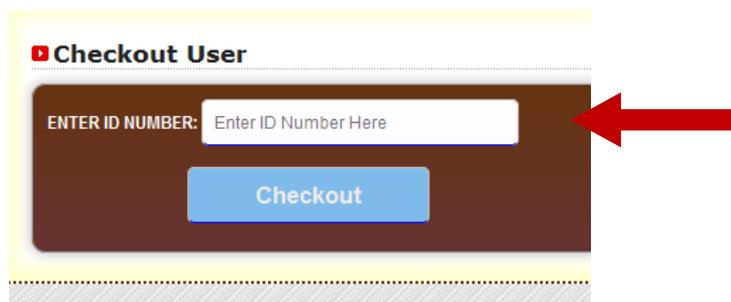
3. Click on the 'Checkin' button.

Check out visitors

1. Click on the 'Checkout Visitor' link on the top or side menu.

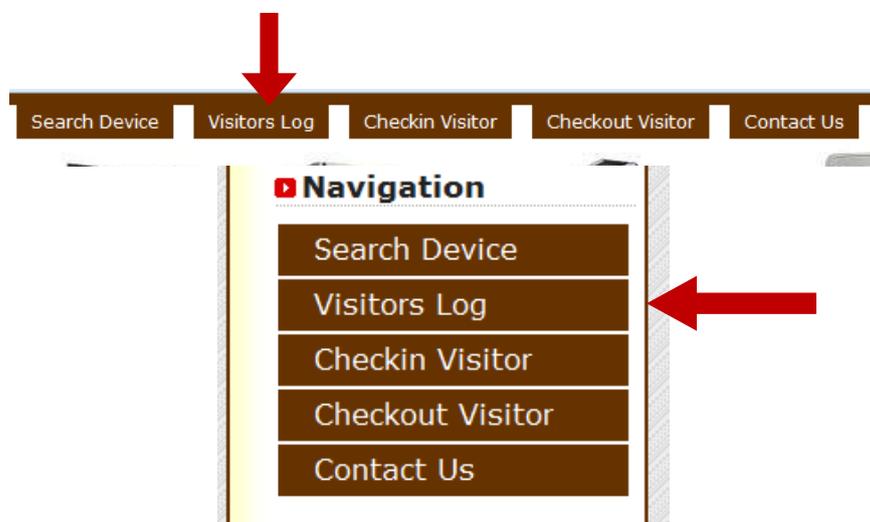


2. Enter the National Identification Number of the individual and click on the 'Checkout' button.



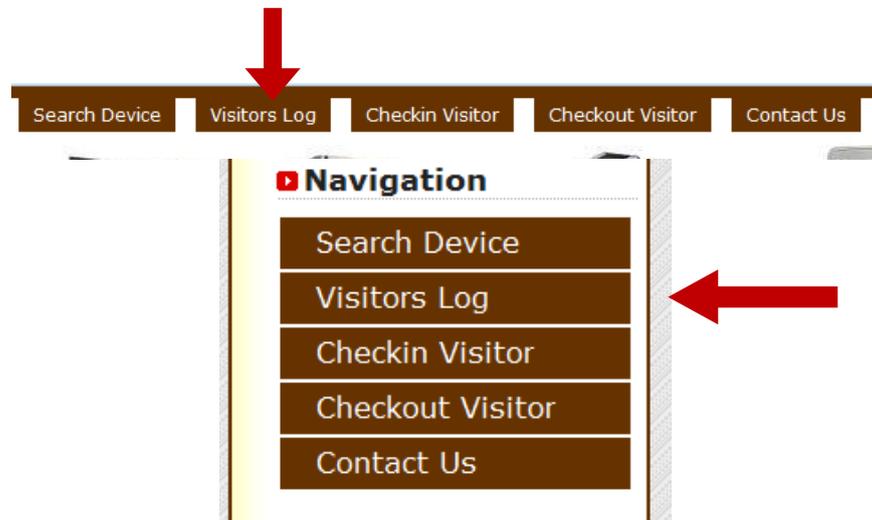
View Visitor's Log

1. Click on the 'Visitor's Log' link on the top or side menu.



Download visitor's log for a particular date

1. Click on the 'Visitor's Log' link on the top or side menu.



2. On the 'Date In' column, click on the date whose visitor's log you want to download.

A screenshot of the 'Visitors Log' table. The table has a red header bar that says 'Visitos Log.'. Below the header, the table has columns: 'Name', 'National id', 'Phone Number', 'Destination Host', 'Date in', and 'Date out'. A red arrow points to the 'Date in' column of the first row, which contains the text 'Wednesday 4th of June 2014 04:25:16 PM'.

Name	National id	Phone Number	Destination Host	Date in	Date out
Kelvin Kariuki	27918611	0729385557	Club House Swimming	Wednesday 4th of June 2014 04:25:16 PM	Still In...

3. Click on the 'Download' link.

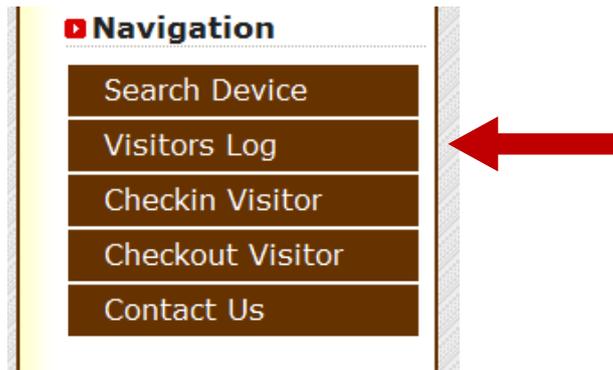
A screenshot of the 'Visitors Log' table. The table has a red header bar that says 'Visitos Log.'. Below the header, the table has columns: 'Name', 'National', 'Phone', 'Destination Host', 'Time in', and 'Date'. A red arrow points to the text 'Visitors Log On Wednesday 4th of June 2014 (Download)' which is positioned above the table.

Name	National	Phone	Destination Host	Time in	Date
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Download a particular visitor's log

1. Click on the 'Visitor's Log' link on the top or side menu.





- On the 'National Id' column, click on the National Identification Number of the individual whose visitor's log you want to download.

Visitors Log

Visitors Log.						
Name	National id	Phone Number	Destination	Host	Date in	Date out
Kelvin Kariuki	27918611	0729385557	Club House	Swimming	Wednesday 4th of June 2014 04:25:16 PM	Still in.

- Click on the 'Download' link.

Visitor's Visiting Details (Download)



Name: Kelvin Kariuki
National id No. 27918611
Contact: 0729385557
Total Visits: 1

Visitor's Log.			
Destination	Host	Date in	Date out
Club House	Swimming	Wednesday 4th of June 2014 04:25:16 PM	Still in.