

SOCIETYKOSH • GATE SECURITY TERMINAL USER GUIDE

Gate Security Watchman Terminal — Complete Step- by-Step User Guide

Ring flats, hand over parcels, verify passes, check staff in and respond to SOS alerts, with real screenshots.

8 chapters • real screenshots • step by step

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/gate (or /guard)

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/gate → 🚨 Ring Flat & New Entry

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4. 📱 Verify QR / guest pass & movers truck passes

/gate → 📱 Verify QR / Guest Pass

5. 👤 Daily staff check-in

/gate → 👤 Daily Staff Check-In

6. 🚗 Gate vehicle lookup

/gate → 🚗 Gate Vehicle Lookup

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/gate (any screen) · 📞 Emergency Contacts

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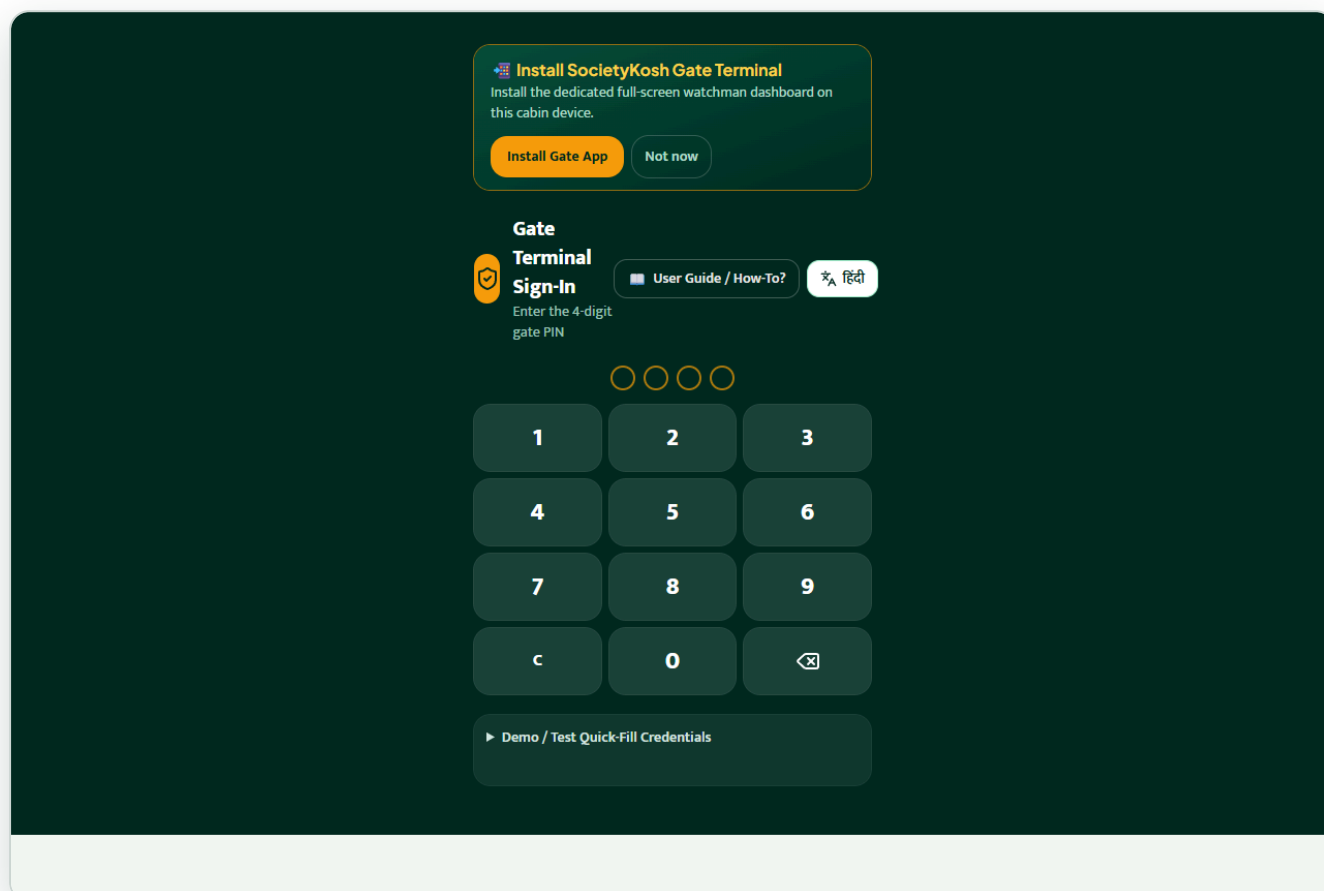
1. Getting started: install, language, PIN unlock & the live KPIs

 /gate (or /guard)

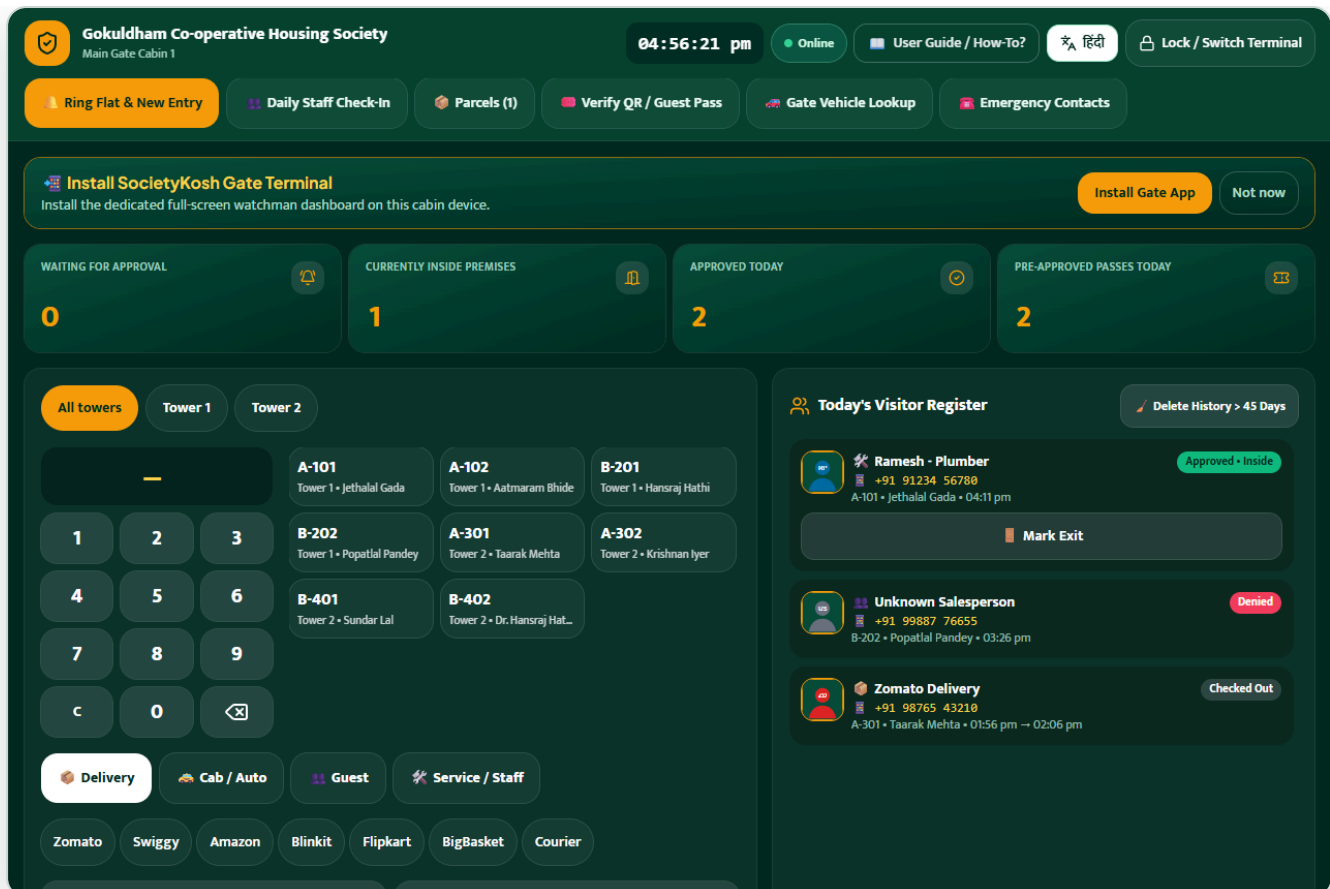
The gate terminal runs on the guard's phone or tablet and installs as SocietyKosh Gate. It unlocks with the society's 4-digit gate PIN.

Where to click and where to go

1. Open **/gate**. On the **Gate Terminal Sign-In** keypad type the **4-digit Gate PIN** (sample society: **1122**): the terminal opens after the fourth digit.
2. Tap **Install Gate App** on the banner to add **SocietyKosh Gate** to the home screen. Switch the language with **हिंदी / HI**.
3. The header shows the society, the terminal, the clock and **Online / Offline (QR passes still check); Lock / Switch Terminal** locks it again.
4. The four live cards show **Waiting for Approval**, **Currently Inside Premises**, **Approved Today** and **Pre-Approved Passes Today**.
5. The modes below:  **Ring Flat & New Entry**,  **Daily Staff Check-In**,  **Parcels**,  **Verify QR / Guest Pass**,  **Gate Vehicle Lookup** and  **Emergency Contacts**.  **User Guide / How-To?** opens this guide.



The Gate Terminal Sign-In keypad.



The terminal with its live KPIs and modes.

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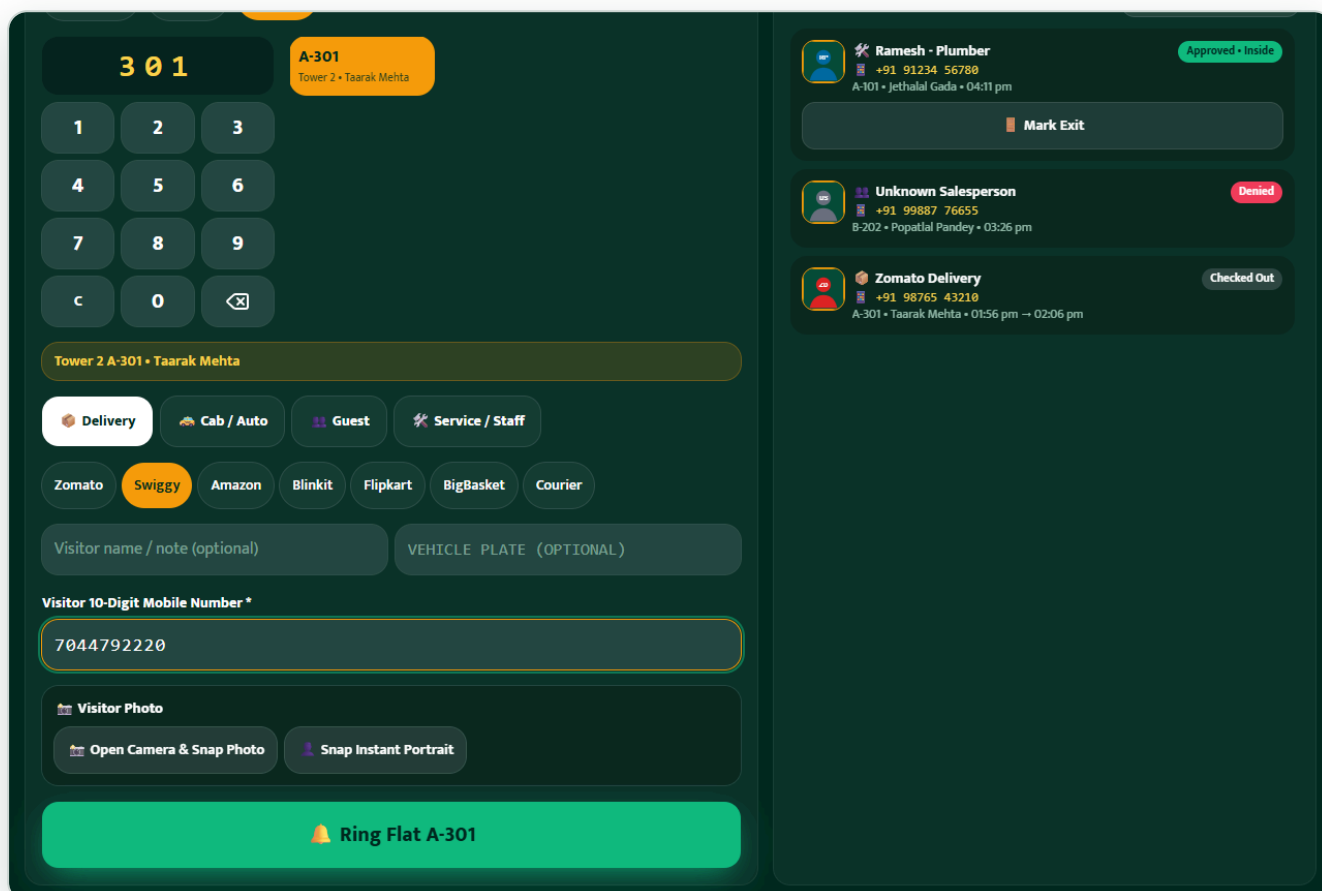
2. Ring a flat & new entry

 /gate →  Ring Flat & New Entry

Every visitor is rung through to the flat's phones with a photo and mobile number; the resident answers in seconds.

Where to click and where to go

1. Choose the tower (**All towers, Tower 1, Tower 2**) and punch the flat number on the **keypad** (301 → **A-301**), or tap the flat tile.
2. Pick the category ( **Delivery**,  **Cab / Auto**,  **Guest**,  **Service / Staff**) and the brand chip (**Zomato, Swiggy, Amazon, Blinkit, Uber, Ola...**).
3. Enter the **Visitor 10-Digit Mobile Number** (required) and, if useful, the name and vehicle plate.
4. Take the photo with  **Open Camera & Snap Photo** →  **Capture Photo**, or  **Snap Instant Portrait**. Photos stay in the app, never in the phone's gallery.
5. Tap  **Ring Flat {flat}**. While **Waiting for Flat {flat} approval...** plays the waiting tune, the card shows whether it is ringing on the resident's phone or unreachable.
6. The screen flashes ✓ **APPROVED BY FLAT {flat} — ALLOW ENTRY** (green) or ✗ **DENIED BY FLAT {flat} — DO NOT ALLOW ENTRY**. No answer? Use  **Call Resident** and ✓ **Allow After Phone Confirmation**, or ✗ **Mark Turned Away. New Entry** starts the next visitor.



The screenshot displays the 'Ring Flat A-301' interface. On the left, there's a keypad with numbers 1-9, 0, and a backspace icon. Above the keypad, the flat number '301' is displayed, and 'A-301' is selected. Below the keypad, there's a section for 'Tower 2 A-301 • Taarak Mehta'. This section includes buttons for 'Delivery', 'Cab / Auto', 'Guest', and 'Service / Staff'. Under 'Delivery', there are brand chips for Zomato, Swiggy (selected), Amazon, Blinkit, Flipkart, BigBasket, and Courier. Below these are input fields for 'Visitor name / note (optional)' and 'VEHICLE PLATE (OPTIONAL)'. A 'Visitor 10-Digit Mobile Number *' field contains the number '7044792220'. At the bottom, there's a 'Visitor Photo' section with buttons for 'Open Camera & Snap Photo' and 'Snap Instant Portrait'. A large green button at the bottom says 'Ring Flat A-301'.

On the right side, there's a list of recent visitors:

- Ramesh • Plumber**: Approved • Inside. Phone: +91 91234 56780. Address: A-101 • Jethalal Gada • 04:11 pm. Button: Mark Exit.
- Unknown Salesperson**: Denied. Phone: +91 99887 76655. Address: B-202 • Popatlal Pandey • 03:26 pm.
- Zomato Delivery**: Checked Out. Phone: +91 98765 43210. Address: A-301 • Taarak Mehta • 01:56 pm → 02:06 pm.

A delivery for A-301: category, brand and the visitor's mobile.

 **Gokuldharm Co-operative Housing Society**
Main Gate Cabin 1

04:56:25 pm

Online

User Guide / How-To?

हिंदी

Lock / Switch Terminal

Ring Flat & New Entry

Daily Staff Check-in

Parcels (1)

Verify QR / Guest Pass

Gate Vehicle Lookup

Emergency Contacts

WAITING FOR APPROVAL
1

CURRENTLY INSIDE PREMISES
1

APPROVED TODAY
2

PRE-APPROVED PASSES TODAY
2

SWIGGY DELIVERY

 **Waiting for Flat A-301 approval... 44s** 

Call Resident
(9820102301)

✓ Allow After Phone Confirmation

✗ Mark Turned Away

Today's Visitor Register

Delete History > 45 Days

 **Swiggy Delivery** **Ringing**
+91 70447 92220
A-301 • Taarak Mehta • 04:56 pm

 **Ramesh • Plumber** **Approved • Inside**
+91 91234 56780
A-101 • Jethalal Gada • 04:11 pm

Mark Exit

 **Unknown Salesperson** **Denied**
+91 99887 76655
B-202 • Popatlal Pandey • 03:26 pm

 **Zomato Delivery** **Checked Out**
+91 98765 43210
A-301 • Taarak Mehta • 01:56 pm → 02:06 pm

Ring the flat: waiting for the resident's answer.

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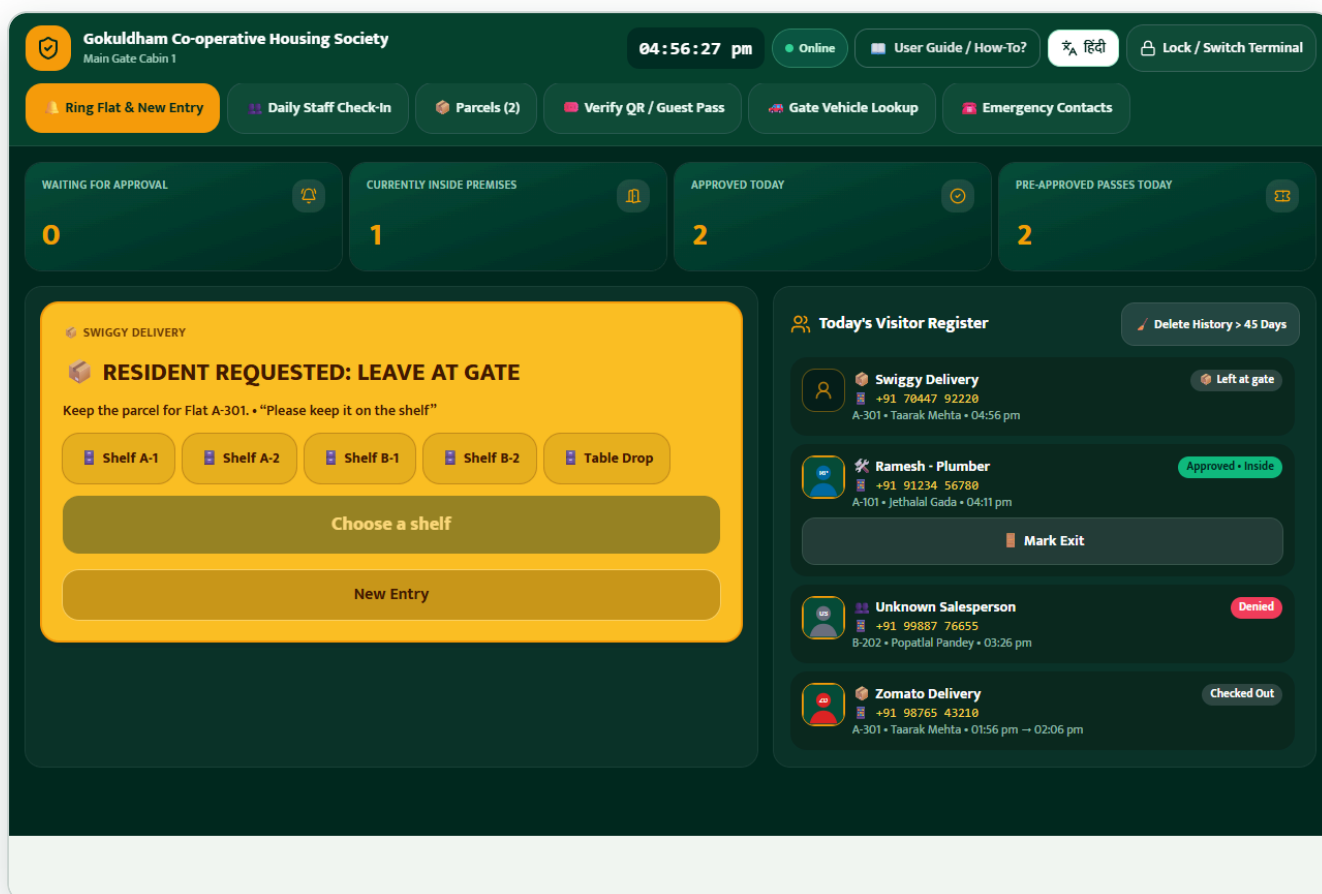
3. Leave at Gate & the parcel pickup OTP

 /gate →  Parcels

When a resident answers a delivery with Leave at Gate, the parcel is shelved and handed over later only against the flat's 4-digit OTP.

Where to click and where to go

1. The feedback reads  **RESIDENT REQUESTED: LEAVE AT GATE**. Tap the shelf (**Shelf A-1, Shelf A-2, Shelf B-1, Shelf B-2, Table Drop**) and **Confirm Stored on {shelf}**.
2. Open  **Parcels: Pending Parcel Pickups** lists each parcel with its flat and shelf.
3. When the resident comes, tap **Hand Over Parcel**, type the **Resident's 4-digit pickup OTP** and tap **Verify OTP & Hand Over**. A wrong OTP is refused.



Leave at Gate: choosing the shelf.

 **Gokuldham Co-operative Housing Society**
Main Gate Cabin 1

04:56:27 pm

Online

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Lock / Switch Terminal

Ring Flat & New Entry

Daily Staff Check-in

Parcels (2)

Verify QR / Guest Pass

Gate Vehicle Lookup

Emergency Contacts

WAITING FOR APPROVAL
0

CURRENTLY INSIDE PREMISES
1

APPROVED TODAY
2

PRE-APPROVED PASSES TODAY
2

Pending Parcel Pickups (2)

 **Amazon**
A-301 • Taarak Mehta • dropped 02:56 pm
"Keep on shelf, will pick up in evening"

Shelf B-2

Hand Over Parcel

 **Swiggy**
A-301 • Taarak Mehta • dropped 04:56 pm
"Please keep it on the shelf"

Shelf A-1

Confirm Stored on Shelf A-1

Not shelved yet

Hand Over Parcel

Today's Visitor Register [Delete History > 45 Days](#)

 **Swiggy Delivery**
+91 70447 92220
A-301 • Taarak Mehta • 04:56 pm

Left at gate

 **Ramesh - Plumber**
+91 91234 56780
A-101 • Jethalal Gada • 04:11 pm

Approved • Inside

Mark Exit

 **Unknown Salesperson**
+91 99887 76655
B-202 • Popatlal Pandey • 03:26 pm

Denied

 **Zomato Delivery**
+91 98765 43210
A-301 • Taarak Mehta • 01:56 pm → 02:06 pm

Checked Out

Pending Parcel Pickups, handed over against the OTP.

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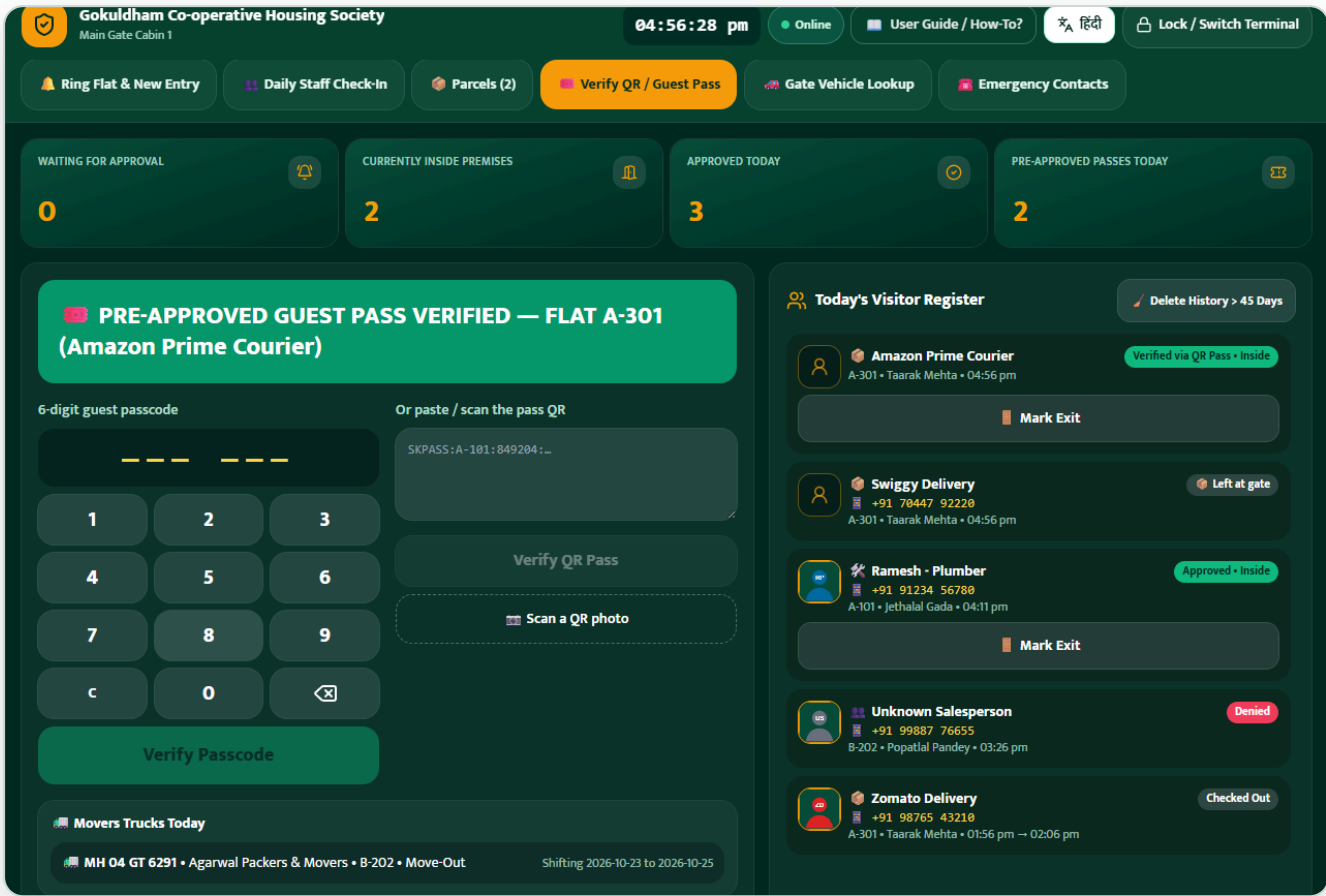
4. Verify QR / guest pass & movers truck passes

 /gate →  Verify QR / Guest Pass

Pre-approved guests and movers' trucks enter on a 6-digit code or a signed QR that checks even offline.

Where to click and where to go

1. Type the **6-digit passcode** on the keypad (sample guest pass: **512890**) and tap **Verify Passcode**.
2. Or paste / scan the **SKPASS:... QR** in the box (**Verify QR Pass**), or  **Scan a QR photo**.
3. A guest pass reads  **PRE-APPROVED GUEST PASS VERIFIED — FLAT {flat}**; a truck pass (sample **629140**) reads  **MOVERS TRUCK CLEARED FOR FLAT {flat} — ALLOW ENTRY**. Tap **Stamp Truck Exit** when the truck leaves.



Gokuldham Co-operative Housing Society
Main Gate Cabin 1

04:56:28 pm • Online • User Guide / How-To? • हिंदी • Lock / Switch Terminal

Ring Flat & New Entry • Daily Staff Check-in • Parcels (2) • **Verify QR / Guest Pass** • Gate Vehicle Lookup • Emergency Contacts

WAITING FOR APPROVAL: 0 • CURRENTLY INSIDE PREMISES: 2 • APPROVED TODAY: 3 • PRE-APPROVED PASSES TODAY: 2

PRE-APPROVED GUEST PASS VERIFIED — FLAT A-301 (Amazon Prime Courier)

6-digit guest passcode:

Or paste / scan the pass QR: SKPASS:A-101:849204:...

Verify QR Pass

Scan a QR photo

Verify Passcode

Movers Trucks Today

MH 04 GT 6291 • Agarwal Packers & Movers • B-202 • Move-Out • Shifting 2026-10-23 to 2026-10-25

Today's Visitor Register • Delete History > 45 Days

Visitor	Status
 Amazon Prime Courier A-301 • Taarak Mehta • 04:56 pm	Verified via QR Pass • Inside
Mark Exit	
 Swiggy Delivery +91 70447 92220 A-301 • Taarak Mehta • 04:56 pm	Left at gate
 Ramesh - Plumber +91 91234 56780 A-101 • Jethalal Gada • 04:11 pm	Approved • Inside
Mark Exit	
 Unknown Salesperson +91 99887 76655 B-202 • Popatlal Pandey • 03:26 pm	Denied
 Zomato Delivery +91 98765 43210 A-301 • Taarak Mehta • 01:56 pm → 02:06 pm	Checked Out

A pre-approved guest pass verified by its code.

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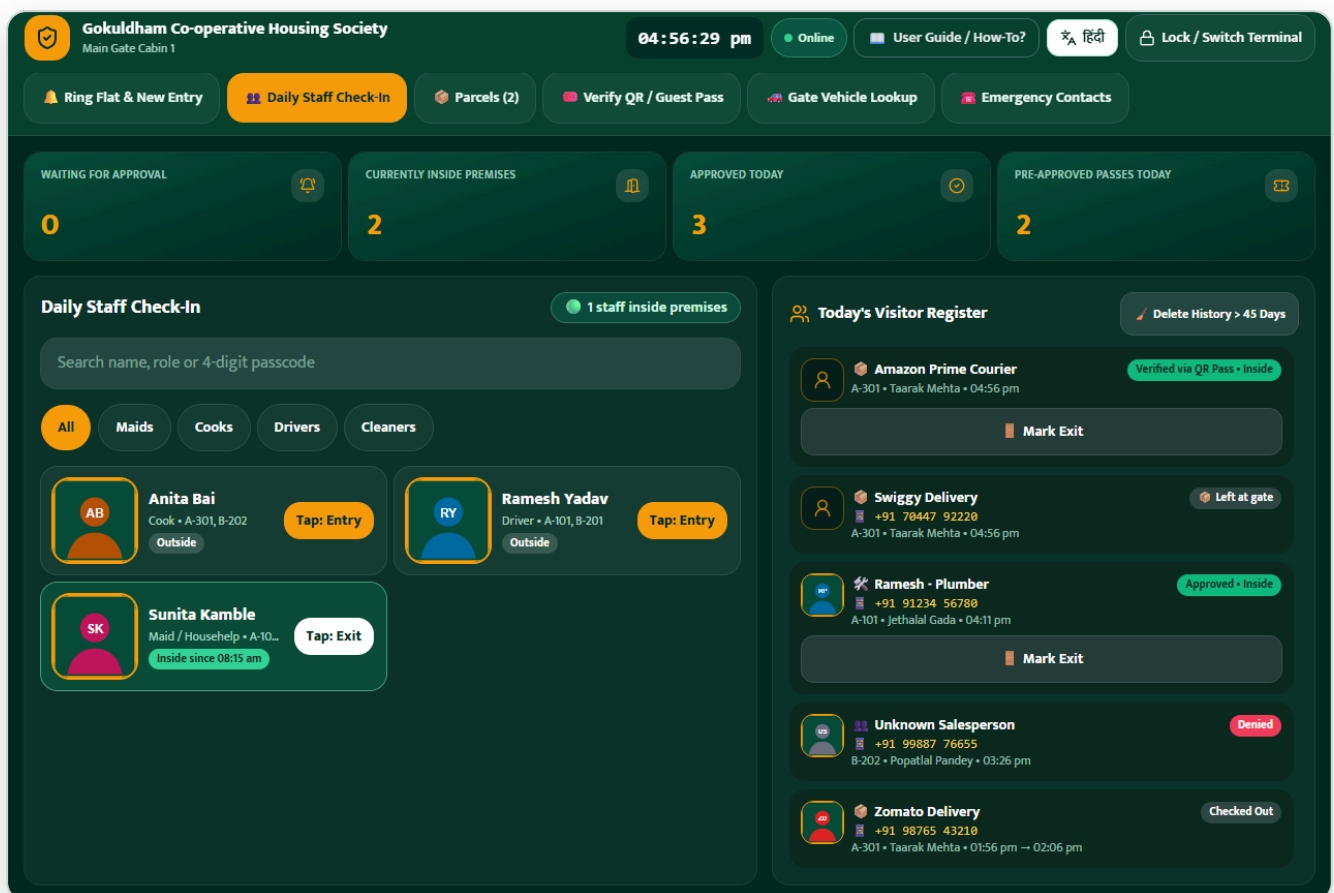
5. Daily staff check-in

 /gate →  Daily Staff Check-In

Maids, cooks and drivers check in and out with one tap; every flat they work for is alerted.

Where to click and where to go

1. Search by name or the **4-digit staff passcode** (sample: **4291**), or filter with the role chips (**Maid / Househelp, Cook, Driver, Car Cleaner**).
2. Tap the helper's card once: **Tap: Entry** logs the entry, **Tap: Exit** the exit. The flats are alerted at once.



Daily staff check-in with role chips and one-tap entry / exit.

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6. 🚗 Gate vehicle lookup

📍 /gate → 🚗 Gate Vehicle Lookup

Find whose vehicle is parked wrongly or blocking the driveway.

Where to click and where to go

1. Type the plate or its **last 4 digits** (sample: **4529**).
2. The result shows the **flat**, the **owner**, the **HSRP plate** and slot; tap 📞 **{phone}** to call the owner.

The screenshot displays the Gokuldham Co-operative Housing Society Main Gate Cabin 1 interface. At the top, the time is 04:56:30 pm, and the status is Online. Navigation buttons include Ring Flat & New Entry, Daily Staff Check-in, Parcels (2), Verify QR / Guest Pass, Gate Vehicle Lookup (highlighted), and Emergency Contacts. Below these are four status boxes: WAITING FOR APPROVAL (0), CURRENTLY INSIDE PREMISES (2), APPROVED TODAY (3), and PRE-APPROVED PASSES TODAY (2).

The Gate Vehicle Lookup section shows the input '4529' and the result for MH 02 CZ 4529, located at Tower 1 A-101, Jethalal Gada. The vehicle is a White Hyundai Creta, and the owner's phone number is 9820101101. To the right, the 'Today's Visitor Register' lists several entries: Amazon Prime Courier (Verified via QR Pass - Inside), Swiggy Delivery (Left at gate), Ramesh - Plumber (Approved - Inside), Unknown Salesperson (Denied), and Zomato Delivery (Checked Out).

Looking up MH 02 CZ 4529 by its last 4 digits.

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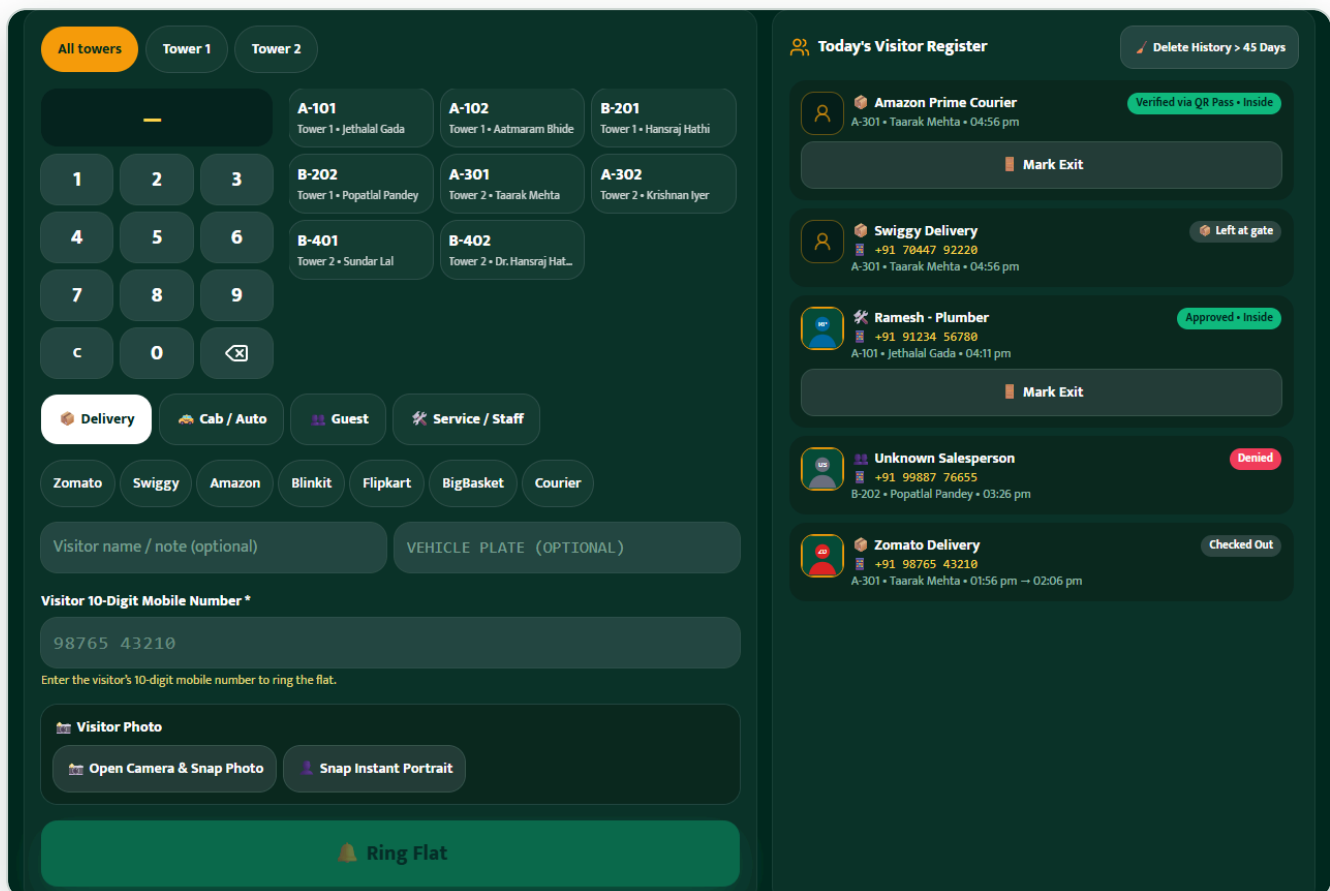
7. Visitor register & the 45-day cleanup

 /gate → Today's Visitor Register

Today's visitors with their photo, flat, decision and timings.

Where to click and where to go

1. Scroll to **Today's Visitor Register**; tap  **Mark Exit** when a visitor leaves.
2. Tap  **Delete History > 45 Days** to purge old entries (the society keeps 45 days).



The screenshot displays the 'Today's Visitor Register' screen. On the left, there's a keypad for entering a visitor's 10-digit mobile number, with options for 'Delivery', 'Cab / Auto', 'Guest', and 'Service / Staff'. Below the keypad are buttons for various services like Zomato, Swiggy, Amazon, Blinkit, Flipkart, BigBasket, and Courier. There are also fields for 'Visitor name / note (optional)', 'VEHICLE PLATE (OPTIONAL)', and 'Visitor 10-Digit Mobile Number *'. At the bottom, there's a 'Ring Flat' button. On the right, the 'Today's Visitor Register' list shows four entries: 'Amazon Prime Courier' (Verified via QR Pass • Inside), 'Swiggy Delivery' (Left at gate), 'Ramesh • Plumber' (Approved • Inside), and 'Unknown Salesperson' (Denied). Each entry has a 'Mark Exit' button. At the top right of the register list, there's a 'Delete History > 45 Days' button.

Today's visitor register with Mark Exit.

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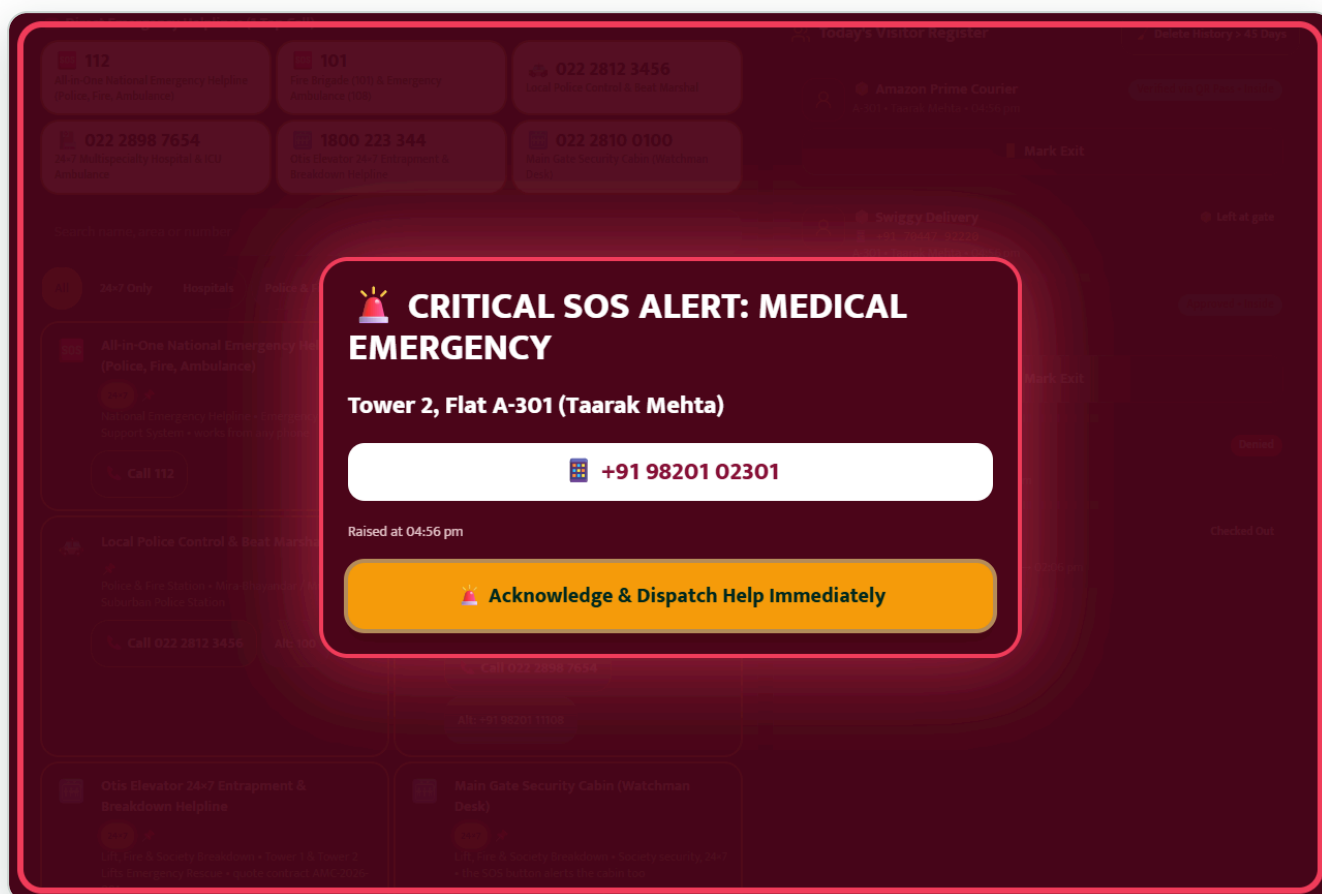
8. 🚨 Emergency SOS takeover & 📞 emergency contacts

📍 /gate (any screen) • 📞 Emergency Contacts

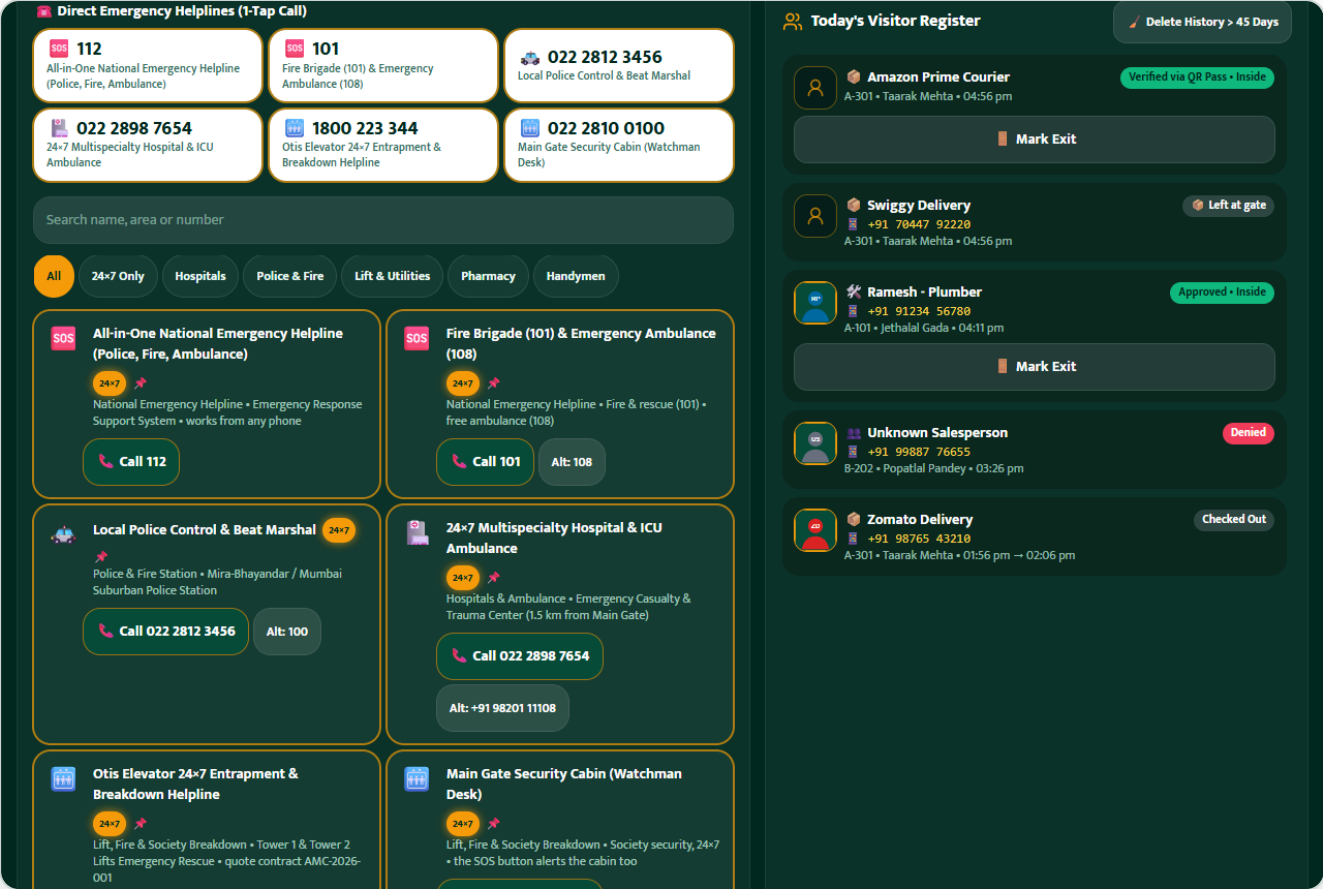
A resident's SOS takes over the gate screen with a siren until a guard acknowledges it.

Where to click and where to go

1. The screen turns crimson: 🚨 **CRITICAL SOS ALERT: {type}** with the tower, flat, resident and a 1-tap call; the **960 Hz ↔ 770 Hz** siren loops.
2. Tap 🚨 **Acknowledge & Dispatch Help Immediately**: the siren stops, the flat sees that help is coming and the committee is notified.
3. Open 📞 **Emergency Contacts** for 1-tap calls to the police, fire brigade, ambulance, hospitals and the society's own contacts.



The crimson SOS takeover with its acknowledge button.



📞 Emergency Contacts: 1-tap emergency dialing.