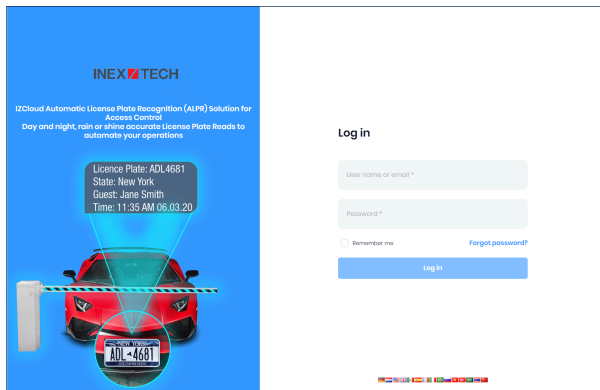


# IZCloud-HOA User Guide



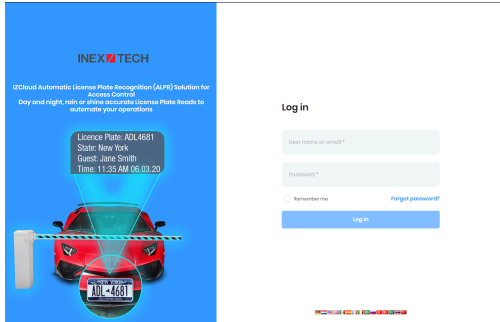
## Table of Contents

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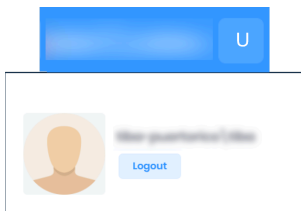
# 1. Logging In/Out

---

- Type the URL of your IZCloud site (provided by Inex) into your browser's address line
- Enter your username and password (provided by Inex).
- If this is your first login, you will be requested to change your password




- To log out, click on your username at the upper-right of the screen, then click the Logout button.



# 2. Help Tools

---

- Click the Help top menu for documentation.
- Click or hover over the Info icon  at the upper right of a page.

# 3. Adding and Configuring an Access List

---

## NOTE

The initial (default) Residents and related Guest lists are typically created and configured by Inex.

## IMPORTANT

If you delete an access list (using the Delete button ) , all of the access list's members will be deleted.

- From the Access Lists top menu, select Access Lists.
- To add a list, click the **+Add List** button at the upper right of the page (see the following Figure).

Id	Name	Description	ExternalId	
5	Non-resident golf club	-	-	
4	Vendors	-	-	
3	Residents	-	-	
2	Residents Guests	Guests for Residents	-	
1	Employee list	-	-	

Total Records Count: 5

(The Add/Edit List properties dialog also appears when you edit an existing list.)

- Enable the properties as specified by Inex.

**Add List** ✕

Name \*

Type

Grant ▼

Description

Fields

First and Last Name  
  Assign to Community  
  Address  
  Phone  
  UseEmailAddress  
 Access Code  
  Limited Time Interval  
  UseEditExternalId  
  UsePin

Options

IsAllFaceList  
  Pin to Menu  
  Create User  
  Enable Visitors  
  Manual Admit  
 Managed By Guards  
  Movable list

**NOTE**

The Enable Visitors property is optional, and relevant only for Resident-type lists. This will cause the automatic creation of a related "Guest" list when a new access list is added. (You do not need to add Guest lists using the **+Add List** button.)

(If you need to change the name of the original access list, you will have to change the associated Guest list's name.)

You add/associate Guests with access list members using the Manage Guests button (see Section 8).

The Pin to Menu property causes the access list to appear as a shortcut on the Access Lists menu.

## 4. Adding Members to an Access List











### **i** NOTE

Access list members can be imported from an Excel file. This is very useful when setting up your system for the first time (see Section 5).

Once an access list's members have been imported or manually entered, they can be bulk updated (see Section 6).































- From the Access Lists top menu, select Access Lists.
- On the Access Lists page, click on the row of the list for which you want to add/edit members.

Lists + Add List


Id	Name	Description	ExternalId	
5	Non-resident golf club	-	-	 
4	Vendors	-	-	 
3	Residents	-	-	 
2	Residents Guests	Guests for Residents	-	 
1	Employee list	-	-	 

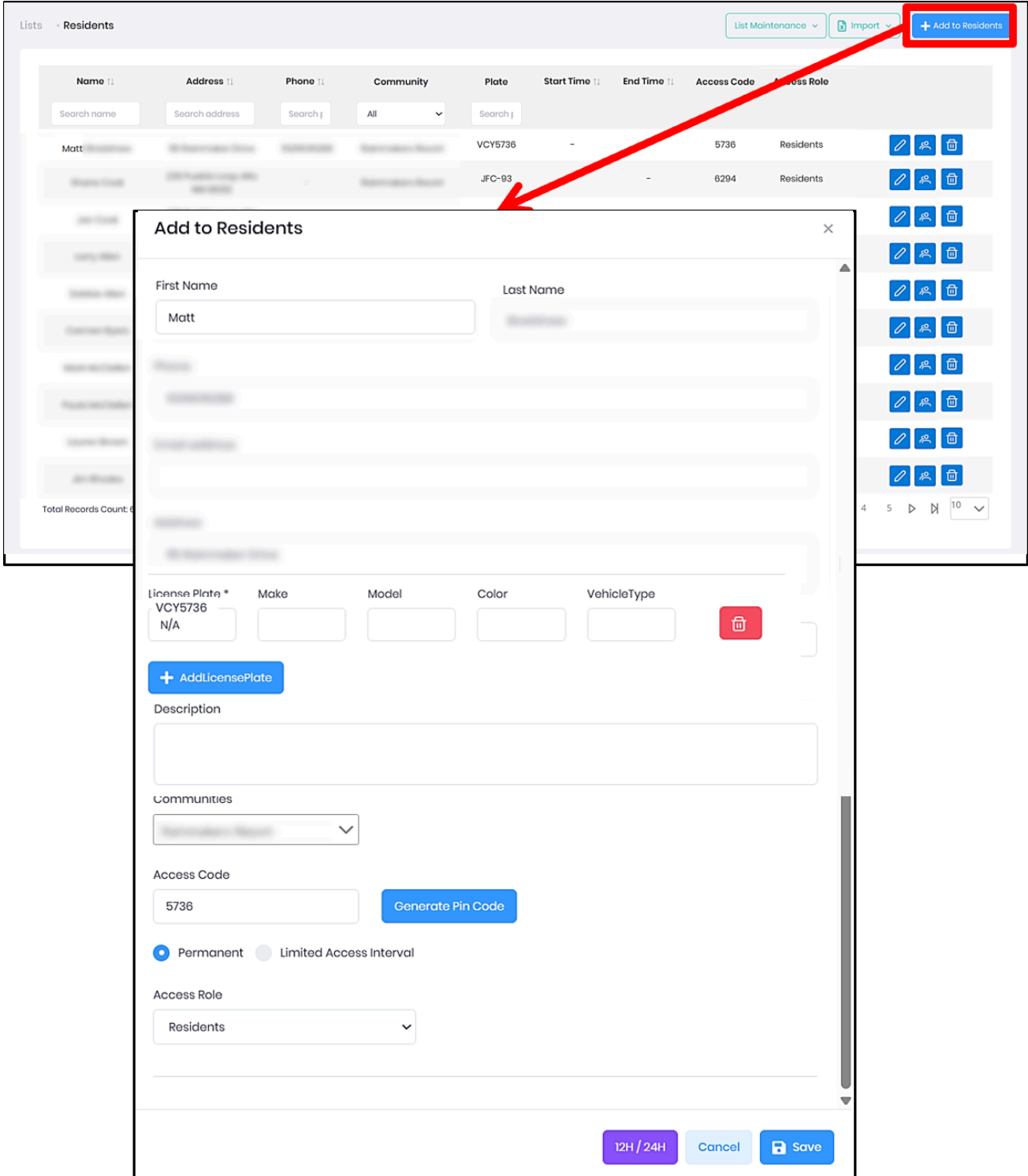
Total Records Count: 5 10

Lists - Residents List Maintenance Import + Add to Residents

Name	Address	Phone	Community	Plate	Start Time	End Time	Access Code	Access Role	
Matt				VCY5736	-	-	5736	Residents	  
				JFC-93	-	-	6294	Residents	  
				VWJ-5139	-	-	7518	Residents	  
				VYP7699	-	-	3927	Residents	  
				GLS450	-	-	7150	Residents	  
				RASADAZ, XHY5 957, RFX0361	-	-	2436	Residents	  
				454WRT	-	-	3815	Residents	  
				454WRT	-	-	3140	Residents	  
				WMD5405	-	-	4090	Residents	  
				PFW068, VXC9 071	-	-	0033	Residents	  

Total Records Count: 67 10

- On the list's page, click the **+Add to AccessListName** button at the upper right of the page. (After the member is added, you can edit a member's properties by clicking the Edit button  at the right of the member's row.)



The screenshot shows a web interface for managing a list of residents. At the top right, there are buttons for 'List Maintenance', 'Import', and '+ Add to Residents'. Below these is a table with columns: Name, Address, Phone, Community, Plate, Start Time, End Time, Access Code, and Access Role. The table contains two rows of data. A red arrow points from the '+ Add to Residents' button to the first row of the table. A modal window titled 'Add to Residents' is open in the foreground, containing the following fields:


- First Name:
- Last Name:
- Phone:
- Address:
- License Plate:  (with a red trash icon to its right)
- Make:
- Model:
- Color:
- VehicleType:
- + AddLicensePlate button
- Description:
- Communities:  (dropdown)
- Access Code:  (with a 'Generate Pin Code' button)
- Radio buttons:  Permanent,  Limited Access Interval
- Access Role:  (dropdown)
- Buttons at the bottom: 12H / 24H, Cancel, Save

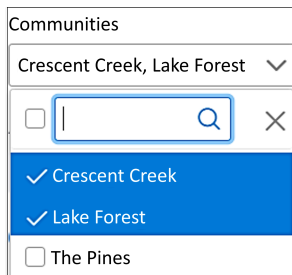
Note the explanations of the following fields:

**i NOTE**

Do not use any parentheses or dashes in phone numbers.

Either a License Plate or an Access Code can be used to open a gate.

- **Phone** - Enables input of a phone number.
- **License Plate** - The license plate number(s) of the member's vehicle(s).  
Click the **+AddLicensePlate** button to associate additional license plate(s) with the member (can be used multiple times); to remove a license plate, click the Remove License button .
  - **Make** - Vehicle make/manufacturer (Toyota, for example)
  - **Model** - Vehicle model (Camry, for example)
  - **Color** - Vehicle color
  - **VehicleType** - Vehicle type (car, truck, etc.)
- **Communities** - Your site may have several communities. Communities are typically places where license plate recognition cameras are located. You can associate a member of an access list with a Community so the member will be granted permission to enter. Your Communities will typically be pre-defined for you by Inex.



Communities	
Crescent Creek, Lake Forest	▼
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>
<input checked="" type="checkbox"/>	Crescent Creek
<input checked="" type="checkbox"/>	Lake Forest
<input type="checkbox"/>	The Pines

- **Access Code** - Enables display/input of an access code; this is a PIN code the member can use for entry.

- **Limited Time Interval** - Displays controls to put time/date limits on member access (typically Permanent for Residents, or Limited Access Interval for guests, vendors, etc.).

- Click in each date box to edit dates (mm/dd/yyyy); you can also use the calendar popup that appears. Note that the start time cannot be later than the end time.
- Use the spin buttons to select times during the day. The 12H/24H button determines the time format.

**! IMPORTANT**

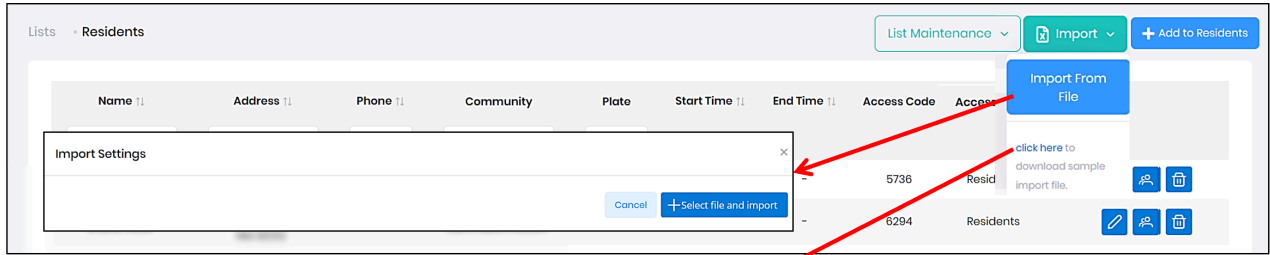
Access Schedules for members of an Access Role collection (see the Access Role field) are only effective during the Limited Time Interval (if any) set for each member (see Section 10).

- **Access Role** - Access Roles are collections of members (from any access list). Select the Access Role collection you want this member to be a part of. Access Roles are defined by your system administrator. You can view them by selecting Access Role from the Access Control top menu.

Access Role members are associated with Week Zones to enable gate access at certain times/days (see Section 10).

# 5. Importing Access List Members (Import)

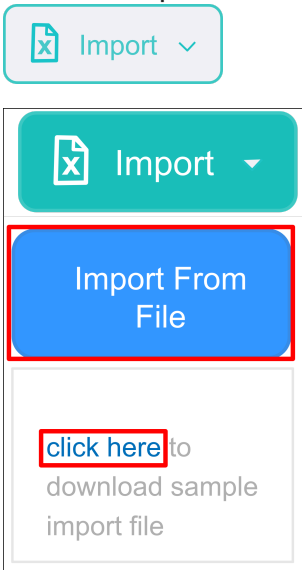
The Import function enables you to import access list members from an Excel file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	First Name	Last name	Phone number	Address	License plate	Community	Description	Time start	Time end	User name	Email address	Password	Should change password	Active	Externalid	IsDelete	AccessCode
2	Miya	Proctor	9874321111	1829 Lake Road	FFB521	Community1	User	03/04/2023 10:00	10/04/2023 17:00	MiyaProctor	MiyaProctor@gmail.com	Password123	True	True		FALSE	1234
3																	

Importing Access List Members

- Click the Import button at the upper right of the page:



- Click the "click here" (words) link in the dropdown to download a sample import file. For an explanation of access list member fields see Section 4.
- Click the Import From File button in the dropdown to start the import process.
- In the Import dialog, click the **+Select file and import** button, and select the file that you want to import.

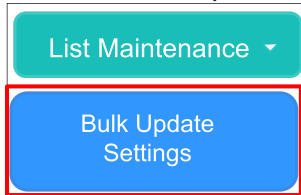
## 6. Bulk Update of Access List Members (List Maintenance)

Bulk Update enables you to update all of an access list's members. This saves time when you need to make global changes.

- Click the List Maintenance button at the upper right of the page:



- Click the Bulk Update Settings button that appears:



**Bulk Update Access Settings** [Close]

Permanent  Limited Access Interval

Update Start Time  Update End Time

Access starts on \*  Access ends on \*

12 : 20  :

Update Acc

Access Role

Calendar: March 2026

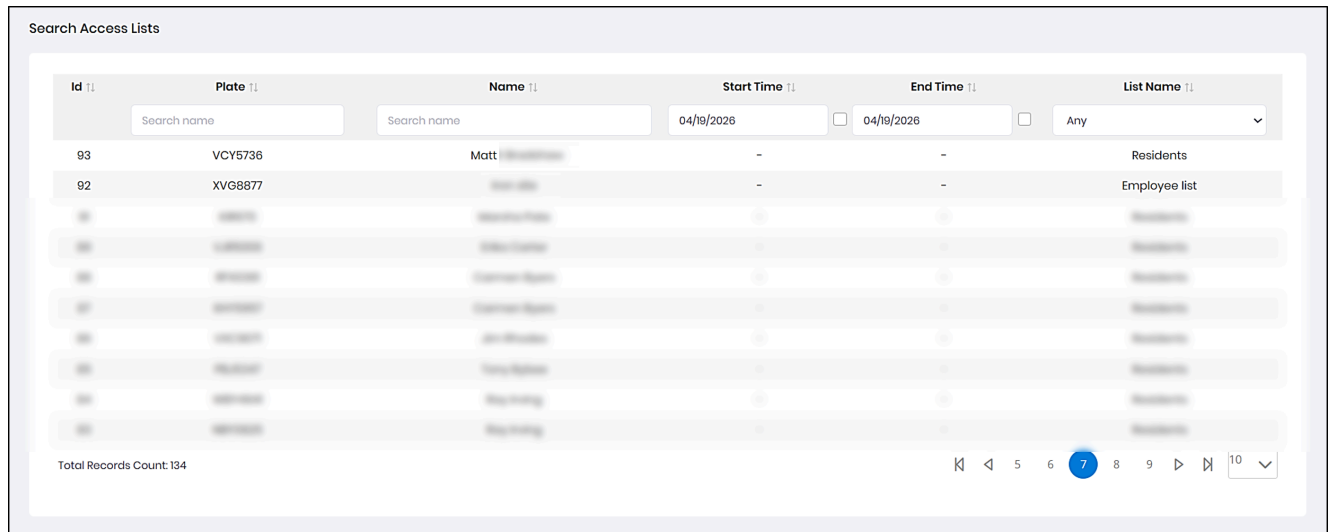
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31	1	2	3	4
15	5	6	7	8	9	10	11

Cancel Save & Apply

- Configure the items you want to update for all of the list's members (see Section 4).
- Click Save & Apply

## 7. Searching Access Lists

- From the Access Lists top menu, select Search Access Lists.



Search Access Lists

Id	Plate	Name	Start Time	End Time	List Name
93	VCY5736	Matt	-	-	Residents
92	XVG8877		-	-	Employee list
91			-	-	Residents
90			-	-	Residents
89			-	-	Residents
88			-	-	Residents
87			-	-	Residents
86			-	-	Residents
85			-	-	Residents
84			-	-	Residents
83			-	-	Residents
82			-	-	Residents
81			-	-	Residents
80			-	-	Residents

Total Records Count: 134

Navigation: 5 6 7 8 9 10

- For an explanation of how to filter/sort the columns, see Section 11.2.

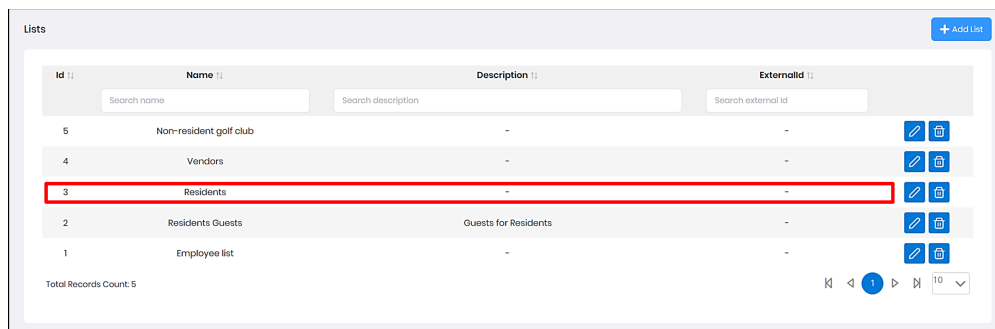
## 8. Assigning a Guest to an Access List Member











### **i** NOTE

Guests can also be assigned to access list members by a guard (see Section 9).

Guest list properties are typically configured by Inex.


- From the Access Lists top menu, select Access Lists.
- Click on the row of the list for which you want to add guests to its members.



Id	Name	Description	ExternalId	
5	Non-resident golf club	-	-	 
4	Vendors	-	-	 
3	Residents	-	-	 
2	Residents Guests	Guests for Residents	-	 
1	Employee list	-	-	 

Total Records Count: 5

Navigation: < 1 > 10

- Click the Manage Guests button  on the row of the member to which you want to assign a guest (see the following Steps to Assign Guests Figure).

Lists - Residents

List Maintenance Import + Add to Residents

Name	Address	Phone	Community	Plate	Start Time	End Time	Access Code	Access Role
Search name	Search address	Search	All	Search				
Matt				VCY6736	-	-	8736	Residents
				JFC-93	-	-	6294	Residents
				VWJ-5139	-	-	7818	Residents
				VYP7699	-	-	3927	Residents

Lists - Residents Residents Guests for Matt

+ Add Guest

Name	Community	Plate	Start Time	End Time	Access Code	Access Role
Search name	All	Search plate				
John Smith		ABC1234	01:25 pm 04/20/2020	01:25 pm 04/20/2020	5817	

Total Records Count: 1

Add Guest

Visiting: MGE

Type: Person

First Name: John Last Name: Smith

License Plate: ABC1234 Make: Model: Color: Vehicle Type:

+ Add License Plate

Description:

5817 Generate Pin Code

Permanent Limited Access Interval

Access starts on: 04/20/2020 Access ends on: 04/20/2020

01 : 25 PM

Access Role:

OK / Save Cancel Save

Lists - Residents Guests

List Maintenance

Name	Community	Plate	Visiting	Start Time	End Time	Access Code	Access Role
Search name	All	Search	Search visiting				
John Smith		ABC1234	Matt	01:25 pm 04/20/2020	01:25 pm 04/20/2020	5817	



Total Records Count: 1

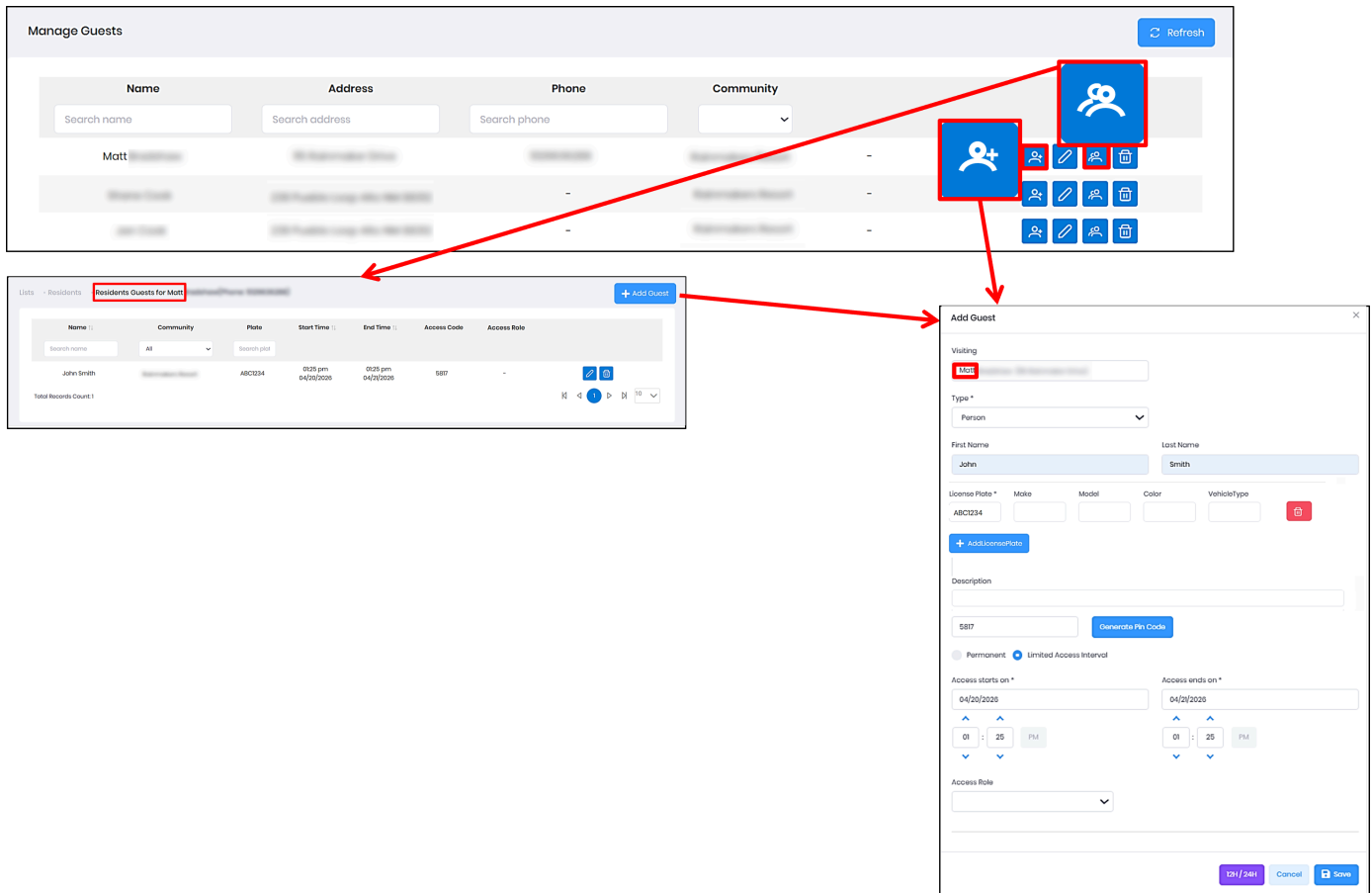
### Steps to Assign Guests

- The title of the page that opens will be: AccessListName Guests for MemberName. In this example, "Matt" is the member of the "Residents" access list for which we want to add a guest (John Smith).
- Click the **+Add to AccessListName Guests** button to see the Add Guest dialog. Most of the fields displayed are the same as when adding an access list member, with a few exceptions (see Section 4).
  - Visiting** - Read-only field of original Access List member who the Guest will be visiting.
  - Type** - Person, Household, Company
- The new guest will appear in:
  - The Guest page for the specific member
  - The Guest list associated with the member's Access List

## 9. Guard Guest Management (Guard > Manage Guests)

This page displays members of all access lists that have Guest lists. It enables a guard to admit new guests by assigning them to the appropriate access list member (see Section 8).

- From the Guard top menu, select Manage Guests. Use the Add Guest  and Manage Guests  buttons to assign guests to the member.



The screenshot illustrates the process of adding a guest to an access list. It is divided into three main sections:

- Manage Guests:** A table with columns for Name, Address, Phone, and Community. A search bar is at the top. A red box highlights the 'Add Guest' icon (a person with a plus sign) and the 'Manage Guests' icon (a person with a gear) in the top right corner.
- Residents Guests for Matt:** A table with columns for Name, Community, Photo, Start Time, End Time, Access Code, and Access Role. A red box highlights the 'Add Guest' button in the top right corner.
- Add Guest Form:** A form with fields for: Visiting (with a dropdown menu), Type (with a dropdown menu), First Name, Last Name, License Plate (with fields for Make, Model, Color, and Vehicle Type), Description, Access Code (with a 'Generate Pin Code' button), Access starts on (with date and time pickers), Access ends on (with date and time pickers), and Access Role (with a dropdown menu). A red box highlights the 'Add Guest' button in the top left corner.

Red arrows indicate the flow of the process: from the 'Add Guest' icon in the 'Manage Guests' table to the 'Add Guest' button in the 'Residents Guests for Matt' table, and then to the 'Add Guest' form.

*Guard Steps to Assign Guests*

# 10. Associating Access Role Members with Week Zones

## 10.1. Understanding Day Zones and Week Zones

**NOTE**

Day Zones and Week Zones are defined by your system administrator. You can view them by selecting Day Zone and Week Zone from the Access Control top menu.

For ease of use, Day Zone names should clearly describe the time ranges defined by the zone (for example, use "6am-12pm" instead of "Mornings").

Each Day Zone is a set of time periods (sections) during a day when a gate can be accessed using a PIN code (access code).

Each Week Zone is a set of days of the week. Each day has its own Day Zone associated with it.

In this example, the "6am-12pm" Day Zone enables access for the weekdays of the "WkDayMornAllDayWkEnd" Week Zone, and the "24/7" Day Zone enables access for the weekend days of the "WkDayMornAllDayWkEnd" Week Zone.

The image shows two screenshots from a system configuration interface. The top screenshot, titled "Day Zones", displays a table with columns for Name, Day Section 1, Day Section 2, Day Section 3, Day Section 4, and Day Section 5. Two rows are highlighted with red boxes: "24/7" and "6am-12pm". The bottom screenshot, titled "Week Zones", displays a table with columns for Name, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The "WkDayMornAllDayWkEnd" row is highlighted with a red box, and its cells for Monday through Friday contain "6am-12pm", while Saturday and Sunday contain "24/7". Red arrows point from the "24/7" row in the Day Zones table to the Saturday and Sunday cells in the Week Zones table, and from the "6am-12pm" row in the Day Zones table to the Monday through Friday cells in the Week Zones table.

Name	Day Section 1	Day Section 2	Day Section 3	Day Section 4	Day Section 5
24/7	00:00:00-23:59:00	00:00:00-23:59:00	00:00:00-23:59:00	00:00:00-23:59:00	00:00:00-23:59:00
6am-6pm	06:00:00 - 18:00:00	00:00:00 - 00:00:00	00:00:00 - 00:00:00	00:00:00 - 00:00:00	00:00:00 - 00:00:00
6am-12pm	06:00:00-12:00:00	06:00:00-12:00:00	06:00:00-12:00:00	06:00:00-12:00:00	06:00:00-12:00:00

Total Records Count: 3

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24 hours	24/7	24/7	24/7	24/7	24/7	24/7	24/7
6am-6pm	6am-6pm	6am-6pm	6am-6pm	6am-6pm	6am-6pm	6am-6pm	6am-6pm
WkDayMornAllDayWkEnd	6am-12pm	6am-12pm	6am-12pm	6am-12pm	6am-12pm	24/7	24/7

Total Records Count: 3

*Day Zone/Week Zone Relationships*

## 10.2. Defining Access Schedules for Access Roles

Access Role members are associated with Week Zones to enable specific gate PIN code (access code) entry during certain times/days (see the Access Role field in Section 4). This association is called an "Access Schedule", and is created via Devices (Access Control Panels) connected to gates.


- From the Maintenance top menu, select Devices.

### ! IMPORTANT

Access Schedules for members of an Access Role collection are only effective during the Limited Time Interval (if any) set for each member (see the Limited Time Interval field in Section 4).

The screenshot displays the 'Devices' management interface. It features a table with columns for Location, Model, S/N, Community, and Status. Two 'Access Board' devices are listed. A red box highlights the 'Set Access Schedule' button in the Actions column for the second device. Below this, a modal window titled 'Access Schedule SASAI8100006' is shown. It contains a list of schedules for Port/Location 0, 1, and 2. The 'WkDayMornAndAllDayWkEnd' zone is selected for Port/Location 2. A red box highlights this selection, and a red arrow points from the 'WkDayMornAndAllDayWkEnd' zone in the 'Week Zones' table below to this selection in the modal. The 'Week Zones' table has columns for Name, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The 'WkDayMornAndAllDayWkEnd' zone is highlighted in red in the table.

### Access Schedules For Access Roles





- To define an Access Schedule for the gates connected to an Access Panel, click the Access Panel's Actions button and select "Set Access Schedule".
  - To add an Access Schedule row, click the "Add Schedule for Access Role" button. For each Access Schedule:
    - Select a port (gate location) and Access Role (collection of members).
    - Select a Week Zone for the Access Schedule (see Section 10.1).
  - To remove a schedule, click the Remove Schedule button .

# 11. Viewing LPR and Other Access Events

This page enables you to view all types of Events, including LPR and access code Events.

The screenshot shows the 'Events' page interface. At the top right, there are two buttons: 'Open Gates' and 'Refresh'. Below these is a table with the following columns: Time Stamp, Gate, List, Address, Plate, Plate Image, Action, and Name. The table contains several rows of event data, including timestamps, gate names (e.g., Main Gate Exit, Main Gate Entry, West Gate Entry), list types (e.g., Employee list, Residents), addresses, plate numbers (e.g., CBGG73, RYA710, HDC0730, BBHC41, RAIN3, CCDZ45, VCY5736, SHT752), plate images, and actions (Grant, Deny). At the bottom left, it says 'Total Records Count: 3563'. At the bottom right, there are pagination controls showing page 27 of 10, and a 'jump to top' button.

## 11.1. Events Page Elements

- For help tools (such as the Info  icon at the upper right of the page), see Section 2.
- For methods for opening gates manually, including the Open Gates  button, see Section 12.
- The Refresh button  refreshes the page with the latest data.
- Page controls are located at the lower right. You can select the number of records to display on each page, and jump to specific pages. There is a also a "jump to top" button .

## 11.2. Events Columns/Filters

- **Toggle Sort Order**

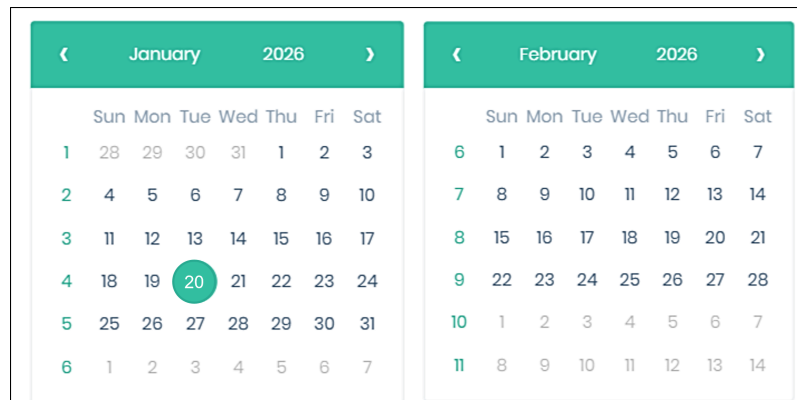
To toggle (ascending/descending) the list's sort order by a specific column (with an "up/down arrows" icon), click on the column header - it will be highlighted.

- **Text Filters** (such as Plate)

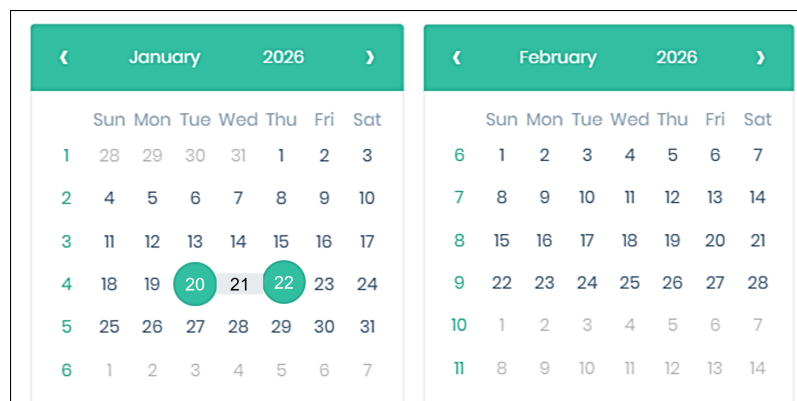
To use text filters, enter characters that can appear anywhere in that column's entries. For example, KZ will find KZR3791 and JKZ0714.

- **Time Stamp**

- Click in the text box to display a calendar popup (see Calendar Popup)
- Click once to select a start date (see Selecting a Date Range)
- Click again to select an end date (even if the same date)
- After selecting a range, the filter's checkbox will be selected. To clear the filter, clear the checkbox.



*Calendar Popup*



*Selecting a Date Range*

- **Gate** - Select All, or a specific gate
- **List** - If applicable, the access list the person is a member of

- **Address** - Address of the person connected to the Event
- **Plate** - LPR plate read returned from the camera
- **Plate Image** - See Section 11.3
- **Action** - The most commonly used Actions are:
  - Grant - Valid access code or LPR plate recognition; gate opened
  - Deny - Invalid access code or LPR plate recognition; gate not opened
  - Open - Gate opened manually (see Section 12).
- **Name** - Name of the person connected to the Event (typically an access list member)

### 11.3. Clicking on Event Row Elements

- Empty row area (double-click) - Displays a tabbed popup with history details.

LicensePlate: VCY5736

ChangeEventHistory | ListPlateEventsHistory

Time Stamp	License plate	Booking Id	Type	Action	AuthType
17/04/26, 08:27 am	VCY5736	-	ListPlate	Granted	-

*Events: Change Event History Popup Tab*

LicensePlate: VCY5736

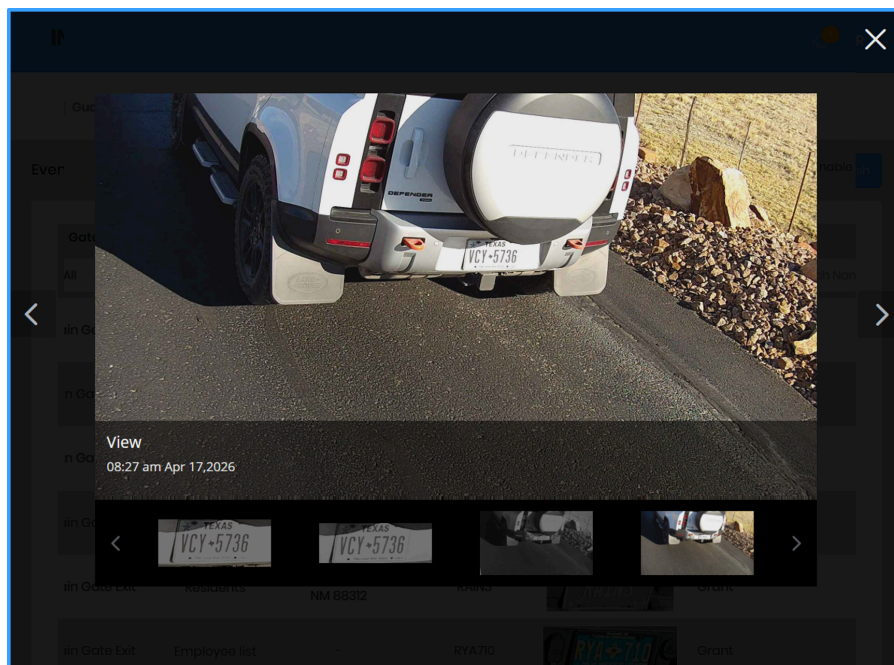
ChangeEventHistory | ListPlateEventsHistory

EventsCountForMonth	25
EntEventsCountForMonth	13
EventsTotalCount	25

Time	PlateRead	Gate	Access
17/04/26, 08:27 am	VCY5736	Main Gate Exit	Granted
16/04/26, 05:48 pm	VCY5736	Main Gate Exit	Granted
16/04/26, 01:34 pm	VCY5736	Main Gate Entry	Granted
16/04/26, 01:12 pm	VCY5736	Main Gate Exit	Granted

*Events: List Plate Event History Popup Tab*

- **Plate Image (single click)** - Displays plate and overview images of the Event. Click on each thumbnail to switch between images (see Event Images Popup). To close, click on the "x" at the upper right of the popup.



*Event Images Popup*

## 12. Opening Gates Manually

Gates can be opened manually with the following two methods:

- To open a gate on a lane whose vehicles are being viewed by an LPR camera:
  - Click the Open Gates button at the upper right of the Events page (see Section 11).

Open Gates

- You will see a dialog with the list of Gates and their associated camera statuses.

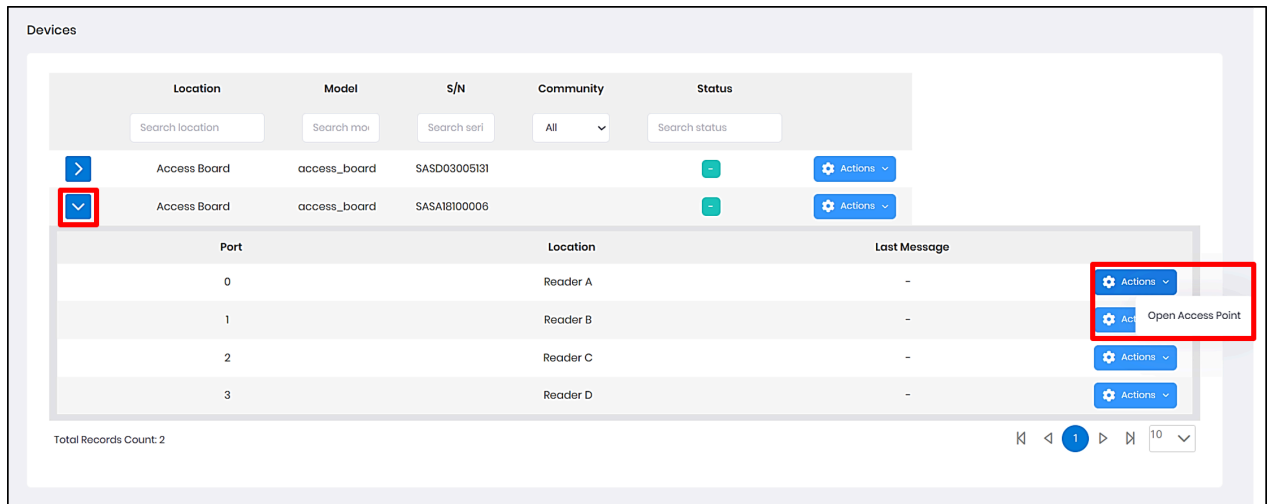
Name	Online/Offline	
Main Gate Entry	Online	Open Gate
Main Gate Exit	Online	Open Gate
West Gate Entry	Online	Open Gate
West Gate Exit	Offline	Open Gate

- Click the Open Gate button for the gate you want to open.

**! IMPORTANT**

Offline cameras cannot be accessed to open a gate.

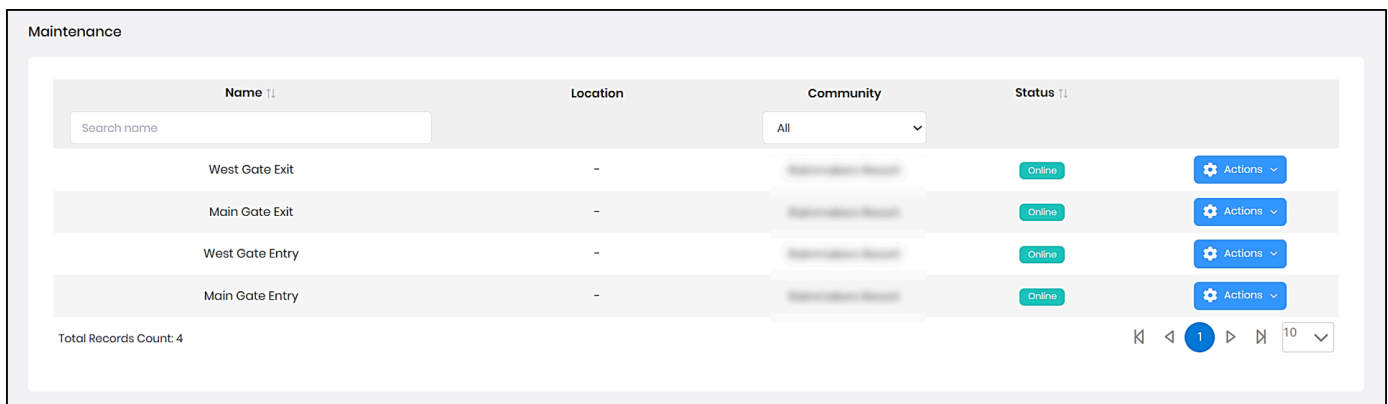
- To open a gate using its connection to an Access Panel:
  - From the Maintenance top menu, select Devices.



- To open an Access Panel row's port details pane, click the button at the left of the row . Each Access Panel has several ports, corresponding to the "Reader" input and "Lock" output connections on the Access Panel. Port "0" corresponds to the "A" connections, port "1" corresponds to the "B" connection, etc. These connections control the opening of gates at your site (see the "IZCloud-HOA Solution: Installation Guide" document). To close the pane, use the same button (changed to a down arrow) .
- Click the desired port's Actions button and select "Open Access Point".

## 13. Viewing Camera Statuses

- From the Maintenance top menu, select Cameras.

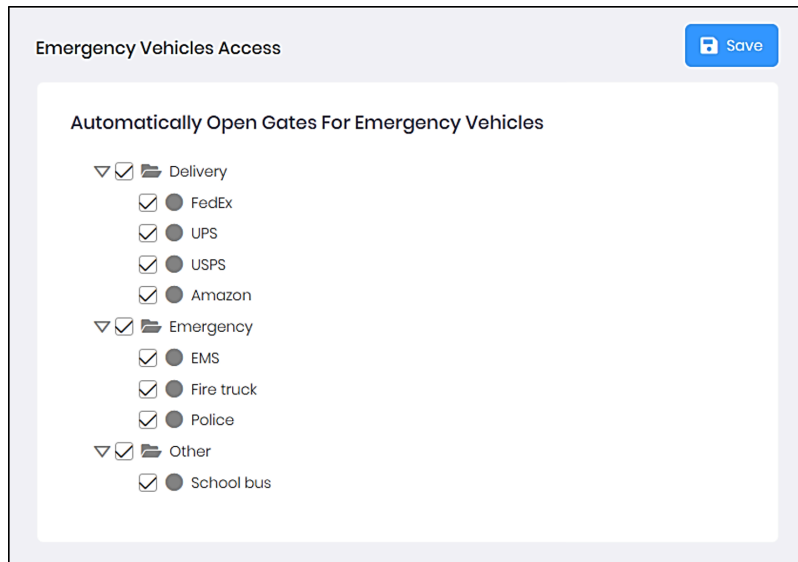


- You can also see statuses by clicking the Open Gates button (see Section 12) at the upper right of the Events page (see Section 11).

## 14. Emergency Vehicles Access - Automatic Gate Opening

Gates can be opened automatically for special vehicles, such as first responder/emergency vehicles, delivery trucks and school buses. These vehicles can be recognized by their type, external markings and other physical characteristics - without pre-defining their plate numbers.

- From the Access Control top menu, select Emergency Vehicles Access.
- Use the checkboxes to select the vehicles you want to recognize.



The screenshot shows a web interface titled "Emergency Vehicles Access" with a "Save" button in the top right corner. The main content area is titled "Automatically Open Gates For Emergency Vehicles" and contains three expandable sections, each with a folder icon and a checked checkbox:

- Delivery** (checked):
  - FedEx
  - UPS
  - USPS
  - Amazon
- Emergency** (checked):
  - EMS
  - Fire truck
  - Police
- Other** (checked):
  - School bus

## 15. Troubleshooting

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### **i** NOTE

If there is no internet access at your site, IZCloud will not be able to be updated with new data.

**If Events are not being recorded, and/or a member with a defined license plate is not being granted access:**

- Refresh the page where you expect to see the Event.
- Verify that the plate number and/or access code was entered correctly in the member's data (see the License Plate and Access Code fields in Section 4).
- For LPR Events, verify that the status of the camera is online (see Section 13). You may also need to refer to the gate manufacturer's guide to troubleshoot related hardware problems.

**If IZCloud is not accessible:**

- Check that you have internet access.
- Try to access IZCloud via a different browser (Google Chrome, FireFox, Microsoft Edge)
- If this has not resolved the issue, escalate to the Inex Support Team.

# 16. Notices

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## 16.1. Inex Technologies End User Agreement

Be sure to read the following document that explains important information about your agreement with Inex. [Inex Technologies End User Agreement](#)

## 16.2. Documentation Notices

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In addition, please note that some figures are not drawn to scale, in order to illustrate the addressed issue more effectively.

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# 17. Document Change History

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Date	Change
2026-04-27	<ul style="list-style-type: none"><li>Initial version</li></ul>

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Doc. No. IZCLOUD-HOA-MAN-002a Ver. 2026-05-11

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