

VISITOR MANAGEMENT SYSTEM

USER MANUAL- Visitors

Introduction: Visitor Management System is an online/app platform, designed to assist the visitors of Technopark Campus with Entry Pass. Using this system, candidates/ visitors can create/ request their entry pass to the Technopark Campus directly via mobile-app/ web-browser. Once the pass is created/ approved by the companies, visitors will get an URL via SMS/ e-mail to generate their entry pass. The softcopy of the pass generated from the URL can be shown on their gadgets at Technopark Entrance Gate to enter into the Campus.

Visitors who do not have a smartphone can print their hardcopy of the entry pass on the scheduled date of visit from the self-operating Kiosks placed at the Reception Building by using the 5 digit OTP (One Time Password) received as SMS and enter into the campus.

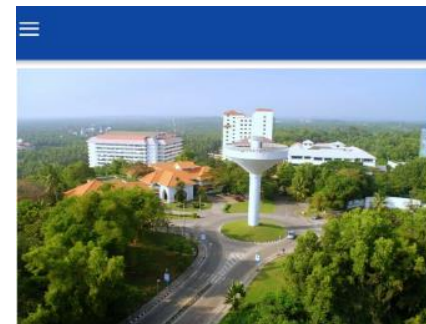
Process- via Mobile App

Download and install the Visitor Management System Mobile App to the mobile phones from Play Store/ App Store by searching "Technopark Visitor"

Play Store (Android): [Click here to download the app from Play Store](#)

App Store (iOS): [Click here to download the app from App Store](#)

Once the app is installed, Open the App and click on "REGISTER"




Welcome to Technopark

Technopark is an autonomous organisation fully owned by Government of Kerala registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. This is a CMMI Level 4, ISO 9001:2008, ISO 14001:2004 and OSHAS 18001:2007 certified Technology Park.

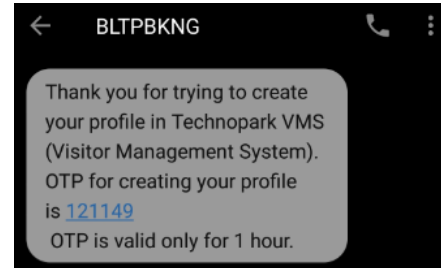
(More)

REGISTER


Enter your mobile number and Click on "NEXT".



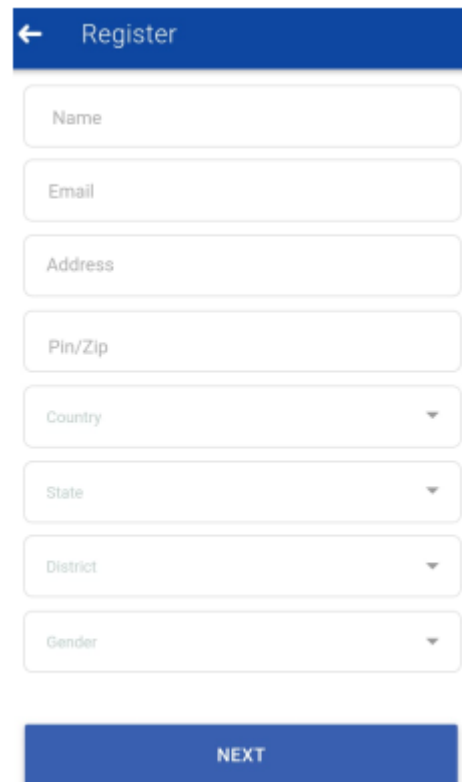
You will receive a 6 digit OTP in the registered mobile number within 5 minutes. This OTP will be valid for 1 hour.



Enter the OTP in the screen and click "Next"



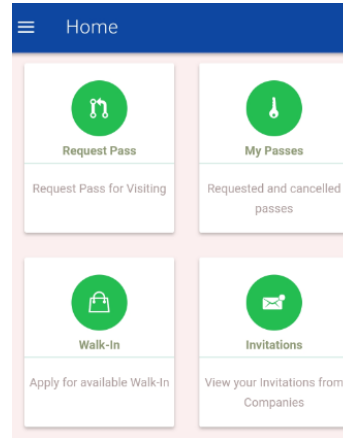
In the next screen, provide the details such as Name, email id, Address etc. and click on "Next". Subsequently, upload the photo ID card and Photo in the next screen when asked and click on "Next" button.



← Register

Now the Dashboard of the App is opened with 4 below mentioned Menus.

- Request Pass
- My Passes
- **Walk-In**
- Invitations



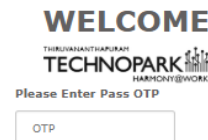
Request Walk-In entry pass

New Pass requests can be submitted from here.

Open "Walk-In" Menu and tap the "-->" icon located at the right side of the Walk-In interview details listed to apply.

Now the entry pass URL will be sent to the registered e-mail id and mobile number of the candidate.

The softcopy of the entry pass generated from the URL can be shown on candidates gadgets at Technopark Entrance Gate to enter into the Campus.



Visitors who do not have a smartphone can print their hardcopy of the entry pass on the scheduled date of visit from the Kiosks placed at the Reception Building by using the 5 digit OTP (One Time Password) received as SMS and enter into the campus.



Note: Original certificates will be verified at the Entry Gate for the Walk-In interview entry.

Users can update their profile from the "Menu" located at the top left.

For updating the profile, click in the "Menu", and select "My Profile" and click on the "Edit" icon located at the bottom right.



Process- via Web Browser

Open the URL vms.technopark.org from any browser.

Enter your mobile number and click on "Go"

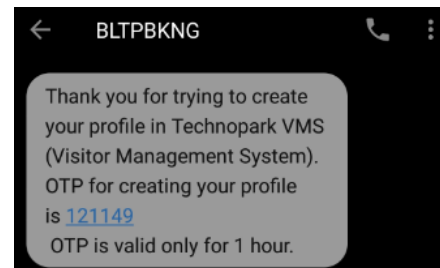
Visitor's Sign In / Register

Please provide your mobile number to proceed with

Mobile

[Forgot Password](#)

You will receive a 6 digit OTP in the registered mobile number within 5 minutes. This OTP will be valid for 1 hour.



Enter the OTP and click on "Submit"

We have just send an OTP to your mobile. Please enter the same here to proceed.

In the next screen, provide your details such as Name, E-mail, Address etc. and click on Next.

Enter Visitor Details

* Name

* Mob No.

Email

* Address

* Country

* State/Province

* District/City

* PIN/ZIP

* Gender Male Female Others

Now, you will be directed to upload your recent photo.

After uploading the same, click on Next.

Select the ID proof, enter the ID card number, upload the document and click on "Submit".

Thank you for the Verification!

Your account is now active. Please set your password here to proceed.

Now you are redirected to create a password.

Now you will be redirected to the home page with the following Menu option.

- Dashboard
- My Profile
- My Invitations
- **Attend Walk-In Interview**

Dashboard

- My Profile
- My Pass Requests
- My Invitations
- Attend Walk-In Interview

Welcome **[User Name]**
 Thank you for using Technopark Visitor Management System

My recent Technopark Visit:

Show entries Search:

Company	Date	Approved	Used	Status	Action
[Company]	24/12/2018	Yes	No	Cancelled	
[Company]	18/12/2018	Yes	No	Approved	
[Company]	18/12/2018	No	No	Requested	<input type="button" value="Cancel Requested Pass"/>

Dashboard

From the Dashboard, you can create a pass for attending the Walk-In interview.

Attend Walk-In Interview: All the scheduled Walk-In interview details will be listed here. Click on the "Apply" button to attend a walk-in and confirm the date. Then click on Apply for Pass. Now, candidates will get an URL via SMS/ e-mail to generate their entry pass. **The softcopy of the pass generated from the URL can be shown on their gadgets at Technopark Entrance Gate to enter into the Campus.**

Candidates who do not have a smartphone can print their hardcopy of the entry pass on the scheduled date of interview from the Kiosks placed at the Reception Building by using the 5 digit OTP (One Time Password) received as SMS and enter into the campus.

Note: Original certificates will be verified at the Entry Gate for the Walk-In interview entry.

The screenshot shows a web interface for 'Walk In Interview'. On the left is a sidebar menu with options: Dashboard, My Profile, My Pass Requests, My Invitations, and a highlighted 'Attend Walk-In Interview' button. The main content area has a title 'Walk In Interview', a 'Show 10 entries' dropdown, and a search box. Below is a table with columns: Date Published, Start Date, End Date, Start Time, End Time, Company, Position, Applied, Used, and Action. The table contains three rows of data, with the last two rows having a green 'Apply' button in the Action column.

Date Published	Start Date	End Date	Start Time	End Time	Company	Position	Applied	Used	Action
04/12/2018	05/12/2018	06/12/2018	10:00 AM	05:00 PM			Yes	No	Applied
28/11/2018	04/12/2018	06/12/2018	09:00 AM	05:00 PM			No	No	Apply
27/11/2018	04/12/2018	13/12/2018	09:00 AM	03:00 PM			No	No	Apply

My Profile

The visitor can update the profile details and upload photo and ID proofs. The visitor can also change his password by clicking on Change Password. To change the password the visitor would require to enter the old password, then enter the new password and confirm the same. On clicking submit, the visitor would be redirected to the home page for login.

The screenshot shows the 'My Profile' form. On the left is a sidebar menu with options: Dashboard, My Profile (highlighted), My Pass Requests, My Invitations, and Attend Walk-In Interview. The main content area has a title 'My Profile' and a form with the following fields: Name, Mob No., Email, Address, Country (dropdown), State/Province (dropdown), District/City (dropdown), PIN/ZIP, Gender (radio buttons for Male, Female, Others), and a photo upload section with a 'Recent Photo' button and a 'Recent Photo' image. Below the photo upload section are buttons for 'Aadhar', 'Driving License', 'Passport', and 'Voter's ID'. At the bottom are 'Save' and 'Change Password' buttons.

The visitors can log out whenever desired by clicking on Logout on the right-hand side of the blue menu bar.

End