

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, visitors can request for an entry pass to the companies directly via web-browser/ mobile-app. Once the pass is approved by the companies, visitors will get an URL via SMS 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

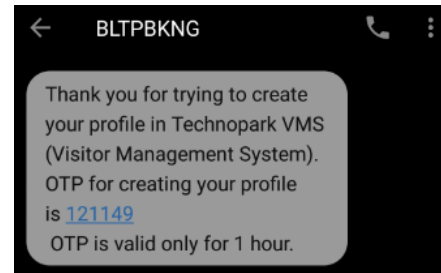


Enter registered Mob. No.

NEXT

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"

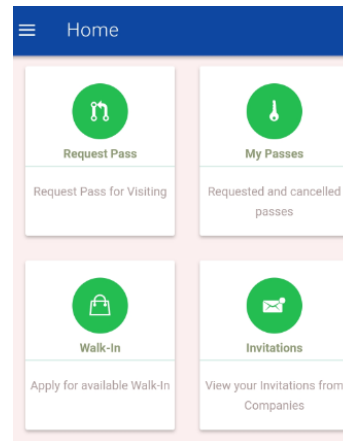
A mobile application screen for OTP verification. At the top center is a blue circular icon containing a white silhouette of a person's head and shoulders. Below the icon is a white text input field with a thin grey border, containing the number "121149". At the bottom of the screen is a solid blue rectangular button with the word "NEXT" written in white capital letters.

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.

A mobile application screen titled "Register" in a blue header bar. Below the header are eight white input fields with grey borders, stacked vertically. The fields are labeled: "Name", "Email", "Address", "Pin/Zip", "Country", "State", "District", and "Gender". The "Country", "State", "District", and "Gender" fields have a small downward-pointing arrow on the right side, indicating they are dropdown menus. At the bottom of the screen is a solid blue rectangular button with the word "NEXT" written in white capital letters.

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

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



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.



Request pass

New Pass requests can be submitted from here.

Open "Request Pass" Menu and type the company's name where you would like to visit.

Provide the details such as "Name of the Person to Meet", Designation, Reason for the meeting, Date and Time and click on "Request"

Now you will get a message "Pass request has been submitted"

Once the requested pass is approved by the company, visitors will get an URL via SMS to generate their entry pass. **The softcopy of the pass generated from the URL can be shown on 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.

1	2	3
4	5	6
7	8	9
↻	0	←

Process- via Web Browser

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

Enter your mobile number and click on "Go"

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"

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

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

After uploading the same, click on Next.

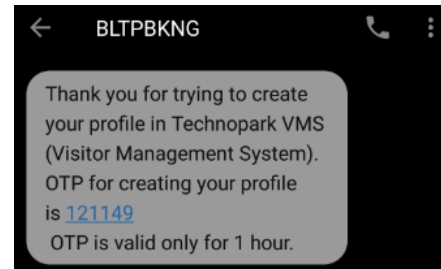
Select the ID proof, enter the ID card number, upload the document and click on "Submit".

Visitor's Sign In / Register

Please provide your mobile number to proceed with

Mobile

[Forgot Password](#)



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

[Resend OTP](#)

Enter Visitor Details

* Name

* Mob No.

Email

* Address

* Country

* State/Province

* District/City

* PIN/ZIP

* Gender Male Female Others

Now you are redirected to create a password.

Thank you for the Verification!

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

Submit

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

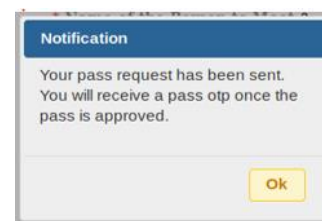
- Dashboard
- My Profile
- My Invitations
- Attend Walk-In Interview

Dashboard

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

Request New Pass: Click on “Request New Pass” and select the company and provide the mandatory details such as Person to meet or Designation, Visitor Type, Data and Time, and click on “Request”

A confirmation message will be displayed.



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 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.

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

Walk In Interview

Show entries

Search:

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.

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

My Profile

* Name

* Mob No.

[Change](#)

Email

[Change](#)

* Address

* Country


* State/Province

* District/City

* PIN/ZIP

* Gender Male Female Others


[Save](#) [Change Password](#)



(File type supported: png or jpg. Maximum file size: 2MB)

Recent Photo

(Upload any one of the below documents. File type supported: png or jpg. Maximum file size: 2MB)



Aadhar

Driving License

Passport

Voter's ID

My Pass Requests

The visitor can view all the previous Technopark visits. Visitors can also request a new pass and cancel requested passes.

My invitations

If any of the Technopark Company has created an entry pass for you, then the details will be shown here.

Attend Walk-IN Interview: Details explained above as the menu "Attend Walk-IN Interview" is available in Dashboard.

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

End