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.
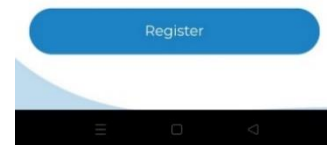
Process- via Mobile App

Download and install the Visitor Management System Mobile App to the mobile phones from Play Store/ App Store by searching "Technopark Visitor"
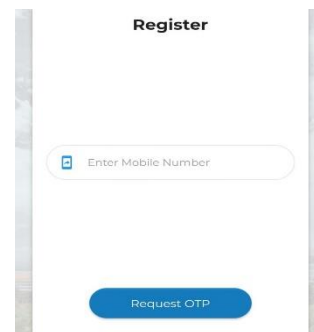
Play Store (Android): Click here to download the app from Play Store

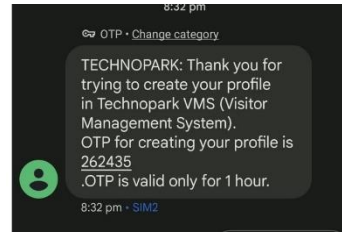App Store (iOS): Click here to download the app from App Store

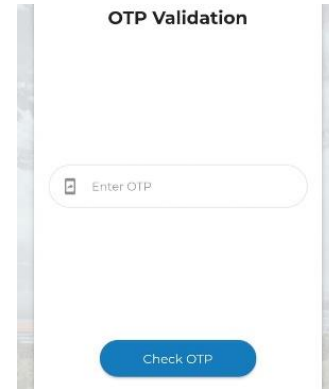Once the app is installed, Open the App and click on "REGISTER"

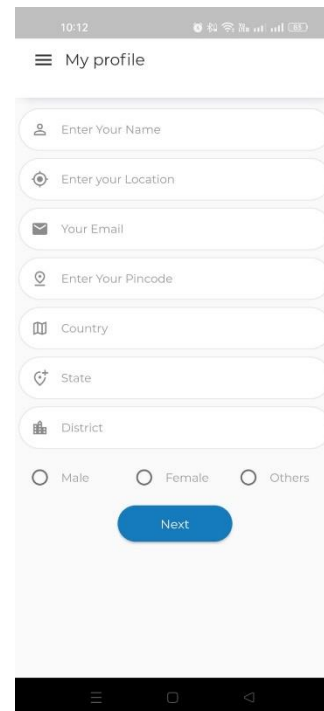Enter your mobile number and Click on "NEXT".

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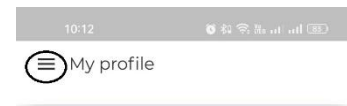

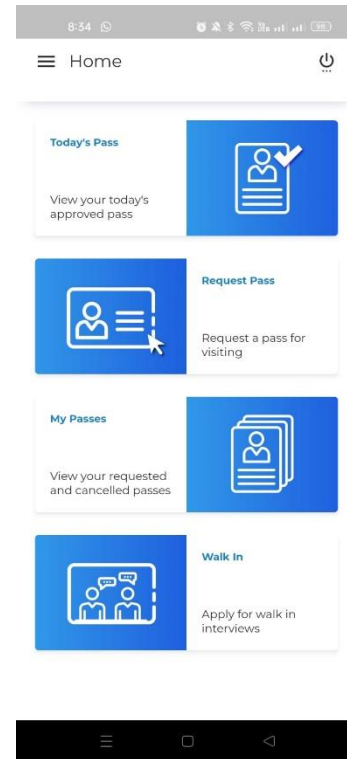Enter the OTP in the screen and click "Next"

In the next screen, provide the details such as Name, Address, Email id etc. and click on "Next". Subsequently, upload the photo ID card and Photo in the next screen when asked and click on "Next" button.
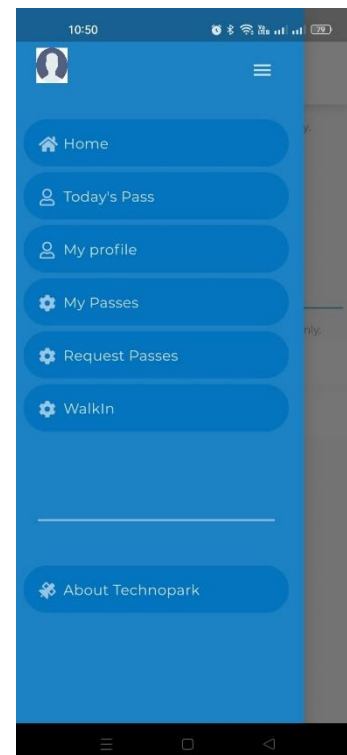
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Now the Dashboard of the App is opened with 4 below mentioned Menus.

- Today's Pass
- Request Pass
- My Passes
- Walk In

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

For updating the profile, click on 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 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 receive a confirmation 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 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.
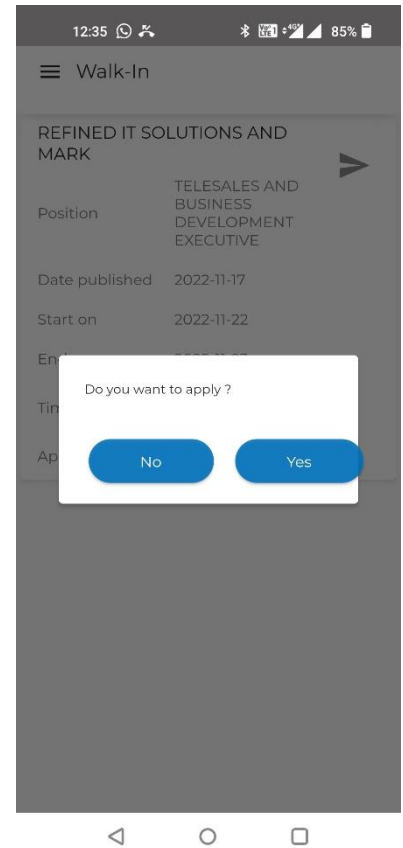
Walk in pass

Walk-in Pass requests can be submitted from here.

Open "Walk-in" Menu, All the scheduled Walk-In interview details will be listed here. Click on the "Apply" button to attend a walk-in. Then click on Apply for Pass. Now, candidates will receive an email confirmation with an entry pass as the URL to attend the walk-in to the registered email address. The softcopy of the pass generated from the URL can be shown on their gadgets at Technopark Entrance Gate to enter the Campus.

Note: The pass will be available on the date of the walk-in.

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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 | Enter your Mobile

Go Forgot Password

← BLTPBKNG 📞 ⋮

Thank you for trying to create your profile in Technopark VMS (Visitor Management System). OTP for creating your profile is 121149
OTP is valid only for 1 hour.

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

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

Enter the OTP and click on "Submit"

Submit Resend OTP

Enter Visitor Details

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.
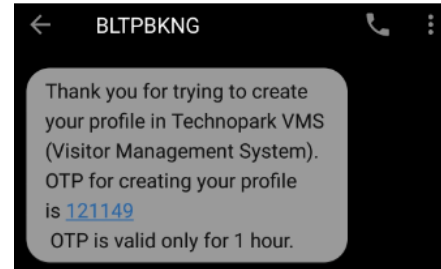
After uploading the same, click on Next.

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

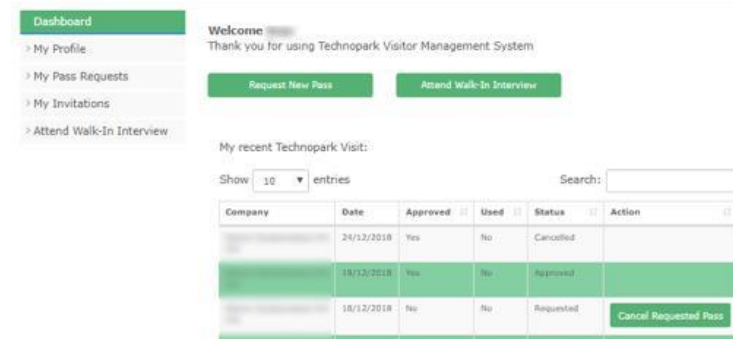| Field	Value
* Name	
* Mob No.	
Email	
* Address	Trivandrum
* Country	India
* State/Province	Kerala
* District/City	Trivandrum
* PIN/ZIP	
* Gender	● Male ○ Female ○ Others

Next

Now you are redirected to create a password.

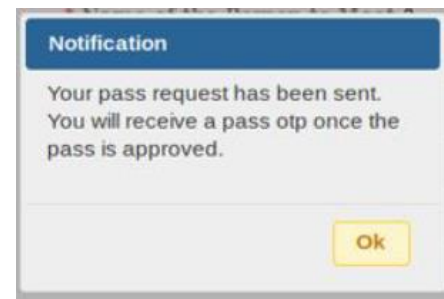Now you will be redirected to the home page with the following Menu option.

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

Dashboard

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.

My Profile

The visitor can update the profile details and upload photo and ID proofs. The visitor can also change their password from the "Change Password" option.

My Pass Requests

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

My invitations

Invitation from the Companies 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.

<div align="center">End</div>