

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): <u>Click here to download the app from App Store</u>









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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.





≡	My profile
Do	Enter Your Name
۲	Enter your Location
	Your Email
0	Enter Your Pincode
Ø	Country
¢	State
ılı.	District
0	Male O Female O Others
	Next



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

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



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



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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.





Process- via Web Browser

Open the URL <u>vms.technopark.org</u> 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				



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

Submit	Resend OTP

Enter Visitor Details					
* Name					
* Mob No.					
Email					
* Address	Trivandrum				
* Country	India	۳			
* State/Province	Kerala	٣			
* District/City	Trivandrum	*			
* PIN/ZIP					
* Gender	Male Female Others Mont				

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".



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

(Indik)	you for the vernice					
Your acc proceed	count is now active.	Please set you	ur password	d here to	0	
•••••	•••					
•••••	•••	æ				
Submit						
Bubmic						
	-					
Dashboard	Welcome					
Dashboard > My Profile	Welcome Thank you for usin	g Technopark Vis	sitor Managem	ient Syste	m	
Dashboard > My Profile : > My Pass Requests	Welcome Thank you for usin Request New	g Technopark Vis Pass	itor Managem Attend Wal	ient Syste	m	
Dashboard > My Profile : > My Pass Requests > My Invitations	Welcome Thank you for usin Request New	g Technopark Vis Pess	sitor Managem Attend Wal	ient Syste Ie In Intervi	m	
Dashboard > My Profile > My Pass Requests > My Invitations > Attend Walk-In Interview	Welcome Thank you for usin Request New My recent Technol	g Technopark Vis Pass opark Visit:	sitor Managem Assend Wal	ient Syste	ene	
Dashboard > My Profile > My Pass Requests > My Invitations > Attend Walk-In Interview	Welcome Thank you for usin Request New My recent Techni Show 10 •	g Technopark Vis Pass opark Visit: entries	Sitor Managem Astend Wal	ent Syste	m eve Search	1
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Dashboard

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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"

Your pass reque: You will receive a pass is approved	st has been sent. a pass otp once the t.
	Ok

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	Walk I	n Inter	view							
> My Profile										
> My Pass Requests	Show 10	• entrie	S				Search:			
> My Invitations	Date Published	Start Date	End Date	Start Time	End Time	Company 1	Position 1	Applied	Used	Action
Attend Walk-In Interview	04/12/2018	05/12/2018	06/12/2018	10:00 AM	05:00 PM	Anna anna anna anna anna anna anna anna		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

> Dashboard

> My Invitations > Attend Walk-In In

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 Profile		
	* Name		
	* Mob No.	100071038	
erview		Change	
	Email		(File type supported: png or jpg. Maximum file size: 2M8)
		Change	Recent Photo
	* Address	Trivandrum	(Upload any one of the below documents. File type supported: png or jpg. Maximum file size: 2MB)
			//
	* Country	India	•
	State/Province	Kerala	T
	District/City	Trivandrum	Aadhar T
	* PIN/ZIP	400000	Oriving License
			Passport
	* Gender	© Male ® Female © Others	Voter's ID
		Save Change Password	

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.

End