

User Manual For Visitor Management System

Office Only



প্রধান বিদ্যুৎ পরিদর্শকের দপ্তর
বিদ্যুৎ বিভাগ, বিদ্যুৎ জ্বালানি ও খনিজ সম্পদ মন্ত্রণালয়

Office of The Chief Electric Inspector

Government of The People's Republic of Bangladesh

Ministry of Power Energy and Mineral Resources

25 New Eskaton Road, Dhaka-1000

www.ocei.gov.bd

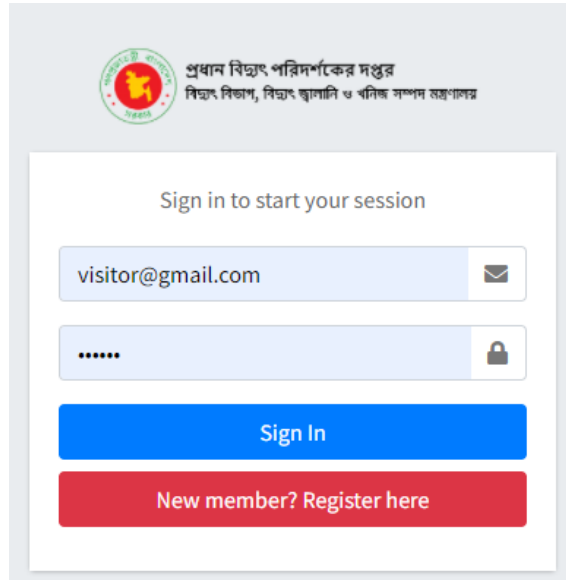
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How to Login:

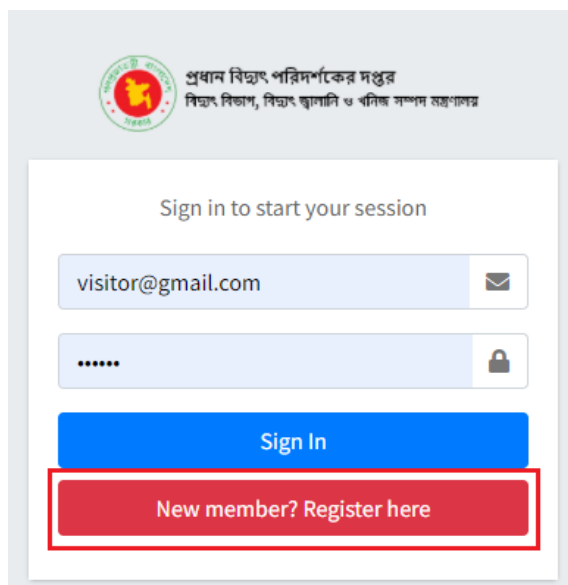
Please go to the Visitor Management System link below:

<https://visitor.ocei.gov.bd/>



How to Register:




1. If you are not registered please click on Register here. after clicking on Register here, you will find a visitor Registration Form.



a) All the Visitor have to fill up all the mandatory fields highlighted below, to complete a successful registration.

Please Registration First Then You Can Login.

প্রধান বিদ্যুৎ পরিদপ্তরের দপ্তর

[Home](#)
[Verify License](#)

Visitor Registration Form

Full Name : *

Email:

Password : *

Profile Picture


No file chosen

Phone Number : *

Present Address :

Confirm Password : *

Image Preview






Are you already registered? Please [login](#)

[Ocell সমস্যা](#) | [ব্যবহার নির্দেশিকা](#) | [সচরাচর জিজ্ঞাসা](#) | [যোগাযোগ](#) | [সাইটম্যাপ](#)
প্রধান বিদ্যুৎ পরিদপ্তরের দপ্তর

b) After fill up all the mandatory fields User have to click on 'Submit' button to complete the registration showing on the picture below.

c) After clicking on 'Submit' button user have to verify his/her email address. after completing email verification user will get a confirmation message shown below.

প্রধান বিদ্যুৎ পরিদপ্তরের দপ্তর

[Home](#)
[Verify License](#)

Visitor Registration Form

Successfully Visitor Register Created!

Full Name : *

Email:

Password : *

Profile Picture

No file chosen

Phone Number : *

Present Address :

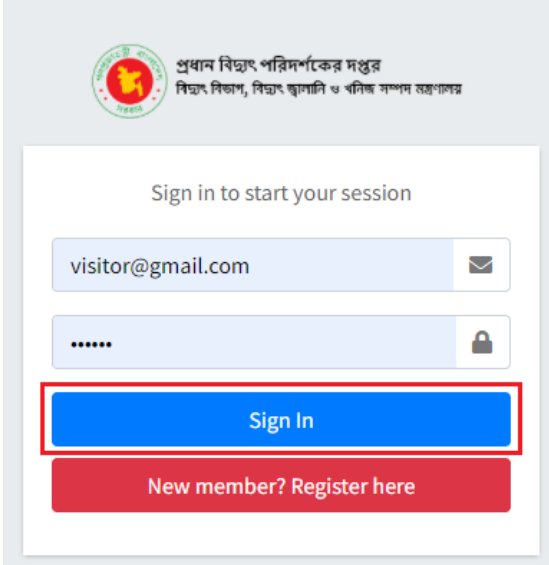
Confirm Password : *

Image Preview

Are you already registered? Please [login](#)

How to Login as a Visitor:

3. If you are already registered, please type your User ID/Email address and Password. Then click Sign in.



প্রধান বিদ্যালয় পরিদর্শকের দপ্তর
বিদ্যালয় বিভাগ, বিদ্যালয় জ্ঞাননি ও বহিঃ সন্যাস সন্যাস

Sign in to start your session

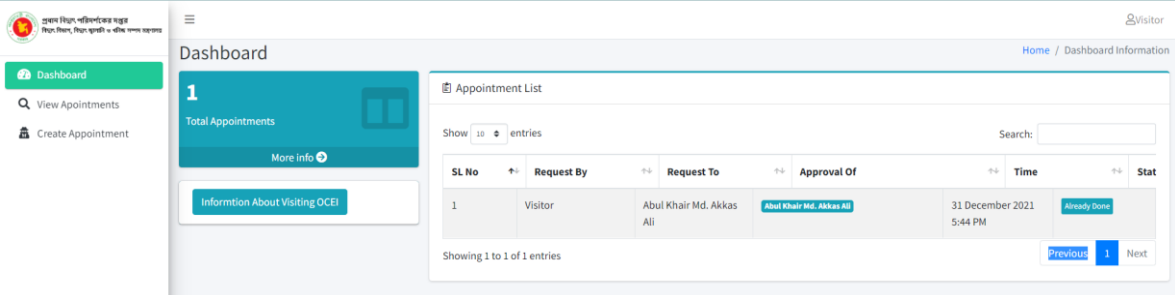
visitor@gmail.com

.....

Sign In

New member? Register here

- a) User will redirect to His/her Visitor Management System Home Page/Dashboard.
Picture is shown below:



Dashboard

1 Total Appointments

Information About Visiting OCEI

Appointment List

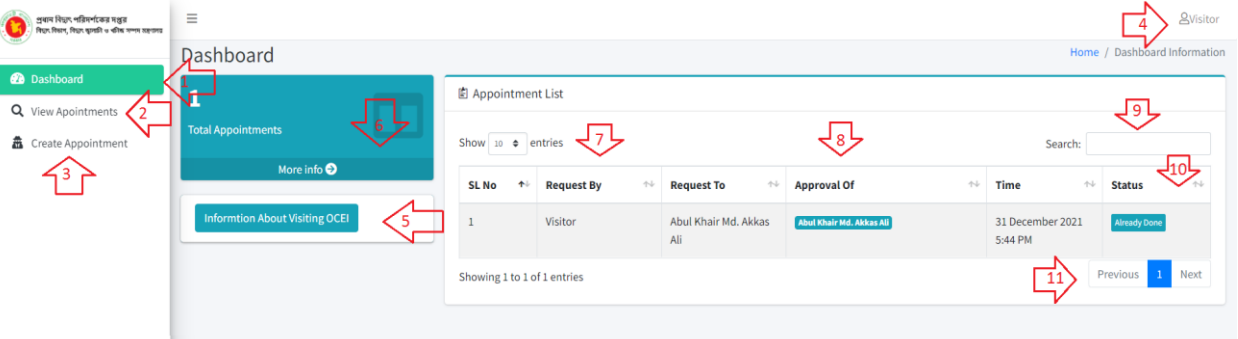
Show 10 entries

SL No	Request By	Request To	Approval Of	Time	Status
1	Visitor	Abul Khair Md. Akkas Ali	Abul Khair Md. Akkas Ali	31 December 2021 5:44 PM	Already Done

Showing 1 to 1 of 1 entries

Visitor - Introducing Visitor Management System

- Dashboard:



Dashboard

1 Total Appointments

Information About Visiting OCEI

Appointment List

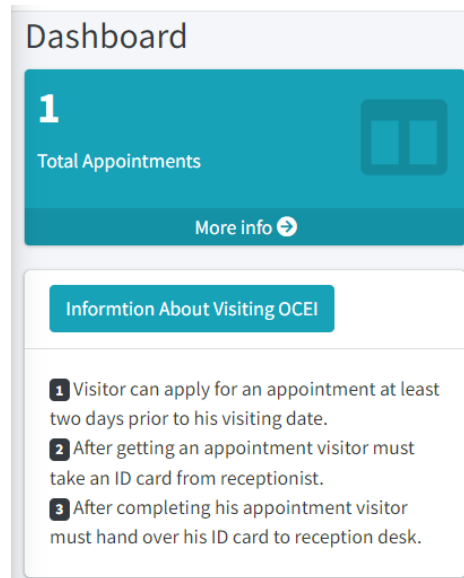
Show 10 entries

SL No	Request By	Request To	Approval Of	Time	Status
1	Visitor	Abul Khair Md. Akkas Ali	Abul Khair Md. Akkas Ali	31 December 2021 5:44 PM	Already Done

Showing 1 to 1 of 1 entries

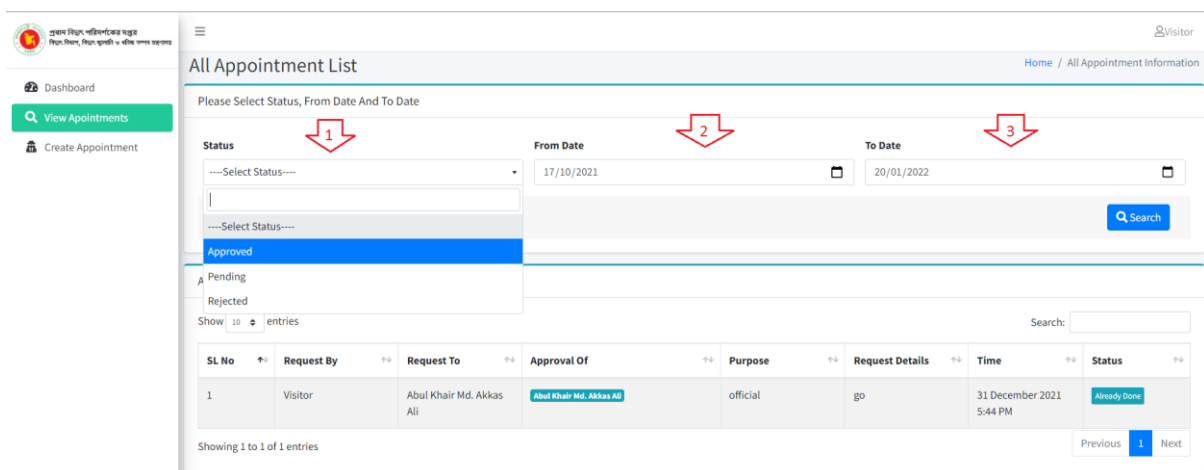
1. Click here to view individuals Dashboard.

2. Click here to Search & View all Appointments including Pending, Approved, Rejected and past completed appointments.
3. Click here to create a fresh/new appointment.
4. Click here to log out/log in into individual user's account.
5. Click here to see more information/rules about visiting OCEI office.



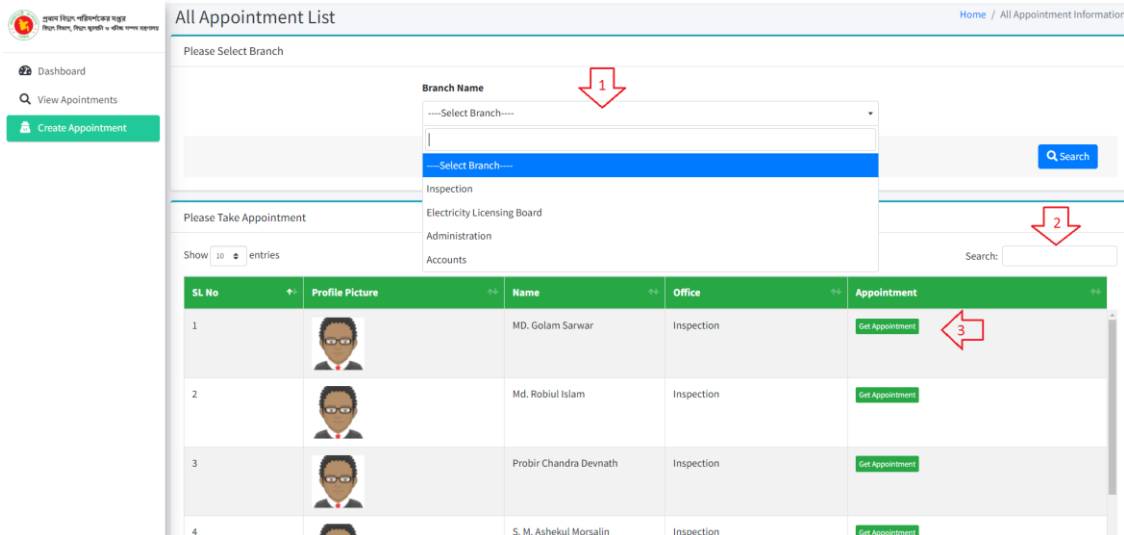
6. User can see his/her all appointments.
7. To see who is applying for an appointment.
8. To see with whom you want to get an appointment.
9. User can search for any previous appointment.
10. User can see his application Status.
11. View/Change page.

- [View Appointments:](#)



1. Click here to search with individual appointment status.
2. Search your past appointments by date.
3. Search your past appointments by date.

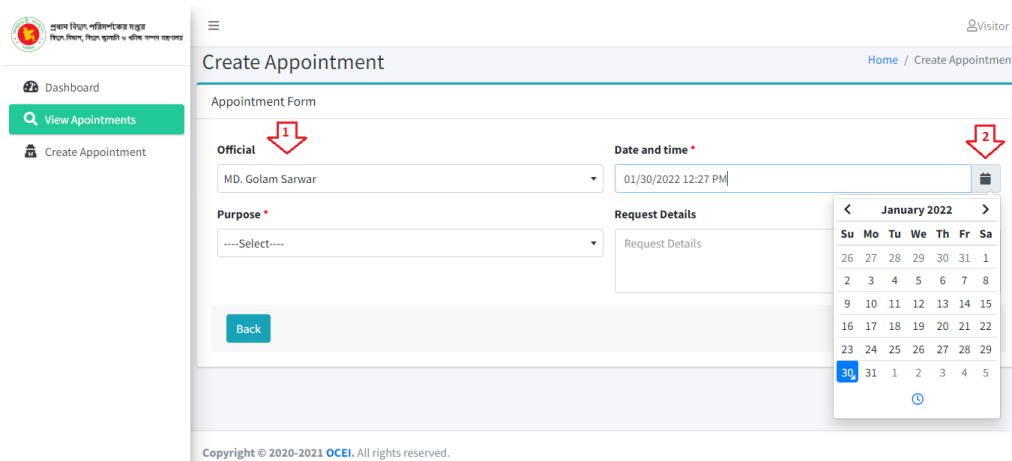
- Create Appointments:



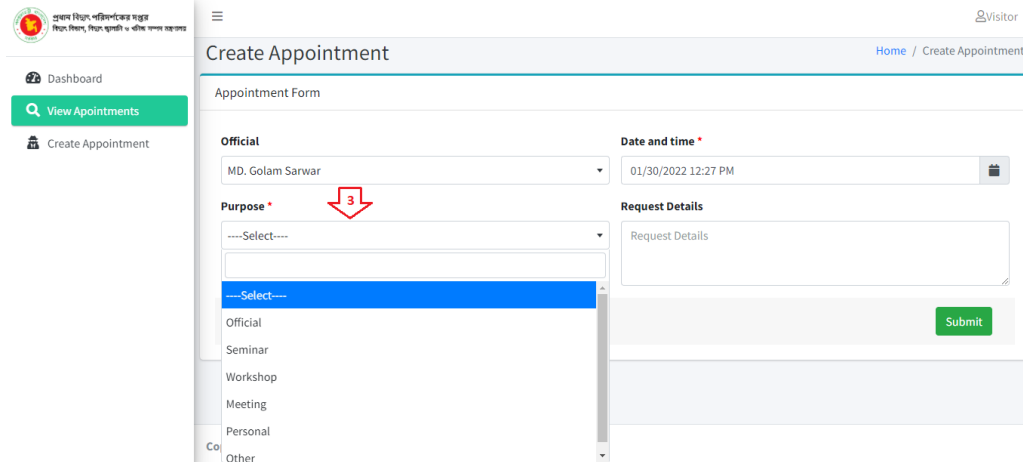
1. When user want to get an appointment he/she have to select a Branch from the drop down menu. Then he/she can find all the individual persons working in that specific branch.
2. User can search any individual persons by typing his/her name in this search menu.
3. When user finds desired individual person to get an appointment, he/she need to click on 'Get Appointment'.

How to Create Appointments:

After click on 'Get Appointment' user will see a new appointment form showing below step by step.



1. Visitor will see his desired OCEI Officials here to create an appointment.
2. Then Visitor has to select a specific time and date to visit OCEI Officials.



Create Appointment

Appointment Form

Official
MD. Golam Sarwar

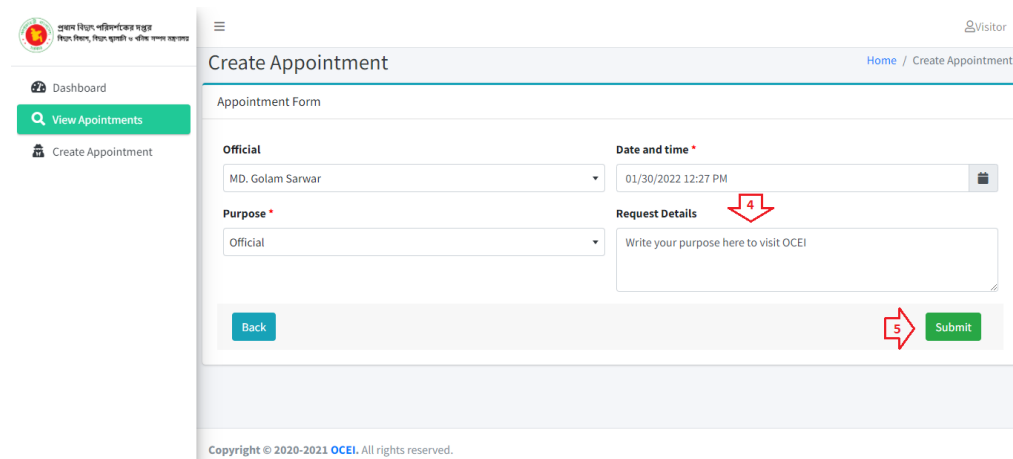
Date and time *
01/30/2022 12:27 PM

Purpose *
---Select---

Request Details
Request Details

Submit

3. Now select your purpose to visit OCEI. You can select any purpose from the list.



Create Appointment

Appointment Form

Official
MD. Golam Sarwar

Date and time *
01/30/2022 12:27 PM

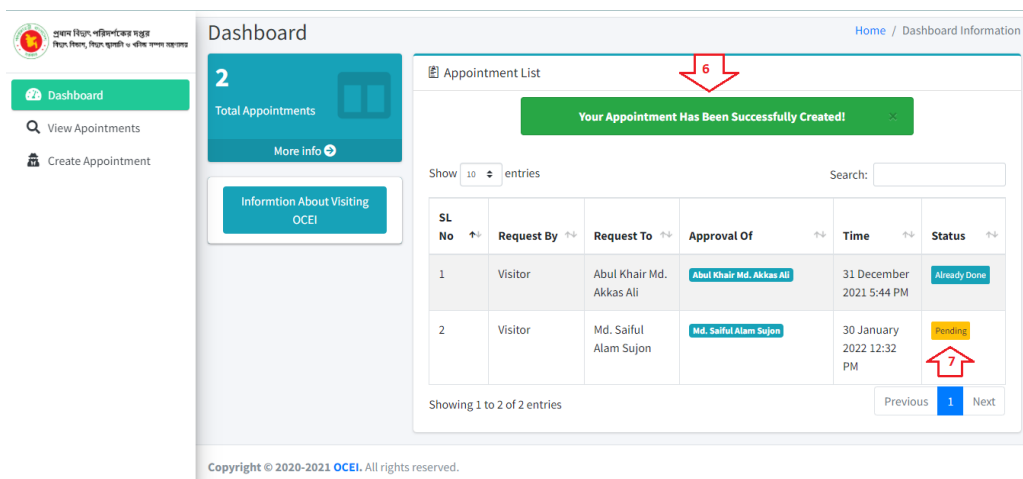
Purpose *
Official

Request Details
Write your purpose here to visit OCEI

Back **Submit**

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4. Now write your request details here, why you want to visit OCEI officials.
5. After fill up the appointment form, user should click on submit button to finish an appointment.



Dashboard

2 Total Appointments

Appointment List

Your Appointment Has Been Successfully Created!

Show 10 entries

SL No	Request By	Request To	Approval Of	Time	Status
1	Visitor	Abul Khair Md. Akkas Ali	Abul Khair Md. Akkas Ali	31 December 2021 5:44 PM	Already Done
2	Visitor	Md. Saiful Alam Sujon	Md. Saiful Alam Sujon	30 January 2022 12:32 PM	Pending

Showing 1 to 2 of 2 entries

Previous 1 Next

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6. After clicking on submit button user will see a notification shown on the picture.
7. After creating a successful appointment user can find his/her appointment status as pending showing on the picture here. After approving/rejecting the visitor request by the OCEI official appointment status will change immediately.

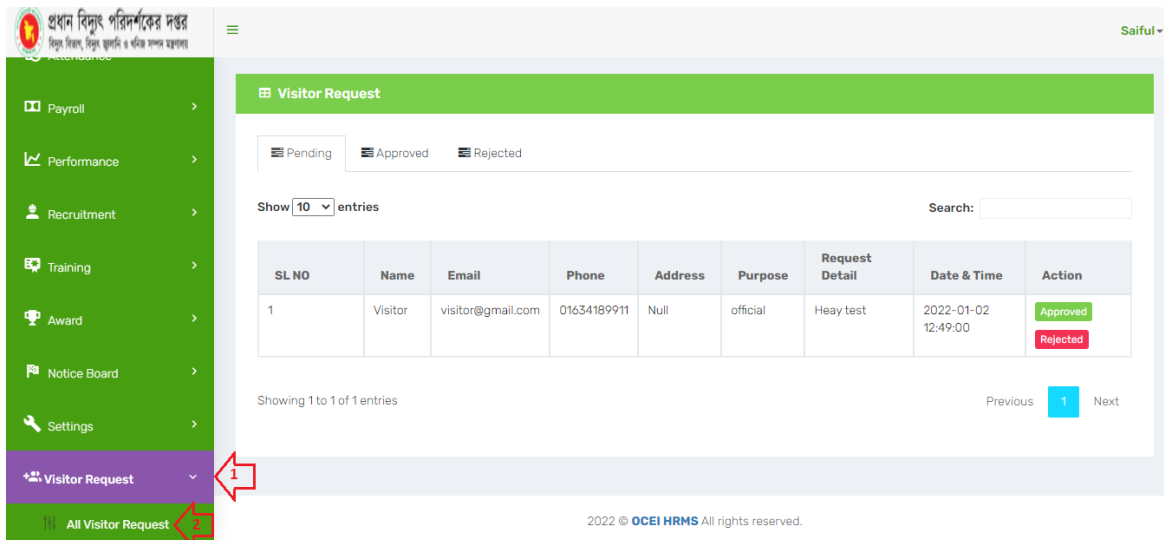
What To Do, When Your Appointment Is Approved:

When your appointment is approved by the OCEI office, please go to OCEI office in the specific date and half an hour prior to your appointment time. Then please go to the reception desk and ask him/her to arrange a visitor appointment with the specific OCEI Official. Then the Receptionist will provide a visitor ID card and arrange an appointment.

If You have any query about visiting OCEI, please contact OCEI New Eskaton Road office, Dhaka.

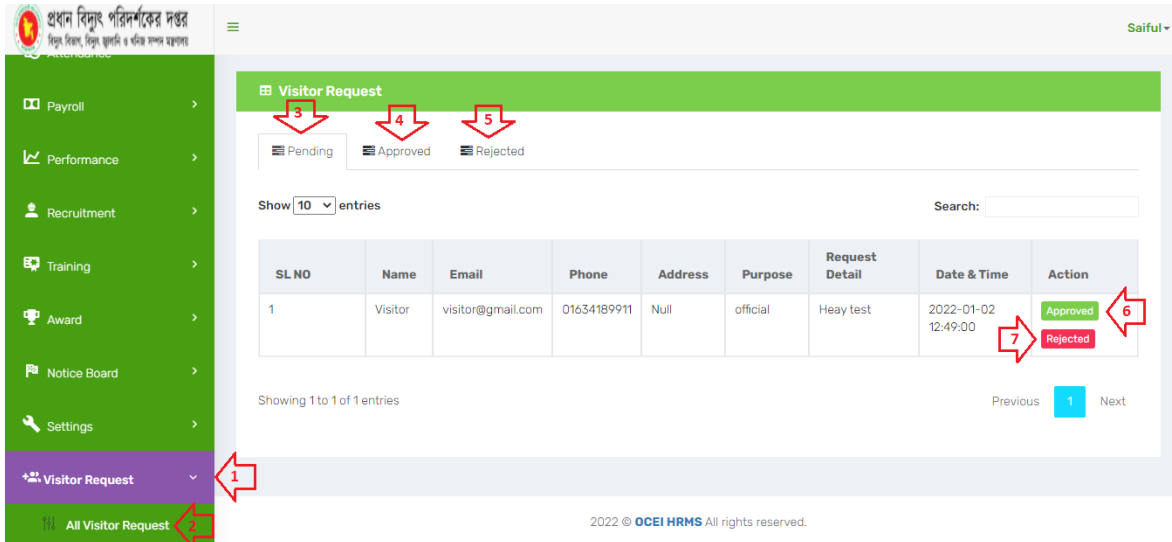
Admin Panel – How to find Visitor Appointments

Please log-in/sign-in into your OCEI HR Management System to see all visitor appointments.



The screenshot displays the OCEI HRMS Admin Panel. On the left, a green sidebar menu contains various options: Payroll, Performance, Recruitment, Training, Award, Notice Board, Settings, Visitor Request (highlighted in purple), and All Visitor Request (also highlighted in purple). A red arrow points to the 'Visitor Request' menu item, and another red arrow points to the 'All Visitor Request' menu item. The main content area is titled 'Visitor Request' and features a filter bar with 'Pending', 'Approved', and 'Rejected' tabs. Below the filter bar, there is a search bar and a table of visitor requests. The table has columns for SL NO, Name, Email, Phone, Address, Purpose, Request Detail, Date & Time, and Action. A single entry is listed with SL NO 1, Name Visitor, Email visitor@gmail.com, Phone 01634189911, Address Null, Purpose official, Request Detail Heay test, and Date & Time 2022-01-02 12:49:00. The Action column for this entry shows 'Approved' and 'Rejected' buttons. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. The footer of the page reads '2022 © OCEI HRMS All rights reserved.'

1. Than scroll down in the menu to find 'Visitor Request' and click on 'Visitor Request'.
2. Then Click on 'All Visitor Request' to see pending request/new visitor request.



3. Click here to see Pending Appointments.

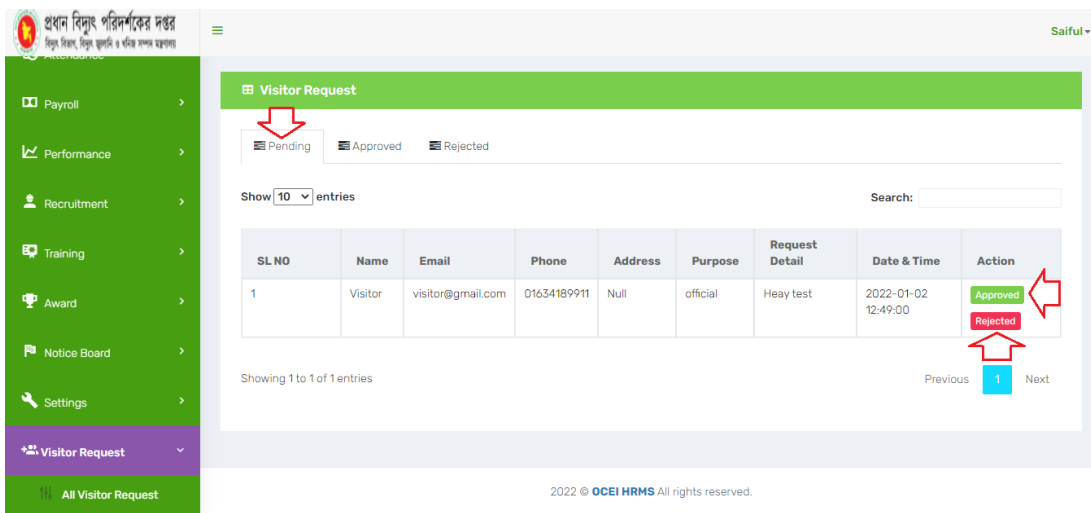
4. Click here to see Approved Appointments.

5. Click here to see Rejected Appointments.

6. Click on 'Approve' button to Approve any appointment.

7. To reject any appointment, click on 'Reject' button shown in picture.

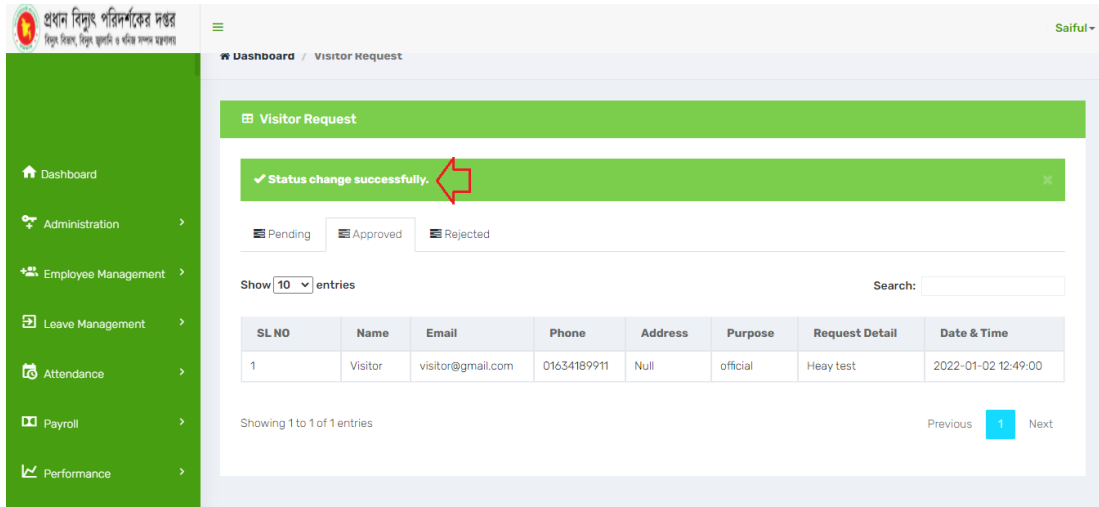
Admin Panel - How to Approve/Reject an Appointment



Click on 'Pending' to see all pending visitor requests. Now you can see all visitor details, purpose and specific visiting time and date. From each pending requests admin will find two Action button.

1. Approve:

If the admin approves any appointment by clicking 'Approve' button, it will show a message 'Status Changed Successfully'.

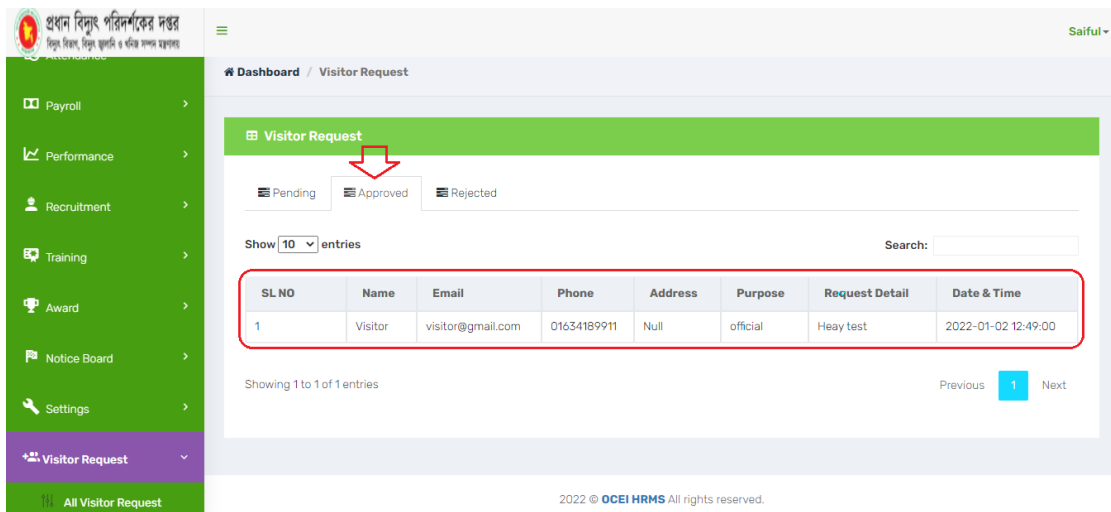


The screenshot shows the 'Visitor Request' dashboard. A green banner at the top displays the message 'Status change successfully.' with a red arrow pointing to it. Below the banner, there are tabs for 'Pending', 'Approved', and 'Rejected'. The 'Approved' tab is selected. A table lists the visitor request details:

SL NO	Name	Email	Phone	Address	Purpose	Request Detail	Date & Time
1	Visitor	visitor@gmail.com	01634189911	Null	official	Heavy test	2022-01-02 12:49:00

Showing 1 to 1 of 1 entries

After the approval of the visitor appointment, the appointment will be listed in the Approved category as shown below:



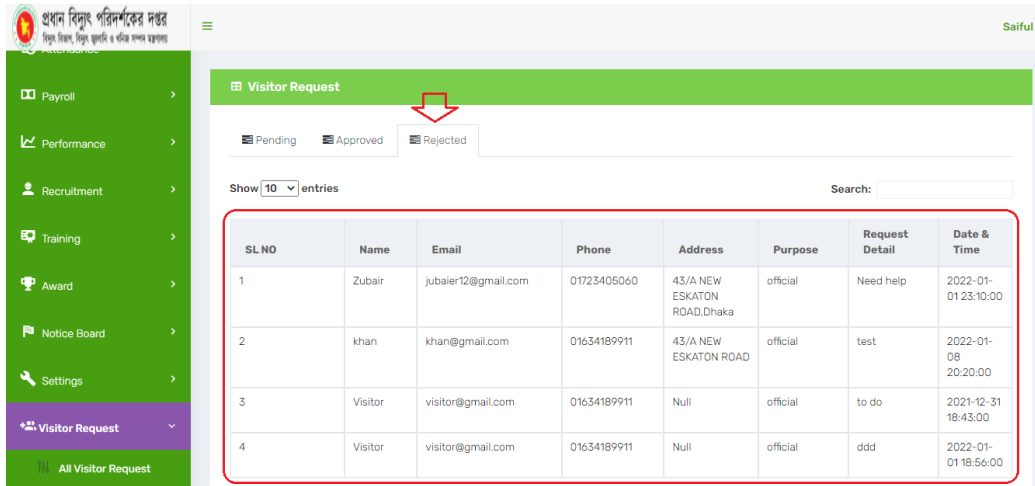
The screenshot shows the 'Visitor Request' dashboard with the 'Approved' tab selected. A red arrow points to the 'Approved' tab. The table below lists the approved visitor request details:

SL NO	Name	Email	Phone	Address	Purpose	Request Detail	Date & Time
1	Visitor	visitor@gmail.com	01634189911	Null	official	Heavy test	2022-01-02 12:49:00

Showing 1 to 1 of 1 entries

2. Reject:

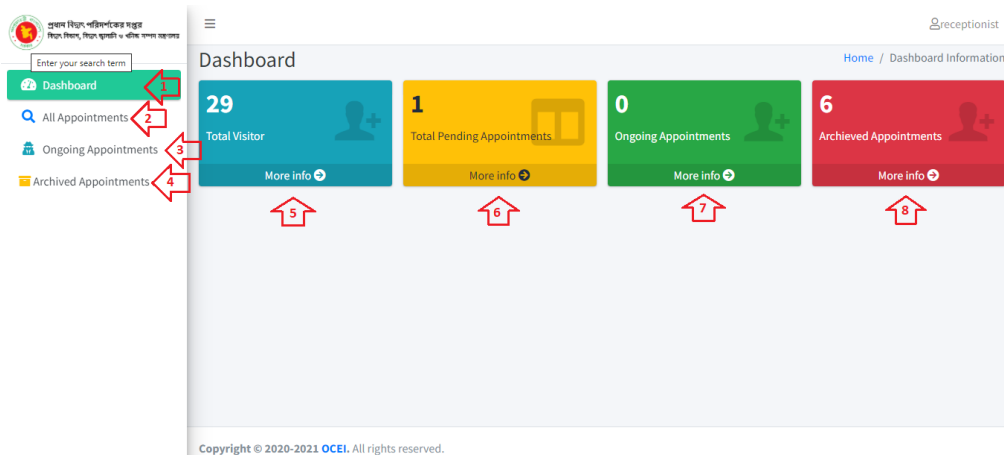
If the office admin rejects any appointment by clicking 'reject' button, the appointment will be listed as a 'rejected' appointment in the 'rejected' category as shown below:



SL NO	Name	Email	Phone	Address	Purpose	Request Detail	Date & Time
1	Zubair	jubaier12@gmail.com	01723405060	43/A NEW ESKATON ROAD,Dhaka	official	Need help	2022-01-01 23:10:00
2	khan	khan@gmail.com	01634189911	43/A NEW ESKATON ROAD	official	test	2022-01-08 20:20:00
3	Visitor	visitor@gmail.com	01634189911	Null	official	to do	2021-12-31 18:43:00
4	Visitor	visitor@gmail.com	01634189911	Null	official	ddd	2022-01-01 18:56:00

Receptionist - Introducing Visitor Management System

1. Click here to view Receptionist Dashboard.
2. Click here to Search & View appointments including Pending and Approved appointments.
3. Click here to see on going appointments.
4. Click here to see all archived appointments.



Category	Count	More info
Total Visitor	29	More info
Total Pending Appointments	1	More info
Ongoing Appointments	0	More info
Archived Appointments	6	More info

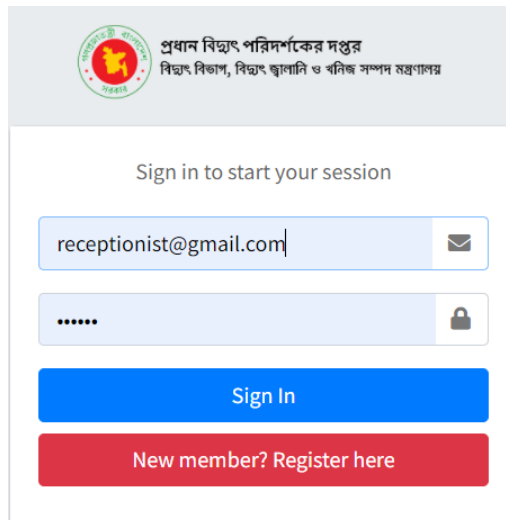
5. Receptionist can see total number of visitors using this app.
6. Receptionist can see how many new appointments are pending.
7. Receptionist can see all the on-going appointments.
8. Receptionist can see all the archived appointments here.

Login as a Receptionist:

1. Please go to the Visitor Management System link below:

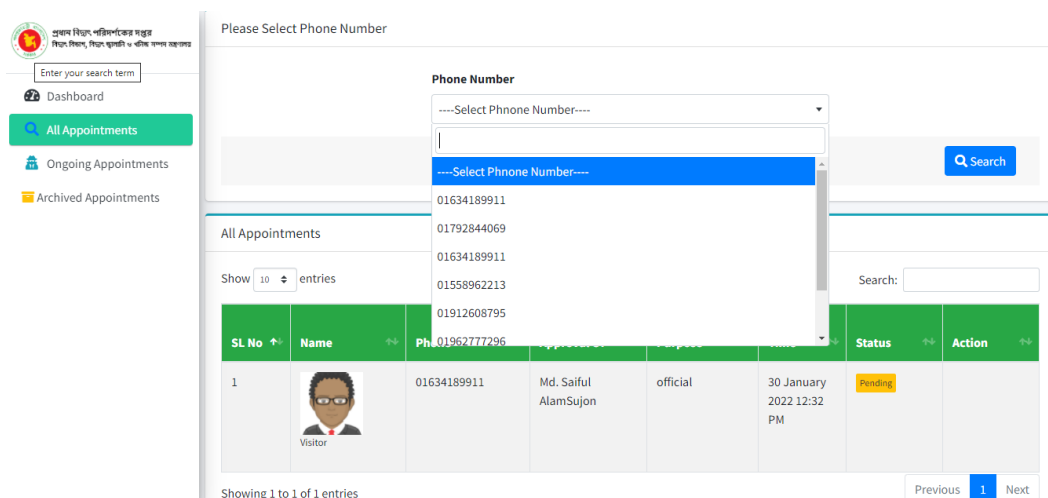
<https://visitor.ocei.gov.bd/>


2. Please type your User ID/Email address and Password. Then click Sign in.



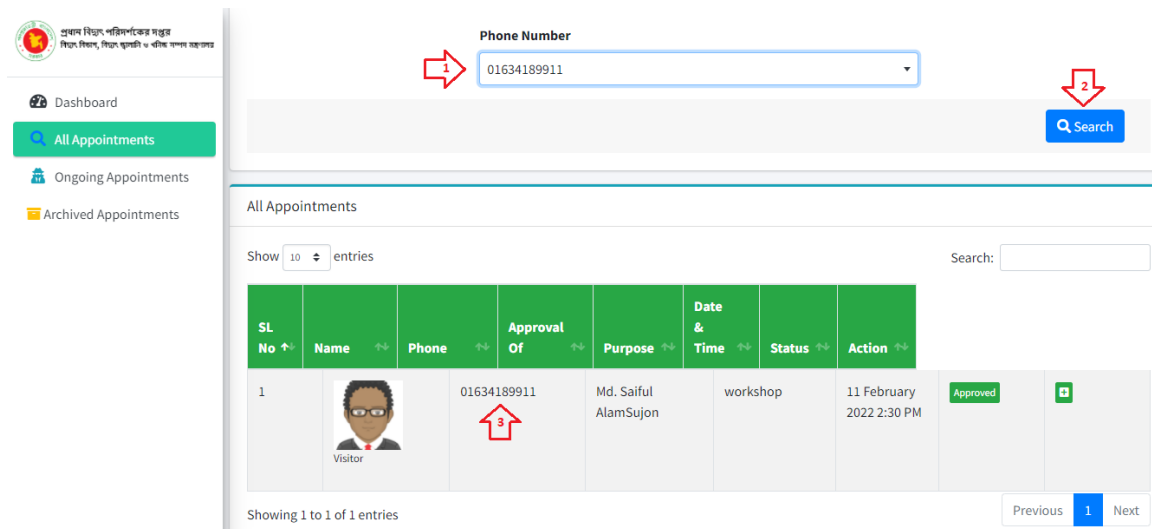
Receptionist – How to Find an Appointment

After successfully, login Receptionist will redirect to His/her Visitor Management System Home Page/Dashboard. Than please go to All Appointment to see all appointments, including Pending and Approved appointments.



SL No	Name	Photo	Phone	Address	Date	Status	Action
1	Md. Saiful AlamSujon		01634189911	official	30 January 2022 12:32 PM	Pending	

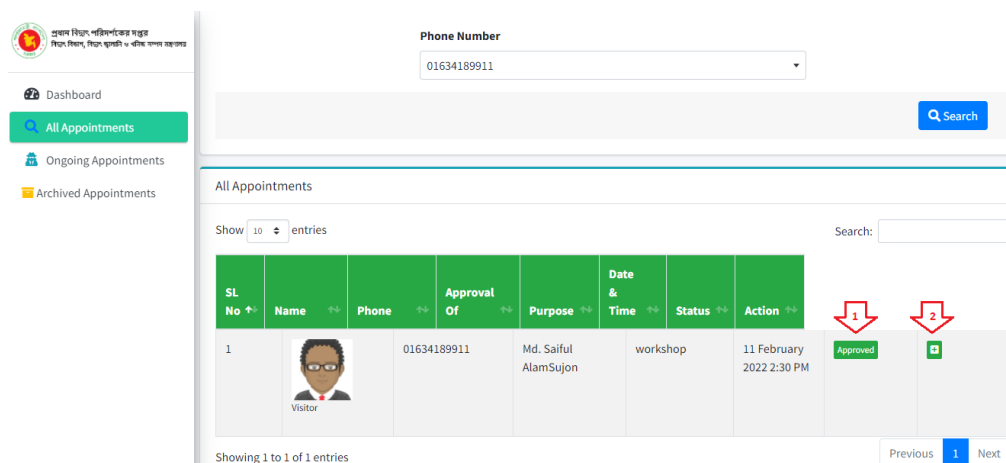
Receptionist can search any application using visitor's phone number or name showed in the picture below:



1. Type specific visitor phone number to find his/her appointment here showed in the picture.
2. After typing specific visitor phone number click on the search button.
3. After clicking on the search button receptionist will see the specific Appointment.

Receptionist – How to Execute a Visitor Appointments

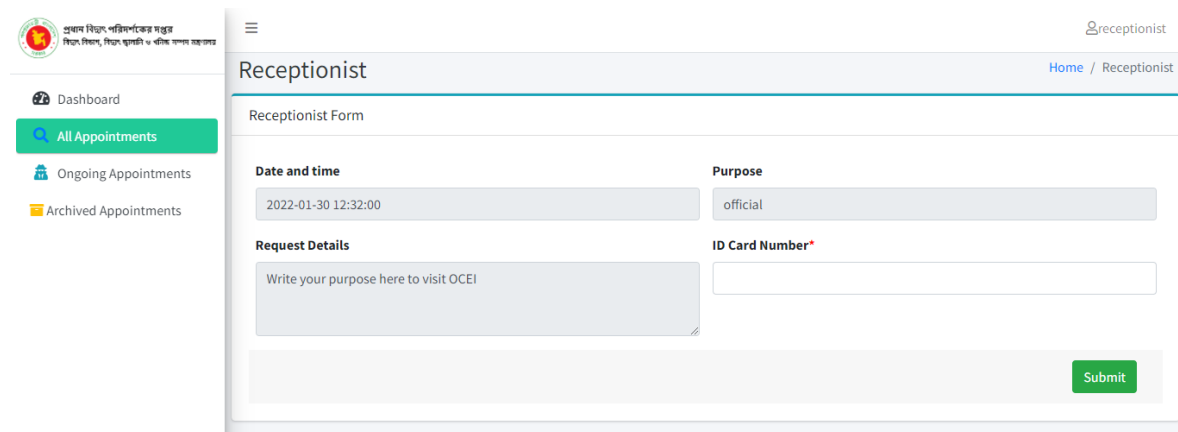
1. After finding a specific appointment, receptionist can see the status in the appointment shown in the picture below. If the appointment status is shown as 'Approved' Receptionist can take an action and generate an ID card number for further action.



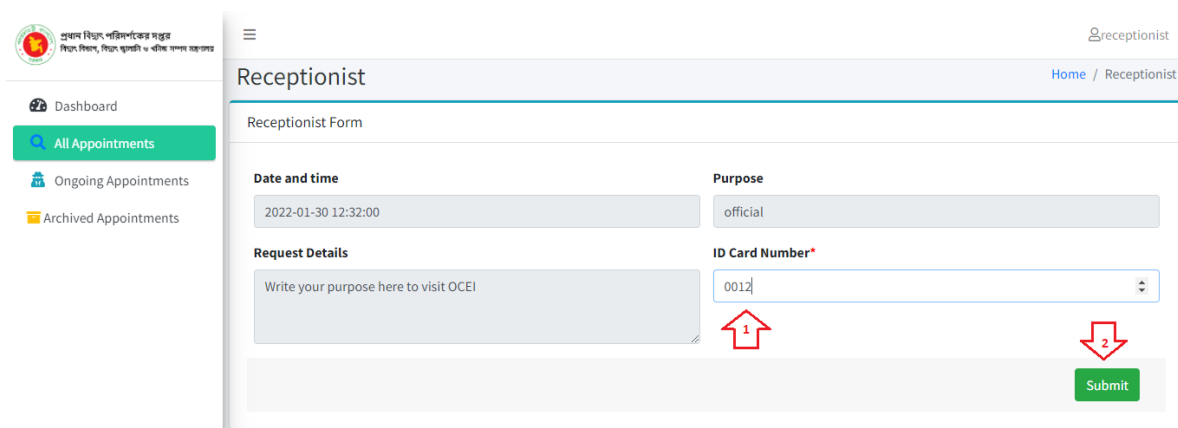
2. Receptionist can click on the action button shown in the picture to generate an ID card number to start the meeting.

How to Generate an ID Card for The Visitor

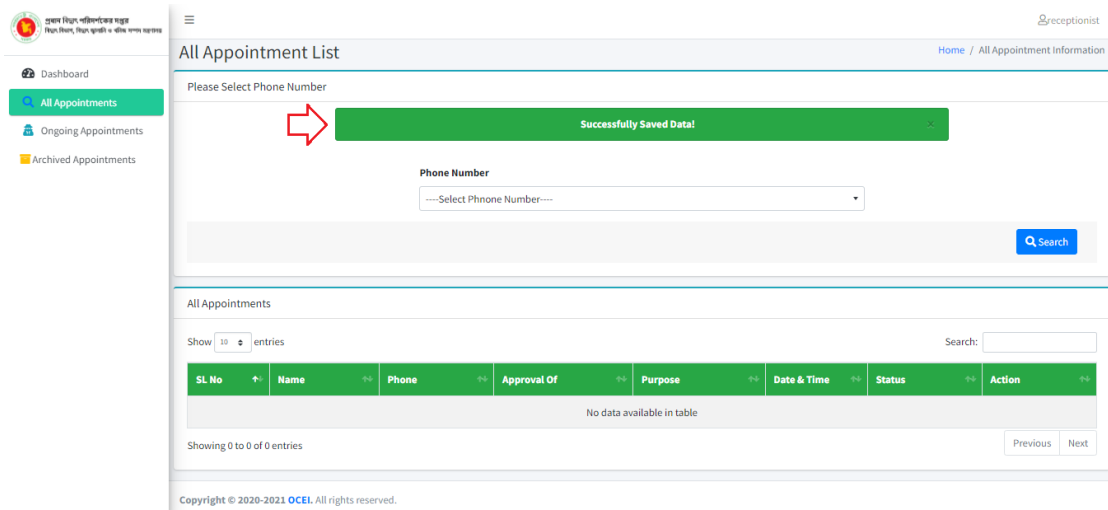
After clicking on the action button shown on the previous picture, receptionist will re-direct to a new window to generate an ID card number. Please check below:



1. Now Receptionist will have to select and provide an ID card for the visitor and carefully check and type the ID card number on the txt box shown below.



2. Please click on Submit button to start the Visitor meeting with the OCEI Official. After submit, Receptionist will get a confirmation message shown below:



receptionist

Home / All Appointment Information

All Appointment List

Please Select Phone Number

Successfully Saved Data!

Phone Number

---Select Phone Number---

Search

All Appointments

Show 10 entries

Search:


SL No	Name	Phone	Approval Of	Purpose	Date & Time	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

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When an appointment is started successfully, receptionist will find that appointment in 'Ongoing Appointment'. Please click on 'Ongoing Appointment' to see all 'Ongoing Appointment' there. Please check the photo below:



বাংলাদেশ মুক্ত বিশ্ববিদ্যালয়
Bangladesh Open University

Dashboard

All Appointments

Ongoing Appointments

Archived Appointments

All Visitor Appointment History

Home / All Visitor Appointment History

Done?

Pending?

Show 10 entries

Search:

SL No	Id Card Number	Visitor Name & Phone	Approval Of	Purpose	Appointment Date & Time	Start Date & Time	End Date & Time	Status
<input type="checkbox"/>	12	Visitor 01634189911	Md. Saiful Alam Sujon	official	30 January 2022 12:32 PM	31 January 2022 4:54 PM		Ongoing

Showing 1 to 1 of 1 entries

Previous

1

Next

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When the visitor meeting will finish, receptionist have to collect the Visitor ID Card. Then receptionist will have to go to visitor management system> Ongoing Appointment to end the specific meeting. The picture is shown below:

প্রধান বিচার-অভিযন্তা কক্ষ

বিচার বিভাগ, বিচার কক্ষ ১ নম্বর অফিস ভবন

Dashboard

All Appointments

Ongoing Appointments

Archived Appointments

receptionist

Home / All Visitor Appointment History

All Visitor Appointment History

Done?

Pending?

Show 10 entries

Search:

SL No	Id Card Number	Visitor Name & Phone	Approval Of	Purpose	Appointment Date & Time	Start Date & Time	End Date & Time	Status
<input checked="" type="checkbox"/>	12	Visitor 01634189911	Md. Saiful Alam Sujon	meeting	16 February 2022 5:09 PM	8 February 2022 5:09 PM		Ongoing

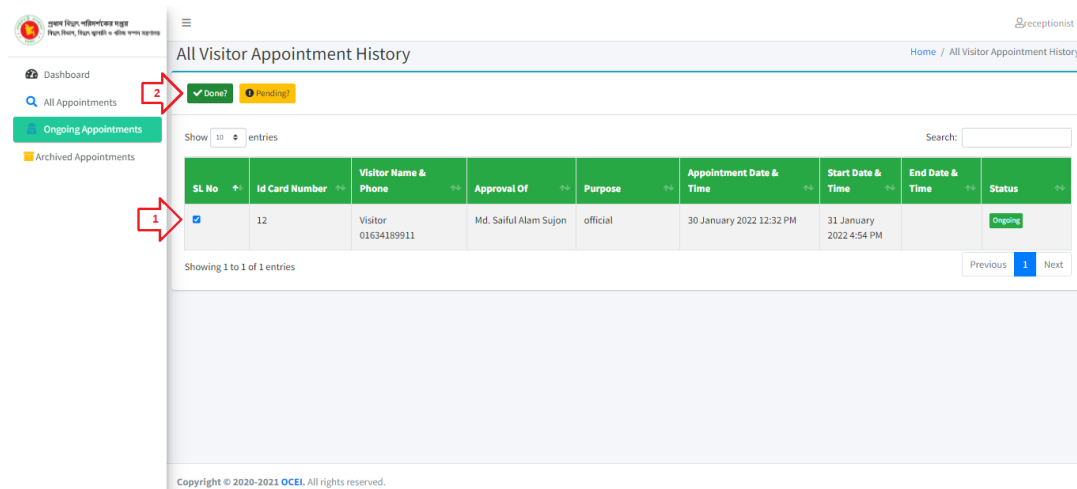
Showing 1 to 1 of 1 entries

Previous

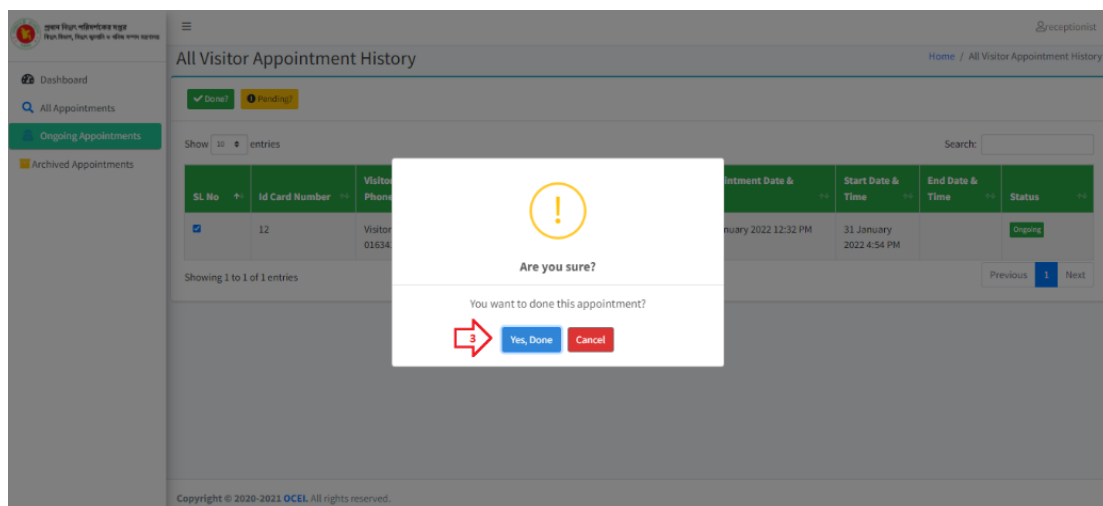
1

Next

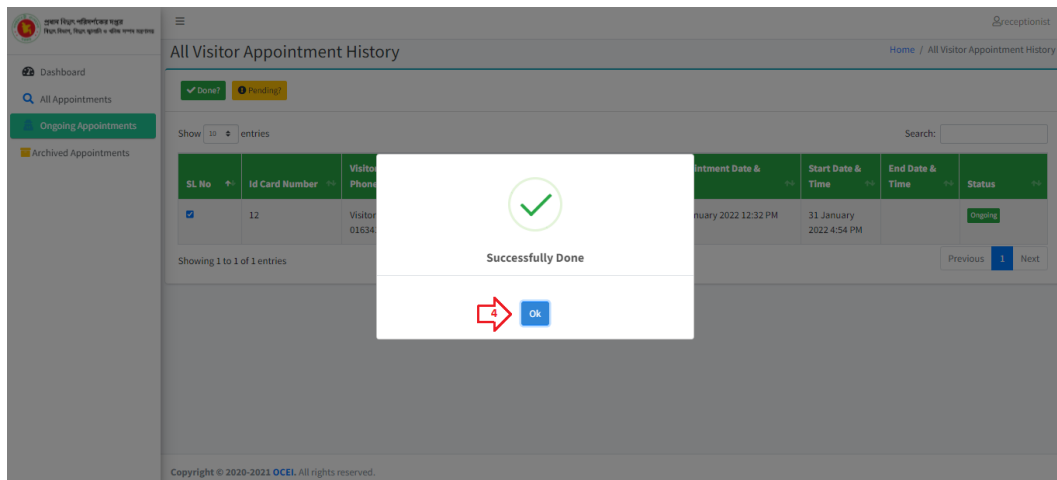
Receptionist – How to Archive Finished Appointment



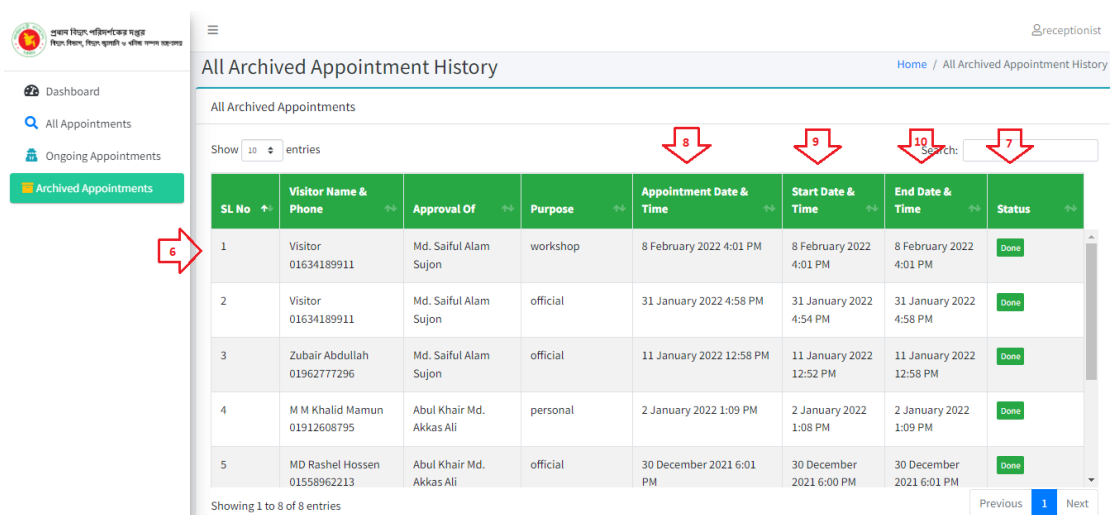
1. To end the Ongoing Appointment, go to 'Ongoing Appointment'. Select the specific Appointment.



2. Then click on Done button to end the specific meeting and the appointment information will save in Archived Appointment.
3. Then a Pop-up message will appear on the screen shown in the picture. Then click on 'Yes,Done' button.
4. Then a Message will appear on the screen, shown on the picture below:



5. Click on ok button to confirm. Then the appointment will save in 'Archived Appointments'.
6. Go to archived Appointment to see all previously done appointments. Picture is shown below.



7. Receptionist can see the application status changed to 'Done'.
8. Receptionist can see the applicant appointment date & time.
9. Receptionist can see the appointments start date & time.
10. Receptionist can see the appointments end date & time.