



BRAHMA KUMARIS

Visitor Tracking System User Guide

Table of contents

Log In Screen	3
Home Page.....	4
New Registration.....	5
Select Participants	6
Arrival Details of Participants to Madhuban.....	7
Departure Details of Participants from Madhuban	7
Calendar	8
Registration Details	8
Printing the Registration Form	9
Viewing the Registration Details.....	9
Deleting the Registration Details	10
Participant Details.....	10
Creating a New Participant	11
Viewing the Participant Details	13
Editing the Participant Details.....	13
Deleting the Participant Details	14
Centre Details	15
Change Password	16

Introduction

Visitor Tracking System is a monitoring system that tracks the participants attending various programs at Shantivan including Baba's milans.

The system is divided into two modules.

- **Campus:** Used by the Accommodation department to keep track of the visitor's data sent by different centre(s) from all over India and allocate rooms as and when they visit Shantivan complex.
- **Centre:** Accessible online from various centre(s) to send the information about the visitors from their place. This information helps various departments at Madhuban to prepare in advance for handling the visitors effortlessly.



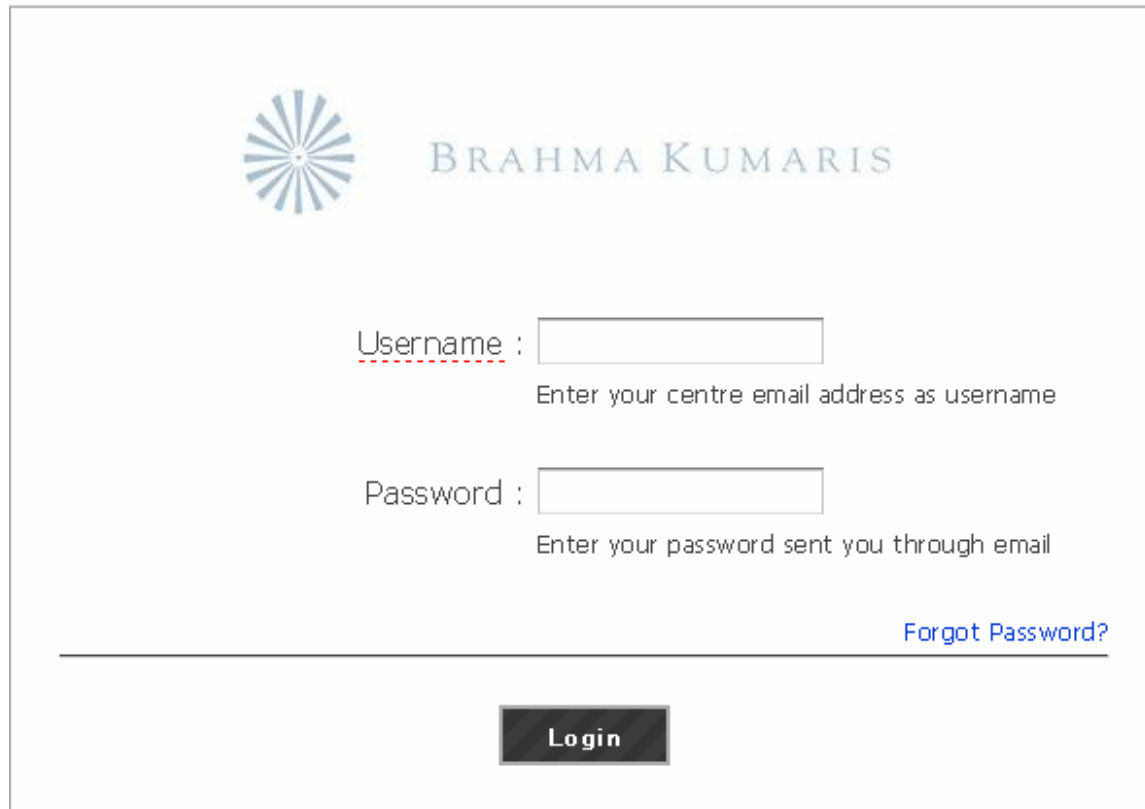
Note: This document provides help only on using the **Centre** module and not the **Campus** module.

The Centre module provides the following features:

- A unique account for each centre to access the Visitor Tracking System
- Ability to send the trip information of the visitors to Madhuban

Log In Screen

To access the **Visitor Tracking System**, enter your user name and password on the **Log In** screen and click **Submit**.



Username :

Enter your centre email address as username

Password :

Enter your password sent you through email

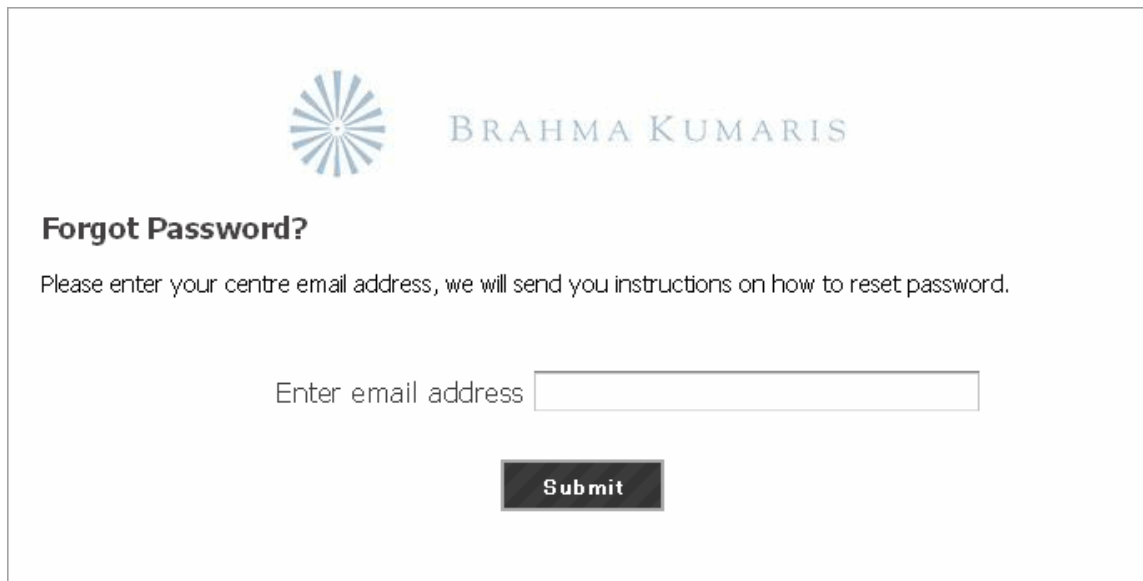
[Forgot Password?](#)


Login

- If you do not enter your username, you will see the message "Username cannot be blank."
- If you do not enter your password, you will see the message "Password cannot be blank."
- If you do not enter your username and password, you will see the message "You did not provide any details for authentication."
- If you make a mistake entering your username and password, you will see the message "Username you entered is incorrect. Please check that the Caps Lock is not turned on and try again."

You can now type in your username and password correctly to enter Visitor Tracking System.

If you forget your password, you can get a new one by using the **Forgot Password?** link on the **Log In** screen.



 BRAHMA KUMARIS

Forgot Password?

Please enter your centre email address, we will send you instructions on how to reset password.

Enter email address

Submit

Enter your e-mail address and click **Submit**. Instructions on how to reset your password will be sent to you.

Home Page

After you log into **Visitor Tracking System** using your user name and password, the first window you see is the **Welcome** page that welcomes you to the system and displays the information about using the available tabs.

To perform transactions, follow the instructions listed in this window; else click on the **Logout** button to log out from the **Visitor Tracking System**.

New Registration

The **Program Registration** window allows you to notify Madhuban's Accommodation department about the number of BKs and non-BKs attending the program at Madhuban, Gyan Sarovar, or Shantivan.

Visitors Tracking System

Logout

Home

New Registration

Registration Details

Participant Details

Centre Details

Welcome Incharge 1, Test Centre 1 (Centre)

If you want to inform Madhuban's Accommodation department about the number of BKs / non-BKs attending a particular program at Madhuban / GyanSarovar / Shantivan then click '**New Registration**' button.

If you want to send the complete details of the trip about which you already informed Madhuban's Accommodation department click '**Registration Details**' button.

To know the information about different students and contacts that you already entered click '**Student Details**' button.

The information about your centre that we have in our records is listed in the '**Centre Details**' screen. You can view and edit the centre information by clicking the '**Centre Details**' button.

Note : Always need to take corresponding **Registration Form print out** when you attend any program.



Note: The registration details should be sent one month in advance.

Visitors Tracking System
Logout

Home
New Registration
Registration Details
Participant Details
Centre Details

Program Registration

* Indicates Required Field

Program Name *

Select Participants from below list *

☐ Raghu Kumar
☐ Venkat BK

Arrival Details of Participants to Madhuban *

Arrival Date: 09 April 2010
Mode of Travel:
Guide Name:
Stay Location: Shantivan

	Brothers	Sisters	Teachers	Children (below 7 years)	Grand Total
BK	0	0	0		
Non BK	0	0			
Total	0	0	0	0	0

Departure Details of Participants from Madhuban *

No. of People Departing:
Departure Date:
Mode of Travel:
Flight / Vehicle Number:
Departure Time: Morning

Notes / Remarks

Register

Program Name: Click the down arrow on the right of the program name (to bring all the possible program names) and select the program you want to attend.

Select Participants

For the participant names to appear in this section, you will have to create them. For information on creating participants, refer to [Creating New Participant](#). This is a one-time task. Once a participant is created it will remain in this section till the time you delete.

Arrival Details of Participants to Madhuban

You can use this section to fill the arrival details of the participants to Madhuban.

Arrival Date: Enter the date of arrival by opening the **Calendar** window. Refer to [Calendar](#), for more details.

Mode of Travel: Click the down arrow on the right and select the mode of travel.

Guide Name: Enter the name of the guide.

Stay Location: Click the down arrow on the right and select the location. The choices are:

- Shantivan
- Pandav Bhawan
- Gyan Sarovar

BK Brothers: Enter the number of BK brothers attending the program.

BK Sisters: Enter the number of BK sisters attending the program.

BK Teachers: Enter the number of BK teachers attending the program.

Non-BK Brothers: Enter the number of Non-BK brothers attending the program.

Non-BK sisters: Enter the number of Non-BK sisters attending the program.

Total Brothers: Add the number of BK brothers and Non-BK brothers and enter the total brothers in this field.

Total Sisters: Add the number of BK sisters and Non-BK sisters and enter the total sisters in this field.

Total Teachers: Enter the number of teachers attending the program.

Total Children (below 7 years): Enter the number of children below 7 years of age attending the program.



Note: Each new registration will provide a **Registration Number** that will be used by the system to track the registrations on a per centre basis.

Departure Details of Participants from Madhuban

You can use this section to fill the departure details of the participants from Madhuban.

No. of People Departing: Enter the number of BKs and Non-BKs returning from Madhuban.



Departure Date: Enter the date of departure by opening the **Calendar** window. Refer to [Calendar](#), for more details.



Mode of Travel: Click the down arrow on the right and select the mode of travel.

Flight/Vehicle Number: Enter the flight or vehicle number.

Departure Time: Click the down arrow on the right and select the departure time. The choices are:

- Morning
- Afternoon
- Evening

If the departure details are different for different participants, enter in different rows. You can add as many rows as you want. To add a new row, click the  icon. This displays another row. If you want to hide the rows, click the  icon.

No. of Returns	Departure Date	Mode of travel	Flight / Vehicle Number	Departure Time	 
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	Morning <input type="text" value="v"/>	
<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	Morning <input type="text" value="v"/>	

Notes: Enter any remarks.

After you enter all the details, click the **Register** button.

Calendar

This selection window displays the calendar for the current month. Position the cursor on the required date and click. This date will be written to the calling field.

October 2009						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31











Previous button: Click to view the previous month.



Next button: Click to view the next month.

Registration Details

The **List of Registrations** window allows you to view the details of participants registered for a program.

Visitors Tracking System							Logout		
Home New Registration Registration Details Participant Details Centre Details									
Displaying all 2 registrations									
ANNUAL MEETING 2010									
Reg. No.	Guide Name	Stay Location	Arrival Date	Mode of Travel	Total Participants				
 900086	Ravi	Shantivan	09 April 2010	1090 DN	3				
10 BABA MILAN SEVADHARI MR									
Reg. No.	Guide Name	Stay Location	Arrival Date	Mode of Travel	Total Participants				
 900060	Test	Shantivan	18 March 2010	172 UP	2				

When the program is approaching, you need to send more detailed information about each participant.

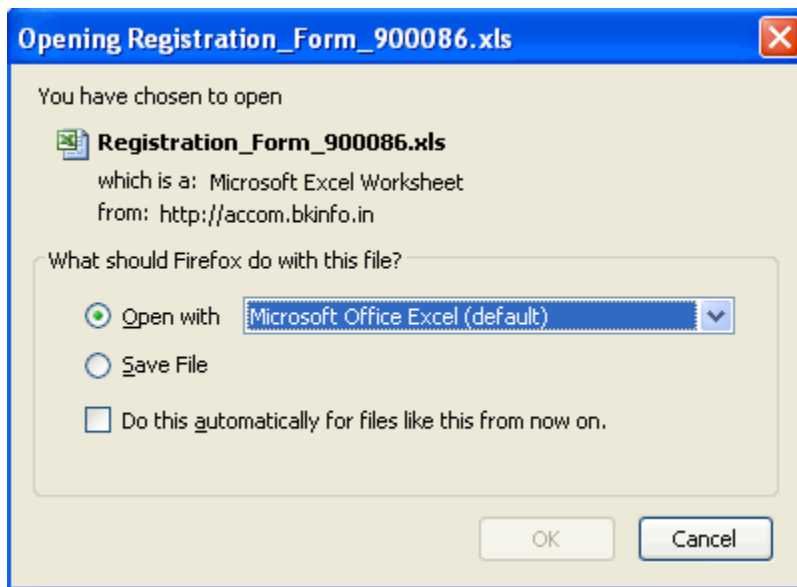
- To view the registration details of a program, refer to [Viewing the Registration Details](#).
- To delete the registration details of a program, refer to [Deleting the Registration Details](#).

Printing the Registration Form

The Registration Form contains all the registration details and the participants' details. To print the

registration form, click on the  icon in the **List of Registrations** window. Refer to [Registration Details](#) for more information.

This displays the **Opening Registration Form** dialog box.



By default, the **Open with Microsoft Office Excel** option is selected. Click **OK**. This displays the Registration Form in Microsoft Excel. Save it on your desktop.

OR

Select the **Save File** option and click **OK**. Save the form on your desktop.



Note: You should carry a printout of the Registration Form when you attend the program.

Viewing the Registration Details

To view the registration details, click on the  icon in the **List of Registrations** window. Refer to [Registration Details](#) for more information.

This displays the **Registration Details** window.

Visitors Tracking System
Logout

Home
New Registration
Registration Details
Participant Details
Centre Details

Registration Details

Program NameANNUAL MEETING 2010

Arrival Details of Participants to Madhuban

Arrival Date	09 April 2010	Mode of Travel	1090 DN
Guide Name	Ravi	Stay Location	Shantivan

	Brothers	Sisters	Teachers	Children (below 7 years)	Grand Total
BK	1	1	1		
Non BK	0	0			
Total	1	1	1	0	3

Departure Details of Participants from Madhuban

No. of Returns	Departure Date	Mode of Travel	Flight / Vehicle Number	Departure Time
2	23 April 2010	171 DN		Morning

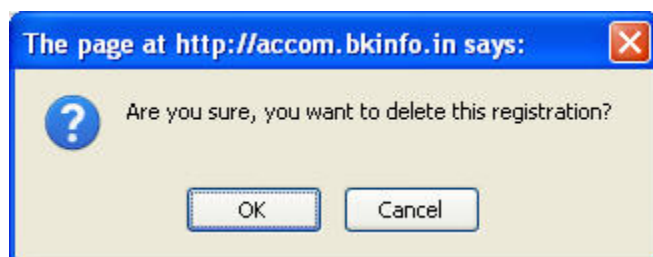
Notes / Remarks

« Back

Deleting the Registration Details

To delete the registration details, click on the  icon in the **List of Registrations** window. Refer to [Registration Details](#) for more information.

This displays the message.



Click **OK** if you want to delete the registration details.

Participant Details

The **Participant Details** window allows you to view the list of participants. To open this window, click the **Participant Details** tab.

Visitors Tracking System Logout

[Home](#)
[New Registration](#)
[Registration Details](#)
[Participant Details](#)
[Centre Details](#)

Create New Participant »

Displaying all 3 participants

Roll Number	Category	First Name	Last Name	Age	In Gyan (yrs)			
1-1	Brother	Raghu	Kumar	28	6			
1-2	Brother	Venkat	BK	35	45			
1-3	Sister	Asha	T	45	4			

- To create a new participant, refer to [Creating New Participant](#).
- To view the details of a participant, refer to [Viewing the Participant Details](#).
- To edit the details of a participant, refer to [Editing the Participant Details](#).
- To delete the details of a participant, refer to [Deleting the Participant Details](#).

Creating a New Participant

Click on the **Create New Participant** button to create a new participant. This displays the **Create New Participant** window.

Visitors Tracking System Logout

[Home](#)
[New Registration](#)
[Registration Details](#)
[Participant Details](#)
[Centre Details](#)

Create New Participant

* Indicates Required Field

Category

Sister

First Name *

Last Name *

Middle Name

Age *

Address Details

Address Line 1 *

City *

Pin code *

Address Line 2

State *

Country *

Contact Details

Telephone Number

Office Number

Resident Fax

Email 1

Mobile Number

Office Fax

Email 2

Personal Information

Years in Gyan *

Observing Purity of Food *
 in years

Nationality *

Profession

Blood Group

Observing Purity *
 in years

Attending Murli class regularly *
 in years

Education

Skills

PAN Number

Create

Cancel

Category: Click the down arrow on the right and select the category. The choices are:

- Brother
- Sister
- Teacher

First Name: Enter the first name.

Middle Name: Enter the middle name.

Last Name: Enter the last name.

Age: Enter the age.

Address Line 1: Enter the address.

Address Line 2: Enter the address.

City: Enter the city in which the participant is located.

State: Enter the state in which the participant is located.

Pin code: Enter the 6 digit pin code.

Country: Enter the country in which the participant is located.

Telephone Number: Enter the telephone number. of the participant. First enter the area code in parentheses and then the local subscriber number. For example, (080) 2344 4546; where 080 is the area code and 2344 4546 is the local subscriber number.

Mobile Number: Enter the 10 digit mobile number.

Office Number: Enter the office number.

Residential Fax: Enter the residential fax number.

Office Fax: Enter the office fax number.

Email 1: Enter the email address.

Email 2: Enter an alternate email address.

Nationality: Enter nationality of the participant.

Years in Gyan: Enter the number of years in gyan.

Education: Enter the education. For example, High school.

Profession: Enter the profession. For example, Software Engineer.

Skills: Click the down arrow on the right and select the most proficient skill.

Blood Group: Enter the blood group.

PAN Number: Enter the PAN number.



Note: The First Name, Last Name, Age, Address Line 1, City, State, Pin code, Country, Nationality, Years in Gyan are the mandatory fields. You will not be able to create a new participant without entering these fields.

Click on the **Create** button to create the new participant. "The participant details successfully added to the contact list" message is displayed on the **Student Details** window.

Click on the **Cancel** button to come out of the window without creating a new participant.

Viewing the Participant Details

To view the participant details, click on the  icon in the **Participant Details** window. Refer to [Participant Details](#) for more information.

This window shows the details of a participant.

Visitors Tracking System

Logout

Home

New Registration

Registration Details

Participant Details

Centre Details

Raghu Kumar

Centre Name :	Test Centre 1	Category :	Brother
First Name :	Raghu	Middle Name :	
Last Name :	Kumar	Age :	28
Address Details			
Address Line 1 :	2-33, Chandanagar	Address Line 2 :	
City :	Hyderabad	State :	AP
Pin code :	500050	Country :	INDIA
Contact Details			
Telephone Number :		Mobile Number :	
Office Number :		Office Fax :	
Resident Fax :		Email 2 :	
Email 1 :			
Personal Information			
Years in Gyan :	6	Observing Purity (Yrs.) :	0
Observing Purity of Food (Yrs.) :	0	Regular in Murli class (Yrs.) :	0
Nationality :	INDIAN	Education :	
Profession :		Skills :	
Blood Group :		PAN Number :	

« Back

Editing the Participant Details

To edit the participant details, click on the  icon in the **Participant Details** window. Refer to [Participant Details](#) for more information.

This displays the **Edit Participant Details** window.

Visitors Tracking System
Logout

Home
New Registration
Registration Details
Participant Details
Centre Details

Edit Participant Details

* Indicates Required Field

Category	<input type="text" value="Brother"/>		
First Name *	<input type="text" value="Raghu"/>	Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Kumar"/>	Age *	<input type="text" value="28"/>

Address Details

Address Line 1 *	<input type="text" value="2-33, Chandanagar"/>	Address Line 2	<input type="text"/>
City *	<input type="text" value="Hyderabad"/>	State *	<input type="text" value="AP"/>
Pin code *	<input type="text" value="500050"/>	Country *	<input type="text" value="INDIA"/>

Contact Details

Telephone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Office Number	<input type="text"/>	Office Fax	<input type="text"/>
Resident Fax	<input type="text"/>	Email 2	<input type="text"/>
Email 1	<input type="text"/>		

Personal Information

Years in Gyan *	<input type="text" value="6"/>	Observing Purity *	<input type="text" value="0"/> in years
Observing Purity of Food *	<input type="text" value="0"/> in years	Attending Murli class regularly *	<input type="text" value="0"/> in years
Nationality *	<input type="text" value="INDIAN"/>	Education	<input type="text"/>
Profession	<input type="text"/>	Skills	<input type="text" value=""/>
Blood Group	<input type="text"/>	PAN Number	<input type="text"/>

Update
Cancel

Edit the details. For description of the fields, refer to [Participant Details](#).

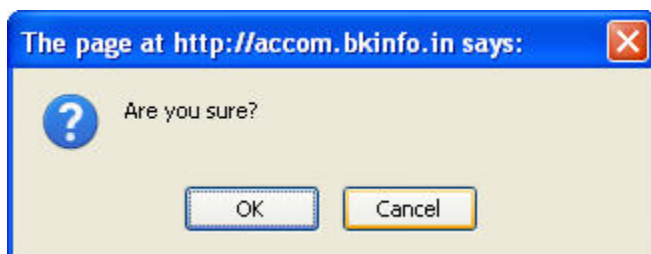
Click on the **Update** button to update the details. The “Participant details updated successfully” message is displayed on the **Participant Details** window.

Click on the **Cancel** button to come out of the window without editing the details of a participant.

Deleting the Participant Details

To delete the participant details, click on the  icon in the **Participant Details** window. Refer to [Participant Details](#) for more details.

This displays the message.



Click **OK** if you want to delete the participant details.

Centre Details

The **Centre Details** window allows you to view the details of the centre. To open this window, click the **Centre Details** tab.

The screenshot shows the 'Visitors Tracking System' interface. At the top right is a 'Logout' button. Below it is a navigation bar with tabs: 'Home', 'New Registration', 'Registration Details', 'Participant Details', and 'Centre Details' (which is highlighted in green). Below the navigation bar are two buttons: 'Edit Details' and 'Change Password'. The main content area is titled 'Incharge 1, Test centre 1 (Centre)'. It contains a form with the following fields: 'Zone Name' (DLI), 'Centre Name' (Test Centre 1), 'Centre Type' (Centre), and 'Centre Incharge' (Incharge 1). There is a note: '* Update centre details regularly.' Below these are sections for 'Address Details' and 'Contact Details'. The 'Address Details' section includes 'Address Line 1', 'City', 'Pin code', 'Address Line 2', 'State', and 'Country'. The 'Contact Details' section includes 'Telephone Number', 'Office Number', 'Resident Fax', 'Email 1', 'Mobile Number', 'Office Fax', and 'Email 2'.

Click on the **Edit Details** button to edit the centre details. This displays the **Edit Centre Details** window.

The screenshot shows the 'Visitors Tracking System' interface with the 'Edit Centre Details' window open. The navigation bar is the same, but the 'Centre Details' tab is highlighted. The 'Edit Centre Details' window has a title bar and a form with the following fields: 'Zone Name' (DLI), 'Centre Name' (Test Centre 1), 'Centre Type' (Centre), and 'Centre Incharge' (Incharge 1). There is a note: '* Indicates Required Field'. Below these are sections for 'Address Details' and 'Contact Details'. The 'Address Details' section includes 'Address Line 1', 'City', 'Pin code', 'Address Line 2', 'State', and 'Country'. The 'Contact Details' section includes 'Telephone Number', 'Office Number', 'Resident Fax', 'Email 1', 'Mobile Number', 'Office Fax', and 'Email 2'. At the bottom of the form are two buttons: 'Update' and 'Cancel'.

Zone Name: Click the down arrow on the right and select the name of the zone the centre belongs to.

Centre Type: Click the down arrow on the right and select the type of the centre. The choices are:

- Centre
- Sub Centre
- Geetha Patashala

Centre Name: Enter the name of the centre.

Centre Incharge: Enter the name of the centre incharge.

Address Line 1: Enter the address.

Address Line 2: Enter the address.

City: Enter the city in which the centre is located.

State: Enter the state in which the centre is located.

Pin code: Enter the 6 digit pin code.

Country: Enter the country in which the centre is located.

Telephone Number: Enter the telephone number. First enter the area code in parentheses and then the local subscriber number. For example, (080) 2344 4546; where 080 is the area code and 2344 4546 is the local subscriber number.

Mobile Number: Enter your mobile number.

Office Number: Enter the office number.

Residential Fax: Enter the residential fax number.

Office Fax: Enter the office fax number.

Email 1: Enter the email address.

Email 2: Enter an alternate email address.



Note: The Centre Name, Centre Incharge, Address Line 1, City, State, Pin code, and Country are the mandatory fields.

Click on the **Update** button to update the details. The “Successfully updated centre details” message is displayed on the **Centre Information** window.

Click on the **Cancel** button to come out of this window without making any changes.

Change Password

To change your password, click **Centre Details** tab, and then click **Change password** button. The **Change Password** window is displayed.

Visitors Tracking System

Logout

HomeNew RegistrationRegistration DetailsParticipant DetailsCentre Details

Change Password

* Password :

* Confirm Password :

Update

Cancel

* Indicates Required Field

1. Type your new password in the **Password** field.
2. Type your new password again in the **Confirm Password** field.
3. Click **Update**.