BRAHMA KUMARIS

Visitor Tracking System
User Guide

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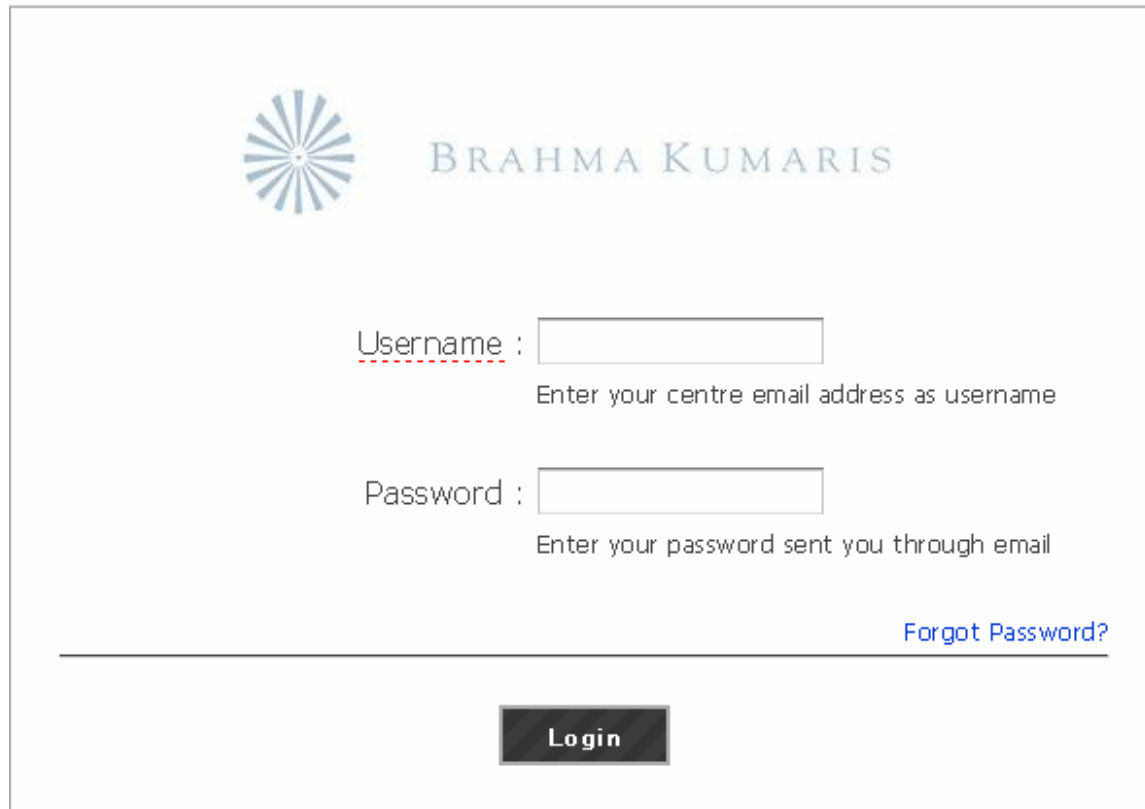
> **Note:** This document provides help only on using the **Centre** module and not the **Campus** module.

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

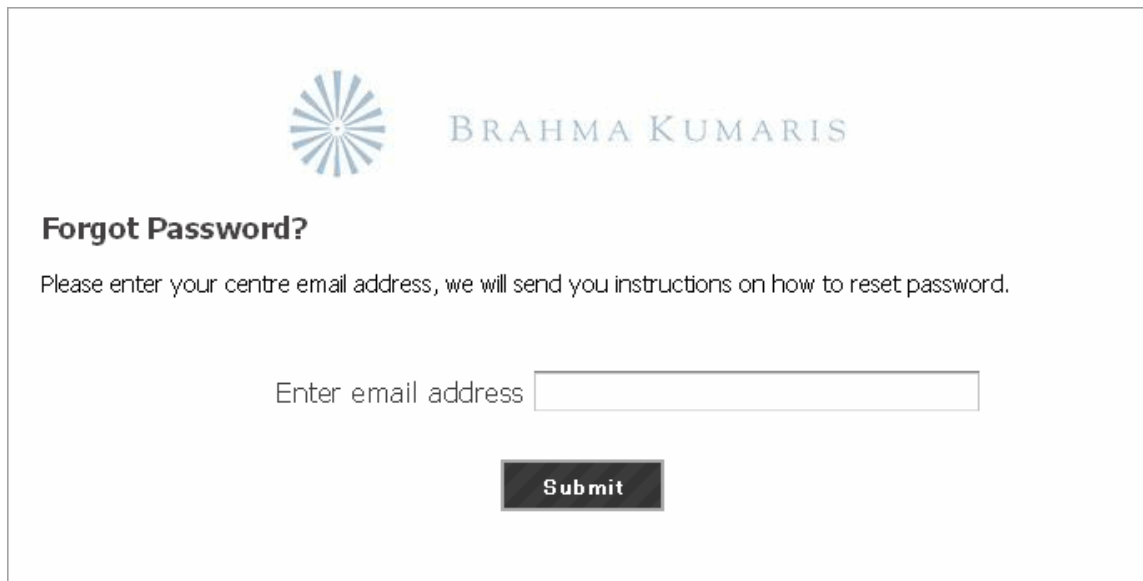To access the **Visitor Tracking System**, enter your user name and password on the **Log In** screen and click **Submit**.

- 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.

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.

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 [rich text editor toolbar: B I U | ≡ ≡ ≡ ≡ | ...]

[   ]

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. Ones 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.

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.

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.

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 [printer icon] icon in the **List of Registrations** window. Refer to Registration Details for more information.

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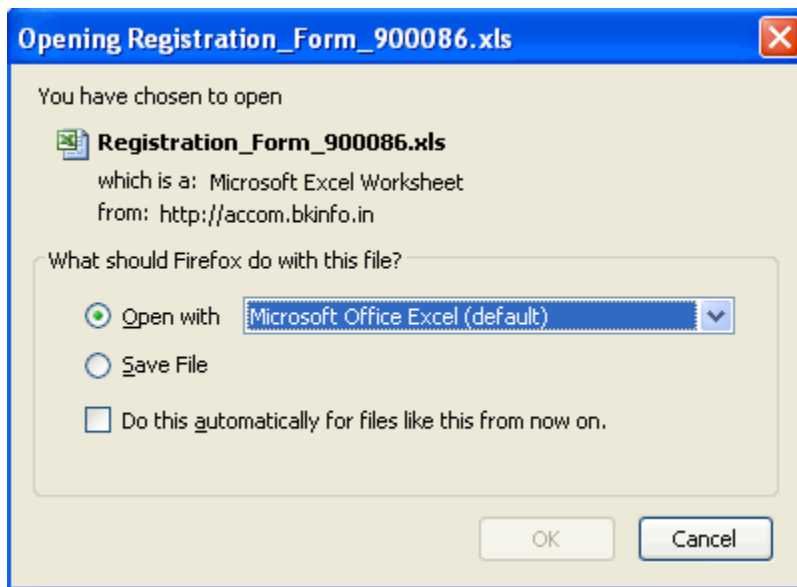
By default, the **Open with Microsoft Office Excel** option is selected. Click **OK**. This displays the Registration Form in Microsoft Excel. Save it on your desktop.

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 [clipboard icon] icon in the **List of Registrations** window. Refer to Registration Details for more information.
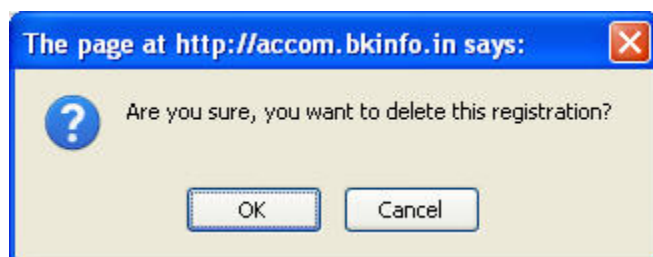
This displays the **Registration Details** window.

Deleting the Registration Details

To delete the registration details, click on the ![X icon] 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.

- 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.

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] icon in the **Participant Details** window. Refer to Participant Details for more information.

This window shows the details of a participant.

Editing the Participant Details

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

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

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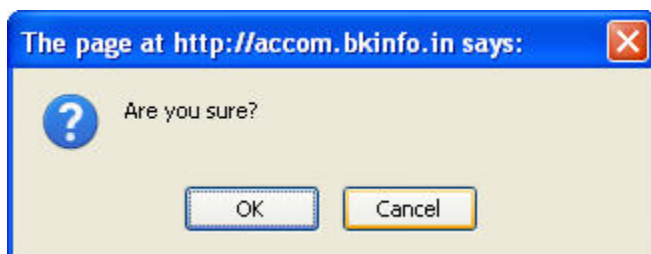
Click **OK** if you want to delete the participant details.

Centre Details

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

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

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.

1. Type your new password in the **Password** field.

2. Type your new password again in the **Confirm Password** field.

3. Click **Update**.