

# Employee Dashboard

/ Dashboard

Pending Approvals (4)

My Requests (32)

All Requests

ID	Type of Request	Access Required for	Facility	Floor	ODC	Access Duration	Pending With	Status	Action
54166666	Access for self	New Access	Noida-Sec-60, A8-9	B1	GYM (Secured)	10-Sep-24 to 14-Sep-25	-	Rejected	
54166666	Access for self	New Access	Noida-Sec-60, A8-9	B1	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	
54166666	Access for self	New Access	Noida-Sec-60, A8-9	GF	Secured	10-Sep-24 to 14-Sep-25	-	Rejected	
54166666	Access for self	New Access	Noida-Sec-60, A8-9	GF	Shared	10-Sep-24 to 14-Sep-25	-	Cancelled	
54166666	Card Lost	-	-	-	-	-	-	-	
54166666	Access for self	New Access	Noida-Sec-60, A8-9	1st	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	
54166666	Access for self	New Access	Noida-Sec-60, A8-9	1st	Shared	10-Sep-24 to 14-Sep-25	BMS	Rejected	
54166666	Access for self	New Access	Noida-Sec-60, A8-9	GF	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	

Showing 1 to 5 of 50 entries

5

1

2

3

# Raise Request -Single

All fields are mandatory for process access card request



Welcome!

Raise Access Card Request

Type of Access Required

Access For Self

Enter Card Details

Card Number 


Enter Card Number

Floor

Select

Asset Duration

15-Aug-24 to 19-Aug-25



Access Required For

Select

Location

Select

ODC

Select

Requester Comments

Enter Comments

Request Mode

Select

Facility

Select

Seat Number

Reset

Submit

# Raise Request – Bulk

All fields are mandatory for process access card request

×

Welcome!

Raise Access Card Request

Type of Access Required

Access For Bulk

☐ Add Employee ☒ Bulk Excel Upload

Attach File

 [Upload Document](#)

Document.pdf ×

Download Template

For e.g. 51599841598399 etc

Location

Select

Facility

Select

Floor

Select

ODC

Select

Asset Duration

15-Aug-24 to 19-Aug-25

Requester Comments

Enter Comments

Reset

Add to Validate

# Raise Request – Non SAP

All fields are mandatory for process access card request

Welcome!

Raise Access Card Request

Type of Access Required

Access For Non SAP

Access Required For

Bulk Access

Attach File

Upload Document

Document.pdf

Download Template

User list

Location

Select

Facility

Select

Floor

Select

ODC

Select

Asset Duration

15-Aug-24 to 19-Aug-25

Requester Comments

Enter Comments

Reset

Add to Validate



**Raise Card Lost/Damage Card Request**

 / Dashboard

All fields are mandatory for process access card request



Welcome!

Raise Card Lost Request

Type of Request

Card Lost Request

▼

Location

Select

Enter Card Details

▼

Facility

Select

▼

Request Mode

Access For Self

Card Number 

Enter Card Number

Requester Comments

Enter Comments

Reset

Add to Validate

**Raise Multiple ODC Request**

All fields are mandatory for process access card request

X

# Raise Multiple Request

Location

Select

Facility

Select

Floor

Select

ODC

Select

Card Number

Enter Card Number

Duration

18-Jul-24 to 24-Jul-24

Remarks

Enter Remarks

Reset

Add to Validate

# Details of Request


Location	Facility	Floor	Card Number	Duration	Duration
Noida-Sec60	ODC 1	1st	3428488393	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25
Noida-Sec60	ODC 2	2nd	8477347722	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25

Add to Validate


# Approver Dashboard

Pending Approvals (04)

My Requests (02)




All Requests



<input type="checkbox"/>	ID	Requestor	Type of Request	Access Required for	Facility	Floor	ODC	Access Duration	Remark
<input type="checkbox"/>	6533222	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	B1	01 (Shared)	10-Sep-24 to 14-Sep-25	<div>Remarks</div>
<input type="checkbox"/>	54166666	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	B1	Shared	10-Sep-24 to 14-Sep-25	<div>Remarks</div>
<input type="checkbox"/>	54166666	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	GF	Secured	10-Sep-24 to 14-Sep-25	<div>Remarks</div>
<input type="checkbox"/>	54166666	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	GF	Shared	10-Sep-24 to 14-Sep-25	<div>Remarks</div>

Showing 1 to 5 of 50 entries

5



<

1

2

3

>

Reset

Refer Back


Reject


Approve


# BMS Approver Dashboard

Pending Approvals (04)

My Requests (02)




 Download Excel

All Requests 

	<input type="checkbox"/>	ID	Requestor	Type of Request	Access Required for	Facility	Floor	ODC	Access Duration	Card Number	Remark
✓	<input type="checkbox"/>	6533222	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	B1	01 (Shared)	10-Sep-24 to 14-Sep-25	384784781	<div>Remarks</div>
✓	<input type="checkbox"/>	54166666	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	B1	Shared	10-Sep-24 to 14-Sep-25	357537958	<div>Remarks</div>
✓	<input type="checkbox"/>	54166666	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	GF	Secured	10-Sep-24 to 14-Sep-25	48344453	<div>Remarks</div>
✓	<input type="checkbox"/>	54166666	Karuna Moorthy S (5194893)	Access For Self	New Access	Noida-Sec-60, A8-9	GF	Shared	10-Sep-24 to 14-Sep-25	427478872	<div>Remarks</div>

Showing 1 to 5 of 50 entries

5 

<

1

2

3

>



# Reports

Access Duration\*

09-Apr-24 to 18-Jun-24

Location\*

Select

Status

Lost Cards

Show

### Damage & Lost Card Request

ID	Submitted On	Requested By	Requested For	Request Type	Location	Facility	Access Duration	Status
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25	Rejected
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25	Rejected
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25	Rejected
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25	Approved
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	-	-	Approved
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25	Approved
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25	Approved
54166666	10-Sep-24	Pradeep Kumar (5184745)	Pradeep Kumar (5184745)	Access	India-Noida	Noida-Sec-60, A8-9	10-Sep-24 to 14-Sep-25	Rejected

# Requestor Dashboard – Action

Pending Approvals (4)

My Requests (32)

ID	Type of Request	Access Required for	Facility	Floor	ODC	Access Duration	Pending With	Status	Action
54166666	Access for self	New Access	Noida-Sec-60, A8-9	B1	GYM (Secured)	10-Sep-24 to 14-Sep-25	-	Rejected	<a href="#">View</a>
54166666	Access for self	New Access	Noida-Sec-60, A8-9	B1	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	<a href="#">View</a>
54166666	Access for self	New Access	Noida-Sec-60, A8-9	GF	Secured	10-Sep-24 to 14-Sep-25	-	Rejected	<a href="#">View</a>
54166666	Access for self	New Access	Noida-Sec-60, A8-9	GF	Shared	10-Sep-24 to 14-Sep-25	-	Cancelled	<a href="#">View</a>
54166666	Card Lost	-	-	-	-	-	-	-	<a href="#">View</a>
54166666	Access for self	New Access	Noida-Sec-60, A8-9	1st	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	<a href="#">View</a>
54166666	Access for self	New Access	Noida-Sec-60, A8-9	1st	Shared	10-Sep-24 to 14-Sep-25	BMS	Rejected	<a href="#">View</a>
54166666	Access for self	New Access	Noida-Sec-60, A8-9	GF	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	<a href="#">View</a>

Showing 1 to 5 of 50 entries

X

Type of Request	Request Mode	Access Required For	ID	Submitted on
Access for Self	Temporary Access	New Access	1248473	19-Jul-24

Card Number  
4343

Location	Facility	ODC	Floor	Access Duration
India-Noida SEZ	Tower-1	Common	Common	14-Jul-24 to 24-Jul-24

Approver	Action	Dated	Remarks
Ananta Kumar Barik (5320492)	Request Initiated	12-Jul-24	ODC
Ananta Kumar Barik (5320492)	Cancelled	12-Jul-24	ODC

Access for self	New Access	Noida-Sec-60, A8-9	1st	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	<a href="#">View</a>
Access for self	New Access	Noida-Sec-60, A8-9	1st	Shared	10-Sep-24 to 14-Sep-25	BMS	Rejected	<a href="#">View</a>
Access for self	New Access	Noida-Sec-60, A8-9	GF	Shared	10-Sep-24 to 14-Sep-25	-	Rejected	<a href="#">View</a>

Showing 1 to 5 of 50 entries