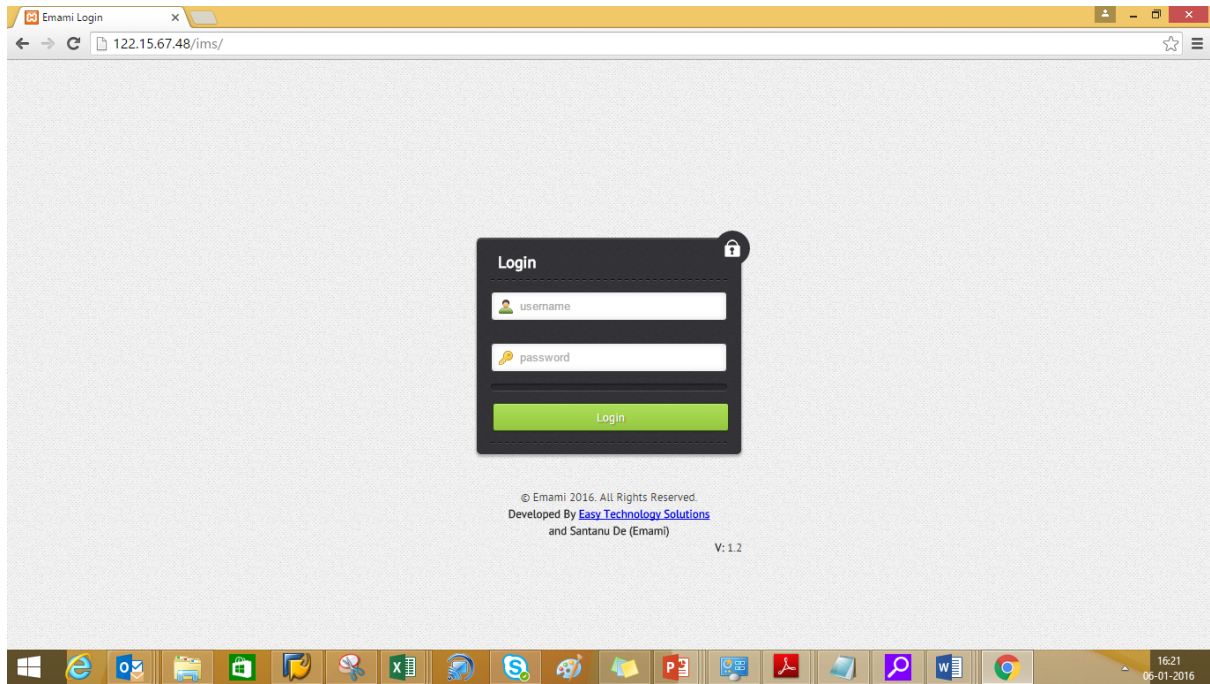
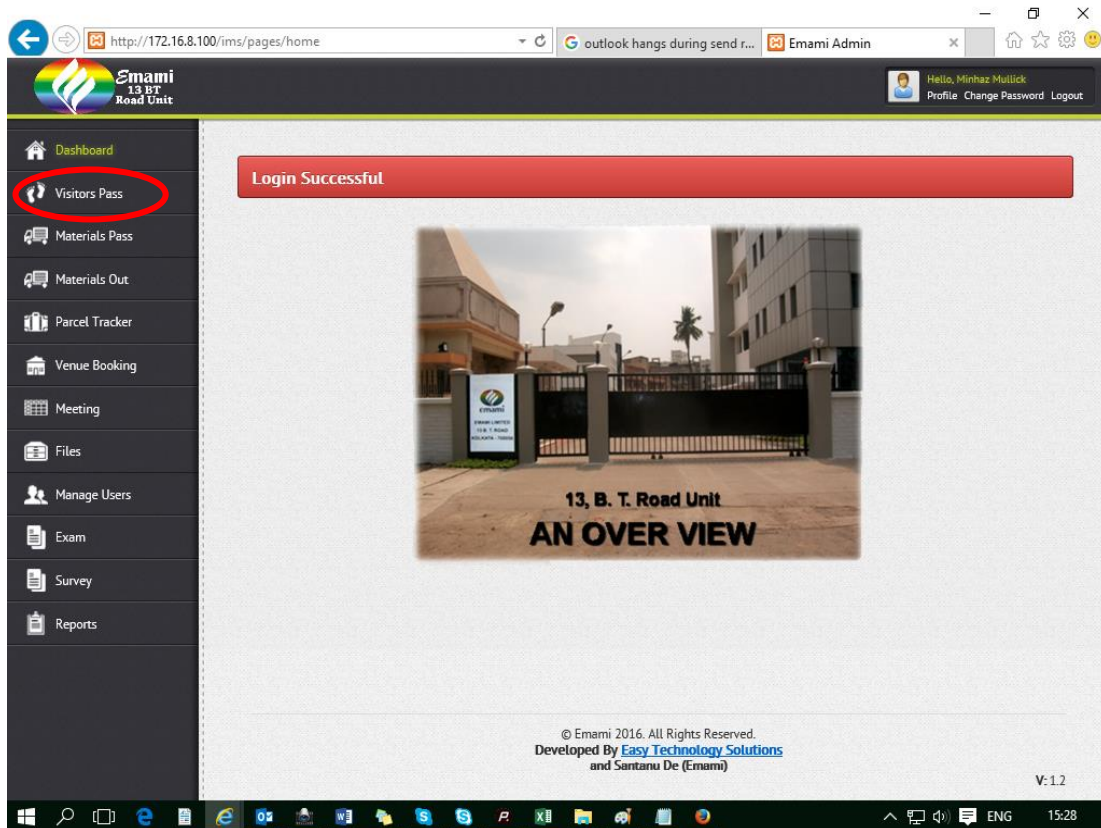


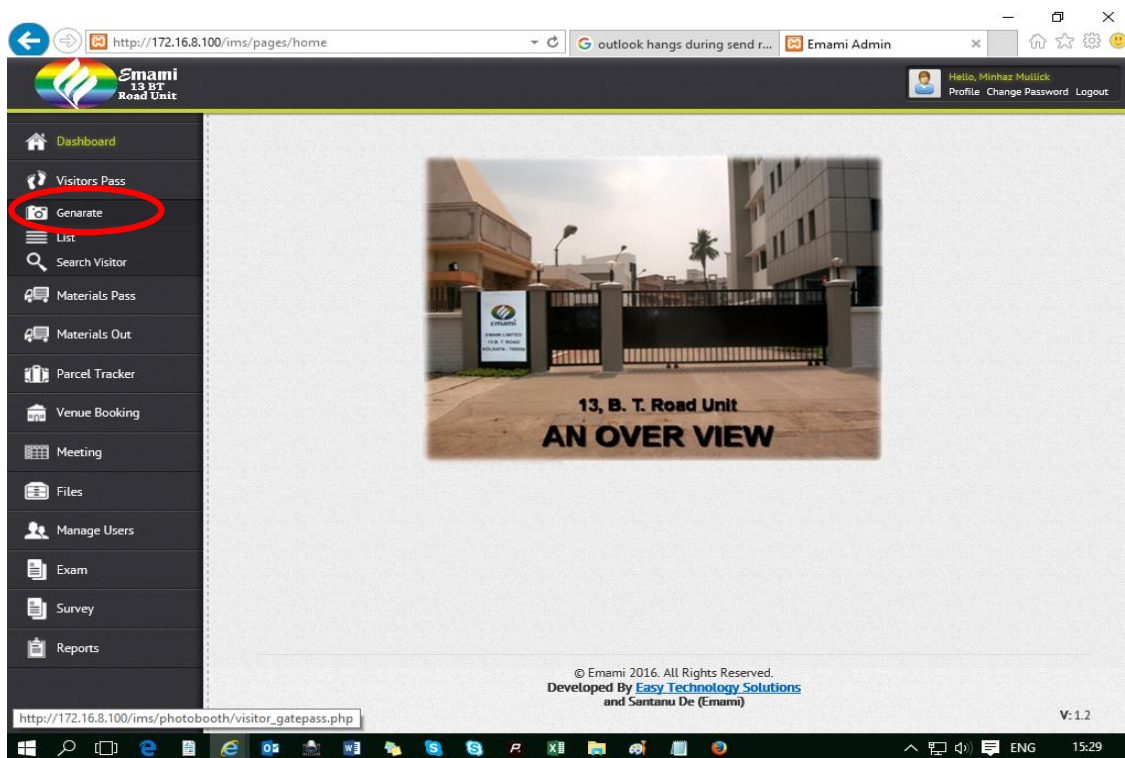
## To Generate Visitor Pass



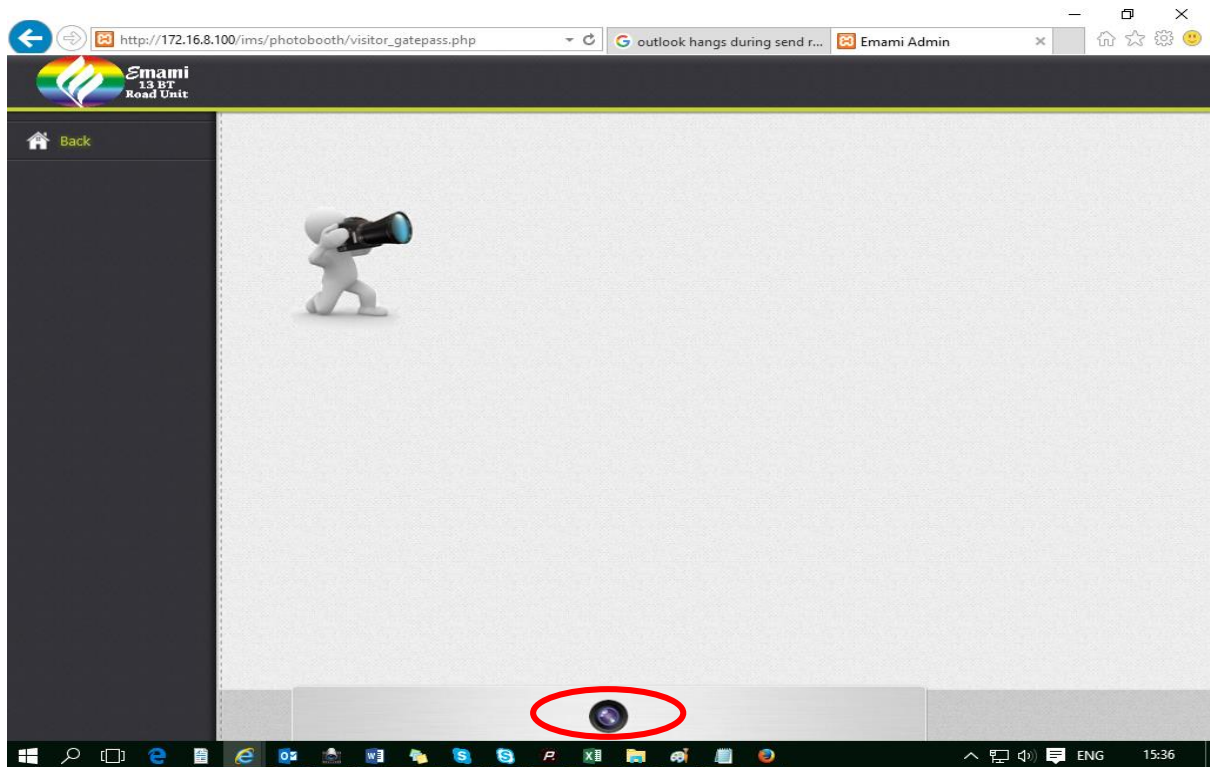
- Enter Your Username & Password



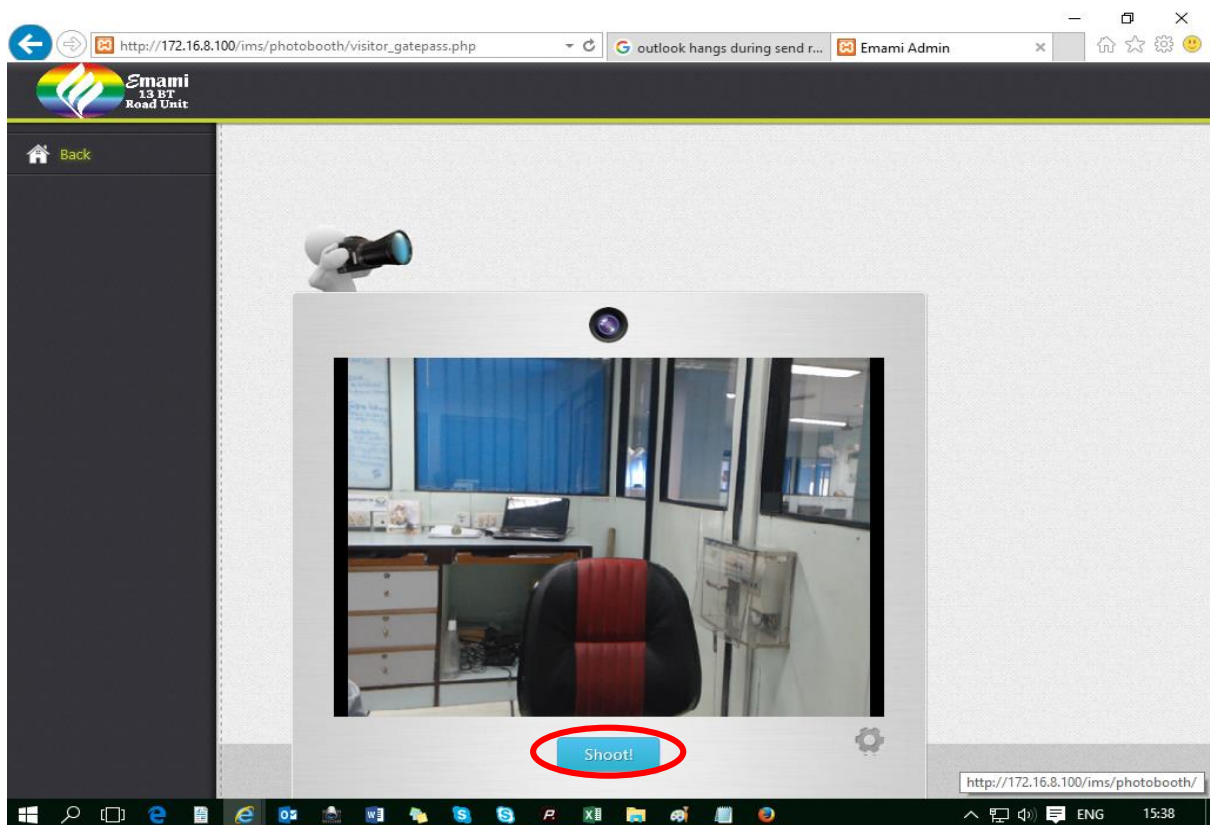
Click on **Visitor Pass**



Click on **Generate**

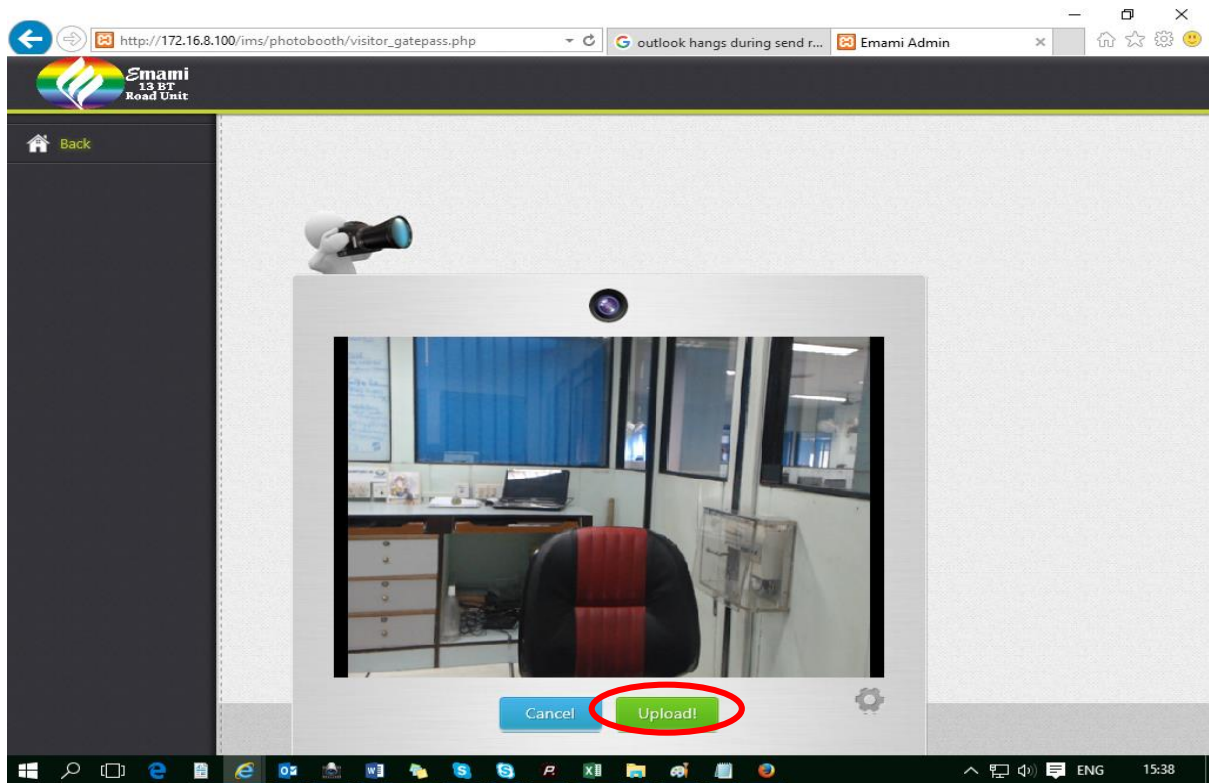


Click on **Camera Icon**

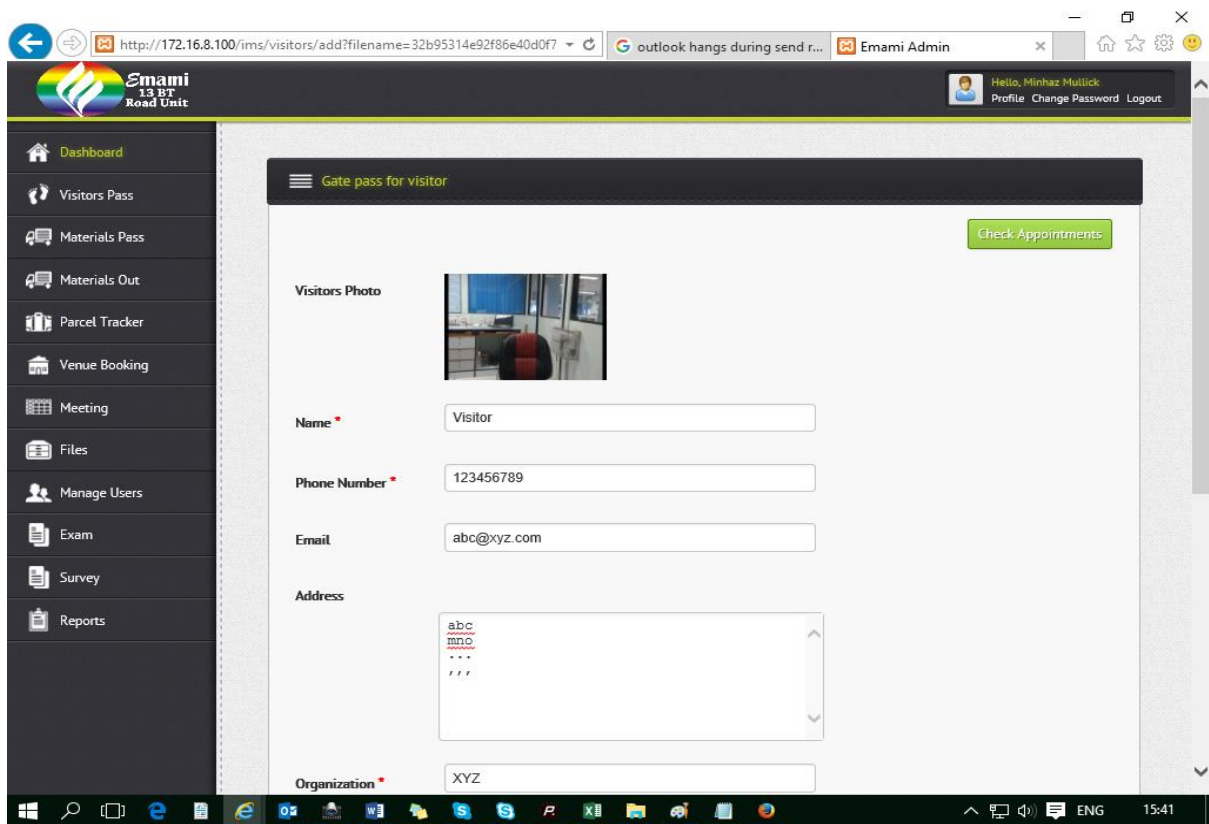


Click on **Shoot**





Click on **Upload**



Fill the Visitor Details

Survey  
Reports

Address  
abc  
mno  
...  
...

Organization \*  
XYZ

Whom to Meet \*  
SANTANU DE

Datetime \*  
25-02-2016 15:40

Reason  
☒ Official ☐ Personal

Appointment Type \*  
Instant Appointment

Type of pass \*  
select  
Visitor  
Contractor  
Contract Worker  
Driver & Helper  
Employee

Submit & Preview Reset

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V: 1.2

From Type of Pass select the Visitor Category & Click **Submit & Preview**

Visitors Pass  
Materials Pass  
Materials Out  
Parcel Tracker  
Venue Booking  
Meeting  
Files  
Manage Users  
Exam  
Survey  
Reports

Gate pass added successfully.

Gate pass for visitor

Emami  
13 BT Road Unit  
S.N: 74

V

Visitor Name	In Date-Time
Visitor	25/02/2016, 3:40 pm
Phone No.	Out Time
123456789	
Organization	Entered By
XYZ	Minhaz Mullick
Whom to Meet	Sign
SANTANU DE	
Purpose: Official	
Appointment Type: Instant	

Print

Click on **Print** to print the pass