



Gulf Aluminium Rolling Mill B.S.C. (closed)

Visitor Pass System

User Guide Manual

Prepared by:

Ervin Brosas

ICT Department

Ext. No: 3152

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How to Create New Visitor Pass Record?

- A. Open the new Time & Attendance System by entering this URL address in the Internet Explorer browser: <http://tasportal>. In the Homepage screen, go to Security Module => Visitor Pass menu then click the “Visitor Entry” link to open the Visitor’s Pass Entry screen as shown in the following screenshots.

Time & Attendance System
GULF ALUMINIUM ROLLING MILL B.S.C. (closed)

Employee No. 10003632 Get Search...
Employee Name ERVIN OLINAS BROSAS
Cost Center 7600 - INFORMATION&COMM. TECHNOLOGY
Joining Date 17-Oct-2011
Years of Service 4.92

Personal Information
Swipes History
Absences History
Leave History
Leave Balance
Attendance History
OIL Entitlements
Shift Pattern Information
Dependents Information

Other System Links

HOME GENERAL HR MODULE **SECURITY MODULE** REPORTS ADMINISTRATION HELP

Emergency Response Team
Manual Attendance
Visitor Pass
Visitor Entry
Visitor Inquiry

Welcome Ervin
User ID: GARMCO/Ervin
Cost Center: 7600

Swipes History
Period Covered: 16-Aug-2016 to 15-Sep-2016

DATE	SWIPE TIME	LOCATION	SWIPE TYPE	SHIFT PAT. CODE	SHIFT CODE	SHIFT POINTER
06-Sep-2016	07:36:42	Fol Mill - Barrier	In	D	D	3
05-Sep-2016	16:28:32	Fol Mill - Barrier	Out	D	D	2
05-Sep-2016	13:14:05	GARMCO - Main gate Barrier	In	D	D	2
05-Sep-2016	13:12:35	Fol Mill - Barrier	Out	D	D	2
05-Sep-2016	07:47:41	Fol Mill - Barrier	In	D	D	2
04-Sep-2016	16:28:50	Fol Mill - Barrier	Out	D	D	1
04-Sep-2016	07:51:54	Fol Mill - Barrier	In	D	D	1
03-Sep-2016	14:20:56	Fol Mill - Barrier	Out	D	O	7
03-Sep-2016	08:12:44	Fol Mill - Barrier	In	D	O	7
31-Aug-2016	16:33:58	Fol Mill - Barrier	Out	D	D	4

Page size: 10 39 items in 4 pages

Environment : PRODUCTION
This application is for authorized use only and all user activities are subject to be monitored and recorded.
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Visitor's Pass Entry
Allows Security Personnel to record the entry of visitors inside the company

Visitor Information:
Visitor Name: [Enter Visitor Name]
Visit Date: 6/9/2016
ID Number: [Enter ID Number] GARMCO Visitor Card No. [Enter Card No.]

Person to Visit Information:
Employee No. [Enter Employee No.] Get ...
Employee Name: Not defined
Position: Not defined
Phone Ext. No.: Not defined
Cost Center: Not defined
Immediate Supervisor: Not defined
Cost Center Manager: Not defined

Log Information:
Swipe Time: 6/9/2016 [HH:MM:SS] Swipe Type: [Select]
Add Swipe Update Clear

DATE	LOCATION	SWIPE TYPE	SWIPE TIME
No swipe record found.			

Page size: 5 1 items in 1 pages

Remarks: [Text Area]

BLOCK VISITOR? ☐

Save Reset << Back

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B. To create a new record follow the below procedures:

1. Enter the Visitor Name
2. Specify the Visit Date
3. Enter the ID Number which can be any of the following: CPR, passport number or mobile number
4. Enter the Visitor Card number which is written in the ID badge given by the Security personnel
5. Enter the employee no. of the person to be visited then click the **Get** button.
6. Specify the swipe date and time, select whether In or Out then click the **Add** button. (Note: This is optional since the swipe time can be fetched from the readers once the visitor swipes his/her ID badge).
7. Provide the Remarks (Note: This field is optional only)
8. Click the **Save** button to save data in the database.

Time & Attendance System
GULF ALUMINIUM ROLLING MILL B.S.C. (closed)

Tuesday, 06 September 2016 11:11:59
[Log Out]

HOME GENERAL HR MODULE SECURITY MODULE REPORTS ADMINISTRATION HELP

Welcome Ervin
User ID: GARMCO\Ervin
Cost Center: 7600

Visitor's Pass Entry
Allows Security Personnel to record the entry of visitors inside the company

Visitor Information:

Visitor Name: Test Visitor (1)
Visit Date: 6/9/2016 (2)
ID Number: 781202647 (3)
GARMCO Visitor Card No.: 10123 (4)

Person to Visit Information:

Employee No.: 10003632 (5) [Get] ...
Cost Center: 7600 - INFORMATION&COMM.TECHNOLOGY
Employee Name: ERVIN OLINAS BROSAS
Immediate Supervisor: (10003191) MOHAMED HUSNI MOHAMED AMEEN
Position: SOFTWARE ENGINEER
Cost Center Manager: (10003662) KHALID RASHED JALAL
Phone Ext. No.: 3152

Log Information:

Swipe Time: 6/9/2016 [HH:mm:ss] (6)
Swipe Type: [In/Out]
[Add Swipe] [Delete] [Clear]

DATE	LOCATION	SWIPE TYPE	SWIPE TIME
06-Sep-2016	Manual Swipe	In	06/09/2016 08:00:00

Page size: 5 1 items in 1 pages

Remarks: Testing only (7)

BLOCK VISITOR? ☐

[Save] [Reset] [Back] (8)

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How to Block a Visitor?

- A. Open the new Time & Attendance System by entering this URL address in the Internet Explorer browser: <http://tasportal>. In the Homepage screen, go to Security Module => Visitor Pass menu then click the “**Visitor Inquiry**” link to open the Visitor Pass Inquiry screen as shown in the following screenshots.

Time & Attendance System
GULF ALUMINIUM ROLLING MILL B.S.C. (closed)

Employee No. 10003632 Get Search...
Employee Name ERVIN OLINAS BROSAS
Cost Center 7600 - INFORMATION&COMM.TECHNOLOGY
Joining Date 17-Oct-2011
Years of Service 4.92

Personal Information
Swipes History
Absences History
Leave History
Leave Balance
Attendance History
DIL Entitlements
Shift Pattern Information
Dependents Information

Other System Links

HOME GENERAL HR MODULE **SECURITY MODULE** REPORTS ADMINISTRATION HELP

Emergency Response Team
Manual Attendance
Visitor Pass
Visitor Entry
Visitor Inquiry

Welcome Ervin
User ID: GARMCO\Ervin
Cost Center: 7600

Period Covered: 16-Aug-2016 to 15-Sep-2016

DATE	SWIPE TIME	LOCATION	SWIPE TYPE	SHIFT PAT. CODE	SHIFT CODE	SHIFT POINTER
06-Sep-2016	07:36:42	Fol Mill - Barrier	In	D	D	3
05-Sep-2016	16:28:32	Fol Mill - Barrier	Out	D	D	2
05-Sep-2016	13:14:05	GARMCO - Main gate Barrier	In	D	D	2
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05-Sep-2016	07:47:41	Fol Mill - Barrier	In	D	D	2
04-Sep-2016	16:28:50	Fol Mill - Barrier	Out	D	D	1
04-Sep-2016	07:51:54	Fol Mill - Barrier	In	D	D	1
03-Sep-2016	14:20:56	Fol Mill - Barrier	Out	D	O	7
03-Sep-2016	08:12:44	Fol Mill - Barrier	In	D	O	7
31-Aug-2016	16:33:58	Fol Mill - Barrier	Out	D	D	4

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Visitor's Pass Inquiry
Allows Security Personnel to search for the Visitors' visit history in the company

Visitor Name Enter Visitor Name Visit Date ~
GARMCO Visitor Card No. Enter Visitor Card No. Visited Department Select Cost Center
ID Number Enter CPR or other ID Visited Emp. No. --
Blocked Visitors? Yes No All Created By All Me Others
Search Reset Criteria

1 record(s) found

	VISITOR NAME	VISITOR CARD NO.	ID NUMBER	VISIT DATE	VISITED EMPLOYEE NAME	VISITED DEPARTMENT	IS BLOCKED?	CREATED BY	CREATED DATE
<input type="checkbox"/>	Test Visitor #1	50123	781458623	06-Sep-2016	(10003632) ERVIN OLINAS BROSAS	7600 - INFORMATION&COMM.TECHNOLOGY	No	(10003632) ERVIN OLINAS BROSAS	06-Sep-2016 9:40 AM

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Create New Delete Print Report

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B. To block a visitor follow the below procedures:

1. Search for the desired visitor using the **Visitor's Pass Inquiry** form. Enter data in the filter criteria fields to fine tuned the search results.
2. If the desired visitor is found, click the visitor name in the grid.
3. The visitor's visit information will be shown in the next screen. Tick the **Block Visitor** checkbox.
4. Click **Save** button to save the data. The Visitor's Pass Inquiry page will be shown with the record highlighted in red color background.

Time & Attendance System
GULF ALUMINIUM ROLLING MILL B.S.C. (closed)

Tuesday, 06 September 2016 12:03:27
[Log Out]

Welcome Ervin
User ID: GARMCO\Ervin
Cost Center: 7600

Visitor's Pass Inquiry
Allows Security Personnel to search for the Visitors' visit history in the company

Visitor Name: Jose Calderon Visit Date: ~
GARMCO Visitor Card No.: Enter Visitor Card No. Visited Department: Select Cost Center
ID Number: Enter CPR or other ID Visited Emp. No.:
Blocked Visitors? ☐ Yes ☐ No ☒ All Created By: ☒ All ☐ Me ☐ Others
Search Reset Criteria


1 record(s) found

	VISITOR NAME	VISITOR CARD NO.	ID NUMBER	VISIT DATE	VISITED EMPLOYEE NAME	VISITED DEPARTMENT	IS BLOCKED?	CREATED BY	CREATED DATE
<input checked="" type="checkbox"/>	Jose Calderon	50555	781202647	06-Sep-2016	(10003632) ERVIN OLINAS BROSAS	7600 - INFORMATION&COMM.TECHNOLOGY	No	(10003632) ERVIN OLINAS BROSAS	06-Sep-2016 11:58 AM

Page size: 10 1 items in 1 pages

Create New Delete Print Report

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Time & Attendance System

GULF ALUMINIUM ROLLING MILL B.S.C. (closed)

Tuesday, 06 September 2016 12:08:25

[Log Out]



Visitor's Pass Entry

Allows Security Personnel to record the entry of visitors inside the company

Welcome Ervin

User ID: GARMCO\Ervin

Cost Center: 7600

Visitor Information:

Visitor Name:

Visit Date:

ID Number:

GARMCO Visitor Card No.:

Person to Visit Information:

Employee No.:

Cost Center: 7600 - INFORMATION&COMM TECHNOLOGY

Employee Name: ERVIN OLINAS BROSAS

Immediate Supervisor: (10003191) MOHAMED HUSNI MOHAMED AMEEN

Position: SOFTWARE ENGINEER

Cost Center Manager: (10003662) KHALID RASHID JALAL

Phone Ext. No.: 3152

Log Information:

Swipe Time:

HH:mm:ss

Swipe Type:

Add Swipe

Update

Clear

DATE	LOCATION	SWIPE TYPE	SWIPE TIME
06-Sep-2016	Manual Swipe	IN	06/09/2016 09:00:00

Page size: 5

1 items in 1 pages

Remarks:

BLOCK VISITOR? ☒

Save

Delete

Reset


Print Report

<< Back

Environment : PRODUCTION

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Time & Attendance System

GULF ALUMINIUM ROLLING MILL B.S.C. (closed)

Tuesday, 06 September 2016 12:09:09

[Log Out]



Visitor's Pass Inquiry

Allows Security Personnel to search for the Visitors' visit history in the company

Welcome Ervin

User ID: GARMCO\Ervin

Cost Center: 7600

Visitor Name:

Visit Date:

GARMCO Visitor Card No.:

Visited Department:

ID Number:

Visited Emp. No.:

Blocked Visitors? ☐ Yes ☐ No ☒ All

Created By: ☐ All ☐ Me ☐ Others

Search

Reset Criteria

1 record(s) found

DATE	LOCATION	SWIPE TYPE	SWIPE TIME
06-Sep-2016	Manual Swipe	IN	06/09/2016 09:00:00

Page size: 10

1 items in 1 pages

Create New

Delete

Print Report

Environment : PRODUCTION

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How to Search for Specific Visitor and Print the Visit Log Report?

- A. Open the new Time & Attendance System by entering this URL address in the Internet Explorer browser: <http://tasportal>. In the Homepage screen, go to Security Module => Visitor Pass menu then click the “**Visitor Inquiry**” link to open the Visitor Pass Inquiry screen as shown in the following screenshots.

The screenshot displays the Time & Attendance System (TAS) interface. The top navigation bar includes links for HOME, GENERAL, HR MODULE, SECURITY MODULE, REPORTS, ADMINISTRATION, and HELP. The SECURITY MODULE menu is expanded, showing options like Emergency Response Team, Manual Attendance, Visitor Pass, and Visitor Inquiry. A red arrow labeled '1' points to the SECURITY MODULE menu, and another red arrow labeled '2' points to the Visitor Inquiry link. The main content area shows a table of visitor logs with columns for DATE, SWIPE TIME, LOCATION, SWIPE TYPE, SHIFT PAT. CODE, SHIFT CODE, and SHIFT POINTER. The table lists several entries from August to September 2016. The bottom of the screen shows the environment as PRODUCTION and copyright information for 2016 Gulf Aluminium Rolling Mill B.S.C. (closed).

DATE	SWIPE TIME	LOCATION	SWIPE TYPE	SHIFT PAT. CODE	SHIFT CODE	SHIFT POINTER
06-Sep-2016	07:36:42	Fol Mill - Barrier	In	D	D	3
05-Sep-2016	16:28:32	Fol Mill - Barrier	Out	D	D	2
05-Sep-2016	13:14:05	GARMCO - Main gate Barrier	In	D	D	2
05-Sep-2016	13:12:35	Fol Mill - Barrier	Out	D	D	2
05-Sep-2016	07:47:41	Fol Mill - Barrier	In	D	D	2
04-Sep-2016	16:28:50	Fol Mill - Barrier	Out	D	D	1
04-Sep-2016	07:51:54	Fol Mill - Barrier	In	D	D	1
03-Sep-2016	14:20:56	Fol Mill - Barrier	Out	D	O	7
03-Sep-2016	08:12:44	Fol Mill - Barrier	In	D	O	7
31-Aug-2016	16:33:58	Fol Mill - Barrier	Out	D	D	4

B. To search for specific visitor and print the visit log report, follow the below procedures:

1. Supply the information in the search filter criteria section and then click the **Search** button.
2. If the desired visitor is found, click the printer icon in the grid which is found beside the visitor name.
3. The visitor's visit information will be shown in the next screen. Tick the **Block Visitor** checkbox.
4. Click **Save** button to save the data. The Visitor's Pass Inquiry page will be shown with the record highlighted in red color background.

Time & Attendance System
GULF ALUMINIUM ROLLING MILL B.S.C. (closed)

Tuesday, 06 September 2016 12:03:27 [Log Out]

Welcome Ervin
User ID: GARMCO\Ervin
Cost Center: 7600

Visitor's Pass Inquiry
Allows Security Personnel to search for the Visitors' visit history in the company

Visitor Name: Visit Date: ~

GARMCO Visitor Card No. Visited Department:

ID Number Visited Emp. No.

Blocked Visitors? ☐ Yes ☐ No ☒ All Created By ☒ All ☐ Me ☐ Others

1 record(s) found

<input type="checkbox"/>	VISITOR NAME	VISITOR CARD NO.	ID NUMBER	VISIT DATE	VISITED EMPLOYEE NAME	VISITED DEPARTMENT	IS BLOCKED?	CREATED BY	CREATED DATE
<input type="checkbox"/>	Jose Calderon	50555	781202647	06-Sep-2016	(10003632) ERVIN OLINAS BROSAS	7600 - INFORMATION&COMM.TECHNOLOGY	No	(10003632) ERVIN OLINAS BROSAS	06-Sep-2016 11:58 AM [1]

Page size: 10 1 items in 1 pages

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TAS Report Viewer - Internet Explorer

1 of 1 > | Export to the selected format | Export

GULF ALUMINIUM ROLLING MILL B.S.C. (closed)
 North Sitra Industrial Area P.O. Box 20725 Kingdom of Bahrain
 Tel. No. +973 17731000

Visitor Log Report

Visitor Information:
 Name: Jose Calderon Visit Date: 06-Sep-2016
 ID Number: 781202647 GARMCO Visitor Card No. 50555

Person to Visit Information:
 Emp. Name: (10003632) ERVIN OLINAS BROSAS Cost Center: 7600 - INFORMATION&COMM TECHNOLOGY
 Position: SOFTWARE ENGINEER Phone Ext.: 3152

Log History:
 Is Blocked by Security?: No
 Remarks: Testing

SWIPES HISTORY			
Date	Location	Swipe Type	Swipe Time
06-Sep-2016	Manual Swipe	IN	9:00:00 AM

Close Report

- C. To export the report into other format such as PDF, Excel, CSV, etc. follow the below procedures.
1. Select the desired target format from the drop-down list.
 2. Click the **Export** link.
 3. A pop-up form will come out at the bottom part of the screen, click **Open** to open the file or **Save** to save the file into the harddrive.

TAS Report Viewer - Internet Explorer

1 of 1 > | Export to the selected format | Export

GULF ALUMINIUM ROLLING MILL B.S.C. (closed)
 North Sitra Industrial Area P.O. Box 20725 Kingdom of Bahrain
 Tel. No. +973 17731000

Visitor Log Report

Visitor Information:
 Name: Jose Calderon Visit Date: 06-Sep-2016
 ID Number: 781202647 GARMCO Visitor Card No. 50555

Person to Visit Information:
 Emp. Name: (10003632) ERVIN OLINAS BROSAS Cost Center: 7600 - INFORMATION&COMM TECHNOLOGY
 Position: SOFTWARE ENGINEER Phone Ext.: 3152

Log History:
 Is Blocked by Security?: No
 Remarks: Testing

SWIPES HISTORY			
Date	Location	Swipe Type	Swipe Time
06-Sep-2016	Manual Swipe	IN	9:00:00 AM

Close Report

Export to the selected format

- Report (PDF) file
- CSV (comma delimited)
- Excel 97-2003
- Rich Text Format
- TTF file
- Web Archive

Do you want to open or save VisitorLogReport.pdf (180 KB) from tasportal?

Open Save Cancel