# Ramoji Access360 Application – Standard Operating Procedure (SOP)

## 1. Open the Application

1. Open any web browser (Chrome / Firefox / Edge / Safari).
2. Open a new tab and enter the URL:
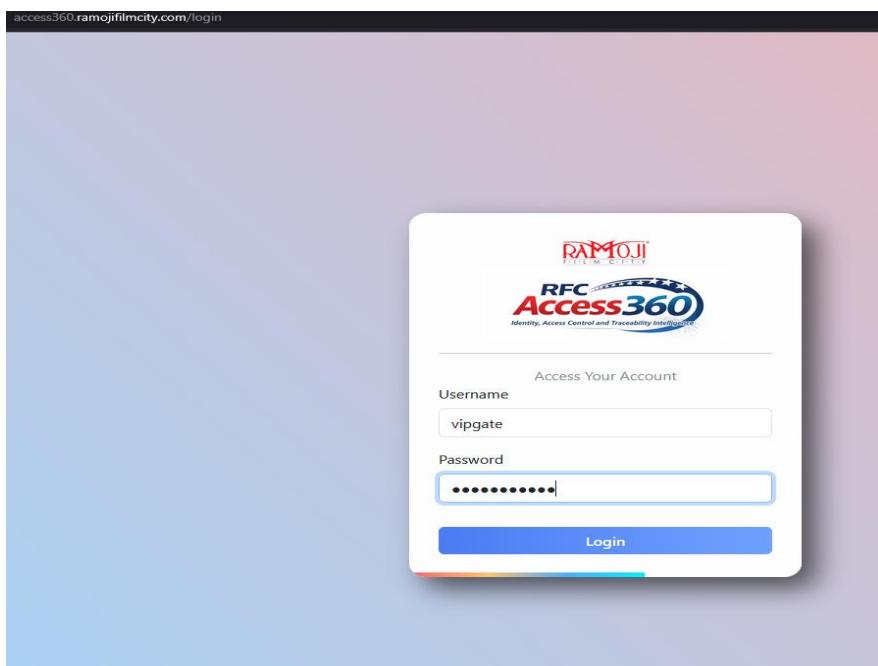
   **access360.ramojifilmcity.com**

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## 2. Login

1. Enter your **Username** and **Password**.
2. Click **Login**.

   > Note: Username and password will be shared with you by the concerned team.



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# 3. Dashboard (Home Screen)

After login, the Dashboard page will open. It shows:

- Today's **Total Visitors** count
- Today's **Total Gate Pass Entries** count
- **Waiting for Approvals** count
- **Approved** count

| Total Visitors Today | Gate Entries | Waiting for approvals | Approved |
|---|---|---|---|
| 14 | 13 | 0 | 14 |

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# 4. Open Sidebar Menu
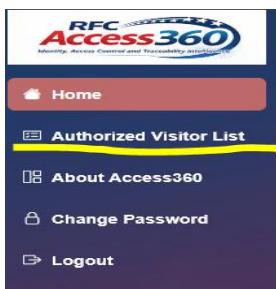
1. Click the **Menu icon** on the **top-left corner**.
2. The sidebar will open.



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# 5. Authorized Visitor List (Visitor Status)

1. Open **Authorized Visitor List** from the sidebar.
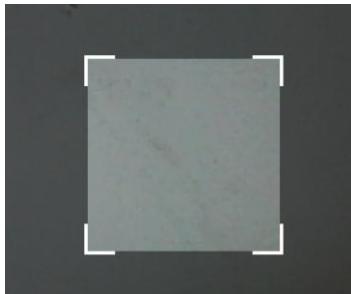
**Authorized Visitor List**

| | Request Code | V-Code | Company | Department | Security Status |
| | Enter GV-Code | Enter V-Code | --Select Department-- | All | All |

| Visit Date | Company | Department | Referred | Rquested By | Visitor | Contact | Purpose | Check-In By | Validity | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| 2026-01-22 | UKMPL | IT | K Ravindara Rao | Super Admin | Kishore | 5634683284 | Meeting | Material Gate New | ✓ | Completed In: 2026-01-22 16:38:14 Out: 2026-01-22 16:42:02 |
| 2026-01-22 | DHPL | HR | SBR Prasad | SBR Prasad | Manoj Kumar | 9876501234 | Bank/Post Office | VIP Gate | ✓ | Completed In: 2026-01-22 16:00:40 Out: 2026-01-22 16:07:01 |
| 2026-01-22 | DHPL | HR | SBR Prasad | SBR Prasad | Vamsi Krishna | 9876543210 | Bank/Post Office | Highway Gate | ✓ | Completed In: 2026-01-22 16:11:25 Out: 2026-01-22 16:26:15 |
| 2026-01-22 | UKMPL | IT | Krishna Vasireddy | Super Admin | Sharath Varma | 9876501234 | Artist | Rear Gate | ✓ | Completed In: 2026-01-22 16:27:53 Out: 2026-01-22 16:33:24 |
| 2026-01-22 | UKMPL | IT | Krishna Vasireddy | Super Admin | Prakash Kumar | 9876543210 | Artist | Material Gate New | ✓ | Inside Artist Not Yet Completed In: 2026-01-22 16:35:13 |
| 2026-01-22 | UKMPL | IT | K Ravindara Rao | Super Admin | Kiran Kumar | 7894561234 | Site Inspection | -- | ✓ | Not Entered |
| 2026-01-22 | UKMPL | IT | K Ravindara Rao | Super Admin | narendra | 9876501234 | Meeting | Material Gate New | ✓ | Completed In: 2026-01-22 13:02:42 Out: 2026-01-22 13:18:44 |
| 2026-01-22 | UKMPL | IT | K Ravindara Rao | Super Admin | Ramarao | 9876543210 | Meeting | Material Gate | ✓ | Completed In: 2026-01-22 12:54:44 Out: 2026-01-22 13:22:50 |
| 2026-01-22 | UKMPL | IT | Krishna Vasireddy | Super Admin | Sharath | 9876501234 | Delivery | Highway Gate | ✓ | Inside Delivery Completed In: 2026-01-22 13:14:14 |

2. Based on the **Status color**, you can identify the guest status, such as:

- Guest inside RFC

- Guest inside – meeting completed

- Guest exited from RFC

- Guest not yet arrived

# 6. Allow Guest Entry (QR Code Scan)

1. To allow a guest entry, scan the **QR code**.
2. Click the **QR Scan icon** on the **top-right corner**.
3. The QR scanning screen will appear.
4. Scan the QR code and **capture the guest photo**.
5. Verify the **Guest Status**.

## Visitor Details

| | | | |
|---|---|---|---|
| **Request Code:** GV000042 | **Requested By:** Super Admin | **Referred By:** Krishna Vasireddy | **Company:** UKMPL |
| **Department:** IT | **Visitors Count:** 2 | **Email:** karnamahesh42@gmail.com | **Purpose:** Artist |
| **Visit Date & Time:** 2026-01-22 15:12:00 | **Description:** Test Records | | **Actions:** ⮡ Mark Exit |

Request Approved ──── Check In ──── Session Complete ──── Check Out

## Visitor Details



| | | |
|---|---|---|
| **Visitor Code:** V000052 | **Visitor Name:** Prakash Kumar | **Visitor Phone:** 9876543210 |
| **Visitor Email:** karnamahesh42@gmail.com | **Vehicle No:** TN10AB1234 | **Vehicle Type:** Car |
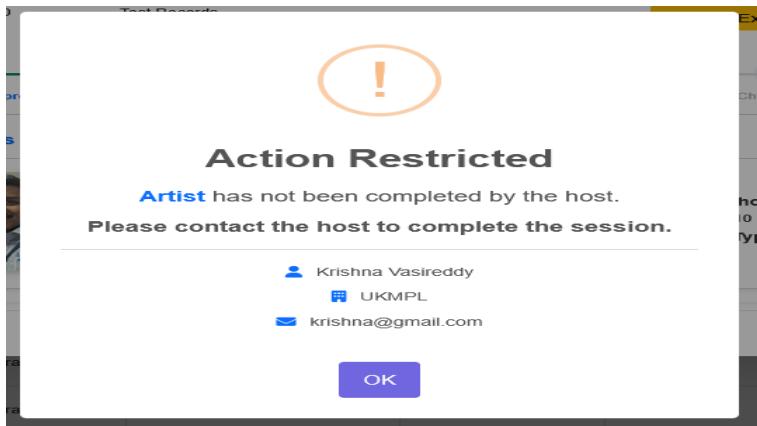
Close

# 7. Important Note – Session Completion (HOD)

The concerned **HOD must mark "Session Completed"** in the system.

If "Session Completed" is not marked, the **security person cannot Mark Exit**.



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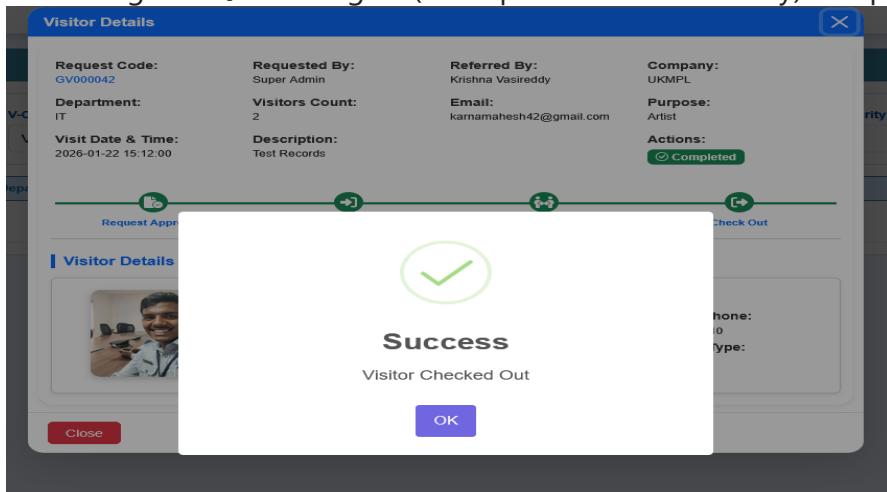
# 8. Mark Exit (Security) – Two Methods

Security can mark exit using either of the following methods:

## Method 1: QR Scan

- Scan the guest QR code again (same process used for entry) and proceed to mark exit.



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## Method 2: Manual Mark Exit (Using Visitor Code)

1. Click **Mark Exit**.
2. Search using the **Visitor Code**.
3. Enter the Visitor Code and press **Search/Submit**.
4. The visitor record will appear.
5. Click anywhere on the visitor record to open details.
6. Click **Mark Exit** to complete the exit process.





# End of Procedure

**Thank you**