

# Access360 User Standard Operating Procedure

## 1. USER: Visitor Request Creation

### Purpose

To define the standard procedure for creating **Single Visitor** and **Group Visitor** requests.

### Applicable To

All registered users.

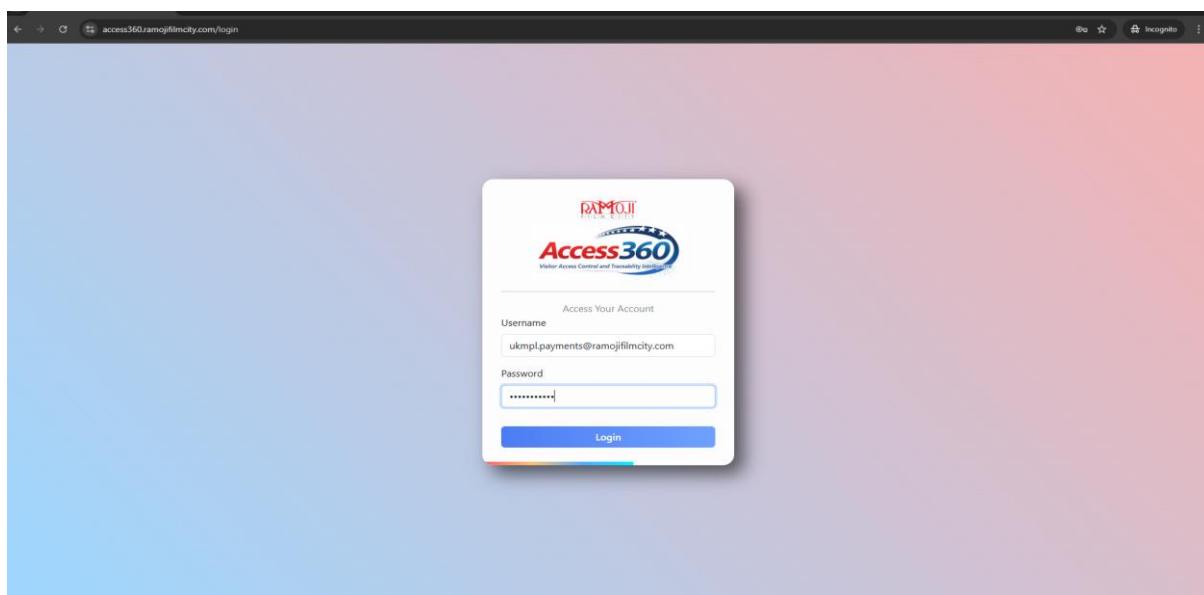
### Pre-requisites

- Valid user login credentials
- Visitor details available

### Procedure

#### Step 1: User Login

- **Access application URL( <https://access360.ramojifilmcity.com/> )**
- Login using valid credentials



#### Step 2: Access Request Management

- From dashboard, open **Request Management**
- Choose request type:
  - Single Visitor Request
  - Group Visitor Request
- Or Choose directly From the Quick Links

### Step 3: Fill Visitor Details

#### Single Visitor Request

In this step, the user must enter the visitor information in the form provided.

The following fields are required:

- Purpose** – Select the purpose based on the type of visit
- Mobile Number** – Enter a valid contact number
- Email ID** – Mandatory field; the Gate Pass QR code will be sent to this email only
- Visit Date & Time** – Select the scheduled date and time of the visit
- Visitor Name** – Enter the full name of the visitor

- **Phone** – Visitor's contact number
- **ID Proof Type** – Select the type of identity proof
- **ID Number** – Enter the corresponding ID proof number
- **Referred By** - Chosen person will act as the **approver for the visitor request**.  
The request will be sent to the selected approver for review and approval.

All mandatory details must be filled correctly to proceed with the request submission.

The screenshot shows the 'Visitor Request' page on the Access360 platform. The 'Visit Information' section includes fields for Purpose (Meeting), Referred By (Satis Kumar), Date of Visit (28-01-2026), and Time of Visit (15:00). The 'Visitor Details' section includes fields for Name (Sai Kiran), Email (karmamahesh42@gmail.com), Phone (8949456222), and ID Proof Type (Aadhar Card). The 'Vehicle Details & Attachments' section includes fields for Vehicle Number (AP25TST232), Vehicle Type (Car), and Vehicle ID Proof (Choose File). At the bottom, there are 'Submit' and 'Back' buttons, with the 'Submit' button being highlighted with a red box.

#### Step 4: Submit Request

- Click **Submit**
- System generates Request ID
- Status set to **Pending Approval**

#### Expected Output

- Request visible in user dashboard
- Request forwarded to Approver (Admin)

## 2. ADMIN: Request Review & Approval

### Purpose

To define the procedure for reviewing and approving/rejecting visitor requests, including **auto-approval for Admin raised requests**.

### Applicable To

Admin / Approver users.

### Pre-requisites

- Admin / HOD login credentials

## Approval Logic

- If request is raised by a normal user → Approval required by Admin/Approver User
- If request is raised by Admin/HOD → Request is **auto-approved** by system

## Procedure

### Step 1: Admin / HOD Login

- Login using admin or HOD credentials

### Step 2: Request Handling

Case A: Request Raised by User

1. Open Dashboard → Pending Requests
2. Select request (Single / Group)

The screenshot shows the Access360 software interface. On the left is a sidebar with options like Home, Request Management, Report, About Access360, Change Password, and Logout. The main dashboard has several cards: Today Visitors (0), Gate Entries (0), Pending Approvals (1), Approved (0), and Rejected (0). Below these are cards for Today Visited (0), This Week (1), This Month (3), and This Year (3). The 'Pending Approvals' section contains two entries: 'Meeting - Test Record For Sop' and 'Vendor - Test'. Each entry has three buttons: a checkmark, a red X, and a blue eye icon. The 'Pending Approvals' section is highlighted with a red box. To the right is a 'Quick Links' panel with options: Create Visitor Request, Create Group Request, and Request Management. At the bottom is a 'Recent Authorized Visitor List' table with columns: Visit Date, Company, Department, Referred, Requested By, Visitor, Contact, Purpose, QR Validity, and Status. The table shows one row for '2026-01-20 UKMPL Finance Radhika Kamalesh 7894561234 Recce Not Endorsed'.

### 3. Review visitor and visit details

There are **two ways** to find and review a visitor request during the approval process:

#### 1. Dashboard – Pending Approval Table

The approver can view and select requests directly from the **Pending Approval** table on the dashboard.

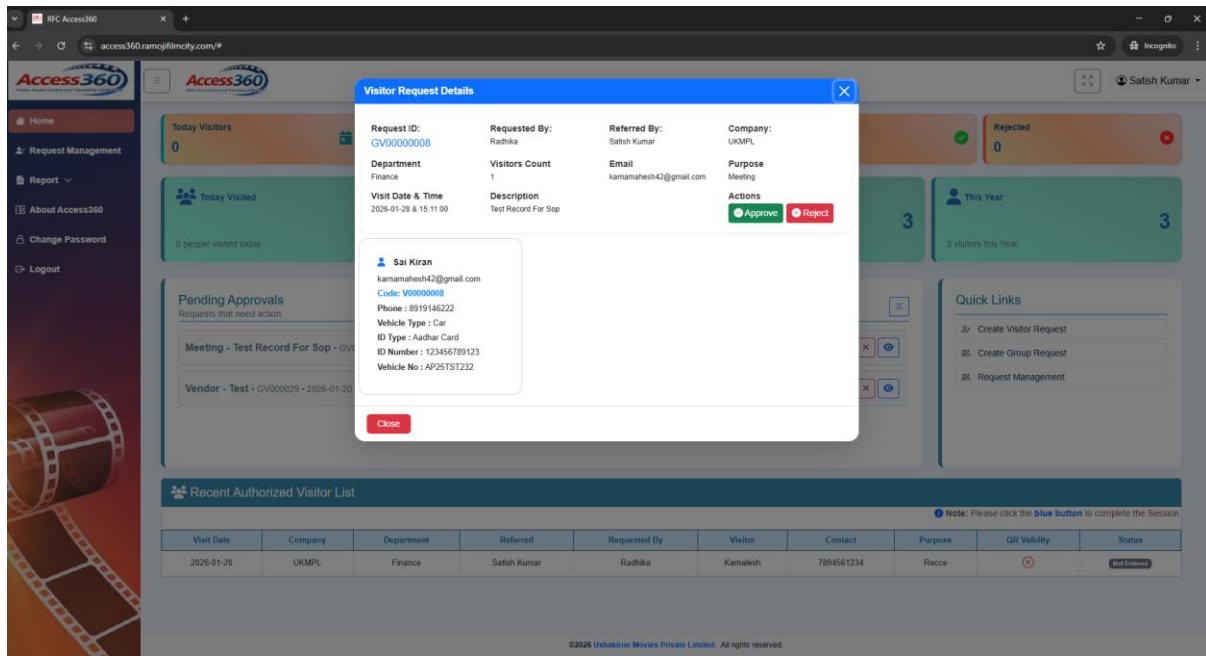
#### 2. Request Management Screen

The approver can navigate to the **Request Management** screen and click the **Eye icon** to preview the visitor request details.

Both methods allow the approver to review complete **visitor and visit information** before taking an approval decision.

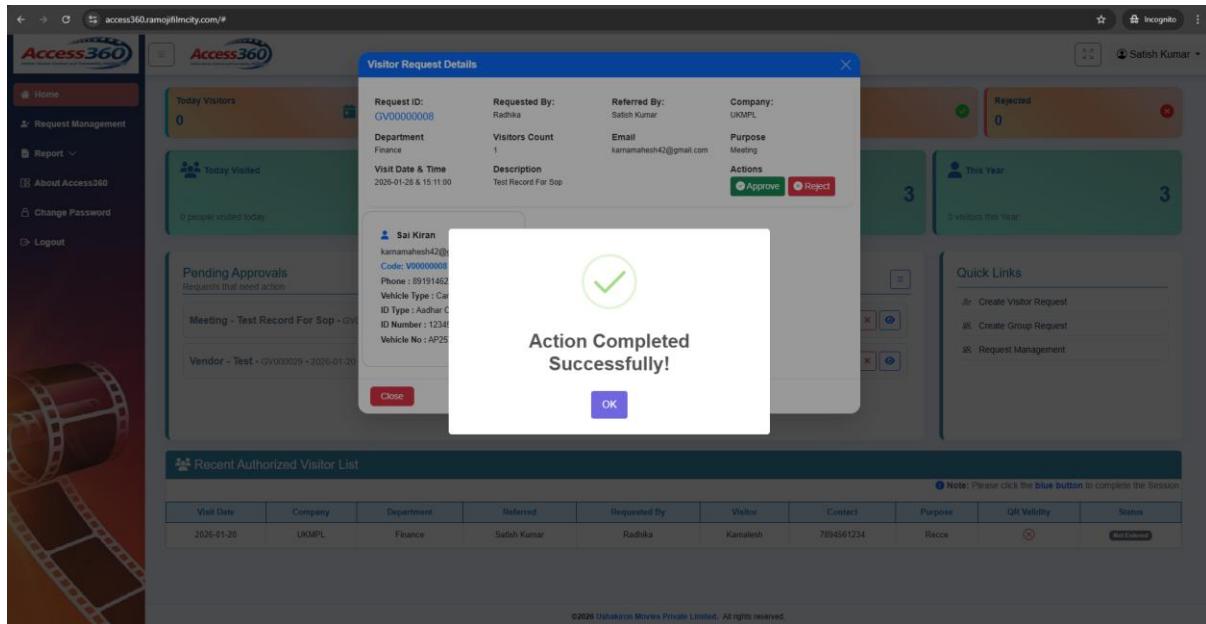
### 4. Take action:

- Approve
- Reject (with remarks)



### Case B: Request Raised by Admin / HOD

1. Admin/HOD creates Single or Group Visitor Request
2. System automatically approves the request
3. No manual approval required



### System Action on Approval

- Status updated to **Approved**
- Gate pass with **QR Code** generated
- Gate pass sent to visitor email ID



#### System Action on Rejection

- Status updated to **Rejected**
  - Request creator notified
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### 3. Security Entry & Exit Verification

#### Purpose

To define the procedure for validating visitor entry and exit using QR code.

#### Applicable To

Security personnel at entry/exit gates.

#### Pre-requisites

- Valid gate pass with QR code
- QR scanning device/system

#### Entry Procedure

1. Visitor arrives at gate
2. Security scans QR code from gate pass
3. System validates QR
4. If valid → Allow entry
5. Visitor status updated to **Inside**
6. Meeting status = **Pending**

#### Exit Procedure

1. Visitor approaches exit gate
2. Security scans QR code again
3. System checks meeting status

4. If meeting **Completed** → Allow exit
5. If meeting **Not Completed** → Exit denied

#### Expected Output

- Accurate visitor entry/exit tracking

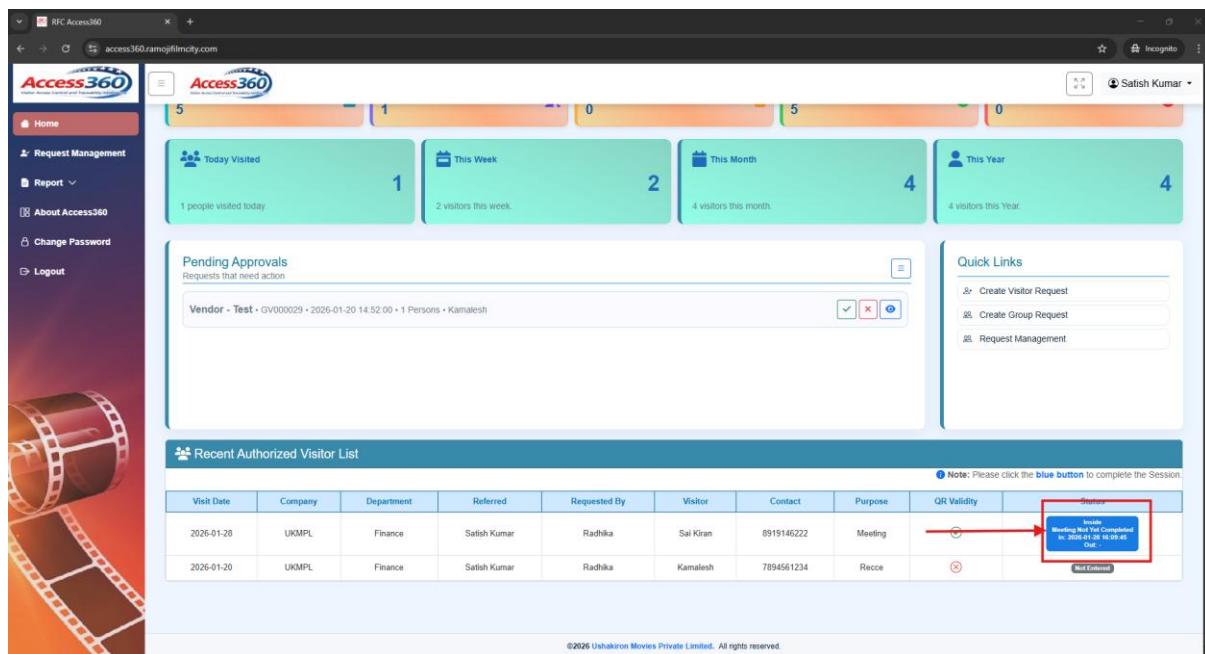
## 4. ADMIN: Meeting Completion

### Purpose

To complete visitor meeting and enable exit.

### Procedure

1. The **Admin logs in** to the system.
2. Access the **Meeting Complete Button**
- **From the Dashboard**  
Navigate to the **Dashboard** and locate the visitor record in the **Recent Entries** table. From here, the Admin can **directly mark the meeting as completed**.



The screenshot shows the Access360 software interface. On the left is a sidebar with options like Home, Request Management, Report, About Access360, Change Password, and Logout. The main dashboard has four summary cards: Today Visited (1), This Week (2), This Month (4), and This Year (4). Below these are sections for Pending Approvals and Quick Links. The central part of the screen displays a table titled 'Recent Authorized Visitor List'. The table has columns for Visit Date, Company, Department, Referred, Requested By, Visitor, Contact, Purpose, QR Validity, and Status. Two rows of data are shown:

Visit Date	Company	Department	Referred	Requested By	Visitor	Contact	Purpose	QR Validity	Status
2026-01-20	UKMPL	Finance	Satish Kumar	Radhika	Sal Khan	8919146222	Meeting	<input checked="" type="checkbox"/>	<span>Meeting Not Yet Completed In: 2026-01-20 16:00:45 Out: ...</span>
2026-01-20	UKMPL	Finance	Satish Kumar	Radhika	Kamlesh	7894561234	Recce	<input type="checkbox"/>	<span>Not Entered</span>

A note at the bottom of the table says: 'Note: Please click the blue button to complete the Session'.

- **From Request Management**  
Go to the **Request Management** screen, click the **Eye icon** to preview the visitor record, and then click the **Meeting Complete** button.

The screenshot shows the Access360 Visitor Request Management interface. On the left, a sidebar menu includes 'Home', 'Request Management' (which is highlighted with a red box and has a red arrow pointing to it), 'Report', 'About Access360', 'Change Password', and 'Logout'. The main content area is titled 'Visitor Request Management' and displays a table of visitor requests:

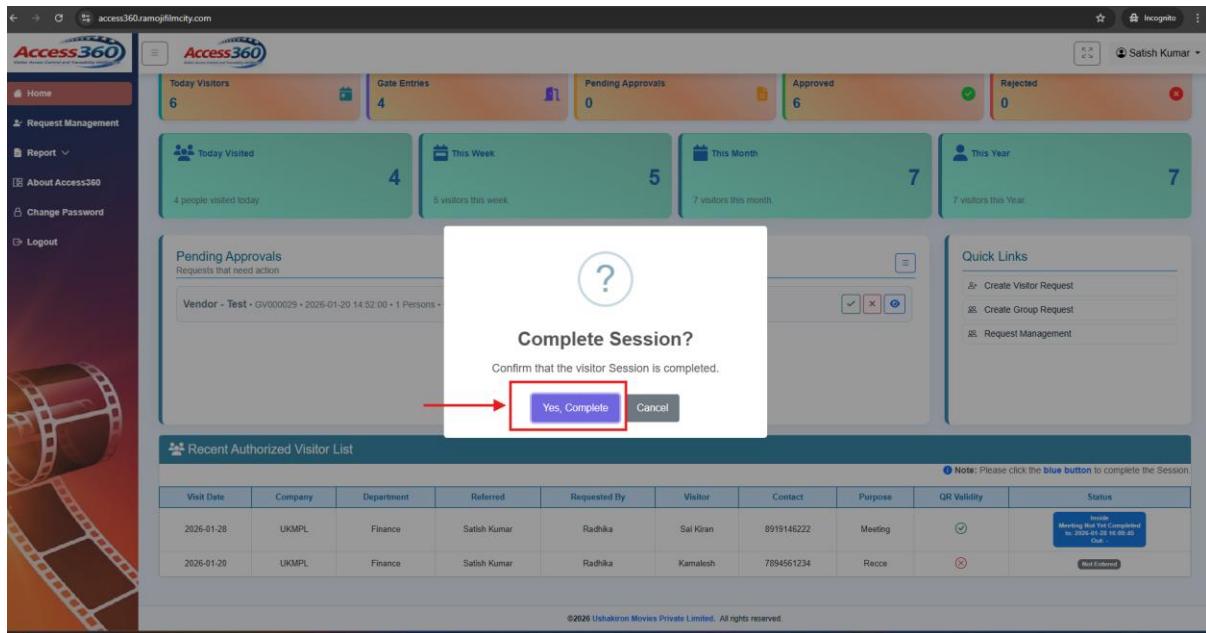
#	Request ID	Department	Purpose	Description	Visit Date	Visitors Count	Status	Actions
1	GV0000008	Finance	Meeting	Test Record For Sep	2026-01-28	1	Approved	
2	GV000030	Finance	Recce	Testing Record	2026-01-20	1	Approved	
3	GV000029	Finance	Vendor	Test	2026-01-20	1	Pending	

The screenshot shows the Access360 Visitor Request Details interface. The sidebar menu is identical to the previous screenshot. The main content area is titled 'Visitor Request Details' and shows details for Request ID GV0000008:

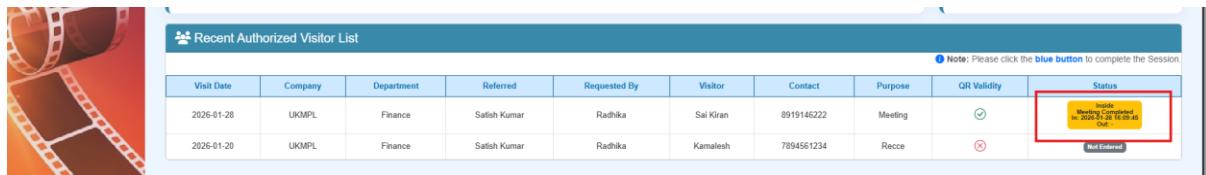
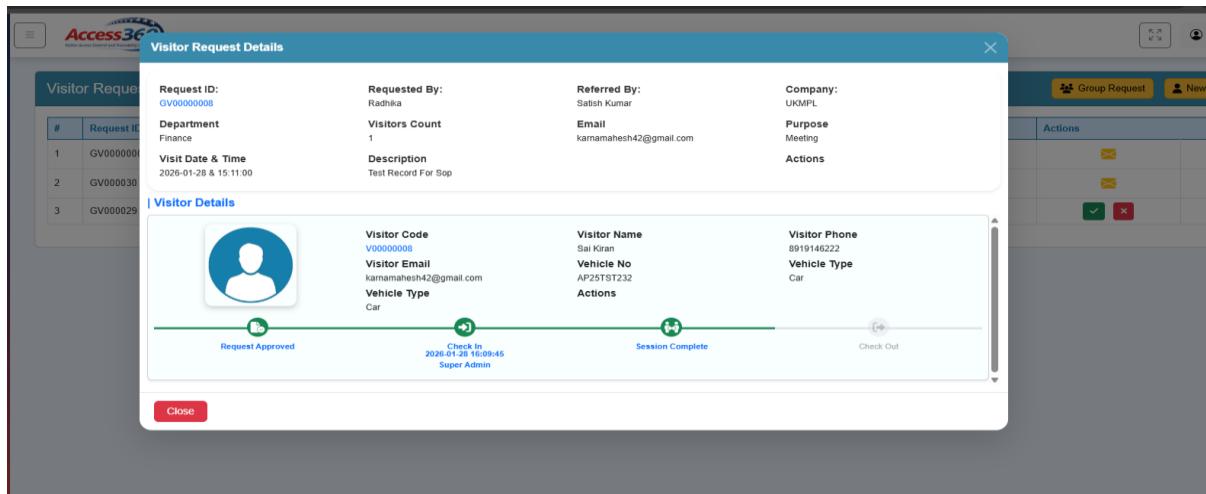
Request ID: GV0000008	Requested By: Rathika	Referred By: Satish Kumar	Company: UKMPL
Department: Finance	Visitors Count 1	Email: karnamahesh42@gmail.com	Purpose: Meeting
Visit Date & Time: 2026-01-28 & 15:11:00	Description: Test Record For Sep	Actions	

Below this, there is a section for 'Visitor Details' with fields like Visitor Code (V0000008), Visitor Name (Sai Kiran), and Vehicle Type (Car). A red box highlights a blue button labeled 'Meeting Not Yet Completed' with a red arrow pointing to it. At the bottom, there are buttons for 'Request Approved', 'Check In' (with the date 2026-01-28 15:09:45 and 'Super Admin'), 'Session Complete', and 'Check Out'.

Both methods allow the Admin to complete the meeting and proceed with the exit process.



3. Marks the **Meeting Status** as **Completed**.
4. After confirming **Meeting Complete**, the system updates and displays the **visitor request status** in the **Status Bar**.



5. Upon meeting completion, the system **enables the Exit QR scan** for the visitor.

#### *Result*

- The visitor is **allowed to exit** the premises.
- The **visitor request lifecycle is completed**.

## Access360 Application Process Flow Chart

