

# User Manual for iVMS Application

This manual guides end-users through the Intelligent Visitor Management System (iVMS) developed by Kristellar Aerospace Pvt. Ltd. It covers the main features, including navigating the application, registering as a visitor, registering a courier, and booking a hall. The application can be accessed by visiting [ivms.local](http://ivms.local) in your browser.

## 1. Getting Started

- **Access the Application:**
  1. Open your web browser.
  2. Enter the URL **[ivms.local](http://ivms.local)** in the address bar and press Enter.
  3. You will land on the Selection Screen(After the Splash Screen after 5-6 secs), the main navigation hub for the iVMS application.

## 2. Selecting a Service

### 2.1 Selection Screen

- **Purpose:** Allows you to choose a service (Visitor Registration or Courier Registration). Hall Booking is accessible via a separate route.
- **Steps:**
  1. On the Selection Screen, view the Kristellar logo in the top-left corner and two animated buttons for "Visitor Registration" and "Courier Registration".
  2. Hover over a button to see its animation (e.g., color change and slight lift).
  3. Click one of the following:
    - **Visitor Registration:** To register as a visitor (proceeds to Visitor Form).
    - **Courier Registration:** To register a courier delivery (proceeds to Courier Form).
  4. To access Hall Booking, navigate to the Hall Booking Form by entering the URL [ivms.local/hallbooking](http://ivms.local/hallbooking) in your browser or via a provided link (e.g., from another page or system).

## 3. Visitor Registration

### 3.1 Visitor Form

- **Purpose:** Register as a visitor by providing personal details, capturing a photo, verifying your phone number via OTP, and optionally using face recognition or search to autofill details.
- **Steps:**

### 1. Access the Form:

- From the Selection Screen, click "Visitor Registration" to open the Visitor Form.
- The form displays the Kristellar logo, the current date, and an analog clock at the top.

### 2. Search for Existing Records (Optional):

- In the "Search" field, enter your 10-digit phone number or email address.
- Click the search icon or press Enter.
- If a match is found, fields like name, email, phone, address, designation, and pincode are autofilled (highlighted in yellow).
- If no match is found, an error message appears: "No visitor found with this phone number or email."

### 3. Capture a Photo:

- Click "Take Photo" to start the webcam (preferably an external Logitech camera, if available).
- Position yourself in the frame and click the camera icon to capture the photo.
- Review the captured photo. Click the "X" button to retake if needed.
- After capturing, click "Check Existing Visitor" to use face recognition:
  - If a match is found, fields are autofilled (name, address, phone, email, designation, pincode).
  - If no match is found, a message appears: "No match found."
- If you don't capture a photo, an error message appears when submitting: "Please take a photo."

### 4. Fill Out the Form:

- Enter the following required fields (marked with \*):
  - **Full Name:** Your name (alphabets and spaces only, max 30 characters).
  - **Designation:** Your job title or role (max 30 characters).
  - **Address:** Your full address (max 100 characters).

- **Pincode:** 6-digit postal code (numeric only).
  - **Phone Number:** 10-digit mobile number (numeric only).
  - **Email Address:** Valid email (max 40 characters, e.g., [name@example.com](mailto:name@example.com)).
  - **Person to Meet:** Name of the person you're visiting (max 20 characters).
  - **Device:** Device you're carrying, if any (max 50 characters).
  - **Purpose of Visit:** Reason for your visit (max 100 characters).
- Fields turn red with an error message if invalid (e.g., "Phone number must be exactly 10 digits").

#### 5. **Verify Phone Number:**

- After entering a valid 10-digit phone number, click "Send OTP".
- A modal appears prompting you to enter the 6-digit OTP sent to your phone.
- Enter the OTP and click "Verify OTP".
- If correct, the modal shows "Verified Successfully" and closes after 1 second.
- If incorrect, an error appears (e.g., "Invalid OTP"). Click "Resend OTP" to try again.
- You cannot submit the form without verifying the OTP.

#### 6. **Submit the Form:**

- Click the "Submit" button (with an animated arrow).
- If all fields are valid and OTP is verified, a success message appears: "Visitor Registered Successfully! Thank you for registering. Please proceed to the reception."
- After 3 seconds, you're redirected to the Selection Screen.
- If errors exist, red error messages highlight invalid fields (e.g., "Name is required").

#### 7. **Start New Registration:**

- After successful submission, click "New Registration" to reload the form.

### 4. **Courier Registration**

## 4.1 Courier Form

- **Purpose:** Register a courier delivery.
- **Steps:**
  1. From the Selection Screen, click "Courier Registration".
  2. Fill out the Courier Form with required details (e.g., sender, recipient, package description, assumed based on typical courier forms).
  3. Submit the form to record the delivery.
  4. Receive confirmation (e.g., on-screen message or email).
  5. Return to the Selection Screen via a link or button (assumed).

## 5. Hall Booking

### 5.1 Hall Booking Form

- **Purpose:** Reserve a hall for events.
- **Steps:**
  1. Access the Hall Booking Form by navigating to the URL `ivms.local/hallbooking` in your browser or via a provided link (e.g., from another page or system).
  2. Fill out the form with required details (e.g., date, time, event type, assumed based on typical booking forms).
  3. Submit the form to confirm the booking.
  4. Receive confirmation (e.g., on-screen message or email).
  5. Return to the Selection Screen via a link or button (assumed).

## 6. Tips for Smooth Usage

- **Accessing the Application:** Ensure you're on a network that resolves `ivms.local`. Contact IT support if the URL doesn't load.
- **Form Submission:** Ensure all required fields are filled and valid to avoid errors.
- **OTP Verification:** Check your phone for the OTP. Resend if not received within a minute.
- **Photo Capture:** Use good lighting for clear photos, especially for face recognition.
- **Search Feature:** Use a registered phone number or email to autofill details quickly.

- **Face Recognition:** Ensure your face is centered in the frame for accurate matching.
- **Network Issues:** If submission or OTP fails, check your internet connection or contact support.
- **Support:** For issues, contact Kristellar Aerospace support (details assumed to be provided at reception).