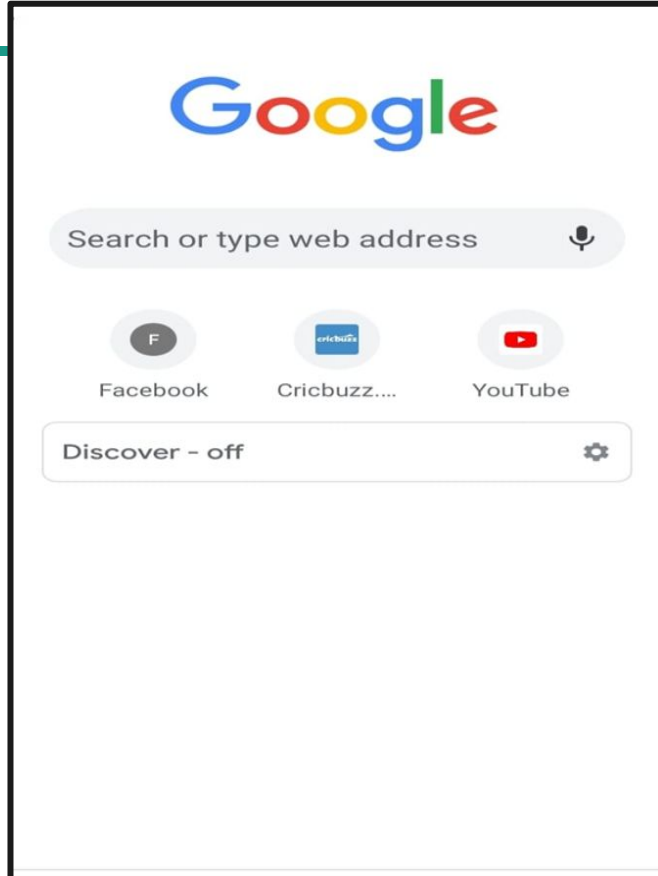




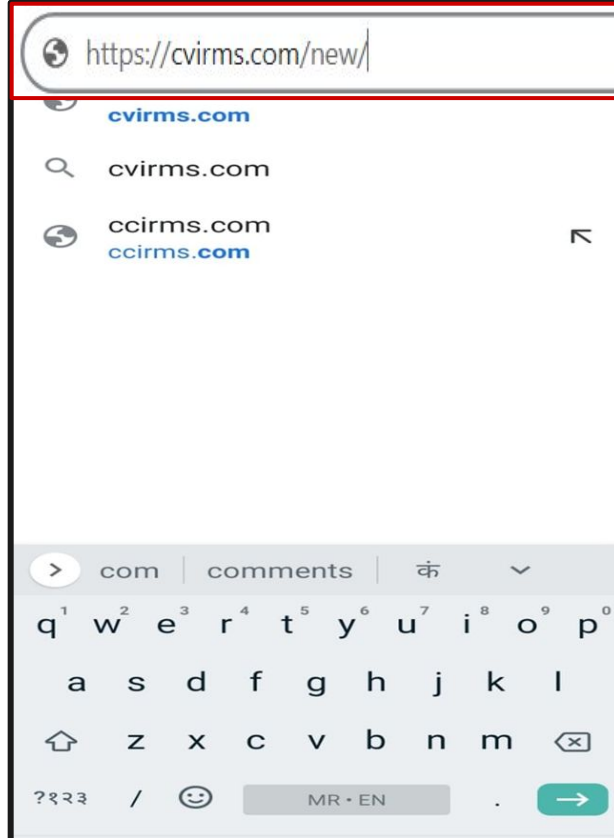
CVIRMS

Hotel Dashboard Training

Open any Browser (Chrome, Edge, etc)



Type <https://cvirms.com/new/> in Navigation bar



You will land on Login page



Welcome to CVIRMS


Login

[Forgot Password](#)

First Login



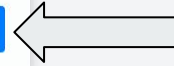
Step1: Login Screen



Welcome to CVIRMS

[Login](#)
[Forgot Password](#)
[First Login](#)

**For First
Time Login ,
Click Here.**



Step2: First Time Login Page

For First Time Login

Step 1:

Click the link below to proceed to the next page:

Link

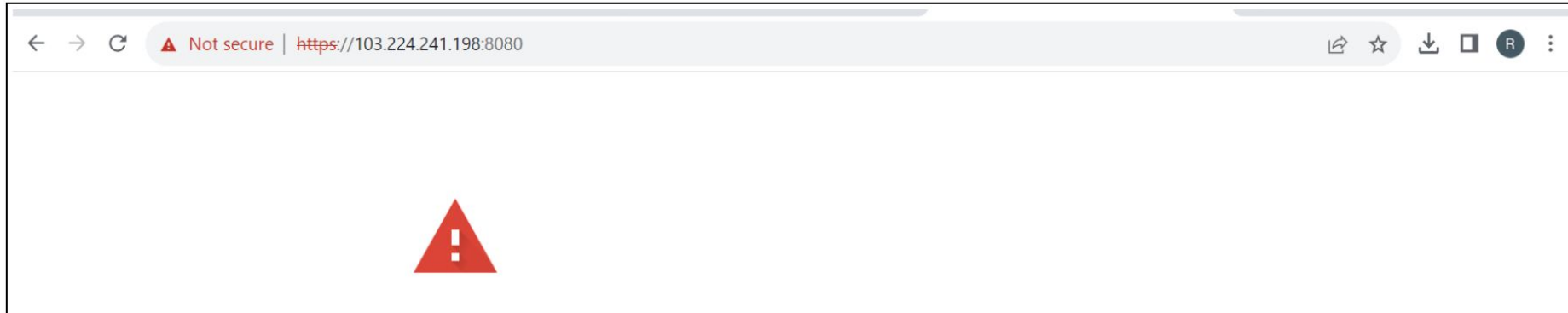
Click here for Verification

Step 2:

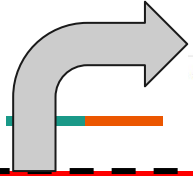
On the next page, click on the "Advanced" button below:

Advanced

After clicking "Advanced," you will see an image:



Step3 : Validation Confirmation Page




← → ↻ ⚠ Not secure | <https://103.224.241.198:8080>



verification is completed

Now click this Back Arrow two times, to reach back to Login Page.

Step4 : Login Page



Welcome to CVIRMS

[Forgot Password](#)

Enter your
**Username &
Password** and click on
the
Login button.



Step5 : Hotel Dashboard



Profile



Hotel Dashboard



Add Visitor
1



Support



Notice
00




Emergency
00

Check In	Name	Contact	Vehicle	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Demo	8894756211	MH 17 EK8977		Check Out	5435423	Update

Click here to add
Visitor details

Step6 : Fill the Visitor Details & click on SUBMIT button.



Home

Add Employee

Foreign Visitor

Language

Search

Profile

Hotel Lodge Visitor Form

Title

First Name

Middle Name

Last Name

Mr.

Gender:

Male

Contact Number:

Address :

Pincode :

Area / Location :

City :

Taluka:

District :

State :

Number of Guests:

0

☐ Vehicle No:

Name of Document ID :

Aadhar card

Document ID Number:

Document Photo ID :

Choose File

No file chosen

Upload Visitor Photo :

Choose File

No file chosen

Check In:

dd-mm-yyyy --:--

Check Out:

dd-mm-yyyy --:--

Remark:

Submit

Step7 : Newly Added Entry Displayed

[Profile](#)[Home](#)[Add Employee](#)[Foreign Visitor](#)[Language](#)

Hotel Dashboard

[Add Visitor](#)
2[Support](#)[Notice](#)
00[Emergency](#)
00

Check In	Name	Contact	Vehicle	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Demo	8894756211	MH 17 EK8977		Check Out	5435423	Update
20/09/2023 8:54	Arjun Vijay Reddy	9947562178	MH 20 RT 3567		27/09/2023 2:11	6874	Update



New Visitor Entry displayed

Step8 : Visitor Checkout (Manually)

[Profile](#)

Hotel Dashboard



Add Visitor
2



Support



Notice
00




Emergency
00

Check In	Name	Contact	Vehicle	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Demo	8894756211	MH 17 EK8977		Check Out	5435423	Update
20/09/2023 8:54	Arjun Vijay Reddy	9947562178	MH 20 RT 3567		27/09/2023 2:11	6874	Update

Click here to **check out**
the Visitor

Step 8.1 : Visitor Checkout (Manually)




Home

Add Employee


Foreign Visitor

Language


Search

Profile 


Hotel Dashboard




Add Visitor
2



Support



Notice
00



Emergency
00

Check In	Name	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Den		<div>Check In</div>	5435423	<div>Update</div>
20/09/2023 8:54	Arjun Vijay Reddy		<div>27/09/2023 2:11</div>	6874	<div>Update</div>

close

Greetings From CVIRMS

Check-In details

Check-Out details

Submit

After clicking **checkout** button this box will appear, kindly enter the checkout details and click **submit** button.

Step 8.2 : Visitor Checkout (Manually)





Profile





- Home
- Add Employee
- Foreign Visitor
- Language

Hotel Dashboard

**Add Visitor**
2

**Support**

**Notice**
00

**Emergency**
00

Check In	Name	Contact	Vehicle	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Demo	8894756211	MH 17 EK8977		13/09/2023 2:43	5435423	Update
20/09/2023 8:54	Arjun Vijay Reddy	9947562178	MH 20 RT 3567		27/09/2023 2:11	6874	Update

Checkout done & now checkout date & time is visible.

Step9 : Add Employee

[Profile](#)[Home](#)[Add Employee](#)[Foreign Visitor](#)[Language](#)

Hotel Dashboard



Add Visitor
2



Support



Notice
00



Emergency
00

Check In	Name	Contact	Vehicle	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Demo	8894756211	MH 17 EK8977		13/09/2023 2:43	5435423	Update
20/09/2023 8:54	Arjun Vijay Reddy	9947562178	MH 20 RT 3567		27/09/2023 2:11	6874	Update

To Add Employee click here.

Step9.1 : Add Employee



Profile



Home



Add Employee



Foreign Visitor



Language


Add Employee

Add New Employee

Sr No	Employee Details	Email	Location	Position Title	Date of Joining	Document ID	Document ID Photo	Employee Photo
-------	------------------	-------	----------	----------------	-----------------	-------------	-------------------	----------------

Click here to open the Employee form.

Step9.2 : Add Employee Form



Search

Profile

Home

Add Employee

Foreign Visitor

Language

Add Employee

Add New Employee

Title:

Mr.

First Name:

First Name

Middle Name:

Middle Name

Last Name:

Last Name

Gender:

Male

Contact Number:

Enter Contact Number

Email:

Enter Email

Address :

Enter Address

Pincode:

Enter Pincode

Position Title:

Manager

Date of Joining:

dd-mm-yyyy

Name of Document ID:

Aadhar card

Document ID Number:

Document ID Photo:

Choose File No file chosen

Employee Photo:

Choose File No file chosen

Submit

Fill this form and click on submit button.

Step10 : Employee Table



Profile



Hotel Dashboard



Add Visitor
2



Support



Notice
00



Emergency
00

Check In	Name	Contact	Vehicle	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Demo	8894756211	MH 17 EK8977		13/09/2023 2:43	5435423	Update
20/09/2023 8:54	Arjun Vijay Reddy	9947562178	MH 20 RT 3567		27/09/2023 2:11	6874	Update

Click here to open the
Employee Table.

- Home
- Add Employee
- Foreign Visitor
- Language

Step10.1 : Employee Table



Profile



Home



Add Employee



Foreign Visitor



Language

Add Employee

Add New Employee

Sr No	Employee Details	Email	Location	Position Title	Date of Joining	Document ID	Document ID Photo	Employee Photo
1	Demo demo demo	demo@gmail.com	Palji heights near metro station	Manager	join date	document	employee photo	document photo
2	Arjun Raj Sujoy	arjun12@gmail.com	polt 99. near gandhi garden	Employee	join date	document	employee photo	document photo
3	Sanjana Raju Reddy	sanjay@gmail.com	ewscfdd	Supervisor	join date	document	employee photo	document photo

Step11 : Logout



Profile



Click here to
Logout

- My Profile
- Logout

Hotel Dashboard



Add Visitor
2



Support



Notice
00



Emergency
00

Check In	Name	Contact	Vehicle	Guest Details	Check Out	Document Id	update
11/09/2023 15:59	Demo Demo Demo	8894756211	MH 17 EK8977		13/09/2023 2:43	5435423	Update
20/09/2023 8:54	Arjun Vijay Reddy	9947562178	MH 20 RT 3567		27/09/2023 2:11	6874	Update

Click here to came **back** to
Hotel Dashboard

- Home
- Add Employee
- Foreign Visitor
- Language



Thank You