

FACTECH AUTOMATION SOLUTIONS PVT LTD

Jaypee HelpDesk Mobile App

Visitor Management

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Introduction:

Visitor management system used to keep track of all visitors, visiting the society. It enhances the security of any building. Visitor's details & photograph is captured. Resident will get message on mobile for each visitor, they can accept or reject the visit through mobile App. Alert at the security if visitor exceeded allowed time. The system has extension to include maid and staff also.

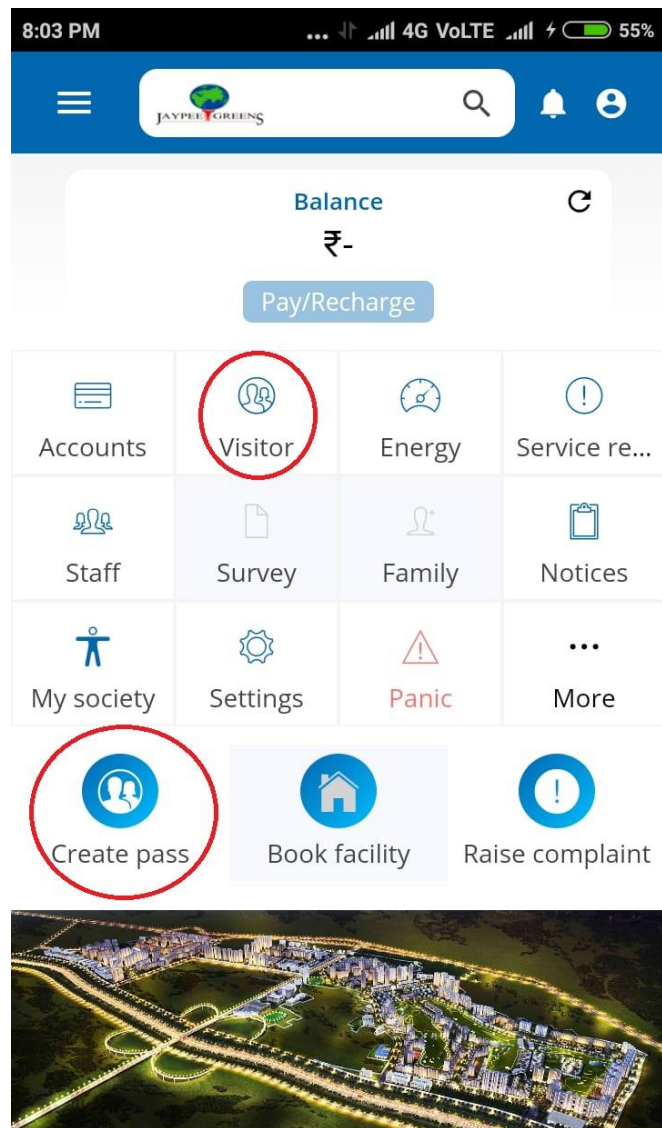
Through Visitor Management, The resident can perform below operations:

- Create Pass for the person(s) who are coming to Visit you.
- Create Recurring Pass for the regular Visitors like – Tutors etc.
- Track all the Visits against your unit.
- Accept/ Reject Visit
- Family member can also create visit/pass

Start Using Visitor Management

Once you are on your Society Manager Mobile App Home Screen. You can see icons:

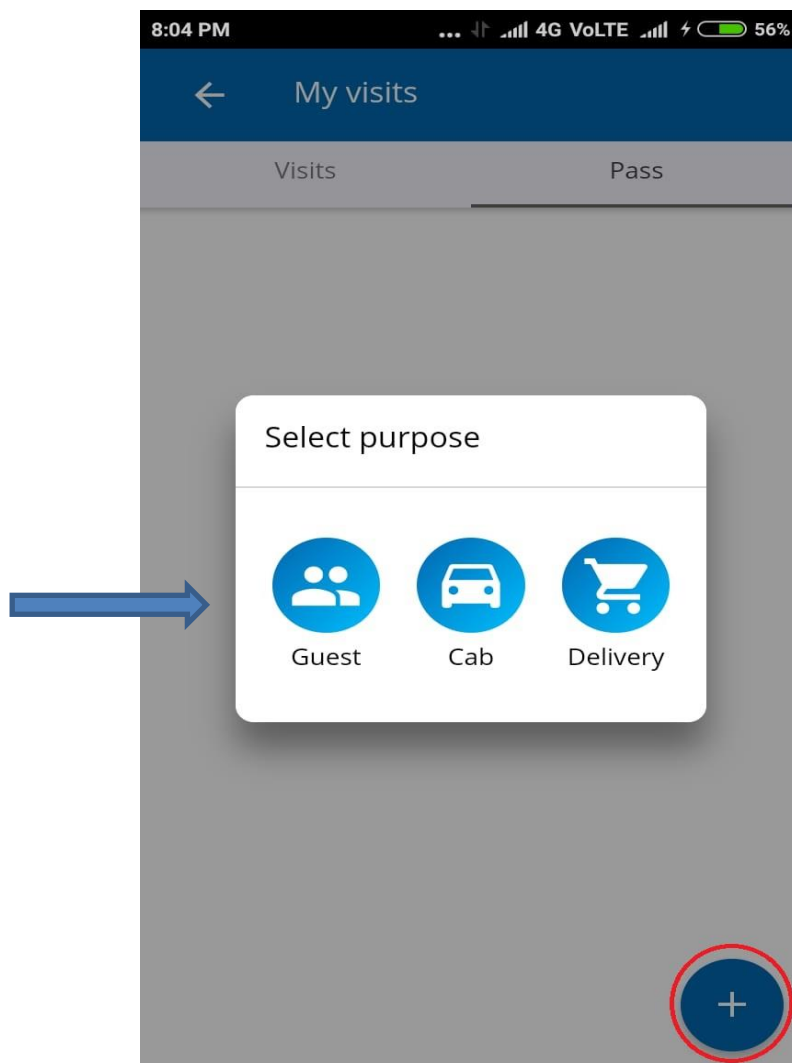
- Visitor Icon – To track all your visitors
- Create Pass – To generate Pre-Approved pass for Guest, Cab and Deliveries.



Create Pass

On click of Create Pass button you will see below options:

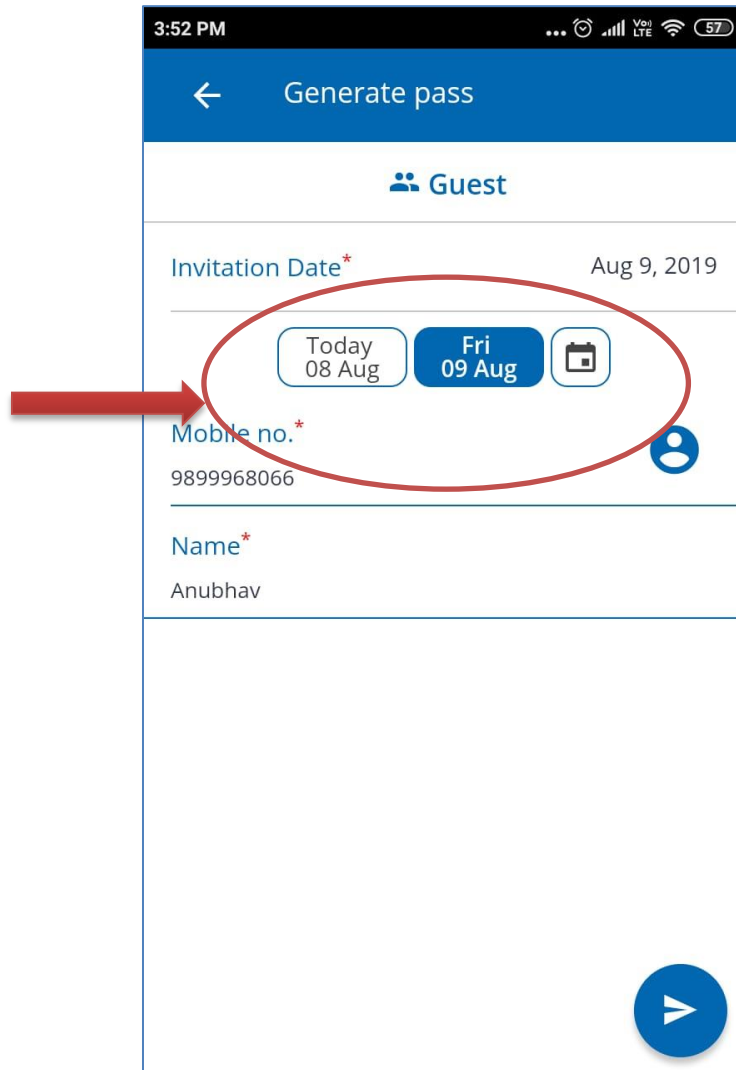
- Guest
- Cab
- Delivery



Guest Pass


Once you will click on Guest Option, you will asked to choose

- **Invitation date** by default Today, you can select future date by pressing calendar icon
- **Guest Details** You can enter the mobile and Name manually or directly select from your contact details.





3:52 PM

← Generate pass


 Guest

Invitation Date* Aug 9, 2019

Today 08 Aug Fri 09 Aug 

Mobile no.* 9899968066 

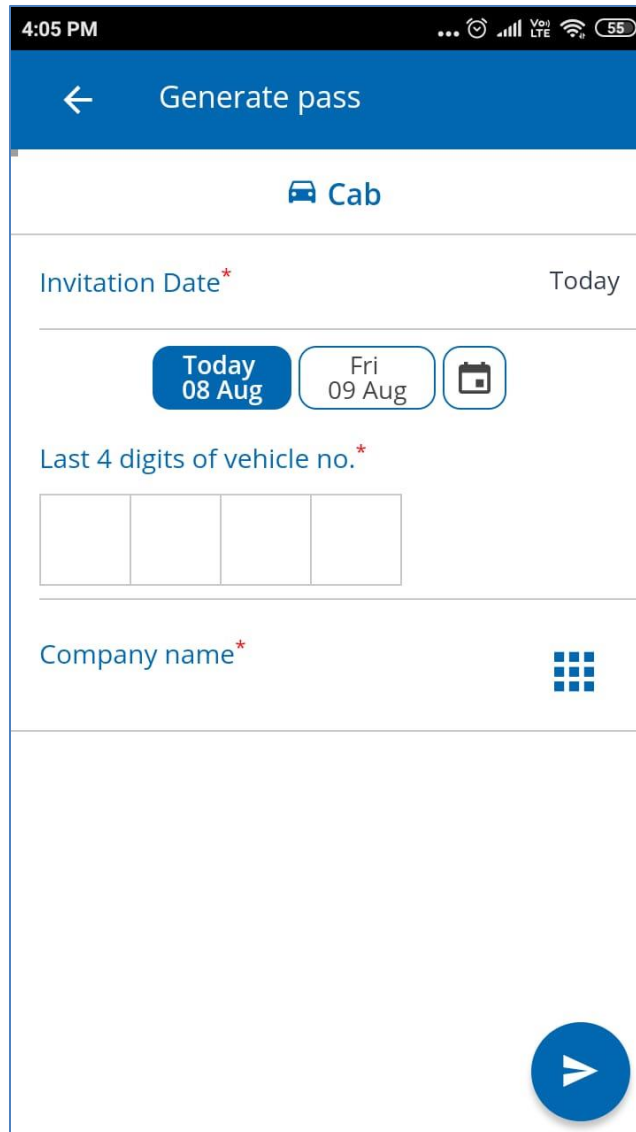
Name* Anubhav



Taxi/ Cab

Once you will click on Cab Option, you will asked to choose

- **Invitation date** by default Today, you can select future date by pressing calendar icon
- **Vehicle Number** Enter the last 4 digits of Vehicle
- **Company name** Taxi/Cab company you can enter manually or can select by pressing the selection grid button.



4:05 PM

Generate pass

Cab

Invitation Date* Today

Today 08 Aug Fri 09 Aug

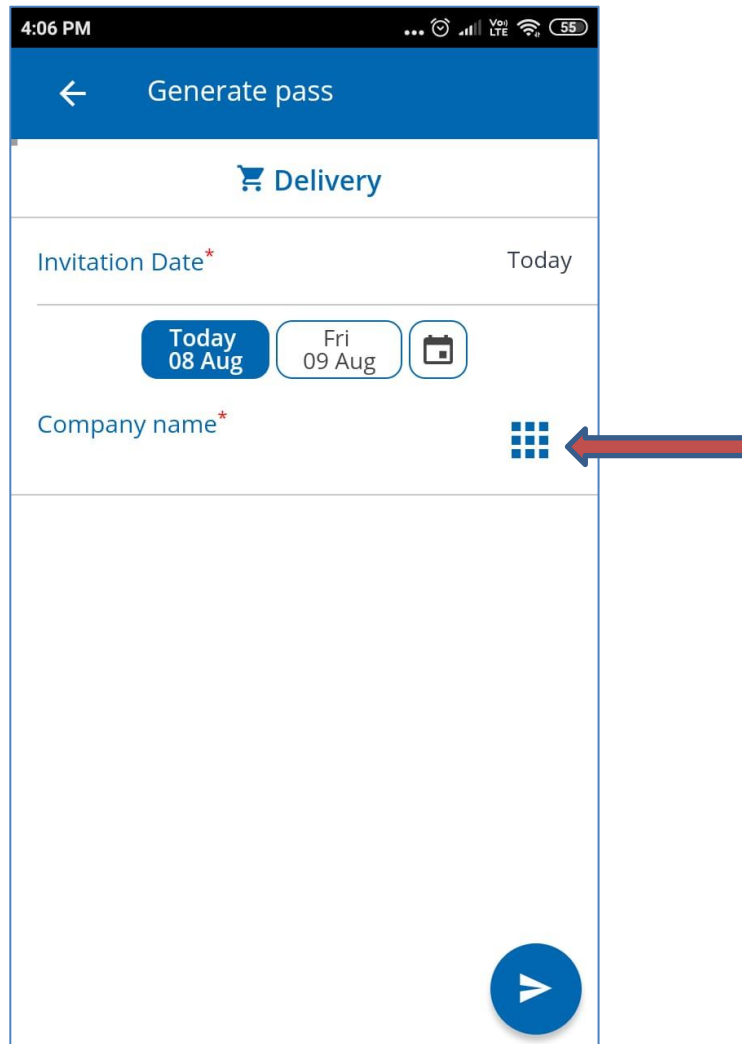
Last 4 digits of vehicle no.*

Company name*

Delivery


Once you will click on Delivery Option, you will asked to choose

- **Invitation date** by default Today, you can select future date by pressing calendar icon
- **Company** You can enter name manually or can select any company by pressing the choose grid as shown below.





4:06 PM


Generate pass

 Delivery

Invitation Date* Today

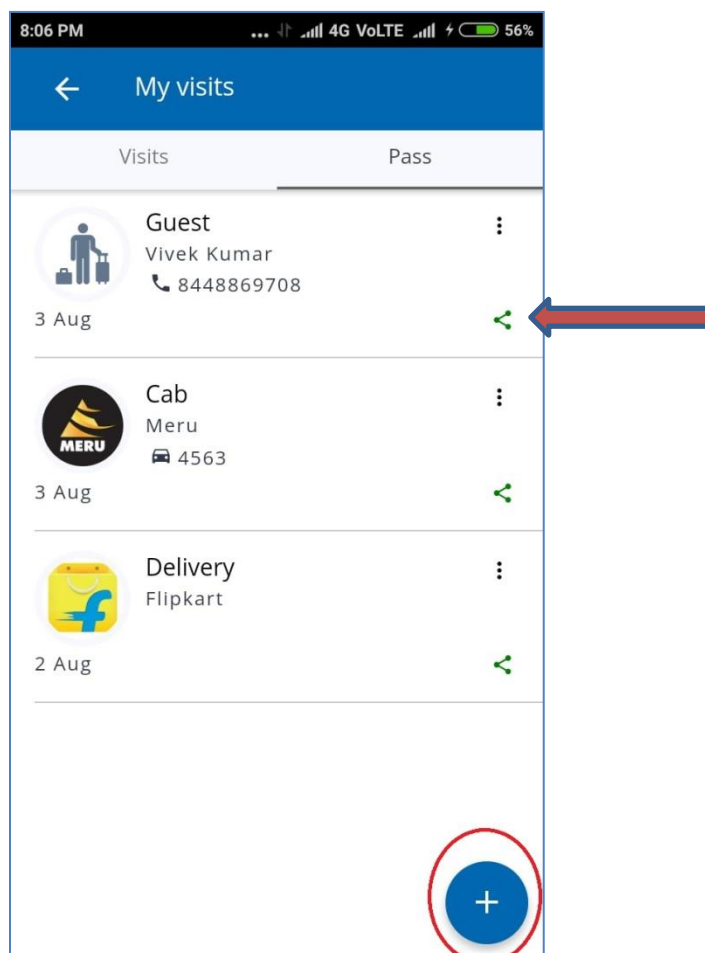
Today 08 Aug Fri 09 Aug 

Company name* 



Share Pass on What's app

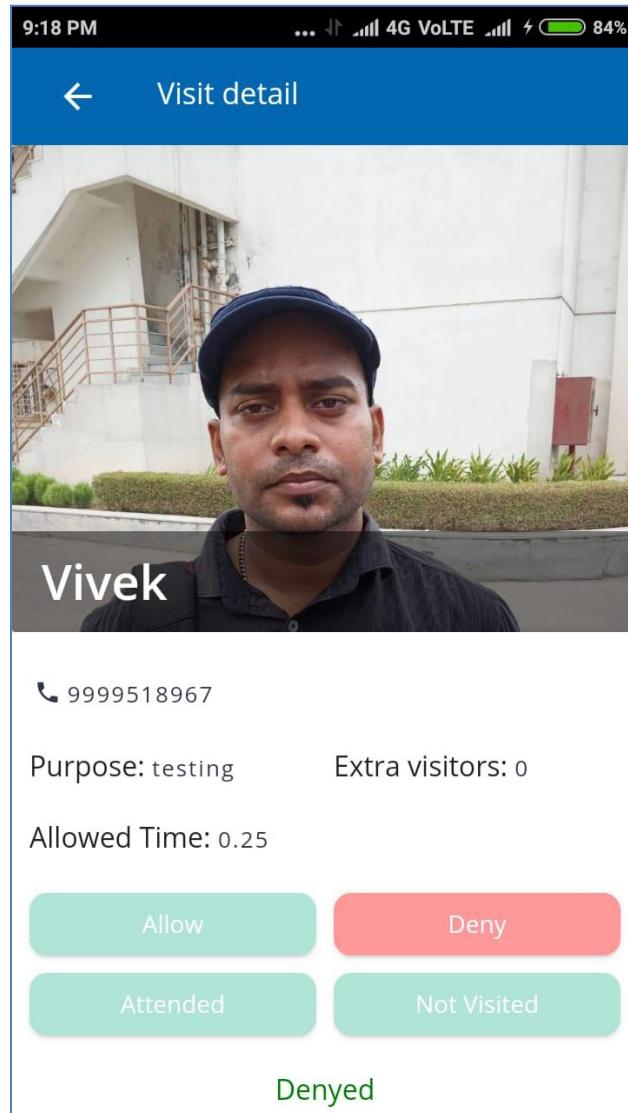
You can share the Pass on what's app by choosing the Share option in the Pass screen.



Accept/ Reject Visit

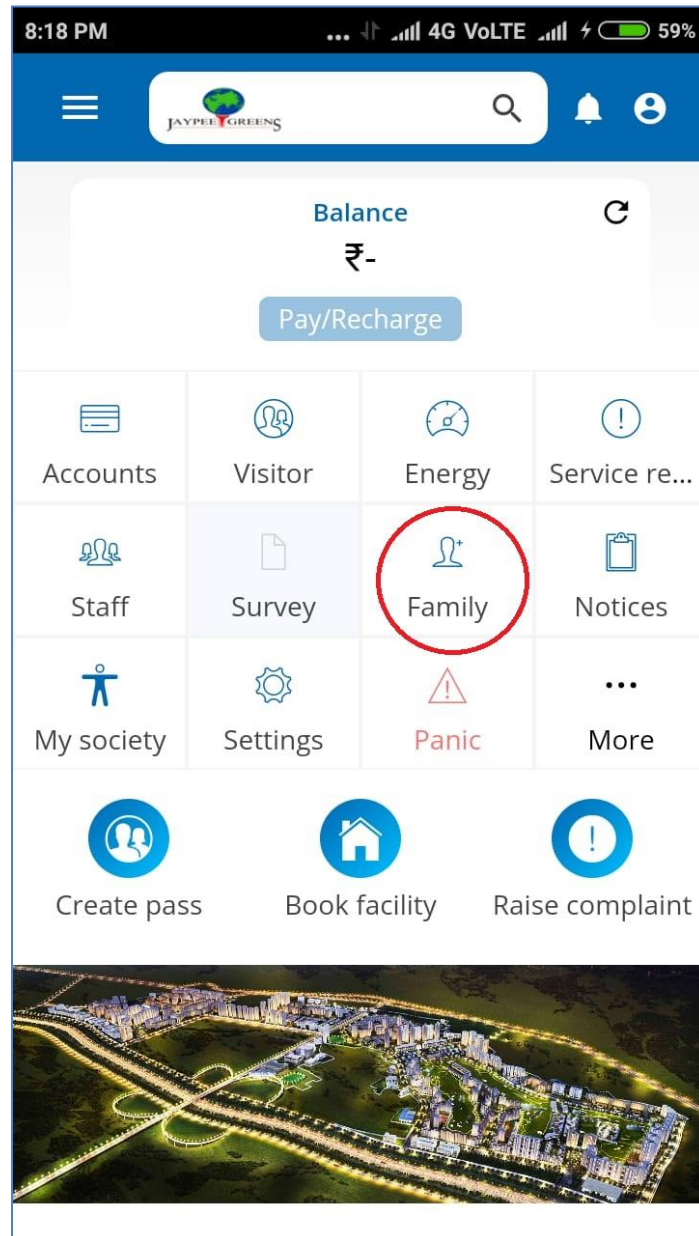
When a Visitor comes at Society without Pre-Approved Pass, then you'll receive the Visitor arrival notification on your Mobile app. You can accept/ reject by simply clicking Allow/ Deny button.

You can also mark Attended or Not Visited if Visitor has come to your place or not.



Family Member

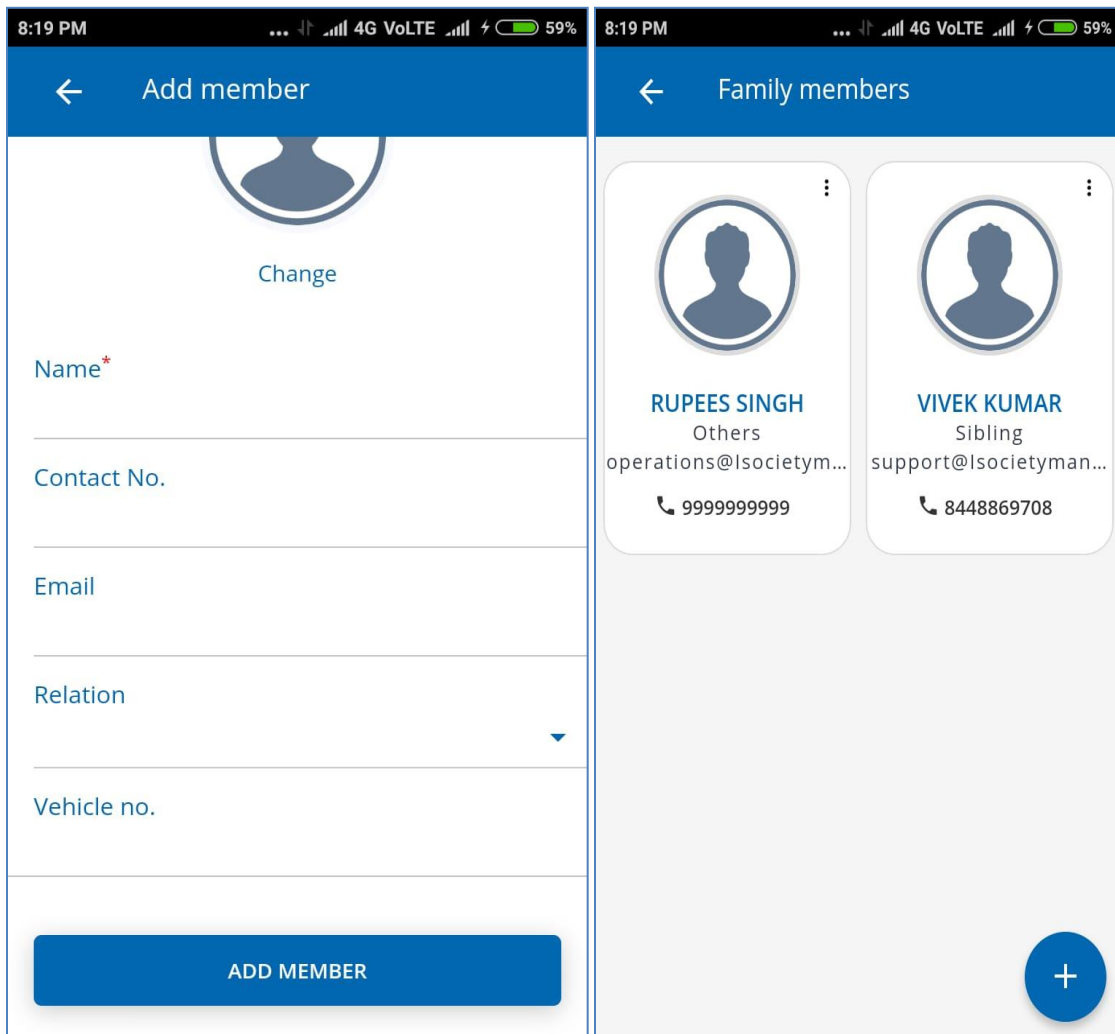
- You can add your Family Member. It will allow family member to create Pass and track visitor on their own.
- To add family Member go to your Mobile App Home Screen and Click on '**Family**' Icon as shown below



Add Family Member:

You can add your family member by clicking the '**Add New Member**' Button.

- You need to enter name, contact number and email id etc. of the family member.
- Newly Added Member will receive the SMS having the password.
- Now New Member can login using her mobile number and password received and she will be able to Access Visitor functionality just like you.



Add member

Change

Name*

Contact No.

Email

Relation

Vehicle no.

ADD MEMBER

Family members

RUPEES SINGH
Others
operations@Isocietym...
9999999999

VIVEK KUMAR
Sibling
support@Isocietyman...
8448869708

+