

# 2. Pre-requisites

## Pre-requisites:

1. Configure Location
2. Configure Person in Charge
3. General Configuration
4. Visitor Check List Configuration
5. Template Configuration

### 1. Configure Location:

Location should be configured in My Organization settings:

Settings < My Organisation

### My Organisation

Working Calendar

Organisation Timezones

Currency Settings

Language Settings

**Location**

Building

Floor

Room

Roles

Resource Groups

Notifications

Broadcast Notification

Location	Address	Status	3	4	5
VIJAYAWADA NEW	BESCENT	ACTIVE	QR Code	Edit	Delete
KL TEST NEW	KL SENTRAL	ACTIVE	QR Code	Edit	Delete
HINGOLI	ADDRESS 123	ACTIVE	QR Code	Edit	Delete
HARYANA	AIR PORT	ACTIVE	QR Code	Edit	Delete
PUNJAB	POST OFFICE 3	ACTIVE	QR Code	Edit	Delete
SRILANKA	post office 4	ACTIVE	QR Code	Edit	Delete
RAJANAGARAM	post office 2	ACTIVE	QR Code	Edit	Delete
PITTAPURAM	post office 1	ACTIVE	QR Code	Edit	Delete
GUHTUR	BUS STAND	ACTIVE	QR Code	Edit	Delete
KAKINADA	POST OFFICE	ACTIVE	QR Code	Edit	Delete





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1. **Add Location & Bulk Upload:** To add individual location and list of location in bulk. Location related parameters to be updated during location configuration such as location name, address, latitude, longitude. It also includes configuration like, building, floor, room.
2. **List view:** To display the list of Location configured.
3. **QR Code:** To scan.
4. **Edit icon:** To edit the location.
5. **Delete icon:** To delete the location.

### 2. Configure Person in Charge:

Person in Charge is the person who approves or rejects the visitor pass for specific location based on the configuration. Person in Charge configuration page includes the following.

The screenshot shows the 'Person in Charge' configuration page. The page has a sidebar with 'General', 'Person in Charge', 'Visitor Checklist', and 'Template'. The main content area is titled 'Person in Charge' and includes an information box stating: 'The listed personnel will be responsible for approving or rejecting the submitted visitor pass for specific locations. Location is required, you may not select Building if the whole premise is handled by a single person.' Below this is a table with the following data:

Person in Charge	Location	Building	
Cristiano Ronaldo	KLCC	Tower 1	
testing new	Test	Test Building	
Clark Happy	ELURU, ANDHRA PRADESH	BALAJI COMPLEX	
Test userB	Test	Test Building	

1. **List View:** To display the list of Person in Charge configured.
2. **Delete icon:** To delete the specific Person in Charge.

### 3. General Configuration:

General

Person in Charge

Visitor Checklist

Template

## General

### Visitor Web Self Registration

Allow visitor to raise visitor pass request from the web



1

### Visitor Photo Submission Is Required

If enabled, the visitor is required to upload their photo during visitor pass submission.



2

### Guest List

If enabled, visitor is allowed to add guests during submission form.



3

1

### Default Duration Permitted

If enabled, visitor will be marked as overstay upon exceeding permitted duration after they enter the premise



4

1

Days

### Overstay Visitors Notification

If enabled, admin and host will be notified on overstayed visitors



5

Host Notification

Notify Host on visitor check in

+ Add

Email

Asseto Mobile App

6

Purpose of Visit

If enabled, visitor will have to choose purpose of visit from the list below, else free text input will be used

+ Add

Seminar

Party

Discussion

Meeting

Conference

7

Accepted Identification Type

Define the type of identification accepted by your organisation.

+ Add

passport

8

- Visitor Web Self Registration:** Whether to Allow visitor to raise visitor pass request from the web.
- Visitor Photo Submission is Required:** Whether to allow the visitor is required to upload their photo during visitor pass submission.
- Guest List:** To set the limit for visitors to add guests during submission form.
- Default Duration Permitted:** To set limit for visitor to mark on overstay upon exceeding permitted duration after they enter the premise.
- Overstay Visitors Notification:** Whether to notify admin and host on overstayed visitors.
- Host Notification:** Whether to notify Host on visitor check in and select the notification channel. I.e., SMS, Email, Asseto Mobile App.
- Purpose of Visit:** To show or hide the purpose of visit drop down on Visitor pass creation page and its list of values.

8. **Accepted Identification Type:** To define the identification types to be accepted by an Organization for Visitor pass.

## 4. Visitor Check List Configuration:

This configuration defines whether to include checklist in the email or not.

The screenshot shows the 'Visitor Pass' configuration page. On the left is a sidebar with 'General', 'Person in Charge', 'Visitor Checklist', and 'Template'. The 'Visitor Checklist' section is highlighted. The main content area has a header 'Visitor Checklist' and a toggle switch. Below this is a table with columns 'Icon' and 'Field'.

Settings < Visitor Pass

### Visitor Pass

General

Person in Charge

Visitor Checklist

Template

**Visitor Checklist**  
If enabled, Asseto will include the visitor checklist in the email. For the icons, please follow our standard guidelines for better experience. [Learn more.](#) ☐

Icon	Field
	<input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/>

## 5. Template Configuration:

Once a visitor successfully submits the visitor pass, the submission receipt should be delivered. Using this feature, templates can be configured for submission receipt.

