

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

1

+ Add Location

+ Bulk Upload

2

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

Items per page: 10 1 - 10 of 145 < >

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.

Settings < Visitor Pass





Visitor Pass

- General
- Person in Charge**
- Visitor Checklist
- Template

Person in Charge

Person in Charge
The listed personnel will be responsible for approving or rejecting the submitted visitor pass for specific locations.

Information
Location is required, you may not select Building if the whole premise is handled by a single person.

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' with a toggle switch. Below it, there is a table with columns 'Icon' and 'Field'. The table contains three rows, each with an icon, a field input, and a delete button.

Icon	Field
📄	<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.

Visitor Pass

General

Person in Charge

Visitor Checklist

Template


Template

settings.vmsconfig.submission

The submission receipt will be delivered once the visitor successfully submitted the visitor pass. You can customise it according to your branding policy.

asseto

TOR PASS


Akmal Nazan
Submitted on 20 Nov 2021, 12:04PM

E-mail

inazan@gmail.com

Company

Signace Solution

Phone Number

+6012 3356 476

Vaccination Status

Fully Vaccinated

Host

Jy'En Aman

Submission Type

id

Identification No.

771218-19-5333

Access No.

AMF3792

Site & Time

29 Nov 2021 12:05AM

Location


Metallit Industry Main Building, Gf

Purpose of Visit

Meeting

asseto

TOR PASS


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Google Maps

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Google Maps

Visitor Pass Submission Receipt

Last Edited on 12 Dec 2021

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Created 11 September 2024 10:18:58 by Sushma Palapatta Chandran

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