

# 3. New Visitor Pass

## New Visitor Pass:

The new Visitor Pass page is for creating or issuing visitor passes. 2 types of Visitors can be created, and the details are as follows:

1. **Issue Visitor Pass:** To the external person.
2. **Apply Visitor Pass:** To create Visitor pass for the person in an organization or who logged in.

## Issue Visitor Pass:

Under Issue Visitor Pass on New Visitor Pass creation page, key in all the information about the external person to whom the Visitor pass to be issued. The parameters involved in Visitor Pass creation process are as follows:

1. **Asset ID:** Its unique ID of an Asset.
2. **First Name & Last Name:** Name of the Visitor.
3. **Email Id:** Email address of the Visitor.
4. **Visit Duration:** Duration of the visit and the frequency.
5. **Location:** To define the visiting location.
6. **Asset name:** To define the name of the Asset.
7. **Host:** To select the Host name. Select the host from the drop down and click on to assign.
8. **Other details:** Custom fields will be displayed on the other details section.

Visitor Pass < New Visitor Pass

## New Visitor Pass

**Visitor Details**

Issue Visitor Pass  
Issue the Visitor Pass to the visitor

Apply Visitor Pass  
Apply the Visitor Pass for myself

Asset ID (Optional)

First Name \*  Last Name \*  Email Id \*

Visit Duration  
1  Days

**Location**

Location \*

**Asset**

Asset Name

**Host**

Name \*

**Other Details**

Text Field

## Apply Visitor Pass:

Apply Visitor Pass on New Visitor Pass creation page is used to create / apply for Visit pass for self or the person in an organization. Below are the required details in Visit Pass application submission process.

- Name:** As the Visit Pass application is created for self, the name of the Visitor gets auto populated.
- Vehicle No:** To define the Vehicle number in which the Visitors are visiting the location.

3. **Vaccination Status:** To confirm on vaccination status before the visit.
4. **Visit date:** To define the date of Visit.
5. **Visit time:** To define the time of Visit.
6. **Purpose of visit:** To define the purpose of visiting the specific location. Applicant can choose the option from the pre-configured list of values.
7. **Identification:** To mention the type of Identification on Visit.
8. **Identification Number:** To define the Identification number based on the identification type the Applicant chooses.
9. **Visit Duration:** To define the visit duration with frequency.
10. **Add Guest:** To add additional persona for Visiting the location. If the Applicant select the check box, additional guest details also should be added.
11. **Location:** To define the visiting location.
12. **Asset name:** To define the name of the Asset.
13. **Host:** To select the Host name. Select the host from the drop down and click on to assign.

The screenshot shows the 'New Visitor Pass' form interface. The form is titled 'New Visitor Pass' and has a sidebar on the left with 'Visitor Details' selected. The main form area has two tabs: 'Issue Visitor Pass' and 'Apply Visitor Pass'. The 'Apply Visitor Pass' tab is active and highlighted with a green box. Below the tabs, there is a card for 'Dell Admin' with contact information, highlighted with a red box and callout 1. Below this card are several input fields: 'Vehicle No.' (callout 2), 'Vaccination Status' with a 'Fully Vaccinated' checkbox (callout 3), 'Visit Date' (callout 4), 'Visit Time' (callout 5), and 'Purpose of Visit' (callout 6). There are also 'Identification Type' (callout 7) and 'Identification Number' (callout 8) fields. A 'Visit Duration' field with a numeric input and a 'Days' dropdown (callout 9) is also present. At the bottom, there is an 'Add Guest' checkbox (callout 10).

**Location**  
Location \*

 

11

**Asset**  
Asset Name

   

12

**Host**  
Name \*

   

13

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