

# 6. Visitors Pass Flow

## Step 1: Initiate Visitors Pass.

- 1. **List View:** After the Visitor Pass initiation, the form will be shown in the dynamic table in Application dashboard.
- 2. **Status:** The status of the Visitor Pass will be “Pending Submission”

## Step 2: Submit Application form.

Applications

All Applications

My Applications

139

Approved

230

Pending Submission

192

Pending Approval

15

Rejected

6

Terminated

All Visit Purpose

All Status

Search

1

Approved Person	Serial No.	Purpose	Location	Visit Date	Requested On	Status
Dell Admin	WP/20240828409179	Meeting	KUALA LUMPUR, BERJAYA TIMES SQUARE	28 Aug 2024	28 Aug 2024, 5:50PM	<div>2</div> <div>Pending Approval</div>

- 1. **List View:** After the Visitor Pass initiation, the form will be shown in the dynamic table in Application dashboard.
- 2. **Status:** The status of the Visitor Pass will be “Pending Approval”

## Step 3: Approve / Reject.

Approver receives the notification & will be directed to the Approve / Reject page as shown in the below screen shot.

Red dot icon get email from notification, click notification

Learn why this is important

Dell Admin updated his/her visitor pass status. Below is the current status and detail of application.

Status

Pending Approval

Permit ID

WP/20240828409179

Start

Wed, 28 Aug 2024 06:00PM

End

Thu, 29 Aug 2024 06:00PM

Validity

1 days

Location

KUALA LUMPUR, BERJAYA TIMES SQUARE,

Host

Sushma Chandran

Visitor Pass < Dell Admin

WP/20240828409179

Pending Approval

Requested on 28 Aug 2024, 5:50PM

1

✓ Approve

2

✗ Reject

3

Visitor Pass

Visit Date & Time


28 Aug 2024, 06:00 PM

Purpose of Visit

Meeting

Location

KUALA LUMPUR, BERJAYA TIMES SQUARE



Health Declaration & Visit Log

Health Declaration

Visit Log

Have you been in close contact with a confirmed case of COVID-19 in the past 7 days? \*

☐ Yes

☐ No

Are you experiencing cough, flu, fever, sore throat or difficulty in breathing? \*

☐ Yes

☐ No

1. **Approve:** To Approve the Visitor pass.
2. **Reject:** To Reject the Visitor pass.
3. **3 Dots Icon:** Cancel Visitor pass button will be displayed. Clicking on the Cancel option, Approver must select a valid reason for the pass cancellation & submit to complete cancellation process.

Revision #1

Created 13 September 2024 04:01:31 by Sushma Palapatta Chandran

Updated 13 September 2024 04:05:18 by Sushma Palapatta Chandran