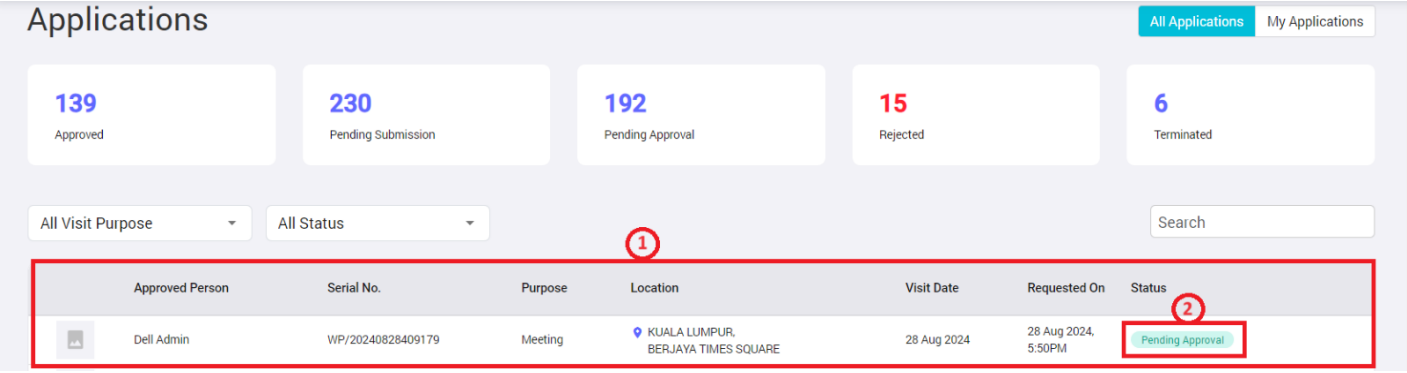
6. Visitors Pass Flow

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”

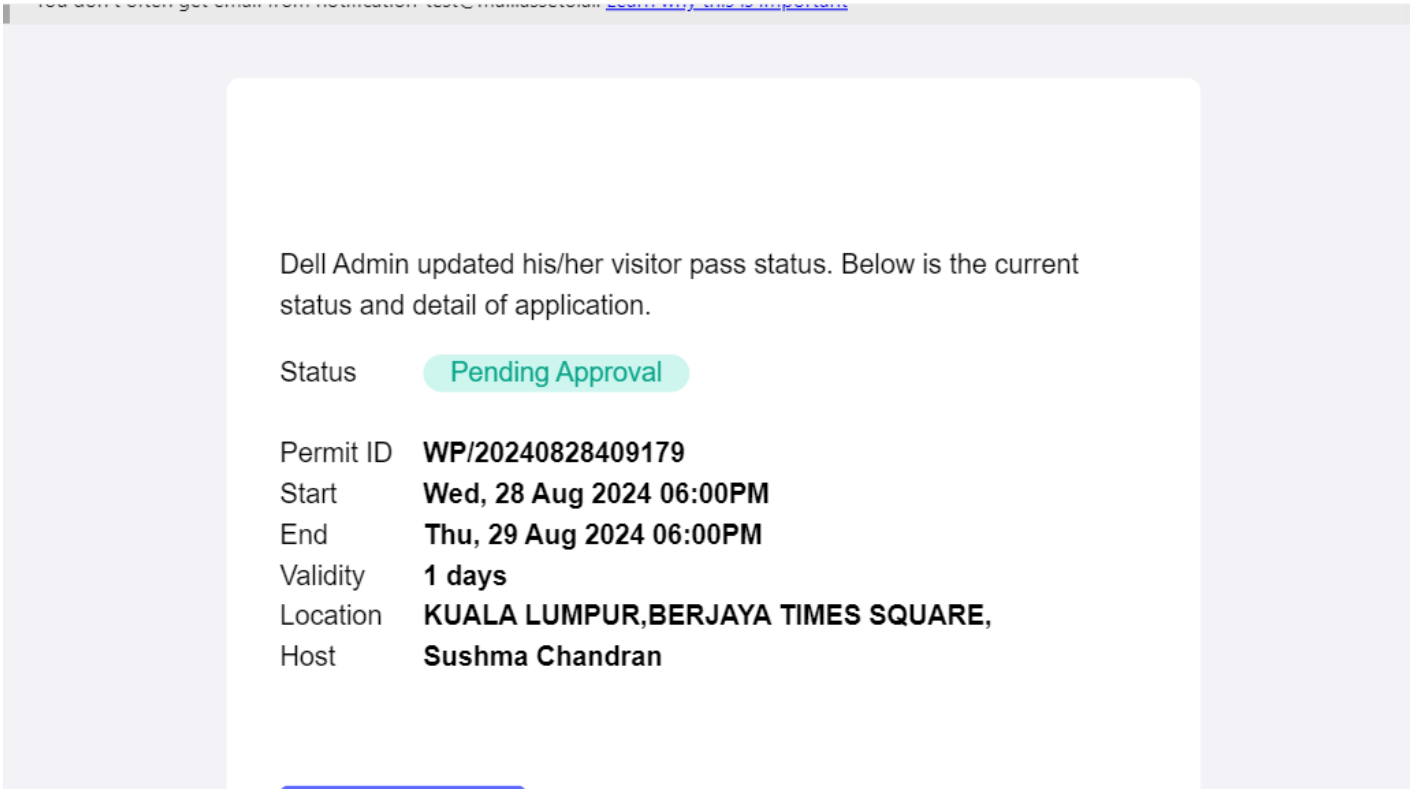
Step 2: Submit Application form.

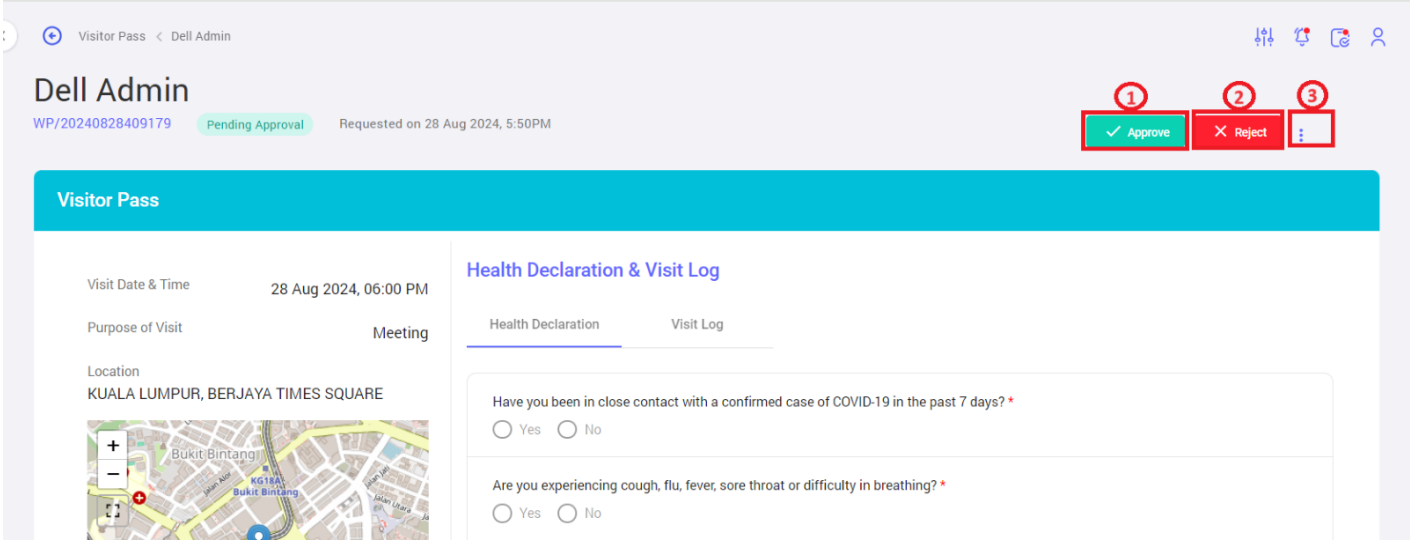


1. **List View:** After the Visitor Pass initiation, the form will be shown in the dynamic table in Application dashboard.
2. **Status:** The status of the Visitor Pass will be “Pending Approval”

Step 3: Approve / Reject.

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





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