

Sanathan Textiles Limited

Visitor Management System

User Manual Version 1.0

Visitor Request

1.1 OTP Details

Enter the **Email ID** and click on **Get OTP** button to receive the **OTP**. Then, enter the **OTP** that was sent to your **email**.

Visitor Management System

OTP Details Track Status

Email ID: Get OTP

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Note: If you did not receive mail to the provided mail inbox, please check spam mail.

Visitor Management System

OTP Details Track Status

Email ID: OTP:

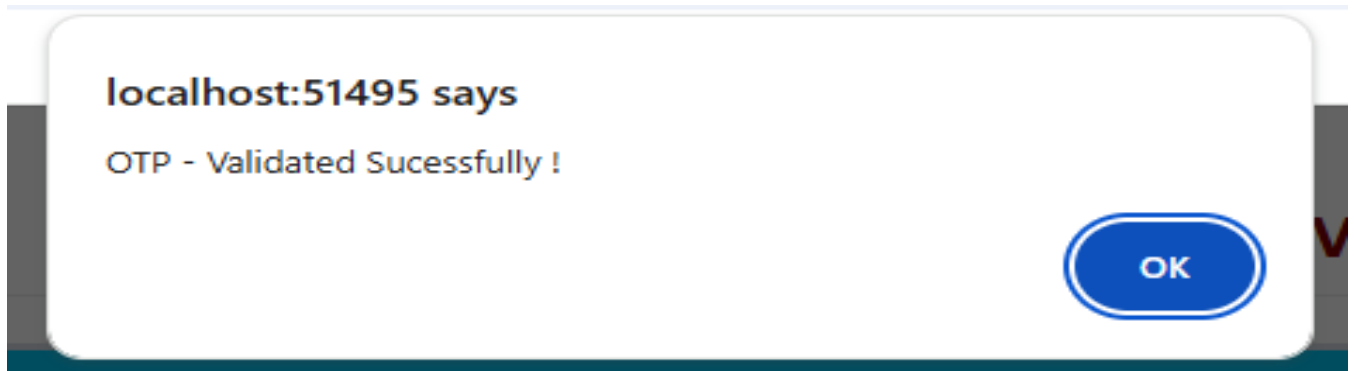
If you did not received mail into your inbox, Please check your spam mail.


Verify

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1.2 OTP Validation

It will only allow to raise the request after entering valid OTP.



 **Visitor Management System**

OTP Details Track Status

Email ID:

Visit Purpose

| | | | |
|---|---|--|--|
| Visit to Company <input type="text" value="Sanathan Textiles"/> | Visit to Location <input type="text" value="Silvassa"/> | Visit to Department <input type="text" value="DTY PACKING"/> | Whom to Meet <input type="text" value="-- Select --"/> |
| Visit From Date <input type="text" value="--"/> | From Time <input type="text" value="--"/> | Visit To Date <input type="text" value="--"/> | To Time <input type="text" value="--"/> |
| From Company <input type="text" value=""/> | From Company GSTIN <input type="text" value=""/> | Company Address <input type="text" value=""/> | Country <input type="text" value="-- Select --"/> |
| State <input type="text" value="--"/> | City <input type="text" value=""/> | Phone No. <input type="text" value=""/> | Visit Purpose <input type="text" value=""/> |

Do Your have Vehicle

Visitor Details

| | | | |
|---|---|--|--|
| First Name <input type="text" value=""/> | Last Name <input type="text" value=""/> | Gender <input type="text" value="--Select--"/> | Visitor Type <input type="text" value="-- Select --"/> |
| Nationality <input type="text" value="-- Select --"/> | ID Proof Type <input type="text" value="-- Select --"/> | Id Proof No. <input type="text" value=""/> | Mobile No. <input type="text" value=""/> |

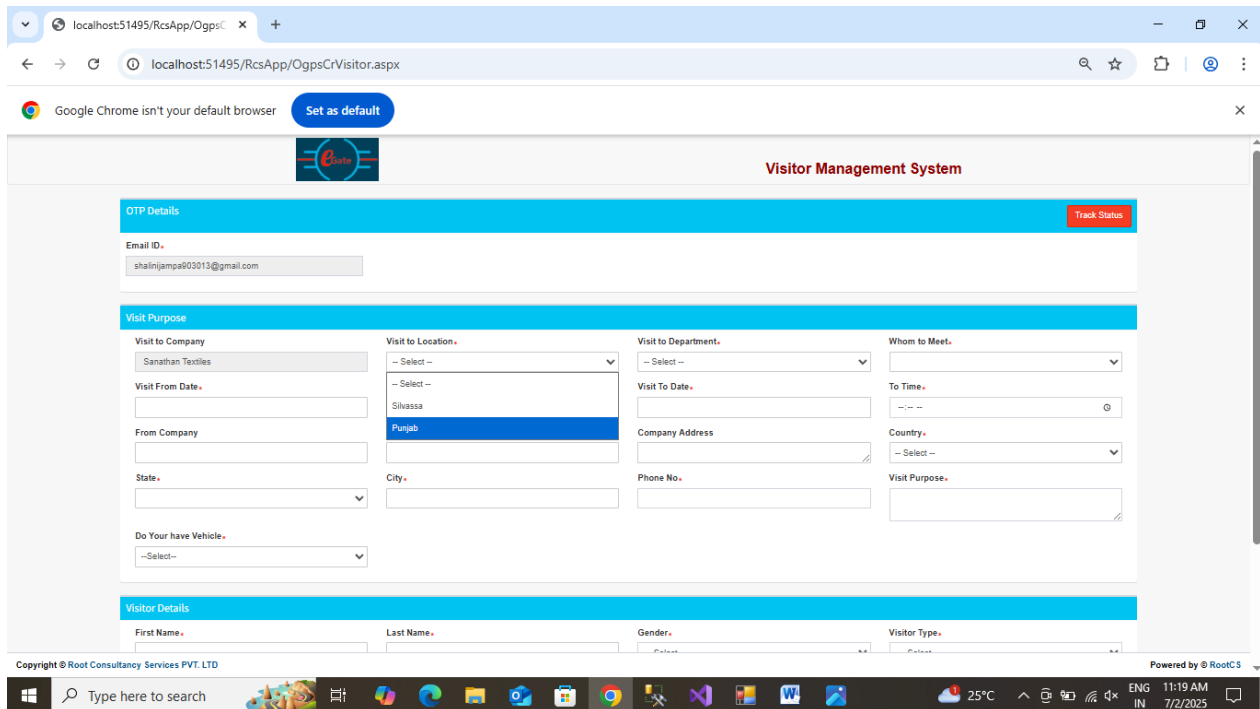
Visitors List

1.3 Visitor Request

User need to fill all the mandatory fields which are mentioned with asterisk (*). Also note that at least one or more visitors should be added to submit the document for approval.

Detailed guidance to fill each field is mentioned below:

1. Visit To Company: Visit To Company will be captured in default as ‘Sanathan Textiles’.



The screenshot shows a web browser window displaying the 'Visitor Management System' interface. The page is titled 'Visitor Management System' and includes a 'Track Status' button. The main form is divided into two sections: 'OTP Details' and 'Visit Purpose'.

OTP Details: Contains an 'Email ID.' field with the value 'shalinjampa03013@gmail.com'.

Visit Purpose: Contains several fields and dropdown menus:

- Visit to Company:** A dropdown menu with 'Sanathan Textiles' selected.
- Visit to Location:** A dropdown menu with 'Punjab' selected.
- Visit to Department:** A dropdown menu with '-- Select --' selected.
- Whom to Meet:** A dropdown menu with '-- Select --' selected.
- Visit From Date:** A date input field.
- Visit To Date:** A date input field.
- To Time:** A time input field.
- From Company:** A text input field.
- Company Address:** A text input field.
- Country:** A dropdown menu with '-- Select --' selected.
- State:** A dropdown menu.
- City:** A text input field.
- Phone No.:** A text input field.
- Visit Purpose:** A text area.
- Do Your have Vehicle:** A dropdown menu with '-- Select --' selected.

At the bottom of the form, there is a 'Visitor Details' section with fields for 'First Name', 'Last Name', 'Gender', and 'Visitor Type'.

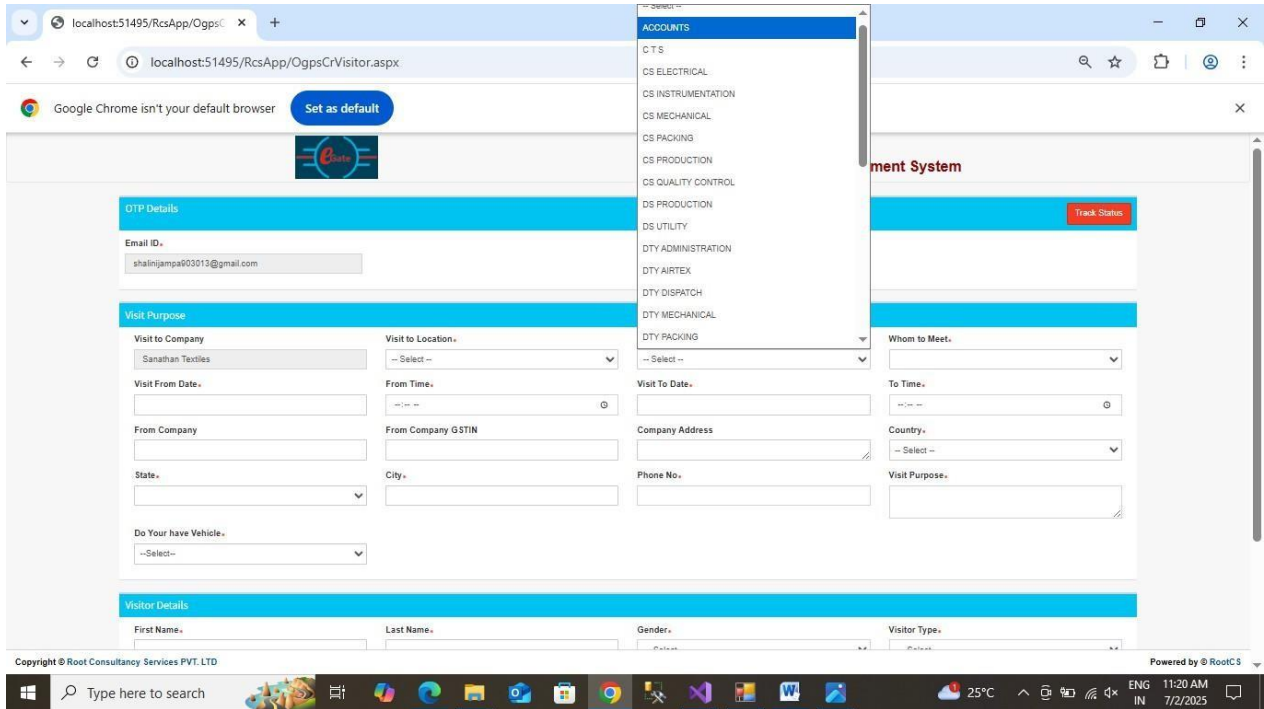
To streamline the visitor request process and ensure accurate routing, the system implements **cascading dropdowns of Visit to Location and Visit to Department**. These dropdowns dynamically populate values based on your previous selections.

2. Visit To Location: Dropdown menu to select Location where the visit is scheduled.

2.1 When a Location is selected (e.g., Silvassa or Punjab), only the departments available at that specific location will be shown in the “Visit to Department” dropdown.

2.2 This ensures that users do not mistakenly select a department that does not exist in the chosen location.

2.3 For Example, if "Silvassa" is selected, departments such as **INFORMATION TECHNOLOGY, ACCOUNTS** will appear. Likewise, if "Punjab" is selected, only departments mapped to that location will populate.



The screenshot shows a web browser window displaying a visitor registration form. A dropdown menu is open, listing various departments. The form includes sections for OTP Details, Visit Purpose, and Visitor Details. The Visit Purpose section contains several dropdown menus and text input fields for scheduling a visit.

Department List (from dropdown menu):

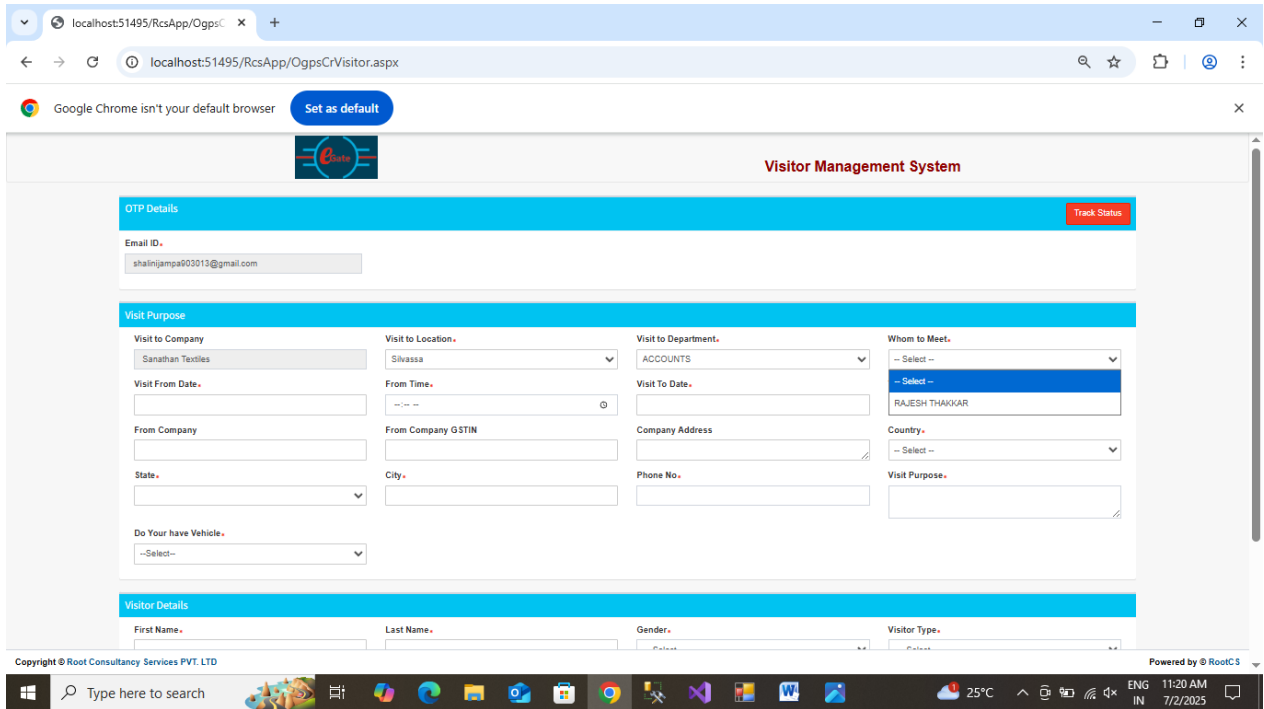
- ACCOUNTS
- CTS
- CS ELECTRICAL
- CS INSTRUMENTATION
- CS MECHANICAL
- CS PACKING
- CS PRODUCTION
- CS QUALITY CONTROL
- DS PRODUCTION
- DS UTILITY
- DTY ADMINISTRATION
- DTY AIRTEX
- DTY DISPATCH
- DTY MECHANICAL
- DTY PACKING

Form Fields:

- OTP Details:** Email ID (shalinjamp@03013@gmail.com)
- Visit Purpose:**
 - Visit to Company: Sanathan Textiles
 - Visit to Location: --Select--
 - Visit From Date: [] From Time: []
 - From Company: [] From Company GSTIN: []
 - State: [] City: []
 - Do Your have Vehicle: --Select--
 - Visit To Date: [] Visit To Time: []
 - Whom to Meet: [] To Time: []
 - Company Address: [] Country: --Select--
 - Phone No.: [] Visit Purpose: []
- Visitor Details:** First Name, Last Name, Gender, Visitor Type

3. Visit To Department: Dropdown menu to select department being visited.

- 3.1 Once a department is selected, the **“Whom to Meet”** dropdown will automatically list only those employees/staff members associated with that department at the selected location.
- 3.2 This feature minimizes errors and ensures that visitors are scheduled to meet the correct person.
- 3.3 For Example, if department "INFORMATION TECHNOLOGY" is selected, users will be available under "Whom to meet" (based on staff mapping).



Note:

- i. Make sure to select the **Location first**, or the **Department dropdown will remain blank**.
- ii. If no employees appear under **“Whom to meet”**, check that the correct **department and location** were selected.
- iii. The system auto-refreshes these fields, so no need to reload the page.

4. Visit From Date/Time: Start date and time of the visit.

5. Visit to Date / Time: End date and time of the visit.

6. From Company: Enter the Name of the visitor's company.

7. From Company GSTIN: (Optional) GSTIN number of the visitor's organization.

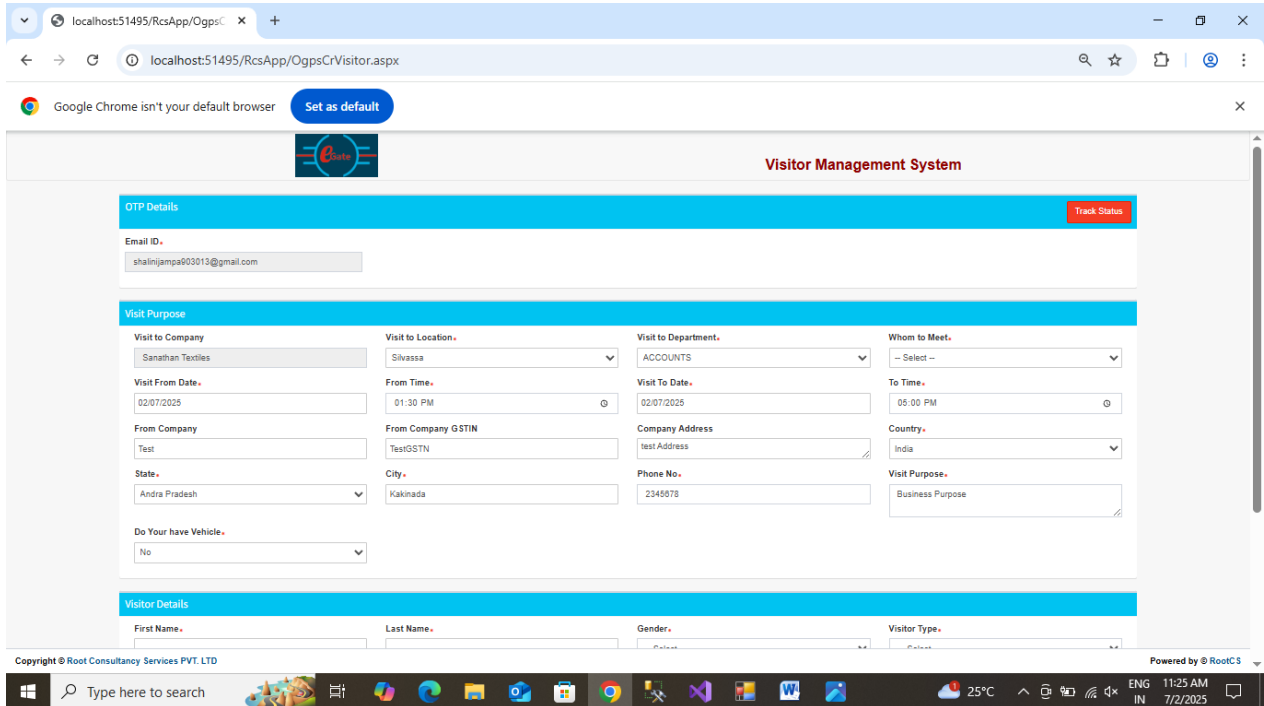
8. Company Address: Address of the visitor’s company.

9. Country/State/City: Select location details of the visitor.

10. Phone No: Contact number of the visitor or company.

11. Visit Purpose: Brief reason for the visit (e.g., Business Purpose).

12. Do You Have Vehicle: Choose "Yes" or "No" based on visitor’s vehicle.



13. Vehicle No: If vehicle is available, then Vehicle Number Textbox is enabled as shown in above image then enters the vehicle registration number (e.g., AP05DF1234).

(Or)

"If no vehicle is available, the Vehicle Number textbox remains disabled."

Below are the fields of Visitor Personal Details:

- 14.Mobile No :** Visitor's personal contact number.
If a valid **existing mobile number** (already registered in the system) is entered, the system will automatically fetch and populate the corresponding visitor details except Email ID. The **Email ID field will remain editable** and is **not auto-filled** to allow updates if required.
 - 15.First Name :** Visitor's first name.
 - 16.Last Name :** Visitor's last name.
 - 17.Gender :** Select from Male, Female, or Other.
 - 18.Visitor Type :** Select whether the visitor is an Adult or Child.
 - 19.Nationality :** Choose nationality of the visitor.
- 20.ID Proof Type :** This dropdown dynamically changes based on the nationality selected. If **India** is selected as the nationality then the ID proof types like Aadhaar Card, Passport, Driving License, Voter ID are available or If any other country is selected then only passport will be available as the valid ID proof option.

21.ID Proof No : Enter the ID proof number accurately.

22.Email ID : Pre-filled or optional visitor email address.

23. Add Button : After filling one visitor's information, click **Add** to push the entry to the **Visitors List** below.

Visitor Details

| | | | |
|--------------------------------------|---|---|--|
| First Name* | Last Name* | Gender* | Visitor Type* |
| <input type="text" value="Shalini"/> | <input type="text" value="Jampa"/> | <input type="text" value="Female"/> | <input type="text" value="Visitor Adult"/> |
| Nationality* | ID Proof Type* | Id Proof No* | Mobile No* |
| <input type="text" value="Indian"/> | <input type="text" value="Aadhaar Card"/> | <input type="text" value="730326242117"/> | <input type="text" value="9121047736"/> |

Visitors List



Visitor Details

| | | | |
|---|-----------------------|---|---|
| First Name* | Last Name* | Gender* | Visitor Type* |
| <input type="text"/> | <input type="text"/> | <input type="text" value="--Select--"/> | <input type="text" value="-- Select --"/> |
| Nationality* | ID Proof Type* | Id Proof No* | Mobile No* |
| <input type="text" value="-- Select --"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Visitors List

| | First Name | Last Name | Gender | Visitor Type | IdProofId | IdProofNo | Mobile No |
|------|------------|-----------|--------|---------------|--------------|--------------|------------|
| 🗑️ ✖ | Shalini | Jampa | Female | Visitor Adult | Aadhaar Card | 730326242117 | 9121047736 |

24. Clear Button: Resets all the personal information section.

The **Visitors List** section displays all visitor records added for the current request. If you mistakenly added a visitor or want to remove a record before final submission, the system allows you to delete it easily by clicking delete icon before visitor name in each row as shown below.

Visitor Details

First Name: Last Name: Gender: --Select-- Visitor Type: -- Select --
 Nationality: -- Select -- ID Proof Type: ID Proof No.: Mobile No.:

Visitors List

| | First Name | Last Name | Gender | Visitor Type | IdProofId | IdProofNo | Mobile No |
|--|------------|-----------|--------|---------------|--------------|--------------|------------|
| | praveen | ch | Male | Visitor Adult | Aadhaar Card | 858585423987 | 9000143002 |
| | yeswanth | tulugu | Male | Visitor Adult | Aadhaar Card | 565696965896 | 9898527775 |



Visitor Details

First Name: Last Name: Gender: --Select-- Visitor Type: -- Select --
 Nationality: -- Select -- ID Proof Type: ID Proof No.: Mobile No.:

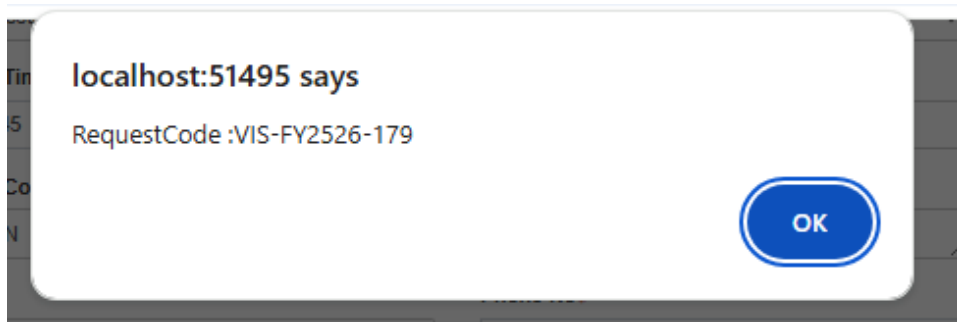
Visitors List

| | First Name | Last Name | Gender | Visitor Type | IdProofId | IdProofNo | Mobile No |
|--|------------|-----------|--------|---------------|--------------|--------------|------------|
| | praveen | ch | Male | Visitor Adult | Aadhaar Card | 858585423987 | 9000143002 |

25. **Submit Button:** Finalize and send the Request for approval.

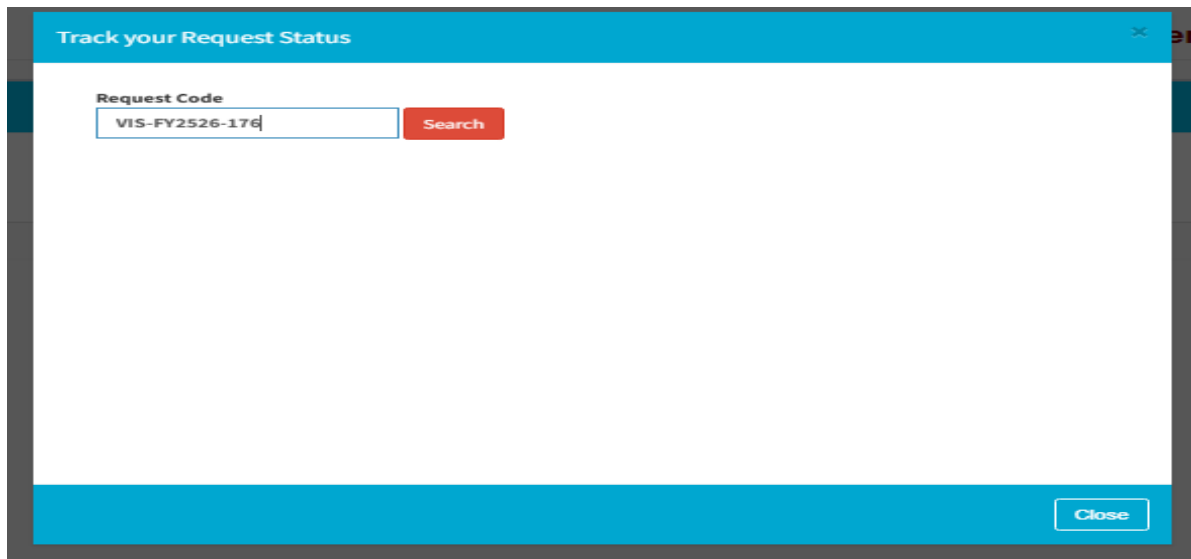
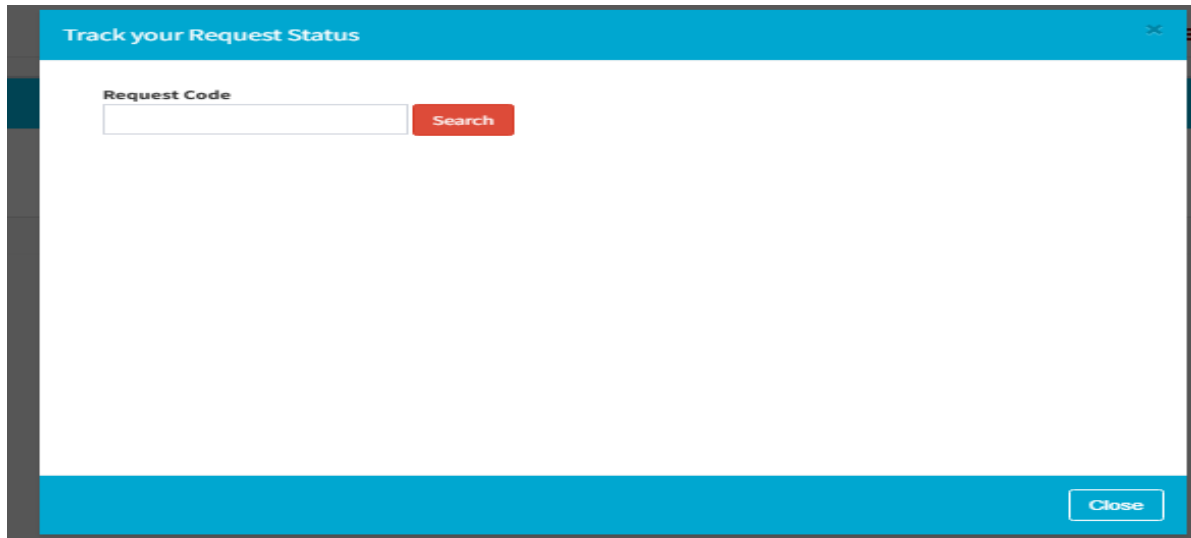
26. **Reset Button:** Clears the entire form and added visitor entries.

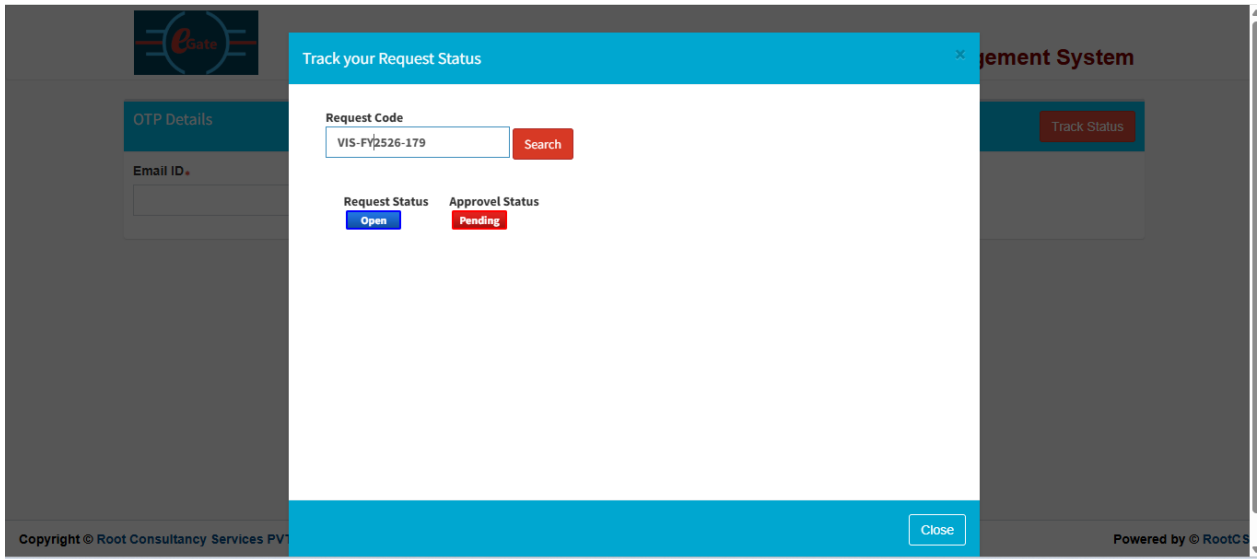
After the Submission of the Visitor Request, the system routes it for approval based on predefined **approval levels** configured by the administrator.



1.4 Track status

Enter the requested code and click the search button to check the track status.





"Once the request code is entered, click the search button to view the request status and approval status.