

iSocietyManager Mobile App

User Manual for Visitor Management System

*Visitor
Management
for Resident*

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Introduction:

Visitor management system used to keep track of all visitors, visiting the society. It enhance the security of any building. Visitor's details & photograph is captured. Resident will get message on mobile for each visitor, they can accept or reject the visitor through mobile App. Alert at the security if visitor exceeded allowed time. The system has extension to include maid and staff also.

Through Visitor Management, The resident can perform below operations:

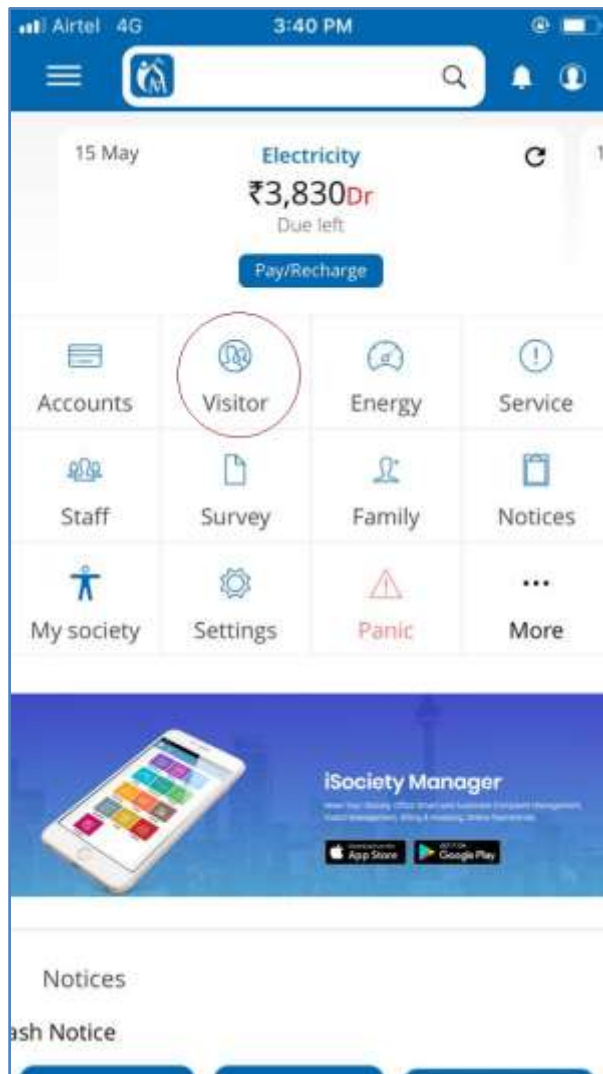
- Create Pass for the person(s) who are coming to Visit you.
- Create Recurring Pass for the regular Visitors like – Tutors etc.
- Track all the Visits against your unit.
- Accept/ Reject Visit

Please refer Resident Login User Guide on how to Install the Mobile App and get Login Credentials. The guide can be found on your Society Portal Page under help section (<http://isocietymanager.com>).

Start Using Visitor

Once you are on your Society Manager Mobile App Home Screen. Click on the Visitor Icon as shown in below screen.

On Click of Visitor Icon, Visitor Page will be displayed with the list of Visitors, Pass for visitor Options.



Create Pass:

- Click on Create Pass icon, at the bottom (+) and fill all mandatory details of visitor and click on generate pass button
- Enter the mobile number of the person for whom you want to create Pass.
- You can select days in case want to create Recurring Pass after selecting against “Is Recurring Visit”.
- On Creation of Pass SMS is sent to the person informing that the Pass is created for the particular visit.

Create pass

8448869708

Ramniwas

Purpose: Guest

Invitation Date: May 16 2019

Invitation Time: 10:15 AM

Is recurring visit:

Address

Duration(in hours)

GENERATE PASS



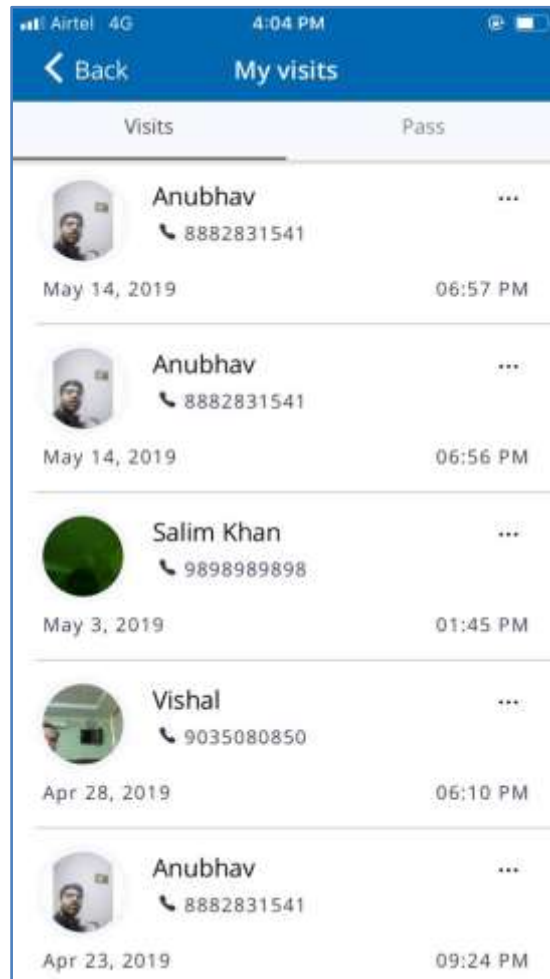
My visits

Visits	Pass
Ramniwas 8448869708 16 May	10:15 AM
Khan kabir 9650096111 15 May	05:19 PM

+

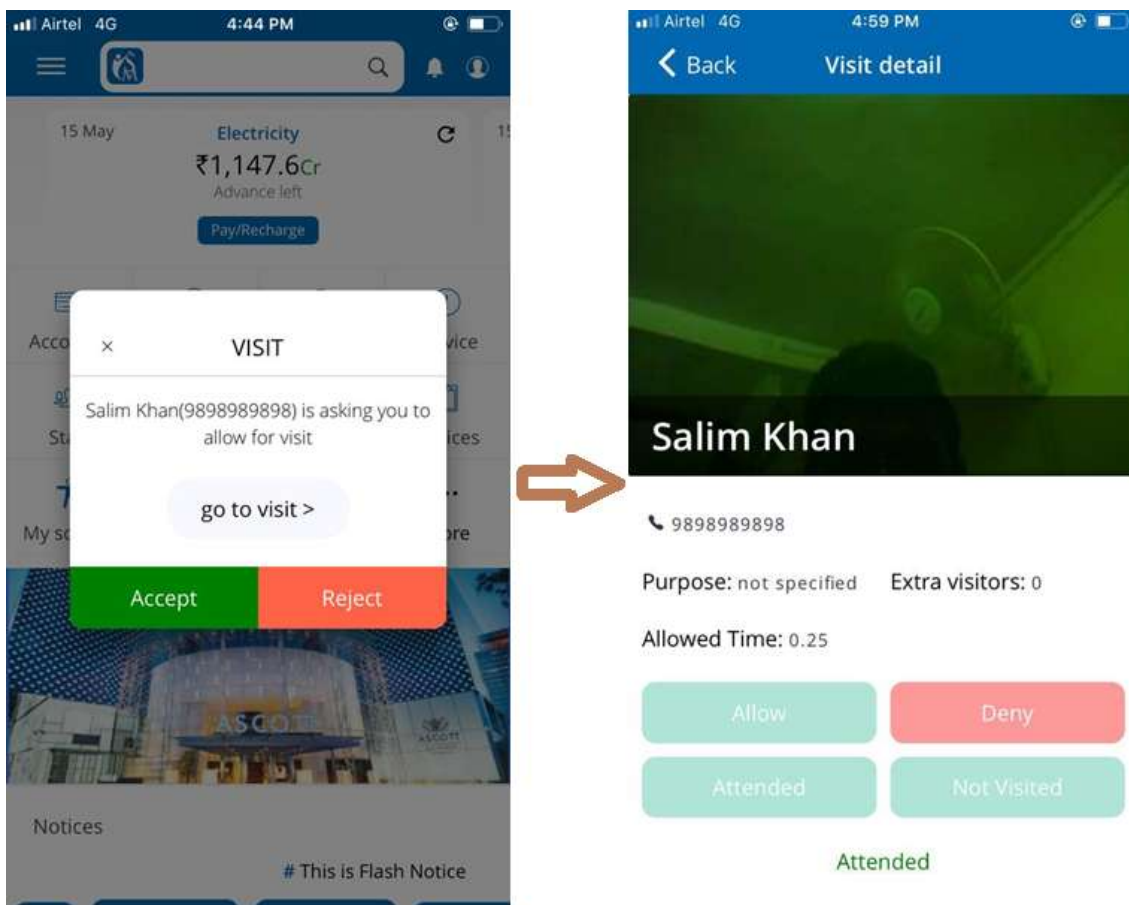
Track Your Visitors

- You can track your visitors on the Mobile App. On Visitor Screen on click of Visit button, it will display all the Visits which are against your unit.



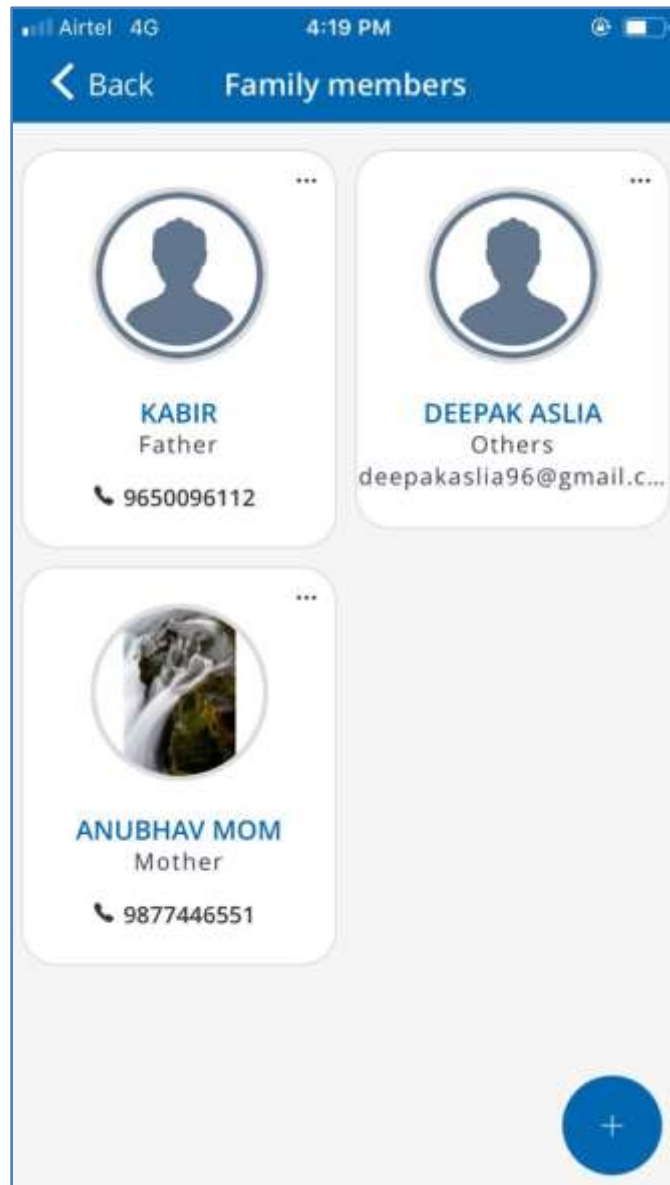
Accept/ Reject Visitor

- Once any Visitor arrive at the Society Gate and Security person create a Visitor entry for the person. Notification message is send to the Resident to whom the person is expected to meet.
- Resident can Accept/Reject the Visitor by click on the required button



Family Member

- Resident can add their Family Member into system. It will allow family member to create Pass and track visitor on their own.
- To add family Member go to your Mobile App Home Screen and Click on '**Members**' Icon as shown below



Add Family Member

You can add your family member by clicking the '**Add New Member**' Button.

- You need to enter name, mobile number and email id of the family member.
- Newly Added Member will receive the SMS having the password.
- Now New Member can login using her mobile number and password received and she will be able to Access Visitor functionality just like you.



The screenshot displays the 'Add member' screen in a mobile application. At the top, there is a blue header with a back arrow and the text 'Add member'. Below the header is a circular profile picture placeholder with a 'Change' button underneath. The form contains the following fields: 'Name' with the value 'Kabir', 'Mobile no.' with the value '9650096112', 'Email' (empty), 'Relation' (a dropdown menu currently showing 'Father'), and 'Vehicle no.' (empty). At the bottom of the form is a prominent blue button labeled 'ADD MEMBER'.