

# VISITOR MANAGEMENT SYSTEM

## USER MANUAL- Visitors

**Introduction:** Visitor Management System is an online/app platform, designed to assist the visitors of Technopark Campus with Entry Pass. Using this system, visitors can request for an entry pass to the companies directly via web-browser/ mobile-app. Once the pass is approved by the companies, visitors will get a URL via SMS and Email to generate their entry pass. The softcopy of the pass generated from the URL can be shown on their gadgets at Technopark Entrance Gate to enter into the Campus.

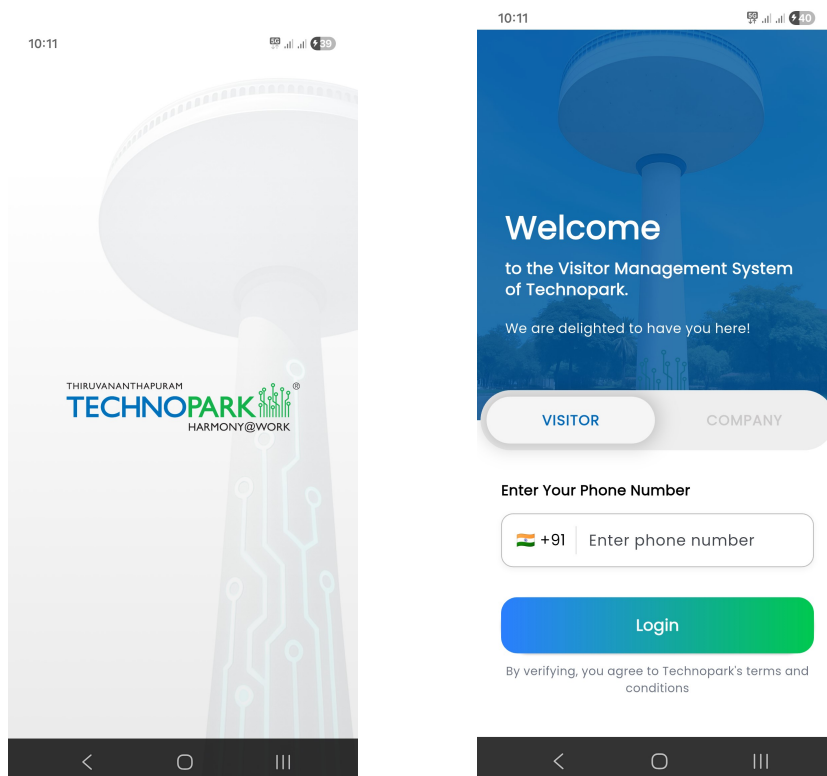
### Process- via Mobile App

Download and install the Visitor Management System Mobile App to the mobile phones from Play Store/ App Store by searching “Technopark Visitor”

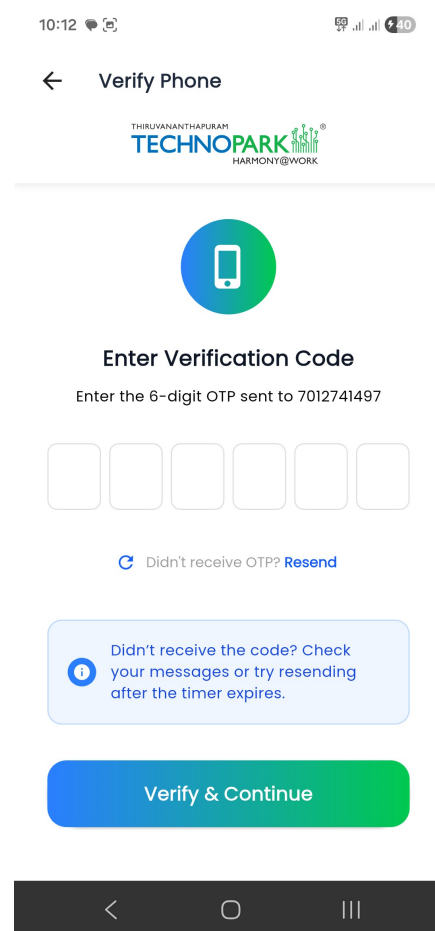
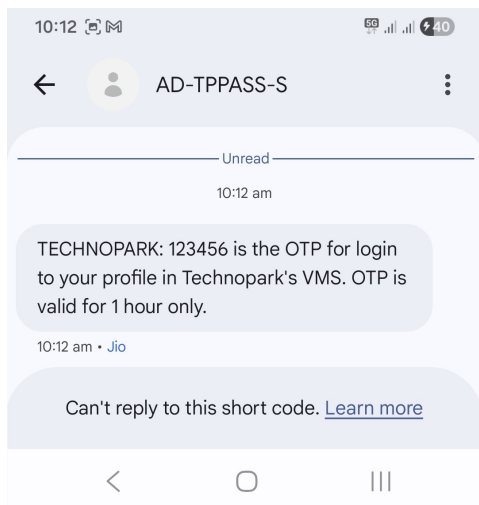
Play Store (Android): [Click here to download the app from Play Store](#)

App Store (iOS): [Click here to download the app from App Store](#)

Once the app is installed, Open the App, Enter your mobile number and Click on “NEXT”



You will receive a 6 digit OTP in the registered mobile number. This OTP will be valid only for 10 minutes. Enter the OTP in the screen and click “Verify & Continue”.



In the next screen, provide the details such as Name, Address, Email id etc. and click on "Next". Subsequently, upload the Photo and enter ID card details in the next screen when asked and click on "Register" button.

10:13

**Complete Profile**

THIRUVANANTHAPURAM  
**TECHNOPARK**  
HARMONY@WORK

Fill in your details to get started

**Full Name**  
Enter your full name

**Email Address**  
Enter your email address

**Phone Number**  
1225645555

**Address**  
Enter your address

**Country**  
India

**State**  
Select state

**District**  
Select district

**Pincode**  
Enter pincode

**Gender**  
Select gender

**Next**

10:43

**Document Verification**

THIRUVANANTHAPURAM  
**TECHNOPARK**  
HARMONY@WORK

Verify your identity with photo and documents

**Capture Your Photo**  
Take a clear photo of yourself for verification

**Capture Your Photo**  
Blink eyes to verify it's you

**Identity Verification**

**Aadhaar ID Number**  
XXXX XXXX XXXX

Enter your 12-digit Aadhaar number for identity verification  
[Don't have Aadhaar? Use other government ID](#)

**Accepted Government Photo IDs:**

- PAN Card
- Passport
- Driving License
- Voter ID Card

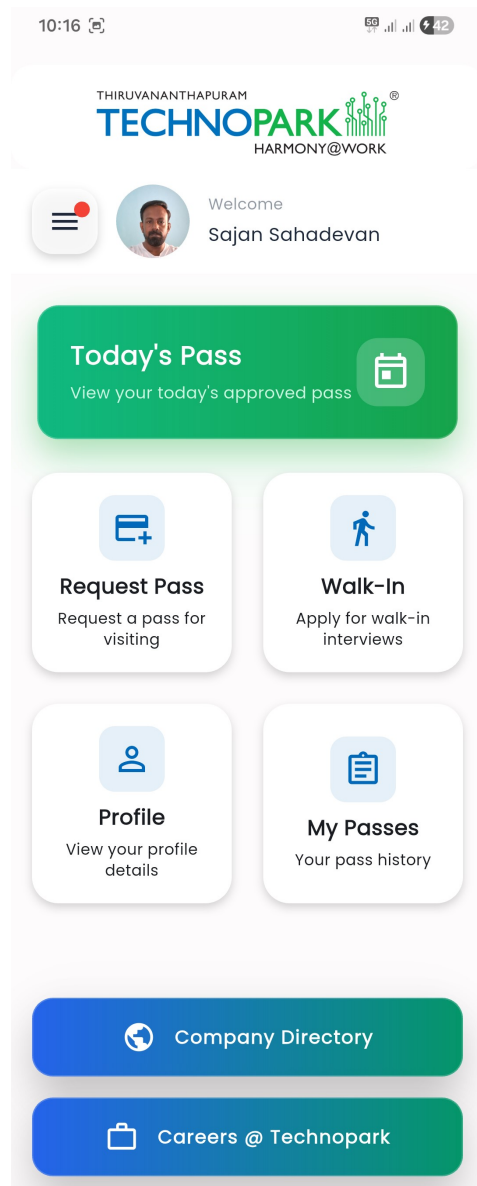
**Document Verification**  
 Please bring the original ID proof submitted during registration when you visit Technopark for verification!

**Secure Verification**  
 Your photo and identity details are encrypted and used only for identity verification. We follow strict privacy guidelines to protect your personal information.

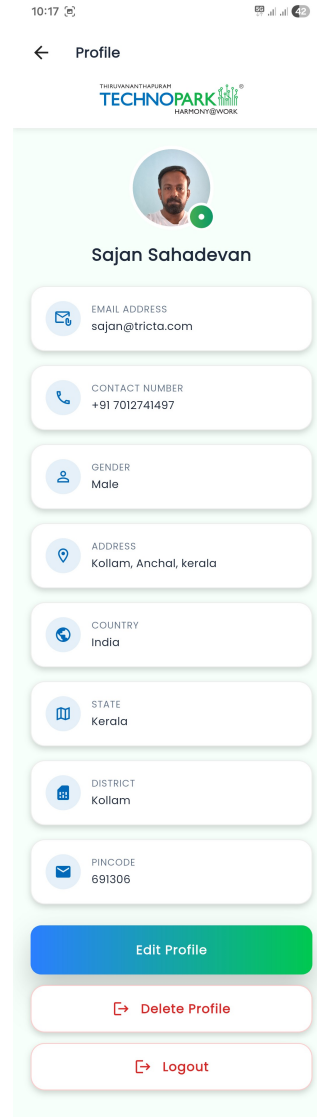
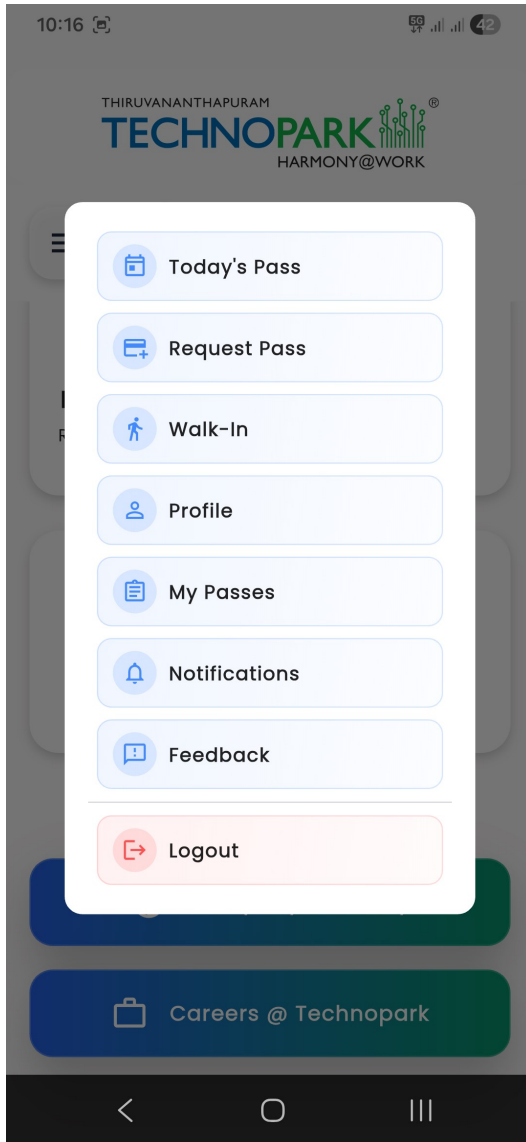
**Register**

Now the Dashboard of the App is opened  
with the following Menus :

- Today's Pass
- Request Pass
- Walk-In
- Profile
- My Passes



Users can update their profile either from the “Menu” located at the top left or from the ‘Profile’ tile in dashboard. For updating the profile, click on the “Menu”, and select “Profile” and click on the “Edit Profile” button located at the bottom.



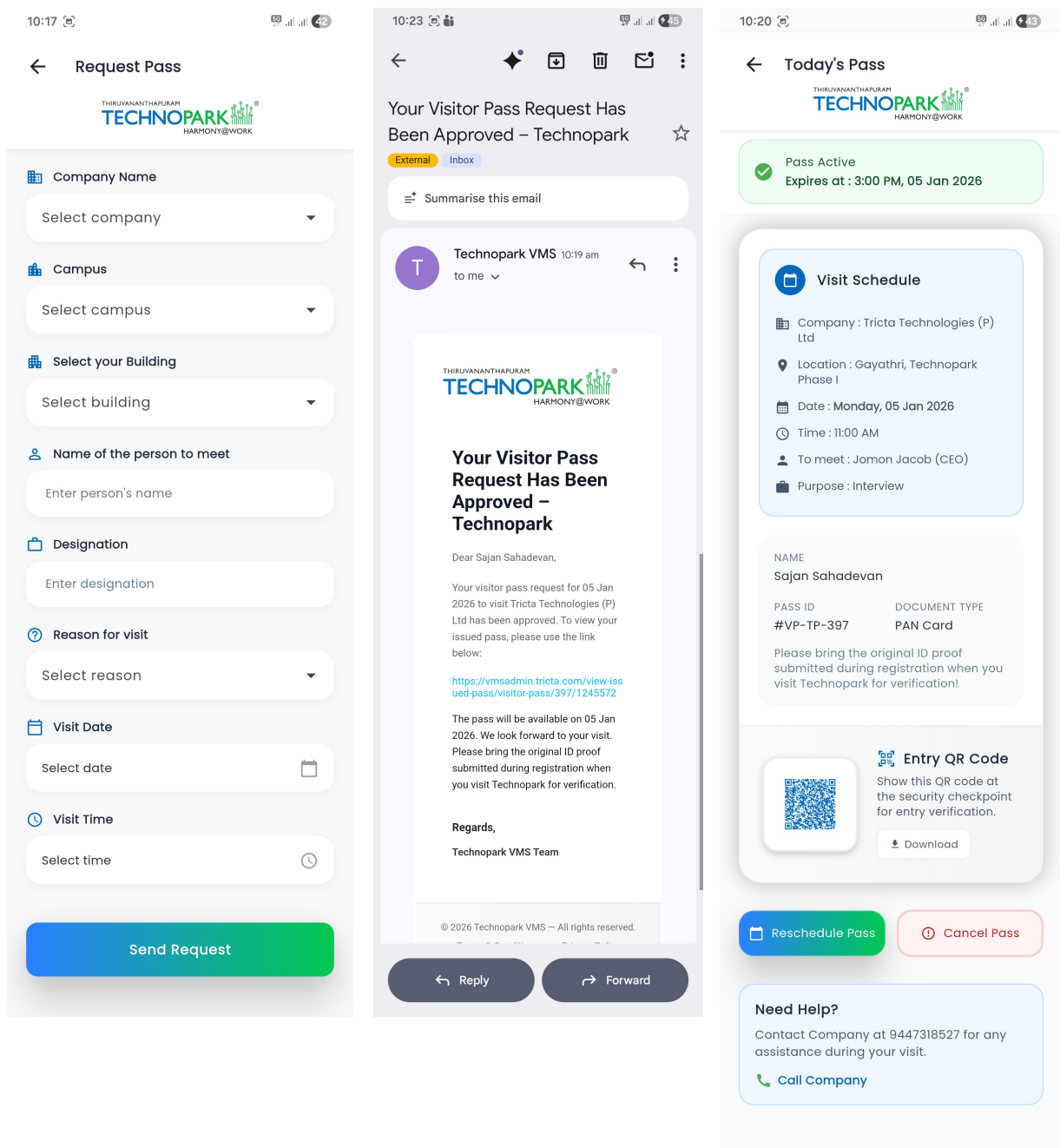
## Request pass

New Pass requests can be submitted from here. Open “Request Pass” Menu and type the company’s name you would like to visit. Provide the details such as “Name of the Person to Meet”, Designation, Reason for Visit, Visit Date and Time, and click on “Send Request”

Now you will receive a confirmation message “Pass request has been submitted”

Once the requested pass is approved by the company, visitors will get a URL via SMS and Email to generate their entry pass.

**The softcopy of the pass generated from the URL can be shown on gadgets at Technopark Entrance Gate to enter the Campus.**



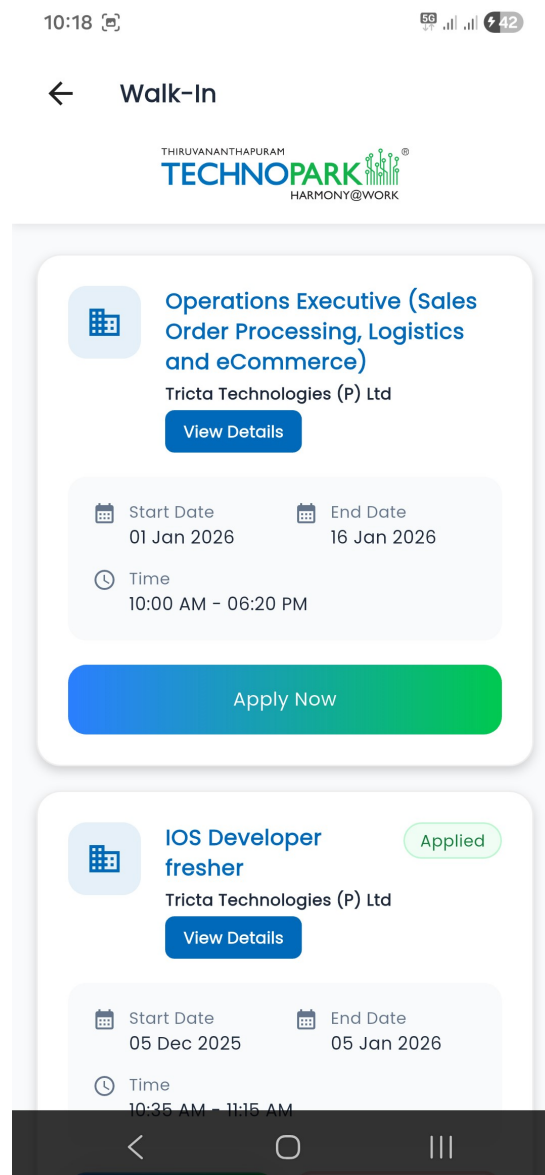
## Walk in pass

Walk-in pass requests can be submitted from here. Open the 'Walk-in' menu to view all scheduled walk-in interview details. Click the 'Apply' button to attend a walk-in interview.

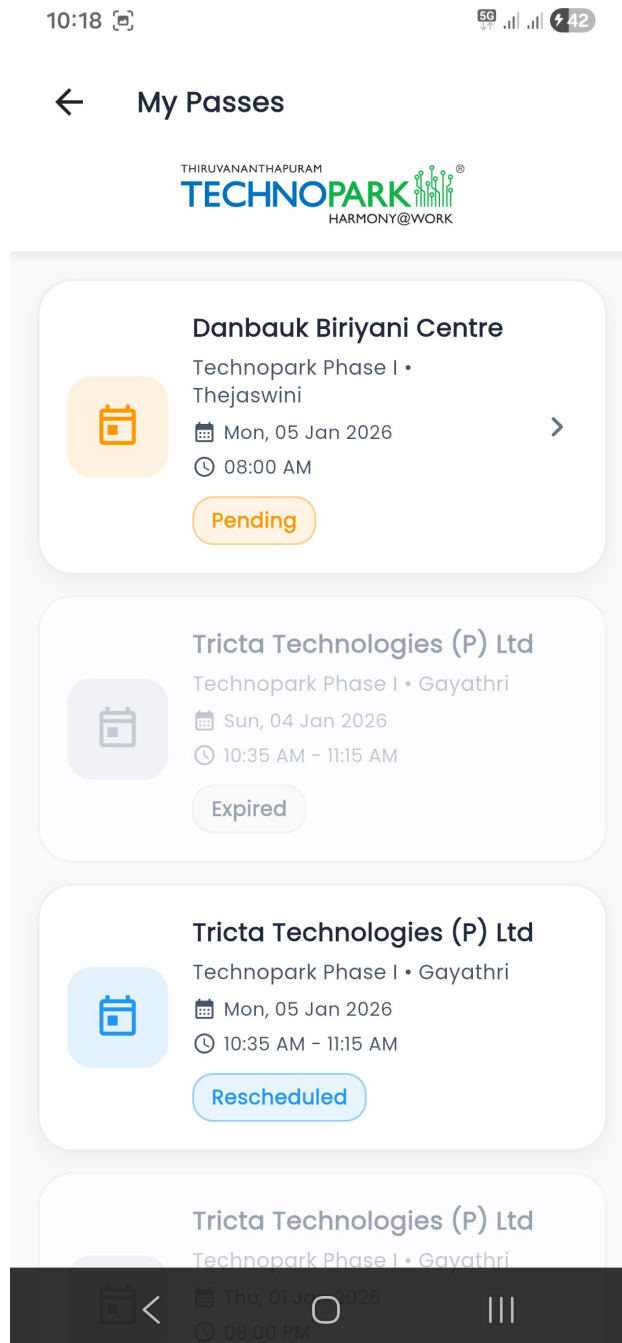
After applying, candidates will receive an email and SMS confirmation with an entry pass link sent to their registered email address and mobile number. The soft copy of the pass accessed through this link can be shown on their device at the Technopark entrance gate to enter the campus.

Candidates can reschedule or cancel the pass based on the selected walk-in interview date.

**Note: The pass will be available on the date of the walk-in. Original certificates will be verified at the Entry Gate for the Walk-In interview entry.**



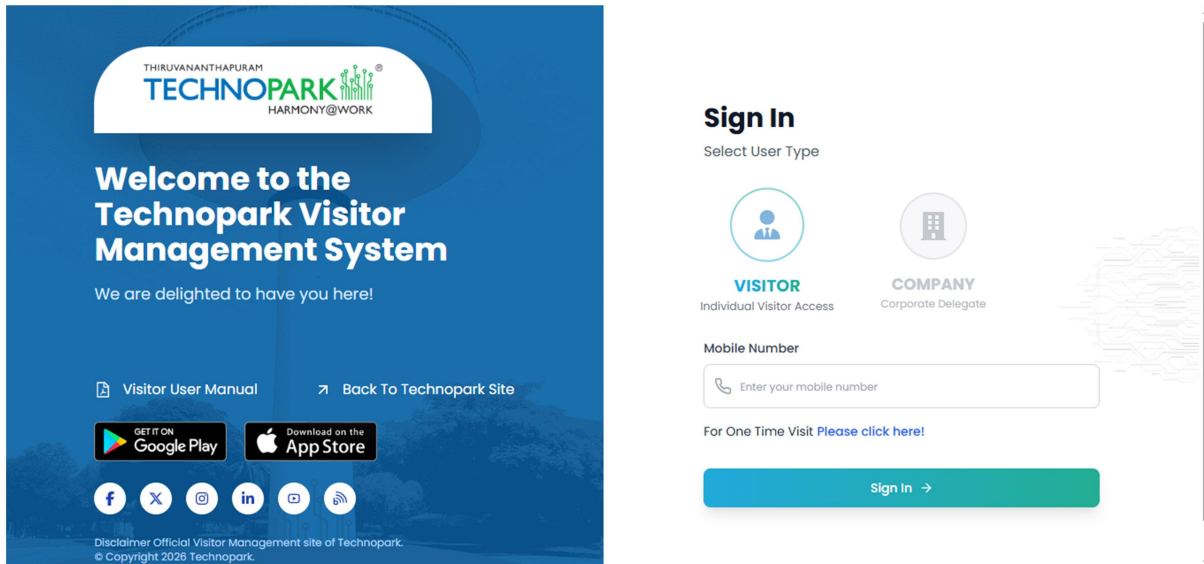
**My Passes** – Visitors can view all their previous Technopark visits. It lists all their recent and upcoming pass history.



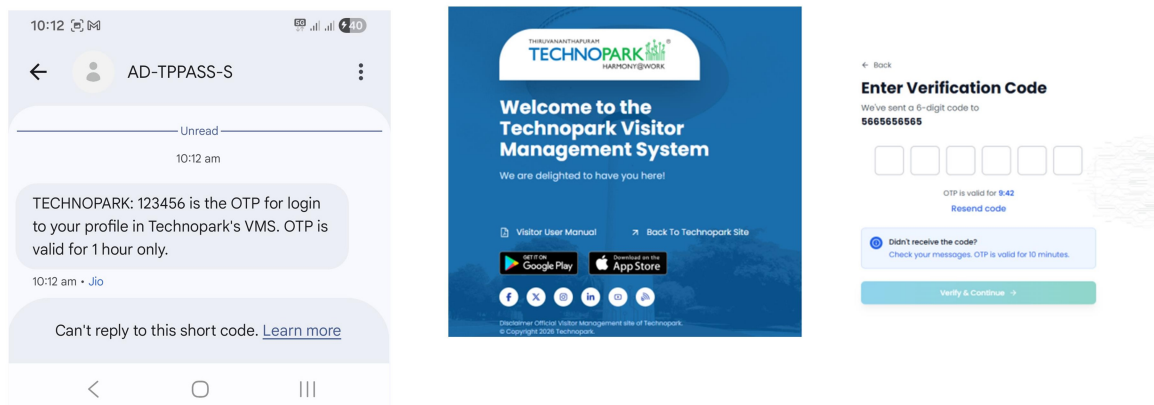
## Process- via Web Browser

Open the URL <https://vms.technopark.in/> from any browser.

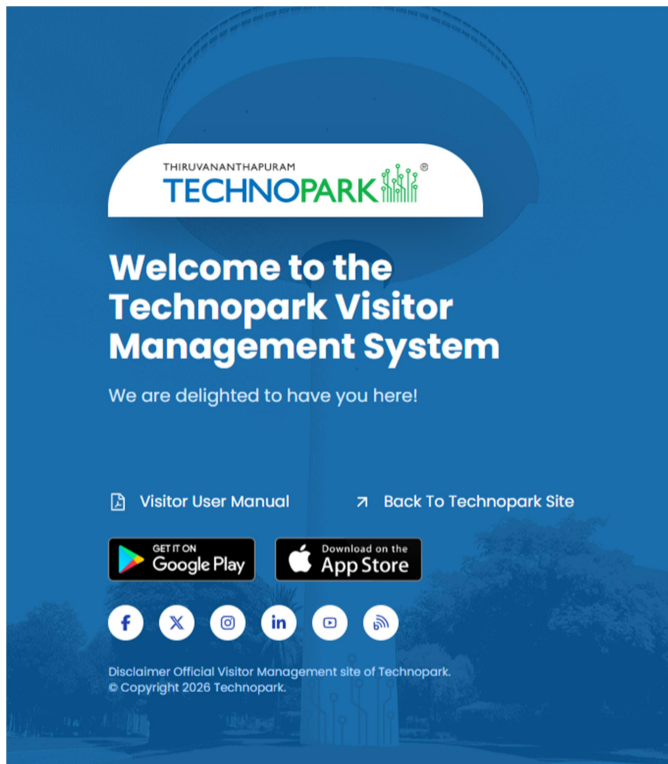
Enter your mobile number and click on “Sign In”



You will receive a 6 digit OTP in the registered mobile number. This OTP will be valid only for 10 minutes. Enter the OTP in the screen and click “Verify & Continue”.



In the next screen, provide the details such as Name, Address, Email id etc. and click on "Next". Subsequently, upload the Photo and enter ID card details in the next screen when asked and click on "Complete Signup" button.



### Complete Your Visitor Profile

Mobile number: +91 5665656565

1 — 2

**Full Name \***  
Enter full name

**Email \***  
Enter email

**Gender \***  
Select Gender

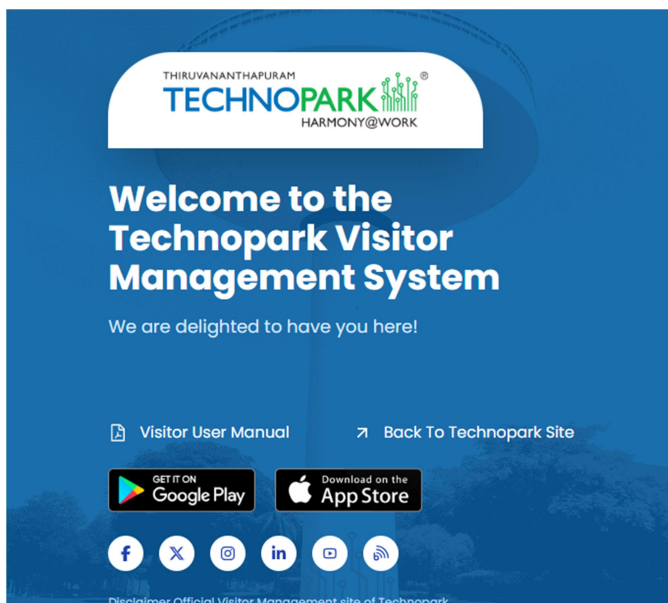
**Country \***  
India

**State \***  
Select State

**District \***  
Select State First

**Zip Code \***  
eg: 695001

[Next →](#)



### Complete Your Visitor Profile

Mobile number: +91 5665656565

1 — 2

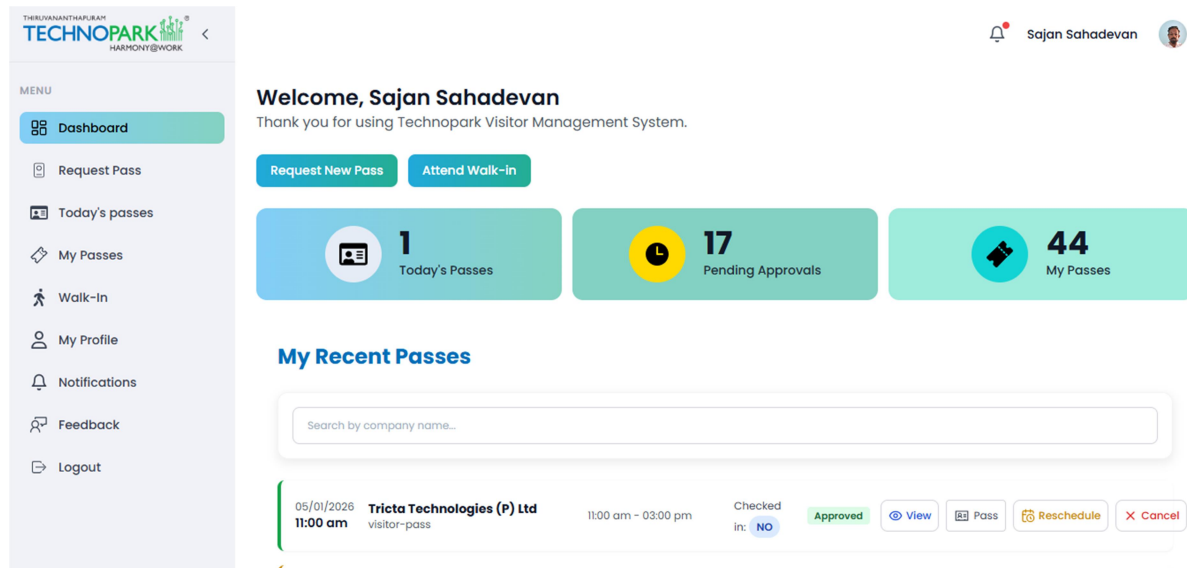
**Upload Photo** **Use Webcam**

**Aadhaar Number \***  
Enter Aadhaar Number  
0 / 12 characters

[Don't have Aadhaar? Use other government ID](#)

[Back](#) [Complete Signup →](#)

Now you will be redirected to the dashboard.

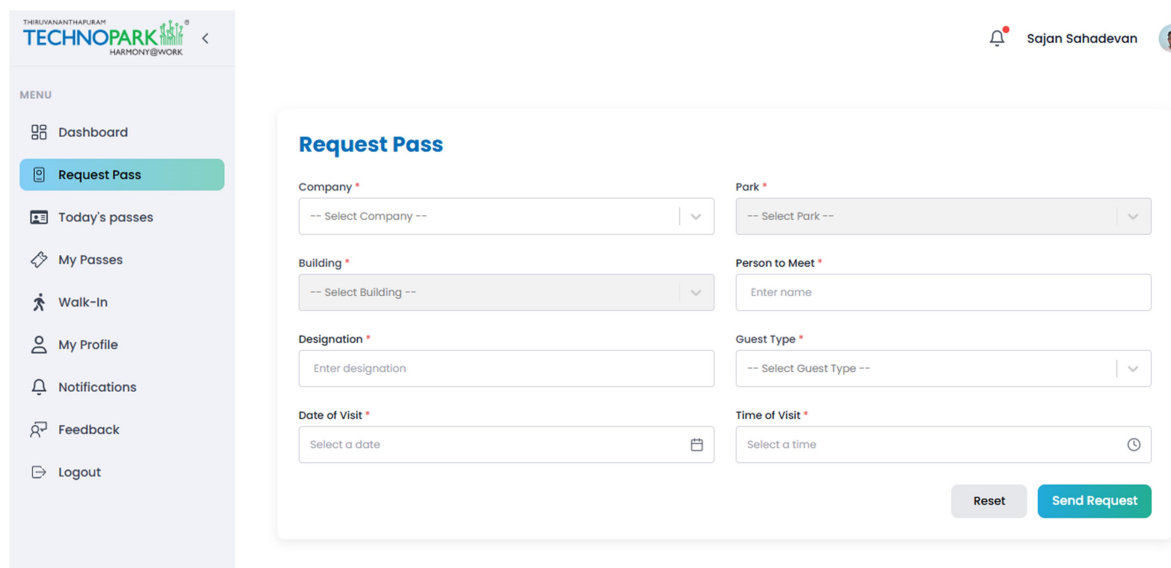


## Dashboard

From the Dashboard, you can request for a new entry pass or create a pass for attending Walk-In interview.

**Request New Pass:** Click on "Request New Pass" and select the company and provide the mandatory details such as Person to meet, Designation, Visitor Type, Visit Date and Time, and click on "Send Request"

A confirmation message will be displayed.



## Walk in pass

Walk-in pass requests can be submitted from here. Open the 'Walk-in' menu to view all scheduled walk-in interview details. Click the 'Apply' button to attend a walk-in interview.

After applying, candidates will receive an email and SMS confirmation with an entry pass link sent to their registered email address and mobile number. The soft copy of the pass accessed through this link can be shown on their device at the Technopark entrance gate to enter the campus.

Candidates can reschedule or cancel the pass based on the selected walk-in interview date.

**Note: The pass will be available on the date of the walk-in. Original certificates will be verified at the Entry Gate for the Walk-In interview entry.**

The screenshot shows the 'Walk-In Interview' section of the Technopark portal. On the left is a sidebar menu with options: Dashboard, Request Pass, Today's passes, My Passes, Walk-In (highlighted), My Profile, Notifications, Feedback, and Logout. The main content area is titled 'Walk-In Interview' and displays a single entry for 'Operations Executive (Sales Order Processing, Logistics and eCommerce)' at 'Tricta Technologies (P) Ltd'. The entry details include the date '01/01/2026' at '10:00 am', the time slot '01/01/2026 - 16/01/2026' from '10:00 am - 06:20 pm', and the status 'Not applied'. There are buttons for 'View' and 'Apply Now'. Below the entry, it shows 'Showing 1 to 1 of 1 entries' and a pagination control.

**My Passes** - Visitors can view all their previous Technopark visits. It lists all their recent and upcoming pass history.

The screenshot shows the 'My Recent Passes' section of the Technopark portal. The sidebar menu is the same as in the previous screenshot, with 'My Passes' highlighted. The main content area is titled 'My Recent Passes' and features a search bar for 'Search by company name...'. Below the search bar is a list of four passes:

Date	Company	Time	Checked in	Status	View	Pass	Reschedule	Cancel
05/01/2026 02:00 pm	Tricta Technologies (P) Ltd visitor-pass	02:00 pm - 06:00 pm	NO	Pending	View	Pass	Reschedule	Cancel
05/01/2026 11:00 am	Tricta Technologies (P) Ltd visitor-pass	11:00 am - 03:00 pm	NO	Approved	View	Pass	Reschedule	Cancel
05/01/2026 08:00 am	Danbaurk Biriyan Centre visitor-pass	08:00 am - 12:00 pm	NO	Pending	View	Pass	Reschedule	Cancel
04/01/2026 10:35 am	Tricta Technologies (P) Ltd walk-in-pass	10:35 am - 11:15 am	NO	Expired	View	Pass	Reschedule	Cancel

## My Profile

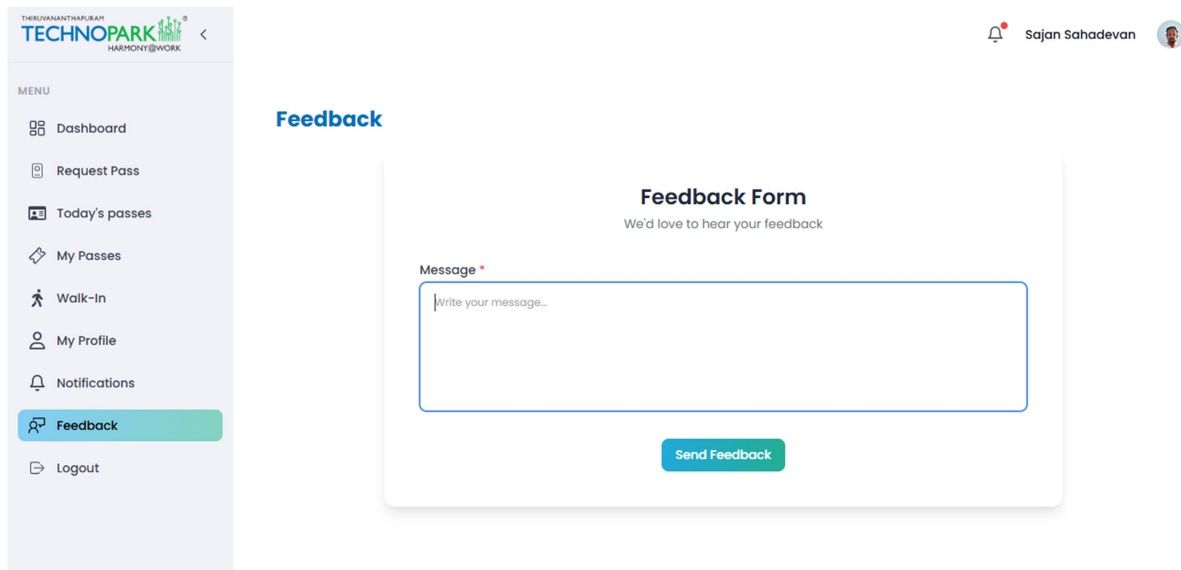
The visitor can view and update the profile details and change their photo.

The screenshot shows the 'My Profile' page. On the left is a sidebar menu with options: Dashboard, Request Pass, Today's passes, My Passes, Walk-In, My Profile (highlighted), Notifications, Feedback, and Logout. The main content area is titled 'My Profile' and includes a sub-header 'View and update your visitor profile details'. Below this is a profile card for 'Sajan Sahadevan' with a profile picture and a camera icon to update it. An 'Edit Profile' button is located to the right of the profile card. Below the profile card are four form fields: 'Name \*' (Sajan Sahadevan), 'Email Address' (sajan@tricta.com), 'Mobile Number \*' (7012741497), and 'Country' (India).

**Notifications** – Visitors can view all notifications related to their passes.

The screenshot shows the 'Notifications' page. The sidebar menu is the same as in the previous screenshot, but 'Notifications' is highlighted. The main content area is titled 'Notifications' and includes a 'Mark All As Read' button. Below this are four notification cards, each with a circular icon, a title, a message, a timestamp, and a 'Mark as read' button with a trash icon. The notifications are: 1. 'Pass Request Submitted' (05/01/2026 11:45 AM) - 'Your pass request has been sent to Tricta Technologies (P) Ltd for approval.' 2. 'Pass Approved' (05/01/2026 10:19 AM) - 'Your visitor pass has been approved by Tricta Technologies (P) Ltd. You can now view and use the pass.' 3. 'Pass Request Submitted' (05/01/2026 10:19 AM) - 'Your pass request has been sent to Tricta Technologies (P) Ltd for approval.' 4. 'Pass Request Submitted' (03/01/2026 10:32 AM) - 'Your pass request has been sent to Danbaurk Biriyan Centre for approval.'

**Feedback** – Visitors can share their experiences, suggestions, or any issues they have faced while using the application.



The visitors can log out whenever desired by clicking on Logout on the left side of the menu bar or from the menu on top right corner.

--End--