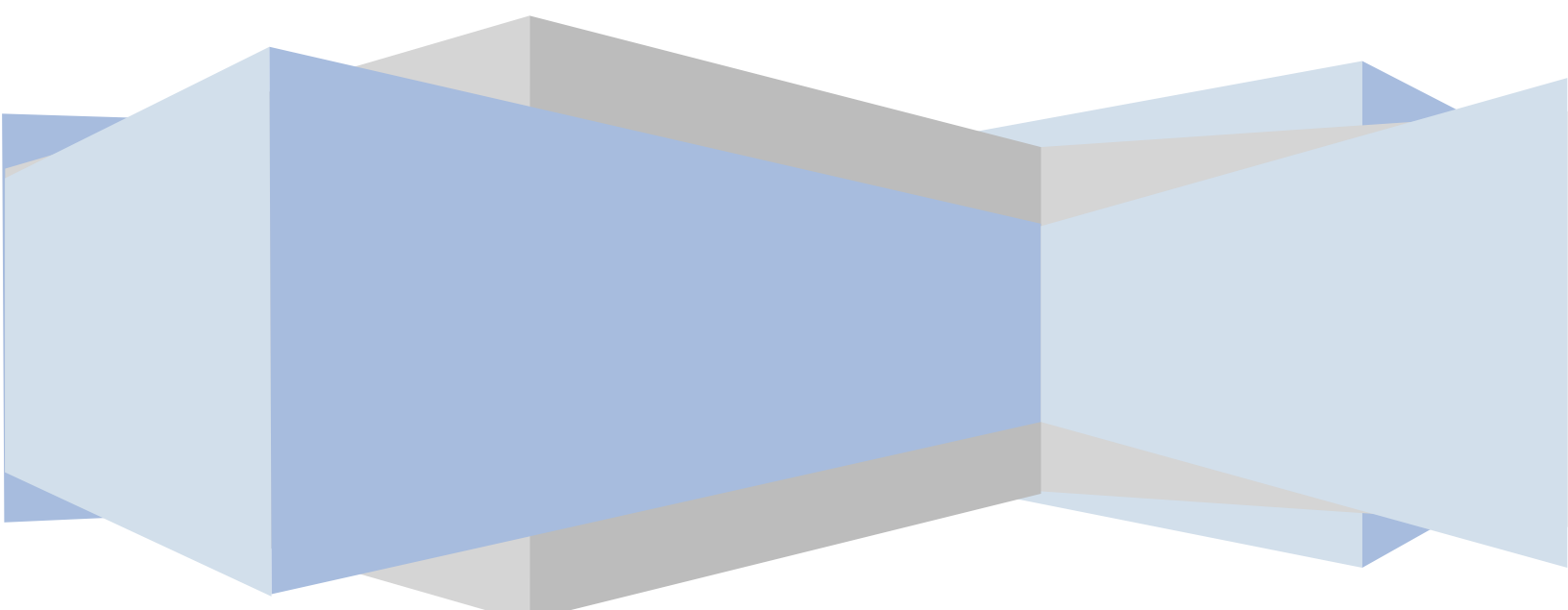




EINS E-PORT PASS MANAGEMENT SYSTEM

VISITOR SIGN UP

User Manual



Visitor Sign Up

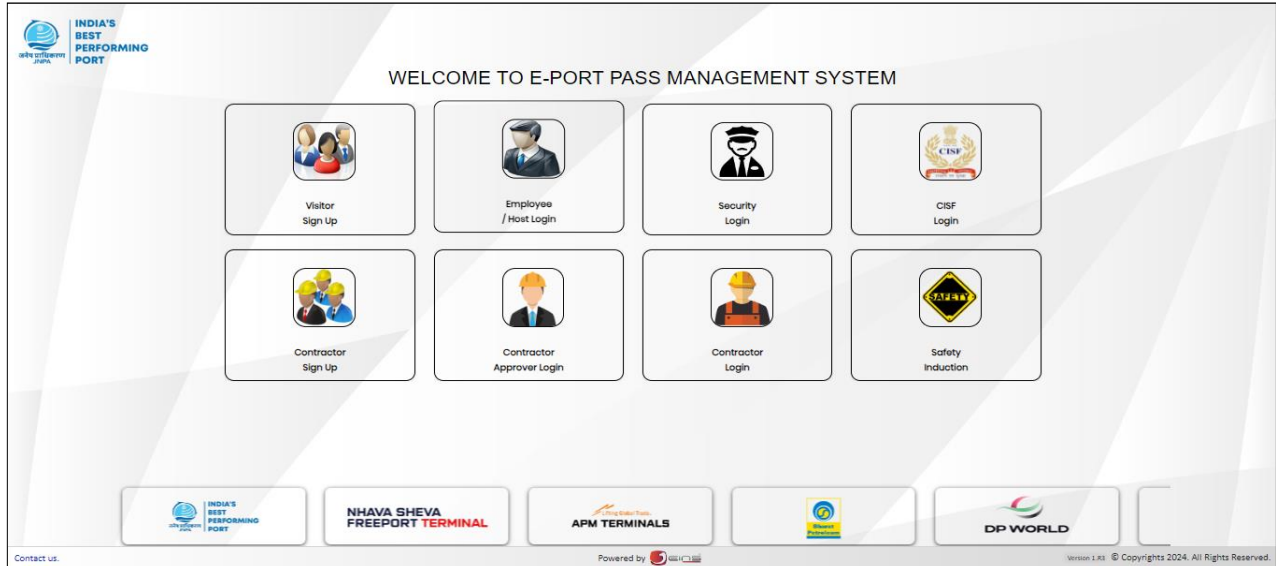


Fig No.1

From E-Port Pass Management System page Visitor can Sign up and put his/her application through this page.

Follow the Steps to sign up

1. Click on “**Visitor Sign up**” Icon then Visitor sign up Document mandatory Pop Message page will be display (Refer Fig No. 2)

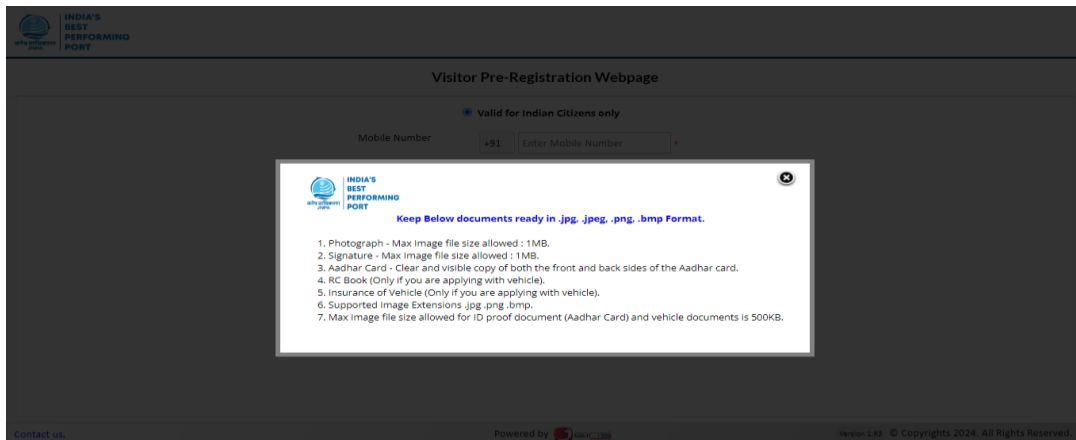


Fig No.2

(Get below documents ready to sign up as Visitor)

2. Click on **cancel button** of Pop screen of (Fig No.2) then, Visitor Registration Page will be open (Refer Fig No.3)

EINS E-Port Pass Management System

The screenshot shows the 'Visitor Pre-Registration Webpage' with the following fields and elements:

- Logo: INDIA'S BEST PERFORMING PORT
- Text: Valid for Indian Citizens only
- Mobile Number: +91 Enter Mobile Number
- Aadhar Number: Enter Aadhar number
- CAPTCHA: Prove you are not a robot with a CAPTCHA image showing the number 76458.
- Button: Continue
- Footer: Contact us, Version 1.83 © Copyrights 2024. All Rights Reserved., Powered by

Fig No.3

3. Insert **Mobile No.** , **Aadhar card no.** and enter the code as shown above **CAPTCHA**.
4. Then, Click on **Continue** button to go further Visitor Registration Page will be open(Fig No.4)

The screenshot shows the 'Visitor Pre-Registration Webpage' with the following sections and fields:

- Section: Visitor Photo, Item Details, Vehicle Details, Visitor Signature (each with upload instructions and buttons).
- Section: Location Access (Location Name: Terminal).
- Section: Visit Details (App ID: App_88, App Type: Daily, From Date: 09/17/2024, To Date: 09/17/2024, From Time: 03:01 PM, To Time: 03:31 PM).
- Section: Visitor Information (Visitor Type: --Select--, Purpose of Visiting: Meeting, Full Name, Father Name, Mobile No., Date of Birth, Blood Group, Gender, ID Proof: Aadhar Card, ID Proof Doc No: 675675676756, Identification Mark, Company Name, Company Address, Email ID).
- Section: Host Details (Terminal Name: --Select--, Name: Full Name (Verify), Mobile: Mobile Number (Verify), Email id: Email id (Verify), Company: Company name, Department: Department, Designation: Designation).
- Buttons: Continue, Clear.
- Footer: Contact us, Powered by, Version 1.83 © Copyrights 2024. All Rights Reserved.

Fig No. 4

EINS E-Port Pass Management System

Follow the Steps to Visitor Registration

Visitor Details:

1. Upload photo and signature
2. Select **App Type** from the drop down list as daily, weekly or custom.
3. Select **From Date & to Date** and select **Visit from Time & To Time**.
4. **Select Visitor Type and Purpose of Visiting** from the drop down list.

Visitor Information:

1. Insert **Name, Father Name, Date of Birth, Blood Group, Gender, Identification Mark, Company Name, Company Address, Email ID**.

Host details:

1. **Click on terminal name drop down button to select the terminal to be visited.**
2. **Click on Name field radio button or Mobile No. radio button or else E-mail radio button.**
3. Insert **Host name or Mobile No. or Email** respectively.
4. Host **Company Name, Host Department & Host Designation** will auto get bind.

Add item.

1. Insert **Item Name, Serial No., Quantity, Special Remark, Make and Model details.**
2. **Purchase order no and Delivery challan no to be entered only if item is non returnable**
3. Then, Click on **Add** button then item details will get added.

Add Vehicle Details

1. Insert **Vehicle Registration No., Owner's Name, Owner's Address, Particulars of Vehicle**
2. Insert **validity period of registration, purpose of Entry of Vehicle, Driving License No, Insurance Valid Date.**
3. Then, Click on **Add** button the details will get added.

Once Visitor fills all the details then, click on Continue Button.

1. Visitor Registration & Vehicle Registration Page will get open. Refer (Fig No. 7)

The screenshot shows the 'Visitor Registration' page. At the top left, there is a logo for 'INDIA'S BEST PERFORMING PORT'. The main heading is 'Visitor Registration'. Below this, there are 'Save' and 'Back' buttons. The page is divided into two main sections: 'Required Documents' and 'Document Upload'. The 'Required Documents' section contains a table with columns 'NO.', 'Documents Name', and 'Status'. The table lists three items: 'Identity Proof', 'RC Book', and 'Insurance Document', all with a status of 'X'. Below the table is the 'Document Details' section, which includes a 'Document Type' dropdown menu (set to '--Select--'), a 'Document Name' dropdown menu, and a 'Document Upload' section with a 'Choose File' button (showing 'No file chosen') and an 'Upload' button. Below the upload section, there are 'Supported Image Extensions: .jpeg, .gif, .png, .bmp' and 'Max Image Size Allows : 500KB'. At the bottom of the document details section, there are '+ Add' and 'Clear' buttons. The 'Document View' section on the right shows a large 'Image not available' message. At the bottom of the page, there is a footer with 'Contact us.', '© Copyrights 2024. All Rights Reserved.', and 'Powered by'.

Fig No.7

(Support only Image Extension .png, .jpeg, .jpg, .bmp. Max image size allows 500KB not more than that)

EINS E-Port Pass Management System

1. For Id Proof/Vehicle select the **Document Type** from the drop down list as ID Proof/Vehicle.
2. Select the **Document Name** from the drop down list which document selecting.
3. Click on **Choose** button and browse the document Image and then click on upload.
4. Click on **Add button** the document will be uploaded.
5. Then, Click on **save** button to save the Details.

Visitor Safety Induction video will appear

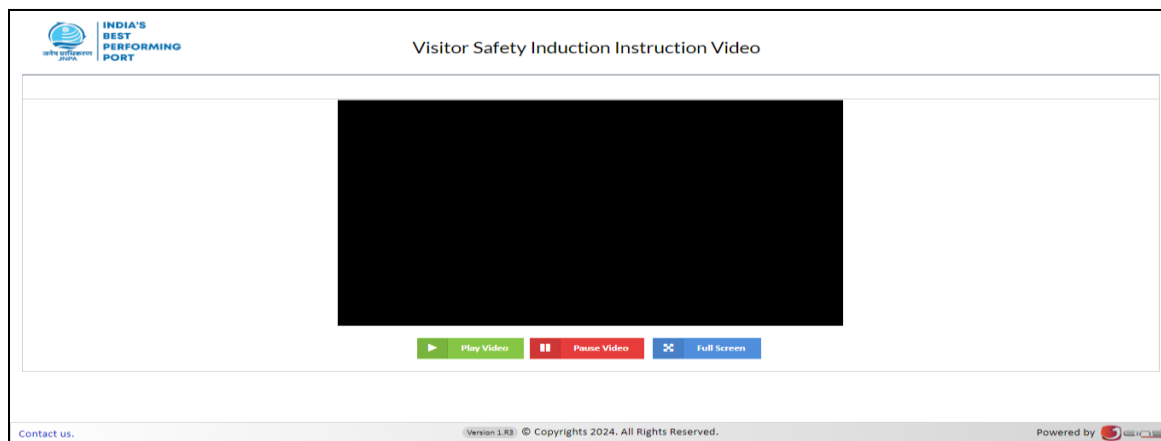


Fig No.8

1. Clicking **Play video** button the Induction video will start playing.
2. Clicking on **Pause video** to Stop playing and **Full Screen** button to show video in wide Screen.
3. After video is completed Click on **Proceed** Button.
4. **Random Induction Questions** will be display. *(All Question's Answer is mandatory cannot skip the Answer)*
5. Once all Answers is given to all question. Click on Continue Button (Appointment saved successfully) Message will shown (Refer Fig No. 9)

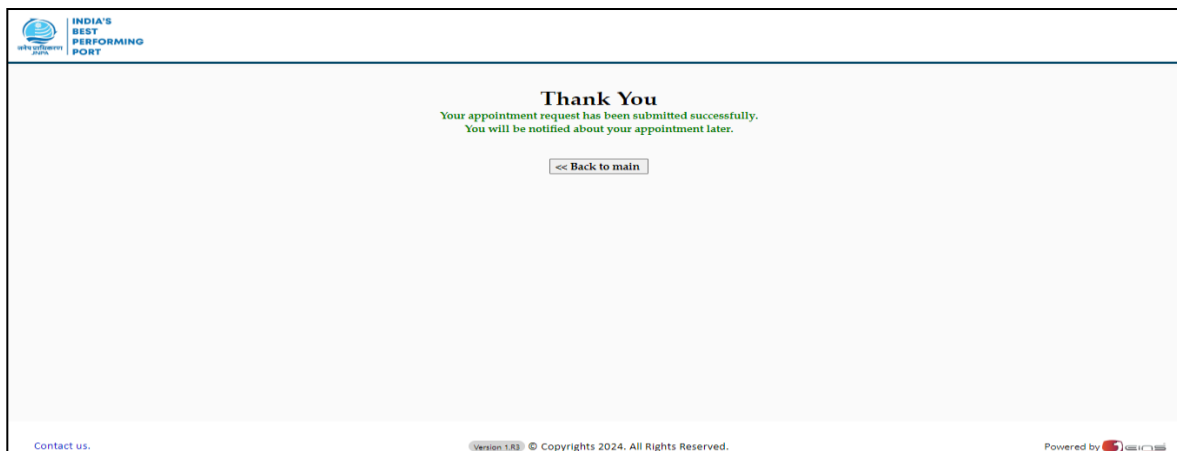


Fig No.9

EINS E-Port Pass Management System

1. Visitor will also receive induction link on email (Fig No. 10). Click on “Click here for Induction” (Fig No. 8) page will be open.



Fig No.10

1. Once visitor appointment is approved Visitor will receive Appointment Approved mail (Refer Fig no.11). By clicking on Click here to download pass visitor can download their visitor passes. Make sure to keep original documents of id proof with you while visiting.



Fig No.11

THE END