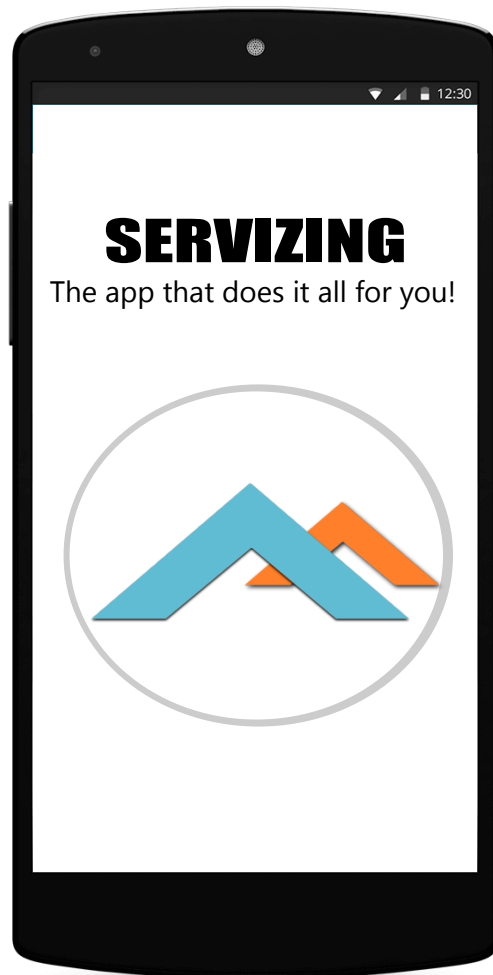


USER MANUAL FOR SERVIZING SOCIETY

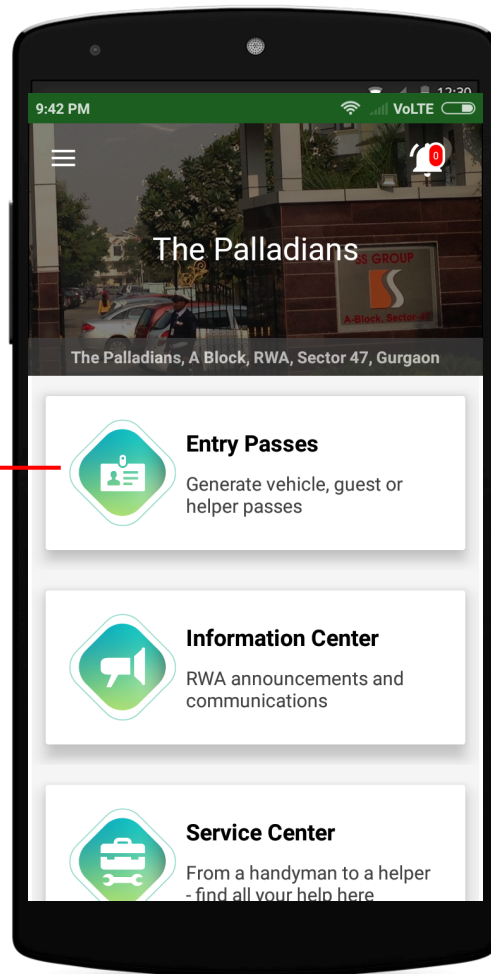
ENTRY FOR KNOWN VISITORS



KNOWN VISITOR ENTRY

01

ENTRY PASSES

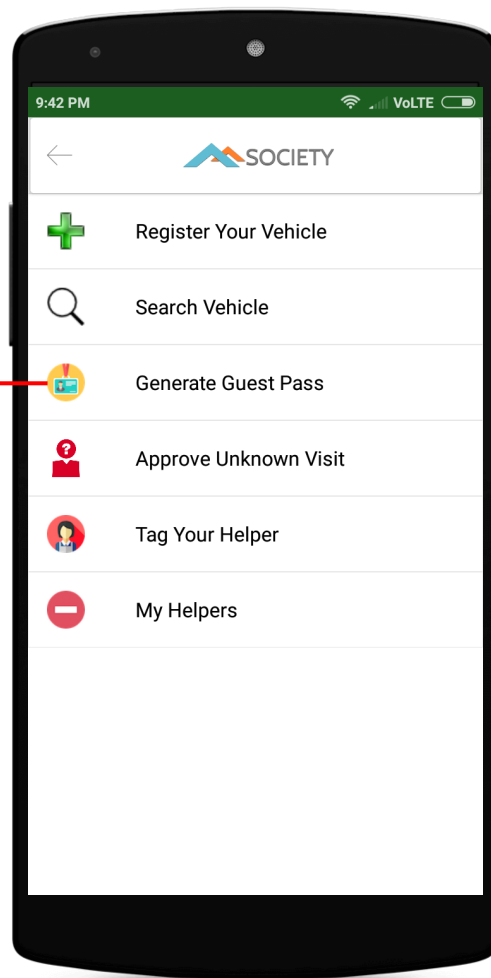


Click on **Entry Passes** box on the app dashboard.

KNOWN VISITOR ENTRY

02

GENERATE GUEST PASS



Click on **Generate Guest Pass** link on the next screen.

KNOWN VISITOR ENTRY

03

VISITOR DETAILS

9:43 PM

SOCIETY

Search guest from the contact list

Or

Guest Name

(IN) +91 Mobile No (10 digit)

Pass Validity (days): 1

Create Gate Pass

9:43 PM

SOCIETY

Search guest from the contact list

Or

Guest Name

Abhishek Dwivedi

Mobile No (10 digit)

(US) +1 4255796107

Pass Validity (days): 7

Create Gate Pass

- Click on **Address Book** icon to auto populate details from your contact list.

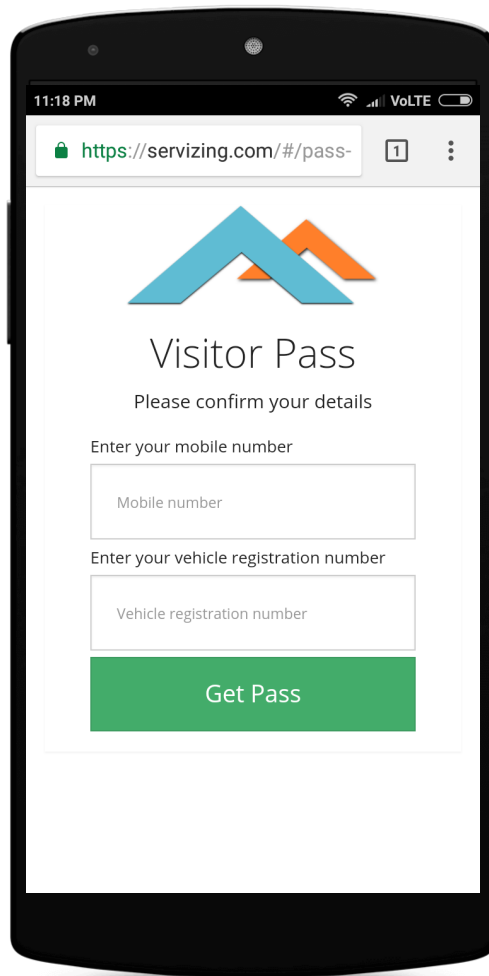
OR

- Enter the details manually
- Click **Create Gate Pass** button to share the pass with the guest.

KNOWN VISITOR ENTRY

04

VISITOR INSTRUCTIONS



- SMS is send to guest with the link of the pass
- On opening the link, guest needs to enter his mobile number and vehicle number used at the time of pass generation
- Guest needs to scan the pass at the gate and the details will be picked up automatically.