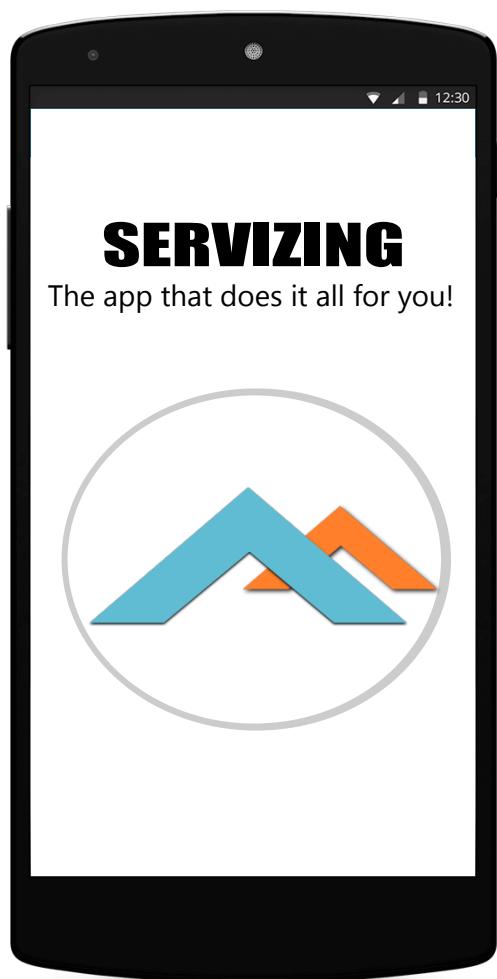


USER MANUAL FOR SERVIZING SOCIETY

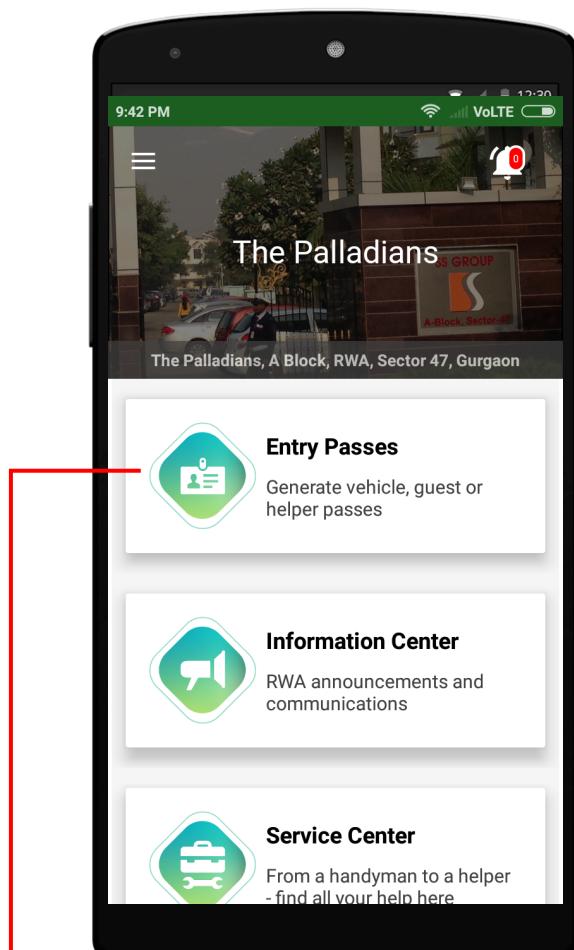
ENTRY FOR KNOWN VISITORS



KNOWN VISITOR ENTRY

01

ENTRY PASSES

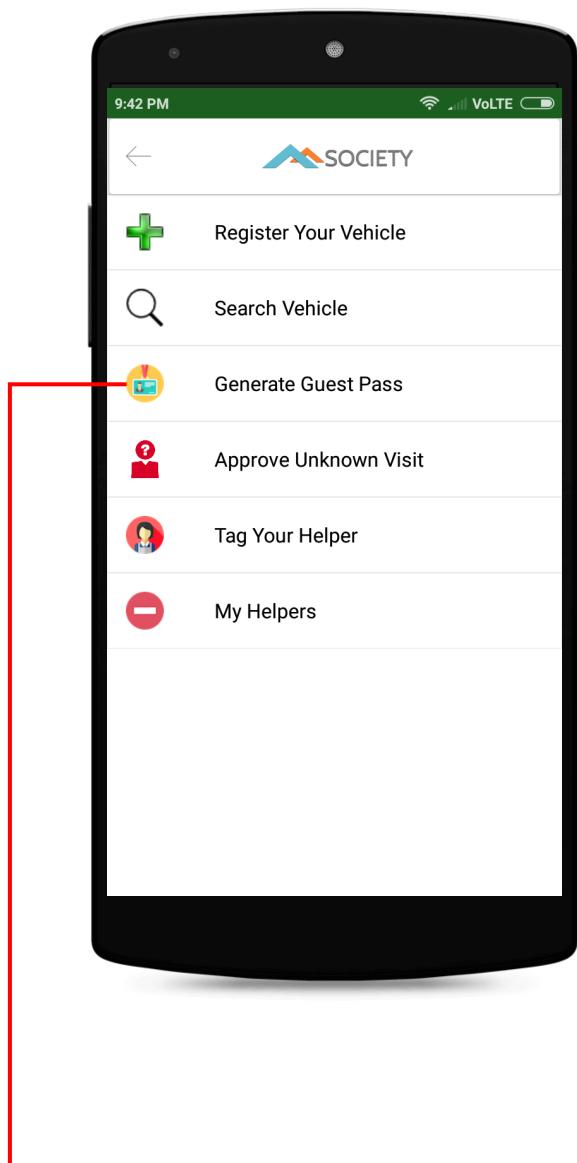


Click on **Entry Passes** box on the app dashboard.

KNOWN VISITOR ENTRY

02

GENERATE GUEST PASS

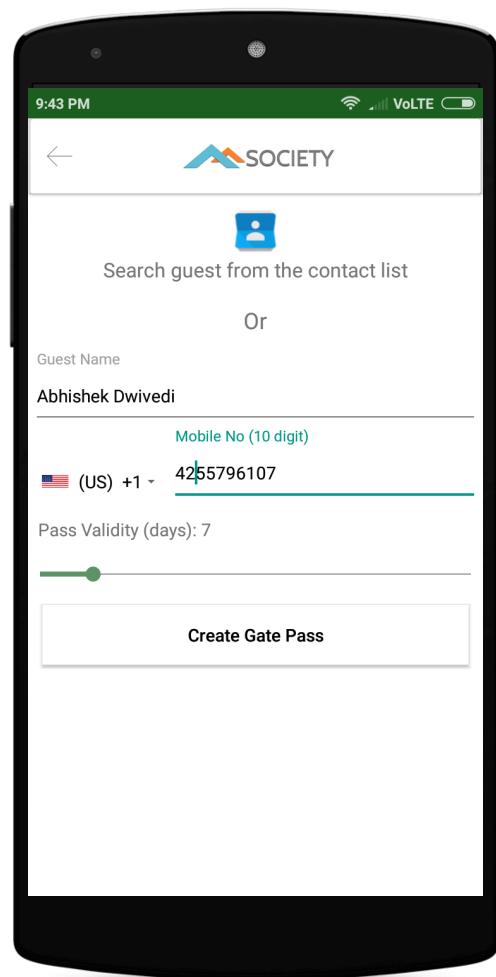
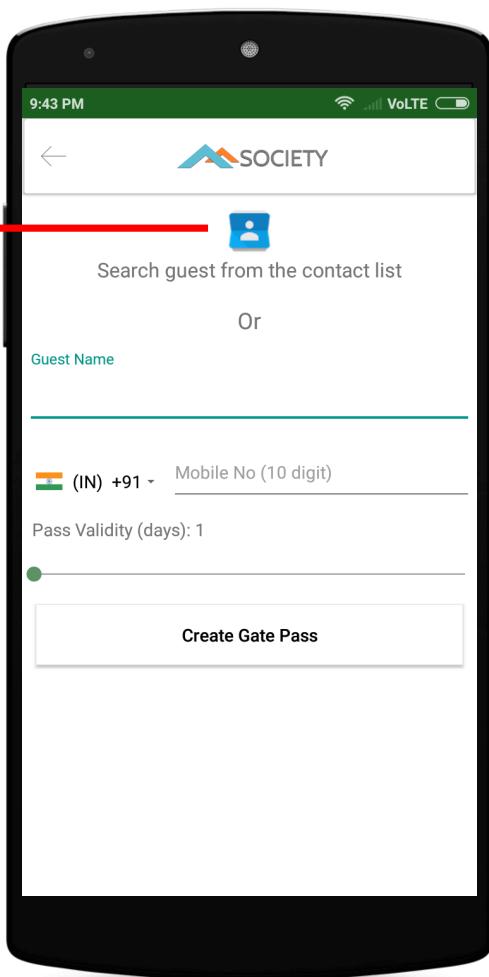


Click on **Generate Guest Pass** link on the next screen.

KNOWN VISITOR ENTRY

03

VISITOR DETAILS

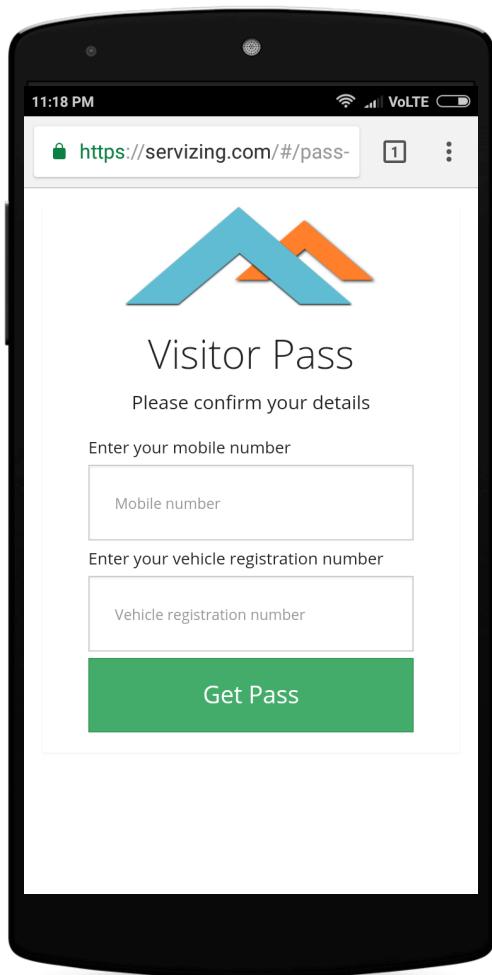


- Click on **Address Book** icon to auto populate details from your contact list.
OR
- Enter the details manually
- Click **Create Gate Pass** button to share the pass with the guest.

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.