

User Guide: Visitor

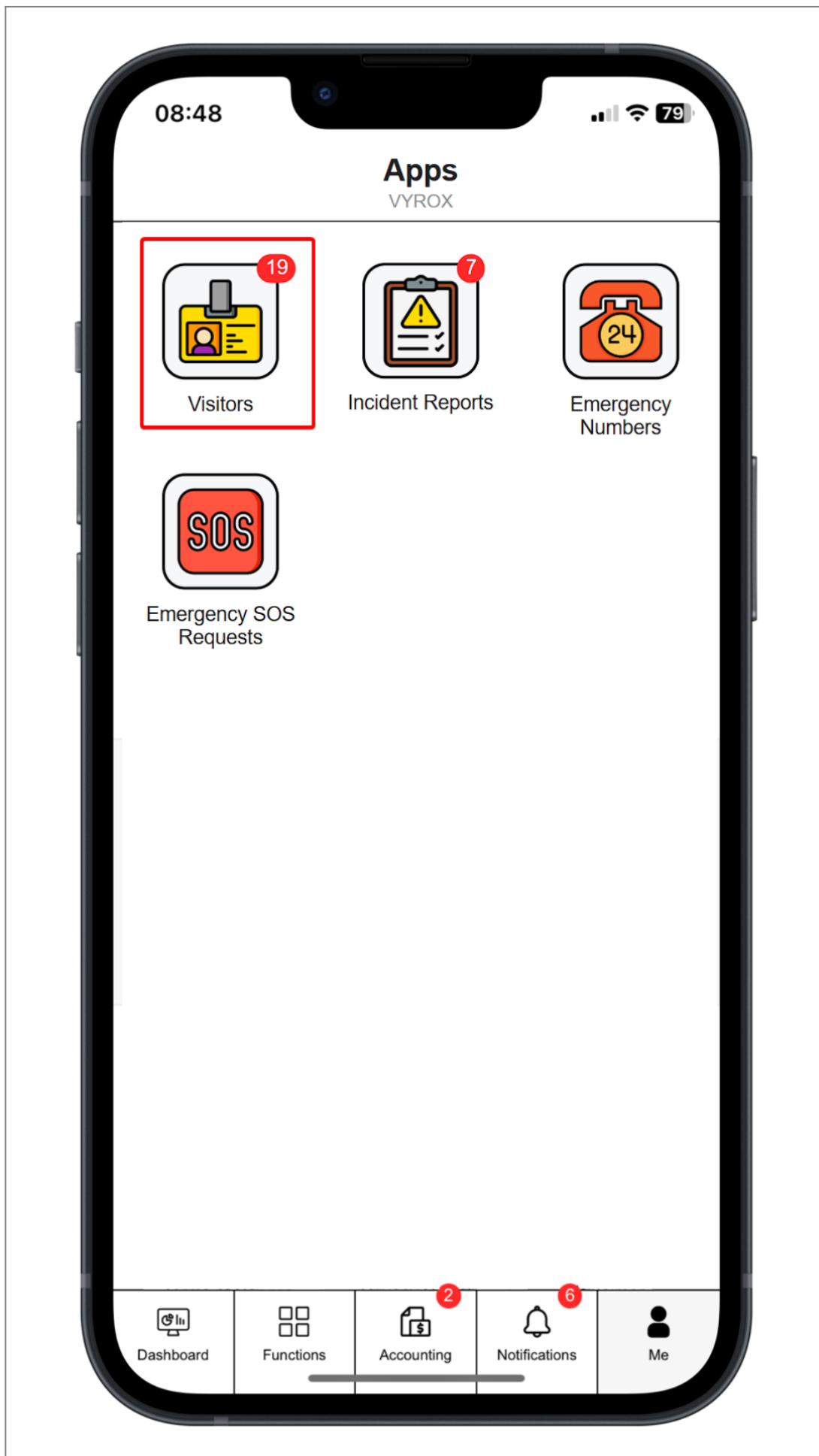
Introduction

This guide will help you register visitors quickly and efficiently. Follow the steps below to add visitor details, manage their access, and ensure a smooth check-in process.

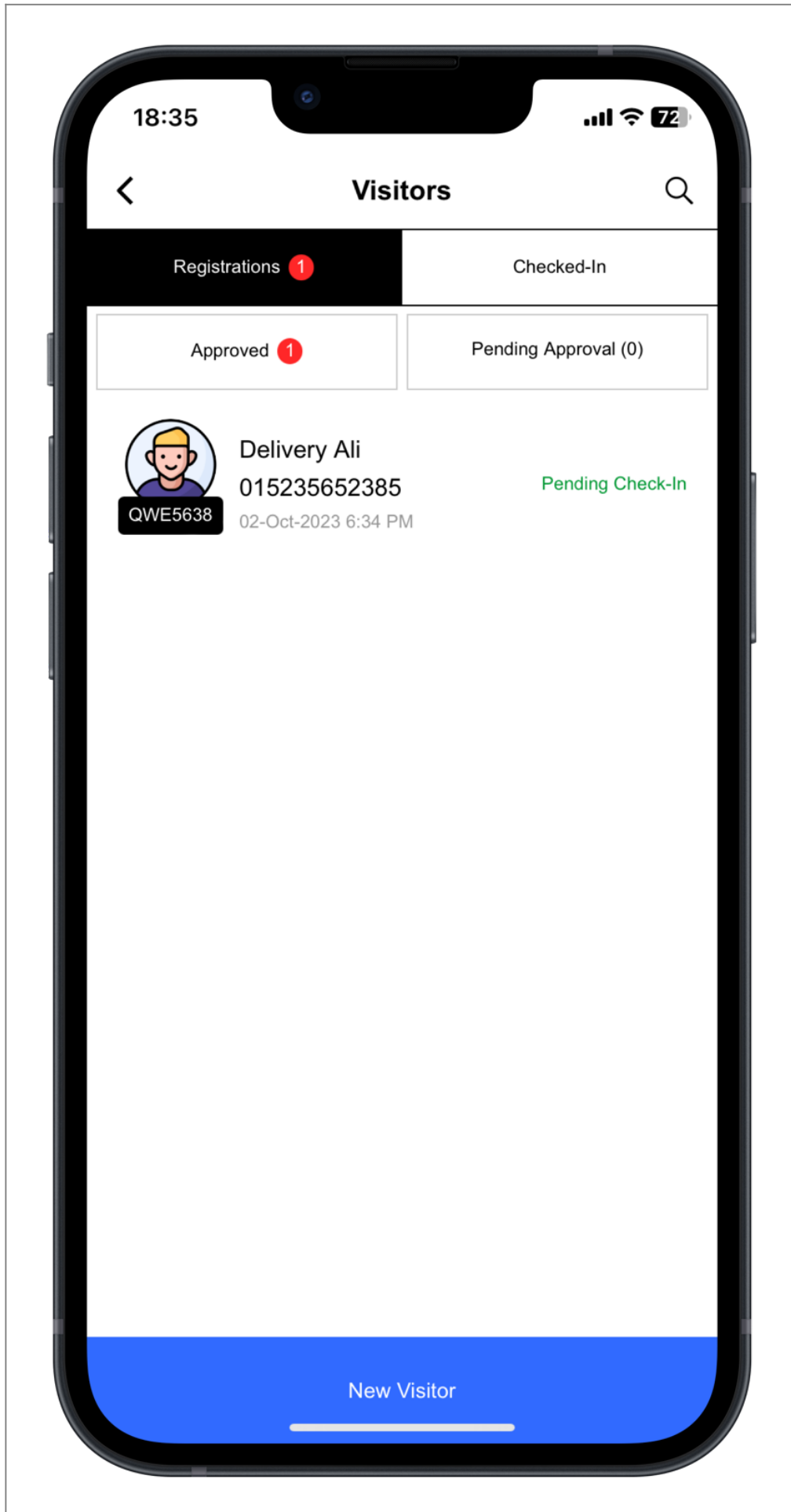
1. Pre-registration

Step 1: Visitor

Click **“Visitors”**.

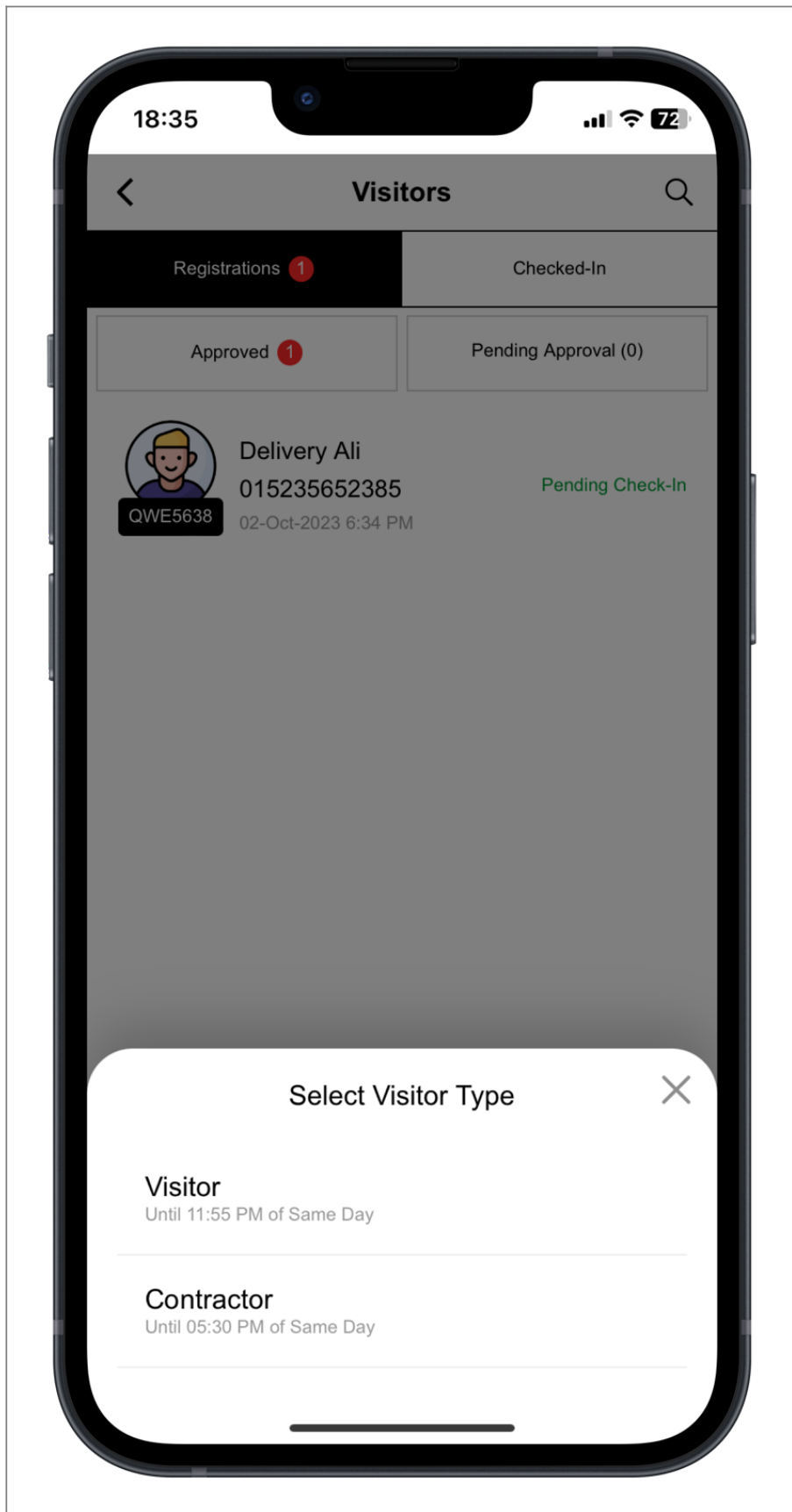


Click **“New Visitor”**.



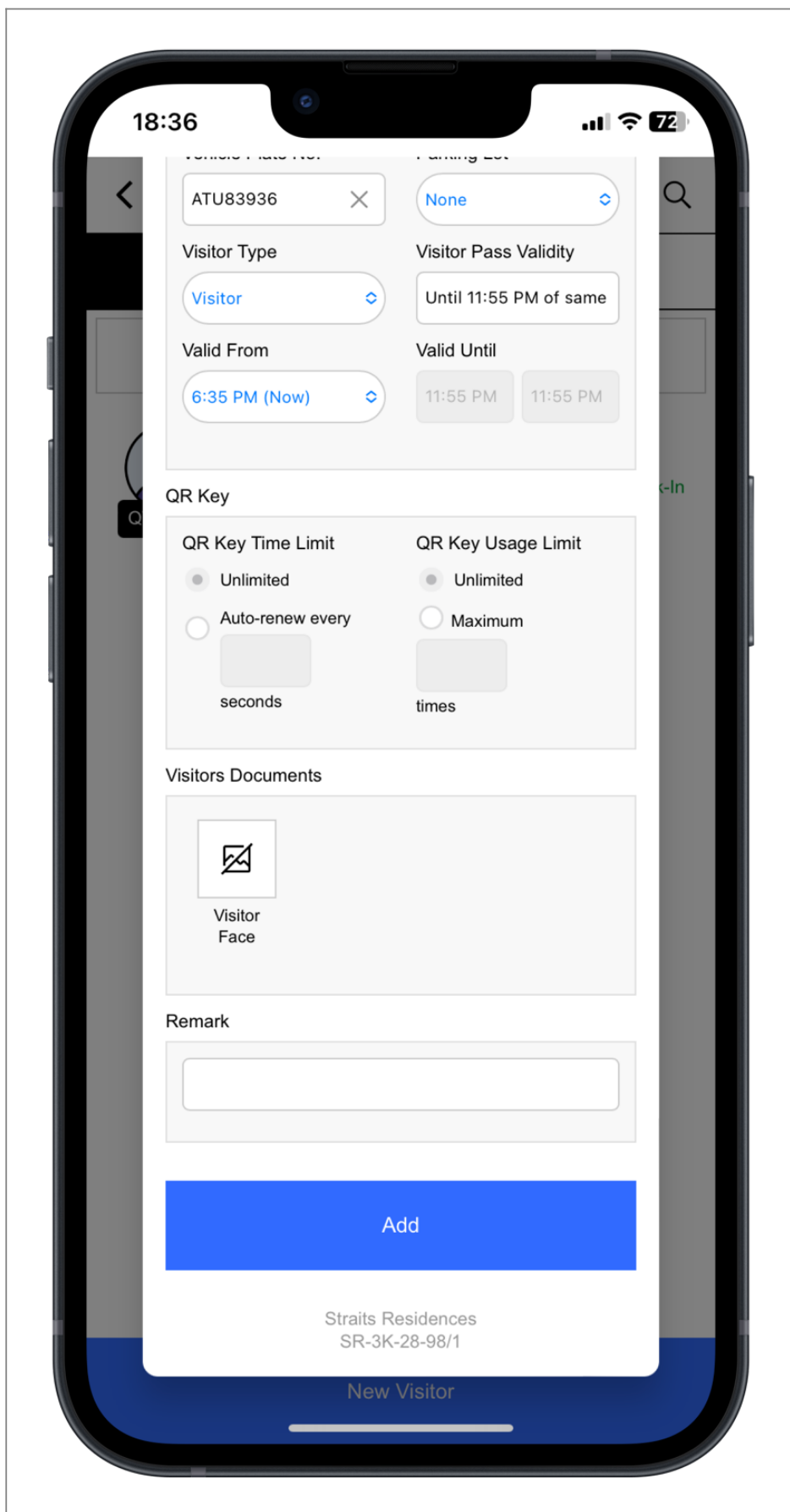
Step 2: Select Visitor Type

Visitor access: Valid until 11.55 pm on the same day Contractor access: Valid until 5.30 pm on the same day



Step 3: Fill in new visitor details.

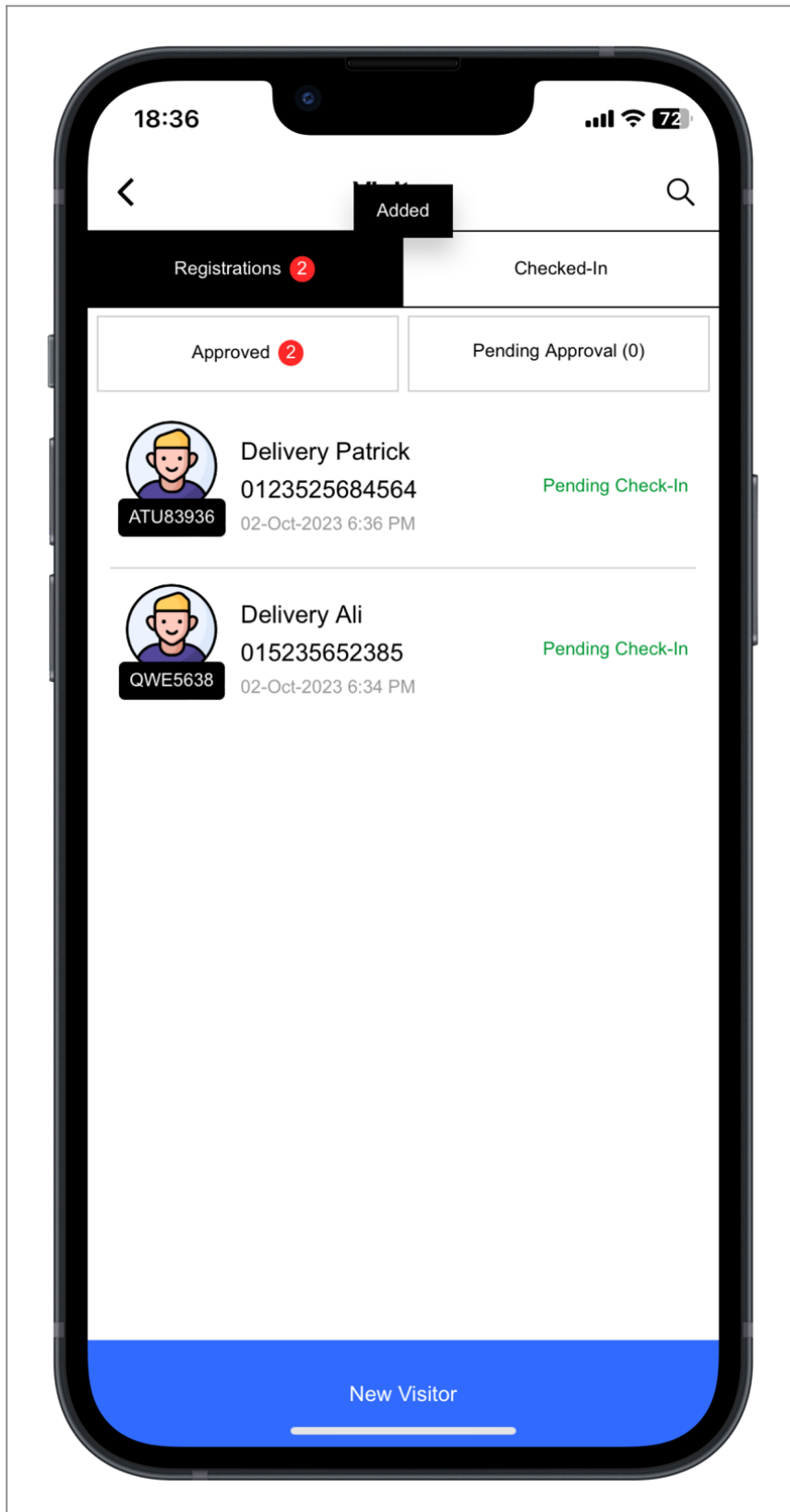
Fill in appointment date, visitor name, mobile phone no. and vehicle plate number. Click **“Add”** to complete the process.



2. Share digital Visitor Pass

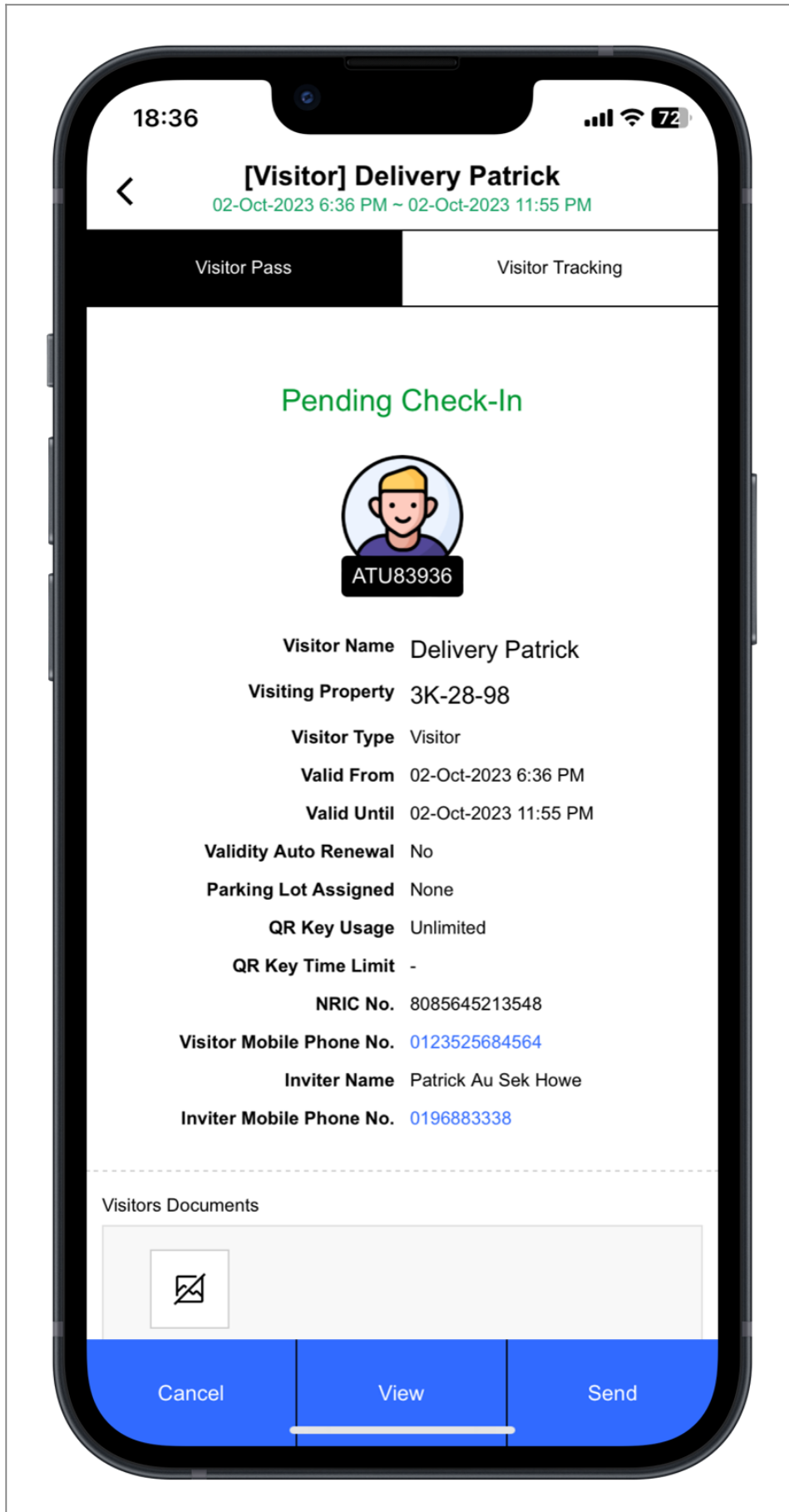
Step 4: Select Visitor

Select visitor



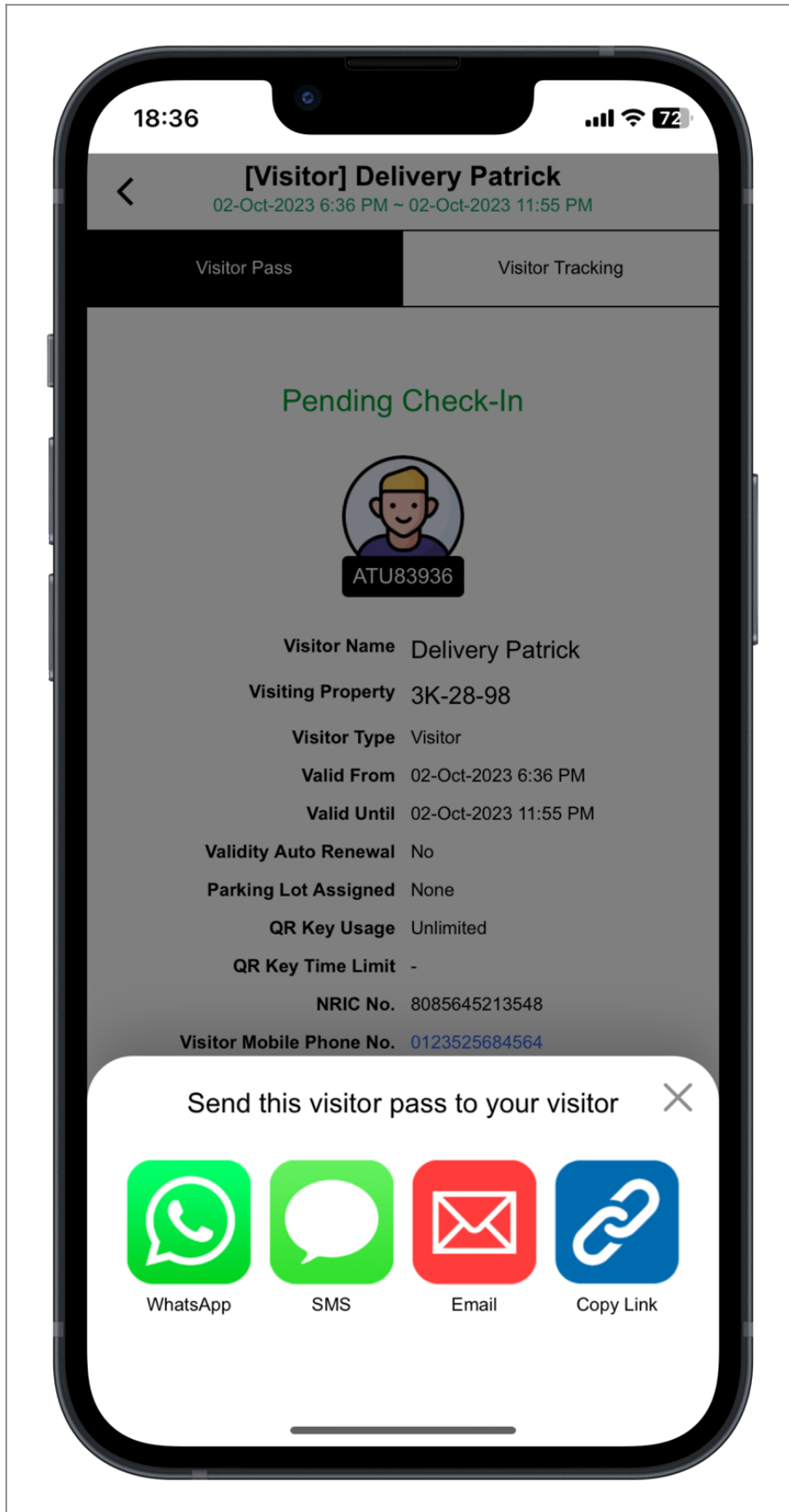
Step 5: Select ****“Send”****

Click **“Send”** to share the visitor pass link.



Step 6: Select messaging services

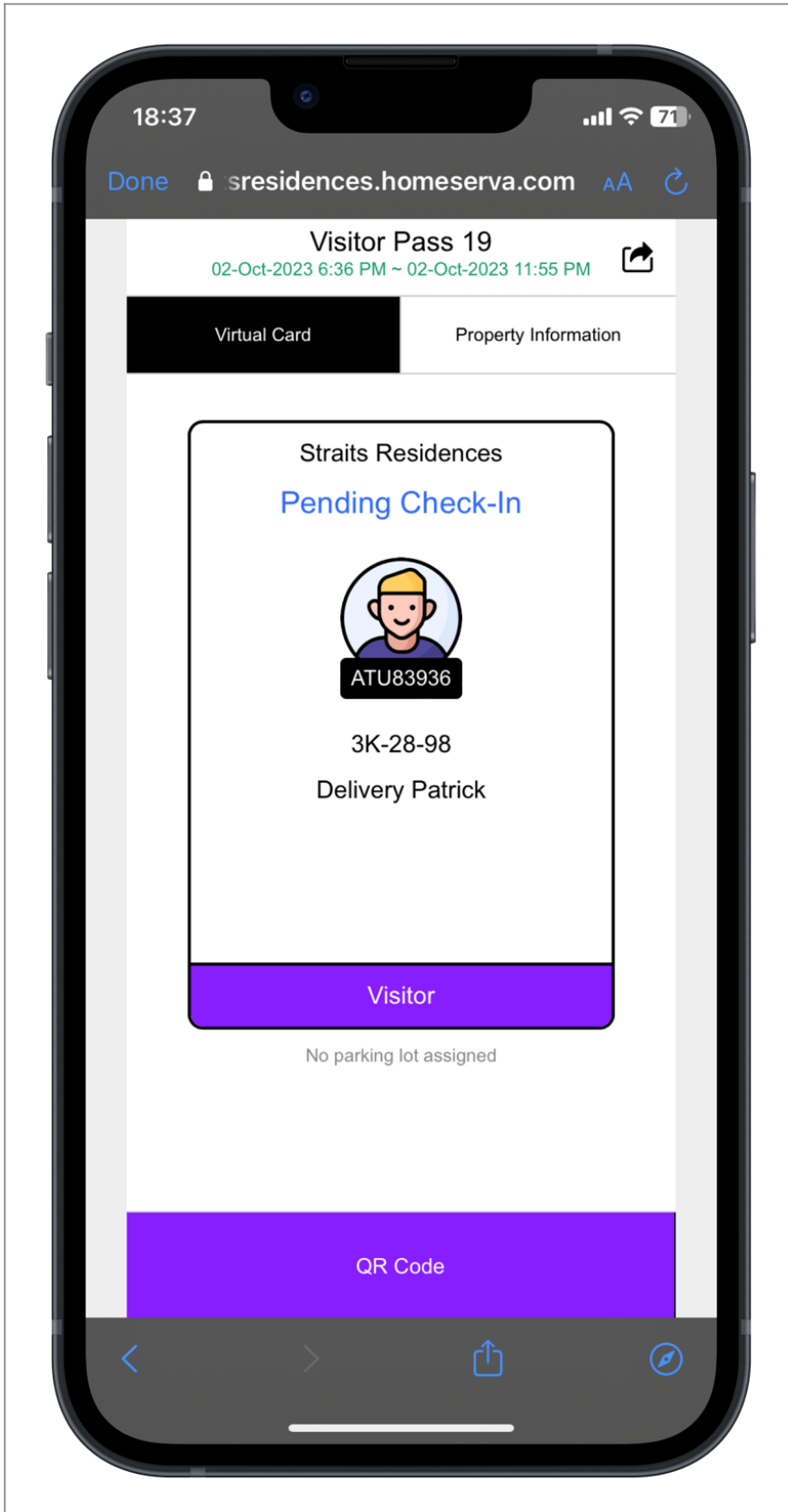
Select WhatsApp, WeChat, Email or SMS.



3. Check in with digital visitor pass

Step 1: Visitor Received Digital Visitor Pass

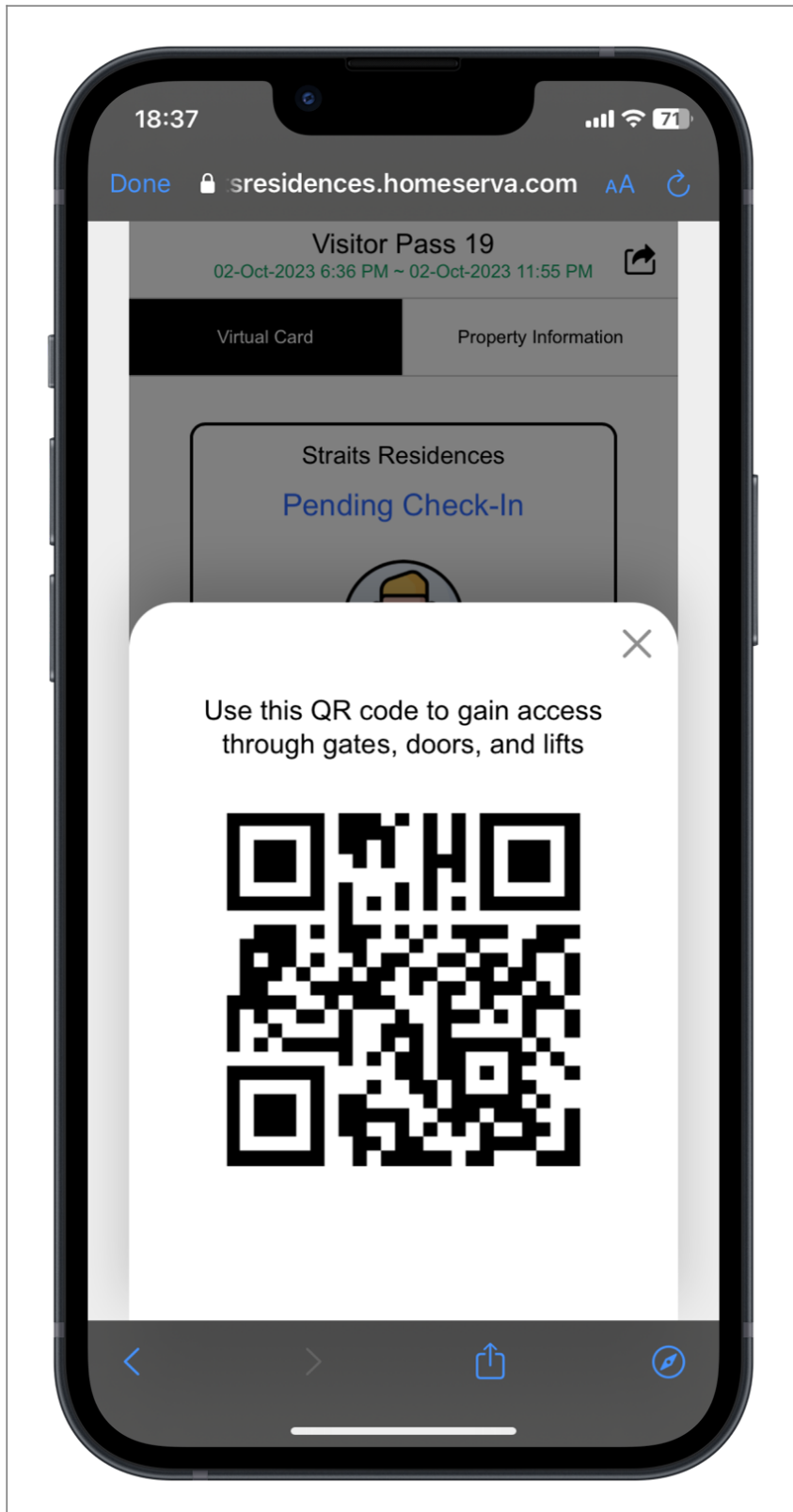
Visitor click the visitor pass link sent by the host. Click **“QR Code”** to generate QR Code to access the building.



Step 2: Open Link and Generate QR Code Pass

When visitors present their QR Code Pass to the guard for check-in.

As part of our commitment to enhancing community security, the guard may request to capture details from their driver's license, ID card, passport, vehicle number plate or phone number before granting access by unlocking the gate.



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