

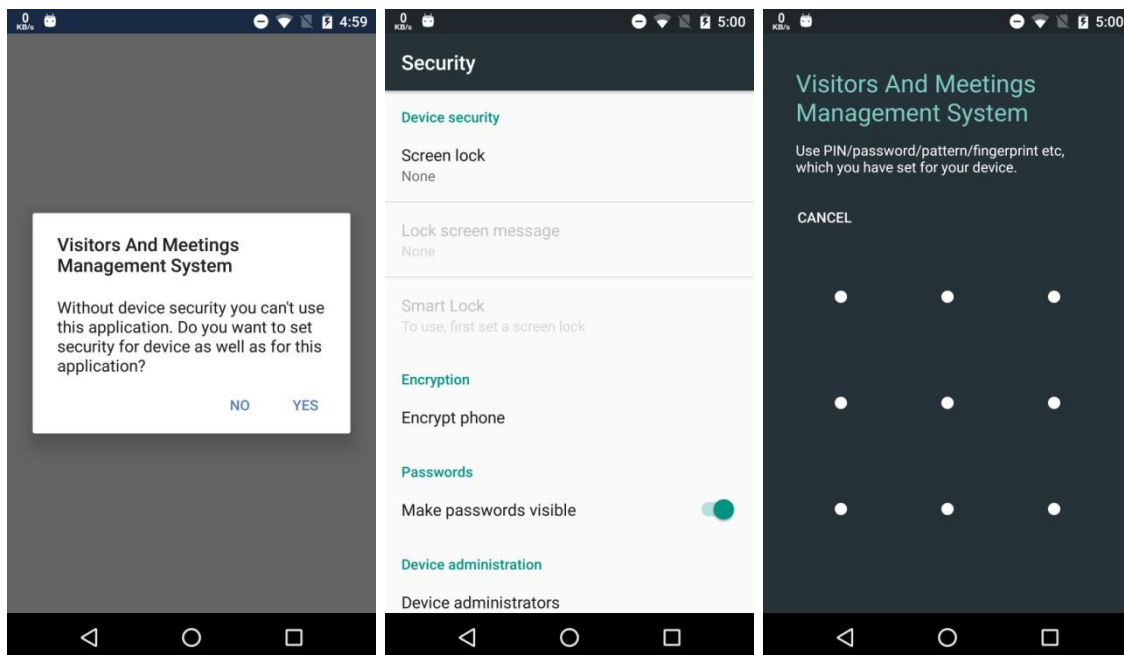


Purpose:

This application used for visitor and meetings management. User use this application based on their role, e.g. if user is meeting convener then they can add new meetings, meeting agenda, meeting participants etc.

1. Security Check:

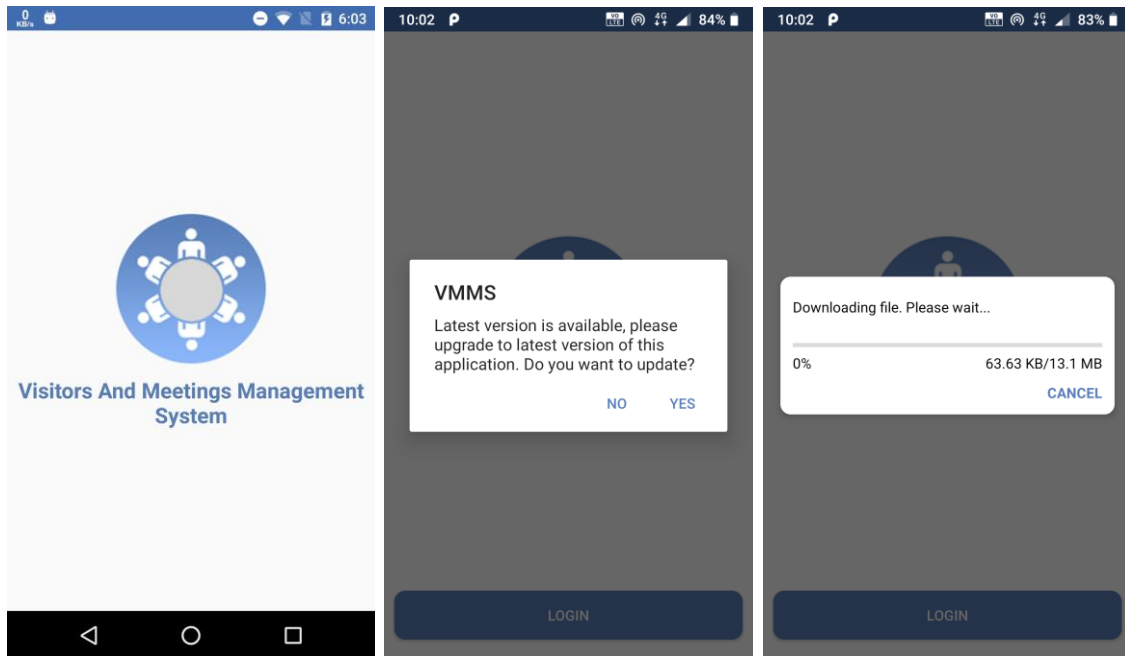
- When application starts, it will first check that device has security lock set or not if not then it will prompt message like below screen. If user click on "Yes" button of dialog then application will navigate to setting screen where user can set lock for device and as well as for application. Without device lock, application will not process further.



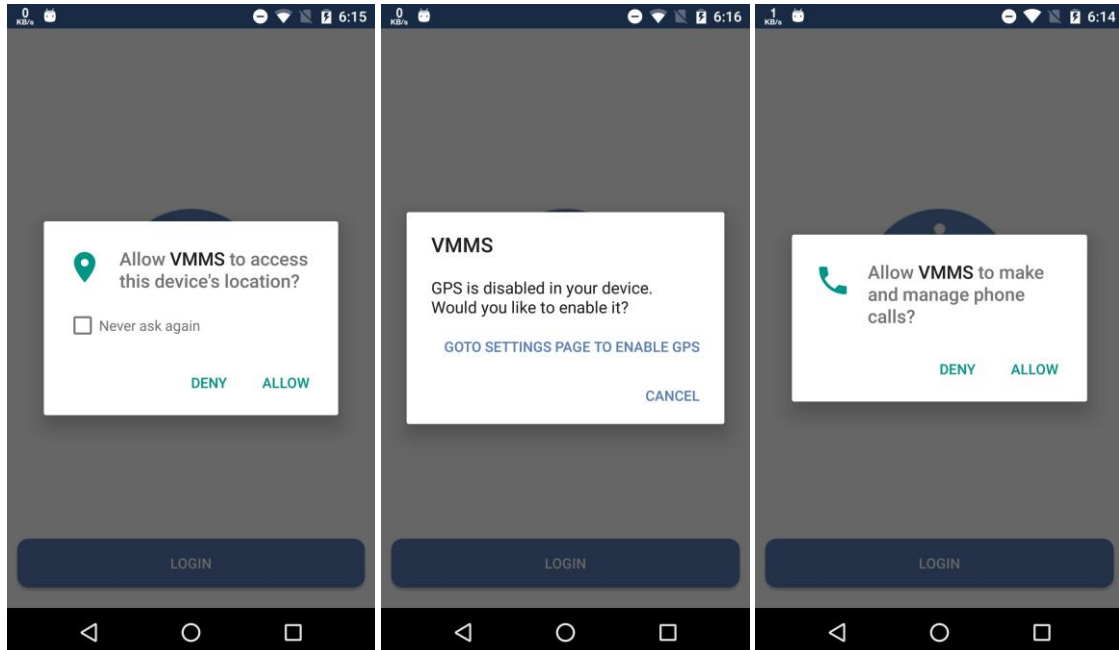
- If security lock set for device then application will ask user to unlock that security lock and if successfully unlock then it will show splash screen of application.



2. Splash Screen & Login Screen:



- After splash screen it will navigate to login screen where it check application version, if application version is not latest then it will prompt message like above and user can also install latest version from here .



- It will ask for permission if user device has android version 6 or above it. So user need to allow this permission to process further because this application uses some resources of device for its functionality.
- If user installs this application for the first time then user must need to start location to register their device with ErpCrebit.



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The screenshots show the following steps:

- Check PhoneNumber:** A dialog box with a country code dropdown (91), a text input field for the phone number, and 'SUBMIT' and 'CANCEL' buttons.
- OTP Verification:** A blue screen with a back arrow, a message 'Please enter OTP we've sent you on +91 7405159418', a numeric keypad, and a 01:54 timer.
- Missed Call Prompt:** A message box titled 'Visitors And Meetings Management System' asking 'OTP not received? You can also register your device by placing miss call on server number. Do you want to try it?' with 'NO' and 'YES' options.
- Choose Number:** A dialog box titled 'Choose Number' asking the user to select a server number from a list. It includes a 'Server Number' dropdown and 'CONTINUE' and 'CANCEL' buttons.

- While registering device, app will ask for the country code and phone number after that app will send OTP on that number to verify that number.
- That provided number must be in that current application device.
- As soon as OTP received by device from server, app will automatically register that device and navigate to menu screen.
- In case OTP not received within two try then app will allow user to give missed call to server number.
- App will show server number list, user need to just click on particular number and app will call that particular number, after calling that number user need to just click on that "Continue" and app will automatically register that number and navigate to menu screen.



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- If device already registered then app will directly navigate to menu screen after click on login button.

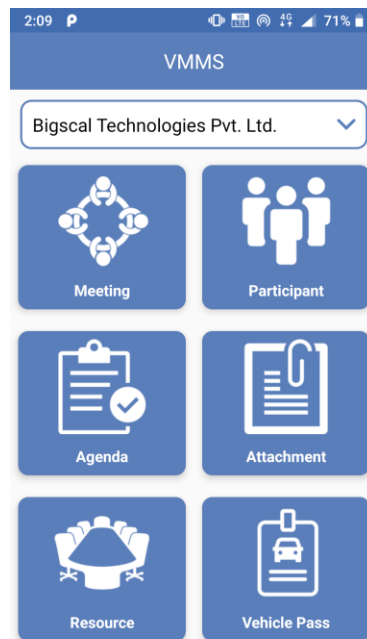
- **Currently this application used for following user roles.**

- A) Administrator.
- B) Meeting-Convener
- C) Receptionist
- D) Gate-Security

Notes: This application is based on this above roles so user must have one role from this above listed roles and now it is corporate based. After login user need to choose corporate from dropdown to which they is belonging and based on their role it will show menu screen.

1. Meeting-Convener

- User with “Meeting-Convener” role is lead user in this application, they can manage meetings, meeting participants, meeting agendas, meeting attachments, meeting resources etc. The below is menu screen which is only available for user with “Meeting-Convener” role.



There is following six menu available for meeting-convener

- i) Meeting
- ii) Participant
- iii) Agenda
- iv) Attachment
- v) Resource
- vi) Vehicle Pass



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a. Meeting

- In this menu meeting-convenor can add, update, delete meetings and can see only meeting which they had created before.
- By click on any meeting, meeting-convenor can see more details of that particular meeting.
- It will allow meeting-convenor to delete and update meetings by just click on specific icon. If click on delete icon then it will prompt message for confirmation and if click on edit icon then app will open form with filled data so user can edit.

The screenshots illustrate the app's functionality for managing meetings:

- Meeting List:** Shows a list of meetings. Two entries are visible: 'demo' (Status: Complete, 12 Sep 2018 02:15 PM) and 'test obj' (Status: Complete, 12 Sep 2018 01:05 PM). Each entry has edit and delete icons.
- Meeting Details:** Displays detailed information for the 'test obj' meeting, including agenda, status, participants, convenor, date, duration, and venue.
- Edit Meeting:** Shows the form for editing a meeting. Fields include 'Select Parent', '1/test', 'test obj', 'Meeting Date' (2018-09-12 1:05:00 PM), '5303866/Sagar B Mandani', 'Select Authorised By', 'Expected Duration Minutes', 'Remind Participants' (checkbox), and 'Prior Reminder Hours'.
- Confirmation Dialog:** A modal dialog titled 'VMMS' asking 'Do you want to delete?' with 'NO' and 'YES' buttons.



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- To add new meeting, meeting-convener need to click on that round plus icon so it will open one form, in that form meeting-convener need provide details of meeting and after that by click on submit button it will create new meeting.

Notes: User must have to provide value in required filed to create new meeting. Bolded label is required field in that form.

The image displays two screenshots of the 'Add New Meeting' form. The left screenshot shows the main form with fields for 'Select Parent', 'Select Venue', 'Enter Meeting Objective', 'Meeting Date' (2020-05-07 00:00:00), 'Select Convened By', 'Select Authorised By', 'Expected Duration Minutes', 'Remind Participants' (checkbox), and 'Prior Reminder Hours'. The right screenshot shows the 'Remind Participants' section with fields for 'Prior Reminder Hours', 'Prior Venue Reservation Hours', 'Select Frequency', 'Actual Commencement' (2020-05-07 00:00:00), 'Actual Duration Minutes', 'Cancellation' (2020-05-07 00:00:00), and 'Cancellation Reason'. Both screenshots have 'ADD' and 'CANCEL' buttons at the bottom.

b. Participant

- In Participant menu, meeting-convener can see the list of participants of their meeting. Meeting-convener can also see the details of particular participant by click on that participant.
- Meeting convener can delete and update participant.



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The screenshots illustrate the following features:

- Participant List:** A screen titled 'Participant' showing a list of participants. Each entry includes a profile picture, name (Rinkal Sakariya), meeting details (demo, 12 Sep 2018 02:15 PM), and action buttons (Confirm Arrival, Confirm Exit).
- Participant Details:** A screen titled 'Participant Details' showing a detailed view of a participant's information, including meeting details, corporate information (Bigscal Technologies Pvt. Ltd.), officer designation, prior confirmation hours, confirmation date (11 Sep 2018 12:00 AM), and receptionist.
- VMMS Confirmation:** A dialog box titled 'VMMS' asking 'Do you want to delete?' with 'NO' and 'YES' options.
- Edit Participant:** A screen titled 'Edit Participant' showing a form to update participant details, including a dropdown for meeting type (2/demo), a dropdown for participant ID/name (5302256/Rinkal Sakariya), a dropdown for designation, a text field for prior confirmation hours, a date/time picker for confirmation (2018-09-11 12:00:00 AM), and 'UPDATE' and 'CANCEL' buttons.

- By click on round plus icon, meeting-convener can add new participant for their meeting. After click on that icon it will open one form, here meeting-convener need to provide required details to add new participant in their meeting.
- As soon as meeting-convener add participant in their meeting, system generate mail will be send to that particular participant.



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9:49 85%

← Add New Participant

Select Meeting ▼

Select Participant ▼

Select Designation ▼

Prior Confirmation Hours

Confirmation :
2020-05-07 00:00:00

ADD CANCEL

Gmail ▾

COMPOSE

Inbox (108)

Starred

Sent Mail

Drafts

More ▾

demo, You have been scheduled to attend a meeting

demo@erpcrebit.com via sendgrid.info

to me ▾

Feb 21 (2 days ago) ☆ ↻ ▾

Hello Nilam Gandhi

You have been scheduled to attend a meeting as follows:

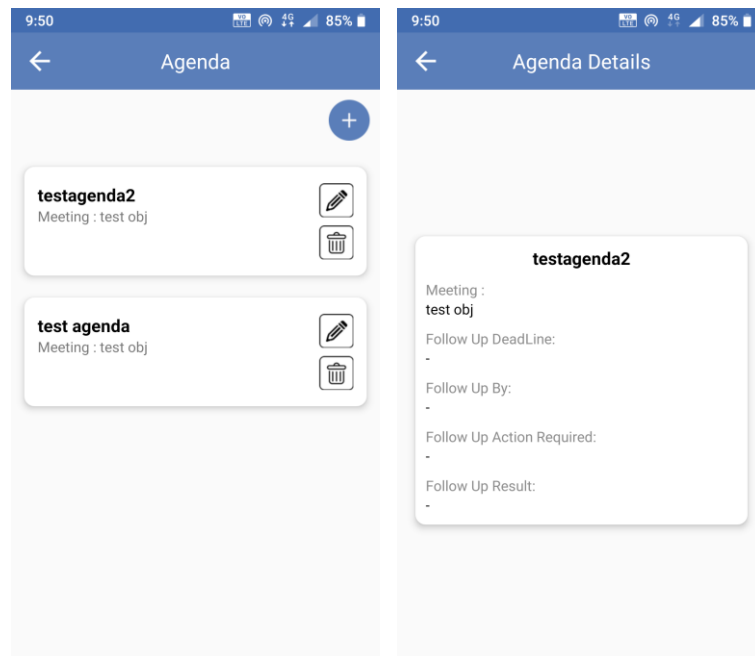
Meeting Venue: Venue_Test
Meeting Objective: demo
Meeting Agenda: demo agenda
Date: 21 Feb 2018
Time: 12:00 AM

Thanks



c. Agenda

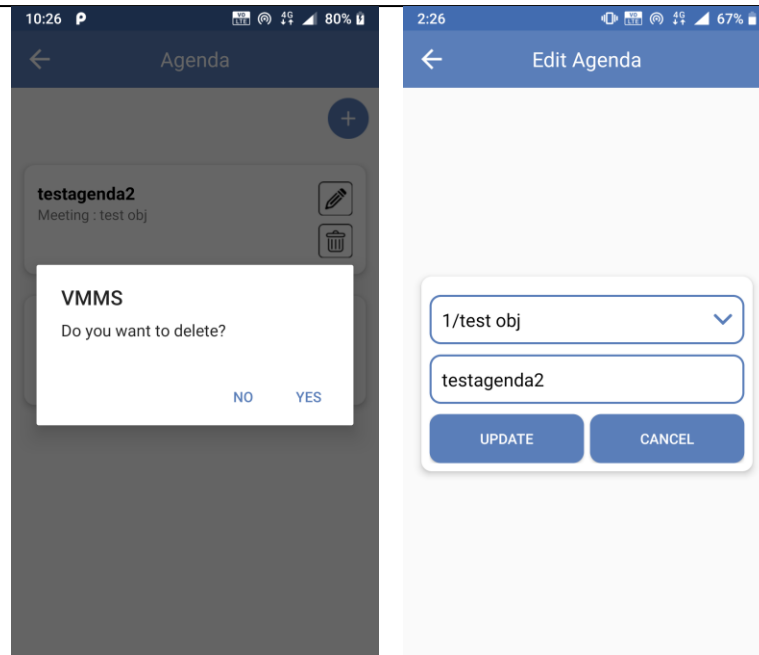
- Meeting convener can manage meeting agenda by using this menu. They can see list of meeting agenda which is created by them.



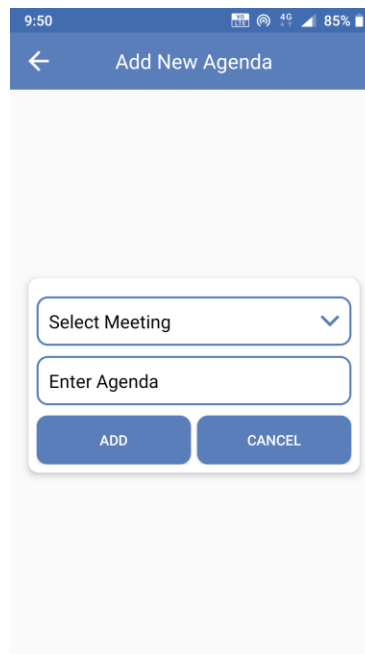
- Meeting convener updates and deletes agenda from that above list.



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- Meeting convener can also add new agenda from their meeting.

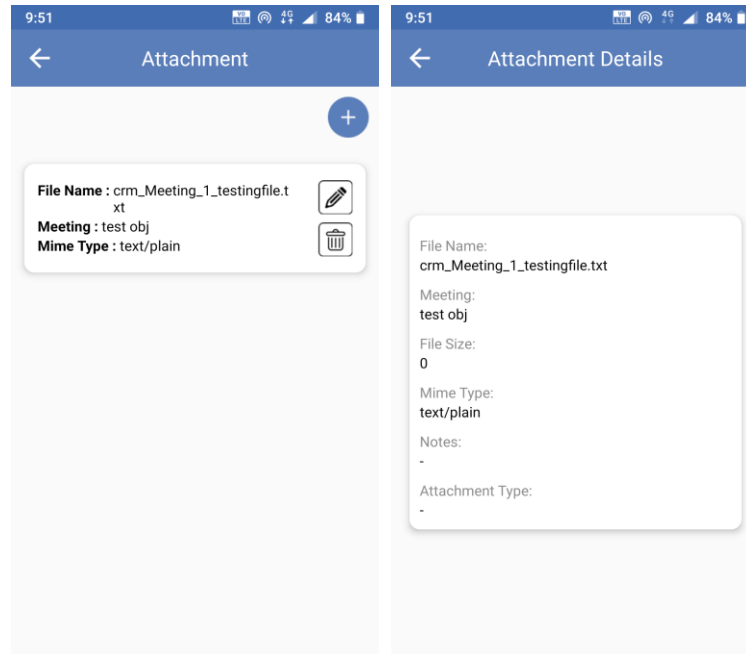




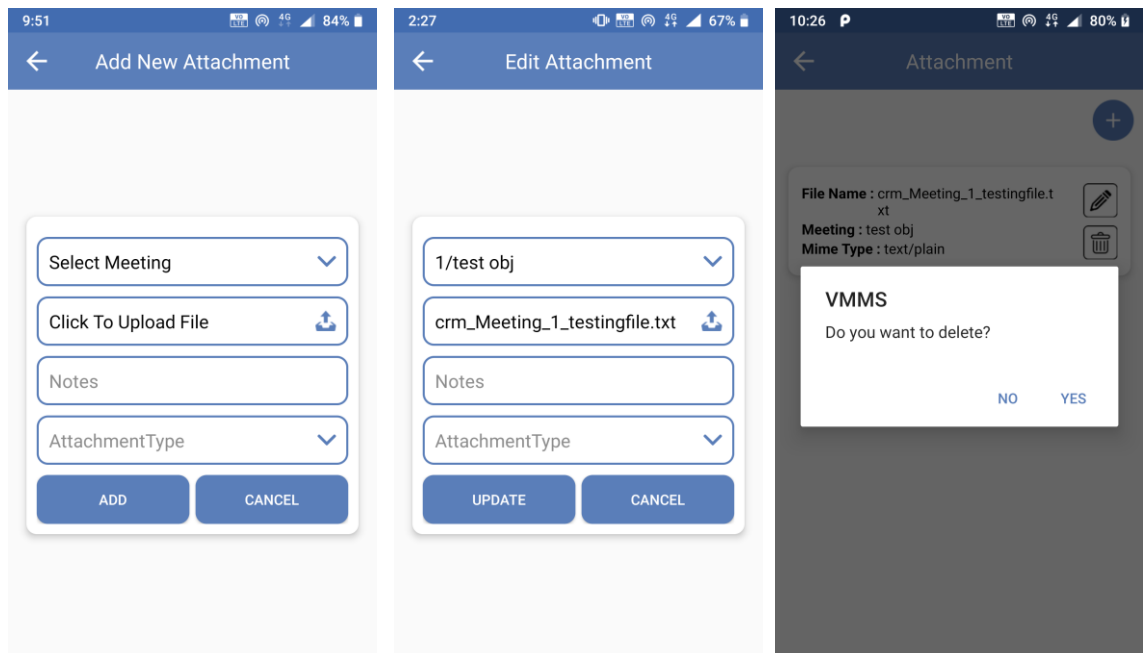
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d. Attachment

- Meeting-convener manages meeting attachment by using this menu. They can see only uploaded attachment by them.



- Meeting convener can add new attachment for meeting, delete existing attachment and can update.





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e. Resource

- Meeting-convenor can manage meeting resource using this menu. Here Meeting-convenor can see only resource which is created by them.

The screenshots show the following screens:

- Resource**: A list view showing a single resource card for "Bottled Water" with a quantity of 1 unit. It includes edit and delete icons.
- Resource Details**: A form view showing the details of the selected resource: Resource Type: Bottled Water, Meeting: demo, Quantity: 1 unit, and empty fields for Prior Reservation Hours, Prior Arrival Hours, and Provided By.
- Add New Resource**: A form to create a new resource with dropdowns for "Select Meeting" and "Select Resource Type", input fields for "Quantity", "Units Of Measure", "Prior Reservation Hours", "Prior Arrival Hours", and "Provided By", and "ADD" and "CANCEL" buttons.
- Edit Resource**: A form to update an existing resource with dropdowns for "2/demo", "2/Bottled Water", "1", "5/unit", and "Provided By", and input fields for "Prior Reservation Hours" and "Prior Arrival Hours". It includes "UPDATE" and "CANCEL" buttons.
- Resource**: A confirmation dialog box titled "VMMS" asking "Do you want to delete?" with "NO" and "YES" options.



f. Vehicle Pass

In this menu, meeting-convener can add vehicle pass for meeting participant.

The screenshots show the following screens:

- Vehicle Pass:** Displays a list of passes for Rinkal Sakariya. The pass details include: Plate Number: 5656, Vehicle Model: audi s6, Participant: Rinkal Sakariya, Meeting: test obj. Actions: Arrived, Confirm Exit.
- Vehicle Pass Details:** Displays the details of the selected pass for Rinkal Sakariya. Details include: Vehicle Plate Number: 5656, Vehicle Model: audi s6, Vehicle Colour: black, Participant: Rinkal Sakariya, Meeting: test obj, Meeting Date: 12 Sep 2018 01:05 PM, Arrival Time: 12-09-2018 00:00:00.
- Add New Pass:** A form to add a new pass. Fields include: Select Meeting Participant (dropdown), Vehicle Plate Number, Vehicle Driver (dropdown), Vehicle Model, Vehicle Colour, and Parking Location. Buttons: ADD, CANCEL.
- Edit Vehicle Pass:** A form to edit an existing pass. Fields include: Select Meeting Participant (dropdown), Vehicle Plate Number, Vehicle Driver (dropdown), Vehicle Model, Vehicle Colour, and Parking Location. Buttons: UPDATE, CANCEL.
- VMMS Dialog:** A dialog box asking "Do you want to delete?" with NO and YES buttons.



2. Receptionist

- Receptionist can see the list of participant and can confirm the participant arrival and exist time.

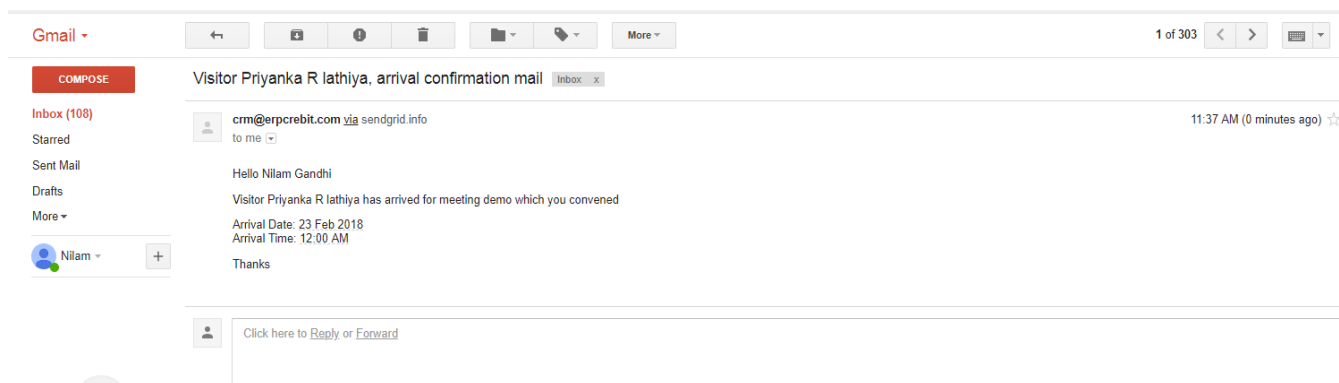
The screenshots illustrate the Receptionist's interface in the VMMS app:

- Top Left Screenshot (4:16 PM):** The 'VMMS' screen shows a dropdown menu with 'Bigscal Technologies Pvt. Ltd.' selected and a 'Reception' button with a group of people icon.
- Top Right Screenshot (4:17 PM):** The 'Reception' screen displays a list of participants. The first entry for 'Rinkal Sakariya' (Meeting: demo, Meeting Date: 12 Sep 2018 02:15 PM) has 'Confirm Arrival' and 'Confirm Exit' buttons. The second entry (Meeting: test obj, Meeting Date: 12 Sep 2018 01:05 PM) has 'Arrived' and 'Confirm Exit' buttons.
- Bottom Left Screenshot (9:49 AM):** The 'Participant Details' screen for 'Rinkal Sakariya' shows meeting information: Meeting: demo, Meeting Date: 12 Sep 2018 02:15 PM, Corporate: Bigscal Technologies Pvt. Ltd., Officer Designation: -, Prior Confirmation Hours: -, Confirmation: 11 Sep 2018 12:00 AM, and Receptionist: -.
- Bottom Right Screenshot (4:17 PM):** A modal dialog box is shown over the 'Reception' screen. It asks 'Do you want to send confirmation mail?' with a checkbox. Below, it has an 'Arrival Time' field set to '2020-05-07 00:00:00' and 'Confirm' and 'Cancel' buttons.



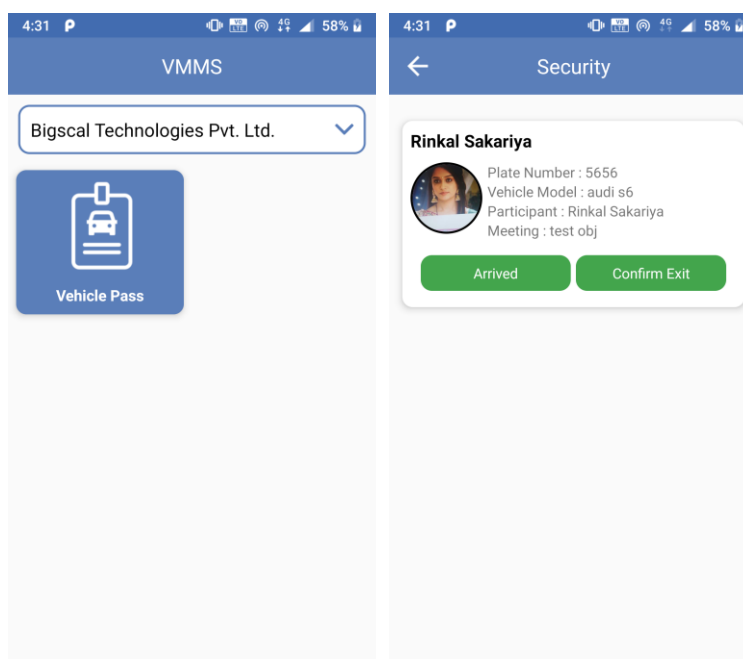
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- Receptionist can confirm participant/visitor arrival and exist time so there is button for this, “Confirm Arrival” and “Confirm Exit”.
- If already confirm then it will show as “Arrived” and “Exit”.
- If receptionist want to confirm arrival or exit then they need click on respective button, after click on “Confirm Arrival” or “Confirm Exit” button it will show one pop-up where receptionist can confirm arrival time or exit time.
- If receptionist checks “Do you want to send confirmation” then app will send one mail to meeting-convener.



3. Gate-Security

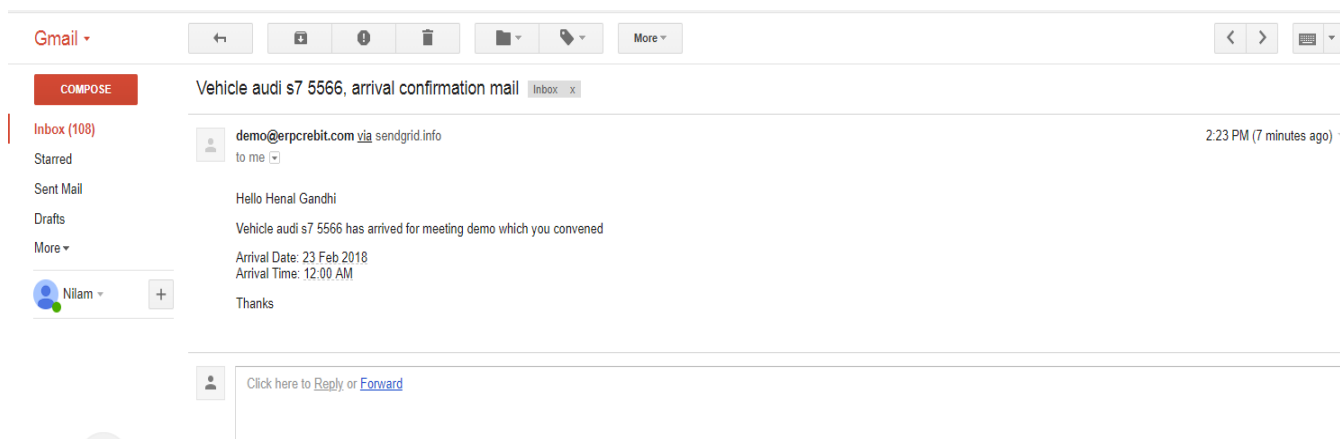
- If user login with “Gate-Security” role can see only meeting vehicle. Security can confirm the vehicle arrival and exit time.
- If vehicle are already confirmed by security then button will be display as “Arrived” and “Exit”.





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- By clicking on “Confirm Arrival” and “Confirm Exit”, security can confirm arrival time and exit time of vehicle. After click on button it will display one pop-up where security can set time and can confirm arrival or exit.
- If security checks “Do you want to send confirmation mail?” then application will send one mail to meeting-convenor.



4. Administrator

- Administrator it is not an admin it is only admin for particular corporate. User with this role has full access to all menus as like “Meeting-Convener” including “Meeting-Role” menu. This user can



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assign role to other user and can manage meeting, participant, agenda, attachment and vehicle pass.

The image displays two screenshots of the VMMS mobile application. The top screenshot shows the main menu with a dropdown for 'Bigscal Technologies Pvt. Ltd.' and icons for Meeting, Participant, Agenda, Attachment, Resource, Vehicle Pass, and Meeting Roles. The bottom screenshot shows the 'Meeting Roles' screen with a dropdown for 'Bigscal Technologies Pvt. Ltd.' and a list of users: Priyanka R Iathiya, Adit G Sheth, and Sagar B Mandani. Each user has checkboxes for Meeting Convener, Reception, and Security. The right side of the bottom screenshot shows a form for assigning roles, including dropdowns for 'Corporate : Bigscal Technologies Pvt. Ltd.', 'Select NonCorporate', 'Select MeetingRole', and 'Select AddressLocation', along with 'SUBMIT' and 'CANCEL' buttons.

- This user can activate and deactivate role of other user and also can assign new role to new user.