## 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.
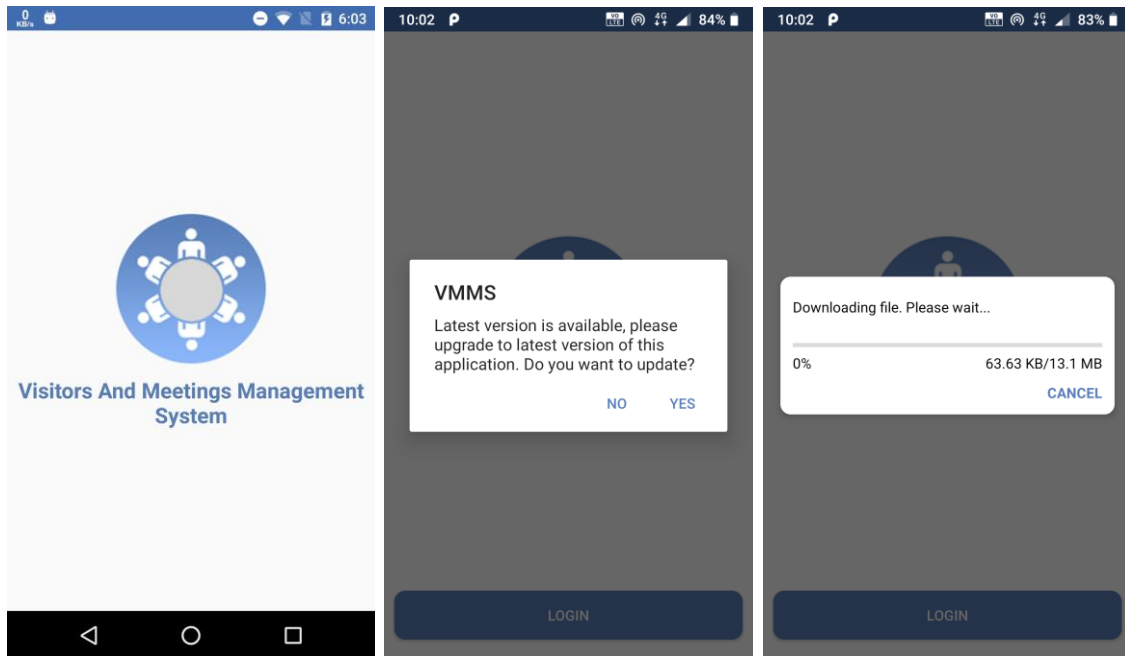
1. Security Check:

- 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.
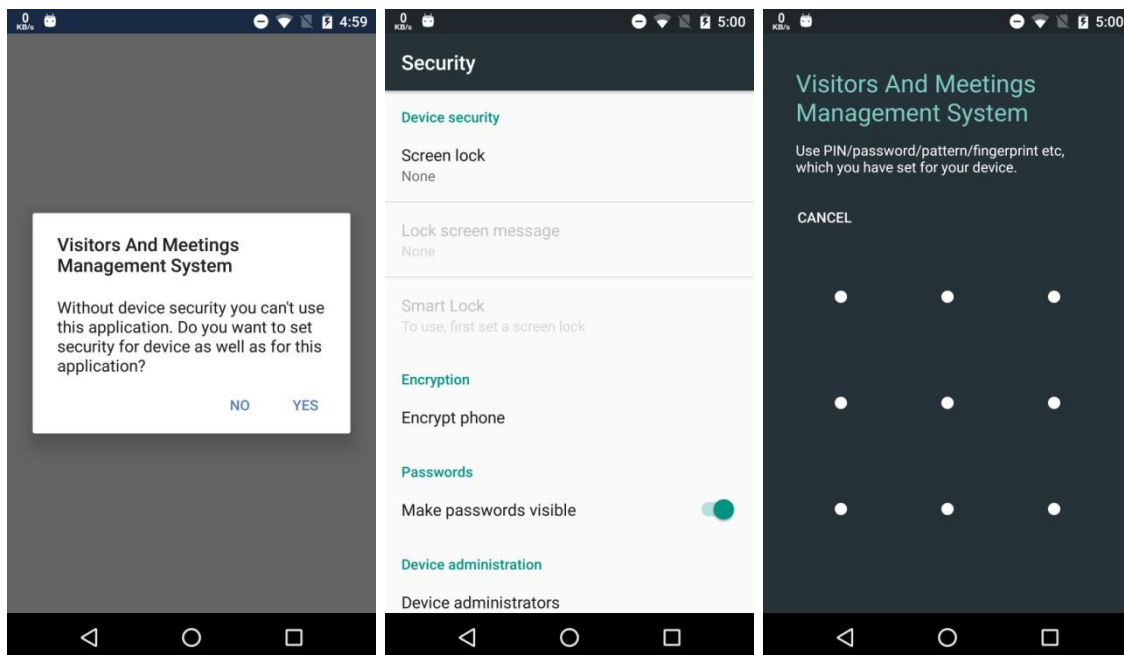

- If security lock set for device then application will ask user to unlock that security lock and if successfully unlock then it will show splash screen of application.

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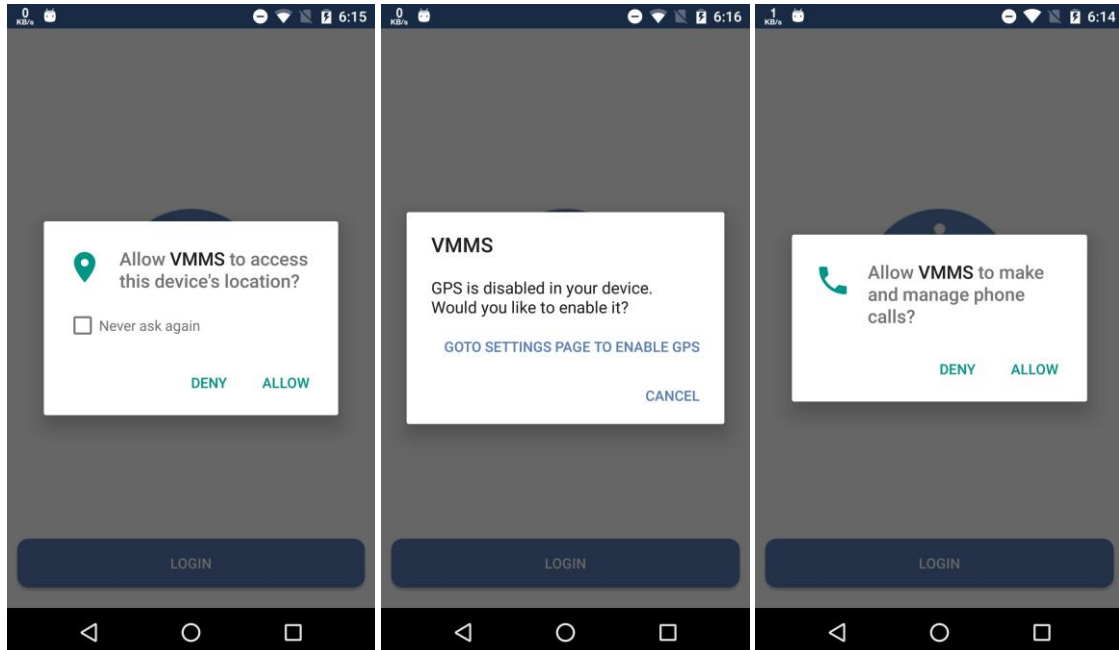
- It will ask for permission if user device has android version 6 or above it. So user need to allow this permission to process further because this application uses some resources of device for its functionality.
- If user installs this application for the first time then user must need to start location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

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- 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.

- • 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.
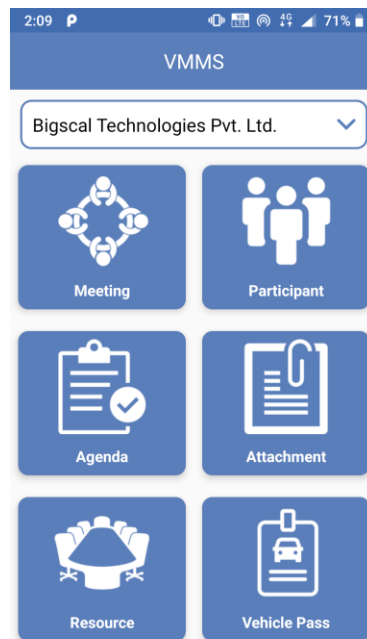
There is following six menu available for meeting-convener
i) Meeting
ii) Participant
iii) Agenda
iv) Attachment
v) Resource
vi) Vehicle Pass

a. Meeting

- In this menu meeting-convener can add, update, delete meetings and can see only meeting which they had created before.
- By click on any meeting, meeting-convener can see more details of that particular meeting.
- It will allow meeting-convener 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.

- 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.

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.

- 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.

9:49

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 ▾

Nilam ▾ +

↩ 🗄 🛈 🗑 🗂▾ 🏷▾ More▾   1 of 302 ‹ › ⌨▾ ⚙▾

demo, You have been scheduled to attend a meeting   Inbox x   🖨 ▣

demo@erpcrebit.com via sendgrid.info   Feb 21 (2 days ago) ☆ ↩ ▾
to me ▾

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

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c. Agenda

- Meeting convener can manage meeting agenda by using this menu. They can see list of meeting agenda which is created by them.
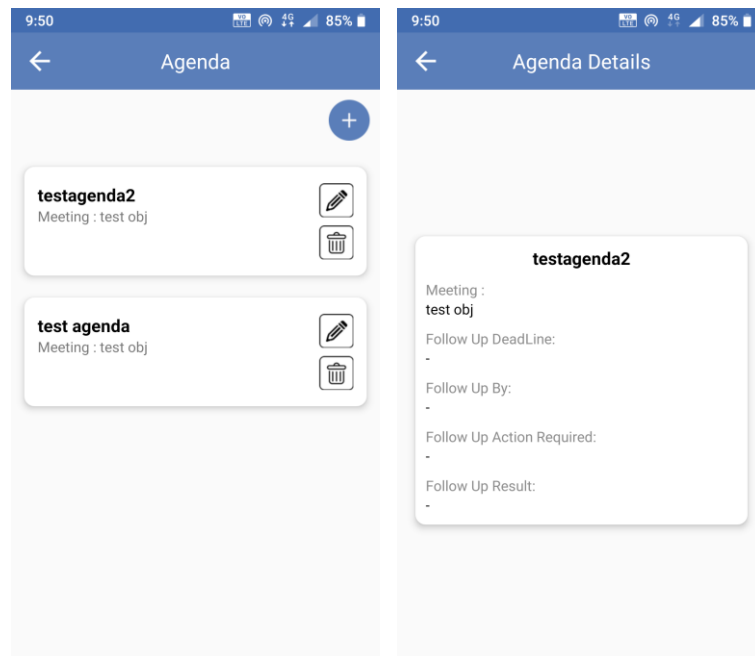
- Meeting convener updates and deletes agenda from that above list.
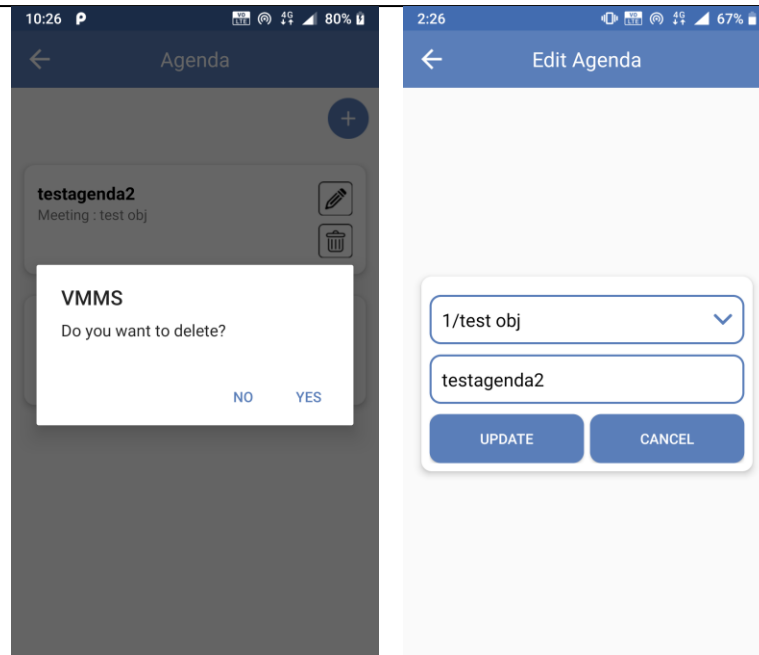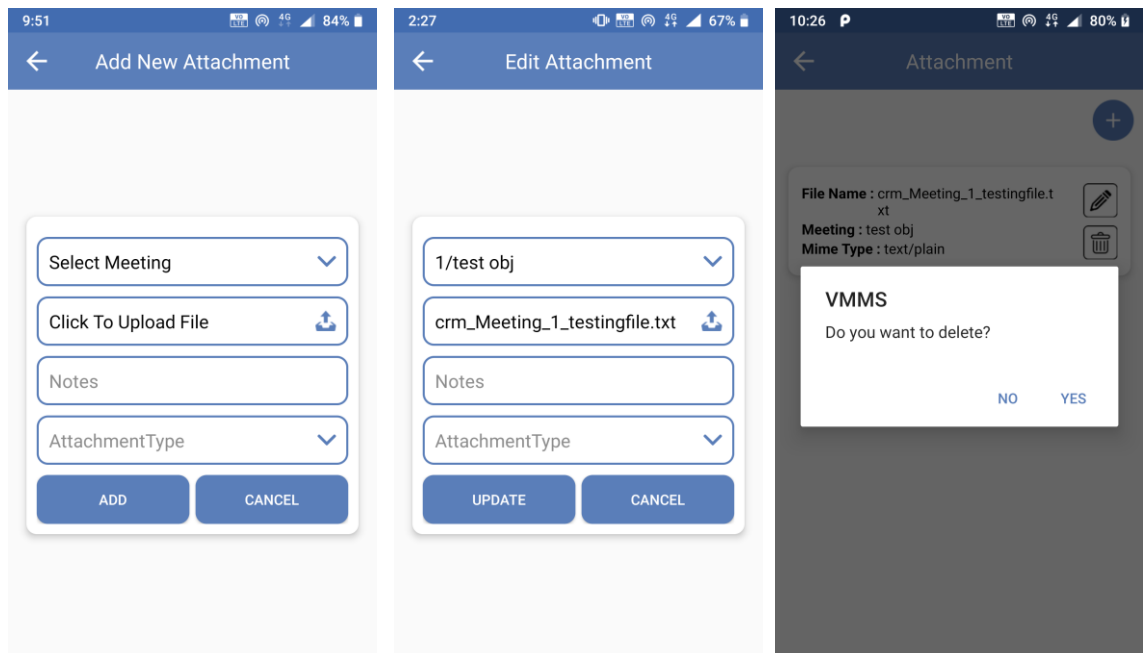
- Meeting convener can also add new agenda from their meeting.
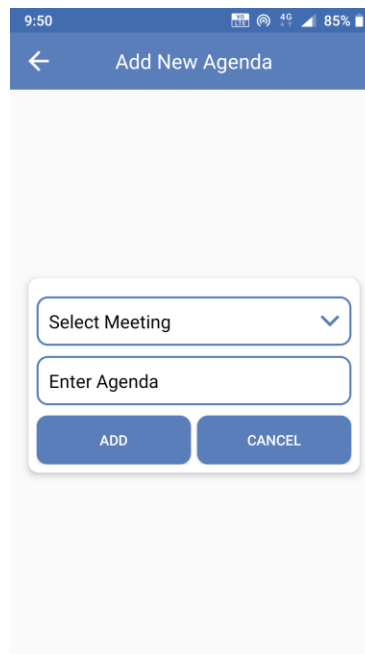
d. Attachment

- Meeting-convener manages meeting attachment by using this menu. They can see only uploaded attachment by them.
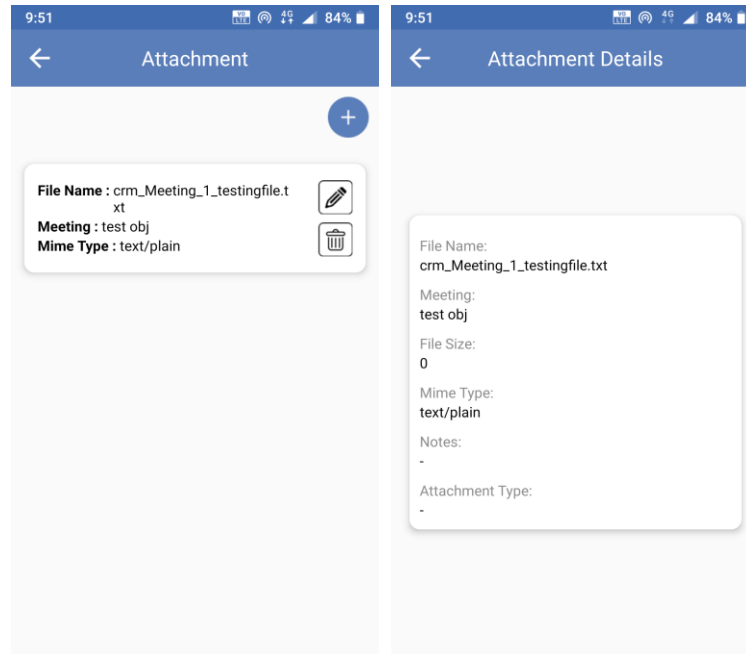
- Meeting convener can add new attachment for meeting, delete existing attachment and can update.

e. Resource

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

f. Vehicle Pass

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

2. Receptionist

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

- 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.
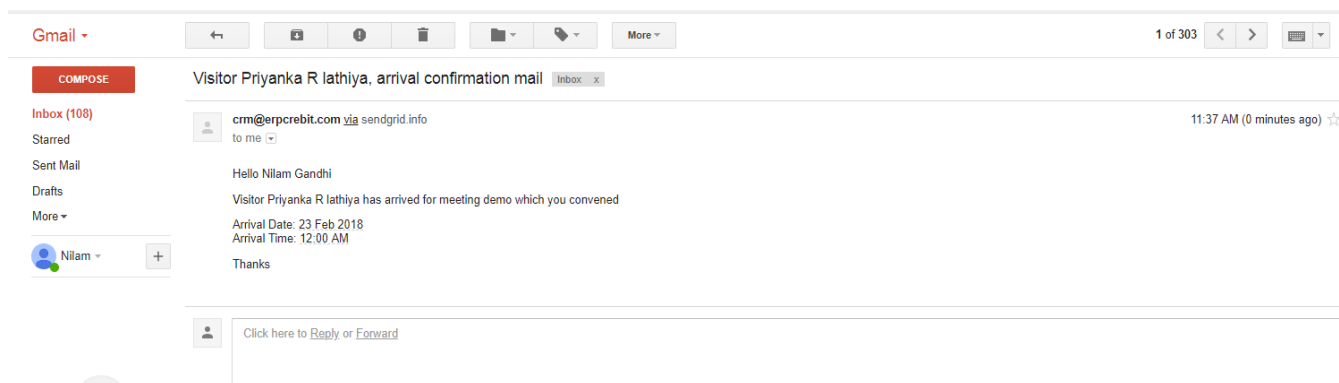

3. Gate-Security

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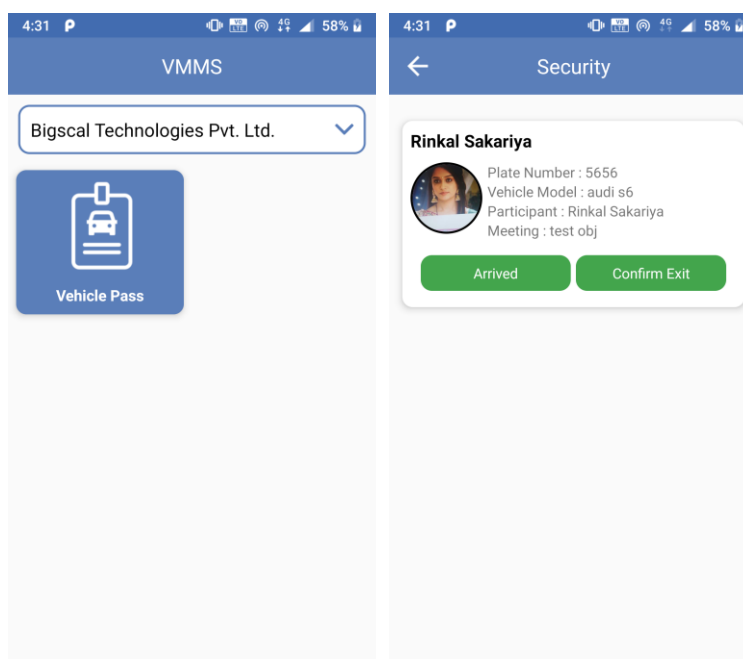
- By clicking on "Confirm Arrival" and "Confirm Exit", security can confirm arrival time and exit time of vehicle. After click on button it will display one pop-up where security can set time and can confirm arrival or exit.
- If security checks "Do you want to send confirmation mail?" then application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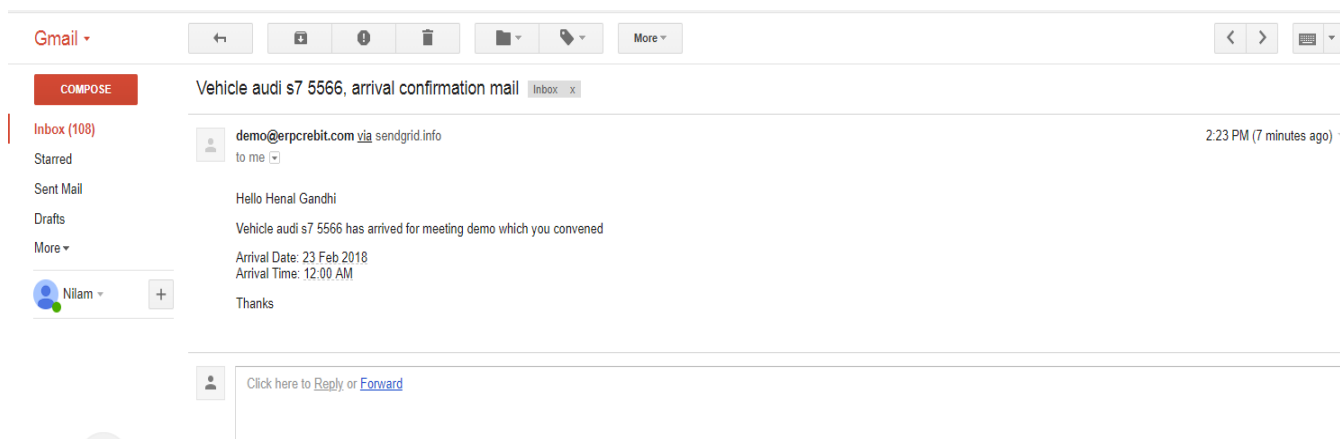
4. Administrator

- 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

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

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

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