



Tawazun Industrial Park (TIP) Abu Dhabi, UAE

# **Visitors Management System**

**Create Visit - Manual** 



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## Introduction

Tawazun Industrial Park is a high secure area and it is so because of the nature of business within. The Park can be accessed only through gates passes, short and long term. The gate pass process is indeed a complex process, again due to the nature of the business here. Nevertheless, our studies over the last year have revealed scope of improvement in the procedure majority because of the challenges with the existing process being manual.

In our continuous effort to improve all services and facilities inside the park, an automated Gate Pass Management System, Hayakum has been developed.



## 1. Add Vehicle

Vehicle details should be included in each visit request. Admin should add all vehicle details before create visit request. Add vehicle is one time process. Follow the steps bellow to add vehicles to the company.

Navigate to Profile tab from Menu and select Vehicle tab from sub menu.

|   |   |                 | 15 52 27 |          |             | OPTIONS  |
|---|---|-----------------|----------|----------|-------------|--|
|   | Profile Expiring Documents                                    | Guidelines      |          |          | Log         | ged User : Kavin Gill - Northport Holdings LLC |
| User Details Con  | npany Details Vehicle   |                 |          |          |             |  |
| Add New Vehicle   |   |                 | Vel      | hicle    |             | Search:  |
| Vehicle Name  | Plate Source  | Plate Type      | Code     | Plate No | Expiry Date | Status 0                                       |
| TestVehicle   | Dubai   | Private         | 123      | 12       |             | Active   |
| Showing I to I of I entries<br>Toggle Column All - ID - Vehicle Nor | )<br>me - Plate Source - Plate Type - Code - Plate No - Expin | y Date - Status |          |          |             | Previous 1 Next                                |

Click on Add New Vehicle Button, vehicle form will open in popup. Fill the details of vehicle and upload document of vehicle, file size should be less than 1MB. Click on Save button to save the Vehicle.

|                                  | Vehicle Details | Q Q                     |                        |   |  |
|----------------------------------|-----------------|-------------------------|------------------------|---|--|
| Vehicle Name *                   | Plate Source *  |                         |                        | - |  |
| Nexon                            | Ajman           | ~                       | FRONT                  |   |  |
| Plate Type *                     | Code *          |                         |                        |   |  |
| Privote                          | * CX            | Vehicle                 | License                |   |  |
| Plate No *                       | Expiry Date *   |                         |                        |   |  |
| 85474                            | 12-Mor-2028     |                         |                        |   |  |
| Vehicle Registration *           |                 | Issue Date: 12/03/2020  | License No: 616529     |   |  |
| Unicode (Max Size: 1MB, JPG, JPE | G PNG           | Expiry Date: 12/03/2028 | Registration No: 85474 |   |  |
| PDF)                             |                 | 1                       |                        |   |  |
|                                  |                 |                         |                        |   |  |
|                                  |                 |                         | 1                      |   |  |

## 1.1 Edit Vehicles

To Edit the Existing Vehicle, Select the Vehicle from the list of vehicles. Edit form will be opened in popup. Admin can Edit Vehicle Details in Edit Form and save.

| dd Vehicle                  |                 |                         |                        |   |  |
|-----------------------------|-----------------|-------------------------|------------------------|---|--|
|                             |                 |                         |                        |   |  |
| Save Back Deactivate        | te Delete       |                         |                        |   |  |
|                             | Vehicle Details | Q Q                     |                        |   |  |
| Vehicle Name *              | Plate Source *  |                         |                        | - |  |
| Nexon                       | Dubai           | •                       | FRONT                  |   |  |
| Plate Type *                | Code *          |                         |                        |   |  |
| Private                     | ~ CX            | Vehicle                 | License                |   |  |
| Plate No *                  | Expiry Date *   |                         |                        |   |  |
| 85474                       | 12-Mar-2028     |                         |                        |   |  |
| Vehicle Registration *      |                 | Issue Date: 12/03/2020  | License No: 616529     |   |  |
| Uplead * (Max Size: 1MB, Ji | JPG, JPEG, PNG, | Expiry Date: 12/03/2028 | Registration No: 85474 |   |  |
| PDF)                        |                 | Expiry Dute: 12,00,2020 |                        |   |  |
|                             |                 |                         |                        |   |  |
|                             |                 |                         |                        |   |  |
|                             |                 |                         |                        |   |  |
|                             |                 |                         |                        |   |  |
|                             |                 |                         |                        |   |  |

From Edit form Admin can Deactivate / Activate and Delete the vehicle.



## 2. Create a visit request

An Online User also known as External User can be anyone who is coming to TIP from the outside. To Make a visit to TIP your company must be approved by TIP security which also will be at the approval of the new company administrator.

Select Tenant company from landing page.

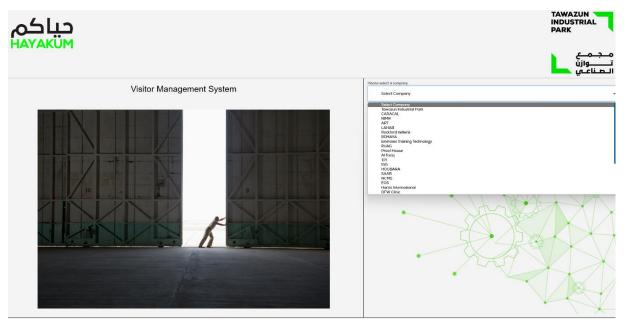
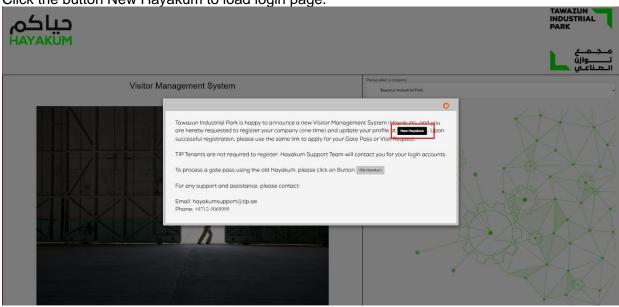


Figure A



Click the button New Hayakum to load login page.

Figure B

As administrator of the company, type the username and password and press login button. (Refer figure 1)



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## External Visit Manual



Figure 1

Go to My Visits tab in the menu. A page will be appeared as shown in figure 2. Click on Add Visit button.

|   |                       |                      |                 | 12 12 33               |    |               |               |                |             |                     | OPTIONS         |
|---|-----------------------|----------------------|-----------------|------------------------|----|---------------|---------------|----------------|-------------|---------------------|-----------------|
| My Visits Visitors Profile<br>Current History                               | Expiring Docum        | nents Guid           | elines          |                        |    |               |               |                | Logged User | • : Emily Clark - M | y Test View LLC |
| Act Visit<br>Show 25 v entries<br>Status Action & Reference No & Hosting Co | ampany Martina Dary   | urtmant - Masting II | ser 👌 Contracto | Current V              |    | Date 💧 End Di | ate 💧 Total D | ays 6 Material | 76 700 11   | Search:             | on Submitted On |
| Status Action Reference no Thosphy Co                                       | initiany riosang bebo | in the rooting o     |                 | lo data available in t |    |               |               |                |             | in Applicat         |                 |
|   | 1                     | 1                    | )(              |                        | )( | 1             | 1             | 1              | 1           | 10                  |                 |
|   |                       |                      |                 |                        |    |               |               |                |             |                     |                 |
|   |                       |                      |                 |                        |    |               |               |                |             |                     |                 |

## 2.1 Visit Details

Visit application form will be opened in popup as shown in figure 3.



|   |                      |   | 3 December 2023<br>- 06 - 07 |                                       | OPTIONS |
|---|----------------------|---|------------------------------|---------------------------------------|---------|
| حباكم   |                      |   |                              |                                       |         |
|   |                      |   |                              |                                       | 8       |
|   |                      |   |                              |                                       |         |
| Visitor Application for Northpor<br>Cancel Save & Close Save Submit | t Holdings LLC       |   |                              |                                       |         |
|   |                      |   |                              |                                       |         |
| Sho   |                      |   |                              |                                       |         |
| Which company do you want to visit ? *                              | ® TIP ○ Tenant       |   | User List *                  | + Add User                            |         |
| Which TIP Departments do you want to visit ?                        | Select               | ~ | People In Party *            | 0                                     |         |
| Sho Name of Host  |                      |   | Zone Access *                | Cone 1 Cone 2 Cone 3 Cone 4           | et.     |
|   |                      |   | Contractor                   | D                                     |         |
| Purpose *   | Select               | ~ | Note                         | Note should be maximum 100 characters |         |
| From Date *   |                      |   |                              |                                       |         |
| Number Of Days *  |                      |   |                              |                                       |         |
|   | ○ Weekdays ○ Weekend |   |                              |                                       |         |
| Date  |                      |   |                              |                                       |         |
|   |                      |   |                              |                                       |         |
|   |                      |   |                              |                                       |         |
|   |                      |   |                              |                                       |         |
|   |                      |   |                              |                                       |         |
| Legend  |                      |   |                              |                                       |         |

#### Figure 3

First the Administrator need to choose the company they want to visit TIP or Tenant. Creating visit is same for both TIP and Tenant. All mandatory field (symbolized by red asterisk \*)

## 2.2 User's List

From the **User List** or Add visitor button you will be able to be seen all the active users of your company and you are able to choose who will be in your visit request then click Submit. (Refer figure 4)

| Cancel Save & Close Save Submit              |                                   |   |   |          |
|--|-----------------------------------|---|---|----------|
| Visitor Details Vehicle                      | ® TIP ◯ Tenant                    | User List *   | + Add User  |          |
| Which TIP Departments do you want to visit ? | Sek                               | Choose User   | 0   |          |
| Name of Host                                 |                                   | Submit  |   |          |
| Purpose *                                    | Sele Show 25 v entries            | st  Passport  Emirates Emol   | Search:<br>No Third Laptop O<br>Email Party Laptop O  | aracters |
| From Date *                                  | King Do                           | PA12345         El12345         kevin gil @northportholdings net           uinn         PA12145         El12345         tracey quint@northportholdings.net           vid         PA12145         El12345         king dovid@northportholdings.net           vid         PA12145         El12345         king dovid@northportholdings.net           vid         PA12345         El12345         king dovid@northportholdings.net           vial         PA12345         phobe hazzel@northportholdings.net | t No No<br>No No<br>at No No  |          |
|  | Weekd                             | mon Test oprah simon@porthportholdings ne   | t No No 🗆   |          |
| kate   | Showing 1 to 7 of 7 entries 2 row | ns selected   | Previous 1 Next   |          |
| Number Of Days *                             | Weekd                             | V 12345675 picztom1111@gmail.com<br>mon Test oprahsimom@northportkoldings.ne<br>aranai 9632587415 akihaben.makarani@northportdata.c   | t No No om no no om no No om no No no om no no om no no om no no om no om no om no om no no om no |          |

#### Figure 4

After Clicking submit button, you will be back to visitor application page, you may choose the purpose of your visit and zone access. (Refer figure 5)



|  |  |   | ecember 2023<br>14 57 |                                       | ОРПО                                  |
|--|--|---|-----------------------|---------------------------------------|---------------------------------------|
| حياكم  |  |   |                       |                                       |                                       |
|  |  |   |                       |                                       | ····· · · · · · · · · · · · · · · · · |
|  |  |   |                       |                                       | <b>.</b>                              |
| Visitor Application for Northport            | Holdings LLC   |   |                       |                                       |                                       |
| Cancel Save & Close Save Submit              |  |   |                       |                                       |                                       |
| Visitor Details Vehicle                      |  |   |                       |                                       |                                       |
|  |  |   |                       |                                       |                                       |
| Which company do you want to visit ? *       | ® TIP ○ Tenant   |   | User List *           | Add User     Kevin Gil                |                                       |
| Which TIP Departments do you want to visit ? | TIP-IT Dept.   | v | People in Party *     | Tracey Quinn 2                        |                                       |
| Name of Host                                 | Anthony  |   | Zone Access *         | Cone 1 Zone 1 Zone 3 Zone 4           |                                       |
|  | reacting of  |   | Contractor            | 0                                     |                                       |
| Purpose •                                    | Select   | v | Note                  | Note should be maximum 100 characters |                                       |
| From Date *                                  | Select<br>Official Meeting / Interview                                     |   |                       | Note should be maximum 100 characters |                                       |
| Number Of Days *                             | Pick and drop an employee<br>Internship                                    |   |                       |                                       |                                       |
|  | Delivery of Materials<br>Collection of Materials<br>Site Visit /Inspection |   |                       |                                       |                                       |
| Date   | Provide Training Demonstration<br>Maintenance/ Construction works          |   |                       |                                       |                                       |
|  | Pick And Drop Documents/Shipments  |   |                       |                                       |                                       |
|  |  |   |                       |                                       |                                       |
|  |  |   |                       |                                       |                                       |
|  |  |   |                       |                                       |                                       |
|  |  |   |                       |                                       |                                       |
| nd   |  |   |                       |                                       |                                       |
|  |  |   |                       |                                       |                                       |

#### Figure 5

## 2.3 Create Material Visit IN

If the visitor is coming with some devices/ Equipment's he/ she need to click Delivery of Materials purpose and the Materials Details tab will be activated as shown in figure 6.

|        |  | Prisarj 20<br>16        | December 2023               |                                       | OPTIONS |
|--------|--|-------------------------|-----------------------------|---------------------------------------|---------|
|        | حياكم  |                         |                             |                                       |         |
| Г      |  |                         |                             |                                       | 8       |
| н.     | Visitor Application for Northport H          | oldings LLC             |                             |                                       |         |
| Ц.     | Cancel Save & Close Save Submit              |                         |                             |                                       |         |
| Sho    | Visitor Details Material Details Vehicle     |                         | 1                           |                                       | . 5     |
| A      | Which company do you want to visit ? *       | ® TIP ◯ Tenant          | User List *                 | Add Uper     Kavin Gill               |         |
| Sho    | Which TIP Departments do you want to visit ? | TIP-IT Dept *           | People in Party *           | Tracey Oulnn                          | et -    |
| Tog    | Name of Host                                 | Anthony                 | Has Materials               | 2                                     |         |
|        | Purpose *                                    | Delivery of Materials ~ | Zone Access *<br>Contractor | □ Zone 1 □ Zone 2 2 Zone 3 □ Zone 4   |         |
|        | From Date *                                  |                         | Note                        | Note should be maximum 100 characters |         |
|        | Number Of Days *                             |                         |                             |                                       |         |
|        | Date   | ○ Weekdays ○ Weekend    |                             |                                       |         |
|        |  |                         |                             |                                       |         |
|        |  |                         |                             |                                       |         |
|        |  |                         |                             |                                       |         |
| Legend |  |                         |                             |                                       | -       |
|        |  |                         |                             |                                       |         |



Click "Add Materials" and add all one by one.



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|                       | Friday 20 Destino 2020                                 | OPTI | ONS |
|-----------------------|--|------|-----|
|                       |  |      |     |
|                       | حياكم  |      |     |
|                       |  | 8    |     |
| н.                    |  |      |     |
|                       | Visitor Application for Northport Holdings LLC         |      |     |
| н.                    | Canad Save & Close Save Submit                         |      |     |
| Ar<br>Sho<br>Ar<br>St | Valor Detais Motoral Detais Mellale                    |      |     |
|                       | Add Nor  |      |     |
| St                    | Seroth Seroth Seroth                                   |      |     |
| Sho                   | No dato available in table                             |      |     |
| Tog                   |  | 5    |     |
|                       | Teggle Column Al. D. Decryteine - Balarn - Bartan Data |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      |     |
|                       |  |      | 1   |
| Legend                |  |      |     |
|                       |  |      |     |



Fill all the tab one by one, enter all details related to the materials and upload the attachments. If the material is returnable check the checkbox and select return date (Refer figure 8)

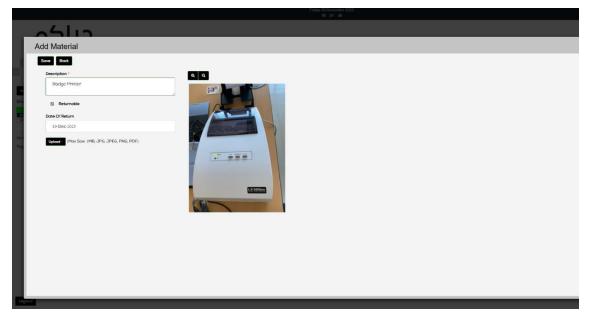


Figure 8



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### External Visit Manual

Once all materials are added you're able to be seen all the materials in the list then you may Submit the visit request.

|        |             | Turred Herry Vie & All Masthewsk Unid |
|--------|-------------|---------------------------------------|
| C      |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
| Return |             | Search: Return Date                   |
| No     | 30-186-2023 |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        |             |                                       |
|        | Yes         | No. HeLan<br>No. 16-Dec-303           |

## 2.4 Create Collection of Materials or Materials OUT

If the visitor is coming to collect materials, he/ she need to click Collection of Materials purpose and Materials Details tab will be activated as shown in figure 10.

| حياكم  | or<br>                    | : 24 : 27                   |                                       | OP |
|--|---------------------------|-----------------------------|---------------------------------------|----|
|  |                           |                             |                                       | 8  |
| Visitor Application for Northport            | Holdings LLC              |                             |                                       |    |
| Cancel Save & Close Save Submit              |                           |                             |                                       |    |
| Visitor Details Material Details Vehicle     |                           |                             |                                       |    |
| Which company do you want to visit ? *       | ® TIP O Tenant            | User List *                 | ★Add User<br>• Kevin Gil              |    |
| Which TIP Departments do you want to visit ? | TIP-IT Dept ~             | People in Party *           | Tracey Oulnn                          |    |
| Name of Host                                 | Anthony                   | Has Materials               | 2                                     |    |
| Purpose '                                    | Collection of Materials ~ | Zone Access *<br>Contractor | Cane 1 Zane 2 🖾 Zane 3 Cane 4         |    |
| From Date *                                  |                           | Note                        | Note should be maximum 100 characters |    |
| Number Of Days *                             |                           |                             |                                       | -  |
| Date   | ○ Weekdays ○ Weekend      |                             |                                       |    |
|  |                           | 1                           |                                       |    |
|  |                           |                             |                                       |    |
|  |                           |                             |                                       |    |
|  |                           |                             |                                       | _  |
|  |                           |                             |                                       |    |

Figure 9



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#### External Visit Manual

Fill all the tab one by one, enter all details related to the materials that need to be collected and upload the attachments if needed. (Refer figure 11)

| <u>65112</u>   |              |  |
|----------------|--------------|--|
| Add Material   |              |  |
| Save Back      |              |  |
| Description *  | <u>ୟ</u>   ୟ |  |
| Bodge Printer  |              |  |
| 🖾 Returnable   |              |  |
| Date Of Return |              |  |
| 30-Dec-2023    |              |  |
|                |              |  |
|                |              |  |
|                |              |  |
|                |              |  |
|                |              |  |
|                |              |  |

Figure 10

## 2.5 Visit Date Details

Select the start date of visit and enter the number of days of visit in text box. Choose weekdays / weekend. If Weekdays selected weekends will not be included. if weekend selected, weekends will also be included. Based on from date and number of days, visit date will be calculated and list below of number of days.

| /isitor Application for Northpor  | t Holdings LLC  |   |   |                   |                                       |  |
|---|---|---|---|-------------------|---------------------------------------|--|
| Cancel Save & Close Save Submit<br>Visitor Details Material Details Vehicle |   |   |   |                   |                                       |  |
| Which company do you want to visit ? '                                      | ® TIP C Tenant  |   |   | User List *       | + Add User                            |  |
| Which TIP Departments do you want to visit ?                                | TIP-IT Dept.  |   | ~ | People In Party * | Kovin Gil     Tracey Cuinn 2          |  |
| Name of Host  | Anthony   |   | _ | Has Materials     | -                                     |  |
|   |   |   |   | Zone Access *     | Cone 1 Zone 2 Zone 3 Zone 4           |  |
| Purpose *   | Collection of Materials   |   | ~ | Contractor        |                                       |  |
| From Date *   | 30-Dec-2023   |   |   | Note              | Note should be maximum 100 characters |  |
| Number Of Days *  | 15  |   |   |                   |                                       |  |
|   | ○ Weekdays ® Weekend  |   |   |                   |                                       |  |
| Date  | Verendry - 30 December 2023     Sunday - 31 December 2023     Sunday - 31 December 2023     Monday - 01 January 2024     Tuaschy - 02 January 2024     Tuaschy - 03 January 2024     Thursday - 04 January 2024     Thursday - 04 January 2024     Saturday - 05 January 2024 | 9) Sunday - 07 January 2024<br>10) Monday - 08 January 2024<br>11) Tuesday - 09 January 2024<br>12) Wadnesday - 10 January 2024<br>13) Thursday - 10 January 2024<br>14) Friday - 12 January 2024<br>15) Saturday - 13 January 2024 |   |                   |                                       |  |



## 2.6 Vehicle Details

Vehicle Details are mandatory to create visit requests. Select Vehicle tab, it will list all the vehicle added to the company. Select the vehicle that will be used for the specific visit. Vehicles can be added to company from Vehicles Sub menu under Main menu Profile. (Refer Add vehicle Topic).

|                                       |  |                | Enday 20 Dece<br>16 : 33 | 08        |             |                                       |
|---------------------------------------|--|----------------|--------------------------|-----------|-------------|---------------------------------------|
| 11.0                                  |  |                |                          |           |             |                                       |
| حياكم                                 |  |                |                          |           |             | t and there we to fill the stand that |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
| Visitor Application for               |  | LLC            |                          |           |             |                                       |
| Cancel Save & Clase Save              | Submit                                   |                |                          |           |             |                                       |
| Visitor Details Material Details      | Vehicle                                  |                |                          |           |             |                                       |
| Show 25 v entries                     | Verticie                                 |                |                          |           |             | Search:                               |
|                                       | Vehicle Name                             | Plate Source   | e Plate Type             | Code      |             |                                       |
|                                       | TestVehicle<br>Nexcon                    | Dubai<br>Dubai | Private<br>Private       | 123<br>CX | 12<br>85474 | 12-Mar-2028                           |
|                                       |  |                |                          |           |             |                                       |
| Showing 1 to 2 of 2 entries 1 row sel | ected                                    |                |                          |           |             | Previous 1 Next                       |
| Toggle Column All Id - Vehicle Nam    | e - Plate Source - Plate Type - Code -   | Plate No       |                          |           |             |                                       |
| Toggle Column All Id - Venicle Nam    | e - Plate Source - Plate Type - Code - I | Plate No       |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
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|                                       |  |                |                          |           |             |                                       |
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|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |
|                                       |  |                |                          |           |             |                                       |

## 2.7 Request Status

After submission of the request, Status of visit request will be changed based on the actions taken by approvers. To check the history of your visit request, go to "My Visit" tab then click to one of your requests (Refer Figure 12). Zone 1 visit requests will be highlighted in Yellow.

| My Visits       |                                      | Profile         | Expiring Doc                | uments Guide                 | elines                       |             |  |                          |   |                                     |             |                             |        |  |
|-----------------|--------------------------------------|-----------------|-----------------------------|------------------------------|------------------------------|-------------|--|--------------------------|---|-------------------------------------|-------------|-----------------------------|--------|--|
| Current         | History                              |                 |                             |                              |                              | С           | urrent Visits                                    |                          |   |                                     |             |                             | Search |  |
| atus<br>omitted |                                      | VAK00007        | Hosting Compo<br>TIP<br>TIP | TIP-IT Dept.<br>TIP-IT Dept. | Anthony Diaz<br>Anthony Diaz | No          | Collection of Materials<br>Delivery of Materials | Number of Visi<br>2<br>2 | tors Start Date<br>25-Nov-2021<br>25-Nov-2021 | End Date  T 25-Nov-2021 25-Nov-2021 | 1           | Materials T/F<br>Yes<br>Yes |        |  |
|                 |                                      | )(              |                             |                              |                              | )[          |  | [                        |   |                                     |             | )[                          |        |  |
| ing 1 to 2 o    | All - ID - Status - Action - Referen | ce No - Hosting | Company - Host              | ing Department - Hosting     | User - Contractor -          | Purpose - I | Number of Visitors - Start Da                    | te - End Date - 1        | lotal Days - Materials                        | T/F - Zone 1 T/F                    | - Applicati | ion Submitted O             | )n     |  |





Click "View Visit" then go to History tab, page will be appeared as figure 13. From here you can check the history of your applications.

| Visit Details Visitors Comp   | any Details Visit Materials Vehicle Detail History View Badges |   |   |  |
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| listory Details   |  |   |   |  |
| Show 25 Y entries   |  |   |   | Search:  |
| SUBMITTED<br>APPROVED<br>APPROVED<br>APPROVED<br>APPROVED<br>APPROVED<br>APPROVED | Comment     Application Submitted                              | Reason Guter Role<br>10 External Company Marin<br>40 Document Reviewer<br>40 Department Monager<br>40 HSE Manager<br>50 HSE Man<br>71 Security Ieam | Action By<br>Keelin Gill<br>Carl Siolar<br>Adrian Gerard<br>Nothan Zacharlas<br>Heat HSE<br>Security Icem One | Updated Time         Updated Time           07.Dac:00111602PM         07.Dac:0011611PM           07.Dac:0021611PM         07.Dac:0021611PM           07.Dac:0021611PM         07.Dac:0021611PM           07.Dac:00211611PM         07.Dac:0021611PM           07.Dac:00211611PM         07.Dac:0021611PM |
| Showing 1 to 6 of 6 entries   |  |   |   | Previous 1 Next  |



## 2.8 Approved Requests

Approved requests will be listed with status Approved. Print Badge only available for Approved visit requests, To Print Badges, Select an Approved visit request row, View visit button will be appeared on top of the table. Click on View Visit button.

| My Visits  |   |  | piring Documents   | Guidelines   | Workflow  |  |  |   |  |  |   |  |  |  | Logged                            | User : Kevi  | n Gil - NORT   | HPRT DATA SOLUTION  |
|--|---|--|--|--|---|--|--|---|--|--|---|--|--|--|-----------------------------------|--|--|---|
| Current<br>dd Visit  | History<br>New Visit  |  |  |  |   | _  |  | Current Visits  |  |  |   |  |  |  |                                   |  |  |   |
| 25 ¥ e   |   |  |  |  |   |  |  |   |  |  |   |  |  |  |                                   |  |  | iearch:   |
|  |   |  |  | Hosting Department   | Hosting User  | Applicant Company<br>Advancia  |  |   | Number of Visi   | itors Start Date   | 01-Dec-2023   |  | Materials T/   | Vehicle Coun                                   | t) Code                           | Plate No<br>72344  | Zone I T.9<br>No   |   |
|  |   |  |  |  |   |  |  |   |  |  |   |  |  |  |                                   |  |  | 20-Nov-2023 09:55   |
|  | 71 Security Team  | VCK00011   | NLC Consultancy  | Sales Department   |   |  | No   | Provide Training Demonstration  |  |  |   |  |  |  |                                   |  |  | 10 More 2022 12:02  |
| ROVED  | 71 Security Team<br>71 Security Team  | VCK(0107   | NLC Consultancy  | Administration   | LOS 1   | Advancis   | No   | Delivery of Materials   | 3  | 29-Nov-2023  | 65-Dec-2023   |  | Yes  | 1  | A 2                               | 89258  | No   | 19-Nov-2023 13:27   |
| ROVED  | 71 Security Team  | VCK00007<br>VCK00012   |  | Administration<br>Administration   | LOS 1<br>LAPD 3   | Advancis<br>Advancis   | No<br>No                                     | Delivery of Materials<br>Provide Training Demonstration   | 3<br>3<br>2  | 29-Nov-2023<br>06-Dec-2023   | 05-Dec-2023<br>12-Dec-2023  |  | Yes<br>Yes   | 4  | A<br>2<br>2                       | 89258<br>40582   | No<br>No   |   |
| ROVED  |   | VCK(0107   | NLC Consultancy<br>NLC Consultancy   | Administration   | LOS 1   | Advancis   | No   | Delivery of Materials   | 9<br>3<br>2<br>2   | 29-Nov-2023<br>06-Dec-2023<br>27-Nov-2023  | 05-Dec-2023<br>12-Dec-2023<br>28-Nov-2023   |  | Yes  | 4  | A<br>2<br>2<br>2                  | 89258  | No   | 19-Nov-2023 13:27<br>27-Nov-2023 08:39<br>27-Nov-2023 08:38   |
| ROVED<br>mitted<br>mitted  | 71 Security Jeam<br>NONC<br>Pending 31 Internal Company User<br>Pending 31 Internal Company User  | VCK60007<br>VCK60012<br>VCK60018   | NEC Consultancy<br>NEC Consultancy<br>TIP  | Administration<br>Administration<br>IT & Dept.   | LOS 1<br>LAPD 3<br>pick & Drop Documents<br>pick & Drop Documents   | Advancis<br>Advancis<br>Advancis   | No<br>No                                     | Delivery of Materials<br>Provide Training Demonstration<br>Pick And Drop Documents Shipments  | 3<br>3<br>2<br>2<br>2  | 29-New-2023<br>06-Dec-2023<br>27-New-2023<br>27-New-2023   | 05-Dec-2023<br>12-Dec-2023<br>28-Nov-2023<br>28-Nov-2023  |  | Yes<br>Yes<br>No   | 4  | 2<br>2<br>2<br>2<br>2             | 89258<br>40582<br>40582  | No<br>No<br>No   | 27-Nov-2023 08:39   |
| enitted<br>mitted  | 71 Security Team<br>NONE<br>Pending 31 Internal Company User  | VCK00007<br>VCK00012<br>VCK00018<br>VCK00017<br>VCK00015   | NLC Consultancy<br>NLC Consultancy<br>TIP<br>TIP<br>TIP<br>TIP   | Administration<br>Administration<br>IT & Dept.<br>IT & Dept.   | LOS 1<br>LAPD 3<br>pick & Drop Documents  | Advancis<br>Advancis<br>Advancis<br>Advancis   | No<br>No<br>No                               | Delivery of Materials<br>Provide Training Demonstration<br>Pick And Drop Documents Shipments<br>Pick And Drop Documents Shipments   | 3<br>3<br>2<br>2<br>2  | 29-Nov-2023<br>06-Dec-2023<br>27-Nov-2023  | 05-Dac-2023<br>12-Dec-2023<br>28-Nov-2023<br>28-Nov-2023<br>28-Nov-2023   |  | Yes<br>Yes<br>No<br>No   | -  | A<br>2<br>2<br>2<br>2<br>3<br>8   | 89258<br>40582<br>40582<br>40582   | No<br>No<br>No   | 27-Nov-2023 08:39<br>27-Nov-2023 08:38<br>27-Nov-2023 08:35<br>21-Nov-2023 15:40  |
| ROVED<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted  | 71 Security Iaam<br>Honc<br>Dending 31 Internal Company User<br>Pending 31 Internal Company User<br>Pending 31 Internal Company User<br>Pending 40 Document Reviewer<br>Pending 40 Document Reviewer                      | VCK0007<br>VCK0012<br>VCK0018<br>VCK0017<br>VCK0015<br>VCK0013                                   | NLC Consultancy<br>NLC Consultancy<br>TIP<br>TIP<br>TIP<br>TIP<br>TIP  | Administration<br>Administration<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.   | LOS 1<br>LAPD 3<br>pick & Drop Documents<br>pick & Drop Documents<br>pick & Drop Documents<br>dws<br>Document Vehicle                             | Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis   | No<br>No<br>No<br>No                         | Delivery of Materials<br>Provide Training Demonstration<br>Pick And Drop Documents Shipments<br>Pick And Drop Documents Shipments<br>Del And Drop Documents Shipments<br>Delivery of Materials<br>Delivery of Materials   | 3<br>2<br>2<br>2<br>1  | 29-Nov-2023<br>06-Dec-2023<br>27-Nov-2023<br>27-Nov-2023<br>27-Nov-2023<br>39-Nov-2023<br>29-Nov-2023  | 05-Dac-2023<br>12-Dec-2023<br>28-Nov-2023<br>28-Nov-2023<br>28-Nov-2023<br>30-Nov-2023<br>30-Nov-2023   |  | Yas<br>Yes<br>No<br>No<br>Yes<br>Yos                             | 4<br>1<br>1<br>1<br>1<br>1<br>2                | A<br>2<br>2<br>2<br>2<br>8<br>6WC | 89258<br>40582<br>40582<br>40582<br>40582<br>40582<br>50138<br>cwcw          | No<br>No<br>No<br>No<br>No<br>No                         | 27-Nov-2023 08:39<br>27-Nov-2023 08:38<br>27-Nov-2023 08:38<br>21-Nov-2023 13:40<br>21-Nov-2023 15:22   |
| ROVED<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted  | 71 Security Jeam<br>Note<br>Pending 31 Internal Company User<br>Pending 31 Internal Company User<br>Pending 41 Internal Company User<br>Pending 40 Document Reviewer  | VCK00007<br>VCK00012<br>VCK00018<br>VCK00015<br>VCK00015<br>VCK00013<br>VCK00010                 | NLC Consultancy<br>NLC Consultancy<br>TIP<br>TIP<br>TIP<br>TIP<br>TIP<br>NLC Consultancy                                       | Administration<br>Administration<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.   | LOS 1<br>LAPD 3<br>pick & Drop Documents<br>pick & Drop Documents<br>pick & Drop Documents<br>aws<br>Document Vehicle<br>LAPD 1                   | Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis   | No<br>No<br>No<br>No<br>No                   | Delivery of Materials<br>Provide Training Demonstration<br>Pick And Drop Documents Shipments<br>Pick And Drop Documents Shipments<br>Del And Drop Documents Shipments<br>Delivery of Materials<br>Delivery of Materials<br>Provide Training Demonstration   | 3<br>2<br>2<br>2<br>2<br>1<br>1<br>2   | 28-Nov-2023<br>06-Dec-2023<br>27-Nov-2023<br>27-Nov-2023<br>27-Nov-2023<br>39-Nov-2023<br>29-Nov-2023<br>01-Dec-2023                               | 05-Dac-2023<br>12-Dec-2023<br>28-Nov-2023<br>28-Nov-2023<br>28-Nov-2023<br>30-Nov-2023<br>30-Nov-2023<br>05-Dec-2023                                |  | Yas<br>Yes<br>No<br>No<br>Yes<br>Yos<br>Yes                      | 4  | 2<br>2<br>2<br>2<br>8<br>0WC      | 89258<br>40582<br>40582<br>40582<br>40582<br>50582<br>50158<br>cwcw<br>58760 | No<br>No<br>No<br>No<br>No<br>No                         | 27-Nov-2023 08:39<br>27-Nov-2023 08:38<br>27-Nov-2023 08:35<br>21-Nov-2023 15:40<br>21-Nov-2023 15:42<br>21-Nov-2023 15:22                      |
| mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted           | 11 Security Team<br>10016<br>Pending 31 Internal Company User<br>Pending 31 Internal Company User<br>Pending 31 Document Reviewer<br>Pending 40 Document Reviewer<br>Pending 71 Security Team<br>Pending 71 Security Team | VCK00007<br>VCK0012<br>VCK0018<br>VCK0015<br>VCK0015<br>VCK0015<br>VCK0010<br>VCK0010<br>VCK0010 | NLC Consultancy<br>NLC Consultancy<br>TIP<br>TIP<br>TIP<br>TIP<br>TIP<br>NLC Consultancy<br>NLC Consultancy                    | Administration<br>Administration<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>Administration<br>Sales Department                 | LOS 1<br>LAPD 3<br>pick & Drop Documents<br>pick & Drop Documents<br>pick & Drop Documents<br>ows<br>Document Vehicle<br>LAPD 1<br>LOS 2          | Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis                                     | No<br>No<br>No<br>No<br>No<br>No<br>No<br>No | Dalayery of Motivitials<br>Provide Training Demonstration<br>Pick And Drop Documents Shipments<br>Pick And Drop Documents Shipments<br>Dick And Drop Documents Shipments<br>Delivery of Moterials<br>Delivery of Moterials<br>Provide Training Demonstration<br>Provide Training Demonstration                                | 3<br>3<br>2<br>2<br>2<br>1<br>1<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2 | 28-Nov-2023<br>06-Dec-2023<br>27-Nov-2023<br>27-Nov-2023<br>30-Nov-2023<br>29-Nov-2023<br>01-Dec-2023<br>30-Nov-2023                               | 05-13ec-2023<br>12-Dec-2023<br>28-Nov-2023<br>28-Nov-2023<br>28-Nov-2023<br>30-Nov-2023<br>30-Nov-2023<br>30-Nov-2023<br>03-Dec-2023                | 5<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2 | Yes<br>No<br>No<br>No<br>Yes<br>Yos<br>Yes<br>Yes                | 1<br>4<br>1<br>1<br>1<br>2<br>2                |                                   | 89258<br>40582<br>40582<br>40582<br>40582<br>40582<br>50138<br>cwcw          | No<br>No<br>No<br>No<br>No<br>No<br>No                   | 27-Nov-2023 08:39<br>27-Nov-2023 08:38<br>27-Nov-2023 08:35<br>21-Nov-2023 15:49<br>21-Nov-2023 15:42   |
| mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted           | 21 Security Team<br>10016<br>Dending 31 Internal Company User<br>Pending 31 Internal Company User<br>Pending 40 Document Reviewer<br>Pending 40 Document Reviewer<br>Pending 71 Security Team<br>NONE                     | VCK0007<br>VCK0012<br>VCK0018<br>VCK0015<br>VCK0015<br>VCK0015<br>VCK0010<br>VCK0010<br>VCK0008  | NLC Consultancy<br>NLC Consultancy<br>TIP<br>TIP<br>TIP<br>TIP<br>TIP<br>NLC Consultancy<br>NLC Consultancy<br>NLC Consultancy | Administration<br>Administration<br>If & Dept.<br>If & Dept.<br>If & Dept.<br>If & Dept.<br>If & Dept.<br>If & Dept.<br>Sales Department<br>Sales Department | LOB 1<br>LAPD 3<br>pick & Drop Documents<br>pick & Drop Documents<br>pick & Drop Documents<br>ows<br>Document Vehicle<br>LAPD 1<br>LOS 2<br>LOS 2 | Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis | No<br>No<br>No<br>No<br>No<br>No<br>No<br>No | Dailway of Materials<br>Provide Training Demonstration<br>Pick And Drop Documents Shipments<br>Pick And Drop Documents Shipments<br>Pick And Drop Documents Shipments<br>Delivery of Materials<br>Delivery of Materials<br>Provide Training Demonstration<br>Provide Training Demonstration<br>Provide Training Demonstration | 3<br>3<br>2<br>2<br>2<br>1<br>1<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2 | 25-Nov-2023<br>06-Dec-2023<br>27-Nov-2023<br>27-Nov-2023<br>30-Nov-2023<br>25-Nov-2023<br>30-Nov-2023<br>30-Nov-2023<br>30-Nov-2023<br>30-Nov-2023 | 05-13ec-2023<br>12-Dec-2023<br>28-Nov-2023<br>28-Nov-2023<br>28-Nov-2023<br>30-Nov-2023<br>30-Nov-2023<br>05-Dec-2023<br>03-Dec-2023<br>03-Dec-2023 | 5<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2 | Yas<br>Yes<br>No<br>No<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes<br>Yes | 4<br>4<br>1<br>1<br>1<br>2<br>1<br>1<br>0      | N A<br>2                          | 89258<br>40582<br>40582<br>40582<br>50138<br>ewew<br>58760<br>5007           | No<br>No<br>No<br>No<br>No<br>No<br>No<br>No<br>No<br>No | 27-Nov-2023 08:59<br>27-Nov-2023 08:59<br>27-Nov-2023 08:35<br>21-Nov-2023 15:40<br>21-Nov-2023 15:22<br>20-Nov-2023 09:17<br>19-Nov-2023 13:51 |
| ecover<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted<br>mitted | 11 Security Team<br>10016<br>Pending 31 Internal Company User<br>Pending 31 Internal Company User<br>Pending 31 Document Reviewer<br>Pending 40 Document Reviewer<br>Pending 71 Security Team<br>Pending 71 Security Team | VCK00007<br>VCK0012<br>VCK0018<br>VCK0015<br>VCK0015<br>VCK0015<br>VCK0010<br>VCK0010<br>VCK0010 | NLC Consultancy<br>NLC Consultancy<br>TIP<br>TIP<br>TIP<br>TIP<br>TIP<br>NLC Consultancy<br>NLC Consultancy                    | Administration<br>Administration<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>IT & Dept.<br>Administration<br>Sales Department                 | LOS 1<br>LAPD 3<br>pick & Drop Documents<br>pick & Drop Documents<br>pick & Drop Documents<br>ows<br>Document Vehicle<br>LAPD 1<br>LOS 2          | Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis<br>Advancis                                     | No<br>No<br>No<br>No<br>No<br>No<br>No<br>No | Dalayery of Motivitials<br>Provide Training Demonstration<br>Pick And Drop Documents Shipments<br>Pick And Drop Documents Shipments<br>Dick And Drop Documents Shipments<br>Delivery of Moterials<br>Delivery of Moterials<br>Provide Training Demonstration<br>Provide Training Demonstration                                | 3<br>3<br>2<br>2<br>2<br>2<br>1<br>1<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>1 | 28-Nov-2023<br>06-Dec-2023<br>27-Nov-2023<br>27-Nov-2023<br>30-Nov-2023<br>29-Nov-2023<br>01-Dec-2023<br>30-Nov-2023                               | 05-13ec-2023<br>12-Dec-2023<br>28-Nov-2023<br>28-Nov-2023<br>28-Nov-2023<br>30-Nov-2023<br>30-Nov-2023<br>05-Dec-2023<br>03-Dec-2023<br>03-Dec-2023 | 5<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2<br>2 | Yes<br>No<br>No<br>No<br>Yes<br>Yos<br>Yes<br>Yes                | 4<br>4<br>1<br>1<br>1<br>2<br>1<br>1<br>1<br>0 | N A<br>2                          | 89258<br>40582<br>40582<br>40582<br>40582<br>50582<br>50158<br>cwcw<br>58760 | No<br>No<br>No<br>No<br>No<br>No<br>No                   | 27-Nov-2023 08:39<br>27-Nov-2023 08:38<br>27-Nov-2023 08:35<br>21-Nov-2023 15:40<br>21-Nov-2023 15:42<br>21-Nov-2023 15:22                      |

Individual Reference number will be generated for the visitors included in visit requests.

| /isit Detail - VCL00005   |   | 45 - 37 - 19    |               |                      | ( |
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| Visitor Ref No  | Company   | Erst Name       | 🖞 🛛 Last Name | Nationality          | 2 |
|   | Northport Holdings LLC<br>Northport Holdings LLC  | Kevin<br>Tracey | Gill<br>Quinn | Australia<br>Bahrain |   |
| VCL00003-001  |   |                 |               | Dahrain              |   |
| VCL00005-001<br>VCL00005-002                                    | The operation of the second                       | ) (             |               |                      |   |



| Thursday 07 (Knowledge 2005)   | OPTIONS    |
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#### Figure 13

Visit detail popup page will be opened, Click on View Badges Tab next to History tab. a list of badges for individual users will be appeared. Click on Print button to print individually. Click Select All button to print multiple all badges.

| Trestay 20 November 2020<br>19. 44 27   | q         | PTIONS |
|---|-----------|--------|
| Visit Detail - VCK00007   | 8         |        |
| Image: Second Secon | Geert All |        |
| Figure 14   |           |        |

## 2.9 Returned Requests

Returned Request will be listed with Status Returned, Admin can view who has returned application from Action Column.

|                 |                                       |   |   |   |  |   |  |  |                        |                            |                   |                | Logged Us   | er : Kevin Gill  | - Northport Holdings LLC  |
|-----------------|---------------------------------------|---|---|---|--|---|--|--|------------------------|----------------------------|-------------------|----------------|-------------|--|---|
| Profile         | Expiring Doc                          | uments Guid   | (elines   | -   | Cu   | rront \/icit  | ~  | -                                      | -                      | -                          | -                 |                | -           | -  |   |
|                 |                                       |   |   |   | Cu   | ment visit  | 5  |  |                        |                            |                   |                |             | ~  | arch:   |
|                 | Hosting Company<br>TIP<br>TIP         | Hosting Department<br>TIP-IT Dept.<br>TIP-IT Dept.          | Anthony<br>KA   | Contractor<br>No<br>No  | Purpose<br>Collection of Materials<br>Official Meeting / Interview   | Number of Visitors  | Stort Date<br>30-Dec-2023<br>28-Dec-2023 | End Date<br>13-Jan-2024<br>26-Jan-2024 | Total Days<br>15<br>30 | Materials T/F<br>Yes<br>No | Vehicle Count     | Code<br>123    | Plate No 12 |  |   |
| erence No - Nor | ting Company - Mari                   | ing Department - Kostin                                     | o Her-Contract  | or - Durnose - N  | lumber of Visitors - Start Date -  | End Date - Total Date   | Matorials T.E.                           | Mahida Count - i                       | Code - Diote No        | - Zono I T.E Al            | unication Submitt | ed On          |             |  | Previous 1 Ner  |
|                 | ang company - noo                     | ang baparanan - noran                                       | g out - conduct   | or - r a pose - r   |  |   |  | Territor Count                         |                        | - 2010 1 11 - 24           | preducti oddinie  |                |             |  |   |
|                 |                                       |   |   |   |  |   |  |  |                        |                            |                   |                |             |  |   |
|                 | Riference No.<br>V Loso27<br>VCLoso26 | Presence Mol Monthing Company<br>VL00027 TPP<br>VC00026 TPP | Mannoo Na Hasting Company, Hosting Corportment<br>V (LM027 179 TP-11 Dept<br>V LM025 179 TP-11 Dept | Norman Mai Hadrag Carpanyi (Hadrag Department) Hadrag Mar<br>V Lukoza<br>TIP TIP ITP ITP ITP Art Dept<br>Art Art Dept<br>I Iter I Dept<br>I Iter I Dept | Norman No. Heating Corporat. Heating Department J. Heating Unit. Contraction<br>V LUNCIT TP TP-1TP-1TP-1TP-1TP-1TP-1TP-1TP-1TP-1TP-1 | Cu<br>Marrise Mit Heating Coupons ( Heating Department   Heating User, Contractor, Process<br>V LINC27 TP TP-1TP-1TD-054 Art/boy No Collection of Heating Interview<br>VLINC25 TP TP-1TD-1TD-054 KA No Official Meeting Interview | Current Visit                            | Current Visits                         | Current Visits         | Current Visits             | Current Visits    | Current Visits |             | Profile         Expanse Documents         Coldstress           Expanse Documents         Coldstress           Expanse Documents         Noting Documents         Expanse Documen | Portfile         Expring Documents         Cuidednes           Current Visits           Sementer in the stand part of the stand p |

To view the reason for return, select the returned visit row and click on the View Visit button.



|                                 |  |                      |                               |   |                               |                 |  | 02 January 2024<br>1 07 02 |                 |  |                        |                            |                   |             |                |                  |                                   | OPTIONS |
|---------------------------------|--|----------------------|-------------------------------|---|-------------------------------|-----------------|--|----------------------------|-----------------|--|------------------------|----------------------------|-------------------|-------------|----------------|------------------|-----------------------------------|---------|
|                                 | <mark>слі С</mark><br>Ауаким           |                      |                               |   |                               |                 |  |                            |                 |  |                        |                            |                   |             | Logged U       | ser : Kevin Gill | - Northport Holdi                 | ngs LLC |
| My Visit                        | s Visitors                             | Profile              | Expiring Docu                 | ments Guide                                       | lines                         |                 |  |                            |                 |  |                        |                            |                   |             |                |                  |                                   |         |
| Current                         | History                                | <b>_</b>             |                               |   |                               |                 |  |                            |                 |  |                        |                            |                   |             |                |                  |                                   |         |
|                                 | Edit Visit View Visit                  | -                    |                               |   |                               |                 |  | Curren                     | t Visits        |  |                        |                            |                   |             |                |                  |                                   |         |
| Show 25 Y e                     |  |                      |                               |   |                               |                 |  |                            |                 |  |                        |                            |                   |             |                |                  | iarch:                            |         |
| RETURNED                        | Action<br>40 Document Reviewer<br>NONE | VCL00027<br>VCL00026 | Hosting Company<br>TIP<br>TIP | Hosting Department<br>TIP-IT DepL<br>TIP-IT Dept. | Hosting User<br>Anthony<br>KA | No<br>No        | Purpose<br>Collection of Materials<br>Official Meeting / Interview | Number of Visitors         |                 | End Date<br>13-Jan-2024<br>26-Jan-2024 | Total Days<br>15<br>30 | Materials T/F<br>Yes<br>No | Vehicle Count     | Code<br>123 | Plate No<br>12 | Zone I T/F       | Application Sul<br>02-Jan-2024 10 |         |
| Saved                           | NONE                                   | VCL00028             | 1112                          | TIP-TI LXpL                                       | NA                            | NO              | Omdai Neeling / Interview  |                            | 28-DBC-2023     | 20-Jan-2024                            | 30                     | NO                         | 0                 | -           | )              | NO               | 1                                 |         |
| Showing 1 to 2<br>Toggle Column |  | eference No - Hos    | ting Company - Hostir         | ng Department - Hosting                           | User - Contracto              | r - Purpose - N | umber of Visitors - Start Date -                                   | End Date - Total Days      | Materials T/F - | Vehicle Count - 0                      | ode - Plate No         | Zone 1 T/F - Ap            | plication Submitt | ed On       |                |                  | Previous                          | 1 Next  |

Visit details will be opened in the popup, Select History tab, from there admin can view the history of application and reason for return.

|                          | Tuesday 02 January 2024<br>14 09 55 |                        |                      |
|--------------------------|-------------------------------------|------------------------|----------------------|
|                          |                                     |                        | 6                    |
| ick Dotto                |                                     |                        |                      |
|                          |                                     |                        | Search:              |
| 👲 Reason                 | 🖞 User Role                         | 👌 🛛 Action By          | 🖞 Updated Time 🔮     |
|                          |                                     | Kevin Gill             | 02-Jan-2024 10:22:AM |
| Company Document Missing | 40 Document Reviewer                | Host Document Reviewer | 02-Jan-2024 12:32:PM |
|                          |                                     |                        |                      |
|                          |                                     |                        |                      |
|                          |                                     | Eker Dautenin          | Eker Dautenik Hekery |

Admin can correct the document and resubmit the application for approval by click on Edit button, and submit application.

|  |                      |                       |                              |                  |                 | 14  | 1 07 02                   |                            |                            |                 |                   |                   |       |          |                  |                      | OPTIONS |
|--|----------------------|-----------------------|------------------------------|------------------|-----------------|---|---------------------------|----------------------------|----------------------------|-----------------|-------------------|-------------------|-------|----------|------------------|----------------------|---------|
| حیاکم<br>HAYAKUM   |                      |                       |                              |                  |                 |   |                           |                            |                            |                 |                   |                   |       | Logged U | ser : Kevin Gill | - Northport Holdings | p LLC   |
| My Visits Visitors   | Profile              | Expiring Docu         | ments Guide                  | lines            |                 |   |                           |                            |                            |                 |                   |                   |       |          |                  |                      |         |
| Current History  |                      |                       |                              |                  |                 |   |                           |                            |                            |                 |                   |                   |       |          |                  |                      |         |
| +  |                      |                       |                              |                  |                 |   |                           |                            |                            |                 |                   |                   |       |          |                  |                      |         |
| Add Visit Edit Visit View Visit  |                      |                       |                              |                  |                 |   | Curren                    | t Visits                   |                            |                 |                   |                   |       |          |                  |                      |         |
| Show 25 v entries  |                      |                       |                              |                  |                 |   |                           |                            |                            |                 |                   |                   |       |          | Se               | earch:               |         |
| Status Action  |                      | Hosting Company       |                              | Hosting User     |                 |   | Number of Visitors        |                            |                            |                 |                   | Vehicle Count     |       |          |                  | Application Submi    |         |
| RETURNED 40 Document Reviewer<br>Saved NONE                                  | VCL00027<br>VCL00026 | TIP                   | TIP-IT Dept.<br>TIP-IT Dept. | Anthony          | No<br>No        | Collection of Materials<br>Official Meeting / Interview | 2                         | 30-Dec-2023<br>28-Dec-2023 | 13-Jan-2024<br>26-Jan-2024 | 15<br>30        | Yes               | 1                 | 123   | 12       | No               | 02-Jan-2024 10:22    |         |
|  | 1                    | )[                    |                              |                  |                 |   | 1                         |                            |                            |                 |                   | 1                 |       | Y        | 1                | 1                    |         |
| Showing 1 to 2 of 2 entries<br>Toggle Column All - ID - Status - Action - Re | eference No - Hos    | ting Company - Hostir | ng Department - Hosting      | User - Contracto | r - Purpose - N | umber of Visitors - Start Date -                        | - End Date - Total Days - | Materials T/F - 1          | Vehicle Count - (          | Code - Plate No | - Zone 1 T/F - Ap | plication Submitt | ed On |          |                  | Previous 1           | Next    |

From Edit popup view, Admin can correct the visit details and resubmit the application for approval.

|  |   | rsday 02 January 2024<br>14 13 15 |                                       |
|--|---|-----------------------------------|---------------------------------------|
| مكالت  |   |                                   |                                       |
|  |   |                                   | i a sea di la se. Verda Pilla Nadaba  |
|  |   |                                   |                                       |
|  |   |                                   |                                       |
| Visitor Application for Northpor             | rt Holdings LLC   |                                   |                                       |
| Cancel Save & Close Save Resubmit            |   |                                   |                                       |
| Visitor Details Material Details Vehicle     | fistory   |                                   |                                       |
| Visitor Details Platenci Details Venice P    | istory  |                                   |                                       |
| Which company do you want to visit ? *       | ® TIP Tenant  | User List *                       | C? Edit User                          |
|  |   |                                   | Kevin Gill                            |
| Which TIP Departments do you want to visit ? | TIP-IT Dept.  | * People In Party *               | Tracey Quinn 2                        |
| Name of Host                                 |   | Has Materials                     | 2                                     |
|  | Anthony   |                                   |                                       |
|  |   | Zone Access *                     | Cone 1 Cone 2 Cone 3 Cone 4           |
| Purpose *                                    | Collection of Materials   | <ul> <li>Contractor</li> </ul>    |                                       |
| From Date *                                  |   | Note                              |                                       |
|  | 30-Dec-2023   |                                   | Nate should be maximum 100 characters |
| Number Of Days *                             | 15  |                                   |                                       |
| 1  | O Weekdays ® Weekend  | -                                 |                                       |
| Date   | 1) Saturday - 30 December 2023 9) Sunday - 07 January 2024  |                                   |                                       |
|  | 2) Sunday - 31 December 2023 10) Monday - 08 January 2024   |                                   |                                       |
|  | <ol> <li>Monday - 01 January 2024</li> <li>Tuesday - 09 January 2024</li> <li>Tuesday - 02 January 2024</li> <li>Wednesday - 10 January 2024</li> </ol> |                                   |                                       |
|  | 5) Wednesday - 03 January 2024 13) Thursday - 11 January 2024   |                                   |                                       |
|  | 6) Thursday - 04 January 2024 14) Friday - 12 January 2024<br>7) Friday - 05 January 2024 15) Saturday - 13 January 2024                                |                                   |                                       |
|  | <ol> <li>Friday - 05 January 2024</li> <li>Saturday - 13 January 2024</li> <li>Saturday - 06 January 2024</li> </ol>                                    |                                   |                                       |



## 2.10 Rejected Requests

Rejected Request will be listed with status Rejected. Rejected Requests can't be Edit / Resubmit again.