



# **Visitors Management System**

Adding Third-Party User - Manual



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# 1. 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.





# 2. Adding Third Party New User

To add Third-Party new user to the account, the company account must be approved by TIP security which also will be at the approval of the new company administrator.

Select Any of the Tenant company

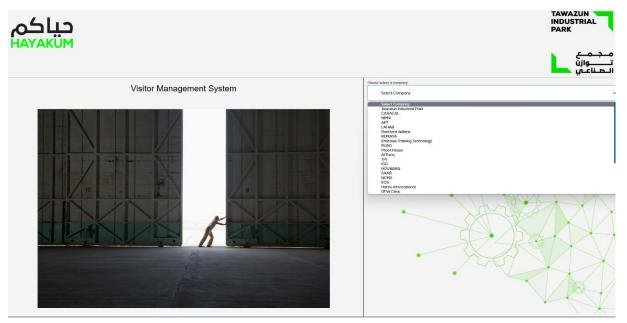
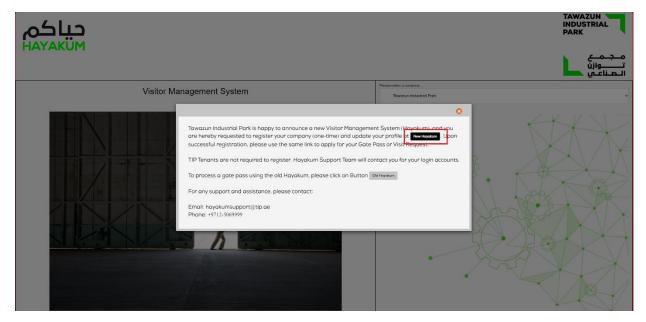


Figure A



Click the button New Hayakum to login.

Figure B





As the Administrator, type the username and password and press login button (refer figure 1), you will be redirected to the account once he/ she agree with the terms and conditions as shown as figure 2.

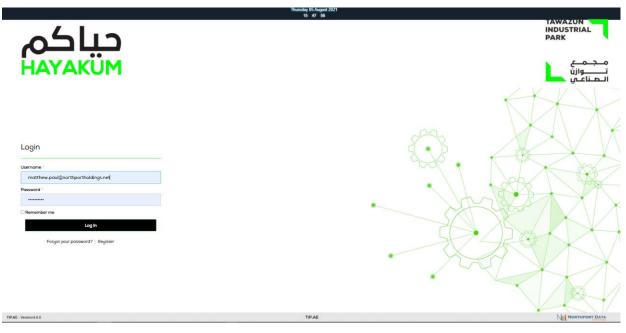


Figure 1

#### 2.1 User's name already listed

Go to Visitor's tab in the menu. A page will be appeared as shown in figure 2. Select Third party Visitors Tab.

		Thursday 05 August 2021 15 : 48 : 57		OPTIONS
<b>حیاکم</b> науаким			Logged User :	Matthew Paul - Energy Star LLC
	xpiring Documents Guidelines Third Party Visitors			
Add New Third Party User Show 25 V entries		Third Party Users		Search:
Status		No data available in table		Luve V
		][	Active	
Showing 0 to 0 of 0 entries Toggle Column All - ID - Status - No Email - Third Party - First Name -	Last Mana Dalas Asilas Constant As Constant Da			Previous Next
rogge committee - 10 - active - no canon - rised rolety - reactedine -	- Last Plante - nores - McAPE - Ground Mr Ground by			
Legend				
E-B-MC				
1920 × 1000		TIPAE		NORTHPORT DATA

Figure 2



Adding Third Party User Manual Click "Add New Third-Party User" as shown in figure 2. Search using First Name, Last Name or Document Number then click Search. (refer figure 3)

<image/>			Thursday 05 August 2021 15 49 36		OPTIONS
Image: Control of the state of th	HAYAKUM My Visita Visitors Profile			Logged Uver i Mo	tthew Paul - Energy Star LLC
Search User	Add New Third Party User Show 25 V entries	_		Last Nome 🕴 Activ	
Search User			No data available in table		
South         Det             Emai*         Pasport/Emirates ID Number*	SIK				8
—	Search Back	First Name *	Last Nome *	Possport Emirates ID Number *	
—					
—	_				
10-AE 10-000 10-000					
	1920 * 1000		TIP.AE		NORTHPORT DATA

Figure 3

After clicking search button, the page will update base to the Name or document number you entered. (Refer figure 3)

Make sure that you found the right person's name by viewing the details of the user before adding to your third-party list. (Refer figure 4 & 5)

حياكه							Logged User : Matthew Paul - Energ
Visitors Providence Pr	Tofile Expiring Docum		nes				
			Thi	rd Dorty Llooro			
rThird Party User			Ini	rd Party Users			
Search User							
Search Back Add New User							
Emoil *		First Name *		Last Name *		Passport/Emirates ID Numbe	er*
		Warren					
Show 25 v entries							Search:
ID 0	Status No Email No	No Extern	Type Company al My Test View LLC	Email warren.edmunds@mytestview.com	First Name Warren	Edmunds	
			di Pry test view LLC	warren.eamunasgmytestview.com	Warren	Edmunds	)(
Showing 1 to 1 of 1 entries							Previous 1 Ne
Toggle Column All - ID - Status - No Er	mail - Third Party - Type - Company	y - Email - First Name - Li	ast Name - Roles - Active - Created At - Create	id By			

Figure 4



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## Adding Third Party User Manual

			Thursday 05/ 15 5	August 2021 2 23				OPTIONS
	Visits Visitors Profile ew Registrations Company Users					Le	igged User : Matthew Paul - Energy S	itar LLC
Add	lew Third Party User	_	Third	Party Users				
Sh.	Search User	View User Add User to Company						8
Shk Tog	Email *	First Name * Warren		Last Name *	Pas	sport/Emirates ID Number '	•	a a
	Show 25 V entries						Search:	5
L	127	No Email (Third Party), Type No No External	Company Company MyTest View LLC	Enal warren.edmunds@mytestview.com	e First Name Warren	Edmunds	Roles 0 Previous 1 Next	1
h								d
Legen	3							

Figure 5

After clicking "View User" (refer figure 6)

			Thursday 1 15	15 August 2021 53 07			
<u> </u>							
			User	Details			
SECTION : User Details				Passport Details:			
Email				Passport * View *		Profile Picture	
warren.edmunds@mytestview.o				Passport Number *	Issue Place *	Upload * Upload *	25
First Name *	Last Name *	Gender *		*****	Dubai		
Warren	Edmunds	Male	~	Issue Date *	Expiry Date *		
Mobile Number *	Residency Type *	Nationality *		04-Apr-2015	04-Apr-2025		
+971 * 54 433 8246	Resident	✓ Germany	~	Emirates Details:			
DOB *	Place Of Birth *			Emirates Document * View	•		
02-Mar-1990	Frankfurt	+ Add Certificate		Emirates Id *	Expiry Date *		
				*****	15-Jul-2022		
				Visa Details: Visa/Expat Party * View *			
				UID Number *	Expiry Date *		
					15-Jul-2022		
			_				

Figure 6 - Third-Party User Details

After cross checked, you may add the users name to your company as a third-party user click "Add user to Company" (refer figure 7)



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#### Adding Third Party User Manual

			Thursday 1	r 05 August 2021 i : 54 : 29	-		POP
Visites Profile even Registrations Company Use						Logg	ed User : Matthew Paul - Energy Star Li
New Third Party User			Thir	d Party Users			□ sh
Search User							8
Search Back Add New User	View User Add User to C	Company					
Email *		First Name * Warren		Last Name *		Passport/Emirates ID Number *	
Show 25 v entries	Status No Email	Third Party Type	Company	e Email	First Non	ne Last Name	Search:
				warren.edmunds@mytestview.com			
127	No	No External	My Test View LLC	warren.eamunasigmytestview.com	Warren	Edmunds	0
Showing 1 to 1 of 1 entries	)[		)[]		Warren	Edmunds	Previous 1 Next
Showing 1 to 1 of 1 entries Showing 1 to 1 of 1 entries Toggle Column All - ID - Storest - No Email	)[		)[]		Warren	Edmunds	
Showing 1 to 1 of 1 entries	)[		) [		Waren		

Figure 7





After Adding the user's name to your company, you are now able to be seen the user's name in your Third-Party Users List as an APPROVE status. (refer figure 8)

<b>حیاکم</b> HAYAKUM			
HAYAKUM My Visits Visitors Profile Expiring Do New Registrations Company Users Third Parts			Logged User : Matthew Paul - Energy Star LLC
Add New Third Party User Show 25 ✓ entries		Third Party Users	Search:
APPROVED No	mail  Third Party Yes Warren	First Name Last N Edmunds	lame Active
Showing 1 to 1 of 1 entries Toggle Column Ad - ID - Status - No Email - Third Party - First Name - Last Nam	re - Roles - Active - Created At - Created By		Active Previous 1 Next
1920 * 1080		TIP.AE	NORTHPORT DATA

Figure 8

You can view, edit or deactivate the details of your third-party user by clicking any of the button. (Refer figure 9)

حیا کم HAYAKUM My Visits	Profile Expiring Documents Guidelines			Logged User : Matthew Paul - Energy :
	Profile Expiring Documents Guidelines any Users Third Party Visitors			
	rate Third Party User Add New Third Party User	Third Party Users		
Show 25 v entries Status APPROVED	No Ernal Third Party First Name No Yes Warren	Last Name Edmunds	Active	Search: Active
APPROVED	NO TES WOLTER	Edmunos	Active	
Showing 1 to 1 of 1 entries Todale Column All - ID - Status - No Email - Th	hird Party - First Name - Last Name - Roles - Active - Created At - Created By			Previous
Lagend				
Lagund		TPAE		Viji Nortsvoj

Figure 9





Note: All documents that saved from the company of Third-party user will be visible by the requester or Administrator as shown in figure 10.

			Thursday 15	ay 05 August 2021 5 : 56 : 35			OPTIONS
			Use	ser Details			8
SECTON: User Details Email worren edmunds@mytestview.c First Name * Worren Mobie Nummer * erst = 54.43 3246 DOB * 0.2-Mar-1990	Lost Nome * Edmunds Resident Type * Resident Place Or Birth * Frankfurt	Gender* Mole Nationality* Germany *Add Centriticate	>	Passport Putali: Passport * Vere Passport * Vere Passport * Vere Passport * Vere Passport * Vere Second Pass Emoletic Potalis: Emoletic Potalis: Visa Detalis: Visa Detalis: Vi	Isture Place *           Duboi           Expiry Date *           04-Apr-2025           *           Expiry Date *           15-Jul-2022           Nor           Expiry Date *           15-Jul-2022	Profe Picture Upload * Upload	
1220 * 1000			т	TIP.AE			Net Northfort Data

Figure 10

### 2.2 User's name is not listed

From Users tab in the menu. Click "Add New Third Party User" as shown in figure 11.

	15 : 48 : 57	OPTIONS
<b>сц2</b> Науаким		Logged User : Motthew Poul - Energy Stor LLC
My Visits Visitors Profile Expiring Documents New Registrations Company Users Third Party Visitors	Guidelines	
Add New Third Party User	Third Party Users	Deer Northe
Status No Email 👌 Third	Party First Name Last Name Lost Name No data available in table	Active 👲
		No.
Showing 0 to 0 of 0 entries Toggle Column All - ID - Status - No Email - Third Party - First Name - Last Name - Roles - Act	two - Created At - Created By	Active Previous Next
Legend		
1920 * 1000	TIP.AE	

Figure 11



If the person's name is not available in list you can now click "Add New User" as shown in figure 12.

		Thursday 05 August 2021 15 : 58 : 24		OPTIONS
HAYAK	or Profile Expiring Documents Guidelines Compony Users Third Party Visitors		Legget User : Motthew Po	ul - Energy Star LLC
Add New Third Party User		Third Party Users		Show Inactive
Sha Search Usa Search Bod	Add New Use			•
Tog Email *	First Nome * Rose Ann	Last Name *	Possport/Emirotes ID Number *	
Show 25 v ent	s	e Dompony DEmail	Search:	
		No data available in table		_
Showing 0 to 0 of Toggle Column All	J.C.J.C.J.C. noties D Status - No Email - Third Porty - Type - Company - Email - First Name - Last Name - Ref	JC JC	DI IL IL Previo	ous Next
Legend				
1920 * 1080		TIP.AE	Nu	NORTHPORT DATA

Figure 12

Continue the registration by filling all other mandatory fields in adding new third party user.

All other required information under each mandatory field (symbolized by red asterisk \*) refer figure 13

		Add	l New	User ( 0% )			
		Saved Fields Progress					
Cancel Save & Close	Save	Changed Fields Progress					
SECTION : User Details				Passport Details: Passport * Choose File *		Profile Picture	
	Do Email			Passport Number *	Issue Place *	Upload * Uplood *	
First Name *	Last Name *	Gender *					
		Select	~	Issue Date *	Expiry Date *		
Mobile Number *	Residency Type *	Nationality *					
+971 * 50 123 4567	Select	✓ Select	~				
DOB *	Place Of Birth *						
		+ Add Certificate					
L							

Figure 13





Click Upload to upload the photo of your new user. (Refer figure 13)

'+' button used to zoom in the uploaded image and '-'button used to zoom out the image. Once finalize the size of image click "Save". (Refer figure 14)



Figure 14

Click on "Choose file" button to upload the required documents such as Passport Copy Emirates ID/ National ID Copy and Visa Copy. (Refer figure 15)

Note: Press SAVE button to see the save fields Progress

		Add New Us	ser(90.44%)				
		Saved Fields Progress			90.44 %		
Cancel Save & Close Save	Submit	Changed Fields Progress	-		100.00 %		
SECTION : User Details			Passport Details:	1			
Email * *	0		Passport * View*		Profile Picture		
chloe.daniel@mytestview.com	No Email		Passport Number *	Issue Place *	Upload * Upload * Edit Image	3	
First Name *	Last Name *	Gender *	P102U352	Dubai	continioge		
Clhloe	Edmunds	Female 👻	Issue Date *	Expiry Date *			
Mobile Number *	Residency Type *	Nationality *	08-Aug-2012	08-Aug-2022			
+971 * 54338258	Resident	United Kingdom of Great Brit	Emirates Details:				
DOB *	Place Of Birth *		Emirates Document * Vi				
20-Dec-1990	UK	+ Add Certificate					
			Emirates Id * 784199035128462	Expiry Date *			
			101177033120102				
			Visa Details:	_			
			Visa/Expat Party * View				
			UID Number *	Expiry Date *			
			3251486524				

Figure 15



After clicking on "choose file" button you may now upload the documents that are required to each field and click Save. (Refer in figure 16)



Figure 16

Once the New third-party User's details are completed or 100% the Submit button will be activated as shown in figure 17.

Press submits, the new third-party user will receive an email confirmation and password link for verification.

		1002003/1	1 November 2023 - 45 - 08					OP
								8
		Edit Use	r ( 100% )					
		Soved Fields Progress			10	0%		
Cancel Save & Close Save Submit 🥣		Changed Fields Progress	_		10	0%		-
Conceil Solve & Close Solve Submit	•							_
SECTION : User Datals			Passport Details: Passport 1 View		Profile Pi	cture		
elivia.noah@mytestview.com	lo Email		_			• Uplead • (Max Size:		
			(Max Size: IMB, JPG, JPEG, PNG, PDF)		IMB, JF	G, JPEG, PNG)	-5-1	
	ast Name *	Gender *	Possport Number *	Issue Place *				
Olivia	Noah	Female ¥	L842796	Dubai				
Mobile Number* Re	tesidency Type *	Nationality *	Issue Date *	Expiry Date 1			and the second se	
+971 * 54 443 8275	Resident ~	United Arab Emirates 🗸	12-May-2019	12-May-202	4			
DOB * PI	Nace Of Birth *							
14-Jul-1978	United States	+ Add Certificate	Emirates Details:					
		(Max Star: 1MB, JPG, JPEG, PNG, PDF)	Emirates Document * View*					
			(Max Size: 1MB, JPG, JPEG, PNG,	PDF)				
			Emirates Id *		Expiry Date *			
			784198587153246		12-May-2024			
			Visa Details:					
			Visa Expat Party * Way *					
			(Max Size: 1MB, JPG, JPEG, PNG,	PDF				
			UID Number *		Expiry Date *			
			784198587153246		12-May-2024			
			PAE					NORTHPORT

Figure 17



An Email notification will be sent to the registered Email Address of the New third-party user. Click the link for updating password. (refer figure 18)

From no-reply@ccessec.net @		49 Reply 🏓 Forward 🔯 Archive 🖏 Junk 🛱 Delete More 🌱 😭
To olivia.nosh@mytestview.com 🕄		
Subject Hayakum: New Account Information		
	Hayakum Account Process - Set Password	
	Dear Olivia Nosh,	
	Your Hayakum Account has been created.	
	Please use below link to verify and set your account password. After you set you password, you will be directed to the log in page where you can enter your email and password to access your account privileges.	
	Verify and set Password	
	Thanks Hayakum Administration	
	Hayakum Administration	
	Figure 18	

After clicking the link, create own password and click Update. (refer figure 19)

	Tucoday 21 November 2023 12: 47: 35	
		TAWAZUN INDUSTRIAL PARK
<mark>حیاکم</mark> HAYAKUM		مـجـمـع تـــــوازن الـــــناعــي
		شركة تابعة لتوازن القابخة A Tawazun Holding Company
Set new password		
New Password 1		
Contirm Password 1		
Update		
TIPAE - Version4.0.0	TIFAE	NORTHPORT DATA

Figure 19





Once done creating the password, pop-up message will appear and will direct your user in the Login page. The New third-party user may Login to his/her account.

Once your New third-party user is done updating his/her password, the new registered thirdparty users name will be shown in the third-party users list as shown in the figure 20.

		12 - 13 - 17	OPTIONS CONTRACTOR OF CONTRACTOR
	giring Documents Guidalities Workflow		Logged User 1 Kevin SE I HORTHART DATA SOLUTIONS
Add New Third Party User Show 25 v entries		Third Party Users	Secret:
APPROVED	No Email & Third Party &	First Name Last Name Noch	Active Active
APPROVED	NO TES OINIG	Noon	Active
Showing I to I of I entries			Previous 1 Next
Toggle Column All - ID - Status - No Email - Third Party - First Name -	Last Name - Roles - Active - Created At - Created By		
ligud			
2500 * 1440		TIPAE	NORTHPORT DATA
		Figure 20	

Note: If the New third-party users will not update his/her password, his/her name will not be able to be seen from the list of third-party users and not able to create a visit request under Administrator page.





## 3. Adding third-party user without email

From Users tab in the menu. Click "Add New Third Party User" as shown in figure 21.

	15 : 48 : 57	OPTIONS
حیاکم HAYAKÜM		Lagged User : Matthew Paul - Energy Star LLC
My Visits Visitors Profile Expiring Documents New Registrations Company Users Third Party Visitors	Guidelines	
Add New Third Party User	Third Party Users	Deve hashe
Status No Emoli 🛓 Third Part	First Nome     Lost Nome     Lost Nome     Lost Nome     No data available in table	2 Active 2
		Active
Showing 0 to 0 of 0 entries Toggle Column All - ID - Status - No Email - Third Party - First Name - Last Name - Boles - Active -		Previous Next
Legend		
1920 ° 1080	TIPAE	

Figure 21

Administrator can search using First Name, Last Name or Document Number then click Search.

If the person's name is not available in list you can now click "Add New User" as shown in figure 22.

		Tuesday 21 November 2023 12 10 15	OPTIONS .
	AVALUM Vite Park Control Cont		Lagged Vaer - New Set - NORTHERE GAMA SOLUTIONS
Add New Th Show 25 V	et Parig Usar Intrim	Third Party Users	C Markador Sagrah
Shos	arch User		0
	Martin Bart Addition Unit - Footbarns *	Last Norse *	Peopert Brindes & Number *
	ID Stotus · No Emot C Third Party ( Type	Company 6 Email No data available in table	Berne Last Name Biles 3
	Le J. L.	I. I.	Pressue Next
Legend			
2588 * 1443		TIPAE	NORTHPORT DATA

Figure 22





Click "No Email' box and continue the registration by filling all other mandatory fields in adding new third party user.

All other required information under each mandatory field (symbolized by red asterisk \*) (refer figure 23)

	Tucisday 21 I 12	lovombol 2023 70 40			OPTIONS
					8
	Add New U	lser(0%)			
	Soved Fields Progress				
Canoel Save & Close Save	Changed Fields Progress	6.67%			- 8
Creation     Dest       Perform     Dest       Perform     Dest       Perform     Dest       Perform     Dest	Gender*	Passport Datals: Possport Choose File 1 (Mox Size: IMB, JPG, JPEG, PNG, PDF)		The Pictaine <b>Valuest</b> (Mox Size, CJPG, JPEG, PNG)	
	Select *	Possport Number *	Issue Place *		
Shar Top: Mobile Number * Residency Type *	Nationality *	Issue Date *	Expiry Date *		-
•971 • 50 123 4567 Select •	Select ~				
DOB * Place O/ Birth *	+ Add Certificate				
	(Max Size: IMB, JPG, JPEG, PNG, PDF)				
					- 8
2550 * 1440	TIP.	AE			HPORT DATA

Figure 23

Click Upload to upload the photo of your new user. (Refer figure 23)

'+' button used to zoom in the uploaded image and '-'button used to zoom out the image. Once finalize the size of image click "Save". (Refer figure 24)

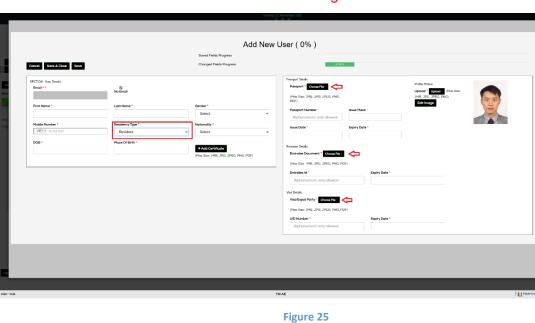








Choose "Residency Type" to see the required documents. Click on "Choose file" button to upload the required documents such as Passport Copy Emirates ID/ National ID Copy and Visa Copy. (Refer figure 25)



Note: Press SAVE button to see the save fields Progress



After clicking on "choose file" button you may now upload the documents that required to each field and click Save. (refer in figure 26)

|--|

Figure 26





Once the New third-party User's details are completed or 100% the Submit button will be activated as shown in figure 27.

		TREADY	9 21 November 2023 15 - 43 - 46				
		Edit Us	er(100%)				
		Soved Fields Progress			200 N		
Cancel Save & Close Save Sub	mt 🔶	Changed Fields Progress			100.00 %		
SECTION : User Details Email **	5) No Email		Passport Details: Passport * View (Mox Size: 1MB, JPG, JPEG, PNG,		Profile Picture Upload <sup>1</sup> Upload (Max Size: IMB, JPG, JPEG, PNG)		
First Name *	Last Name *	Gender *	PDF) Passport Number*	Issue Place *			
Mobile Number *	Residency Type *	Nationality*	P10R2563	United Arab Emirates			
-971 × 54 447 8236	Resident	<ul> <li>United Arab Emirates</li> </ul>	20-Aug-2013	20-Aug-2024			
DOB * 21-Oct-1988	Place Of Birth * United State	Add Certificate (Max Size: 1MB, JPG, JPEG, PNG, PDF)	Entrates Details. Eminates Document * View (Max Size: 1MB, JPG, JPEG, PNG, PG	DF)			
			Emirates Id *	Expiry Date *			
			784190733248905 Vax Details VisorExpot Porty * Mex. (Hex Size: 1MB, JPG, JPEG, ING, IP	28-Nov-2024			
			UD Number*	Expiry Date *			
			3254268896	28-Nov-2024			
							1
10			TIP.AE			Nide	ORTHPORT DATA



The Administrator will submit, the new third-party user will be approved by default when Admin submit profile. (Refer in figure 28).

interprete   This data wind wind wind wind wind wind wind wind					15 : 57 : 58		OPTIONS
the first start with the first start wit		e Expiring Documents	Guidelines	Workflow		Log	ged User : Kevin Gill - NORTHPRT DATA SOLUTIONS
Name     Name     Name     Name     Advance       Name     Image     Image     Image     Image     Image	Detail Edit Third Party User Deactivate Third Show 25 v entries	d Party User Add New Third Party User	-				
	APPROVED APPROVED	No Emo	oil Third Pc Yes	nty o Olivia	First Name Last Name Nooh Mathema		Active
get Galeren Al-10- Statue - No Erned Frage - Frage - Autor - Active - Oceanol (IV		100	Tes		)[		
	Showing 1 to 2 of 2 entries						Previous 1 Next
148 TPAE Normeon Data	Legend						
140 TPAE Normony Dax							
	2560 * 1440				TIPAE		NORTHPORT DATA

Figure 28