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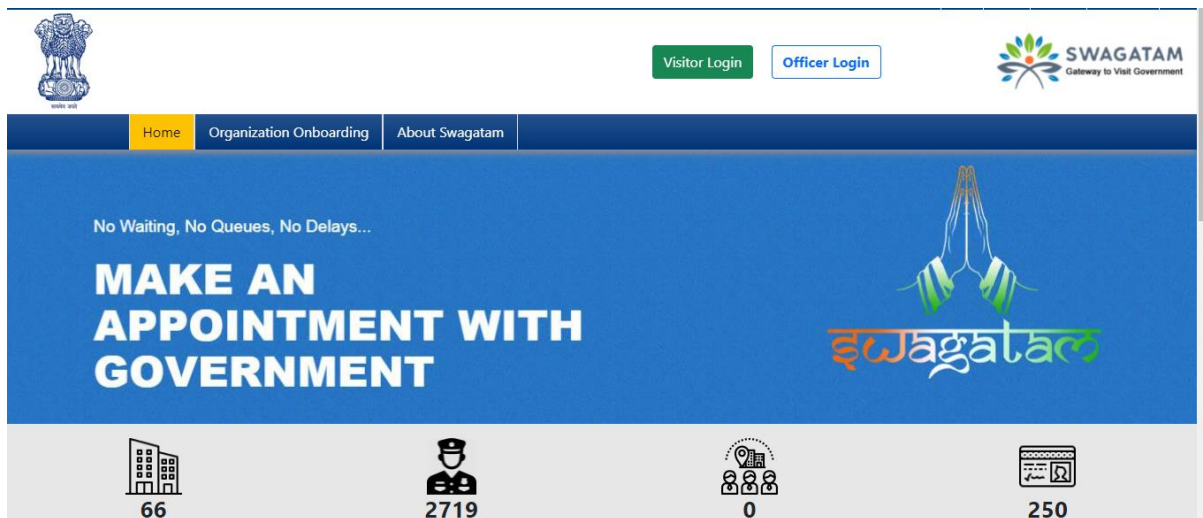
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[How to Search Visitor and Mark IN/Out with Mobile No](#)

## How To Login as Gate Management User:

Open the Swagatam application in internet browser using URL:

<https://swagatam.gov.in/NEW/public/Index.aspx>



1. Click on **Officer Login** link button, below screen will be opened. There are two options to login as Gate Management User.

- Mobile with OTP

Enter registered mobile number and click on Generate OTP button.

**Officer Login**

Mobile Number
  User Id

Enter OTP received through SMS over registered mobile number.

If OTP is not received then click on Re-Send OTP button to regenerate the OTP.

Click on Verify Button to login

- Email ID with Password

Enter registered email ID and password and click on **Login** button.

**Officer Login**

Mobile Number
  User Id

[Forgot Password](#)

### How To Mark Visitor IN with QR Code Scanning:

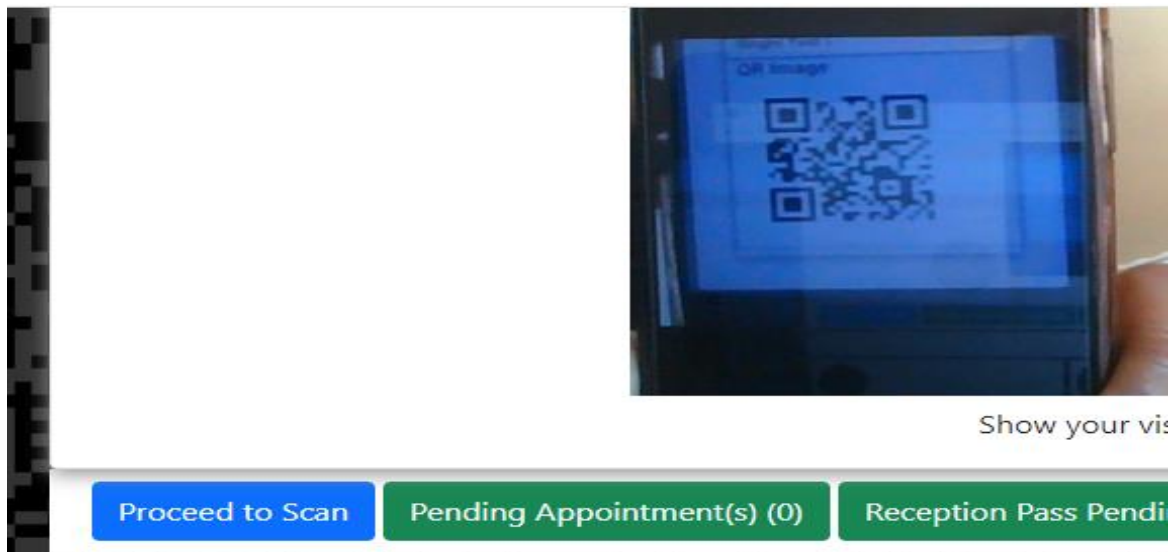
1. After logged in, click on **Proceed to Scan** Option as given in below screen.

**Important Instructions for Visitor's Movement Recording**

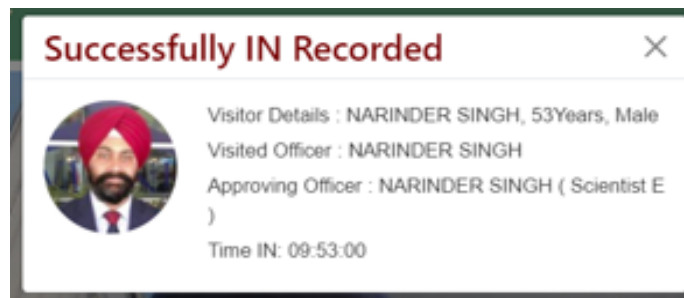
1. Visitor's entry/out time can be recorded using this functionality or Swagatam App can be used.
2. Visitor's pass consist of high security QRcode, Scanning this QRcode will determining the authenticity of pass as well as movement time will be recorded.
3. Passes can be scanned one by one in case of multiple passes is to be scanned.
4. Please set your webcam at specific place so that pass QRcode can be scanned easily.
5. All visit passes should be scanned on every exit/entry of the visitor.
6. First time, entry time automatically recorded when visitor pass issued at reception.
7. QRcode area of the pass should not be bend/distorted.

Show QR code to the camera, it will read the QR code and mark the entry IN.

2. Visitor Passes have to be scanned on every Entry/Exit of the visitor.



After successful scanning of QR code, the message will be displayed like given below regarding marking of visitor IN.



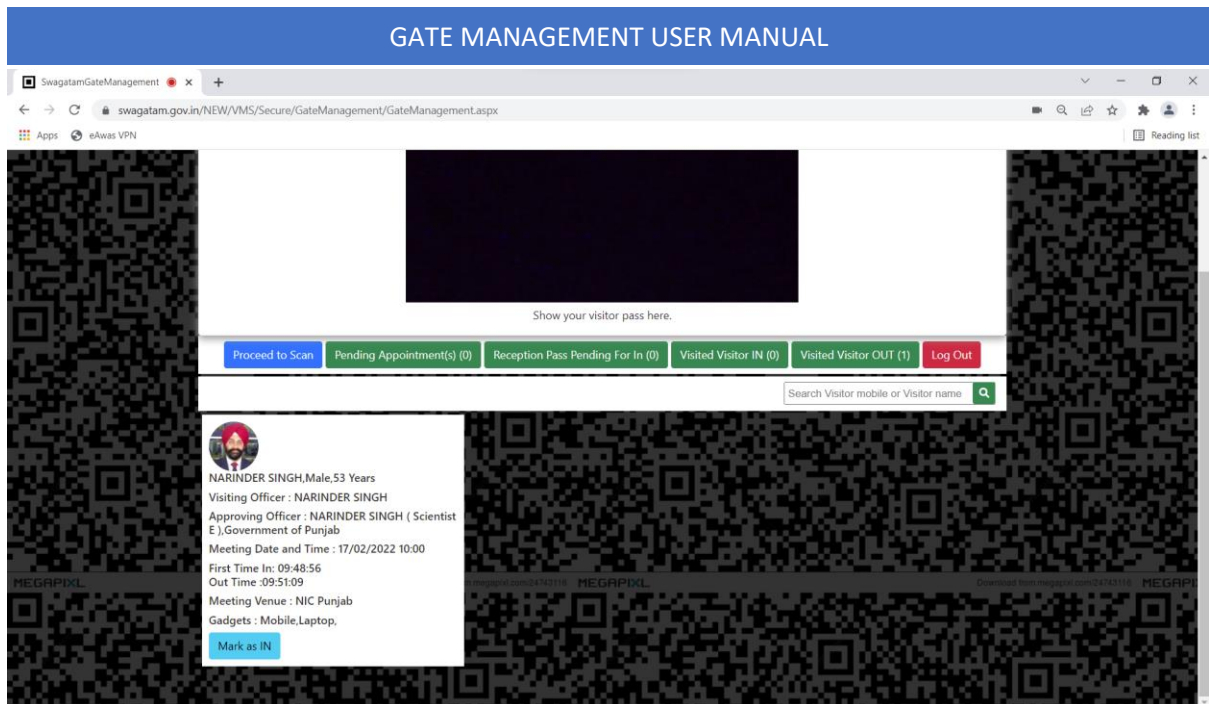
## How to Manually Mark Visitor IN

### Important Instructions for Visitor's Movement Recording

1. Visitor's entry/out time can be recorded using this functionality or Swagatam App can be used.
2. Visitor's pass consist of high security QRcode, Scanning this QRcode will determining the authenticity of pass as well as movement time will be recorded.
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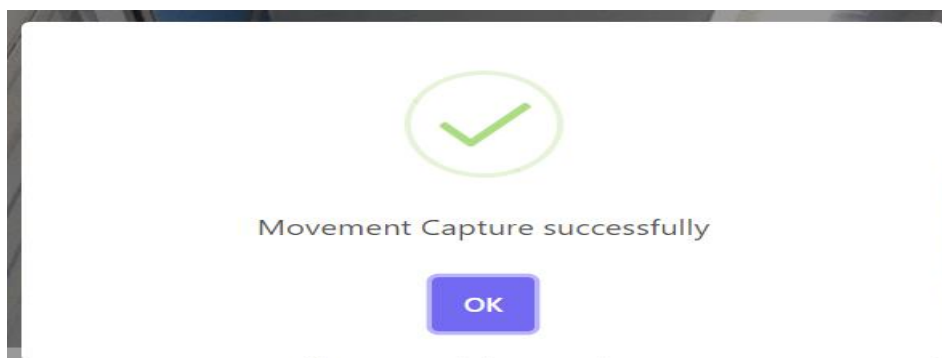
Proceed to Scan
Pending Appointment(s) (3)
Reception Pass Pending For In (0)
Visited Visitor IN (0)
Visited Visitor OUT (0)
Log Out

Click on Pending Appointment(s) button, visitor list be shown as given below:



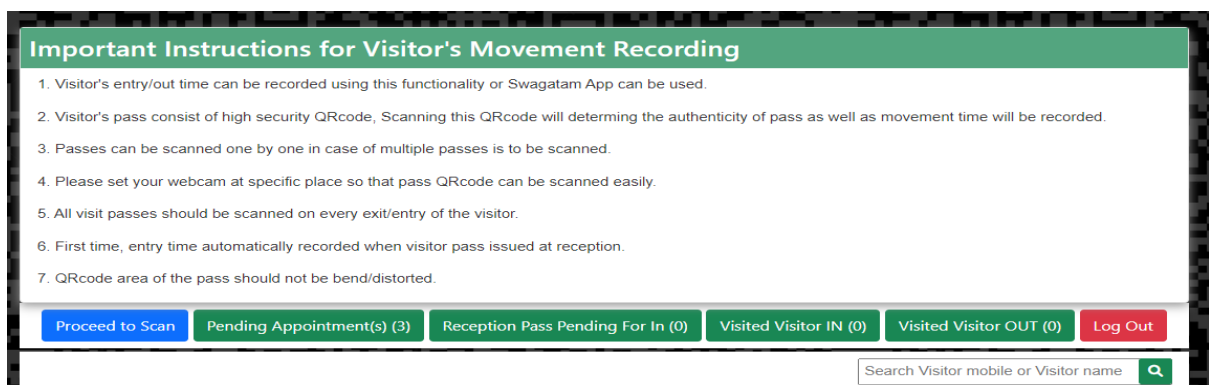
Click on Mark as IN button to mark the visitor IN.

The below message will be displayed after successfully marking in:

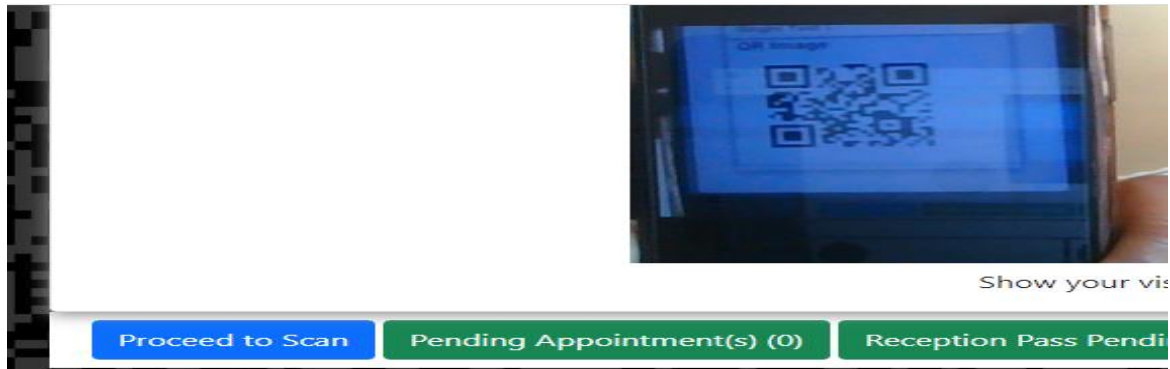


## How To Mark Visitor Out with QR Code Scanning

1. After logged in, click on **Proceed to Scan** Option as given in below screen.



2. Show entry pass QR code to the Camera, it will read QR code

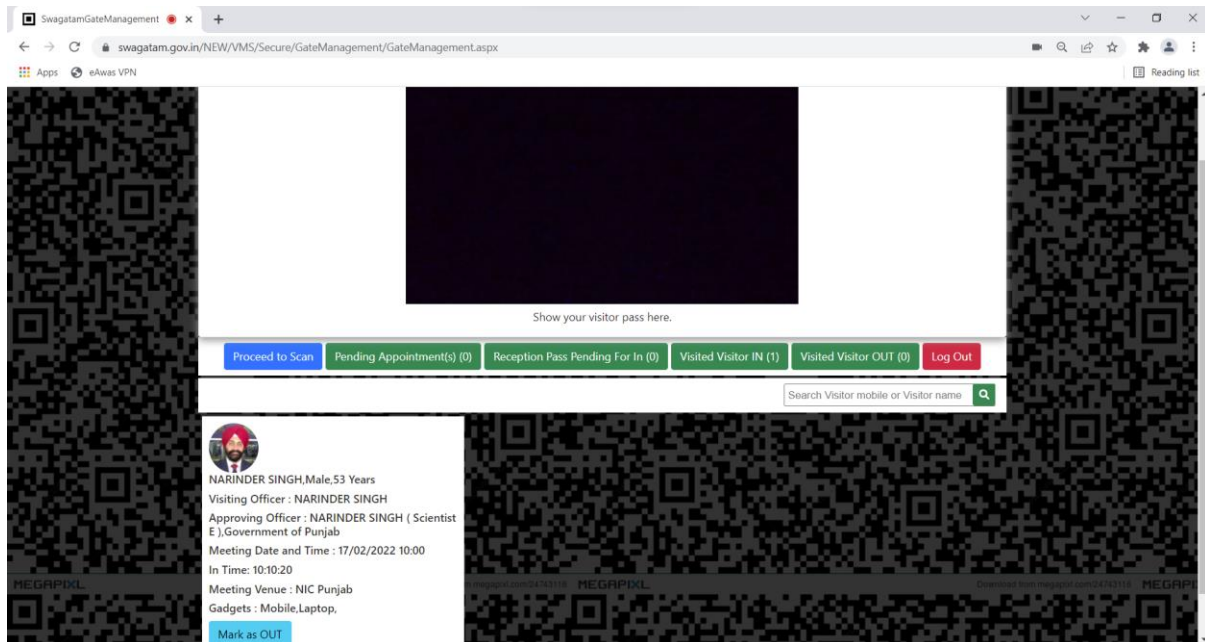


2. After successfully reading QR code, it will mark the visitor OUT and will show message like given below

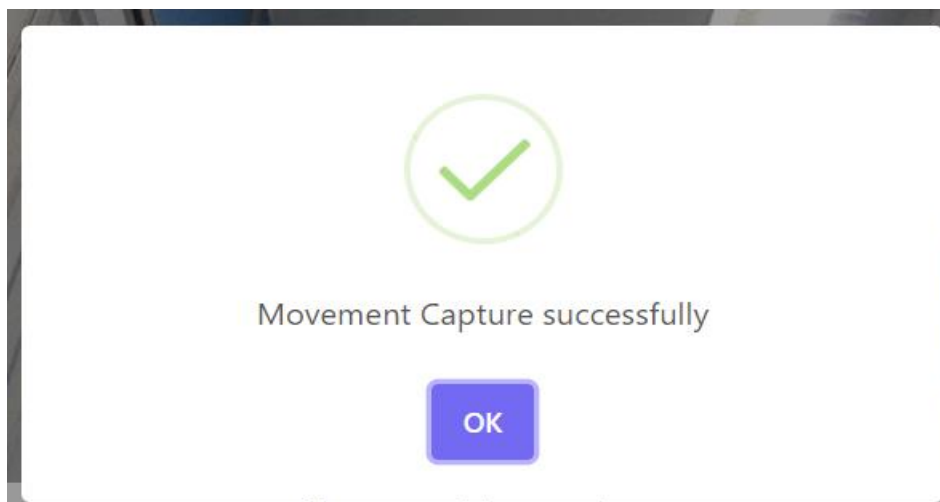


## How to Manually Mark Visitor OUT:

Click on Visited Visitor IN, today's list of visitors will be shown as given below

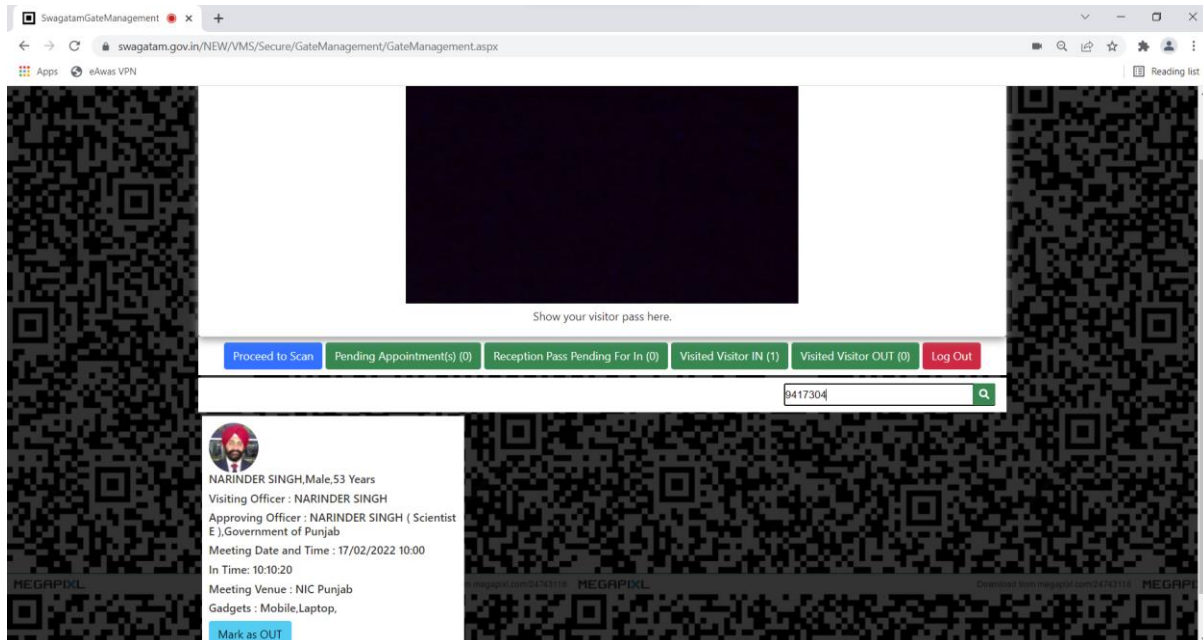


Click on Mark as OUT button to mark the visitor out, the below message will be displayed after successfully marking visitor out.



## How to Search Visitor and Mark IN/Out with Mobile No

1. After logged in, Enter Visitor 10 digits mobile number as given in below screen.
2. Click on **Search** Button.



The record will be shown as given above, click on Mark as OUT button to mark the visitor OUT.

The below message will be displayed after successfully marking the visitor out.

