



# User Manual

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सत्यमेव जयते

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## How to Apply for Visit

Open Swagatam application in any browser using URL [www.swagatam.gov.in](http://www.swagatam.gov.in)  
Below Landing page of Swagatam will display. Click on Visit Registration.

Click on Registration link

Fill in the visitor's detail and click on **Next** button

Duplicate mobile won't be register

Password must be of 8 characters with one lower case, one upper case and one special character.

[Home](#) -> Registration

Name

Gender

Mobile No

eMail-ID

Set Password

Confirm Password

of6iyg

Type the characters you see in this  
Picture

Next

## Visitors Login

1. Open the Swagatam application in any browser using URL swagatam.gov.in:
2. On Top, Click on **Visit registration** link Login screen opens, there are two ways visitors can login 1. Mobile with OTP
3. Email with Password
4. Enter registered mobile number.
5. Click on **Generate OTP** button.

### Login

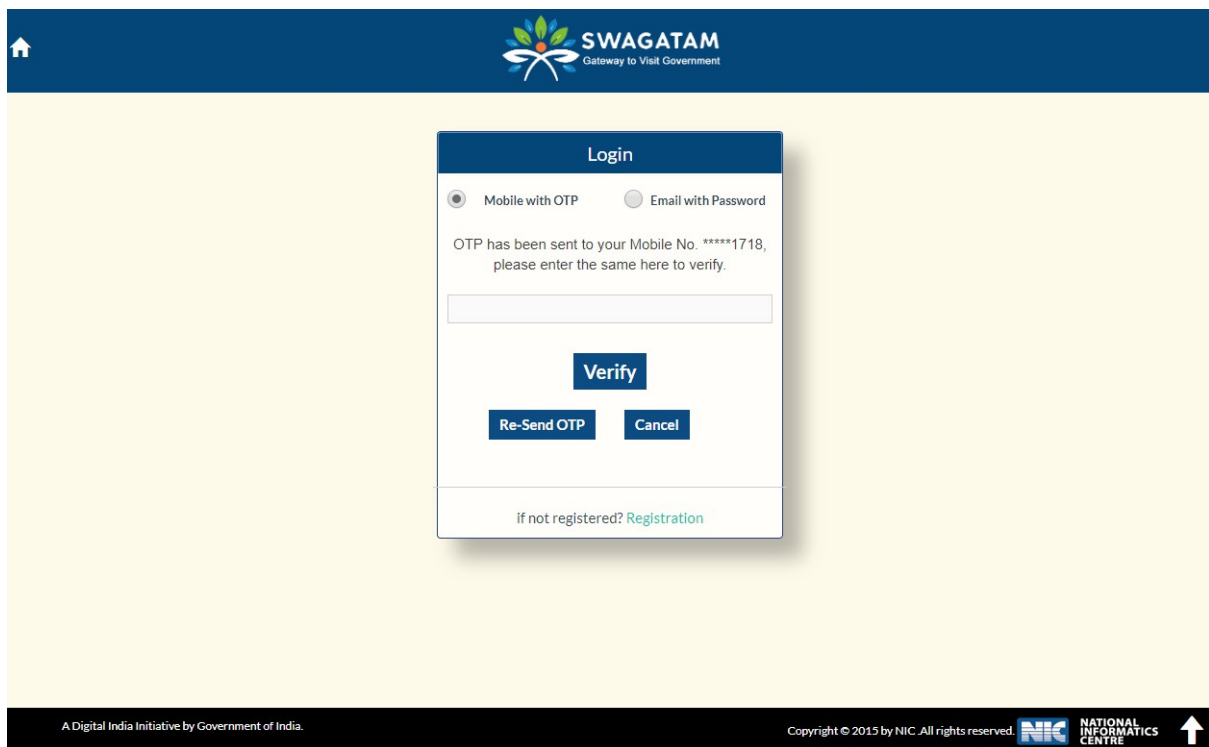
Mobile with OTP       Email with Password

Enter your Mobile Number

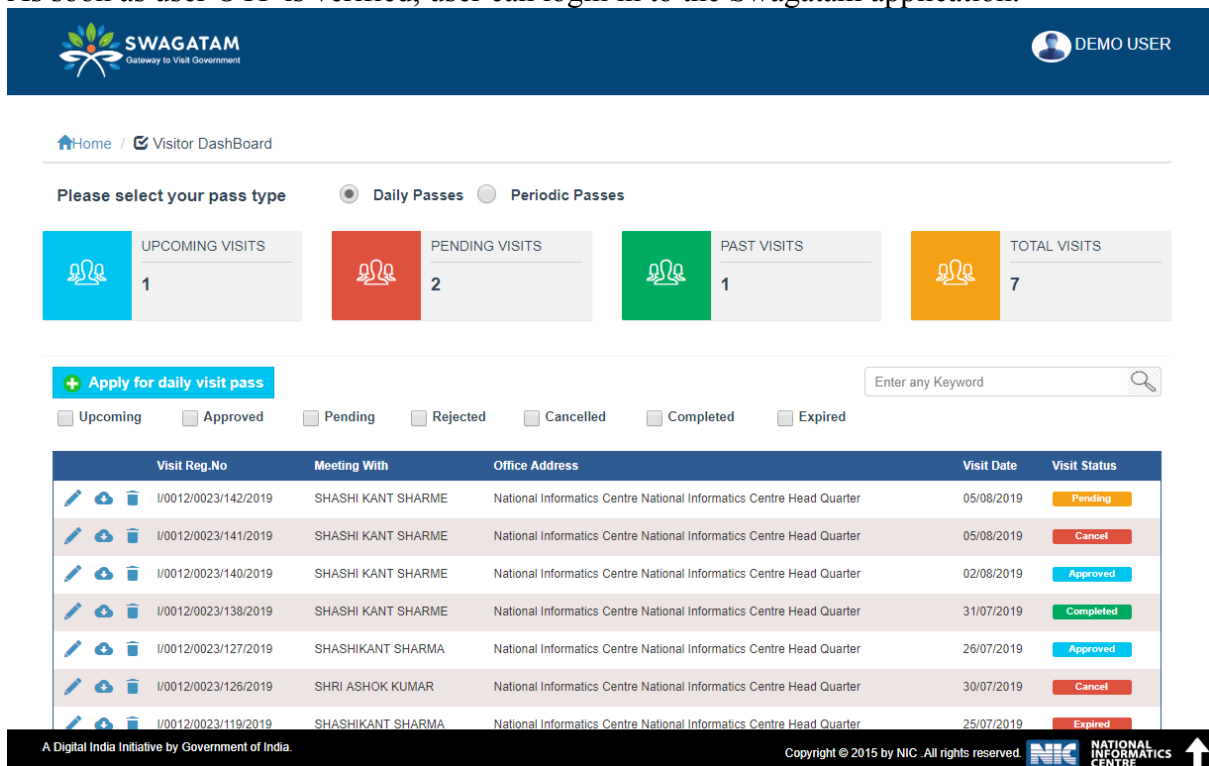
**Generate OTP**

if not registered? [Registration](#)

OTP verification screen open, and user receives one-time password on their registered number  
 Enter the OTP and click on **Verify** button

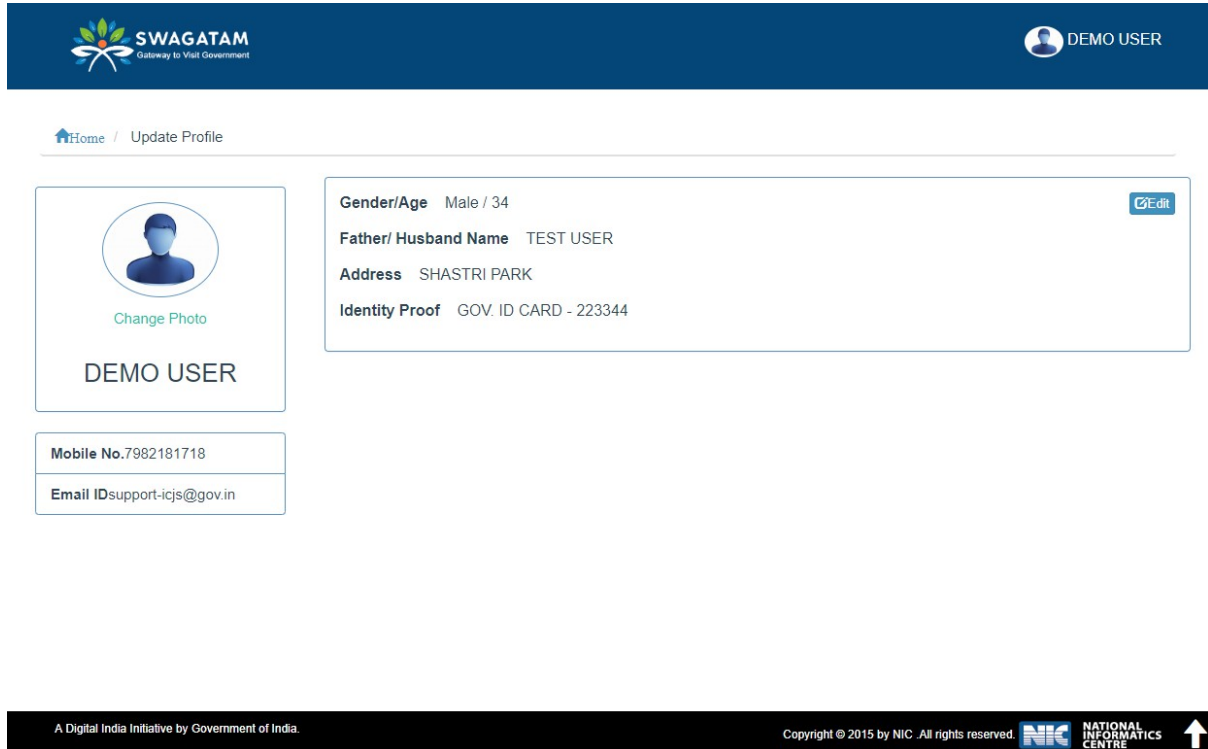


As soon as user OTP is verified, user can login in to the Swagatam application.



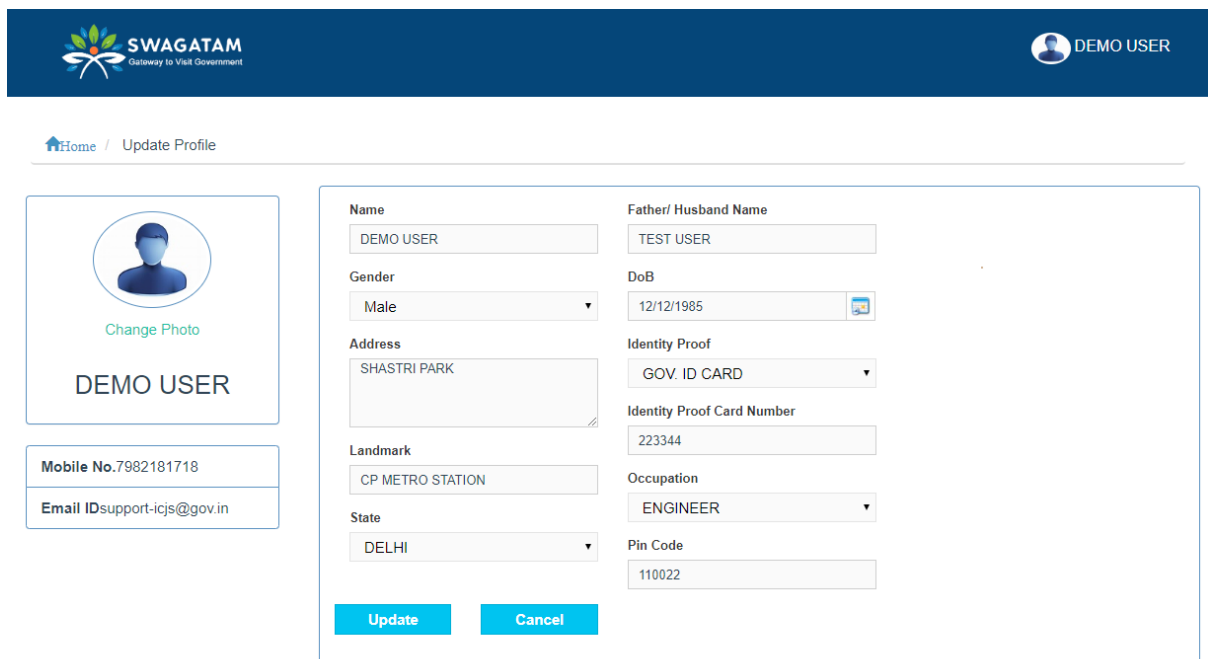
## How Visitors can view and update own Profile.

1. After logged in, click on profile pic or user name then click on Update Profile button.
2. To update the Profile, click on Edit button



The screenshot shows the SWAGATAM user profile page. The header includes the SWAGATAM logo and the user name 'DEMO USER'. The breadcrumb trail is 'Home / Update Profile'. The profile card displays a placeholder photo, the name 'DEMO USER', and a 'Change Photo' link. Below the profile card are fields for 'Mobile No. 7982181718' and 'Email ID support-icjs@gov.in'. To the right, a summary box shows: 'Gender/Age Male / 34' with an 'Edit' button, 'Father/ Husband Name TEST USER', 'Address SHASTRI PARK', and 'Identity Proof GOV. ID CARD - 223344'. The footer contains the text 'A Digital India Initiative by Government of India', copyright information, and logos for NIC and the National Informatics Centre.

1. Here visitor can modify the personal details.



The screenshot shows the SWAGATAM user profile page with the 'Update Profile' form open. The header and breadcrumb trail are the same as in the previous screenshot. The profile card and contact information remain unchanged. The update form contains the following fields: 'Name' (DEMO USER), 'Father/ Husband Name' (TEST USER), 'Gender' (Male), 'DoB' (12/12/1985), 'Address' (SHASTRI PARK), 'Identity Proof' (GOV. ID CARD), 'Identity Proof Card Number' (223344), 'Landmark' (CP METRO STATION), 'Occupation' (ENGINEER), 'State' (DELHI), and 'Pin Code' (110022). At the bottom of the form are 'Update' and 'Cancel' buttons.

2. Click on Choose File to select the picture.
3. Click on Upload button to upload the photo.

[Home](#) / [Update Profile](#)



[Change Photo](#)

DEMO USER

Mobile No.7982181718

Email IDsupport-icjs@gov.in

Please Upload Your Photo.

No file chosen





## How to apply for daily visit pass:

1. On home page, click on Apply for Daily Visit Pass button

The screenshot displays the SWAGATAM visitor dashboard. At the top, there is a navigation bar with the SWAGATAM logo and a user profile labeled 'DEMO USER'. Below the navigation bar, the breadcrumb trail shows 'Home / Visitor DashBoard'. The main content area features a section for selecting pass types, with 'Daily Passes' selected. Below this, four summary cards show visit counts: 'UPCOMING VISITS' (1), 'PENDING VISITS' (2), 'PAST VISITS' (1), and 'TOTAL VISITS' (7). A prominent blue button labeled '+ Apply for daily visit pass' is visible. Below the button, there are filter checkboxes for 'Upcoming', 'Approved', 'Pending', 'Rejected', 'Cancelled', 'Completed', and 'Expired'. A search bar with the placeholder 'Enter any Keyword' is also present. The main part of the dashboard is a table listing individual visits with columns for 'Visit Reg.No', 'Meeting With', 'Office Address', 'Visit Date', and 'Visit Status'. The table contains seven rows of data with various visit statuses like 'Pending', 'Cancel', 'Approved', and 'Expired'. At the bottom of the page, there is a footer with the text 'A Digital India Initiative by Government of India.', 'Copyright © 2015 by NIC. All rights reserved.', and the logo of the National Informatics Centre.

SWAGATAM  
Gateway to Visit Government

DEMO USER

Home / Visitor DashBoard

Please select your pass type  Daily Passes  Periodic Passes

UPCOMING VISITS: 1

PENDING VISITS: 2

PAST VISITS: 1

TOTAL VISITS: 7

+ Apply for daily visit pass

Enter any Keyword

Upcoming  Approved  Pending  Rejected  Cancelled  Completed  Expired

| Visit Reg.No         | Meeting With       | Office Address   | Visit Date | Visit Status |
|----------------------|--------------------|--|------------|--------------|
| I/0012/0023/142/2019 | SHASHI KANT SHARME | National Informatics Centre National Informatics Centre Head Quarter | 05/08/2019 | Pending      |
| I/0012/0023/141/2019 | SHASHI KANT SHARME | National Informatics Centre National Informatics Centre Head Quarter | 05/08/2019 | Cancel       |
| I/0012/0023/140/2019 | SHASHI KANT SHARME | National Informatics Centre National Informatics Centre Head Quarter | 02/08/2019 | Approved     |
| I/0012/0023/138/2019 | SHASHI KANT SHARME | National Informatics Centre National Informatics Centre Head Quarter | 31/07/2019 | Completed    |
| I/0012/0023/127/2019 | SHASHIKANT SHARMA  | National Informatics Centre National Informatics Centre Head Quarter | 26/07/2019 | Approved     |
| I/0012/0023/126/2019 | SHRI ASHOK KUMAR   | National Informatics Centre National Informatics Centre Head Quarter | 30/07/2019 | Cancel       |
| I/0012/0023/119/2019 | SHASHIKANT SHARMA  | National Informatics Centre National Informatics Centre Head Quarter | 25/07/2019 | Expired      |

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2. Fill in the details and submit the form.
3. Specify the meeting date and time.
4. User will also receive an acknowledgement message on his/her registered mobile number.

**\* Authority/Officer**

**\* Visiting Officer Name**

**Visit Date**   **Preferred Time**  Any Time **Hr**  **Min**

**\* Purpose (Max 100 char)**

\*Note-> all fields are mandatory.