Gate Pass Request System

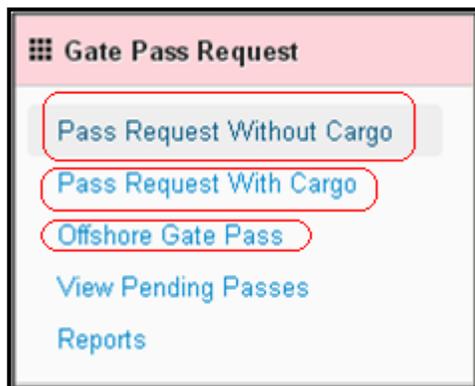Gate Pass Request System allows submitting a request for:

1. Normal Gate Pass Request without cargo
2. Gate Pass Request with cargo
3. Offshore Pass Request.

In View Pending Gate passes, user can view/print/delete the submitted requests for Gate Pass. In Reports, user can search the request by date OR by request no

New Request:

For submitting New Request, you have to choose the gatepass type:
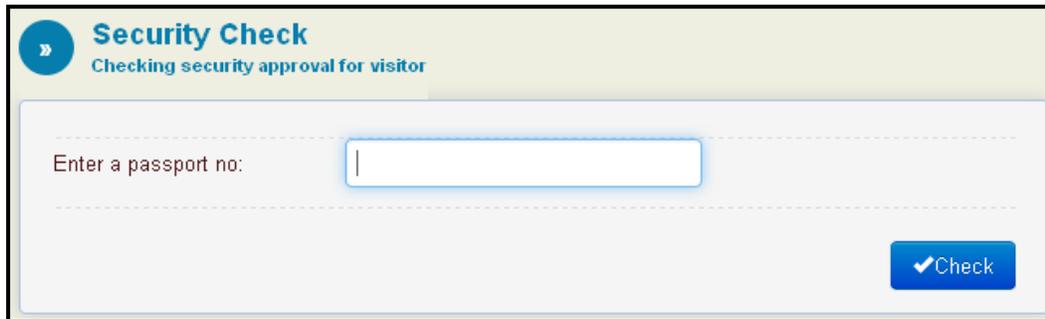1. Without Cargo
2. With Cargo
3. Offshore

Note: Visitors Security Verification:

According to Port Policy, all the persons/visitors who want to enter the Port should have security approval. So before submitting the gate pass request, first check the security approval by entering only the Passport No. of the visitor who wants to enter the Port. System will check if the visitor having the security approval then you can submit his/her gate pass request. Otherwise you can't submit the gate pass request. However you can enter the security approval request for that visitor. OR you can come at gate pass office with passport copy and company letters/documents for security approval.
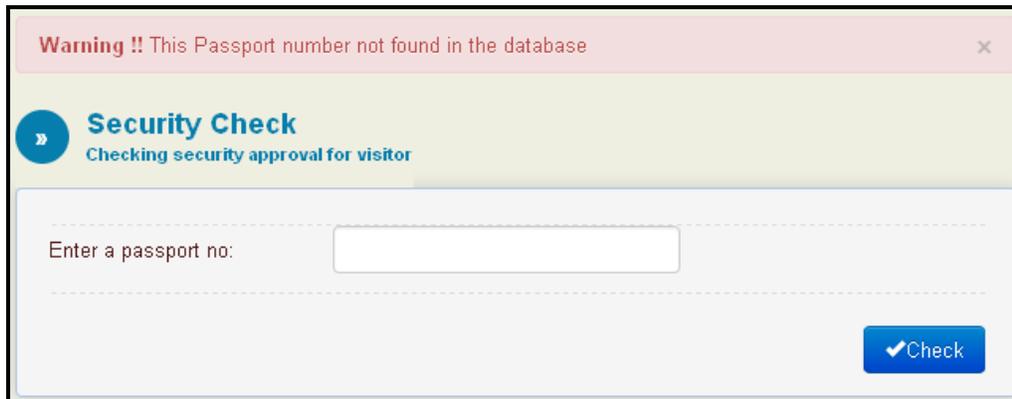
After selecting the gatepass type, users can enter only the Passport no. to check the security approval.

Security Check form

If users entered wrong Passport No. then system will show the relevant error message and will not allow user to enter the gate pass request as follow:

Pass Request Without Cargo Form:

Below is the Pass Request Without Cargo Form that user will see after security verification

Note:
1. Entry purpose should be filled in details.
2. Select the Entry Type either single or multiple. Single means one entry and one exit, and multiple means multiple entry and exit.

- Select the pass type either single pass or group pass. If select group Pass option, the group Pass form should be displayed and users can add maximum 10 persons per request. Users can delete any visitors by clicking on the delete icon.

GROUP PASS

ADD VISITORS IN THIS GROUP PASS

Passport No	Name	Add Row
		Add Row
		🗑
		🗑
		🗑
		🗑

✔ Send Gate Pass Request

Pass Request With Cargo Form:

Below is the Pass Request With Cargo Form that user will see after security verification

Note:

1. Users can add maximum of 3 cargo details records per request.

2. Users can select unit of measurement, specify the cargo quantity and place of delivery

3. Users can delete any cargo details by clicking on the delete icon.

CARGO DETAILS			Add cargo in this Pass. ⊖
Unit of Measurement	**Cargo Quantity**	**Delivered To**	**Add/Delete**
DRUM - DRUM ▼ *	*	*	Add Row
DRUM - DRUM ▼ *	*	*	🗑
DRUM - DRUM ▼ *	*	*	🗑

✔ Send Gate Pass Request

Offshore Pass Request:

Below is the Offshore Pass Request Form that user will see after security verification

Note:

- If the agent is carrying camera to offshore there is an option introduced to enter the camera details

Note:

      1. Users can add maximum of 4 vessel details record per request.

      2.Users can delete any vessel details by clicking on the delete icon.

View Pending Passes:

In the View Pending Passes, users can see the list of pending gate passes sent by the user. Users can view Gate pass request detail by selecting any Req/Group number. User can print the gate pass request by clicking on the print icon or delete the gate pass request by clicking on the delete icon.

Gate Pass Request Detail

Req No	: 2015100467		
Visitor's Name	: IMTIAZ AHMED MUHAMMAD AZAM		
Passport No	: AL1168401		
Company Name	: SANGAPAS TRANSPORT		

For the Gate	MAIN GATE/OFFSHORE	ENTRY / EXIT	ENTRY
Expected Entry Time	14-Nov-2015 09:16 AM	Entry Purpose	HELP AT FEWA WORK IN ENG. DEPT.
Vehicle No		Request Type	PORT
Pass Type	WEEKLY	Entry Type	MULTIPLE
Submit by	jaseer	Submit Time	14-Nov-2015
Gatepass Issued Time		Cargo Allowed	NO
Cargo Type		Status	REQUESTED

Print Delete

Reports

In Reports, user can search requests by date range or by request no.

Request Report:

The search result will display and user can print the report by clicking on Print button.