

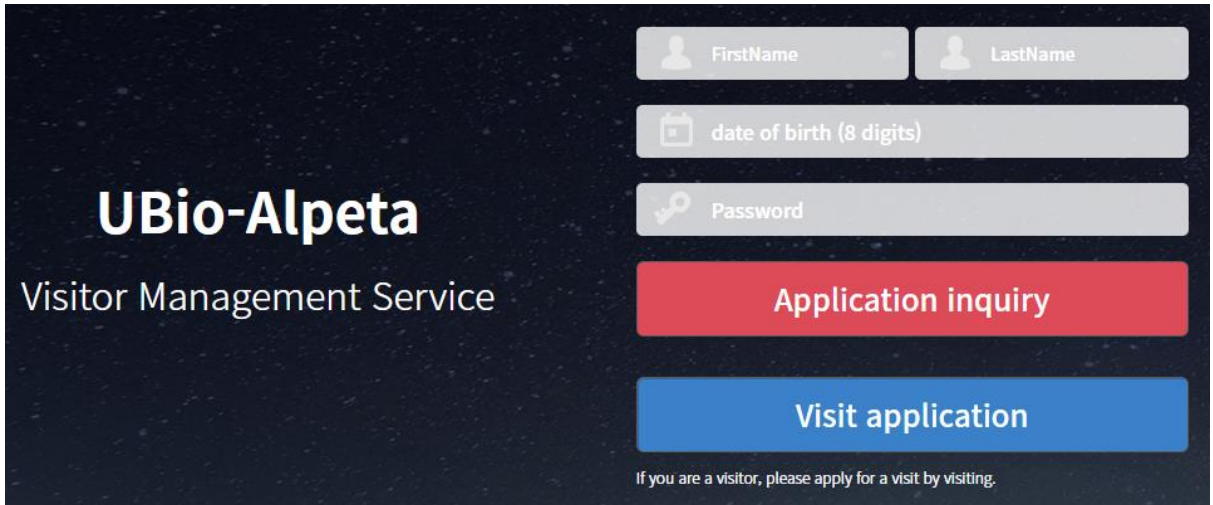
# **UBio-Alpeta**

## **Visit application guide**

**UNION COMMUNITY**

## 1. Visit application (Visitor)

1-1. Log in visit application.



The screenshot shows the login interface for the UBio-Alpeta Visitor Management Service. On the left, the text "UBio-Alpeta" is displayed in a large, bold, white font, with "Visitor Management Service" below it in a smaller white font. On the right, there are four input fields: "FirstName" and "LastName" (each with a person icon), "date of birth (8 digits)" (with a calendar icon), and "Password" (with a key icon). Below these fields are two buttons: a red "Application inquiry" button and a blue "Visit application" button. At the bottom right, there is a small note: "If you are a visitor, please apply for a visit by visiting."




- Access to the service page for visitor management.
- <http://server IP/v1/visitor> (ex: <http://192.168.0.2:9004/v1/visitor>)
- Click [**Visit application**] button. -> Move to the visit application page.
- If there is the visit information that already applied, enter the application information and click [**Application inquiry**] to move the visit information inquiry page.

## 1-2. Visit application


### Visit apply

After requesting a visit, be sure to enter a password to view the processing status.

#### Visit Information


Visitor	<input type="text"/>		Department/Position	<input type="text"/>			
Visit Start	2020-04-06		00:00	Visit End	2020-04-06		23:59
Purpose of visit	<input type="text"/>			Password	<input type="text"/>		


#### Visitor Information

First Name	<input type="text"/>	Day of Birth	<input type="text"/>	
Last Name	<input type="text"/>	Car Number	<input type="text"/>	
Email	<input type="text"/>	<input type="button" value="Enroll"/> <input type="button" value="Delete"/>		
Phone Number	<input type="text"/>			
Company	<input type="text"/>	Photo	<input type="text"/>	

#### Visitor List

<input type="checkbox"/>	Photo	First Name	Last Name	Day of Birth	Phone Number	Company	Email	Car Nu
<div style="border: 1px solid #ccc; height: 40px;"></div>								


- Click  button to search the user to meet the visitor. (From **Alpeta** > [**User**], the added admin)
- In case of a photo, you can proceed without entering it. If you register a photo, you can set the photo as an authentication method in the process of approving and registering visitors later.
- Enter all information up to STEP 2 and click  button to enter the visitor information in the visitor list in STEP 3.

  
**STEP 4**

### Carrying information Add

Type	<input type="text"/>	Serial Number	<input type="text"/>
Item Name	<input type="text"/>	Model Name	<input type="text"/>
In/Out	<input type="text"/>	Purpose	<input type="text"/>

Unit	<input type="text"/>
Count	<input type="text"/>
Description	<input type="text"/>

  
**STEP 5**

### Item List Delete

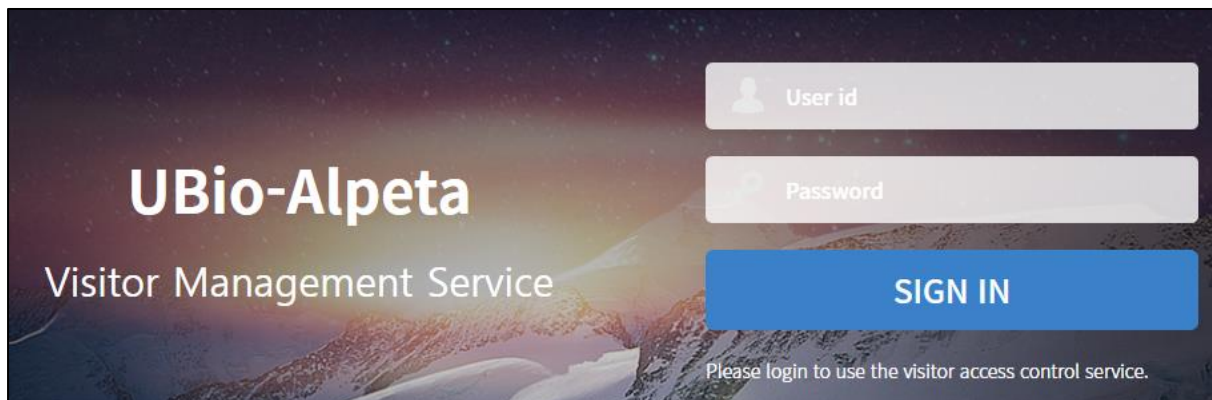
<input type="checkbox"/>	Type	Item Type	Item Name	In/Out	Serial Number	Model Name	Purpose	Unit

Visit apply
Cancel

- Enter the belongings information and click Add button to show the information in the item list.
- If all information is entered by STEP 5, click Visit apply button to complete the visit application.

## 2. Visit application management

2-1. Log in the user to meet the visitor.



- Access to Visitor Management Service page.
- <http://serverIP/v1/visit> (ex : <http://192.168.0.2:9004/v1/visit>)
- When applying the visit, log in with the user that set in Alpeta.


(From **Alpeta** > **[User]** > **[User Info]**, you should set 'Remote Access Password' and 'Allow Remote Access'.)

Basic	Auth	Access	Management	Etc
User Message			---	▼
Staff			---	▼
Department				
Remote Access Password				****
Allow Remote Access			On	Off


## 2-2. Visit application list

(Check the visit application information applied by the user to meet the visitor)

Visit Application								
<input type="text"/>	<input type="button" value="🔍"/>				<input type="button" value="Visit apply"/>	<input type="button" value="Send link"/>		
<input checked="" type="checkbox"/>	Registration appl	Visit Start	Visit End	Visitor	Department	Purpose of visit	Visitor Information	Status
<input checked="" type="checkbox"/>	2020-04-06 14:44	2020-04-06 00:00:00	2020-04-06 23:59:00	Visitor1		Business	Claire Han	Waiting Approv

- Select the item in the combo box and search the status category and then click  to see only the process status that you want.
- Double-click on the visit application list to move the visit application page.
- Click  to send the link to the email address that you want.

(From Alpetta > [Setting] > [Mail], it should all set.)

Setting		Apply 	
<b>Set List</b>		<b>Mail Environment Setting</b>	
> General		<input checked="" type="checkbox"/> Using Mail Service	
> User		<b>Security Type</b>	SSL
> Auth		<b>Mail server</b>	smtp.gmail.com
> Emergency		<b>Mail Port</b>	465
> Log		<b>Connect ID</b>	support@virditech.com
> TNA		<b>Password</b>	*****
> ExDB		<b>Sender</b>	Claire
> DDNS		<b>Display name</b>	support@virditech.com
> Mail		<b>Recipient</b>	Claire
> Dashboard		<b>Receive Reference</b>	Claire
		<b>Bcc</b>	
		<b>Mail Item</b>	
	<input checked="" type="checkbox"/> Terminal Disconnect	<input type="checkbox"/> TerminalTamper	<input type="checkbox"/> Door Emergency
	<input type="checkbox"/> Auth Fail	<input type="checkbox"/> Door Not Closed	<input type="checkbox"/> No Permission
	<input type="checkbox"/> Door Lock Error	<input type="checkbox"/> Duress	<input type="checkbox"/> Emergency State

(The screen of mail setting)

2-3. Visit application information (Approve / Reject the visit application)

### Visit Application

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**Visit Information**

Visitor	Visitor1	Department/ Position	
Visit Start	2020-04-06  20:00	Visit End	2020-04-06  20:59
Purpose of visit	Business	Status	Waiting Approval

**Visitor List**

	Photo	First Name	Last Name	Day of Birth	Phone Number	Company	Email	Car Numbe	Status
<input type="checkbox"/>		Claire	Han	2000-04-06	010-5555-2015	Virditech	support@virditech.com		None
<input type="checkbox"/>									ID:0

**Item List**

Type	Item Type	Item Name	In/Out	Serial Number	Model Name	Purpose	Unit	Count	Description

(Double click on visit application list to move the visit application page.)

- After you approve or reject the visit application, the button for approval is not shown.
- When you approve and access to that page again, the visitor registration is successfully done.
- Check the user you want and click Regist button or double-click on the user that you want in the visitor list.

## 2-4. Visitor registration

### Visit Application

Denial
Approval
Cancel

**Visit Information**

Visitor	Visitor1	Department/ Position	
Visit Start	2020-04-06  20:00	Visit End	2020-04-06  20:59
Purpose of visit	Business	Status	Waiting Approval

**Visitor List**

<input type="checkbox"/>	Photo	First Name	Last Name	Day of Birth	Phone Number	Company	Email	Car Number	Status
<input type="checkbox"/>		Claire	Han	#####	#####	Viditech	support@viditech.com		None
									IDD

**Item List**

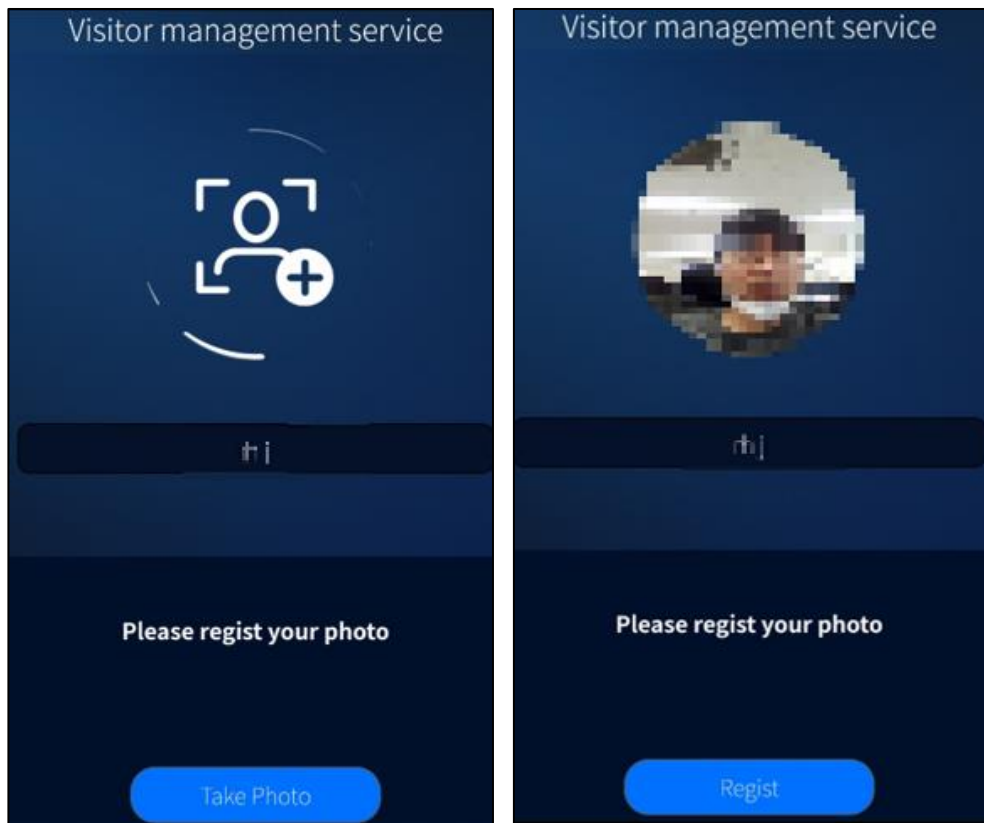
Type	Item Type	Item Name	In/Out	Serial Number	Model Name	Purpose	Unit	Count	Description


(Check the visitor and click button to register the visitor.)

- It is available to refresh the access group by using button.
- Click button and select the visitor's authentication method to activate the authentication method in right window.
- If you registered the face data when applying for visit, select button to use the registered photo as a face data.
- Select the authentication method that you want and enter the authentication information to complete the visitor's registration procedure.
- Set FAW as the authentication method and check .
  - > If you send an email to the email address through sending a link, a page link to capture a face and apply for a visit is sent, and you can register by capturing a face using a smartphone. (If you use the smartphone, the smartphone should be connected to the same network as



the Alpeta server. Ex) Same WI-FI network)



- Access to the email account by using the smartphone to show the left screenshot above.  
(It should be in the same network with Alpeta. Ex) Wi-Fi)
- Capture the face and click  button to register the visitor.