UNCAF Visitors App,

Admin/User Manual

9th Nov 2021, Sana'a – Yemen

Welcome Page:

You can access the UNCAF Visitor MGMT system through the link http://84.11.51.245:8080/uncaf
A welcome page will appear with the following options:
- **Sign In**: if you already have a previous account, you can login using your registered email and password
- **Create an Account**: For registering a new account
- **Forgot Password**: In case you have forgotten the password of your account
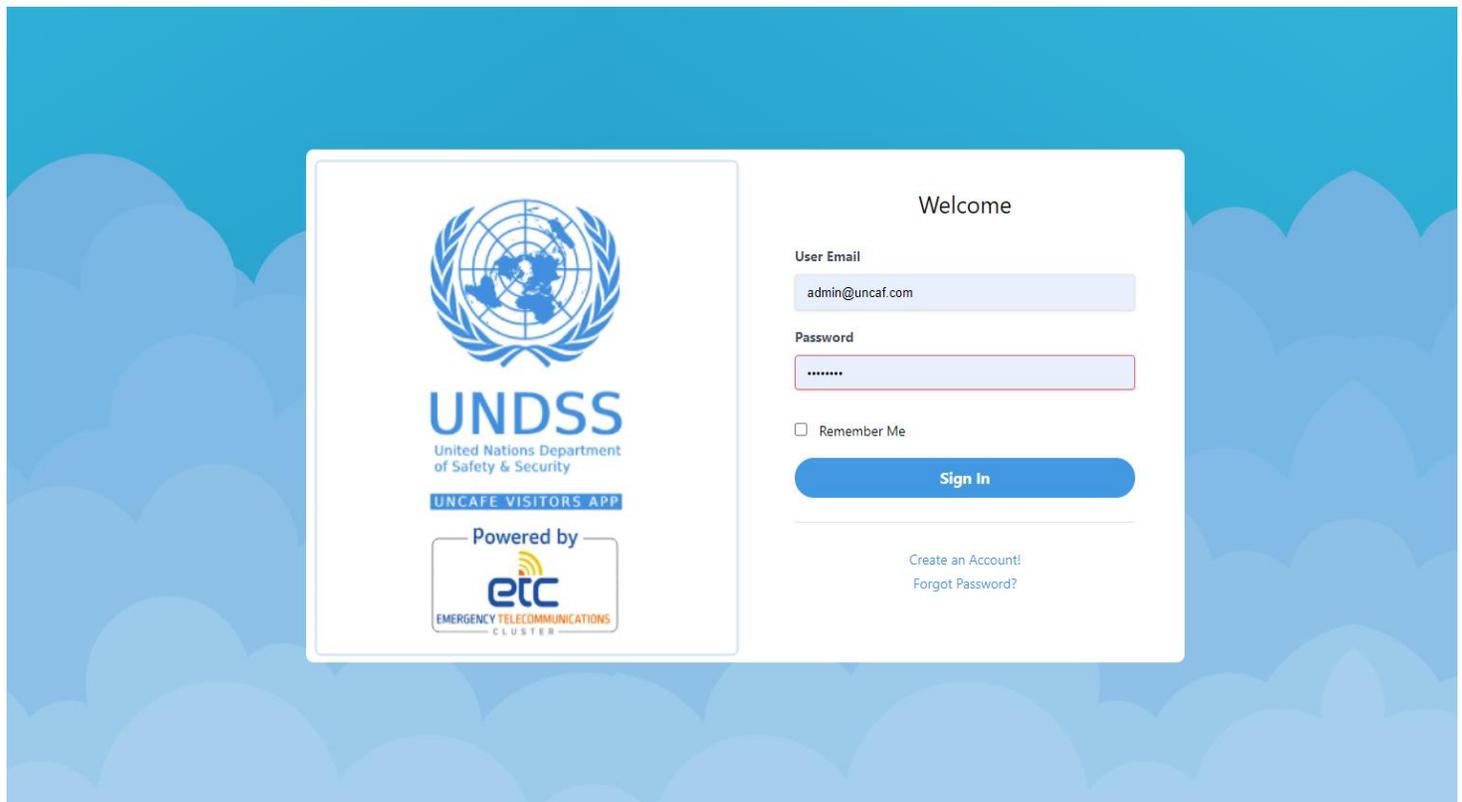
Registration – Create new account:

- To register your account, click on **Create an Account** button.
  Registration page will be displayed, and you must fill the required fields in form

Field name	Required	Description
Name	Yes	User's Full Name
Email	Yes	E-mail account (must be unique and valid)
Agency	Yes	Select agency from the list
User address	No	User's address (Optional)
Password	Yes	Greater than or equal to 8 characters
Confirm password	Yes	Repeat password for confirmation

- Upon your registration, you will receive a welcoming email to your e-mail account

Note: The account will not be active until the administrator of the application reviews account information and send activation link to your e-mail.

- After the admin verifies your account, you will receive an e-mail with the activation link.
  click on Verify Email Address
  After the verification process, your account will be activated, and you will be able to log in to the app
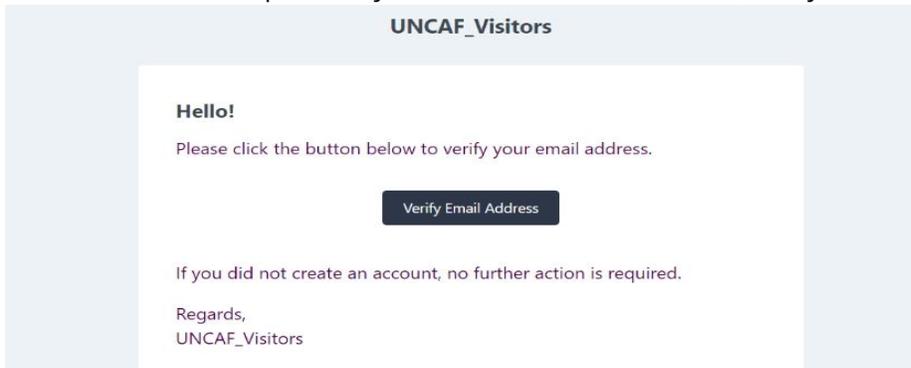
Login page:

- Enter your e-mail account and password and then click on Sign In to log in to the app
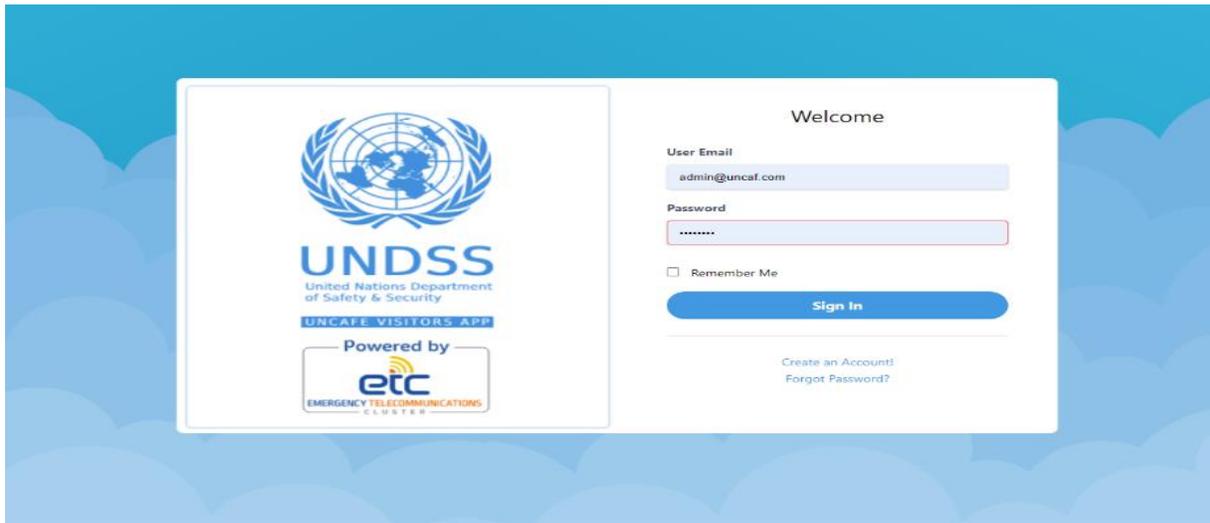
- In case you have forgotten your password, you can request to reset your password by click on Forgot your password? button and the following page will be displayed:
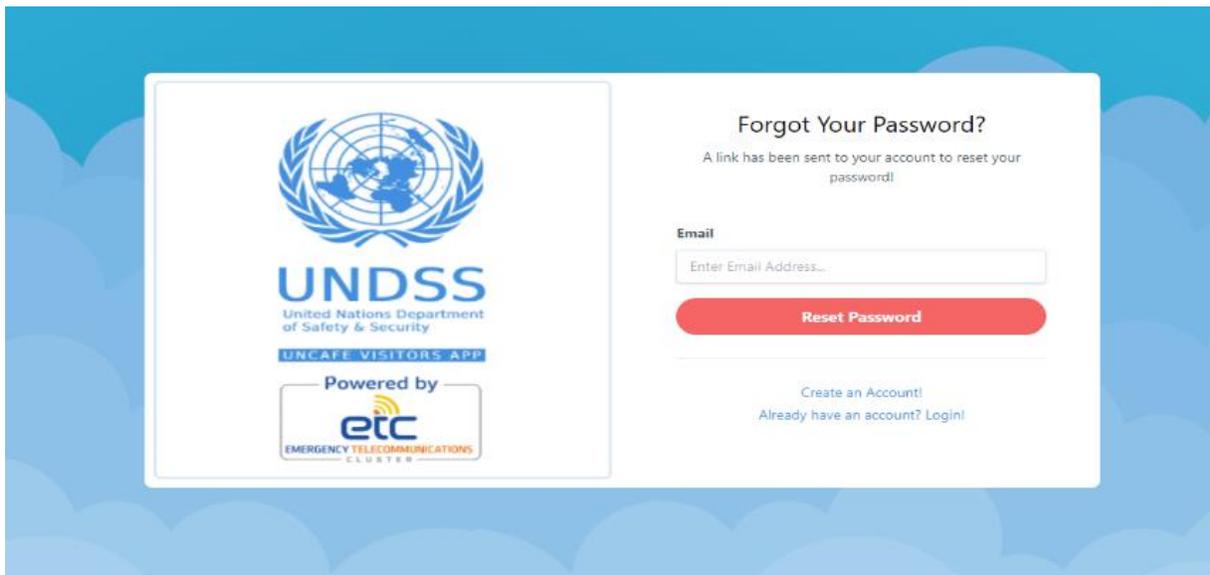
- Insert your e-mail account and press Reset Password

- You will receive a reset password link to your e-mail.
Click on Rest Password button in the received e-mail and you will be directed to a page to insert the new password and click on Rest Password.
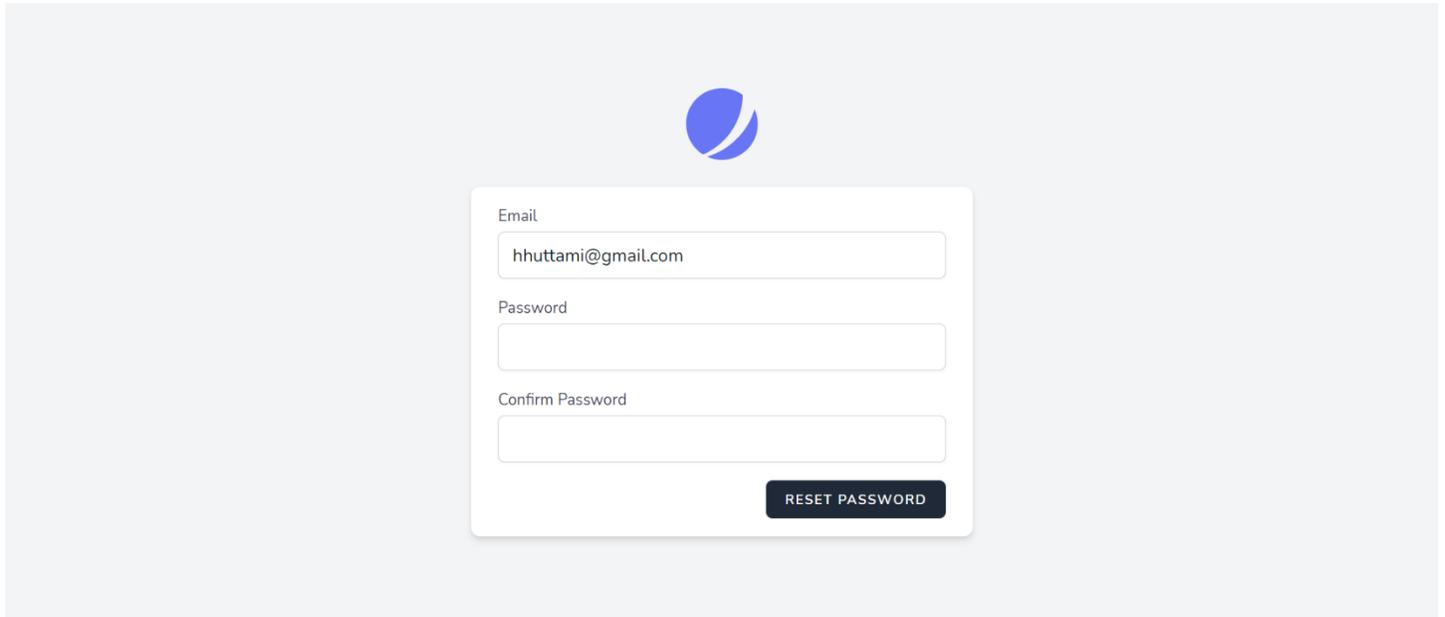
User Profile:

- Upon login to the app, you can click on user avatar in the right corner and a drop down list will appear with a menu that includes two options (Profile and Logout)
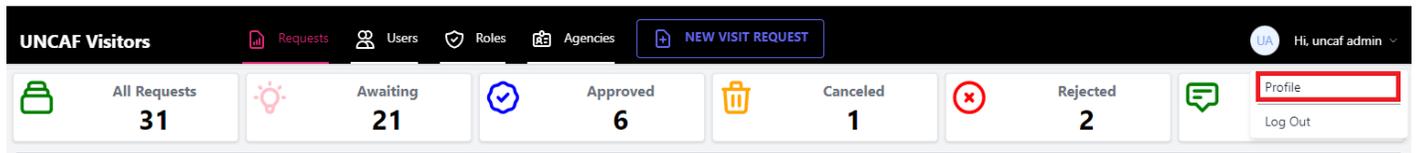
- Clicking Profile will direct you to the Profile page that will display your information

Profile

Profile Information
Update your account's profile information and email address.

Photo

UA

SELECT A NEW PHOTO

Name

uncaf admin

Email

admin@uncaf.com

SAVE

Update Password
Ensure your account is using a long, random password to stay secure.

Current Password

New Password

Confirm Password

SAVE

Browser Sessions
Manage and log out your active sessions on other browsers and devices.

If necessary, you may log out of all of your other browser sessions across all of your devices. Some of your recent sessions are listed below; however, this list may not be exhaustive. If you feel your account has been compromised, you should also update your password.

Windows - Chrome
134.35.11.227, This device

Windows - Edge
175.110.42.112, Last active 19 hours ago

AndroidOS - Chrome
185.80.140.206, Last active 19 hours ago

Windows - Chrome
134.35.14.38, Last active 21 hours ago

LOG OUT OTHER BROWSER SESSIONS

In the profile page you can perform the following actions:

- Upload a photo
- Change Password
- Browser Sessions information
- Delete Account

UNCAF Visitor System

Dashboard page:

Upon login to the App, the dashboard page will be displayed as the main page that will display your visit requests.

The dashboard contains search button to perform search on the visit requests information.

UNCAF Visitor System

Request Visit (Create a Visit) :

- To create a new request to access UNCAF, click on the New Visit Request button in the top menu

- The following form should be filled with the visit's date, time, and reason

Field name	Required?	Desc.
Visit Date	Yes	You can use the Calendrer button at the most right of the fields
Visit Time	Yes	You can use the Time button at the most right of the fields
Visit Reason	Yes	Describe the reason of the visit
Requestor ID	Yes	By default, it will be the logging user ID
Requestor Name	No	If the requestor doesn't have an account, you can write the requestor's name
Note	No	
Attachment	No	In case attachment upload is needed

- You will need to provide full details for the purpose of the visit. Details are arranged into three tabs:
1. Visitors
2. Vehicles
3. Items

==Visitors' info:==

Field name	Required?	Desc.
Name	Yes	Visitor name
Email	No	Visitor email
Mobile No.	Yes	Visitor mobile No.
Passport ID	No	Visitor Passport or National ID
Agency	No	Select Visitor agency or company from the list.
Nationality	No	Visitor nationality

Note: You can add more than one visitor by clicking on the add button (+) at the top right of the table

UNCAF Visitor System

👥 **Visitors**	🚚 Vehichels	🖥 Items					
First Name	**Last Name**	**Email**	**Mobile No.**	**Passport/ID.**	**Agency**	**Nationality**	⊕
					Select Agency ⌄		

Vehicles Info:

👥 Visitors	🚚 **Vehichels**	🖥 Items				

☐ Has Vehchile

Driver Name	**Color**	**Type**	**Brand**	**Model**	**Plate No.**	⊕

Field name	Required?	Desc.
Driver Name	Yes	Name of the vehicle driver
Color	Yes	Specify the color of the vehicle
Type	No	Specify the type of the vehicle
Brand	No	Specify the brand of the vehicle
Model	No	Specify the model of the vehicle
Plate No.	No	Specify the number and information of the vehicle

Note: You can add more than one vehicle by clicking on add button (+) at the top right of the table

Driver Name	**Color**	**Type**	**Brand**	**Model**	**Plate No.**	⊕

Items Info:

👥 Visitors	🚚 Vehichels	🖥 **Items**	

Item Desc	**Serial No.**	⊕

Field name	Required?	Desc.
Item Desc.	No	Description of item such as laptop...etc.
Serial No.	No	Serial no. of the item

Note: You can add more than one item by clicking on add button (+) at the top right of the table

Item Desc	**Serial No.**	⊕

After the user saves the visit information, the visit request status will be "Pending" and will be sent to the admin for approval.