



[UNCAF Visitors App.](#)

[Admin/User Manual](#)

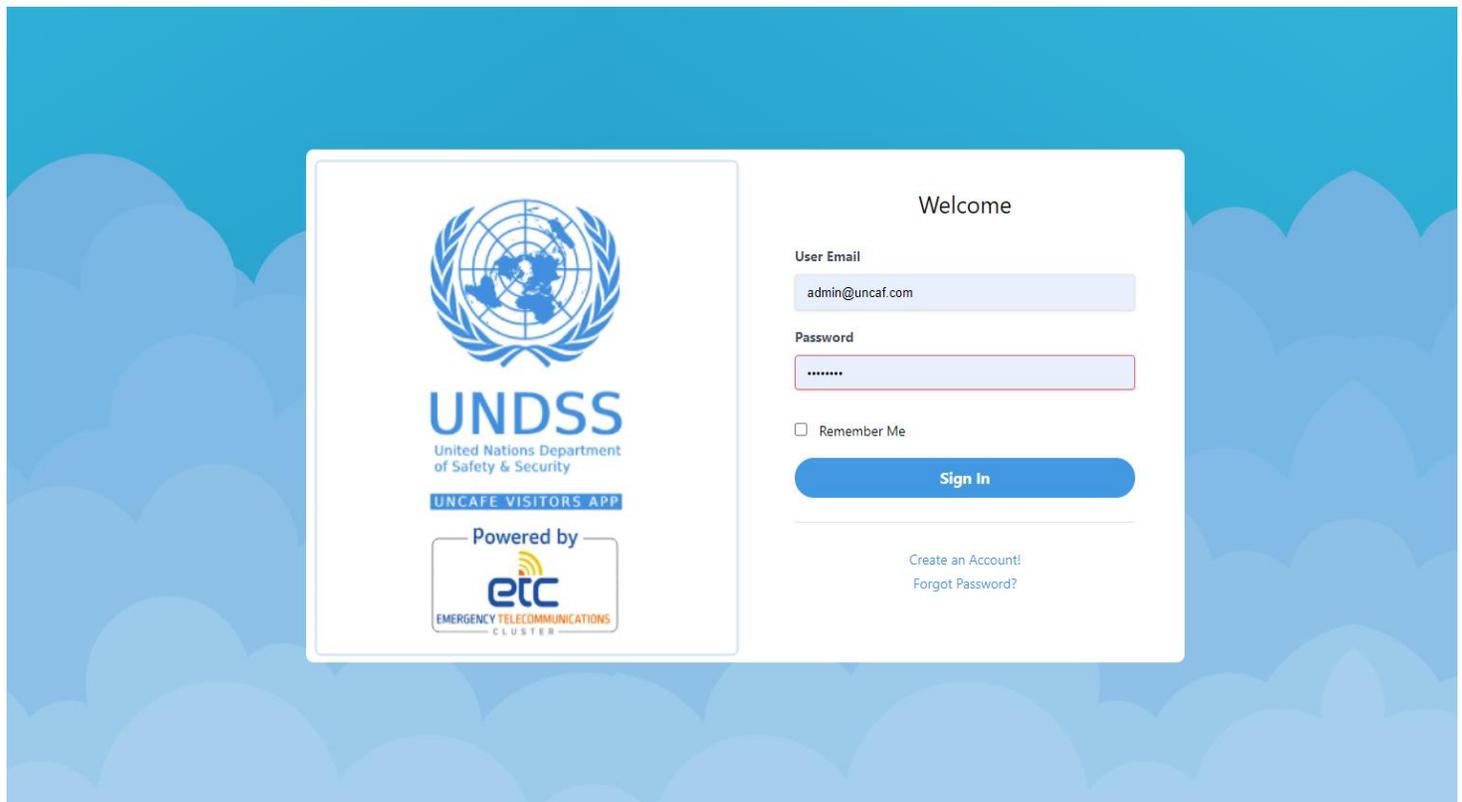
9th Nov 2021, Sana'a – Yemen

## 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

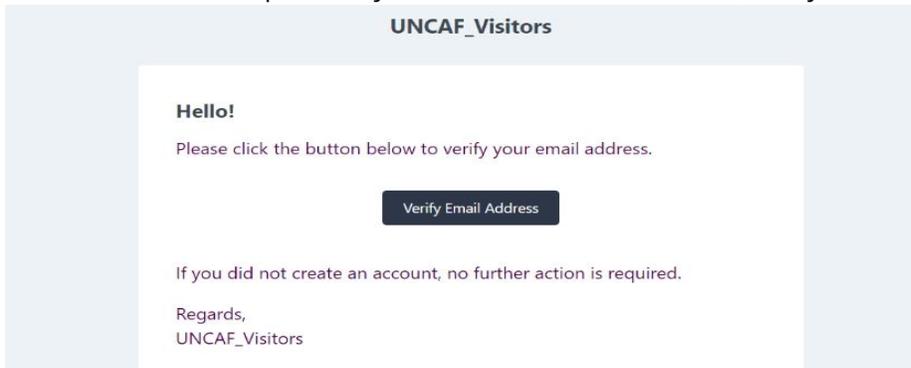
Field name	Required	Description
Name	Yes	User's Full Name
Email	Yes	E-mail account ( <u>must be unique and valid</u> )
Agency	Yes	Select agency from the list
User address	No	User's address (Optional)
Password	Yes	Greater than or equal to 8 characters
Confirm password	Yes	Repeat password for confirmation

- 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.

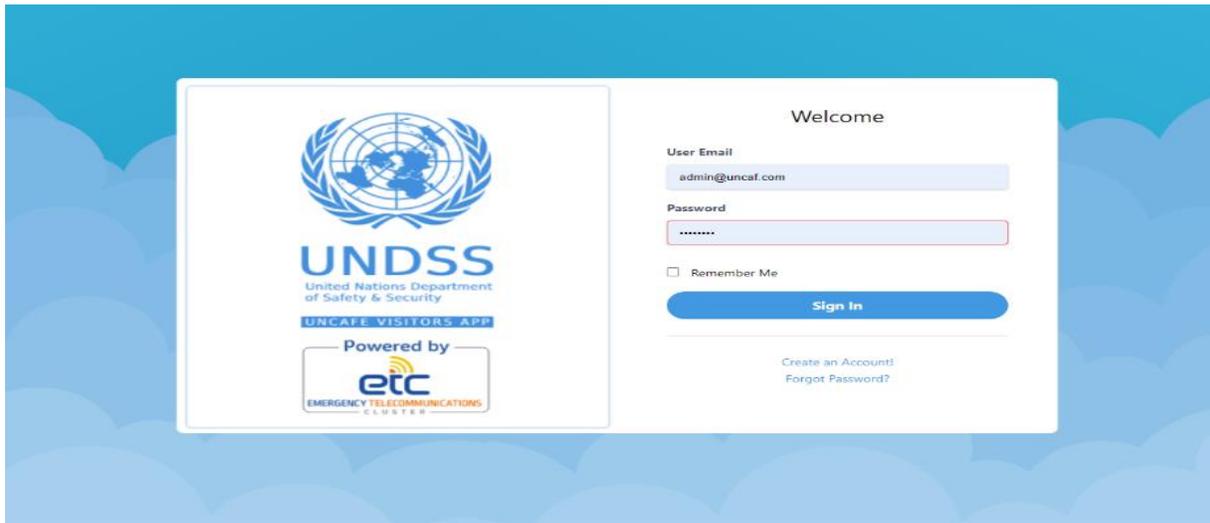
- After the admin verifies your account, you will receive an e-mail with the activation link.  
click on **Verify Email Address**

After the verification process, your account will be activated, and you will be able to log in to the app

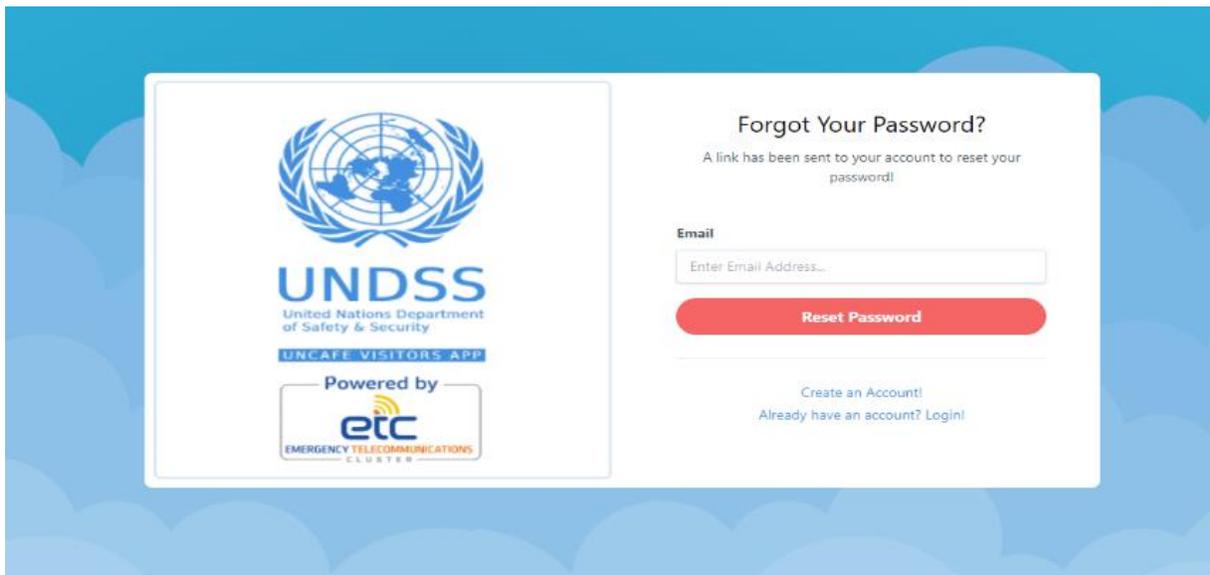


**Login page:**

- 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:

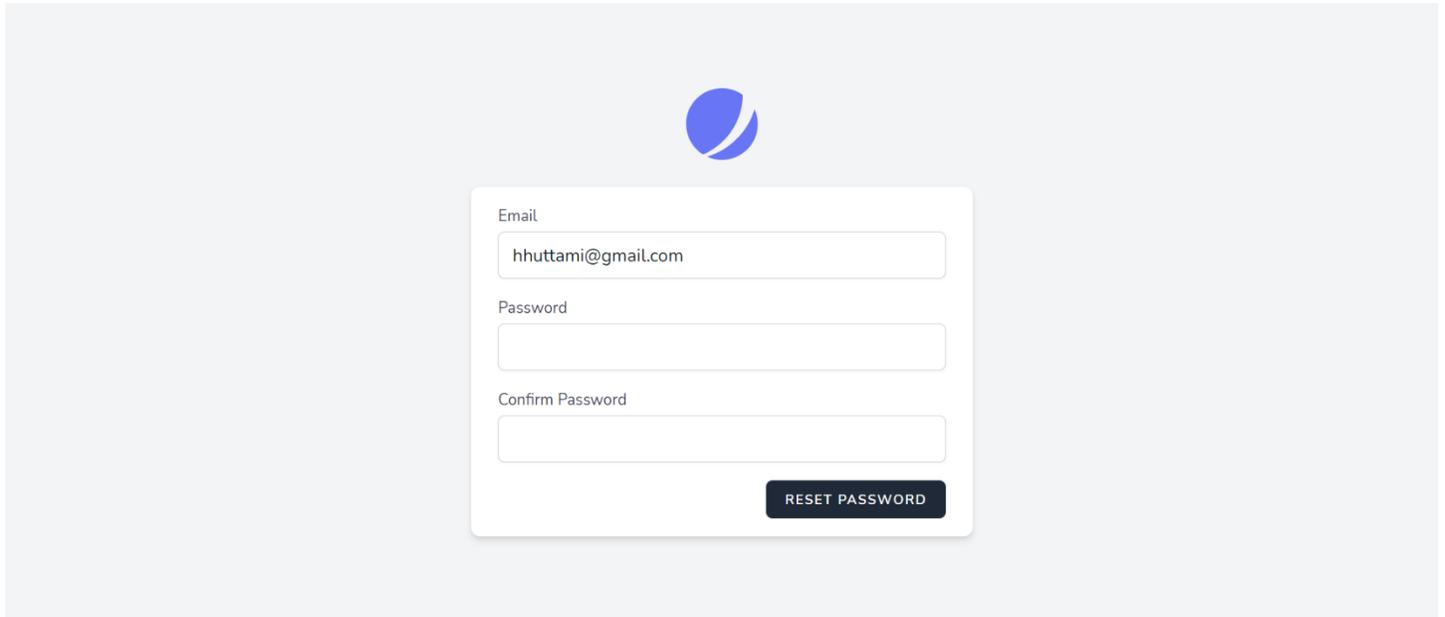


your e-mail account and press **Reset Password**

- Insert

## UNCAF Visitor System

- 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**.

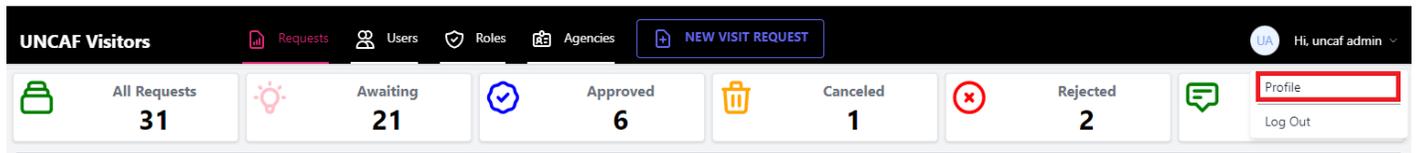


The screenshot shows a password reset form on a light gray background. At the top center is a blue circular logo with a white swoosh. Below the logo is a white form box with the following fields and a button:

- Email:** A text input field containing "hhuttami@gmail.com".
- Password:** A text input field.
- Confirm Password:** A text input field.
- RESET PASSWORD:** A dark blue button with white text.

## 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)



The screenshot shows the UNCAF Visitors dashboard. The top navigation bar includes the following items:

- UNCAF Visitors
- Requests (with a red underline)
- Users
- Roles
- Agencies
- NEW VISIT REQUEST (with a plus icon)
- Hi, uncaf admin (with a dropdown arrow)

Below the navigation bar is a dashboard with several cards:

- All Requests: 31
- Awaiting: 21
- Approved: 6
- Canceled: 1
- Rejected: 2
- Profile (highlighted with a red box)
- Log Out

- 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  


Name

Email

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

Current Password

New Password

Confirm Password

**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

In the profile page you can perform the following actions:

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

**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.

The dashboard interface includes a top navigation bar with the following elements:

- UNCAF Visitors** (Logo)
- Navigation menu: Requests, Users, Roles, Agencies, **NEW VISIT REQUEST**, New Visit request
- User profile: Hi, uncaf admin

**The Statistics Pane** displays the following counts:

- All Requests: 31
- Awaiting: 21
- Approved: 6
- Canceled: 1
- Rejected: 2
- Commented: 1

**The Filter Pane** includes:

- From Date: mm/dd/yyyy
- To Date: mm/dd/yyyy
- Agency: All
- Search: search...
- Buttons: Apply Filter, Print, Excel, PDF

**The Visits Table** contains the following data:

ID	FROM DATE	TO DATE	REASON	REQUESTOR	VISITORS	AGENCY	STATUS	CREATED	ACTIONS
3	02/11/2021 00:23		meeting	Alaa Abdo	1-eyad ahmed	WFP	Approved	01/11/2021 07:27	⊗ ⊗
4	09/11/2021 01:28		meeting	Alaa Abdo	1-ali ali ali		Request	01/11/2021 07:28	⊗ ⊗ ⊗
5	02/11/2021 14:52		Test Visit	Ruaa Nasser	1-Ruaa Nasser		Request	01/11/2021 09:53	⊗ ⊗ ⊗
6	09/11/2021 10:17		meeting	uncaf admin	1-aliieeee 2-salemwww		Canceled	09/11/2021 07:20	⊗ ⊗
7	09/11/2021 12:58		Meeting	uncaf admin	1-Ruaa Nasser	WFP	Approved	09/11/2021 09:58	⊗ ⊗
8	04/11/2021 10:51		meeting	uncaf admin	1-qqq Nasser	UNDP	Request	29/11/2021 08:07	⊗ ⊗ ⊗
9	04/11/2021 10:51		meeting	uncaf admin	1-qqq Nasser	UNDP	Request	29/11/2021 08:12	⊗ ⊗ ⊗
10	04/11/2021 10:51		meeting	uncaf admin	1-qqq Nasser	UNDP	Request	29/11/2021 08:12	⊗ ⊗ ⊗
11	29/11/2021 00:47	29/11/2021 11:47	meeting	uncaf admin	1-qqq Nasser fffafgfdgfdg	WFP	Request	29/11/2021 08:58	⊗ ⊗ ⊗
12	29/11/2021 00:47	29/11/2021 11:47	meeting		1-qqq Nasser fffafgfdgfdg	WFP	Request	02/12/2021 10:36	⊗ ⊗ ⊗
13	29/11/2021 00:47	29/11/2021 11:47	meeting		1-qqq Nasser fffafgfdgfdg	WFP	Request	02/12/2021 10:37	⊗ ⊗ ⊗
14	29/11/2021 00:47	29/11/2021 11:47	meeting		1-qqq Nasser fffafgfdgfdg	WFP	Request	02/12/2021 10:37	⊗ ⊗ ⊗
15	29/11/2021 00:47	29/11/2021 11:47	meeting		1-qqq Nasser fffafgfdgfdg	WFP	Request	02/12/2021 10:37	⊗ ⊗ ⊗
16	29/11/2021 00:47	29/11/2021 11:47	meeting		1-qqq Nasser fffafgfdgfdg	WFP	Request	02/12/2021 10:37	⊗ ⊗ ⊗
17	12/12/2021 00:47	29/11/2021 11:47	meeting		1-qqq Nasser fffafgfdgfdg	WFP	Request	02/12/2021 10:37	⊗ ⊗ ⊗

Showing 1 to 15 of 31 results

**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

First Name	Last Name	Email	Mobile No.	Passport/ID.	Agency	Nationality
					Select Agency	

**Vehicles Info:**

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:**

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.