



Visitor Manual For Online Gate Pass

Role: Visitor

Registration

Registration Form: In order to have access to the Online Gate pass service, visitor needs to register using following form:

URL	https://portofduqm.om/Visitor/Register
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The screenshot shows the 'Gate Pass Registration' form on the Port of Duqm website. The form is titled 'Gate Pass Registration' and is located under the 'Visitor > Register' path. The form fields include:

- Contact Person Name *
- Email *
- Phone No
- Mobile
- Username *
- Password
- Confirm Password *
- Captcha D99FEA *

Buttons for 'SUBMIT' and 'RESET' are located at the bottom of the form. The footer of the page contains a newsletter subscription form, a list of links (Vendor Login, Tendering, Online Gate Pass, Online Tariff Calculator, Timeline, Important Links, Important Numbers, Interactive Map, 3D Rendering, Site Map, FAQ, Contract Form, Privacy And Cookie Policy, Terms And Conditions), a visitor counter showing '007141', and social media icons.

Login

Registration Form: After registration, visitor can login through login form:

URL	https://portofduqm.om/Visitor/Login
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Visitor > Login

Menu

Login

Register

Gate Pass Login

User Name

*
Password

*
 Stay signed in

SIGN IN

Visitor Dashboard

Visitor Dashboard: In this panel, visitor can create a new request, view payment history, my profile, change password and list of requests which are made by visitor. Based on workflow each request may have different status. Below is list of status:

Sent to Department	Request is sent to related department.
Department Rejected	Related department has rejected the request.
Dept Approved Non-Chargeable	Department approved that visitor does not need to pay for request. (Waive charge)
Sent to Security	Security department is checking the request.
Request Approved	Visitor will receive an email contains request details.
Security Rejected	Request has rejected by security department.



Visitor > Request List

Menu

Request List

Payment History

My Profile

Change Password

Welcome to Vendor Service : visitoruser

logout

Request List

NEW REQUEST

Show 10 entries

Search:

Row		Status...	Date of Visit...	DateVisitTo...	Requestor Name...	Reque
1		Request Approved	Feb 01, 2020	Feb 28, 2020	visitoruser	fouad@
2		Sent To Department	Feb 01, 2020	Feb 12, 2020	fouad marabi	fouad@
3		Sent To Department	Feb 01, 2020	Feb 29, 2020	fouad	fouad@
4		Sent To Department	Feb 01, 2020	Feb 29, 2020	fouad	fouad@
5		Department Rejected	Feb 19, 2020	Feb 25, 2020	fouad marabi	fouad@
6		Department Rejected	Feb 18, 2020	Feb 17, 2020	fouad marabi	fouad@
7		Request Approved	Feb 20, 2020	Feb 25, 2020	fouad marabi	fouad@
8		Request Approved	Feb 27, 2020	Feb 29, 2020	fouad	fouad@
9		Request	Feb 19, 2020	Feb 29, 2020	fouad marabi	fouad@

Request Form

New Request: Here visitor by clicking on New Request button create a request and send it to approval.

Visitor > Request Form

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Gate Pass Request Form

Date of Visit

To

Requestor Name

Requestor Email

Card ID

Requestor Mobile Number

Visitor Company

Department

Person Accompanying Visitors

Person Accompanying Mobile

Purpose of Visit

Requestor Vehicle Number

Other Document

No file chosen

Dear requestor, you need to add at least one person.

Name	IDCard/Passport Number	Vehicle No.	Visitor Company	Remarks		IDCard/Passport Picture
Name	IDCard/Passp	Vehicle No.	Visitor Compa	Remarks	<input type="button" value="ADD"/>	

Note: please before selecting any pictures or documents make sure that all information is correct and all companions are added in the list, then upload picture and documents.

Once visitor send create the request, a new record will be available in the dashboard with Sent To Department status.

Row		Status... ▼	Date of Visit... ▼	DateVisitTo... ▼	Requestor Name... ▼	Reque
1		Sent To Department	Mar 01, 2020	Mar 07, 2020	visitoruser	fouad@

After successful approval of the gate pass request, visitor will receive below email which contains request details with a barcode.

Dear visitoruser, your request is accepted.

Date of Visit: 2020-03-01 To 2020-03-09

Requestor Email: fouad@takweenit.net

Card ID: 2134

Requestor Vehicle Number: sdfd

Requestor Mobile Number: sd

Visitor Company: dsfg

Department: INFORMATION TECHNOLOGY

Person Accompanying Visitors: sdaf

Person Accompanying Mobile: sdf

Purpose of Visit: sdfa

Date of Request: 2020-03-03

Other Document: No File

Companions:

Name	IDCard/Passport Number	Vehicle No.	Visitor Company	Remarks	IDCard/Passport Picture
sdf	sdf	dfs	dfsd	fdf	Download

Barcode:



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My Profile

Visitor can change its profile information.

Visitor > My Profile Q

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My Profile

Change Password

Welcome to Vendor Service : visitoruser logout

My Profile

Full name:

E-mail:

Phone Number:

Mobile Number:

SUBMIT

Change Password

Welcome to Vendor Service : visitoruser logout

Change Password

Your existing password:

*

New password:

Password strength:

Confirm password: ?

CHANGE PASSWORD