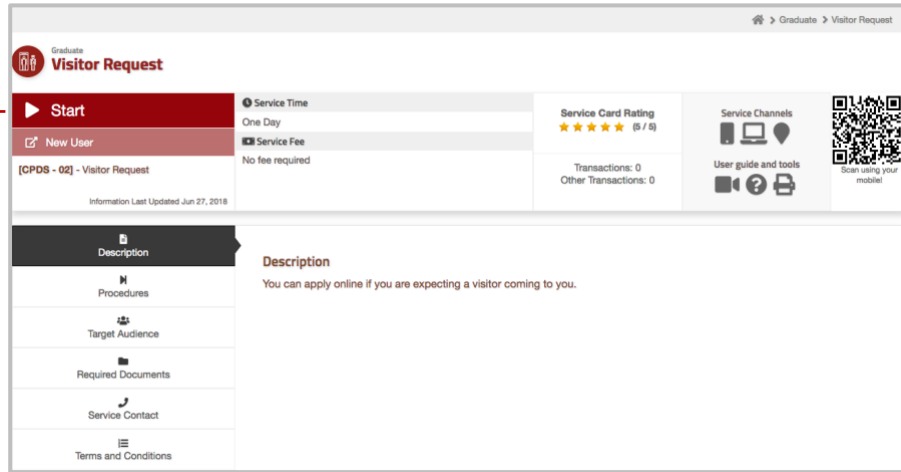


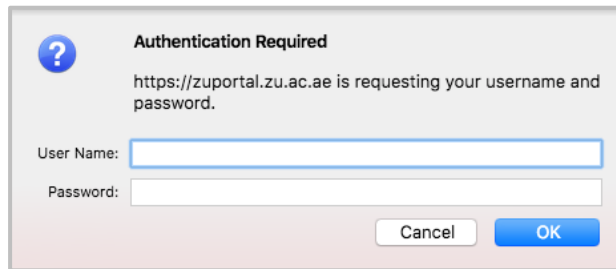
Visitor Request

End User Guide

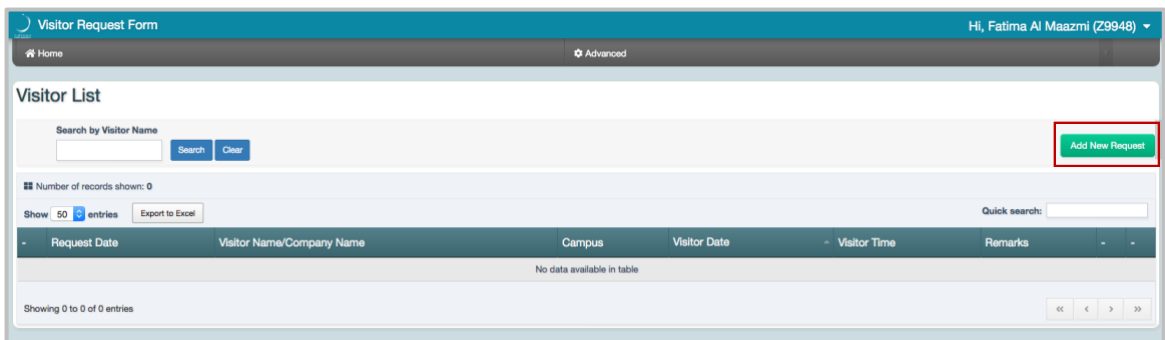
Click 'Start' to login



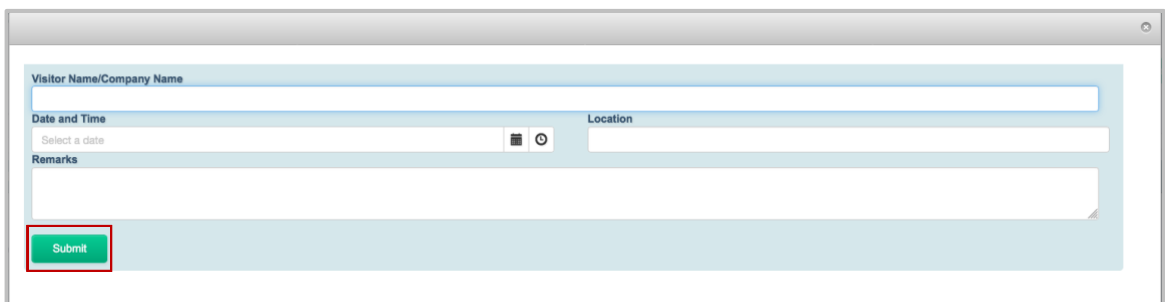
- Login using your ZU ID number and Network password.



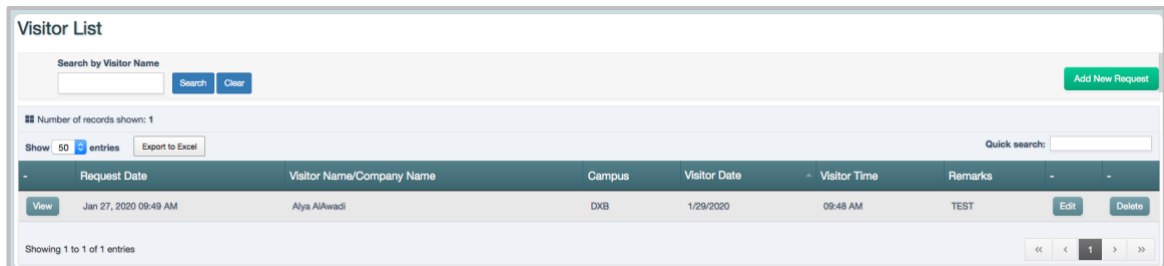
1. Click on Add New Request button in the visitor list page.



2. Fill in the form with visitor details and click on Submit button.



3. You will be able to add a new request and visitor list gets updated automatically.
 1. To view the request, click on [View](#) button.
 2. To update the request, click on [Edit](#) button.
 3. To delete the request, click on [Delete](#) button.



The screenshot displays a web interface titled "Visitor List". At the top, there is a search bar labeled "Search by Visitor Name" with "Search" and "Clear" buttons, and an "Add New Request" button on the right. Below the search bar, it indicates "Number of records shown: 1". There are options to "Show 50 entries" and "Export to Excel", along with a "Quick search:" field. The main content is a table with the following columns: "Request Date", "Visitor Name/Company Name", "Campus", "Visitor Date", "Visitor Time", and "Remarks". A single row is visible with the following data: "Jan 27, 2020 08:49 AM", "Alya AlAwadi", "DXB", "1/29/2020", "09:48 AM", and "TEST". Below the table, there are "View", "Edit", and "Delete" buttons for the entry. At the bottom, it says "Showing 1 to 1 of 1 entries" and includes pagination controls.

Request Date	Visitor Name/Company Name	Campus	Visitor Date	Visitor Time	Remarks
Jan 27, 2020 08:49 AM	Alya AlAwadi	DXB	1/29/2020	09:48 AM	TEST

4. Security team will be notified by email to view your request.

Thank you for using this tutorial



إدارة تقنية المعلومات
Information Technology Department