RFID – PASS ISSUANCE SYSTEM

NEW MANGALORE PORT TRUST,
PANAMBUR, MANGALORE.
**Document Detail**

**Customer**: NEW MANGALORE PORT TRUST  
**Project**: RFID SYSTEM  
**Document Name**: Pass Issuance System  

**PROCESS**

- A company can register any number of users, vehicles, material, foreigners to generate a request for a pass to enter the port.
- These details will be retained in the company profile.
- When a company makes a request for a number of passes for a particular duration the application will request you to mention which personnel, vehicle, material requires the pass.
- This is for purpose of not having to enter data every time pass need to be generated for same personnel.

**To Apply for an RFID Pass for Port Entry**

- To apply for an RFID pass - A user needs to visit the following website.  

  http://newmangaloreport.gov.in:8080
• Click the RFID menu item from the left side of the page it will open the page with the application URL.
• Click the URL it will redirect to the Sign Up page.
SIGN UP

- Click ‘Don’t have an account’ button to create an account
- Existing users can sign in with their credentials.

On clicking “Don’t have an Account?” the following screen appears – details are provided by the company to create the account.
• Once the account has been created successfully, user will receive a notification to their registered E-mail id and mobile number.

**REGISTRATION**

• After creating the account, user’s sign in into the application using their registered username and password.

![Image of the registration page](image)

**Edit Profile**

• Once the user signs into the application successfully, the user is redirected to the registration page where the user can edit their profile and upload valid/requested documents for verification port officials to issue the pass.
Uploading Documents

- Documents can be uploaded by right clicking the table and attach the documents and submit for verification.

Attach File

- Click on the **Attach File icon**, helps to open the Document Window.
**Document Viewer & Submit for Verification**

- The added document can be viewed through the following screen. By selecting the document at the left, the attached documents would be listed on the right side.

- Once the document is uploaded successfully, submit the document for verification. The verification process is done by the port authority at the other end.

**PASS HOLDERS**

**Add Vehicle Details**

After the documents are approved by the port authority, the next step is providing
the vehicle details. It is done by clicking the ‘Add Vehicle Details’ under the Pass Holders menu group.

Save – Once entered the values for Vehicle number, Chassis number, PUC valid date, Type of Vehicle and Owner address click Save button to store the values on the database.

Upload Documents - Select the row in the table for which the document is uploaded to the particular vehicle and right click on the row to upload the documents.
**Attaching files** – After attaching the document select the document category and click ok.

**View Document** – Once the document has been uploaded, it can be viewed by clicking the ‘View Document’ button as following screen.
**Edit** – The Vehicle details that have been entered can be edited anytime by selecting the specific record. Then edit the values and save it.

**Clear** - The Clear button removes all the entries in the record and enables to create new entries or details. Once the details are given click save button to create a new record. Then the new record is added to the table.
Delete – When you have to delete a record in the table, select the record which you want to delete and click the delete button. It removes the data from the table and database too. So make sure before deleting a record in the table.

Search – Search is the function which is used to search the record in the table that has been saved. There is a green small icon on the right corner to the table. Click the green icon to start search for the details. Search can be performed by entering the values according to the column name.
- Search function is done exactly the same step mentioned above for all the pages which has the search option.

Add User Details

Once the vehicle details are provided, next step is providing user details which is right below to The ‘Add Vehicle details’.
**Adding Photo** – The user photo can be uploaded by clicking the photo icon on the right side below to the table.

**Save** – Once entered the details of the user, click **Save** button to store the values on the database. Once you hit the save button.

**Uploading Documents** – Documents can be uploaded by right clicking the table on the specific record and attach the documents and click ok, document will be attached to the particular user.
Attach File - Click on the Attach File icon, helps to open the Document Window

Document Viewer - The added document could be viewed through the following screen. By selecting the document at the left, the attached documents would be listed on the right side
**Clear** – The Clear button removes all the entries in the record and enables to create new entries or details. Once the details are given click save button to create a new record. Then the new record is added to the table.

**Delete** – When you have to delete a record in the table, select the record which you want to delete and click the delete button. It removes the data from the table and database too. So make sure before deleting a record in the table.


**Add Material** – Any material which belongs to the user can be added along with the user. It is done by selecting the user and click ‘Add Material’ button and add the materials against the user.

**Add Crew Details**

The Crew details are added similar to user details, where each user will be added separately to the table.

**Save** - Once entered the details of the user, click **Save** button to store the values on the database. Once you hit the save button.
**Uploading Documents** - Documents can be uploaded by right clicking the table on the specific record and attach the documents and click ok, document will be attached to the particular user.

**Attach File** - Click on the **Attach File icon**, helps to open the Document Window.
**Document Viewer** - The added document could be viewed through the following screen. By selecting the document at the left, the attached documents would be listed on the right side.

**Clear** - The Clear button removes all the entries in the record and enables to create new entries or details. Once the details are given click save button to create a new record. Then the new record is added to the table.
Delete – When you have to delete a record in the table, select the record which you want to delete and click the delete button. It removes the data from the table and database too. So make sure before deleting a record in the table.

Add Foreigner Details

Foreigner details are added in the separate table similar to the user details.
Save - Once entered the details of the foreigner, click Save button to store the values on the database. Once you hit the save button, a pop up message will display on the screen as the following screen below.

Uploading Documents - Documents can be uploaded by right clicking the table on the specific record and attach the documents and click ok, document will be attached to the particular user.
**Attach File** - Click on the **Attach File icon**, helps to open the Document Window.

**Document Viewer** - The added document could be viewed through the following screen. By selecting the document at the left, the attached documents would be listed on the right side.
**Clear** - The Clear button removes all the entries in the record and enables to create new entries or details. Once the details are given click save button to create a new record. Then the new record is added to the table.

**Delete** – When you have to delete a record in the table, select the record which you want to delete and click the delete button. It removes the data from the table and database too. So make sure before deleting a record in the table.
- Once the user’s details are provided, the user requests for the RFID tags. To request RFID, the RFID menu group is under PIS module.

**New RFID Request** - Once the user clicks ‘New Request for RFID’ button, it navigates to the page where the user provides the number of RFID depends on their requirements.
RFID Count – When the user provides the count of RFID, amount will be calculated according to the number of RFID that is given by the user.

Payment Gateway - Once the ‘next’ button is clicked, it will re-directs to the payment gateway page. In this page, the user selects the payment options such as credit/debit.
**View RFID** - Once the transaction is complete, it re-directs back to the request RFID page where the record stores the details into the table. A unique request id is generated and other transaction details and status will be generated as well.

Once the RFID request has been approved by the port authority, the user will receive the RFID numbers as requested.

- The user can also search for the RFID by clicking the green icon on the top of the table. The request id which has generated during the RFID request is used to search for the RFID.
PASS ACTIVATION AND DEACTIVATION

- Once the RFID numbers are received, the next step is request for Activation of passes. The following screen will appear before the user request for pass activation.

- To request RFID pass, click ‘RFID PASS REQUEST’ button and the following screen will appear.
- Select Pass Type, Pass Category, Pass Count and Amount as required by the user.
• Click add button to store the values to the table. Once the ‘next’ button is clicked, it will redirect to the payment gateway page.

• Once the record is added to the table select the record and right click on that to link pass details.
Once the user click the Link Pass Details it will navigate to the following screen.

Fill the following details and click ‘Add’ to store the record into the table.
- Once you link pass details click ‘Go back’ button and click ‘Next’ to proceed for the payment options.
- The Payment gateway screen will appear as follows.

- Once the payment is done, the request for pass activation is sent to port authority. The port authority will verify the documents and proceed for the Pass Approval.
- When a pass request is approved or rejected, the company will receive a notification SMS and mail to the registered mobile number and mail id.

**View Request** - The company can view the request status in the ‘Request for activation of passes’ screen. The request details is stored in the table, it can be selected and click ‘View Request’ button for the status of the pass.
REPORTS

- Reports is the screen where the company generate the passes which are approved by the port authority.

- There are two types of report such as Report_PIS Gate_Pass. Report_PIS is the E-Bill which is generated after the approval of RFID request.

- The generated E-Bill is the proof of the RFID card requested by the company and the E-Bill can be shown at the port authority to get the RFID cards.

- Gate_Pass is the regular gate entry pass used to prove a person’s identity.
**Search Report** - Click the report name which you want to search and retrieve the bill. Search can be performed by giving the company ID or Receipt ID values.

- Once the bill is generated it can be saved in different formats and it has to be shown at the gate to get the RFID cards. The same step is followed to generate the gate pass.