

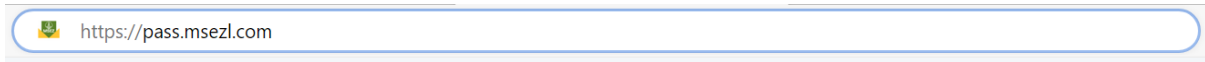


User Manual for Units

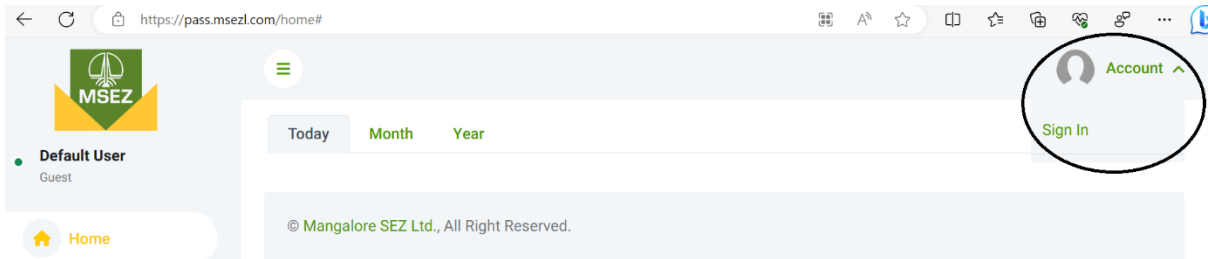


How to Login to the Application?

Type the URL pass.msezl.com in any of the Browsers. Mozilla Firefox will be a recommended browser for better performance.



Once after opening the page through the browser, a page will appear as below. From the click on Account menu and select Sign In option



Once after clicking on Sign In, a page to Login will appear as below. Please provide the Email Address and the password which was provided to your specific Unit and Click on Sign In:

MSEZ Sign In

Email address
unituser@msez.in

Password
.....

Forgot Password

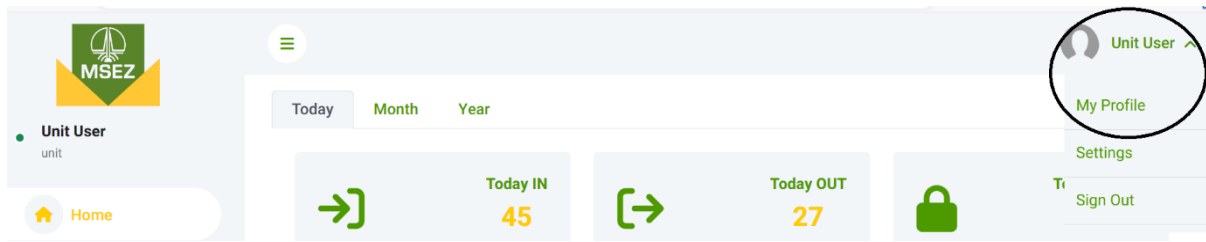
Sign In

Once after Login, please change your password for the security reasons.

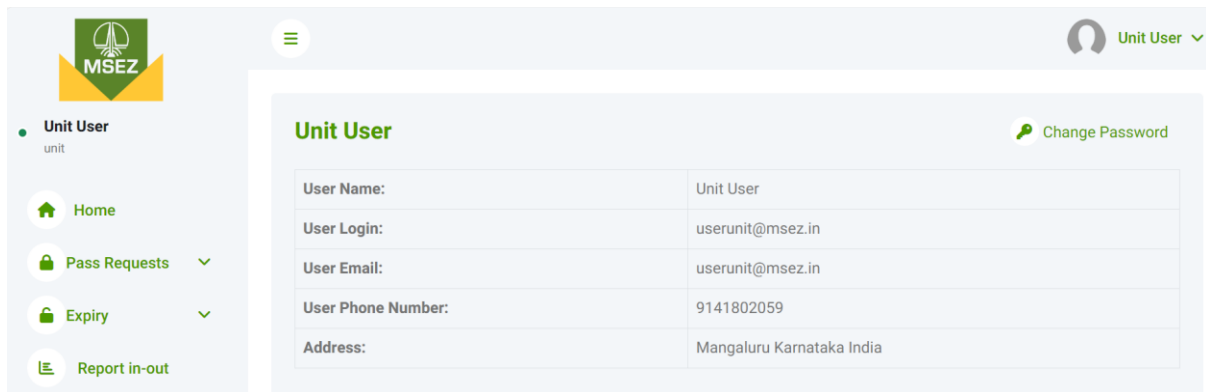


How to change your password?

Once after Login, from the Unit User menu, click on My Profile option as shown below:



The My profile menu will appear like below screenshot. From there, please click on Change Password option:

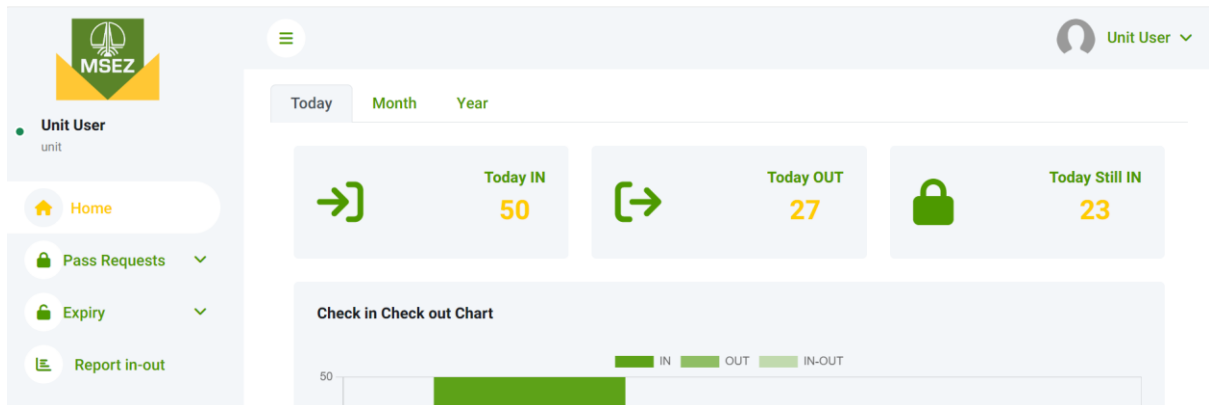


Once after clicking Change Password, the system will show the change password menu as shown below. Enter the Password details as mentioned in the below screen and Click on Change Password button.

Current Password	<i>Enter your current password which was used by you for Login</i>
New Password	<i>Enter your desired new password here</i>
Repeat Password	<i>Enter the new password again for confirmation</i>

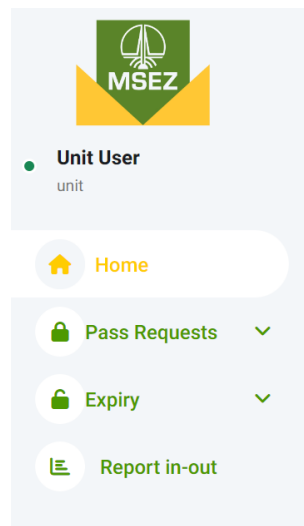
[Change Password](#)

Once you re-login with the new password, the home screen of the application will appear as below:



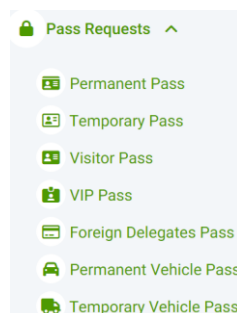
At Home screen, it shows the statistics of the passes inward and outward for the Day, Month and Year. Also, at the bottom, it shows Unit wise details of the passes inward and outward.

At the left side of the application, it will show the different menus for selection as shown below:



Pass Request:

Here there are different types of Passes will be available for submitting the pass request. Below are the different types of passes:





Permanent Passes:

Once after clicking on Permanent Pass, a below screen will appear which shows the already submitted passes with its status.

Permanent Passes									+ New Permanent Pass
#	QR	Name	Phone Number	Unit Name	Pass Status	Request Date	Expiry Date	Actions	
Permanent Pass is NOT Present									

To create a New Pass Request, you must click on New Permanent Pass option available at the right-hand side.

Once you click on the New Permanent Pass, a screen to create the Permanent Pass Request will appear as below:

New Permanent Pass		Permanent Pass List
Basic Details	Other Details	
Visiting Unit MSEZ Limited	Driving Licence Number	
Visitor Name	Election Card Number	
Phone Number	Employee Number	
Aadhar Number	Provident Fund Number	
Photograph Filename Choose File No file chosen	ESI or WC Number	
Pass Valid From 11/10/2023 06:56:35	Days 0	Pass Valid Till 11-10-2023 18:56:35
Supporting documents Choose File No file chosen		
		Save Permanent Pass

All the field names are self-explanatory.

Photograph Upload:

Click on Choose File option to select the photograph File and then Click on Upload

Supporting Documents:

Like Photograph, you can select the multiple supporting documents from the Choose File.



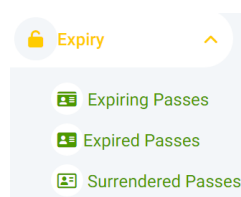
Once after entering the relevant documents, click on Save Permanent Pass button to submit the Pass Request.

Like the Permanent Pass Request, all the other passes will have the self-explanatory fields. You can enter the relevant fields values and click on Save Pass button to submit the Request.

Once after submitting the pass request, **the request will be listed to the next authority for approval.** Based on their authorization, pass request status will be updated. **As soon as the pass request is approved, a SMS with the QRCODE link will be sent to the visiting person. The link contains the details of the Pass Request along with the QRCODE as a web page. The visiting person must show the Pass Request QRCODE at the Gate to scan the pass.**

Expiry:

The expiring, expired and surrendered passes details will be shown here.



On clicking Expiring Passes, the expiring passes details will be shown as below:

#	Photo	Name	Phone Number	Unit Name	Pass Status	Pass Type	Expiry Date	Actions
Filter Search Results								
1		Sreevatsa M	9916981981	MSEZ Limited	Commissioner Approved	Temporary	05/10/2023	

On clicking Expired Passes, the expired passes details will be shows as below:

#	Photo	Name	Phone Number	Unit Name	Pass Status	Pass Type	Expiry Date	Actions
Filter Search Results								
1		SANJAY R GOKHE	9130117450	MSEZ Limited	Expired	Temporary	02/09/2023	Action
2		Goda Gyanaranjan	8249350611	MSEZ Limited	Expired	Temporary		Surrender
3		AJEYAKUMAR	8095303754	MSEZ	Expired	Temporary		Pass Status Info

The expired passes can be Surrendered by clicking on Action button as shown in the above screen.



The surrendered passes will be listed in the Surrendered Passes section.

Report In/Out

Report In/Out will show the details of the passes with Start Date, End Date, Pass Type and In/Out filters. Based on the filters, the details will show as below:

Pass In Out Report

Start Date: 11/10/2023 | End Date: 11/10/2023 | Select Pass Type: Select Pass Type | Select IN OUT: In & Out

#	Visit Date	Pass Number	Pass Type	Name	Phone	Unit Name	Time In	Time Out	Status	Commissioner	Nodal Officer	Visiting Person	Reported By
Filter Search Results													
1	11/10/2023	2023-002-04774	Temporary	BABULAL YADAV	9900044195	MSEZ Limited	11/10/2023, 07:25 pm		IN	B N Sudheendra	Mohammed Hanief		Gu K