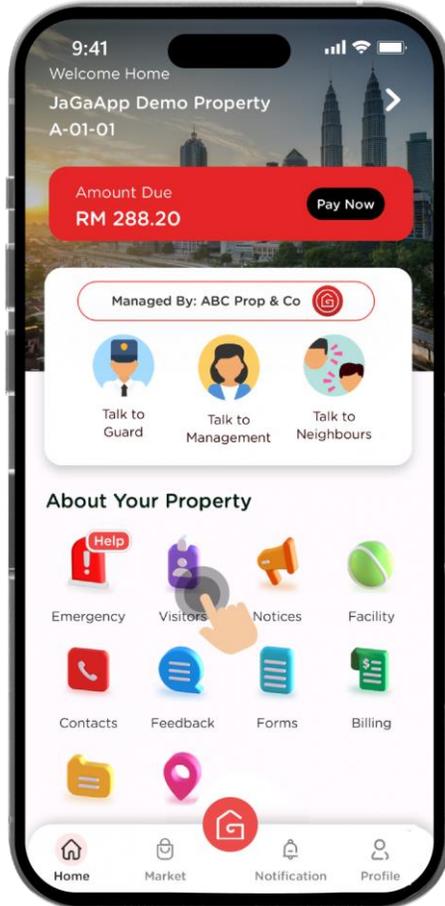


Visitor Registration

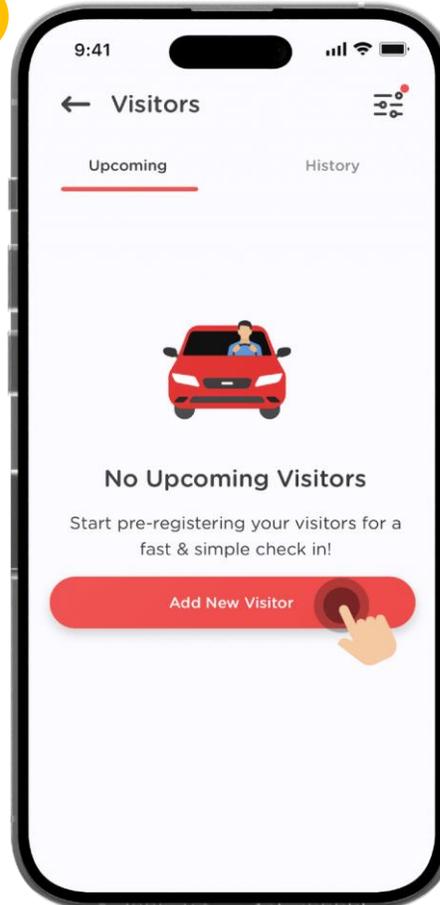
Pre-Register New Visitor

1



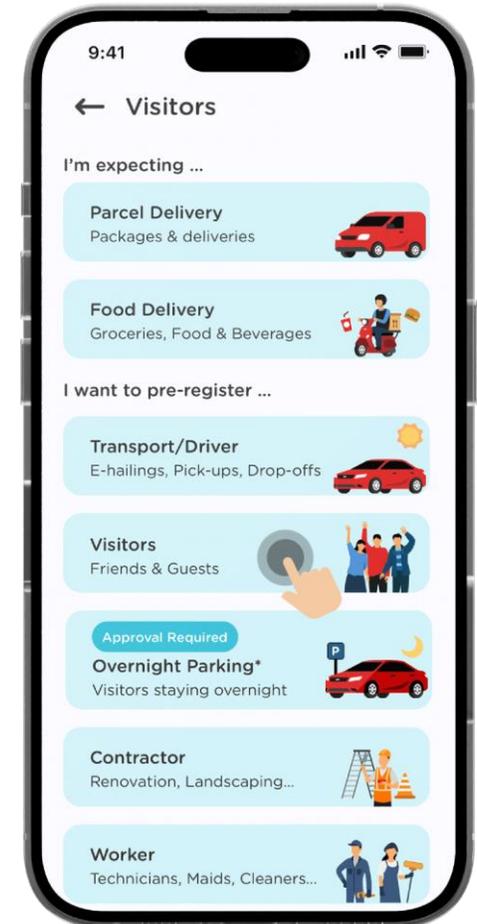
Click on **“Visitors”** icon to get started.

2



Click the **“Add New Visitor”** button to pre-register new visitor.

3



Choose a purpose of visit.

Visitor Registration

Pre-Register New Visitor

4

9:41

← Visitors

Your visitor name

Country Code Contact No

Vehicle Walk-in

Vehicle No

Set Repeat?

No Repeat Daily Weekly

i Valid for **single entry** for the selected Visit Date only.

Visit Date

Resident Remarks

i This can be seen by the guards and management.

Next

Enter your visitor's details.
Click **"Next"** to confirm the visitor details.

5

9:41

← Visitor Confirmation

Details Submitted

Block/Unit **Unit A-1-1**

Visitor Type **Visitor**

Visitor Name **Mandy**

Contact No **+60123456789**

Vehicle No **ABC123**

Visit Date **Tuesday, 18 Jul 2023**

Validity **Single entry only**

Resident Remarks **3 visitors in the same car**

i **Notes from Management**

1. Visitors are subject to the House Rules.
2. Unit owners, residents and/or tenants will be responsible for the conduct of their visitors while in the condominium premises.
3. Once permission is given by the resident, security may accompany the visitor to their unit.

Register Now

Click **"Register Now"** to proceed with the visitor registration.

6

9:41

← Visitor Information

JaGaApp Office
Unit A-1-1

Share QR Code

Purpose of Visit **Visitor**

Visitor Name **Mandy**

Vehicle No **ABC123**

Visit Date **Tuesday, 18 Jul 2023**

Validity **Single entry only**

Experience the app in your language.
Tap here

Click **"Share QR Code"** and share the visitor QR Code to your visitor.

Visitor Registration

Pre-Register New Visitor (Regular)

7

9:41

← Visitors

Visitor Name
Your visitor name

Country Code +60 Contact No
E.g. 1012345678

Vehicle Walk-in

Vehicle No
E.g. ABC123

Set Repeat?
No Repeat **Daily** Weekly

i Allows for **multiple entries** within the registered period only.

Visit Date
Tuesday, 18 Jul 2023

Visit End Date
Thursday, 20 Jul 2023

Next

Select the recurring frequency, either **“Daily”** or **“Weekly”**.

8

9:41

← Visitors

Visitor Name
Your visitor name

Country Code +60 Contact No
E.g. 1012345678

Vehicle Walk-in

Vehicle No
E.g. ABC123

Set Repeat?
No Repeat **Daily** Weekly

i Allows for **multiple entries** within the registered period only.

Visit Date
Tuesday, 18 Jul 2023

Visit End Date
Thursday, 20 Jul 2023

Next

Insert the visit end date and press **“Next”** to confirm the visitor details.

9

9:41

← Visitor Confirmation

Details Submitted

Block/Unit **Unit A-1-1**

Visitor Type **Contractor**

Visitor Name **Sam**

Contact No **+60123456789**

Vehicle No **WXT3435**

Visit Date **Tuesday, 18 Jul 2023**

Validity **Multiple entry daily until Thursday, 20 Jul 2023**

Resident Remarks **Contractor will bring over 3 other workers for house renovation**

Attachment [deposit-reno.png](#)

Notes from Management

1. Visitors are subject to the House Rules.
2. Unit owners, residents and/or tenants will be responsible for the conduct of their visitors while in the condominium premises.

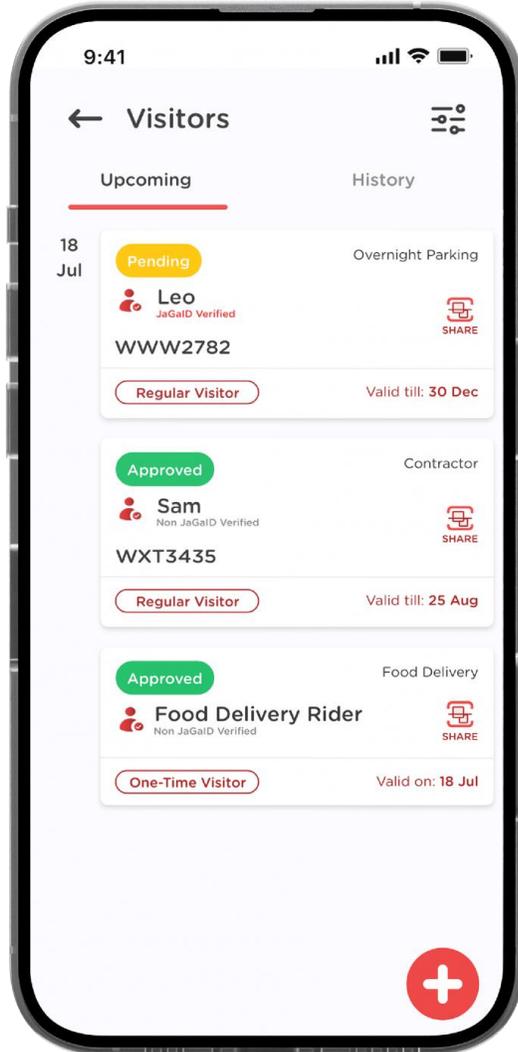
Register Now

Click **“Register Now”** to proceed with the visitor registration.



Visitor Registration

10



Click on the “Upcoming” Tab, you will see all your pre-register visitors’ details.

Visitor Registration

Visitor Registration SOP (Security Guard)

