

Swagatam

Departmental Admin / Nodal Officer:

- a. Nodal officer will login using the credentials received create users. For creating user he will first search for the user using email or mobile. If profile is found then he can select the office and add location of the officer to the same. If profile is not found then nodal officer can create profile using add new user option. Officer will receive the credentials on his email and mobile entered.
- b. Admin can also create an officer and give him permission of PRO to function as reception officer. Reception officer will issue passes at the reception.
- c. Admin can also enable system level settings for his department using settings option.