



Visitor Registration System Guideline

Version 1.1

ITU Helpdesk 3746-0818 (HHB) / 3746-0819 (WK)

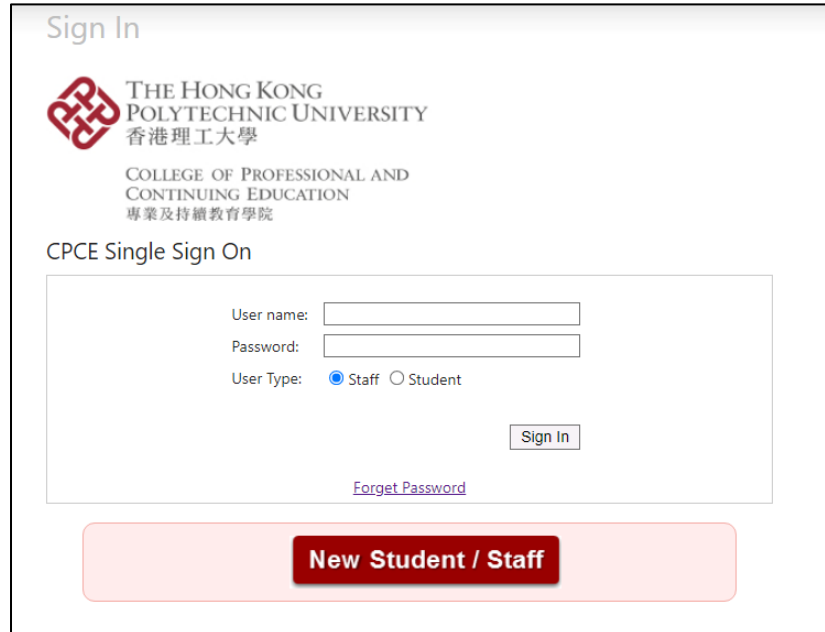
Email: pfitoper@cpce-polyu.edu.hk

Contents


Access Visitor Registration System	3
1. New Booking.....	4
1A. Individual Booking.....	5
1B. Event Booking*	10
2. View/Edit	17
3. Cancel Booking.....	21

Access Visitor Registration System

Access Visitor Registration System by this Web Link (<https://osapps.cpce-polyu.edu.hk/vrs/>). Log in with your username and password (your outlook username and password) and choose "staff" as the "User Type".



Sign In

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

CPCE Single Sign On

User name:

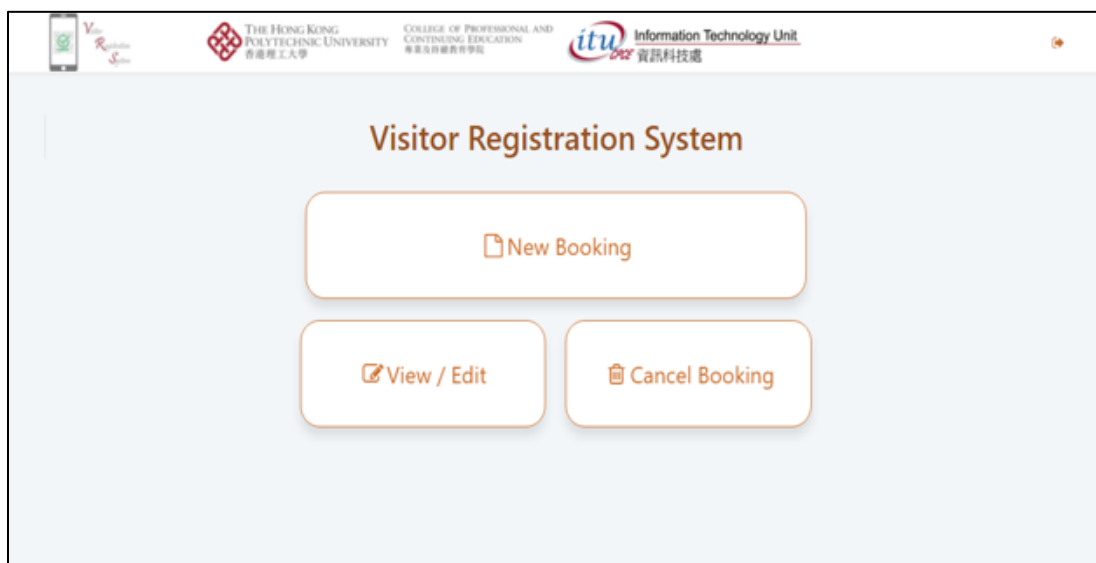
Password:



User Type: ☒ Staff ☐ Student

[Forget Password](#)


After login, the main page contains:

1. New Booking
2. View/Edit
3. Cancel Booking



  THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND
CONTINUING EDUCATION
專業及持續教育學院

 Information Technology Unit
資訊科技處

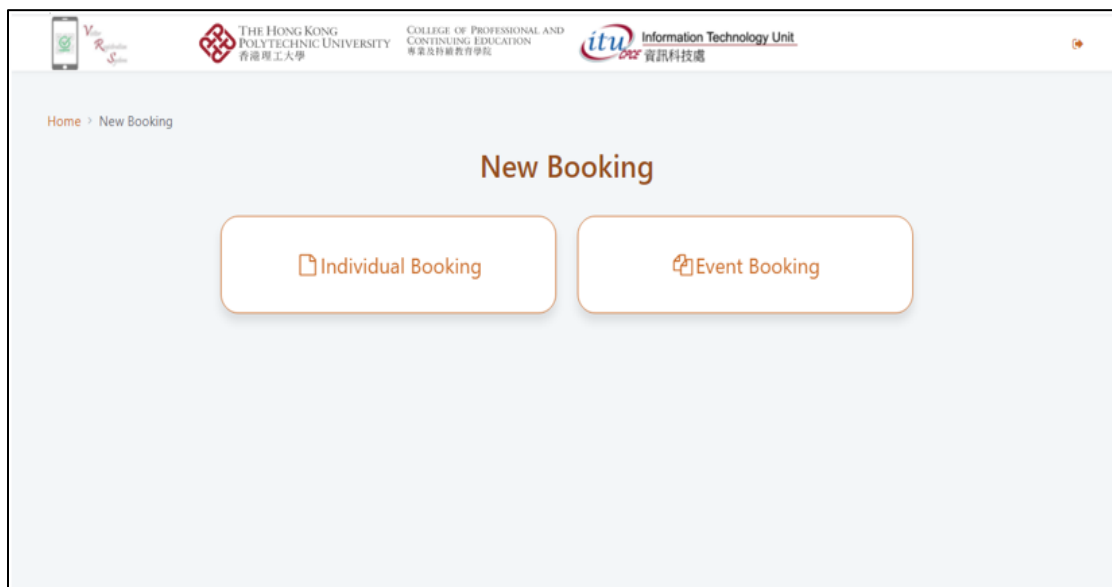
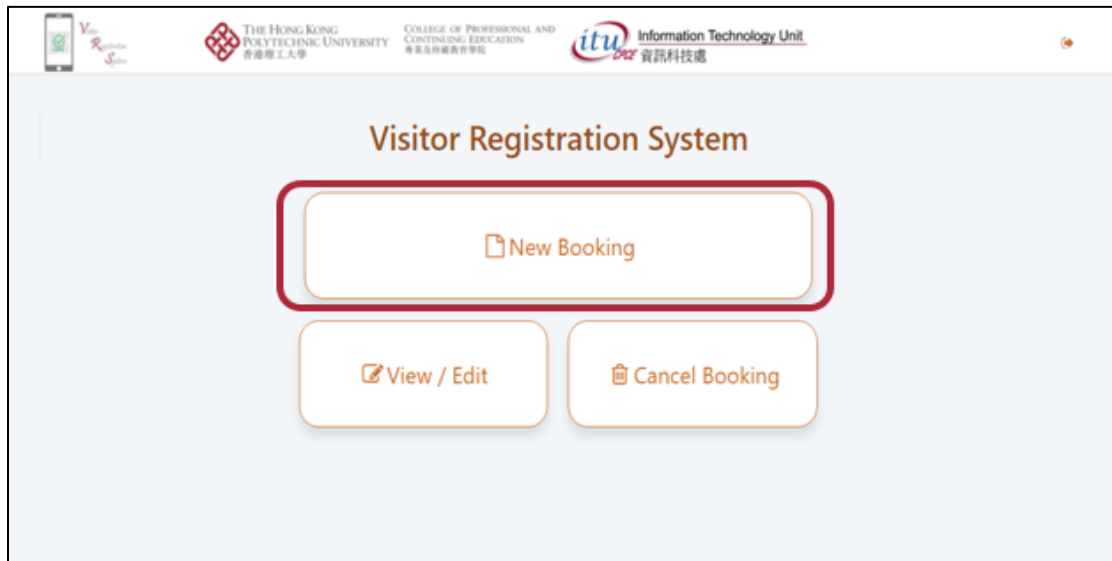
Visitor Registration System

1. New Booking

Click "New booking" on the main page to choose the booking options (Individual Booking/ Event Booking*) according to the number of visitors and the access duration

New Booking	Maximum number of visitors	Access Duration
Individual Booking	5 visitors	5 days
Event Booking*	100 visitors	30 days

*Event Booking is only available for specific user.



1A. Individual Booking

Step 1: Click "Individual Booking" and fill in the information

Home > New Booking

New Booking

Individual Booking Event Booking



Home > Individual Booking

Individual Booking

Requester NetID: training

Requester Name: training Test

Unit / Division *: --Select--

Email Address: training@hkcc-polyu.edu.hk

Contact Number *: Phone

Start Date (dd-mm-yyyy) *: DD MM YYYY

End Date (dd-mm-yyyy) *: DD MM YYYY

Purpose of Visit *:

Venue (Optional) (e.g. HHB-101 / WK-S1101)

Visitor

Visitor Name Organization Contact Number Email Address

Visitor Name Organization Contact Number Email

*The maximum number of visitors: 5

After submitting this booking, the visitor(s) will receive an e-Travel Declaration Form by email. Visitor(s) must complete the form before entering the campus.

The visitor(s) is/are from media and will carry out media related activities on campus.

☐ Yes ☒ No

Cancel Submit

Asterisk (*) indicates required field.

Requester NetID, Requester Name and Email Address will be filled in automatically.

1. **Unit/Division***: select from the top-down menu
2. **Contact Number***: enter the mobile number/ extension number
3. **Start Date* - End Date***: The maximum access duration of Individual Booking would be 5 Days (e.g. Start Date: 01 Sep 2021 – End Date: 06 Sep 2021).
4. **Purpose of Visit***
5. **Venue (Optional)**
6. **Visitor(s) information (Visitor Name*, Organization*, Contact Number*, Email Address*)**: Requester is required to fill in all columns. Each application allows a maximum of 5 visitors.
7. After submitting this booking, the visitor(s) will receive an e-Travel Declaration Form by email. Visitor(s) must complete the form before entering the campus.
8. Identify that is/are the visitor(s) from media and will they carry out media related activities on campus
 - If the visitor(s) is/are from media, the permission from the Head of Unit/Office and MCO will be needed.

The visitor(s) is/are from media and will carry out media related activities on campus.

☒ Yes ☐ No

To better coordinate media activities on campus, application for access to campus from media to carry out media related activities should have been approved by the Head of Unit/Office and MCO.

I declare that the above information is correct.

☒ Yes ☐ No

Step 2: Verify the changes you have made and then click "Submit"

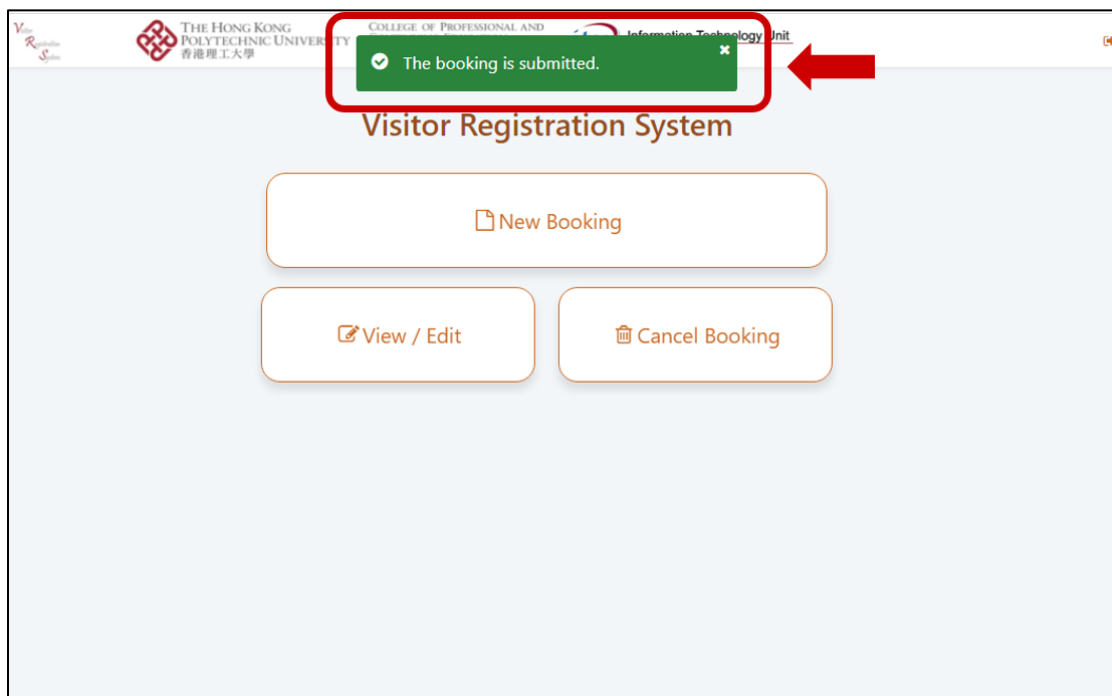
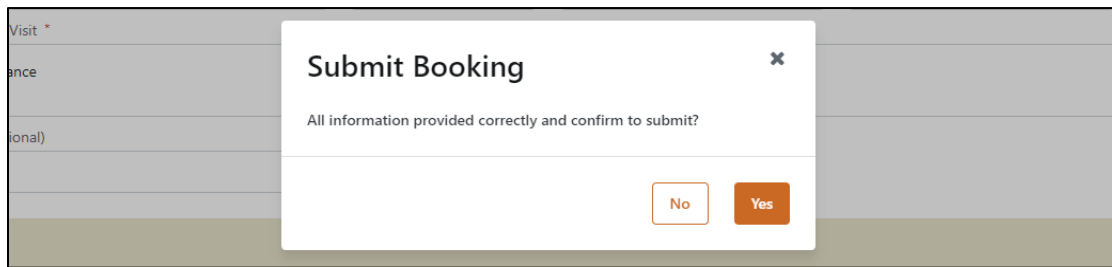
The visitor(s) is/are from media and will carry out media related activities on campus.

☐ Yes ☒ No

8

Cancel Submit

Step 3: Click "Yes" to submit the booking



Step 4: The **visitor(s)** will receive the link of e-Travel Declaration from ITU VRS through email.
Please click into the link and fill in the declaration. If the visitor(s) do/does not fill the declaration, the system will send the reminder 2 days before the start date.

e-Travel Declaration for Visitor Registration System (#V0026)

IV ITU VRS <no-reply@cpce-polyu.edu.hk>
To [redacted]

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Visitor

This is an email notification for your booking ([redacted]) made on the Visitor Registration System.
You must complete the e-Travel Declaration Form before entering the campus.
Please update your declaration via the hyperlink below:

e-Travel Declaration ←

Should you have any questions, please contact the Information Technology Unit by phone at 3746-0818 (HHB) / 3746-0819 (WK) or by email at pfitoper@cpce-polyu.edu.hk.

Best regards
Information Technology Unit
College of Professional and Continuing Education

e-Travel Declaration

Visitor Name: [redacted]
Organization: [redacted]

☒ I declare that, on the day of visit to the PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus, I am not subject to any restrictions under compulsory quarantine or a COVID-19 nucleic acid test set out in any gazetted compulsory testing notice. Besides, I do not have any flatmate under compulsory quarantine on the same premise.

Submit

Confirm to submit the declaration.

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

copacethkpu-tst.outsystemsenterprise.com says

Confirm to submit your declaration?

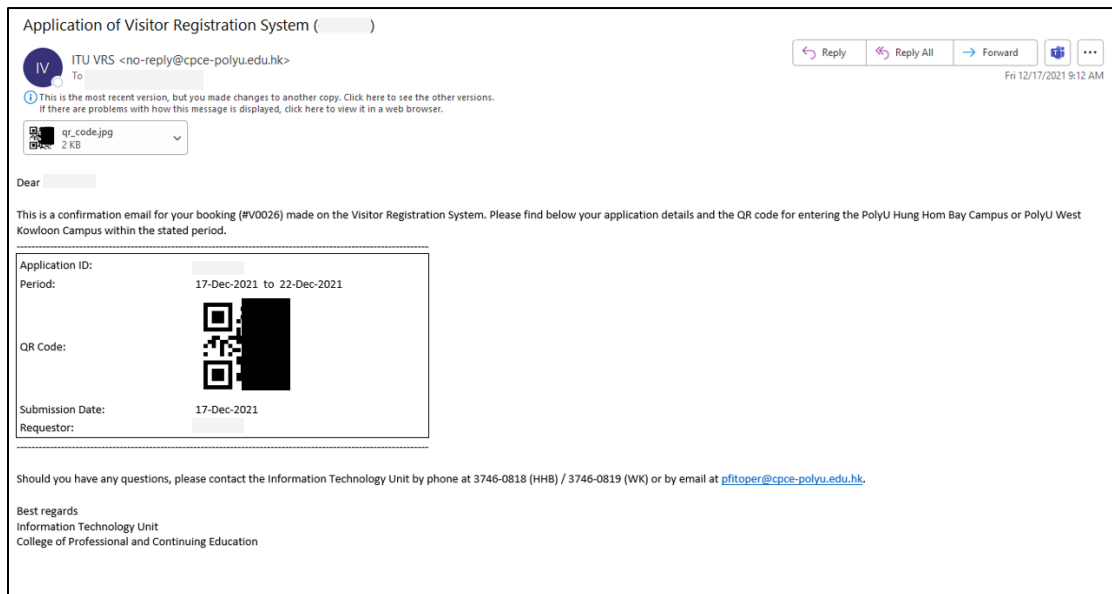
OK **Cancel**

Technology Unit

Your declaration is updated. Please close the window.

Close

Step 5: The **visitor(s)** will receive the QR code from ITU VRS through the email.



1B. Event Booking*

(*Event Booking is only available for specific user.)

Step 1: Click "Event Booking" and fill in the information



Asterisk (*) indicates required field.

Requester NetID, Requester Name and Email Address will be filled in automatically.

1. **Unit/Division***: select from the top-down menu
2. **Contact Number***: enter the mobile number/ extension number
3. **Start Date* - End Date***: The maximum access duration of Individual Booking would be 30 Days (e.g. Start Date: 17 Dec 2021 – End Date: 16 Jan 2022)
4. **Purpose of Visit***
5. **Venue (Optional)**
6. **Visitor(s) information (Visitor Name*, Organization*, Contact Number*, Email Address*)**: upload a batch of visitors' information through the excel file. Each application allows a maximum of 100 visitors.

6a) Download the template file

(e.g. HHB-101 / WK-S1101)

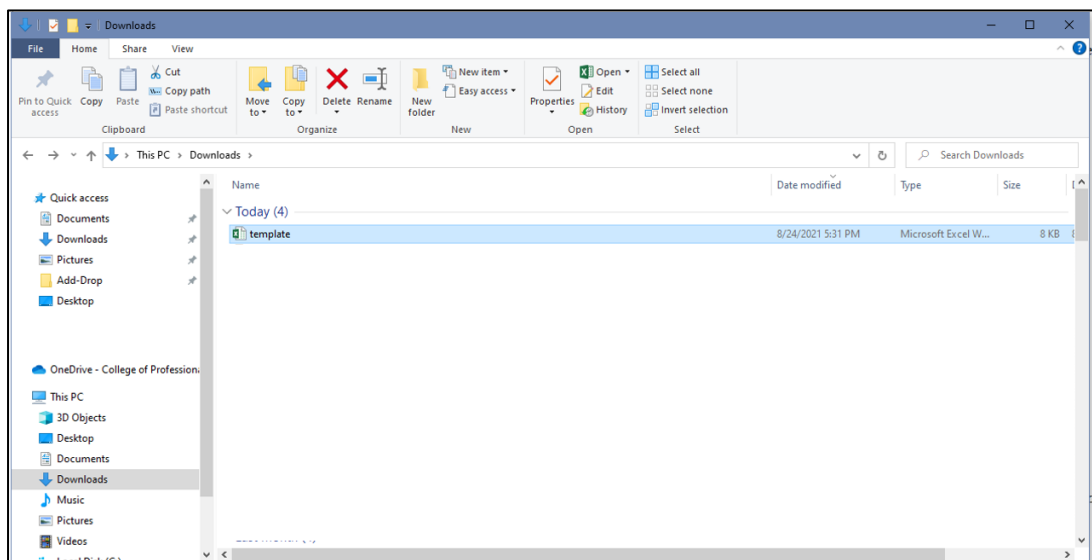
Upload a batch of visitors information.

Drop a file here or click to select file

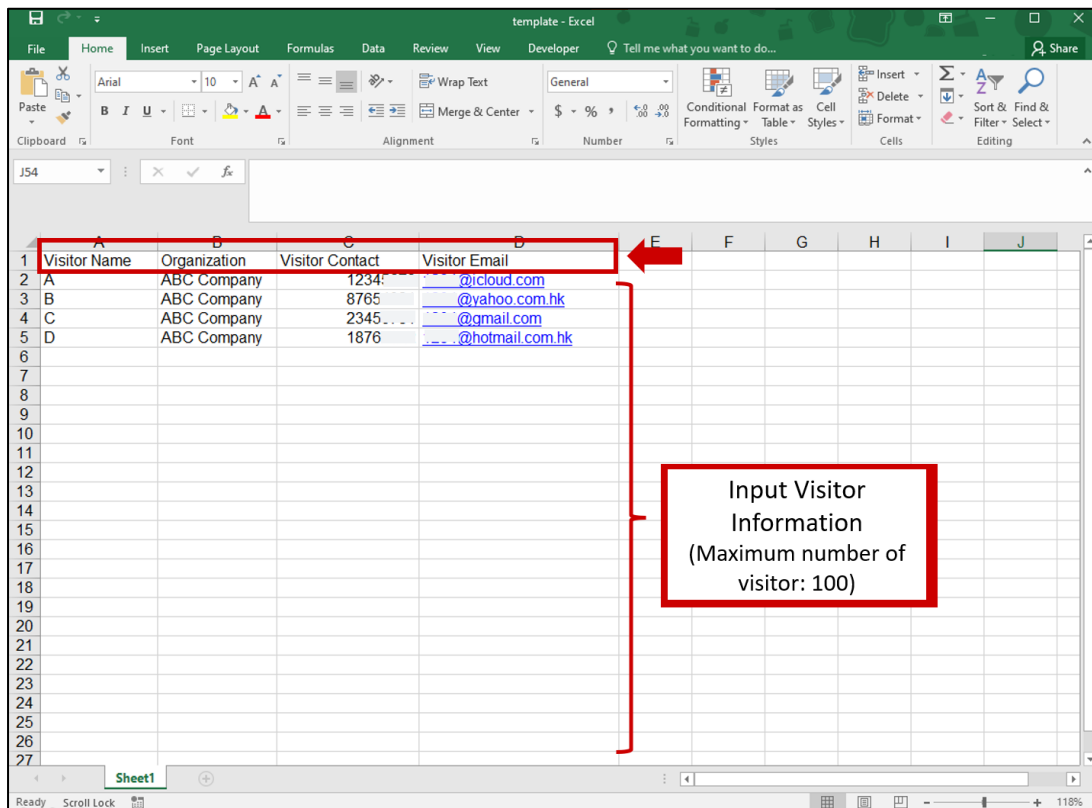
*The maximum number of visitors: 100

Click here to download a template file.

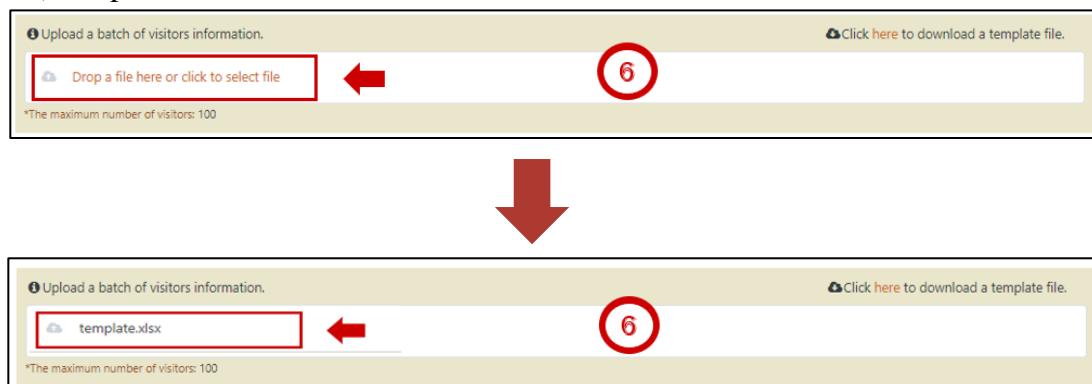
6b) Save the template excel file (Name: "template")



6c) Input visitor(s) information (Visitor Name*, Organization*, Contact Number*, Email Address*) in the corresponding columns and save the file



6d) Drop the file in the box or click to select the file



7. After submitting this booking, the visitor(s) will receive an e-Travel Declaration Form by email. Visitor(s) must complete the form before entering the campus.
8. Identify that is/are the visitor(s) from media and will they carry out media related activities on campus
 - If the visitor(s) is/are from media, the permission from the Head of Unit/Office and MCO will be needed.

The visitor(s) is/are from media and will carry out media related activities on campus.

☒ Yes ☐ No

To better coordinate media activities on campus, application for access to campus from media to carry out media related activities should have been approved by the Head of Unit/Office and MCO.


I declare that the above information is correct.

☒ Yes ☐ No

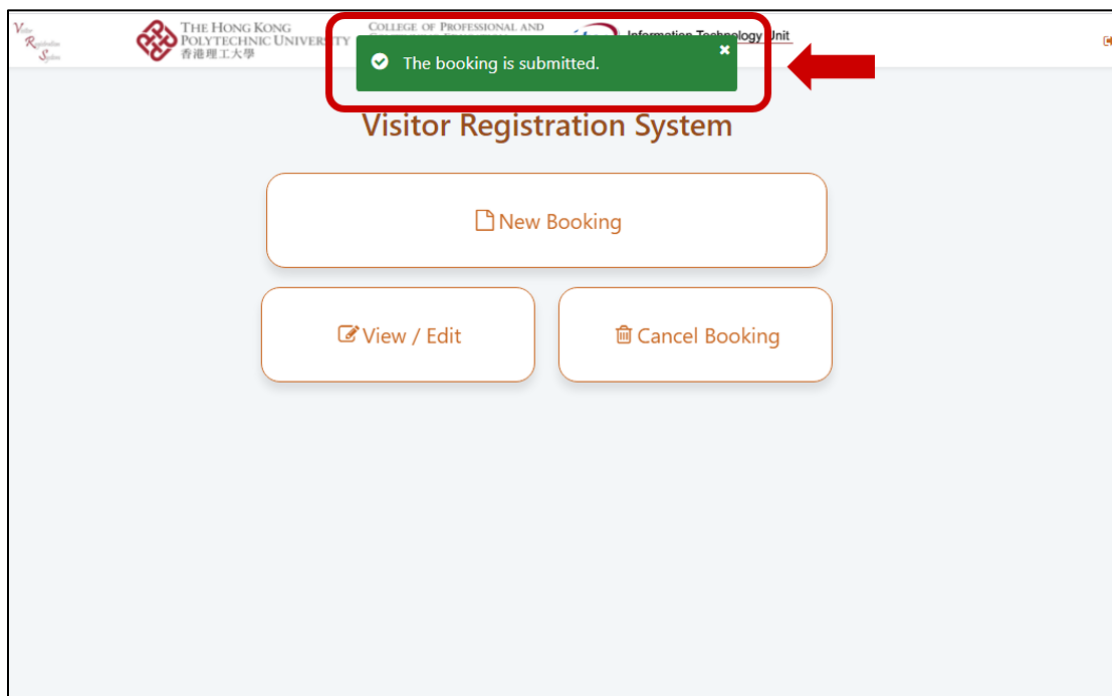
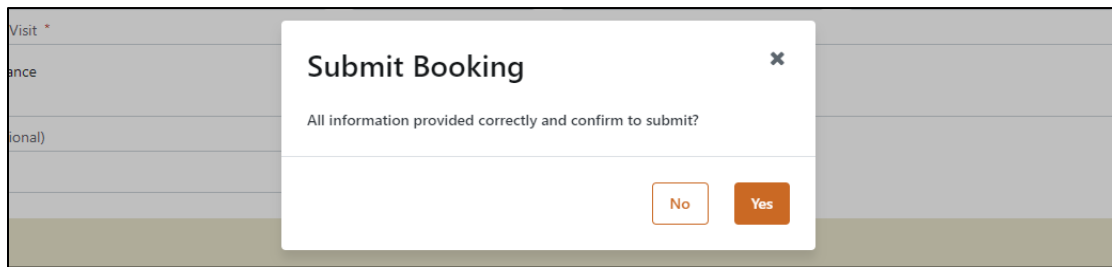
Step 2: Verify the changes you have made and then click "Submit"

The visitor(s) is/are from media and will carry out media related activities on campus.

☐ Yes ☒ No



Step 3: Click "Yes" to submit the booking



Step 4: The **visitor(s)** will receive the link of e-Travel Declaration from ITU VRS through email.
Please click into the link and fill in the declaration. If the visitor(s) do/does not fill the declaration, the system will send the reminder 2 day before the start date.

e-Travel Declaration for Visitor Registration System (#V0026)

IV ITU VRS <no-reply@cpce-polyu.edu.hk>
To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Visitor

This is an email notification for your booking ([redacted]) made on the Visitor Registration System.
You must complete the e-Travel Declaration Form before entering the campus.
Please update your declaration via the hyperlink below:

[e-Travel Declaration](#)

Should you have any questions, please contact the Information Technology Unit by phone at 3746-0818 (HHB) / 3746-0819 (WK) or by email at pfitoper@cpce-polyu.edu.hk.

Best regards
Information Technology Unit
College of Professional and Continuing Education

e-Travel Declaration

Visitor Name:
Organization:

☒ I declare that, on the day of visit to the PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus, I am not subject to any restrictions under compulsory quarantine or a COVID-19 nucleic acid test set out in any gazetted compulsory testing notice. Besides, I do not have any flatmate under compulsory quarantine on the same premise.

Confirm to submit the declaration.

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

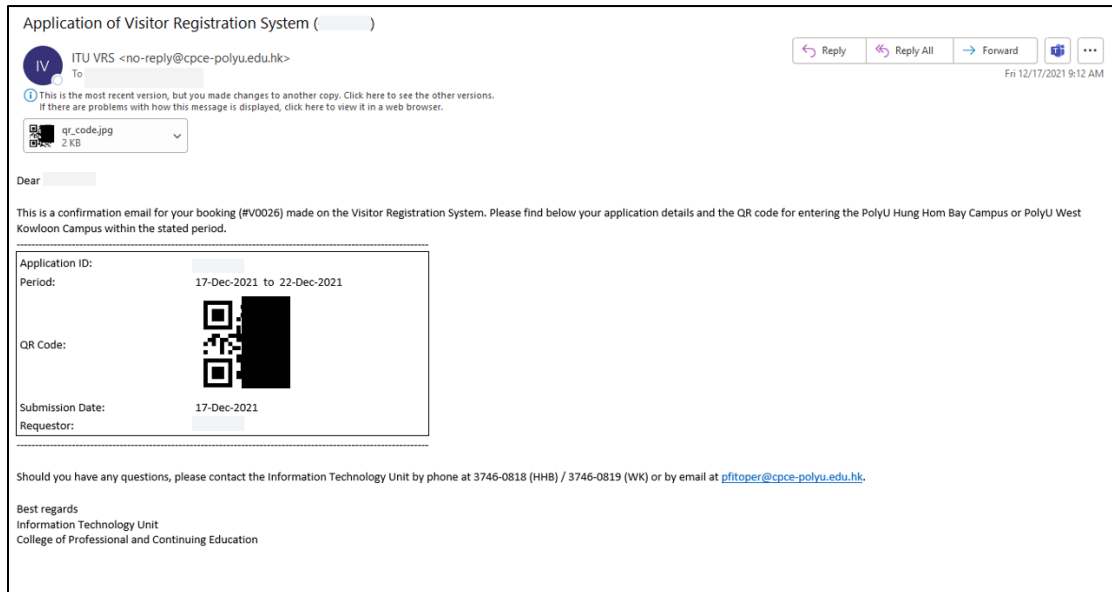
copacethkpu-tst.outsystemsenterprise.com says

Confirm to submit your declaration?

Technology Unit

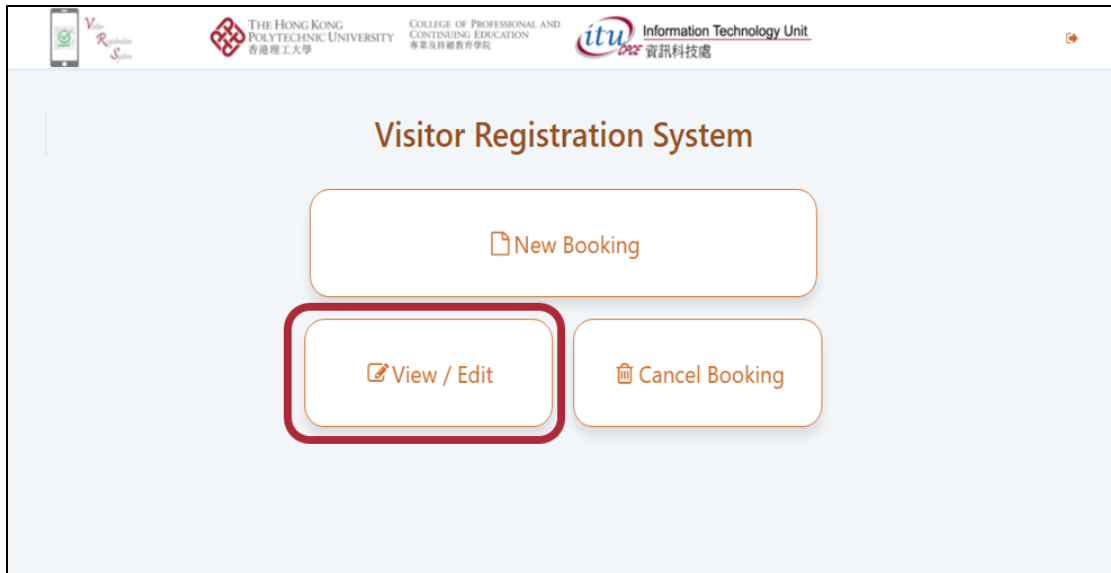
Your declaration is updated. Please close the window.

Step 5: The **visitor(s)** will receive the QR code from ITU VRS through the email.



2. View/Edit

Step 1: Click "View/Edit" on the main page to review the booking record and history.



Home > View / Edit Booking

View / Edit Booking

Search by Visitor Name Filter by All ▼

App_ID	Visitor	Start Date	End Date	Status	Submitted on	Last Modified	
V0024	123			Expired			View Details
V0025	1			Pending			View Details
V0026	2			Approved			View Details
V0027	3			Approved			View Details
V0028	4			Pending			View Details

5 records

Step 2: View/Edit visitor information (Visitor Details and Booking Details) through "View Details"

Home > View / Edit Booking

View / Edit Booking

Search by Visitor Name Filter by All

App_ID	Visitor	Start Date	End Date	Status	Submitted on	Last Modified	
V0024	123			Expired			View Details
V0025	1			Pending			View Details
V0026	2			Approved			View Details
V0027	3			Approved			View Details
V0028	4			Pending			View Details

5 records

2a. When the status is **Pending**, the changes can be saved. It will not resend the updated email to visitor but it can resend the e-Declaration to requester and visitor.

Requester Details A Send e-Declaration to requester

Requester Name
Unit / Division
Contact No.
Email

Visitor Details A Resend e-Declaration to visitor

Visitor Name: 1
Organization: ABC College
Contact No.: 87654321
Email: @gmail.com

Booking Details (Individual) B

Start Date: 17-12-2021 End Date: 22-12-2021
Venue (Optional):
Purpose of Visit: Campus visit C

Close Save Save and Resend to Visitor

A. Send e-Declaration to requester or visitor

B. Visitor Details & Booking Details: Edit the information

C. Save: Verify the changes you have made. It will not notify the visitor.

2b. When the status is **Approved**, the changes can be saved and resent the updated email to visitor:

The screenshot shows a booking form with three main sections: Requester Details, Visitor Details, and Booking Details (Individual). A red bracket on the right side of the form groups the Visitor and Booking details sections, with a red circle 'A' next to it. At the bottom of the form, there are three buttons: 'Close', 'Save' (with a red circle 'B' above it), and 'Save and Resend to Visitor' (with a red circle 'C' above it).

A. Visitor Details & Booking Details: Edit the information

B. Save: Verify the changes you have made. It will not notify the visitor.

C. Save and Resend to Visitor: Verify the changes you have made. It will resend the QR code and notify the visitor.


2c. When the status is **started/ expired/ canceled**, the changes cannot be saved and resent.


* If the requester would like to register visitor on the start date, the visitor should fill in the e-travel declaration first. The system will change the status (Approved → Started) after a maximum of 4 hours.


This screenshot shows the same booking form as before, but the 'Save and Resend to Visitor' button is now disabled (grayed out). The 'Save' button is still active. The form fields show: Visitor Name: 3, Organization: ABC Company, Contact No.: 23456781, Email: @yahoo.com.hk, Start Date: 16-12-2021, End Date: 21-12-2021, and Purpose of Visit: Visit.

Step 3: The **visitor** will receive the updated email from ITU VRS.

Booking updated of Visitor Registration System ()


 ITU VRS <no-reply@cpce-polyu.edu.hk>
To

 This is the most recent version, but you made changes to another copy. Click here to see the other versions.
If there are problems with how this message is displayed, click here to view it in a web browser.

 qr_code.jpg
2 KB

Dear 2

Your booking of Visitor Registration System was **UPDATED**. Please find the details as below.

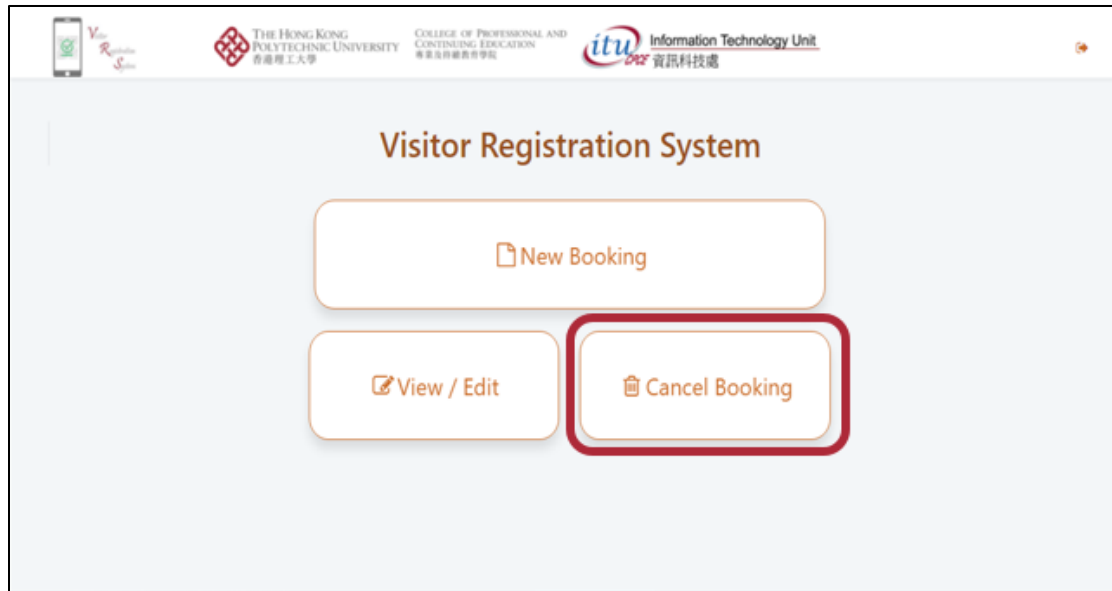
Application ID:	
Period:	17-Dec-2021 to 22-Dec-2021
QR Code:	
Modify Date:	17-Dec-2021
Requestor:	

Should you have any questions, please contact the Information Technology Unit by phone at 3746-0818 (HHB) / 3746-0819 (WK) or by email at pfitoper@cpce-polyu.edu.hk.

Best regards
Information Technology Unit
College of Professional and Continuing Education

3. Cancel Booking

Step 1: Click "Cancel Booking" on the main page



Home > Cancel Booking

Cancel Booking

Search by Visitor Name

App_ID	Visitor	Start Date	End Date	Status	Submitted on	Last Modified	
V0025	1	17-Dec-2021	22-Dec-2021	Pending	17-Dec-2021	17-Dec-2021 10:03AM	Cancel
V0026	2	17-Dec-2021	22-Dec-2021	Approved	17-Dec-2021	17-Dec-2021 10:52AM	Cancel

Step 2: Click "Cancel"

* The "Cancel" option will be shown when the status is "Pending" or "Approved".

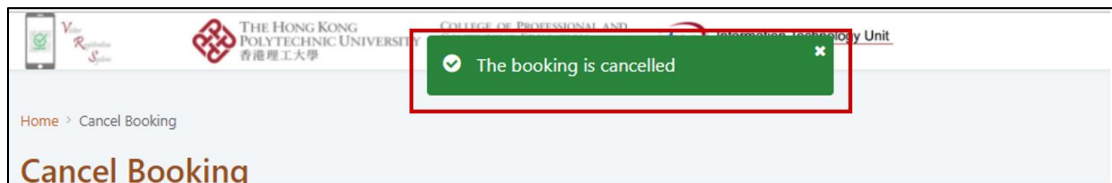
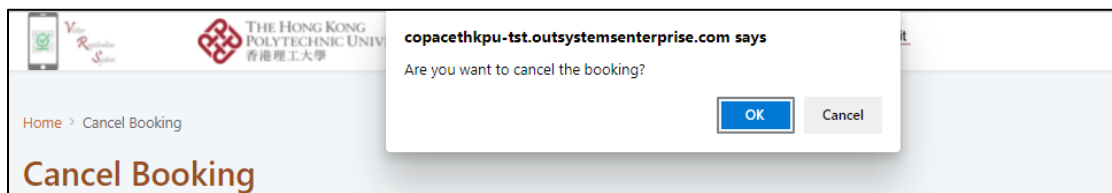
Home > Cancel Booking

Cancel Booking

Search by Visitor Name

App_ID	Visitor	Start Date	End Date	Status	Submitted on	Last Modified	
V0025	1	17-Dec-2021	22-Dec-2021	Pending	17-Dec-2021	17-Dec-2021 10:03AM	Cancel
V0026	2	17-Dec-2021	22-Dec-2021	Approved	17-Dec-2021	17-Dec-2021 10:52AM	Cancel

Step 3: Click "Yes" in the pop-ups box to cancel the booking





Step 4: The **requester and visitor** will receive the canceled email from ITU VRS.

