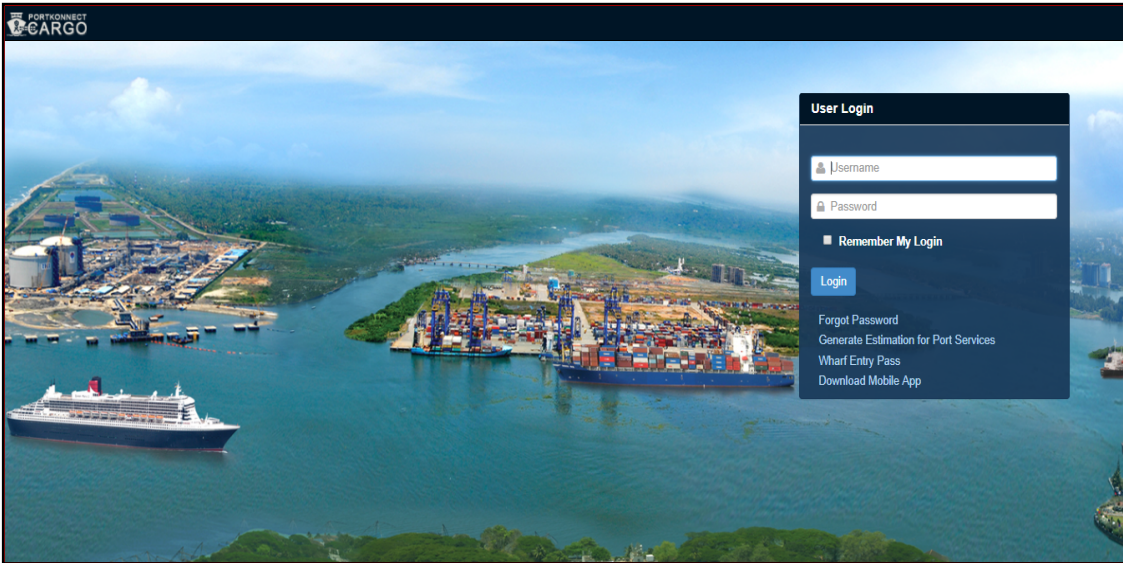
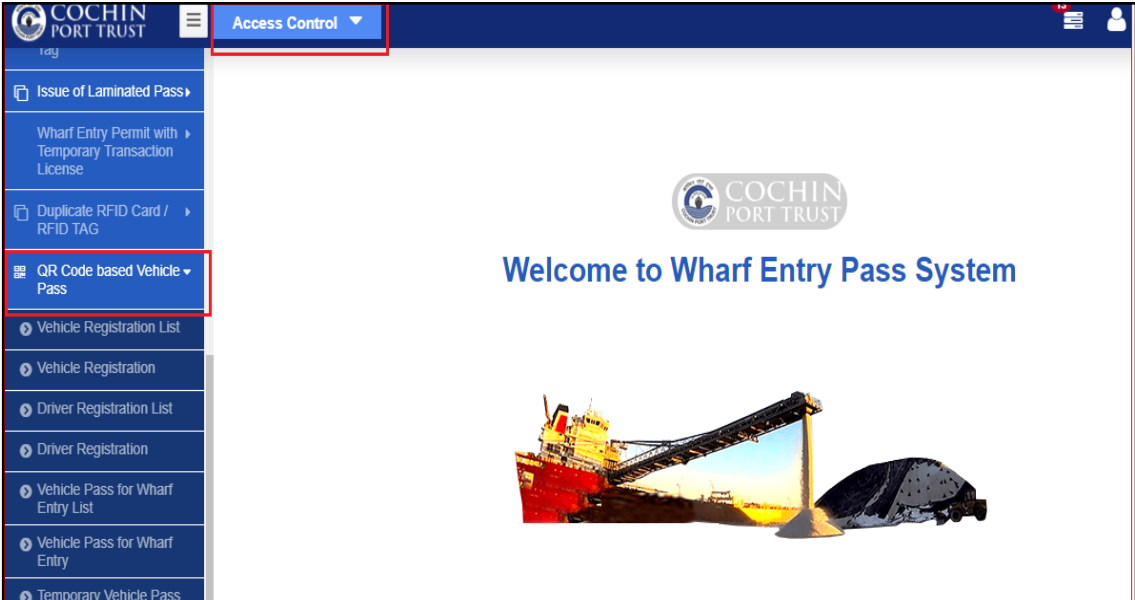


QR Code Based Vehicle Pass- User Guide

1. Login URL: <https://pos.cochinport.com>



- 2. Enter user name followed by the password. Click Login.
- 3. From the menu click “**Access Control**”
 - a. Click on “**QR Code Based Vehicle Pass**”



4. **Steps for registering a vehicle** - Click on Vehicle Registration

- a. Enter the details. The text fields marked with * indicates mandatory fields.
- b. Under the “**Upload Document**” section “**Vehicle Registration Certificate**” and “**Insurance**” copies are to be uploaded.
- c. Click “**Save & Exit**” after filling up all the details.
- d. A fee payment is required for first time registration of vehicles. On approval of application a payment link will be sent to the registered mobile wherein the user can pay the applicable amount. Once payment is done, the vehicle will be registered in system.

Vehicle Registration

Vehicle Registration Details

Recommended By: * Vehicle Type: *
Vehicle Owner Name: * Vehicle No. (As per RC format): *
Insurance Expiry Date: * Vehicle Owner Address: *
Vehicle Owner Contact No.: * Vehicle Owner Contact No2:
Email Id:

Upload Document

Document Type	Upload	Document Name	Date of Issuance	Valid Upto	Actions
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5. **Steps for registering a Driver** - Click on Driver Registration

- a. Enter the details. The text fields marked with * indicates mandatory fields.
- b. Under the “**Upload Document**” section “**Aadhar Card**” and “**License**” copies are to be uploaded.
- c. Click “**Save & Exit**” after filling up all the details.
- d. A fee payment is required for first time registration of drivers. On approval of application a payment link will be sent to the registered mobile wherein the user can pay the applicable amount. Once payment is done, the driver will be registered in system.

The screenshot shows a web application interface for driver registration. On the left is a navigation menu with options like 'Vehicle Registration List', 'Driver Registration List', and 'Driver Registration'. The main content area is titled 'Driver Registration' and contains two sections: 'Driver Registration Details' and 'Upload Document'.

Driver Registration Details:

- Recommended By: *
- Driver Name: *
- Date Of Birth: *
- License No.: *
- License Expiry Date: *
- Aadhar No.: *
- Email Id:
- Phone No.: *
- Address: *
- Type of License: *

Upload Document:

There is a '+ Add' button and a table with columns: Document Type, Upload, Document Name, and Actions.

At the bottom of the form are three buttons: 'Save & Exit' (green), 'Reset' (blue), and 'Back' (red).

6. Steps for applying **Wharf Entry Pass [Daily/Weekly/Temporary/Biometric]**

- a. Click on Access Control menu.
- b. Select the type of pass [Daily/Weekly/Temporary/Biometric]



The screenshot displays the 'COCHIN PORT TRUST' logo and 'Access Control' menu at the top. A sidebar on the left lists various pass application options, with 'Application for Daily Pass' and 'Application for Temporary Wharf Entry Pass' highlighted. The main content area is titled 'Application for Daily Pass' and contains a 'Pass Details' section. This section includes radio buttons for 'WithOut Vehicle' (selected) and 'With Vehicle'. Below are several form fields: 'To Department' (dropdown), 'Company Name' (text), 'Purpose Of Visit' (text), 'Location Of Visit' (dropdown), 'Duration' (dropdown set to 'Daily'), 'Berth Name' (dropdown), 'Required From' (calendar set to '18-09-2021'), 'Required To' (calendar set to '18-09-2021'), and 'Phone No.' (text). A note at the bottom explains the asterisk (*) marking for mandatory fields: '*TM - for all normal port related activities including surveys, ship repairs, stores/ water supply etc; CE/CME- for contractors engaged in civil/mechanical engineering works. DC - for staff of hired crafts/ Crew of ships /contract staff engaged on works of ports & crafts. GAD - for others'.

7. Steps for applying **Vehicle Pass for Wharf Entry** - Click on Vehicle Pass for Wharf Entry

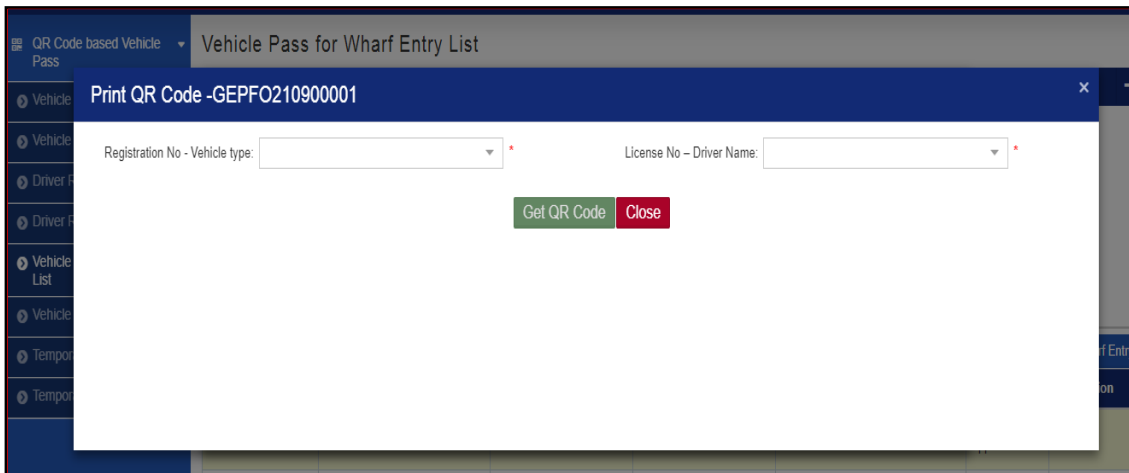
- a. Fill up all the details in the Pass Details section. The fields marked with * are mandatory
- b. Under the “**Vehicle – Driver Mapping**”
 - i. Select the vehicle no which is already registered with CoPT.
 - ii. Select the Wharf Entry Pass No which was applied by the Agent for entering into Wharf.
 - iii. Select the combination of “**License No- Driver Name**” from the available list.
 - iv. Click “**Save & Exit**” after filling up all the details
 - v. After saving the record a notification will be sent to CoPT/CISF wherein the pass will be approved.

8. **Steps for printing QR Code** - For entry of vehicle inside wharf

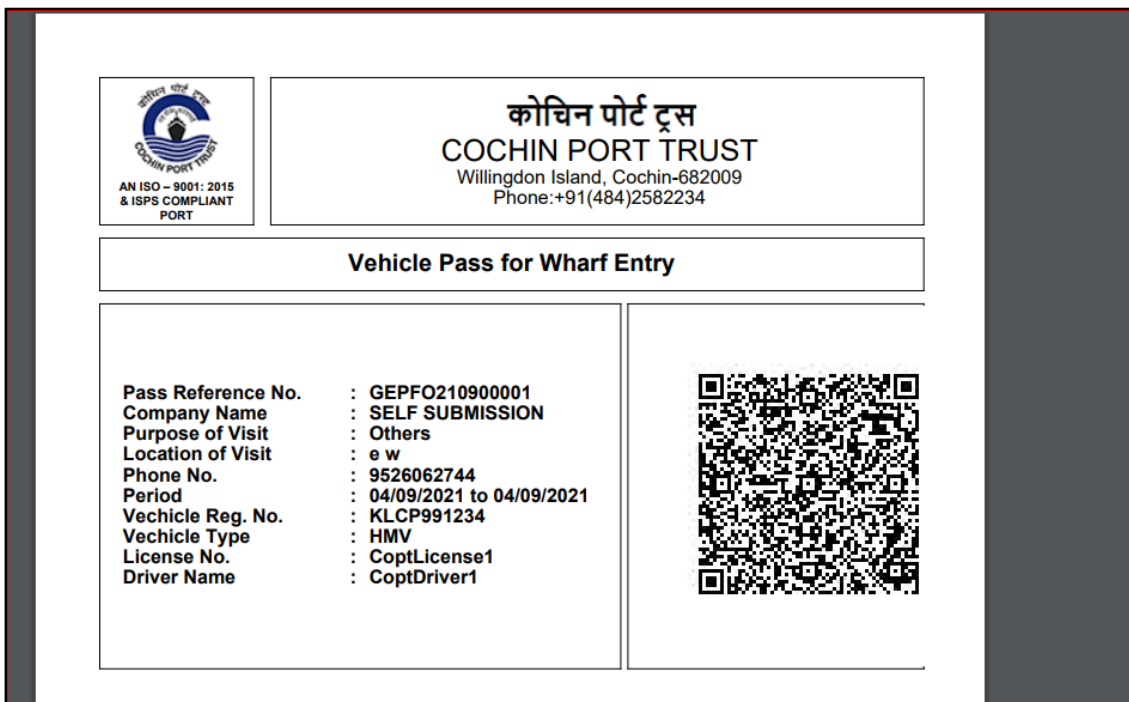
- a. Click on **“Vehicle Pass For Wharf Entry List”**.
- b. This list will contain all the applications applied by the respective Agents. If the application is not found in the list try querying by editing the **“From Date”** and **“To Date”** following by clicking on **“Get Data”** button.
- c. Select the Application No and as seen in the below screenshot and under **“Action”** field click on the right most icon [PDF icon].

Application No. ⇅	Company Name ⇅	Required From ⇅	Required To ⇅	Location Of Visit ⇅	Status ⇅	Action
GEFFO210900001	1002671-SELF SUBMISSION	04-09-2021 07:00	04-09-2021 07:00	e w	Pass Approved	
GEFFO210800003	1002671-SELF SUBMISSION	25-08-2021 07:00	01-10-2021 07:00	zz	Pass Approved	

- d. When clicking on the icon a form will be displayed (as seen in below screenshot) for print QR Code



- e. Here the Agents can select any combination of “**Registration No - Vehicle Type**” and “**License No – Driver Name**”.
- f. Once both the combination is selected, click on “**Get QR Code**”.
- g. Click on “**Print QR Code**”. A new page (as seen in below screenshot) with “**Vehicle Pass For Wharf Entry**” will open



- h. The user can take print out of this page and which must be produced before CISF at the gate prior to Wharf entry.