

# Visitor Management System User Guide v1.0

All visitors entering co11ab are required to register via the Visitor Management System (VMS) prior to entry.

Please follow the steps as advised:

## 1. Scan this QR code as shown below



## 2. After scanning, you will be linked to the visitor registration form. We have highlighted the important fields that must be filled in are: -

- o Visitor First Name
- o Visitor Email
- o Visitor Company
- o Host Company
- o Host First Name
- o Verification code (case sensitive)

For additional information and help for filling in the form, please see Appendix 1.

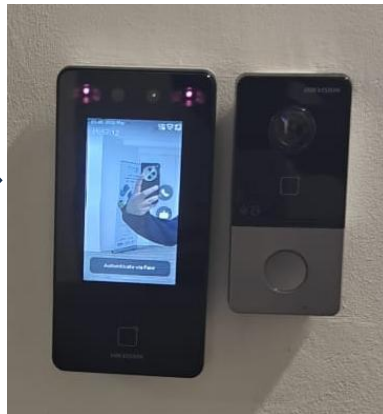
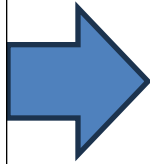
## 3. After visitor registration, a QR code will be generated as shown



Once generated, please scan the QR code at the entrance to gain access to the premises. Entry is permitted only during the approved date and time indicated on the access QR code.

4. **Please use the generated QR code to scan at the lighted window area of the door access system to gain entry.**

Please face the QR code generated towards the lighted screen.



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### **Important details**


- Visitors must be invited or approved by a co11ab member company
- Walk-in visitors without prior registration may be denied entry. Access QR codes are non-transferable and time-bound
- Hosts (co11ab member company) are responsible for their visitors at all times while on-site

**Should you encounter any issues, please contact William at 6592 3961**

**APPENDIX 1 Guide to complete the visitor registration form**

co11ab-visitors.com/

Visitor Reservation

Visitor Picture 

First Name


Last Name


Visit Purpose Business >

Estimated Entry Time

**2026/03/06 - 14:03** | **2026/03/06 - 23:59**  
\*Start | \*End

\*Email

[More](#) 



**Save**

☰ □ ◀

Please Enter This



Please Enter This



### Visitor Reservation

Last Name

Visit Purpose Business >

#### Estimated Entry Time

**2026/03/06 - 14:03** | **2026/03/06 - 23:59**  
\*Start | \*End

\*Email

[Collapse ^](#)

Please Enter This →

Visitor Company Name

Please Enter This →

Host Name

Please Enter This →

Host Company Name Please select one item. >

Please Enter This →

i UaT

**Save**

# col1ab Visitor Management System (VMS)

## Frequently Asked Questions

### **1. Who needs to register as a visitor?**

All visitors entering col1ab must register. This includes business partners, vendors, contractors, research collaborators, delivery personnel (non-regular), and guests.

### **2. What happens if a visitor forgets to register?**

Entry will not be permitted without a valid QR access code. The visitor will need to complete the registration before entering.

### **3. How long is the QR access code valid?**

The QR access code is date-specific and time-bound. It is only valid on the approved visit date and within the authorised access hours (until 6:00 PM). Entry will not be permitted outside the approved time window.

### **4. Can visitors re-enter on the same day?**

Yes, visitors may re-enter within the approved time window of the QR code.

### **5. What should I do if my visitor does not receive the QR code email?**

Visitors should check their spam/junk folder and ensure the email address and verification code are entered correctly. If the issue persists, please contact William at 6592 3961.

### **6. What if the QR code cannot be scanned?**

Please ensure the QR code is clear, the screen brightness is sufficient, and the code has not expired. In some cases, the QR code may take a short time to activate.