The system has been built in such an order that a visitor can send online requests to the jail authorities to fix a Video Conferencing Session with their acquaintance prisoners.

**Step 1:**

The visitor can fill the following form to send a request to the respective jail authorities.
The Details to be filled by the visitor in this form are as follows:-

1. **Prisoner Name** - The name of the prisoner to whom the visitor wants to meet.
2. **Relation** - Relation of the visitor to the prisoner.
3. **Visitor Name** - Full Name of the visitor.
4. **Father Name** - Father Name of the prisoner.
5. **Jail** - Jail in which the prisoner is admitted at present.
6. **Mobile Number** - Mobile number of the Visitor.
7. **Email ID** - Working E-Mail ID of the visitor which will be used to intimate the visitor about the status of his/her request.
8. **ID Proof** - Identity Proof type of the visitor.
9. **ID Number** - The number of the Identity Card presented.
10. **Prisoner Age** - Age of the prisoner.
11. **Time Slot** - The visitor will enter the time slot for which he/she wishes to start the video conferencing session.
12. **Upload ID Proof** - In this link the visitor can upload the scanned copy of the ID proof which will be visible to the jail authorities along with the request.

13. **Date of visit** - The date of the video conferencing session.

**Step 2:-**

After filling up the form a request will start appearing in the account of the respective jail authority. The jail authority can log in to their account through the following link by filling their username and passwords.

After supplying the correct user name and password, the user will be directed to the home page of his respective jail as follows:-
All the requests for his jail will be visible to the user by default.

User can modify the list of request by changing the options given on the top of the page as:-

**All Requests**

**Pending Requests**

**Approved Requests**

And then clicking on the **Refresh** button.
Or the user can view the requests between specific dates by selecting the From Date and To Date and again clicking on the REFRESH button.

**Step 3:**

The user can view the details of any pending request by clicking on the select button corresponding to that request and the system will search the database for all the matches of prisoner name and father name of that jail and the matching records will be displayed as follows:

The user of the jail authority can modify the prisoner name and father name to find the best possible match for that request.

**Step 4:**

After identifying the match, the user of the jail authority can proceed further by clicking on the JID number of that prisoner and all the details of that prisoner will be displayed as follows:
Here the user can **Accept** or **Reject** the request by giving the mandatory remarks. In case the user of the jail authority **Accepts** the request following actions will take place.

1. A mail will be sent to the visitor, intimating him that his request has been accepted. As follows:-

```
Dear Visitor,

Your video chat request with Manoj has been approved. Kindly be online with your webcam configured on 09/29/13 at 00:00.
Kindly bring your ID Proof for your identification on the date of VC and use 1147 as the PIN Code to login at video chat URL.
Please enter your name as your guest ID.
Remarks made by jail authorities are as:-
Your request has been accepted

From -
Sub Jail Mardi
```

System generated E-mail sent to the respective visitor.

2. A mail will be sent to the respective jail authorities regarding the acceptance of the request as follows:-
System generated E-mail sent to the jail authorities.

Both of the mails will be carrying a link with the help of Video conferencing can be initialized at both the ends and a same PIN will be served in both the mails to login to the Video Conferencing Session.

In Case the user belonging to the jail authorities **rejects** a request then also system generated E-Mails will be sent to both (Visitor as well as the Jail Authorities). As follows:

Rejectance mail sent to the Visitor.

And another subsequent E-mail will be sent to the jail authorities confirming his action. As follows:-
Rejection mail sent to the Jail Authorities.

**Step 5:**

After receiving the acceptance mail by the jail authorities they have to enter the PIN given in the E-Mail to initiate the Video Conferencing Session and the request status of that particular request will be visible as Approved and the VC Completed Status will be set to NO.

**Step 6:**

After the Video Conferencing Session has been completed successfully the jail authority can set the VC Completed status of that particular request to YES in the home page as shown below.
And no further action will be possible in that request.