

VISITOR MANAGEMENT SYSTEM

The Visitor Management System is designed to facilitate the process of visitor registration, check-in and check-out for business with substantial movement of external personnel within its premises. Using barcode scanner and database for easy record keeping and retrieval, the system provides a pleasant and efficient workflow for both visitors and security personnel. A webcam interface is also provided where visitor's photograph could be captured for instant printing of Visitor Pass.

The Visitor Management System is a web application which could be operated using any modern web browser. The system offers standard functionalities but could be customized to individual organisations requirements as well as integrated with other security systems for seamless operations.

The operations are very intuitive as illustrated in the followings:

VISITOR CHECK IN

To Launch the application, open a web browser and browse to the Visitor Management System application URL. Scan visitor's NRIC into the CHECK-IN field to start registration. Scanning of NRIC is performed with a Bar-code Scanner for ease of operation.

YOUR CO LOGO Visitor Management System

Home

Registration

List Visitors

Report

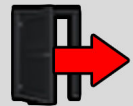
Visitor Management System



VISITOR CHECK-IN

S0000499A

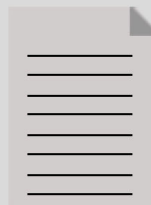
(Scan NRIC to start checking in new visitor)



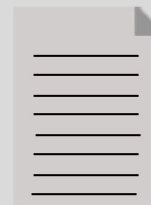
VISITOR CHECK-OUT

[Redacted]

(Scan Visitor Pass to start checking out visitor)



Visitor List

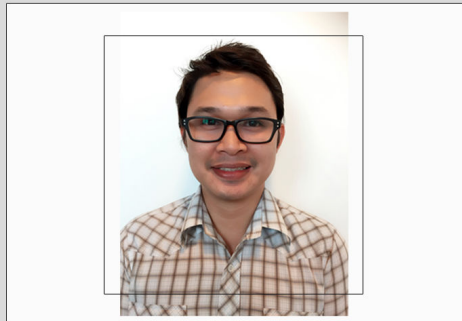


Report



Scanning is performed easily with a hands free barcode scanner

Upon scanning in visitor's NRIC, the system will open up a registration form where visitor's contact and visitation details are filled in. Visitor's photograph may be captured for printing of Visitor Pass. A web cam is provided for taking visitor's photograph.



Click to Snap a Photo

Reset Cam

Preview Visitor Pass

Preview Visitor Pass

VISITORS PASS



NRIC: S0000499A
Name: Kenny Vega
Phone: 65 8888 0505
Company: BFG Federal Credit Union
Purpose: Productivity Meeting
Destination: General Office
Staff: Jani Biddy



S0000499A

Visitor Registration Form

*Visitor's NRIC S000499A
*Visitor's Name Kenny Vega
*Phone/Mobile 65 8888 0505
*Visitor's Company BFG Federal Credit Union
*Purpose of Visit Productivity Meeting
*Destination General Office
*Time-In 24/4/2014 10:30 AM
*Time-out
*Staff's Name Jani Biddy
*Remarks Demo data remarks

Back

Save

Print



A suitably mounted webcam enables visitor's photo to be easily captured



VISITORS PASS

NRIC: S0000499A
Name: Kenny Vega
Phone: 65 8888 0505
Company: BFG Federal Credit Union
Purpose: Productivity Meeting
Destination: General Office
Staff: Jani Bidy



S0000499A

A sample of a printed Visitor Pass

VISITOR CHECK OUT

When a visitor is leaving, scan either visitor's NRIC or Visitor Pass into the CHECK-OUT field

YOUR CO LOGO Visitor Management System

Home

Registration

List Visitors

Report

Visitor Management System



VISITOR CHECK-IN

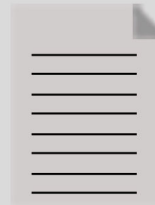
(Scan NRIC to start checking in new visitor)



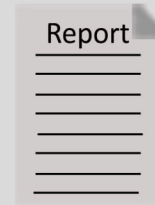
VISITOR CHECK-OUT

S0000499A

(Scan Visitor Pass to start checking out visitor)

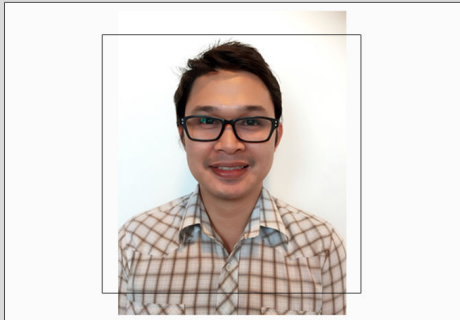


Visitor List



Report

The system will open up the visitor registration form showing details of visitation. Fill in the Check-Out time and save the record



Click to Snap a Photo

Reset Cam

Preview Visitor Pass

Preview Visitor Pass

VISITORS PASS



NRIC: S0000499A
Name: Kenny Vega
Phone: 65 8888 0505
Company: BFG Federal Credit Union
Purpose: Productivity Meeting
Destination: General Office
Staff: Jani Bidy



S0000499A

Visitor Registration Form

*Visitor's NRIC S000499A

*Visitor's Name Kenny Vega

*Phone/Mobile 65 8888 0505

*Visitor's Company BFG Federal Credit Union

*Purpose of Visit Productivity Meeting

*Destination General Office

*Time-In 24/4/2014 10:30 AM

*Time-out 24/4/2014 12:00 PM

*Staff's Name

*Remarks



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PM

SEARCH / LIST VISITORS

A visitor list facility is provided for easy searching and viewing current or past visitor's record. A visitor's record could be edited and updated by double clicking on a visitor in the listing.

YOUR CO LOGO Visitor Management System

Home

Registration

List Visitors

Report

Visitor List

Search By NRIC / Name:

Search

VISITOR LIST

ID	NRIC	Name	Phone	Purpose	Destination	Staff	Time In	Time Out
500	S0000500A	Mi Richan	65 8888 9999	Productivity Meeting	General Office	Chauncey Motley	25/04/2014 10:30	25/04/2014 12:00
499	S0000499A	Kenny Vega	65 8888 0505	Productivity Meeting	General Office	Jani Biddy	24/04/2014 10:30	24/04/2014 12:00
498	S0000498A	Charlette Brenning	65 8888 0404	Productivity Meeting	General Office	Flo Bookamer	23/04/2014 10:30	23/04/2014 12:00
497	S0000497A	Reid Eureti	65 8888 0303	Productivity Meeting	General Office	Raylene Kampa	22/04/2014 10:30	22/04/2014 12:00
496	S0000496A	Avery Veit	65 8888 0202	Productivity Meeting	General Office	Britini Cillaspie	21/04/2014 10:30	21/04/2014 12:00
495	S0000495A	Alesia Katie	65 8888 0101	Productivity Meeting	General Office	Lai Harabedian	20/04/2014 10:30	20/04/2014 12:00
494	S0000494A	Pura Michael	65 8888 0000	Productivity Meeting	General Office	Alesia Hixenbaugh	19/04/2014 10:30	19/04/2014 12:00
493	S0000493A	Elbert Florino	65 8888 1111	Productivity Meeting	General Office	Jovito Oles	18/04/2014 10:30	18/04/2014 12:00
492	S0000492A	Huey Stancil	65 8888 2222	Productivity Meeting	General Office	Thaddeus Ankeny	17/04/2014 10:30	17/04/2014 12:00
491	S0000491A	Rosita Ausdemore	65 8888 3333	Productivity Meeting	General Office	Carlee Boulter	16/04/2014 10:30	16/04/2014 12:00
490	S0000490A	Krystina Schiabaugh	65 8888 4444	Productivity Meeting	General Office	Lawrence Lorens	15/04/2014 10:30	15/04/2014 12:00
489	S0000489A	Ronnie Brigman	65 8888 5555	Productivity Meeting	General Office	Catalina Tillotson	14/04/2014 10:30	14/04/2014 12:00
488	S0000488A	Isabelle Kono	65 8888 6666	Productivity Meeting	General Office	Gail Similton	13/04/2014 10:30	13/04/2014 12:00
487	S0000487A	Sophia Gaucher	65 8888 7777	Productivity Meeting	General Office	Dorothy Chesterfield	12/04/2014 10:30	12/04/2014 12:00
486	S0000486A	Zachary Freeburger	65 8888 6666	Productivity Meeting	General Office	Loren Asar	11/04/2014 10:30	11/04/2014 12:00



Page 1 of 34 15

View 1 - 15 of 500

Add New Visitor

VISITOR REPORT

A reporting facility is provided where past visitations may be listed and printed out. The report could be generated base on date range as required. More custom reports may be provided upon request.

YOUR CO LOGO Visitor Management System

Home

Registration

List Visitors

Report

Visitor List

Start Date

End Date

[Generate Report](#)

VISITOR LIST

ID	NRIC	Name	Phone	Purpose	Destination	Staff	Time In	Time Out
489	S0000489A	Ronnie Brigman	65 8888 5555	Productivity Meeting	General Office	Catalina Tillotson	14/04/2014 10:30	14/04/2014 12:00
488	S0000488A	Isabelle Kono	65 8888 6666	Productivity Meeting	General Office	Gail Similton	13/04/2014 10:30	13/04/2014 12:00
487	S0000487A	Sophia Gaucher	65 8888 7777	Productivity Meeting	General Office	Dorothy Chesterfield	12/04/2014 10:30	12/04/2014 12:00
485	S0000485A	Jacquelyne Relbman	65 8888 0808	Productivity Meeting	General Office	Lili Paskin	10/04/2014 10:30	10/04/2014 12:00
484	S0000484A	Derrick Dolloff	65 8888 0707	Productivity Meeting	General Office	Janey Gabisi	09/04/2014 10:30	09/04/2014 12:00
483	S0000483A	Jamika Conoly	65 8888 0606	Productivity Meeting	General Office	Gilma Liukko	08/04/2014 10:30	08/04/2014 12:00
482	S0000482A	Ahmad Alsaqri	65 8888 1234	Productivity Meeting	General Office	Mona Delasancha	07/04/2014 10:30	07/04/2014 12:00
481	S0000481A	Tijuana Machalek	65 8888 4561	Productivity Meeting	General Office	Shawnda Yori	06/04/2014 10:30	06/04/2014 12:00
480	S0000480A	Pauline Fling	65 8888 7894	Productivity Meeting	General Office	Refugia Jacobos	05/04/2014 10:30	05/04/2014 12:00
479	S0000479A	Owen Jentzen	65 8888 9874	Productivity Meeting	General Office	Alpha Palala	04/04/2014 10:30	04/04/2014 12:00
478	S0000478A	Aleta LLigons	65 8888 4444	Productivity Meeting	General Office	Rasheeda Sayaphon	03/04/2014 10:30	03/04/2014 12:00
477	S0000477A	Nikita Walka	65 8888 8521	Productivity Meeting	General Office	Glory Schieler	02/04/2014 10:30	02/04/2014 12:00
476	S0000476A	Ivory Lohrenz	65 8888 9632	Productivity Meeting	General Office	Roslyn Chavous	01/04/2014 10:30	01/04/2014 12:00

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