

## **VISITOR MANAGEMENT SYSTEM**

### **1. Application Overview**

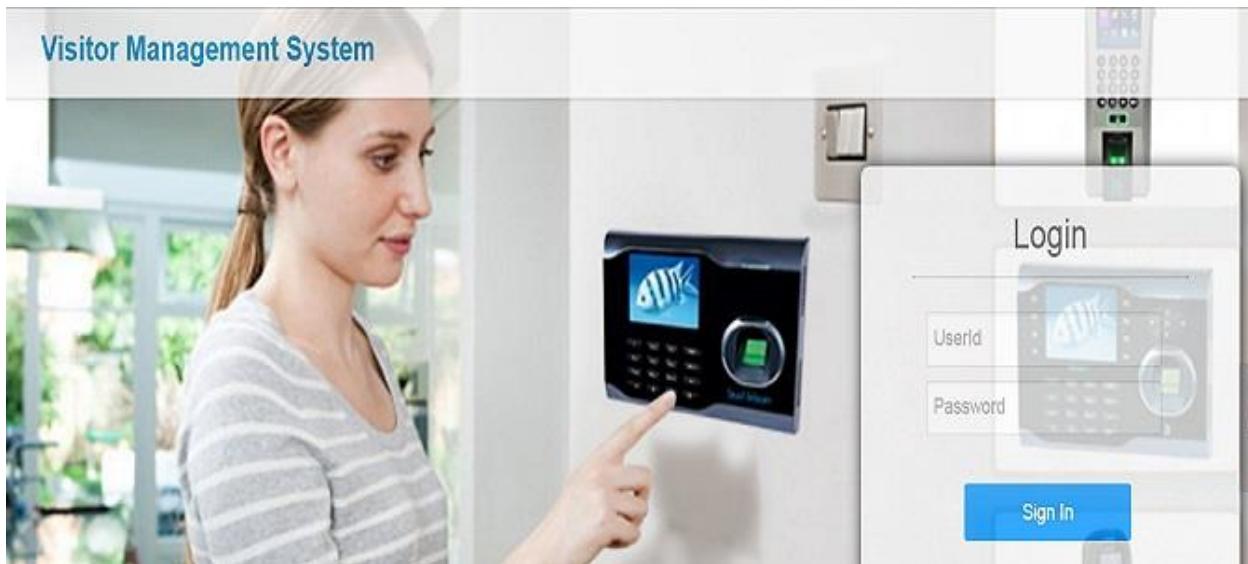
Visitor management systems use a computer network to monitor and record visitor information. It is the recording and collection of visitor data, either manually or through automation, for the purpose of knowing who is in the facility, who they are visiting and how long they spent there. Visitor Management System is frequently used to complement building security systems and access control systems. As electronic visitor management systems become more common and more powerful, these systems are taking over many of the functions of building security and access control.

### **Advantages:-**

- 1) Improve productivity
- 2) Improve data accuracy
- 3) Improve visitor service

## Login Screen

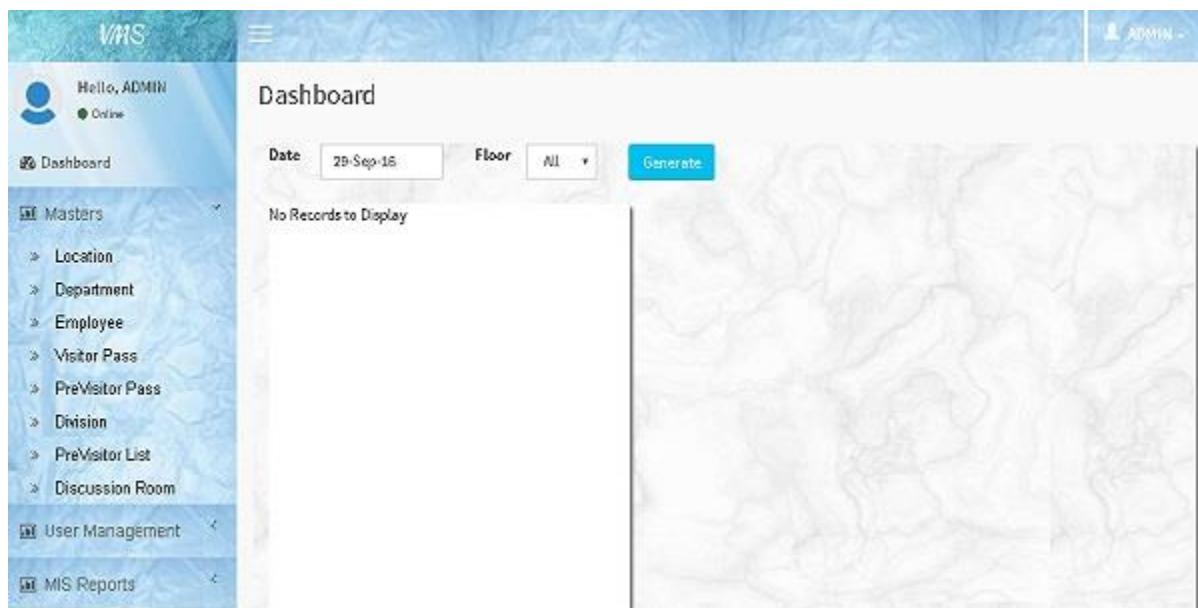
### 1) LOGIN



Login screen helps you to login into the System on providing the User ID and password.

On successful login, user is directed to Home screen with menu designed as per the User rights.

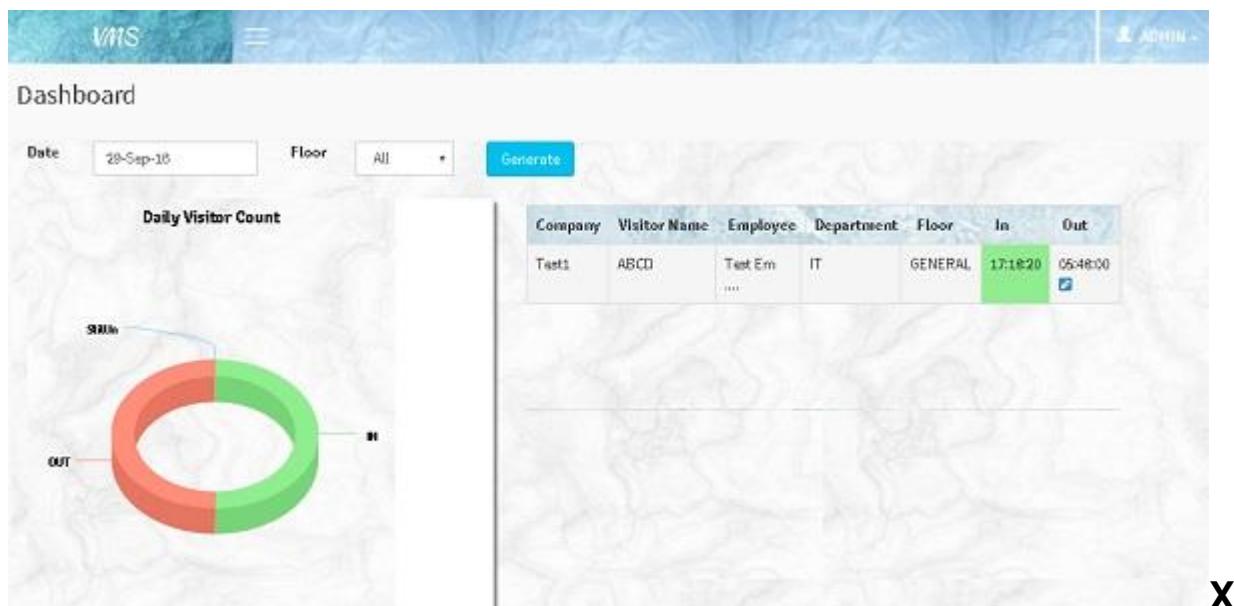
## Home Page (Dash Board)



Dashboard

Date: 29-Sep-18 Floor: All Generate

No Records to Display



Dashboard

Date: 29-Sep-18 Floor: All Generate

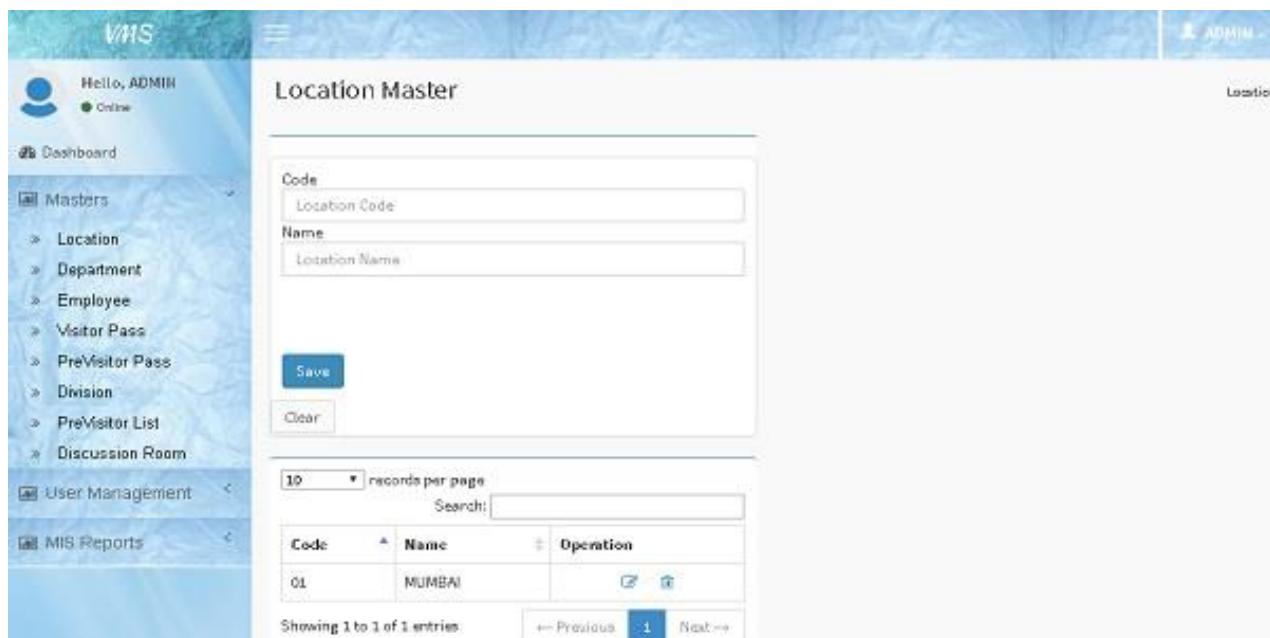
**Daily Visitor Count**

Company	Visitor Name	Employee	Department	Floor	In	Out
Testt	ABCD	Test Em ... ...	IT	GENERAL	17:18:20	05:48:00

All the main options are displayed on the Home page as a menu with sub menus.

## 2) MASTER

### 2.1) Location Master



The screenshot shows the VMS application interface. The left sidebar has a navigation menu with 'Dashboard', 'Masters' (selected), 'User Management', and 'MIS Reports'. Under 'Masters', there are sub-options: 'Location' (selected), 'Department', 'Employee', 'Visitor Pass', 'PreVisitor Pass', 'Division', 'PreVisitor List', and 'Discussion Room'. The main content area is titled 'Location Master'. It contains a form with 'Code' and 'Name' fields, a 'Save' button, and a 'Clear' button. Below the form is a table with a single row: Code 01 and Name MUMBAI. At the bottom, there is a pagination area showing 'Showing 1 to 1 of 1 entries' and buttons for 'Previous' and 'Next'.

Code	Name	Operation
01	MUMBAI	 

Location master holds information about various locations of the Organization. Helps to generate Reports based on these locations.

## 2.2) Department Master

Hello, ADMIN

● Online

Department

Dashboard
Masters
User Management
MIS Reports

### Department Master

Location:

Department Code:

Department Name:

10 
records per page

Search:

Code	Name	Operation
01	IT	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries


1

Department master can be prepared using this option.

## 2.3) Employee Master

Employee details are maintained in this module.

## 2.4) Visitor Details

Visitor details are maintained in this module

## Mandatory Columns in Visitor details

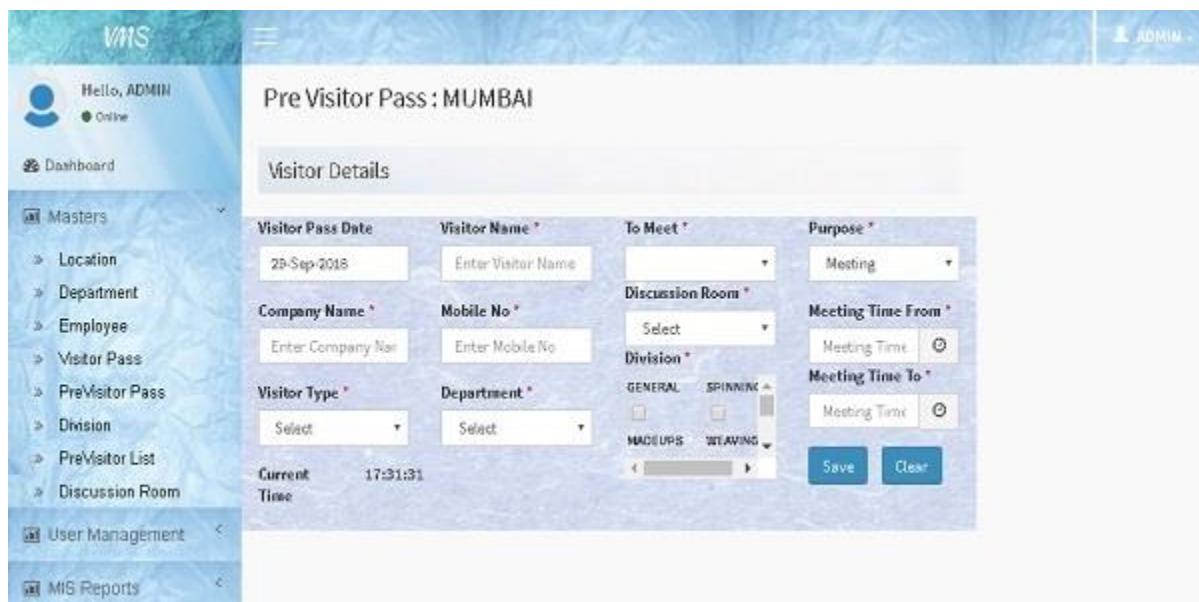
- 1) Visitor Type
- 2) Company Name
- 3) Visitor Name
- 4) Mobile Name
- 5) Department
- 6) To Meet
- 7) Meeting Time From
- 8) Meeting Time To
- 9) Purpose
- 10) Discussion Room
- 11) Division

After enter the details Save and Print will get new page like below with print page option

Smart Infocom		Date: 29-09-2016
Visitor Pass		Time: 5:18 PM
Name:	ABCD	
Company	Test1	
Person to Meet	Test Employee	
Dept	IT	
Purpose:	Official	
Contact No	9895123456	
Card No		
Address	qwerty	
Vehicle No		Valid Upto: 29-09-2016
Time In	5:18 PM	Time Out
Visitor Signature	Receiving Authority	Issuing Authority

[Print](#)

## 2.5) Pre Visitor Details



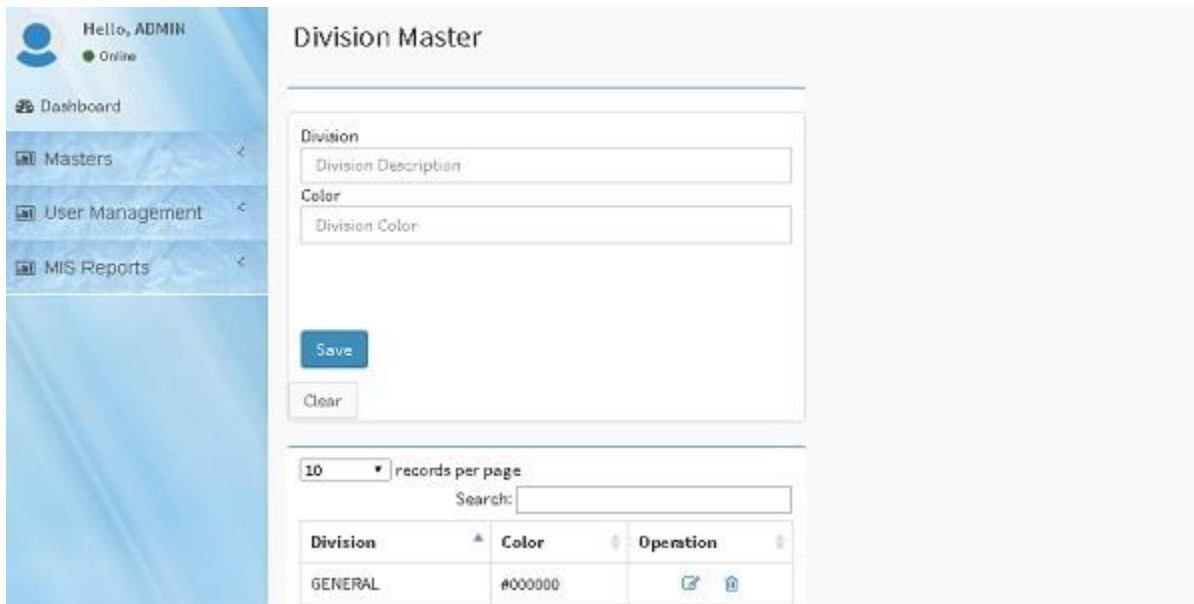
Pre Visitor Pass : MUMBAI

Visitor Details

Visitor Pass Date	Visitor Name *	To Meet *	Purpose *
29-Sep-2018	Enter Visitor Name	Select	Meeting
Company Name *	Mobile No *	Division *	Meeting Time From *
Enter Company Name	Enter Mobile No	Select	Meeting Time
Visitor Type *	Department *	GENERAL SPINNING	Meeting Time To *
Select	Select	MACHINES WEAVING	Meeting Time
Current Time	17:31:31	<input type="button" value="Save"/> <input type="button" value="Clear"/>	

Upcoming Visitors details can enter using this option.

## 2.6) Division Master



The screenshot shows the 'Division Master' module. On the left is a sidebar with a user profile (Hello, ADMIN, Online), a dashboard icon, and links for Masters, User Management, and MIS Reports. The main area has a title 'Division Master' and two input fields: 'Division Description' and 'Division Color'. Below these are 'Save' and 'Clear' buttons. A table at the bottom shows a single record: GENERAL, #000000. There are search and filter options above the table.

Division	Color	Operation
GENERAL	#000000	 

We can add division description and add color in this module, print screen shows that color so will identify visiting division easily.

## 2.7) Pre Visitor List

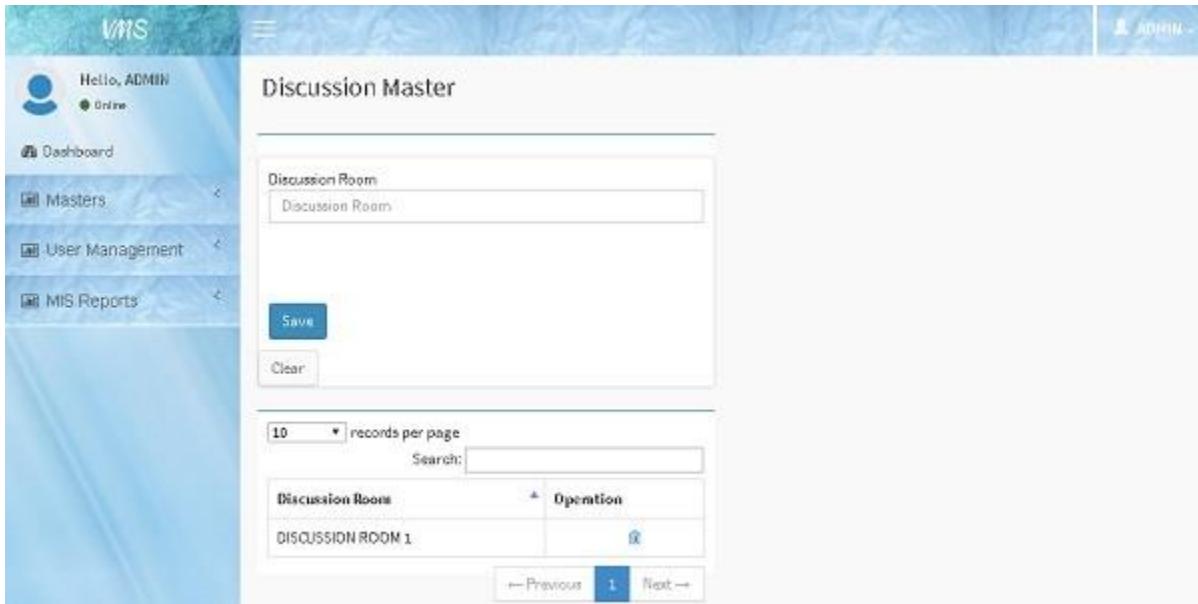


The screenshot shows the 'Pre Visitor List' module. The sidebar is identical to the previous module. The main area has a title 'Pre Visitor List' and a table. The table has columns: Visit Date, Visitor Name, Mobile No, To Meet, Department, Meeting From, Meeting To, and Operation. A single row is shown: 29 Sep 2016, abcd, 9020123456, Test Employee, IT, 01:00, 06:00, and an edit icon.

Visit Date	Visitor Name	Mobile No	To Meet	Department	Meeting From	Meeting To	Operation
29 Sep 2016	abcd	9020123456	Test Employee	IT	01:00	06:00	

In this Page we can check previously added upcoming visitors details and also we can updating those visitor details.

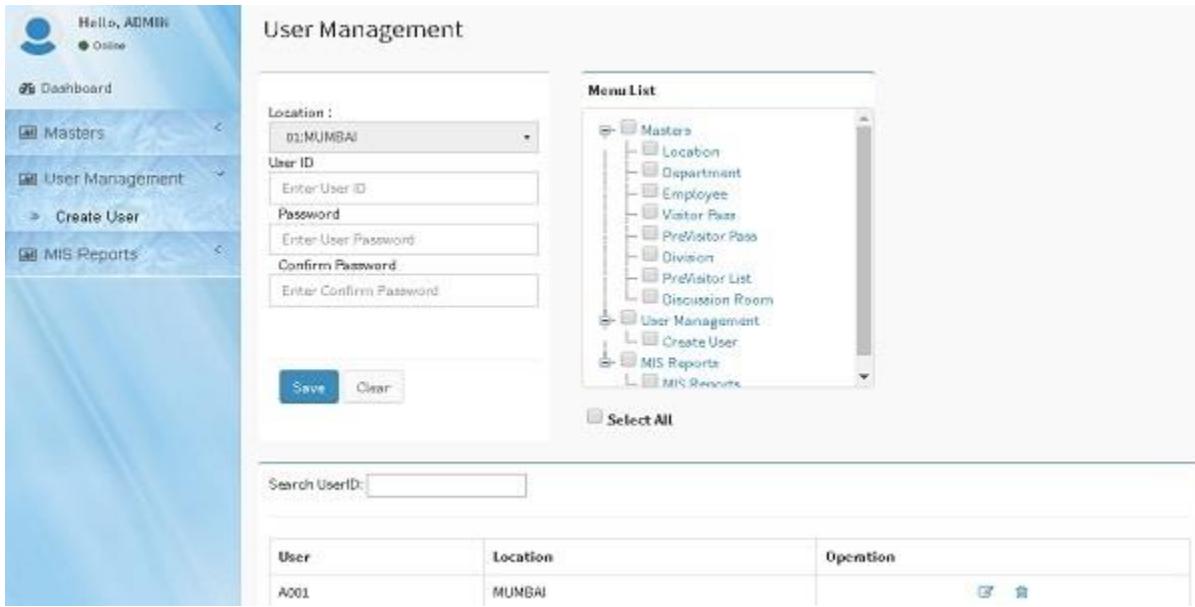
## 2.8) Discussion Master



The screenshot shows the 'Discussion Master' page in a web-based application. The left sidebar has a 'Hello, ADMIN' message and status 'Online'. The main content area is titled 'Discussion Master'. It contains a form with a single input field 'Discussion Room' containing 'Discussion Room'. Below the form are 'Save' and 'Clear' buttons. Underneath is a search section with '10 records per page' and a 'Search:' input field. A table titled 'Discussion Room' shows one row: 'DISCUSSION ROOM 1'. At the bottom are navigation buttons for 'Previous', a page number '1', and 'Next'.

In this page we can add company's Discussion room details.

### 3) USER MANAGEMENT



The screenshot shows the 'User Management' section of a software application. On the left, a sidebar menu includes 'Dashboard', 'Masters' (selected), 'User Management' (selected), 'Create User' (selected), and 'MIS Reports'. The main area is titled 'User Management' and contains a form for creating a user. The form fields are: 'Location' (dropdown menu showing '01:MUMBAI'), 'User ID' (text input 'Enter User ID'), 'Password' (text input 'Enter User Password'), 'Confirm Password' (text input 'Enter Confirm Password'), and two buttons 'Save' and 'Clear'. To the right of the form is a 'Menu List' sidebar with a tree structure: 'Masters' (Location, Department, Employee, Visitor Pass, PreVisitor Pass, Division, PreVisitor List, Discussion Room), 'User Management' (Create User), and 'MIS Reports' (MIS Reports). A 'Select All' checkbox is also present. Below the form is a search bar 'Search UserID: [ ]' and a table showing user data:

User	Location	Operation
A001	MUMBAI	EDIT

User management allows to create different users with the roles assigned to them.

It allows / restricts the user from using all the options in the Software. To create one user, Select the Location, provide the User ID and password.

As per the user roles, options will be displayed and applicable options to the user can be selected.

Save the entry to create the User.

## 4) MIS REPORTS

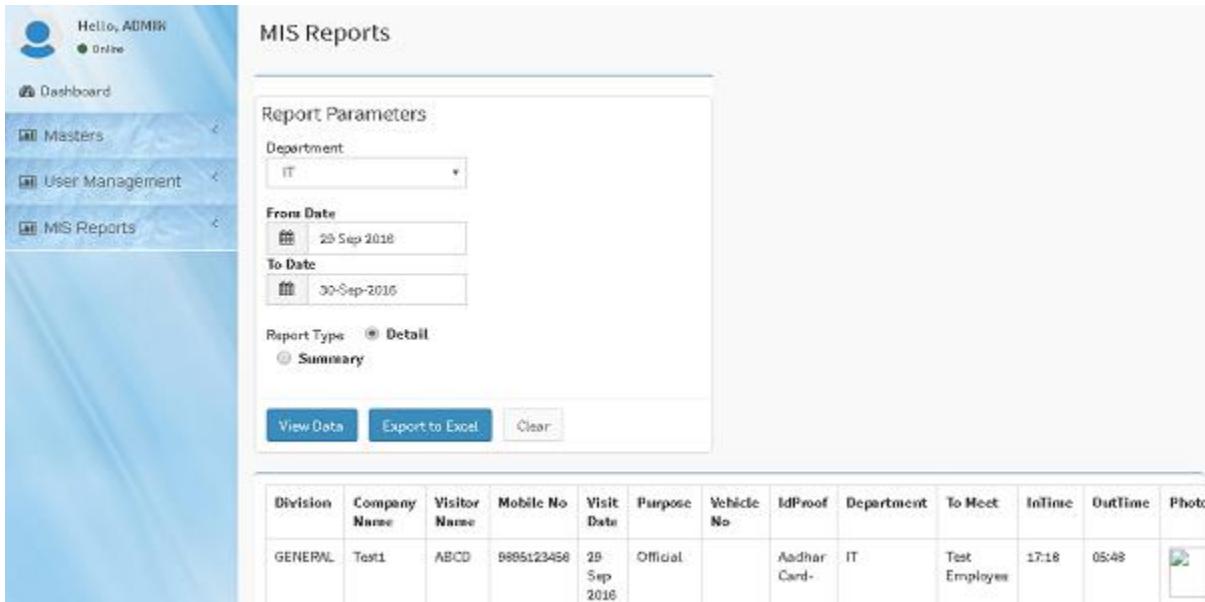
MIS REPORTS page can provide details of visitors in Department wise. We can generate visitors list in a particular periods using From Date and To Date option.

Two types of Report type are available in standard form

- 1) Details wise
- 2) Summary Wise

Both Report types can also generate Excel format using the Export to Excel option.

### 1) Details wise



The screenshot shows the 'MIS Reports' page with the following details:

**Report Parameters:**

- Department: IT
- From Date: 28 Sep 2016
- To Date: 30-Sep-2016
- Report Type:  Detail  Summary

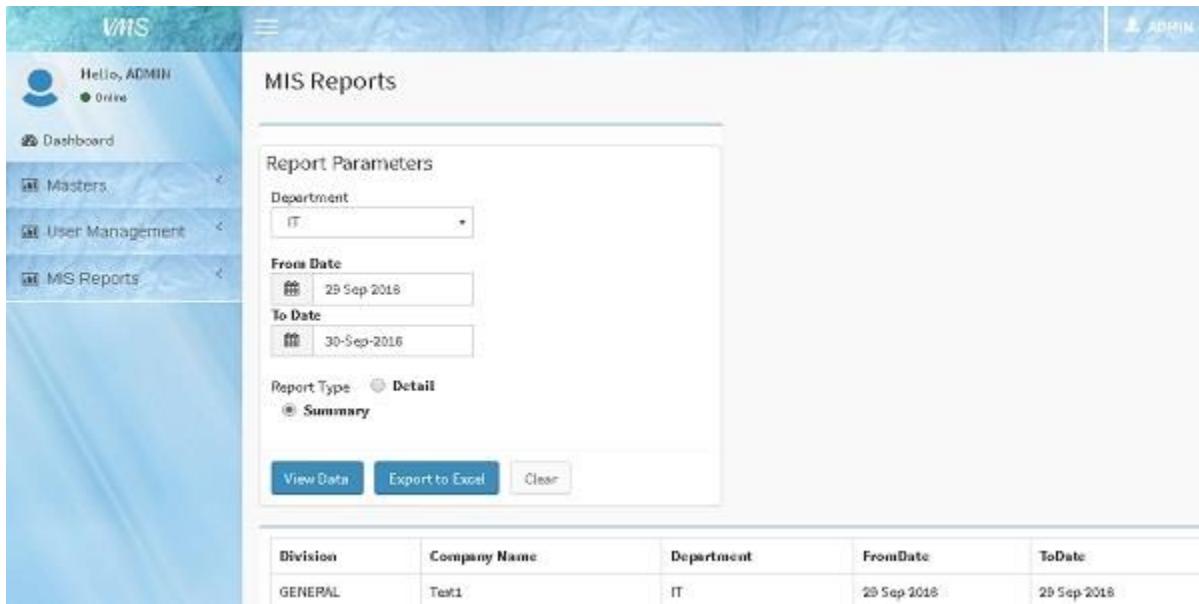
**Buttons:**

- View Data
- Export to Excel
- Clear

**Table of Visitor Details:**

Division	Company Name	Visitor Name	Mobile No	Visit Date	Purpose	Vehicle No	IdProof	Department	To Meet	InTime	OutTime	Photo
GENERAL	Test1	ABCD	9895123456	28 Sep 2016	Official		Aadhar Card-	IT	Test Employee	17:18	05:48	

## 2) Summary Wise



The screenshot shows the VMS MIS Reports interface. The left sidebar includes links for Dashboard, Masters, User Management, and MIS Reports. The main area is titled 'MIS Reports' and contains a 'Report Parameters' section with fields for Department (IT), From Date (29 Sep 2018), To Date (30-Sep-2018), and Report Type (Summary selected). Below this is a table with the following data:

Division	Company Name	Department	FromDate	ToDate
GENERAL	Test1	IT	29 Sep 2018	29 Sep 2018

Buttons for View Data, Export to Excel, and Clear are at the bottom of the parameters section.