# 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
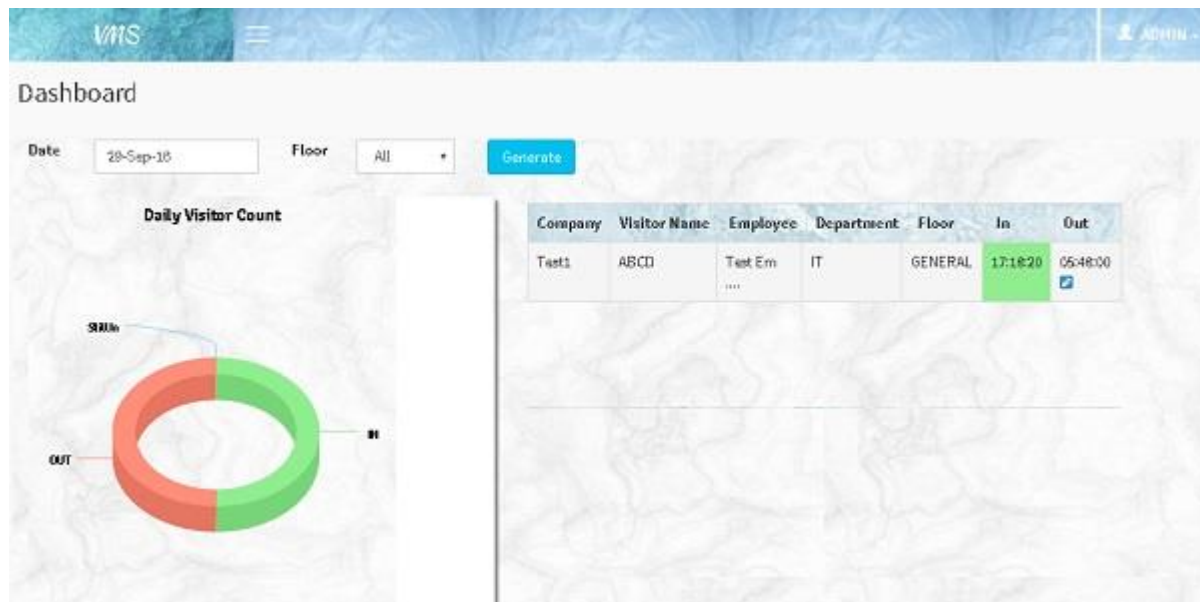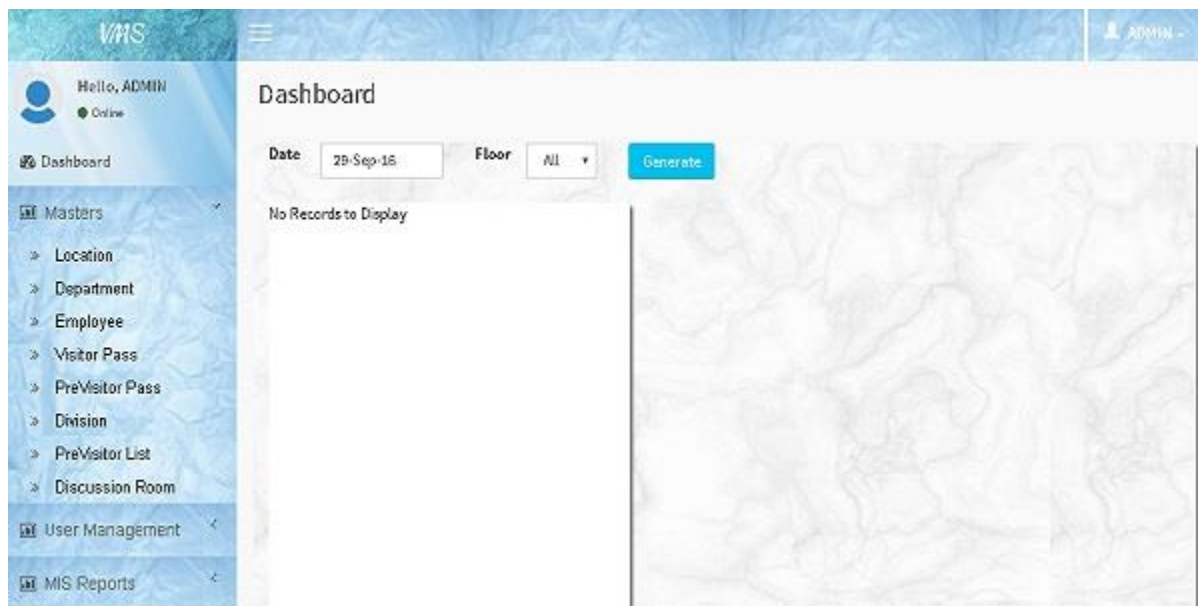
3) Improve visitor service

# Login Screen

## 1) LOGIN
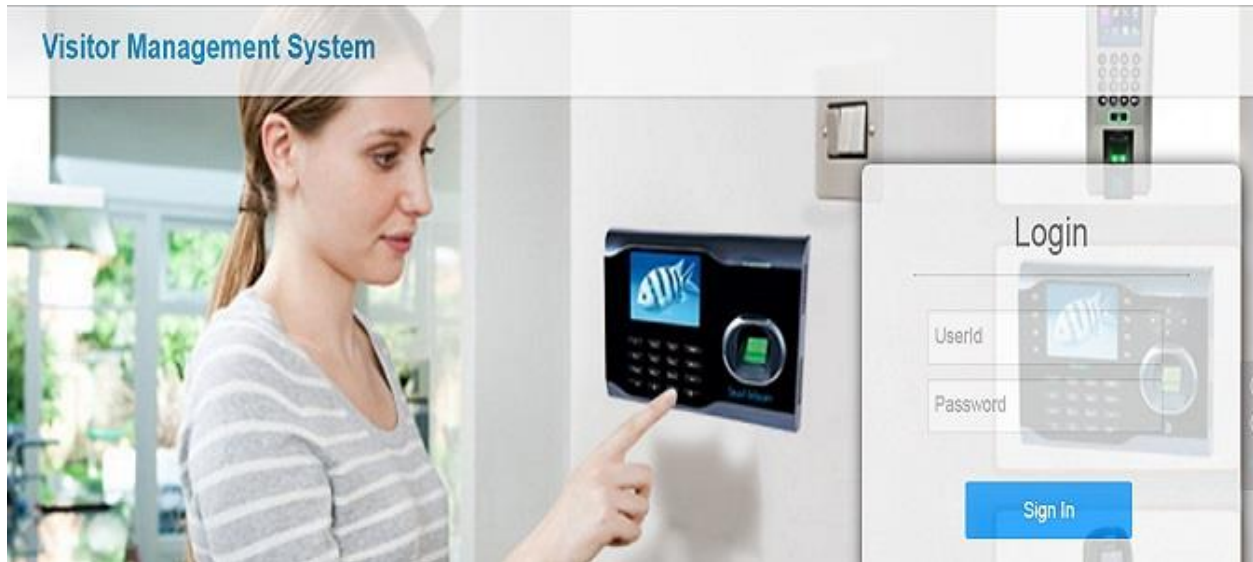


Login screen helps you to login into the System on providing the User ID and password.

On successful login, user is directed to Home screen with menu designed as per the User rights.
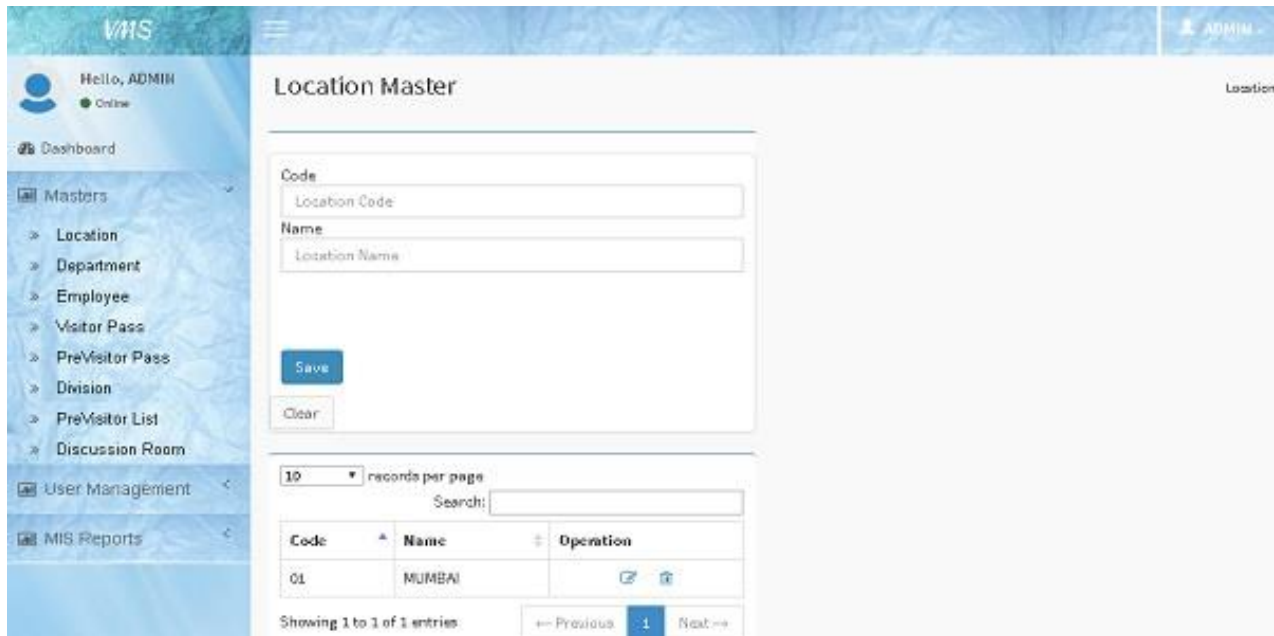
# Home Page (Dash Board)





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

## 2) MASTER

### 2.1) Location Master



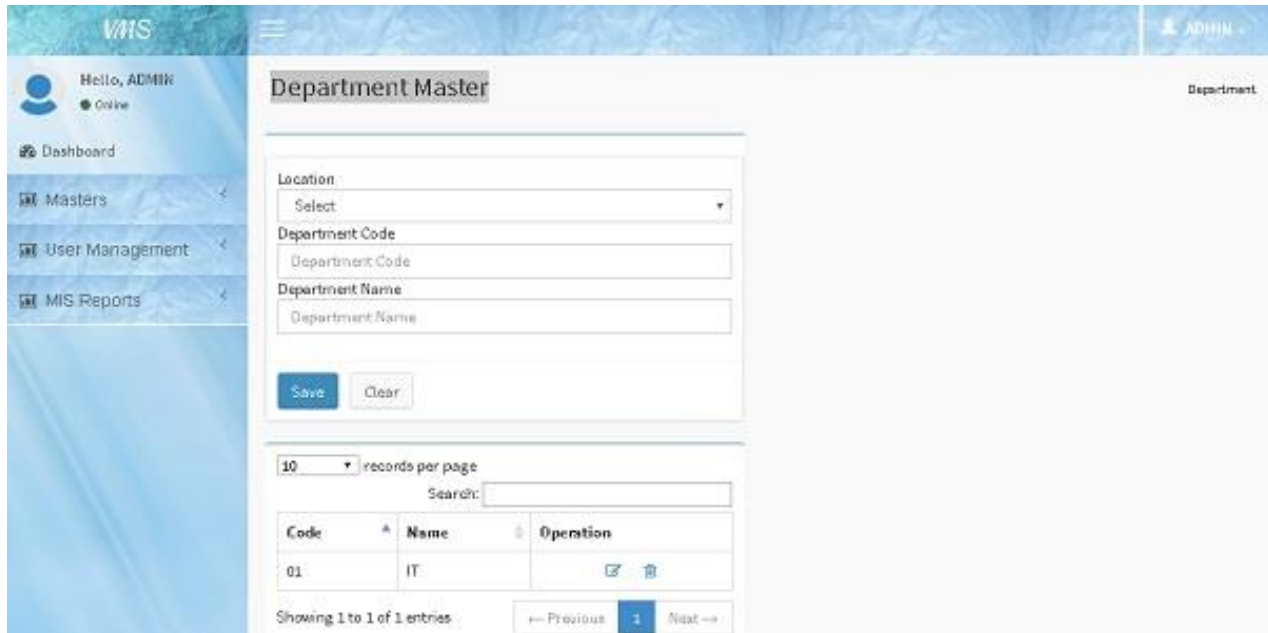Location master holds information about various locations of the Organization. Helps to generate Reports based on these locations.

## 2.2) Department Master
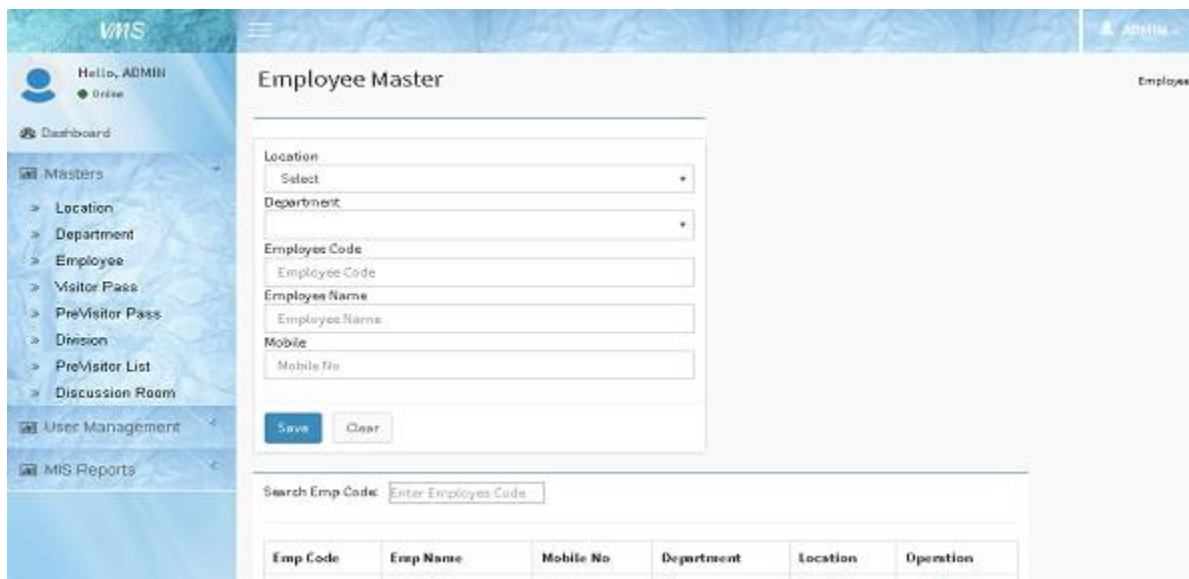


Department master can be prepared using this option.

## 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
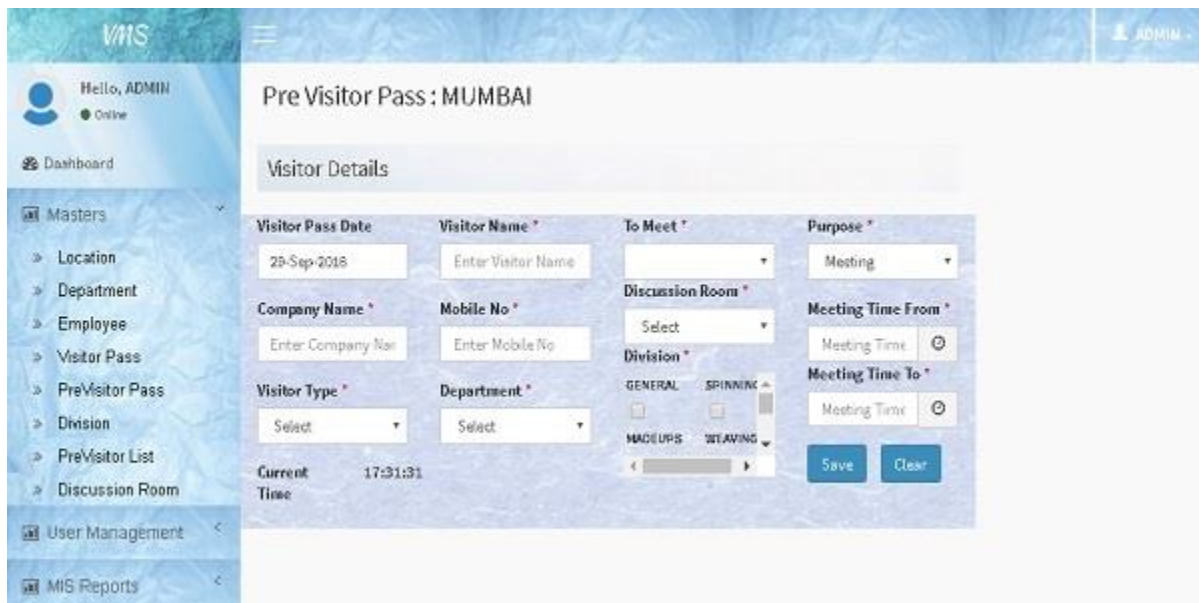8) Meeting Time To
9) Purpose
10) Discussion Room
11) Division

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



## 2.5) Pre Visitor Details



Upcoming Visitors details can enter using this option.

## 2.6) Division Master



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

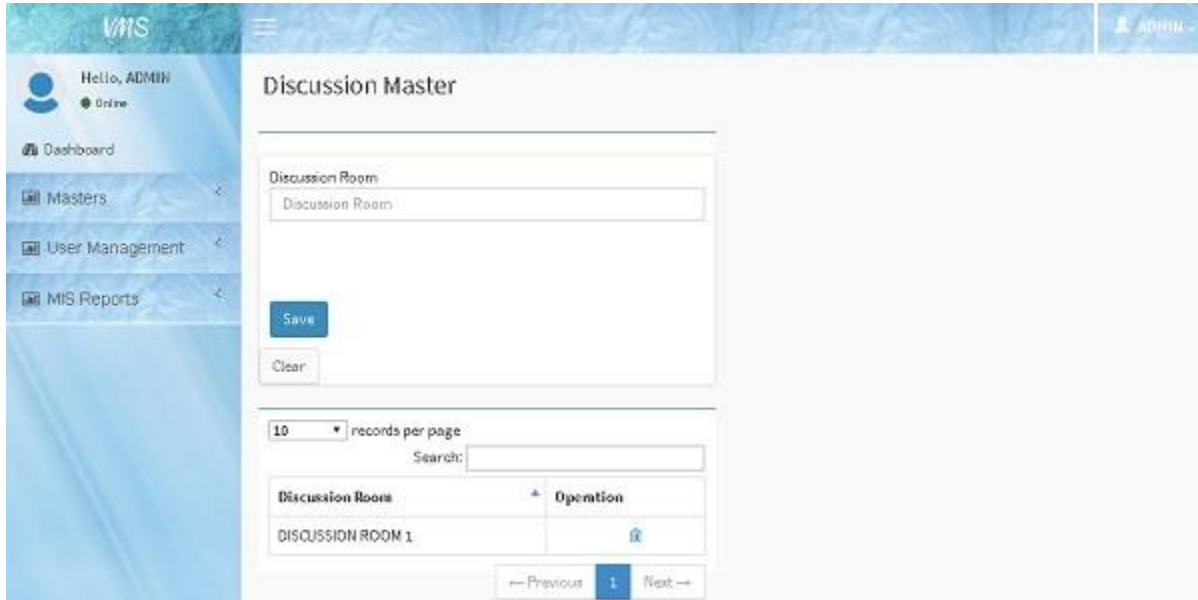In this Page we can check previously added upcoming visitors details and also we can updating those visitor details.
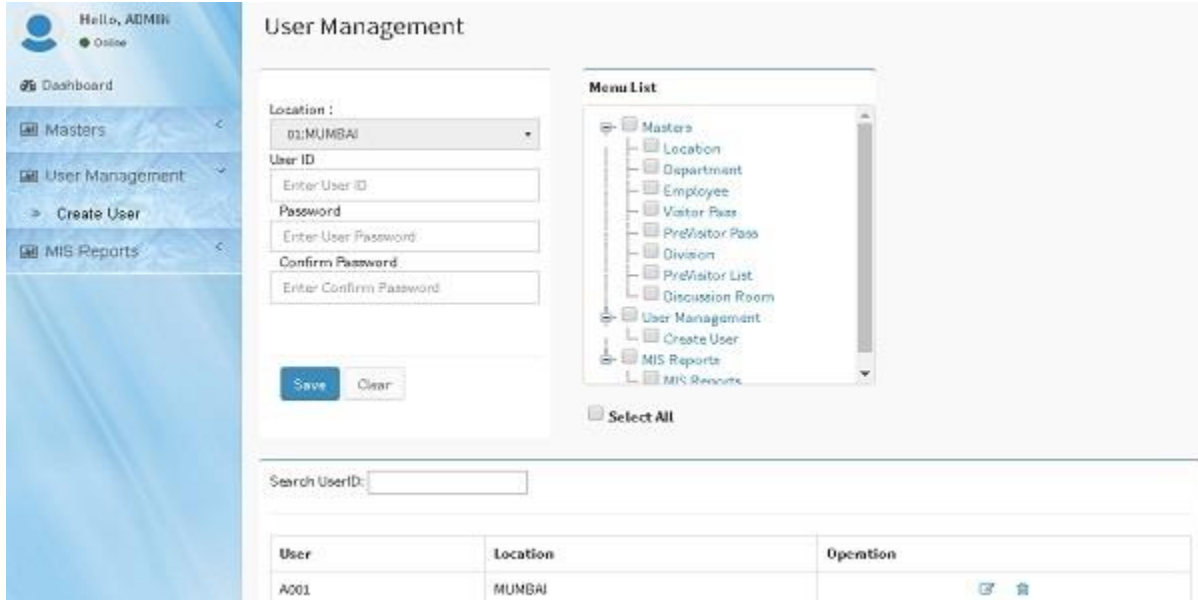
## 2.8) Discussion Master



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

# 3) USER MANAGEMENT



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.
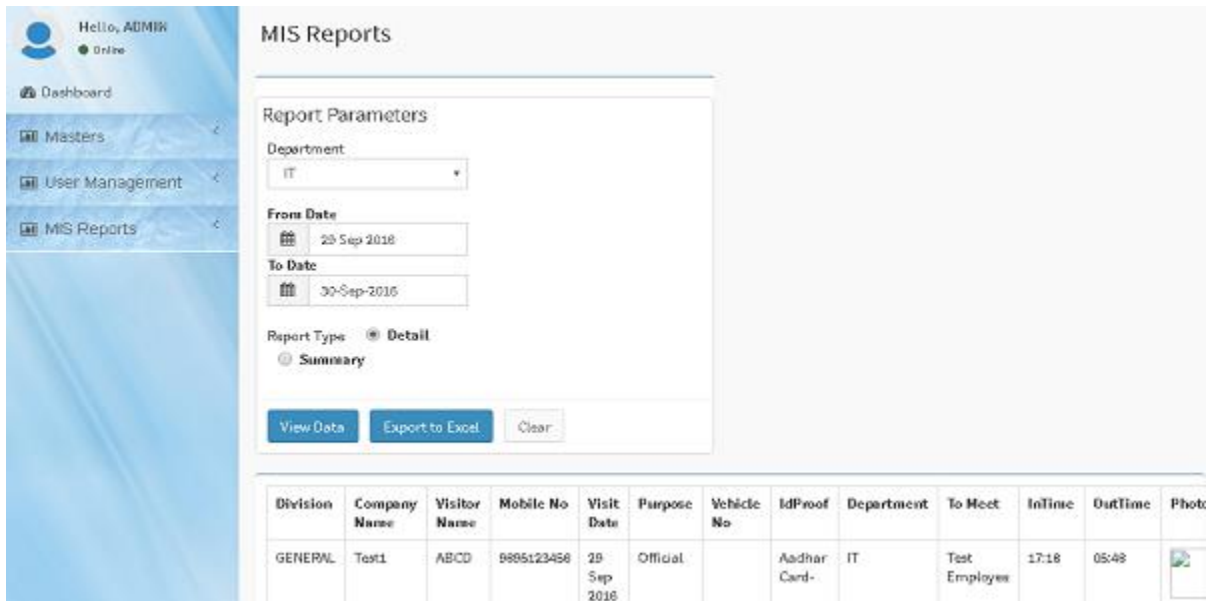
## 4) MIS REPORTS

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

## 2) Summary Wise