

# VISITOR MANAGEMENT SYSTEM

## 1. Application Overview

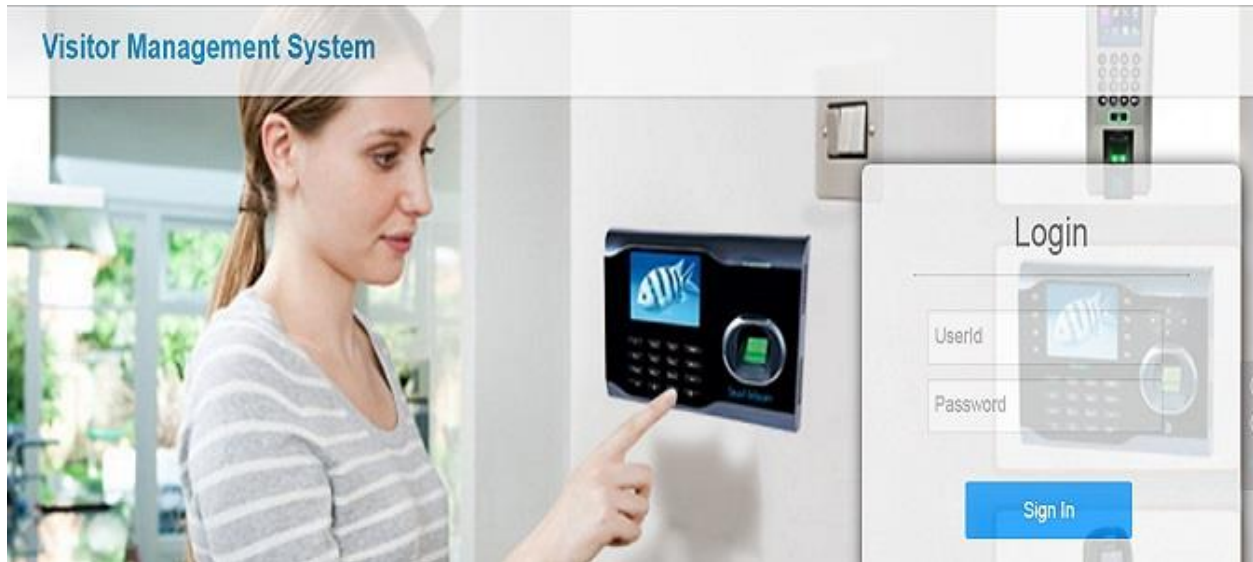
Visitor management systems use a computer network to monitor and record visitor information. It is the recording and collection of visitor data, either manually or through automation, for the purpose of knowing who is in the facility, who they are visiting and how long they spent there. Visitor Management 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

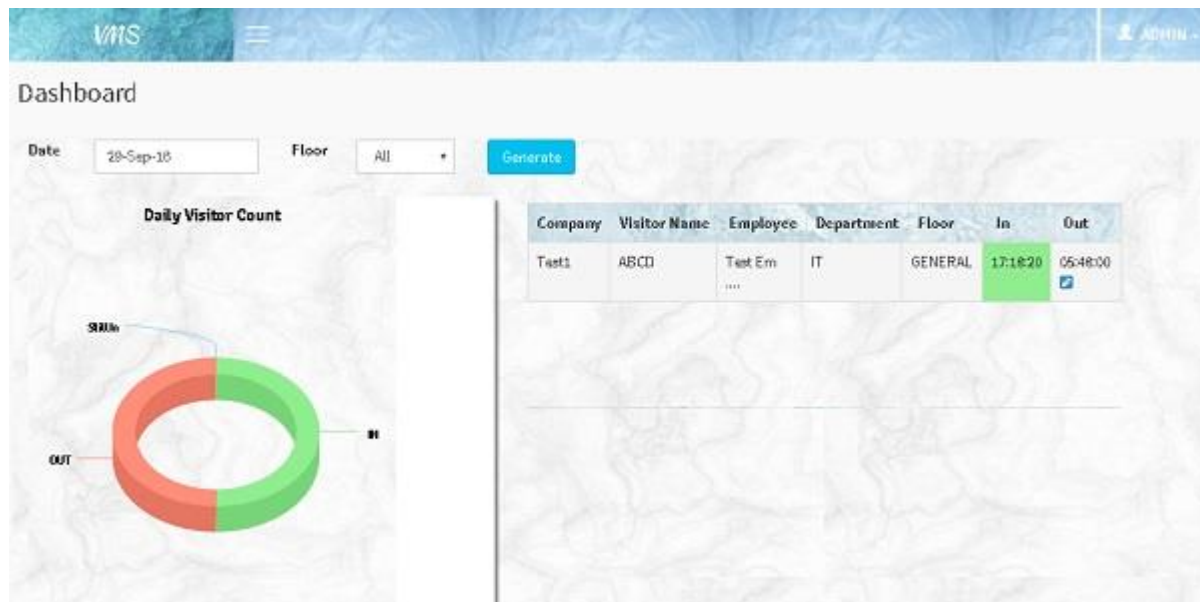
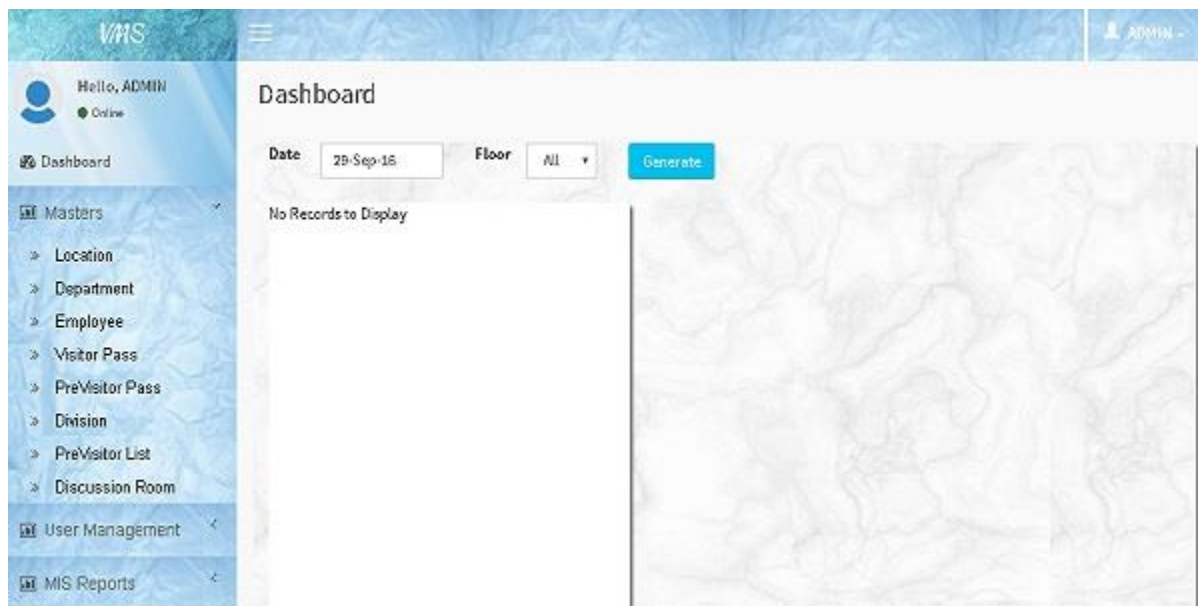
### 1) LOGIN



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)

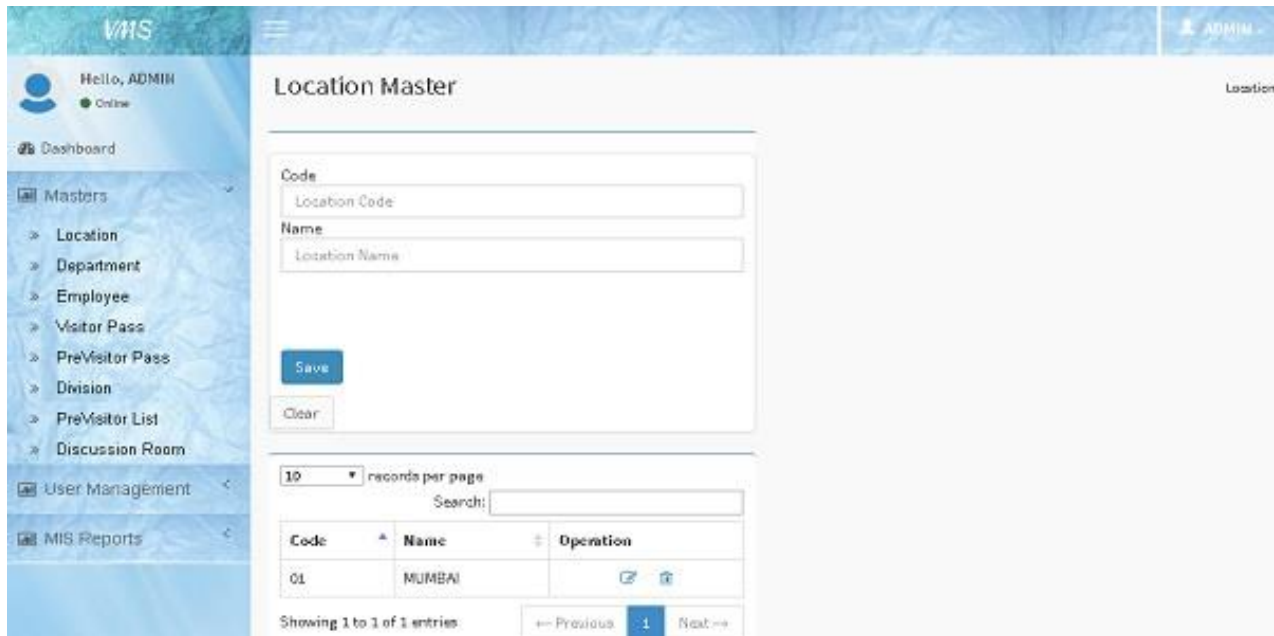


X



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

## 2) MASTER

### 2.1) Location Master



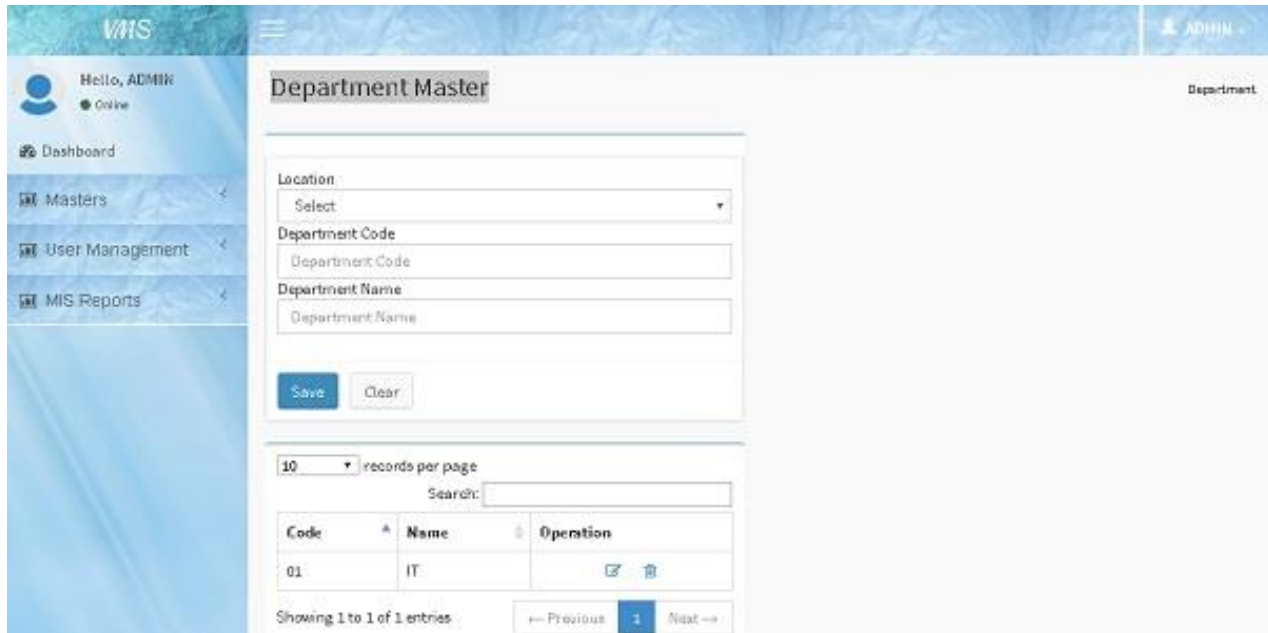
The screenshot shows the VMS (Visitor Management System) interface. The left sidebar contains a menu with 'Masters' expanded, showing options like Location, Department, Employee, Visitor Pass, PreVisitor Pass, Division, PreVisitor List, and Discussion Room. The main area is titled 'Location Master' and contains a form with fields for 'Code' (Location Code) and 'Name' (Location Name). Below the form are 'Save' and 'Clear' buttons. A table below the form displays a single entry with Code '01' and Name 'MUMBAI'. The table has columns for Code, Name, and Operation. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and pagination controls.

Code	Name	Operation
01	MUMBAI	 

Showing 1 to 1 of 1 entries: [← Previous](#) [1](#) [Next →](#)

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

## 2.2) Department Master



Department Master

Location: Select



Department Code: Department Code

Department Name: Department Name

Save Clear

10 records per page

Search:

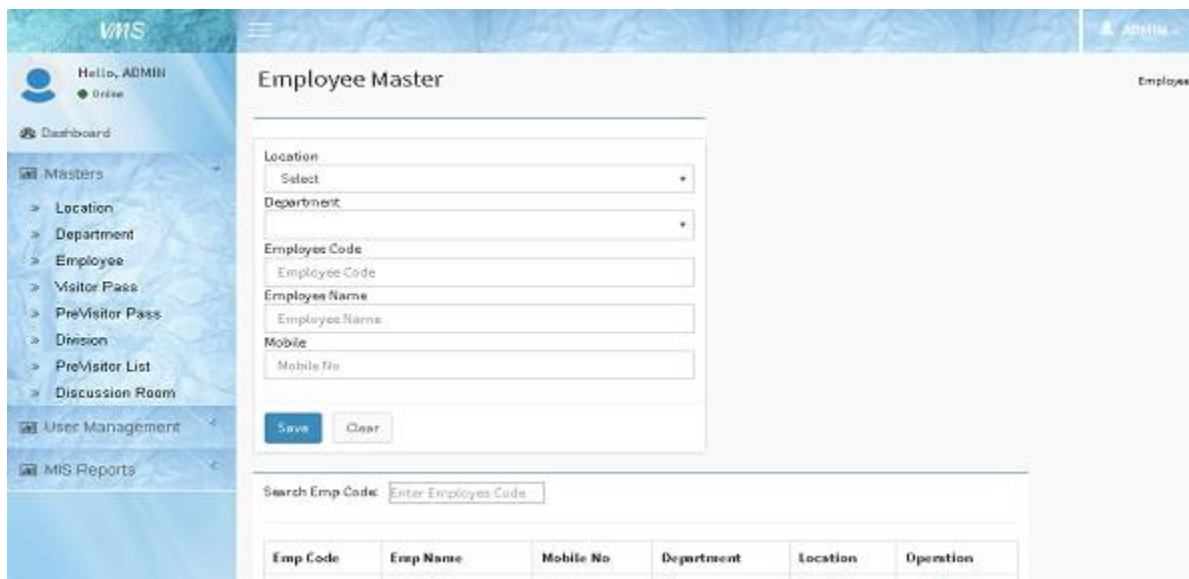
Code	Name	Operation
01	IT	 

Showing 1 to 1 of 1 entries

Previous 1 Next

Department master can be prepared using this option.

## 2.3) Employee Master



Employee Master

Location: Select

Department: Department

Employee Code: Employee Code

Employee Name: Employee Name

Mobile: Mobile No

Save Clear

Search Emp Code: Enter Employees Code

Emp Code	Emp Name	Mobile No	Department	Location	Operation
01	IT				

Employee details are maintained in this module.

## 2.4) Visitor Details



Visitor Pass: MUMBAI

Visitor Details

Visitor Type \*  
Select

Purpose \*  
Meeting

Proof Id Type  
Select

Address 2  
Enter Address 2

Company Name \*  
Enter Company Name

Discussion Room \*  
Select

Proof Id No  
Enter Proof ID Num

City  
Enter City Name

Visitor Name \*  
Enter Visitor Name

Material  
Enter Material Details

Gender  
Select

Pin Code  
Enter Pin Code

Mobile No \*  
Enter Mobile No

Card No  
Enter Card No

Blood Group  
Select

State  
Enter State Name

Department \*  
Select

Vehicle No  
Enter Vehicle No

Remarks  
Enter Remarks

Country  
Enter Country Name

To Meet \*  
Select

Meeting Time From \*  
Meeting Time

Division \*  
GENERAL SPINNING

Address 1  
Enter Address 1

Meeting Time To \*  
Meeting Time

MADEUPS WISAWING

Parking BlackList

Save & Print  
Clear

Visitor Photo

Photo Preview

Gate Pass Date

Pass Date  
29-Sep-2016

Valid Upto  
29-Sep-2016

Current Time  
15:49:49

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

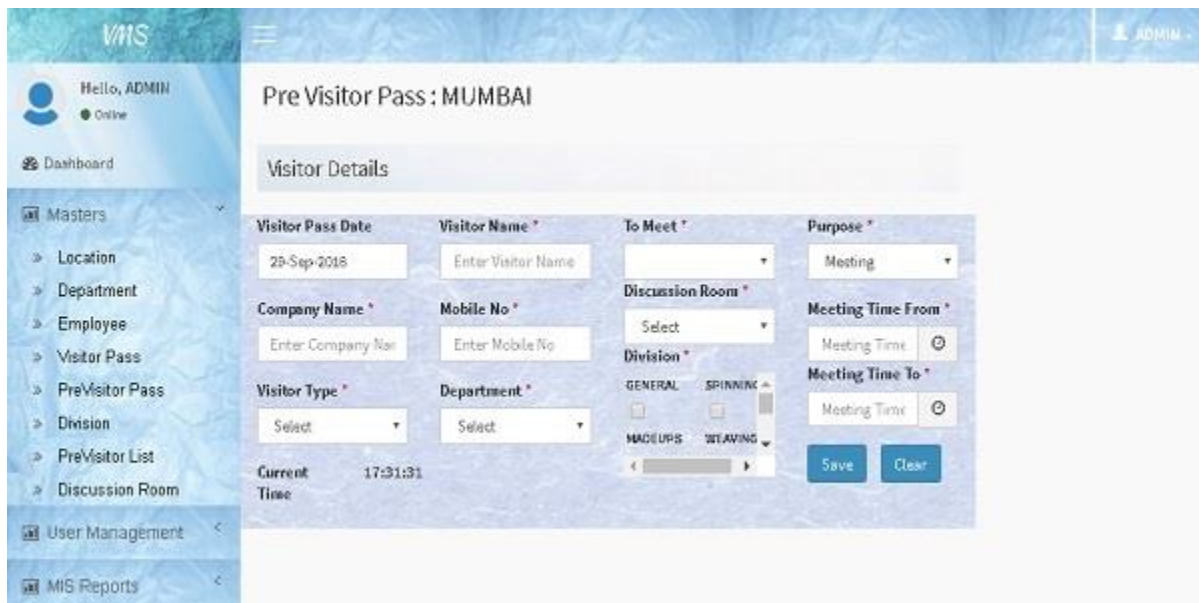


After enter the details Save and Print will get new page like below with print page option

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



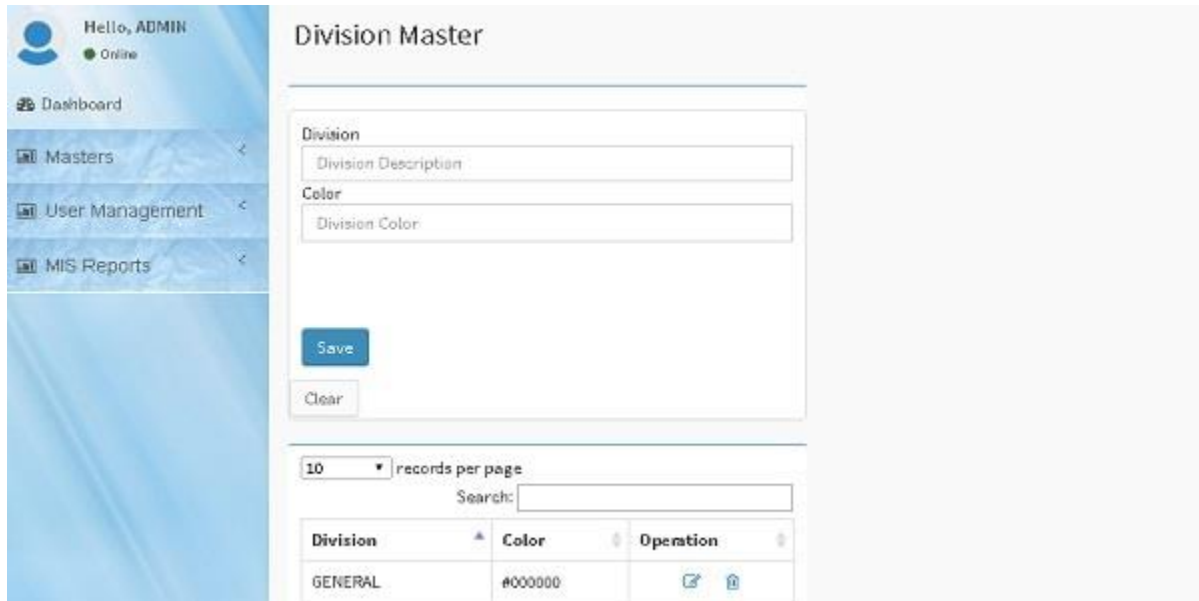
The screenshot shows the 'Pre Visitor Pass : MUMBAI' form in the VMS system. The form is titled 'Visitor Details' and contains the following fields:

- Visitor Pass Date:** 29-Sep-2018
- Visitor Name \*:** Enter Visitor Name
- To Meet \*:** Select
- Purpose \*:** Meeting
- Company Name \*:** Enter Company Name
- Mobile No \*:** Enter Mobile No
- Discussion Room \*:** Select
- Meeting Time From \*:** Meeting Time
- Visitor Type \*:** Select
- Department \*:** Select
- Division \*:** GENERAL, SPINNING, MADE UPS, WEAVING
- Meeting Time To \*:** Meeting Time
- Current Time:** 17:51:31

Buttons: Save, Clear

Upcoming Visitors details can enter using this option.

## 2.6) Division Master



Division Master

Division Description



Division Color

Save

Clear

10 records per page

Search:

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



Pre Visitor List

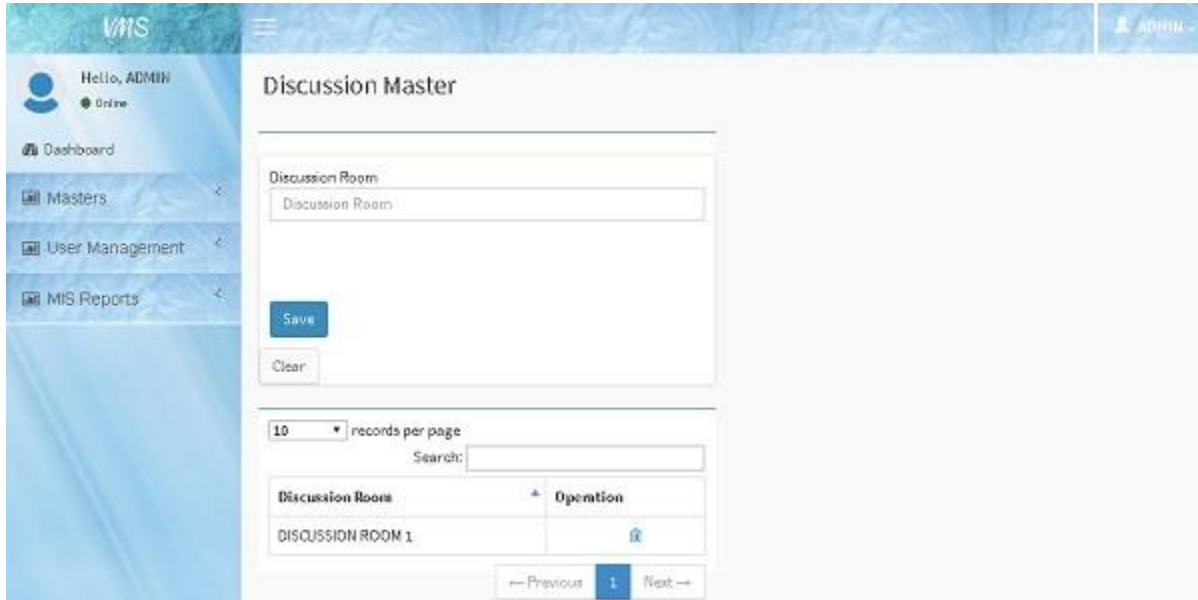


Visit Date	Visitor Name	Mobile No	To Meet	Department	Meeting From	Meeting To	Operation
29 Sep 2016	abcd	9020123456	Test Employee	IT	01:00	06:00	




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

## 2.8) Discussion Master

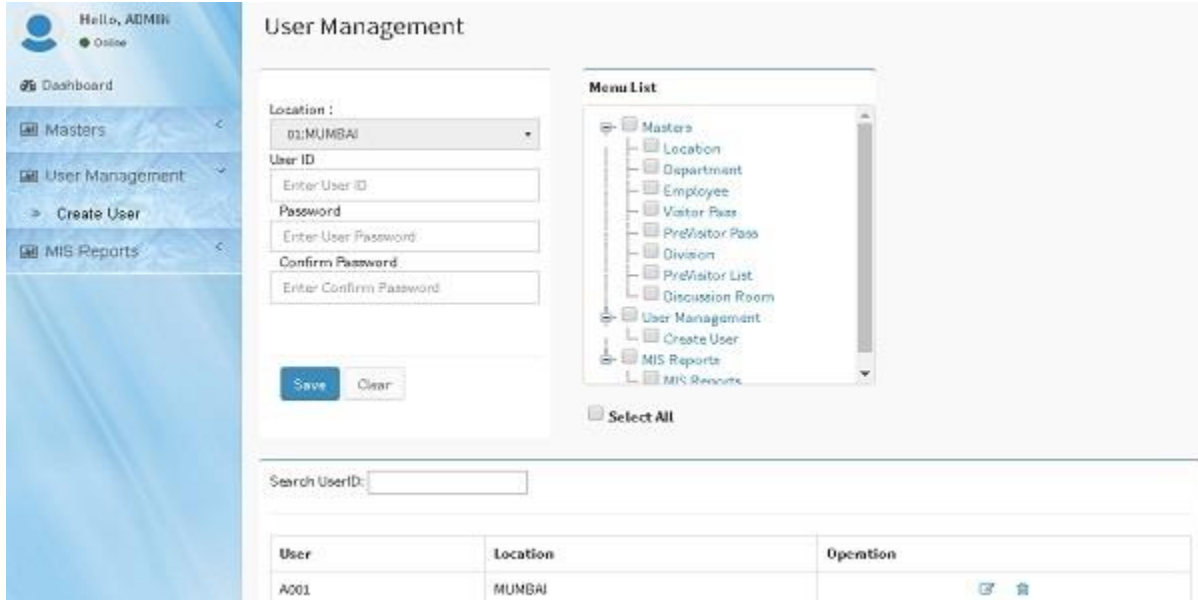




The screenshot shows the 'Discussion Master' page in the VMS application. The left sidebar contains navigation links: Dashboard, Masters, User Management, and MIS Reports. The main content area has a header 'Discussion Master' and a form for adding or editing discussion rooms. The form includes a text input field labeled 'Discussion Room' with the value 'Discussion Room', a 'Save' button, and a 'Clear' button. Below the form, there is a table with columns 'Discussion Room' and 'Operation'. The table contains one row with the value 'DISCUSSION ROOM 1' and a delete icon. At the bottom, there are pagination controls showing '10 records per page', a search bar, and navigation buttons for 'Previous', '1', and 'Next'.

Discussion Room	Operation
DISCUSSION ROOM 1	

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

### 3) USER MANAGEMENT



User	Location	Operation
A001	MUMBAI	 

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

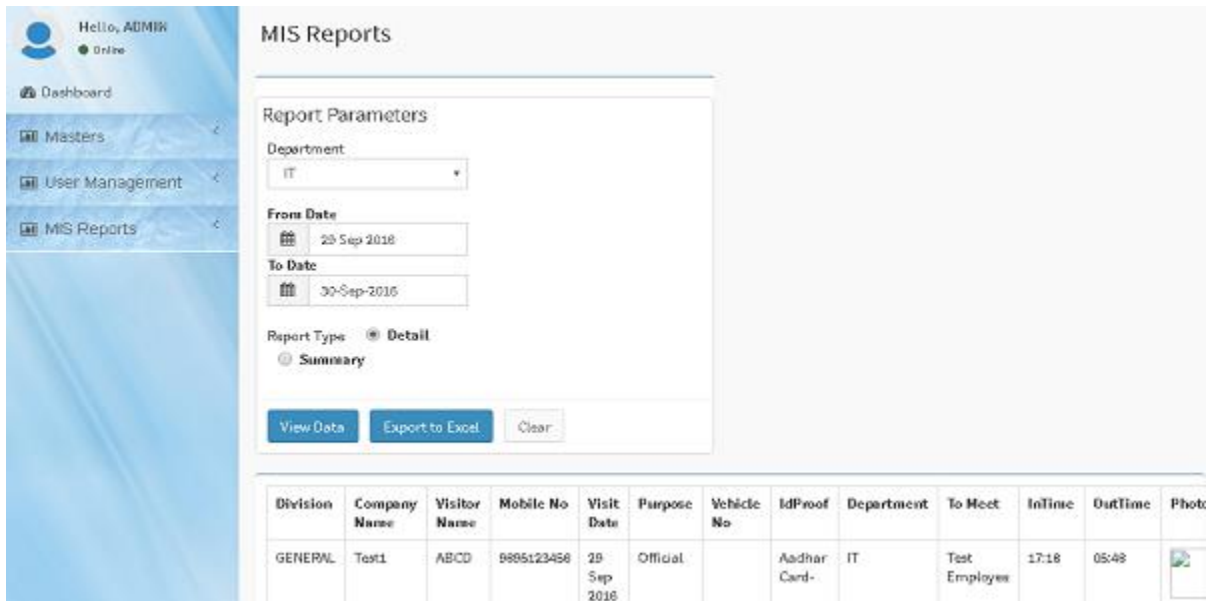
MIS REPORTS page can provide details of visitors in Department wise. We can generate visitors list in a particular periods using From Date and To Date option.

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 interface. On the left is a sidebar with navigation links: Dashboard, Masters, User Management, and MIS Reports. The main area is titled 'MIS Reports' and contains a 'Report Parameters' form. The form has fields for Department (IT), From Date (25-Sep-2018), and To Date (30-Sep-2018). Below these are radio buttons for Report Type, with 'Detail' selected and 'Summary' unselected. At the bottom of the form are buttons for 'View Data', 'Export to Excel', and 'Clear'. Below the form is a table displaying visitor data.

Division	Company Name	Visitor Name	Mobile No	Visit Date	Purpose	Vehicle No	IdProof	Department	To Meet	InTime	OutTime	Photo
GENERAL	Test1	ABCD	9885123456	29-Sep-2018	Official		Aadhar Card-	IT	Test Employee	17:18	05:48	

## 2) Summary Wise

VMS



Hello, ADMIN  
Online

Dashboard

Masters

User Management

MIS Reports

ADMIN

MIS Reports

Report Parameters

Department  
IT

From Date  
29 Sep 2018

To Date  
30-Sep-2018

Report Type  
Detail  
Summary

View Data Export to Excel Clear

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