



VISITOR MANagementsYSTEM

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- Employee Login.
- Gate User Login.

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- Self Visitor Request.(Self)

3.) Password:

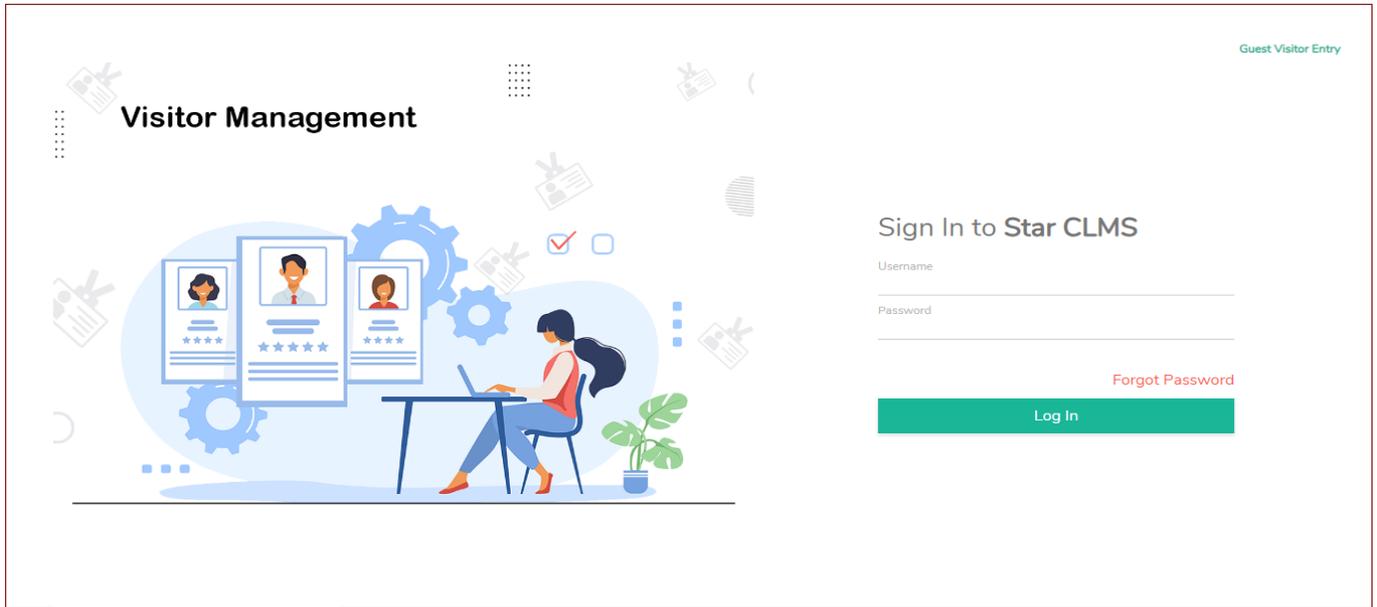
- How to change password.
- Forgot Password.

4.) Admin Login:

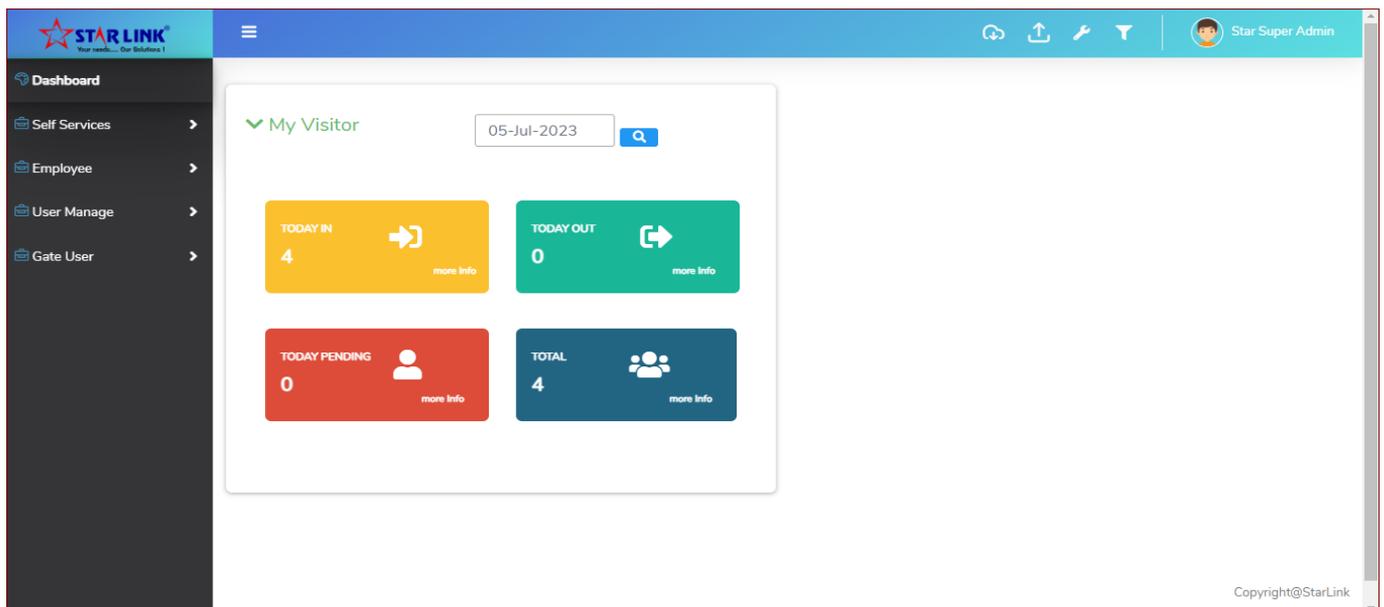
- Visitor Master.
- Visitor's Request.
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- Create User.
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Login Screen: all the 3 users namely admin, employee and gate user log in from the same page. Enter Username, Password and then click on Log in button.

- **Admin Log in:**
- **Employee Log in:**
- **Gate User Log in:**



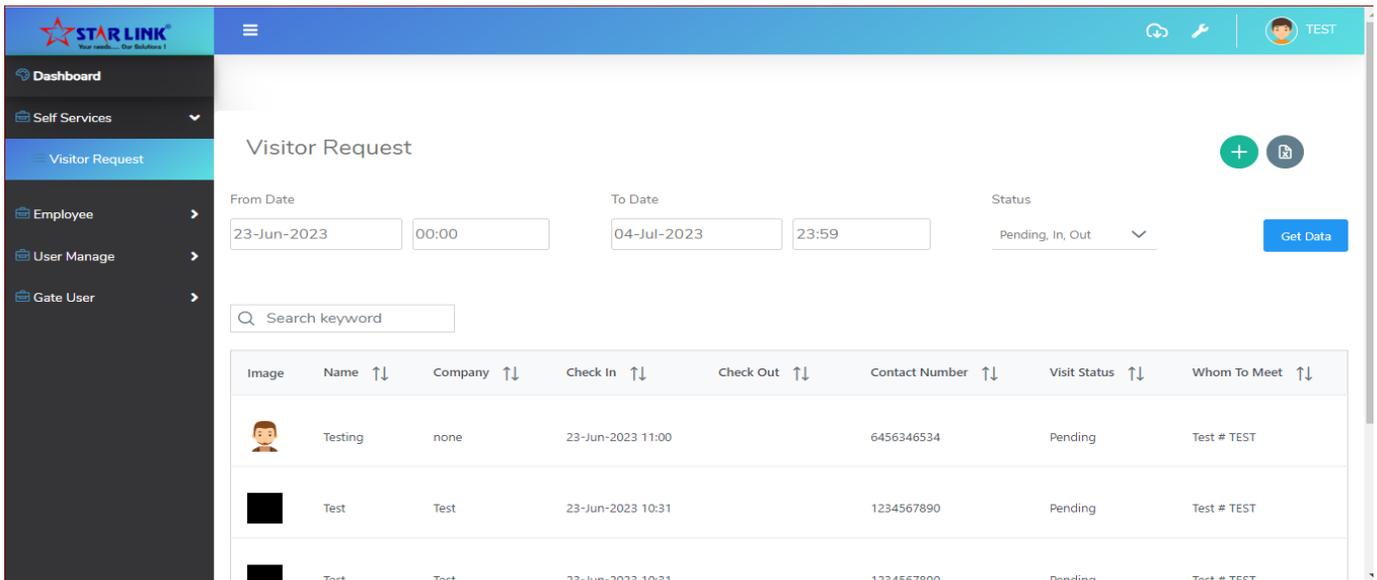
Dashboard:- After click on Login Button, this Window will be as shown below.



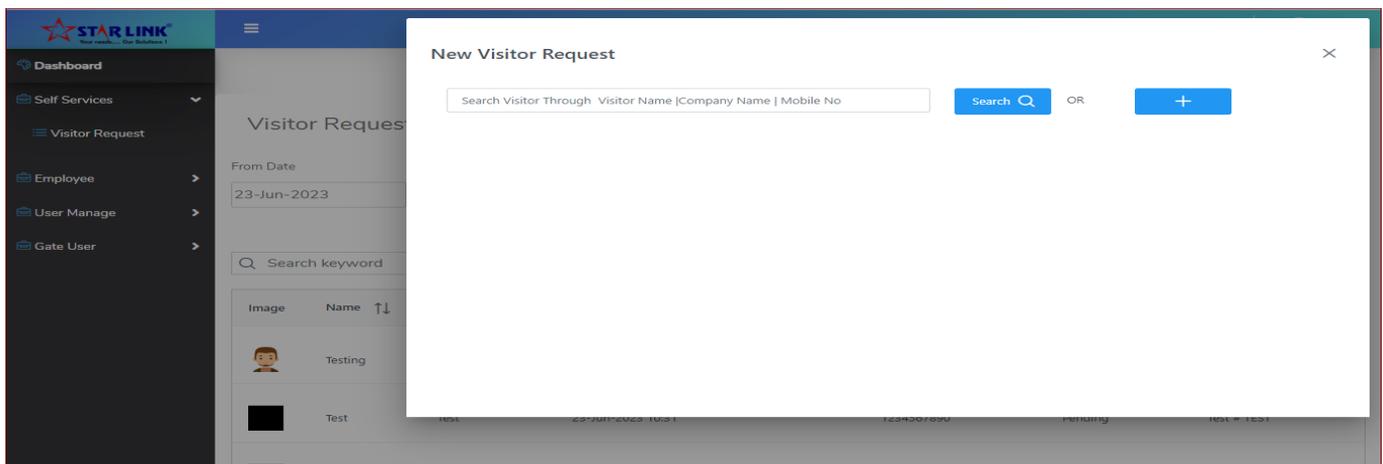
Visitor Request: it includes features like employee sending visitor request to gate user and gate user's visitor verification and authentication process.

- **Employee Request:** Employee login to send visitor meeting request to gate user. If employee wants to enter request of a visitor who has already been to their office, then there would be no such need to enter his details again and will just need to click on Plus button which is shown with visitor's request Pop-up.

When he will click on the plus button, a pop-up of request visitors will open and from there employee can send visitor request.



When He will Click on plus button .This Pop-up will show.



Now Employee will be click on plus button .This New Visitor Request Page will Show .

New Visitor Request

Back

Visitor Name * Jivan Gender * Male Designation Contact Number * 1234567890

Company Name Address Expected In Date/ Time * 04-Jul-2023 16:07

Visitor Priority * High

High Medium Low

Save Cancel

If Employee want to enter request of a visitor. who has already been to their office. then there would be no such need to enter his details again and will just need to click on Plus button which is shown with visitor's request Pop-up.

New Visitor Request

VS0000006-jivan | 1234567890 Search OR +

Visitor Request

From Date 06-Jul-2023

Search keyword

Image Name ↑↓

Jivan

Copyright@StarLink

This visitor page will show.

New Visitor Request

Back

Visitor Name * jivan Gender * Male Designation Contact Number * 1234567890

Company Name xyz Address okhla Expected In Date/ Time * 06-Jul-2023 10:14

Visitor Priority * High

Save Cancel

- **Authorities of Gate User:** Gate user or security guard log in with their username and password to check the visitor request sent by the employees. Gate user login to check employee request.

Visitor Request

From Date 04-Jul-2023 00:00 To Date 04-Jul-2023 23:59 Status Pending, In, Out Get Data

Search keyword

Image	Name ↑↓	Company ↑↓	Check In ↑↓	Check Out ↑↓	Contact Number ↑↓	Visit Status ↑↓	Whom To Meet ↑↓
	Kajal	none	04-Jul-2023 16:07		8967564334	Pending	RSY000000002-AKASH GUPTA Software Develop

Showing 1 to 1 of 1 entries << < 1 > >> 5

Now gate user will search employee's request by entering visitor name.

The screenshot shows the 'New Visitor Request' form in the STAR LINK system. The search bar is labeled 'Search Visitor Through' and includes options for 'Visitor Name', 'Company Name', and 'Mobile No'. A 'Search' button with a magnifying glass icon is present, along with an 'OR' separator and a plus sign button. The background shows a sidebar with 'Dashboard', 'Gate User', and 'Visitor' options.

The screenshot shows the 'New Visitor Request' form with a grid of fields. A 'Search Employee' input field is at the top with a 'Back' button. The grid contains the following fields:

Employee Name	Employee Department	Employee Designation	
Visitor Name *	Gender *	Designation	Contact Number *
Company Name	Address	Expected In Date/ Time *	
Visitor Type *	Visit Purpose *	In Gate *	Visitor Priority *
Client	Job Interview	Gate1	High

At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Visitor Name' field is highlighted with a red border and contains a red 'x' icon, indicating a validation error. The background shows the same sidebar as the previous screenshot.

Gate user will sign in the concerned visitor by clicking on **“Edit”** option given in the above grid view and will take visitor details along with visitor's image as shown below:-

STAR LINK ST003

Dashboard
Gate User
Visitor

Visitor Detail

Visitor Detail (Pending Expected Time - 04-Jul-2023 16:07)

Profile Image OR

Visitor Code * VS0000263

Visitor Name * Kajal

Gender * Female

Visitor Type * Other

Visit Purpose * Meeting

Email

Designation

Contact Number 8967564334

Address

Visitor Priority * Medium

Visit Remark

Actual In 04-Jul-2023 16:44

Actual Out DD-MM-YYYY

HH:MM

Visit Detail (Whom To Meet - RSY00000002-AKASH GUPTA | Software Development | Software Developer)

IdProof Image

Employee Name

Employee Department

Employee Designation

Visit Detail (Whom To Meet - RSY00000002-AKASH GUPTA | Software Development | Software Developer)

IdProof Image OR

Employee Name AKASH GUPTA

Employee Department Software Development

Employee Designation Software Developer

Visitor Status * Pending

In Remark

Out Remark

Id Proof Type --Please Select--

Id Proof No.

Company Country * India

Company State * --Please Select--

Company City *

Pincode 0

State is required.

Visitor Area * Management areas

In Gate Main gate

Out Gate Gate1

Expected In * 04-Jul-2023 16:07

Expected Out DD-MM-YYYY

HH:MM

Other Detail

Other Detail

Vaccinated

Black List

Body Temperature

Other Remark

Vehicle Detail

Vehicle Type None

Vehicle Model

Vehicle No.

Vehicle Detail

Items Detail

Brand Name	Serial Number	Detail	Remarks
No Records found.			

If Visitor has any Items like electronics device. Gate User will Add the item Details. Then click on Save button.

The screenshot shows a web application interface with a sidebar on the left containing sections for 'Body Temperature', 'Vehicle Detail', 'Items Detail', and 'Other Visitors'. The 'Items Detail' section is active, displaying a table with columns for 'Brand Name', 'Serial Number', 'Detail', and 'Remarks'. A modal window titled 'Add Item Detail' is open in the foreground. The modal contains the following fields:

- Item Type: A dropdown menu with 'Laptop' selected.
- Brand Name: A text input field.
- Serial Number: A text input field.
- Detail: A text input field.
- Item Scope: A dropdown menu with 'None' selected.
- Remark: A text input field.

At the bottom right of the modal, there are two buttons: a blue 'Save' button with a checkmark icon and a grey 'Cancel' button with an 'X' icon.

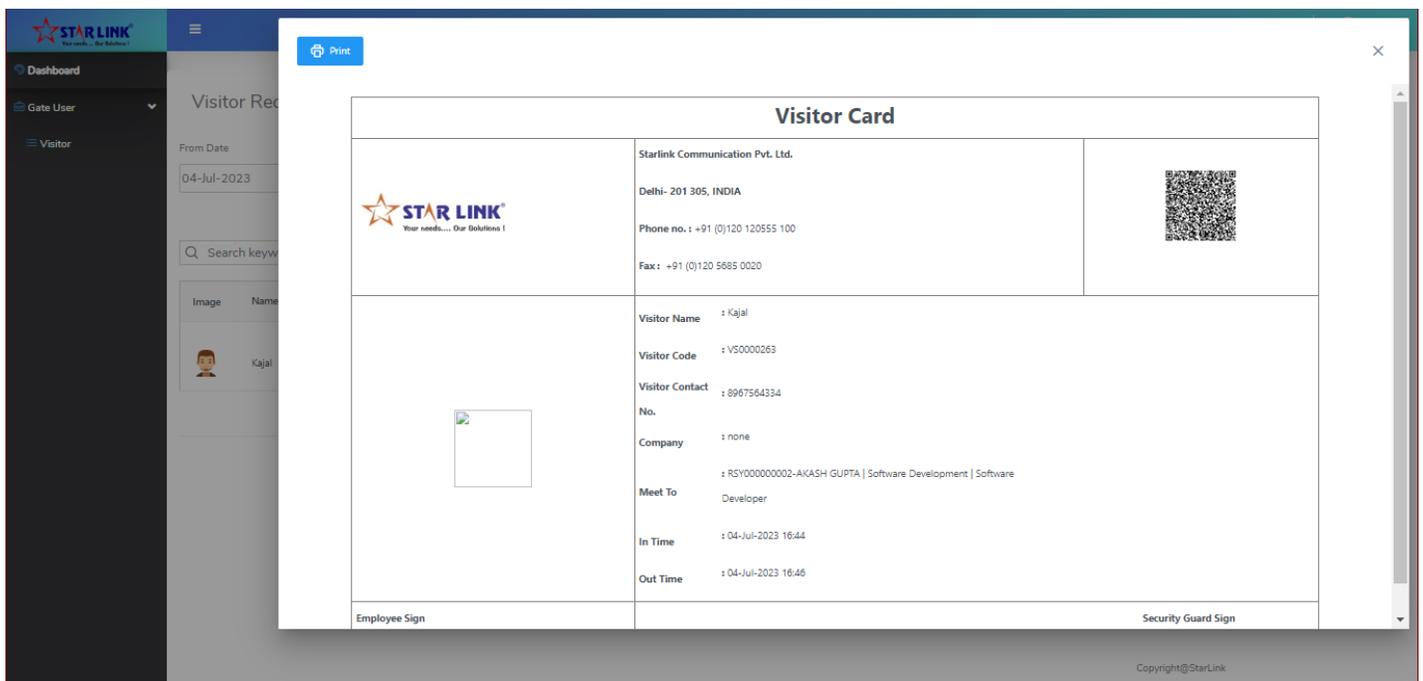
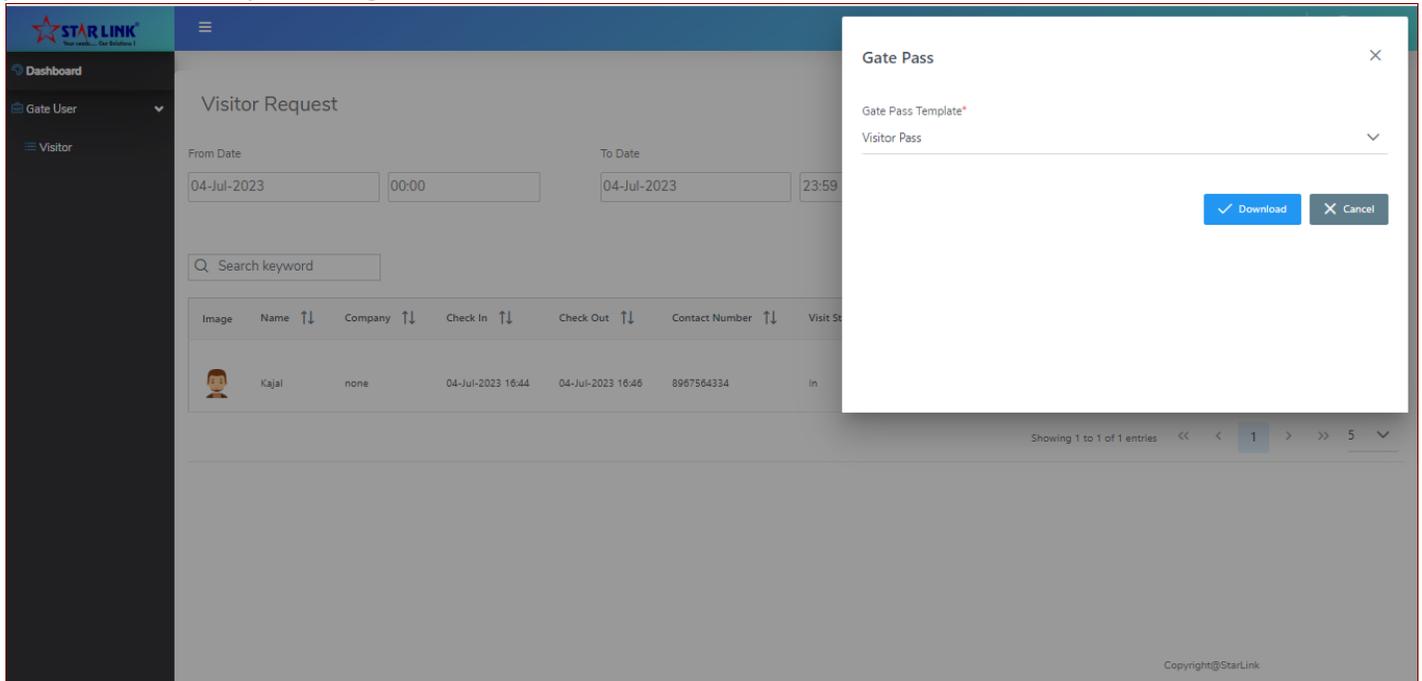
If the visitor is accompanied by some other visitors. Gate User enter the visitor details who accompanied the visitor. Then Gate User click on Save button.

The screenshot shows the same web application interface as above. The 'Other Visitors' section in the sidebar is active, displaying a table with columns for 'Name', 'Designation', 'Contact No', and 'Remarks'. A modal window titled 'Add Other Visitor' is open in the foreground. The modal contains the following fields:

- Name: A text input field.
- Designation: A text input field.
- Gender: A dropdown menu with 'Other' selected.
- Contact No: A text input field.
- Remark: A text input field.

At the bottom right of the modal, there are two buttons: a blue 'Save' button with a checkmark icon and a grey 'Cancel' button with an 'X' icon.

Gate user will sign in visitor by clicking on **“Edit”** button option and after that he will click on **“id-card icon”** then click on **“Download”** button after download Visitor card then take a print of visitor by clicking on **“Print”** button.

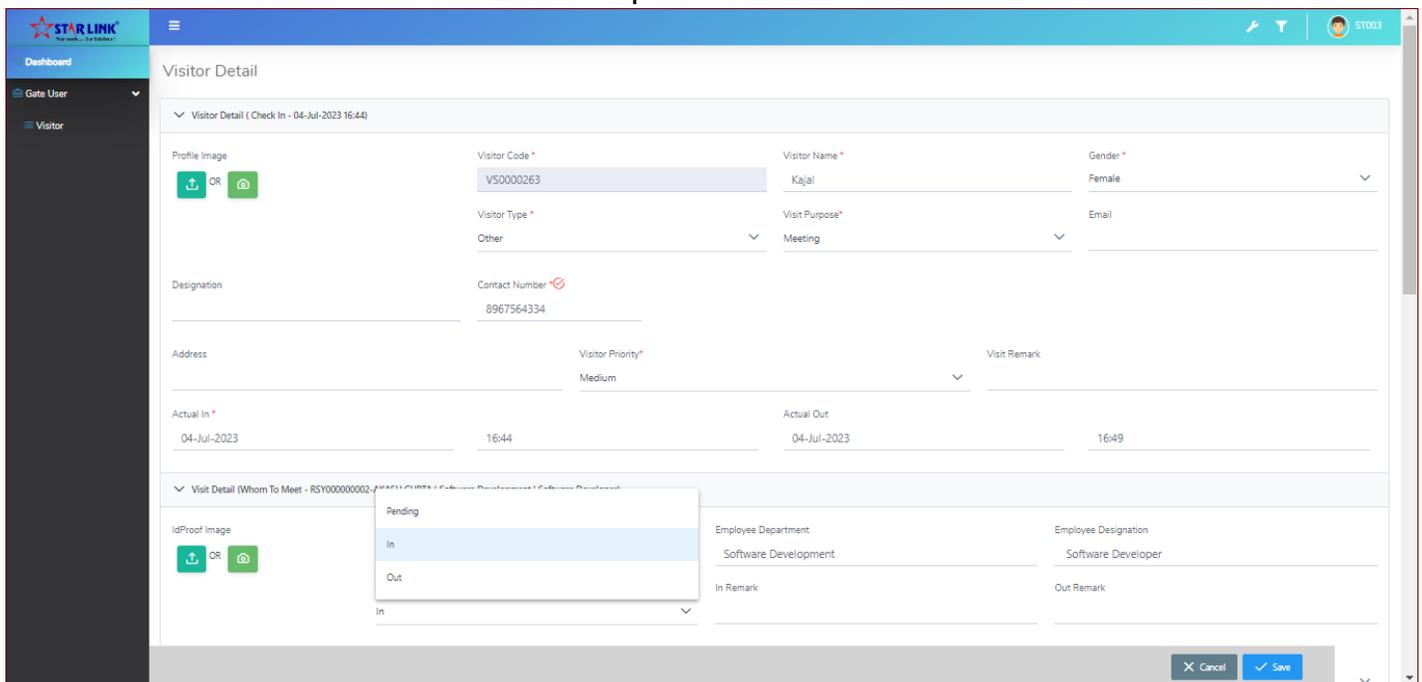


After click on **Print** button following window will be popped –up where he will be asked for the print as shown below:-

Visitor Card		
 STAR LINK Your needs..... Our Solutions I	Starlink Communication Pvt. Ltd. Delhi- 201 305, INDIA Phone no. : +91 (0)120 120555 100 Fax : +91 (0)120 5685 0020	
	Visitor Name : Kajal Visitor Code : VS0000263 Visitor Contact No. : 8967564334 Company : none Meet To : RSY000000002-AKASH GUPTA Software Development Software Developer In Time : 04-Jul-2023 16:44 Out Time : 04-Jul-2023 16:46	
Employee Sign	Security Guard Sign	

Now visitor has signed in into the company but when visitor will sign out from the company, the gate user would need to click on edit button option from his Login and will be redirected to the following page:-

Now he can out the visitor from the out option as shown below:



STAR LINK
Your needs..... Our Solutions I

Dashboard

Gate User

Visitor

Visitor Detail

Visitor Detail (Check In - 04-Jul-2023 16:44)

Profile Image

Visitor Code * VS0000263

Visitor Name * Kajal

Gender * Female

Visitor Type * Other

Visit Purpose * Meeting

Email

Designation

Contact Number * 8967564334

Address

Visitor Priority * Medium

Visit Remark

Actual In * 04-Jul-2023 16:44

Actual Out 04-Jul-2023 16:49

Visit Detail (Whom To Meet - RSY000000002-AKASH GUPTA | Software Development | Software Developer)

IdProof Image

Employee Department Software Development

Employee Designation Software Developer

In Remark

Out Remark

Cancel Save

Now Gate User Can Check Visit Status that Visitor is In Or Out

The screenshot shows the STAR LINK dashboard for a Gate User. The page title is "Visitor Request". There are search filters for "From Date" (04-Jul-2023 00:00) and "To Date" (04-Jul-2023 23:59). A "Status" dropdown menu is open, showing options: Pending, In, and Out. The "In" option is selected. A "Get Data" button is visible. Below the filters is a search bar and a table with columns: Image, Name, Company, Check In, Check Out, Contact Number, and Whom To Meet. The table currently displays "No Records found."

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Now Gate User Can See that the visitor is "In"

The screenshot shows the STAR LINK dashboard for a Gate User. The page title is "Visitor Request". There are search filters for "From Date" (04-Jul-2023 00:00) and "To Date" (04-Jul-2023 23:59). The "Status" dropdown menu is set to "Pending, In". A "Get Data" button is visible. Below the filters is a search bar and a table with columns: Image, Name, Company, Check In, Check Out, Contact Number, Visit Status, and Whom To Meet. The table displays one record for a visitor named "Kajal" with a status of "In".

Image	Name	Company	Check In	Check Out	Contact Number	Visit Status	Whom To Meet
	Kajal	none	04-Jul-2023 16:44	04-Jul-2023 16:46	8967564334	In	RSY000000002-AKASH GUPTA Software Development Software Developer

Showing 1 to 1 of 1 entries

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Gate User Can See that the visitor is “Out”

The screenshot shows the STAR LINK Visitor Request dashboard. The header includes the STAR LINK logo and a user profile for ST003. The left sidebar has a 'Gate User' menu. The main content area is titled 'Visitor Request' and features search filters for 'From Date' (04-Jul-2023 00:00), 'To Date' (04-Jul-2023 23:59), and 'Status' (Out). A 'Get Data' button is present. Below the filters is a search bar and a table with the following data:

Image	Name	Company	Check In	Check Out	Contact Number	Visit Status	Whom To Meet
	Kajal	none	04-Jul-2023 16:44	04-Jul-2023 16:50	8967564334	Out	RSY000000002-AKASH GUPTA Software Development Software Developer

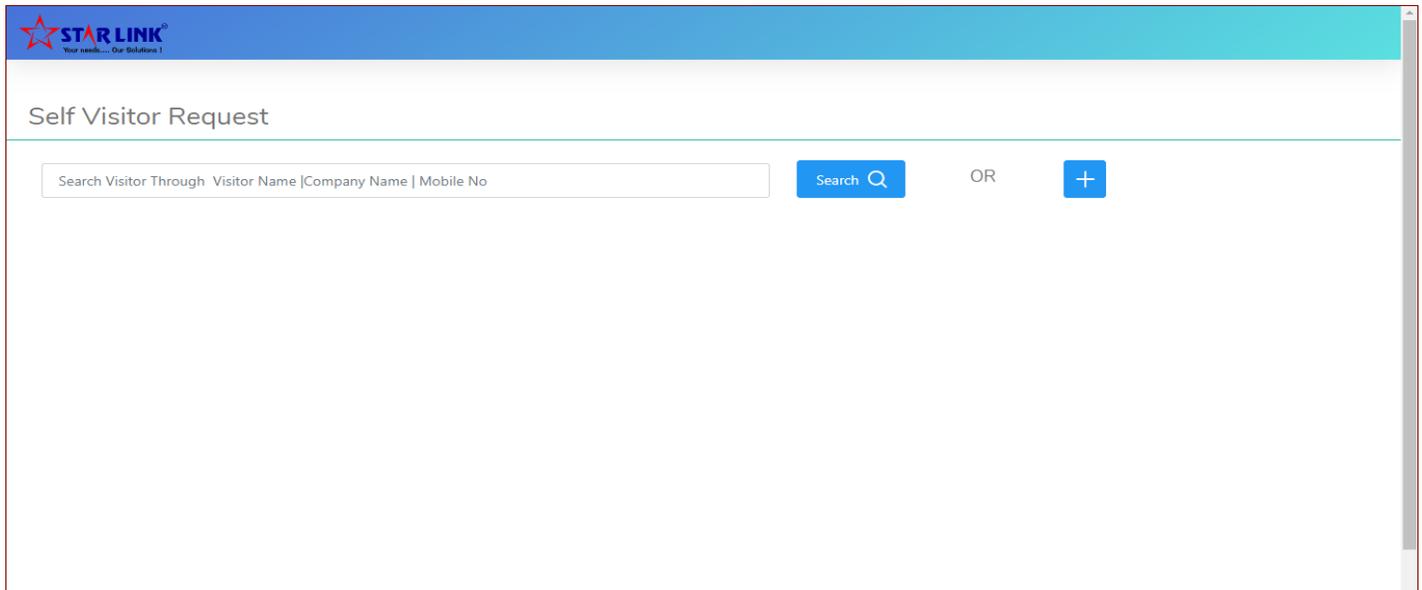
At the bottom right of the table, it says 'Showing 1 to 1 of 1 entries' with pagination controls. The footer contains 'Copyright@StarLink'.

- **Self Visitor:-**

If self visitor wants to Send his own request that self visitor click on top right corner in login page “**Guest Visitor Entry**”

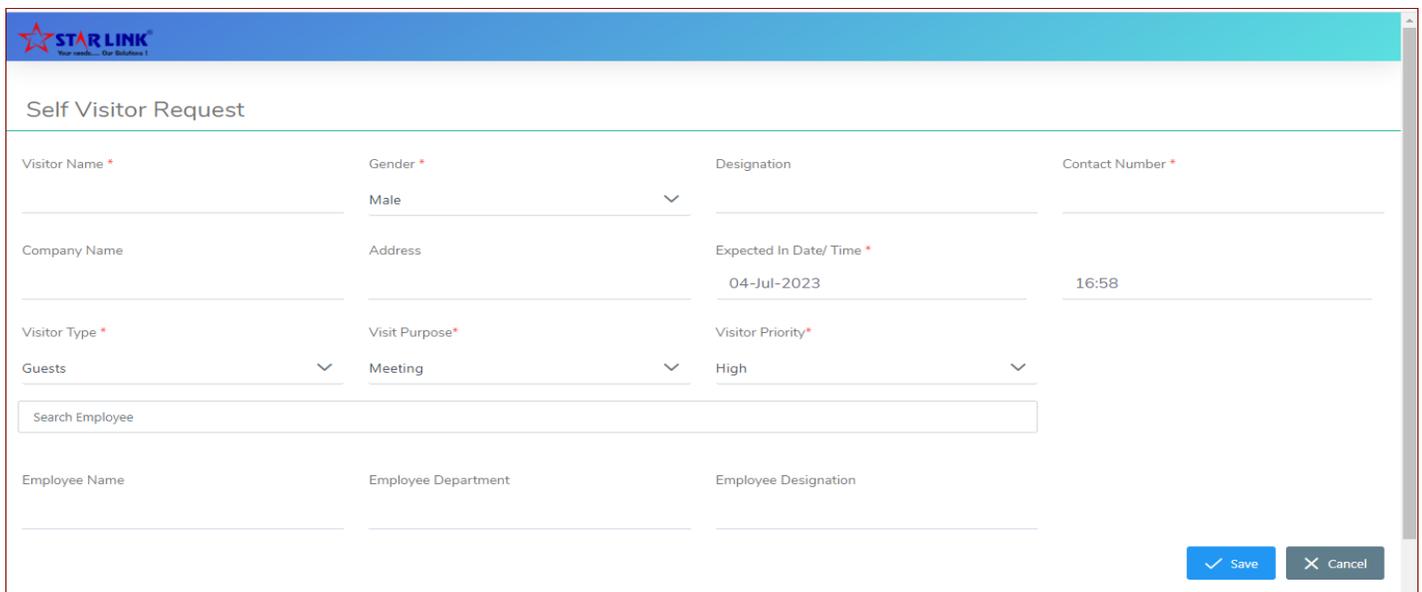
The screenshot shows the 'Guest Visitor Entry' login page for Star CLMS. The page features a 'Visitor Management' illustration on the left and a login form on the right. The login form includes fields for 'Username' and 'Password', a 'Forgot Password' link, and a green 'Log In' button.

When self visitor click on **“Guest Visitor Enter”**. then this self visitor request page will show.



The screenshot shows the STAR LINK logo at the top left. Below it, the page title is "Self Visitor Request". There is a search bar with the placeholder text "Search Visitor Through Visitor Name | Company Name | Mobile No". To the right of the search bar is a blue "Search" button with a magnifying glass icon. Further right is the text "OR" and a blue square button with a white plus sign.

Now self visitor click on **“plus icons”**. then self visitor will fill his details.



The screenshot shows the STAR LINK logo at the top left. Below it, the page title is "Self Visitor Request". The form contains the following fields:

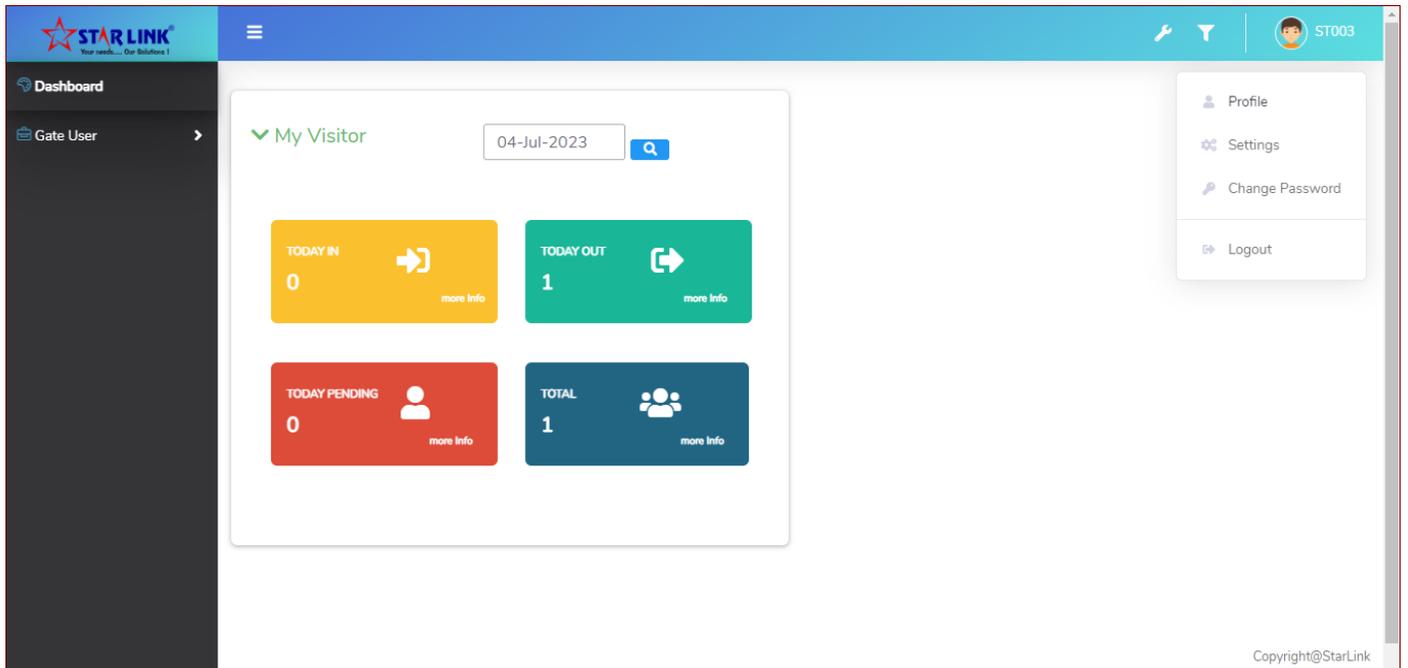
Visitor Name *	Gender *	Designation	Contact Number *
	Male		
Company Name	Address	Expected In Date/ Time *	
		04-Jul-2023	16:58
Visitor Type *	Visit Purpose*	Visitor Priority*	
Guests	Meeting	High	
Search Employee			
Employee Name	Employee Department	Employee Designation	

At the bottom right of the form, there are two buttons: a blue "Save" button with a checkmark icon and a grey "Cancel" button with an X icon.

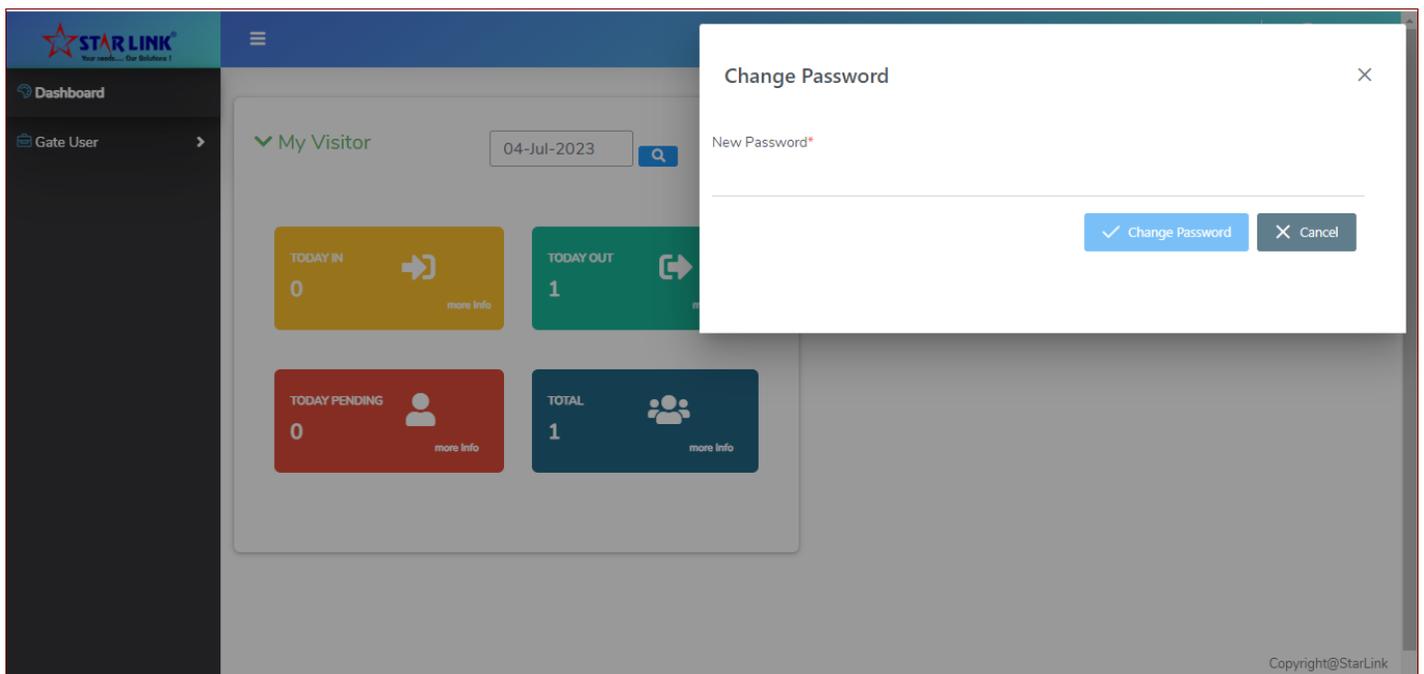
When the self visitor will put a request in the same office, First of all he will search his name. self visitor click on **“Search Button”**. The request of the self visitor will be already filed. Because the self visitor initiative has also gone to the same office initiative.

Password: this feature explains how to change your existing password through forgot password link.

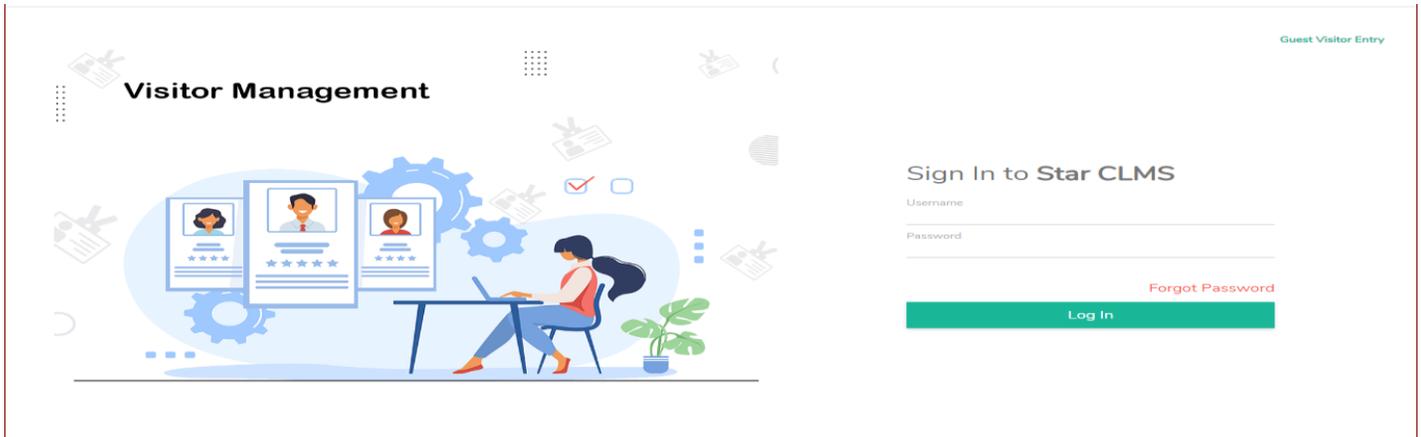
- **How to change password:** Admin, employee and gate user can change their password if they are not comfortable with the old password. They can change their password by clicking on the “**change password**” option in menu image which is shown on the main login screen.



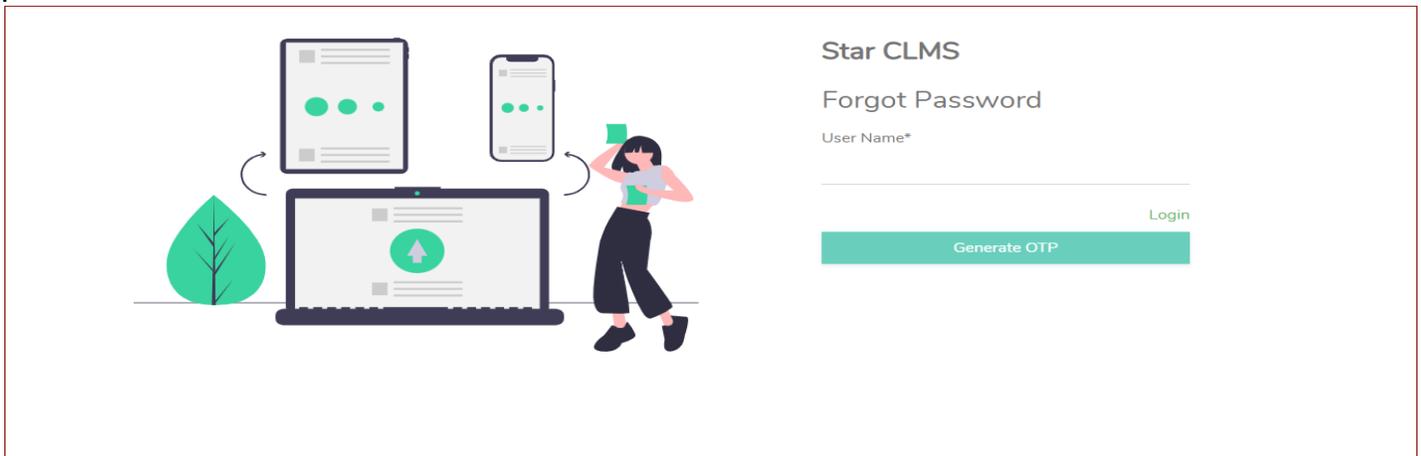
After clicking on change password option, pop up will open where we can make a new password.



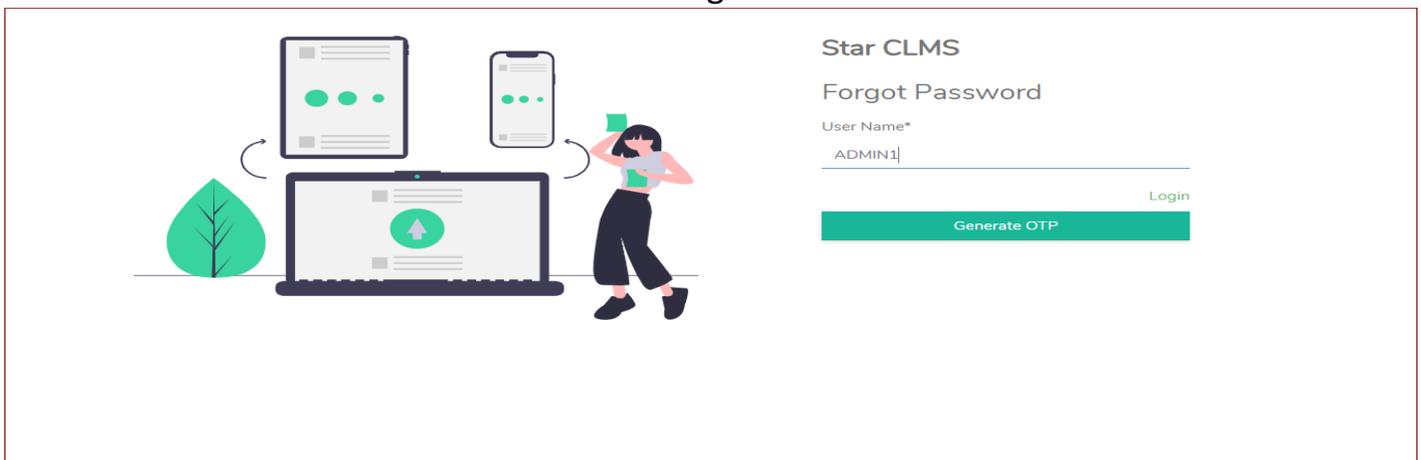
- **Forgot Password:** Admin, employee and gate user can also get their forgotten password on their email-id by clicking on the option given on main login screen.



By clicking on this option, popup will open where they can get their forgotten password on their email-id.



User can enter the User name and click on the generate OTP button .



On clicking on the Generate OTP button, after that this message will show And this page will show.



Please enter the one time password sent to your registered mobile/email address.

Star CLMS

Forgot Password

User Name*
ADMIN1

OTP*

Password*

Confirm Password*

Submit

Login

The OTP will be sent to that user's mail, enter that OTP on the OTP text box, then enter the password, then enter the confirm password, then click on the submit button,



Star CLMS

Forgot Password

User Name*
ADMIN1

OTP*
327542

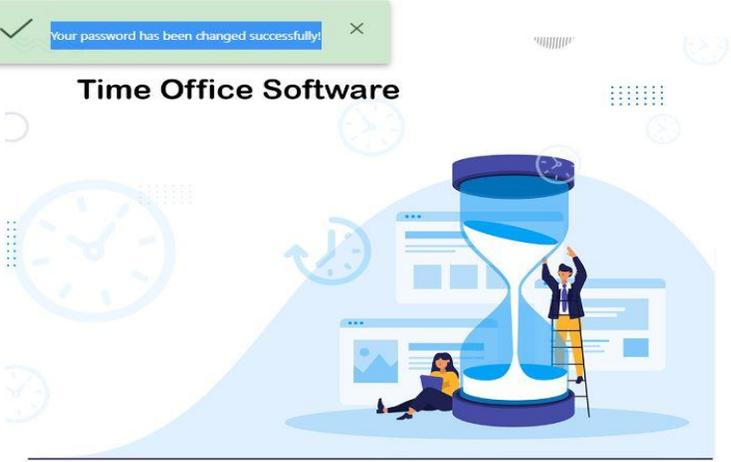
Password*

Confirm Password*

Submit

Login

After that this message will show.



Your password has been changed successfully!

Time Office Software

Sign In to Star CLMS

Username

Password

Forgot Password

Log In

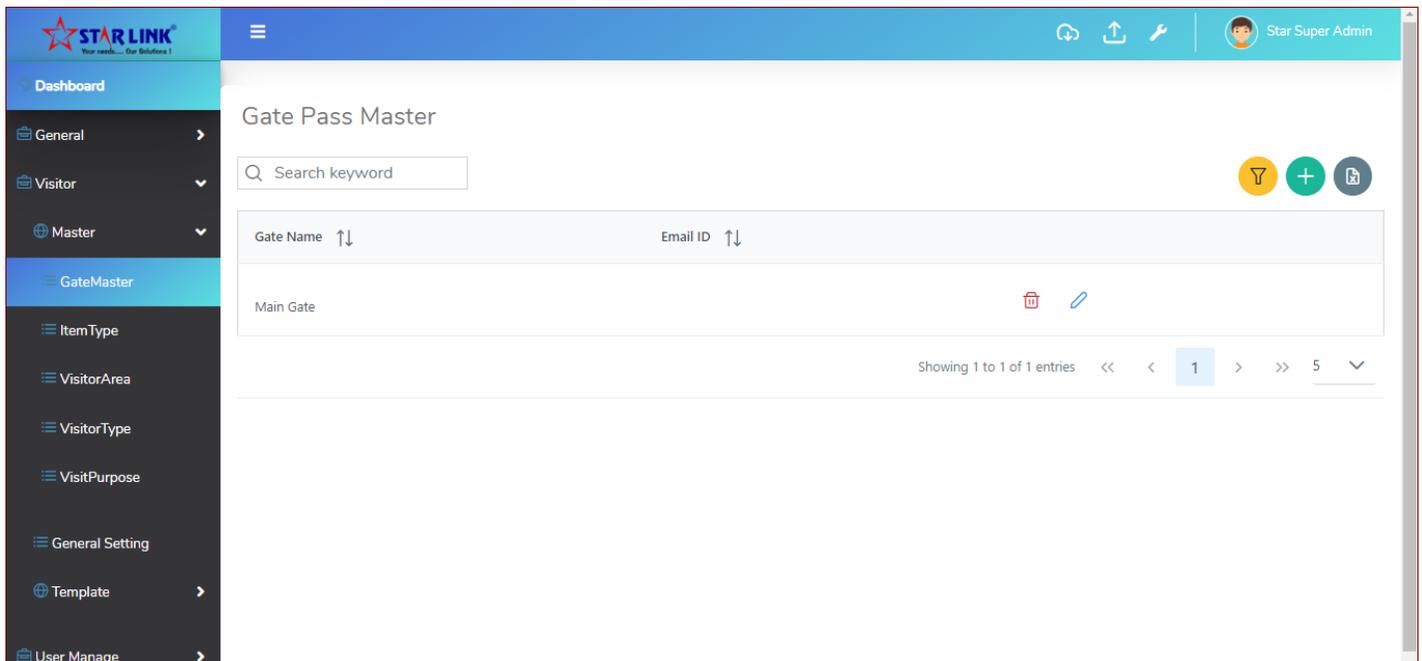
Guest Visitor Entry

Admin login: Admin, the head of the department is authorized to modify any of the features in the software, he can login in any module i.e. Visitor master, visitor's request, Employee request; create User and reports.

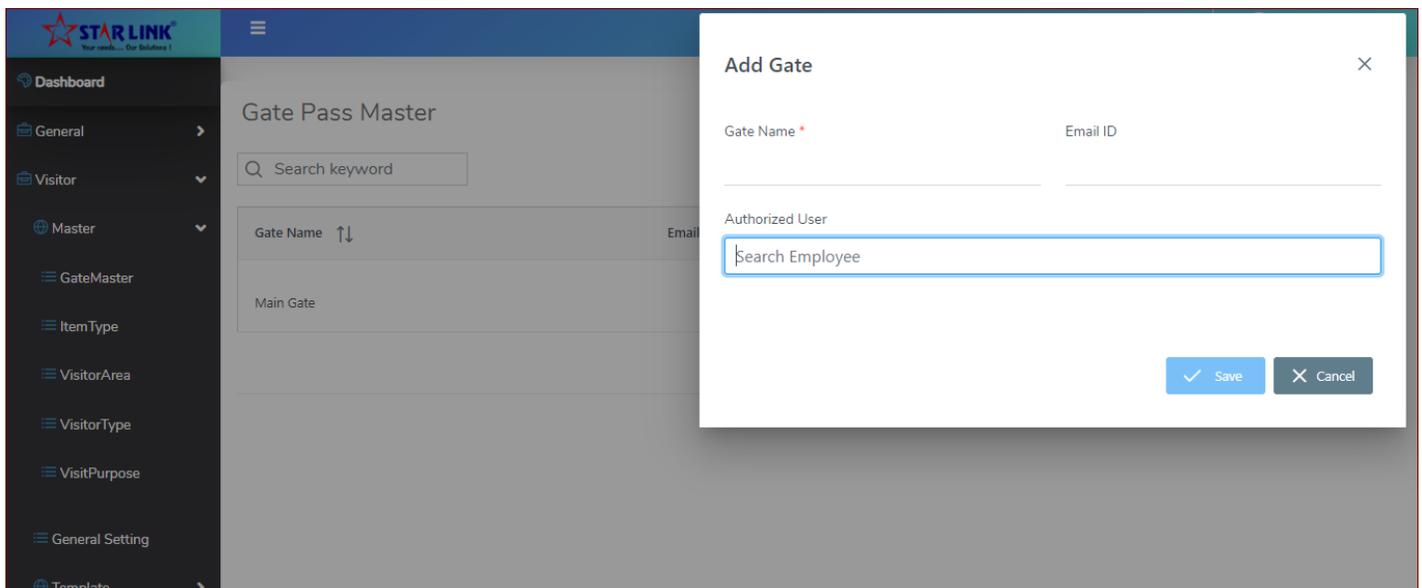
Visitor Master: it allows the admin to define gates of the office and grant the access from any of the selected gates.

Gate Master, Item Type, Visitor Type, Visit Area, Visit purpose.

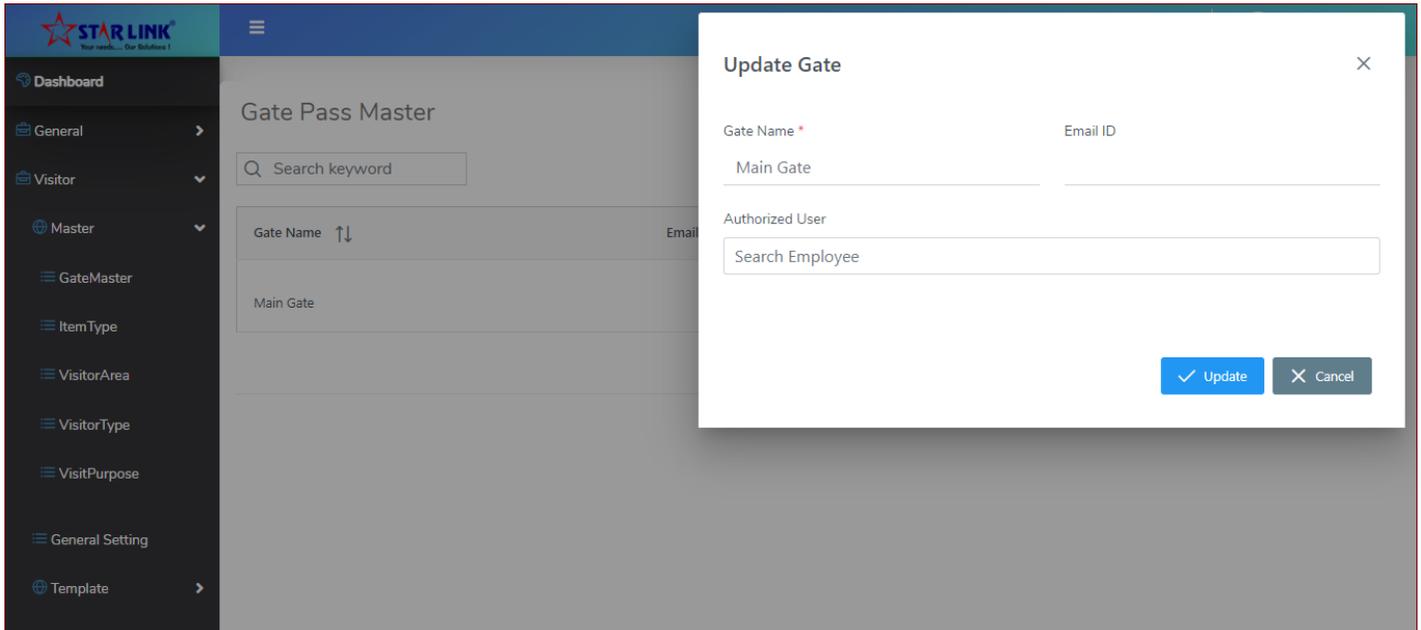
Gate Master:-



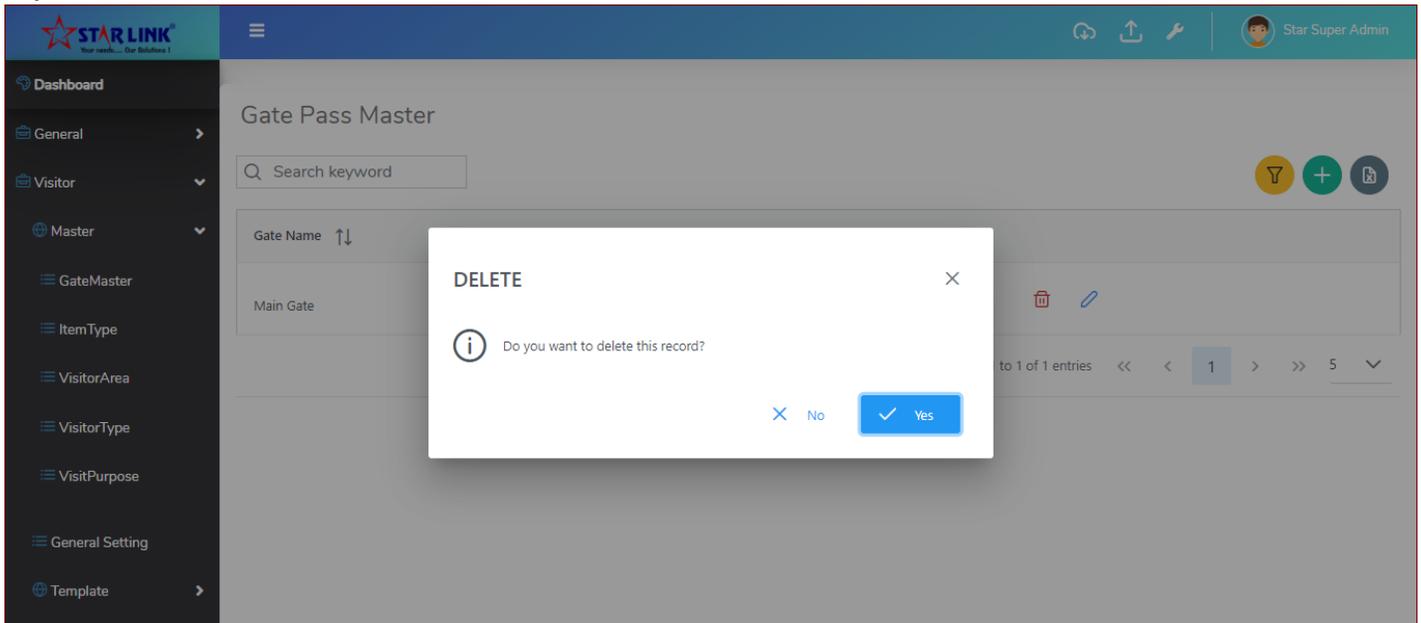
Add Gate:- If your company has multiple gates, you can add as many gates and which gate user do you want to assign on every gate. then you select Authorized user. Then click on save button.



If you want to change the gate name and authorized name. Then after you change. You can click on update button.



If you want to delete Gates Master. Then click on delete button.



Item Type:- If you want to add item type.

The screenshot shows the STAR LINK application interface. The top navigation bar includes the STAR LINK logo, a menu icon, and user information for 'Star Super Admin'. The left sidebar contains a navigation menu with options: Dashboard, General, Visitor, Master, GateMaster, Item Type (highlighted), VisitorArea, VisitorType, VisitPurpose, General Setting, Template, and User Manage. The main content area is titled 'Item Type' and features a search bar labeled 'Search keyword'. Below the search bar is a table with the following data:

Item Type Name		
Laptop		
Mobile		
Pendrive / Memory Card		
Electrical Tool		
Mechanical Tool		

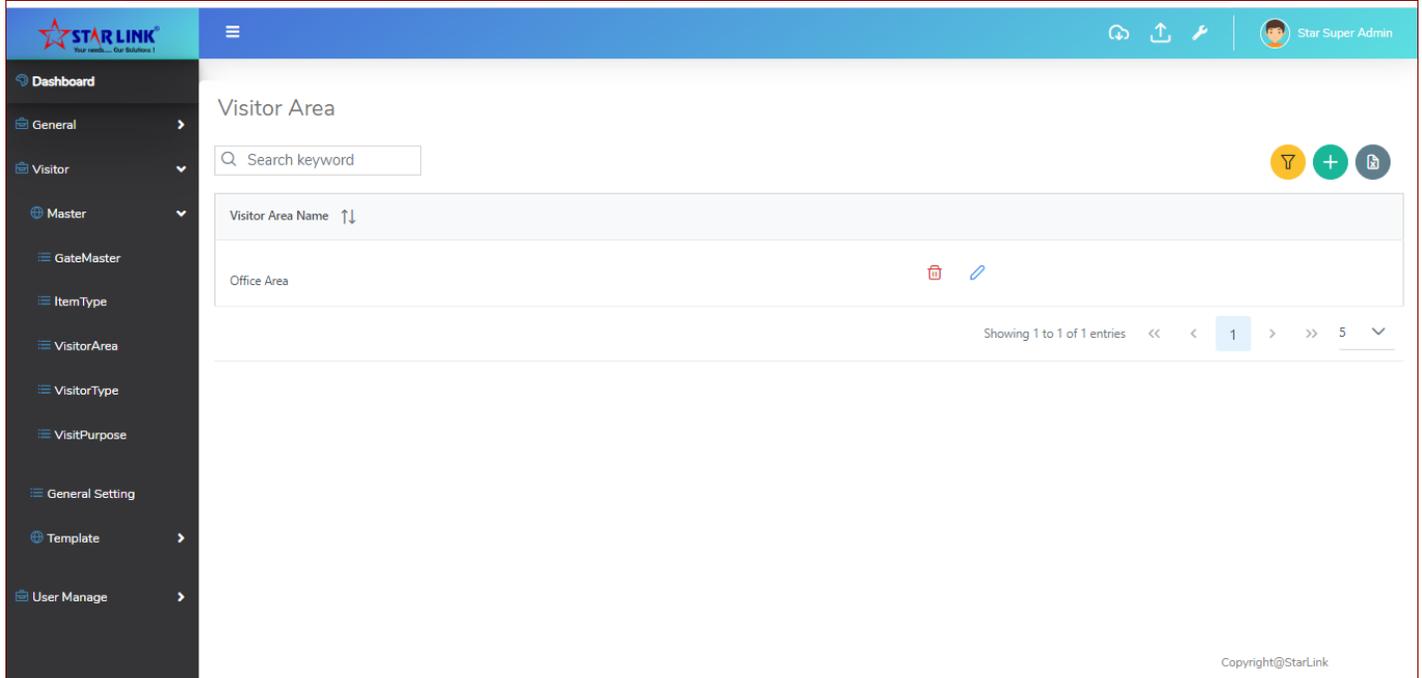
At the bottom right of the table, there is a pagination control showing 'Showing 1 to 5 of 5 entries' and a dropdown menu set to '1'. The footer of the page contains the text 'Copyright@StarLink'.

Then click on add button and add item page will show and then add item name like electronics device . click on save button.

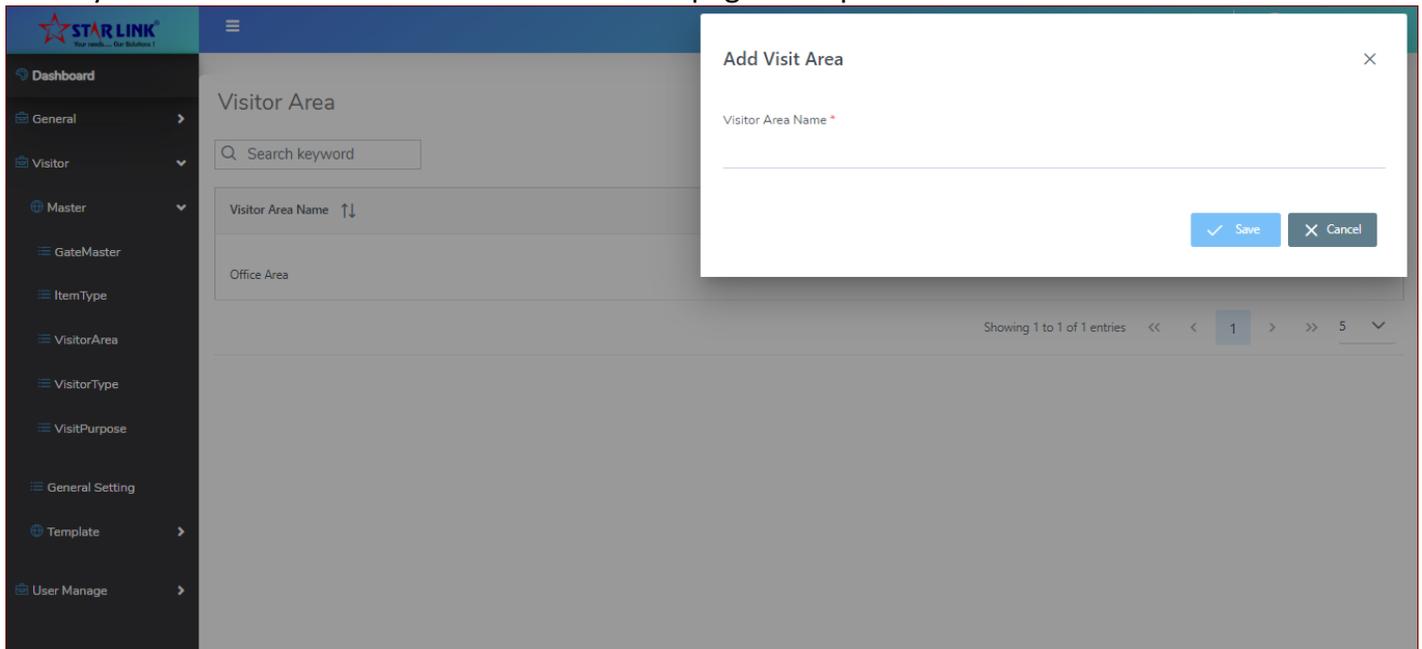
This screenshot shows the same STAR LINK interface as the previous one, but with an 'Add Item Type' modal dialog box open in the foreground. The dialog has a title bar with 'Add Item Type' and a close button (X). Inside the dialog, there is a text input field labeled 'Item Type Name *' with a red asterisk indicating it is a required field. Below the input field are two buttons: a blue 'Save' button with a checkmark icon and a grey 'Cancel' button with an X icon. The background content, including the sidebar and the 'Item Type' table, is dimmed.

Visit Area:-

Visitor Area Means When a visitor visits the office then in which department and on which floor the visitor wants to go . Then click on “Plus Icons”



When you click on add icon then add visitor area page will open. click on save button.



Visitor Type:-

visitor type means visitor what type of visitor like Guest, Interviewer, client , vendor .

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Star Super Admin

Visitor Type

Search keyword

Visitor Type Name		
Guests		
Interviewer		
Courier		
Client		
Vendor		

Showing 1 to 5 of 5 entries << < 1 > >> 5 ▾

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When you are click on “Plus Icon” then this page will be show

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Star Super Admin

Visitor Type

Search keyword

Visitor Type Name		
Guests		
Interviewer		
Courier		
Client		
Vendor		

Showing 1 to 5 of 5 entries << < 1 > >> 5 ▾

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Add Visitor Type

Visitor Type Name *

Visit Purpose:-

If a visitor visits for the purpose for which the visitor visited like meeting ,parcel delivery, Job Interview, Salary Inquiry.

STAR LINK
Your needs... Our Solutions!

Star Super Admin

Visit Purpose

Search keyword

Visit Purpose Name ↑↓

Meeting		
Parcel Delivery		
Parcel Pickup		
Job Interview		
Sales Inquiry		

Showing 1 to 5 of 5 entries << < 1 > >> 5 ▾

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When you are click on “Plus Icon”. then open this page. and fill data then click on save button

STAR LINK
Your needs... Our Solutions!

Add Visit Purpose

Visit Purpose Name *

Showing 1 to 5 of 5 entries << < 1 > >> 5 ▾

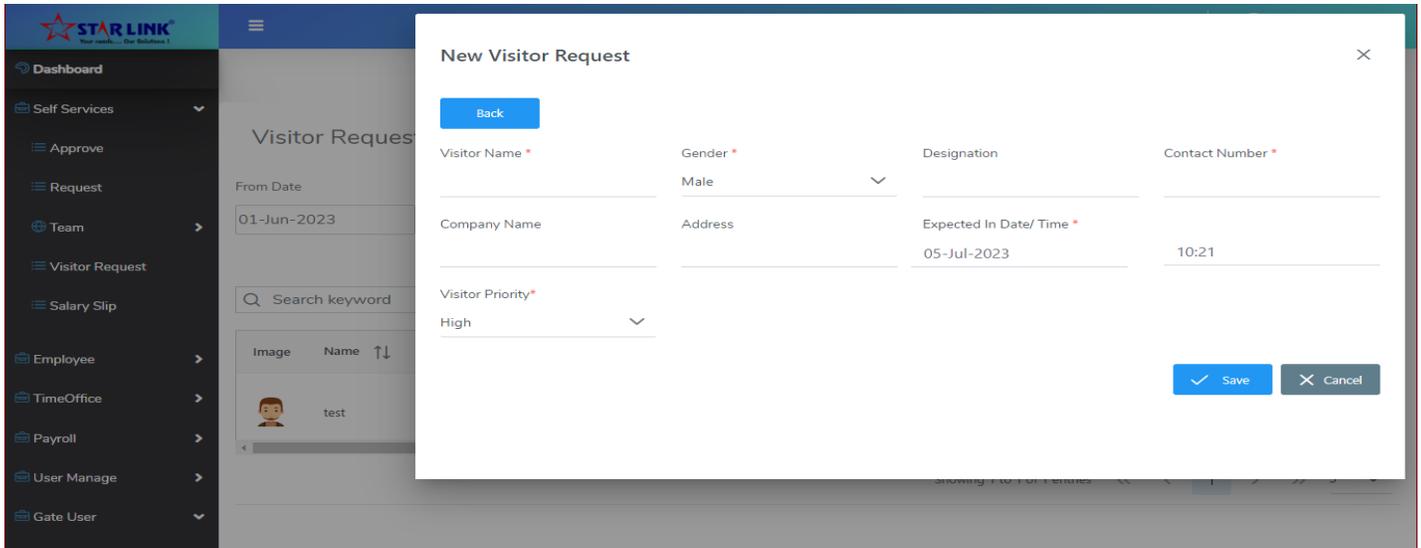
Copyright@StarLink

- **Visitor's Request:** admin can check the entire visitor's request list sent by the employees in gate user page.

The screenshot shows the STAR LINK application interface. The top navigation bar includes the STAR LINK logo, a menu icon, and user information for Raghendra Singh. The left sidebar contains various menu items, with 'Visitor' highlighted. The main content area is titled 'Visitor Request' and features a search bar and a table of requests. The table has the following columns: Image, Name, Company, Check In, Check Out, Contact Number, Visit Status, and Whom To Meet. A single entry is visible with the name 'test', company 'none', and status 'Pending'. The footer of the page reads 'Copyright@StarLink'.

- **Employee Request:** admin can also check the employee's request for visitor and admin can send request to the gate user for the same as well as shown below.

This screenshot is similar to the previous one, showing the STAR LINK application interface. The left sidebar now has 'Visitor Request' highlighted. The main content area is titled 'Visitor Request' and features a search bar and a table of requests. The table has the following columns: Image, Name, Company, Check In, Check Out, Contact Number, Visit Status, and Whom To Meet. A single entry is visible with the name 'test', company 'none', and status 'Pending'. The footer of the page reads 'Copyright@StarLink'.



Create User: admin holds the rights to create user of employees, gate users and other admin. Only he can allow selective gate access for the account user. The create account screen is shown below:-

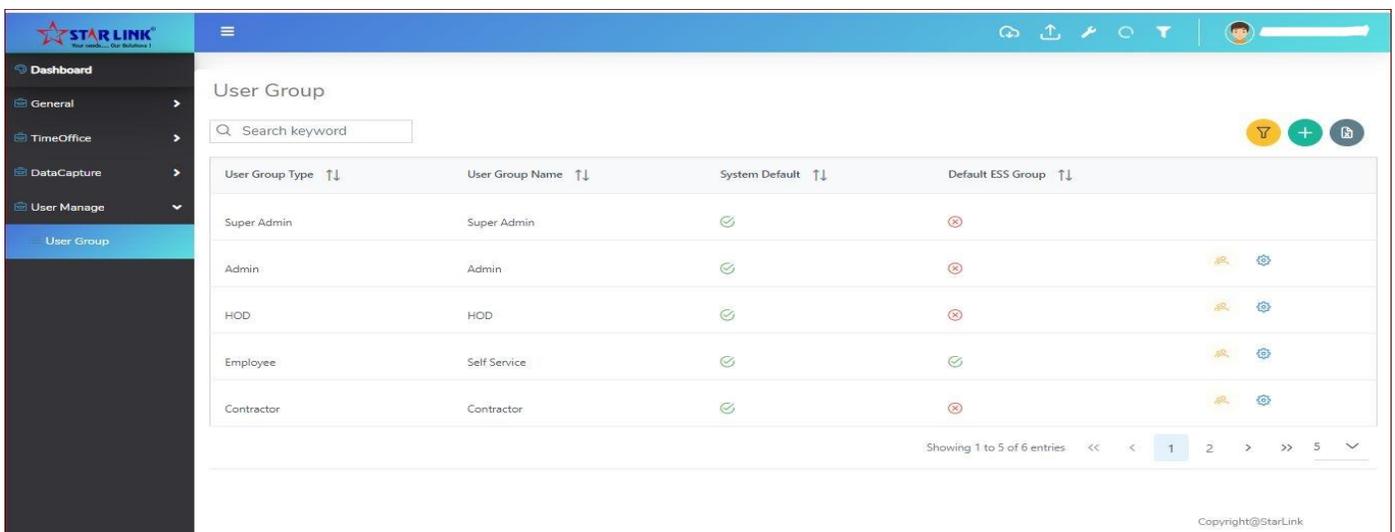
An admin can create, update and delete account of User /Gate User.

To make a user, one has to follow these steps:-

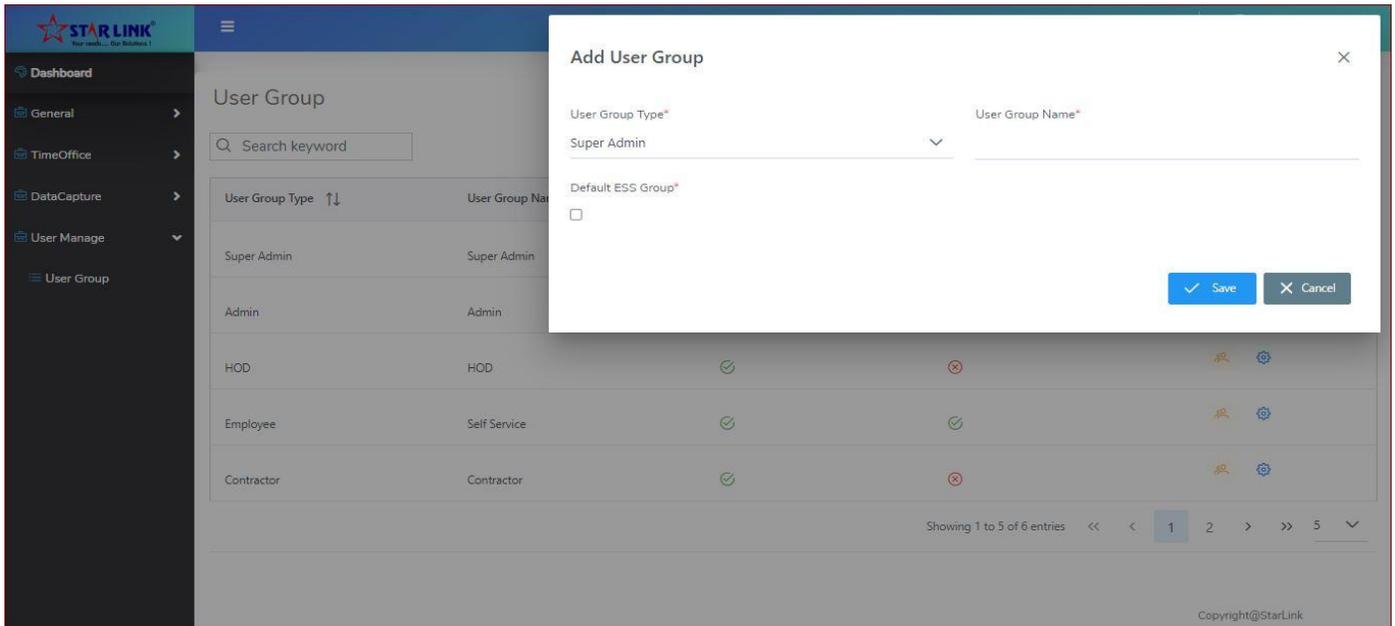
First of all, user group has to be created, then by going to user manage, employee has to be mapped and organization mapping has to be done.

To create a user group, you have to go to the master page, for that you have to click on the setting icon on the top right corner. Then click on user manage then click on user group.

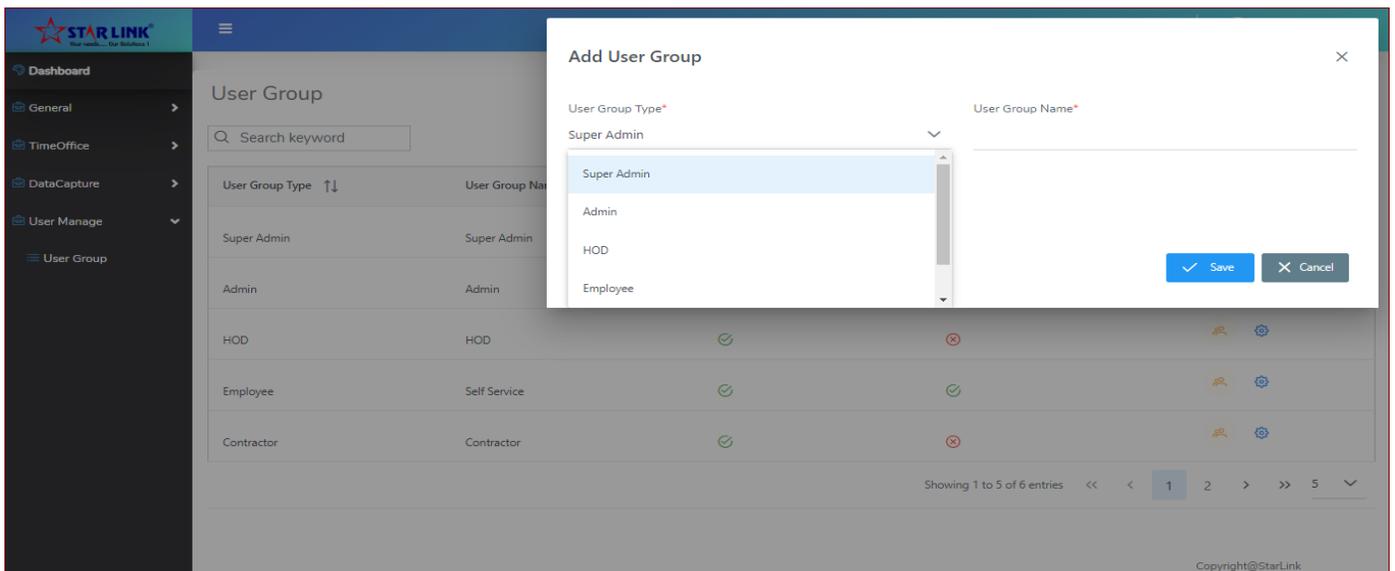
Here user group window will open.



Click on plus icon to add user group.

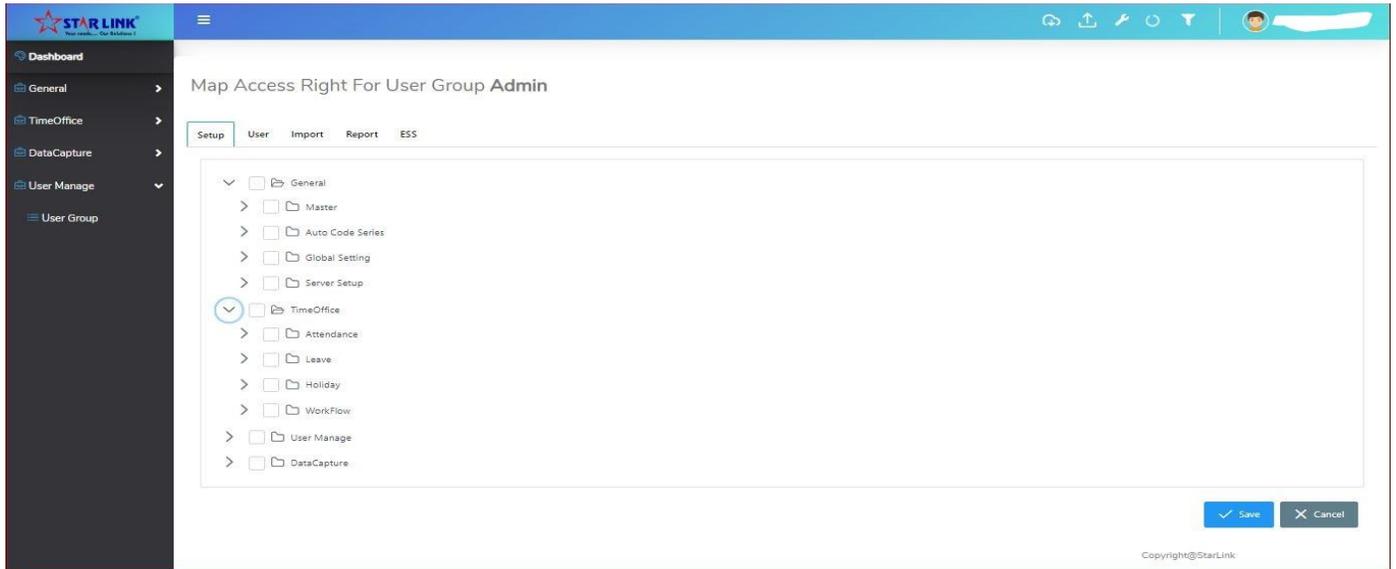


After clicking here add user group popup will open then select user group type which type of user group to create then enter user group name and if you want to enable default ESS group then select check box then click on the save button.

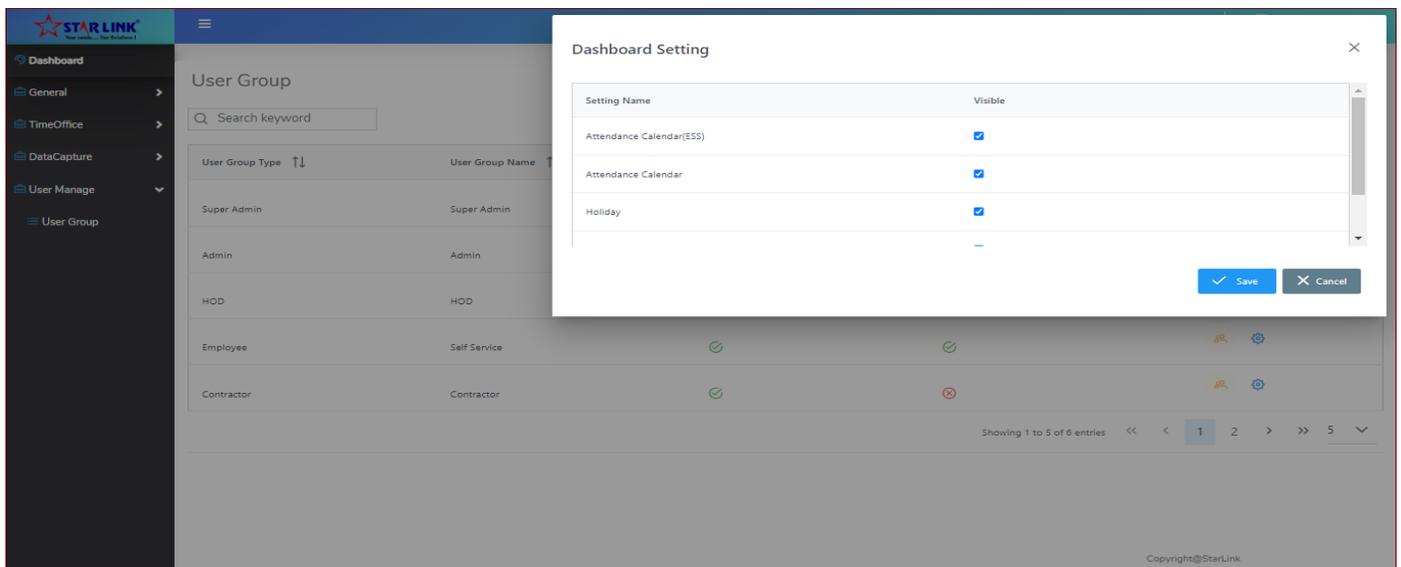


After Clicking on Save button Saved Successfully message is shown when user group is added. After creating a user, he has to map access rights.

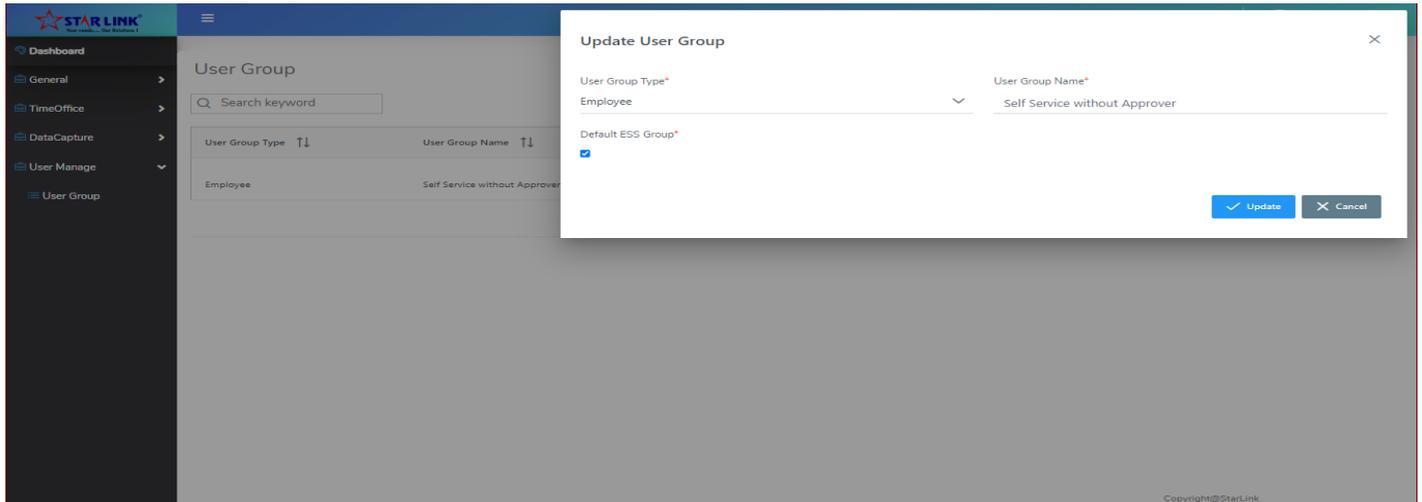
User has to click on the permission icon, then the map access right page will open, then user rights have to be given, then the module or function whose right is to be given, then its check box has to be selected, then click on the save button.



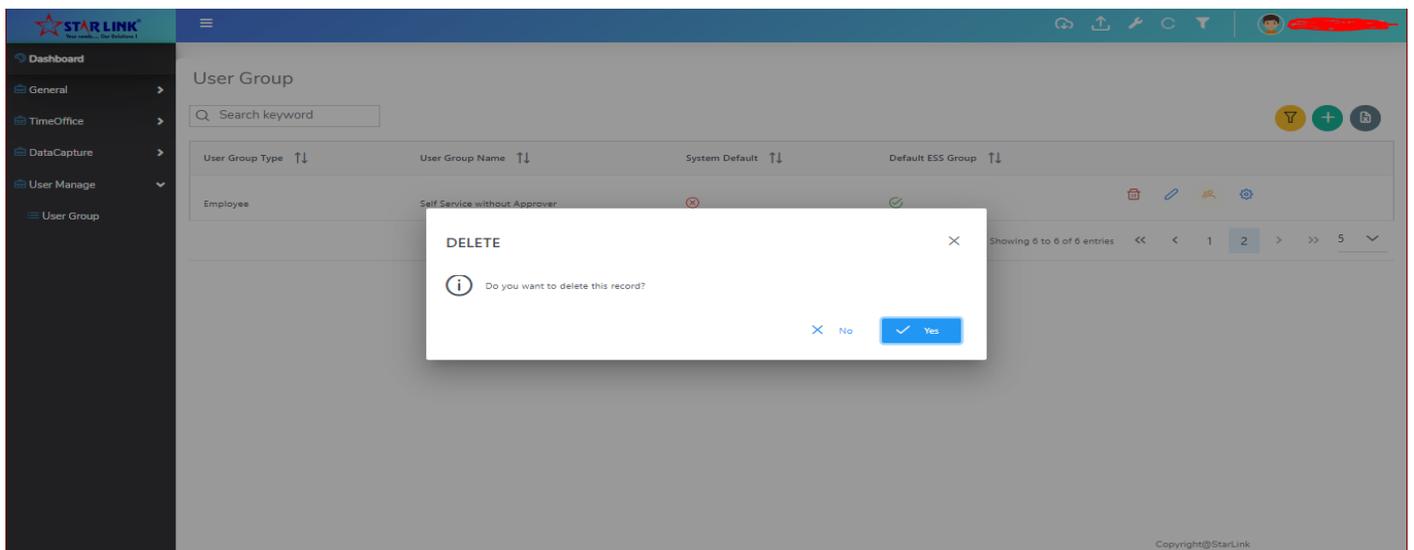
For dashboard setting, click on the setting icon, the dashboard setting popup will open, select the check box of the settings you want to be visible on your dashboard, then click on the save button.



To update the user group, click on the edit icon, which is to be changed, then click on the update button.

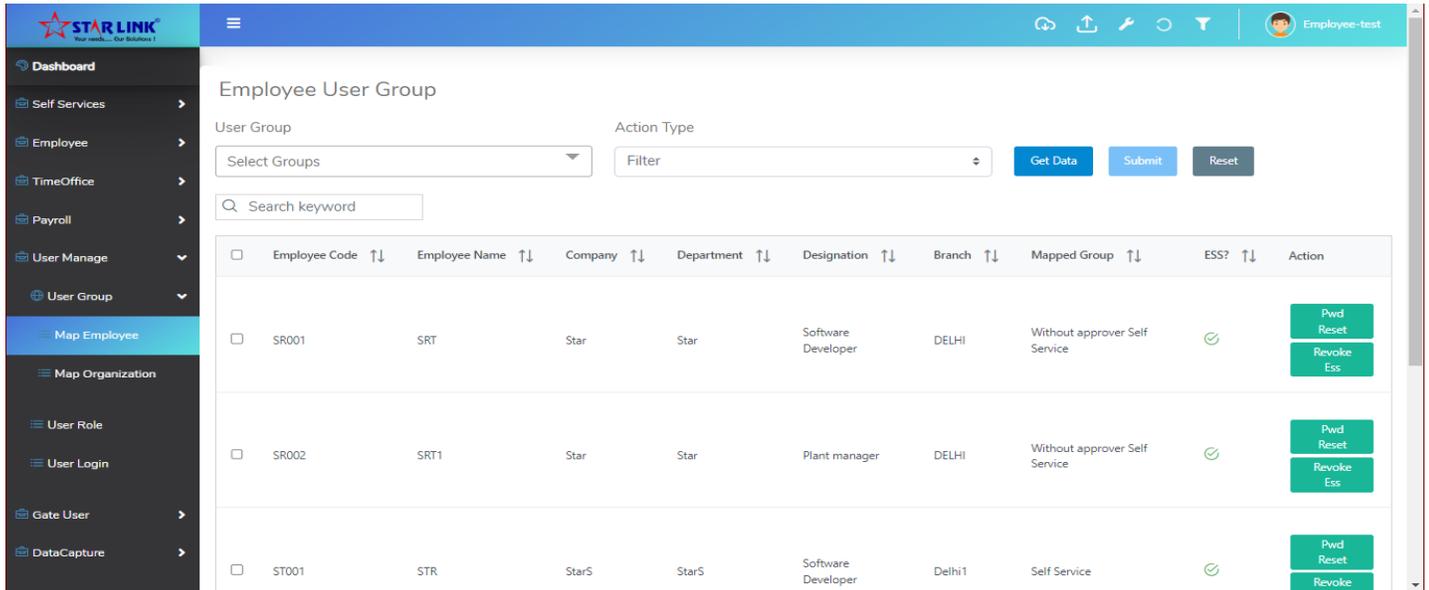


To delete user group, click on delete button, delete message will be shown.

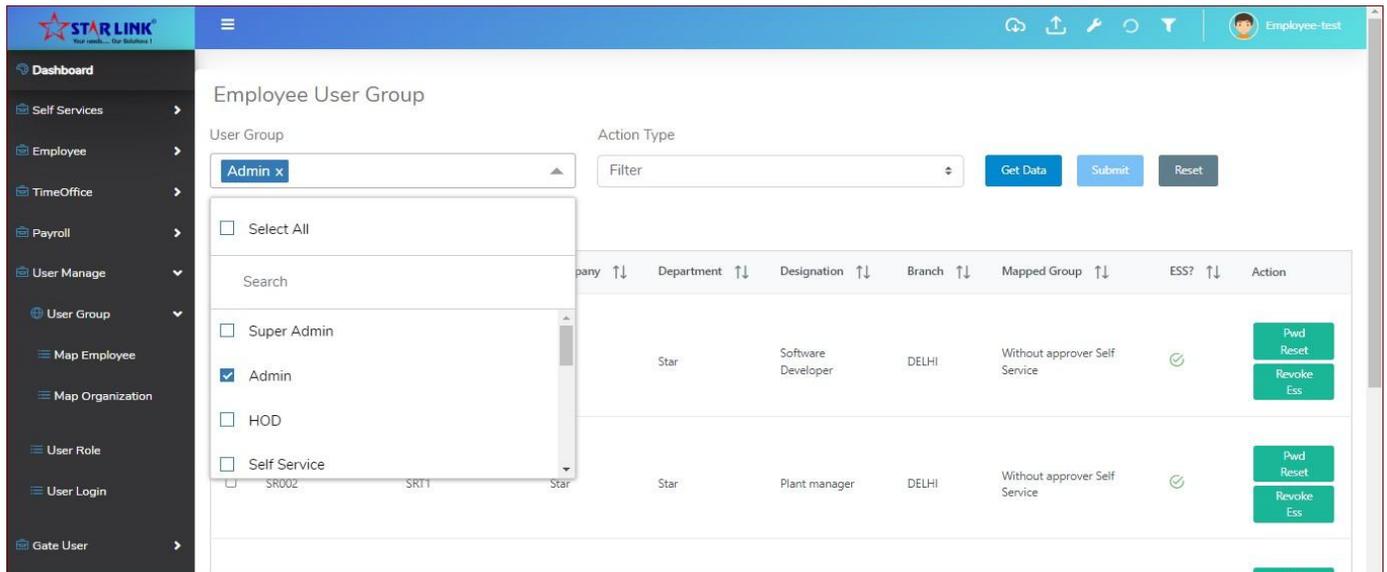


After creating the user group, now it has to be assigned to the employee. To assign click on dashboard on top left corner, Then click on user manage then click on user group then click on map employee, After that the Employee User Group page will open here.

Here the list of employee will be shown.



First select employee then select user group then select action type means assign, remove, filter then click on submit button



Employee User Group

User Group: Admin x

Action Type: Filter

Buttons: Get Data, Submit, Reset

Company	Department	Designation	Branch	Mapped Group	ESS?	Action
Star	Software Developer	DELHI	Without approver Self Service	✓	Pwd Reset, Revoke, Ess	
Star	Plant manager	DELHI	Without approver Self Service	✓	Pwd Reset, Revoke, Ess	

Employee User Group

User Group: Self Service x

Action Type: Assign

Buttons: Get Data, Submit, Reset

Employee Code	Employee Name	Company	Department	Designation	Branch	Mapped Group	ESS?	Action
C3400000003	TEST17	StarLink1 Communication3	Software Development	Plant manager	Okhla	No Group Map	⊗	Pwd Reset, Enable, Ess
EMP00000013	Kajju	StarLink India	Software Development	Software Tester	Okhla	No Group Map	⊗	Pwd Reset, Enable, Ess

After mapping employee click on map organization to map organization then map organization unit page will open here map employee list will show now click on edit button for organization mapping.

Map Employee's Organization Unit

Search keyword: []

Employee Code	Employee Name	Company	Department	Designation	Branch	Mapped Group	Status	Action
HRMS0000037	Employee-37	StarHRMS	Product development	Testing Manager	Delhi3		✓	[edit]
EMP00000038	Employee-38	StarLink India	Security and transport	Editing Manager	New Delhi		⊗	[edit]
EMP00000043	Employee-43	StarLink India	Administration	Web developer	New Delhi		⊗	[edit]
EMP00000045	Employee-45	StarLink India	Product development	Editing Manager	New Delhi		✓	[edit]
STAR0000052	Employee-52	StarLink1 Communication	Human Resource	Software Tester	Okhla		⊗	[edit]

Showing 11 to 15 of 87 entries

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Then the Map Employee Organization Unit page will open, here you can give access to the organization unit to that employee.

For example, if a user has to give access to a company or department, then the check box of that company or department has to be selected and then the submit button has to be clicked.

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Employee-test

Map Organization Unit for Raghvendra Singh(CLMS0000003)

Submit Cancel

Organization	Company	Branch
<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All
<input type="checkbox"/> StarLink	<input type="checkbox"/> StarLink1 Communication	<input checked="" type="checkbox"/> Okhla
<input type="checkbox"/> StarHRMS	<input type="checkbox"/> StarLink India	<input type="checkbox"/> New Delhi
<input type="checkbox"/> organization34	<input type="checkbox"/> StarCLMS	<input type="checkbox"/> Okhla1
<input type="checkbox"/> Star Link Communication	<input type="checkbox"/> StarHRMS	<input type="checkbox"/> Delhi3

Contractor	Category	Department
<input type="checkbox"/> Unselect All	<input type="checkbox"/> Unselect All	<input type="checkbox"/> Unselect All
<input checked="" type="checkbox"/> Contractor 1	<input checked="" type="checkbox"/> Higher	<input checked="" type="checkbox"/> Software Development
<input checked="" type="checkbox"/> Contractor1	<input checked="" type="checkbox"/> Lower	<input checked="" type="checkbox"/> Research and development
<input checked="" type="checkbox"/> contract4	<input checked="" type="checkbox"/> Minimum	<input checked="" type="checkbox"/> Administration
<input checked="" type="checkbox"/> CONTRACTOR5	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Product development

SubDepartment	Designation	Level
<input type="checkbox"/> Unselect All	<input type="checkbox"/> Unselect All	<input type="checkbox"/> Unselect All

How to Remove LMS user: If the user group is to be removed, then select the employee, then select the user group which is to be removed, then select the action type remove, then click on the submit button.

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Employee-test

Employee User Group

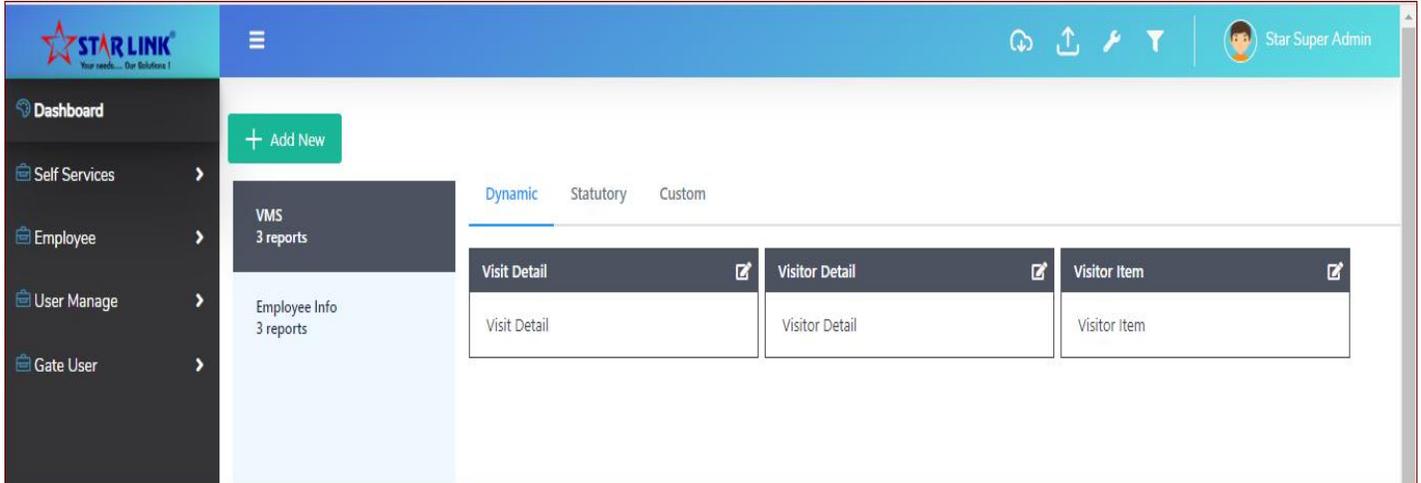
User Group: Self Service x Action Type: Remove

Get Data Submit Reset

Search keyword

<input type="checkbox"/>	Employee Code ↑↓	Employee Name ↑↓	Company ↑↓	Department ↑↓	Designation ↑↓	Branch ↑↓	Mapped Group ↑↓	ESS? ↑↓	Action
<input checked="" type="checkbox"/>	HRMS0000037	Employee-37	StarHRMS	Product development	Testing Manager	Delhi3	Self Service	✔	Pwd Reset Revoke Ess
<input type="checkbox"/>	EMPO0000038	Employee-38	StarLink India	Security and transport	Editing Manager	New Delhi	Wise Manager	✔	Pwd Reset Revoke Ess
<input type="checkbox"/>	HRMS0000041	Employee-41	StarHRMS	Learning and development	Testing Manager	Delhi3	No Group Map	✘	Pwd Reset Enable Ess
<input type="checkbox"/>	EMPO0000043	Employee-43	StarLink India	Administration	Web developer	New Delhi	gate user 2	✔	Pwd Reset Revoke Ess

- **Reports:** Admin can check and add reports. As he clicks on the top right corner report download icon, Here he can Add new report and download the reports related to visitors, item as shown below:



Report Set:

Visit Detail

Run Date & Time :-05-07-2023
Visit Detail from 01-Jul-2023 to 05-Jul-2023

SNo	VisitorCode	VisitorName	DesignationName	ContactNumber	CompanyName	CompanyAddress	Meet With	VisitorType	VisitPurpose	ExpectedIn	ExpectedOut	ActualIn	ActualOut	VisitorPriority	VisitStatus	VisitRemarks	InRemarks	OutRemarks	VehicleType	VehicleModel	VehicleNumber	VehicleDetail	RequestSource	
1	202307010001	SANJEEV		9795112476	MAX	NOIDA		Vendor	Meeting	01-Jul-2023 05:07	01-Jul-2023 05:31	01-Jul-2023 05:27		Medium	In									Anonymous
2	202307010002	SANJEEV		9795112476	MAX	NOIDA		Vendor	Meeting	01-Jul-2023 05:29				Medium	Pending									Anonymous
3	202307010003	Taj pal singh		7800872182	cugl	kangur		Vendor	Parcel Pickup	01-Jul-2023 05:07	01-Jul-2023 06:03	01-Jul-2023 06:00		Low	In									HOD
4	202307010004	Rahul	meeting	9907179010	DG fire safety	kangur		Client	Parcel Pickup	01-Jul-2023 06:07	01-Jul-2023 07:00	01-Jul-2023 06:50		Low	In									HOD
5	202307010005	man		7007176596	Aone tea	kangur		Vendor	Meeting	01-Jul-2023 06:07	01-Jul-2023 06:36	01-Jul-2023 06:36		Medium	In									HOD
6	202307010006	Ajay Gupta		7800872182	Gupta provision	kangur		Vendor	Parcel Delivery	01-Jul-2023 08:07	01-Jul-2023 08:18	01-Jul-2023 08:17		Low	In									HOD

Visitor Detail

Run Date & Time :-19/07/2023
Visitor Detail from 11-Jul-2023 to 19-Jul-2023

SNo	VisitorCode	VisitorName	Gender	DesignationName	EmailId	ContactNumber	IDProof	IDProofNumber	CompanyName	CompanyAddress	Blacklist	BlacklistReason	Meet With	EmployeeName	EmployeeDepartment	EmployeeDesignation	Vaccinated	NoofVaccineDose	VaccineCertificateDetail	ContactNumberVt
1	202307170001	Cristal	Female	Test		8962451072	Aadhar Card		Star	Okhla	False		Star01-Kajal Software Development QA	Kajal	Software Development	QA	False	0		
2	202307170001	Cristal	Female	Test		8962451072	Aadhar Card		Star	Okhla	False		Star01-Kajal Software Development QA	Admin	Software Development	HOD	False	0		
3	202307170002	Shubham	Male	DV		9078563400			Star	Okhla	False		star02-Aakash Software Development Developer	Aakash	Software Development	Developer	False	0		
4	202307170002	Shubham	Male	DV		9078563400			Star	Okhla	False		star02-Aakash Software Development Developer	Pankaj	Software Development	Developer	False	0		
5	202307170002	Shubham	Male	DV		9078563400			Star	Okhla	False		star02-Aakash Software Development Developer	Kajal	Software Development	QA	False	0		
6	202307170003	Ishika	Female	Test		8962451087			OD	Okhla	False			Kajal	Software Development					

Visitor Item

Item Detail												
Run Date & Time :-05/07/2023 10:55												
Duration- for 05-Jul-2023												
SNo.	InTime	OutTime	ItemType	Brand	SerialNumber	ItemDetail	ItemScope	ItemRemarks	VisitorCode	VisitorName	CompanyName	CompanyAddress
1	05-Jul-2023 10:53		Mobile	Oppo	01	Oppo	In	In	VS0000260	test	none	
2	05-Jul-2023 10:53		Laptop	HP	02	HP	In	In	VS0000260	test	none	

Add New Report : Click on the add new button and Fill in the all mandatory fields

The screenshot shows the 'Add Report Detail' form. The 'Report Name' field is empty. 'Line per Page' is set to 0. 'Report Type' is 'Visit Detail'. 'Visible To All' has 'Yes' selected. The 'Visible For' dropdown is open, showing 'Test # TEST'. The 'Columns' section lists fields like Gender, EmailID, IDProof, etc. The 'Selected Columns' section lists fields like VisitorCode, VisitorName, DesignationName, etc. A 'Save' button is at the bottom right.

If "Super Admin" wants to show report on which user. Then the admin will click on the button. Then "Super Admin" will select multiple user and then click on save button.

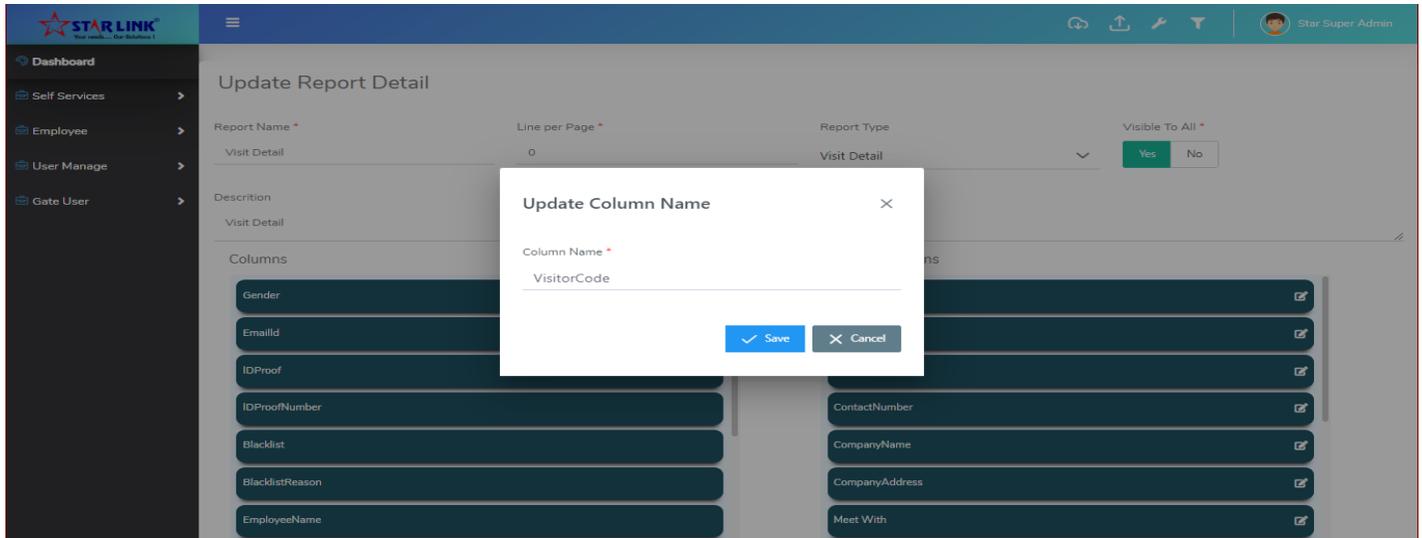
This screenshot is similar to the previous one, but the 'Visible For' dropdown is selected, showing 'Test # TEST'. The 'Save' button is highlighted in blue.

Update Report:

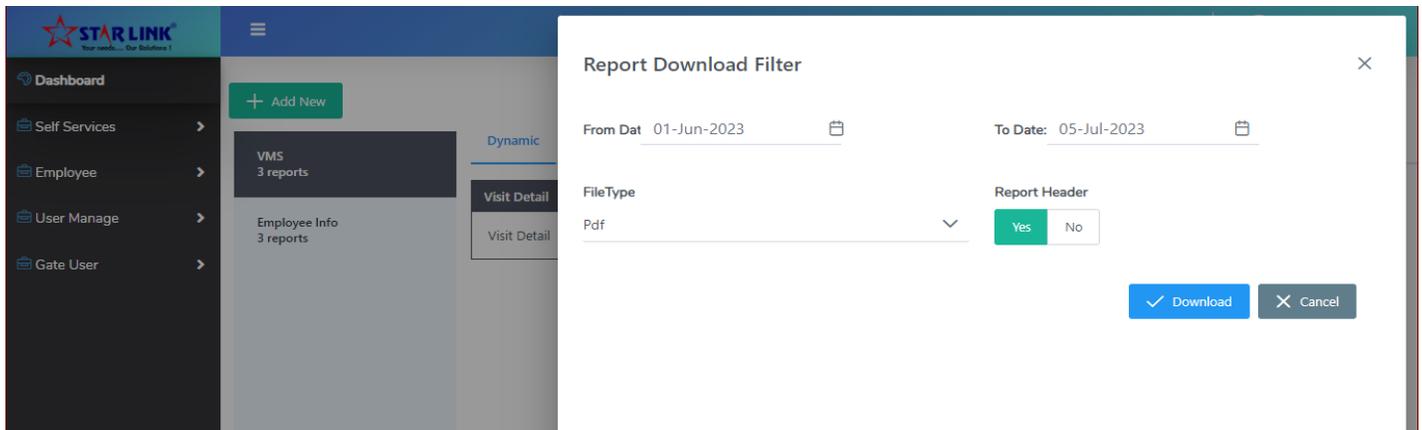
If "Super Admin" wants to change something in the report. Then "Super Admin" click on update button. then this update page will show.

This screenshot shows the 'Update Report Detail' form. All fields are pre-filled with the same data as in the 'Add Report Detail' form. The 'Save' button is highlighted in blue.

Update Column name:-if “Super Admin wants to change column name. then “Super Admin” click on “Edit Icons”. then this update pop up page will show. and change column name then click on save button.



Download Report:- If you want to download the report. then you will select the date and if you want to generate the report in pdf and excel then you will select Pdf or excel. then click on download button.



****THE END****