VISITOR MANAGEMENTSYSTEM

INDEX

Introduction: Pre-Type, Post-Type, Self Visitor.

Login Screen: all the 3 users namely admin, employee and gate user log in from the same page. Enter Username, Password and thenclick on Log in button.

- **Admin Log in:**
- **Employee Log in:**
- **Gate User Log in:**
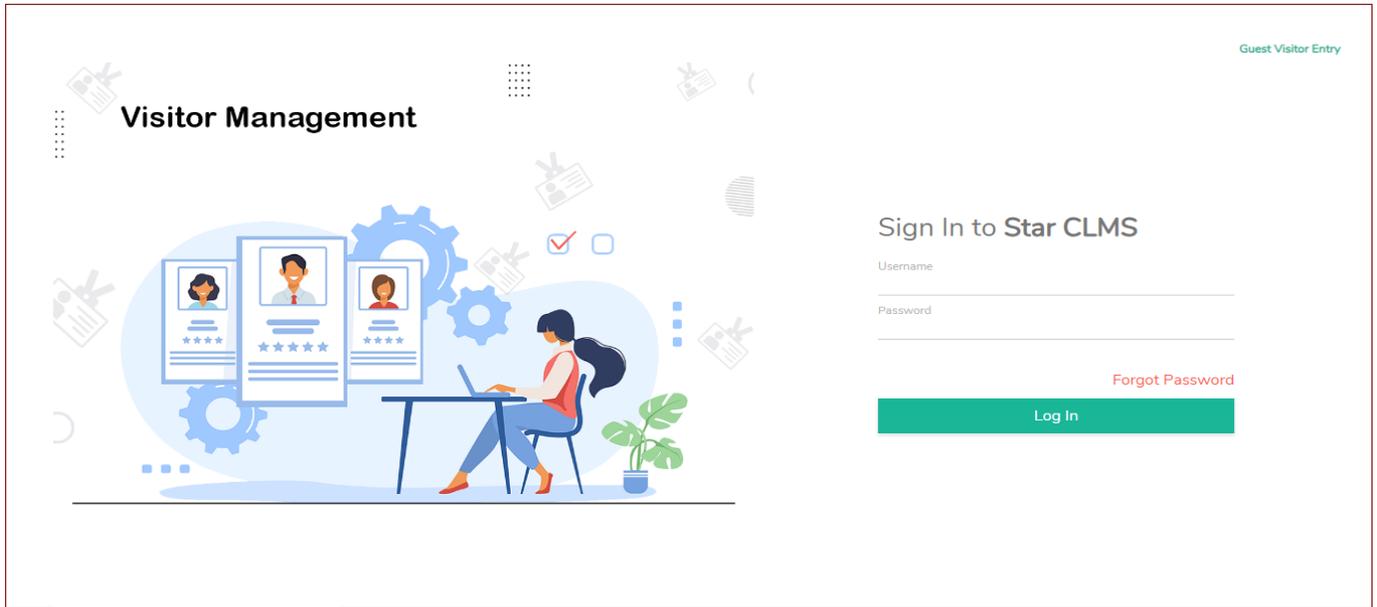
Dashboard:- After click on Login Button, this Window will be as shown below.
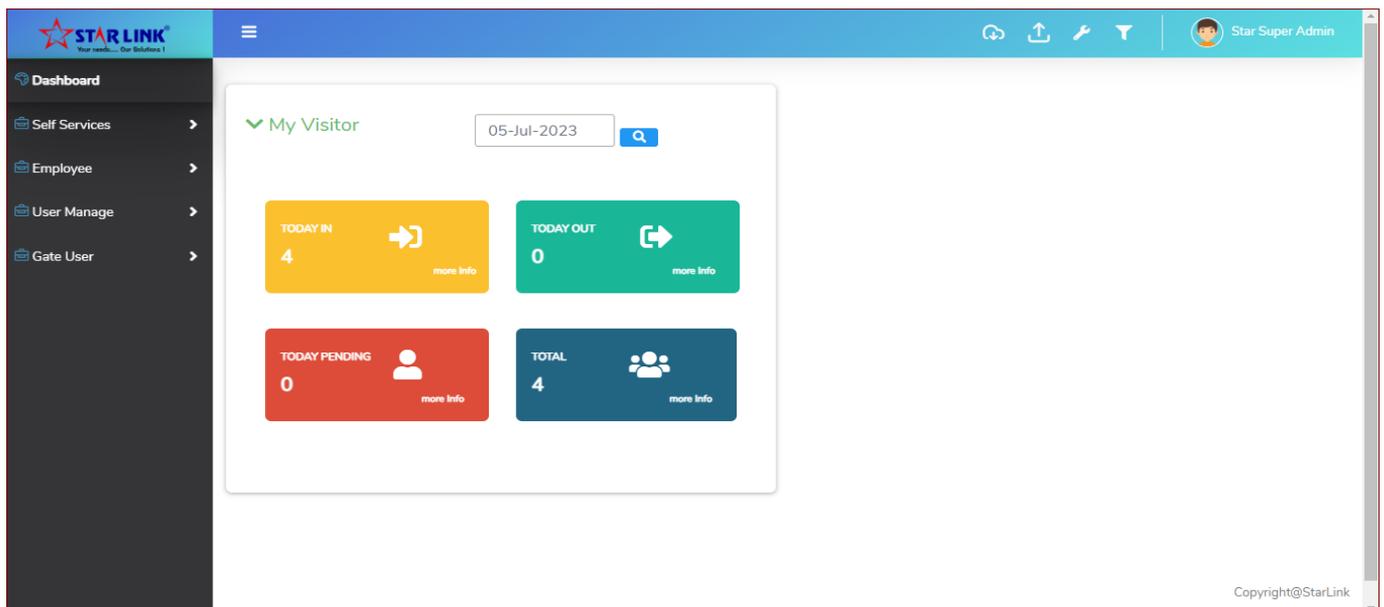
Visitor Request: it includes features like employee sending visitor request to gate user and gate user's visitor verification and authentication process.

- **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.
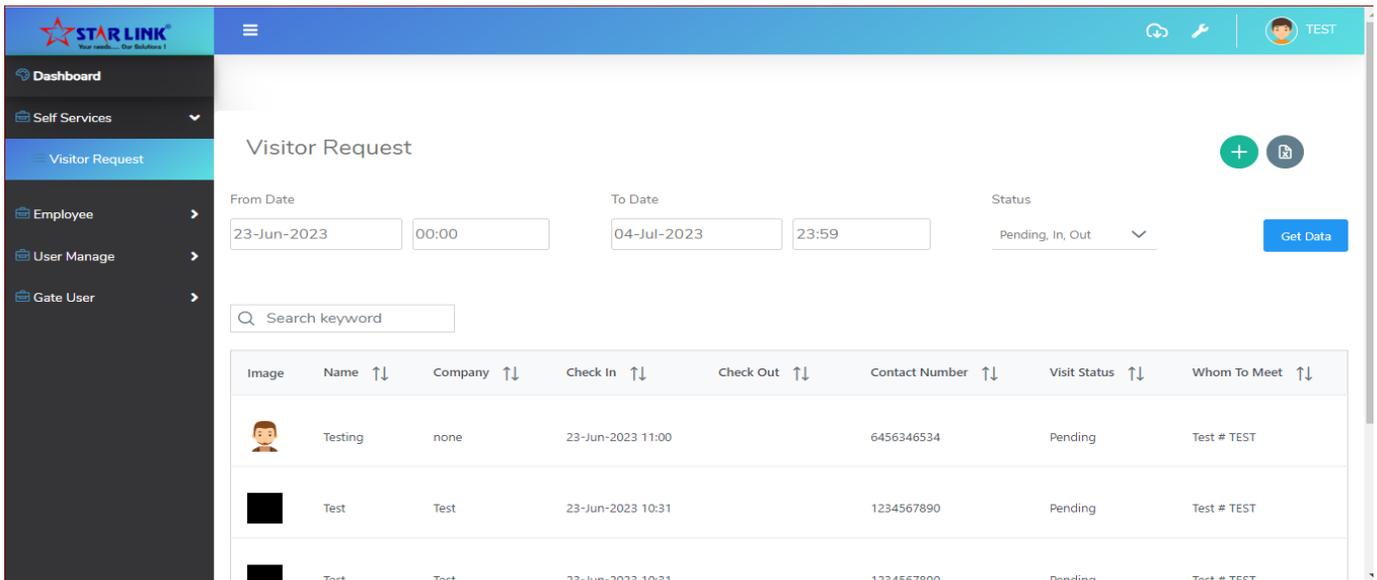
When He will Click on plus button .This Pop-up will show.
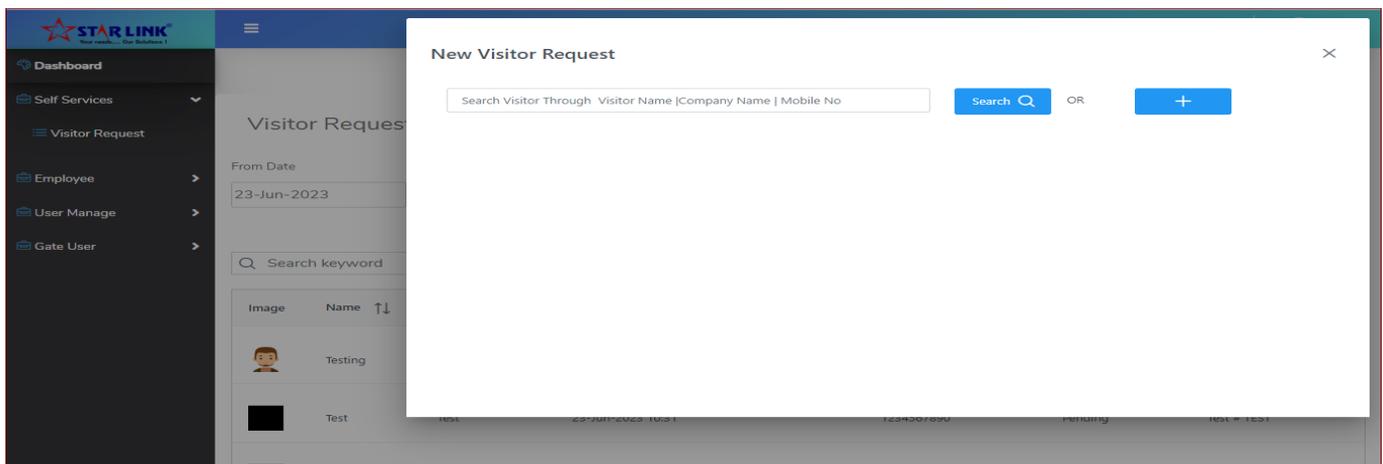
Now Employee will be click on plus button .This New Visitor Request Page will Show.

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.

This visitor page will show.

- **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.

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

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:-

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 - RSY000000002-AKASH GUPTA | Software Development | Software Developer)

IdProof Image
Employee Name
Employee Department
Employee Designation

✕ Cancel   ✓ Save

Visit Detail (Whom To Meet - RSY000000002-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--
State is required.

Company City *

Pincode
0

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

✕ Cancel   ✓ Save

Other Detail

Vaccinated
Yes | No

Black List
Yes | No

Body Temperature

Other Remark

Vehicle Detail

Vehicle Type
None

Vehicle Model

Vehicle No.

Vehicle Detail

Items Detail

+ Add New

Brand Name	Serial Number	Detail	Remarks
No Records found.			

✕ Cancel   ✓ Save

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

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.

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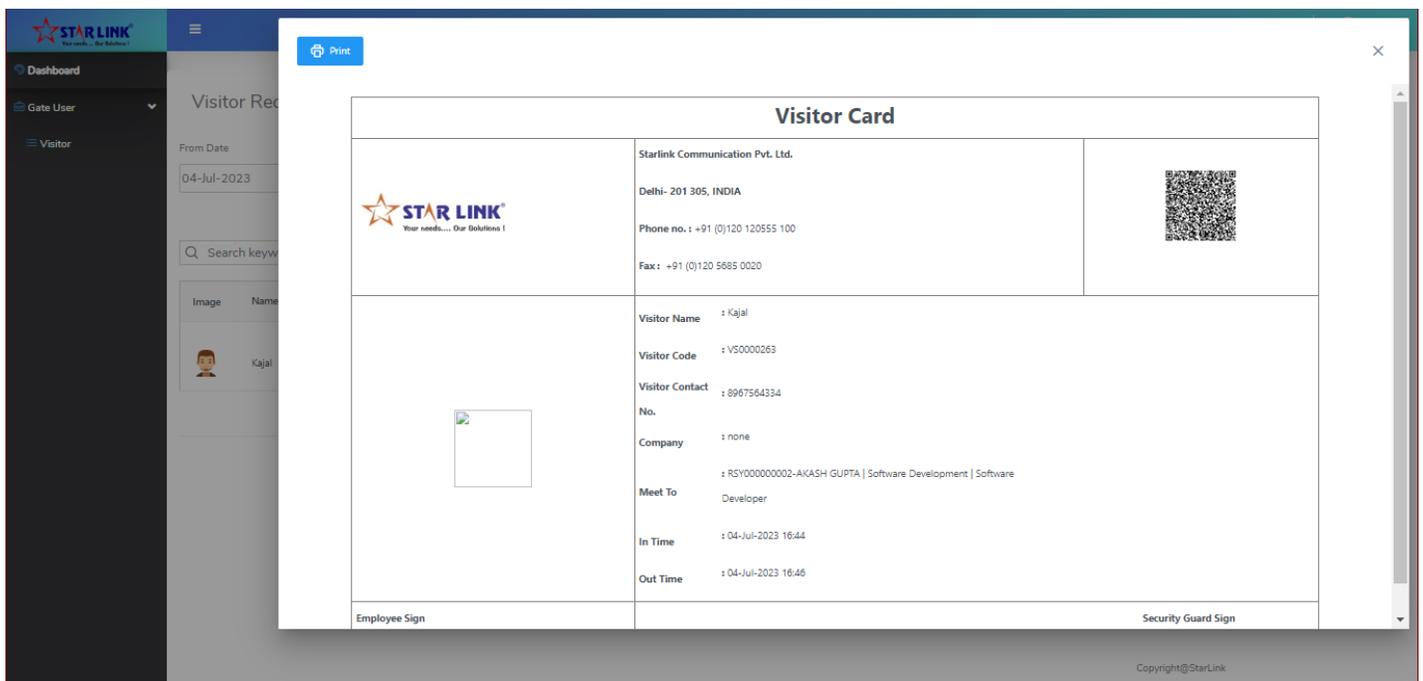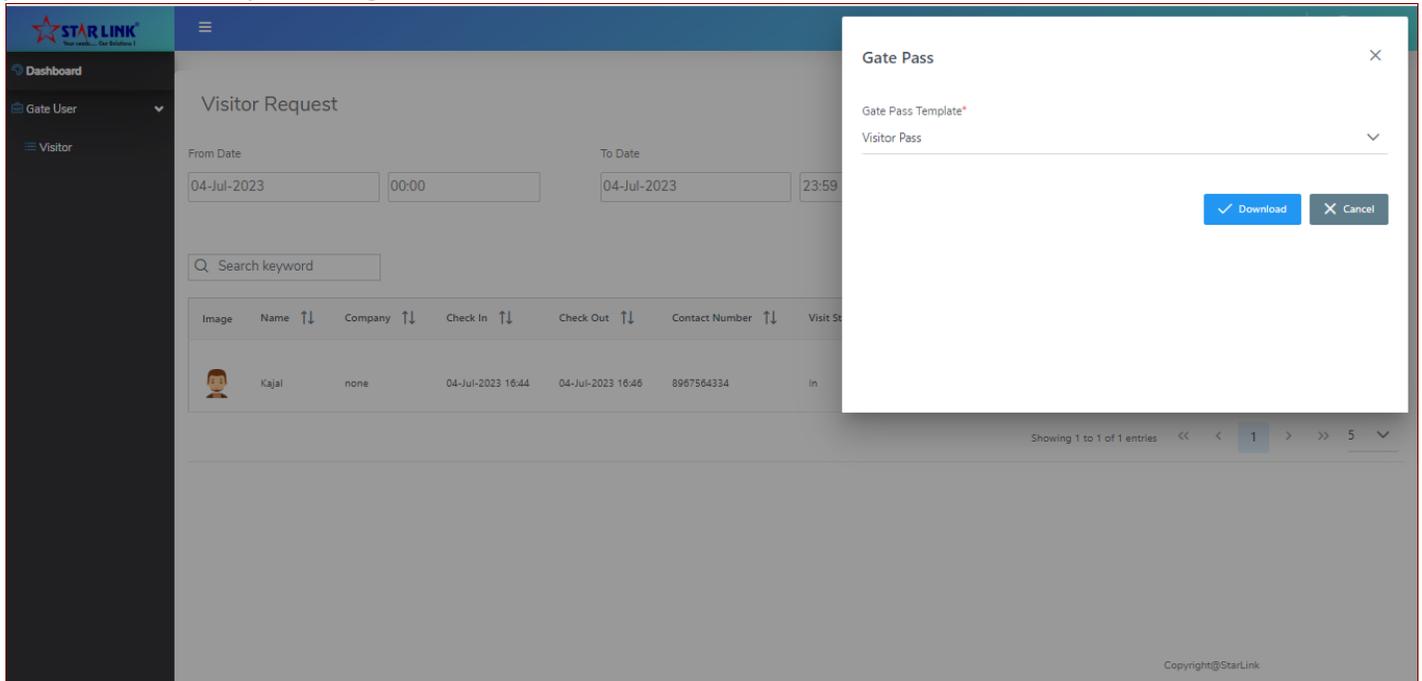
After click on **Print button** following window will be popped –up where he will be askedfor the print as shown below:-

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:

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

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

Gate User Can See that the visitor is **"Out"**

- **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"**

When self visitor click on **"Guest Visitor Enter".** then this self visitor request page will show.
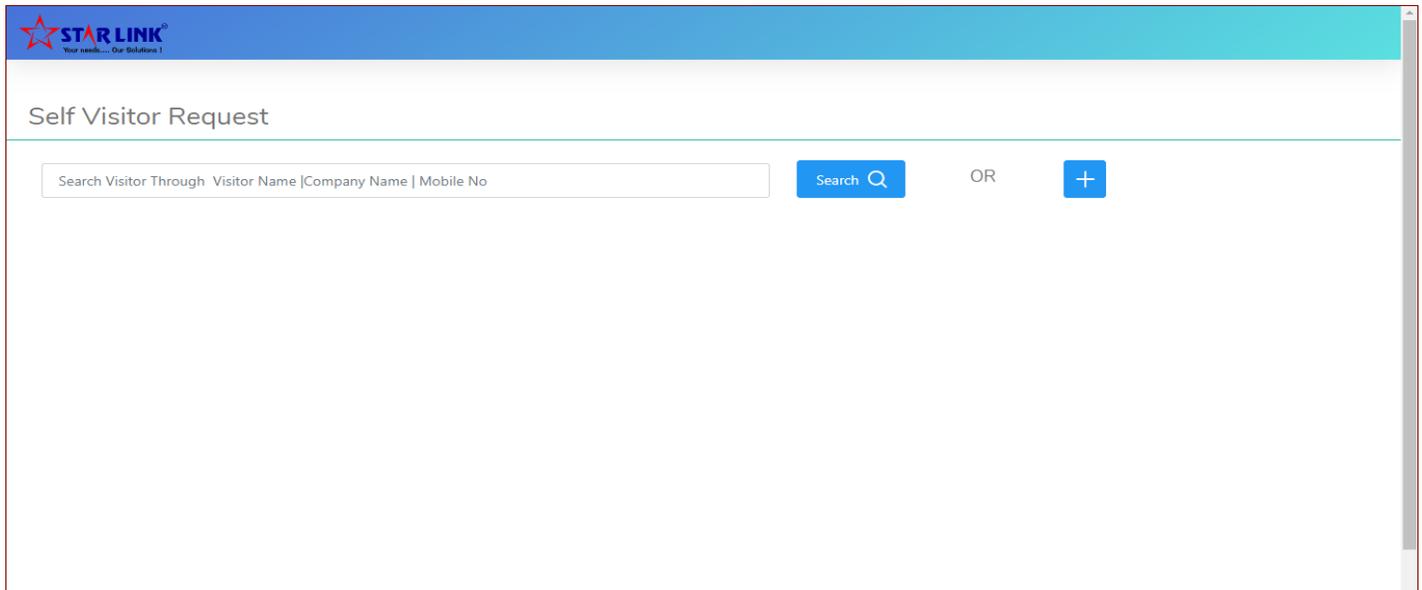
Now self visitor click on **"plus icons".** then self visitor will fill his details.

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.
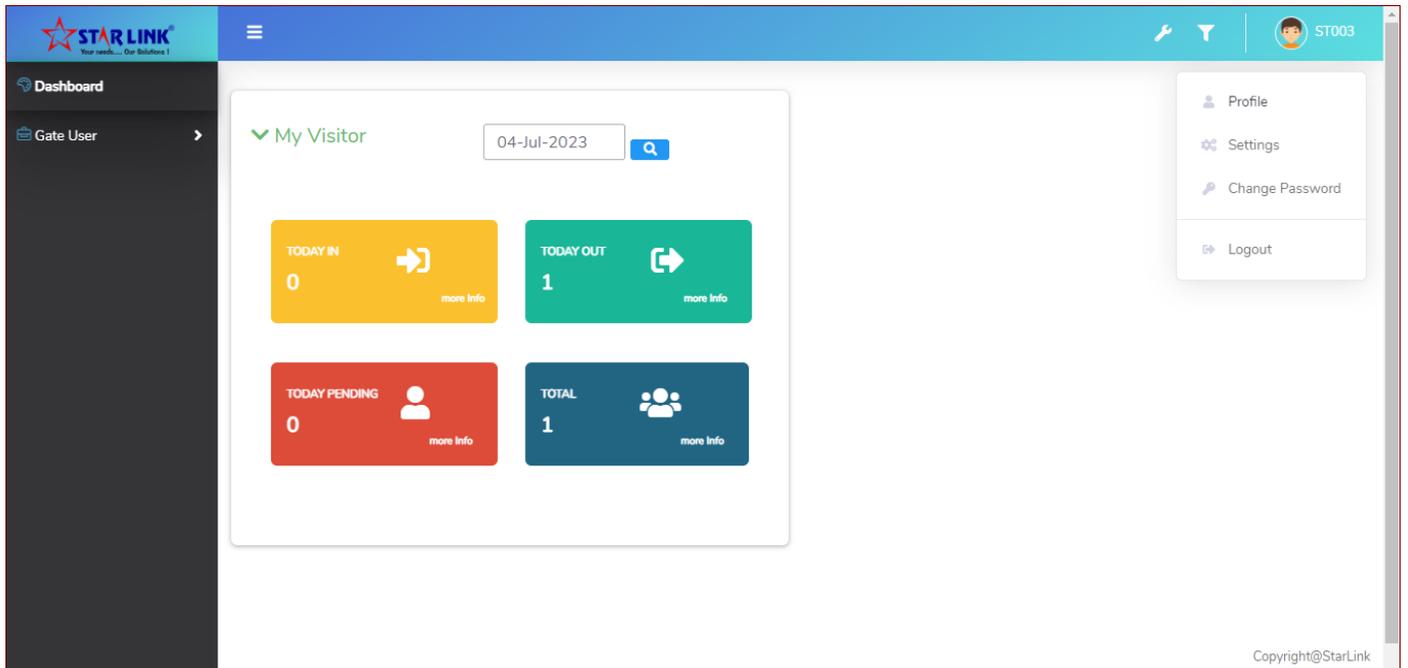
After clicking on change password option, pop up will open where we can make a new password.
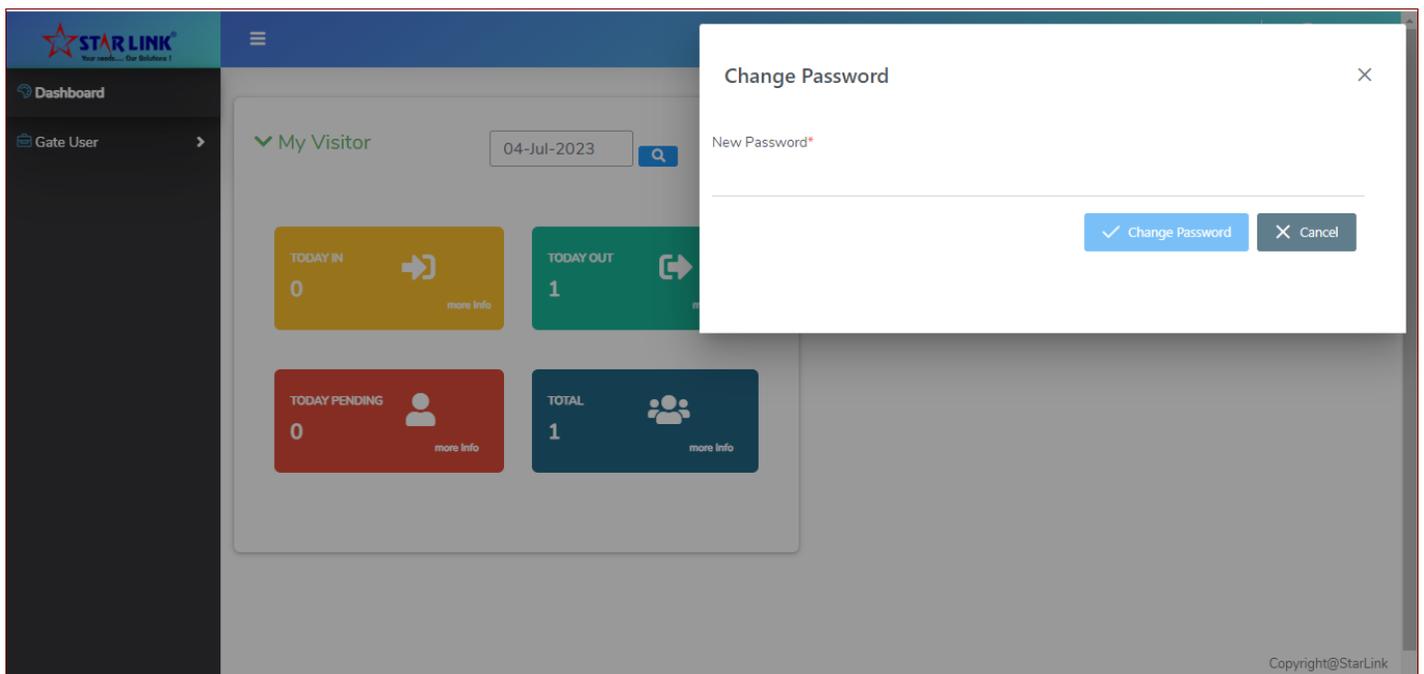
- **Forgot Password:** Admin, employee and gate user can also get their forgotten password on their email-id by clicking on the option given on main login screen.
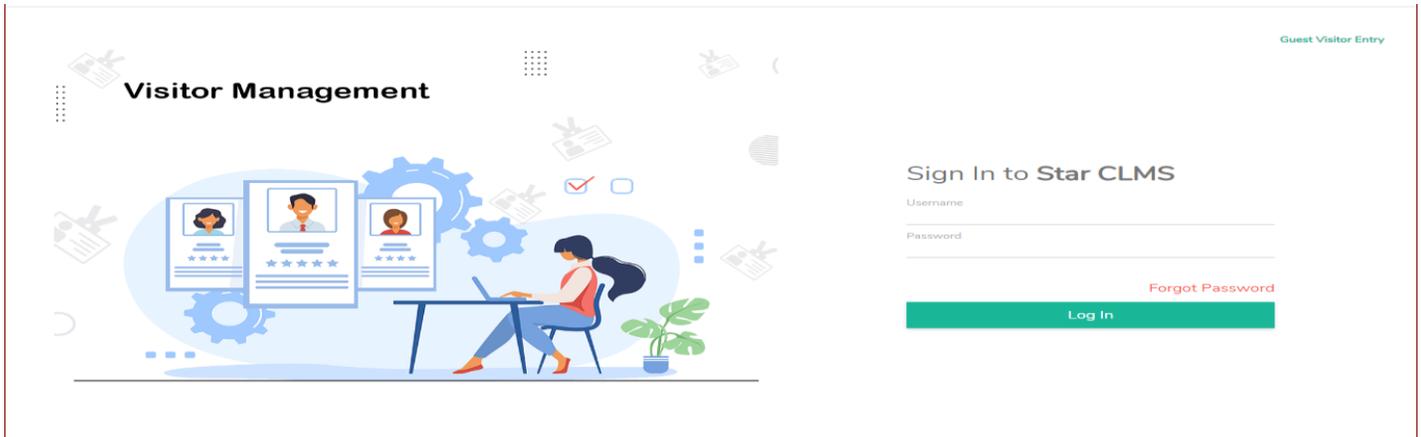
By clicking on this option, popup will open where they can get their forgotten password on their email-id.
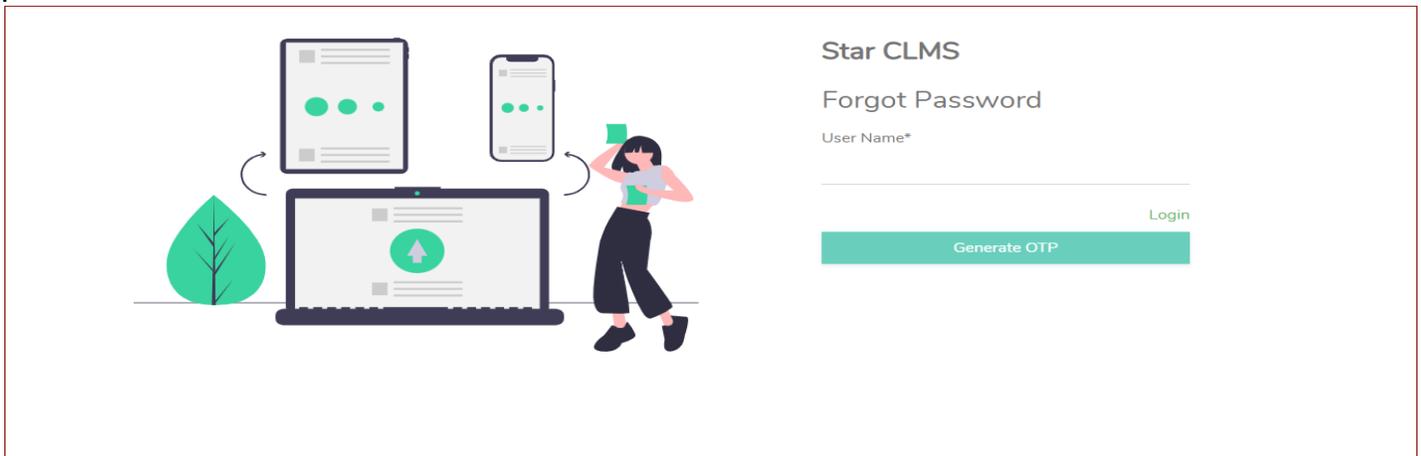
User can enter the User name and click on the generate OTP button .
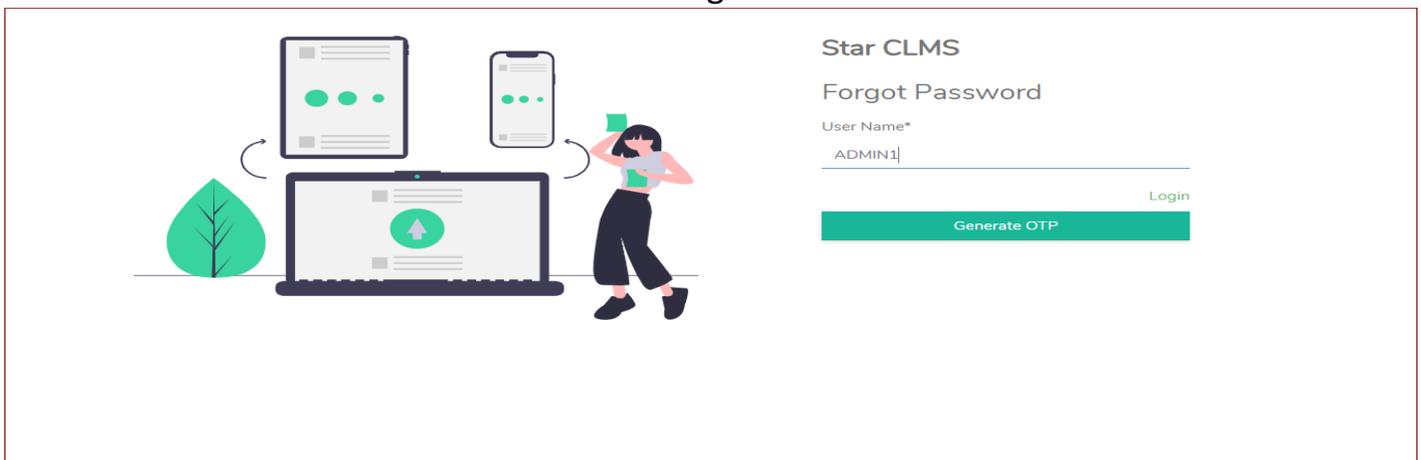
On clicking on the Generate OTP button, after that this message will show And this page will show.

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,

After that this message will show.

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:-
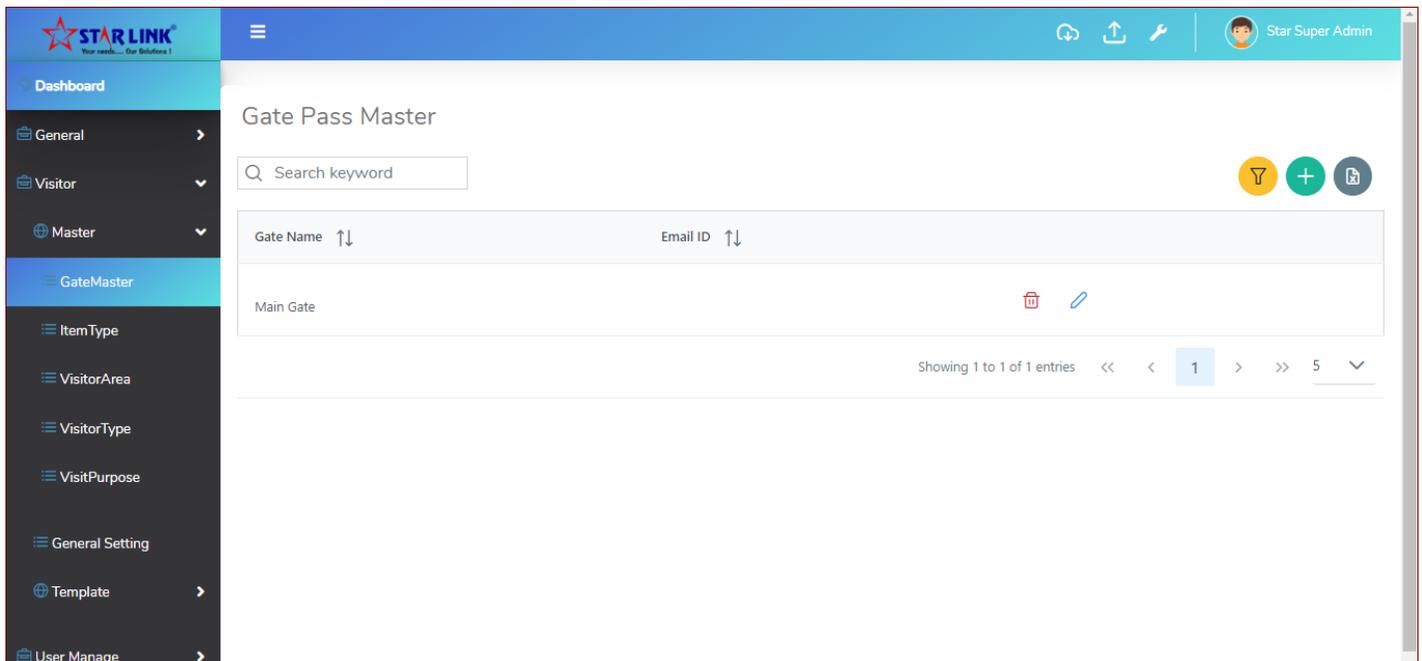
Add Gate:- If your company has multiple gates, you can add as many gates and which gate user do you want to assign on every gate. then you select Authorized user. Then click on save button.
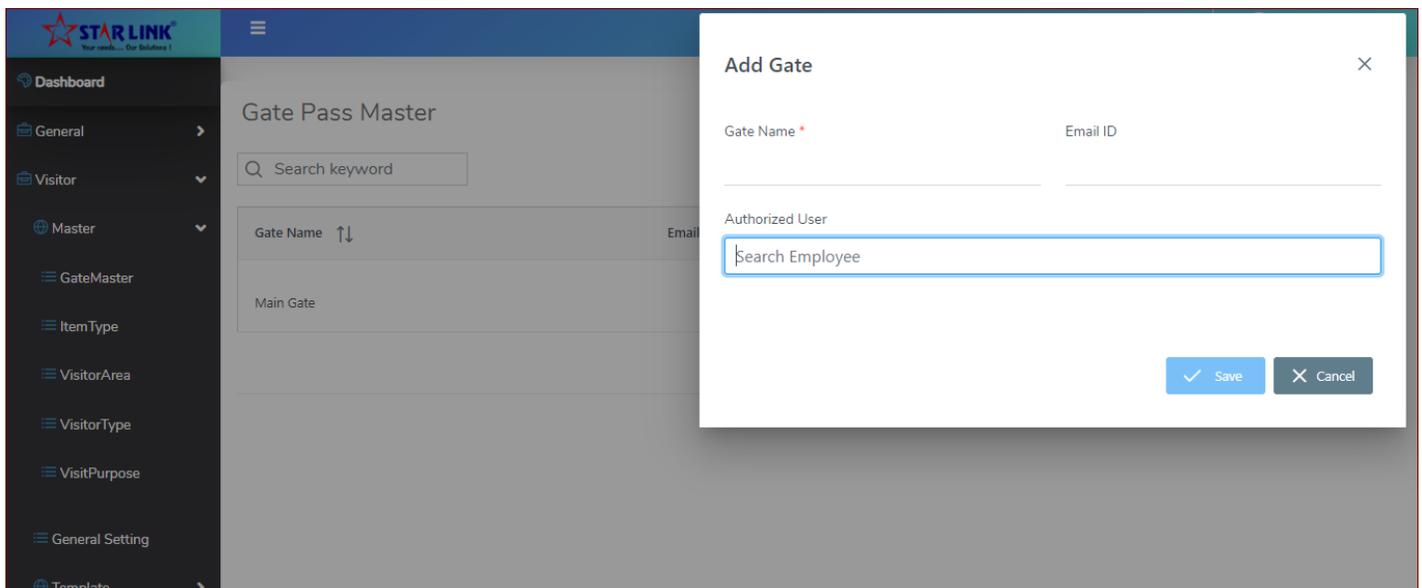
If you want to change the gate name and authorized name. Then after you change. You can click on update button.
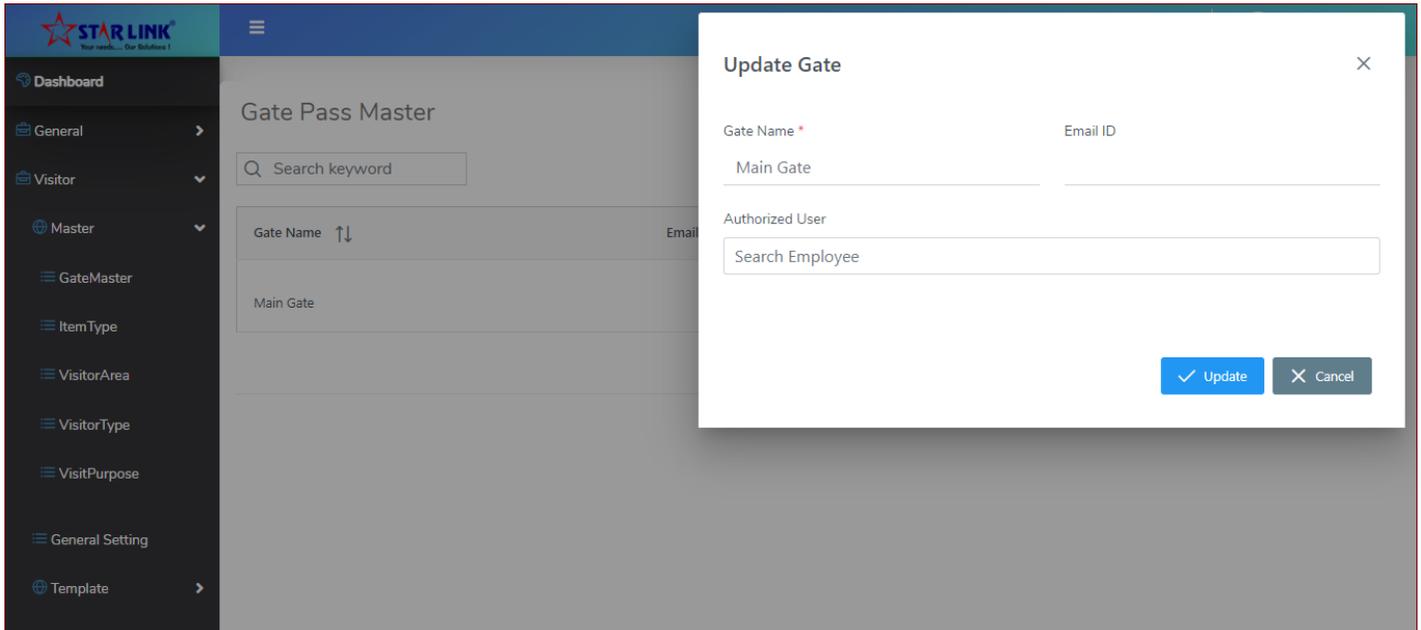
If you want to delete Gates Master. Then click on delete button.
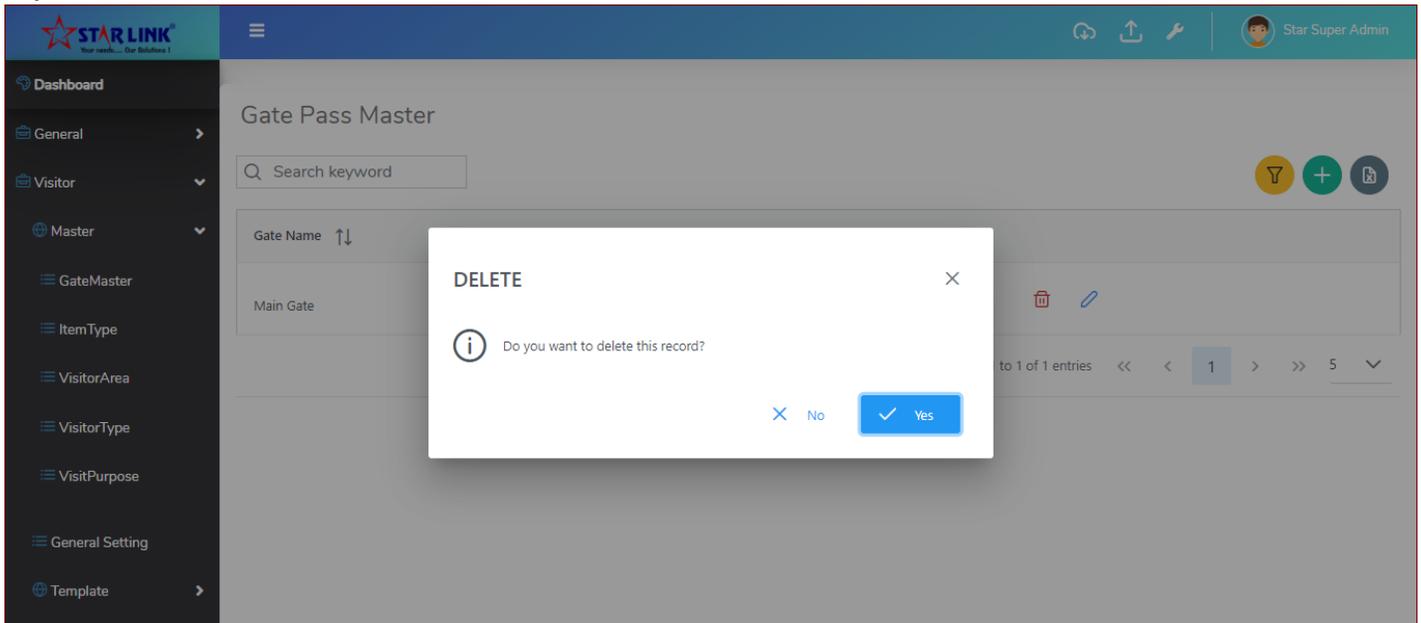
Item Type:- If you want to add item type.

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

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"
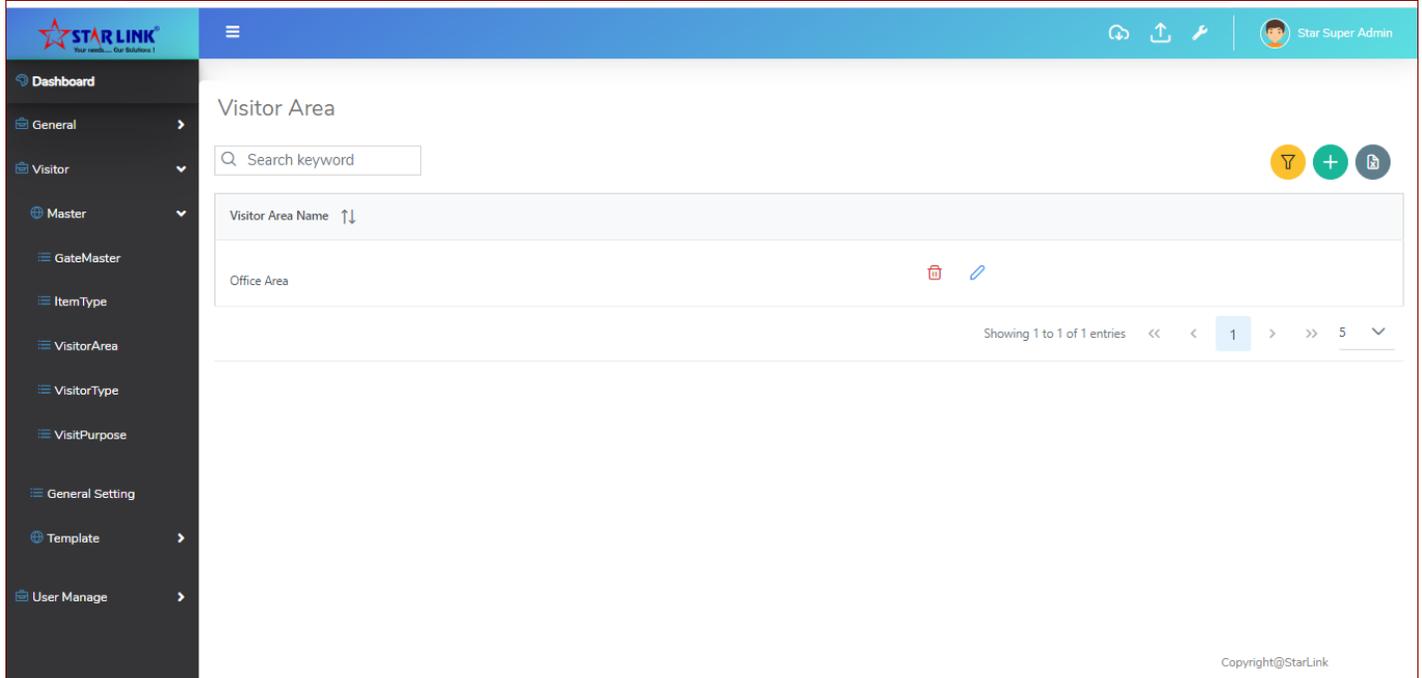
When you click on add icon then add visitor area page will open. click on save button.
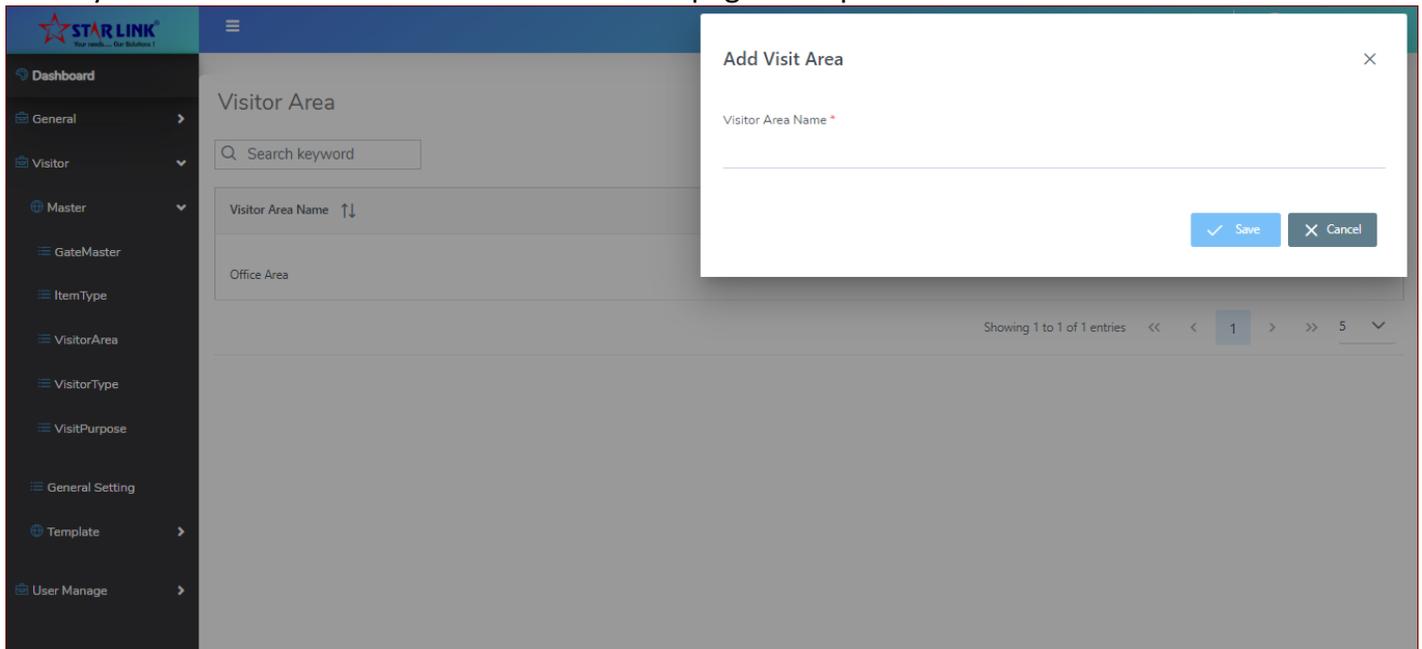
Visitor Type:-

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

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

Visit Purpose:-

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

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

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

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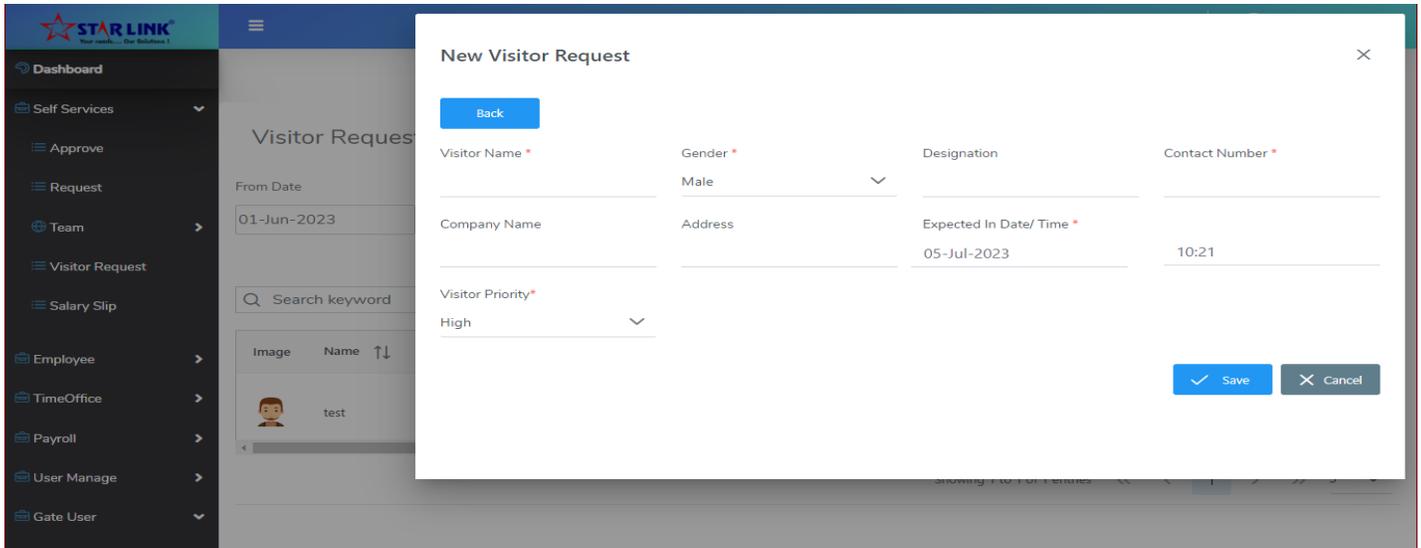
Create User: admin holds the rights to create user of employees, gate users and other admin. Only he can allow selective gate access for the account user. The create account screen is shown below:-

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 hasto 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.
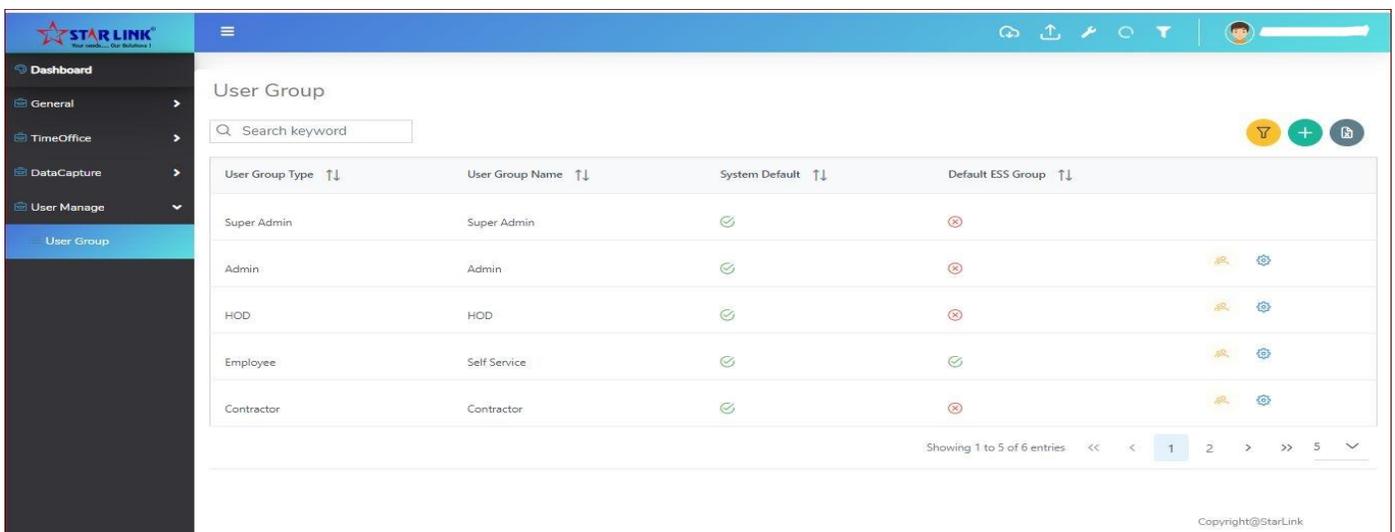
Click on plus icon to add user group.
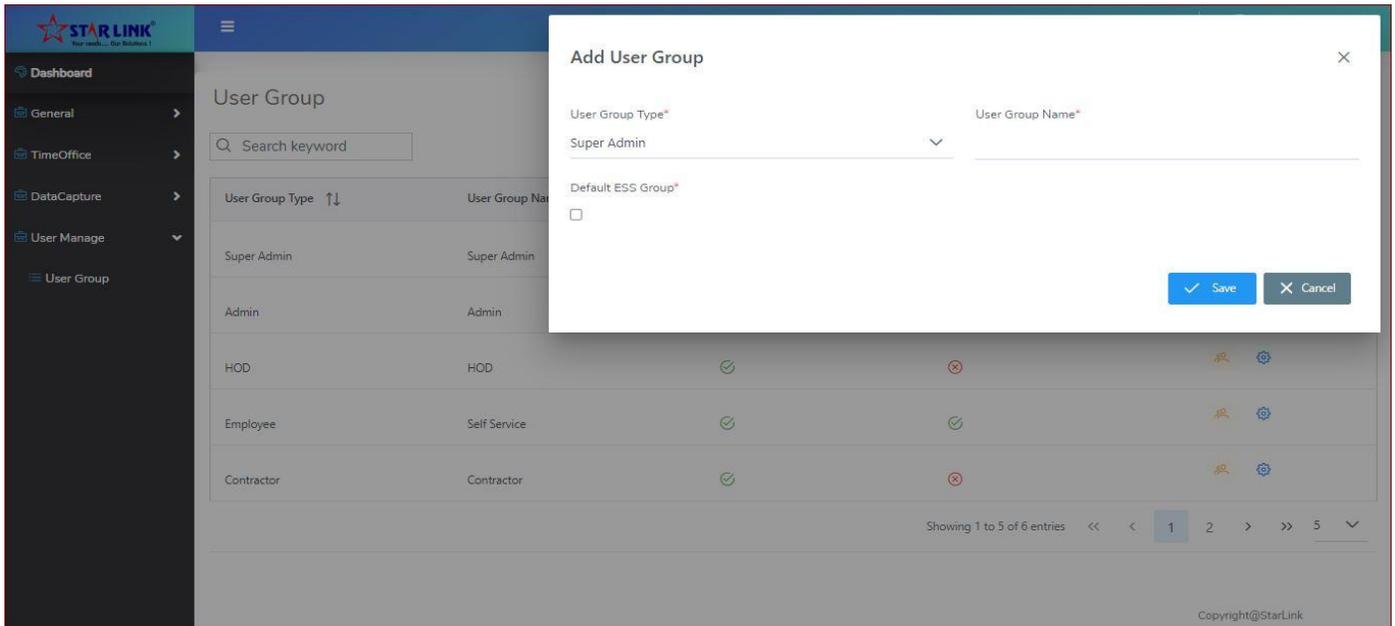
After clicking here add user group popup will open then select user group type which type of user group to create then enter user group name and if you want to enable default ESS group then select check box then click on the save button.
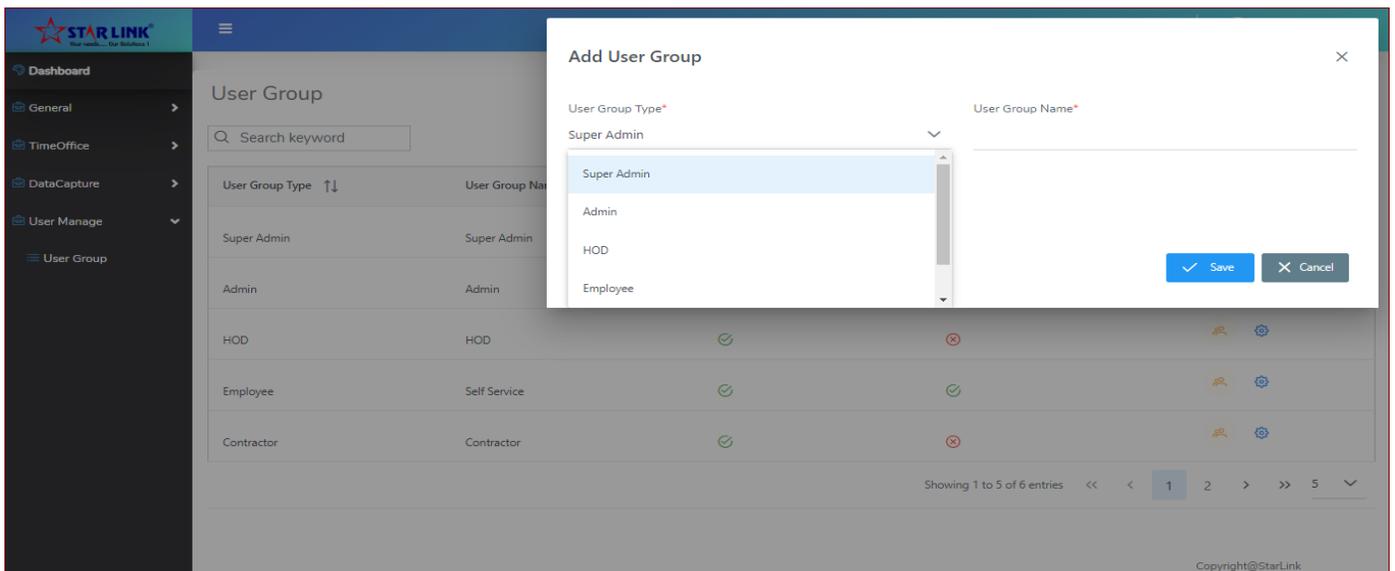
After Clicking on Save button Saved Successfully message is shown when user group is added. After creating a user, he has to map access rights.

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.
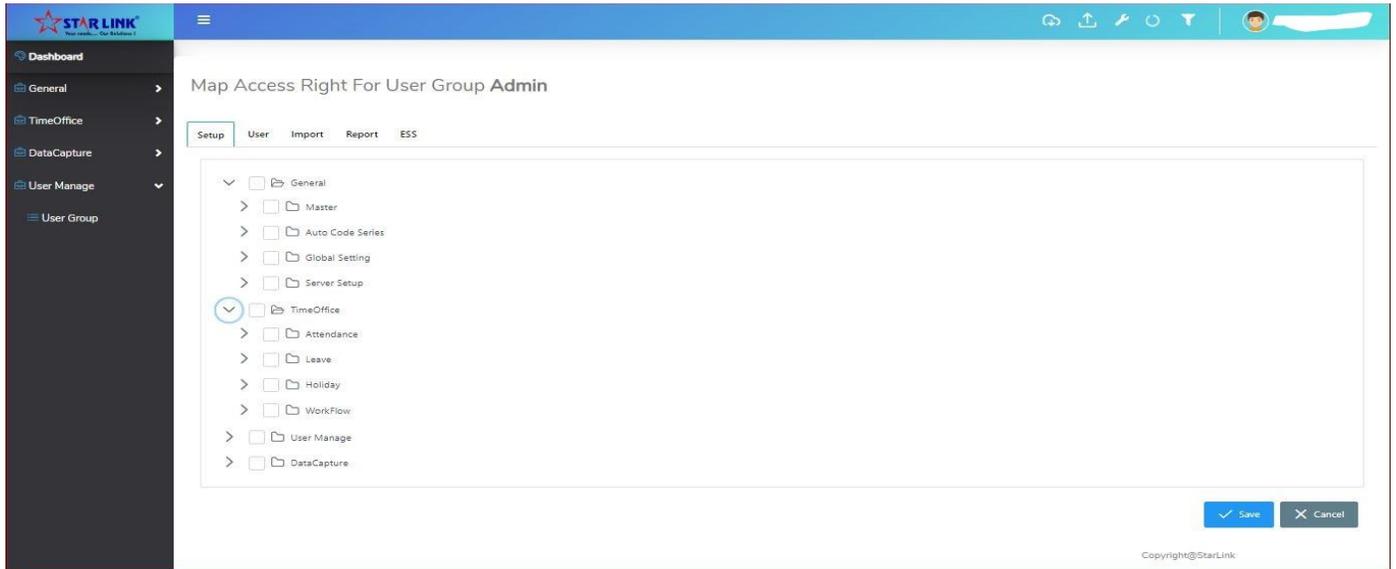
For dashboard setting, click on the setting icon, the dashboard setting popup will open, select the check box of the settings you want to be visible on your dashboard, then click on the save button.
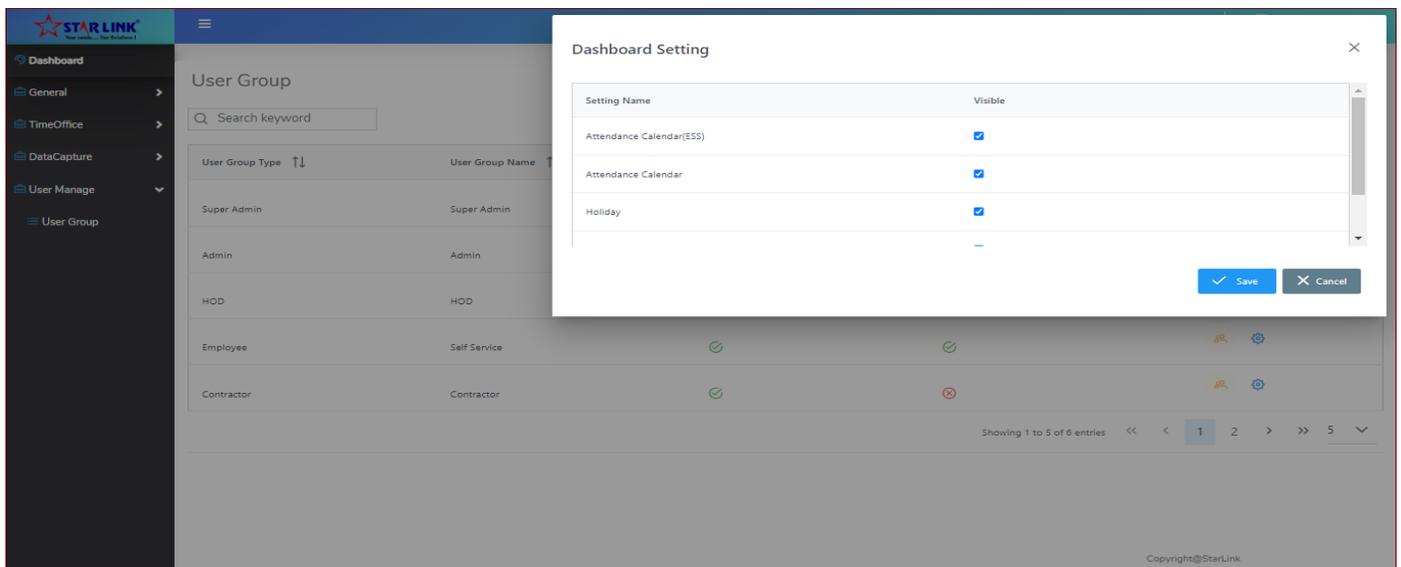
To update the user group, click on the edit icon, which is to be changed, then click on the update button.
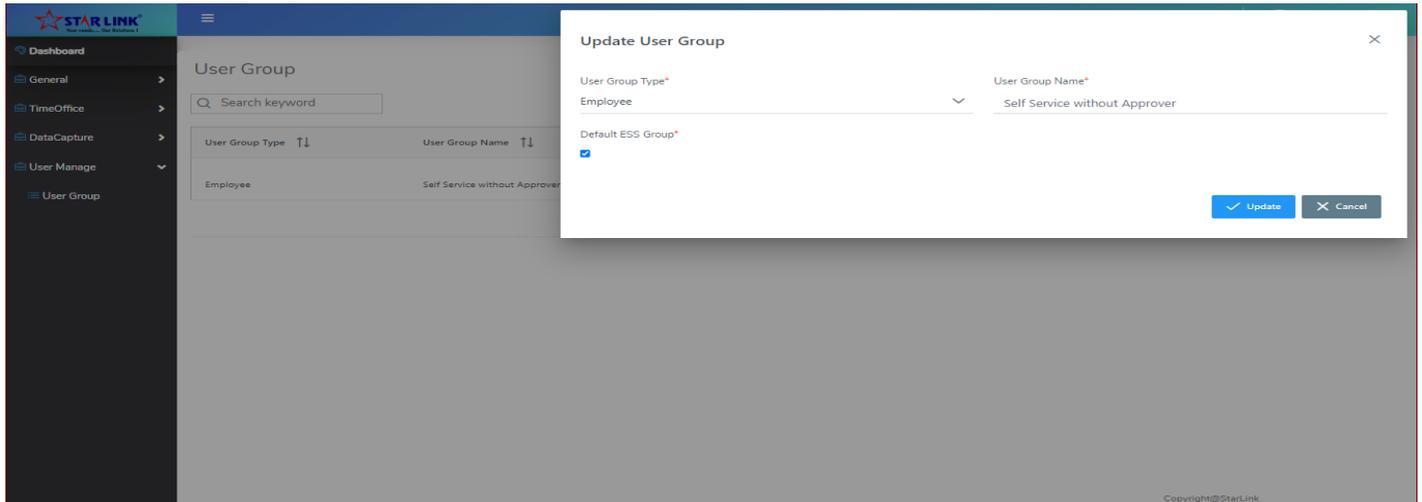
To delete user group, click on delete button, delete message will be shown.
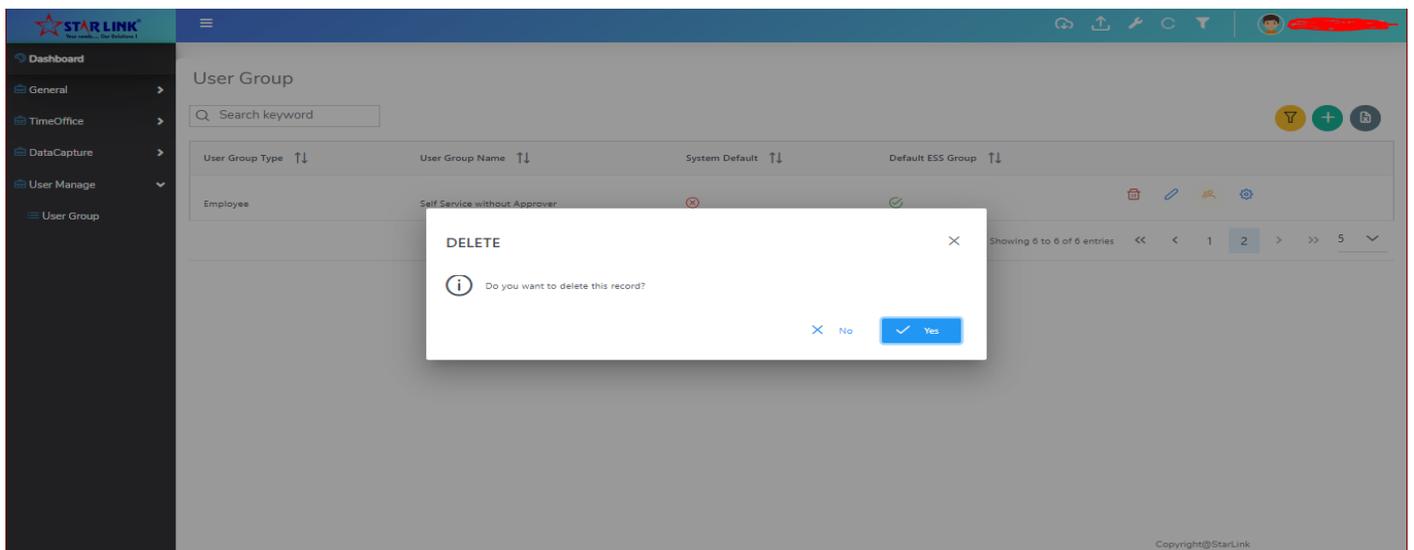
After creating the user group, now it has to be assigned to the employee.
To assign click on dashboard on top left corner, Then click on user manage then click on user group then click on map employee, After that the Employee User Group page will open here.

Here the list of employee will be shown.
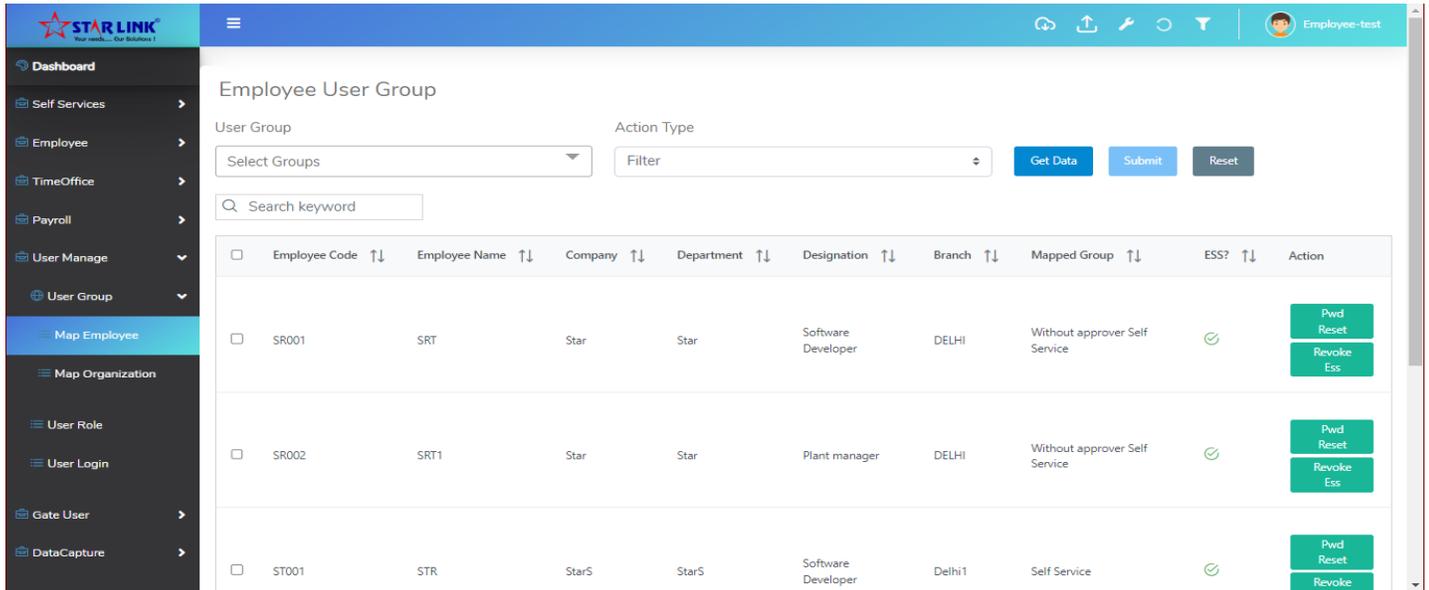
First select employee then select user group then select action type means assign, remove, filter then click on submit button

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.

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.

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.

- **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:
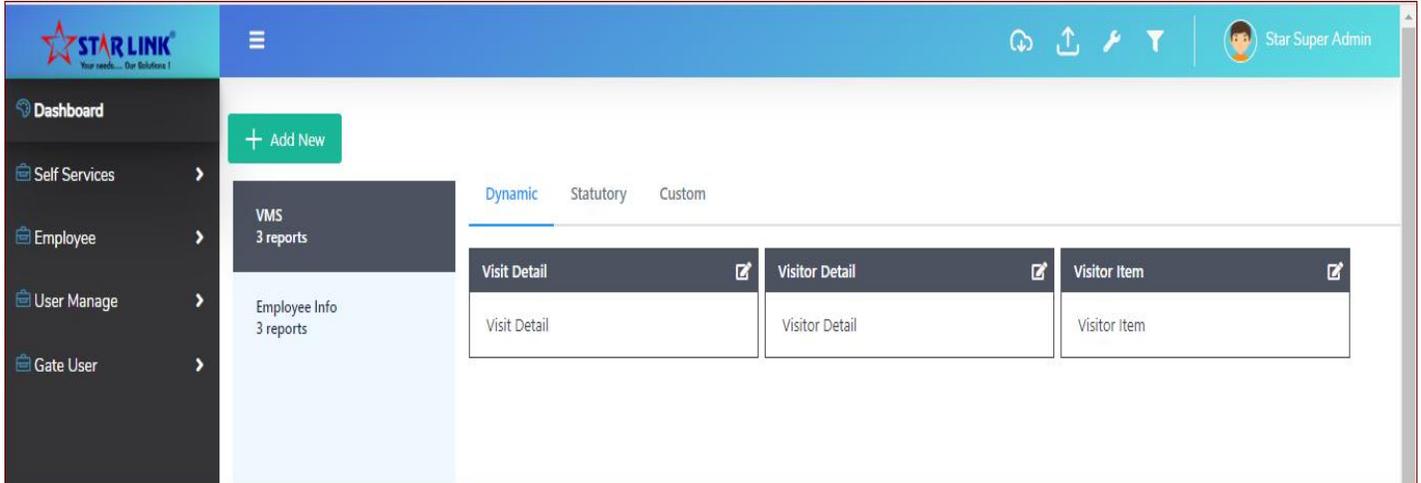
Report Set:

Visit Detail

SNo.	VisitorCode	VisitorName	DesignationName	ContactNumber	CompanyName	CompanyAddress	Meet With	VisitorType	VisitPurpose	ExpectedIn	ExpectedOut	ActualIn	ActualOut	VisitorPriority	VisitStatus	VisitRemarks	InRemarks	InRemarks1	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 05:20				Medium	Pending								Anonymous
3	202307010003	Taj pal singh		7800872182	cugl	kanpur		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	9807179010	DG fire safety	kanpur		Client	Parcel Pickup	01-Jul-2023 06:07	01-Jul-2023 07:00	01-Jul-2023 06:20		Low	In								HOD
5	202307010005	ram		7007176596	Aone tea	kanpur		Vendor	Meeting	01-Jul-2023 06:07	01-Jul-2023 06:38	01-Jul-2023 06:36		Medium	In								HOD
6	202307010006	Ajay Gupta		7800872182	Gupta provision	kanpur		Vendor	Parcel Delivery	01-Jul-2023 08:07	01-Jul-2023 08:18	01-Jul-2023 08:17		Low	In								HOD

Visitor Detail

SNo.	VisitorCode	VisitorName	Gender	DesignationName	EmailId	ContactNumber	IDProof	IDProofNumber	CompanyName	CompanyAddress	BlackList	BlackListReason	Meet With	EmployeeName	EmployeeDepartment	EmployeeDesignation	Vaccinated	NoofVaccineDose	VaccineCertificateDetail	ContactNumberVe
1	2023071700001	Cristal	Female	Test		8962451072	Aadhar Card		Star	Okhla	False		Star01-Kajal SoftWare Development QA	Kajal	SoftWare Development	QA	False	0		
2	2023071700001	Cristal	Female	Test		8962451072	Aadhar Card		Star	Okhla	False		Star01-Kajal SoftWare Development QA	Admin	SoftWare Development	HOD	False	0		
3	2023071700002	Shubham	Male	DV		9078563400			Star	Okhla	False		star02-Akash SoftWare Development Developer	Akash	SoftWare Development	Developer	False	0		
4	2023071700002	Shubham	Male	DV		9078563400			Star	Okhla	False		star02-Akash SoftWare Development Developer	Pankaj	SoftWare Development	Developer	False	0		
5	2023071700002	Shubham	Male	DV		9078563400			Star	Okhla	False		star02-Akash SoftWare Development Developer	Kajal	SoftWare Development	QA	False	0		
6	2023071700003	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

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.

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.

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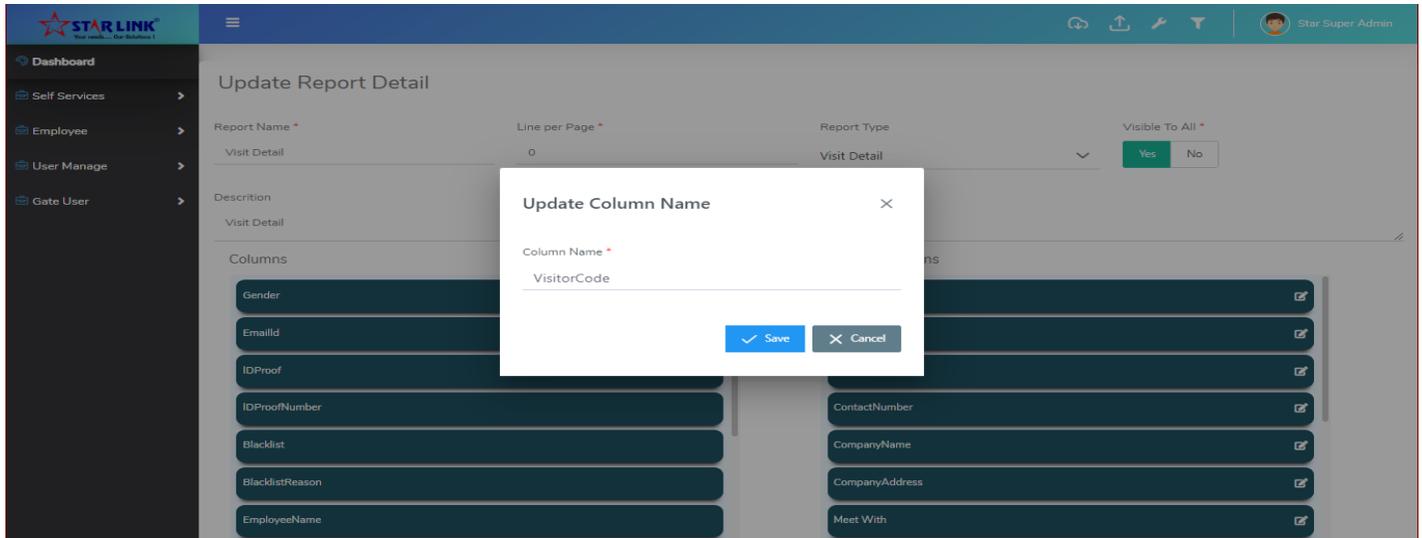
Download Report:- If you want to download the report. then you will select the date and if you want to generate the report in pdf and excel then you will select Pdf or excel. then click on download button.

THE END