VISITOR MANAGEMENT SYSTEM

Login screen common for user, employee and admin **Employee login**

VISITOR MANAGEMENT SYSTEM
WELCOME TO VISITOR MANAGEMENT SYSTEM
Login Type:Select Login Id: Password: Sign In Forgot Password Click Here
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Employee login account to send request to user

VIS	SITOR MANA	GEMENT	SYSTEM
Enter Your Request	to meet the visitor :	c	Log out Check Employee Authentication
Employee ld: 00000128			Home
Visitor Name:* Visitor Company:* Visitor Address: Time of visit:* Date of visit:* <u>Send Request</u>	saksham Image: Cancel star link Image: Cancel	Visitor's Email Id: Select Purpose:* Remarks: Visitor's Contact: Priority of visitor:*	I Official ✓ 1 High ✓
	Copyright @ Star Link Communicatio Emailtsale	n Pvt. Ltd., Contact Us: 01 s@starlinkindia.com	1-40526088

After sending request from his account employee will log out. If employee want to enter request of visitor who has already login in past then employee need not to enter his details again but he just has to click on image which is shown with Visitor Name textbox.

As he'll click on this image then a pop-up of sign in visitors will open and from there employee can send visitor request.

User login

VISITOF	R MANAGEMENT SYSTEM
WELCOME -	TO VISITOR MANAGEMENT SYSTEM
Forgot Password	Login Type: USER Login Id: Security Password: Sign In
Click Here	CHANGE OR MODIFY
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User login account to check employee request

			VISIT	OR MA	NAGEMEN	NT SY	STEM		
En	nployee Reque	est For Visitors:							Log Out
Us	er Id: s							Check User /	Authentication
Search Request By Either Visitor Name Or Visitor Company Name: Modify Or Sign Out Visitor Visitor Name:								ign Out Visitor	
		sitor company Na employee request		rds					Home
	Visitor Name	Visitor Company	Visitor Address	Visitor Contact	Visitor Sign In	Employee Id	Employee Department	Visitor Priority	~
SignIn	1	star link			19/01/2012 11:00:00 AM	s		L	
SignIn	3	3			19/01/2012 11:00:00 AM	Admin		Ľ	
SignIn	saksham	star link	1	1	19/01/2012 11:00:00 AM	s		М	
SignIn	saksham	star link	1	1	23/01/2012 2:40:00 PM	00000128	SUPPORT	М	V
<u>×</u>									1

Now user will search employee request by entering visitor name

			VISIT	OR MA	NAGEME	NT SY	STEM		
Er	mployee Reque	est For Visitors:							Log Out
Us	ser Id: <mark>s</mark>							Check User A	Authentication
Se	earch Reques	t <mark>By Either Visit</mark> o Visitor Nai		or Company N	ame:			Modify Or S	ign Out Visitor
		sitor company Na employee request		rds					Home
	Visitor Name	Visitor Company	Visitor Address	Visitor Contact	Visitor Sign In	Employee Id	Employee Department	Visitor Priority	
SignIn	saksham	star link	gurgaon	1	23/01/2012 2:40:00 PM	00000128	SUPPORT	Н	

User will sign in concerned visitor by clicking on sign in option given in above grid view and will take visitor details from visitor along with visitor image as shown below:-

Visitor Details:		Sign In By User Id: s Meeting With : Employee-00000128
Visitor Id:*	201201231	Request Id: 12
Visitor Name:*	saksham	Upload Image: C:\Documents a Browse
visitor company:	star link	A
visitor address:*	gurgaon	(1)(m)
Visitor's Contact:*	9585686585	Y In
Visitor's Email-Id:	saksham@gmail.com	
Purpose Of Visit:*	Official	A T /
Remarks:		11:29 AM
Sign In	Print Sign Ou	t Cancel Modify
If visitor has so	ome material then CLICK HER	
Material Serial No.	4	Material Material Material Serial No. Name Code
Material Name:*		1 camera nikon
Matrial Code:*		2 laptop lenovo

Gate user will sign in visitor by clicking on "Sign In" button option and after that he will take a print of visitor by clicking on "Print" button. As he click on the print button he will be asked to take print of visitor with its all details and material details.

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

Visitor Pass		
	Casual Gate Pass	For Visitor
	Established for which valid: ST/	AR LINK COMMUNICATION PVT. LTD.
	(To be returned to the	e Gate User)
	Sign In D	Date & Time: 23/01/2012 11:29:00
le Print	? 🔀	
General Options Select Printer Add Printer Microsoft XP5 Document OneNote 2007		n Out Time:
Status: Ready Location: Comment:	Print to file Preferences	
Page Range	Number of copies:	
Selection Current Page Pages: 1 Enter either a single page number or a single page range. For example, 5-12		Security Officer Signature
Pri	int Cancel Apply	

			al Gate Pass For V	
		Established for	which valid: STAR LIN	K COMMUNICATION PVT. LTD.
		(To I	be returned to the Gate U	ser)
			Sign In Date & T	me: 23/01/2012 11:29:00
Visitor	ld	: 201201231		
Name		: saksham		
Comp	any	: star link		
Addre	SS	: gurgaon		
Conta		: 9585686585		
Email-		: saksham@gm	ail.com	AN CL
Purpo		: Official		and the second s
Sign In		is .		
weetir	ng With	: sumit	Oliver Out T	
Matori	ial Information	a of visitor:	Sign Out T	me:
		me Material Code		
1	camera	nikon		
2	laptop	lenovo		
3	pen drive	kingston		

Now visitor has sign in into the company but if when visitor sign out from the company then gate user will click on sign out option from his account and will be redirected to the following page:-

			VISI	TOR	MAN	JAGE	MEN	F SYSTEN	Ν		
Sign Out C)r Modify Visitor	From The C	ompany:								Log Out
User Id: s											Go Back
	sitor By Either	Visitor Id Or	Visitor Na	ime:							
	Visito	r ld:									
	Visitor Na	me:									
	Search Visito	r A	II Record								
Select	Visitor Image	Visitor Id	Request Id	Visitor Name	Visitor Company	Visitor Address	Visitor Contact	Email-Id	Visitor Purpose	Visitor Sign In	Remarks
SignOut Modify		201201231	12	saksham	star link	gurgaon	9585686585	saksham@gmail.com	Official	23/01/2012 11:29:00 AM	

Now he can sign out the visitor from the sign out option shown above:

User, Employee and admin can change their password if they are not comfortable with the old password. They can change their password by clicking on the "modify or change password" image which is shown on the main login screen.

VISITOR MANAGEMENT SYSTEM
WELCOME TO VISITOR MANAGEMENT SYSTEM
Login Type:Select Login Id: Password: Sign In Forgot Password Cick Here Cick Here Cick Here
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After clicking on change password, pop up will open where they can get the new password

	VISITOR MANAGEMENT SYSTEM
_	WELCOME TO VISITOR MANAGEMENT SYSTEM Welcome to change or modify your password
	Please fill the following information:
Forgot Po	
	Change Password Password

User, employee and admin can also get their forgotten password on their email-id by clicking on the option given on main login screen

VISITOR MANAGEMENT STSTEM
WELCOME TO VISITOR MANAGEMENT SYSTEM
Login Type:Select Login Id: Password Sign In Forgot Password Cick Here Cick Here Cick Here Cick Here Cick Mere
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By clicking on the this option other popup will open where they can get their forgotten password on their email-id

|--|

	WELCOME TO VISITOR MANAGEMENT SYSTEM
	Get your forgotten password on your Email-Id
	Please fill the following information:
	Select Type: EMPLOYEE
Forgot Pc	Login Id: 00000128
Q	Email-Id: sumit@starinkindia.com
	Send Mail

Admin login

Admin will also login from the same login screen which is common to other users

	SEMENT SYSTEM
WELCOME TO VISITOR I	MANAGEMENT SYSTEM
Login Id:	ADMIN Admin Sign In
Click Here	CHANGE OR MODIFY

Admin login account is shown below

VISITOR MANAGEMENT SYSTEM								
Admin Id: Admin		Log Out Home						
Login Visitor's Request Employee Request Create Account Reports Permission	\checkmark	This admin id 'Admin' has got permission to access these options						
Coovrie	iht @ Star Link Communicati	on Pvt. Ltd., Contact Us: 011-40526088						

Email:sales@starlinkindia.com

Here you can see admin can login in any module i.e. <u>visitor request</u> where he can check all the visitor's request sent by employee, he can enter into <u>employee request</u> where he can send request to the gate user, admin can also <u>create account</u> of user and employee and other admin also. The create account screen is shown below:-

Select Your Type To Create New A	ccount: Bac
Admin Id: Admin	
Select Your Typ	e: USER 💌
Login lo	t* Avinash135
Name	* Amresh kumar
Password	l:* •••••
Confirm Password	l:*
Email Id	: avinash.jha@starlinkindia.com
	Create Account

After creating account of users, admin can give permission from his account to access other modules or can revoke permission to access only limited modules. The permission pop-up is shown:

VISITOR MANAGEMENT SYSTEM

Admin Id: A		t Permission To Users & Employees
Login		
Visitor's Req		
Employee R	Login Type: SELECT	
Create Acco		PERMISSION
Reports	Login Id:	
Permissio	🗆 Login	GRANTEB 101010101010101
	☐ Visitor's Request	
	Employee Request	
	Create Account	101
	Reports	10101010001
	Give Permission Check	

Admin can check reports from his account. As he clicks on the report option then he will be redirected to the following page where he can search **Sign In, Sign Out, Unsigned Visitors** and **Visitor Materials** either by their Id or by their Name as shown below:

			VIS	SITOR	MAN	AGEN	IENT SYST	EM				
heck Com	iplete Visi	tor Detai	ls:								н	ome
dmin Id: Adn i <mark>sitor Report</mark> Sign In Visi Visitor Mate earch Visit o	s: tors erial	y Visitor I	◯ Sign Out d or by Visite			OUn	isigned Visitors					
	Visitor Id:				Visitor	Name:		Se	arch			
'isitor Image	Visitor Id	Visitor Name	Employee Request Id	Company	Address	Contact	Email-Id	Purpose	Sign In	Sign In By	Remarks	Meeting
	201201231	saksham	12	star link	gurgaon	9585686585	saksham@gmail.com) Official	23/01/2012 11:29:00 AM	S		sumit
Check C	omplete V	isitor Det		ISITO	R MA	NAGEI	MENT SYS	ТЕМ				-lome
Admin Id: A Visitor Rep O Sign In V O Visitor N	Admin Forts: Visitors Naterial			Dut Visitors	e:	0	Unsigned Visitors					
	Visitor Id:				Visit	tor Name:			Search			
< Visitor Id		Visitor N	ame	Mate	erial Serial	No.	Material	Name	I	Naterial C	ode	>
201201091		sakshan		1			fdfd		f	d		
201201091		sakshan	n	2			fd		f	df		
201201231		sakshan	n	1			camera		n	ikon		
201201231		sakshan	ı	2			laptop		l	enovo		
201201231		sakshan	n	3			pen drive		k	ingston		

Here he can check all the reports related to the visitor. That's it...

