VISITOR MANAGEMENT SYSTEM

Login screen common for user, employee and admin
Employee login

Employee login account to send request to user

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

User login account to check employee request

	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		L
SignIn	saksham	star link	1	1	19/01/2012 11:00:00 AM	s		M
SignIn	saksham	star link	1	1	23/01/2012 2:40:00 PM	00000128	SUPPORT	M

Now user will search employee request by entering visitor name

VISITOR MANAGEMENT SYSTEM

Log Out

Employee Request For Visitors:

User Id: s

Check User Authentication

Search Request By Either Visitor Name Or Visitor Company Name:

Modify Or Sign Out Visitor

Visitor Name: saksham

Visitor company Name:

[Search employee request] [All records]

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	H

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 MANAGEMENT SYSTEM

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 [Browse...]
visitor company:	star link
visitor address:*	gurgaon
Visitor's Contact:*	9585686585
Visitor's Email-Id:	saksham@gmail.com
Purpose Of Visit:*	Official
Remarks:	

11:29 AM (HH:MM)
23/01/2012 (DD/MM/YYYY)

[Sign In] [Print] [Sign Out] [Cancel] [Modify]

If visitor has some material then CLICK HERE

Material Serial No.	4
Material Name:*	
Matrial Code:*	
	[Add]

Material Serial No.	Material Name	Material Code
1	camera	nikon
2	laptop	lenovo
3	pen drive	kingston

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:
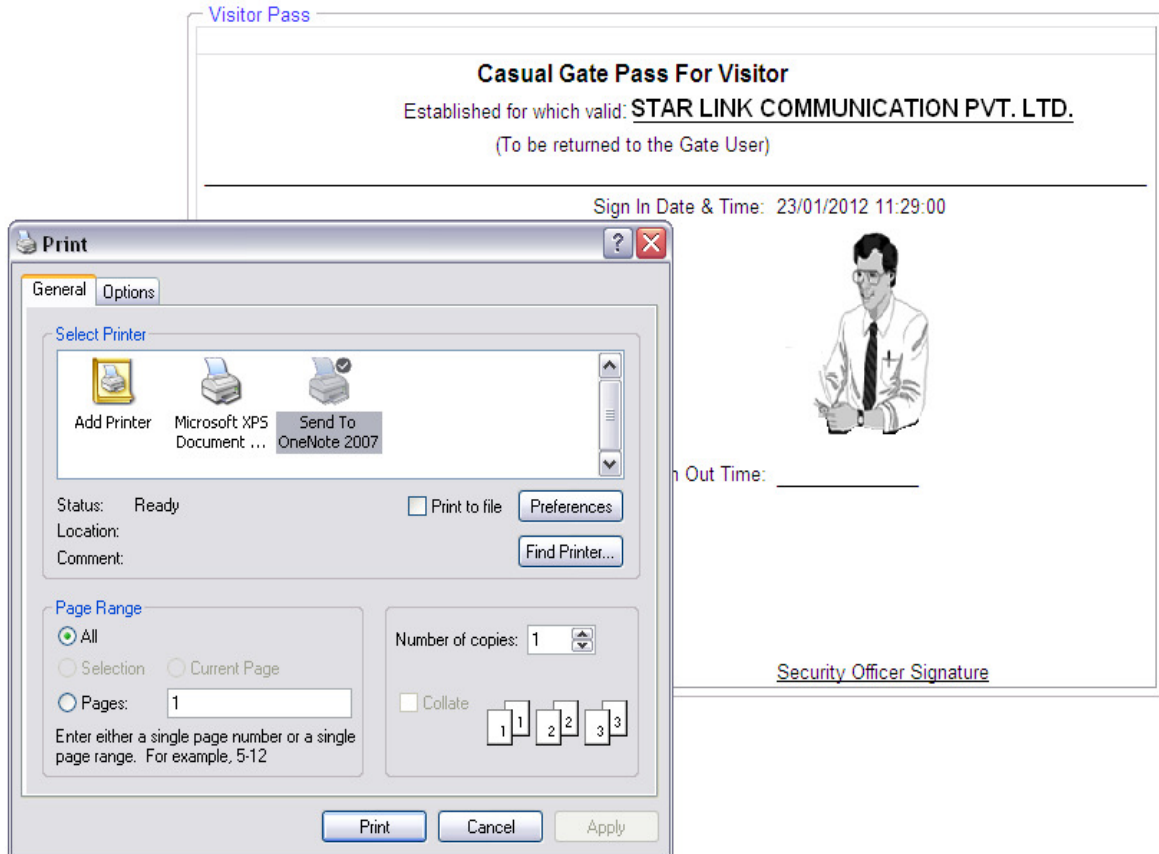
Casual Gate Pass For Visitor

Established for which valid: STAR LINK COMMUNICATION PVT. LTD.

(To be returned to the Gate User)

Sign In Date & Time: 23/01/2012 11:29:00

Visitor Id	: 201201231
Name	: saksham
Company	: star link
Address	: gurgaon
Contact	: 9585686585
Email-Id	: saksham@gmail.com
Purpose	: Official
Sign In By	: s
Meeting With	: sumit

Sign Out Time: _____

Material Information of visitor:

Serial No.	Material Name	Material Code
1	camera	nikon
2	laptop	lenovo
3	pen drive	kingston

Visitor Signature   Employee Signature   Security Officer Signature

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:-

VISITOR MANAGEMENT SYSTEM

Log Out

Sign Out Or Modify Visitor From The Company:

Go Back

User Id: s

Search Visitor By Either Visitor Id Or Visitor Name:

Visitor Id: [   ]

Visitor Name: [   ]

[Search Visitor]   [All 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.

After clicking on change password, pop up will open where they can get the new 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

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

Admin login

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

Admin login account is shown below

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:-

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:

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:

VISITOR MANAGEMENT SYSTEM

Check Complete Visitor Details: Home

Admin Id: Admin
Visitor Reports:
⦿ Sign In Visitors   ○ Sign Out Visitors   ○ Unsigned Visitors
○ Visitor Material
Search Visitor either by Visitor Id or by Visitor Name:

| Visitor Id: | | Visitor Name: | | Search |

Visitor 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

VISITOR MANAGEMENT SYSTEM

Check Complete Visitor Details: Home

Admin Id: Admin
Visitor Reports:
○ Sign In Visitors   ○ Sign Out Visitors   ○ Unsigned Visitors
⦿ Visitor Material
Search Visitor either by Visitor Id or by Visitor Name:

| Visitor Id: | | Visitor Name: | | Search |

Visitor Id	Visitor Name	Material Serial No.	Material Name	Material Code
201201091	saksham	1	fdfd	fd
201201091	saksham	2	fd	fdf
201201231	saksham	1	camera	nikon
201201231	saksham	2	laptop	lenovo
201201231	saksham	3	pen drive	kingston

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

_____ * * * * * _____
_____ * * * * * * * _____
---THE END---