# 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

Now user will search employee request by entering visitor name

# VISITOR MANAGEMENT SYSTEM

Employee Request For Visitors:

User Id: s

**Check User Authentication**

**Search Request By Either Visitor Name Or Visitor Company Name:**

Visitor Name: saksham

**Modify Or Sign Out Visitor**

Visitor company Name:

Home

[ Search employee request ]   [ All records ]

| | 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. | Material Name | Material Code |
|---|---|---|---|---|
| Material Serial No. | 4 | 1 | camera | nikon |
| Material Name:* | | 2 | laptop | lenovo |
| Matrial Code:* | | 3 | pen drive | kingston |
| | [ Add ] | | | |

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:
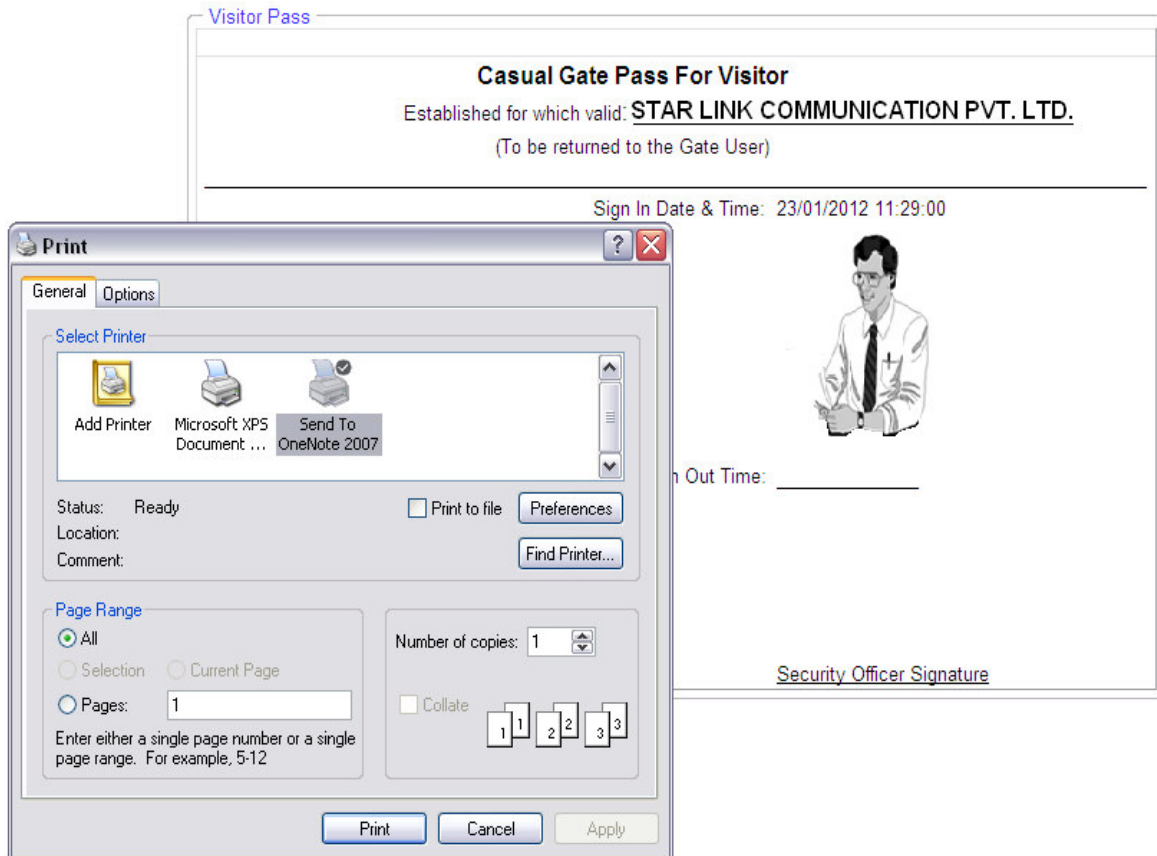
## Casual Gate Pass For Visitor

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. visitor request where he can check all the visitor's request sent by employee, he can enter into employee request where he can send request to the gate user, admin can also create account 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 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 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---
```