



REPORT SET

WEB BASED VISITOR MANAGEMENT SYSTEM

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Login Screen: all the 3 users namely admin, employee and gate user log in from the same page. They need to first select the log in type, enter log in ID, password and then click on Log in option.

- **Admin Log in:**

VISITOR MANAGEMENT SYSTEM

WELCOME TO VISITOR MANAGEMENT SYSTEM

Forgot Password

Click Here

Login Type:

Login Id:

Password:


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- **Employee Log in:**

VISITOR MANAGEMENT SYSTEM

WELCOME TO VISITOR MANAGEMENT SYSTEM

Forgot Password

Click Here

Login Type:

Login Id:

Password:


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- **Gate User Log in:**

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WELCOME TO VISITOR MANAGEMENT SYSTEM

Forgot Password



Click Here

Login Type: USER

Login Id: anil123

Password: ...

Log In



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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 logs in 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 image which is shown with visitor's name text box.

VISITOR MANAGEMENT SYSTEM



Enter Your Request to meet the visitor :

[Log out](#)

Check Employee Authentication

Home

Employee Id: amr123

<p>Visitor Name:* Saksham </p> <p>Visitor Company:* Starlink communicat</p> <p>Visitor Address: okhla</p> <p>Time of visit:* 12:00</p> <p>Date of visit:* 17-Sep-2019 </p>	<p>Visitor's Email Id: saksham@starlink.c</p> <p>Select Purpose:* Official</p> <p>Remarks: NA</p> <p>Visitor's Contact: 9599344026</p> <p>Priority of visitor:* High</p> <p>Select Gate for Visitor:* ENTRANCE</p>
--	--

Send Request
Cancel

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

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:

Visitor company Name:

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

VISITOR MANAGEMENT SYSTEM

[Log Out](#)

Employee Request For Visitors:

User Id: anil123 [Check User Authentication](#)

Search Request By Either Visitor Name Or Visitor Company Name: [Modify Or Sign Out Visitor](#)

Visitor Name: Authorised Gates:

Visitor company Name:

[Home](#)

	Visitor Name	Visitor Company	Visitor Address	Visitor Contact	Visitor Sign In	Employee Id	Employee Department	Visitor Priority
SignIn	Saksham	Starlink communication pvt Ltd	okhla	9599344026	9/17/2019 12:00:00 PM	amr123	MARKETING	H

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

VISITOR MANAGEMENT SYSTEM

Visitor Details:

Visitor Id:*

201909162

Visitor Name:*

Saksham

visitor company:

Starlink communcation

visitor address:*

okhla

Visitor's Contact:*

9599344026

Visitor's Email-Id:

saksham@starlink.co.

Purpose Of Visit:*

Official

Remarks:

NA

Vehicle No. *

54545

Gate Id:


007-ENTRANCE


Sign In By: User Id: anil123


Meeting With : Employee-amr123

Request Id: 12

Print Format: ☒ Half Paper ☐ Id Card



12:39 PM (HH:MM)

16/09/2019 (DD/MM/YYYY)

Sign In

Print

Sign Out

Cancel

Modify

If visitor has some material then [CLICK HERE](#)

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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 clicks 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: STAR LINK COMMUNICATION PVT. LTD.
 (To be returned to the Gate User)

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






Sign Out Time: _____

Security Officer Signature

Print

General Options

Select Printer

Status: Ready ☐ Print to file Preferences

Location: Find Printer...

Comment:

Page Range

☒ All ☐ Selection ☐ Current Page

☐ Pages:

Enter either a single page number or a single page range. For example, 5-12

Number of copies: Collate ☐

Print Cancel Apply

Visitor Pass

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

Material Information of visitor:

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



Sign Out Time: _____

Security Officer Signature

Visitor Signature

Employee Signature

Security Officer Signature

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 sign out option from his account and will be redirected to the following page:-

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

VISITOR MANAGEMENT SYSTEM

[Log Out](#)

Sign Out Or Modify Visitor From The Company:

User Id: anil123


Go Back

Search Visitor By Either Visitor Id Or Visitor Name:

Visitor Id:

Authorised Gates:
---Select Gate---

Visitor Name:

Select	Visitor Image	Visitor Id	Vehicle No	Visitor Name	Company	Address	Contact	Email Id	Purpose	Sign In	Remarks	Sign In By
SignOut / Modify		201909161	54545	Saksham	Starlink communication pvt Ltd	okhla	9599344026	saksham@starlink.co.in	Official	9/16/2019 12:27:00 PM	2320	anil123

1 2

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 “modify or change password” image which is shown on the main login screen.



VISITOR MANAGEMENT SYSTEM

WELCOME TO VISITOR MANAGEMENT SYSTEM

Login Type:

Login Id:

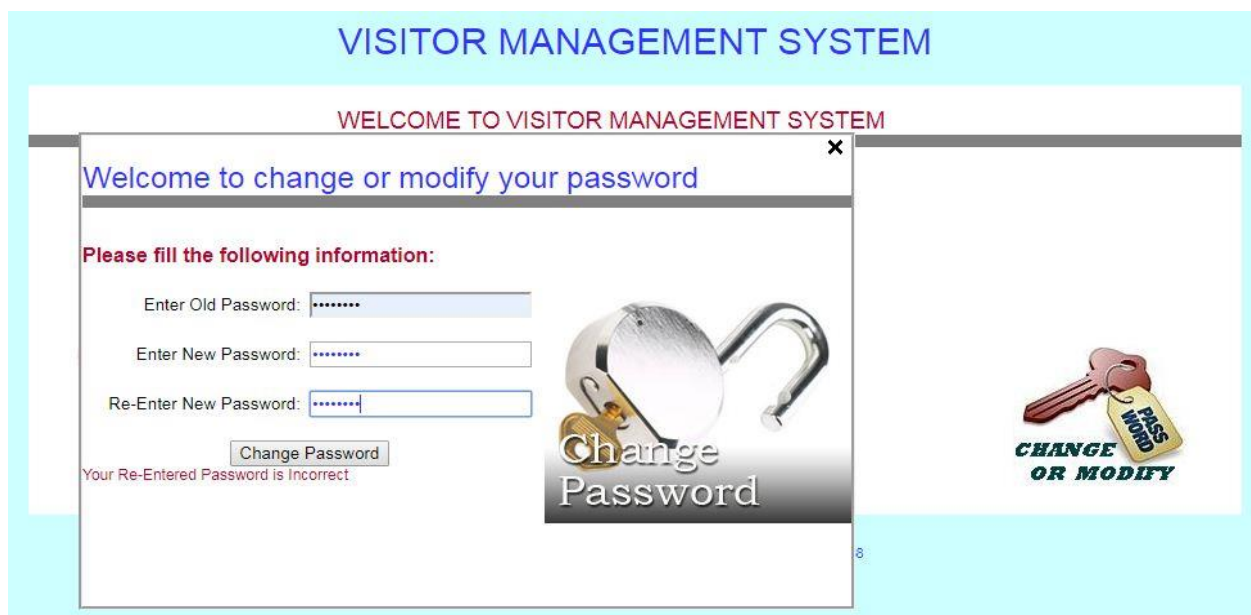
Password:

Forgot Password  Click Here

 CHANGE OR MODIFY

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



VISITOR MANAGEMENT SYSTEM

WELCOME TO VISITOR MANAGEMENT SYSTEM

Welcome to change or modify your password


Please fill the following information:

Enter Old Password:

Enter New Password:

Re-Enter New Password:

Your Re-Entered Password is Incorrect

 CHANGE OR MODIFY

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- **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.

VISITOR MANAGEMENT SYSTEM

WELCOME TO VISITOR MANAGEMENT SYSTEM

Login Type: ---Select---
 Login Id:
 Password:
Sign In



Forgot Password

Click Here



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

VISITOR MANAGEMENT SYSTEM

WELCOME TO VISITOR MANAGEMENT SYSTEM

Login Type: ---Select---
 Login Id:
 Password:
Sign In



Forgot Password

Click Here



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Get your forgotten password on your Email-Id

Please fill the following information:

Select Type: EMPLOYEE

Login Id:

Email-Id:

Send Mail



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. Gate master, visitor's request, Employee request; create account, reports and permission.

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

VISITOR MANAGEMENT SYSTEM

Admin Id: Admin

↓

- Gate Master ✓
- Visitor's Request ✓
- Employee Request ✓
- Create Account ✓
- Reports ✓
- Permission**

[Log Out](#)

[Home](#)

This admin id 'Admin' has got permission to access these options...

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VISITOR MANAGEMENT SYSTEM

Admin Id: Admin

[Log Out](#)

Create Gate Master:-

[Back](#)

Please fill the following information:

Gate Code :

Gate Name :

Email :

Invalid Email-Id

EmailPwd :

Edit	Delete	Gate Code	Gate Name
		007	ENTRANCE
		008	TESTING2
		1	EXIT GATE
		10	MARKETING
		G01	MAIN GATE
		G02	OUT GATE
		G03	TESTING

1 2

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

VISITOR MANAGEMENT SYSTEM

[Log Out](#)

Employee Request For Visitors:

Admin Id: Admin

Search Request By Either Visitor Name Or Visitor Company Name:

Visitor Name:

Visitor company Name:

Authorised Gates:

[Search employee request](#) [All records](#)

[Modify Or Sign Out Visitor](#)

[Home](#)

Visitor Name	Visitor Company	Visitor Address	Visitor Contact	Visitor Sign In	Employee Id	Employee Department	Visitor Priority
Signin	Saksham	Starlink communication pvt Ltd	okhla	9599344026	9/17/2019 12:00:00 PM	amr123	MARKETING

- **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.

VISITOR MANAGEMENT SYSTEM

[Log out](#)

Enter Your Request to meet the visitor :

[Home](#)

Admin Id: Admin

Visitor Name:*

Visitor Company:*

Visitor Address:

Time of visit:*

Date of visit:*

Visitor's Email Id:

Select Purpose:*

Remarks:

Visitor's Contact:

Priority of visitor:*

Select Gate for Visitor:*

[Send Request](#) [Cancel](#)

- **Create Account:** admin holds the rights to create accounts 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:-

[Log Out](#)
[Back](#)

Select Your Type To Create New Account:

Admin Id: Admin

Select Your Type:

Login Id.*:

Name.*:

Password.*:

Confirm Password.*:

Email Id:

Department Name: [Add/Edit Department](#)

All Gates

- 008-TESTING2
- 1-EXIT GATE
- G03-TESTING
- G04-IN GATE

Selected Gates

- 007-ENTRANCE
- 10-MARKETING
- G02-OUT GATE
- G01-MAIN GATE

[Create Account](#)

- **Reports:** Admin can check reports from his account. As he clicks on the report option, 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. Here he can check all the reports related to visitors as shown below:

[Home](#)

VISITOR MANAGEMENT SYSTEM

Check Complete Visitor Details:

Admin Id: Admin
 Visitor Reports:

☒ Sign In Visitors
 ☐ Sign Out Visitors
 ☐ Unsigned Visitors

Authorised Gates:

Search Visitor either by Visitor Id or by Visitor Name:

[Search](#)
[Export To Excel](#)

Visitor Image	Visitor Id	Visitor Name	Vehicle No.	Company	Address	Contact	Email-Id	Purpose	Sign In Time	Sign In By	Remarks	Meeting
	201909161	Saksham	54545	Starlink communication pvt Ltd	okhla	9599344026	saksham@starlink.co.in	Official	9/16/2019 12:27:00 PM	anil123	2320	Amrit

- **Permission:** After reports, 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:



****THE END****