REPORT SET

WEB BASED VISITOR MANAGEMENT SYSTEM

INDEX:

1.) Login Screen:

- Admin Login.
- Employee Login
- Gate User Login.

2.) Visitor Request:

- Employee Request.
- Authorities of Gate User.

3.) Password:

- How to change password.
- Forgot Password.

4.) Admin Login:

- Gate Master.
- Visitor’s Request.
- Employee Request.
- Create Account.
- Reports.
- Report Set (Sign in, Sign out, Unsigned in)
- Permission.

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.

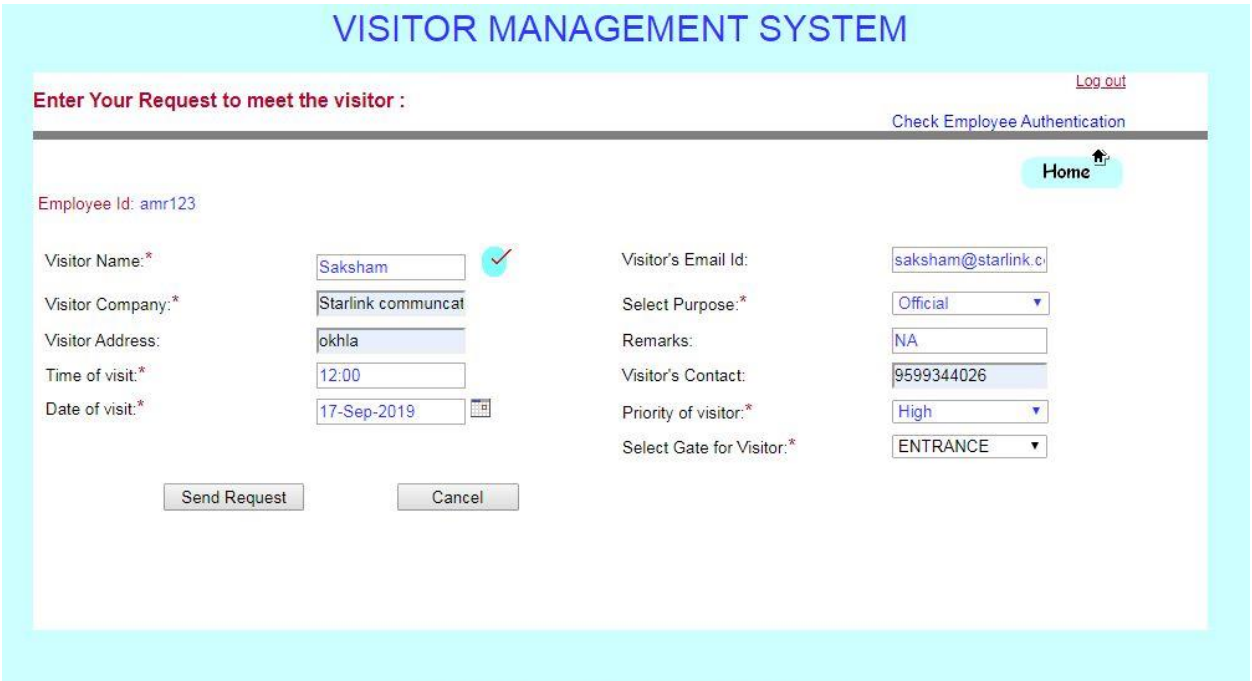
- **Admin Log in:**

- **Employee Log in:**

- **Gate User Log in:**

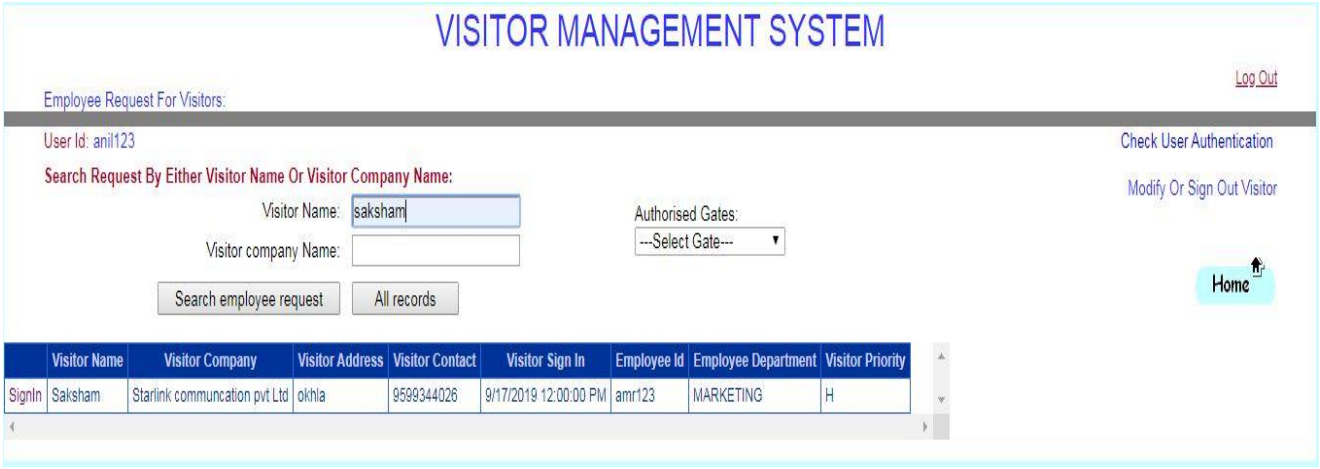
Visitor Request: it includes features like employee sending visitor request to gate user and gate user's visitor verification and authentication process.

- **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.



- **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

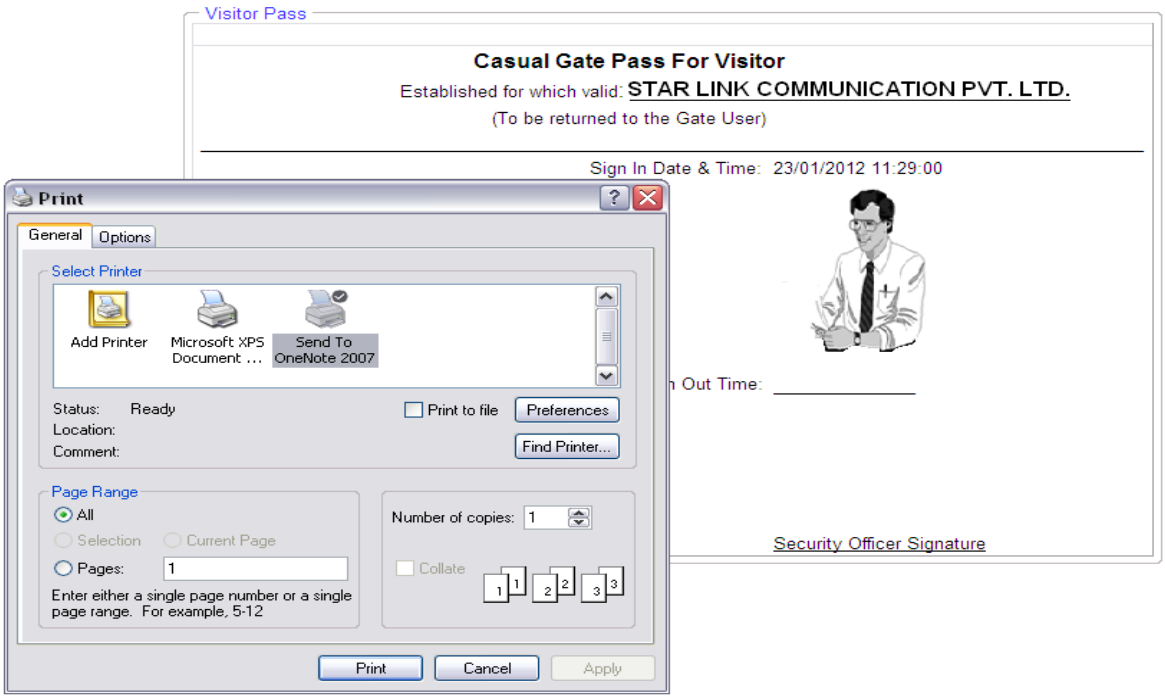
Now gate user will search employee's request by entering visitor name.



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:-

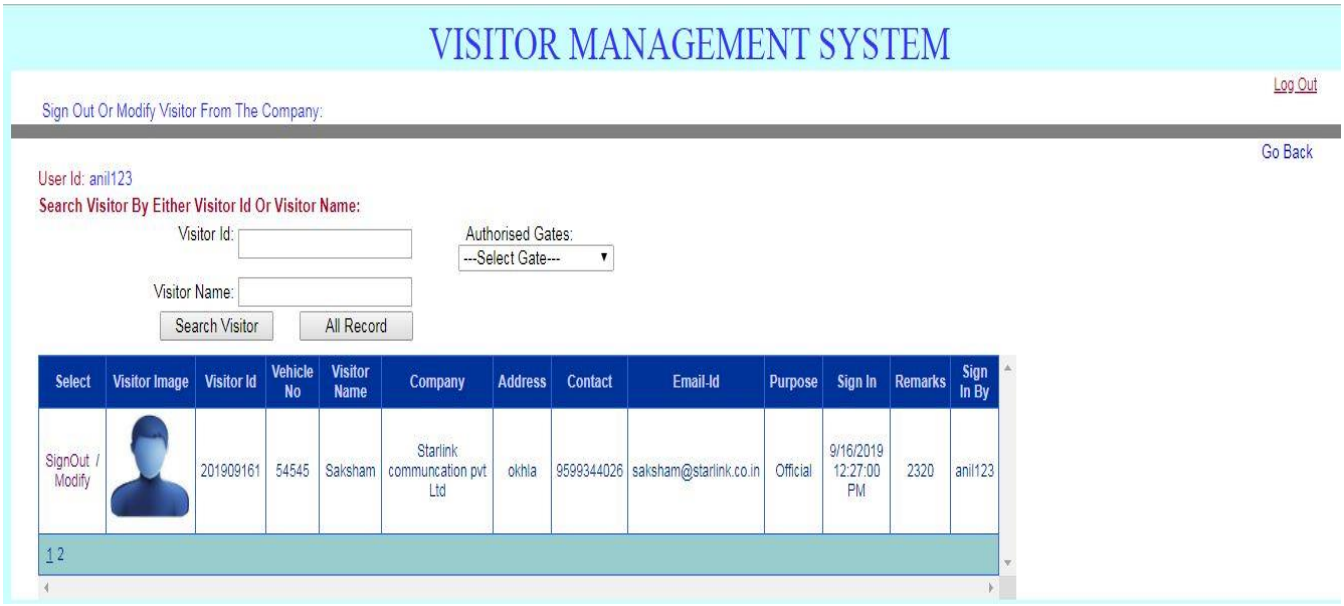
Gate user will sign in visitor by clicking on “Sign In” button option and after that he will take a print of visitor by clicking on “Print” button. As he clicks on the print button he will be asked to take print of visitor with its all details and material details.

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



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:



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.

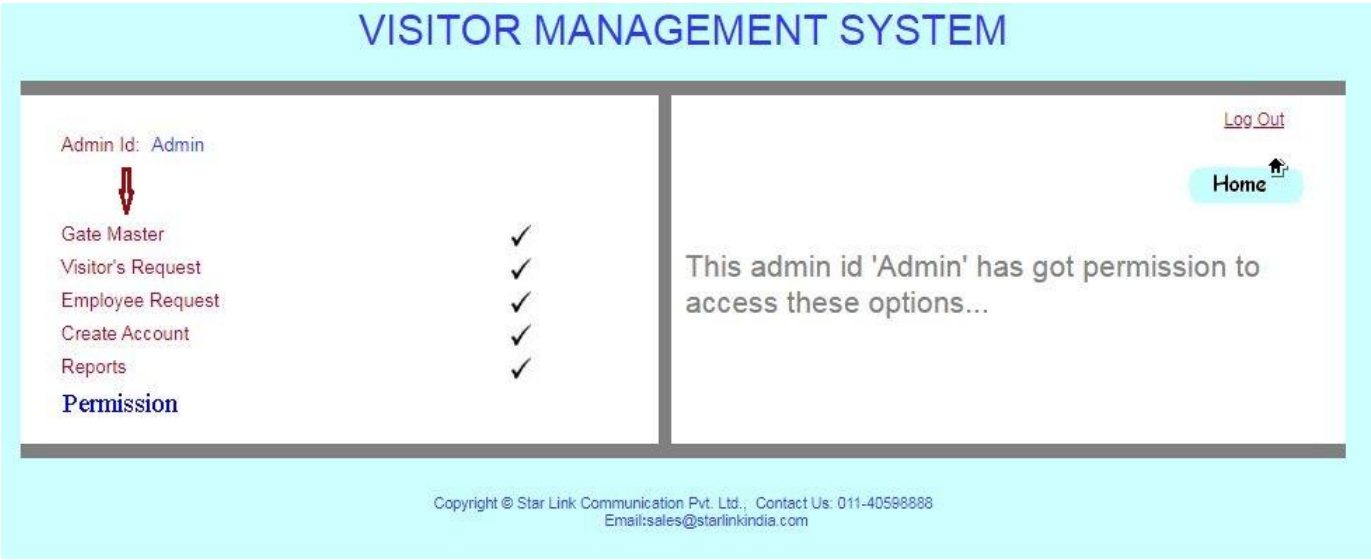
After clicking on change password option, pop up will open where we can make a new password.

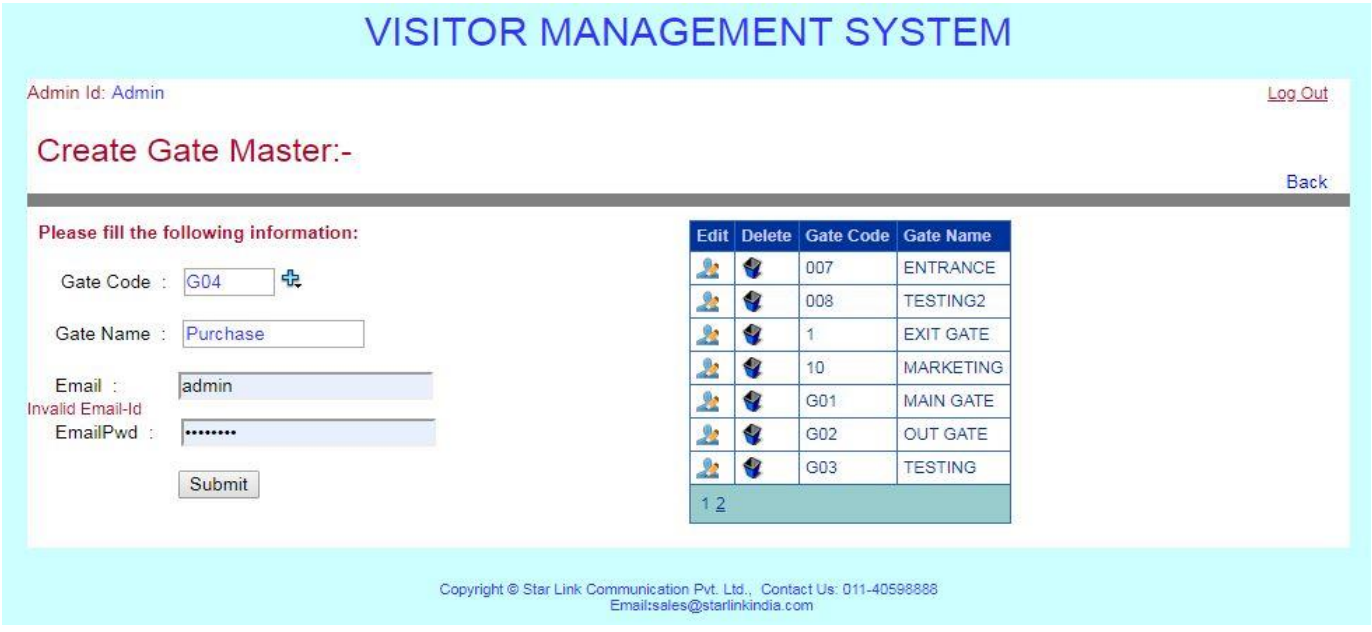
- **Forgot Password:** Admin, employee and gate user can also get their forgotten password on their email-id by clicking on the option given on main login screen.

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

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.

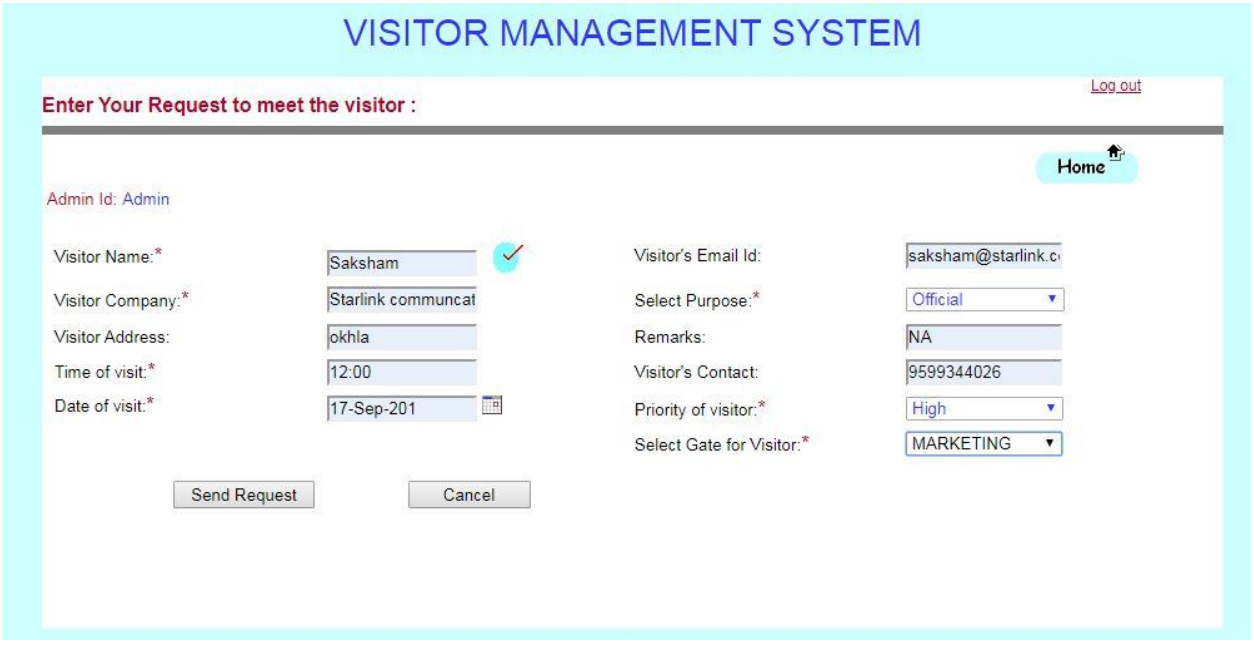
- **Gate Master:** it allows the admin to define gates of the office and grant the access from any of the selected gates.



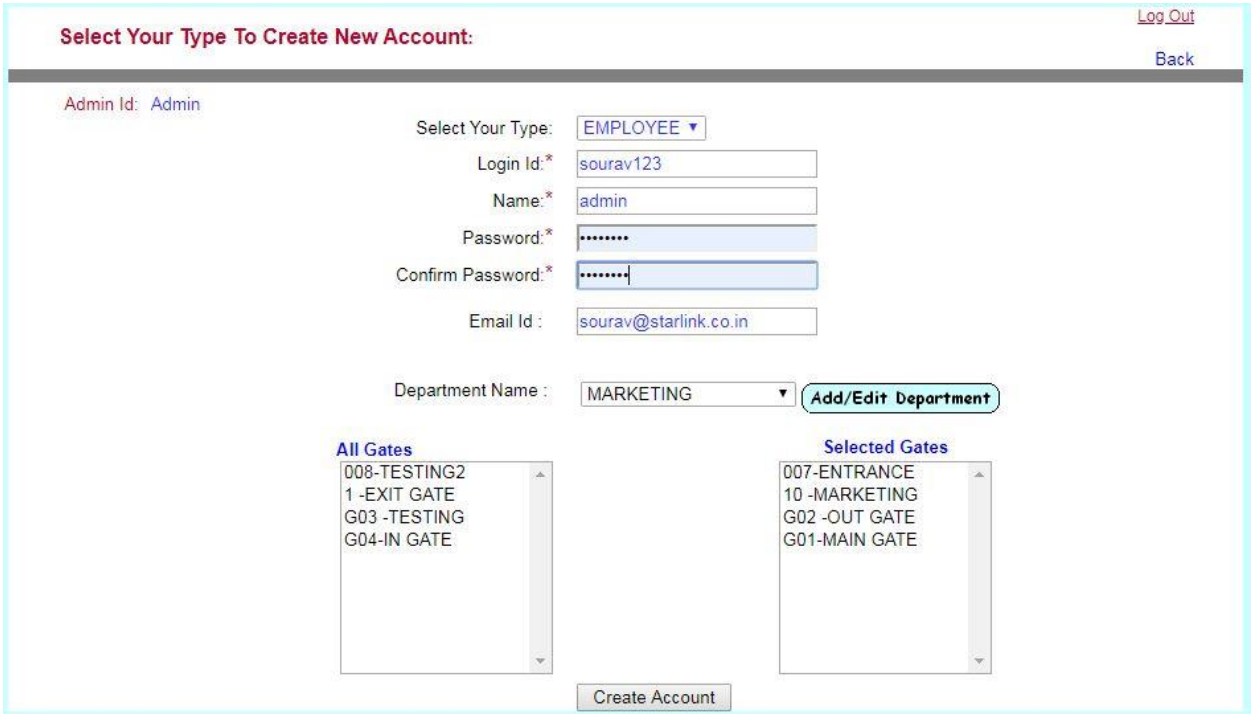


- **Visitor's Request:** admin can check the entire visitor's request list sent by the employees.

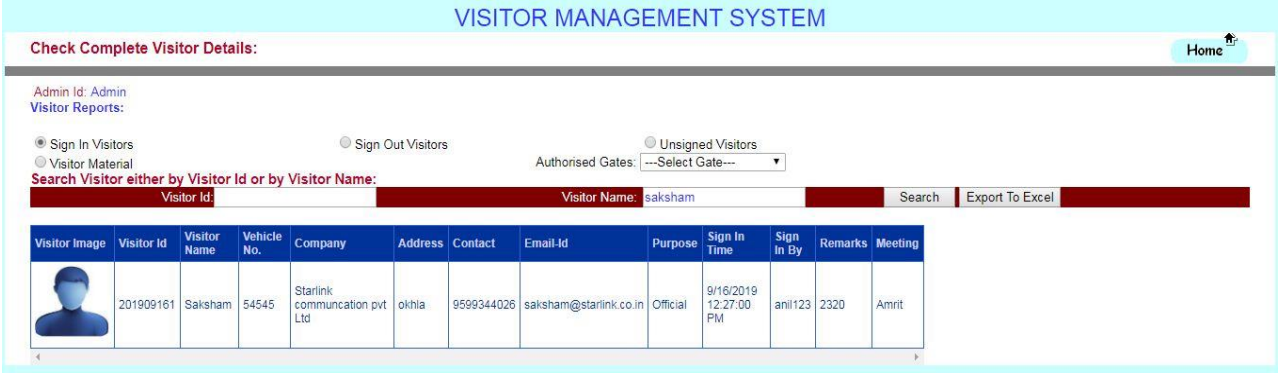
- **Employee Request:** admin can also check the employee's request for visitor and admin can send request to the gate user for the same as well as shown below.



- **Create 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:-



- **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:



- **Report Set :**

Sign in:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	VISITOR ID	SITOR NAM	EHICLE NO	COMPANY	ADDRESS	CONTACT	EMAIL-ID	PURPOSE	Sign In Time	Sign Out Time	Sign In By	REMARKS	MEETING
2	201909201	Udit	D4DL4564	Starlink commu	okhla	9771540050	Udit@starlink.c	Official	20/09/2019 10:	08:00 AM	anil123	going to home	Amrit
3	201909202	Deepak	44564	Starlink commu	demo	9599344026	deep@starlink.i	Official	20/09/2019 10:	10:00 AM	anil123	Starlink	manikanta
4	201909203	Deepak	DD5D4444	Starlink commu	demo	9599344026	deep@starlink.i	Official	20/09/2019 10:	10:00 AM	anil123	demo	

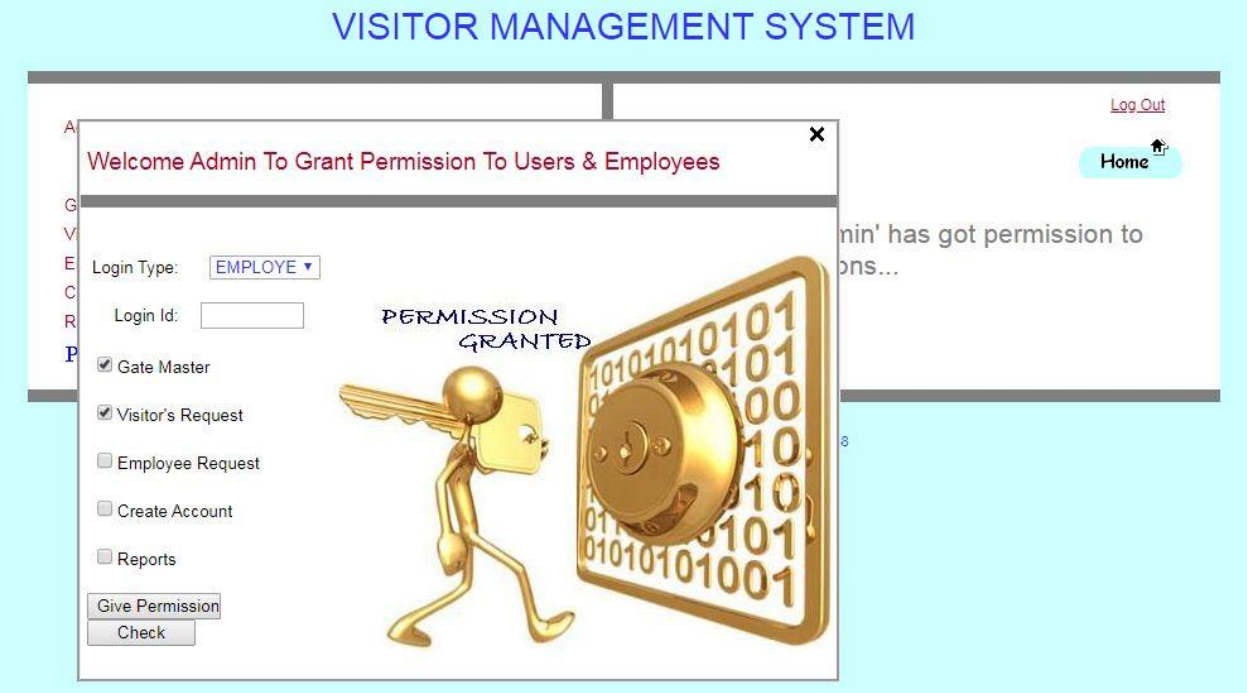
Sign out:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	VISITOR ID	SITOR NAM	EHICLE NO	COMPANY	ADDRESS	CONTACT	EMAIL-ID	PURPOSE	Sign In Time	Sign Out Time	Sign In By	Sign In By1	REMARKS
2	201909171	Deepak	44564	Starlink commu	demo	9599344026	deep@starlink.i	Official	17/09/2019 11:	17/09/2019 12:	anil123	anil123	9599344026
3	201909172	kamal	44564	kamal	kamal	9599344026	kamal@starlink	Official	17/09/2019 12:	17/09/2019 12:	anil123	anil123	9599344026
4	201909174	Deepak	44564uuu	Deepak	Deepak	9599344026	Deepak@starli	Official	17/09/2019 10:	19/09/2019 10:	anil123	anil123	Starlink
5	201909181	test	5995	test	test	65594984	test@gmail.cor	Official	18/09/2019 2:4	18/09/2019 2:4	anil123	anil123	0kj
6	201909183	Deepakuuu	44564	Starlink commu	demo	9717204652	deepuu@starlir	Official	18/09/2019 5:0	18/09/2019 5:0	anil123	anil123	9599344026
7	201909184	Deepakrrr	44564	Starlink commu	demo	9599344026	deep@starlink.i	Official	18/09/2019 5:0	18/09/2019 5:0	anil123	anil123	Starlink
8	201909191	DeepakNN	44564	DeepakNN	DeepakNN	9599344026	deepNN@star	Official	19/09/2019 10:	19/09/2019 10:	anil123	anil123	going to home
9	201909192	DeepakXX	44564r	DeepakXX	DeepakXX	9599344026	deeXp@starlin	Personal	19/09/2019 10:	19/09/2019 10:	anil123	anil123	going to home

Unsigned in:

	A	B	C	D	E	F	G	H
1	Visitor Name	isitor Compar	Visitor Addres	Visitor Contac	Visitor Sign In	Employee Id	loyee Depart	Visitor Priority
2	kamalTest	kamalTest	kamalTest	9599344026	17/09/2019 12:	mani123	DEMO	M
3	Deepak	Starlink commu	demo	9599344026	17/09/2019 2:5	amr123	MARKETING	L
4								

- **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