

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 MANAGEMEN | IT SYSTEM |
|---|--------------------------|
| WELCOME TO VISITOR MANAGEMI | ENT SYSTEM |
| Login Type: ADMIN • Login Id: admin Password: •••• Log In Forgot Password Click Here | CHANGE OR MODIFY |
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• Employee Log in:

| | VISITOR MANA | GEMENT SYSTEM | |
|-------------------------------|---------------------------------------|--------------------------|---------------------|
| | WELCOME TO VISITOR | MANAGEMENT SYSTEM | |
| Forgot Password Click Here | Login Type: Login Id: Password: | EMPLOYEE amr123 Log In | CHANGE OR MODIFY |

• Gate User Log in:

| VISIT | OR MANAGEMENT SYSTEM |
|-------------------------------|--|
| WELCO | ME TO VISITOR MANAGEMENT SYSTEM |
| Forgot Password Click Here | Login Type: USER Login Id: anil123 Password: Log In Log In CHANGE OR MODIFY |
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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.

| Enter Your Request to | | | Check Employee Authentication |
|-----------------------|--------------------|---------------------------|-------------------------------|
| | | | Home |
| Employee Id: amr123 | | | |
| Visitor Name:* | Saksham | Visitor's Email Id: | saksham@starlink.c- |
| Visitor Company:* | Starlink communcat | Select Purpose:* | Official |
| Visitor Address: | okhla | Remarks: | NA |
| Time of visit:* | 12:00 | Visitor's Contact: | 9599344026 |
| Date of visit:* | 17-Sep-2019 | Priority of visitor:* | High |
| | | Select Gate for Visitor:* | ENTRANCE . |

VISITOR MANAGEMENT SYSTEM

• 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

| | | | VISIT | OR MA | NAGEMEN | IT SY | STEM | | |
|------------------|-----------------------------|--|----------|----------------|--|-------------|---------------------|----------------------------|----------------|
| En | nployee Reque | est For Visitors: | | | | | | | <u>Log Ou</u> |
| Us | er Id: s | | | | | | | Check User / | Authentication |
| Se | arch Reques | t <mark>By Either Visit</mark> o Visitor Nar | | tor Company Na | ame: | | | Modify Or S | ign Out Visito |
| | | | | | | | | | |
| | | sitor company Nai employee request | | rds | | | | | Home |
| | | employee request | All reco | | Visitor Sign In | Employee Id | Employee Department | Visitor Priority | Home |
| SignIn | Search Visitor Name | employee request | All reco | | Visitor Sign In 19/01/2012 11:00:00 AM | | Employee Department | Visitor Priority | Home |
| SignIn SignIn | Search Visitor Name 1 | employee request Visitor Company | All reco | | | s | Employee Department | Visitor Priority L | Home |
| SignIn | Search Visitor Name 1 | employee request Visitor Company star link | All reco | | 19/01/2012 11:00:00 AM | s Admin | Employee Department | Visitor Priority L L | Home |

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

| VISITOR MANAGEMENT SYSTEM | |
|---|----------------------------|
| Employee Request For Visitors: | Log Out |
| User Id: anil123 | Check User Authentication |
| Search Request By Either Visitor Name Or Visitor Company Name: Visitor Name: Saksham Authorised Gates: Visitor company Name: | Modify Or Sign Out Visitor |
| Search employee request All records | Home |
| Visitor Name Visitor Company Visitor Address Visitor Contact Visitor Sign In Employee Id Employee Department Visitor Priority | |
| ignin Saksham Starlink communcation 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 Details: | | <u>Sign In By</u> User Id: anil1 Meeting With : Employee-am | 23 r123 |
|---------------------|----------------------------------|--|------------|
| Visitor Id:* | 201909162 | Request 12 | |
| Visitor Name:* | Saksham | Print Format: 🖲 Half Paper | Id Card |
| visitor company: | Starlink communcation | | |
| visitor address:* | okhla | | A |
| Visitor's Contact:* | 9599344026 | | 1 |
| Visitor's Email-Id: | saksham@starlink.co. | | |
| Purpose Of Visit:* | Official | | |
| Remarks: | NA | | |
| Vehicle No.* | 54545 | | |
| Gate Id: | 007-ENTRANCE | | |
| | | 12:39 PM | (HH:MM) |
| | | 16/09/2019 | |
| Sign In | Print Sign Out | Cancel Modify | |
| If visitor h | as some material then CLICK HERE | | |

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 Pas | s For Visitor |
| | Established for which valid: ST | FAR LINK COMMUNICATION PVT. LTD. |
| | (To be returned to the second se | he Gate User) |
| | v | Date & Time: 23/01/2012 11:29:00 |
| Print | ? 🔀 | |
| eneral Options | | |
| Select Printer | | |
| | | |
| Add Printer Microsoft XP5 Send To | | |
| Document OneNote 20 | 07 | |
| | | n Out Time: |
| Status: Ready Location: | Print to file Preferences | |
| Comment: | Find Printer | |
| Page Range | | |
| ⊙ All | Number of copies: 1 | |
| O Selection O Current Page | | Security Officer Signature |
| O Pages: 1 | | |
| Enter either a single page number or a single page range. For example, 5-12 | 11 22 33 | |
| | | |
| | Print Cancel Apply | |

| - Visito | Pass — | | |
|----------|----------------|--------------------|--|
| | | Casual | Gate Pass For Visitor |
| | | Established for wh | hich valid: STAR LINK COMMUNICATION PVT. LTD. |
| | | | returned to the Gate User) |
| | | | Sign In Date & Time: 23/01/2012 11:29:00 |
| Visitor | ld | : 201201231 | - |
| Name | | : saksham | |
| Compa | iny | : star link | C. C |
| Addres | s | : gurgaon | |
| Contac | - | : 9585686585 | |
| Email-I | - | : saksham@gmail | .com |
| Purpos | | : Official | Section and a section of the section |
| Sign In | | :s | |
| Meetin | g With | : sumit | 0: 0 · T |
| Mataria | al Information | n of visitors | Sign Out Time: |
| | al Information | | |
| | | me Material Code | |
| 1 | camera | nikon | |
| 2 | laptop | lenovo | |
| 3 | pen drive | kingston | |

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:

| | | | | VISI | TOF | R MA | NAGEME | NT | SYST | ΓEM | | |
|--|---------------|----------------------------|-----------------|-------------------------------------|-------------|------------|------------------------|----------|-----------------------------|---------|---------------|---------|
| Sign Out Or Modify Visite | or From The (| Company | ľ. | | | | | | | | | Log OL |
| | | | | | | | | | | | | Go Back |
| ser ld: anil123 earch Visitor By Either | Visitor Id O | r Visitor | Name: | | | | | | | | | |
| V | isitor Id: | an <mark>dia series</mark> | | | orised Ga | | | | | | | |
| Visito | r Name: | | | 56 | elect Gate- | 1 | | | | | | |
| | earch Visitor | 1 | All Recor | d | | | | | | | | |
| Select Visitor Image | Visitor Id | Vehicle No | Visitor Name | Company | Address | Contact | Email-Id | Purpose | Sign In | Remarks | Sign In By | |
| SignOut / | 201909161 | 54545 | Saksham | Starlink communcation pvt Ltd | okhla | 9599344026 | saksham@starlink.co.in | Official | 9/16/2019 12:27:00 PM | 2320 | anil123 | |
| Modify | | | | | | | | | | | | |

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:Select Login Id: Password Sign In Forgot Password Click Here |
| OR MODIFY Copyright @ Star Link Communication Pvt. Ltd., Contact Us: 011-40526088 Email:sales@starlinkindia.com |

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

| VISITO | R MANAGEMENT SYSTE | М |
|--|------------------------------|--|
| WELCOME | TO VISITOR MANAGEMENT SYSTEM | |
| Welcome to change or modi | fy your password | |
| Please fill the following information: | | |
| Enter Old Password: | | |
| Enter New Password: | | |
| Re-Enter New Password: | Se !! | and the second s |
| Change Password | Change | CHANGE |
| Your Re-Entered Password is Incorrect | Password | OR MODIFY |
| | | |
| | 8 | |

• **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.

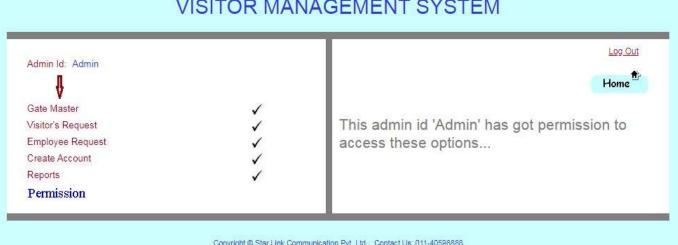
| VISITOR MANA | GEMENT SYSTEM |
|---|---|
| WELCOME TO VISITOR | MANAGEMENT SYSTEM |
| Login Type: Login Id: Password Forgot Password | Select Sign In |
| | ation Pvt. Ltd., Contact Us: 011-40526088 ales@starlinkindia.com |

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

| | Get your forgotten password on your Email-Id |
|----------|--|
| | Please fill the following information: |
| | Please fill the following information: Select Type: EMPLOYEE |
| | Login Id: 00000128 |
| Forgot P | Email-Id: sumit@starinkindia.com |
| C | 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

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VISITOR MANAGEMENT SYSTEM

| ase fill the following information: | Edit | Delete | Gate Code | Gate Name | |
|-------------------------------------|------|--------|-----------|-----------|--|
| Gate Code : G04 | 22 | - | 007 | ENTRANCE | |
| | 2 | 1 | 008 | TESTING2 | |
| ate Name: Purchase | 22 | 4 | 1 | EXIT GATE | |
| | 22 | | 10 | MARKETING | |
| mail : admin d Email-Id | 2 | - | G01 | MAIN GATE | |
| mailPwd : | 22 | | G02 | OUT GATE | |
| | 22 | | G03 | TESTING | |
| Submit | 12 | | | | |

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

| | | | | VIS | ITOR MAN | VAGE | MENT SYS | STEM | | |
|--------|--------------|-------------------------------|-----------------|-----------------|-----------------------|-------------|---------------------|------------------|---|----------------------------|
| E | mployee Req | uest For Visitors: | | | | | | | | Log Out |
| A | dmin Id: Adm | nin | | | | | | | | |
| S | earch Reque | est By Either Visitor Name | Or Visitor Comp | oany Name: | | | | | | Modify Or Sign Out Visitor |
| | | Visito | or Name: | | | Authorise | | | | |
| | | Visitor company | iy Name: | | | Selec | Gate | | | ÷ |
| | | Search employee re | quest Al | ll records | | | | | | Home |
| | Visitor Name | Visitor Company | Visitor Address | Visitor Contact | Visitor Sign In | Employee id | Employee Department | Visitor Priority | ۵ | |
| lianIn | Saksham | Starlink communcation pvt Ltd | okhla | 9599344026 | 9/17/2019 12:00:00 PM | amr123 | MARKETING | Н | ~ | |

• **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.

| | | | Home |
|-------------------|--------------------|---------------------------|--------------------|
| dmin Id: Admin | | | |
| Visitor Name:* | Saksham 🗸 | Visitor's Email Id: | saksham@starlink.c |
| Visitor Company:* | Starlink communcat | Select Purpose:* | Official |
| Visitor Address: | okhla | Remarks: | NA |
| Time of visit:* | 12:00 | Visitor's Contact: | 9599344026 |
| Date of visit:* | 17-Sep-201 | Priority of visitor:* | High |
| | | Select Gate for Visitor:* | MARKETING T |

• **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:-

| Select Your Type To (| Create New Account: | | Log Ou |
|-----------------------|---|---|--------|
| outour tour type to t | Stouto How Account. | | Bac |
| Admin Id: Admin | | 5 | |
| | Select Your Type: | EMPLOYEE V | |
| | Login Id:* | sourav123 | |
| | Name:* | admin | |
| | Password:* | | |
| | Confirm Password:* | •••••• | |
| | Email Id : | sourav@starlink.co.in | |
| | Department Name : | MARKETING | tment) |
| | All Gates | Selected Gate | s |
| | 008-TESTING2 1 -EXIT GATE G03 -TESTING G04-IN GATE | 007-ENTRANCE 10 -MARKETING G02 -OUT GATE G01-MAIN GATE | * |
| | * | | * |
| | (3) (3) (3) (3) | 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:

| | | | | | | VISIT | OR MANAGI | | NT SYS | STEN | Л | | | | |
|--|---------------|-----------------|----------------|-------------------------------------|-------------|------------|------------------------|----------|-----------------------------|---------------|---------|---------|-----------|-------|------|
| Check Com | plete Visi | itor Deta | ils: | | | | | | | | | | | | Home |
| Admin Id: Adm /isitor Report | | | | | | | | | | | | | | | |
| Sign In Visi Visitor Mate | tors erial | y Visitor I | d or by | Sign O | ut Visitors | | Authorised Gates: | | ed Visitors Gate | ¥ | | | | | |
| | Vis | itor Id: | | | | | Visitor Name: | saksham | | | | 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 | | | |
| 2 | 201909161 | Saksham | 54545 | Starlink communcation pvt Ltd | okhla | 9599344026 | saksham@starlink.co.in | Official | 9/16/2019 12:27:00 PM | anil123 | 2320 | Amrit | | | |
| • | | | | | | | | | | | | + | | | |

• Report Set :

Sign in:

| | A | В | С | D | E | F | G | н | I | J | К | L | м |
|---|------------|---|-------------------|----------------|---------|------------|-----------------|----------|----------------|---------------|------------|---------------|--|
| 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.* | Official | 20/09/2019 10: | 08:00 AM | anil123 | going to home | Amrit |
| 3 | 201909202 | Deepak | 44564 | Starlink commu | demo | 9599344026 | deep@starlink. | Official | 20/09/2019 10: | 10:00 AM | anil123 | | manikanta |
| 4 | 201909203 | | DD5D4444 | Starlink comm | demo | | deep@starlink. | | 20/09/2019 10: | 10:00 AM | anil123 | demo | a an |
| E | 3 | the second se | 2 | | 6 | 5 | | | 1 | | 4 | | E |

Sign out:

| | A B | C | D | E | F | G | н | I | J | K | L | м |
|---|---------------------|----------|--------------------|----------|------------|----------------|----------|----------------|----------------|------------|-------------|---------------|
| 1 | VISITOR ID (SITOR) | NAM | NO COMPANY | ADDRESS | CONTACT | EMAIL-ID | PURPOSE | Sign In Time | Sign Out Time | Sign In By | Sign In Byl | REMARKS |
| 2 | 201909171 Deepak | 4 | 4564 Starlink comm | demo | 9599344026 | deep@starlink. | Official | 17/09/2019 11 | 17/09/2019 12 | anil123 | anil123 | 959934402(|
| 3 | 201909172 kamal | 4 | 4564 kamal | kamal | 9599344026 | kamal@starlink | Official | 17/09/2019 12 | 17/09/2019 12 | anil123 | anil123 | 9599344020 |
| 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.com | Official | 18/09/2019 2:4 | 18/09/2019 2:4 | anil123 | anil123 | Okj |
| 6 | 201909183 Deepakuu | y 4 | 4564 Starlink comm | v demo | 9717204652 | deepuu@starlin | Official | 18/09/2019 5:0 | 18/09/2019 5:0 | anil123 | anil123 | 959934402(|
| 7 | 201909184 Deepakm | 4 | 4564 Starlink comm | v demo | 9599344026 | deep@starlink. | Official | 18/09/2019 5:0 | 18/09/2019 5:0 | anil123 | anil123 | Starlink |
| 8 | 201909191 DeepakN | N 4 | 4564 DeepakNN | DeepakNN | 9599344026 | deepNN@star | Official | 19/09/2019 10 | 19/09/2019 10 | anil123 | | going to home |
| 9 | 201909192 DeepakX | X 44564r | DeepakXX | DeepakXX | 9599344026 | deeXp@starlin | Personal | 19/09/2019 10 | 19/09/2019 10 | anil123 | anil123 | going to home |

Unsigned in:

| | A | В | C | D | E | F | G | Н |
|---|--------------|----------------|----------------|-----------------------|-----------------|-------------|--------------|------------------|
| 1 | Visitor Name | isitor Compar | ✓isitor Addres | √isitor Contac | Visitor Sign In | Employee Id | doyee Depart | Visitor Priority |
| 2 | kamalTest | kamalTest | kamalTest | 9599344026 | 17/09/2019 12 | mani123 | DEMO | М |
| 3 | Deepak | Starlink commu | | 9599344026 | 17/09/2019 2:5 | amr123 | MARKETING | L |
| 4 | | | | | | ľ | | |

• **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:

| | Log Out |
|---|----------------------------|
| Welcome Admin To Grant Permission To Users & Employ | ees Home |
| | nin' has got permission to |
| Login Type: EMPLOYE • | pns |
| Login Id: PERMISSION GRANTED | 10101 |
| Gate Master | 101 |
| ✓ Visitor's Request | 00 |
| Employee Request | |
| Create Account | |
| Reports | 1004 |
| Give Permission | |

****THE END****