

VISITOR MANAGEMENT SYSTEM

Boost Security and Simplify Visitor Registration



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Introduction

**Keeping track of visitors is
essential for security and efficiency
in any facility.**

Our Visitor Management System is designed to simplify the registration process while enhancing security.



Whether you manage an office, residential complex or industrial site, this system ensures smooth visitor entry, tracking and reporting with advanced features like barcode scanning as well as detailed visitor logs.



Photo



Visitor Information

Identification No :

970524108596696

Visitor Name :

JANE SMITH

Other Details

Telephone Number :

Vehicle Number :

Vehicle Type :

Visitor Category :

Company :

Gender :

Temperature :

Ethnicity :

Date of Birth :

Visit Details

No. of Visitors :

Purpose of Visit :

Visit Limit (Hrs) :

(Min) :

To Meet (Host) :

Host Information

Name :

Location or Department :

Location Information

Unit No :

Permit No :

Remarks :

Delivery Order :

Additional Information

Fever YES NO

Sore Throat YES NO

Dry Cough YES NO

Runny Nose YES NO

Shortness Of Breath YES NO

Body Ache YES NO

Travelled Overseas Last (14 days) YES NO

Contact With Person With Covid-19 YES NO

Recovered From Covid-19 YES NO

Covid-19 Test Done YES NO

**Main registration form with support for Scanner and manual entry.
Updated with health declaration and temperature recording fields.**



Why Choose Us?



Fast Registration

Register visitors quickly using a Passport Scanner or Manual Entry



Enhanced Security

Track visitors with a Searchable Database, Check-in/out Logs and Photo Storage



Barcode Passes

Generate Barcode Passes for Individuals and Vehicles for seamless check-out with barcode readers



User-Friendly Interface

Simple to use, with Admin and Standard User Access levels



Customizable Reports and Alerts

Get Visitor History, Overstay Alerts, Blacklisted Visitors and Movement Tracking



Features & Benefits



Easy Installation & Setup



Multiple Registration Options

- Passport scanning or manual entry



Low-Cost Passport Scanning

- Use any A4 scanner for passport & driver's license OCR scanning



Visitor Photo Capture

- Use an optional webcam for manual photo updates



Overstay Alerts & Blacklist Warnings

- Ensure security & visitor control



User Access Management

- Assign admin & standard user rights



Database Backup & Restore

- Secure your visitor data with easy backup options



Visitor History & Reporting

- Generate detailed visitor logs



Export Reports to CSV & PDF

- Easy data sharing and analysis



Repair & Compact Database

- Maintain system efficiency



Features & Benefits



Data Security with Encrypted Database

- High-level encryption to protect visitor data



Separate Screens for Front Desk & Admin Users

- Designed for efficient visitor handling



Hide Sensitive Fields & Mask ID Numbers

- Enhanced privacy protection



Admin Password & Limited Access User

Password

- Secure user authentication



Barcode Scanning & Passes

- Generate and scan barcode passes for visitors and vehicles



Powerful Form Designer

- Customize visitor passes with logos and formats



Issue Permanent Passes

- Ideal for frequent visitors such as maids or maintenance personnel



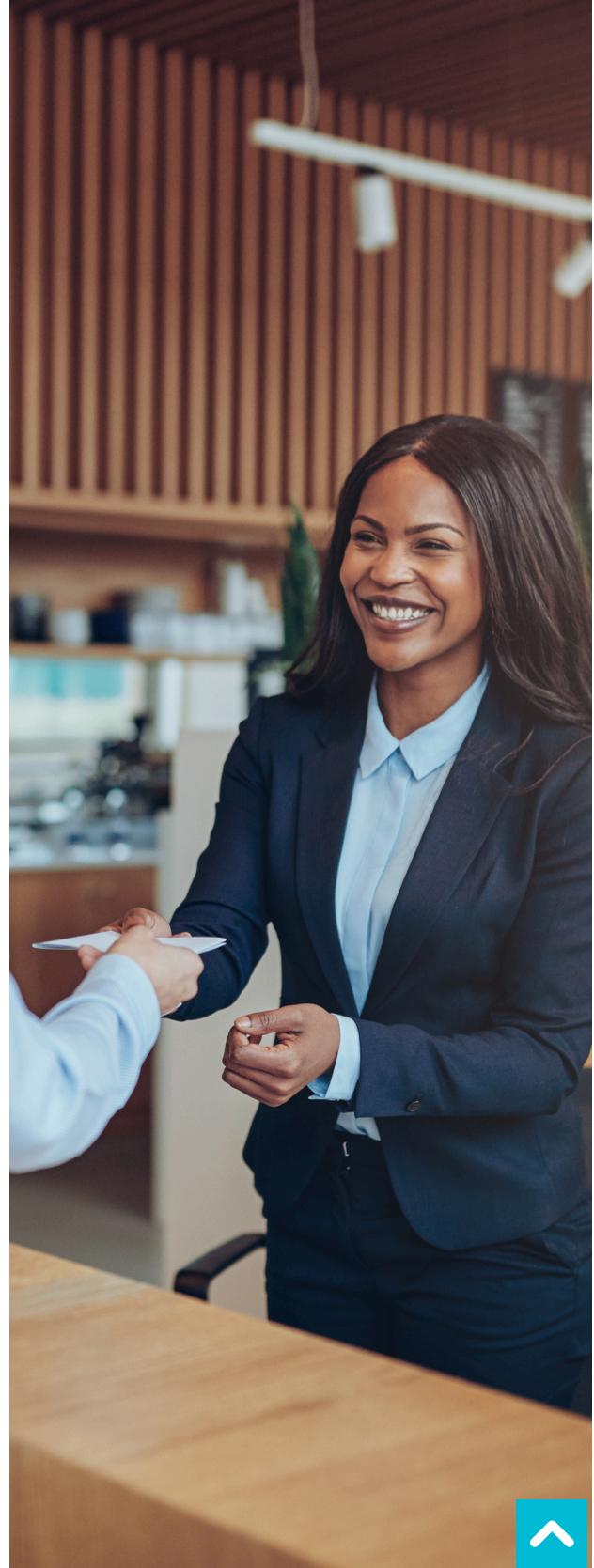
Filter Reports by Date, Category & Active Visitors

- Quick access to relevant records



Limit Visitor Duration

- Set restrictions on visitor stay times



Device Integration



Passport Scanner

Use any A4 size scanner such as a 3-in-1 printer scanner to scan in details from passport or driver license. The software has an OCR module to find relevant information from the documents and fill in fields in the Visitor Management System.

Optional



Barcode Reader

Use USB barcode reader and scan in Visitor Passes with pre-printed barcode upon check in. Scan the barcode on the visitor pass upon to check out the call up visitor information quickly.

Optional



Webcam

Use a web capture to capture Visitor Photo for manual entry or to update photos.

Optional



System Overview

Managing visitors efficiently is essential for maintaining security and smooth operations in any facility.

Our system offers a seamless experience with an intuitive interface that allows quick visitor registration, tracking and reporting.



Key Modules & Functionalities



Admin Screen

Manage visitor records, generate reports, track movements and manage users.

Reports & Analytics
Filter visitor history by date, location, category and company.



Guard Screen

Quick visitor check-in, barcode scanning, alerts for overstaying visitors.

Customizable Design
Modify visitor forms, badges and passes with logos and custom fields.





Admin Screen

The screenshot displays the 'Easy Visitor Management System' Admin Screen. On the left, a sidebar allows filtering by Date, Visitor Category, Location, and Company. The main area shows two charts: 'Incoming Visitors By Time Of Day' and 'Outgoing Visitors By Time Of Day'. To the right, a 'Visitors' window shows a list of visitors with columns for Name, Pass, and Category. A preview window shows a photo of a visitor and details like 'Pre registered' and 'Identification'. A separate 'Admin Visitor Log Report' window shows a table of visitor log entries with columns for Time In, Time Out, Visitor Name, and Value Name.

Admin screen

- access using the Admin Username and Password
- filter data by Visitor Category, Location, Company or Dates
- generate reports and charts to view Visitor History, Movement and other information

The screenshot shows the main Admin Screen of the 'Easy Visitor Management System'. The sidebar allows filtering by Date, Visitor Category, Location, and Company. The main area displays a table of visitor check-in and check-out records. To the right, a 'Visitor Details' window shows a photo of a visitor and details like 'Pre registered', 'Visitor Blacklisted', 'Identification', 'Name', 'Gender', 'Address', 'Remarks', and 'Pass'. Buttons for 'Delete Visit Details', 'Address', 'Details', 'Remarks', and 'Pass' are also visible.

Main admin screen

- Search Database
- Manage Users
- Produce Reports
- System Functions
- Generate Barcodes
- Pre-Registered Pass



Guard Screen

Guard module

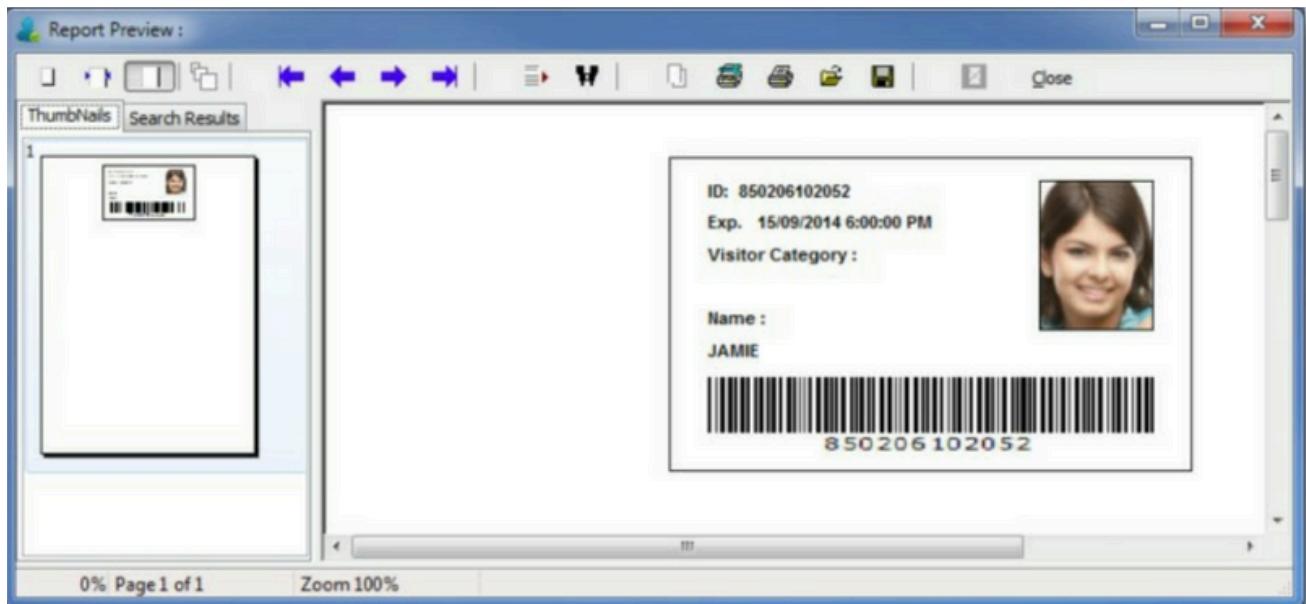
- access using Standard User login
- register visitor manually or scanned from passport
- information about current visitors on premise
- overstay visitor alert available on the guard screen





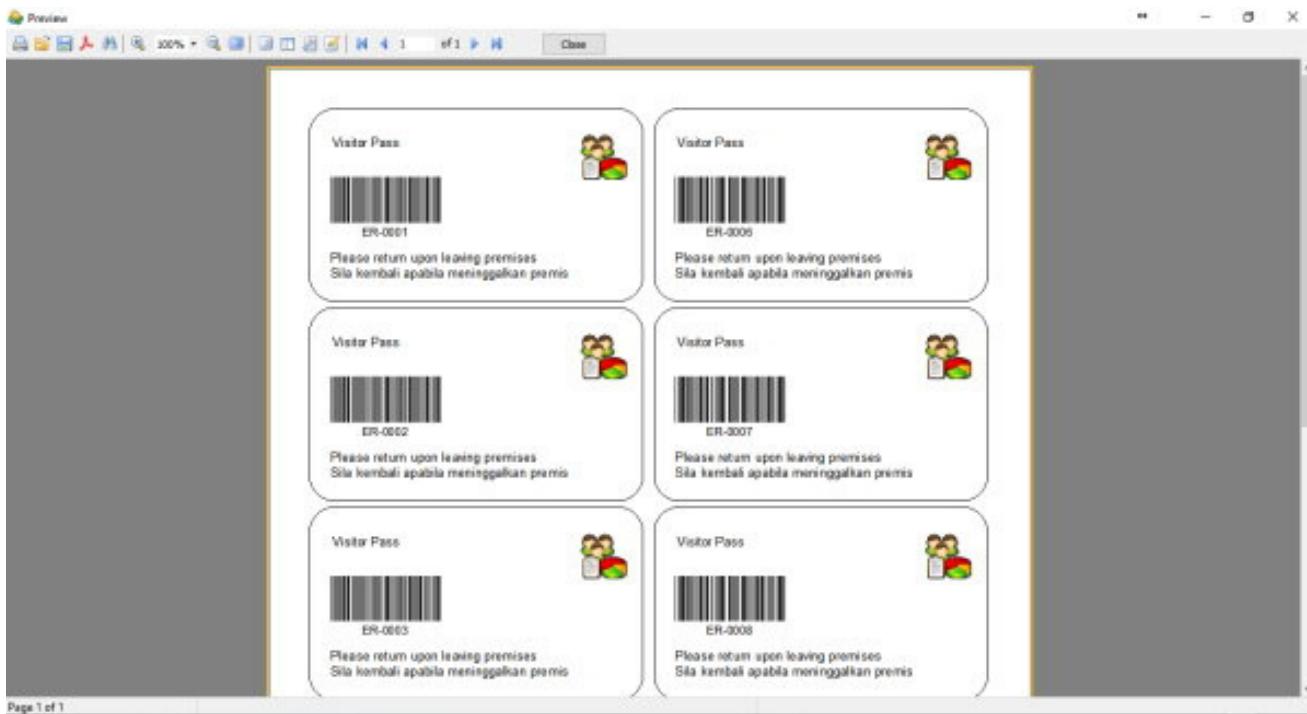
Built in Login System and User Management

- give users rights as Administrators or Standard users



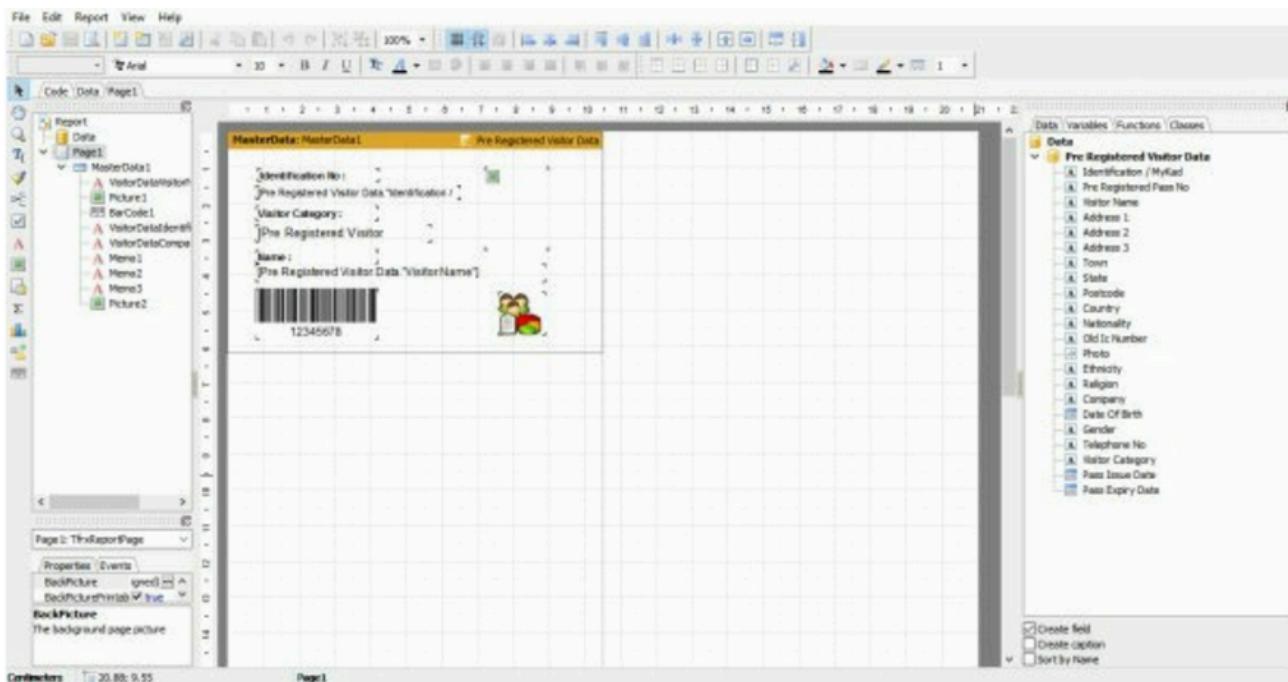
Issue Permanent Barcode Pass

- for frequent visitors



Form Designer

- customize Visitor Forms, Badges and Passes
- modify template and add logo to data for each visitor



Preprint Barcode Badges with Serial Number

- issue to visitors upon arrival
- scan barcode for tracking
- scan barcode to check out visitor

System Requirements

- **OS:** Windows 7 / 8 / 10 / 11 (32-bit or 64-bit)
- **RAM:** 2GB
- **Storage:** 500GB HDD
- **Display:** HD Monitor (1366x768 resolution)
- **USB Ports:** Optional for scanner, webcam and barcode reader
- **Printer:** Optional for printing visitor passes and reports





Contact Us

Secure Your Premises with our
Advanced Visitor Management System!

Contact us today to learn more!



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Find Out More for additional details, features and updates

[Visit Our Website](http://new.com.sg)

