

# 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.

**VISITOR REGISTRATION**



Photo

**FIRST TIME VISITOR**

Blacklist Remarks :

**Visitor Information**

**Identification No :**  
970524108596696

**Visitor Name :**  
JANE SMITH

Gender : **FEMALE** Temperature : **37**

Ethnicity : Date of Birth : **24/05/1997**

Citizenship :

Document Type : ID Expiry Date : / /

**Visitor Address**

NO 67 TAMAN SENTOSA

Town : MELAKA

Postcode : 75120 State : MELAKA

Country : MALAYSIA

**Other Details**

Telephone Number : 01255596696 Vehicle Number : TWY1912 Vehicle Type :

Visitor Category : GUEST Company :

Pre-Registered Pass Number :

**Visit Details**

No. of Visitors : 1 Purpose of Visit : Visit Limit (Hrs) (Min)

To Meet (Host) : ADMIN **Host Information** Name : Admin

Location or Department : A-2 **Location Information**

Unit No : A12

Permit No : Delivery Order :

Remarks :

**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

**REGISTER VISITOR**

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

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## 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.

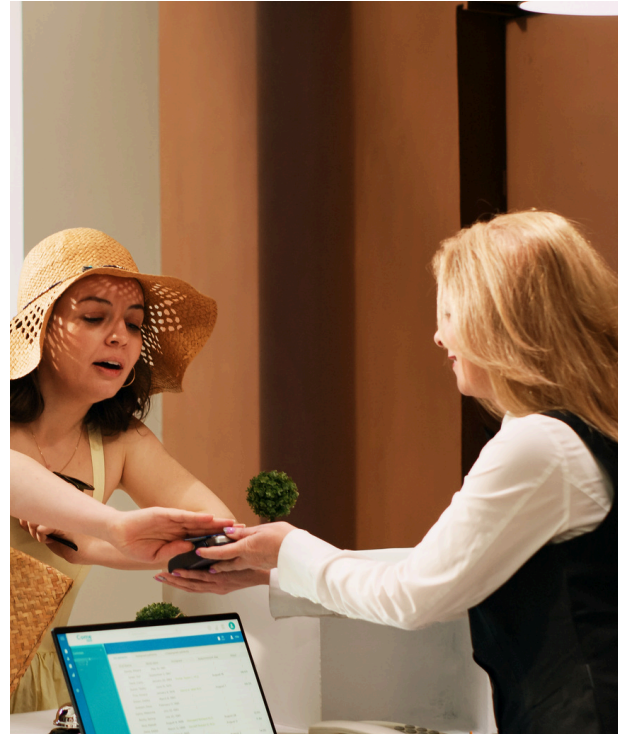
Optional





# 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.





- **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**

- Search Database
- Produce Reports
- Generate Barcodes
- Manage Users
- System Functions



# Guard Screen

Easy Visitor Management System

Application Bahasa

01:15:54  
Wednesday, March 29, 2017

Visitor Check In Print Visit Slip Print Badge Scan In/Out Barcode [F1] Visitor Check Out

Document Type :  
Identification No : 2534589666  
Pass No : 33

Visitor Name :  
JAMES  
Company :  
Gender :  
Male  
Ethnicity :  
Vehicle Number :  
Visitor Category :  
CARD RUNAH  
Remarks :

Visitors Checked In: Invited Visitor Visitors Checked Out

Check In Time	Wait Expiry	Visitor Name	Company	No Of Visitors	Pass Number	Visitor Category
28/03/2017 1:15:42 AM	29/03/2017	ANGELINE		1	65	VISITOR
28/03/2017 1:14:52 AM	29/03/2017	JAMES		1	11	CARD RUNAH
28/03/2017 1:12:21 AM		JUDY		1	23	

Visitors Registered : 3 Local Mode Site : GENHOME - GSPROG

Visitor Check Out

12:44:25

Visitor Name :  
JAMIE  
MyKad / Passport / Identification Number :  
850206102052  
Pass Number :  
1252  
Vehicle No :  
Check In Remarks :  
Check Out Remarks :  
Visit Rating :  
☒ Good ☐ Problem  
Check Out Cancel

Report Review

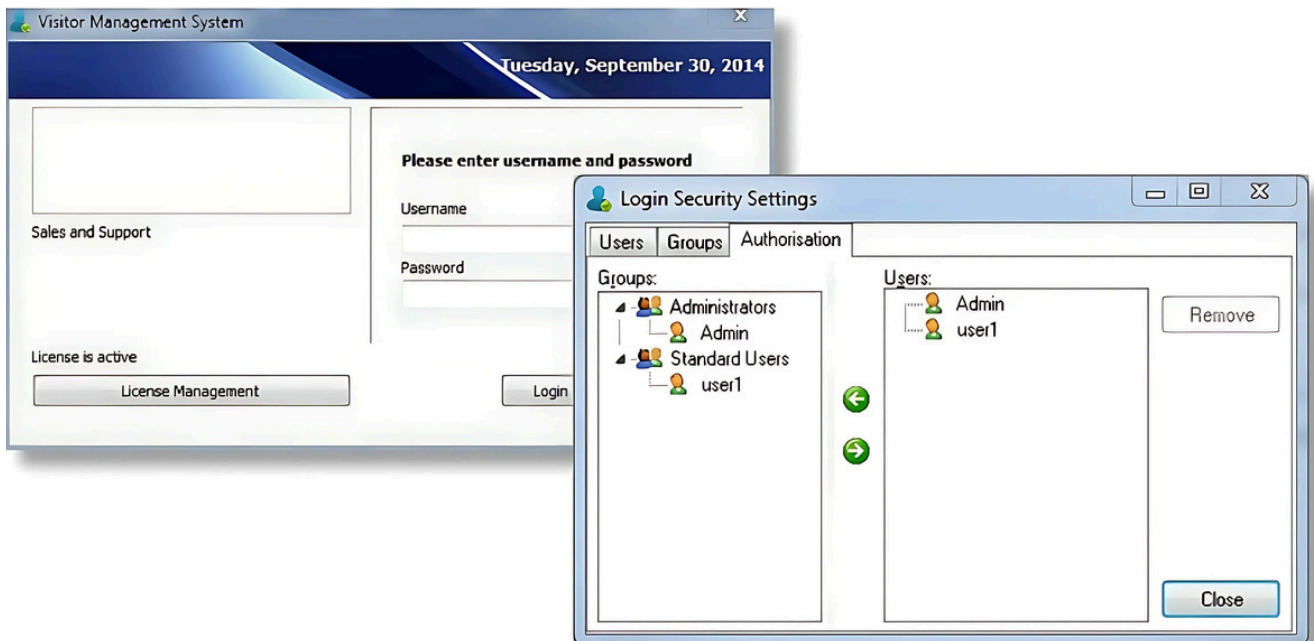
Visitor Information Form

Reference Id : 2  
Name : JAMIE  
Id No : 850206102052  
Gender : FEMALE Ethnicity :  
Vehicle :  
Person To Meet :  
Location :  
Purpose of Visit :  
Time In : 07/09/2014 2:08:11 PM  
Time Out :  
Visitor's Signature :  
06/09/2014 12:43:44 PM  
Authorized Signature :  
ddm

## Guard module

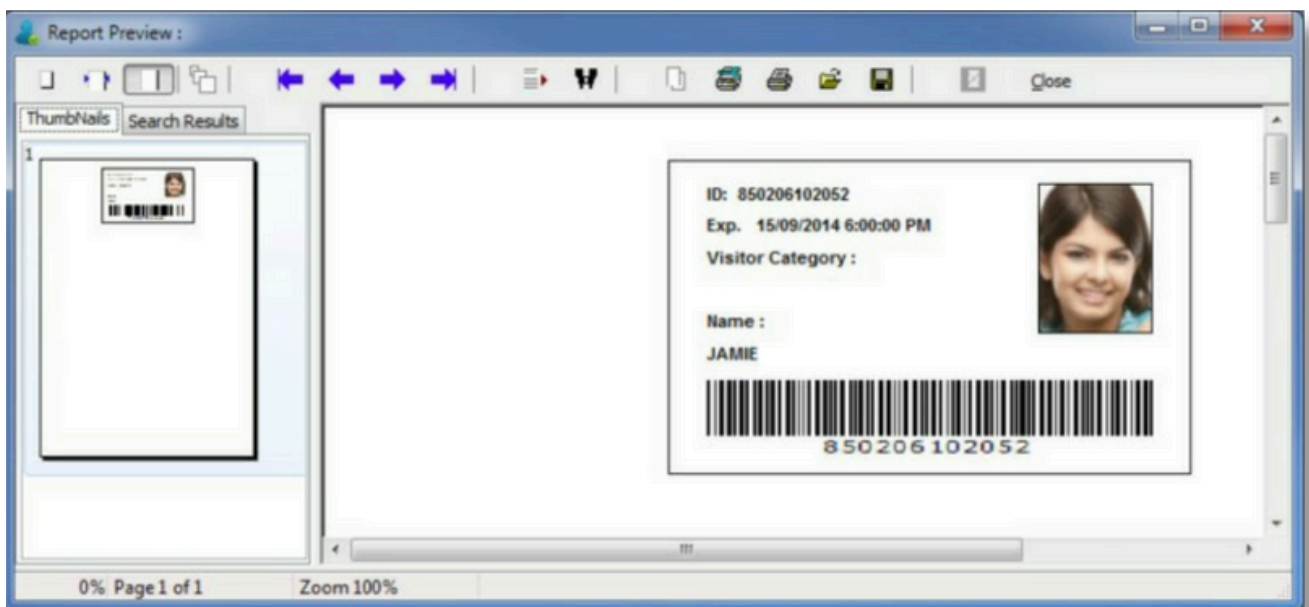
- access using Standard User login
- register visitor manually or scanned from passport
- information about current visitors on premise
- overstay visitor alert available on the guard screen





## Built in Login System and User Management

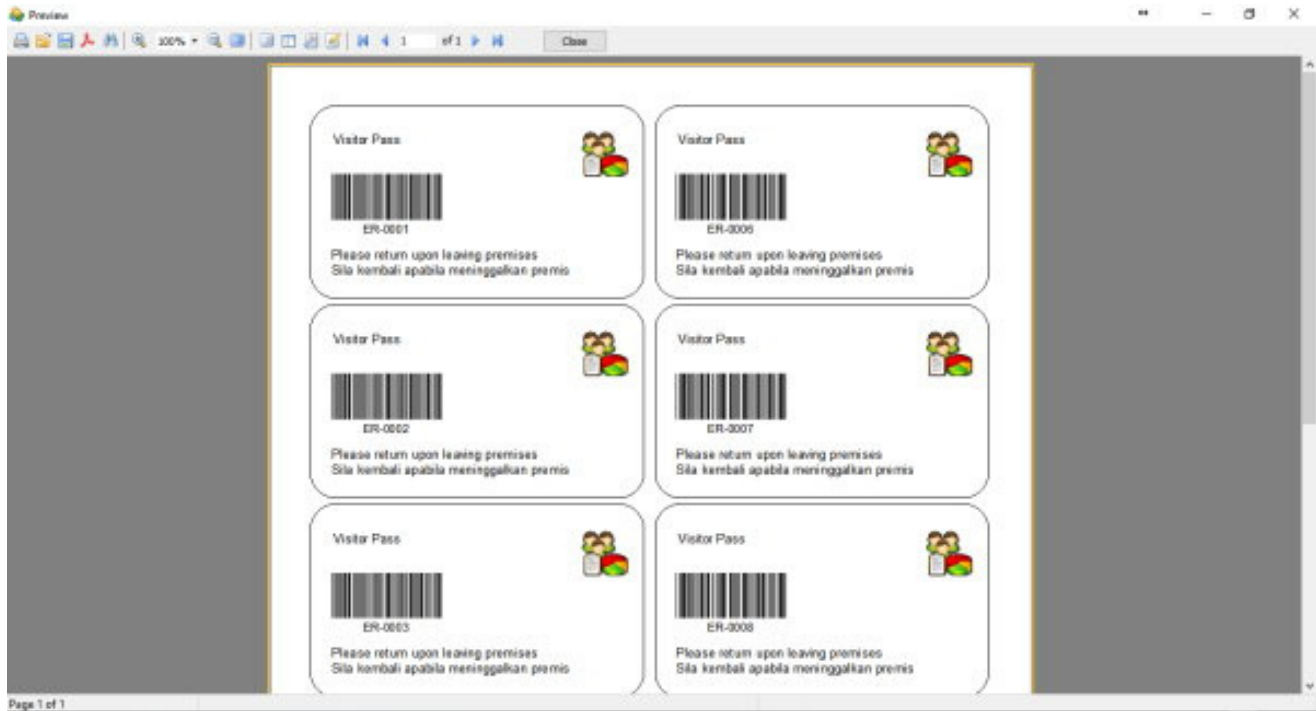
- give users rights as Administrators or Standard users



## Issue Permanent Barcode Pass

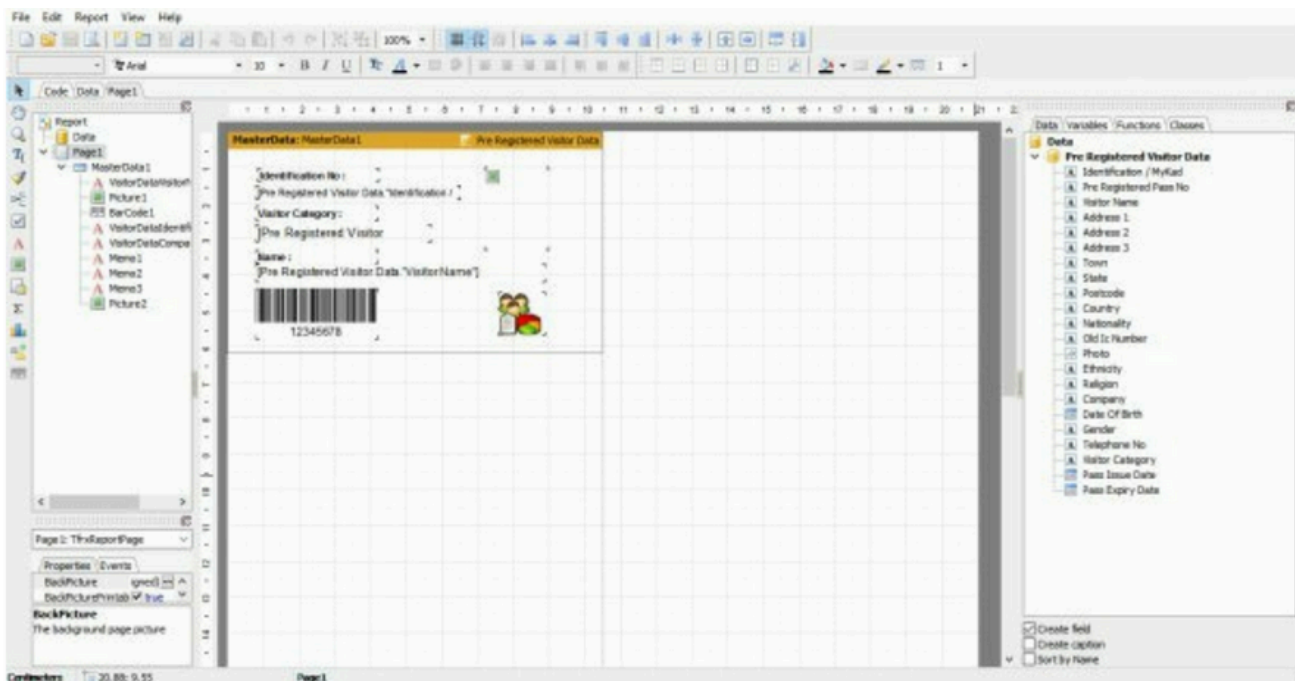
- for frequent visitors





## 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**

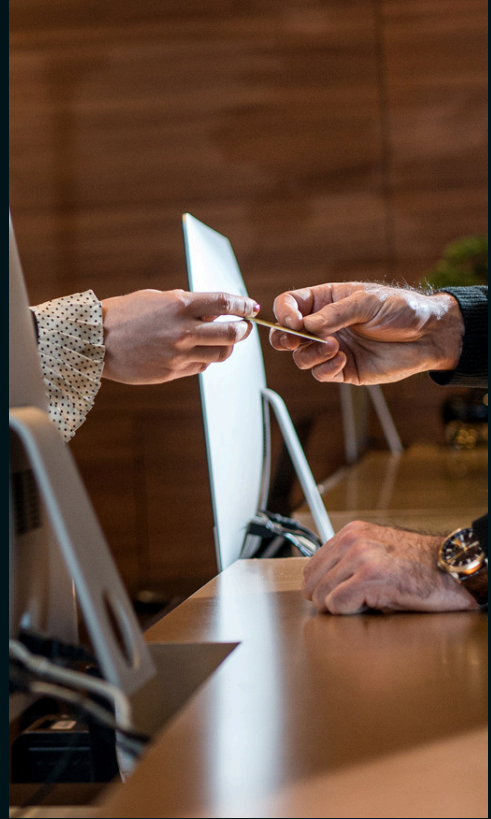




# Contact Us

**Secure Your Premises with our  
Advanced Visitor Management System!**

**Contact us today to learn more!**



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