

A Mini Project Synopsis on
VISITOR MANAGEMENT SYSTEM

S.E. - I.T Engineering

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CERTIFICATE

This to certify that the Mini Project report on **Visitor Management System** has been submitted by Harsh Mavadiya (21104047), Sumit Mesta (21104069), Arpit Kumble (21104017) and Atharva Kanase (21104061) who are a Bonafede students of A. P. Shah Institute of Technology, Thane, Mumbai, as a partial fulfillment of the requirement for the degree in **Information Technology**, during the academic year **2022-2023** in the satisfactory manner as per the curriculum laid down by University of Mumbai.

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CHAPTER 1

Introduction

1.1 Purpose

The Purpose of this project is to make an easy & affordable solution for record keeping for small scale offices of working private individuals.

Visitor management is any process that helps an organization keep track of the people that visit their location. Policies can vary by organization, facility type, industry, or geographic location.

For some organizations, simply collecting the visitor's name is sufficient, but others have higher security requirements—like badges, legal documents, employee escorts, and more.

Visitor management systems are tools that help organizations create or carry out their visitor management policies. As companies realize the value of visitor management, many are upgrading from the paper and pen sign-in sheet to a digital visitor management system that can help them do much more.

1.2 Objectives

Visitors come into your organization for a reason. Whether they are there to repair the window or meet with a top-level executive, a visitor has a mission upon entering. Your VMS is in place to help them move past the awkwardness of an unfamiliar location as quickly as possible.

Quickly identifies guests: The first order of business when a guest arrives is to find out who they are and what their purpose is. This information is imperative for ensuring that the proper procedures are followed for that visitor. Depending on the location, the guest may be required to complete a registration form either on paper or with an iPad receptionist. This may be reviewed by a person or simply logged in a database.

Connects guests with hosts: One of the main objectives of a visitor management system is to help visitors connect with whomever they are meeting. How this is done may depend on the visitor's purpose. Sometimes a receptionist places a phone call to the host and the host meets the guest in the lobby or pages the host. Other times, the guest is escorted to the host. Some electronic visitor registrations contact the host automatically via the host's preferred method. Either way, the sooner the guest and host connect, the sooner they can get on with their business.

1.3 Scope

Visitor management is extremely useful in professional settings. Many corporate offices welcome numerous visitors on a daily basis, making it difficult to keep track of individual guests.

A high-quality visitor management solution can help a company: Manage various facilities from a central location Import lists of prohibited guests (watch-lists) Include safety waivers and NDAs upon sign-in Check vaccination status or monitor negative COVID-19 test results In schools, creating a safe learning environment for children is top priority.

Visitor management is essential in preventing school violence by: Processing guests at the entrance to ensure they are allowed to be on-site before they gain access to the building

Scanning visitors against pre-installed “watch lists”

Integrating with student information systems to confirm a visitor is really there to see a student

Many visitor management solutions are designed with child safety in mind, making it ideal for kindergartens, nurseries & preschools.

They offer features such as:

Downloading and monitoring sexual predator registries.

Importing custody lists to ensure a child is only released to the appropriate parent or guardian.

2. Problem Definition

In today's fast-paced digital world, nobody has time to stand in a long queue waiting for their turn to sign up as visitors by providing details to the lady or guy at the reception desk. Often the experience is cumbersome for the visitors. If you really want to understand your visitor management, then walk through the entire process, and you'll see how complicated it is when the footfall is heavy.

You can quickly resolve this issue by investing in a digital visitor management system. It involves an iPad on the reception; the user has to fill in their details, and a notification will be sent to the host that they have to meet someone in the lobby. Digital forms are way faster than the traditional pen-and-paper registry entry.

Almost every company is obsessed with offering the best visitor experience; it has become a new element of competition between businesses and plays an integral role in acquisition & retention. But, your conventional visitor management mechanism is unable to deliver that. This is why we recommend you to install a visitor management system. It streamlines the entire visitor registration process; this means the staff at the front desk can focus on aspects to deliver an exceptional experience. When the visitor has signed-in using the iPad, a notification will be sent to the host to meet their visitor rather than the lady at the front desk tracking the employee's whereabouts.

Paper logbooks have two major security troubles. First, the amount of information obtained from the visitor is quite limited to verifying their identities. Secondly, there is data privacy. A logbook contains all the sensitive information that can be accessed anytime by anyone in your staff. Moreover, the logbooks have higher odds of getting misplaced. But, when you have a digital visitor management system, you don't have to worry as it provides more security & privacy compared to traditional visitor logbooks. Some features of VMS include:

Visitor badges to prevent unauthorized access to restricted areas.

Visitor pre-registration to save time

.Custom fields in the digital visitor registration form.

The information of visitors can be accessed from a dedicated dashboard only by authorized personnel.

3. Proposed System

A digital solution that allows organisations to streamline and automate their visitor management process, using technology to monitor, track, and record visitor information. A visitor management system that allows organizations to streamline the visitor management process through pre-registration, ID verification, visitor identification with badges, and customizable notifications for hosts and security. Companies can collect accurate data and track visitor information to ensure employee safety, increase facility security and meet compliance requirements for regulated industries..

3.1. Features & Functionality

Prebook Visitors - For organisations that regularly host events and conferences on-site, the pre-booking feature allows visitors and guests to pre-register their attendance prior to arriving, effectively reducing their check-in time from a 1-2 minute process down to a couple of seconds. With some simple configuration, Visitor Management solutions can be designed to request unique reference numbers as the final stage of a check-in process, making the check-in process even easier.

Customised digital badges - The final stage of a Visitor Management solutions check-in process is the badge printing. Regardless of whether a visitor pre-registers or completes the check-in on arrival, customised ID badges can be printed in seconds as part of a modern Visitor Management solution. In some cases where Access Control integrations have been made, ID badges can be scanned at control points to gain access to zones that have been configured to grant authorisation.

User Friendly - While basic Visitor Management solutions allow for quick check-in experiences, great Visitor Management solutions offer additional complex system functionalities without compromising the User Interface (UI). Integrating brand logos and colour schemes into the front-end of a Visitor Management solution can speak volumes when assessing the brand enhancing effects of a unique first impression for visitors. Additionally, as the first point-of-contact new arrivals on site, workflows should provide simple, fast and efficient User Experiences (UX), this can be achieved by integrating multiple language options for different solution deployment locations, catering to visitors of different nationalities.

Visitor Photo Capture- Capturing the guest images allows you to place a face on a visitor. The stored photos also come in handy if someone forges credentials to access the premises.

4. Project Outcomes

Visitor check-in - Different kinds of visitors come to your organization, so you need to determine the type of visitor you are handling as they sign in.

One easy way to sort the guests is using their smartphone or a self-service kiosk. They will key in their names, purpose of visit, contact details, host, and complete any other visitor information your company might need.

At this point, it helps to think about safety by using Visitor management system that reduces the need for employee interaction with guests.

Similarly, incorporate temperature scanning to prevent guests with high temperatures from accessing the premises, reducing chances of disease spread.

Additional security measures you can take include:

- Visitor photos
- Electronic signatures
- Visitor badges

Visitor is checked out - The check-out process is as crucial as check-in. The software should be robust enough to record who is on the premises, the amount of time they spent in the building, what locations they visited, and what time they left.

Depending on your visitor management system, during the check-in process, you may be able to:

- Capture Visitor photos
- Collect E- Signatures on NDAs or other legal documents
- Print visitor badges

- Have your access control system give certain visitors the ability to open select doors

During the visit, you can:

- Send text messages back to visitors, for example, links to job applications or exit surveys
- Send emergency notifications to all employees and visitors. And, track who has been marked safe and who first responders may need to search for.

5. Software Requirements -

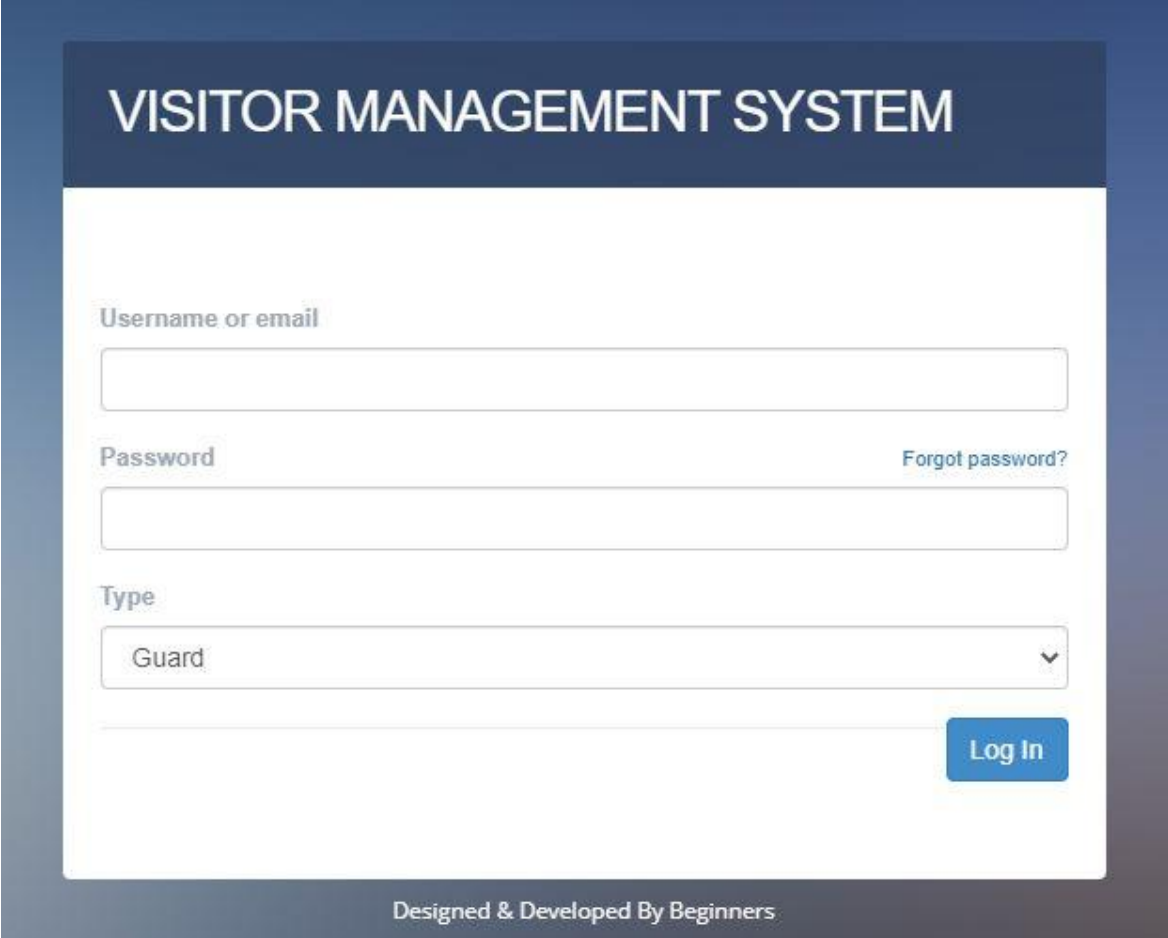
HTML, CSS & JAVASCRIPT has been used to create USER INTERFACE.

JAVA has been used to make SYSTEM COMPONENT.

SQL has been used for DATA STORAGE.

6. Project Design -

LOGIN PAGE:



The image shows a login page for a 'VISITOR MANAGEMENT SYSTEM'. The page has a dark blue header with the title in white. Below the header is a white login form with three input fields: 'Username or email', 'Password', and 'Type'. The 'Type' field is a dropdown menu currently showing 'Guard'. To the right of the 'Password' field is a link for 'Forgot password?'. A blue 'Log In' button is located at the bottom right of the form. At the very bottom of the page, there is a footer that reads 'Designed & Developed By Beginners'.

VISITOR MANAGEMENT SYSTEM

Username or email

Password [Forgot password?](#)

Type

Guard

Log In

Designed & Developed By Beginners

Fig 6.1

ADMIN INTERFACE:

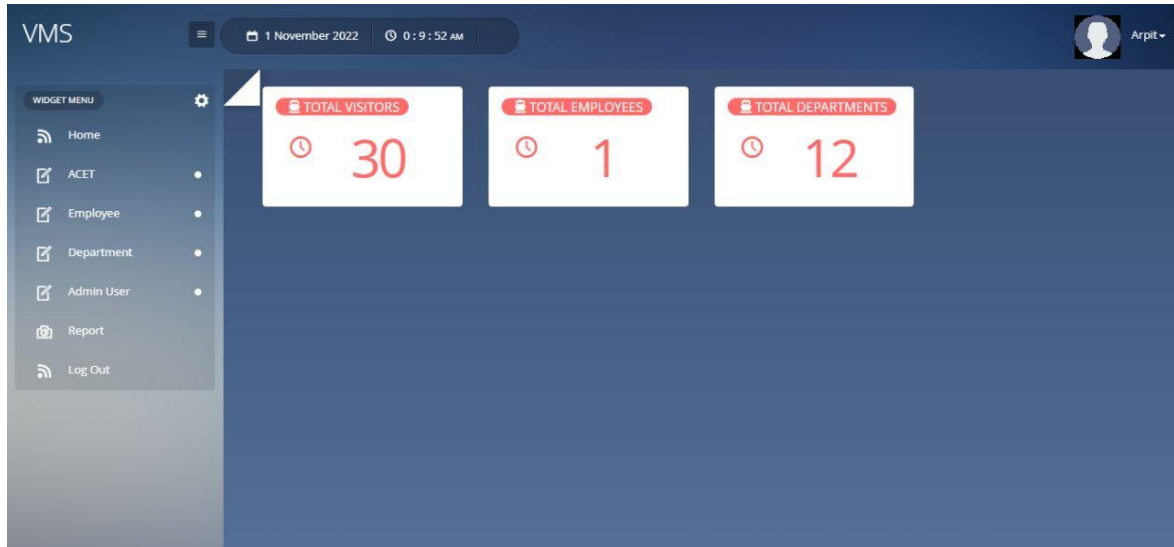


Fig 6.2

EMPLOYEE RECORDS:

The screenshot displays the VMS Admin Interface showing the Employee Records table. The table has the following columns: Name, Gender, Age, Phone, E-mail, and Department. The data rows are:

Name	Gender	Age	Phone	E-mail	Department
Akash Gupta	Male	21	876145928	akash55@gmail.com	CSE
Jeevan Kartik	Male	19	851988552	jeevan432@gmail.com	MAIN OFFICE

The sidebar menu includes options: Home, ACET, Employee, Add, View, Edit, Delete, Department, Admin User, Report, and Log Out. The top header shows the date "1 November 2022" and the time "0:9:52 AM".

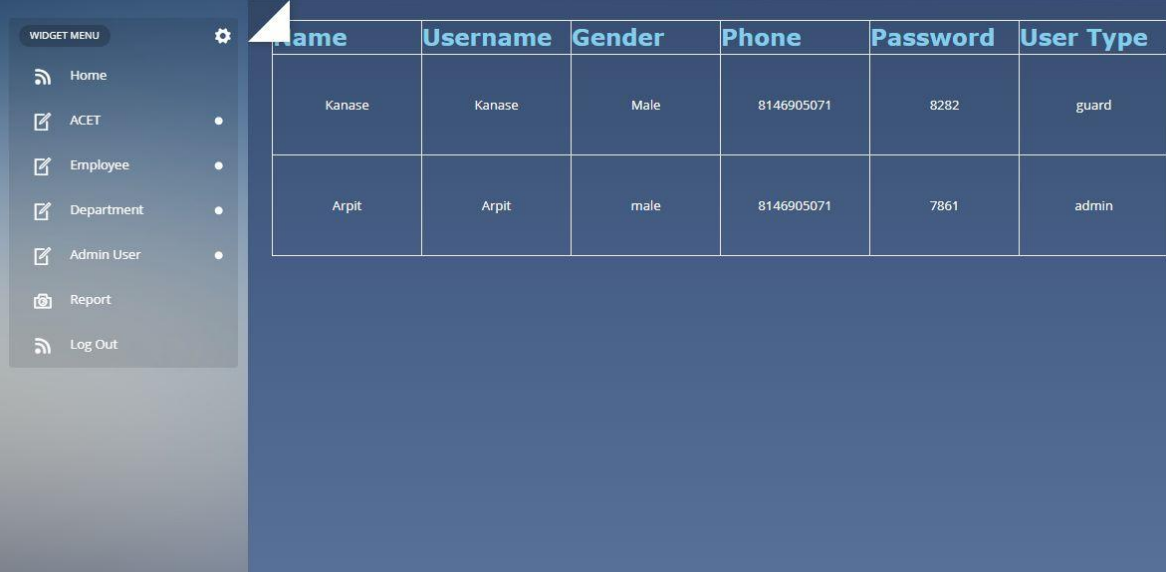
Fig 6.3

DEPARTMENT RECORDS:



Fig 6.4

ADMIN LOGIN:



The screenshot displays the Admin Login interface. On the left is a 'WIDGET MENU' with options: Home, ACET, Employee, Department, Admin User, Report, and Log Out. The main area features a table with the following data:

Name	Username	Gender	Phone	Password	User Type
Kanase	Kanase	Male	8146905071	8282	guard
Arpit	Arpit	male	8146905071	7861	admin

Fig 6.5

GUARD INTERFACE:

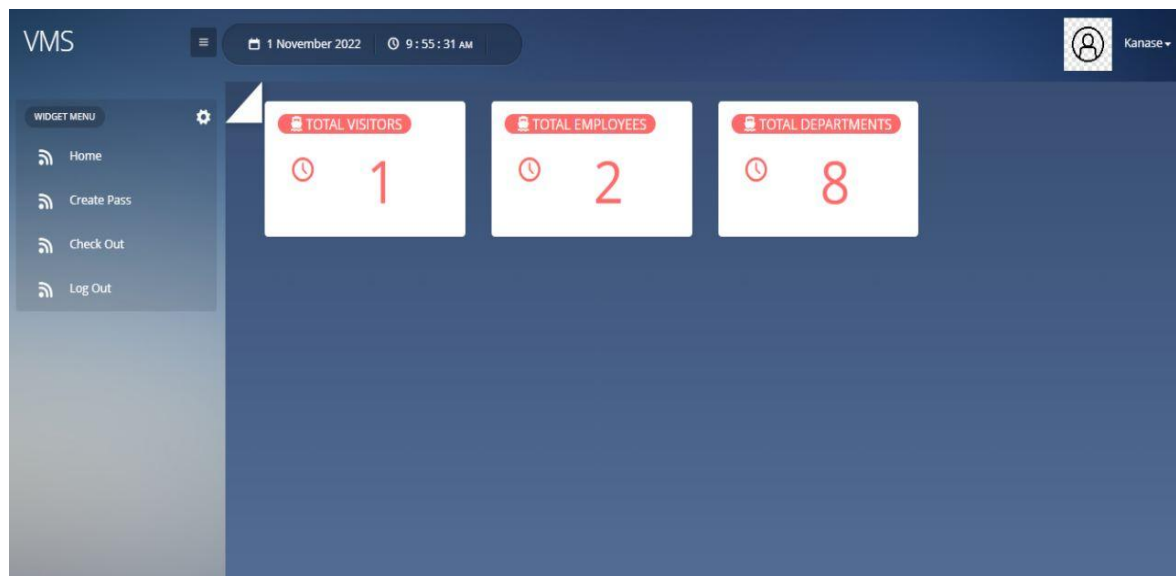


Fig 6.6

7. Conclusion -

There are several risks associated with outdated and mismanaged visitor management systems. Compliance issues or security lapses due to an outdated platform can cost a fortune. It is time to rethink the whole process and consider the visitor management system as a priority.

A competent visitor management system enhances compliance in establishing error-free communication between the front desk employees and security staff. Furthermore, it helps your organization in offering enhanced security and hospitality.