

VisitHub Visitor Management System – Key Features

1. Visitor Registration & Check-In

- **Pre-Registration:** Hosts can pre-register visitors via web or mobile app.
 - **Walk-in Registration:** Quick self-service or receptionist-based entry.
 - **QR Code / OTP Check-In:** Visitors receive digital QR or OTP for instant entry.
 - **ID / Passport Scan:** Auto-capture visitor details using OCR or document scanner.
 - **Face Recognition / Biometric Check-In:** AI-based identity verification for secure and contactless access.
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2. Authentication & Access Control

- **Integration with Access Control System:** Automatically trigger door/turnstile access upon approval.
 - **Badge Printing:** Instant badge or RFID card printing with visitor name, photo, and purpose.
 - **Visitor Categories:** Manage types (e.g., contractor, vendor, guest, VIP).
 - **Blacklist / Watchlist Management:** Restrict unauthorized or flagged individuals.
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3. Host & Visitor Notification

- **Host Alerts:** Instant email/SMS/WhatsApp notifications to host upon visitor arrival.
 - **Visitor Notifications:** Pre-arrival confirmation, visit reminders, and post-visit thank-you messages.
 - **Automated Approval Workflows:** Host or admin can approve/reject visits digitally.
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4. Security & Compliance

- **Photo Capture:** Capture visitor's live photo at check-in for recordkeeping.
- **NDA's & Digital Signature:** Capture visitor signatures and agreements on tablet or kiosk.
- **Health & Safety Checks:** Optional questionnaire or temperature integration.

- **Emergency Evacuation List:** Real-time visitor list for safety management.
 - **Audit Trail & Activity Logs:** Full visit history with timestamps and entry/exit logs.
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5. User Interface & Experience

- **Self-Service Kiosk Mode:** Touchscreen kiosk or tablet check-in.
 - **Multi-Language Support:** Configurable UI for multiple languages.
 - **Custom Branding:** Add logo, color themes, and custom messages.
 - **Responsive Web Portal:** Accessible from PC, tablet, or mobile.
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6. Analytics & Reporting

- **Real-Time Dashboard:** Monitor current visitors, hosts, and occupancy.
 - **Visitor Trends & Statistics:** Daily/weekly/monthly visit summaries.
 - **Exportable Reports:** CSV, Excel, or PDF formats for audits.
 - **Custom Filters:** Filter by department, time period, visitor type, or location.
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7. Check-out Process

- Quick check-out via QR scan or receptionist software.
 - Auto check-out after business hours (configurable).
 - Track total time spent within premises.
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8. Meeting Room Integration Features

- Staff can book the meeting for the known visitors.
 - External visitor details can be registered while booking the meeting.
 - Meeting approval option.
 - QR code sent to external visitor for easy check in and check out process.
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9. Material Entry/Exit Features

- Contractor Registration portal.
 - Verified contractor can add the material entry process to the particular company.
 - Security can verify the materials through QR code once contractor vehicle enters the premises.
 - Internal staff can enter material exit process and verified by security through QR code .
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10. Integrations & API

- **Access Control Systems:** HID, ZKTeco, Suprema, Matrix, etc.
 - **HR / Employee Database:** Sync host details and employee directory.
 - **Calendar Integration:** Outlook / Google Calendar for scheduling.
 - **Notification Platforms:** Email, SMS gateway, WhatsApp Business API.
 - **Webhooks & REST APIs:** Seamless integration with third-party systems.
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11. Multi-Site & Cloud Management

- **Centralized Control:** Manage multiple sites from one dashboard.
 - **Cloud-Based Platform:** Secure hosting with auto-updates and backups.
 - **Role-Based Access Control:** Define user roles (Admin, Security, Receptionist, Host).
 - **Data Synchronization:** Real-time data sharing across all locations.
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12. Advanced AI Features (Optional)

- **Face Recognition Entry:** Instant match with employee/visitor database.
 - **Crowd Detection:** Detect multiple visitors simultaneously.
 - **Anti-Spoofing:** Liveness detection to prevent photo/video spoofing.
 - **Behavioral Analytics:** Monitor unusual visit patterns for security alerts.
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13. Hardware Compatibility

- Kiosk Terminals & Touch Displays
- QR/Barcode Scanners
- Badge Printers
- Access Control Readers (RFID, Biometric, Face)
- CCTV / Surveillance Integration

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