



Abstract

VISITOR MANAGEMENT SYSTEM

Documentation

**ABSTRACT** – This report is mainly discussed about the design and develop the Visitor Management System (VMS) as an application that utilized the smart card advantages in huge corporate company or a small office. This application is mainly focused on achieving an affordable VMS in which aim to improve the existing visitor registration and information management activities. In fact, VMS replaces the manual recording of visitor information during visitor registration by using this application. For the sake of safety, we should keep track of all those who visit your premises. Visitor management system records the visitant details in the database to maintain records of all the people who visited the builing.by stacking information, a Visitor Management System can record the usage of the facilities by specific visitors and offer documentation of visitors. Modern visitor management system enables the operator to know the total visitors inside the premises replacing with the old technique of manually entering all the visitor’s details by automating the entire process. On the time of registration, the Visitors are provided access which indicates area to which the Visitors should access. System also has inbuilt facility to indicate or investigate previous visits made by the visitor which increases authentication of visitors.

**INTRODUCTION** :   
The System shall support a Visitor Management System(VMS) to allow the user to track visitors, employees, assets and deliveries as they enter and exit the facilities. The system shall reduce visitor queues by automatically processing multiple visitors simultaneously at one station. The system shall support printing of custom designed visitor & digital passes with expiration date, visit area, host being visited, and visit purpose. In addition, the VMS shall allow the user to keep track of contractors and consultant time sheets, track which Employees have regular personal Visitor, secure Visitor Log , clearly identify Visitors by category to restrict access to vulnerable goods and information, generate end-off day reports to ensure regulatory compliance.   
  
**OVERVIEW**: The proposed system consists of 3 panels: Visitor, Employee, Admin. The visitor(s) have to register themselves. Once registered, they need to be verified or else admin can add them. After that visitor can check in, if particular employee is inside the campus. Suppose if the visitor wants to book an employee they can check and book the employee for future visits. From the employee side, he/she can login and see the list of visitors who have registered them. Further he/she can decide to accept/reject the request. From the administrator side, the admin can add Visitor, Employee, another Admin to the system. Then from the admin side, the admin can block an employee or visitor from accessing the system.   
**Workflow**:   
Host creates the invite via his employee login/admin panel → A SMS and an email is sent to the visitor with an invite code and web link to capture visit related information.

* Visitor opens a web page by clicking the shared link and answers the questions and provides information needed for the visit.
* Visit related information would be the same as the information we currently capture on the tab at the time of check-in at premises.
* Visitor has to capture his photo from the web form and submit along with questionnaire.
* There would be a predefined rule set to automatically reject/put under review for permission.

1. Red color → Auto rejection of visitor and notification via email to host + entry under the rejected visitors section in the web panel.
2. Orange color → remark to be captured from the 1st level approver (Host) before proceeding to the 2nd level approver (To be specified); email notification to be sent to the host + entry to the visitor under review section.
3. Green color → Auto approved + email notification to be sent to the host.

**CASE-1: Host is Invitee**

Exit

Confirmation link send to employee

gate pass is generated which has to scan through QR by the time of exiting.

QR code will be scan by visitor to upload image

Submit

Exit

Link / SMS has been send to visitors.

Credentials need to be filled by visitor ( Name, E-mail, Contact no, time, Place)

QR code will be generated

Visitor

Disapproved

Invite link send to visitor

Visitor

Approved

HOST

Data filled

**CASE-2: Visitor is Invitee**

When visitor wants to be an invitee.

Details filled by visitor (Name, E-mail, Contact no, time, Place)

**Link send to employee**

NO

YES

QR

Genated

QR code will be scan by visitor to upload image

Notification send to employee

**Approved by Employee Disapproved by Employee**

gate pass is generated which has to scan through QR by the time of exiting.

Confirmation link send to employee

**Application Workflow**:   
Addition of contactless option on the app home page along with check in and check out methods. Check in workflow   
● When the contactless method is clicked on the App → This will open a QR code scanner view to scan QR codes provided to the visitor after filling the details and health declaration.   
● The QR scanner screen will remain open for 5 minutes in rolling duration. If no scan is registered in 5 minutes. App will return to the home page.   
● This method supports check in only via QR code scan. The visitor has to scan the provided QR code → immediate screen post scan is the screen where non editable information provided by the visitor is visible for a pre-defined duration (this includes photo as well).   
● Post that in the next screen show a check-in successful message on the app and send a check-in successful message to the host as well.   
 ● After successful check-in the app would return back to scan QR code screen. Checkout workflow:   
● If the same QR code is scanned after being used for check-in, user would be checked out.   
● Upon check-out email regarding the same would be sent to the host as well.   
● After check-out feedback link via mail would be sent to the visitor.