

# VISITOR MANAGEMENT SYSTEM

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# INTRODUCTION

The Visitor Management System (VMS) is simple platform to manage and record external visitations to the organization's physical locations, i.e. warehouses, offices, factories etc. It is based on entrys that are created and edited by employees, which are further under the jurisdiction of the manager super users. The guards that provide extra information also come under super users

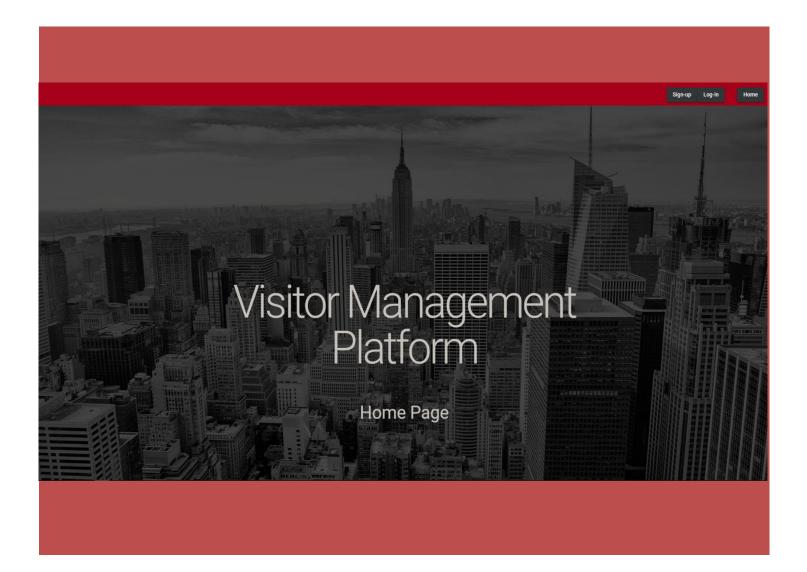
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### **SIGNUP & LOGIN**

The application starts at the 'home' page where on the top left you ac see the login and signup options with the home button.

On the signup page you are prompted to enter your name, employ ID, email, contact info and password to create a new account.

Whereas, on the login page you are only required to fill the employee ID and the password. Here, the employee ID is auto filtered i.e. as you begin typing, all the available IDs will be displayed to you



### **EMPLOYEE LEVEL**

Every user has different access levels. These are 'employee', 'manager' and 'guard'. When you login to an employee account you can see the options of Log-Out, Home, Employee Home and Create

When you login the first thing you will see is all your entrys (ordered from latest to oldest) and your information displayed. You can click on your entrys to expand then to reveal more details and reveal the edit button.

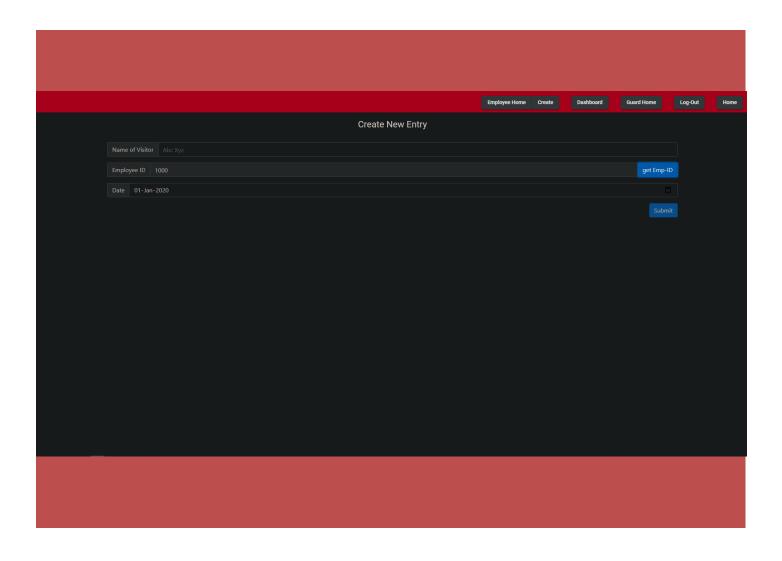


## **EMPLOYEE LEVEL (Cont.)**

You can use the 'create' button to create new entrys for your visitors.

The log-out button simply deletes your current session and you are transported back to the home screen

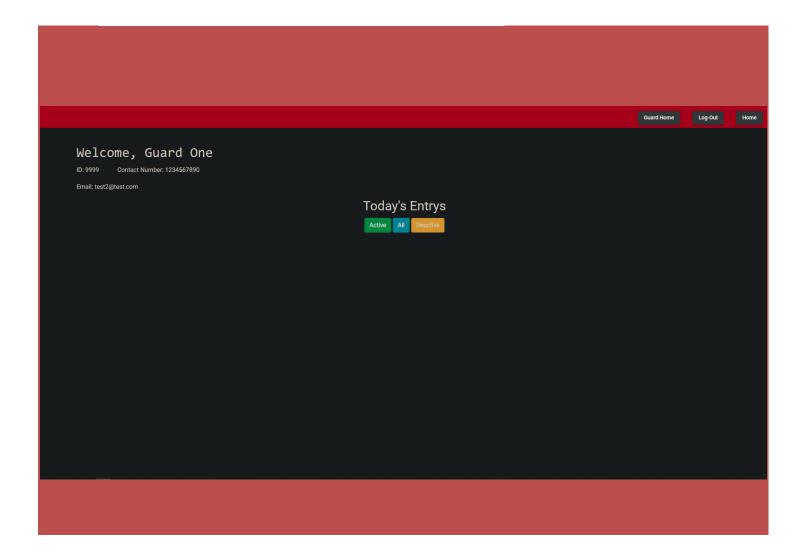
Pressing the home button will take you to the home page irrespective of the fact that you have or have not logged in, but if you have you would not need to sign back in because your account will be remembered



### **GUARD LEVEL**

As a Guard. When you login the first thing you will see is the guard dashboard and all the entrys (ordered from latest to oldest) will be valid for that day only.

When a new visitor approaches the guard, he can find that specific visitor's entry by looking for the 'add entry' button. At the time of exit, the guard can click the 'add exit' button to add the exit time to the entry



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### MANAGER LEVEL

As a Manager. When you login the first thing you will see is the manager dashboard along with all the options of guards and employees.

Managers have a option to search a user by employee id and view all his entrys or see and delete entrys using a date

Managers are the only ones to have the option to delete Users

