

Visitor Security Clearance System

Overview:

To initiate the security clearance process as of today visitor needs to register on the gate and get a pass for check-in. Then only the visitor is allowed to come inside the building.

Few challenges with this process are listed below –

- Creating pass takes time as it is a manual process
- Paper waste
- Host isn't aware of the visitor details.
- Any intruder can come into the building by providing fake office details

Objective:

To eliminate the manual handling and as a go green initiative, we need to build a visitor security clearance system. The proposed security clearance software/application should have 4 different types of users with respective user rights as detailed below –

- a) **Manager level** – Rights to have access to the list of accepted/rejected visitor for specific location only and approve or disapprove them. Rights to create credentials for Office & Security level users.
- b) **Office level** – Rights to review all requests raised for their office/organization only and approve or disapprove them.
- c) **Security level** – Rights to send request (on behalf of user/visitor) for a specific location and monitor the status of these requests. Review the list of accepted/rejected visitors for respective location at any time and only allow the visitor in the premises after the request is approved.
- d) **End User/visitor level** – Credentials can be obtained by self-registration. Rights to send requests and monitor the status of these requests.

Workflow

1. End user initiates the process by registering on the platform and submits request with below details.
Name, email, phone number, address, visiting to (company name), purpose, Entry & exit time,
2. The Office level user (for the above mentioned company office) will receive a notification by email to review the above request.
3. Office user logs in to application and reviews the request and approves or rejects the request. If approved, a pass should be generated in pdf format as well.
4. End user who initiated the request should receive a notification of acknowledgment in email and the pdf pass.
5. Manager & security level users should be able to check the status of the request at any point of time. There should be a provision to review & export complete list of visitors according to respective statuses and date-time.
6. "Search" function should be available.
7. When the user enters the building, security level user will search for the user and verify that the request is approved. Then only the visitor will be allowed to enter into the building.