Visitors Management Software

NZSE College is a leading provider of tertiary qualifications in IT and Business Technologies, Early Childhood Education, Health and Wellbeing, Security, Study and Career Preparation, and Vocational Pathways for Military Prep.

NZSE College is consistently being visited by any people who are interested in seeing and feeling what it is like to be on the campus and could become potential enrollees. Also, some contractors occasionally visit the campus to do some work, contractual obligations, or simply just to visit an employee.

Now, with New Zealand borders has re-opened, an in-flux of visitors are wanting to visit the campus, staff, and management sometimes are missing some important visitor scheduled meetings and are having challenges to manage the surge of visitors. The front desk needs to be in reception to be able to monitor and manage visitors. In the event when the front desk needs to be away from reception, staff may miss a visitor as there is no one to manage and monitor the reception.

NZSE management wants to have a tool that could help the organization track down visitors as well as giving the staff notifications via email so staff can meet the visitor in a timely manner.

Te Heke IT is a software/web development company that provides software and web solutions to many small to medium sized companies. They have a team of three members who are well experienced in running IT projects to provide high-quality solutions.

Te Heke IT has been hired to make visitor management software or VMS. This system will be able to track and record all visiting activities. The activities will include the following.

* Visitor registration to VMS
* Visitors need to login upon entering reception
* Visitors need to record details including full name, name of organization, mobile number, email address, Car Rego (optional), person to meet with, type of meeting, and purpose of meeting.
* Visitors need to log out once they leave the campus
* VMS will send notification to the staff whom visitors will be meeting with via email
* VMS will hold visitor records for future reference so if the visitor comes back, the visitor will just put the name and mobile phone number then all information will be retrieved.
* NZSE management can track down who the visitor has not left the campus by just checking VMS
* NZSE management can check which staff has the most visitors for that day, week, month, or per year for reporting purposes.

Stretch

* Barcode or QR Code.
* Print tags for user
* User can scan tag to log out.