Guideline

OPGEA

Apps on cloud

Guideline for

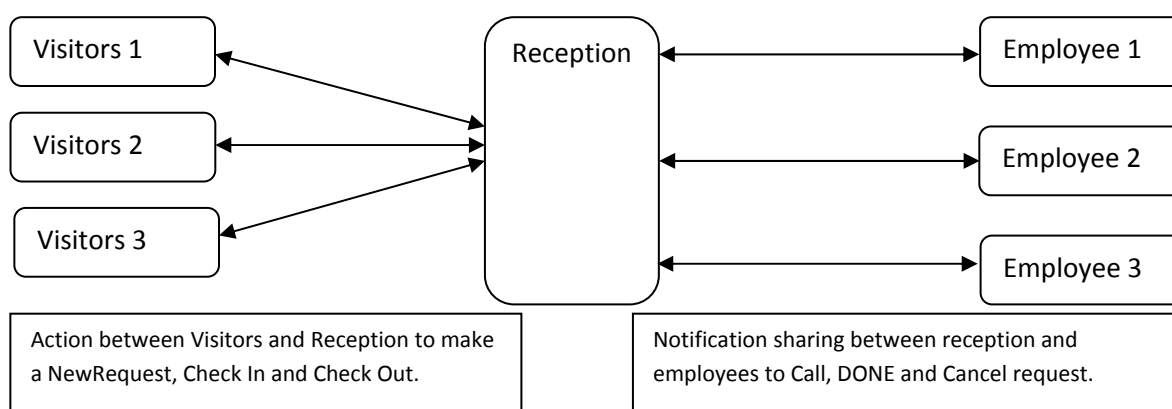# OPGEA Visitor Application

Version 1.0

For more help:
 www.opgea.com

Guideline

What is OPGEA Visitors Application?

OVA (OPGEA Visitors Application) is a Visitor Management System that lets you save information and Image of the visitors visited in your company. But wait, this is not the complete Introduction about OVA.

OVA provide a two way notification based communication between visitors and the person with whom the visitors wants to meet to through Reception or Entry point. Let me tell you the story in detail.

Visitors 1	Reception	Employee 1
Visitors 2		Employee 2
Visitors 3		Employee 3

Action between Visitors and Reception to make a NewRequest, Check In and Check Out.

Notification sharing between reception and employees to Call, DONE and Cancel request.

The description of the picture shown above:

The picture describes the **Request Notification** flow of OVA (OPGEA Visitors Application). There is a Reception or Entry point of your company which is working as mediator between Visitors and Employees working in the company.

Step by Step:

1. Visitors come into the company.

2. Go to Reception/Entry point and tells the details about him/her and also tells about with whom he/she wants to meet to.

3. Reception person select the employee with whom the visitor wants to meet to in OVA, take a picture of Visitor, enter the details about Visitor and click on **Request** button.

4. Employee sitting in his chamber got a new Notification which Visitor details and picture.

5. If Employee wants to meet then he/she clicks on **Call** button.

6. The same notification goes back to the reception. And reception sends the visitor in and clicks on **Check In** button. Visitor Check-In time saved in the systems OVA.

7. After done with the meeting Employee clicks on **DONE** button and notification goes to reception back to indicate that employee has been done with the meeting and visitor should Check-out now.

8. Reception ensures visitors Check-out and clicks on **CHECK-OUT** button and the Notification is completed its lifecycle and destroyed.

This is the basic life cycle story of OVA. Now let's talk about some of its features.

❖ OVA is a cloud based webtop application. (Webtop is web2.0 application leveraged with the desktop UI capabilities which improve its speed drastically and provides the user friendly user interface.)

❖ Due it's an internet application it can be used from anywhere.

❖ **Simple, Handy but powerful search** capabilities so that you can search the visitors easily.

❖ Authentication based options. Based on Employee Type. (ADMIN, RECEPTION, EMPLOYEE)

❖ OPGEA team is continuously working on this project to improve the efficiency, integrating with SMS and developing an Android version of OVA.

Guideline

How to Start?

1. Open the URL www.opgea.com and click on **OPGEA** image.
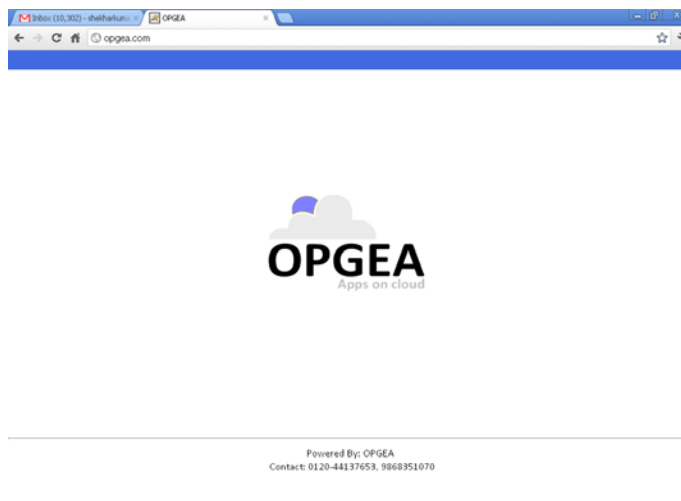
2. Click on **Create Account** link residing right of the top.

3. Feed the details about your company and click on **Register.**

4. Your login account is created. Go to your email inbox and get the UserId and Password.

Guideline

5. Go to OPGEA login page and Enter the login details

OPGEA Visitors Application

6. After successfully login you will be redirected to the main page.

    See the screen. On left side there is an action menu tree. You can see the root menu as ADMIN. Double click on that you will get some action menu. Here it is important to mention that action menu options will show its option as per **Employee Type.**

    You have created the company account that's why you will be considered as an ADMIN user. But you can change it. We will talk about that later in this guideline.
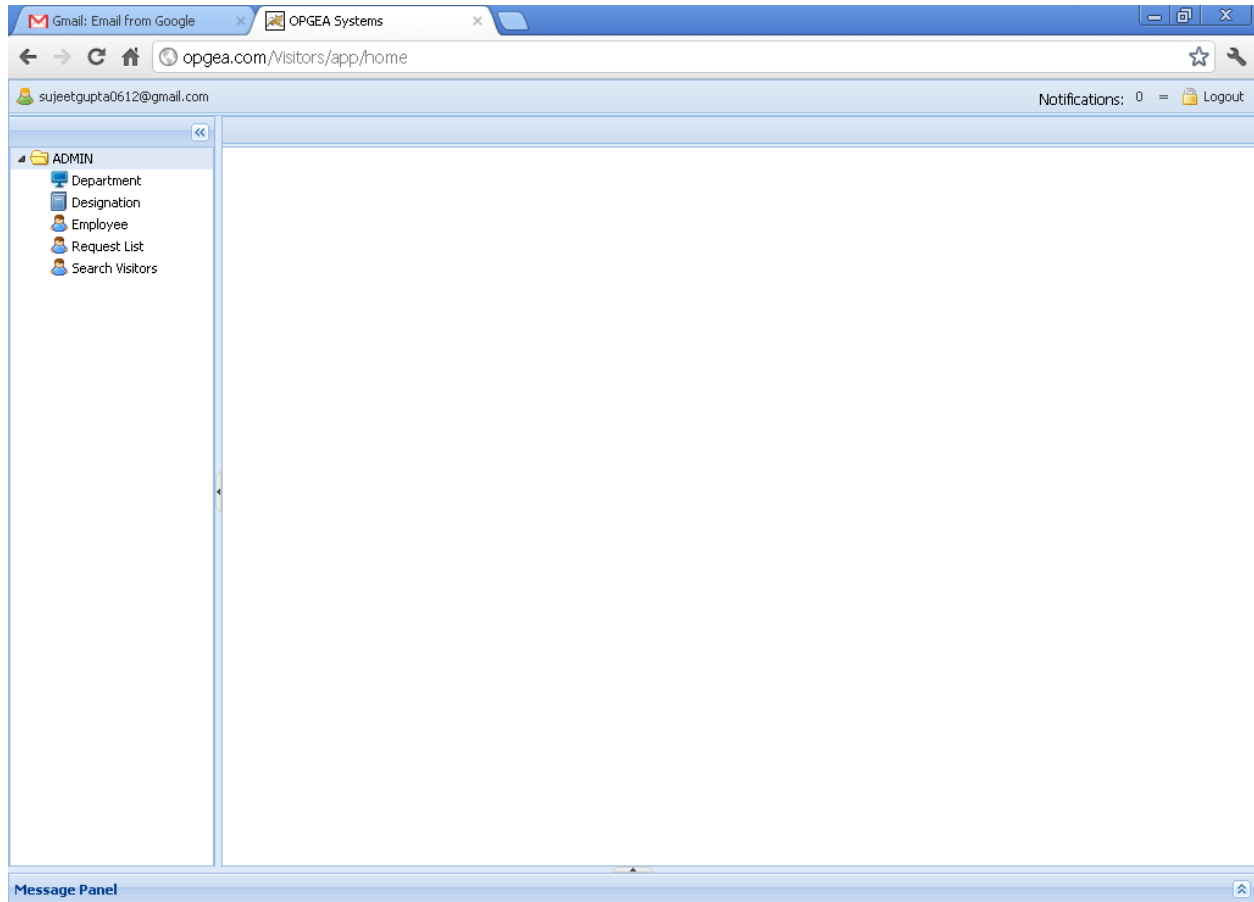
What is next?

Create Department: Click on the action menu **Department.** Department form will be open.

> ➢ Enter the Department Name and click on save.

Create Designation: Click on action menu **Designation.** Designation form will be open.

➢ Select the Department

➢ Enter the Designation name and Click on Save

Guideline

Create Employee: Select the action menu **Employee.** Employee form will be open.

➢ Select the **Employee Type.**

➢ Enter the employee details in the form and click on **Save** Button.

➢ Email Id of the employee will be **Login Id and a Password** will be generated and will display in the grid. Due you are an ADMIN you can see the password. This employee grid is also visible to Reception. But a Reception can't see the password.

➢ Click on the Upload image Icon. (Right side of just top of the grid)

➢ Upload the employee image.

➢ Green ball just next to the Employee Name in grid indicates that employee is present today. Until an employee get **Logout** he/she will be shown as present. So make sure when you leave the office you should get logged out.

➢ To make this application in use you must have to create at least one RECEPTION type of employee. So create the some record with **EmployeeType** RECEPTION, EMPLOYEE. One ADMIN type employee is already created.

Next?

What next? Everybody gets login and wait for the Visitors. No you do not need to keep open this browser all the time. Actually you don't even need to login to get the notification from reception. When you will get login you will get your notification in-front of you. But it's a good habit to get login when you come in the office and get logout when you leave the office. This habit helps the reception to know that you are inside the premises and you instantly get your notification.

Job of RECEPTION

* ❖ **Enter Visitor Information and Making New Request**
* ❖ **Check-In Visitor**
* ❖ **Check-out Visitor**

Making New Request

1. Click on action menu **Entry.**

2. Search the Employee with whom visitor wants to meet to.

3. Click on the ⊕ Icon located at the first column of the row for the employee you want to request.

4. Enter the Visitor Details

5. Take picture
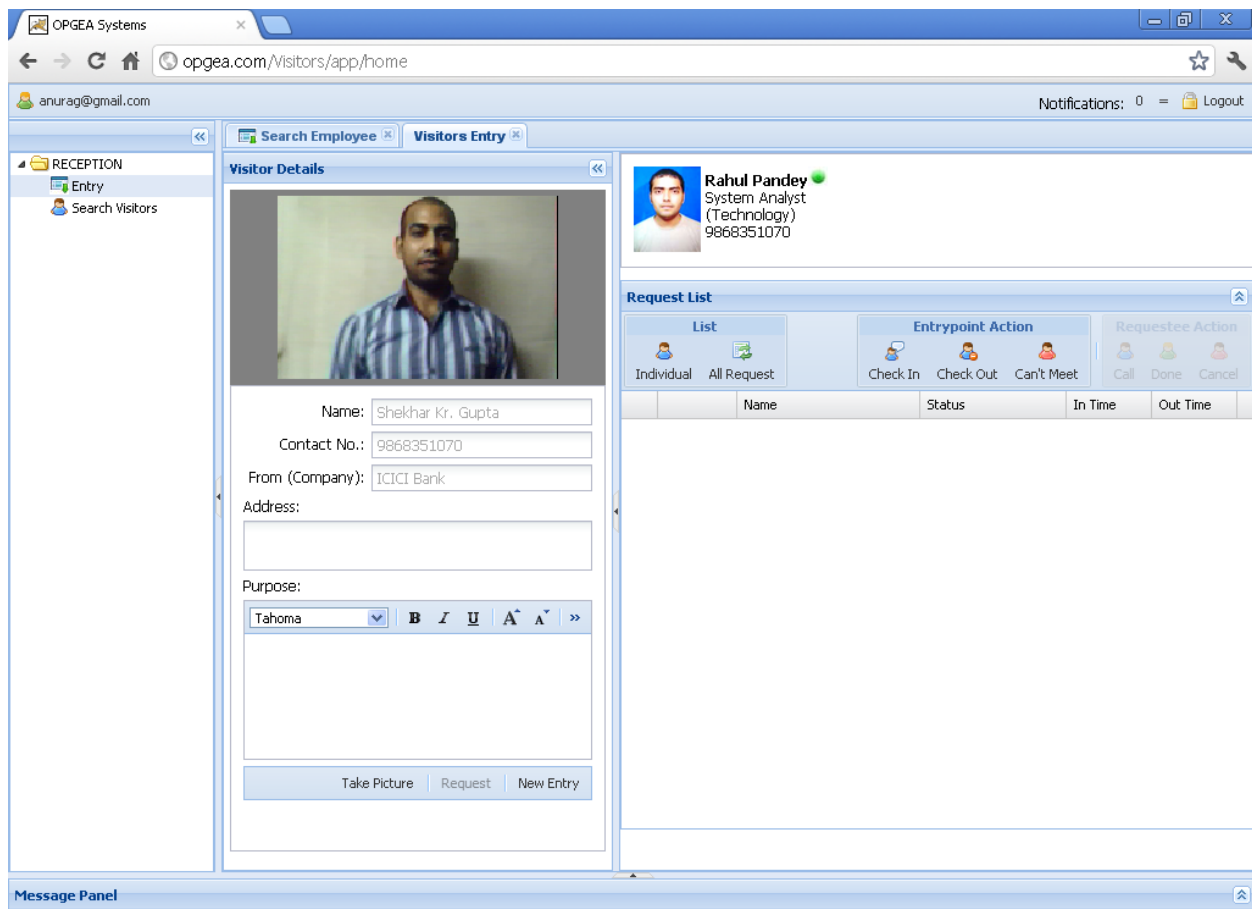
6. Click on **Request** Button.

*Note: You don't need to repeat point 1 and 2 each time. Because you can keep the Employee List open by clicking on **Entry** action menu.*
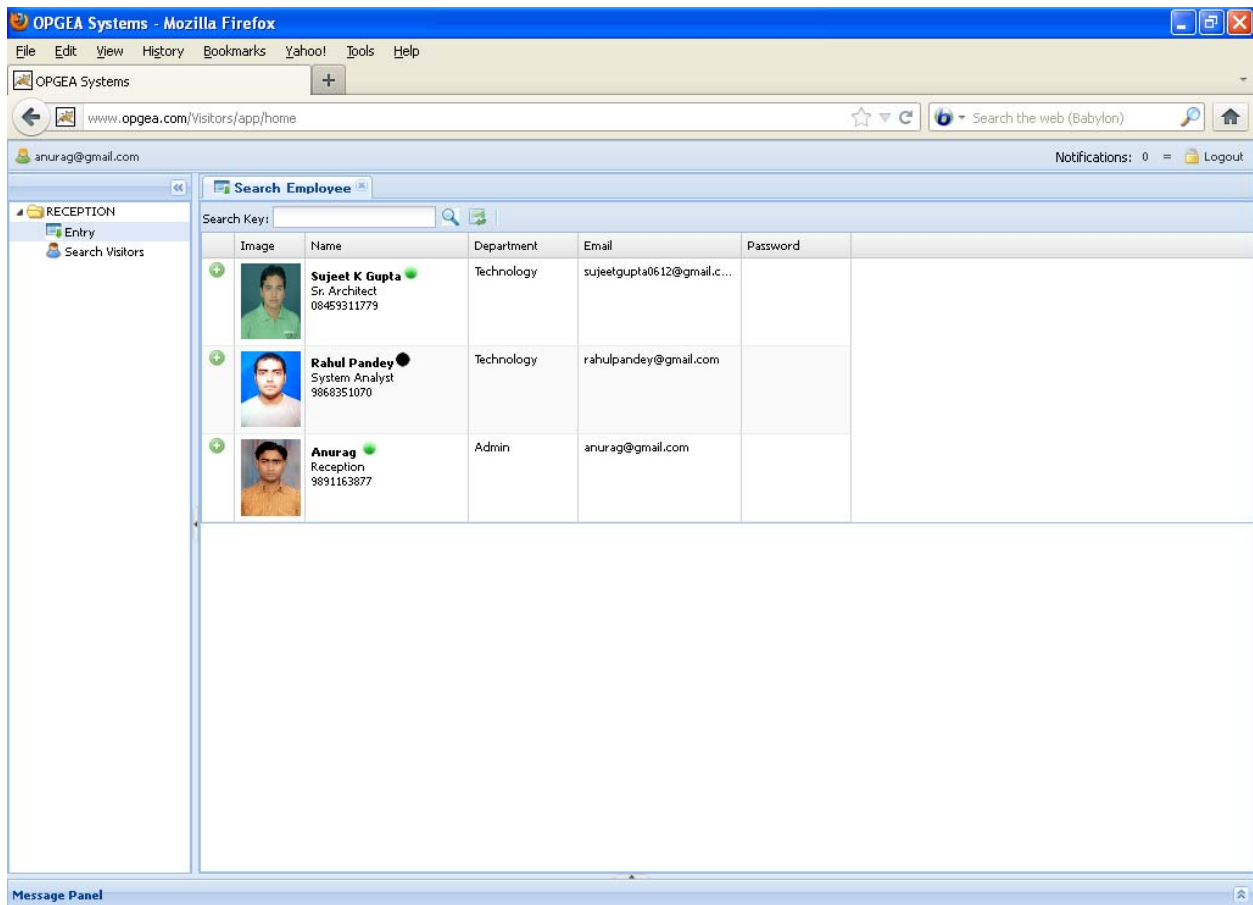
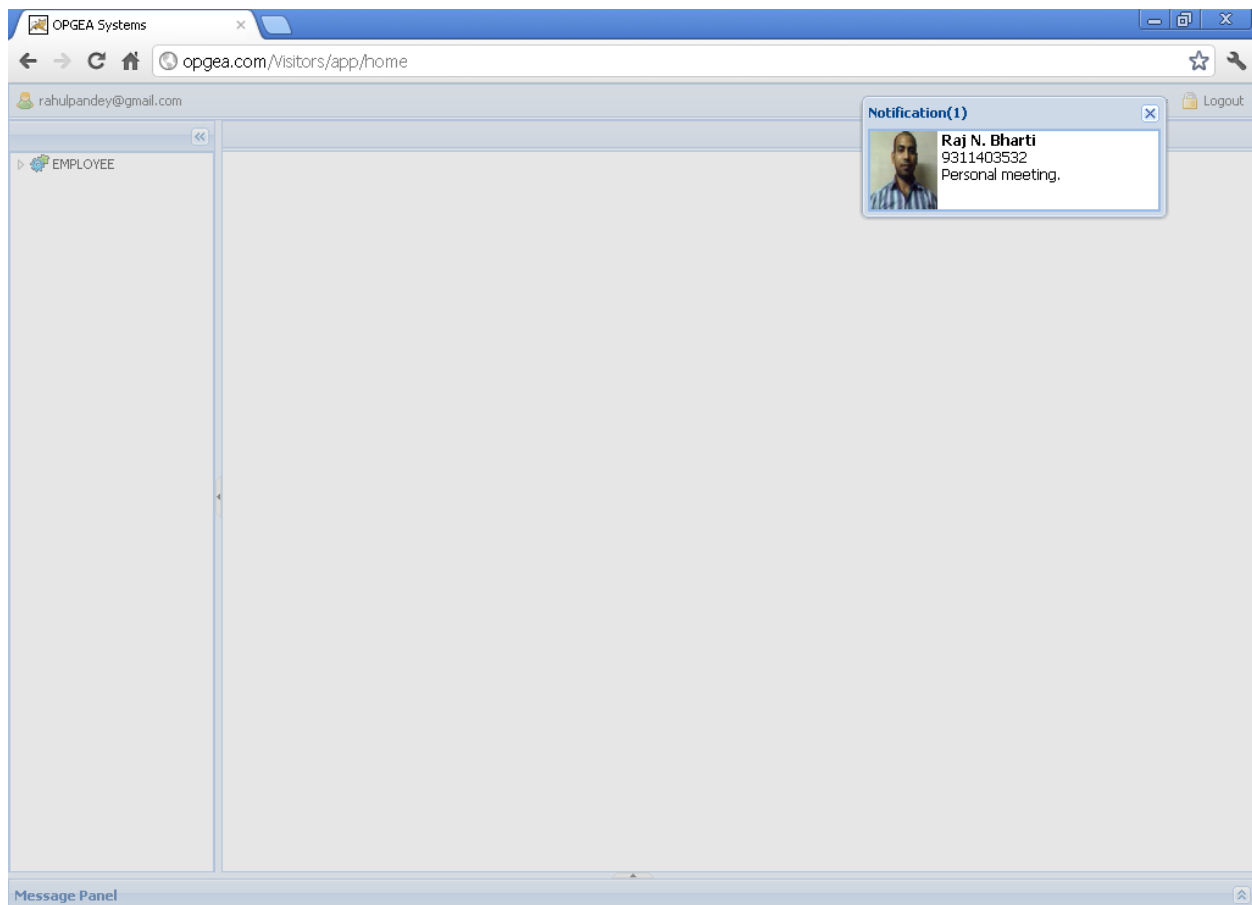When you click on the ⊕ Icon it opens up a new form to enter the visitor details, take his picture and click on **Request** button.

When you click the Request button a notification is send to that particular employee. In this case he is Rahul Pandey.

When Rahul Pandey gets login he gets new notification. As shown below in the image.

Employee click on Request List action menu. By clicking on Request List employee can see the list of notification and take whatever the action he wants to take.
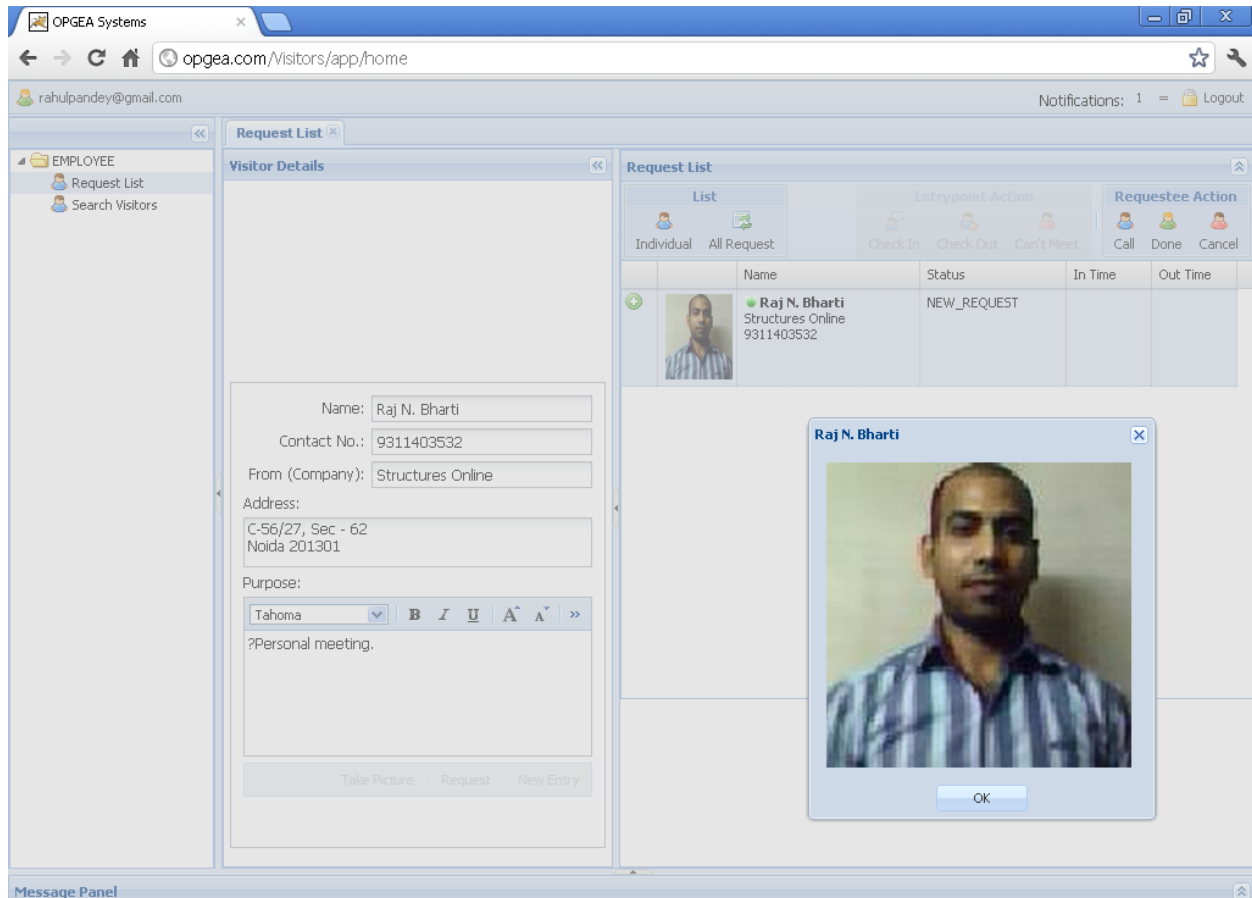
Actions:

CALL   :   If employee wants to meet the visitor.

DONE   :   If employee is done with the meeting.

CANCEL: If employee is not interested.

Employee can view the image in large by clicking on 🟢 Icon in Request List grid.

✓ If Employee wants to meet the Visitor he selects the visitor from Request List and clicks on **Call** Button and notification instantly goes to the Reception back.

✓ If Reception gets notification for *CALL* he sends Visitor Inside and Clicks on **CheckIn** Button. As reception clicks on **CheckIn** Button In-Time for Visitors gets save. Timings are taken automatically from server.

✓ If Reception gets notification for *NOT-INTERESTED* he'll ask visitor for leave for the day and clicks on *Cancel* Button.

✓ If Reception gets notification for *DONE* Reception will make sure Visitor should leave premises and click on CheckOut button. So that Check-Out time for the visitors will be saved in system. This practice also ensure that all the Visitors has checked in is now checked out.

Search the Visitors

✓ Click on Search Visitors action menu

✓ Select the date for which you want to search or you can leave the date field blank.

✓ Enter the Search Key with that you want to search. It's a powerful and simple search field. You can enter any information within this field only like Name, Phone no., Address, Purpose and click on Search.

The-End