Automating Employee Login and Exit in Case of Forgotten Access Cards or app not work

Introduction

The Current Challenge

A number of Zain Jordan employees face a recurring problem related to forgetting, losing, or experiencing issues with their mobile access cards. In these cases, the employee contacts the security team to gain entry to the building. However, this process is not linked to the attendance system and is neither accurately recorded nor traceable. Security simply grants entry if the individual matches their existing data.

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Current Problem

No System Recording

The login process via contacting security is not recorded in the attendance system.

Lack of Audit Trail

There is no clear record that can be used for auditing.

Missing Time Stamps

Entry and exit times are not recorded if entry occurs without a card.

No Notifications

The employee or their manager does not receive any notification when an entry or exit occurs in this manner.
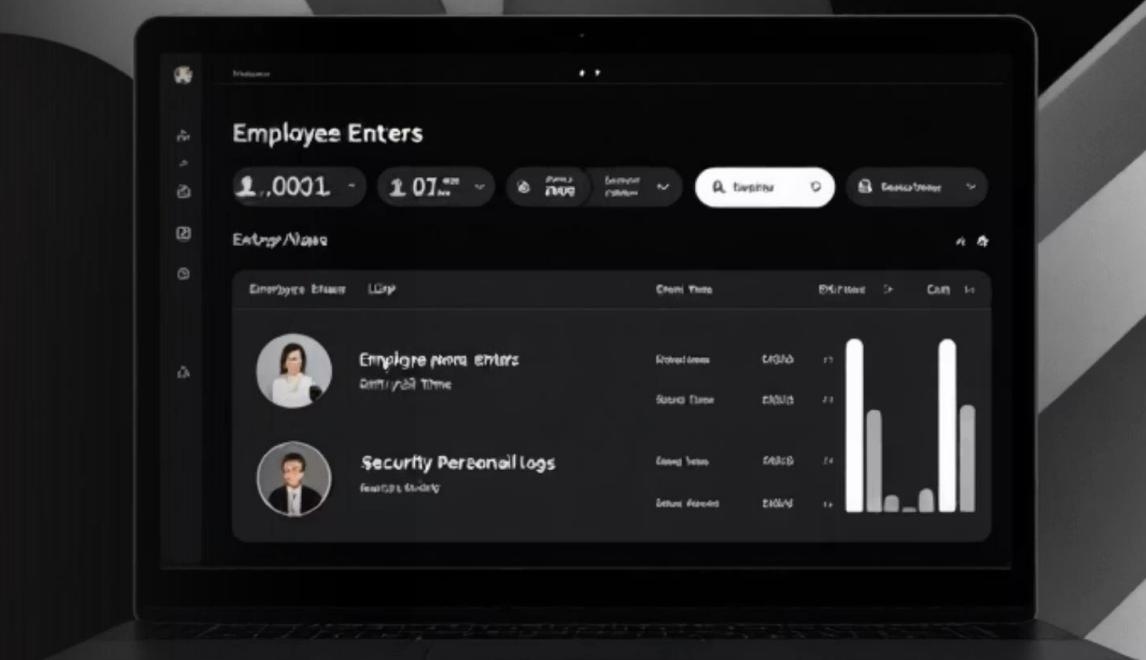
Manual Discretion

The entire process relies on the discretion of the security team.

The Solution

Proposed Solution

Create an internal web-based dashboard connected to the employee database (LDAP), enabling security personnel to log the entry or exit of any employee who contacts them after forgetting their card.

Proposed Operation

When an employee forgets their card or the application malfunctions:

01

Employee Contacts Security

They contact security at the entrance, as is currently the practice.

02

Dashboard Access

The security officer opens the dashboard.

03

Employee List Display

A list of all company employees is displayed via LDAP.

04

Check-in Action

The officer clicks the "Check-in" button next to the employee's name.

05

Automatic Recording

The date and time of entry are automatically recorded.

Notifications after login:
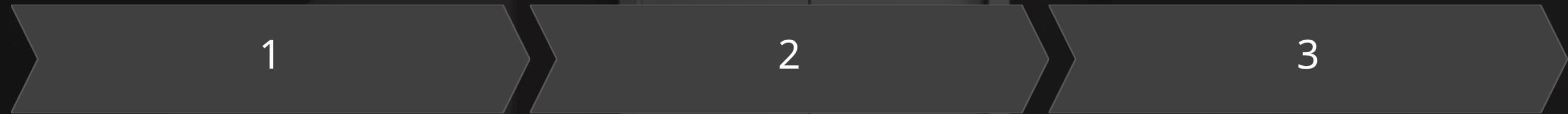
Automatic Email Sent To:

- *The employee.*

- *The employee manager (CC)*

Email Contains:

"You were logged into the Zain building via security on [date] at [time] due to a missing access card."

Also, please Security team news when you leave

When leaving the company:

1	2	3

Contact at Exit

The employee contacts security again at the exit gate.

Check-out Process

The security officer clicks "Check-out" from the same dashboard.

Exit Notification

A similar notification is sent upon exit.

Features and Benefits

Complete Automation

Complete automation and record-keeping, eliminating reliance on manual documentation.

No Additional Cost

No additional cost, as the IT team can easily upgrade the dashboard.

System Integration

Direct integration with the attendance system.

Official Proof

Official proof of any cardless entry.

Enhanced Auditing

Enhanced auditing and accountability for both employees and the security team.

Transparency

Ease of use and complete transparency in operations.

Reduced Disputes

Reduced potential for attendance-related issues or disputes.

Why is this solution practical and easy to implement?

- It relies solely on a simple web dashboard.

- Integration with LDAP is straightforward and pre-installed.

- It can be connected to the attendance system via API.

- The entire system is based on simple steps, and the security team is ready to implement it.