

Visitor Information Management System

Introduction

Handling incoming visitors and generating GATE PASS for them.

Features:

1. Database of Visitor Company and Visitors coming more frequently. Each new visitor will have to be entered in the database before he is allowed to enter inside the company or before his/her appointment is generated.
2. Visitor Types entered can be "General", "Vendors" and "Contractors".
3. Employees can enter the prior appointments.
4. Employees can also enter memos telling their unavailability at certain times or certain dates.
5. Contractor Badges generation:
 - Contractor Code, Name and other details will be in the "Visitor List" table.
 - For each contractor multiple badges can be created (one badge for each company he visits. eg. there will be different badges for "ELECON" and "EIMCO".)
 - Unique Badge No. is generated by the system.
 - Contractors photo will also be stored in the system.
 - In the print of the badge, contractor photo and dynamic logo of the company for which the badge is created will also be printed.
 - In the system there is provision to store company logos for each company in the database.
6. Visitor Entry and Gate Pass Generation:
 - List of Appointments will be shown. Gate Person has to select the Appointment Entry, check the meeting person's memo for his availability and generate visitor entry in the system and give the Gate Pass hard copy to the visitor.
 - The Visitor Entry in the system will include following information
 - Visitor Company Code and Visitor Code (from visitor database).
 - Creation Date, Entry time, Gate Person generating the entry and the Gate No. from which the visitor enters.
 - Purpose of the visit (Personal or Official.)
 - Visitors badge no. if he is a contractor.
 - Material, which the visitor carries with him together with the vehicle No. and model.
 - Visitor's exit time, Gate Person generating the exit and Gate No.
 - Meeting person's list.
 - Alert Generation: For Visitors without appointments, alert can be generated for the meeting person (ie. Employee) to indicate the entry of a visitor for him and taking employee's permission for allowing visitor.
 - There is facility to bar any visitor in the system and check his further entry in the system.
 - Also there is facility of forceful closure of previous day records. These are the records of visitors who have not informed on the gate while returning back or whose records have not been normally closed on that day.
 - There is a screen for the Gate Person continuously showing the presently inside visitors.
 - Easy check out facility for the visitors. At a Time multiple Visitors can be checked out.

 - Forceful Closure of any previous day visitor entry records can be done at beginning of the new day. This indicates that those visitors have not informed before going back or they are still inside till the next day.

- Short Cut keys are used for the "check in", "check out" and "alert generation" operations.
7. Utilities like "User Creation" and "Password Change" etc. are provided by the system.
 8. System takes care that there will be minimum key in entries to be done by the Gate Person for the fast generation of the Gate Pass. He will just have to select from the list like visitor list, appointment list and employee list.
 9. Better Filtration criteria are also available for the fast selection from the list.

Users of system:

Gate Security Person, Employees of the organization and Admin.

Client List:

Elecon Engg. Company Ltd., Anand

System Requirements:

Operating System: Windows 95/98/NT/2000

Hardware Configuration: Pentium processor with minimum 600 MHz, 64MB RAM, 50 MB free space on hard disk.

Screen Shots:

Visitor Entry Screen for Gate Person:

- From the List of Appointments Gate Person will select entry and generate Check In. Check Out to close the gate pass.

Visitor Gate Entry

Visitor Entry

Filter Criteria -> Visitor First Name Visitor Last Name Visitor Company Employee First Name Employee Last Name

List of Appointments

SlNo	Company	Employee	Visitor Name	Visitor Company

Visitor Details Emp Contact Details Employee Memo Materials List Refresh

Shortcut Key

Gate Pass No. Select Visitor Enter Vis Company Check In F2

Enter Badge No. Enter Visitor Check Out F3

Name

Company

Visitor Type

Purpose Of Visit No Appointment Alert F4

Vehicle Number Vehicle Model Inside Visitors F5

Visitor Company Entry:

Visitor Information Management System

Masters

Visitor Company Creation

Vis Company Code: MA001

Vis Company Name: MARIFO

Address1: kjfsdki
kjfsd

City: VVN Pin:

State: GUJ

Phone: Fax:

Email:

Company Type: GENERAL

Contract Start Date: End Date:

Company Code	Name	Company Type	City	State
MA001	MARIFO	GENERAL	VVN	GUJ
MP001	MARIGOLD PA...	CONTRACTOR	V.V.NAGAR	GUJARAT
TC001	TATA CONSUL...	GENERAL	KOLKATA	WEST BENGAL

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Visitor List Entry:

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Visitor List Creation

Vis Code: DU001

First Name: D Middle Name: S Last Name: UMARANIKAR

Vis Company: MARIGOLD PAINTS

Visitor Type: CONTRACTOR

Address1: pune City: PUNE Pincode:

State: MAHARASHTRA

Phone: Email:

Contract Start Date: 09-10-2003

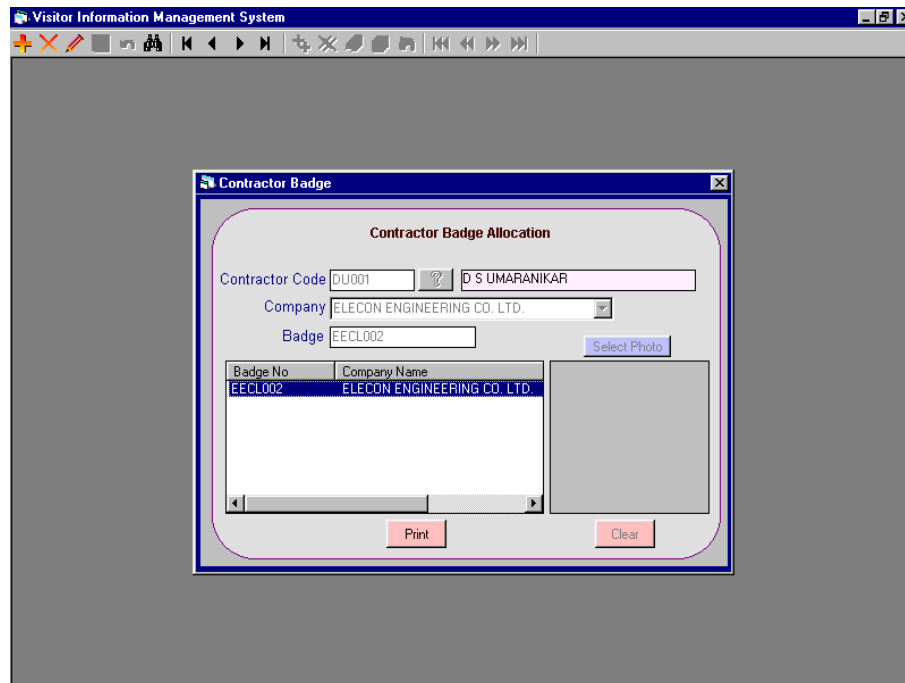
Contract End Date: 31-01-2004

Barred:

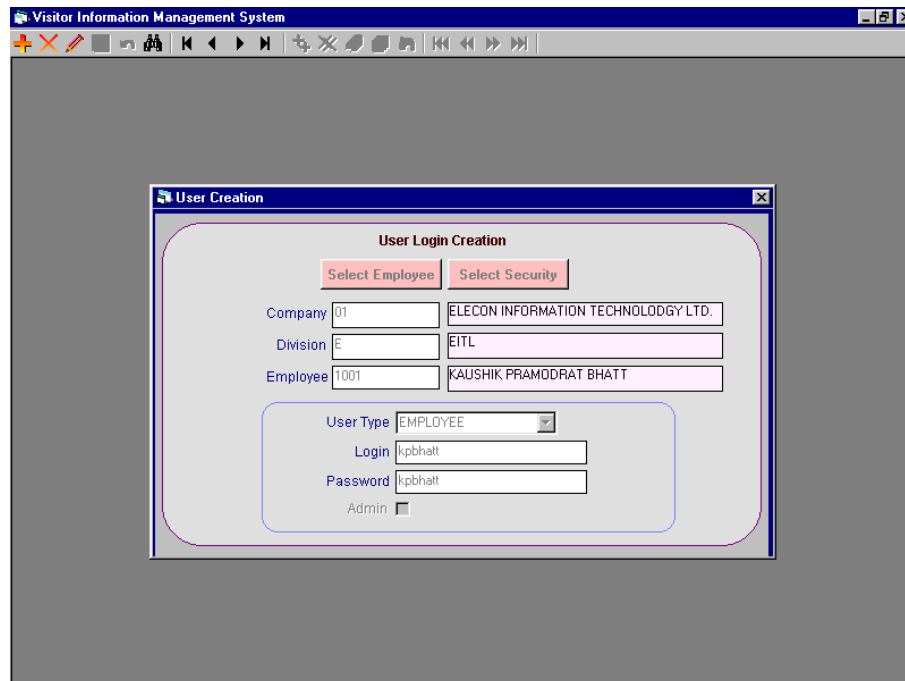
Visitor Code	First Name	Last Name	Visitor Company	Visitor Type
DU001	D S UMARANI...	UMARANIKAR	MARIGOLD PA...	CONTRACTOR
GS001	G. S. SHAH		MARIGOLD PA...	CONTRACTOR
KK001	K K K		TATA CONSUL...	GENERAL
PN001	PRAJITA NAIR		NO COMPANY	GENERAL

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Contractor Badge Creation with contractor photograph.
- It has storing and badge printing facilities.



User Creation:



Visitor Printable Gate Pass:

Visitor Gate Pass

Gate Pass No. : 1
Date /Time 30-Sep-2003 10:34:04 AM
Gate No. 1

Visitor Information-----

Badge No. Type GENERAL
Company TATA CONSULTANCY
Name S. K. ROY

Meeting Person-----

1 Company EITL Division EITL Dept SYSTEM
Name SHIRISH MULSHANKAR BHATT Sign.

Gate Signature