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1. Getting Started

1.0 About Visitor Management System

Visitor Management System is a window-based application to help public and private institutions maintain control and more effectively manage their visitor activity. A wide range of features and options makes this a powerful, but easy-to-use tool for visitor management system.

This Visitor Management System user manual will guide you through the use of Visitor Management System, from check-in and out visitor, to view transaction record, and to advance functions such force out visitor, blacklist visitor and etc. Please refer back to this manual if you are unsure of the Visitor Management System functions during the use of the software.

1.1 Software Activation/Deactivation

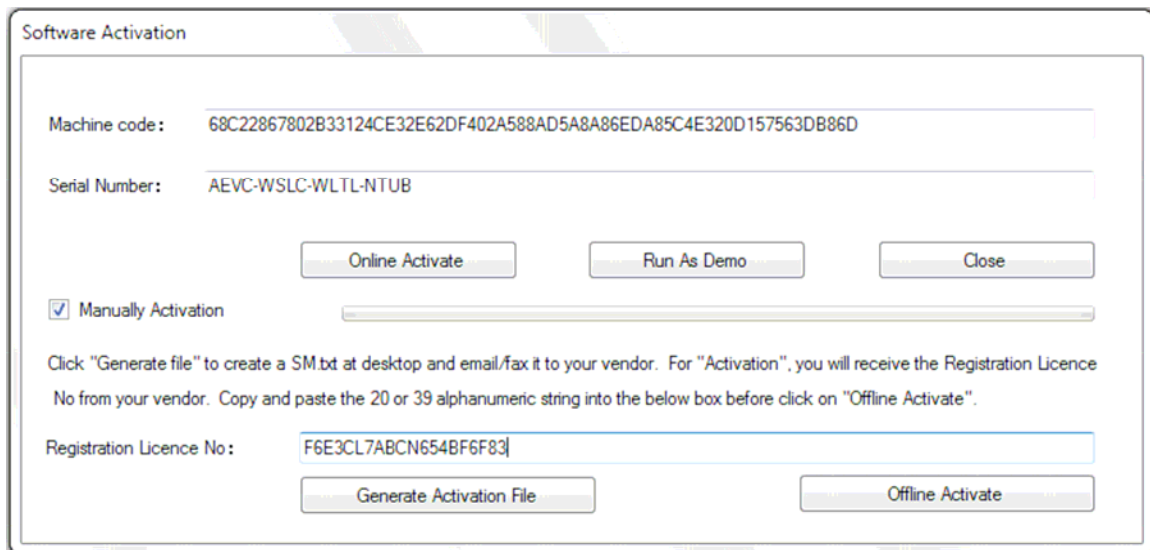
If Visitor Management System is not activated, the “Activation “ window will display when start up Visitor Management System.

1.1.1 Run in demo version, click Run As Demo button if user need to try iDesign software before proceed to buy the license \

1.1.2 Online Activation: Make sure the Internet connection is connected, key in serial number, then click Online Activate button to activate the software.

1.1.3 Manually Activation

Click Manually Activation check box.



The 'Software Activation' dialog box displays the following fields and controls:

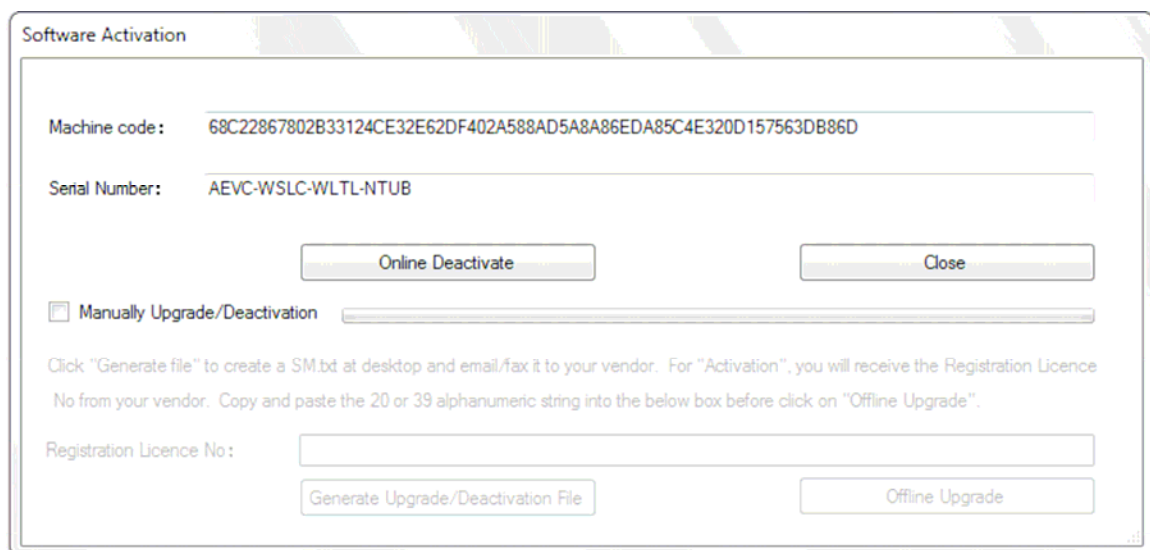
- Machine code:** 68C22867802B33124CE32E62DF402A588AD5A8A86EDA85C4E320D157563DB86D
- Serial Number:** AEVC-WSLC-WLTL-NTUB
- Buttons:** Online Activate, Run As Demo, Close
- Manually Activation:** A checkbox that is checked, followed by a progress bar.
- Instructions:** Click "Generate file" to create a SM.txt at desktop and email/fax it to your vendor. For "Activation", you will receive the Registration Licence No from your vendor. Copy and paste the 20 or 39 alphanumeric string into the below box before click on "Offline Activate".
- Registration Licence No:** F6E3CL7ABCN654BF6F83
- Buttons:** Generate Activation File, Offline Activate

Key in serial number, then click Generate Activation File button to create a SM.txt at desktop, email/fax it to your vendor, wait for your vendor to work out with the license and send back the registration license number, after you received the Registration License Number from vendor, key in the Registration License Number here and click "Offline Activate" button to active the software.

1.1.4 Upgrade and Deactivation:

Run Visitor Management system, Proceed to Utilities → Deactivate / Upgrade

1.1.4.1 Online Deactivation:



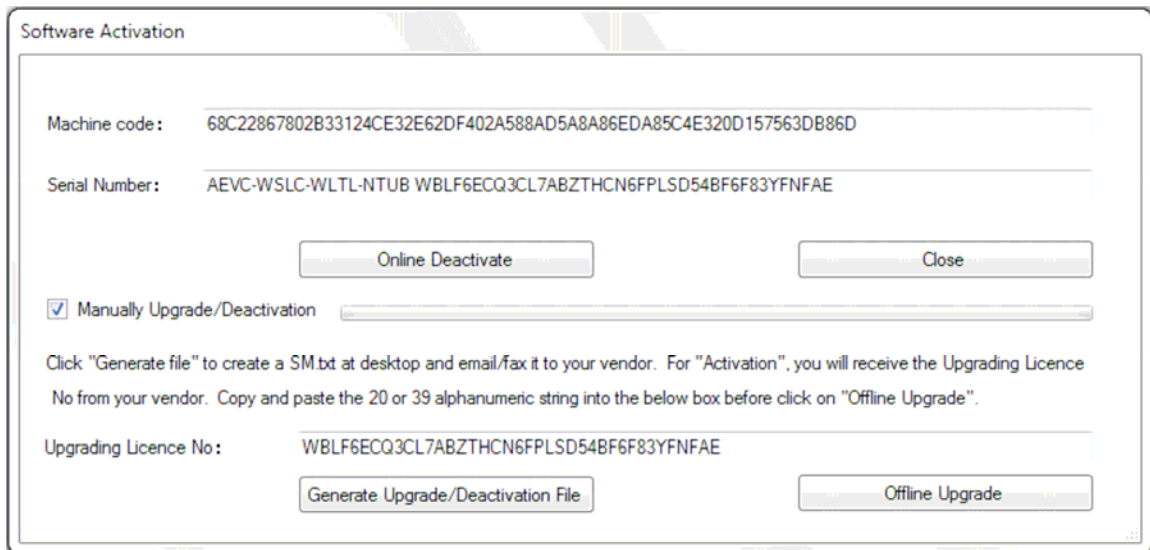
The 'Software Activation' dialog box displays the following fields and controls:

- Machine code:** 68C22867802B33124CE32E62DF402A588AD5A8A86EDA85C4E320D157563DB86D
- Serial Number:** AEVC-WSLC-WLTL-NTUB
- Buttons:** Online Deactivate, Close
- Manually Upgrade/Deactivation:** A checkbox that is unchecked, followed by a progress bar.
- Instructions:** Click "Generate file" to create a SM.txt at desktop and email/fax it to your vendor. For "Activation", you will receive the Registration Licence No from your vendor. Copy and paste the 20 or 39 alphanumeric string into the below box before click on "Offline Upgrade".
- Registration Licence No:** (Empty field)
- Buttons:** Generate Upgrade/Deactivation File, Offline Upgrade

Make sure the Internet connection is connected, key in serial number, and then click **Online Deactivate** to deactivate the software.

1.1.4.2 Upgrade

Run Visitor Management System, Proceed to **Utilities** → **Deactivate / Upgrade**



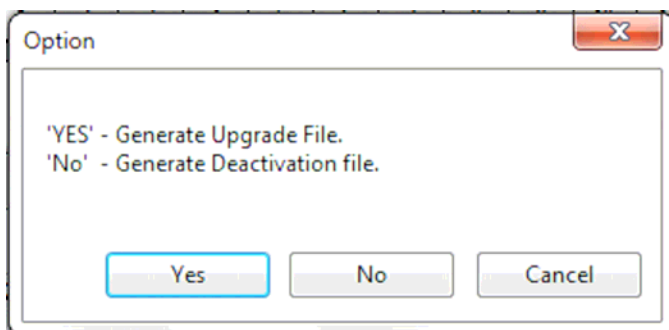
The 'Software Activation' dialog box contains the following fields and controls:

- Machine code:** 68C22867802B33124CE32E62DF402A588AD5A8A86EDA85C4E320D157563DB86D
- Serial Number:** AEVC-WSLC-WLTL-NTUB WBLF6ECQ3CL7ABZTHCN6FPLSD54BF6F83YFNFAE
- Buttons:** 'Online Deactivate' and 'Close'.
- Manually Upgrade/Deactivation:** A checkbox that is checked, followed by a horizontal progress bar.
- Instructions:** Click "Generate file" to create a SM.txt at desktop and email/fax it to your vendor. For "Activation", you will receive the Upgrading Licence No from your vendor. Copy and paste the 20 or 39 alphanumeric string into the below box before click on "Offline Upgrade".
- Upgrading Licence No:** WBLF6ECQ3CL7ABZTHCN6FPLSD54BF6F83YFNFAE
- Buttons:** 'Generate Upgrade/Deactivation File' and 'Offline Upgrade'.

Key in serial number, then click Generate Upgrade/Deactivation File button, proceed to click “Yes” button on option screen (Ref 1.1.4.3 screen behind) to create a upgrading SM.txt file at desktop, email/fax it to your vendor, wait for your vendor to work out with the upgrading license and send back the upgrading license number, after you received the license number from vendor, key in the license number here and click “Offline Upgrade” button to upgrade the software

1.1.4.3 Manually Deactivation: (Important Note: Not recommend to do this step unless it is necessary.)

Click Generate Upgrade/Deactivation File button then proceed to click “No” button to create a SM.txt at desktop and deactivate the software.

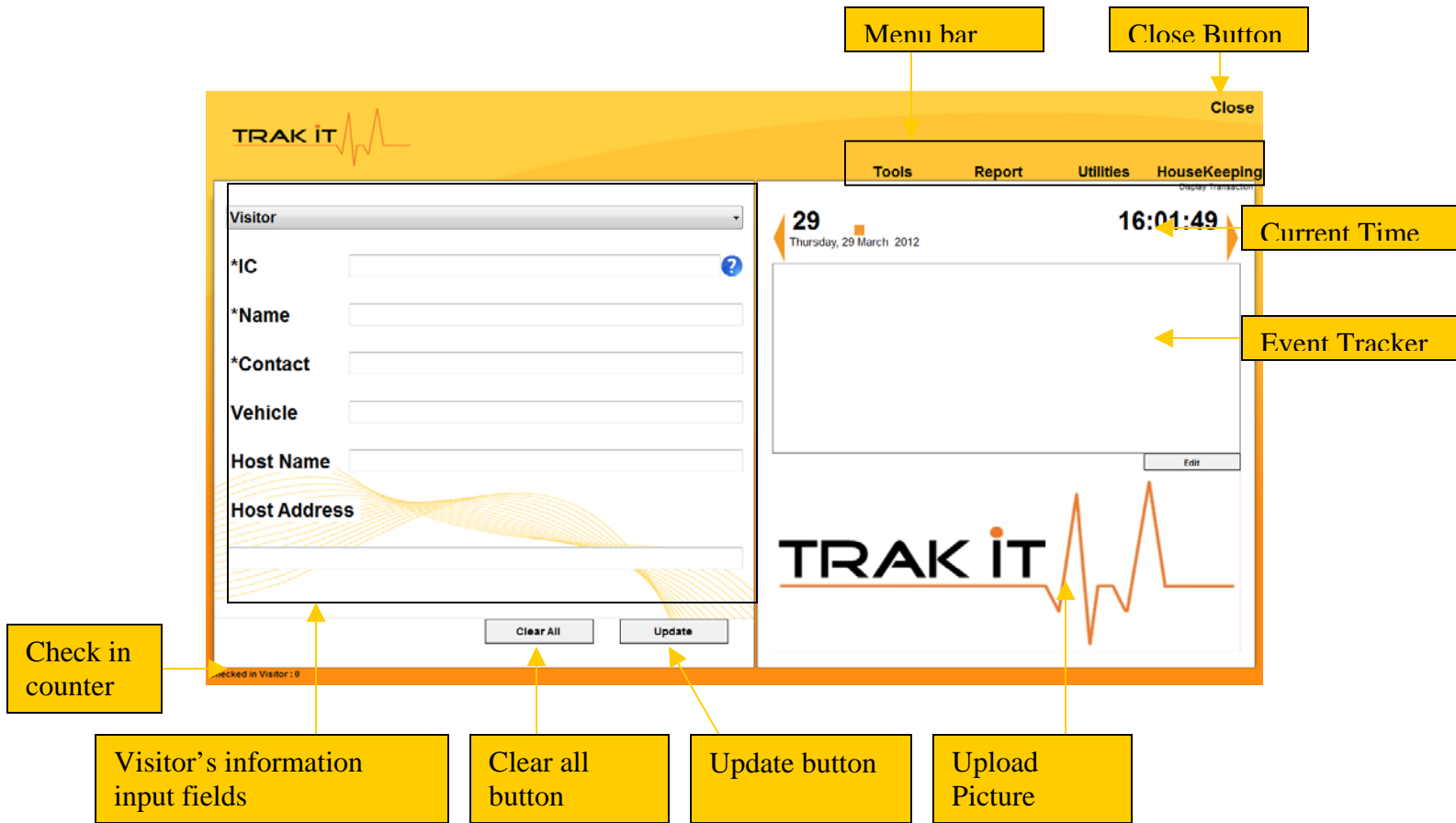


The 'Option' dialog box contains the following text and controls:

- Text:** 'YES' - Generate Upgrade File.
'No' - Generate Deactivation file.
- Buttons:** 'Yes', 'No', and 'Cancel'.

1.2 Introduction to the main window (Basic Version)

The Visitor Management System user interface, with its functions and commands, follows similarly to the interfaces you work in for other windows based software. The following will illustrate and name each part of the Visitor Management System main window, and explains how each part works.



1.3 Introduction to the main window (Advance Version)



The Menu bar

The Menu bar lists the available menus. A menu contains a list of commands, or actions, you can carry out with the Visitor Management System.

Close button

You can click the Close button to end your Visitor Management System working session.

Check in counter

The counter is to display the number of visitors checked in whose not check out yet.

Visitor's information input fields

You can input visitor's information here

Clear all button

You can click the clear button to clear all visitor's information input fields

Update button

You can check in visitor by click on the update button

Uploaded picture

Picture uploaded by you will displayed here

Event Tracker

You can add/edit/delete or view event

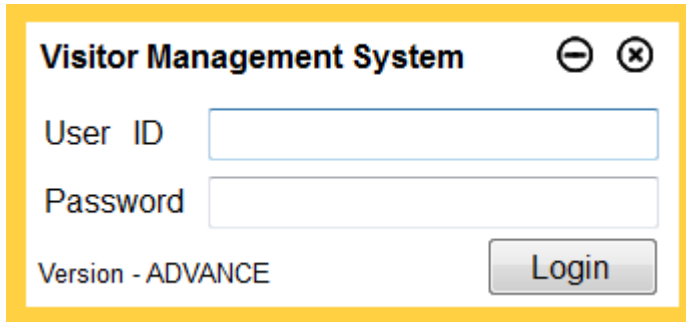
Print badge Button

You can click the Print badge button to print visitor's badge, which base on the visitor's information inputted. Once the badge printed , the visitor will consider checked in.

2. Using the Visitor Management System

This chapter will guide you the basic way of using Visitor Management System, log in, check in and out visitor, view visitor's transaction records and generate simple reports.

2.0 Logging in



The screenshot shows a login window titled "Visitor Management System" with a yellow border. It contains two input fields: "User ID" and "Password". Below the "Password" field is the text "Version - ADVANCE". A "Login" button is located at the bottom right of the window. There are also minus and close window icons in the top right corner.

To access the system you must first login to system using User ID and password. If you login successfully, you will be directed to the main screen after logging in.

Default user

User ID: Demo

Password: Password

2.1 Check in Visitor

Input all necessary visitor's information in the given field and click on 'Update' button.

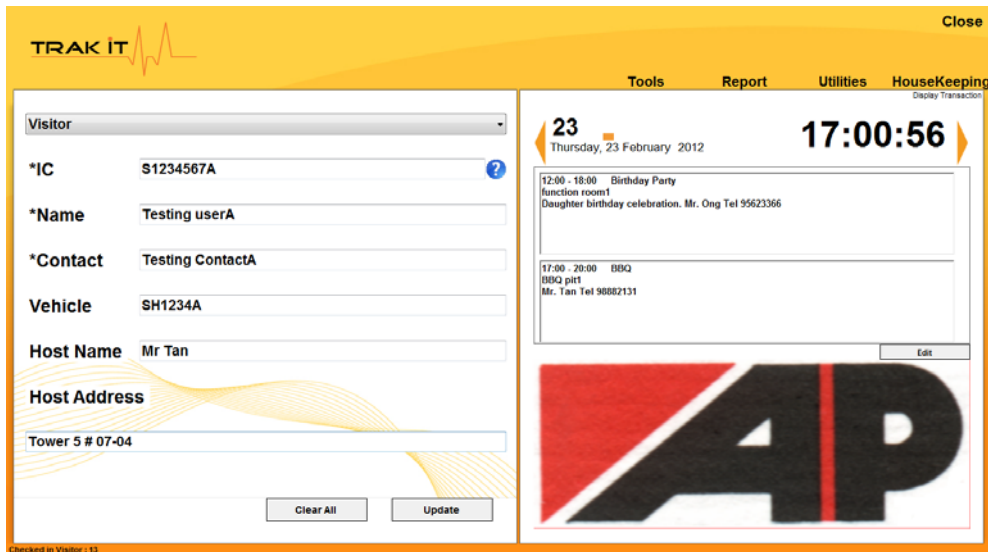
Compulsory fields *

IC

Name

Company (if visitor type selected as Contractor)

Contact



The screenshot shows the main interface of the TRAK IT Visitor Management System. The top header is orange with the "TRAK IT" logo and a "Close" button. Below the header is a navigation bar with tabs: "Tools", "Report", "Utilities", and "HouseKeeping". The main area is divided into two panels. The left panel is a form for checking in a visitor, with fields for "Visitor" (a dropdown menu), "*IC" (S1234567A), "*Name" (Testing userA), "*Contact" (Testing ContactA), "Vehicle" (SH1234A), "Host Name" (Mr Tan), "Host Address" (Tower 5 # 07-04), and buttons for "Clear All" and "Update". The right panel displays a calendar for Thursday, 23 February 2012, with a large digital clock showing 17:00:56. Below the calendar is a list of transactions, including "12:00 - 18:00 Birthday Party" and "17:00 - 20:00 BBQ". At the bottom of the right panel is a large "AP" logo.

2.2 After check in

- Visitor check in counter at bottom left will increment by 1
- Transaction will display the latest check-in result

TRAK IT

Close

Tools Report Utilities HouseKeeping

Visitor

*IC

*Name

*Contact

Vehicle

Host Name

Host Address

DATE IN

TIME IN

TIME OUT

VISITOR

TYPE

NAME

COI

23/02/2012

17:04:12

S1234567A

VISITOR

Testing userA

Test

Clear All

Update

Checked in Visitor : 1

Checked in Visitor : 1

2.3 Check out Visitor

To check out Visitor: Input/Scan “checked in” visitor’s IC and press enter or leave the field.

TRAK IT

Close

Tools Report Utilities HouseKeeping

Visitor

*IC

*Name

*Contact

Vehicle

Host Name

Host Address

DATE IN

TIME IN

TIME OUT

VISITOR

TYPE

NAME

COI

23/02/2012

16:59:47

S1234567A

VISITOR

Testing userA

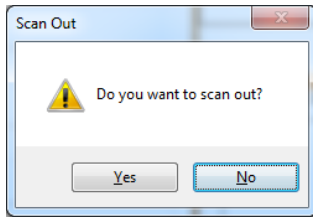
Test

Clear All

Update

Checked in Visitor : 1

A message box will be prompted to ask you like to check out the visitor. Select ‘Yes’ to check out visitor or ‘No’ to cancel check out.



If 'Yes' clicked, the visitor will be considered checked out and the system will be updated and displays updated information.

- Visitor check in counter at bottom left will minus by 1
- Transaction will display the latest checkout result

 The main interface of the TRAK IT system. It features a yellow header with the "TRAK IT" logo and a "Close" button. Below the header are tabs for "Tools", "Report", "Utilities", and "HouseKeeping". The "Report" tab is active, showing a table of transactions. On the left, there is a form for visitor information with fields for *IC, *Name, *Contact, Vehicle, Host Name, and Host Address. At the bottom left, there is a "Checked in Visitor" counter. A yellow arrow points from the "Checked in Visitor" counter to the "Checked in Visitor : 0" label below it.

DATE IN	TIME IN	TIME OUT	VISITOR	TYPE	NAME
22/02/2012	17:04:12	17:25:30	S1234567A	VISITOR	Testing userA

Checked in Visitor : 0

2.4 Re-check in Visitor

- System will save visitor information after they had checked in once.
- The user will just need to scan/input visitor's IC and all previously entered information will automatic fill in other fields.

3. Report

On menu select **Report** to view visitor's transaction record.

Check 'Today Only' to filter the records that checked in today

'Search' button

'Show all' button

'Report' button

'Exit' button

DATE IN	TIME IN	DATE OUT	TIME OUT	VTYPE	VISITOR	NAME	CONTACT	COMPANY	Vehicle	Host Name	Host Address
03/04/2012	09:19:21	03/04/2012	09:19:28	VISITOR	S1234567A	Adam Tan	9000-9000		SGH2345H	Joe	Software

User can search by:

Demo & Basic Version

- All Pending Logout - shown visitor that is not checked out yet
- IC (Visitor) – Search visitor by their IC
- Name (Visitor) – Search visitor by their name
- Company Name – Search visitor by their company
- Vehicle – Search visitor by their vehicle no.
- Date-in – Search visitor by checked in date in certain duration

Advance version include

- Host name – Search visitor by their hostname
- Host address – Search visitor by their host

User can filter the search by visitor type:

Demo & Basic Version

- All Visitor Type
- Visitor
- Contractor

Advance version include

- Able to create visitor type and filter by the visitor type you had created (Ref :)

Result of the search will be display in the list with visitor's information

Search button

Start search base on the critical inputted

Show All button

Display all visitors' transaction record

Report button

To generate report base on the search results

Exit button

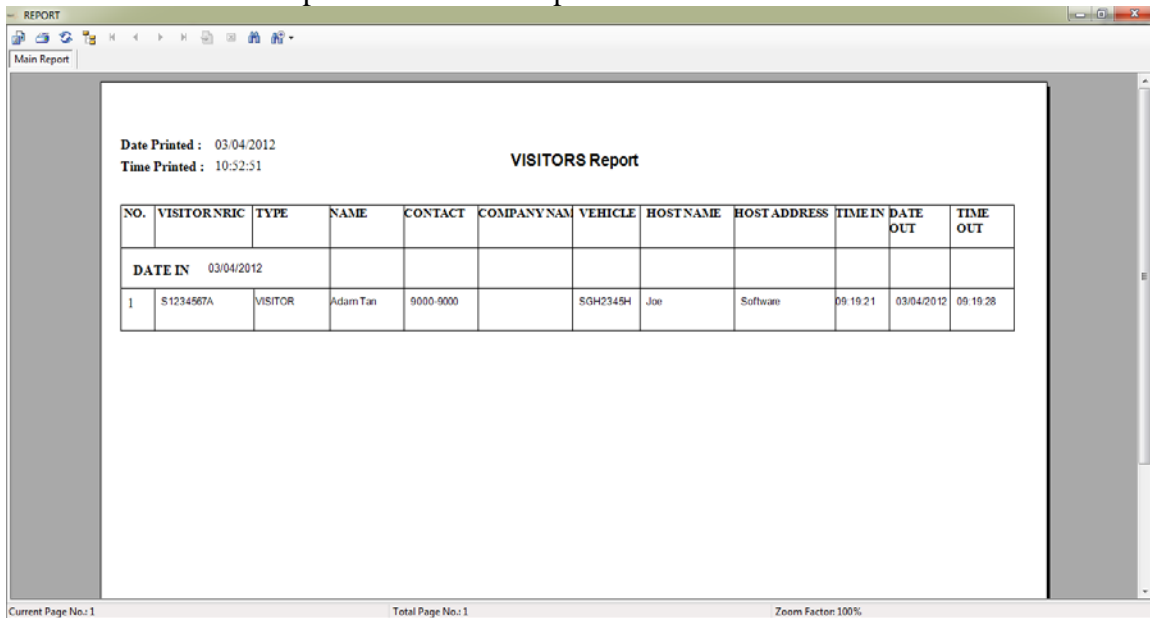
Close module and back to main page

3.1 To Search Transaction Records

- You can search for specific transaction records by selecting 'search by' under drop down list, key in the critical and click 'search' button.
- Or you can view all transaction records by click on the 'Show All' button
- You can filter the records by visitor type - by selecting visitor's type under 'Type' drop down list
- You can filter the records by only displaying today records – check on 'Today Only (DATE IN)'

3.2 To Generate Report

- Click on 'report' button. The report detail will base on the search result.



The screenshot shows a web application window titled "REPORT". Inside, there's a "Main Report" section. At the top left, it says "Date Printed : 03/04/2012" and "Time Printed : 10:52:51". The title "VISITORS Report" is centered. Below it is a table with 12 columns: NO., VISITOR NRIC, TYPE, NAME, CONTACT, COMPANY NAME, VEHICLE, HOST NAME, HOST ADDRESS, TIME IN, DATE OUT, and TIME OUT. The table has one data row for a visitor named Adam Tan. At the bottom of the window, it says "Current Page No.: 1", "Total Page No.: 1", and "Zoom Factor: 100%".

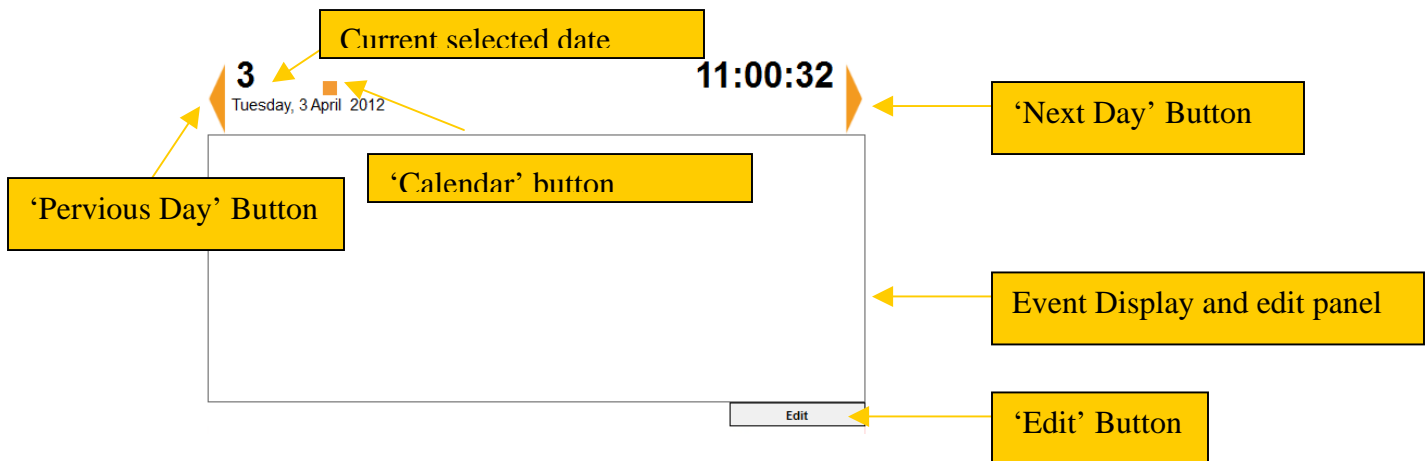
NO.	VISITOR NRIC	TYPE	NAME	CONTACT	COMPANY NAME	VEHICLE	HOST NAME	HOST ADDRESS	TIME IN	DATE OUT	TIME OUT
DATE IN 03/04/2012											
1	S1234567A	VISITOR	Adam Tan	9000-9000		SGH2345H	Joe	Software	09:19:21	03/04/2012	09:19:28

4. Main Page function

This chapter will guide you the to use function in the main page like event tracker, upload picture and view transaction record.

4.0 Event Tracker

You can add/edit/remove event information on certain day and display it on the main page.



Current Selected date

This is the display of the day you currently selected

'Calendar' Button

Click on the button and a calendar will be displayed. You can select a day from the calendar

'Next Day' Button

Click on the button to go to the next day of the selected date

'Pervious Day' Button

Click on the button to go to the pervious day of the selected date

Event Display and edit panel

The panel will display the event had added in selected date. And it will change to event edit mode if 'edit' button clicked

'Edit' Button

Click on the button to start editing event

Add/Update/Delete 'Event'

- Click on 'Edit' Button and the event display and edit panel will change to edit mode

The screenshot shows a web interface for editing an event. At the top left, there is a large number '3' and a small orange square, with the text 'Tuesday, 3 April 2012' below it. At the top right, the time '11:12:13' is displayed. The main content area is a form with the following fields: 'Event' (text input), 'Location' (text input), 'From' (time picker set to 11:12), 'To' (time picker set to 12:12), and 'Remark' (text area). A 'Save' button is located at the bottom right of the form. Below the form, there is an 'End Edit' button.

- Key in Event information- event name, location, duration and remarks

The screenshot shows the same event edit panel as before, but with the following information entered: 'Event' is 'Birthday Party', 'Location' is 'Function Room 1', 'From' is '12:00', 'To' is '18:00', and 'Remark' is 'Host By Mr Joe Tan' and 'Approximate of 50 guests'. The 'Save' button is still at the bottom right of the form, and the 'End Edit' button is at the bottom of the page.

- Click on 'Save' button and the event will be added

3 **11:22:50**
 Tuesday, 3 April 2012

Event	Birthday Party	Location	Function Room 1
From	12:00	To	18:00
Remark	Host By Mr Joe Tan Approximate of 50 guests		
			<input type="button" value="Update"/> <input type="button" value="Delete"/>

Event		Location	
From	11:22	To	12:22
Remark			

- Once you saved an event, you able to update the event by editing the information and click on the 'Update' button and delete the Event by clicking on the 'Delete' button.
- To end 'Edit' mode, click on the "End Edit" Button
- You will able to view the saved Event under the panel.

3 **11:25:25**
 Tuesday, 3 April 2012

12:00 - 18:00 Birthday Party
 Function Room 1
 Host By Mr Joe Tan
 Approximate of 50 guests

4.1 upload picture

You can attach picture on the bottom right of the main page

- By default the picture will be Visitor Management System Logo

To upload picture

- Double click on the picture and a window browser dialog will pop out.
- Select the picture you like to display on main page
- The new picture will be uploaded and displayed

4.2 View transaction record

You can view check in and out information of today

To view Transaction record

- By default the transaction record panel is hidden from user
- Click on the 'Display Transaction' and the record will be shown

Close

Tools Report Utilities HouseKeeping

Display Transaction

3 Tuesday, 3 April 2012 11:43:33

12:00 - 18:00 Birthday Party
Function Room 1
Host By Mr Joe Tan
Approximate of 50 guests

Click to display records

Tools Report Utilities HouseKeeping

Hide Transaction

DATE IN	TIME IN	TIME OUT	VISITOR	TYPE	NAME
03/04/2012	09:19:21	09:19:28	S1234567A	VISITOR	Adam Tan

Record displayed

Setting

'Setting' to select type of information to shown

- You able to set what type information to show on the panel by clicking on "setting".

☒ Contact ☒ Company ☐ Vehicle
☐ Host Name ☐ Host Address

Save Cancel

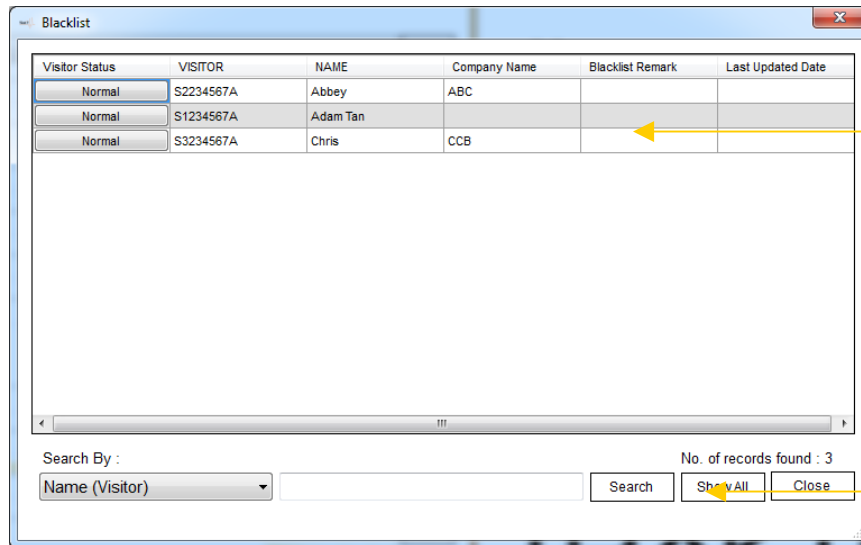
- Select the field like to view and click on save

5. Tools

5.0 Blacklist Visitor

Blacklist visitor

- On menu select **Tools -> Blacklist Visitors**



List of Visitor information

List will be change base on user search

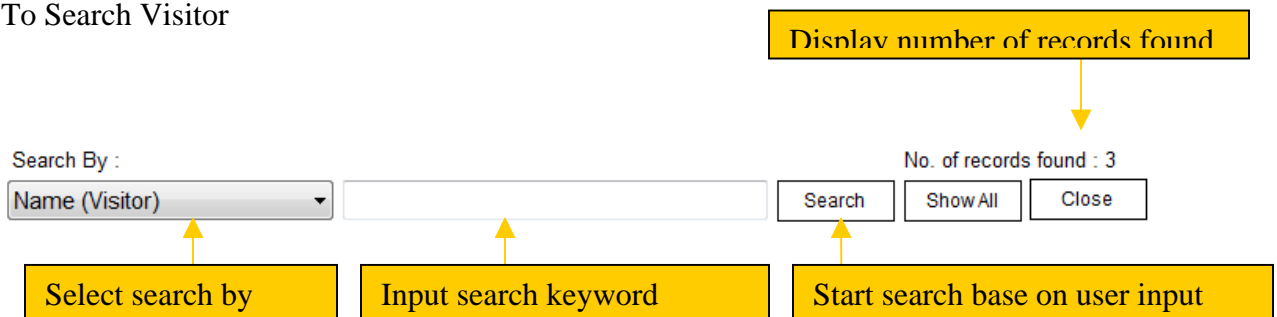
Search Visitor by name, IC or company
'Search all' is to show all visitors

Fig #. Blacklist Visitors Window

To Blacklist Visitors

- To Blacklist a specific visitor, click on the button **Normal** that is same row as the selected visitor under 'Visitor Status' column.
- The button text will be changed to 'blacklisted' **Blacklisted** and the visitor now will consider as blacklisted visitor.
- To remove blacklisted status of a visitor, click on the button and it's text will change to 'Normal'. The visitor will not consider as blacklisted visitor

To Search Visitor



- To search for specific visitor by name, IC or company.
- Input search keyword
- Click on search button

- Result will display in the list

Edit Blacklist remarks

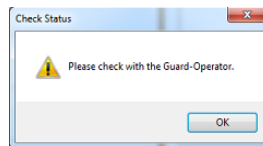
Able to edit blacklist remark of a specific visitor

Visitor Status	VISITOR	NAME	Company Name	Blacklist Remark	Last Updated Date
Normal	S2234567A	Abbey	ABC		
Normal	S1234567A	Adam Tan			
Blacklisted	S3234567A	Chris	CCB		30/03/2012

- Double click on the Blacklist Remarks
- Key in remarks and leave the textbox

Blacklisted Visitor

If the visitor is blacklisted, you will see warning message box when you try to check in that visitor



5.1 Pre-Register Visitor

Pre register visitor before they check in

- On menu select **Tools -> Pre-Register**

Demo/Basic Version

Advance Version

- Input visitor's information
- Click on 'Update' button
- Advance Version only – Able to print badge once the information had entered.
- The badge printed out will no have checked in time and date.

5.2 Force-out Visitors

Force check out visitor that have checked in

- On menu select **Tools -> Force Out Visitor**

The 'Force Out' window displays a table with the following columns: Force Out, DATE IN, TIME IN, DATE OUT, TIME OUT, VISITOR, TYPE, NAME, CONTACT, COMPANY NAME, VEHICLE, HOST NAME, and HOST ADDRESS. The table contains four rows of visitor data, all with a 'Pending' status in the 'Force Out' column.

Force Out	DATE IN	TIME IN	DATE OUT	TIME OUT	VISITOR	TYPE	NAME	CONTACT	COMPANY NAME	VEHICLE	HOST NAME	HOST ADDRESS
Pending	30/03/2...	14:07:52			S22345...	CONTR...	Abbey	90231202	ABC	SGH000...	Zack	Network
Pending	30/03/2...	16:06:01			S12345...	VISITOR	Adam Tan	9000-90...		SGH234...	Joe	Software
Pending	30/03/2...	14:08:39			S32345...	CONTR...	Chris	98881234	CCB		Joe	Software
Pending	30/03/2...	16:18:18			S52345...	CONTR...	Paul	09091123	Autopac...			

Below the table, there is a search section with a 'Search By:' dropdown menu set to 'Name (Visitor)', a search input field, and buttons for 'Search', 'Show All', and 'Close'. It also displays 'No. of records found : 4'.

To force out visitor

- To Force out a specific visitor, click on the button **Pending** that is same row as the chosen visitor under 'Force Out' column.
- Once the button is clicked, it will change to **Force Out** and the chosen visitor consider checked out. The status of the visitor will be updated (ref below) and show in the list.

Force Out	30/03/2...	16:18:18	31/03/2012	11:58:40	S5234567A	CONTR...	Paul	09091123	Autopac...		
-----------	------------	----------	------------	----------	-----------	----------	------	----------	------------	--	--

Force out date

Force Out Time

To Redo force out visitor action

- To redo a Force out, click on the **Force Out**
- Once the button is clicked, it will change back to **Pending**

To Search Visitor

The search process is illustrated with annotations on the search interface:

- Select search by**: Points to the 'Name (Visitor)' dropdown menu.
- Input search keyword**: Points to the search input field.
- Start search base on user input**: Points to the 'Search' button.
- Display number of records found**: Points to the 'No. of records found : 3' text.

The search interface includes a 'Search By:' dropdown, a search input field, and buttons for 'Search', 'Show All', and 'Close'. It also displays 'No. of records found : 3'.

- To search for specific visitor by name, IC or company.
- Input search keyword
- Click on search button
- Result will display in the list

6. Utilities

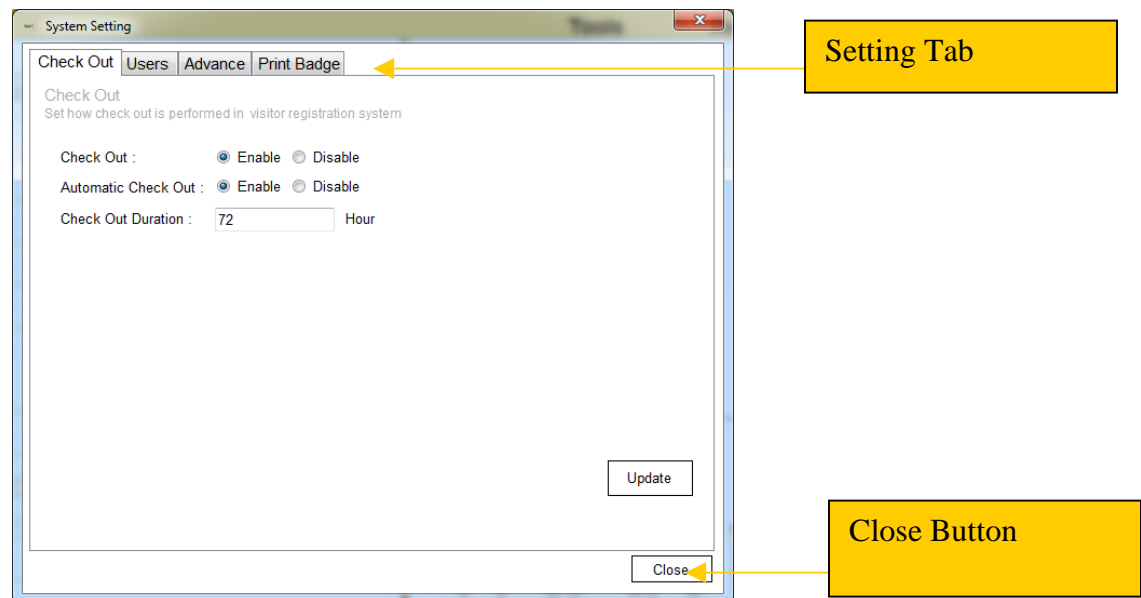
Utilities is allow you to set specific setting in the system

6.0 System Setting

System Setting allow user to set the check out setting, user setting, advance setting and print badge setting

(Note: advance setting and print badge setting is only available for advance version)

- On menu select **Utilities -> System Setting**



Setting Tab

You can click on different tab to set or view the setting of each tab represent

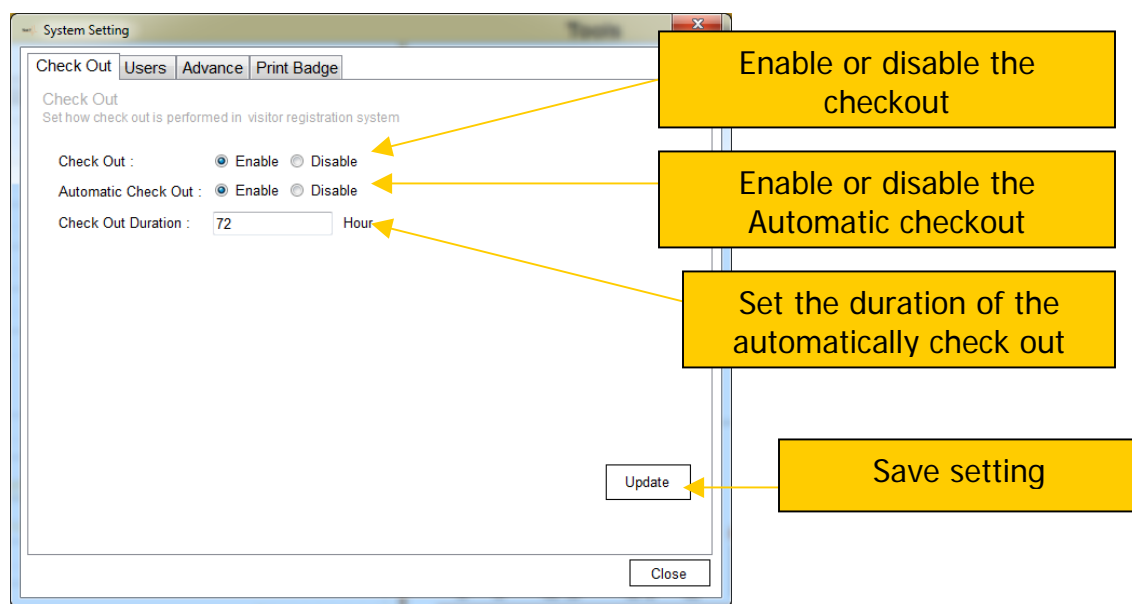
Close Button

Click on close button to exit and back to main page

6.0.1 Check out setting

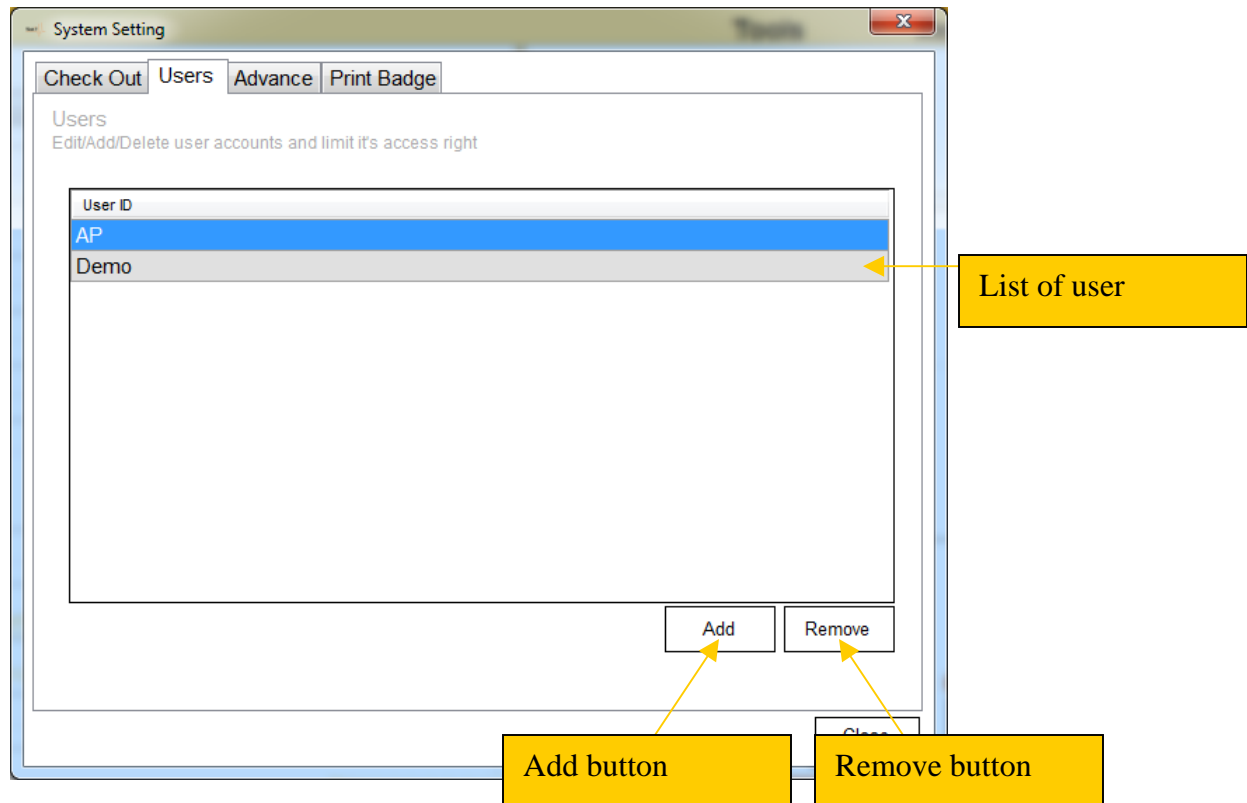
Set checkout and automatic setting

- By default, the system setting is check out enabled and will automatically check out visitor that had checked in for 72 hour
- User able to disable checkout and automatic checkout by selecting disables.
- After disabling the check out, the user will not require to checkout visitor as only check in record will be saved
- User able to set the duration of automatically check out



6.0.2 User Setting

User Setting allow you to create user with specific access right to different module



List of users

The list will display the user that is saved in the system

Add button

Click on add button to add new user

Remove button

Click on remove button to remove certain user

Add new user

- Click on add button and 'user setting' window will pop up

MAIN PAGE	REPORT	UTILITIES
<input type="checkbox"/> Edit Event	<input type="checkbox"/> Standard Report	<input checked="" type="checkbox"/> Check out
<input type="checkbox"/> Upload Picture		<input type="checkbox"/> System User
		<input type="checkbox"/> Host Setting
		<input type="checkbox"/> Purpose of Visit Setting

TOOLS	HOUSE KEEPING
<input checked="" type="checkbox"/> Blacklist Visitor	<input type="checkbox"/> Purge Visitor's Detail
<input checked="" type="checkbox"/> Pre Register Visitor	<input type="checkbox"/> Purge Visitor's transaction details
<input checked="" type="checkbox"/> Force Out Visitor	

Administrator Receptionist

Save Close

Input user information:

- User id
- User Name
- User Password
- Confirm Password

Set user access right

Set user access right

Set user access right

- Input user id, user name, user password and confirm password
- User password and confirm password must be the same
- Set different access right for the user
- Click on save to create the user

Edit existing user

- Double click user you like to edit on the user list

System Setting

Check Out Users Advance Print Badge

Users

Edit/Add/Delete user accounts and limit its access right

User ID
AP
Demo

Double click

- 'User setting' window will pop up

User Setting

Users

User ID:

User Name:

User Password:

Confirm Password:

MAIN PAGE	REPORT	UTILITIES
Edit Event <input checked="" type="checkbox"/>	Standard Report <input checked="" type="checkbox"/>	Check out <input checked="" type="checkbox"/>
Upload Picture <input checked="" type="checkbox"/>		System User <input checked="" type="checkbox"/>
TOOLS	HOUSE KEEPING	Host Setting <input checked="" type="checkbox"/>
Blacklist Visitor <input checked="" type="checkbox"/>	Purge Visitor's Detail <input checked="" type="checkbox"/>	Purpose of Visit Setting <input checked="" type="checkbox"/>
Pre Register Visitor <input checked="" type="checkbox"/>	Purge Visitor's transaction details <input checked="" type="checkbox"/>	
Force Out Visitor <input checked="" type="checkbox"/>		

- Edit current setting and click on 'Update' Button to save current setting for selected user

Remove User

- Select user from the user list
- Click on 'Remove' button and selected user will be removed

System Setting

Check Out **Users** Advance Print Badge

Users
Edit/Add/Delete user accounts and limit it's access right

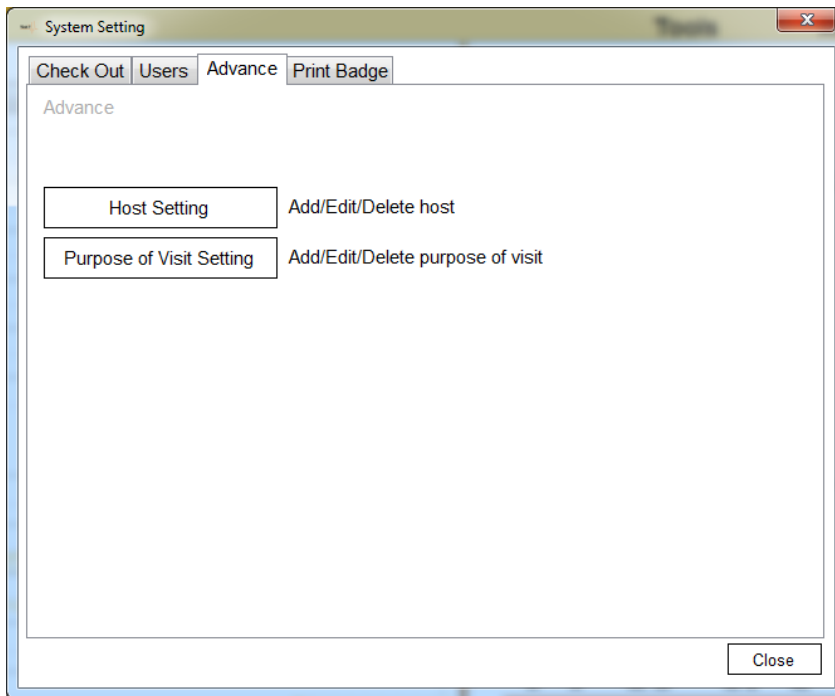
User ID
AP
Demo

1. Select user
(Selected user
will be
highlighted)

2. Click on
'Remove'

6.0.3 Advance Setting (only available in advance version)

Advance setting allows you to set/modify the host and purpose of visit.



Host Setting button

Click on 'Host Setting' and host setting window will pop up

Purpose of Visit Setting button

Click on 'Purpose of Visit Setting' button and Purpose of Visit Setting window will pop up

6.0.3.0 Host setting

The screenshot shows a 'Host Setting' window with a table of saved hosts and a form for adding or updating a host. Annotations point to various elements:

- 'Del' Button to delete specific host (points to the 'Del' button in the first row of the table)
- List of saved Host and his/her information (points to the table of hosts)
- To search specific host (points to the 'Search' button)
- Input host information to add or update current host (points to the input fields for Employee No, Name, Department, Contact, and Title)
- 'Close' Button to close the window (points to the 'Close' button at the bottom right)
- 'Update' button to add/update host (points to the 'Update' button at the bottom right)
- 'Clear' to clear the fields (points to the 'Clear' button at the bottom right)

Del	Employee No	Name	Department	Contact	Title
Del	00001	Bob	Marketing	9001	Manager
Del	000150	Joe	Software	5011	Engineer
Del	000170	May	HR	2011	
Del	020920	Elle	Admin	2011	
Del	102301	Zack	Network	3018	Net

No of records : 5

Employee No Search

Employee No
Name
Department
Contact
Title

Add New Host

- Input all necessary host information
- Click on 'Update' button
- The new host will be saved into the system

Edit existing Host

- Double click on the existing host in the list
- The host's information will be shown in the input area
- Modify the information
- Click on 'Update' button
- The existing host will be updated with new information

Delete existing host

- There is 'Del' assigned to every host under the list
- Click on 'Del' button assigned to the host you like to be deleted
- The host will be deleted from the system

6.0.3.1 Purpose of visit setting

Del	Purpose Of Visit
Del	Delivery
Del	Interview
Del	Meeting

No of records : 3

Search

Purpose Of Visit

Update Close

'Del' Button to delete specific Purpose of visit

List of saved Purpose of visit

To search specific Purpose of visit

'Close' Button to close the window
'Update' button to add/update host

Add New Purpose of visit

- Input all necessary host information
- Click on 'Update' button
- The new Purpose of visit will be saved into the system

Delete existing purpose of visit

- There is 'Del' assigned to every purpose of visit under the list
- Click on 'Del' button assigned to the purpose of visit you like to be deleted
- The purpose of visit will be deleted from the system

6.0.4 Print badge Setting

You can select the badge design for the label

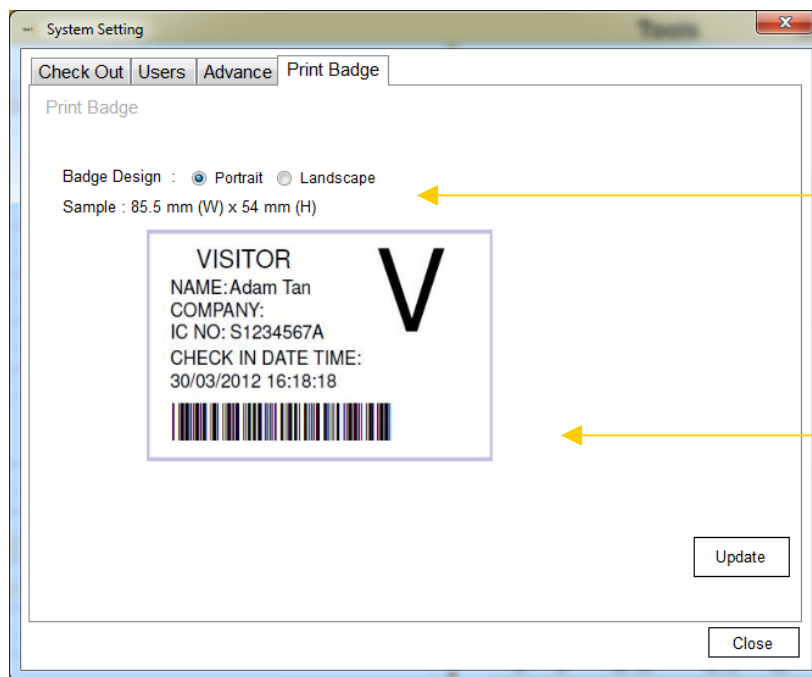
- Visitor Management System provide 2 design for you to choose for
 - Portrait and Landscape



Portrait



Landscape



Badge design selection

Badge Design Sample

Set badge design and save

- Choose one of the badge design
- Click the 'update' button to save the setting

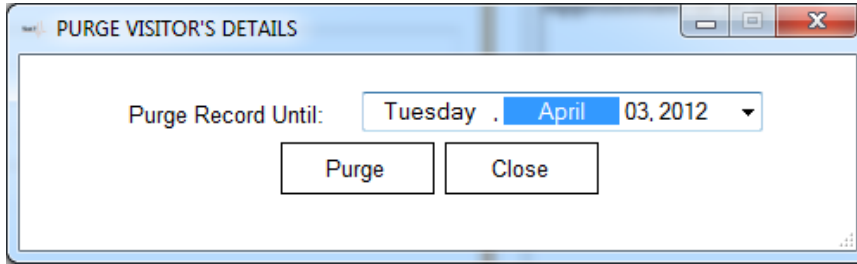
7. Housekeeping

Purge stored data in the Visitor Management System

7.0 Purge Visitor's transaction details

Remove transaction record till on specific date

- On menu select **Housekeeping -> Purge Visitor's Transaction Detail**



PURGE VISITOR'S DETAILS

Purge Record Until: Tuesday . April 03, 2012

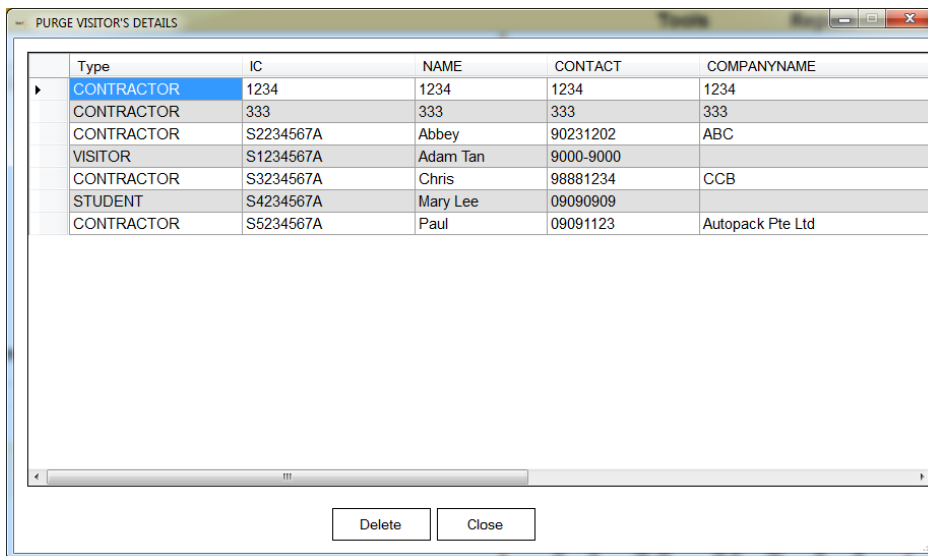
Purge Close

- Select the date that you like to purge till
- Click on 'Purge' button and the record before that day will be purged

7.1 Purge visitor's details

Remove visitor detail that had stored in the system

- On menu select **Housekeeping -> Purge Visitor's Details**



PURGE VISITOR'S DETAILS

Type	IC	NAME	CONTACT	COMPANYNAME
CONTRACTOR	1234	1234	1234	1234
CONTRACTOR	333	333	333	333
CONTRACTOR	S2234567A	Abbey	90231202	ABC
VISITOR	S1234567A	Adam Tan	9000-9000	
CONTRACTOR	S3234567A	Chris	98881234	CCB
STUDENT	S4234567A	Mary Lee	09090909	
CONTRACTOR	S5234567A	Paul	09091123	Autopack Pte Ltd

Delete Close

- Select the visitor you like to be purged
- Click on 'Delete' button to purge selected visitor