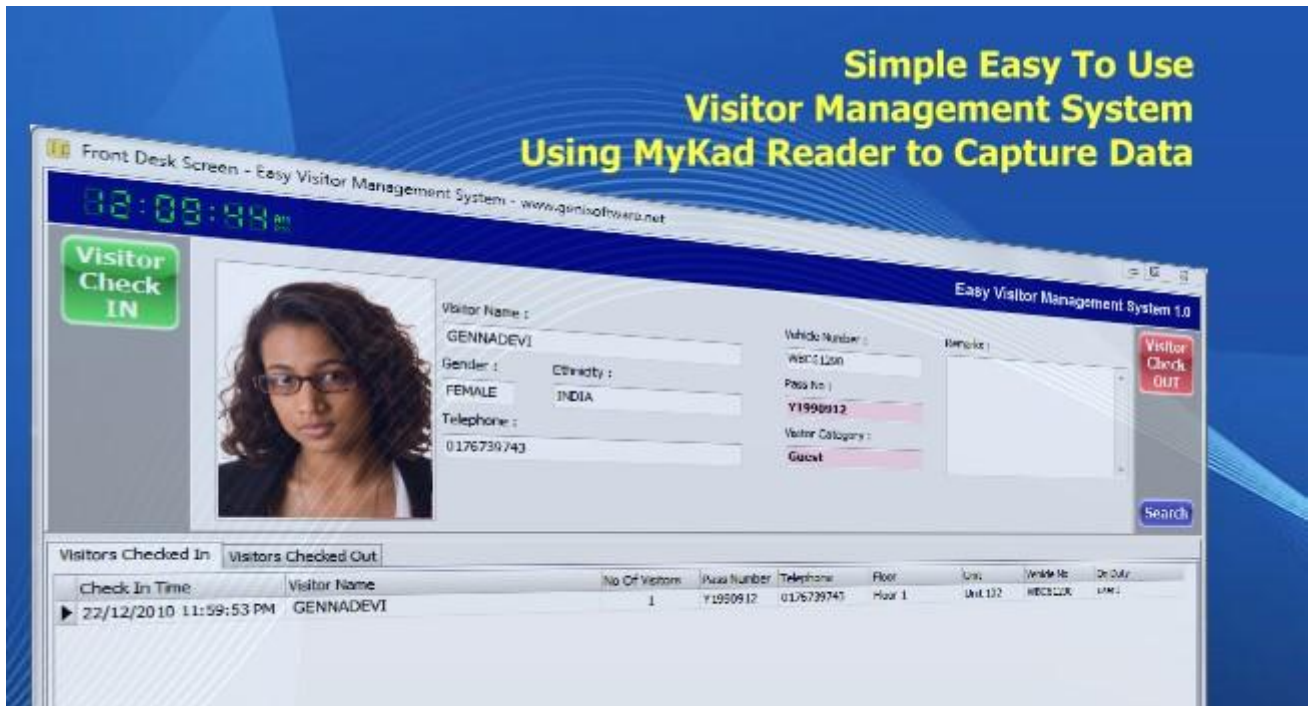


Easy Visitor Management System

www.genisoftware.net

Copyright 2010, 2011

Introduction



Thank you for your interest in
Easy Visitor Management System

Easy Visitor Management System is to computerize recording of visitors going in and out of premises. This software is perfect for use in Condominiums, Hostels, Offices, Schools and Factories. Our software will compliment the Security System you already have in place to protect your premises.

Features :

- Easy to install
- Easy to use
- Separate screens for front desk and administration user
- Read MyKad Using Smart Card Reader
- Blacklist unwanted visitors
- History of visits
- Report to Excel and PDF
- Filter reports by date

System requirements

System Requirement

Operating System : Windows 2000/XP/Vista/7

1 X USB PC/SC Smart Card Reader

1 X USB Slot for USB License Key Dongle



USB Smart Card Reader

[Buy Smart Card Reader Now](#)

IMPORTANT



USB License Dongle

The Full Version of Easy Visitor Management System requires a USB Dongle Key like the above. This key has to be plugged into a USB port on the computer at all times for the software to function. If the key is removed, the software will stop.

Getting Started

The default logins are as follows:

Login : admin

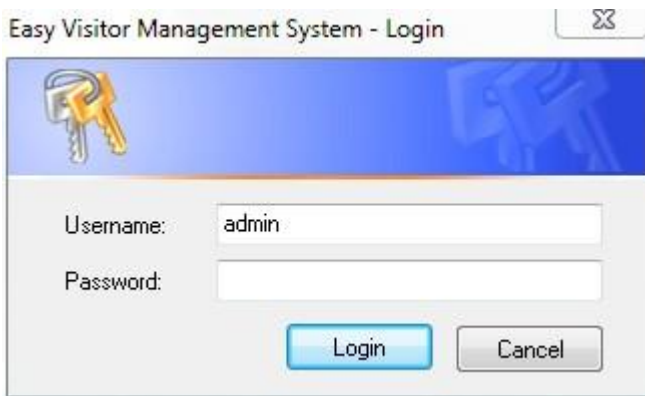
This is for administrative purpose:

- Allow viewing of full visitor details
- Visitor history
- Blacklist visitor
- Delete visitor/visit details
- Compact/Repair Database
- Backup/Restore Database
- Define facility information
- Limit information that can be viewed at front-desk

Login : user1

This is for front-desk or guard purpose:

- Register incoming visitors
- Clock out out going visitors
- View visitors still in premise



Easy Visitor Management System - Login

Username: admin

Password:

Login Cancel

Use the admin login and click the login button

There are no password for the default login. It will be good to set passwords after the initial login.

Menu Command

Application

Change Password

Allows the administrator to change the password for login

Logout

Logout the administrator and exit to the login box

Exit

Will close the Visitor Management System

Master Settings

[Facility Settings](#)

Allow for set up premise catalog - defining blocks of buildings, floors and units

[Visitor Category](#)

Define types of visitors eg Guest, Repairmen etc

[Login Manager](#)

Setup user and permission to use Visitor Management System

[Options](#)

Set options for software such as how much data to display at front desk

Database

Compact Database

Use this option to remove spaces occupied by deleted records. This process will purge deleted records and shrink the database file. This will help with the performance of the database.

Repair Database

Should you experience any problems with the database try to repair using this option.

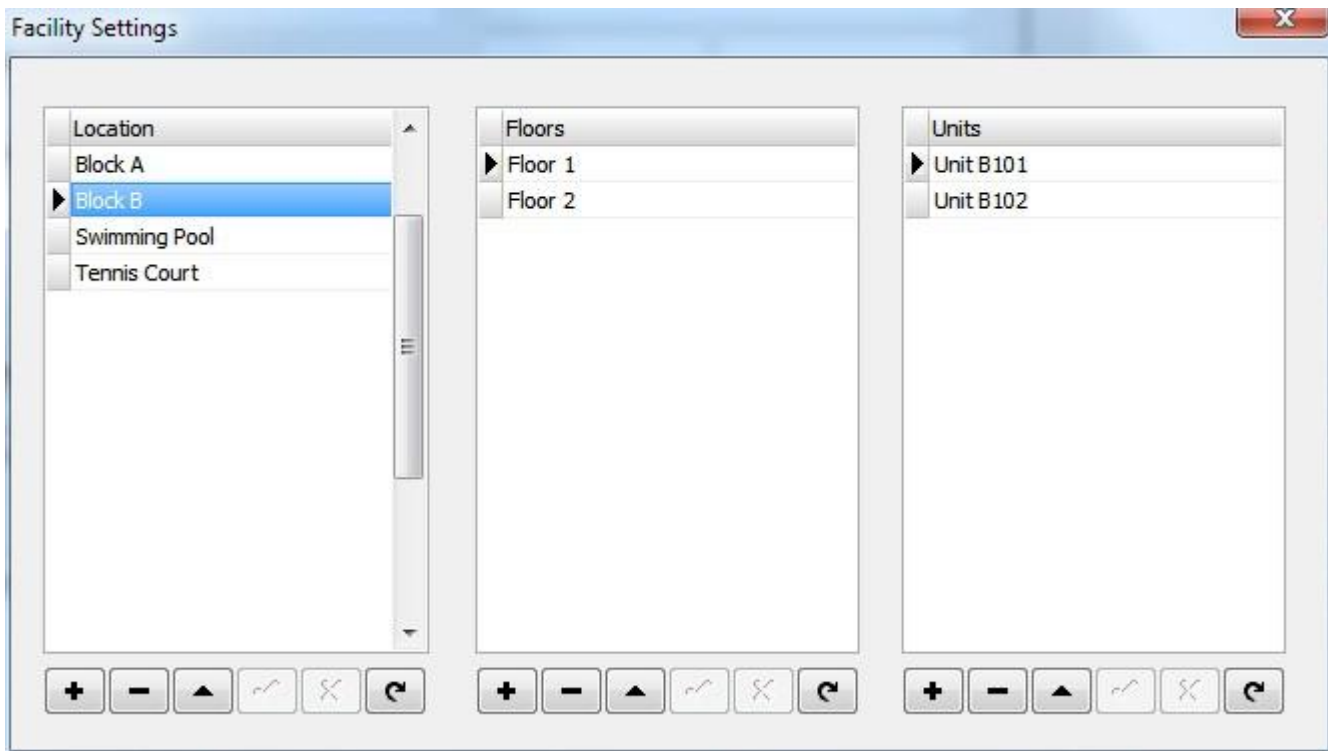
Backup Database

Backup the entire database file for archiving to a compressed zip file.

Restore Database

Restore the database from a compressed zip file. This will replace the main database.

Facility Settings



Facility Settings

This screen allows you to setup the locations your visitors will be going to when they enter your premises.

First define the Location followed by Floors then by Units

Example :

Location : Block B

Floor 1

Unit B101
Unit B102

Floor 2

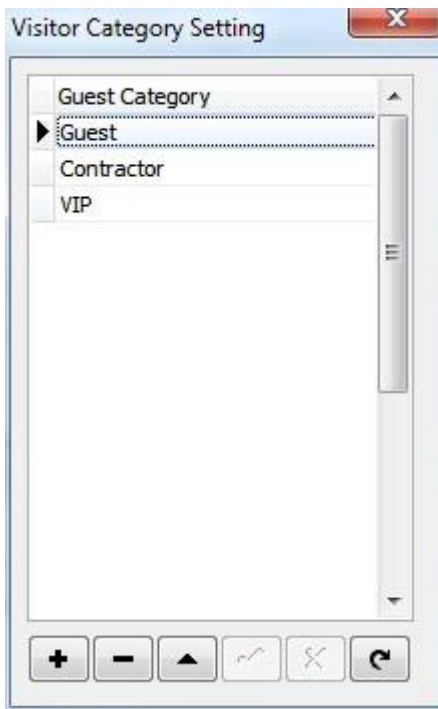
Unit B201
Unit B202

Clicking on a particular Locations will reveal the floors associated with that location. Likewise clicking on the Floor will reveal the units associated with the floor.

Use the + and - buttons to add and delete entries.

Use the (tick) to save the data to the database.

Visitor Category



The image shows a software dialog box titled "Visitor Category Setting" with a close button (X) in the top right corner. The main area of the dialog is a list box containing the following items: "Guest Category", "Guest", "Contractor", and "VIP". The "Guest" item is currently selected and highlighted. Below the list box is a vertical scrollbar. At the bottom of the dialog, there is a row of six control buttons: a plus sign (+), a minus sign (-), an upward-pointing arrow (▲), a checkmark (✓), a cross (✗), and a refresh/circular arrow (↻).

Visitor Category

Use this form to enter the visitor category as shown above.

Login Manager



Use the security manager to add, edit and remove users

Click on Add User to create a new user.

Enter the details as in above form

The next step is to add the new user to a Group.

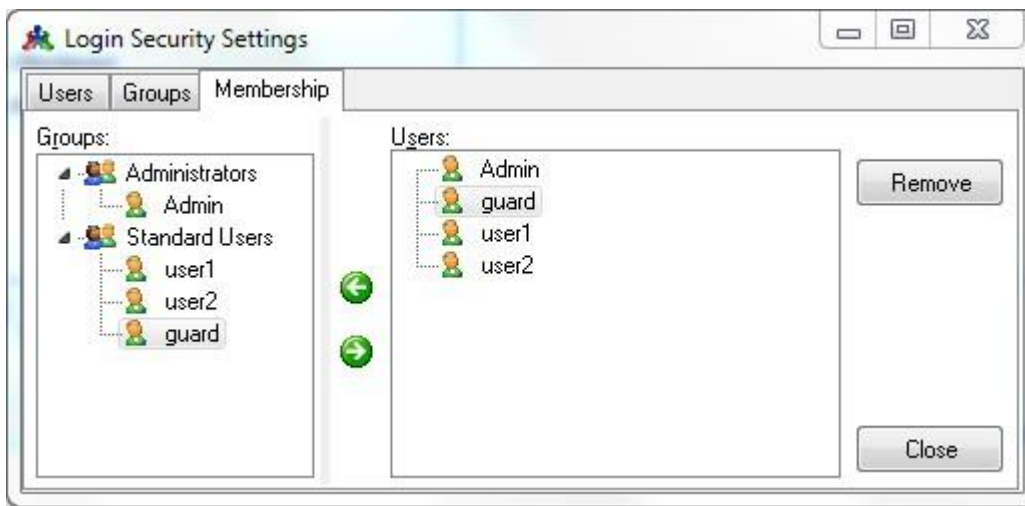
There are two Groups defined

Administrators - Full Access

Standard Users - Limited Access - Registration of Visitors

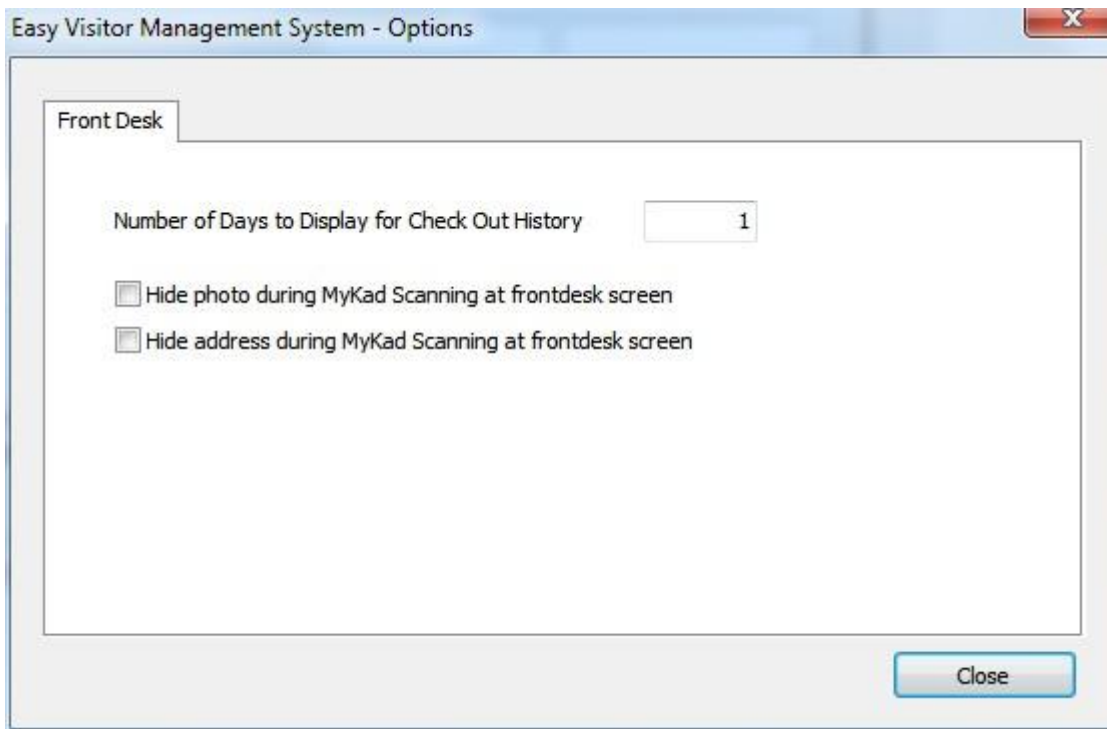
IMPORTANT

Care should be taken when assigning users to groups. Make sure the login is tested before being issued out.



Click Membership tab and select the user and group, then use the green arrows to add or remove a user from a group.

Options



The screenshot shows a window titled "Easy Visitor Management System - Options" with a close button (X) in the top right corner. Inside the window, there is a tab labeled "Front Desk". Below the tab, there are three settings:

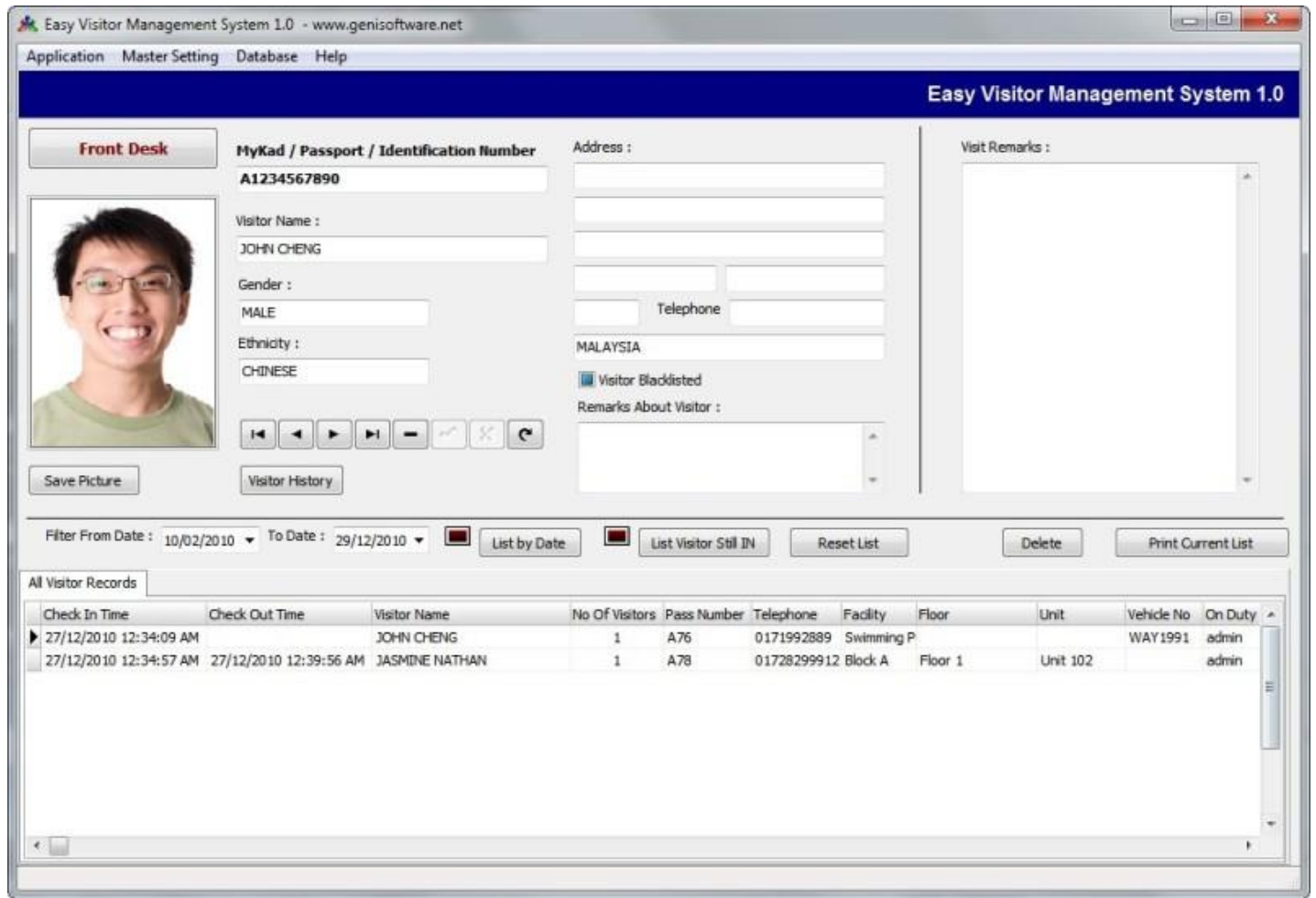
- A text input field labeled "Number of Days to Display for Check Out History" with the value "1" entered.
- A checkbox labeled "Hide photo during MyKad Scanning at frontdesk screen", which is currently unchecked.
- A checkbox labeled "Hide address during MyKad Scanning at frontdesk screen", which is currently unchecked.

A "Close" button is located at the bottom right of the dialog box.

This form sets the number of days of Check Out history will be displayed from front desk screen.

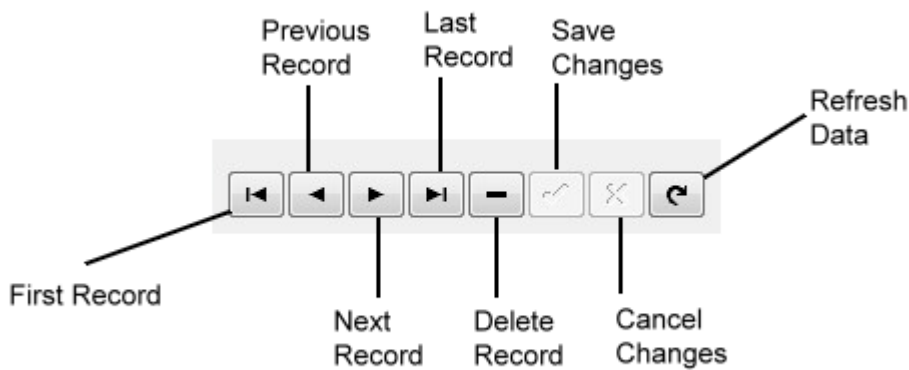
Also to limit the information displayed after reading the MyKad.

Administration



Main Administration Screen

Database Navigation Button Functions



Use the above navigation buttons to scroll through the visitor database

Database Filter Options

Filter From Date : 10/02/2010 ▼ To Date : 29/12/2010 ▼ List by Date List Visitor Still IN

Select from date to filter Select to date to filter Perform date filter Check for visitors still in Reset all filters Show all data

Use the above buttons to filter the visit details of visitors

Delete Visit Record

Floor	Unit	Vehicle No	On Duty
-------	------	------------	---------

Delete visit record.
This button does not delete visitor information

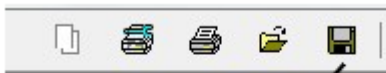
Reports

The screenshot shows a 'Report Preview' window with a toolbar at the top containing navigation and action icons. On the left, there are 'Thumbnail' and 'Search Results' sections. The main area displays a table with the following data:

Time In	Time Out	Visitor Name	Telephone	Vehicle No	No Visitors	Facility	Floor	Unit	Visitor Category
27/12/2010 12:34:09 AM		JOHN CHENG	0171990389	WAY1395	1	Swimming Pool			Guest
27/12/2010 12:34:57 AM	27/12/2010 12:39:58 AM	JASMINE NATHAN	0172829912		1	Block A	Floor 1	Unit 102	Guest

At the bottom of the window, the footer reads: 'Easy Visitor Management System - Demo Version - www.genisofware.net' on the left, '29/12/2010 6:51:47 PM' in the center, and '1' on the right. The status bar at the very bottom indicates 'Page 1 of 1'.

Click 'Print Current List' button the print / export to PDF or Excel the data displayed on the grid.



Click here to save report to Excel or PDF

Front Desk

Front Desk Screen - Easy Visitor Management System - www.genisoftware.net

12:38:37m Easy Visitor Management System 1.0

Visitor Check IN

Visitor Check OUT

Search

Visitor Name : JASMINE NATHAN

Vehicle Number :

Remarks :

Gender : FEMALE Ethnicity : INDIAN

Pass No : A78

Telephone : 01728299912

Visitor Category : Guest

Visitors Checked In | Visitors Checked Out

Check In Time	Visitor Name	No Of Visitors	Pass Number	Telephone	Facility	Floor	Unit	Vehicle No	On Duty
27/12/2010 12:34:09 AM	JOHN CHENG	1	A76	0171992889	Swimming Pool			WAY1991	admin
▶ 27/12/2010 12:34:57 AM	JASMINE NATHAN	1	A78	01728299912	Block A	Floor 1	Unit 102		admin

Use this form to see who is IN and who has checked OUT. Click on the appropriate grid tab to view this information.

This form consists of three main buttons:

Visitor Check IN

Click to register new visitors

Visitor Check Out

Click to check-out visitors. Select the visitor to check out from the grid. Highlight by click on the visitor details. The information for the visitor will appear on the above the grid. Once the correct visitor has been selected, click the Visitor Check Out button to mark the visitor having left.

Search

Use this to search for visitors by the Pass Number, MyKad Number, Vehicle Number etc

Visitor Registration

Easy Visitor Management System 1.0

Visitor Registration

No Image Available

EasyVMS

Visitor Status :

Visitor Information

Read MyKad

MyKad / Passport / Identification No :

Visitor Name :

Gender : Ethnicity :

Visitor Address

Town :

Postcode : State :

Country : **MALAYSIA**

Visit Details

Telephone Number :

Vehicle Number :

Facility : Floor : Unit :

Visitor Category :

Number of Visitors : **1**

Pass Number :

Remarks :

Register Visitor

www.genissoftware.net

The Visitor Registration form can be populated by typing in the information or by reading the data from MyKad using the USB Smart Card Reader.

Click 'Read MyKad' after inserting the MyKad into the Card Reader. Once the necessary details are read from MyKad and or typed in, click

'Register Visitor' the Check In Visitor. The time of check will be captured automatically.