

# **User Guide's for QuickReg©**

## **Version 2.2.0**

**April 2018**

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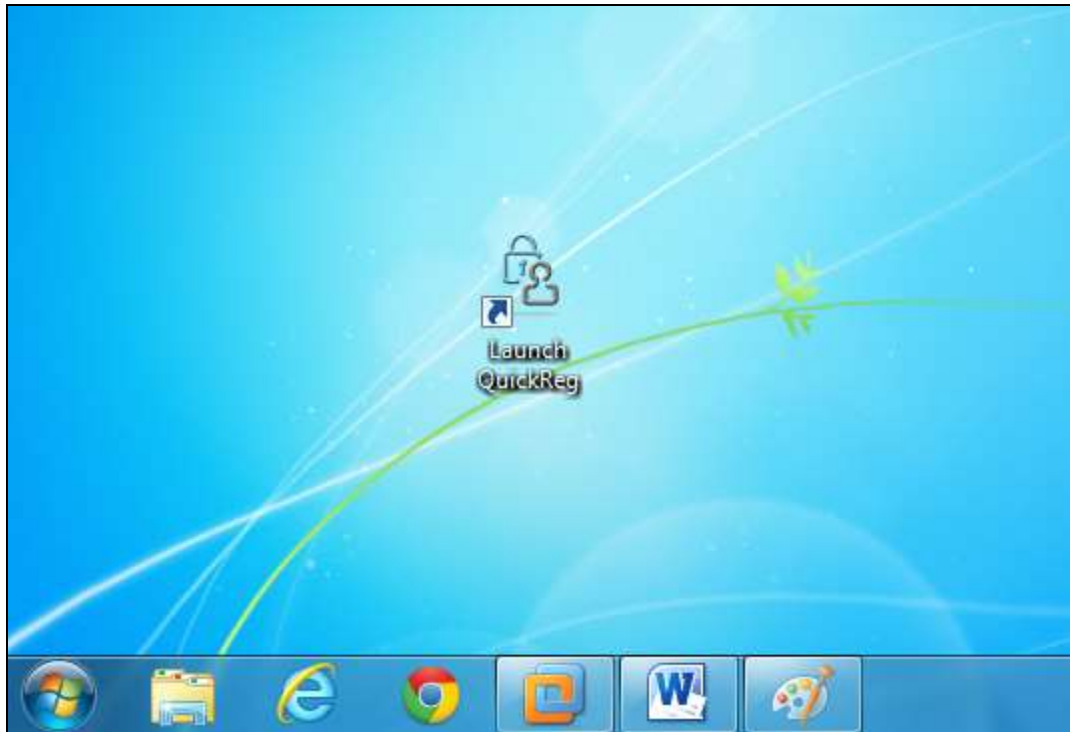
## Chapter 1: System Overview

QuickReg© is an easy-to-use and comprehensive software for managing and tracking visitor movement in an organization and factory. A great value for small as well as medium businesses and organizations looking for an effective visitor management solution, the QuickReg© is secure, simple to implement, and extremely user-friendly.

## Chapter 2: System Log In

### 2.1 Log In to the System

To begin using the QuickReg©, double-click the “Launch QuickReg” icon on your Windows Desktop.



In the Login dialog box, type your Password and then click OK button.



QuickReg - Visitor Management System

Password:

Database: C:\Program Files (x86)\Nusoft Solu

**Note:**

Default login password is 123456. Login password is case-sensitive. Please make sure you enter the correct password cases.

Upon successful log in, you will be prompted with the QuickReg© main screen.



QuickReg - Visitor Management System

No reader connected. [Click here to change reader](#)

[View Photo Gallery](#)

[Home](#) [Report](#) [Setup](#) [About](#) [Help](#) [Change Password](#) [Supervisor Logout](#)

1. Please insert one of these cards into the reader: MyKad Barcoded ID

2. You can click Read button or press F2 function key: Read (F2)

DIRECTION: IN

STILL IN: 0 TODAY TOTAL: 0

**Cardholder Particulars:**

IC No./Passcard No.:  Search

Name:

[Visit Info](#) [Biometric](#) [Address](#)

Visit Reason: Contractor

Host: A-01

Company Name:

Telephone No.:

Vehicle No.:

Pass card No.:  Read (F4)

**Cardholder Photo:**

[Take Photo](#)

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The main screen is organized into 4 tabs, namely *Home*, *Report*, *Setup* and *About*.

*Home* tab is the most used tab for user to register visitor.

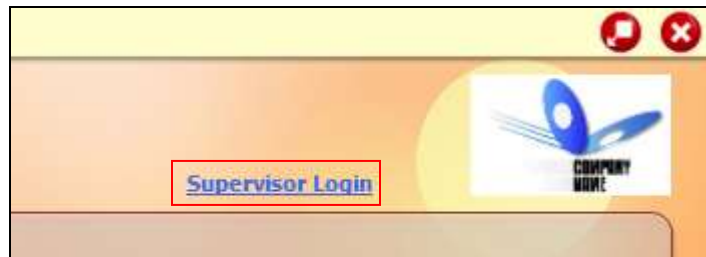
*Report* tab is the second most used tab for user to search visitor information and generate report. By default the Save button is disabled. The Save button only accessible in Supervisor Mode.

*Setup* tab is the tab where user can set the system parameter such as Company Name, Registration Number, address and contact information. This tab only accessible in Supervisor Mode.

*About* tab is the tab where user can find QuickReg© system information such as version, release date and vendor information.

## 2.2 Switch to Supervisor Mode

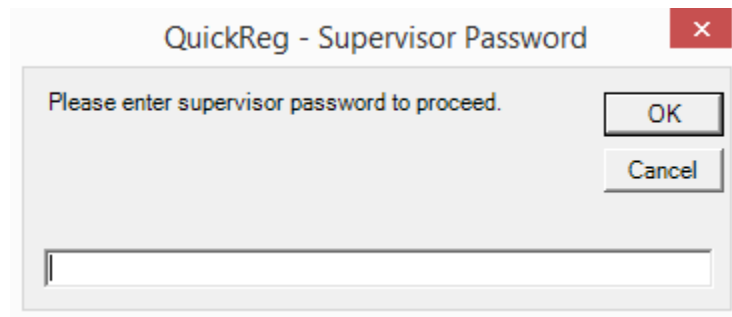
To login into Supervisor Mode, you must click into *Supervisor Login* hyper link and login with Supervisor password.



### **Note:**

Default Supervisor password is ~Password1. Login password is case-sensitive. Please make sure you enter the correct password cases.

You will be prompted with a *Change Password* dialog box. Type in your new password, then click OK button.



Upon entering correct Supervisor password, your will be able to enter Setup tab and also able to click Save button in Report tab.

## 2.3 Changing Password

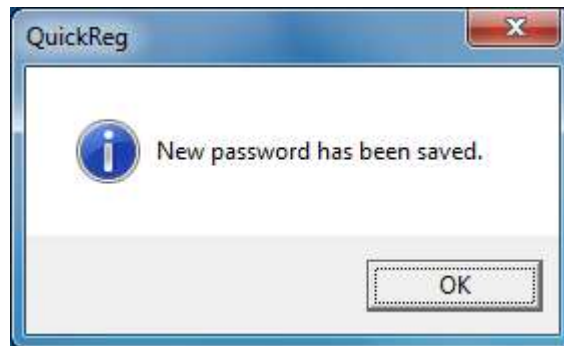
To begin change password, you must login to the system with your old password. Upon successful log in, click on the *Change Password* hyper link.



You will be prompted with a *Change Password* dialog box. Type in your new password, then click OK button.



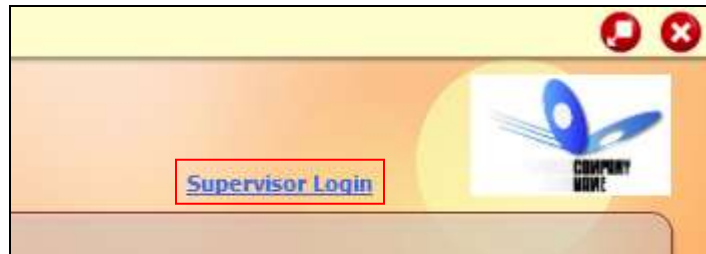
Upon correct current password and matching new password, you will be prompted with a successful dialog box.



## Chapter 3: Configuring System

### 3.1 Settings

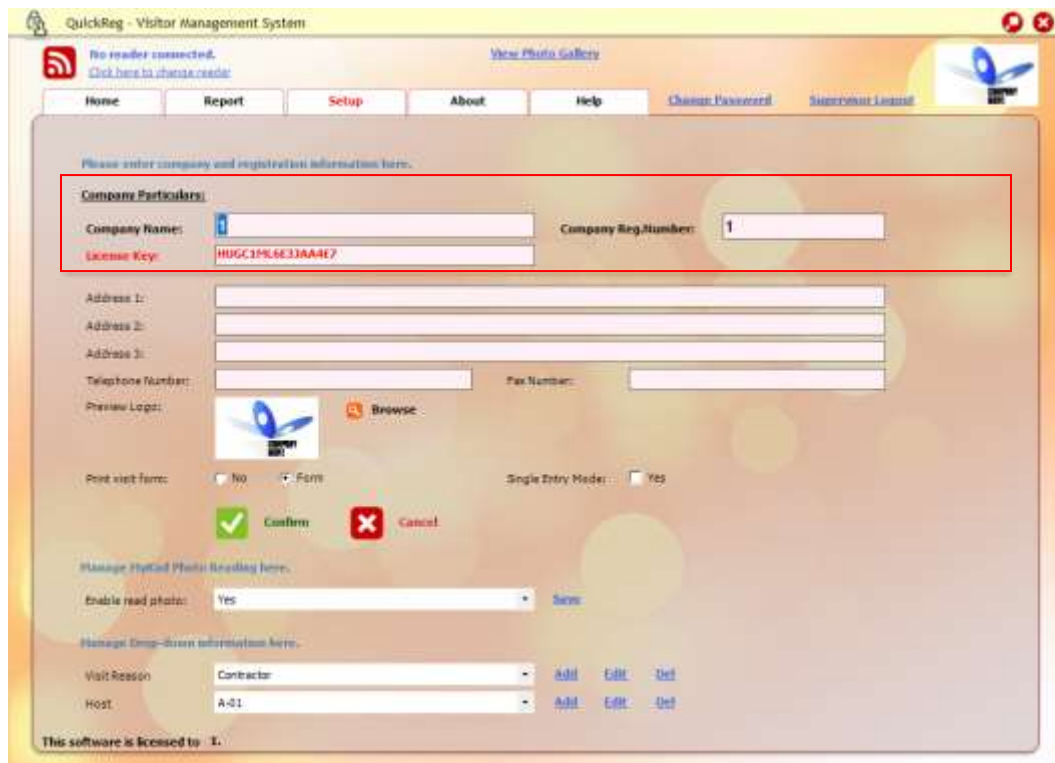
To begin configuring system, you must first log in to QuickReg© Supervisor Mode.



Upon successful log in, click on the *Setup* hyper link.



You will be prompted with a *Company Particulars* entry screen. Enter all relevant information, then click Confirm button.



The following details are as explain below:

#	Field Name	Description	Mandatory
1	Company Name	Name of your company or organization. This name must be the same as the name of company submitted for registration.	No
2	Company Reg.Number	Registration Number of your company or organization. This registration number must be the same as the company registration number submitted for registration.	No
3	License Key *	License Key is for viewing only.	Yes
4	Address 1	Company address.	No
5	Address 2	Company address.	No
6	Address 3	Company address.	No
7	Telephone Number	Company telephone number.	No
8	Fax Number	Company fax number.	No
9	URL	Company home page URL.	No
10	Contact Person	Name of contact person.	No
11	Designation	Designation of contact person.	No
12	Preview Logo	Logo of your company to be display in the system. Click Browse button and select a bmp file to upload.  Note: To get the best Company Logo display, the photo Height to Width ration should be preserve at 1:1.7. Example: Height 100px, Width 170px.	No
13	Print visit form *	Enable or disable print visit form upon successful Sign In of visitor.	Yes
14	Single Entry Mode *	Enable or disable Single Entry Mode. If Single Entry Mode is turned ON, QuickReg© will only record Sign In and doesn't need Sign Out.	Yes

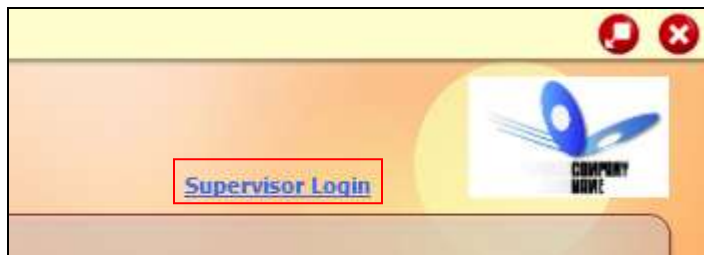
**\* Note:**

To obtain License Key, please contact your salesperson or the software vendor.



### 3.2 Enable/Disable Visit Form

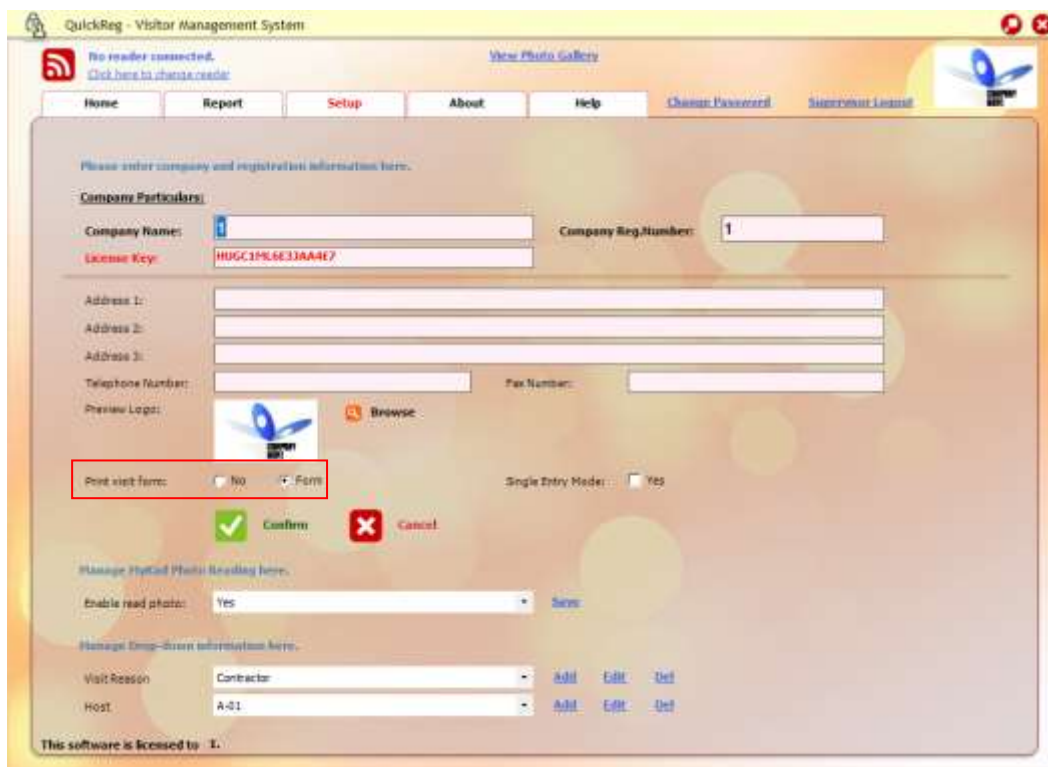
To begin enabling or disabling printing of visit form/card during Sign In, you must first log in to QuickReg© Supervisor Mode.



Upon successful log in, click on the *Setup* hyper link.



Tick on *Print visit form* to enable display the visit form when Sign In is completed, then click Save button located at the side.



QuickReg - Visitor Management System

No reader connected.  
[Click here to change reader.](#)

[View Photo Gallery](#)

Home Report **Setup** About Help [Change Password](#) [Supervisor Logout](#)

Please enter company and registered info information here.

**Company Particulars:**

Company Name:  Company Reg.Number:


License Key:

Address 1:

Address 2:

Address 3:

Telephone Number:  Fax Number:

Preview Logo:  [Browse](#)

Print visit form: ☒ No ☒ Form

Single Entry Mode: ☐ Yes

[Confirm](#) [Cancel](#)

Manage Physical Photo Reading here.

Enable read photo:  [Save](#)




Manage Drop-Down information here.

Visit Reason:  [Add](#) [Edit](#) [Del](#)

Host:  [Add](#) [Edit](#) [Del](#)

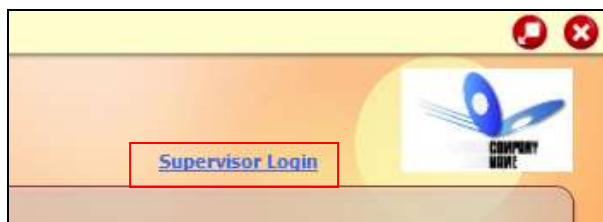
This software is licensed to:

The *Visit Form* sample is show below:

PAS PELAWAT / VISITOR'S PASS			
NO. PAS	TARIKH		
PASS NO. : 5	DATE : 22/03/2013		
	Dilarang Merokok, Kecuali Zon Merokok No Smoking, Except Smoking Area		
	Matikan Telefon Bimbit Di Dalam Kilang, Stor dan Kawasan Tangki Bahan Mentah Switch Off Mobile Phone While in Factory, RM Store and Tank Farm		
<u>Butir-butir Pelawat / Visitor Details</u>		<u>Pegawai Yang Ditemui / Person to Meet</u>	
Nama Pelawat Name of visitor	: TEH HAN VOON	Nama Name	: 1
No. Kad Pengenalan I/C No.	: 740228086669	Jabatan Department	:
Nombor Kenderaan Vehicle No.	: 4	Tandatangan Pegawai Officer's Signature	:
Nama Syarikat Company Name	: 2	0946 Waktu Masuk / Time In	Waktu Keluar / Time Out
Tujuan Lawatan Reason of Visit	: Meeting	Tandatangan Pengawal Guard's Signature	:
Tandatangan Pelawat Visitor's Signature	:	Nama Pengawal Guard's Name	:

### 3.3 Enable/Disable Read Photo

To begin enabling or disabling read photo from MyKad, you must first log in to QuickReg© Supervisor Mode.



Upon successful log in, click on the *Setup* hyper link.



You will be prompted with a *Manage MyKad Photo Reading* entry screen. Select Yes to enable reading of photo from MyKad or select No to stop reading photo from MyKad, then click Save button located at the side.

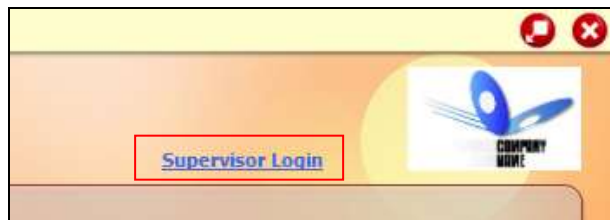
A screenshot of the 'QuickReg - Visitor Management System' interface. The window title is 'QuickReg - Visitor Management System'. The top navigation bar includes links for 'Home', 'Report', 'Setup', 'About', 'Help', 'Change Password', and 'Supervisor Login'. The main content area is titled 'Please enter company and registration information here.' and contains several input fields for 'Company Particulars': 'Company Name', 'Company Reg. Number', 'License Key', 'Address 1', 'Address 2', 'Address 3', 'Telephone Number', and 'Fax Number'. There is also a 'Browse' button for 'Preview Logo'. Below these fields, there are checkboxes for 'Print visit form' (No/Yes) and 'Single Entry Mode' (Yes/No). At the bottom, there are 'Confirm' and 'Cancel' buttons. A red rectangular box highlights the 'Enable read photo' dropdown menu, which currently shows 'Yes'. To the right of the dropdown is a 'Save' button. Below the dropdown, there is a section for 'Manage Group-Screen information here.' with fields for 'Visit Reason' and 'Host', each with a dropdown menu and 'Add', 'Edit', and 'Del' buttons.**Note:**

Normal reading time for photo from MyKad takes about 5 seconds and reading time for other biodata and address takes about 3 seconds.

When disabling the read photo capability, you will be able to read visitor information faster.

### 3.4 Manage Visit Reason

To begin managing visit reason system, you must first log in to QuickReg© Supervisor Mode.



Upon successful log in, click on the *Setup* hyper link.



You will be prompted with a *Manage Visit Reason* entry screen.

Visit Reason	Host	Add	Edit	Del
Contractor	A-01			

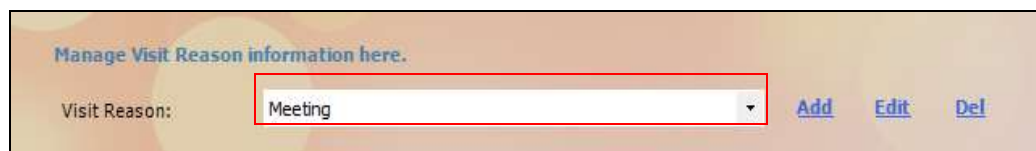
**To add a new visit reason**, click Add button at the side. Enter the new visit reason into the text box and click OK. To go back to main screen, click Cancel.

Visit Reason - Add

Please enter new Visit Reason to add.

OK Cancel

**To edit an existing visit reason,** select the visit reason you want to edit.

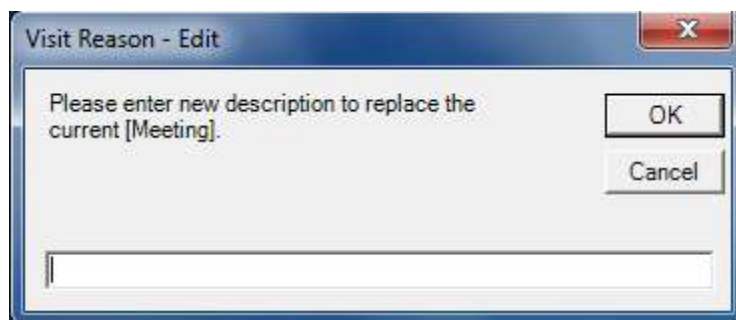


Manage Visit Reason information here.

Visit Reason: Meeting

[Add](#) [Edit](#) [Del](#)

Then, enter the new visit reason into the text box and click OK. To go back to main screen, click Cancel.



Visit Reason - Edit

Please enter new description to replace the current [Meeting].

OK

Cancel

**To delete a visit reason,** select the visit reason you want to delete.



Manage Visit Reason information here.

Visit Reason: Meeting

[Add](#) [Edit](#) [Del](#)

Then, click Yes to confirm delete and No to go back to main screen.



Visit Reason - Delete

? Please click Yes to confirm delete [Meeting].

Yes No

### 3.5 Changing custom label for “Visit info”

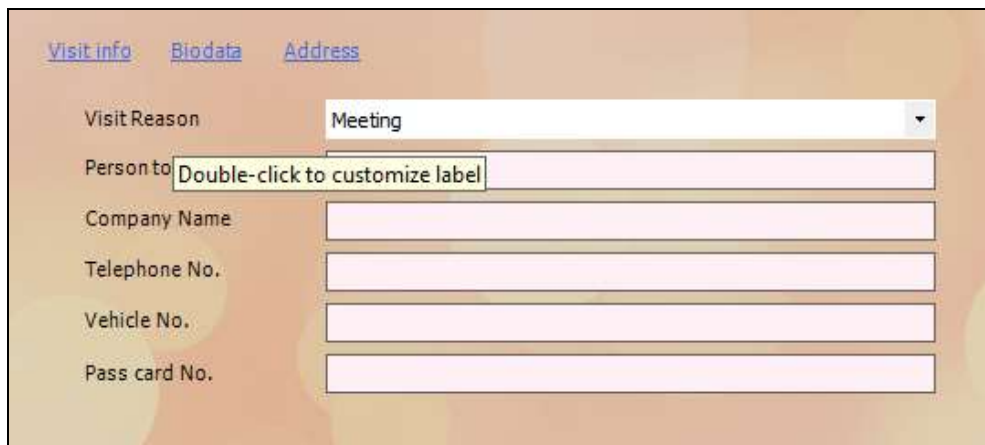
To begin managing custom label for “Visit info”, you must first log in to QuickReg©. Upon successful log in, click on the *Home* hyper link.



In the home screen, look for the Visit info section.

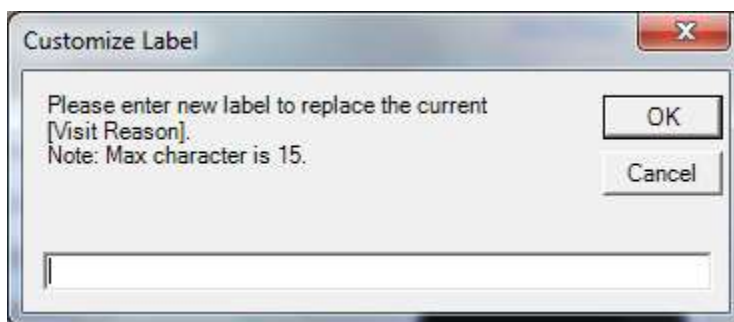


Mouse over to anyone of the Visit info label such as “Visit Reason”, “Person to visit” and double-click on the selected label.



The screenshot shows a web form titled "Visit info" with three tabs: "Visit info", "Biodata", and "Address". The "Visit info" tab is active. It contains several fields: "Visit Reason" with a dropdown menu showing "Meeting", "Person to" with a text box containing "Double-click to customize label", "Company Name", "Telephone No.", "Vehicle No.", and "Pass card No.", all with corresponding text input boxes.

You will be prompted with a dialog box. Enter the new label text into the text box and click OK. To go back to main screen, click Cancel.



The screenshot shows a "Customize Label" dialog box. It has a title bar with a close button (X). The main text says "Please enter new label to replace the current [Visit Reason]. Note: Max character is 15." There are "OK" and "Cancel" buttons on the right. A text input box is at the bottom.

**Note:**  
The label has a limit of 15 characters only.



## Chapter 4: Sign In and Sign Out Visitor

### 4.1 Normal Sign In

To begin normal sign in visitor, you must first log in to QuickReg©.

Upon successful log in, you will be automatically directed Home tab. If you are at other tab, please click on the *Home* hyper link.



#### A. For Visitor with MyKad.

Obtain visitor's MyKad and insert into the MyKad Reader.

Press *F2* button for reading data from MyKad. You may also click *Read* button to perform the same task.

#### Note:

System will attempt to read information on the visitor and retrieve from database if this is a return visitor. This will improve the system performance.



Upon successful retrieval of information from either MyKad or database, you will see the Name, Biodata and Address section is filled with the visitor's particular.

Now, enter all necessary information for this visit into the *Visit Info* section.

The screenshot displays the QuickReg software interface for visitor registration. At the top, it instructs the user to insert a card into the reader and click the 'Read' button. The 'MyKad' logo is visible. On the right, the 'DIRECTOR' status is 'IN', and the 'STILL IN' and 'TOTAL VISITOR' counts are both '0'. The 'Cardholder Particulars' section shows the 'IC No.' as '771113-00-7772' and the 'Name' as 'WONG KAR MUN'. Below this, the 'Visit Info' section contains fields for 'Visit Reason' (Meeting), 'Person to visit' (Aham Sun Sulong), 'Company Name' (Pralink Corporation Sdn Bhd), 'Telephone No.' (012-9080 258), 'Vehicle No.' (BAT 1022), and 'Pass card No.' (001). A 'Cardholder Photo' section shows a silhouette of a person. At the bottom, there are 'Accept' and 'Cancel' buttons. The footer text reads 'This software is licensed to: NUSOFT SOLUTIONS.'.

After completing all the details, click *Accept* button. Or click *Cancel* button to cancel the data entry.

**B. For Visitor with Barcoded ID (Singapore ID Card or Driver License)**

Obtain visitor's Barcoded ID and scan the barcode with a barcode scanner.

**Note:**

Make sure the cursor is in IC.No/Passcard No. text box prior to perform any scanning.

System will attempt to read the ID Number information on the card and retrieve from database if this is a return visitor. This will improve the system performance.

Upon successful retrieval of information from either MyKad or database, you will see the Name, Biodata and Address section is filled with the visitor's particular.

Now, enter all necessary information for this visit into the *Visit Info* section.

1. Please insert one of these cards into reader: **MyKad**

2. Now click Read button or press F2 function key: **Read (F2)**

**DIRECTOR: IN**

**STILL IN: 0** **TOTAL VISITOR: 0**

**Cardholder Particulars:**

IC No.: **771113-00-7772** **Search**

Name: **WONG KAE MUN**

**Cardholder Photo:**  
**Take Photo**

**Visit Info:** **Reason:** **Address:**

Visit Reason: **Meeting**

Person to visit: **Ahlan Bin Sulong**

Company Name: **Pralink Corporation Sdn Bhd**

Telephone No.: **012-9080 258**

Vehicle No.: **BAT 1022**

Pass card No.: **001**

**Accept** **Cancel**

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After completing all the details, click *Accept* button. Or click *Cancel* button to cancel the data entry.

### C. For Visitor without MyKad or with faulty MyKad

Click on the *IC No.* entry field, and enter visitor's IC Number into the highlighted textbox as shown below. Then click *Search* button or press *ENTER* key to proceed.

**Note:**

System will attempt to read information on the visitor and retrieve from database if this is a return visitor. This will improve the system performance.

Upon successful retrieval of information from database, you will see the Name, Biodata and Address section is filled with the visitor's particular.

Now, enter all necessary information for this visit into the *Visit Info* section.

1. Please insert one of these cards into reader: **MyKad**

2. Now click Read button or press F2 function key: **Read (F2)**

**CURRENT TIME: IN**

**STILL IN: 0** **TOTAL VISITOR: 0**

**Cardholder Particulars:**

IC No.: **771113-00-7772** **Search**

Name: **WONG KAR MUN**

**Cardholder Photo:**

**Visit Info** **Profile** **Address**

Visit Reason: **Meeting**

Person to visit: **Azwan Bin Suleng**

Company Name: **Prolink Corporation Sdn. Bhd**

Telephone No.: **012-9088 255**

Vehicle No.: **BAT 1022**

Pass card No.: **001**

**Accept** **Cancel**

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After completing all the details, click *Accept* button. Or click *Cancel* button to cancel the data entry.

## 4.2 Normal Sign Out

To begin normal sign out visitor, make sure you must first log in to QuickReg© and at Home tab.



### A. For Visitor with MyKad.

Obtain visitor's MyKad and insert into the MyKad Reader.

Press *F2* button for reading data from MyKad. You may also click *Read* button to perform the same task.

#### Note:

System will attempt to read information on the visitor and retrieve from database if this is a return visitor. This will improve the system performance.

A screenshot of the QuickReg - Visitor Management System main interface. The title bar says "QuickReg - Visitor Management System". The interface has a top navigation bar with buttons: "Home", "Report", "Setup", "About", "Help", "Change Password", and "Supervisor Logout". Below the navigation bar, there are instructions: "1. Please insert one of these cards into the reader: MyKad" (with a MyKad card icon) and "Barcoded ID" (with a barcode icon). To the right, it says "DIRECTION: IN". Below the instructions, there are two buttons: "Read (F2)" and "Read (F4)". To the right of these buttons are two boxes: "STILL IN" with the number "0" and "TODAY TOTAL" with the number "0". Below the instructions, there is a section titled "Cardholder Particulars:" with input fields for "IC No./Passcard No. (without the ~)", "Name", "Visit Reason" (with a dropdown menu showing "Contractor"), "Host" (with a dropdown menu showing "A-01"), "Company Name", "Telephone No.", "Vehicle No.", and "Pass card No.". There is a "Search" button next to the "IC No./Passcard No." field. To the right of the input fields, there is a section titled "Cardholder Photo:" with a "Take Photo" link and a placeholder image of a person. At the bottom, there are two buttons: "Accept (F3)" and "Cancel". The footer says "This software is licensed to: 1."

Upon successful retrieval of information from MyKad and database, you will see the Name, Biodata and Address section is filled with the visitor's particular.

Now, review all necessary information for this visit at the *Visit Info* section.

The screenshot displays the QuickReg software interface. At the top, it instructs the user to insert a MyKad card and click the 'Read' button. The 'DIRECTION' is set to 'IN'. The 'STILL IN' counter shows '0' and the 'TOTAL VISITOR' counter shows '0'. Below this, the 'Cardholder Particulars' section shows the IC No. '771113-00-7772' and the Name 'WONG KAR MUN'. To the right, there is a 'Cardholder Photo' placeholder. The 'Visit Info' section contains a dropdown for 'Visit Reason' (set to 'Meeting'), and text boxes for 'Person to visit' ('Adnan Bin Suleng'), 'Company Name' ('Prolink Corporation Sdn. Bhd'), 'Telephone No.' ('012-9088 255'), 'Vehicle No.' ('BAT 1022'), and 'Pass card No.' ('001'). At the bottom, there are 'Accept' and 'Cancel' buttons. A footer note states 'This software is licensed to: NUSOFT SOLUTIONS.'

To complete the transaction, click *Accept* button. Or click *Cancel* button to cancel the data entry.

**B. For Visitor with Barcoded ID (Singapore ID Card or Driver License)**

Obtain visitor's Barcoded ID and scan the barcode with a barcode scanner.

**Note:**

Make sure the cursor is in IC.No/Passcard No. text box prior to perform any scanning.

System will attempt to read the ID Number information on the card and retrieve from database if this is a return visitor. This will improve the system performance.

Upon successful retrieval of information from either MyKad or database, you will see the Name, Biodata and Address section is filled with the visitor's particular.



Now, review all necessary information for this visit at the *Visit Info* section.

1. Please insert one of these cards into reader: **MyKad**

2. Now click Read button or press F2 function key: **Read (F2)**

DIRECTION: **IN**

STILL IN: **0**

TOTAL VISITOR: **0**

**Cardholder Particulars:**

IC No.: **771113-00-7772** Search

Name: **WONG KAE MUN**

**Cardholder Photo:**  
[Take Photo](#)

**Visit Info:** [Details](#) [Status](#) [Address](#)

Visit Reason: **Meeting**

Person to visit: **Ahlan Bin Sulong**

Company Name: **Pralink Corporation Sdn Bhd**

Telephone No.: **012-9088 258**

Vehicle No.: **BAT 1022**

Pass card No.: **001**

**Accept** **Cancel**

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To complete the transaction, click *Accept* button. Or click *Cancel* button to cancel the data entry.

### C. For Visitor without MyKad or with faulty MyKad

Click on the *IC No.* entry field, and enter visitor's IC Number into the highlighted textbox as shown below. Then click *Search* button or press *ENTER* key to proceed.

**Note:**

System will attempt to read information on the visitor and retrieve from database if this is a return visitor. This will improve the system performance.

Upon successful retrieval of information from MyKad and database, you will see the Name, Biodata and Address section is filled with the visitor's particular.

Now, review all necessary information for this visit at the *Visit Info* section.

1. Please insert one of these cards into reader: **MyKad**

2. Now click Read button or press F2 function key: **Read (F2)**

DIRECTION: **IN**

STILL IN: **0** TOTAL VISITOR: **0**

**Cardholder Particulars:**

IC No.: **771113-00-7772** Search

Name: **WONG KAE MUN**

**Visit Info:** **Reason:** Meeting

Person to visit: **Ahlan Bin Sulong**

Company Name: **Pralink Corporation Sdn Bhd**

Telephone No.: **012-9080 255**

Vehicle No.: **BAT 1022**

Pass card No.: **001**

**Cardholder Photo:** Take Photo

**Accept** **Cancel**

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To complete the transaction, click *Accept* button. Or click *Cancel* button to cancel the data entry.

### 4.3 View In-building Visitor

To view In-Building visitor, make sure you must first log in to QuickReg© and at Report tab.



You will be prompted with a *Search Criteria* screen. Choose Report Type as *Transaction*. Select appropriate Card Type, Set Direction to *INCOMPLETE*, *From Date* and *To Date* defaulted to TODAY's Date, then click *Search* button.

The screenshot shows the "Search Criteria" screen. It has a "Report Type" dropdown menu set to "Transaction". Below it are several input fields: "Card Type" (MyKad), "IC Number", "From date" (22/03/2013), "Blacklist Status" (ALL), "Transaction Status" (INCOMPLETE), "Name", and "To date" (22/03/2013). At the bottom, there are two buttons: "Search" (with a magnifying glass icon) and "Clear" (with a red square icon).

The Search Result will show the list of In-Building.

The screenshot shows the "Search Result" screen. It displays a table with the following columns: #, IC Number, Name, In Date/Time, Out Date/Time, and Duration. The table contains one row of data.

#	IC Number	Name	In Date/Time	Out Date/Time	Duration
1	██████████	TEH HAN YOON	21/03/2013 23:57:49		0

## Chapter 5: Managing Visitor

### 5.1 Visitor Information

To view visitor information, make sure you must first log in to QuickReg© and at Report tab.



You will be prompted with a *Search Criteria* screen. Choose Report Type as *Visitor Info*. Select appropriate Card Type, Set specific IC Number or Name of the visitor, then click *Search* button.

The screenshot shows the "Search Criteria" screen. It has a "Report Type" dropdown menu set to "Visitor Info". Below it are three search criteria: "Card Type" (dropdown menu set to "MyKad"), "IC Number" (text input field), and "Blacklist Status" (dropdown menu set to "ALL"). There is also a "Name" text input field. At the bottom, there are two buttons: "Search" (with a magnifying glass icon) and "Clear" (with a red square icon).

The Search Result will show the list of visitor.

The screenshot shows the "Search Result" screen. It displays a table with the following data:

#	IC Number	Name	Gender	Race	Religion
1	[REDACTED]	TEH HAN VOON	LELAKI	CHINA	BUDDHA

Below the table, there is a scroll bar and a status bar at the bottom.

Now double-click on the visitor displayed in the list to view his/her details.

Cardholder Particulars:

IC No.:

Name:

Cardholder Photo:



Visit info

History

Records

Address

Visit Reason

MEETING

Person to visit

1

Company Name

2

Telephone No.

3

Vehicle No.

4

Pass card No.

5

Blacklist info

Reason:

✓

Blacklist

✗

Black

## 5.2 Blacklist Visitor

To blacklist a visitor, make sure you must first log in to QuickReg© and at Report tab.



You will be prompted with a *Search Criteria* screen. Choose Report Type as *Visitor Info*. Select appropriate Card Type, Set specific IC Number or Name of the visitor, then click *Search* button.

The screenshot shows the 'Search Criteria' form. It has a 'Report Type' dropdown menu set to 'Visitor Info'. Below it are search criteria fields: 'Card Type' (dropdown set to 'MyKad'), 'IC Number' (text input), 'Name' (text input), and 'Blacklist Status' (dropdown set to 'ALL'). At the bottom are 'Search' and 'Clear' buttons.

The Search Result will show the list of visitor.

The screenshot shows the 'Search Result' section with a table of visitor information. The table has columns for #, IC Number, Name, Gender, Race, and Religion. One row is visible with the following data:

#	IC Number	Name	Gender	Race	Religion
1	[REDACTED]	TEH HAN YOON	LELAGI	CINA	BUDDHA

Now double-click on the visitor displayed in the list to view his/her details.

Cardholder Particulars:

IC No.: [REDACTED]

Name: [REDACTED]

Cardholder Photo:

Visit info History Details Address

Visit Reason: MEETING

Person to visit: 1

Company Name: 2

Telephone No.: 3

Vehicle No.: 4

Pass card No.: 5

Blacklist info

Reason: [REDACTED]

Blacklist Back

Now, enter the Reason information for blacklist this visitor.

Cardholder Particulars:

IC No.: [REDACTED]

Name: [REDACTED]

Cardholder Photo:

Visit info History Details Address

Visit Reason: MEETING

Person to visit: 1

Company Name: 2

Telephone No.: 3

Vehicle No.: 4

Pass card No.: 5

Blacklist info

Reason: DID NOT RETURN PASS

Blacklist Back

After completing all the details, click *Blacklist* button. Or click *Back* button to cancel the data entry.



### 5.3 Remove Blacklisted Visitor

To remove a blacklisted visitor, make sure you must first log in to QuickReg© and at Report tab.



You will be prompted with a *Search Criteria* screen. Choose Report Type as *Visitor Info*. Select appropriate Card Type, Set specific IC Number or Name of the blacklisted visitor, then click *Search* button.

The screenshot shows the "Search Criteria" screen. It has a "Report Type" dropdown menu set to "Visitor Info". Below it are three input fields: "Card Type" (set to "MyKad"), "IC Number" (empty), and "Blacklist Status" (set to "ALL"). There is also a "Name" input field. At the bottom are two buttons: "Search" (with a magnifying glass icon) and "Clear" (with a red square icon).

The Search Result will show the list of blacklisted visitor.

The screenshot shows the "Search Result" screen. It displays a table of visitor information. The table has columns: #, IC Number, Name, Gender, Race, and Religion. There is one row of data.

#	IC Number	Name	Gender	Race	Religion
1	██████████	TEH HAN YOOH	LELAKI	CINA	BUDDHA

Now double-click on the visitor displayed in the list to view his/her details.

The screenshot displays a web interface for managing visitor information. At the top, under 'Cardholder Particulars', there are fields for 'IC No.' and 'Name', both containing redacted black text. To the right is a 'Cardholder Photo' section showing a portrait of a person with a redacted face. Below this is a navigation bar with links: 'Visit Info', 'History', 'Blacklist', and 'Address'. The 'Visit Info' section contains several fields: 'Visit Reason' (MEETING), 'Persons to visit' (1), 'Company Name' (2), 'Telephone No.' (3), 'Vehicle No.' (4), and 'Pass card No.' (5). The 'Blacklist Info' section shows 'Reason' as 'DID NOT RETURN PASS' and 'Date of blacklist' as '22/03/2013 09:37:02'. At the bottom, there are two buttons: a green 'Unblacklist' button with a checkmark icon and a red 'Back' button with an 'X' icon.

After reviewing all the details, click *Unblacklist* button. Or click *Back* button to cancel the data entry.