



## Admin Dashboard

Dashboard Reports Settings Log Out

### Welcome

Visitor Management System

#### Summary

Guards currently on duty at every entry point

Summary Section

Guard(s) On Duty:

Entrance	Guard
Gate A Entrance	Wilson
Gate B Entrance	Frank

#### Visitors Today

Visitors Today

<b>ELON MUSK</b> IC/Passport: (12345678) HP/Contact: 01023456789 Company: Tesla Inc	Date/Time In: 10/23/2019 09:31 PM Date/Time Out: - Card No: 005 LL Person In Charge: Ted		
<b>STEWIE GRIFFIN</b> IC/Passport: 999999999 HP/Contact: 012830056 Company: Abcd	Date/Time In: 10/23/2019 10:52 AM Date/Time Out: 10/23/2019 12:57 PM Card No: 002 LL Person In Charge: Abc		

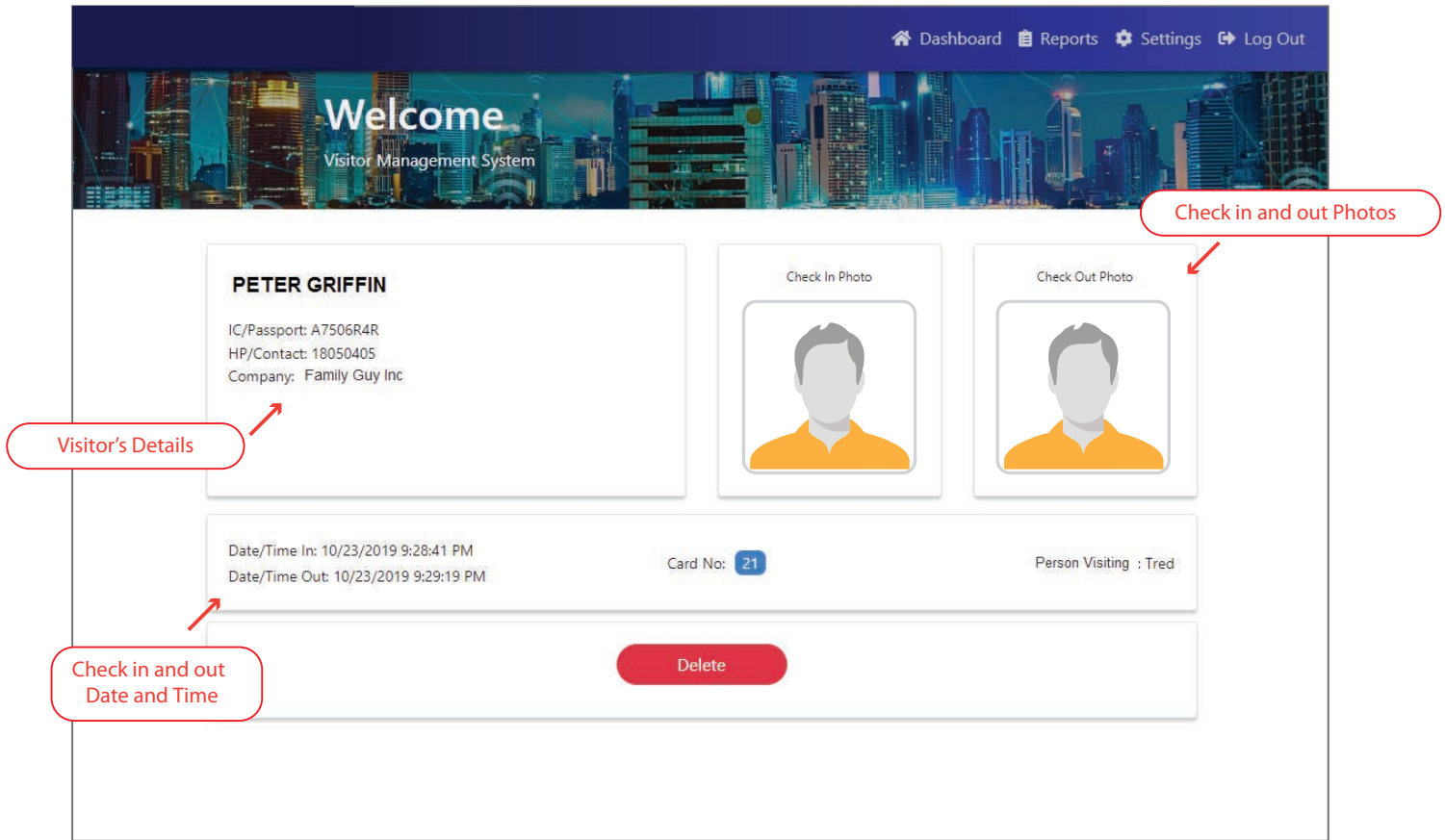
#### Unchecked Out Visitors

Visitors Never Checked Out

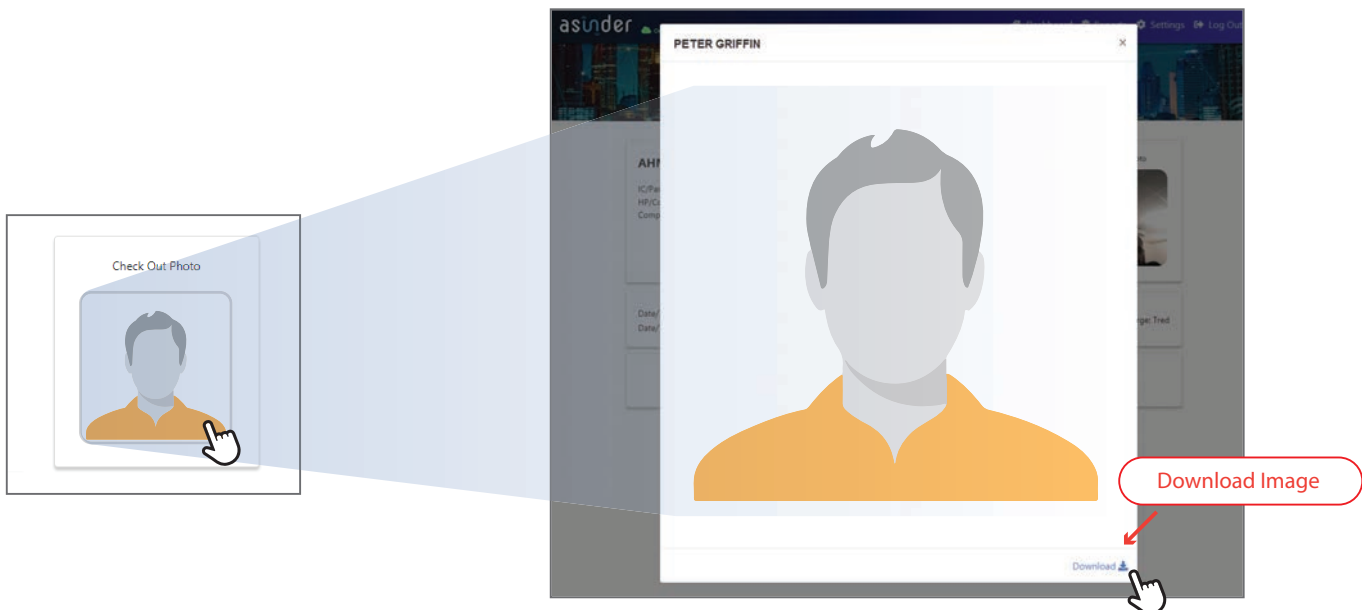
<b>PETER GRIFFIN</b> IC/Passport: (343554657567) HP/Contact: 13243435 Company: dgfdgfhg	Date/Time In: 10/17/2019 09:48 AM Date/Time Out: - Card No: 2655 LL Person In Charge: Etyy		
<b>Glenn Quagmire</b> IC/Passport: (1324324) HP/Contact: 12345677 Company: adsf	Date/Time In: 10/10/2019 04:29 PM Date/Time Out: - Card No: 455 LL Person In Charge: Sdf		

# Visitor Details Page

Visitor details page displays the details of the visitor with their check in and out images.



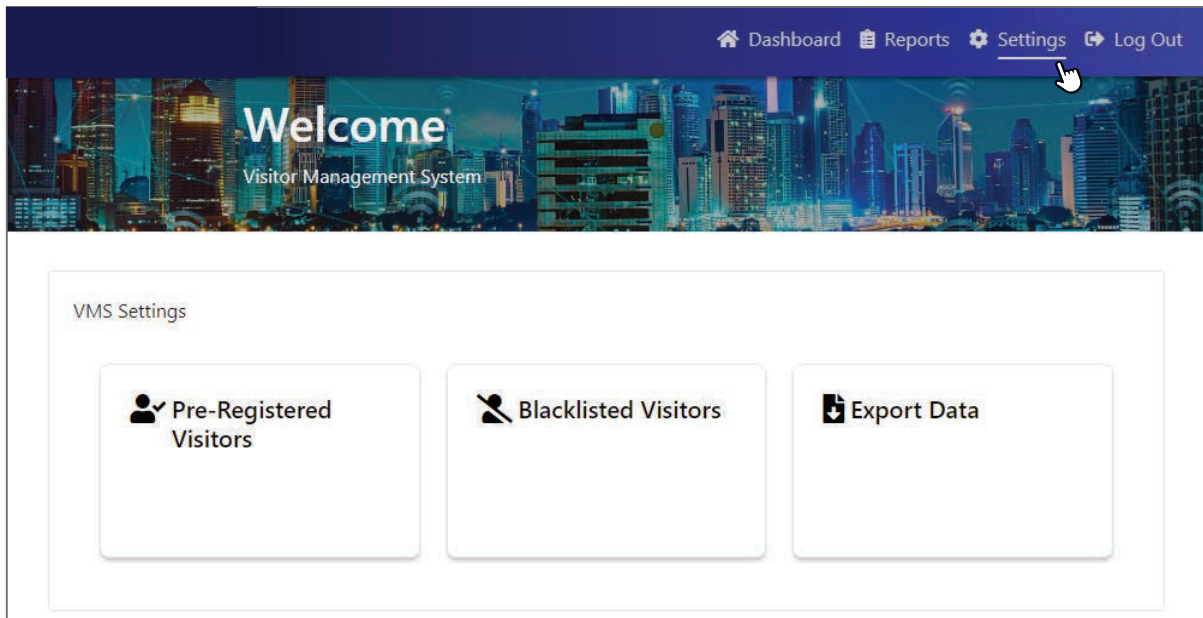
Images can be enlarged by clicking on them and can be downloaded on your machine.



# Settings Page

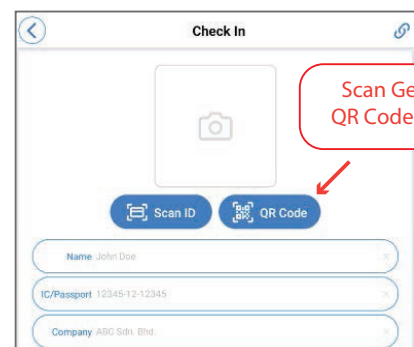
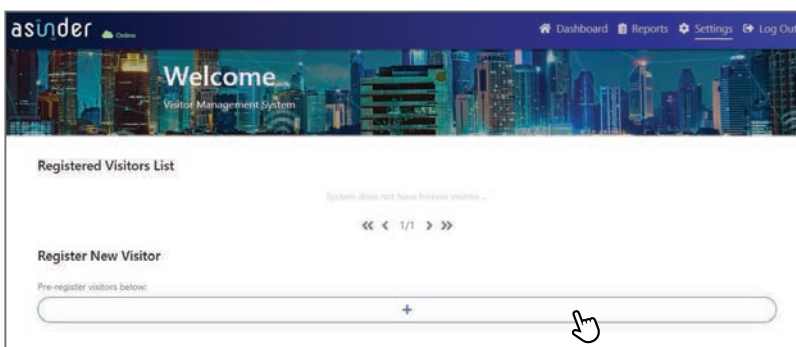
Contains features that enables further control of your visitors systems.

- Pre-Registered Visitors
- Blacklisted Visitors
- Export Data



# Pre-Registered Visitors

With this feature you are now able to register frequent visitors in order to allow them to perform their check-in much quicker using "QR code" on the check-in station tablet.



Click the plus '+' button to open the registration form:

- a) Type in the visitor's information
- b) Select the Access period either 'Forever' or by selecting a date and time range.
- c) Submit



The form is titled "Register New Visitor" and contains the following fields and options:

- Full Name: [Text input field]
- IC/Passport No: [Text input field]
- Contact No: [Text input field]
- Company Name: [Text input field]
- Access period:  Forever
- From Date: 03/10/2019 06:10 PM (Today)
- To Date: [Pick Date button]
- Submit and Cancel buttons

Once Submitted you will see the record in the list above. Now you can click on the generated QR code to enlarge it.



The "Registered Visitors List" shows a record for Peter Griffin with the following details:

- Name: Peter Griffin
- ID: 1234567
- Access Period: [Forever]
- Date: 03-Oct-2019
- QR Code: [QR code]
- Buttons: Edit, Delete

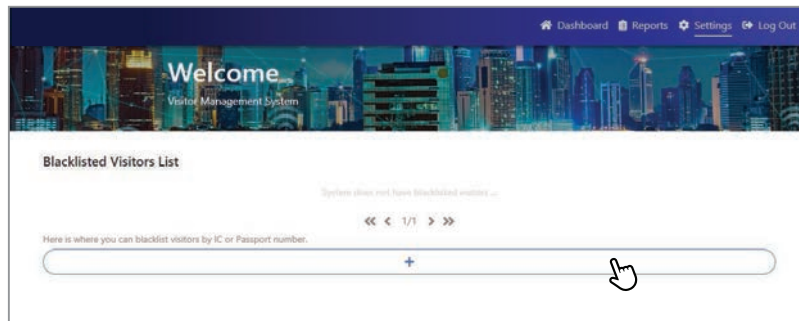
Snap a picture of it or save the image to be attached in an email then send it to your visitor.



A modal window titled "Peter Griffin" displays a large QR code. Below the QR code, the code is identified as "Code: 2OGtKbTM". The background shows the "Registered Visitors List" with the same record as in the previous image.

# Blacklisted Visitors

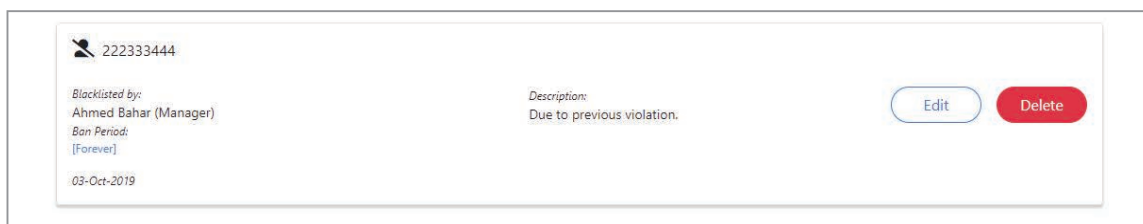
With this feature you are now able to block certain unwanted visitors from checking in.



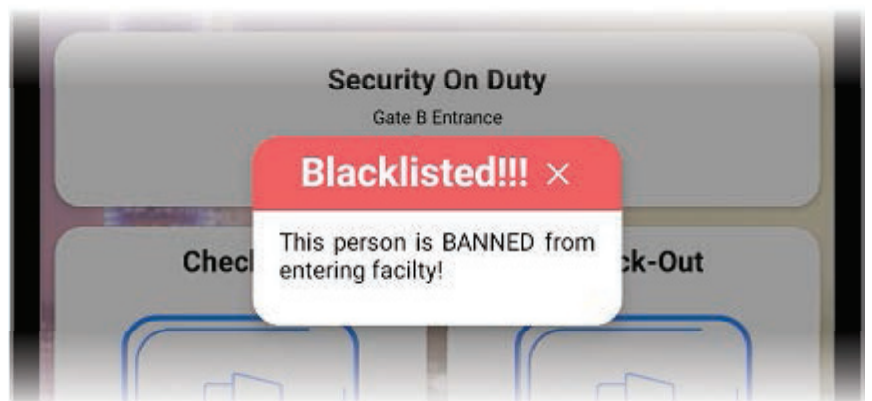
Click the plus '+' button to open the registration form:

- a) Type in the person's IC/Passport number. (exact ic/passport number without spaces or dashes)
- b) Type in the reason, if any. (optional)
- c) Selected the ban period either 'Forever' or by selecting a date range.
- d) Submit

Once Submitted you will see the record in the list above.

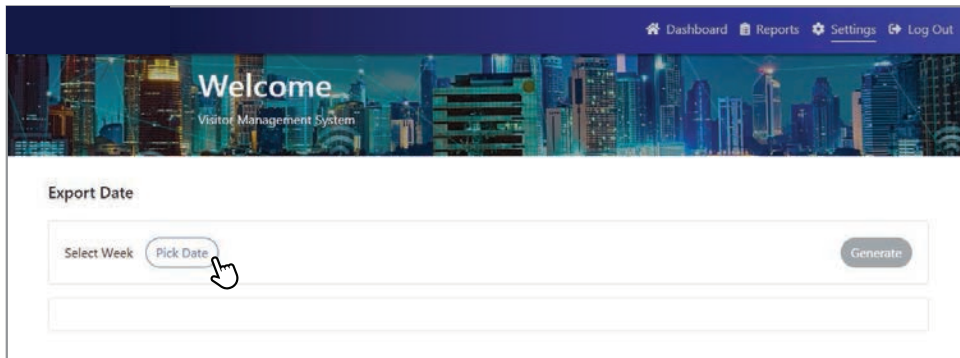


If the person attempts to check-in on the check-in tablet, the tab will sound and alert and display a 'Blacklisted!' warning message.



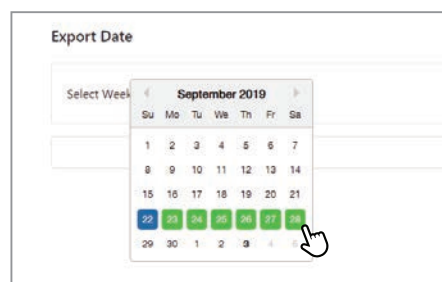
# PDF Report

With this feature you are now able to generate comprehensive PDF Reports including full details of your visitors with their check-in and check-out photos, time and duration of their visits, etc.

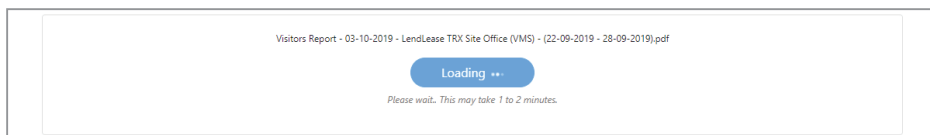


a) Click the 'Pick Date' button and select any day of the week. This will highlight the whole week which you want to generate your report from. (The week starts on Sunday and ends on Saturday)

b) Generate



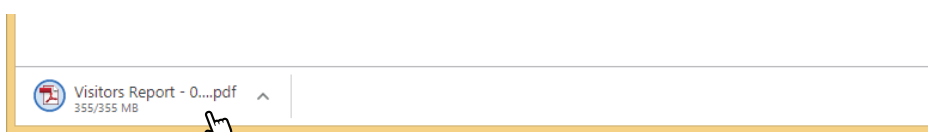
Wait for your report to generate. This may take 1 to 2 minutes depending on the size of data and your internet connection.



Once completed you will be able to download the report by clicking 'Download'.



View the report then save it in a safe place for future reference.



# PDF Report

Page 1 shows a general summary of your visitors for the week.

## Visitors Report

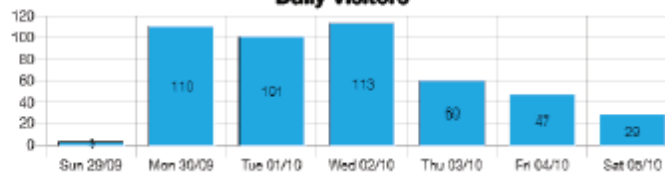
From Date: 22/09/2019  
To Date: 28/09/2019

Exported On: 03/10/2019

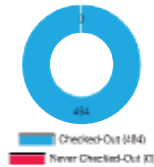
### Total Visitors

464

### Daily Visitors



### Status



### Averages

Visit Duration  
0d 3h 45m  
Visits Per Day  
66.3

### Stations (Check-Ins)

Gate A Entrance  
Steve : 464  
464

### Frequent Visitors

#	Name	IC/Passport	#Visits
1	[REDACTED]	[REDACTED]	7
2	[REDACTED]	[REDACTED]	7
3	[REDACTED]	[REDACTED]	7
4	[REDACTED]	[REDACTED]	6
5	[REDACTED]	[REDACTED]	5
6	[REDACTED]	[REDACTED]	5
7	[REDACTED]	[REDACTED]	4
8	[REDACTED]	[REDACTED]	3
9	[REDACTED]	[REDACTED]	3
10	[REDACTED]	[REDACTED]	3

Top 10 most frequent visitors

