

SOYAL ETEGRA VISITOR MANAGEMENT SYSTEM

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1 - ABOUT THIS DOCUMENT

1.1 Overview

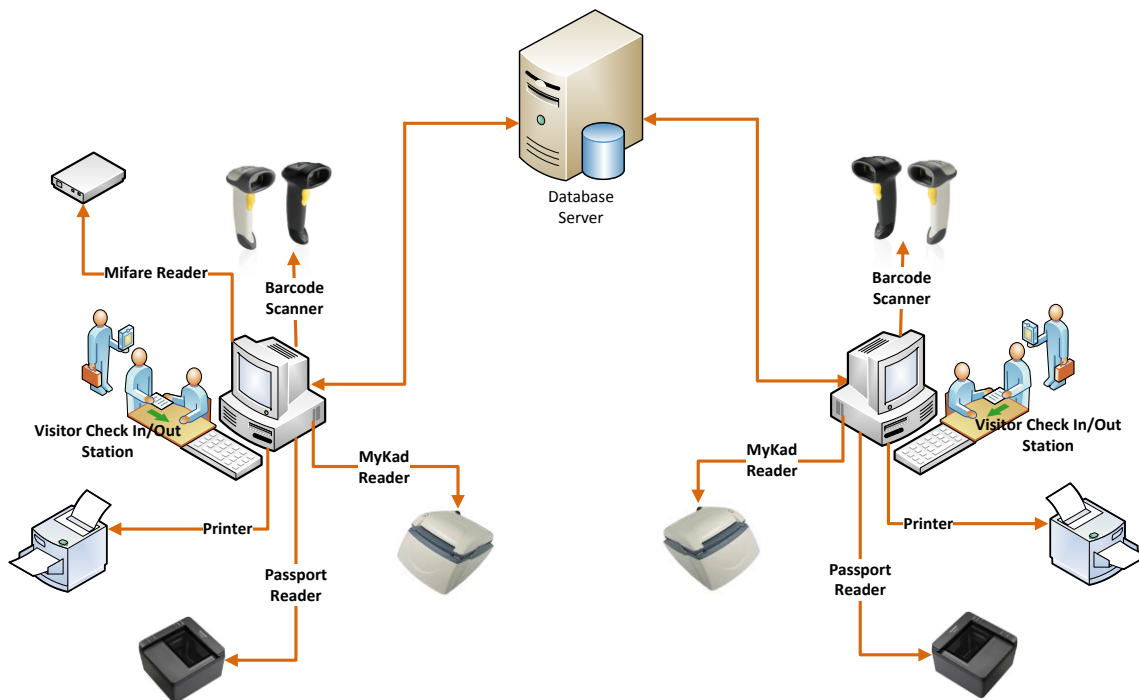
This documentation is a guide on how to use Soyol Etegra Visitor Management System (SE-VMS).

1.2 Objective

The objective of this document is to serve as a guideline on How you SE-VMS

2 – SOYAL ETEGRA VISITOR MANAGEMENT SYSTEM (SE-VMS)

1.3 SE-VMS Overview



Soyol Etegra Visitor Management System (SE-VMS) is created with the capability to read MyKad and passport information to ease registration process and to reduce the sentiment of giving away the national ID card (MyKad) or passport to strangers

SE-VMS is developed using .NET technology that provides reliability, flexibility and scalability. It is a stand-alone system where no complex configuration or installation is necessary. Specific requirements for integration can be included depending on the complexity.

1.4 Features

Among the features provided by SE-VMS Enterprise version are:

Enable visitor enrolment via Malaysian MyKad (Malaysian National ID card)/Passport/business card

Keep track of visitor's whereabouts

Stores revisiting visitor's details

Print visitor slips (Optional)

Note:

Visitor enrolment via MyKad(Malaysian National ID) only work in 32bit OS version..

3 - HOW TO START SE-VMS

Click on the SE-VMS Visitor Management System.exe from desktop.



Welcome screen will display.



Login screen will prompt out. Enter User Name and Password. Click on the Login button to log in into ViMS system.

LOGIN PANEL

SOYAL e-tegra
Visitor Management System

User Login

User ID: admin

Password:

Login

☒ Remember my password

User Name & Password

Enter correct username and password to log in into system.

Remember my password Check Box

Tick check box to save username and password, so that system will remember it and easy for next time login.

After successful login, system will display screen as shown below.

The screenshot displays the SE-VMS User Interface. On the left is a vertical navigation menu with options: Registration, Check In, Check Out, Manage Visitor, Visitor Company, Blacklist, Report, Maintenance, Data Transfer, and Settings. The main area is divided into two panels: 'VISITOR CHECK-IN' and 'VISITOR CHECK-OUT'.

VISITOR CHECK-IN Panel:

- Visitor Details:** Fields for NRIC/Passport, Visitor Name, Visitor Company (dropdown), Category (dropdown), Time Permitted (1 Day), Contact Number, No of Person (1), Vehicle Number, and Parking Status (N/A). A 'Capture [F9]' button is present.
- Host Details:** Fields for Host Company, Looking For, Host Ext, Department, Floor, Access Type, and Purpose (MEETING).
- Group Visitor / Material Check-In & Remarks:** A text area for additional information.
- Buttons:** Reset [F5], Print Card [F6], Check-In [F7], and Close [F4].

VISITOR CHECK-OUT Panel:

- Fields:** Pass No, Name, NRIC, Looking For, Floor, In Time, No of Person, Vehicle, Material Check-In, and Material Check-Out.
- Buttons:** Icons for user, refresh, and delete.
- Table:** A table with columns 'PASS NO' and 'VISITOR NAME'.

Footer:

Today's Check In & Check-Out Count		Overall Check In & Check-Out Count		Total Visitor Inside	
Check-In :-	0	Check-In :-	38	Check-Out :-	0
Check-Out :-	0	Check-Out :-	38	Visitor Inside :-	0

Login By: admin (Super Admin) | Soyal Etegra (SE-VMS) | SoyalEtegra Visitor Management System | 15-Sep-2014 | 10:19:57 AM

4 - HOW TO USE SE-VMS

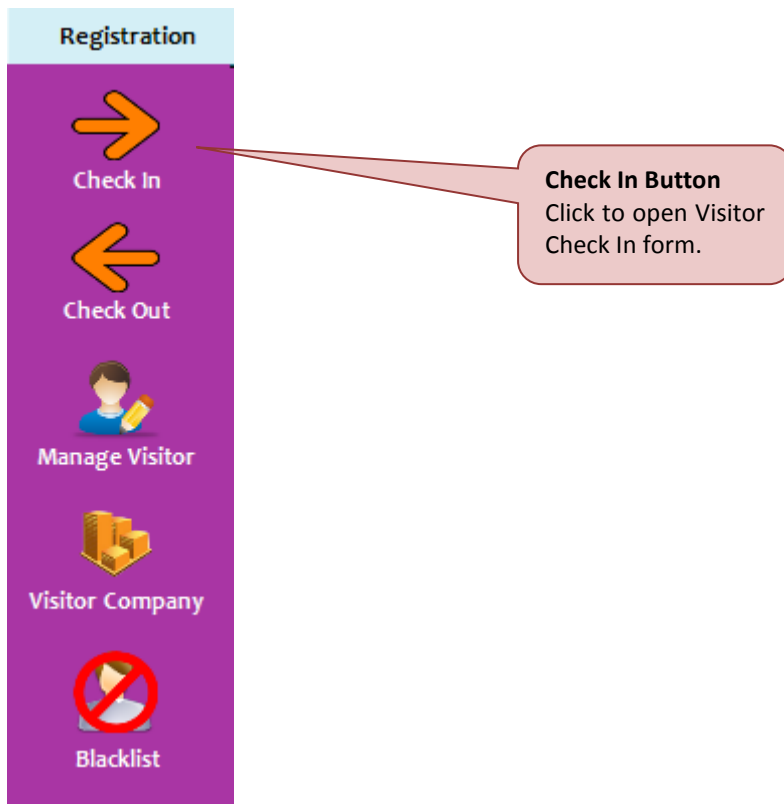
4.1 Registration

This module is handling all about visitor details.

4.1.1 Check In

Click on the Registration panel button.

Then, click on the Check In button under Registration panel.



System will display Visitor Check In form as shown below.

Visitor Check-In Form Fields and Callouts:

- Search Image Button:** Click to search previous registered visitor.
- MY Kad [F2] Button:** Click to read MYkad Details.
- Recent Check-In:** This is shortcut for Recent visitor has been check in.
- Emergency Evacuation Report:** This is shortcut for Emergency Evacuation report.
- Visitor Details:**
 - NRIC/Passport:** This is shortcut for Visitor Company. For more details please refer page 32.
 - Visitor Name:** This is shortcut for Category. For more details please refer page 104.
 - Visitor Company:** INDIVIDUAL
 - Category:** VISITOR
 - Time Permitted:** 1 Day
 - Contact Number:** [Field]
 - No of Person:** 1
 - Vehicle Number:** [Field]
 - Parking Status:** N/A
 - Pass Number:** [Field]
 - HID 5427 [F10]:** This is shortcut for company/organization maintenance. For more details please refer page 92.
- Host Details:**
 - Host Company:** [Field]
 - Looking For:** [Field]
 - Host Ext:** [Field]
 - Department:** [Field]
 - Floor:** [Field]
 - Access Type:** None
 - Purpose:** MEETING
 - Group Visitor / Material Check-In & Remarks:** This is shortcut for manage host details. For more details please refer page 109.
- Buttons:**
 - Reset [F5] Button:** Click to clear form.
 - Print Card [F6] Button:** Click to print card.
 - Check In [F7] Button:** Click to check in visitor.
 - Close [F4] Button:** Click to close form.
 - Capture [F9] Button:** Click to capture image using camera. Double click to capture photo.
 - Daily report button:** This is shortcut for email daily.
 - General Settings:** This is shortcut for General Settings. For more details please refer page 143.
 - Parking:** This is shortcut for available parking. For more details please refer page 147.
 - Floor:** This is shortcut for Floor. For more details please refer page 87.
 - Purpose:** This is shortcut for Purpose. For more details please refer page 99.

** All light yellow color fields are mandatory.*

- Search Result

Visitor NRIC

No.	Visitor NRIC	Visitor Name	Vehicle #
1	690514148855	David Gueetta	
2	771010067887	Muttu Karupiah	
3	860109146799	Mohd Hazwan Sanusi	
4	880202146448	Nur Fazila Ahmad	
5	900719145439	Mustapha Aziz	
6	900819142646	Nurul Ashikin Hasim	
7	921203086222	Ayu Raudhah	

List of registered visitor.

OK Cancel [Esc]

List of registered visitor.

3. Selected registered visitor details will display on the Visitor Check In form. Insert further details for registered visitor.

VISITOR CHECK-IN				Recent Check-In		Emergency Evacuation Report	
Visitor Details							
NRIC/Passport	921203086222						
Visitor Name	AYU RAUDHAH						
Visitor Company	INDIVIDUAL						
Category	VISITOR						
Time Permitted	1 Day						
Contact Number		No of Person	1				
Vehicle Number		Parking Status	N/A		Capture [F9]		
Pass Number		HID 5427 [F10]					
Host Details							
Host Company							
Looking For		Host Ext					
Department		Floor					
Access Type	None	None	Purpose	MEETING			
Group Visitor / Material Check-In & Remarks							
* All light yellow color fields are mandatory.							
Reset [F5]		Print Card [F6]		Check-In [F7]		Close [F4]	

Note:

Make sure to key in all light yellow colour fields because it is mandatory fields. If not, system will prompt out a warning message and check in process cannot be done.

4. Click Add additional details  button , to add additional information of visitor:

VISITOR CHECK-IN  [Recent Check-In](#)  [Emergency Evacuation Report](#)

Visitor Details

Gender	☐ Male ☒ Female	Date Of Birth	03/12/1992
Visitor Race	Melayu	Religion	Islam
Address I	No 32		
Address II	Jalan BB2/17		
Address III	Bukit Beruang	Email	
City	Melaka	Post Code	75450
State	Melaka	Country	Malaysia

Visitor Document Scan Image

Name Card Scan Button
Click to scan name card

Camera button
Click to scan visitor document via USB

Scan button
Click to scan visitor document

Save and close button
Click to save and close information

Save Button
Click to capture and save image of visitor

Save & Close [Esc]

5. Click Name Card Scan button  to get new visitor information from their card name.
6. Click Re-scan Card button to re-scan Name card information.

Visitor Information

NRIC

Name

Yun Yoke Koon

Company

MAGNET Security & Automation Sdn. Bhd.

Contact #

+ 603 - 9221 1060

Email

admin7@magnet.com.my

Address1

No. 201A, Jalan Sungai Besi

Address2

Address3

City

Kuala Lumpur

Post Code

57100

State

Country

Malaysia

Business Development Executive

Address1

883528-D

Address2

Address3

City

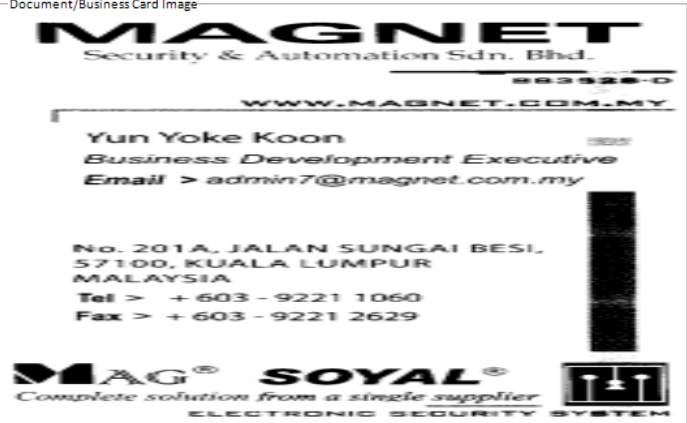
Post Code

State

Country

Other

Document/Business Card Image



Proceed Check-In [F5]

Re-Scan Card

Clear

Close [Esc]

Extra Fields

+ 603 - 9221 2629

www.magnet.co.y

www.magnet.com.my

Electronic Security System

Other

Visitor Information Field

Select one of option to set/edit data from Name Card

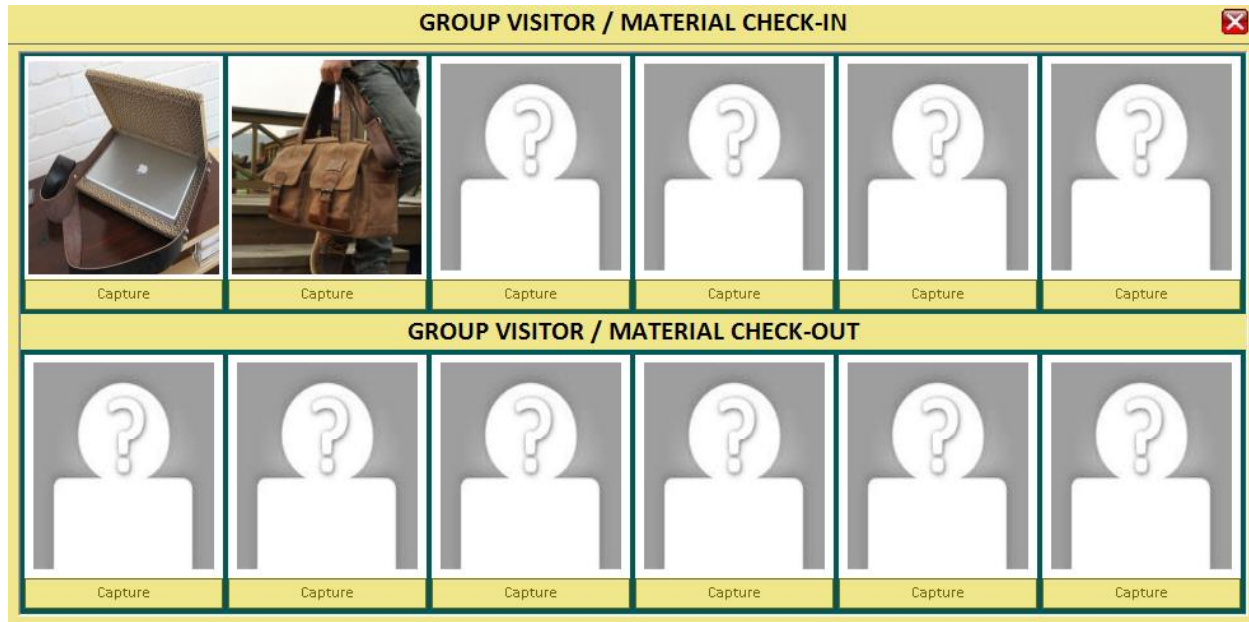
Name Card Data

All the data scanned from Name Card

Proceed Check In

Click to save the changes

7. Click Material Check-In & Remarks link, to add any visitor's material photo:

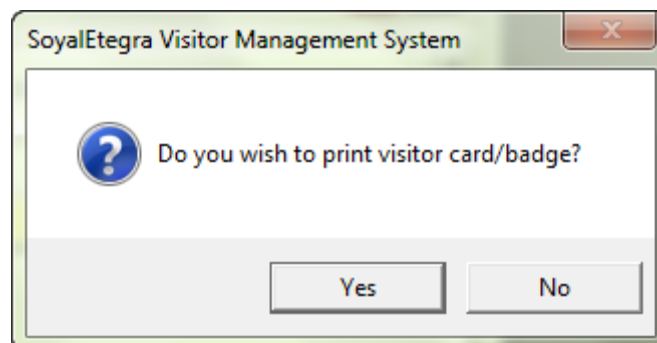


8. Double click at four images in the first list to capture material one by one.

Note:

- First list of 6 images will be material check in
- Second list of 6 images will be material check-out which cannot be click during check-in

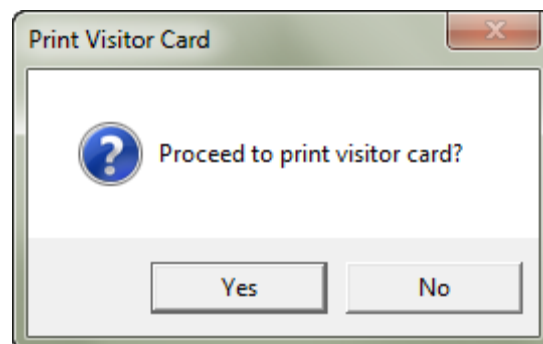
9. Click on the Print Card [F6] button to print visitor card. System will prompt out a message box as shown below.



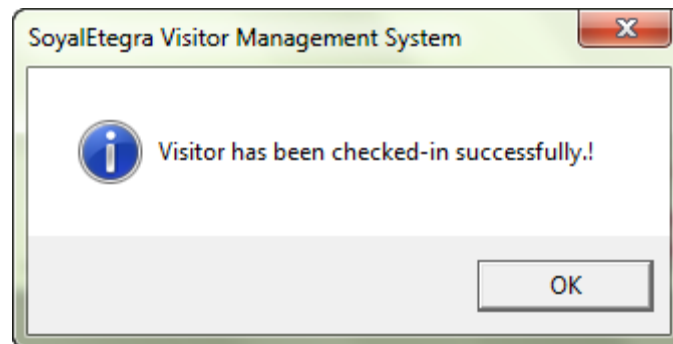
10. Click on the Yes button to proceed printing process. Then system will display visitor card design and a confirmation message to proceed card printing process.



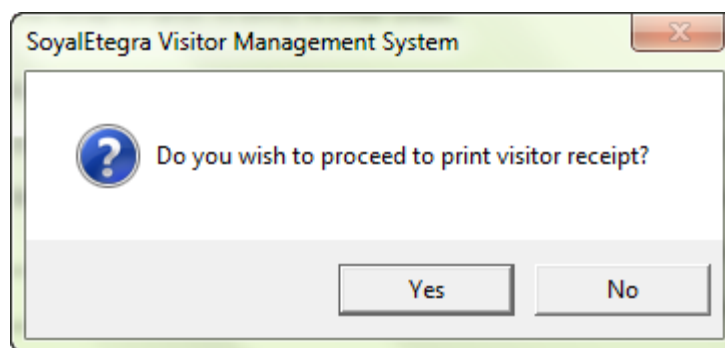
11. Click YES button to proceed print visitor card.



12. User can directly click on the Check-In [F7] button to check in visitor. Click on the OK button to close the message box.



13. System will display a below message box during check-in process. (Please refer on page 159 to disable this option).



14. Click on the Yes to print visitor slip. Then, system will display visitor slip.

Print Visitor Receipt



S/NO : 00045 APPLICATION FOR VISITOR ENTRY

Visitors understand, acknowledge and confirm that all details provided are accurate.
Visitors further acknowledge that ID lodged with our security personnel are
offered willingly and without any restraint.
A copy of this form is to be given to the reception prior to entry to other areas.



VISITOR'S PARTICULARS

Name (as in NRIC) : AYU RAUDHAH

NRIC/Passport No. : 921203086222 Mobile/Phone # : 0123456789

Visitor Company : PRINTING CO. Vehicle Number : WKA 2828

Host Name : N/A Host Department : N/A

Host Company : N/A Floor Ext # : N/A - N/A

Host's Signature _____ Visitor's Signature _____

SECURITY USE ONLY

Material CheckIn List : _____

Material CheckOut List : _____

Pass Issued by : admin Pass Number : MAG001

Issued location Time : Guard House | 15-09-2014 04:26 PM Date Time Returned : _____

Note: Please return this form and visitor pass at Control Post/Guard House upon leaving the building/office.

Powered by CALMS Technologies SDN BHD. [www.calms.com.my]

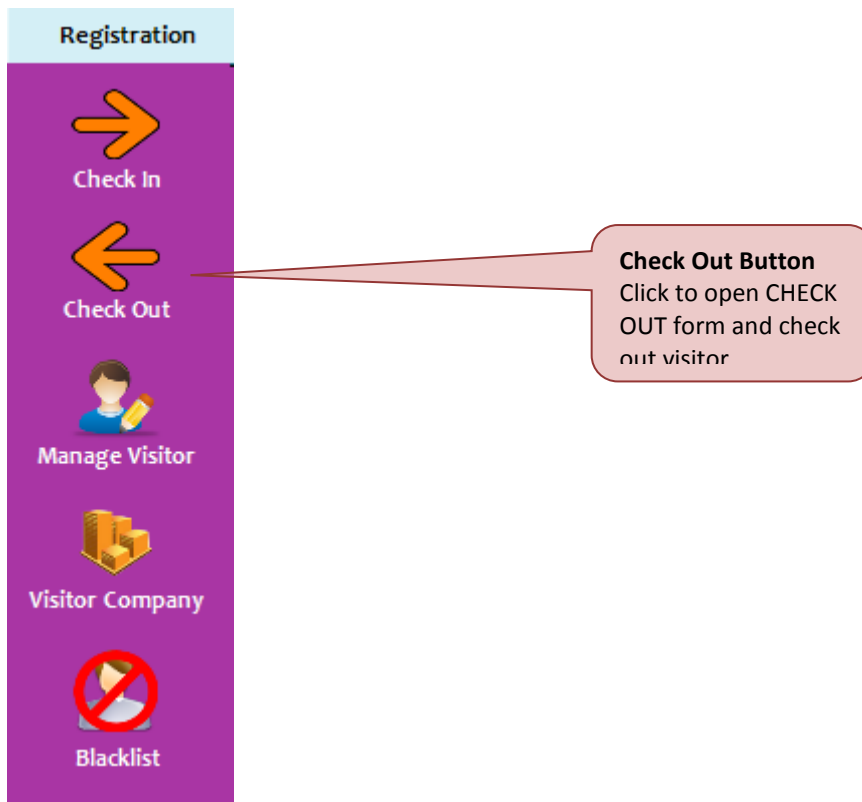
Approved By _____

15. Click on the Close [F4] button to close the Visitor Check In form.

4.1.2 Check Out

Click on the Registration panel button.

Then, click on the Check Out button under Registration panel.



System will display Check Out form as shown below.

VISITOR CHECK-OUT  Recent Check-Out

Pass No	MAG001		
Name	AYU RAUDHAH		
NRIC	921203086222		
Looking For			
Floor		No of Person	1
In Time	15/09/2014 04:26 PM		Vehicle# WKA 2828
Material Check-In			
Material Check-Out			

Pass #

#	PASS NO	VISITOR NAME
1	MAG003	MUTTU KARUPIAH
2	MAG002	NUR FAZILA AHMAD
3	MAG001	AYU RAUDHAH

List of Check In visitor.

This is shortcut for Recent visitor has been check out.

Material Check Out
Click to capture material check out images

Material Check-Out Fields
Enter material name bring by visitor before check out.

This is shortcut for group check out.

Close Button
Click to close form.

Refresh Button
Click to clear form.

1. Enter Pass No to search specific check-in visitor then check-in visitor will display in list area.
2. Click on the visitor from list to view visitor details.
3. Click at Material Check-out link to capture images of visitor's material during check-out.



4. Double click at second list of four images to add material images from visitor during check-out.

Note:

- First list of 6 images will be material check in which cannot be click during check-out
- Second list of 6 images will be material check-out.

5. Double click on the visitor's name from list to view visitor detail information the visitor.

Visitor [AYU RAUDHAH] Details

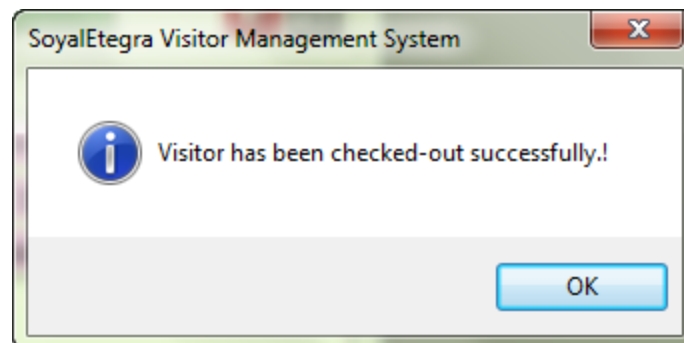
Visitor Information Visitor NRIC: 921203086222 Visitor Company: PRINTING CO. Check-In Time: 15/09/2014 04:26 PM Pass #: MAG001 Gender: Female		Visitor Name: AYU RAUDHAH Vehicle #: WKA 2828 Time Expired: 16/09/2014 04:26 PM Card #: 0123456789 CheckIn Location: Guard House	
Host Information Host Company: N/A Department:		Host Name: Floor:	

Visitor Image


Visitor Document

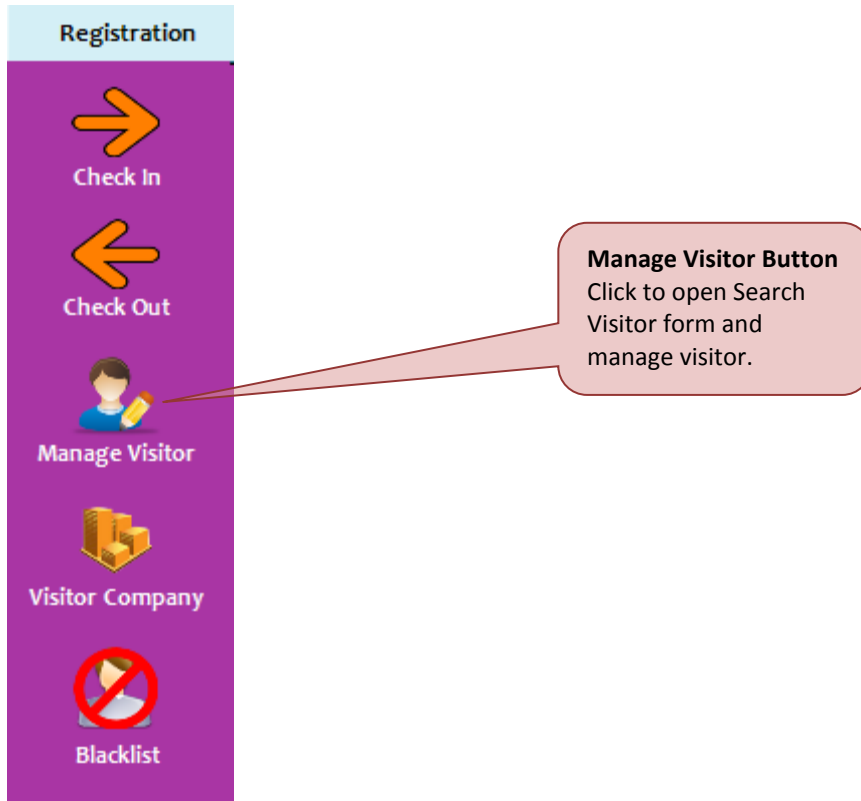

Check Out [F2] Re-CheckIn [F3] Close [Esc]

6. Click check-out button (F2) to check out, then, system will pop up a success message box. Click on the OK button to close the message box.



4.1.3 Manage Visitor

Click on the Registration panel button. Then, click on the Manage Visitor button under Registration panel.



System will display Manage Visitor form as shown below.

The screenshot shows the 'Manage Visitor' application window. It has two tabs: 'Search Visitor' (active) and 'Import\Export Visitor'. Under 'Search Criteria', there are input fields for 'Visitor Name', 'Visitor NRIC' (with a 'Without (-)' checkbox), 'Visitor's Company' (dropdown), and 'Status' (dropdown). Below is a table with columns: No, Visitor NRIC, Visitor Name, Visitor Company, and Status. A red callout box points to the table with the text 'All listed registered visitors in the database.' Below the table is a note: 'Note: Please double click the above listed record to edit the information [or] select any one of the above listed record and click the 'OK' button to edit the information¹.' At the bottom are six buttons: Search, OK, List All, Add New Visitor, Clear, and Close [Esc]. Red callout boxes point to each button with descriptions:

- Search Button**: Click to search existing visitor.
- OK Button**: Click to confirm visitor selection.
- List All Button**: Click to list all existing visitor from database.
- Add New Visitor Button**: Click to add new visitor.
- Clear Button**: Click to clear form.
- Close Button**: Click to close form.

There are two tab's functions available under Manage Visitor form:

(A) Search Visitor

1. The search can be refined by using the search criteria. Click on the Search button to run a new search.
2. Select registered visitor from list, then click on the OK button to view visitor details, or double click on any one listed item from the search visitor screen.
3. System will display Visitor Details form as shown below:

Visitor Details

VisitorNRIC: 921203086222

Name: AYU RAUDHAH

Gender: ☐ Male ☒ Female

Race: Melayu Religion: Islam

Birth Place: Melaka Birth Date [dd-mm-yyyy]: 13-12-1992

Address: No 32
Jalan BB2/17
Bukit Beruang

Postcode: 75450 State: Melaka

City: Melaka Country: Malaysia

Mobile #: E-mail:

Office #: 0123456789

Portrait

Double click the picture to change.

Save Delete Clear Close [Esc]

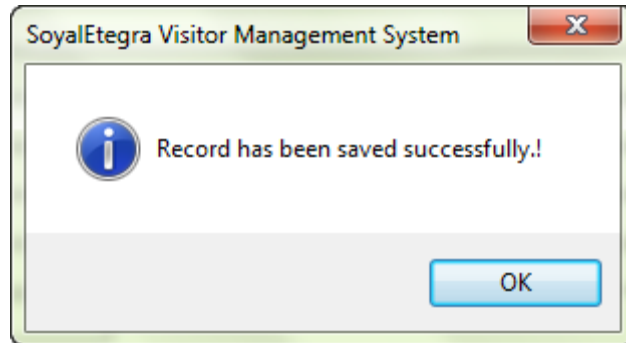
Save Button
Click to update details.

Delete Button
Click to delete visitor.

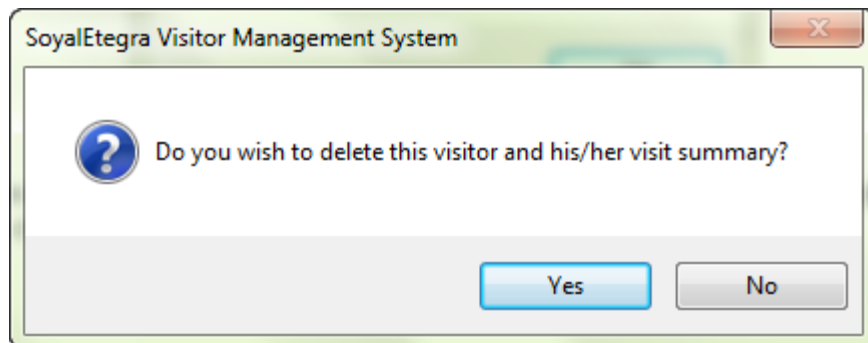
Clear Button
Click to clear form.

Close [Esc] Button
Click to close form.

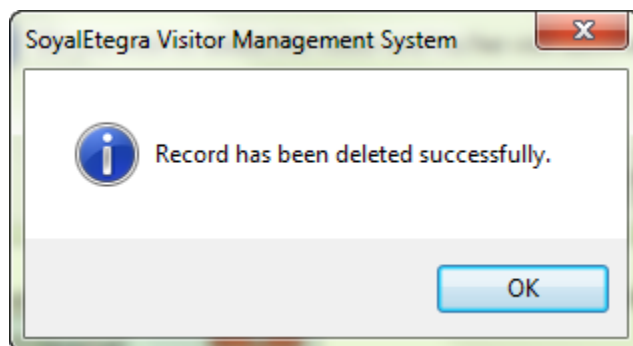
4. Edit visitor details, then click on the Save button to update details.
5. System will pop up a message box to indicate update process was succeeded. Click on the OK button to close the message box.



6. Visitor also can be deleted by clicking on the Delete button. Then system will pop up a confirmation message to delete. Click on the Yes button to continue delete visitor



7. After that, system will pop up a success delete message. Click on the OK button to close the message box.



8. Click on the Add new Visitor button from Search Visitor form to register new visitor. System will display Visitor Details form as shown below.

Visitor Details

VisitorNRIC

Name

Gender ☒ Male ☐ Female

Race Religion

Birth Place Birth Date [dd-mm-yyyy]

Address

Postcode State

City Country

Mobile # E-mail

Office #

Portrait

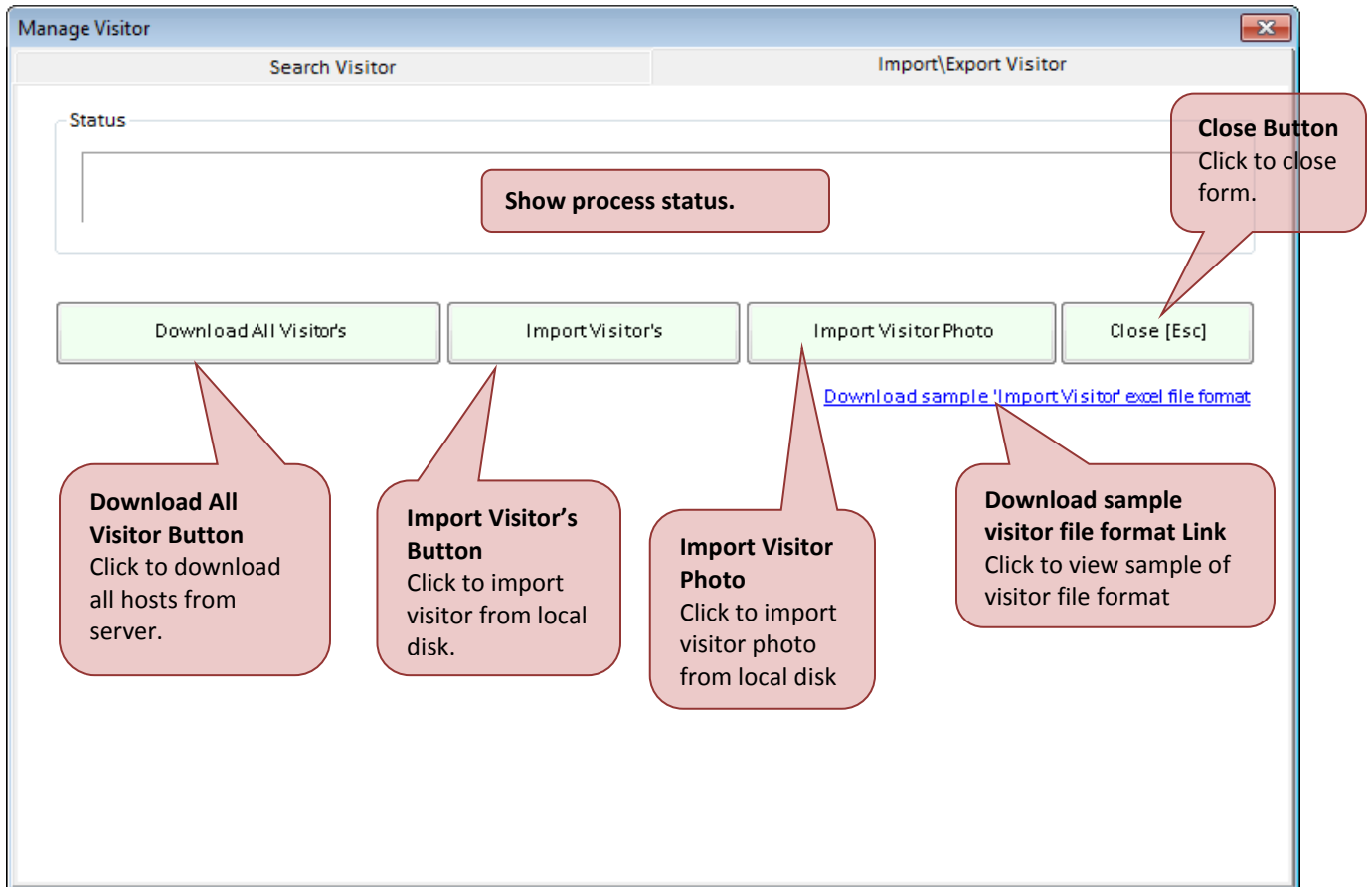
Double Click here to Upload Portrait

Save Delete Clear Close [Esc]

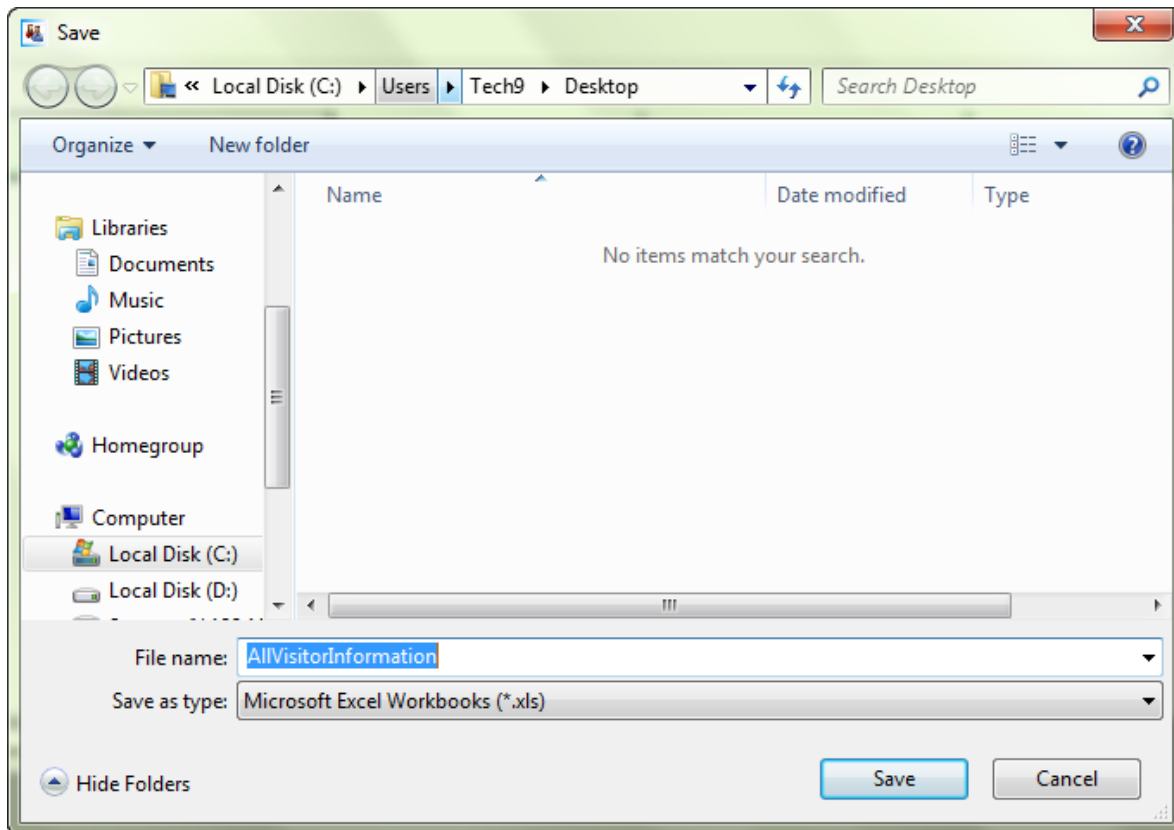
9. Click on the MyKad [F2] button to read mykad details automatically or manually key in the details.
10. Click on the Save button to save new registered visitor.

Note:

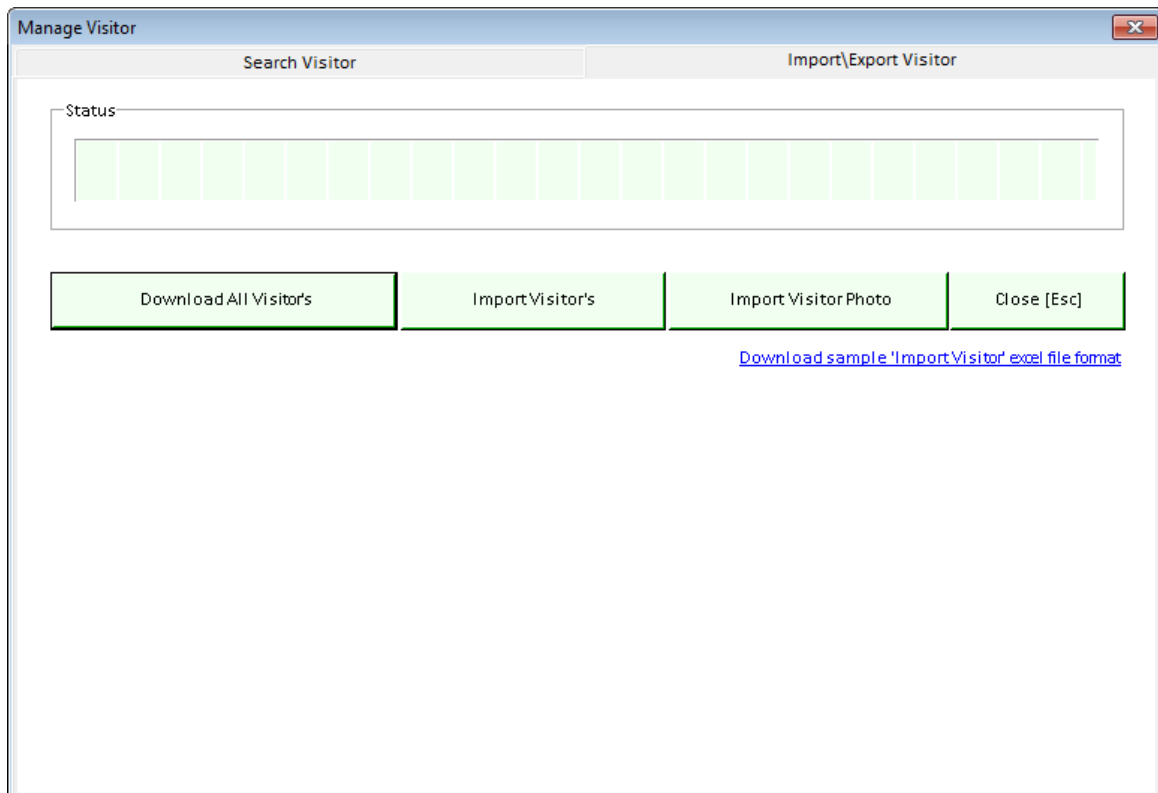
Make sure to plug in MyKad reader/ OEM reader/ Smart Card reader to read MyKad details automatically. If not, system will prompt out a warning message.

(B) Import/export visitor**Download all visitors**

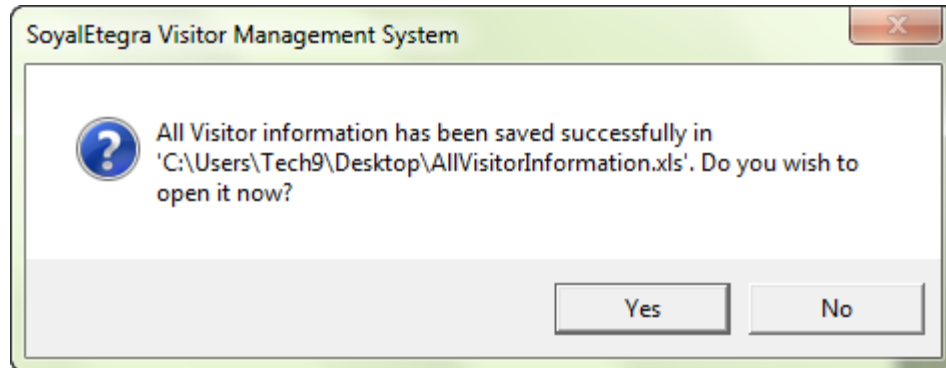
1. Step 1: Click on the Download All Visitor button to download all visitors from server
2. Step 2: System will display save form as shown below. Search for location to save all host information. Click on the Save button to save the information.



3. Step 3: System will display save process Status right after save button is clicked. Sample image is shown as below.

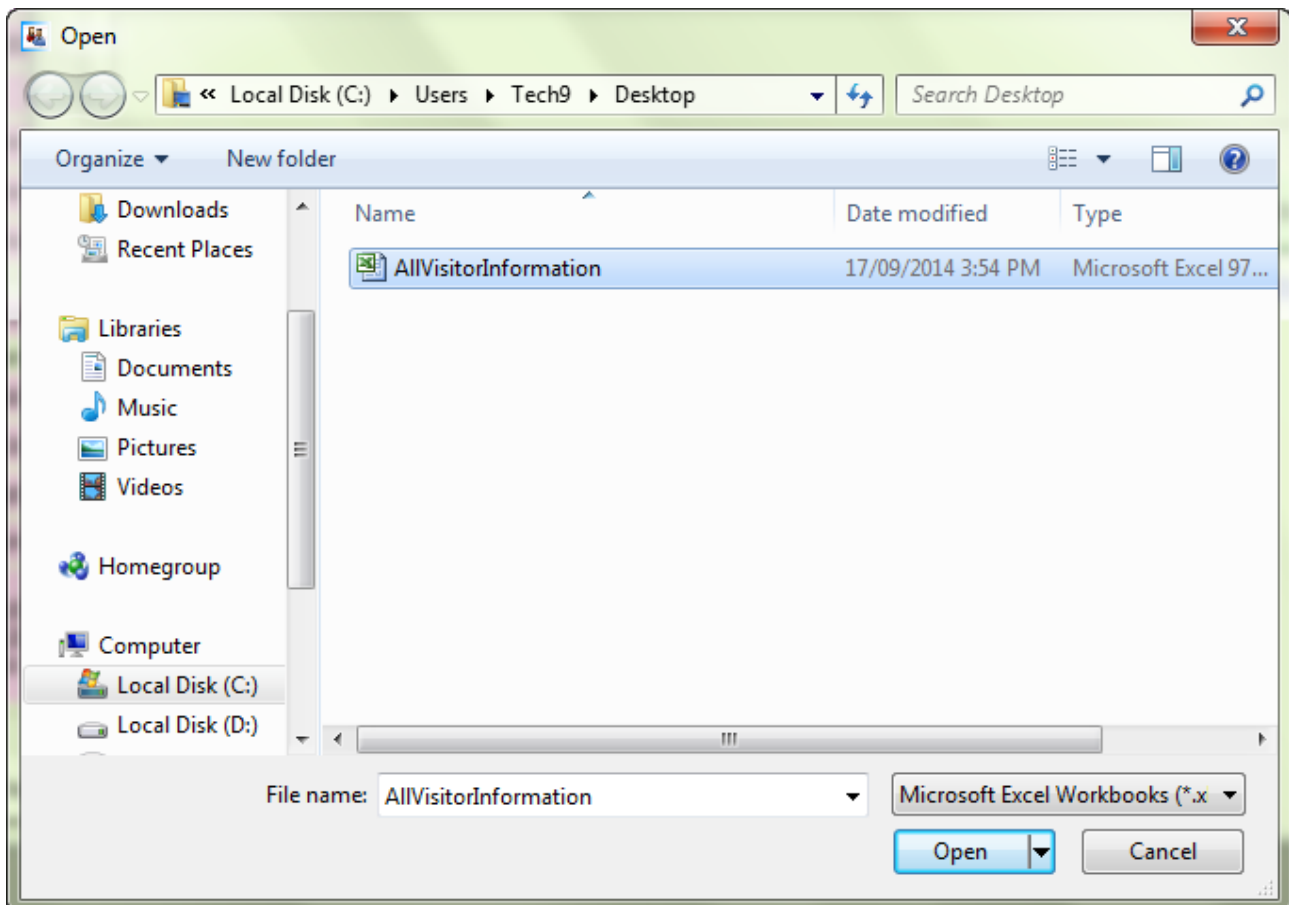


- Step 4: Then, system will display a success message box as shown below. Click on the Yes button to open directly the file, or click on the No button to save file without open it.

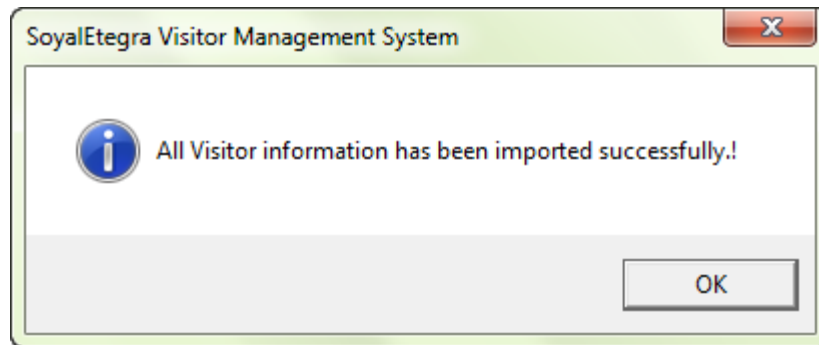


Import Visitor

- Step 1: Click on the import visitor button to import visitor information from local disk into server.
- Step 2: System will display Open form as shown below. Search for location file to open visitor information file. Click on the Open button to open the information.

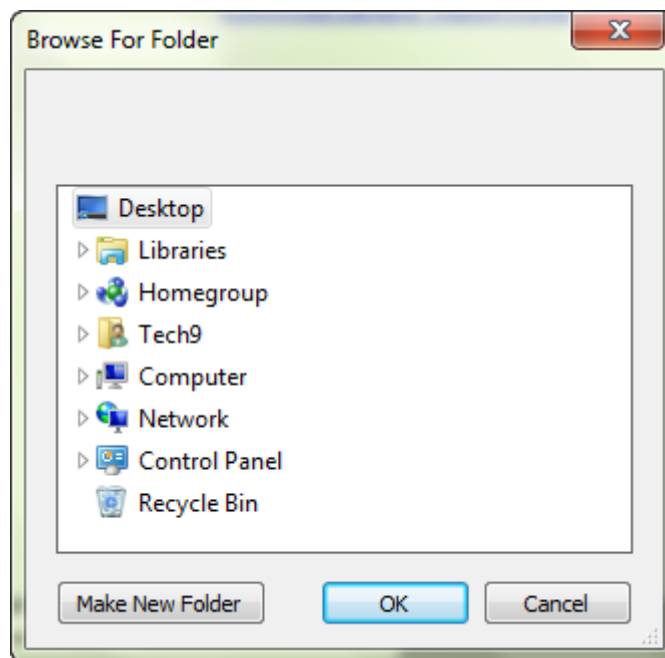


- Step 3: Finally system will pop up a success message box to indicate import process complete. Click on the OK button to close the message box.

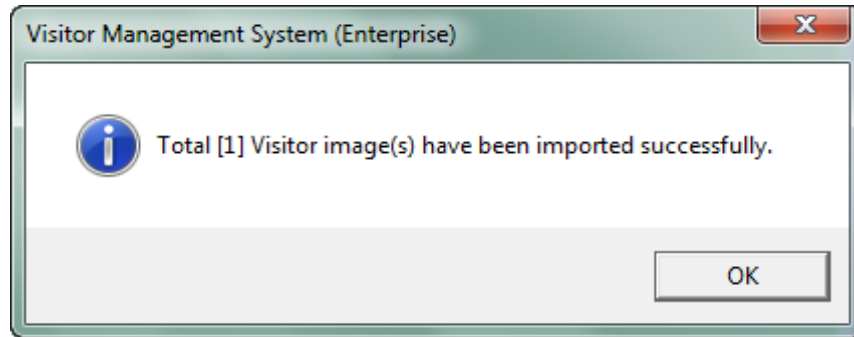


Import Visitor Photo

- Step 1: Click on the import visitor photo button to import visitor photo from local disk into server.
- Step 2: System will display Browse for folder form as shown below. Expand one of location list to locate image file in the disk then Click OK button.

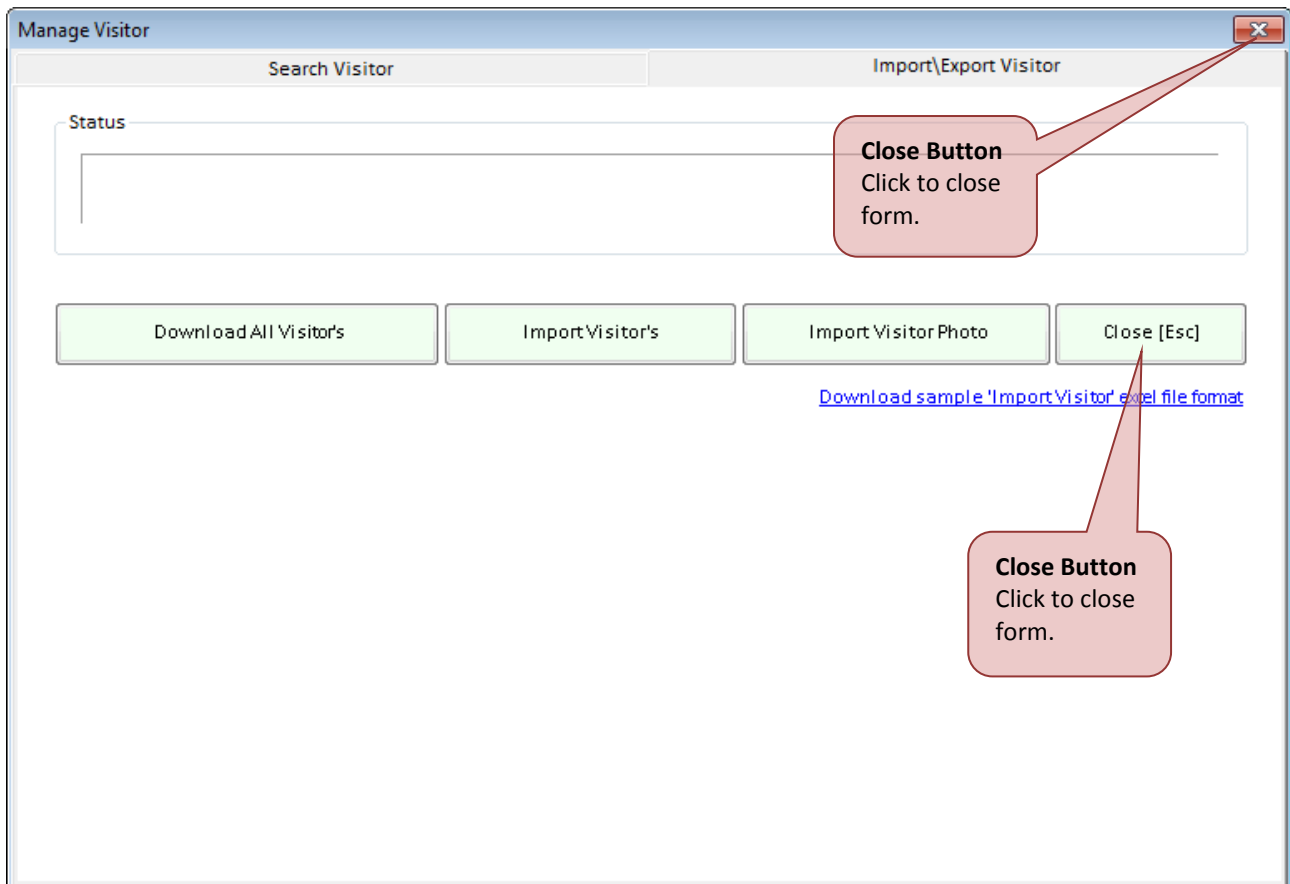


- Step 3: Finally system will pop up a success message box to indicate import process complete. Click on the OK button to close the message box.



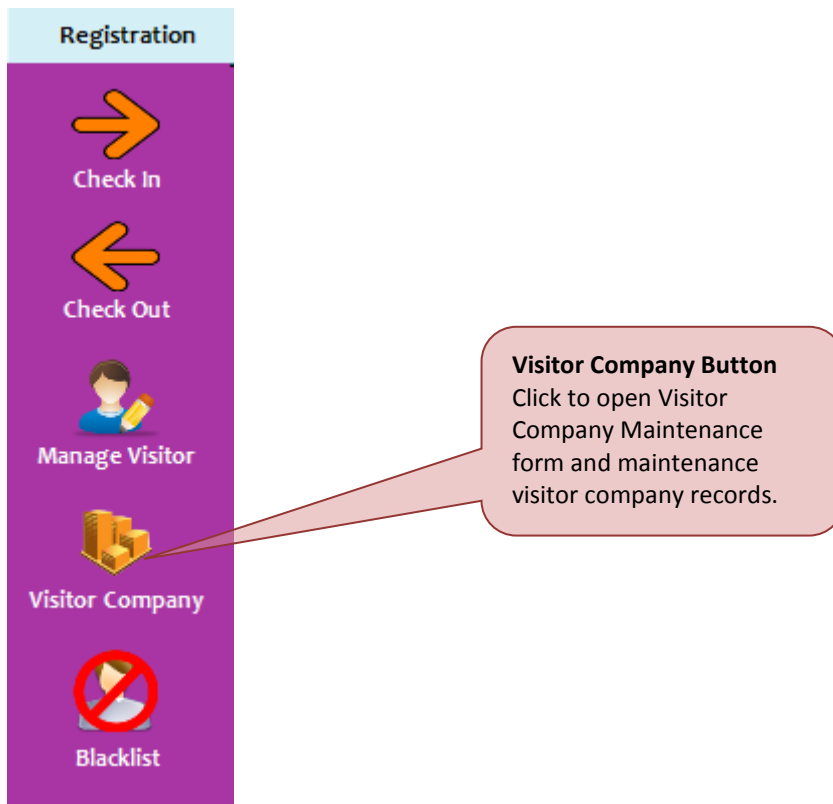
Close

- Step 1: Click on the Close [Esc] button to close form.
- Step 2: Other than that, user also can close form by clicking  on the button.

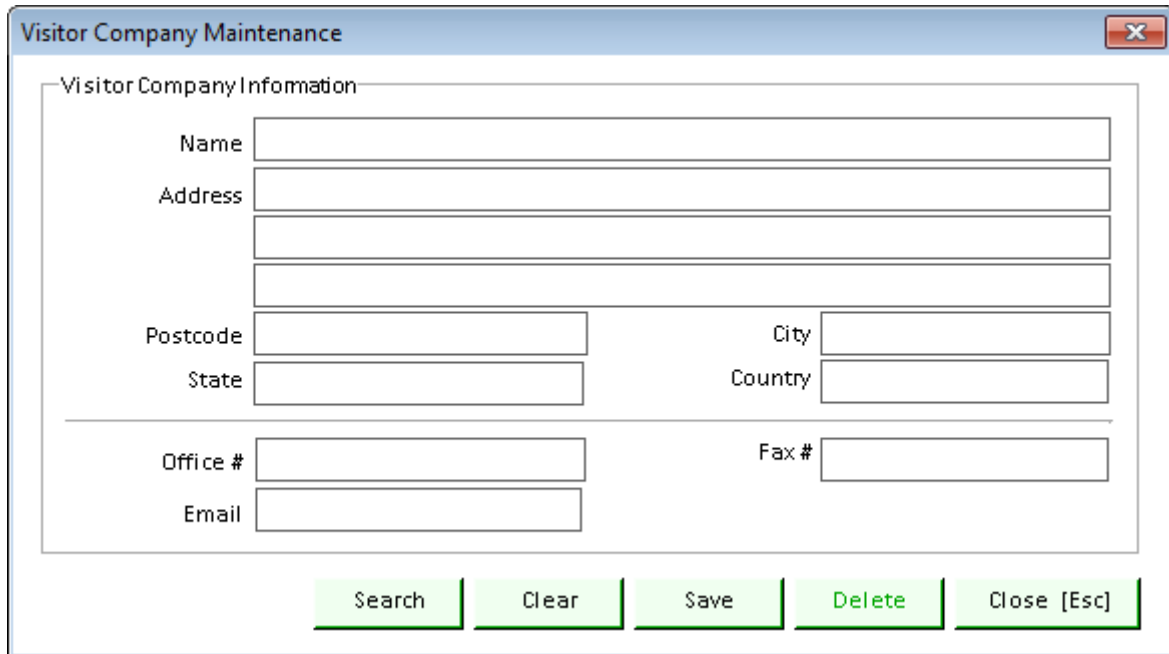


4.1.4 Visitor Company

Click on the Registration panel button. Then, click on the Visitor Company button under Registration panel.

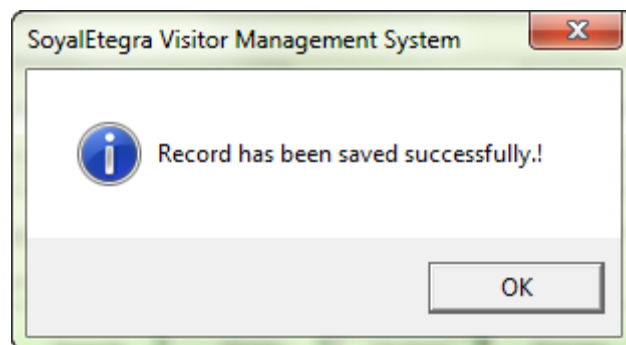


System will display Visitor Company Maintenance form as shown below.



The screenshot shows a window titled "Visitor Company Maintenance" with a close button (X) in the top right corner. Inside the window, there is a section titled "Visitor Company Information" containing several text input fields. The fields are arranged as follows: "Name" (single line), "Address" (three stacked lines), "Postcode" (single line), "City" (single line), "State" (single line), "Country" (single line), "Office #" (single line), "Fax #" (single line), and "Email" (single line). At the bottom of the form, there are five buttons: "Search", "Clear", "Save", "Delete", and "Close [Esc]".

1. Key in visitor company information and click on the Save button to register new visitor company. System will display a success message box. Click on the OK button to close the message box.



- Click on the Search button to search existing visitor company. System will display Visitor Company Search Result form.

The 'Search Result' window displays a table with the following data:

No.	Company Code	Company Name
1	1	INDIVIDUAL
2	3	PEST CONTROL
3	4	PRINTING CO.
4	5	MAG Automation

A red callout box with the text "List of visitor company." points to the table. The window also includes a 'Company Code' search field at the top and 'OK' and 'Cancel [Esc]' buttons at the bottom right.

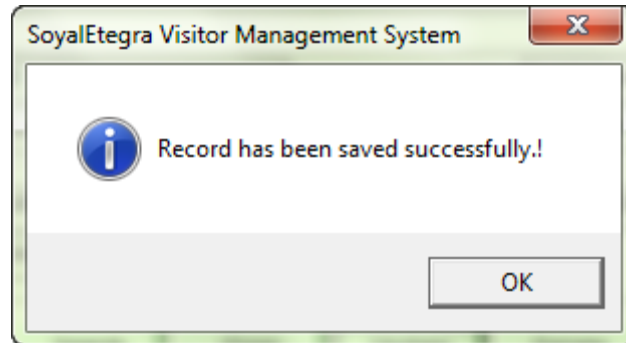
- Select visitor company from list, then click on the OK Button to view details; or just double click on visitor company from Search result list. System will display selected visitor company details as shown below.

The 'Visitor Company Maintenance' window displays the following details for 'MAG Automation':

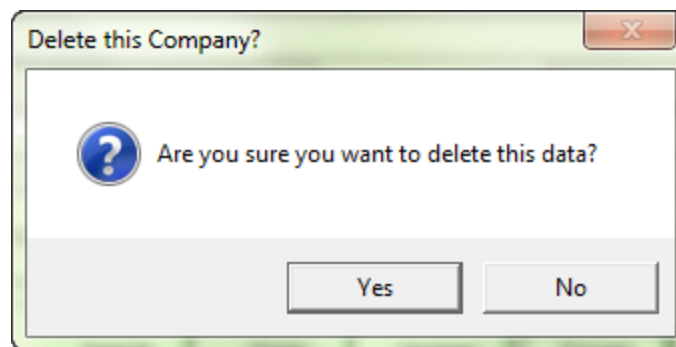
Name		MAG Automation	
Address		No 30 Jalan 8/1 Taman Sepakat	
Postcode	54200	City	Kuala Lumpur
State	W.P Kuala Lumpur	Country	Malaysia
Office #	0341187227	Fax #	0341187229
Email	admin@mag.net		

The window includes a 'Search' button (highlighted with a dashed border) and 'Clear', 'Update', 'Delete', and 'Close [Esc]' buttons at the bottom.

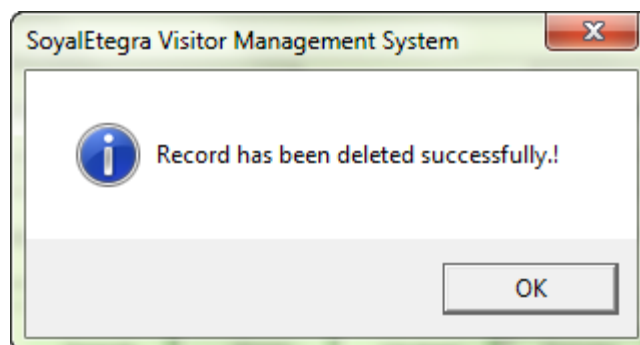
4. Edit details then click on the Update button to update details. After that, system will display a success message box. Click on the OK button to close the message box.



5. Visitor Company can be deleted by clicking on the Delete button. Then system will pop up a confirmation message to delete. Click on the Yes button to proceed delete process.

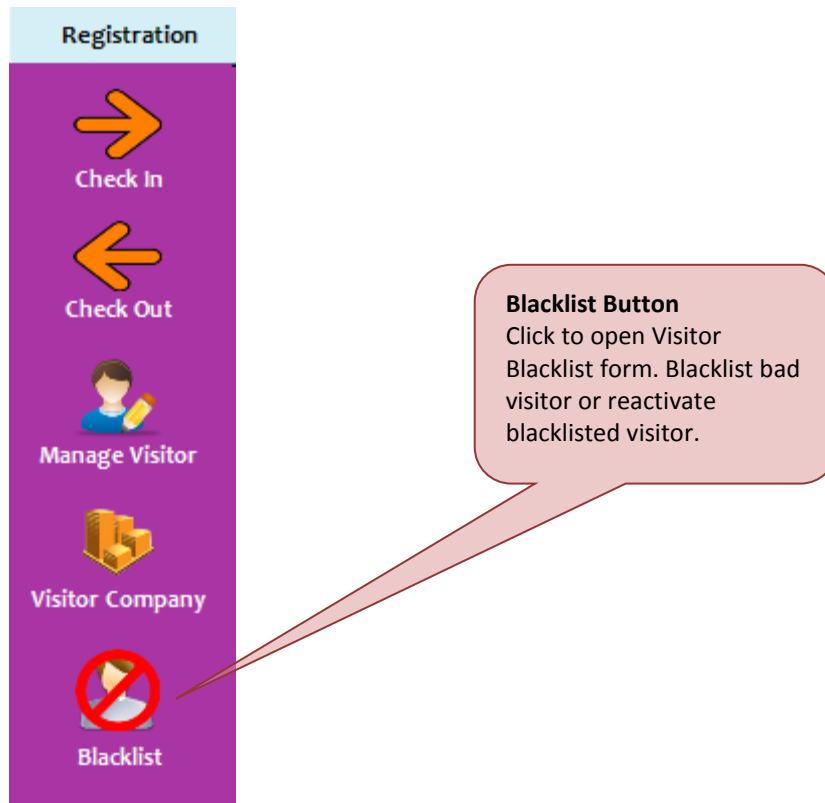


6. After that, delete confirmation message box will display as shown below. Click on the OK button to close the message box.



4.1.5 Blacklist

Click on the Registration panel button. Then, click on the Blacklist button under Registration panel.



System will display Visitor Blacklist form as shown below.

The screenshot shows the 'Visitor Blacklist' application window. It has three tabs: 'Blacklist/Activate', 'Blacklisted Image Gallery', and 'Import Blacklisted Visitor'. The 'Blacklist/Activate' tab is active. Inside this tab, there is an 'Action' section with two radio buttons: 'Blacklist' (selected) and 'Re-Activate'. Below this is a 'Visitor details' section with input fields for 'NRIC/Passport', 'Name', and 'Company'. To the right of these fields is a 'Search' button with a magnifying glass icon. Below the visitor details is a 'Blacklist Details' section with a 'Date' field (showing '17-Sep-2014'), a 'Time' field (showing '05:14:45 PM'), and a large 'Reason' text area. To the right of the 'Reason' field is a 'Portrait' image placeholder. At the bottom of the form are three buttons: 'Blacklist', 'Clear', and 'Close [Esc]'. Callout boxes provide instructions for each of these buttons.

Action Radio Button
Select to blacklist or re-activate visitor.

Search Button
Click to search registered visitor.

Blacklist Button
Click to blacklist registered visitor.

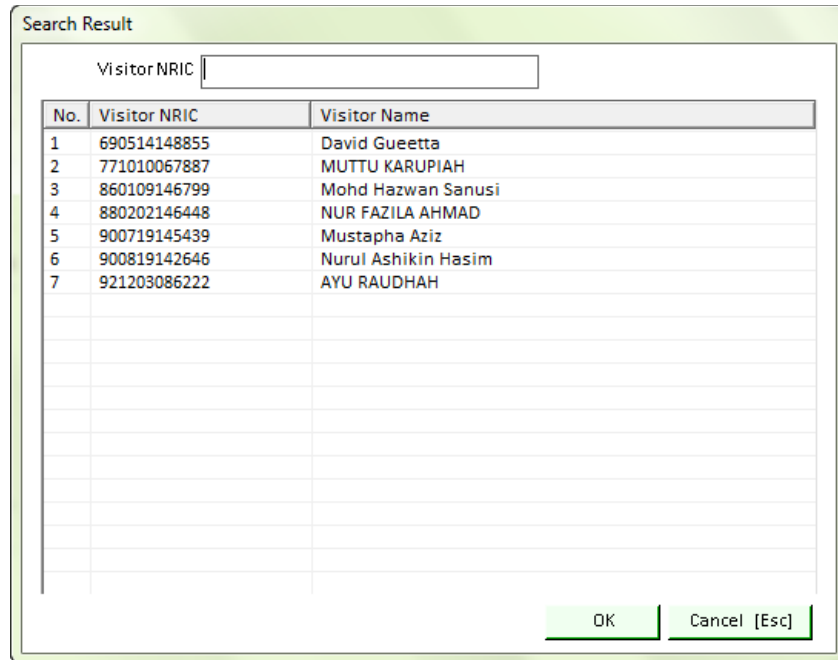
Clear Button
Click to Clear Form

Close [Esc] Button
Click to close form.

There are three tab's functions available under Visitor Blacklist form:

(A) Blacklist/Activate**Blacklist**

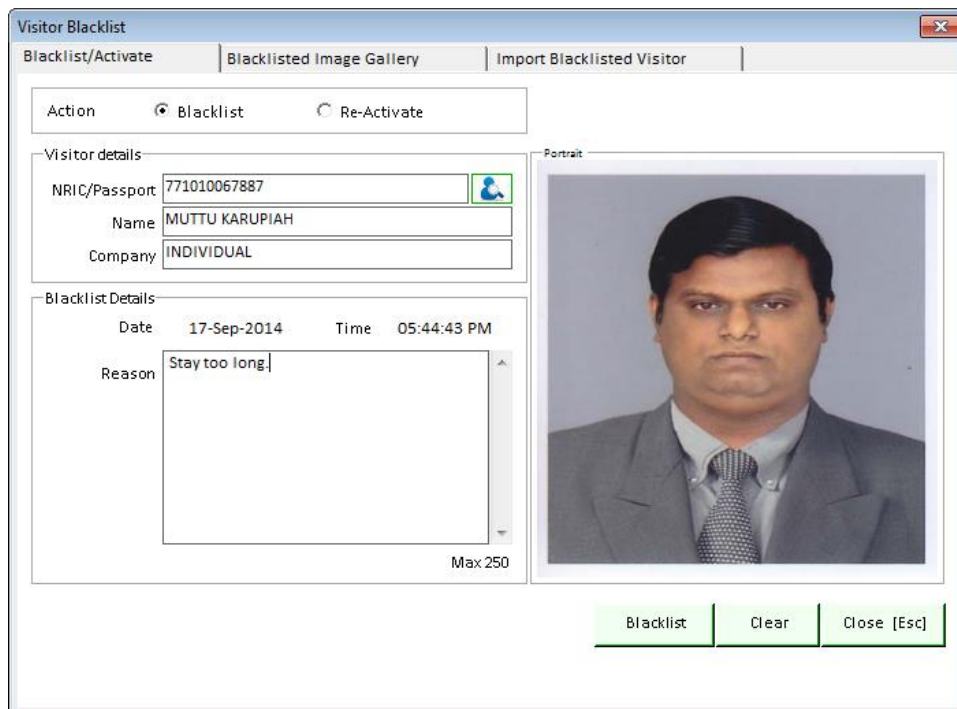
1. Step 1: Search for the registered visitor to be blacklisted by clicking on search button. System will display Visitor Search Result form as shown below



The screenshot shows a window titled "Search Result". At the top, there is a text input field labeled "Visitor NRIC". Below it is a table with three columns: "No.", "Visitor NRIC", and "Visitor Name". The table contains seven rows of data. At the bottom right of the window are two buttons: "OK" and "Cancel [Esc]".

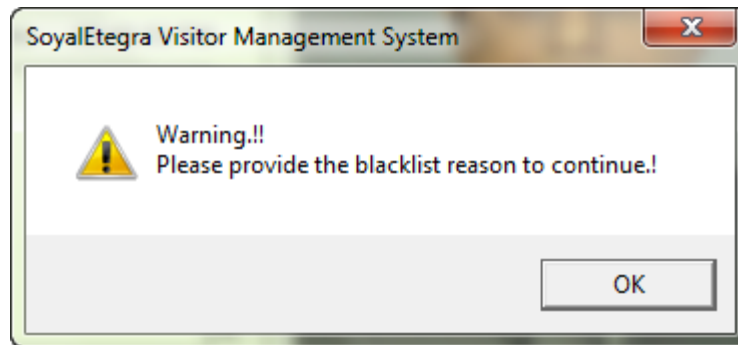
No.	Visitor NRIC	Visitor Name
1	690514148855	David Gueetta
2	771010067887	MUTTU KARUPIAH
3	860109146799	Mohd Hazwan Sanusi
4	880202146448	NUR FAZILA AHMAD
5	900719145439	Mustapha Aziz
6	900819142646	Nurul Ashikin Hasim
7	921203086222	AYU RAUDHAH

2. Step 2: Select visitor from search result list, then click on the OK button; or double click on the visitor from search result list. System will display selected visitor details as shown below.

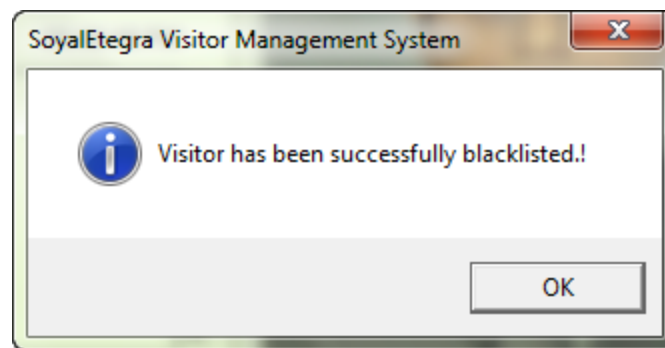


The screenshot shows a window titled "Visitor Blacklist" with three tabs: "Blacklist/Activate", "Blacklisted Image Gallery", and "Import Blacklisted Visitor". The "Blacklist/Activate" tab is active. It contains two radio buttons: "Blacklist" (selected) and "Re-Activate". Below this are three text input fields: "NRIC/Passport" (771010067887), "Name" (MUTTU KARUPIAH), and "Company" (INDIVIDUAL). To the right of these fields is a small icon of a person. Below the input fields is a section titled "Blacklist Details" with two sub-sections: "Date" (17-Sep-2014) and "Time" (05:44:43 PM), and a "Reason" text area containing the text "Stay too long.". To the right of the "Blacklist Details" section is a large portrait photo of a man in a suit. At the bottom right of the window are three buttons: "Blacklist", "Clear", and "Close [Esc]".

3. Step 3: Enter the blacklist reason, if not system will prompt out a warning message as shown below. Click on the OK button if this warning message occurs.

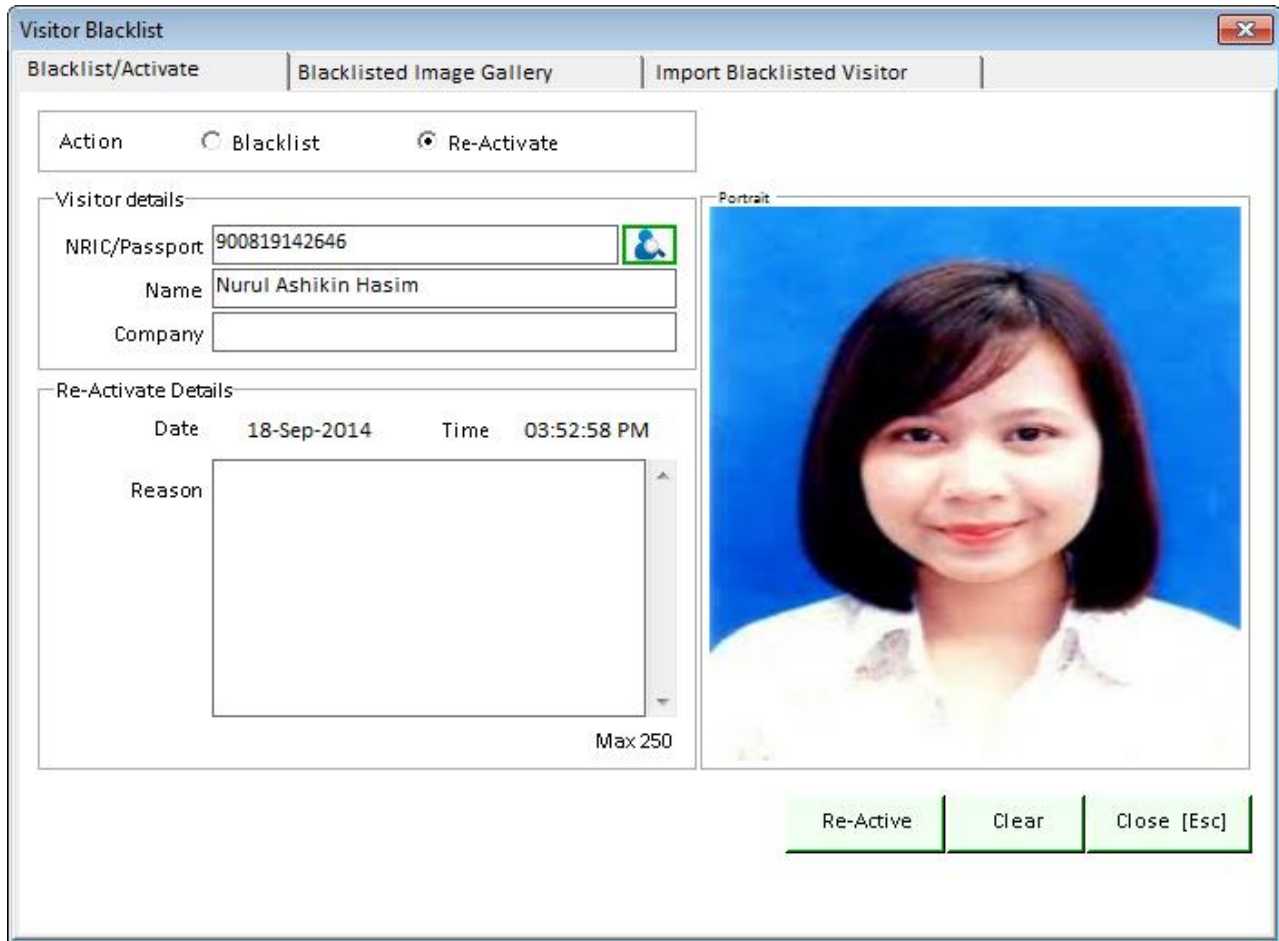


4. Step 4: After that, click on the Blacklist button to blacklist selected visitor. System will display a success message box as shown below. Click on the OK button to close the message box.



Re-activate

1. Step 1: If user wants to re-activate blacklisted visitor, select Re-Activate action from Visitor Blacklist form. Then follow step1 And 2 from blacklist function. System will display form as shown below.

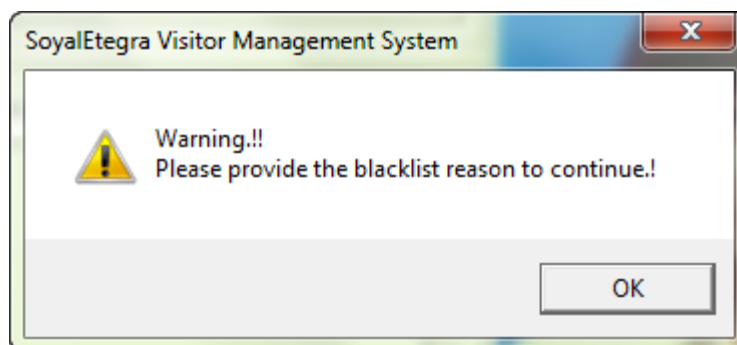


The screenshot shows the 'Visitor Blacklist' application window with three tabs: 'Blacklist/Activate', 'Blacklisted Image Gallery', and 'Import Blacklisted Visitor'. The 'Blacklist/Activate' tab is active, displaying a form with the following sections:

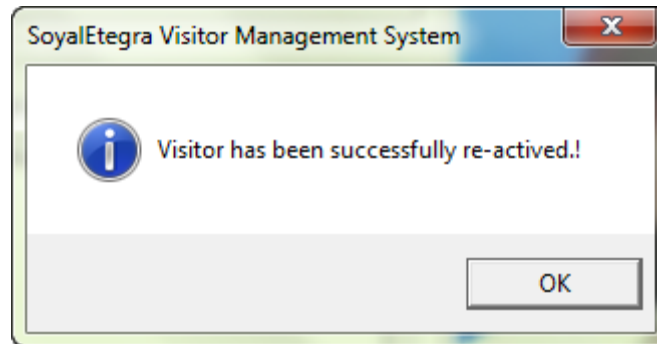
- Action:** Radio buttons for 'Blacklist' and 'Re-Activate' (selected).
- Visitor details:**
 - NRIC/Passport: 900819142646
 - Name: Nurul Ashikin Hasim
 - Company: (empty field)
- Re-Activate Details:**
 - Date: 18-Sep-2014
 - Time: 03:52:58 PM
 - Reason: (empty text area with a 'Max 250' limit)
- Portrait:** A photo of a woman with dark hair against a blue background.

At the bottom right, there are three buttons: 'Re-Active', 'Clear', and 'Close [Esc]'.

2. Step 2: Enter the re-activate reason, if not system will prompt out a warning message as shown below. Click on the OK button if this warning message occurs.

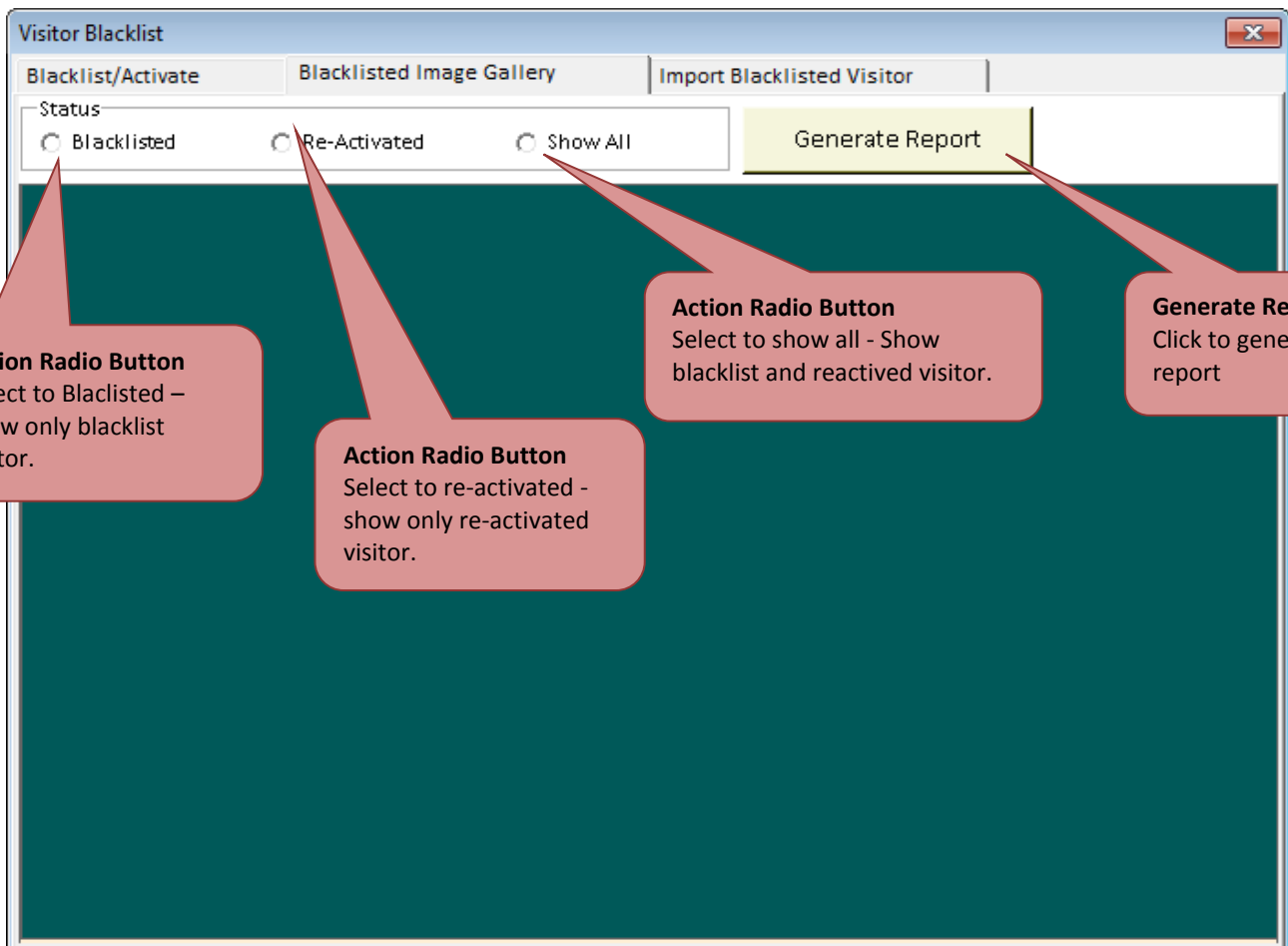


- Step 3: After that, click on the Re-Active button to re-activate blacklisted visitor. System will display a success message box as shown below. Click on the OK button to close the message box.

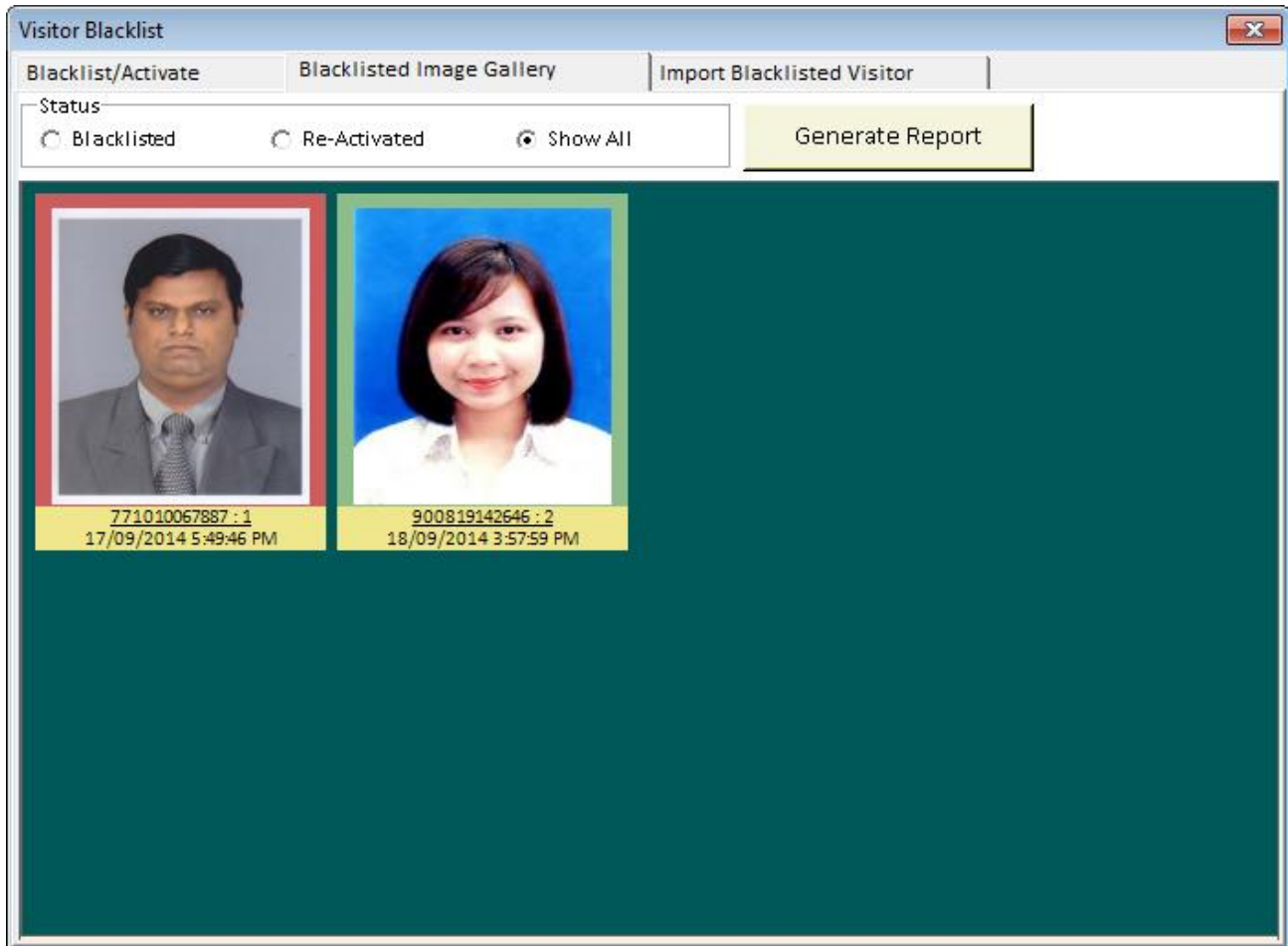


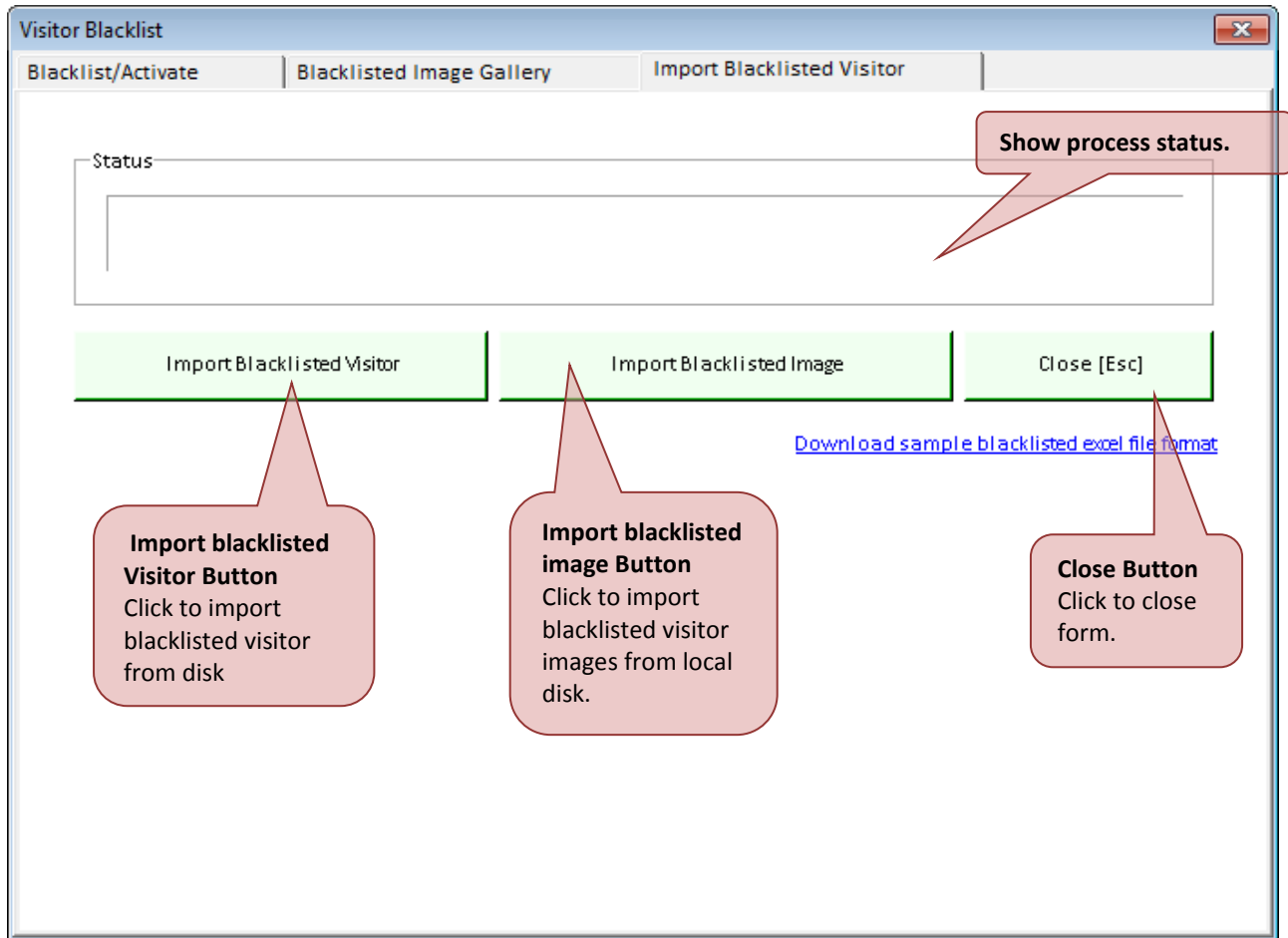
(B) Blacklisted image gallery

- Step 1: Choose one of radio buttons, Blacklisted-To show blacklisted visitors images, re-activated-To show re-activated visitors images.

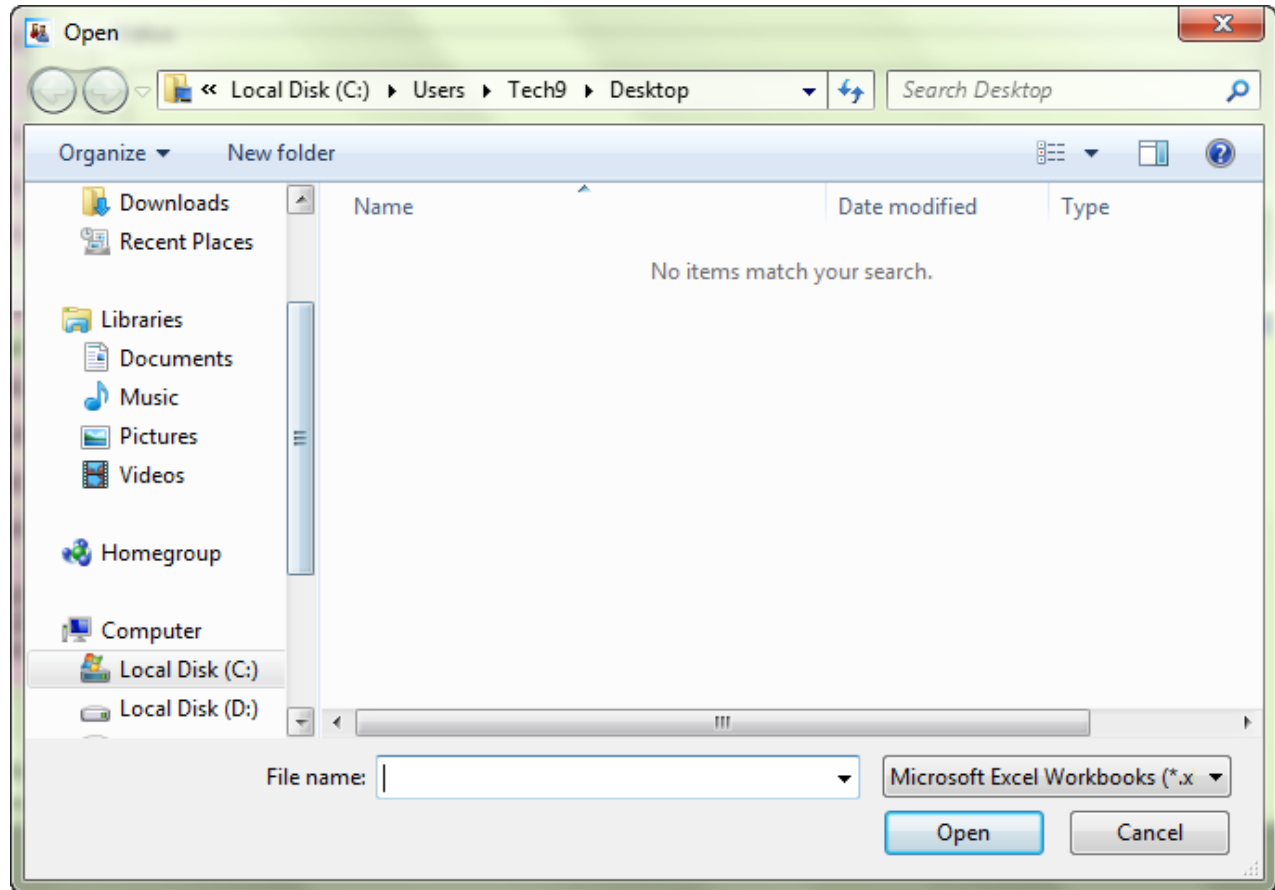


2. Step 2: Click generate report button, it will shows a list of particular result:

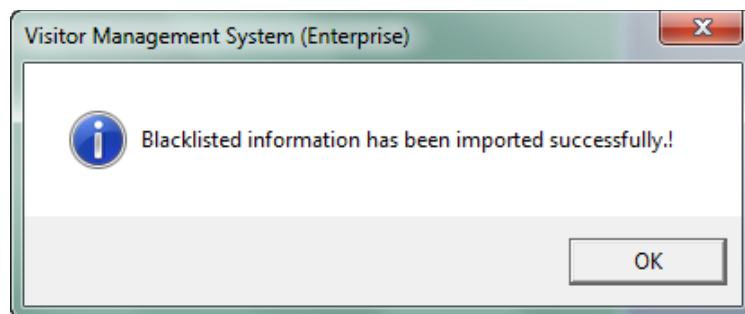


(C) Import blacklisted visitor**Import Blacklisted visitor**

1. Step 1: Click on the import blacklisted visitor button to import blacklisted visitor information from local disk into server.
2. Step 2: System will display Open form as shown below. Search for location file to open blacklisted visitor information file. Click on the Open button to open the information.

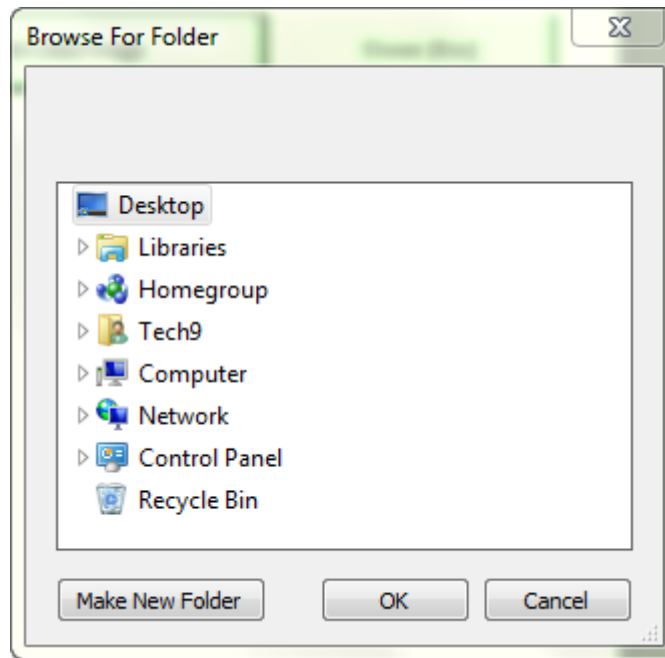


- Step 3: Finally system will pop up a success message box to indicate import process complete. Click on the OK button to close the message box.

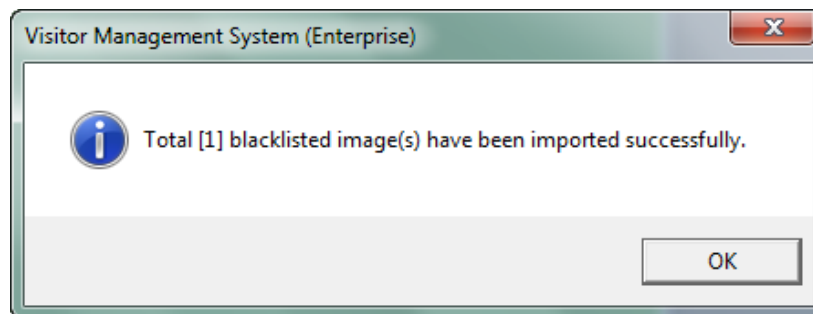


Import Blacklisted image

1. Step 1: Click on the import blacklisted image button to import blacklisted visitor photo from local disk into server.
2. Step 2: System will display Browse for folder form as shown below. Expand one of location list to locate image file in the disk then Click OK button.



3. Step 3: Finally system will pop up a success message box to indicate import process complete. Click on the OK button to close the message box.

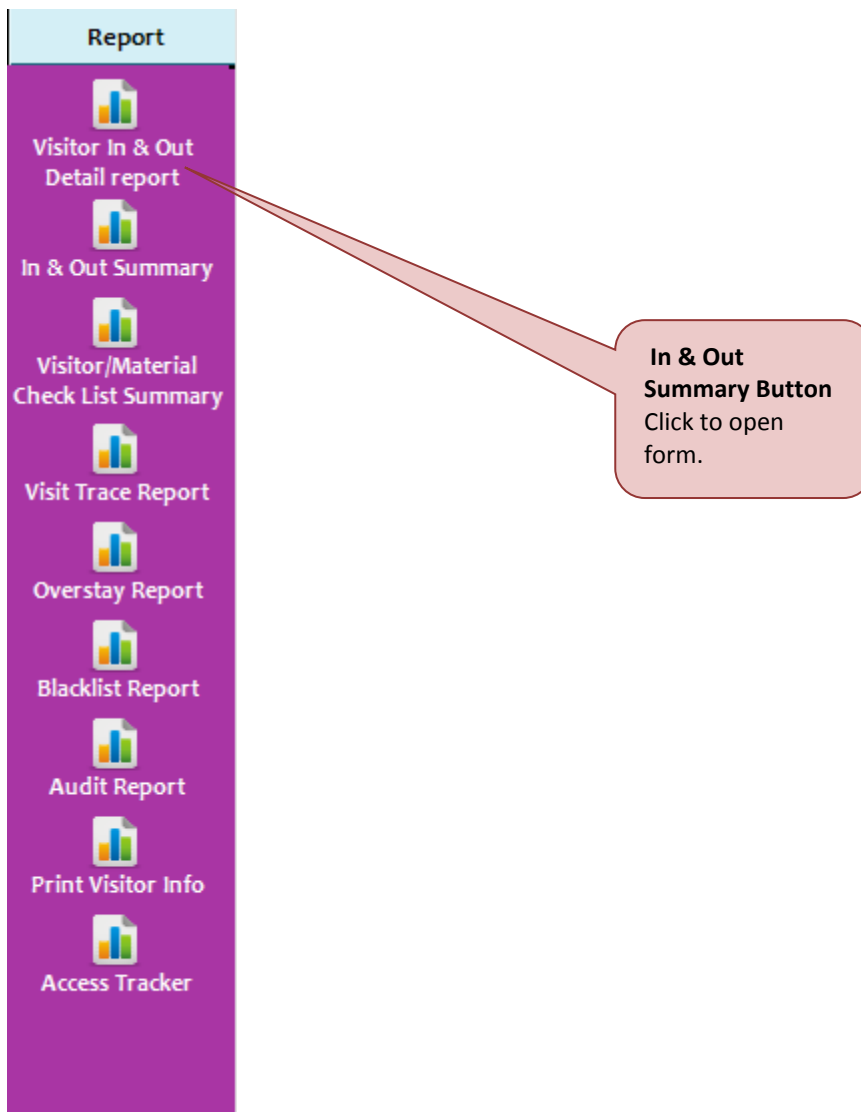


4.2 Report

This module is used to generate various types of reports regarding visitor and system activities.

4.2.1 Visitor In & Out Detailed Report

Click on the Report panel button. Then, click on the Visitor in & out detailed report button under Report panel.



System will display Visitor In & Out Summary form as shown below.

The screenshot shows the 'Visitor In & Out Summary' window. It has three tabs: 'Visitor In & Out Detail Report', 'Visitor In & Out Summary' (selected), and 'Visitor In & Out Summary By Image'. Below the tabs is a 'Search Criteria' section with two columns of dropdown menus. Below that is a 'Visitation Date' section with 'From' and 'To' date and time pickers, an 'Enable time stamp' checkbox, a 'Status' section with radio buttons for 'Visitor Check-In', 'Visitor Check-Out', 'Visitor Inside', and 'Show All', and a 'Sort By' dropdown set to 'Visitor NRIC'. Below these is a table with columns: '#', 'Visitor NRIC', 'Visitor Name', 'Person Meet', 'Department', 'Floor', and 'Time In'. At the bottom of the window, there is a status bar with a message: 'HTML is your current export data file format. Click [here](#) to change'. Below this message is a checkbox labeled 'Export report with visitor photo' and four buttons: 'Generate', 'Print', 'Export', and 'Close [Esc]'.

Enable time stamp Checkbox
Click to generate report based on time stamp.

Generate Button
Click to generate report.

Print Button
Click to print report.

Export Button
Click to export report.

Close [Esc] Button
Click to close form.

Please refer on page 171 for more details.

'HTML' is your current export data file format. Click [here](#) to change

☐ Export report with visitor photo

Generate Print Export Close [Esc]

There are three tab's functions available under Visitor In & Out Summary form:

(A) Visitor in & out Detail report

1. Step 1: Select Search Criteria, Visitation Date, Status and Sort By accordingly to get the specific report.
2. Step 2: Click on the Generate button to generate report. Sample report is shown as image below.

Visitor In & Out Summary

Visitor In & Out Detail Report | Visitor In & Out Summary | Visitor In & Out Summary By Image

Search Criteria

Visitation Date ☐ Enable time stamp

From 01/08/2014 03:35 PM To 19/09/2014 03:35 PM

Status

☐ Visitor Check-In
 ☐ Visitor Inside
 ☐ Visitor Check-Out
 ☒ Show All

Sort By

Check-In Time

#	Visitor NRIC	Visitor Name	Person Meet	Department	Floor	Time
1	921203086222	AYU RAUDHAH	Tom	TECHNICAL	1	15/09
2	921203086222	AYU RAUDHAH				15/09
3	921203086222	AYU RAUDHAH				15/09
4	921203086222	AYU RAUDHAH				15/09
5	921203086222	AYU RAUDHAH				15/09
6	921203086222	AYU RAUDHAH				15/09
7	921203086222	AYU RAUDHAH				15/09
8	880202146448	NUR FAZILA AHMAD				15/09
9	771010067887	MUTTU KARUPIAH				15/09
10	921203086222	AYU RAUDHAH				15/09
11	921203086222	AYU RAUDHAH				17/09
12	921203086222	AYU RAUDHAH				17/09
13	921203086222	AYU RAUDHAH				18/09
14	921203086222	AYU RAUDHAH				18/09
15	921203086222	AYU RAUDHAH				18/09
16	921203086222	AYU RAUDHAH				18/09
17	880202146448	NUR FAZILA AHMAD				18/09

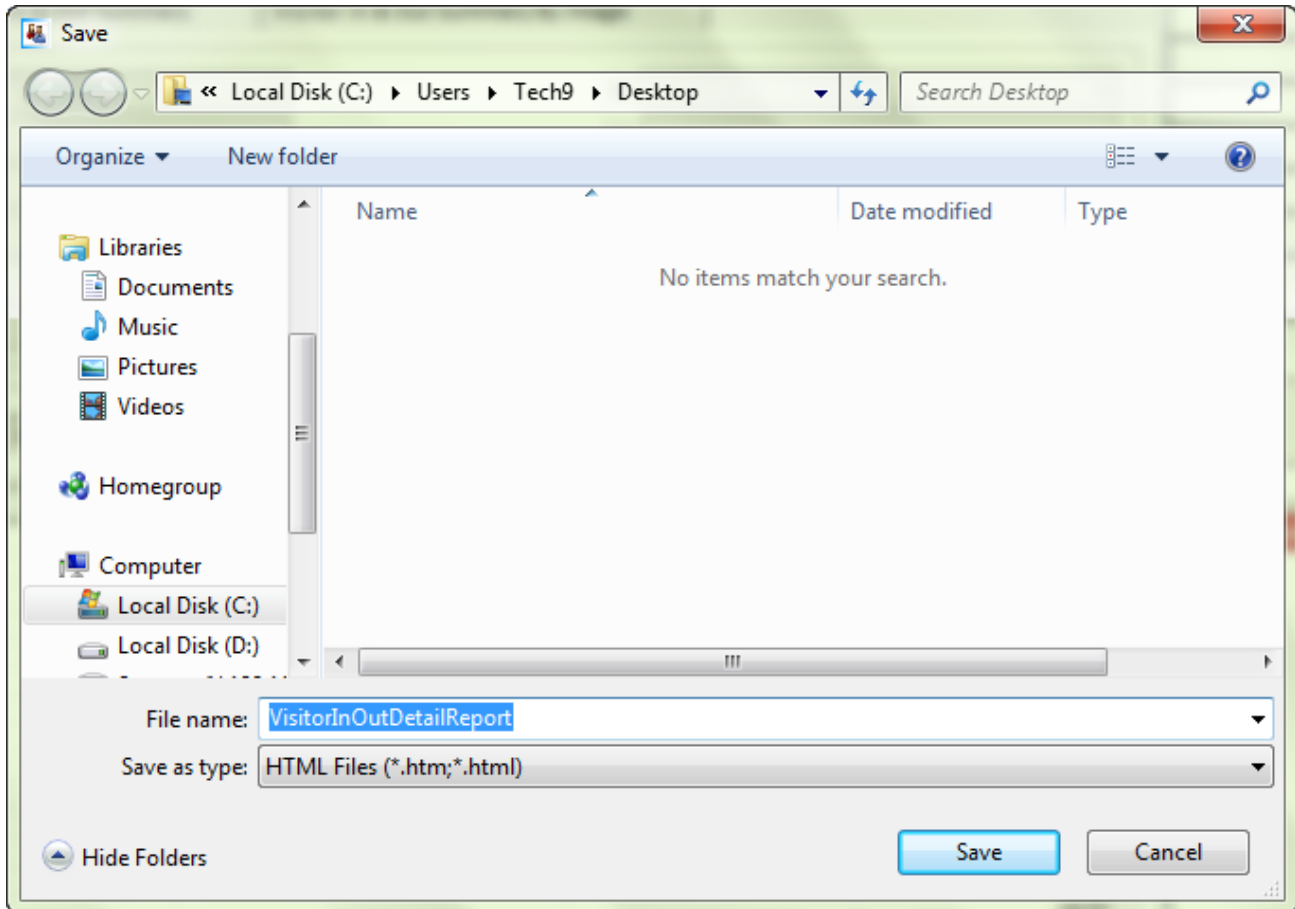
'HTML' is your current export data file format. Click [here](#) to change

☐ Export report with visitor photo

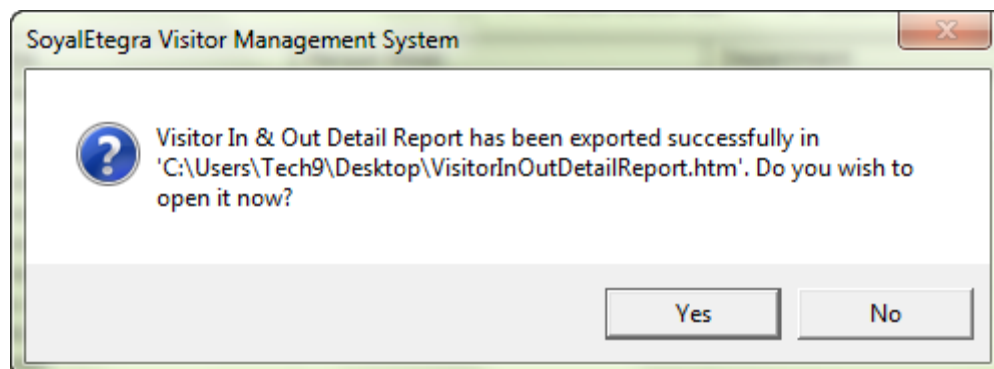
Generate Print Export Close [Esc]

3. Step 3: Click on the Print button to print report

- Step 4: Click on the Export button to export the report. System will display a success message right after Export button's click.



- Step 5: Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



(B) Visitor in & out summary

Summary count visitor total in & out.

1. Step 1: Select Visitation Date and Status By to get the specific report.
2. Step 2: Click on the Generate button to generate report. Sample report is shown as image below

Visitor In & Out Summary

Visitor In & Out Detail Report | Visitor In & Out Summary | Visitor In & Out Summary By Image

Visitation Date
From: 01/08/2014 To: 19/09/2014

Group By
Visitor NRIC

#	Count	Visitor NRIC	Visitor Name
1	14	921203086222	AYU RAUDHAH
2	2	880202146448	NUR FAZILA AHMAD
3	1	771010067887	MUTTU KARUPIAH

'HTML' is your current export data file format. Click [here](#) to change

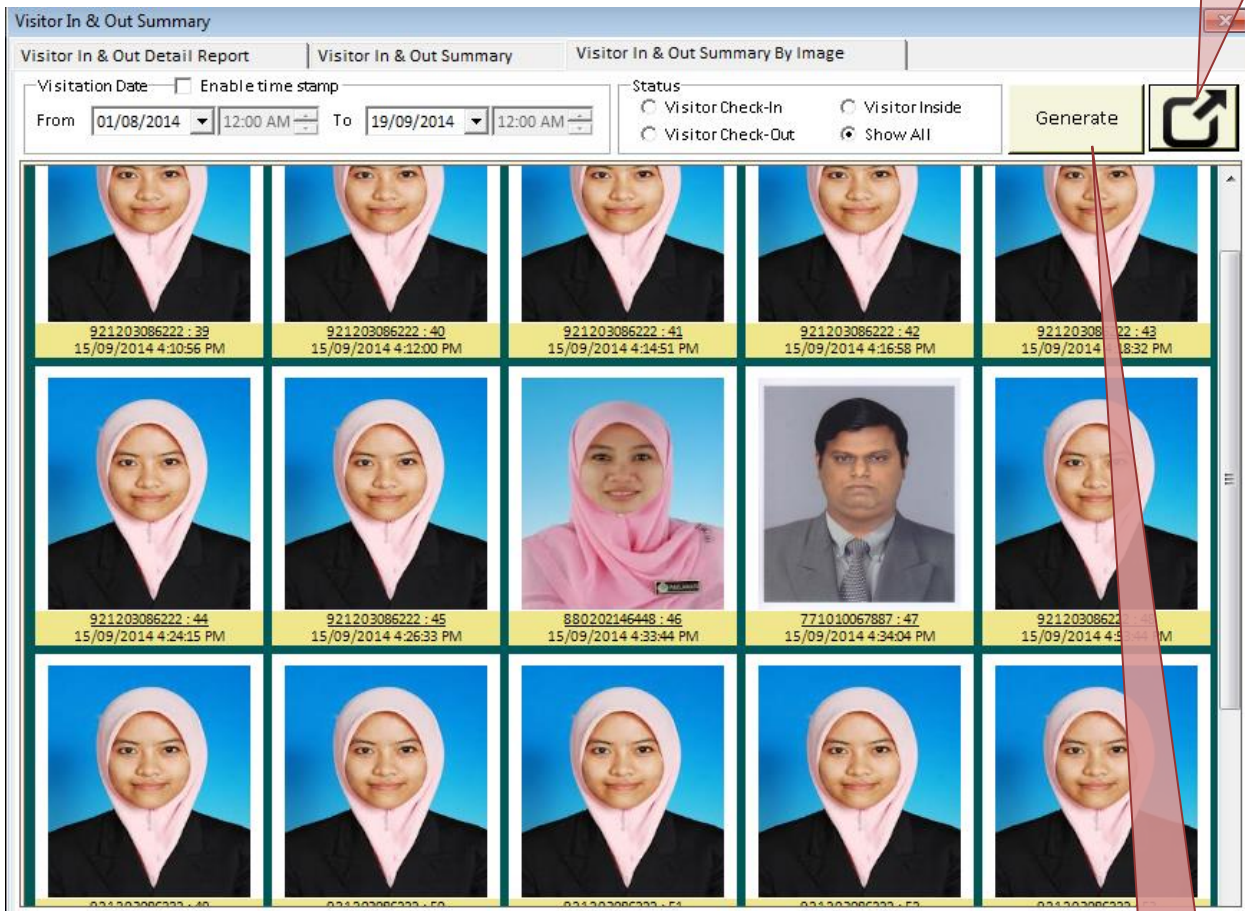
Generate Print Export Close [Esc]

Group By
Show by group

Generate Button
Click to generate report.

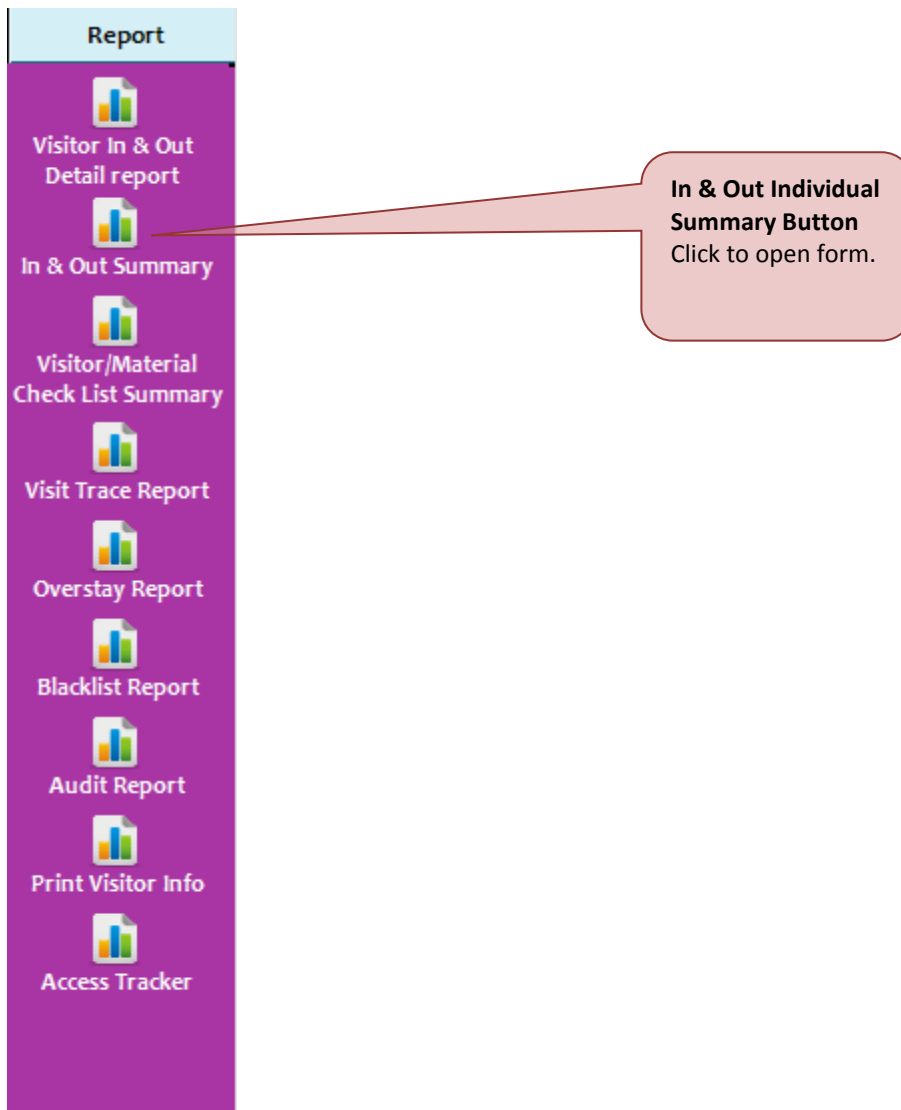
(C) Visitor in & out summary by image

1. Step 1: Select Visitation Date and Status By to get the specific report.
2. Step 2: Click on the Generate button to generate report. Sample report is shown as image below.



4.2.2 In & Out Summary

Click on the Report panel button. Then, click on the In & Out Individual Summary button under Report panel.



System will display In & Out Individual Summary form as shown below.

[illegible]

There are two tab's functions available under In & Out Summary form:

(A) In & Out Individual Summary

1. Select Search Criteria, Visitation Date, Status and Sort By accordingly to get the specific report.
2. Click on the Generate button to generate report. Sample report is shown as image below.

Visit Summary

In & Out Individual Summary | Visitor Visit Location Summary

Search Criteria:

☒ Visitor NRIC 921203086222 ☐ Host Name

☐ Visitor Name ☐ Host Company

☐ Floor ☐ Visit Purpose

Visitation Date: ☐ Enable time stamp

From: 01/07/2014 12:00 AM To: 19/09/2014 12:00 AM

Status: ☐ Visitor Check-In ☐ Visitor Inside ☐ Visitor Check-Out ☒ Show All

Sort By: Check-In Time

#	Pass ID	Person Meet	Department	Floor	Visit Purpose	Time In
1	MAG001	Tom	TECHNICAL	1	MEETING	15/09/2014
2	MAG001				MEETING	15/09/2014
3	MAG001				MEETING	15/09/2014
4	MAG001				MEETING	15/09/2014
5	MAG001				MEETING	15/09/2014
6	MAG001				MEETING	15/09/2014
7	MAG001				MEETING	15/09/2014
8	MAG001				MEETING	15/09/2014
9	MAG001				MEETING	15/09/2014
10	001				MEETING	17/09/2014
11	001				MEETING	17/09/2014
12	100				MEETING	18/09/2014
13	0001				MEETING	18/09/2014
14	001				MEETING	18/09/2014
					Total Chec	
					Total Chec	

'HTML' is your current export data file format. Click [here](#) to change

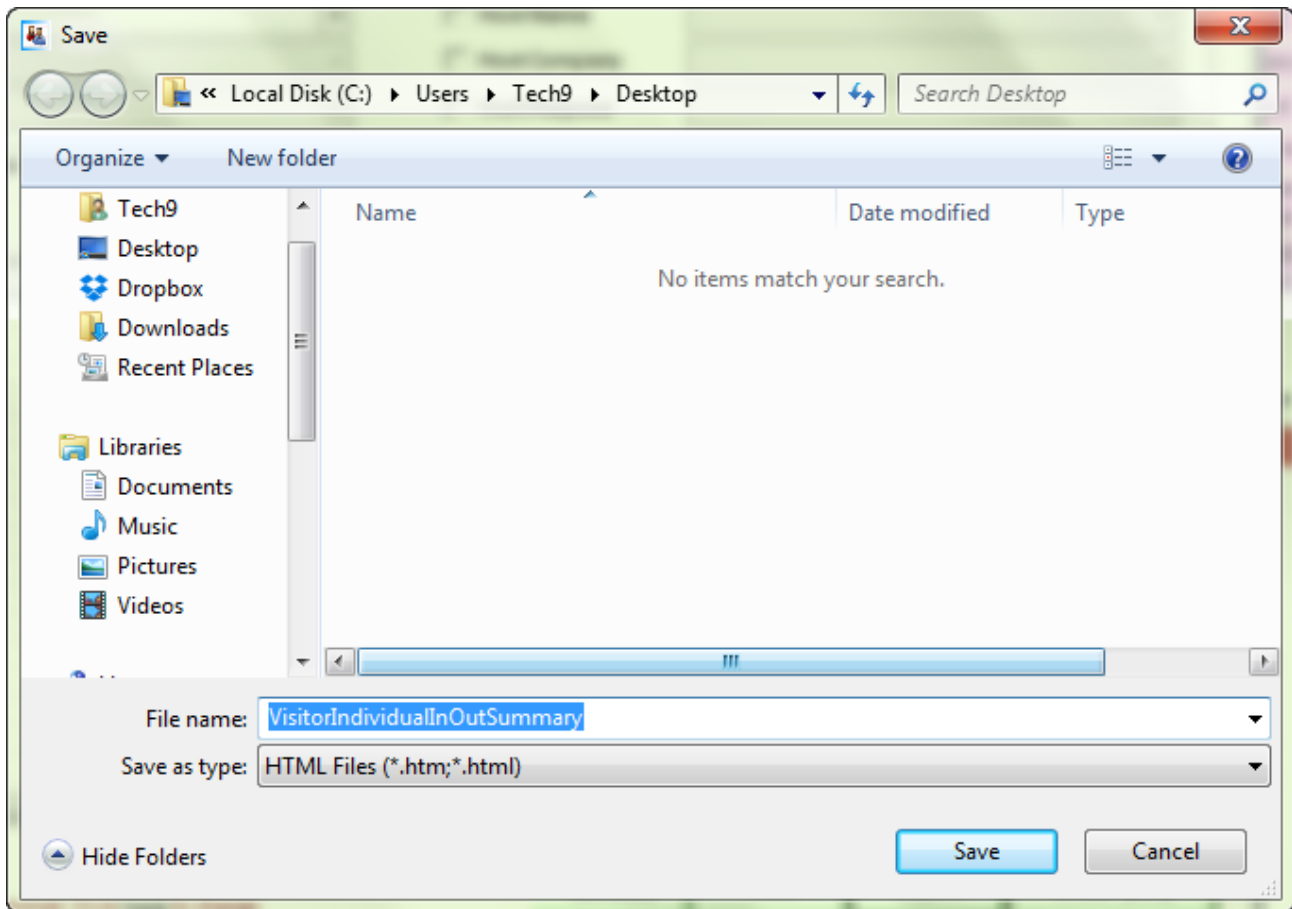
Generate **Print** **Export** **Close [Esc]**

Note:

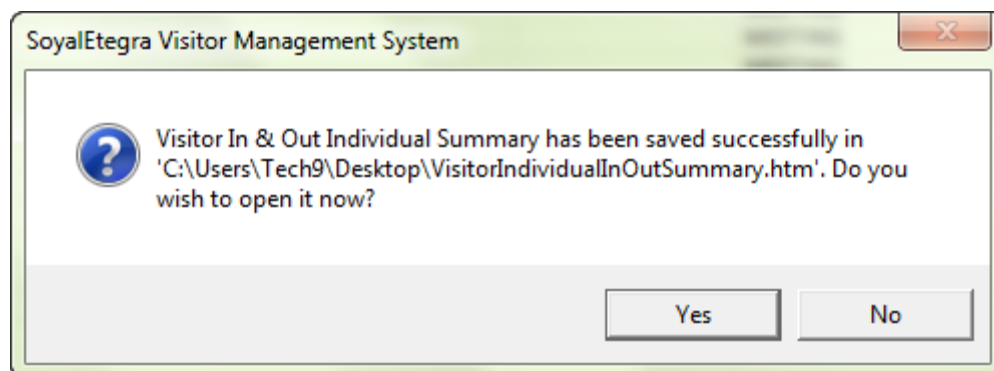
User need to select at least one of search criteria item, if not a warning message will pop up.

3. Click on the Print button to print report.

- Click on the Export button to export the report. System will display a success message right after Export button's click. Click on the OK button to close the message box.



- Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



(B) Visitor visit location summary

1. Select Search Criteria, Visitation Date, Status and Sort By accordingly to get the specific report
2. Click on the Generate button to generate report. Sample report is shown as image below.

Visit Summary

In & Out Individual Summary | Visitor Visit Location Summary

Search Criteria

Visitation Date

From 01/09/2014 To 20/09/2014

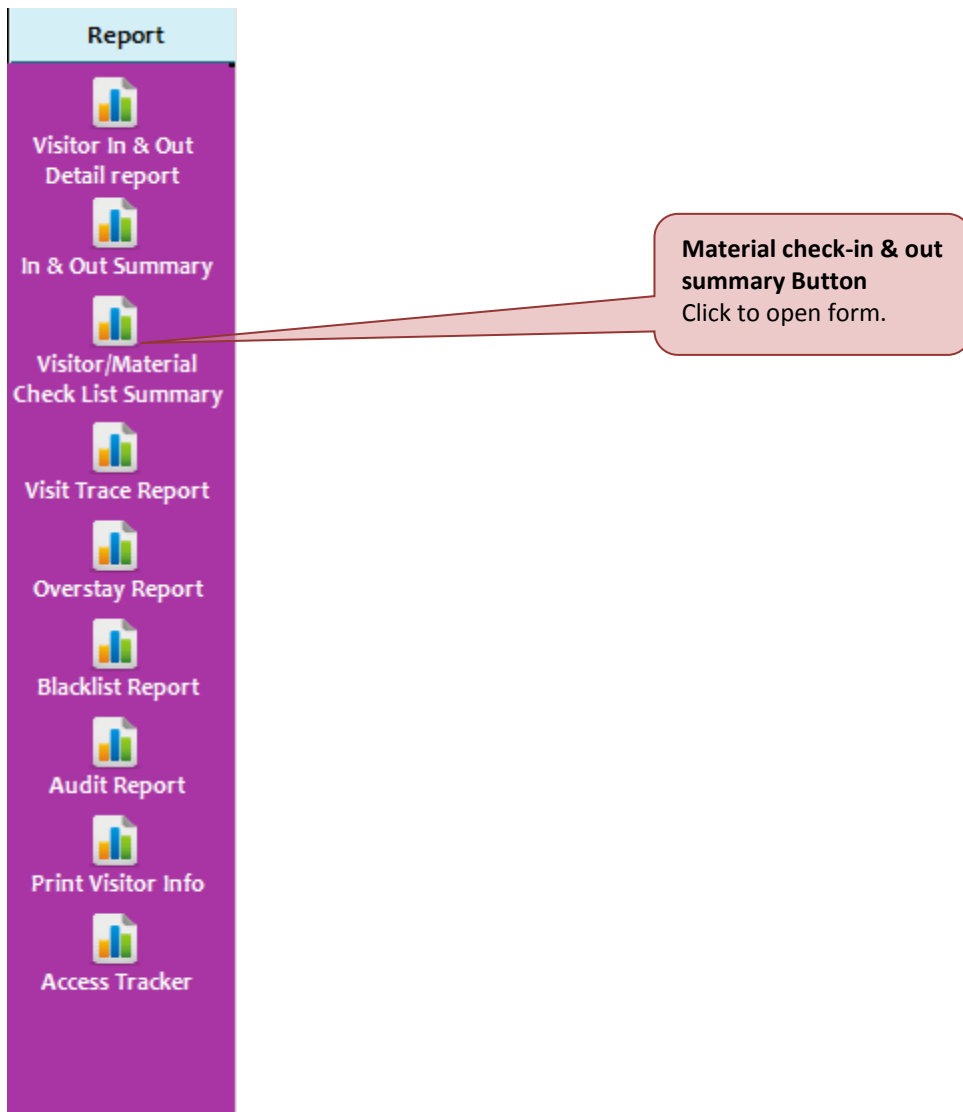
#	Visitor NRIC	Visitor Name	CheckIn Location	Time In	CheckOut Location
1	771010067887	MUTTU KARUPIAH	Guard House	15/09/2014 04:34 PM	Guard House
2	880202146448	NUR FAZILA AHMAD	Guard House	15/09/2014 04:33 PM	Guard House
3	880202146448	NUR FAZILA AHMAD	Guard House	18/09/2014 03:37 PM	Guard House
4	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:10 PM	Guard House
5	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:12 PM	Guard House
6	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:14 PM	Guard House
7	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:16 PM	Guard House
8	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:18 PM	Guard House
9	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:24 PM	Guard House
10	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:26 PM	Guard House
11	921203086222	AYU RAUDHAH	Guard House	15/09/2014 04:53 PM	Guard House
12	921203086222	AYU RAUDHAH	Guard House	17/09/2014 12:28 PM	Guard House
13	921203086222	AYU RAUDHAH	Guard House	17/09/2014 12:37 PM	Guard House
14	921203086222	AYU RAUDHAH	Guard House	18/09/2014 10:31 AM	Guard House
15	921203086222	AYU RAUDHAH	Guard House	18/09/2014 10:35 AM	Guard House
16	921203086222	AYU RAUDHAH	Guard House	18/09/2014 10:37 AM	Guard House
17	921203086222	AYU RAUDHAH	Guard House	18/09/2014 03:37 PM	Guard House

Generate Print Close [Esc]

3. Click on the Print button to print report.

4.2.3 Material check-in & out summary

Click on the Report panel button. Then, click on the Material check-in & out Summary button under Report panel.



System will display Material Check-In & Check-Out Summary form as shown below.

[illegible]

1. Select Search Criteria, Visitation Date and Sort By accordingly to get the specific report.

2. Click on the Generate button to generate report. Sample report is shown as image below.

Group Visitor / Material Check-In & Check-Out List Summary

Search Criteria

☐ Visitor NRIC
☐ Visitor Name
☐ Visitor Company
☐ Host Name
☐ Host Company

☐ Category
☐ Department
☐ Floor
☐ Pass No
☐ Visit Purpose

Visitation Date ☐ Enable time stamp

From To

Sort By

Visitor / Material Check List Filter

#	Visitor NRIC	Visitor Name	Person Meet	Time In	Time Out	Material Check-In
1	921203086222	AYU RAUDHAH	Tom	15/09/2014 04:10 PM	15/09/2014 04:11 PM	
2	921203086222	AYU RAUDHAH		15/09/2014 04:12 PM	15/09/2014 04:13 PM	
3	921203086222	AYU RAUDHAH		15/09/2014 04:14 PM	15/09/2014 04:15 PM	
4	921203086222	AYU RAUDHAH		15/09/2014 04:16 PM	15/09/2014 04:17 PM	
5	921203086222	AYU RAUDHAH		15/09/2014 04:18 PM	15/09/2014 04:23 PM	
6	921203086222	AYU RAUDHAH		15/09/2014 04:24 PM	15/09/2014 04:26 PM	
7	921203086222	AYU RAUDHAH		15/09/2014 04:26 PM	15/09/2014 04:53 PM	
8	880202146448	NUR FAZILA AHMAD		15/09/2014 04:33 PM	17/09/2014 12:27 PM	
9	771010067887	MUTTU KARUPIAH		15/09/2014 04:34 PM	17/09/2014 12:27 PM	
10	921203086222	AYU RAUDHAH		15/09/2014 04:53 PM	15/09/2014 04:54 PM	
11	921203086222	AYU RAUDHAH		17/09/2014 12:28 PM	17/09/2014 12:28 PM	
12	921203086222	AYU RAUDHAH		17/09/2014 12:37 PM	17/09/2014 12:38 PM	
13	921203086222	AYU RAUDHAH		18/09/2014 10:31 AM	18/09/2014 10:33 AM	
14	921203086222	AYU RAUDHAH		18/09/2014 10:35 AM	18/09/2014 10:36 AM	
15	921203086222	AYU RAUDHAH		18/09/2014 10:37 AM	18/09/2014 03:31 PM	
16	921203086222	AYU RAUDHAH		18/09/2014 03:32 PM	18/09/2014 03:32 PM	
17	880202146448	NUR FAZILA AHMAD		18/09/2014 03:37 PM	18/09/2014 03:37 PM	

**Double click the above list to view the detail information

'HTML' is your current export data file format. Click [here](#) to change

Generate Print Export Close [Esc]

3. Double click any list to view material images during check in/out and to compare it

GROUP VISITOR / MATERIAL CHECK-IN

Compare

Compare [F2]

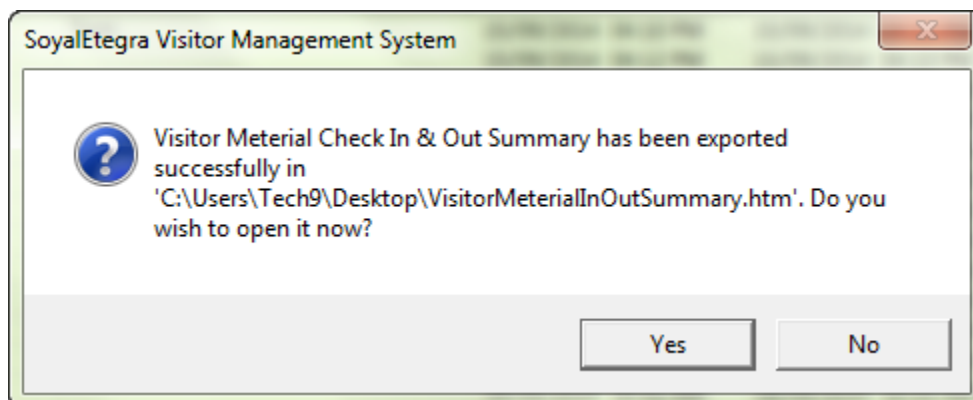
GROUP VISITOR / MATERIAL CHECK-OUT

Compare

- Click on both radio button from first row and second row then click compare button to compare both images:

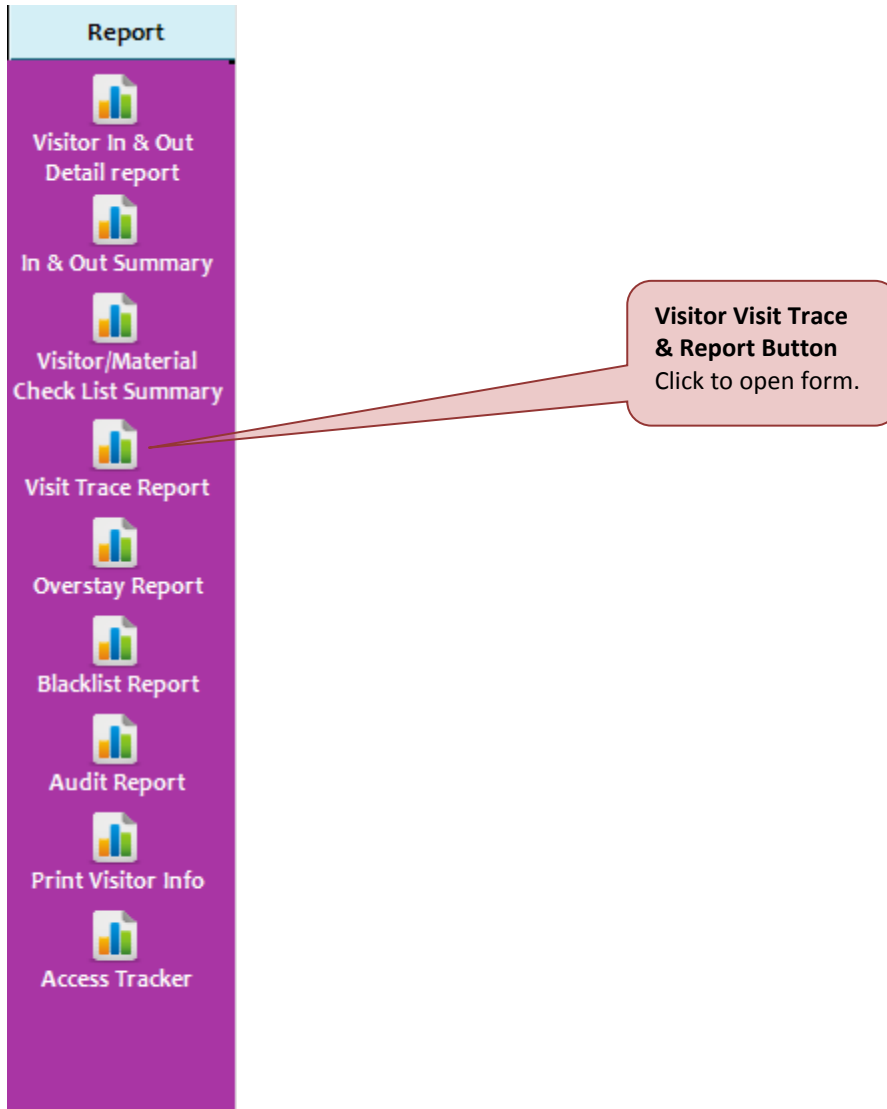


- Click on the Print button to print report.
- Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's .
- Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



4.2.4 Visitor Visit Trace

Click on the Report panel button. Then, click on the Visitor Visit Trace Report button under Report panel.



System will display Visitor Visit Trace Report form as shown below.

[illegible]

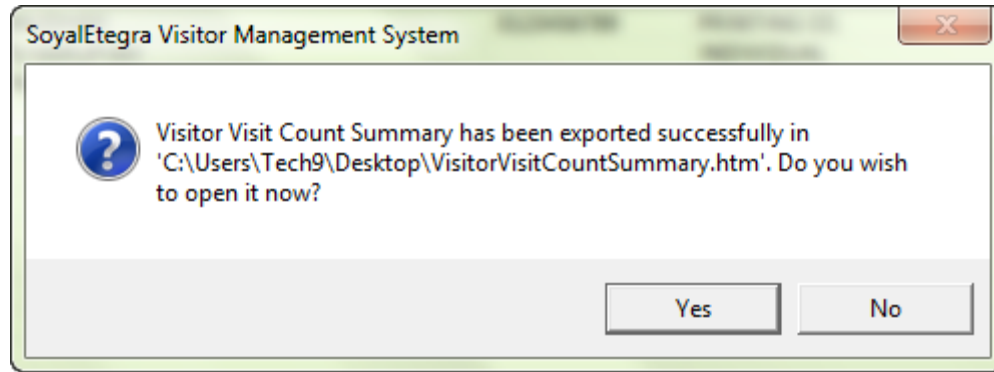
There are three tab's functions available Visitor Visit Trace forms:

(A) Visitor Visit Count Summary

1. Select “Visitor Visit Count Summary” Search Criteria, Visitation Date and Sort By accordingly to get the specific report.
2. Click on the Generate button to generate report. Sample report is shown as image below.

[illegible]

3. Click on the Print button to print report.
4. Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's .
5. Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



(B) Visitor Visit Trace Summary

1. Select "Visitor Visit Trace Summary" Search Criteria, Visitation Date and Sort By accordingly to get the specific report.
2. Click on the Generate button to generate report. Sample report is shown as image below.

Visitor Visit Trace Report

Visitor Visit Count Summary Visitor Visit Trace Summary Visitor Visit Summary By Day/Month/Year

Search Criteria

☐ Visitor NRIC ☐ Category

☐ Visitor Name ☐ Department

☐ Visitor Company ☐ Floor

☐ Host Name ☐ Pass No

☐ Host Company ☐ Card No

☐ Vehicle No ☐ Visit Purpose

Visitation Date ☐ Enable time stamp

From 01/08/2014 11:39 AM To 20/09/2014 11:39 AM

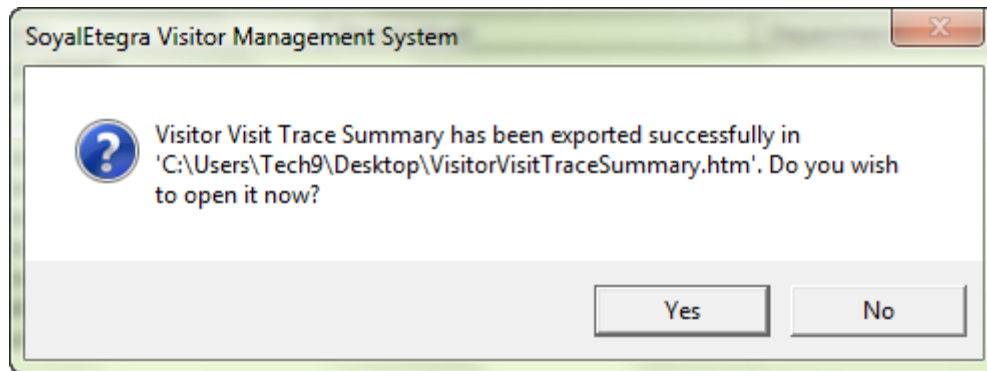
Visitor Display Range Display recent 10 visitors. Sort By

#	Visitor NRIC	Visitor Name	Person Meet	Department	Floor	Time
1	880202146448	NUR FAZILA AHMAD				18/09
2	921203086222	AYU RAUDHAH				18/09
3	921203086222	AYU RAUDHAH				18/09
4	921203086222	AYU RAUDHAH				18/09
5	921203086222	AYU RAUDHAH				18/09
6	921203086222	AYU RAUDHAH				17/09
7	921203086222	AYU RAUDHAH				17/09
8	921203086222	AYU RAUDHAH				15/09
9	771010067887	MUTTU KARUPIAH				15/09
10	880202146448	NUR FAZILA AHMAD				15/09

'HTML' is your current export data file format. Click [here](#) to change

Generate Print Export Close [Esc]

3. Click on the Print button to print report.
4. Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's.
5. Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.

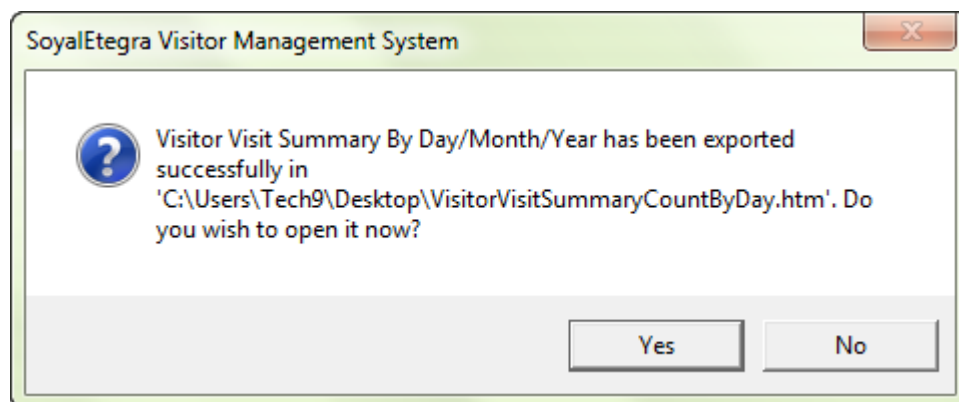


(C) Visitor Visit Summary by Date/Month/Year

1. Select "Visitor Visit Summary by Date/Month/Year" Search Criteria, Visitation Date and Sort By accordingly to get the specific report.
2. Click on the Generate button to generate report. Sample report is shown as image below.

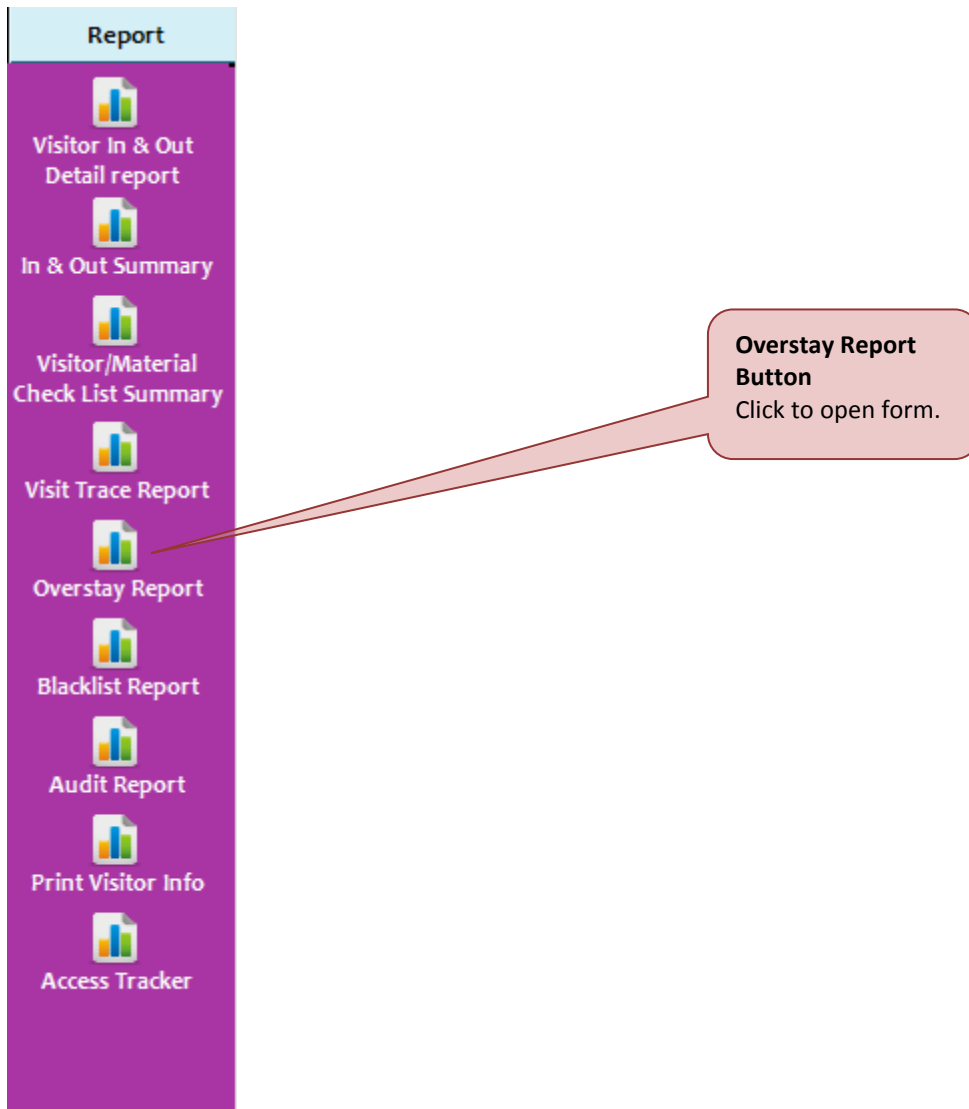
here to change. To the right of the note are four buttons: Generate, Print, Export, and Close [Esc]."/>

3. Click on the Print button to print report.
4. Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's.
5. Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



4.2.5 Overstay Report

Click on the Report panel button. Then, click on the Overstay Report button under Report panel.



[illegible]

1. Select “Overstay Report” Search Criteria, Visitation Date and Sort By accordingly to get the specific report.
2. Click on the Generate button to generate report. Sample report is shown as image below.

Visitor Overstay Report

Search Criteria

☐ Visitor NRIC

☐ Visitor Name

☐ Visitor Company

☐ Host Name

☐ Host Company

☐ Category

☐ Department

☐ Floor

☐ Pass No

☐ Visit Purpose

Visitation Date ☐ Enable time stamp

From 01/08/2014 09:56 AM To 22/09/2014 09:56 AM

Visitor Overstay Range More than 0 hours(s) [0 Show All]

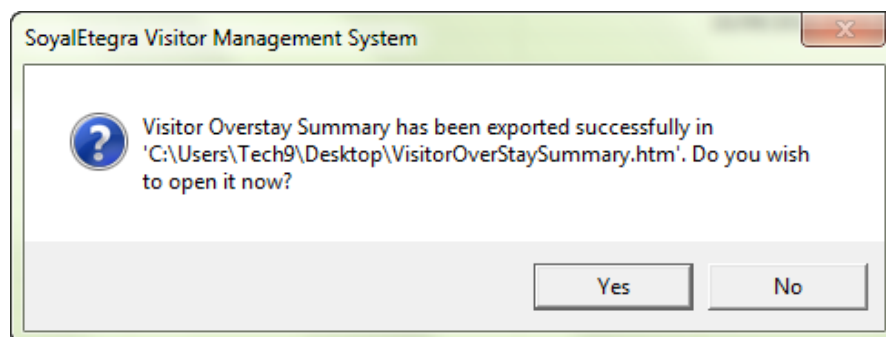
Sort By

#	Visitor NRIC	Visitor Name	Person Meet	Floor	CheckIn Time	CheckOut Time	Permitted Time	Overstay Hours
1	880202146448	NUR FAZILA AHMAD			15/09/2014 04:33 PM	17/09/2014 12:27 PM	16/09/2014 04:33 PM	19hrs 53min
2	771010067887	MUTTU KARUPIAH			15/09/2014 04:34 PM	17/09/2014 12:27 PM	16/09/2014 04:34 PM	19hrs 53min
Total Count								2

'HTML' is your current export data file format. Click [here](#) to change

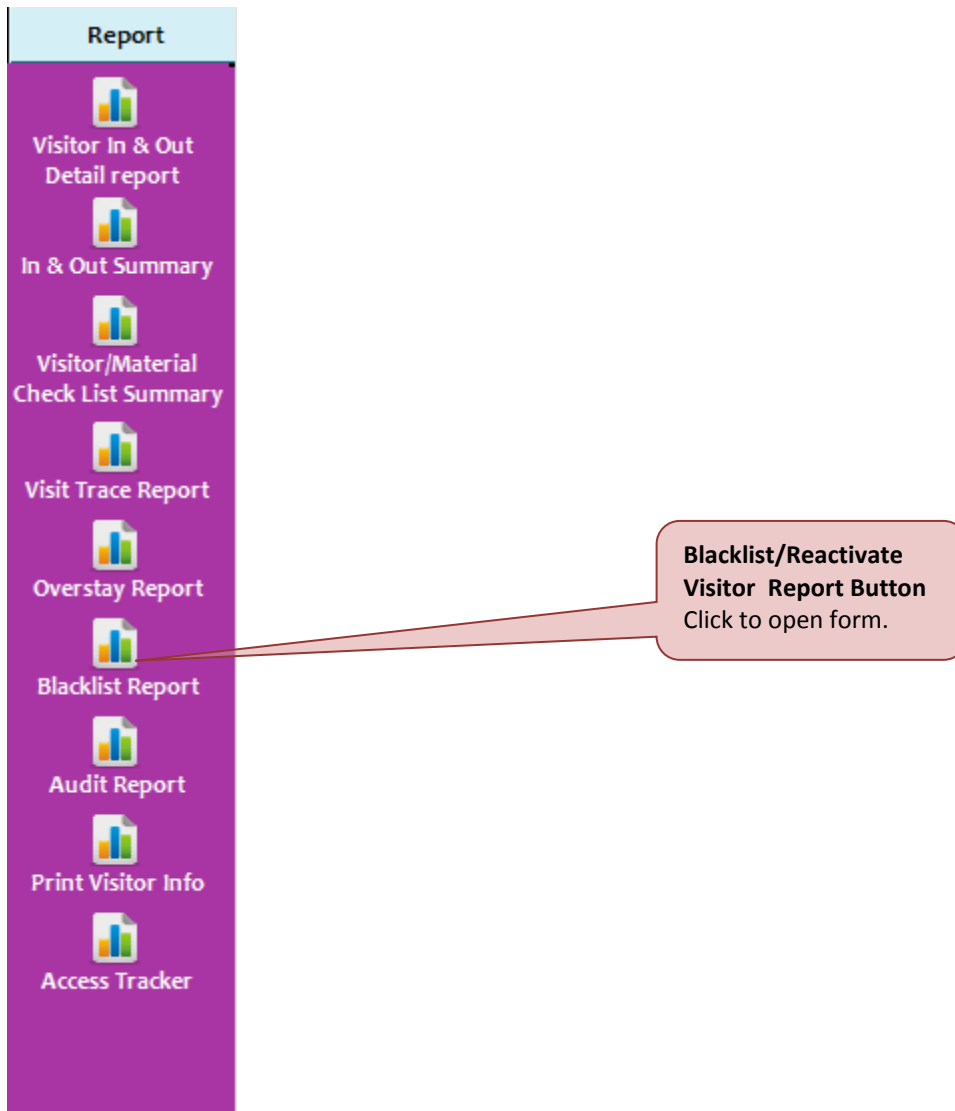
Generate Print Export Close [Esc]

3. Click on the Print button to print report.
4. Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's.
5. Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



4.2.6 Blacklist Visitor Report

Click on the Report panel button. Then, click on the Blacklist Visitor Report button under Report panel.



System will display Blacklist Report form as shown below.

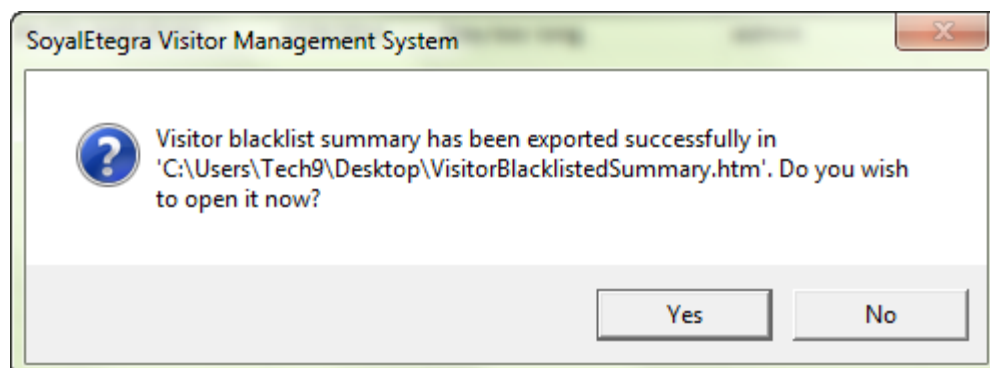
[illegible]

1. Select Categorized By combo box and others criteria under selected category accordingly to get the specific report.

2. Click on the Generate button to generate report. Sample report is shown as image below.

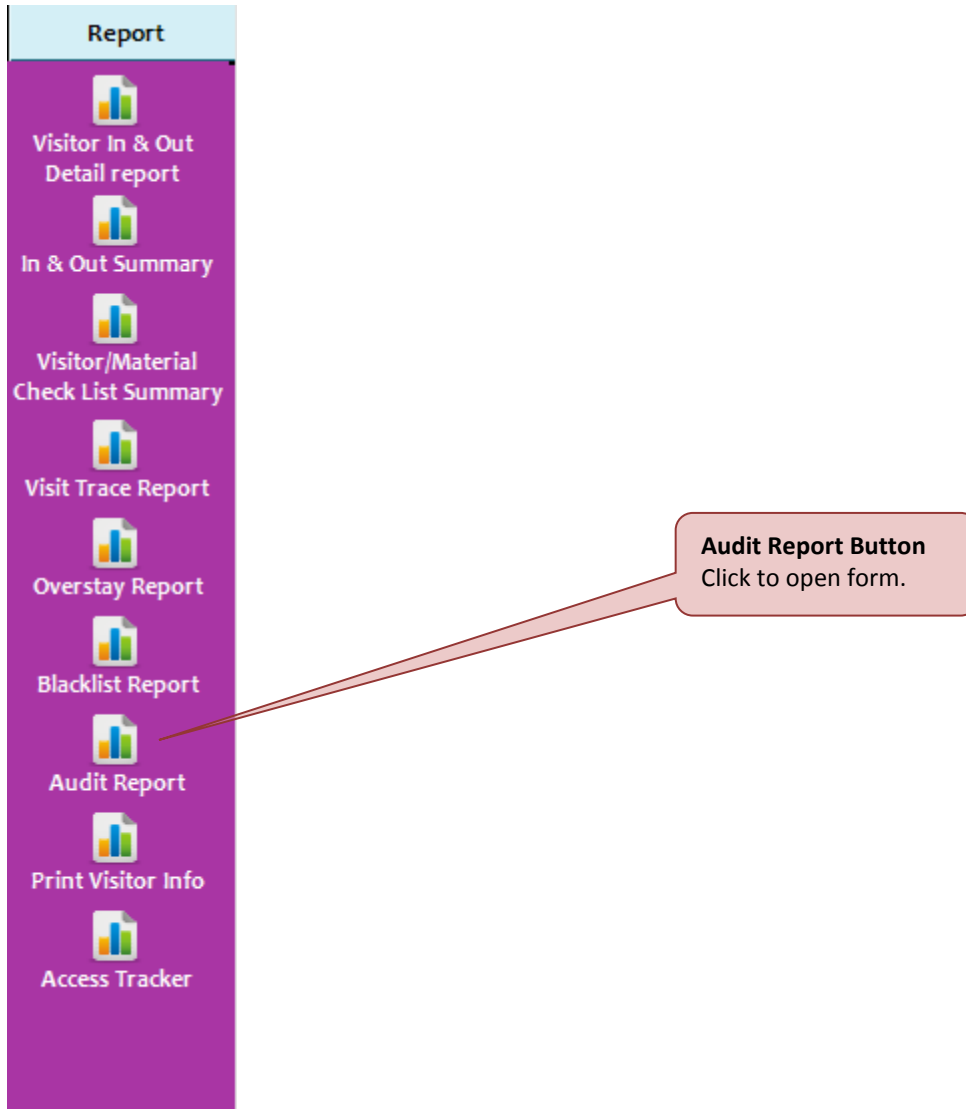
[illegible]

- Click on the Print button to print report.
- Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's.
- Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



4.2.7 System Access Summary

Click on the Report panel button. Then, click on the Access Summary button under Report panel.



System will Audit report form as shown below.

The screenshot displays the 'Audit Report' window with two tabs: 'Audit Report' and 'System Access Summary'. The 'Audit Report' tab is active. It features a form with the following fields:

- System User**: A dropdown menu with the text '- Select Below -'.
- Activity Type**: A dropdown menu with the text '- Select Below -'.
- From Date**: A date picker showing '22/09/2014'.
- To Date**: A date picker showing '22/09/2014'.

Below the filters is a table with the following columns: #, User ID, User Type, Activity Time, Activity Log, Activity Type, and User Status. The table is currently empty, and a message at the bottom right states '0 record found'.

Two red callout boxes with arrows point to the dropdown menus:

- A box labeled 'Select operator' points to the 'System User' dropdown.
- A box labeled 'Filter activity' points to the 'Activity Type' dropdown.

At the bottom of the window, there is a note: 'HTML' is your current export data file format. Click [here](#) to change. To the right of this note are four buttons: 'Generate', 'Export', 'Print', and 'Close [Esc]'.

There are two tab's functions available Audit Report forms:

(A) Audit Report

1. Select System User combo box and date range accordingly to get the specific report.
2. Click on the Generate button to generate report. Sample report is shown as image below.

Audit Report

Audit Report | System Access Summary

System User: **admin** Activity Type: **- Select Below -**

From Date: **10/09/2014** To Date: **22/09/2014**

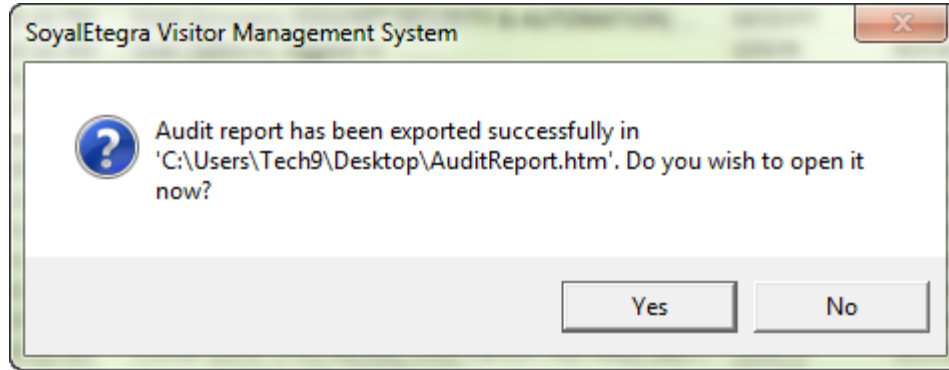
#	User ID	User Type	Activity Time	Activity Log	Activity Type	User Status
1	admin	Super Admin	10-09-2014 03:13 PM	User [admin] logged-in	LOGIN	Active
2	admin	Super Admin	10-09-2014 03:19 PM	Visitor In & Out Detail report has been viewed	VIEW	Active
3	admin	Super Admin	10-09-2014 03:24 PM	In & Out Individual Summary has been viewed	VIEW	Active
4	admin	Super Admin	10-09-2014 03:24 PM	In & Out Individual Summary has been viewed	VIEW	Active
5	admin	Super Admin	11-09-2014 09:53 AM	User [admin] logged-in	LOGIN	Active
6	admin	Super Admin	11-09-2014 09:55 AM	Group of visitors has been checked out	MODIFY	Active
7	admin	Super Admin	11-09-2014 12:53 PM	User [admin] logged-in	LOGIN	Active
8	admin	Super Admin	11-09-2014 05:39 PM	User [admin] logged-in	LOGIN	Active
9	admin	Super Admin	11-09-2014 05:46 PM	Host company [MAGNET SECURITY & AUTOMATION] ...	MODIFY	Active
10	admin	Super Admin	15-09-2014 10:16 AM	User [admin] logged-in	LOGIN	Active
11	admin	Super Admin	15-09-2014 10:39 AM	User [admin] logged-in	LOGIN	Active
12	admin	Super Admin	15-09-2014 10:40 AM	User [admin] logged-in	LOGIN	Active
13	admin	Super Admin	15-09-2014 10:41 AM	User [admin] logged-in	LOGIN	Active
14	admin	Super Admin	15-09-2014 10:44 AM	User [admin] logged-in	LOGIN	Active
15	admin	Super Admin	15-09-2014 11:08 AM	Daily report has been viewed	VIEW	Active
16	admin	Super Admin	15-09-2014 11:23 AM	Visitor [smith.heoh@flexitearn.com.my] informatio...	DELETE	Active
17	admin	Super Admin	15-09-2014 11:23 AM	Visitor [RAMAT SUFAAT] information has been mod...	MODIFY	Active
18	admin	Super Admin	15-09-2014 11:24 AM	Visitor [LIFT TEST CARD] information has been dele...	DELETE	Active
19	admin	Super Admin	15-09-2014 11:31 AM	Visitor [SIVAKUMAR K MADHAVAN] information has ...	DELETE	Active
20	admin	Super Admin	15-09-2014 11:32 AM	Visitor [LOW CHEE MENG] information has been del...	DELETE	Active
21	admin	Super Admin	15-09-2014 11:33 AM	Visitor [WONG KOK LEONG] information has been d...	DELETE	Active
22	admin	Super Admin	15-09-2014 11:33 AM	Visitor [RAMAT SUFAAT] information has been dele	DELETE	Active

171 records found

'HTML' is your current export data file format. Click [here](#) to change

Generate Export Print Close [Esc]

3. Click on the Print button to print report.
4. Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's.
5. Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



(B) System Access summary

1. Select operator and filter date.
2. Click on the Generate button to generate report. Sample report is shown as image below

Audit Report

Audit Report System Access Summary

System User: **admin**

From Date: **10/09/2014** To Date: **22/09/2014**

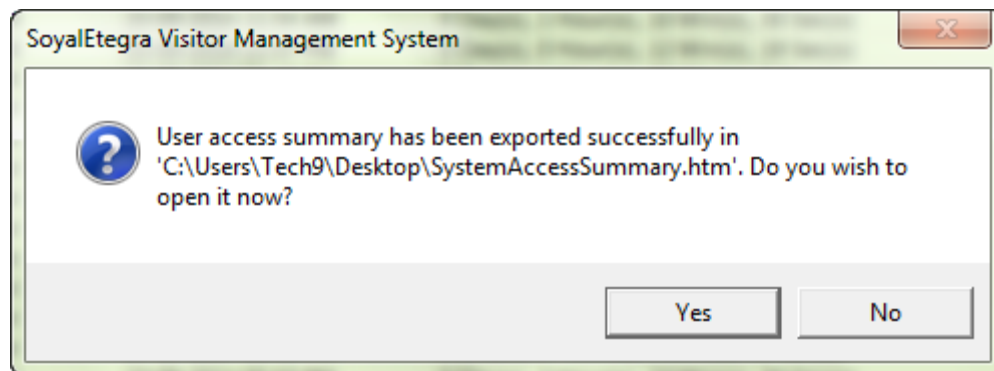
#	User	Login Time	LogOut Time	Duration
1	admin	10-09-2014 03:13 PM	11-09-2014 09:43 AM	0 Day(s), 18 Hour(s), 29 Min(s), 54 Sec(s)
2	admin	11-09-2014 09:53 AM	11-09-2014 12:53 PM	0 Day(s), 2 Hour(s), 59 Min(s), 24 Sec(s)
3	admin	11-09-2014 12:53 PM	11-09-2014 12:53 PM	0 Day(s), 0 Hour(s), 0 Min(s), 20 Sec(s)
4	admin	11-09-2014 05:39 PM	11-09-2014 05:57 PM	0 Day(s), 0 Hour(s), 17 Min(s), 28 Sec(s)
5	admin	15-09-2014 10:16 AM	15-09-2014 10:39 AM	0 Day(s), 0 Hour(s), 22 Min(s), 47 Sec(s)
6	admin	15-09-2014 10:39 AM	15-09-2014 10:39 AM	0 Day(s), 0 Hour(s), 0 Min(s), 18 Sec(s)
7	admin	15-09-2014 10:40 AM	15-09-2014 10:40 AM	0 Day(s), 0 Hour(s), 0 Min(s), 40 Sec(s)
8	admin	15-09-2014 10:41 AM	15-09-2014 10:41 AM	0 Day(s), 0 Hour(s), 0 Min(s), 22 Sec(s)
9	admin	15-09-2014 10:44 AM	15-09-2014 11:54 AM	0 Day(s), 1 Hour(s), 10 Min(s), 30 Sec(s)
10	admin	15-09-2014 11:54 AM	15-09-2014 12:07 PM	0 Day(s), 0 Hour(s), 12 Min(s), 19 Sec(s)
11	admin	15-09-2014 12:07 PM	15-09-2014 01:45 PM	0 Day(s), 1 Hour(s), 38 Min(s), 5 Sec(s)
12	admin	15-09-2014 01:50 PM	15-09-2014 05:58 PM	0 Day(s), 4 Hour(s), 8 Min(s), 13 Sec(s)
13	admin	17-09-2014 12:18 PM	17-09-2014 12:26 PM	0 Day(s), 0 Hour(s), 8 Min(s), 5 Sec(s)
14	admin	17-09-2014 12:26 PM	17-09-2014 12:26 PM	0 Day(s), 0 Hour(s), 0 Min(s), 7 Sec(s)
15	admin	17-09-2014 12:27 PM	17-09-2014 12:30 PM	0 Day(s), 0 Hour(s), 3 Min(s), 12 Sec(s)
16	admin	17-09-2014 12:34 PM	17-09-2014 12:35 PM	0 Day(s), 0 Hour(s), 0 Min(s), 19 Sec(s)
17	admin	17-09-2014 12:35 PM	17-09-2014 12:36 PM	0 Day(s), 0 Hour(s), 0 Min(s), 51 Sec(s)
18	admin	17-09-2014 12:37 PM	17-09-2014 12:42 PM	0 Day(s), 0 Hour(s), 5 Min(s), 20 Sec(s)
19	admin	17-09-2014 12:43 PM	17-09-2014 12:50 PM	0 Day(s), 0 Hour(s), 6 Min(s), 34 Sec(s)
20	admin	17-09-2014 03:39 PM	17-09-2014 03:40 PM	0 Day(s), 0 Hour(s), 1 Min(s), 21 Sec(s)
21	admin	17-09-2014 03:41 PM	17-09-2014 05:53 PM	0 Day(s), 2 Hour(s), 12 Min(s), 34 Sec(s)
22	admin	18-09-2014 09:10 AM	18-09-2014 10:30 AM	0 Day(s), 1 Hour(s), 20 Min(s), 12 Sec(s)
23	admin	18-09-2014 10:30 AM	18-09-2014 10:36 AM	0 Day(s), 0 Hour(s), 5 Min(s), 50 Sec(s)

32 records found.

'HTML' is your current export data file format. Click [here](#) to change

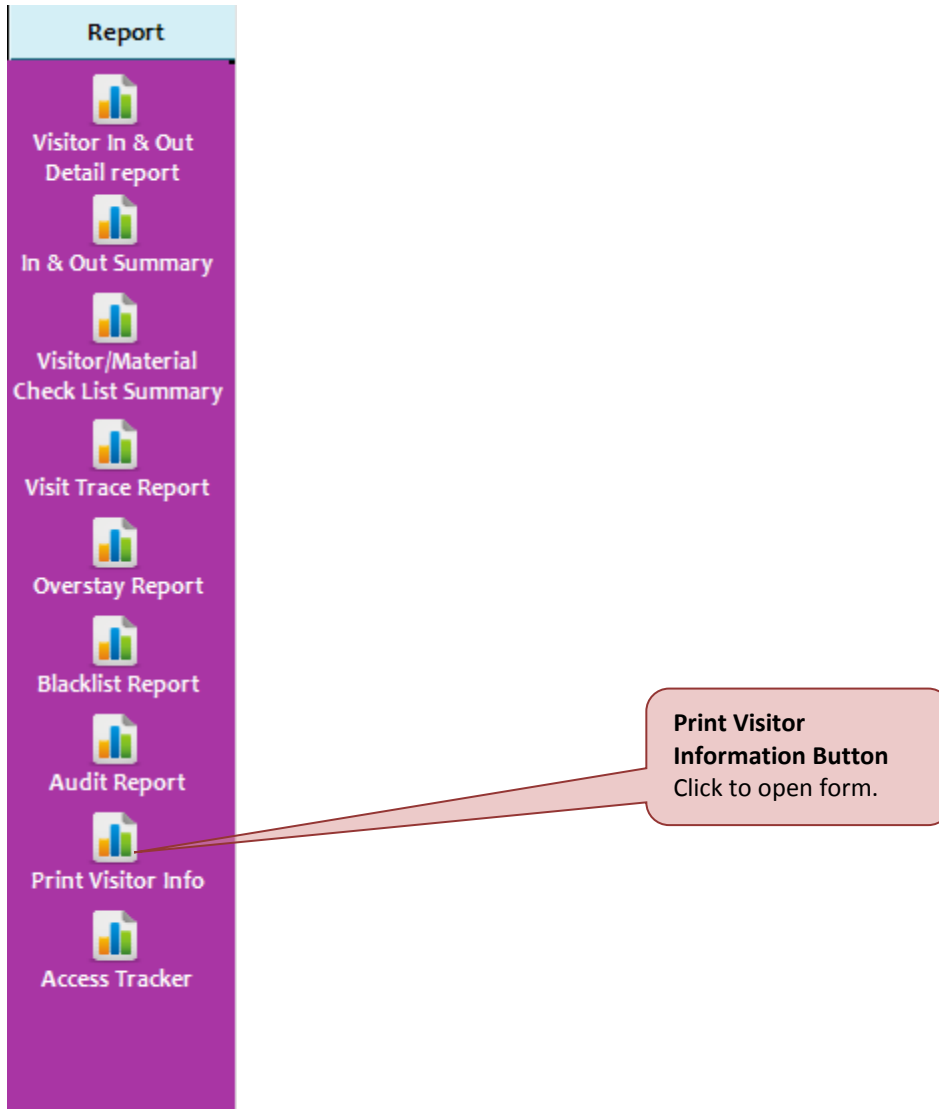
Generate Export Print Close [Esc]

3. Click on the Print button to print report.
4. Click on the Export button to export the report. System will display explorer window to select folder destination save file right after Export button's click. Click on the Save button's.
5. Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



4.2.8 Print Visitor Information

Click on the Report panel button. Then, click on the Print Visitor Information button under Report panel.



System will display Print Visitor Information form as shown below.

The screenshot shows a software window titled "Print Visitor Information" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains the following fields:

- New NRIC**: A single-line text input field with a small blue person icon to its right.
- New NRIC**: A multi-line text input field.
- Name**: A single-line text input field.
- Gender**: A single-line text input field.
- Address**: A multi-line text input field.
- Postcode**: A single-line text input field.
- City**: A single-line text input field.
- State**: A single-line text input field.
- Country**: A single-line text input field.
- Mobile**: A single-line text input field.
- Visitor Image**: A large rectangular area for displaying a visitor's photo.
- Visitor ID Scan Image**: A large rectangular area for displaying an ID scan image.

At the bottom of the form are three buttons: "Print Visitor Slip", "Print Visitor ID Scan Image", and "Close [Esc]".

Callouts provide the following information:

- Search Image Button**: Click to search visitor. (Points to the person icon next to the first "New NRIC" field).
- Print Button**: Click to print visitor information. (Points to the "Print Visitor Slip" button).
- Print Visitor ID Scab Image Button**: Click print visitor slip with Image from scanning. (Points to the "Print Visitor ID Scan Image" button).
- Close [Esc] Button**: Click to close form. (Points to the "Close [Esc]" button).

- [illegible]

2. Select visitor from list then click on the OK button; or double click on the selected visitor. System will display selected visitor information details on the Print Visitor Information form as shown below.

Print Visitor Information

New NRIC921203086222



New NRIC921203086222

NameAYU RAUDHAH

GenderFEMALE

AddressNo 32

Jalan BB2/17

Bukit Beruang

Postcode75450

CityMelaka

StateMelaka

CountryMalaysia

Mobile0123456789

Visitor Image



Visitor ID Scan Image

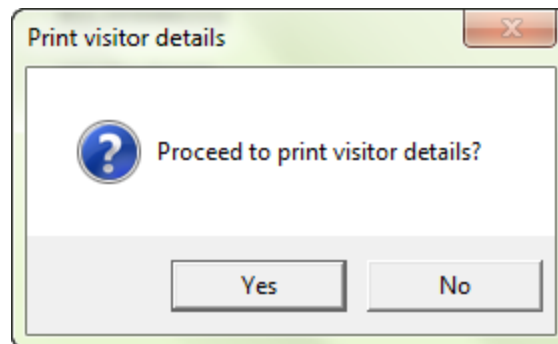


Print Visitor Slip

Print Visitor ID Scan Image

Close [Esc]

- Click on the Print Visitor slip button to print receipt regarding selected visitor. Then, system will display Print Receipt and a confirmation message box for printing as shown below. Click on the Yes button to proceed print process.



Sample of receipt as shown as below.

Print Receipt



Visitor Details

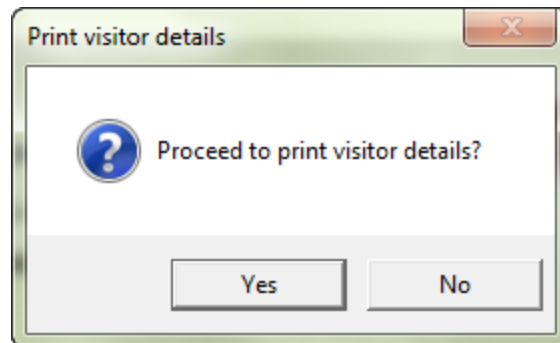
Report Printed by :: ADMIN Date Time :: 22-Sep-2014 01:39 PM

IC Number	:	921203086222	
Name	:	AYU RAUDHAH	
Gender	:	FEMALE	
Address	:	No 32	
	:	Jalan BB2/17	
Postcode	:	75450	
City	:	Melaka	
State	:	Melaka	
Country	:	Malaysia	
Mobile No	:	0123456789	

Last Visit	:	15/09/2014 04:11 PM
Total Visit Count	:	14 time(s)

This is a computer generated receipt, no signature is required

- Click on the Print Visitor ID scan Image button to print receipt regarding selected visitor with image that has been scanned. Then, system will display Print Receipt and a confirmation message box for printing as shown below. Click on the Yes button to proceed print process

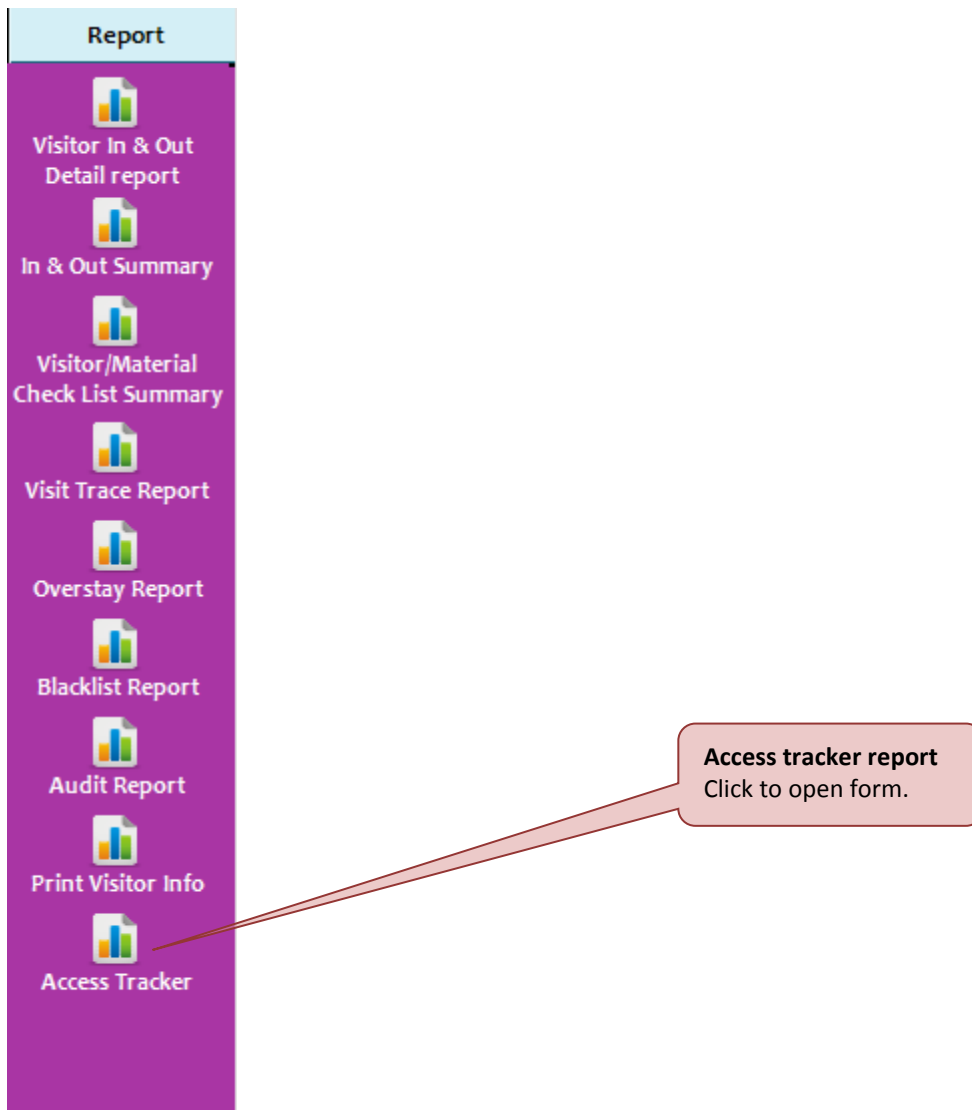


Sample of receipt as shown as below.



4.2.9 Access tracker report

Click on the Report panel button. Then, click on the Print Visitor Information button under Report panel.



[illegible]

- 85

- Click on the Generate button to generate report. Sample report is shown as image below

Visitor Access Track

Search Criteria

☐ Visitor NRIC ☐ Visitor Name

Visitation Date

From To

#	Visitor ID	Visitor Name	Trans Date	Trans Time	Trans Type	Site Code	Card Code	Door Id	Door Name
1	921203086222	AYU RAUDHAH	17/09/2014	12:38:01	11	00082	21718	2	2 - 829E
2	921203086222	AYU RAUDHAH	18/09/2014	10:31:59	5	00100	26957	1	1.9 -
3	921203086222	AYU RAUDHAH	18/09/2014	10:32:00	11	00100	26957	1	1.1 -
4	921203086222	AYU RAUDHAH	18/09/2014	10:32:03	11	00100	26957	1	1.1 -
5	921203086222	AYU RAUDHAH	18/09/2014	10:32:04	5	00100	26957	1	1.9 -
6	921203086222	AYU RAUDHAH	18/09/2014	10:32:31	11	00100	26957	1	1.9 -
7	921203086222	AYU RAUDHAH	18/09/2014	10:32:32	11	00100	26957	1	1.1 -
8	921203086222	AYU RAUDHAH	18/09/2014	10:32:36	11	00100	26957	1	1.1 -
9	921203086222	AYU RAUDHAH	18/09/2014	10:32:36	11	00100	26957	1	1.9 -
10	921203086222	AYU RAUDHAH	18/09/2014	10:35:18	11	00100	26957	1	1.1 -
11	921203086222	AYU RAUDHAH	18/09/2014	10:35:18	11	00100	26957	1	1.9 -
12	921203086222	AYU RAUDHAH	18/09/2014	10:35:22	11	00100	26957	1	1.1 -
13	921203086222	AYU RAUDHAH	18/09/2014	10:35:23	11	00100	26957	1	1.9 -
14	921203086222	AYU RAUDHAH	18/09/2014	10:35:34	11	00100	26957	1	1.1 -
15	921203086222	AYU RAUDHAH	18/09/2014	10:35:34	11	00100	26957	1	1.9 -
16	921203086222	AYU RAUDHAH	18/09/2014	10:35:37	11	00100	26957	1	1.9 -
17	921203086222	AYU RAUDHAH	18/09/2014	10:35:40	11	00100	26957	1	1.9 -
18	921203086222	AYU RAUDHAH	18/09/2014	10:35:41	11	00100	26957	1	1.1 -
19	921203086222	AYU RAUDHAH	18/09/2014	10:35:43	11	00100	26957	1	1.1 -
20	921203086222	AYU RAUDHAH	18/09/2014	10:35:43	11	00100	26957	1	1.9 -
21	921203086222	AYU RAUDHAH	18/09/2014	10:35:45	11	00100	26957	1	1.1 -
22	921203086222	AYU RAUDHAH	18/09/2014	10:35:45	11	00100	26957	1	1.9 -
23	921203086222	AYU RAUDHAH	18/09/2014	10:35:47	11	00100	26957	1	1.9 -

Generate Print Close [Esc]

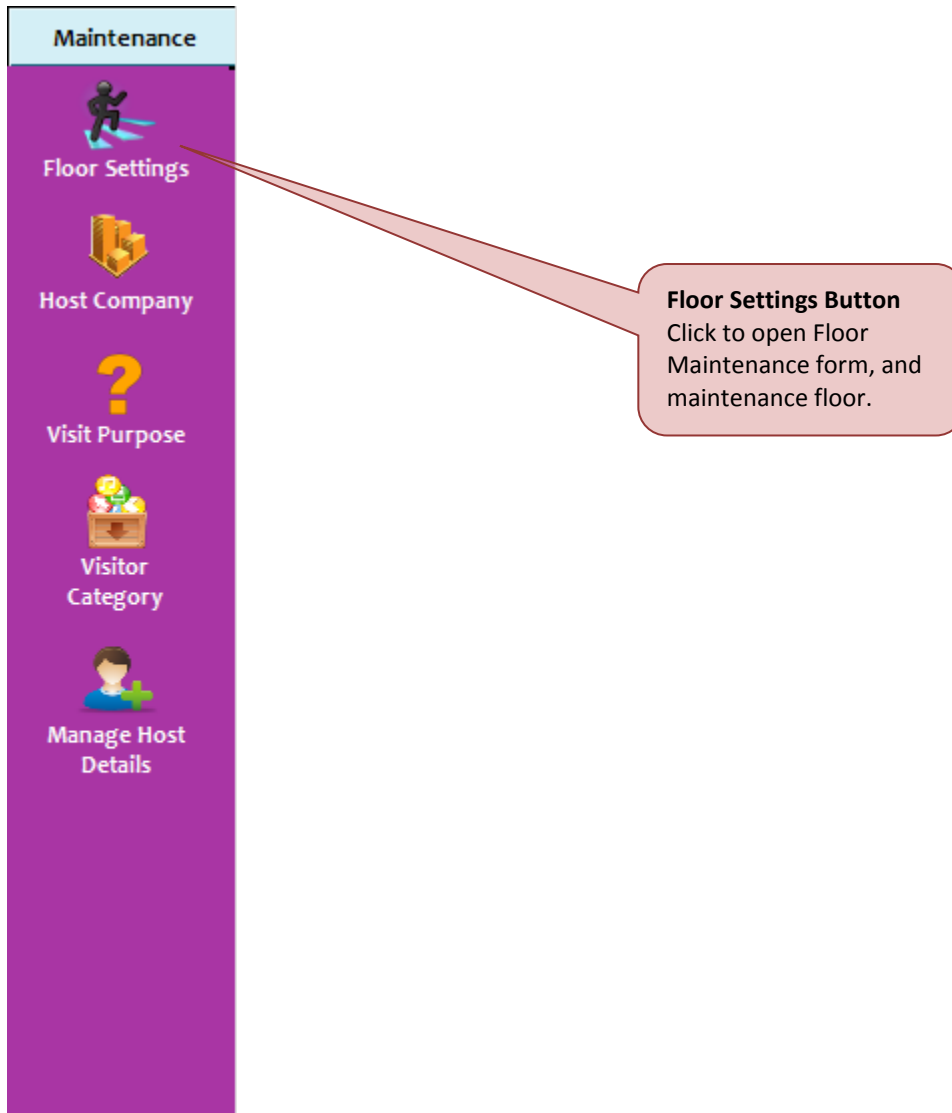
- Click on the Print button to print report.

4.3 Maintenance

This module is using for system maintenance.

4.3.1 Floor Settings

Click on the Maintenance panel button. Then, click on the Floor Settings button under Maintenance panel.



System will display Floor Maintenance form as shown below.

The image shows a 'Floor Maintenance' form window. It has two input fields: 'Code' and 'Description'. Below these fields are five buttons: 'Search', 'Clear', 'Save', 'Delete', and 'Close [Esc]'. Red callout boxes point to each button with the following labels: 'Search listed' for 'Search', 'Clear field' for 'Clear', 'Save floor' for 'Save', 'Delete floor' for 'Delete', and 'Close [ESC] button' for 'Close [Esc]'.

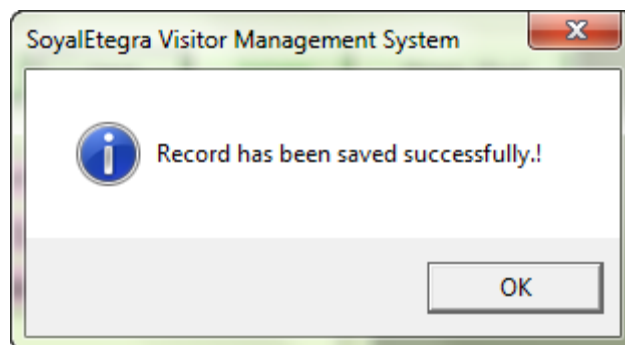
There are six functions available under Floor Maintenance form:

(A) Add New Floor

1. Step 1: Key in Code and Description fields. Click on the Save button to save new floor.

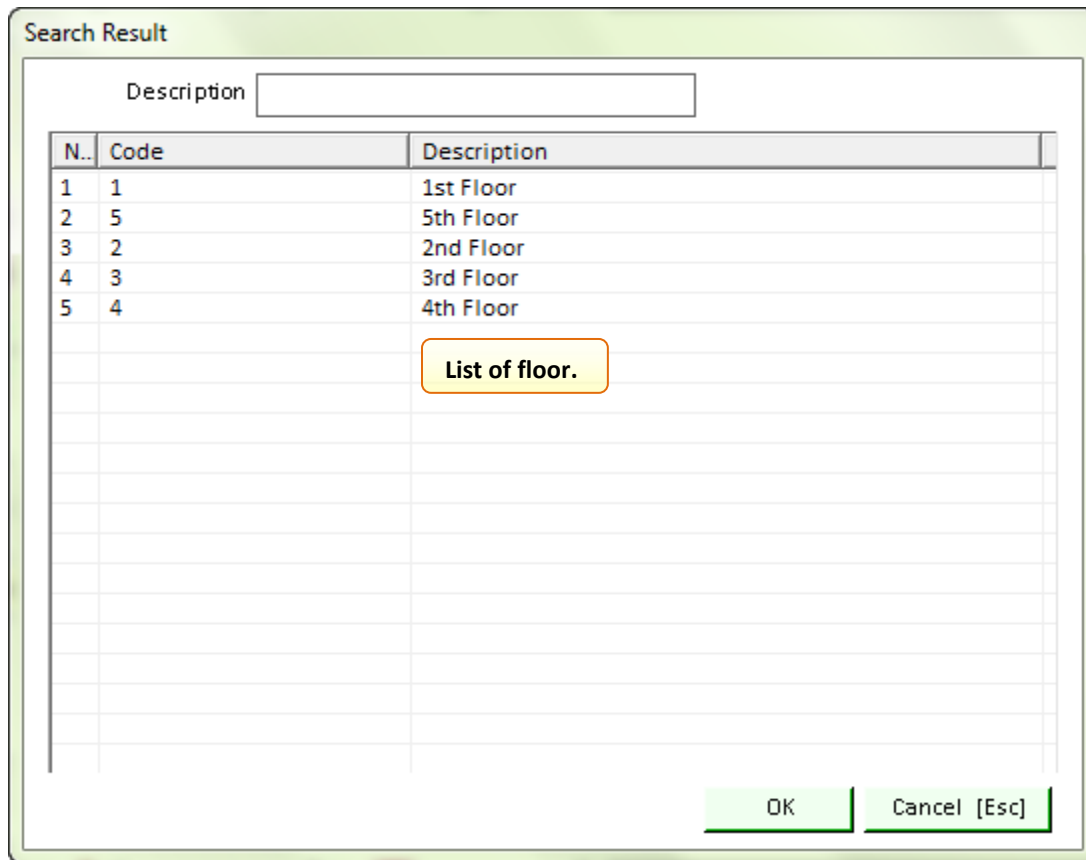
The image shows the 'Floor Maintenance' form with the 'Code' field containing the number '2' and the 'Description' field containing the text '2nd Floor'. The buttons 'Search', 'Clear', 'Save', 'Delete', and 'Close [Esc]' are visible at the bottom.

2. Step 2: Then, system will display a success message box. Click on the OK button to close the message box.



(B) Search Floor

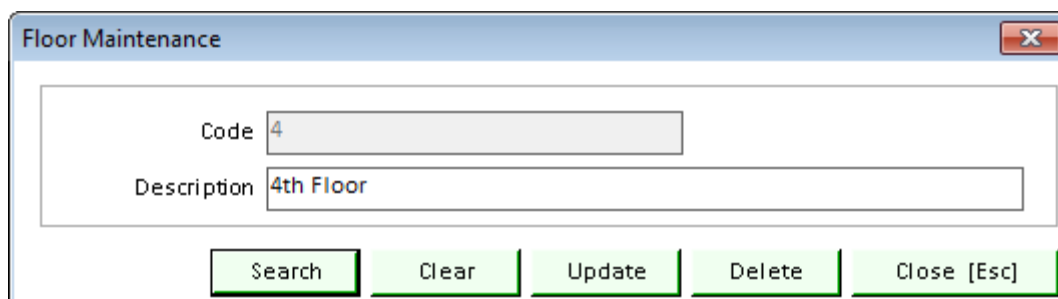
1. Step 1: Click on the Search button, then system will display Visitor Search result window as shown below.



The 'Search Result' window features a title bar with the text 'Search Result'. Below the title bar is a text input field labeled 'Description'. Underneath this field is a table with three columns: 'N..', 'Code', and 'Description'. The table contains five rows of data. Below the table, there is a yellow callout box with the text 'List of floor.'. At the bottom right of the window, there are two buttons: 'OK' and 'Cancel [Esc]'.

N..	Code	Description
1	1	1st Floor
2	5	5th Floor
3	2	2nd Floor
4	3	3rd Floor
5	4	4th Floor

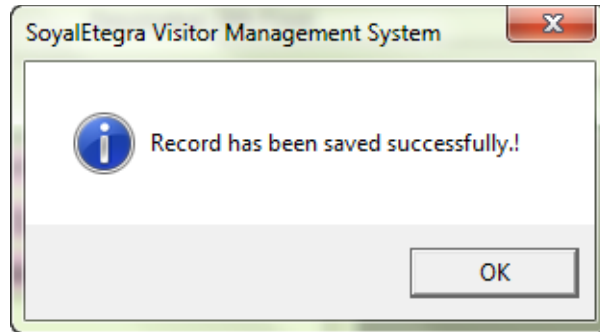
2. Step 2: Select floor from list, then click on the OK button; or double click floor from list. After that, system will automatically display floor details.



The 'Floor Maintenance' window has a title bar with the text 'Floor Maintenance' and a close button (X). Below the title bar, there are two text input fields: 'Code' with the value '4' and 'Description' with the value '4th Floor'. At the bottom of the window, there are five buttons: 'Search', 'Clear', 'Update', 'Delete', and 'Close [Esc]'.

(C) Update Floor

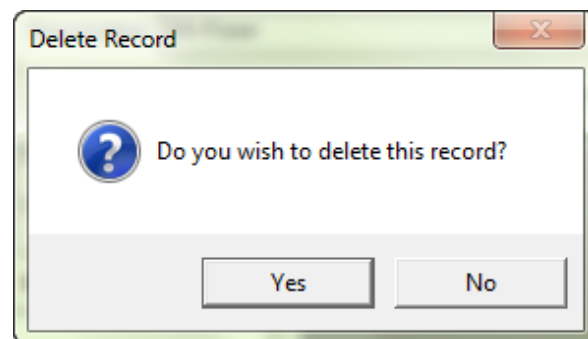
1. Step 1: Repeat step (B)
2. Step 2: Edit item in the Description fields. Then click on the Update button to update floor details. System will pop up a success message box as shown below.



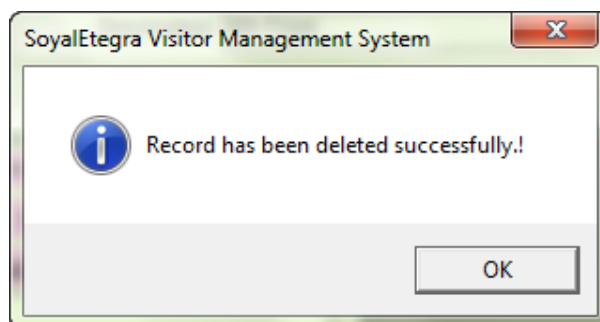
3. Step 3: Click on the OK button to close the message box.

(D) Delete Floor

1. Step 1: Repeat step (B)
2. Step 2: Click on the Delete button to delete selected floor. System will pop up a confirmation message to delete record. Click on the Yes button to proceed delete process.



3. Step 3: Finally, system will pop up a success message box as shown below.



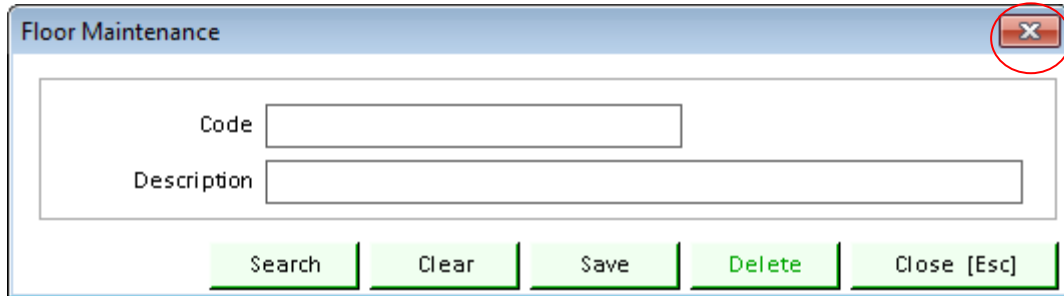
4. Step 4: Click on the OK button to close the message box.

(E) Clear Floor Maintenance form

1. Click on the Clear button. Then, automatically all key in items on the form is clear.

(F) Close Floor Maintenance form

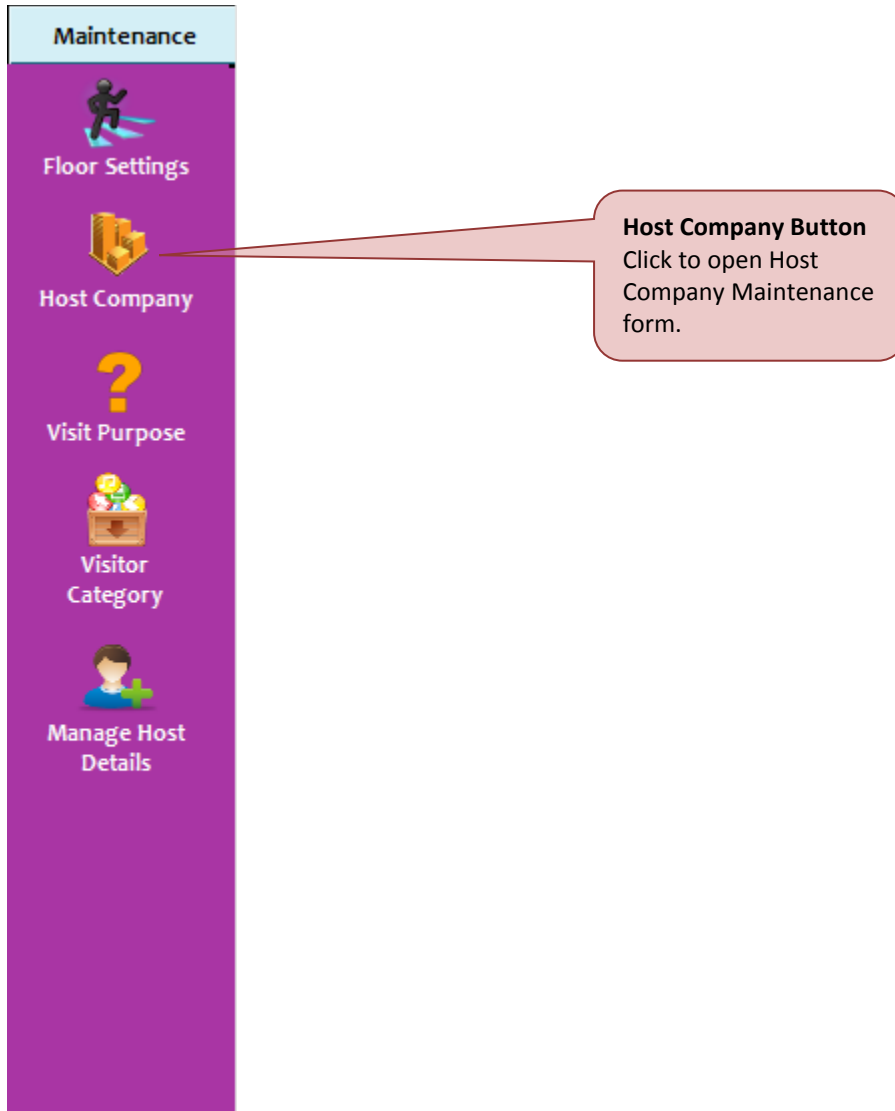
1. Click on the Close [Esc] button to close form. Other than that, user also can close form by clicking on the  button.



The screenshot shows a window titled "Floor Maintenance". In the top right corner of the window's title bar, there is a red "X" button, which is circled in red. The main area of the window contains two text input fields: "Code" and "Description". Below these fields, there is a row of five buttons: "Search", "Clear", "Save", "Delete", and "Close [Esc]".

4.3.2 Host Company

Click on the Maintenance panel button. Then, click on the Organization button under Maintenance panel.



System will display Organization Maintenance form as shown below.

Company Maintenance

Company Information

Company Code

Company Name

Address

Postcode City

State Country

Office No. Fax No.

Email

Contact Person Information

Contact Person Mobile No.

Email Address

Add Department

Department Name

Search	Clear	Save	Delete	Close [Esc]

There are six functions available under Organization Maintenance form:

(A) Add New Organization

1. Step 1: Key in Organization Information, Contact Person Information and Add Block Floor.
2. Step 2: Block floor can be added by entering Block Name fields and then click on the Add button beside the fields. Block will added into list.

Company Maintenance

Company Information

Company Code: 1

Company Name: Magnet Security & Automation

Address: No 201 A
Jalan Sungai Besi

Postcode: 57100 City: Kuala Lumpur

State: Country: Malaysia

Office No.: 0392211060 Fax No.: 0392212629

Email:

Contact Person Information

Contact Person: Mobile No.:

Email Address:

Add Department

Department Name: Add Remove

Department Name
SALES
MARKETING
WARRANTY & REPAIRING
TECHNICAL

List of block.

Add Button
Click to add block floor to

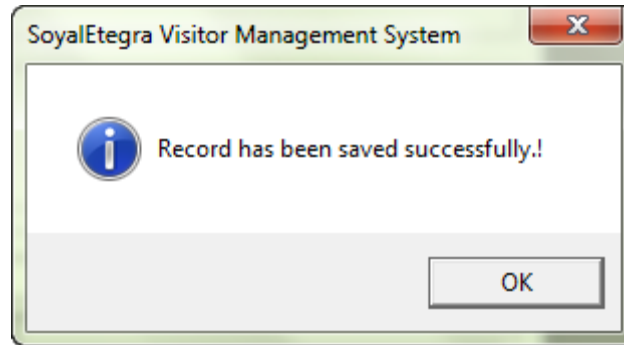
Remove Button
Click to remove block floor from list.

Search Clear Save Delete Close [Esc]

Note:

Make sure to key in Organization Code and organization Name fields, if not system will display a warning message. Organization Code is automatically created by system

3. Step 3: Click on the Save button to save new organization. Then a success message box will pop up to indicate save process is complete. Click on the OK button to close the message box.



(B) Search Organization

1. Step 1: Click on the Search button to search visitor organization from list. System will display Visitor Search Result form as shown below.

[illegible]

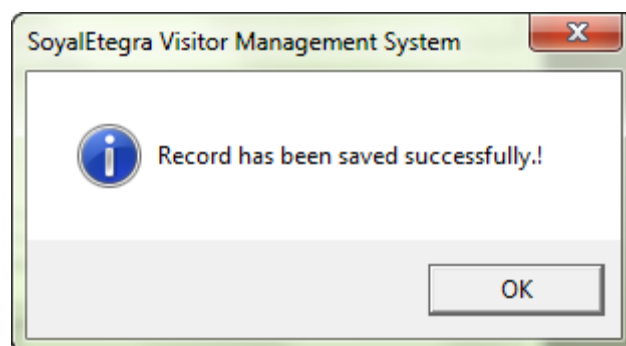
2. Step 2: Select item from list, then click on the OK button; or double click on the item from list to display details of item.

(C) Update Organization

1. Step 1: Repeat Step (B)
2. Step 2: Edit any require fields.

Office No.	0392211060	Fax No.	0392212629																		
Email																					
Contact Person Information																					
Contact Person		Mobile No.																			
Email Address																					
Add Department																					
Department Name		Add	Remove																		
<table border="1"><thead><tr><th>Department Name</th><th></th></tr></thead><tbody><tr><td>SALES</td><td></td></tr><tr><td>MARKETING</td><td></td></tr><tr><td>WARRANTY & REPAIRING</td><td></td></tr><tr><td>TECHNICAL</td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr><tr><td> </td><td></td></tr></tbody></table>		Department Name		SALES		MARKETING		WARRANTY & REPAIRING		TECHNICAL											
Department Name																					
SALES																					
MARKETING																					
WARRANTY & REPAIRING																					
TECHNICAL																					
Search		Clear	Update																		
		Delete	Close [Esc]																		

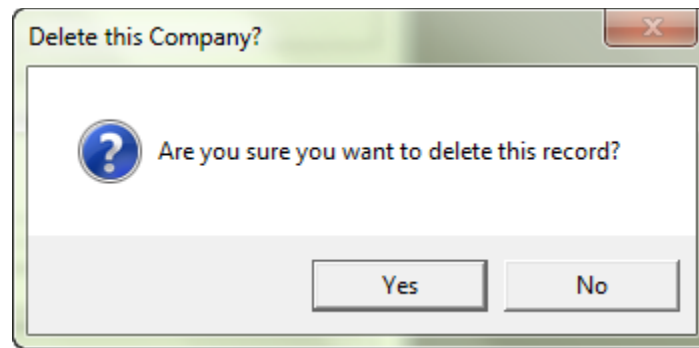
3. Step 3: Click on the Update button to update organization details. System will pop up a success message box as shown below.



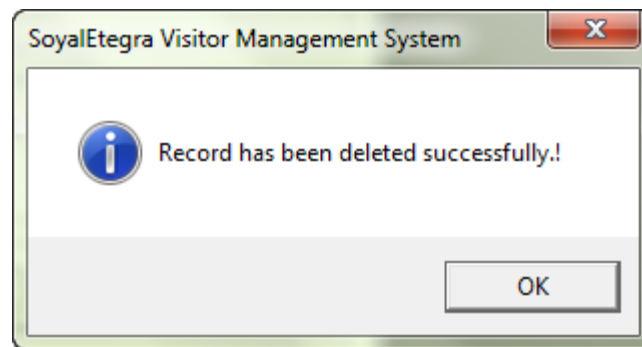
4. Step 4: Click on the OK button to close the message box.

(D) Delete Organization

1. Step 1: Repeat Step (B)
2. Step 2: Click on the Delete button to delete selected organization. System will pop up a confirmation message to delete record. Click on the Yes button to proceed delete record.



3. Step 3: Finally, system will pop up a success message box as shown below.



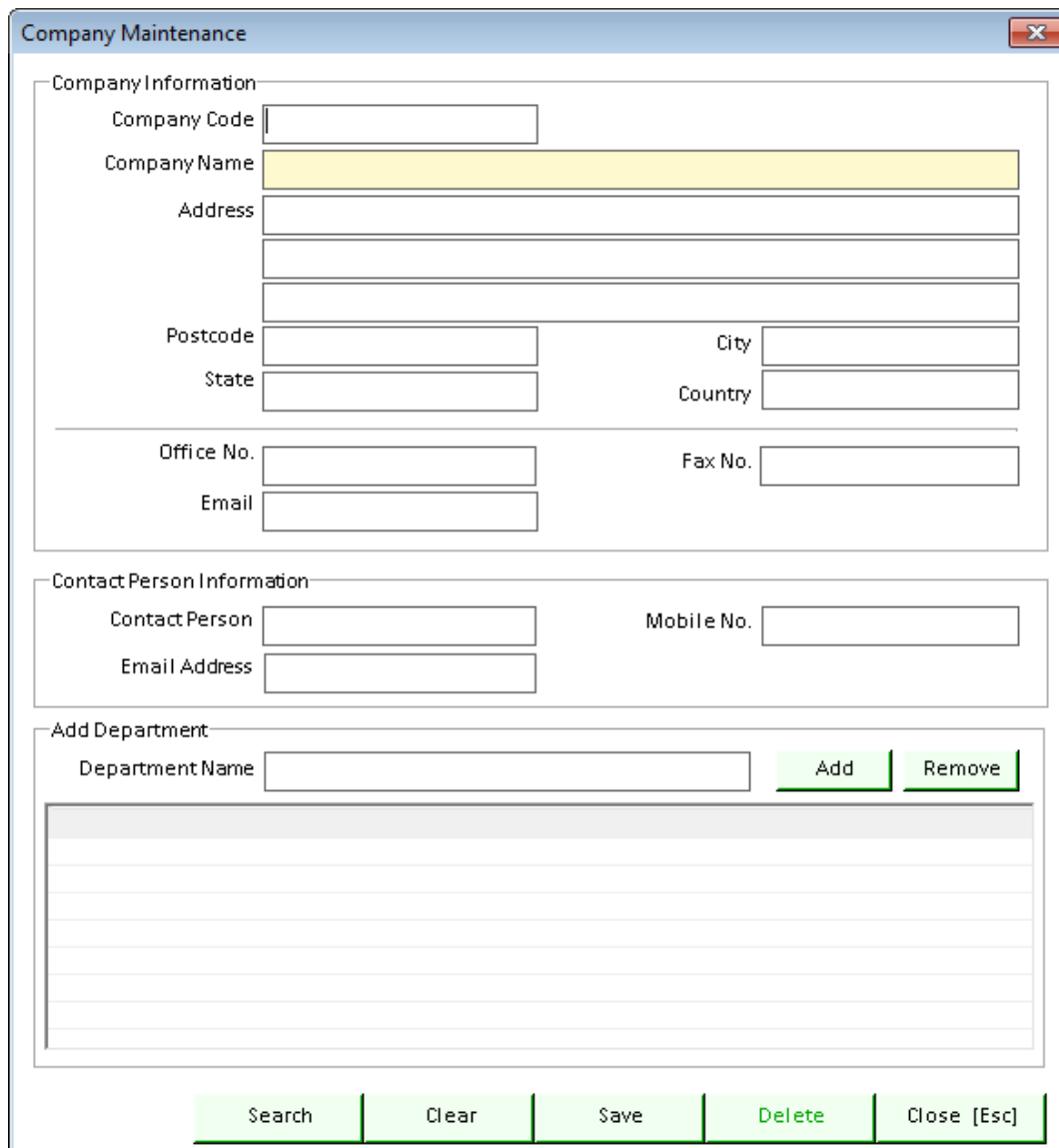
4. Step 4: Click on the OK button to close the message box.

(E) Clear Organization Maintenance form

1. Click on the Clear button. Then, automatically all key in items on the form is clear.

(F) Close Organization Maintenance form

1. Click on the Close [Esc] button to close form. Other than that, user also can close form by clicking on the  button.



The screenshot shows a 'Company Maintenance' window with a title bar containing a close button (X). The form is divided into three main sections: 'Company Information', 'Contact Person Information', and 'Add Department'.

Company Information

- Company Code:
- Company Name:
- Address:
- Postcode:
- City:
- State:
- Country:
- Office No.:
- Fax No.:
- Email:

Contact Person Information

- Contact Person:
- Mobile No.:
- Email Address:

Add Department

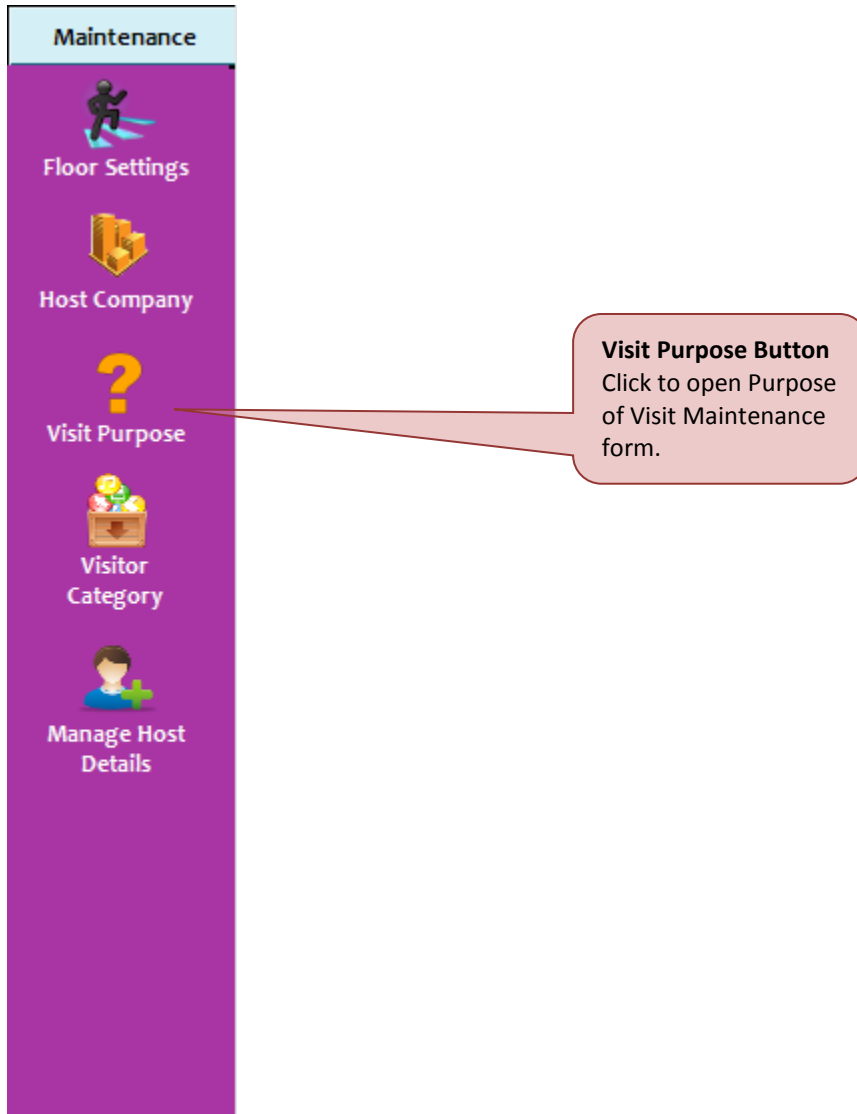
- Department Name:
-
-

Below the 'Add Department' section is a table with 10 empty rows for listing departments.

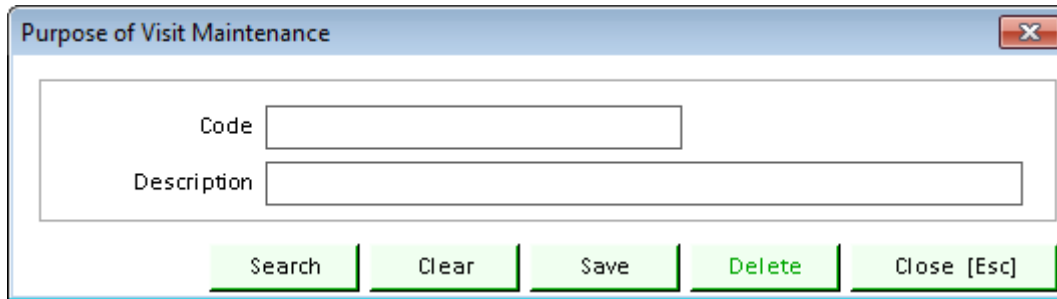
At the bottom of the window is a row of five buttons: , , , , and

4.3.3 Visit Purpose

Click on the Maintenance panel button. Then, click on the Visit Purpose button under Maintenance panel.



System will display Purpose of Visit Maintenance form as shown below.

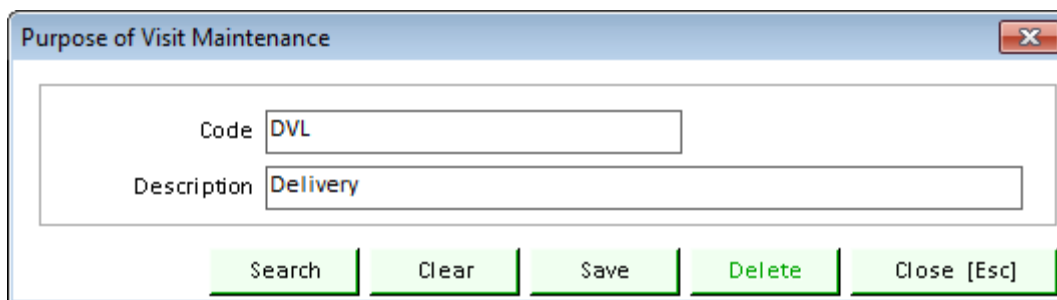


The image shows a software window titled "Purpose of Visit Maintenance". Inside the window, there are two input fields: "Code" and "Description". Below these fields is a row of five buttons: "Search", "Clear", "Save", "Delete", and "Close [Esc]". The "Delete" button is highlighted in green.

There are six functions available under Purpose of Visit Maintenance form:

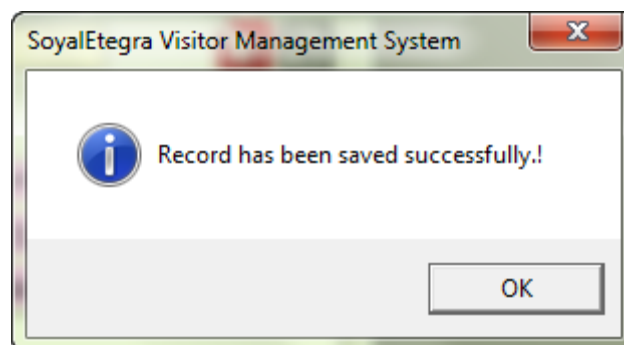
(A) Add Visit Purpose

1. Step 1: Key in Code and Description fields. Click on the Save button to save new purpose.



The image shows the same "Purpose of Visit Maintenance" window, but now the "Code" field contains the text "DVL" and the "Description" field contains the text "Delivery". The "Save" button is highlighted in green.

2. Step 2: Then, system will display a success message box. Click on the OK button to close the message box.



(B) Search Visit Purpose

1. Step 1: Click on the Search button, then system will display Visitor Search result window as shown below.

The 'Search Result' window displays a table with the following data:

No.	Code	Description
1	ADM	ADMISSION
2	CHEQUE	COLLECT CHEQUE
3	CLT SIM	COLLECT SIMCARD
4	CP	COLLECT PHONE
5	DISCUS	DISCUSSION
6	DOC	COLLECT DOCUMENT
7	DVL	Delivery
8	INSTL	INSTALLATION
9	INTR	INTERVIEW
10	INV	SUBMIT INVOICE
11	MEET	MEETING
12	OTHR	OTHER
13	PYMT	PAYMENT
14	REGISTER	REGISTER LINE
15	TRAN	TRAINING
16	VISIT	VISIT
17	VNDR	VENDOR MEETING

Below the table is a red button labeled 'List of purpose.' At the bottom right are 'OK' and 'Cancel [Esc]' buttons. A 'Code' input field is at the top.

2. Step 2: Select purpose from list, then click on the OK button; or double click purpose from list. After that, system will automatically display purpose details.

(C) Update Visit Purpose

1. Step 1: Repeat step (B)
2. Step 2: Edit item in the Description fields.

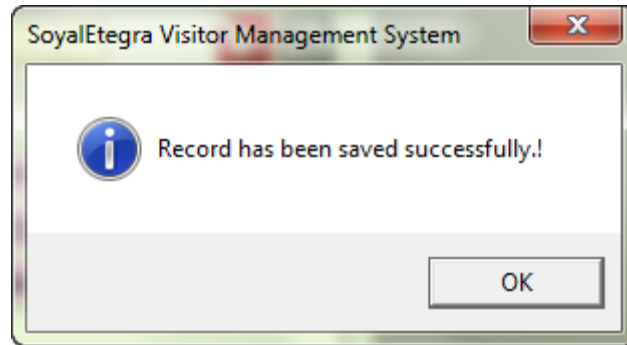
The 'Purpose of Visit Maintenance' window shows the following details:

Code: DVL

Description: Delivery

Buttons at the bottom: Search, Clear, Update, Delete, Close [Esc].

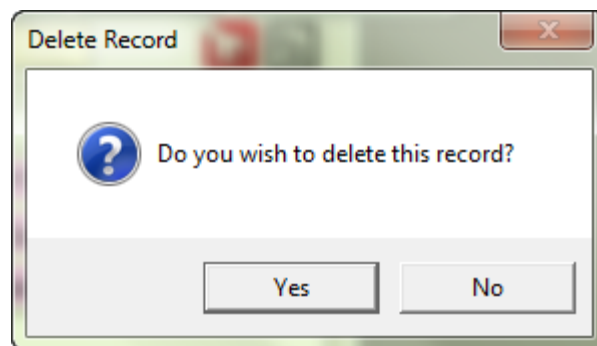
- Step 3: Then click on the Update button to update purpose details. System will pop up a success message box as shown below.



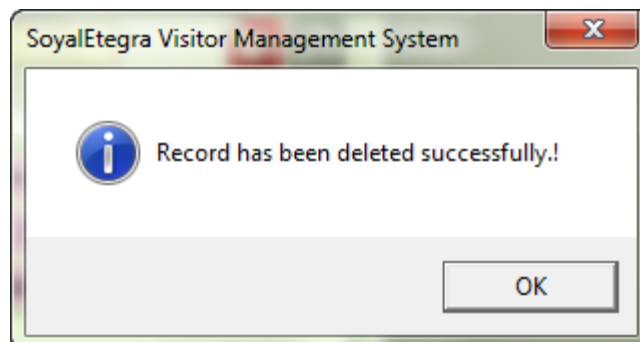
- Step 4: Click on the OK button to close the message box.

(D) Delete Visit Purpose

- Step 1: Repeat step (B)
- Step 2: Click on the Delete button to delete selected purpose. System will display a confirmation message to delete. Click on the Yes button to proceed delete process.



- Step 3: Once again system will pop up a success message box to indicate delete process is done. Click on the OK button to close the message box.



(E) Clear Purpose of Visit Maintenance form

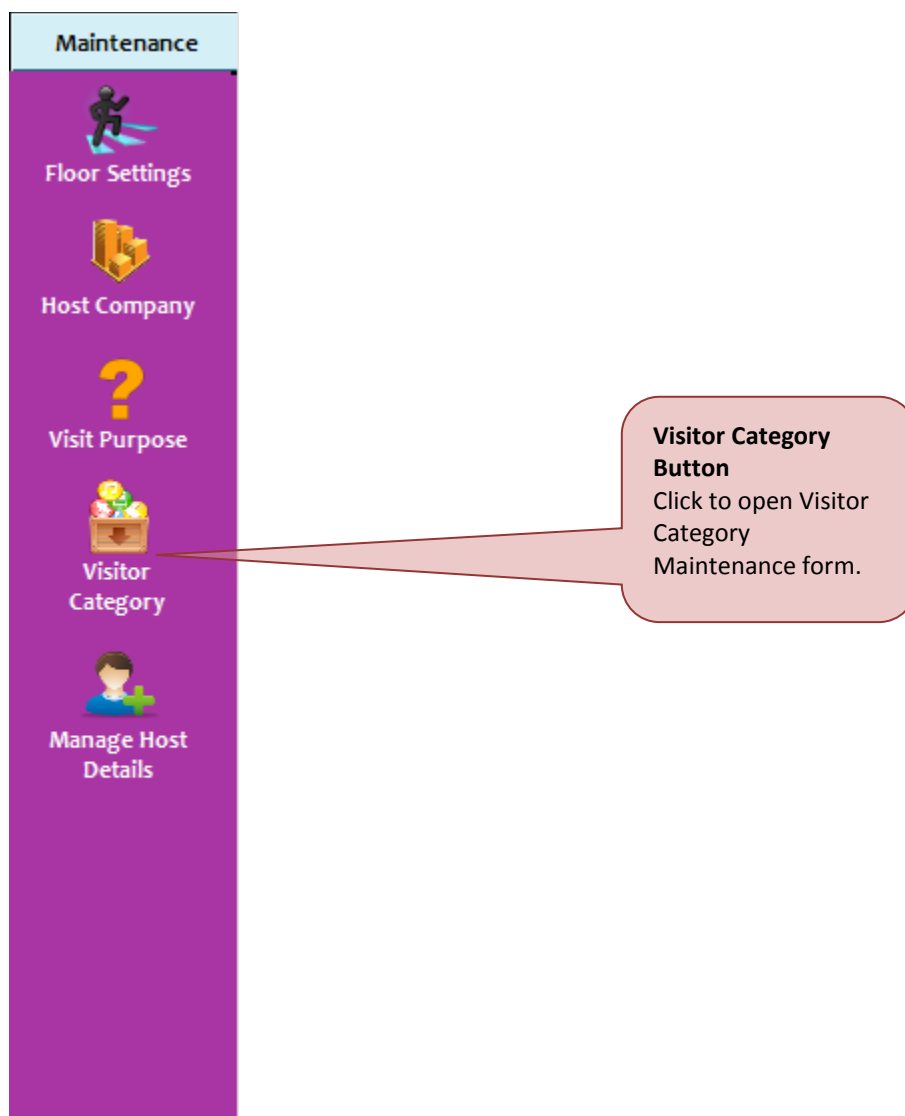
1. Click on the Clear button. Then, automatically all key in items on the form is clear.

(F) Close Purpose of Visit Maintenance form

1. Click on the Close [Esc] button to close form. Other than that, user also can close form by clicking on the  button.

4.3.4 Visitor Category

Click on the Maintenance panel button. Then, click on the Visitor Category button under Maintenance panel.



System will display Visitor Category Maintenance form as shown below.

The screenshot shows the 'Visitor Category Maintenance' window. It contains the following fields: 'Code' (text box), 'Description' (text box), 'Time Permit' (dropdown menu), and 'Set Default' (checkbox). Below these fields are five buttons: 'Search', 'Clear', 'Save', 'Delete', and 'Close [Esc]'. Five callout boxes point to these buttons with the following descriptions:

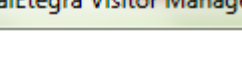
- Default Check Box**
Click to set as default category
- Search Button**
Click to search visitor category.
- Clear Button**
Click to clear form.
- Save Button**
Click to save visitor category.
- Delete Button**
Click to delete visitor category.
- Close Button**
Click to close form.

There are six functions available under Visitor Category Maintenance form:

(A) Add Visitor Category

1. Step 1: Enter details for Code fields, Description fields and Default check box. Click on the Save button to save new visitor category.

The screenshot shows the 'Visitor Category Maintenance' window with the following data entered: 'Code' is 'TRNR', 'Description' is 'TRAINER', 'Time Permit' is '10 Hours', and 'Set Default' is unchecked. The buttons 'Search', 'Clear', 'Save', 'Delete', and 'Close [Esc]' are visible at the bottom.

- 
- SoyalEtegra Visitor Management System
- Record has been saved successfully.!
- OK

No.	Code	Description	Default	Time Permit
1	CNYS	CONTRACTORS	0	1 Day
2	GRPVISIT	GROUP VISITS	0	1 Day
3	GUST	GUEST	0	1 Day
4	STAFF	STAFF	0	1 Day
5	TRNR	TRAINER	0	10 Hours
6	VIP	VIP VISITOR	0	1 Day
7	VNDR	VENDOR	0	1 Day
8	VSIT	VISITOR	1	1 Day

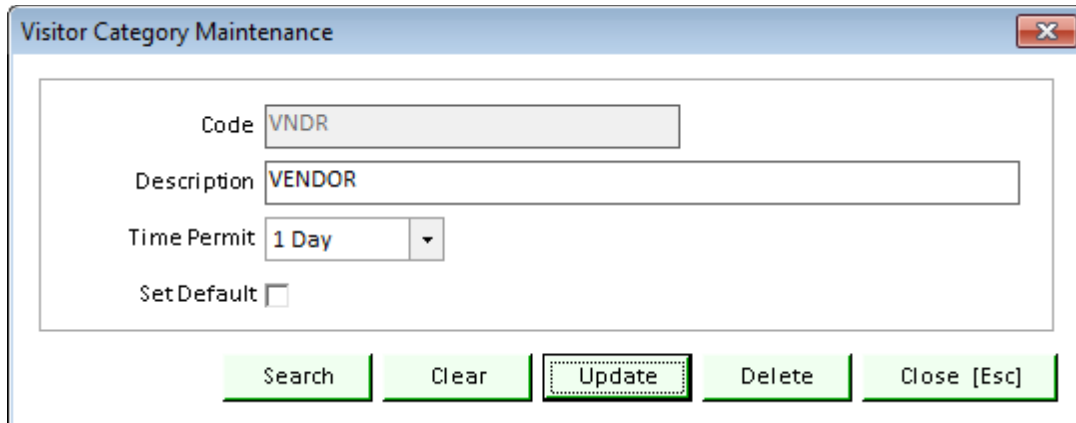
List of visitor category.

OK Cancel [Esc]

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(C) Update Visitor Category

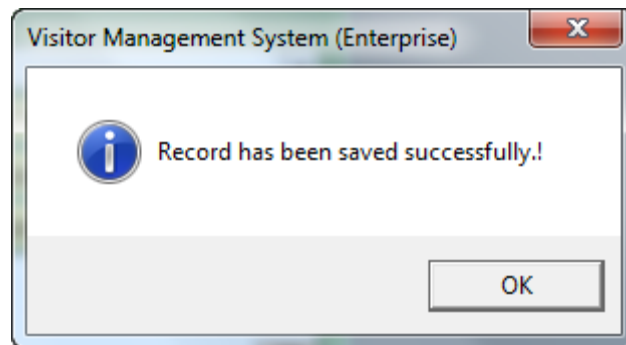
1. Step 1 : Repeat step (B)
2. Step 2: Edit item in the Description fields. Then click on the Update button to update visitor category details.



The screenshot shows a dialog box titled "Visitor Category Maintenance". It contains the following fields and controls:

- Code:** A text box containing "VNDR".
- Description:** A text box containing "VENDOR".
- Time Permit:** A dropdown menu showing "1 Day".
- Set Default:** An unchecked checkbox.
- Buttons:** At the bottom, there are five buttons: "Search", "Clear", "Update" (which is highlighted with a dashed border), "Delete", and "Close [Esc]".

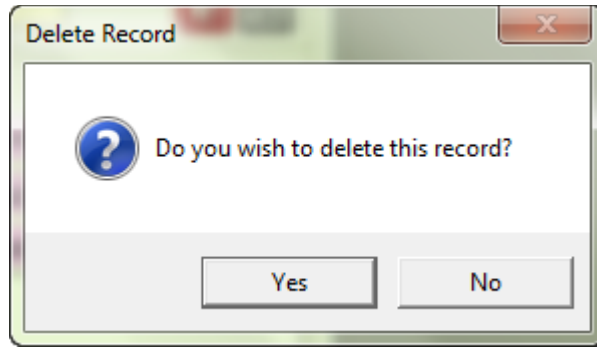
3. Step 3: System will pop up a success message box as shown below.



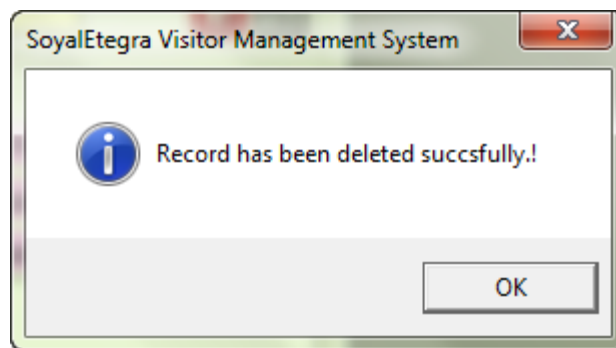
4. Step 4: Click on the OK button to close the message box.

(D) Delete Visitor Category

1. Step 1: Repeat step (B)
2. Step 2: Click on the Delete button to delete selected category. System will display a confirmation message to delete. Click on the Yes button to proceed delete process.



3. Step 3: Once again system will pop up a success message box to indicate delete process is done. Click on the OK button to close the message box.

**(E) Clear Visitor Category Maintenance form**

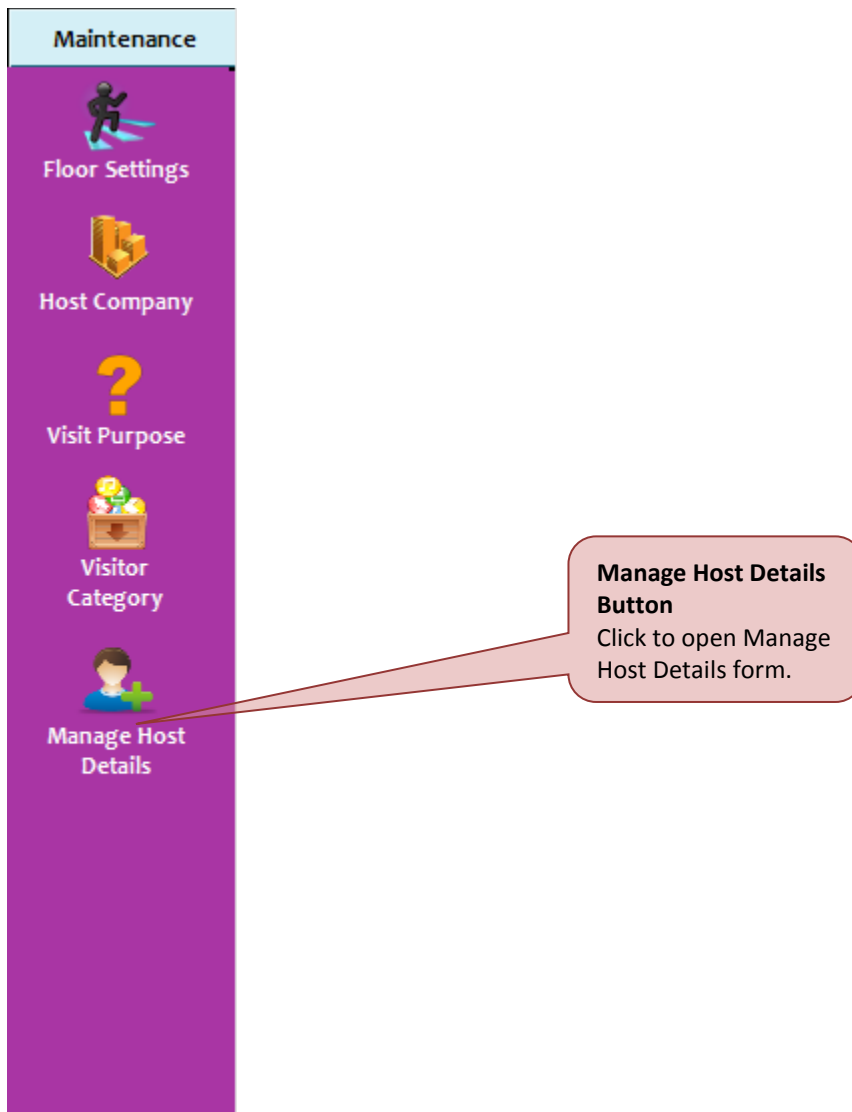
1. Click on the Clear button. Then, automatically all key in items on the form is clear.

(F) Close Visitor Category Maintenance form

1. Click on the Close [Esc] button to close form. Other than that, user also can close form by clicking on the  button.

4.3.5 Manage Host Details

Click on the Maintenance panel button. Then, click on the Manage Host Details button under Maintenance panel.



System will display Manage Host Details form as shown below.

The screenshot shows a web application window titled "Manage Host Details". It has three tabs: "Import Host Details", "Add Host Details", and "Sync Active Directory". The "Import Host Details" tab is active. Inside the tab, there is a "Status" section with a "Show process status." button. Below this is a row of four buttons: "Download All Hosts", "Import Host", "Import Host Image", and "Close [Esc]". A blue link "Download sample host excel file format" is also visible. A "Note" section contains text about adding/append host staff, mentioning a link "did here" and instructions to use the "Download All Host" option. Five callout boxes provide detailed instructions for each button and link.

Download All Hosts Button
Click to download all hosts from

Import Host Button
Click to import Host from local disk.

Download sample host excel file format Link
Click to import host images from local disk.

Download sample host excel file format Link
Click to download sample host.

Close Button
Click to close form.

Note:
To add/append host staff, please [did here](#) [or] please use 'Download All Host' option to download all host information from database and add/append in the same file and import.

Note:

Make sure to download sample host excel and follow the sample format in creatina host excel.

There are three tab's functions available under Manage Host Details form:

(A) Import Host Detail**Download All Hosts**

Manage Host Details

Import Host Details Add Host Details Sync Active Directory

Status

Download All Hosts Import Host Import Host Image Close [Esc]

[Download sample host excel file format](#)

Note:
To add/append host staff, please [click here](#) [or] please use
'Download All Host' option to download all host information from
database and add/append in the same file and import.

1. Step 1: Click on the Download All Hosts button to download all host from server.
2. Step 2: System will display Save form as shown below. Search for location to save all host information. Click on the Save button to save the information.

Save

Local Disk (C:) > Users > Tech9 > Desktop

Search Desktop

Organize New folder

Desktop Dropbox Downloads Recent Places

Libraries

Homegroup

Computer

Local Disk (C:) Local Disk (D:)

Name Date modified Type

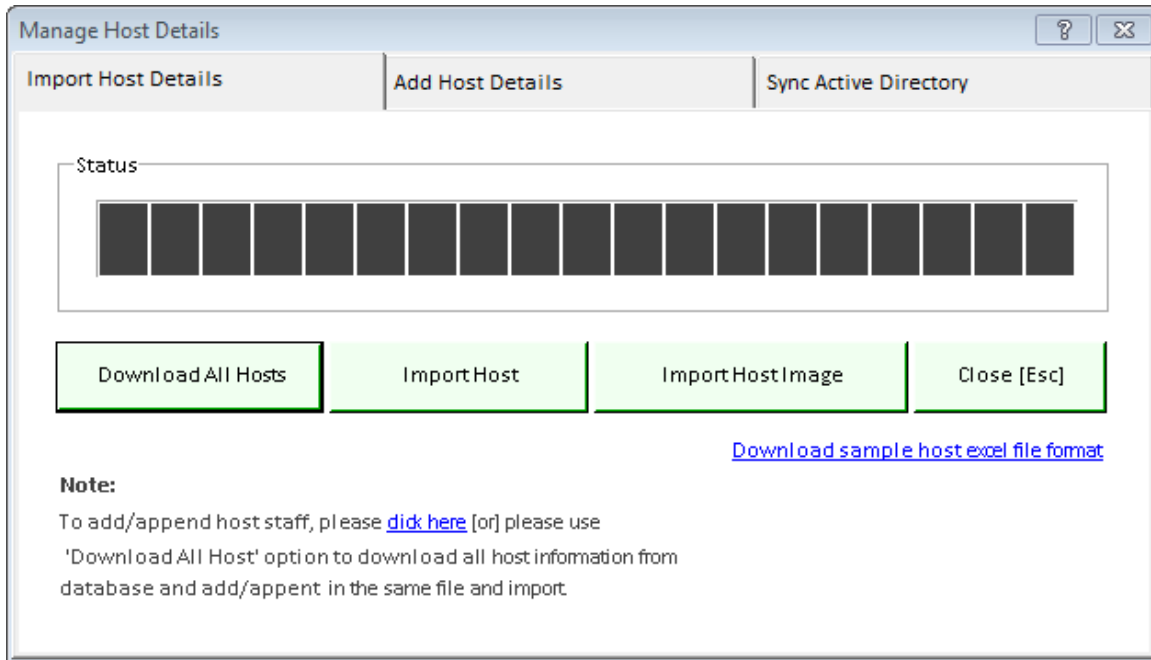
No items match your search.

File name: AllHostInformation

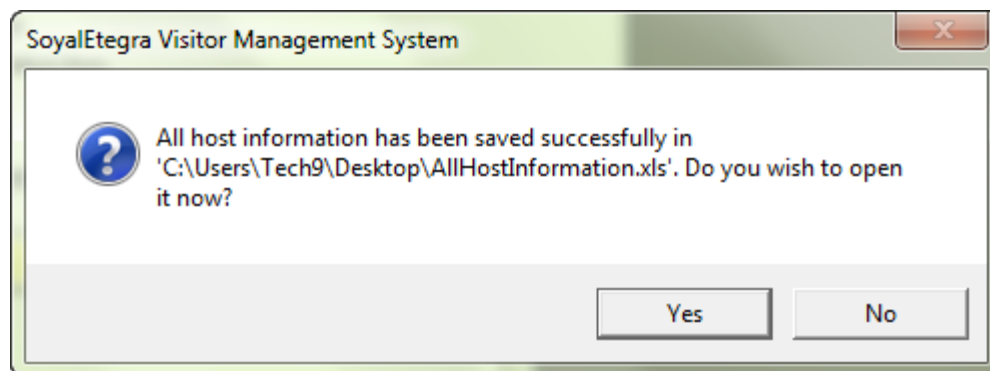
Save as type: Microsoft Excel Workbooks (*.xls)

Hide Folders Save Cancel

3. Step 3: System will display save process Status right after Save button is clicked. Sample image is shown as below.



4. Step 4: Click on the YES button to close the message box and open exported file. Click NO, to continue and open exported file later.



Import Host

- Step 1: Click on the import host button, system will show form as shown below.

Import Host Information

Browse Excel File & Load Data | **Import Data** | ☐ Excel sheet name
Sheet1

No	Field	Col No
01	Host Company	-
02	HostName	-
03	HostNRIC	-
04	HostID	-
05	Department	-
06	Floor	-
07	Mobile/Ext	-
08	Email	-
*		

Host information
Host information will show at here after browse a file

Column arrangement

- Step 2: Click on the Browse excel file. Select an excel file to import.

Import Host Information

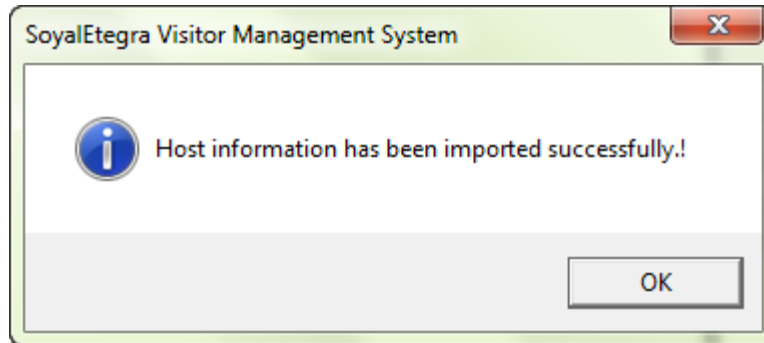
Browse Excel File & Load Data | **Import Data** | ☐ Excel sheet name
Sheet1

Col0	Col1	Col2	Col3	Col4	Col5
Your Company ...	Your Staff Name	123456789	STAFF1000	New Department	Sample

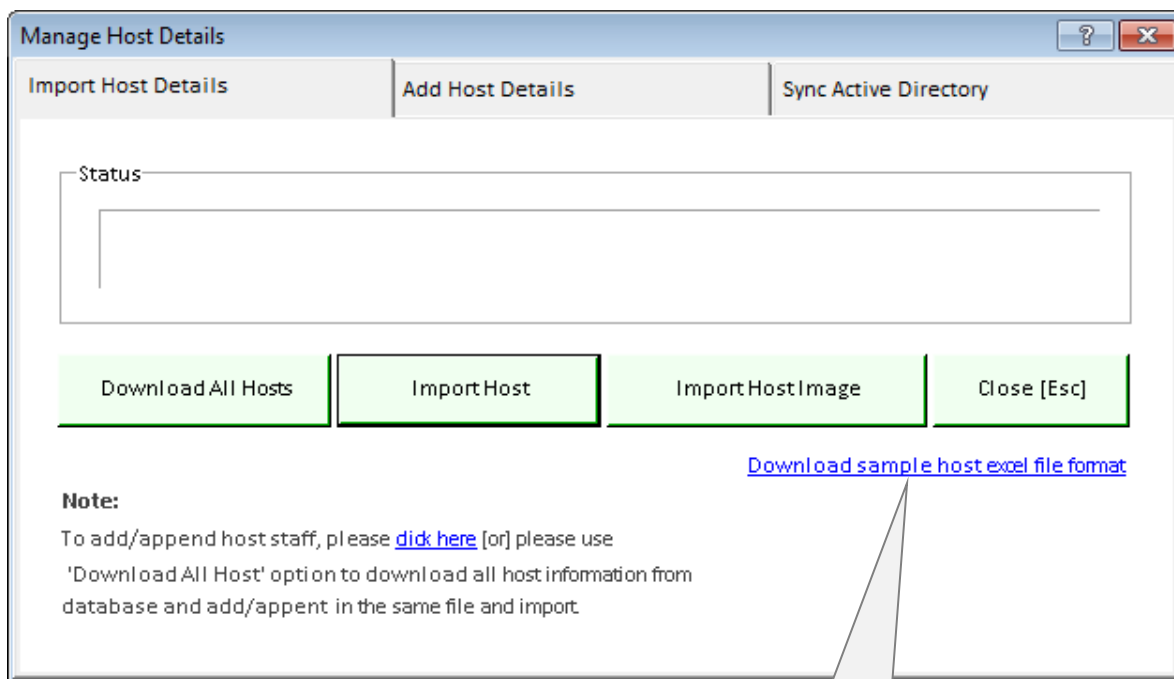
Import Data.
Import Data to server

No	Field	Col No
01	Host Company	-
02	HostName	-
03	HostNRIC	-
04	HostID	-
05	Department	-
06	Floor	-
07	Mobile/Ext	-
08	Email	-
*		

3. Step 3: Assign column no by referring from host information detail
4. Step 4: Finally system will pop up a success message box to indicate import process complete. Click on the OK button to close the message box.



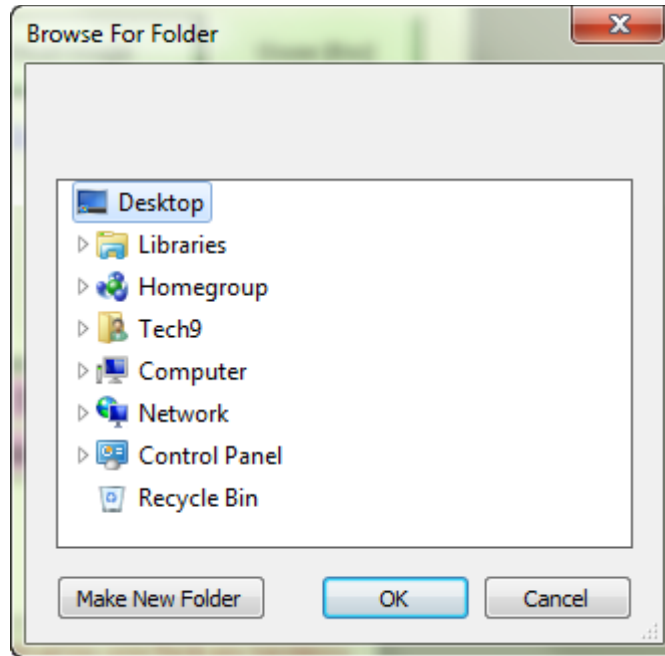
5. Step 5: Another option, click on the click here link to add/ append new host one by one, or click on the Add Host Details tab.



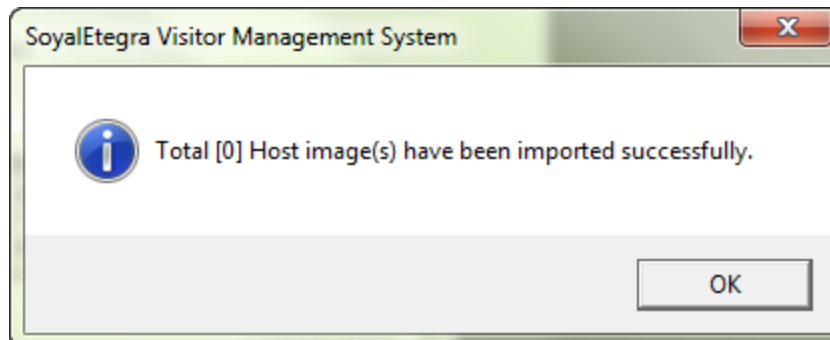
This is shortcut to add host details one by one. For more details please refer page 126.

Import Host Image

1. Step 1: Click on the import Host image button to import visitor photo from local disk into server.
2. Step 2: System will display Browse for folder form as shown below. Expand one of location list to locate image file in the disk then Click OK button.

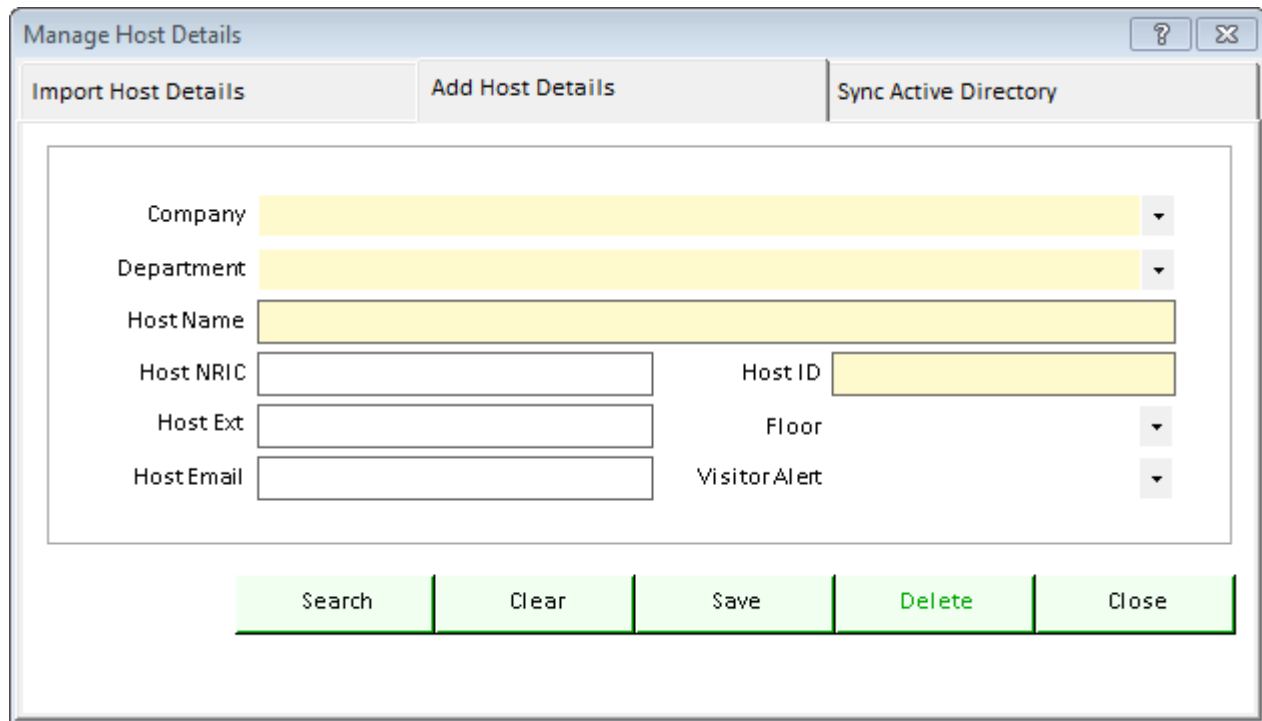


3. Step 3: Finally system will pop up a success message box to indicate import process complete. Click on the OK button to close the message box.



(B) Add Host Detail**Add Host**

1. Step 1: Key in all available fields. Click on the Save button to save new host details.

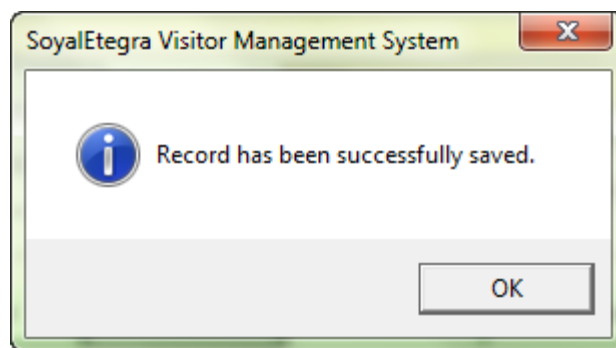


The screenshot shows a window titled "Manage Host Details" with three tabs: "Import Host Details", "Add Host Details" (selected), and "Sync Active Directory". The "Add Host Details" tab contains a form with the following fields:

- Company (dropdown menu)
- Department (dropdown menu)
- Host Name (text input field)
- Host NRIC (text input field)
- Host ID (text input field)
- Host Ext (text input field)
- Floor (dropdown menu)
- Host Email (text input field)
- Visitor Alert (dropdown menu)

At the bottom of the form, there are five buttons: "Search", "Clear", "Save", "Delete", and "Close".

2. Step 2: Then, system will display a success message box. Click on the OK button to close the message box.



Search Host

1. Step 1: Click on the Search button to search host. System will display Search Host form as shown below.

Search Host

ID

No.	ID	Host NRIC	Host Name
1	2	00001	RAHMAT
2	4	00002	Azlan
List of host.			

OK Cancel [Esc]

2. Step 2: Select an item from list then click on the OK button; or double click on the item from list. Then system will display details of item selected as shown as image below.

Manage Host Details

Import Host Details Add Host Details Sync Active Directory

Company Magnet Security & Automation

Department TECHNICAL

Host Name RAHMAT

Host NRIC 00001 Host ID 00001

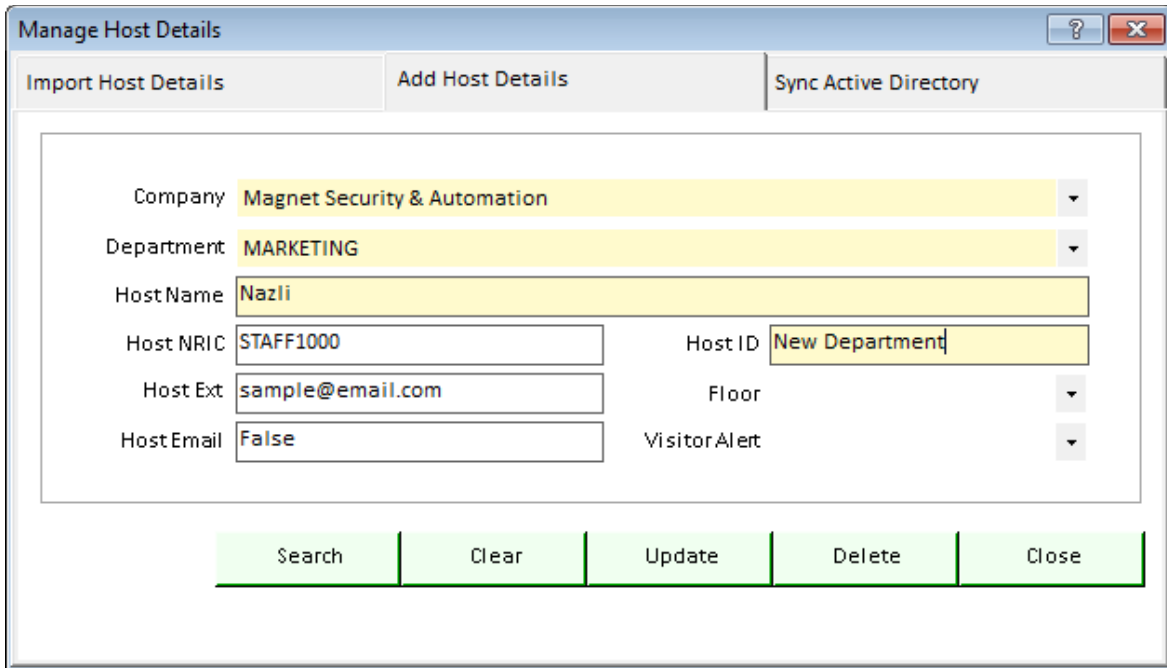
Host Ext Floor 1st Floor

Host Email VisitorAlert False

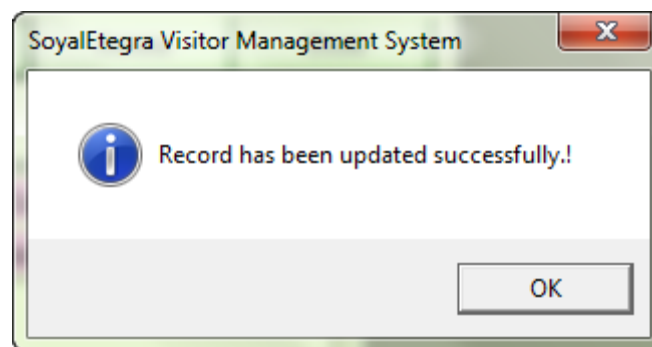
Search Clear Update Delete Close

Update Host Details

1. Step 1: Repeat step **Search Host**
2. Step 2: Edit item in the Description fields. Then click on the Update button to update visitor category details.

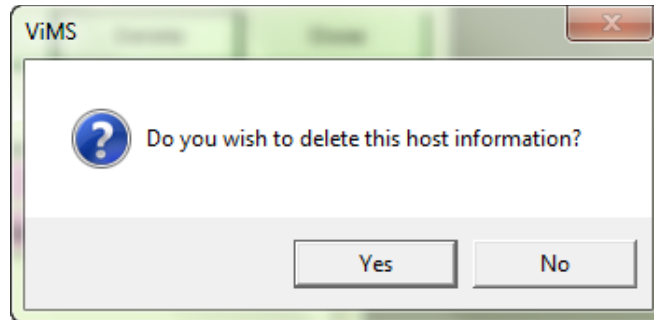


3. Step 3: Then click on the Update button to update host details.
4. Step 4: System will pop up a success message box as shown below. Click on the OK button to close message box.

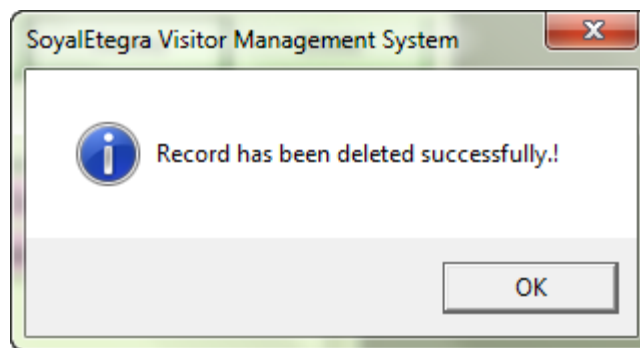


Delete Host

1. Step 1: Repeat step **Search Host**
2. Step 2: Click on the Delete button to delete selected host. System will display a confirmation message to delete. Click on the Yes button to proceed delete process.



3. Step 3: Once again system will pop up a success message box to indicate delete process is complete. Click on the OK button to close the message box.

**(E) Clear Manage Host Details form**

1. Click on the Clear button. Then, automatically all key in items on the form is clear.

(F) Close Manage Host Details form

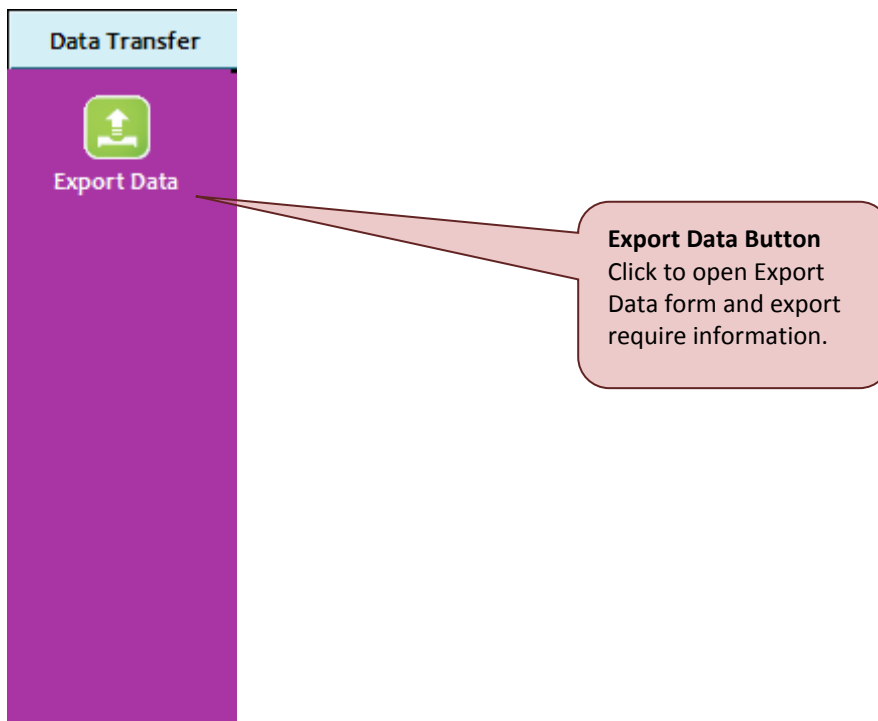
1. Click on the Close button to close form.Step. Other than that, user also can close form by clicking on the  button.

4.4 Data Transfer

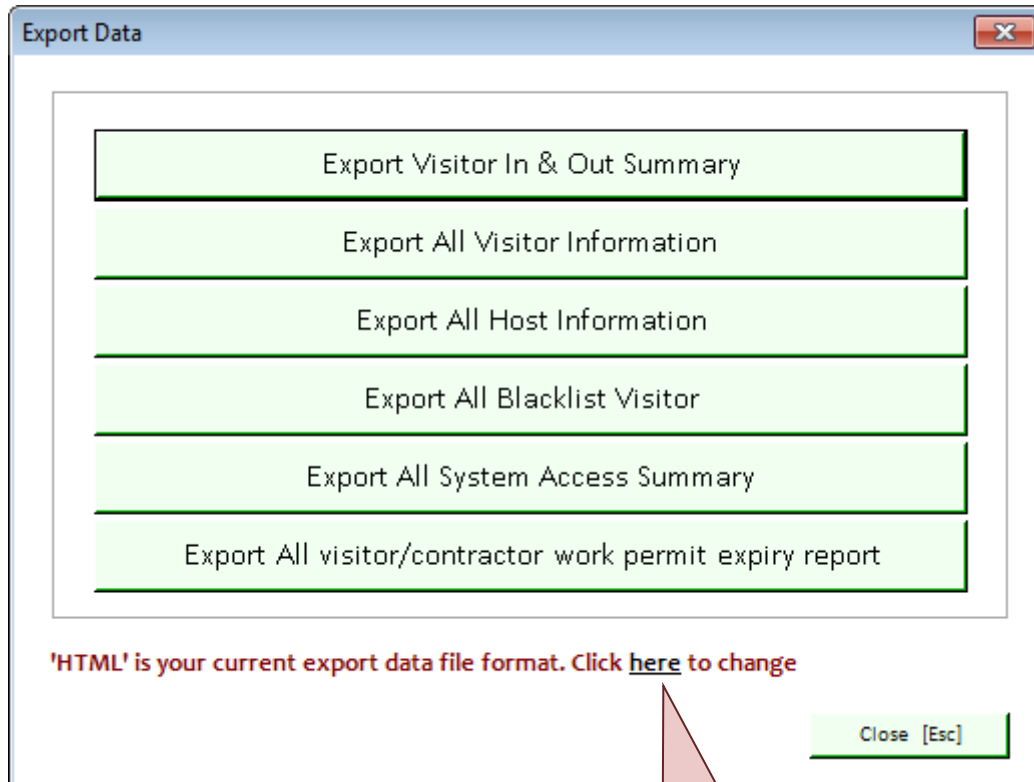
This module is using to export data from system.

4.4.1 Export Data

Click on the Data Transfer panel button. Then, click on the Export Data button under Data Transfer panel.



System will display Export Data form as shown below.



The screenshot shows a window titled "Export Data" with a close button in the top right corner. Inside the window, there is a list of six export options, each in a light green box with a black border:

- Export Visitor In & Out Summary
- Export All Visitor Information
- Export All Host Information
- Export All Blacklist Visitor
- Export All System Access Summary
- Export All visitor/contractor work permit expiry report

Below the list, a message states: "'HTML' is your current export data file format. Click [here](#) to change". At the bottom right of the window is a "Close [Esc]" button.

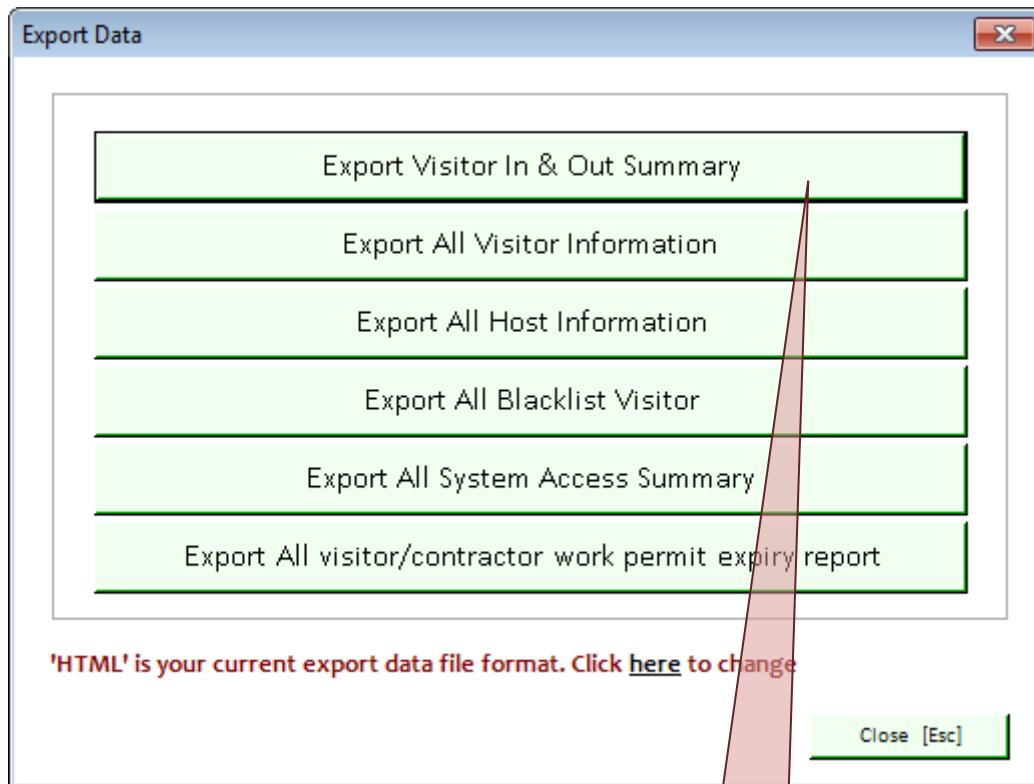
Here Link

Click to open General Setting form and change export data file format.

There are six functions available under Export Data form.

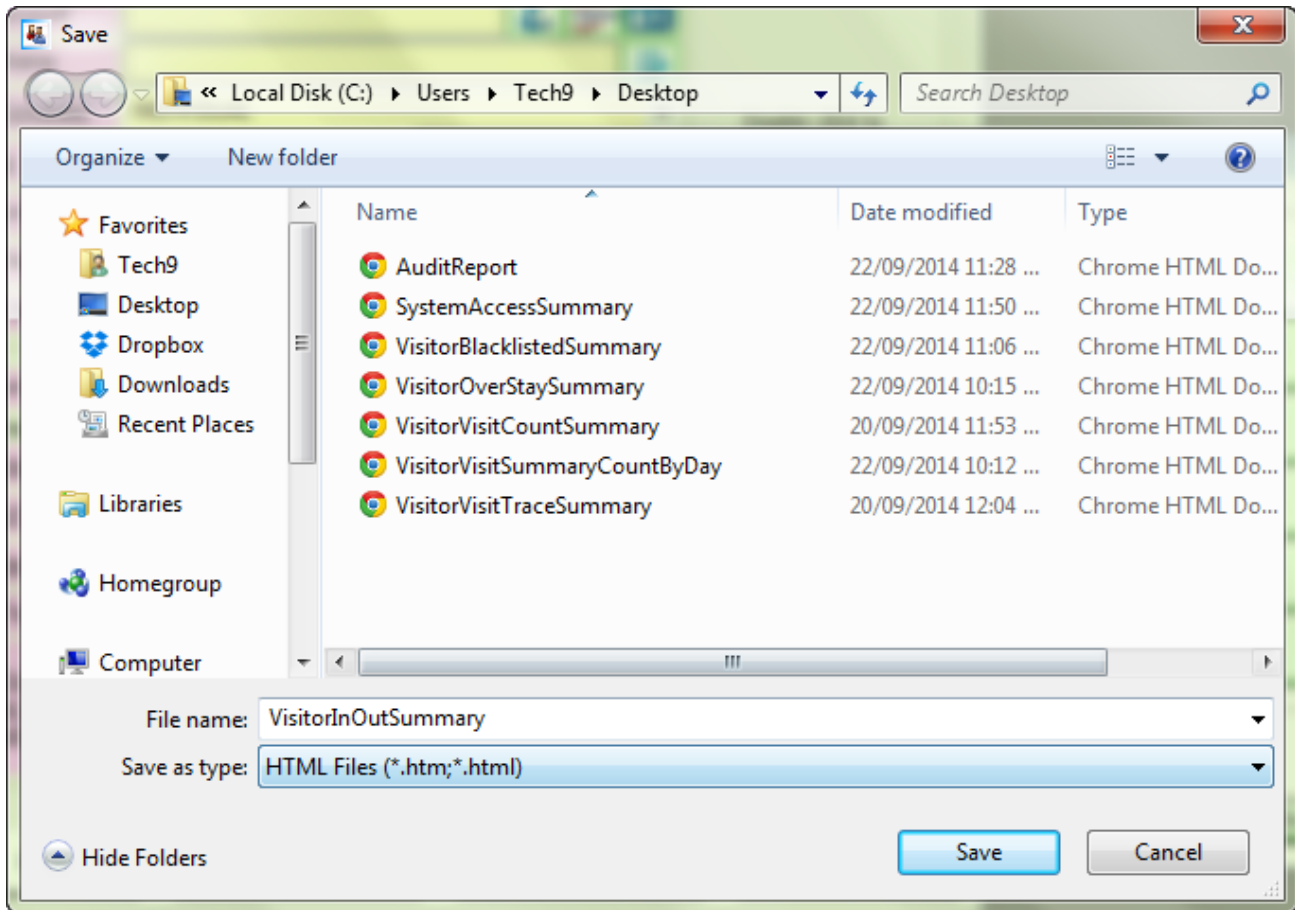
(A) Export Visitor In & Out Summary

1. Step 1: Click on the Export Visitor In & Out Summary button.

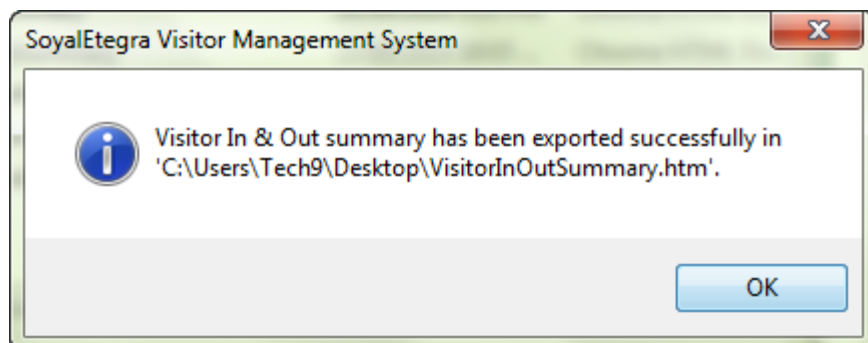


Export Visitor In & Out Summary Button
Click to export in & out summary data.

- Step 2: System will display Save form as shown below. By default, file name is set as VisitorInOutSummary.htm, but user can put any name and after that click on the Save button to save the file. (Format file to export data is based on setting in General Setting)

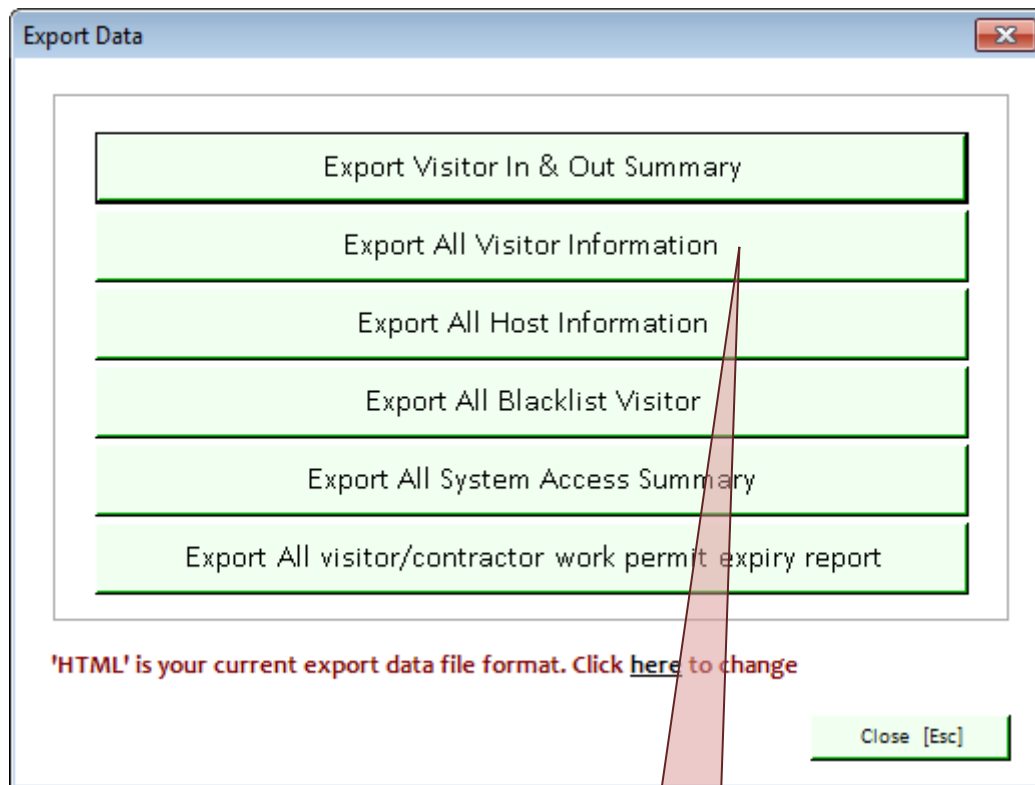


- Step 3: Finally, system will pop up a success message box. Click on the OK button to close the message box.



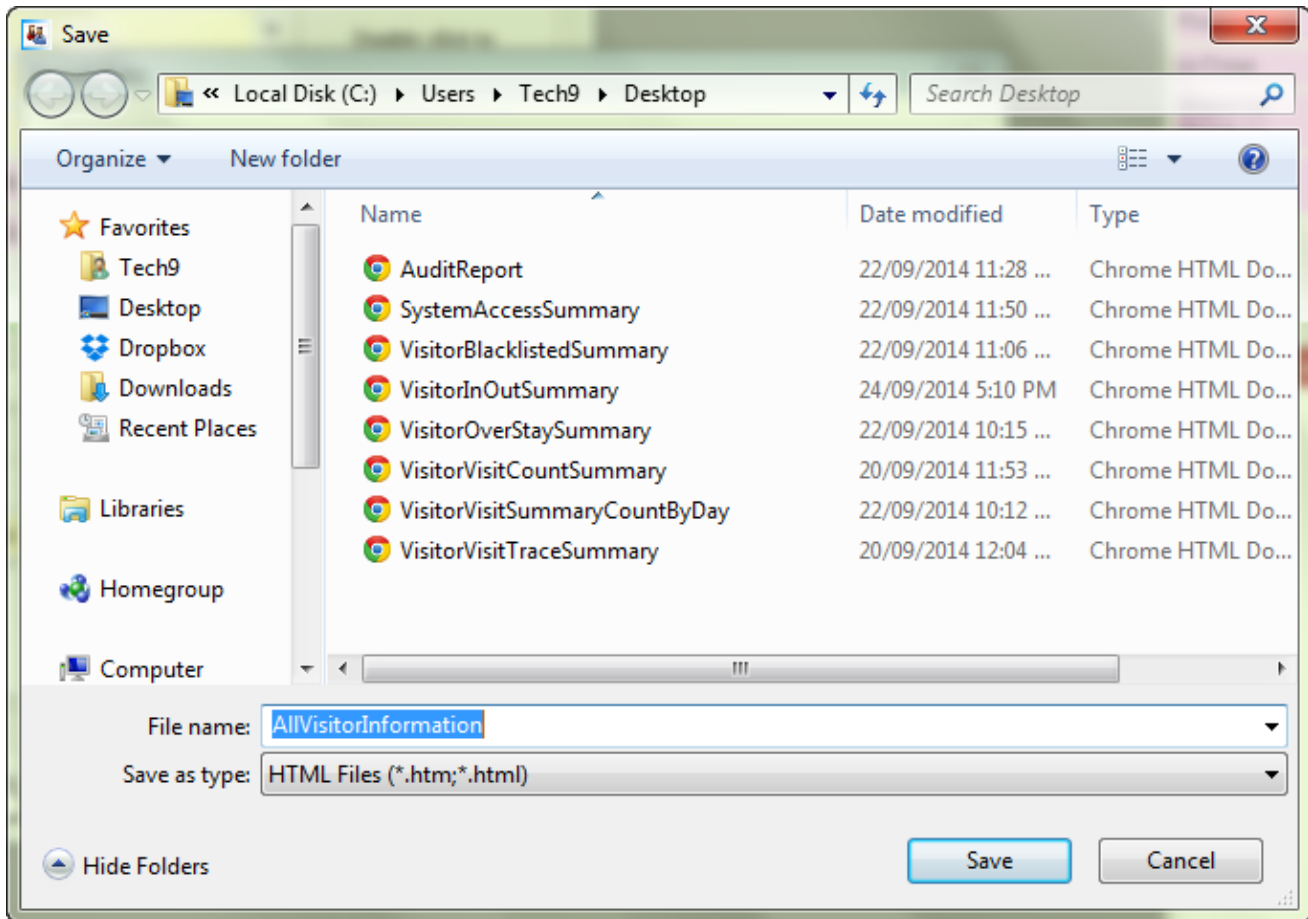
(B) Export All Visitor Information

1. Step 1: Click on the Export All Visitor Information button.

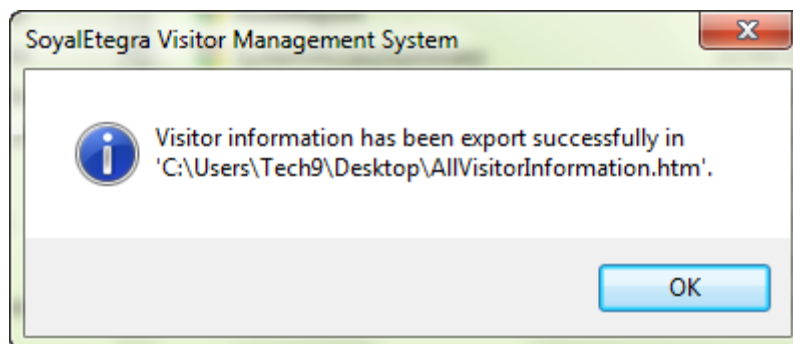


Export All Visitor Information Button
Click to export all visitor information.

- Step 2: System will display Save form as shown below. By default, file name is set as AllVisitorInformation.htm, but user can put any name and after that click on the Save button to save the file. (Format file to export data is based on setting in General Setting)

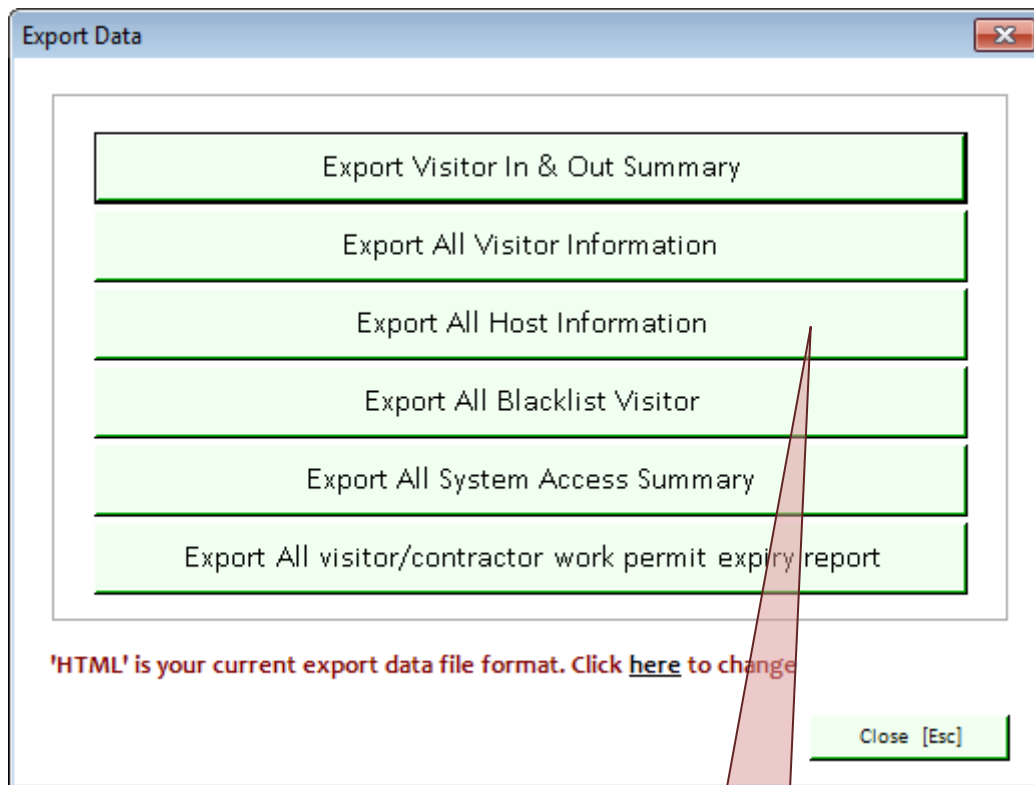


- Step 3: Finally, system will pop up a success message box as shown below. Click on the OK button to close the message box.



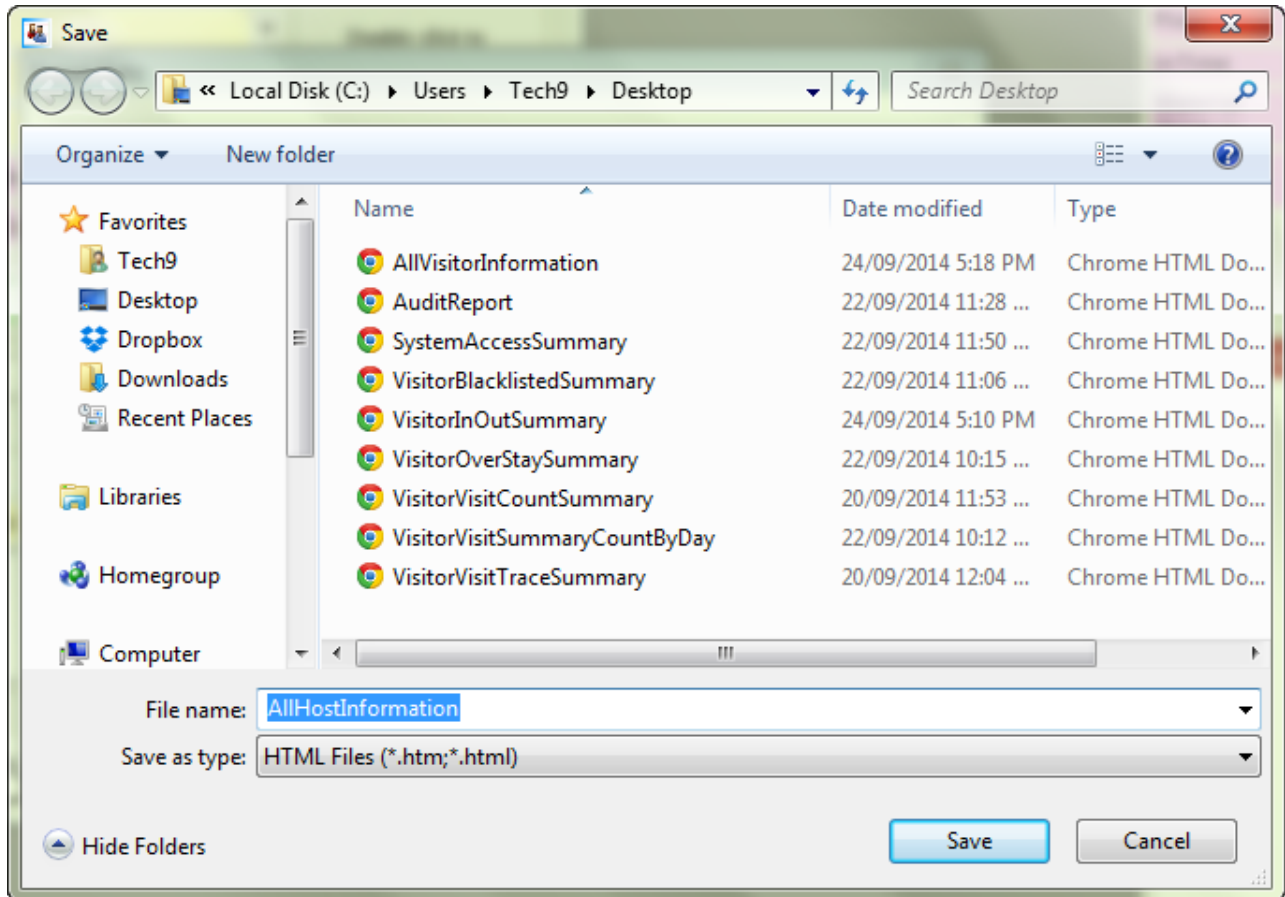
(C) Export All Host Information

1. Step 1: Click on the Export All Host Information button.

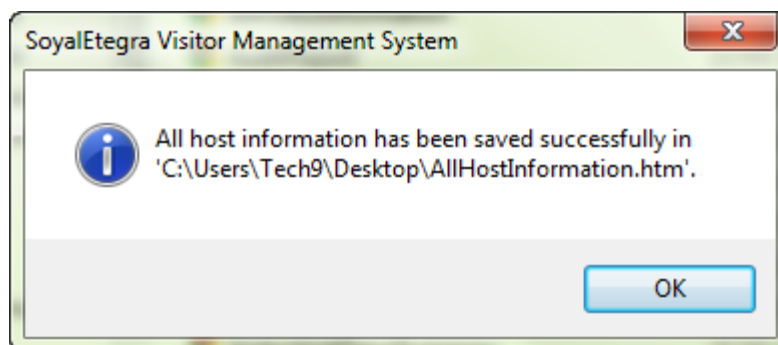


Export All Host Information Button
Click to export all host information.

- Step 2: System will display Save form as shown below. By default, file name is set as AllHostInformation.htm, but user can put any name and after that click on the Save button to save the file. (Format file to export data is based on setting in General setting. Refer on page 145 for more details).

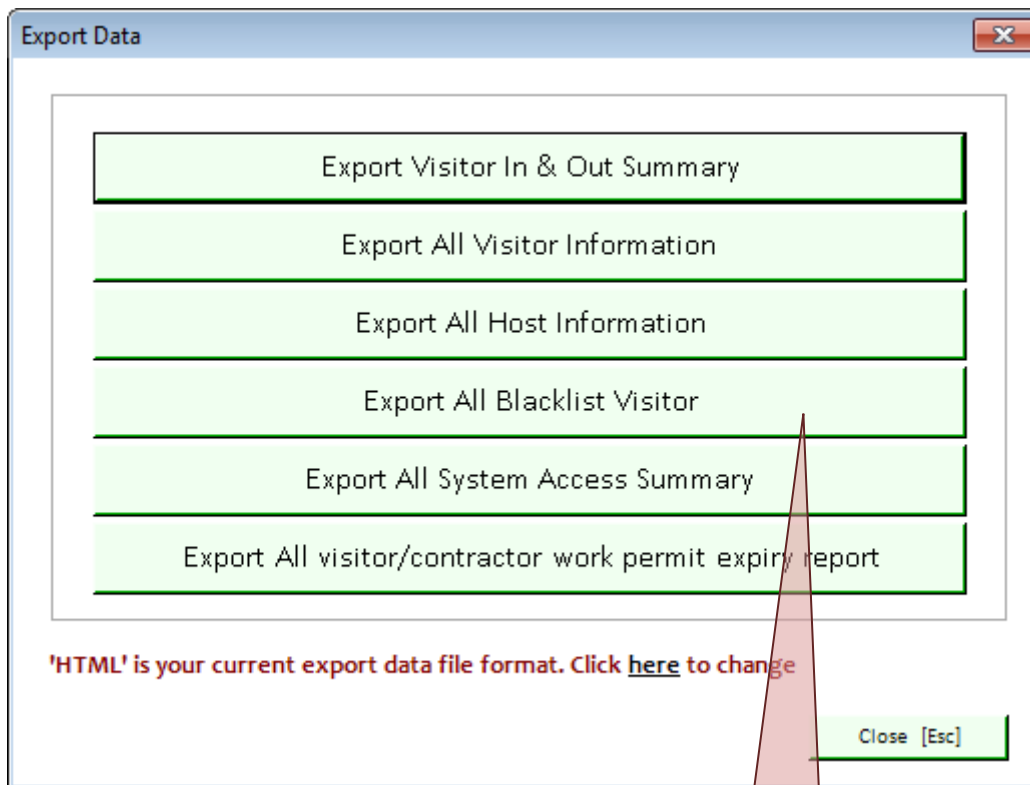


- Step 3: Finally, system will pop up a success message box as shown below. Click on the OK button to close the message box.



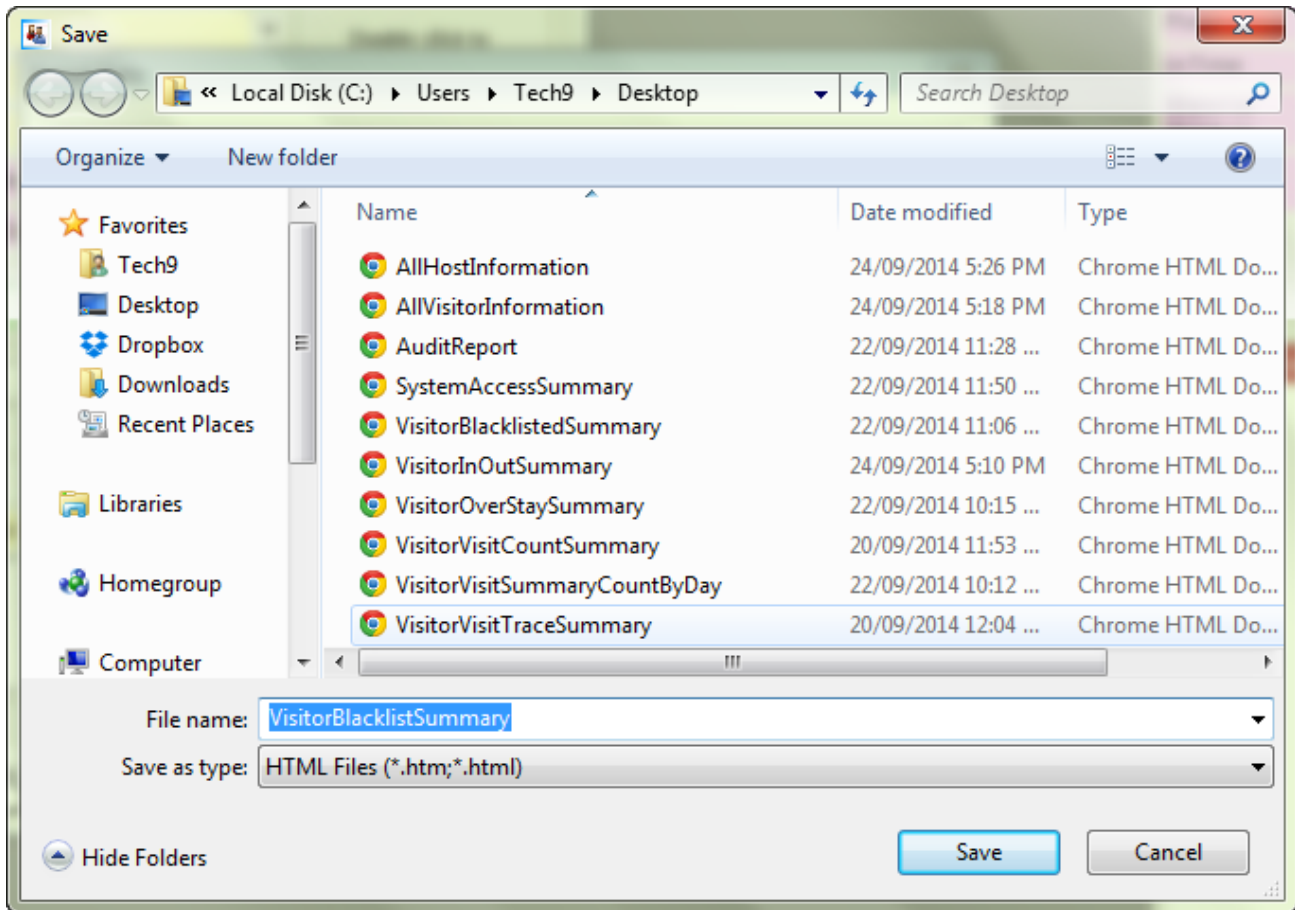
(D) Export All Blacklist Visitor

1. Step 1: Click on the Export All Blacklist Visitor button.

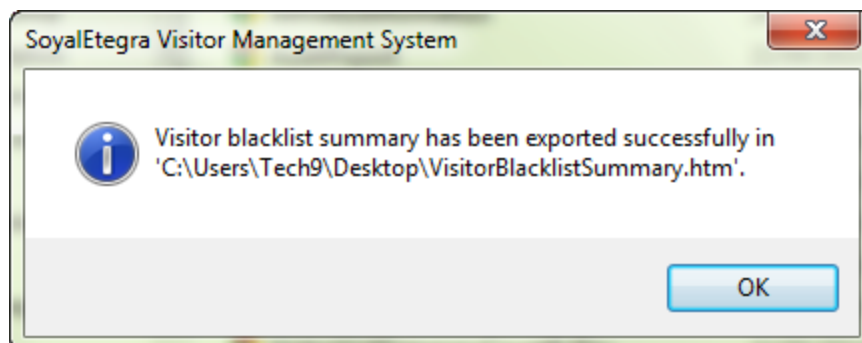


Export All Blacklist Visitor Button
Click to export all blacklist visitor records.

- Step 2: System will display Save form as shown below. By default, file name is set as VisitorBlacklistSummary.htm, but user can put any name and after that click on the Save button to save the file. (Format file to export data is based on setting in General Setting)

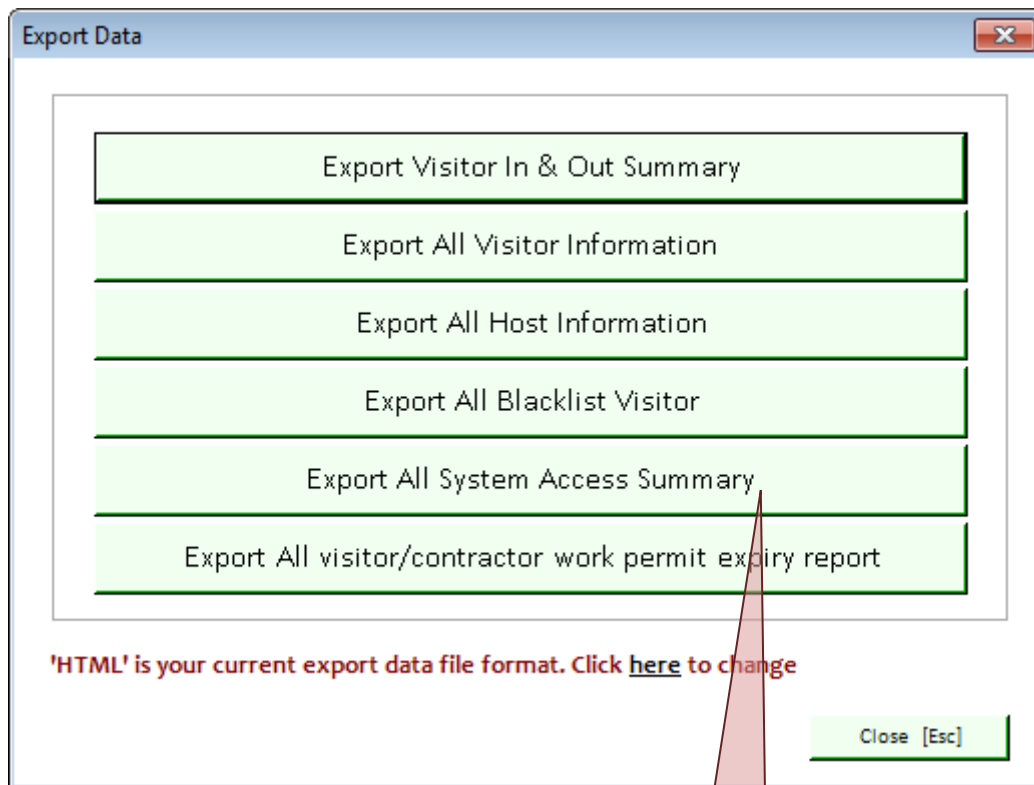


- Step 3: Finally, system will pop up a success message box as shown below. Click on the OK button to close the message box.



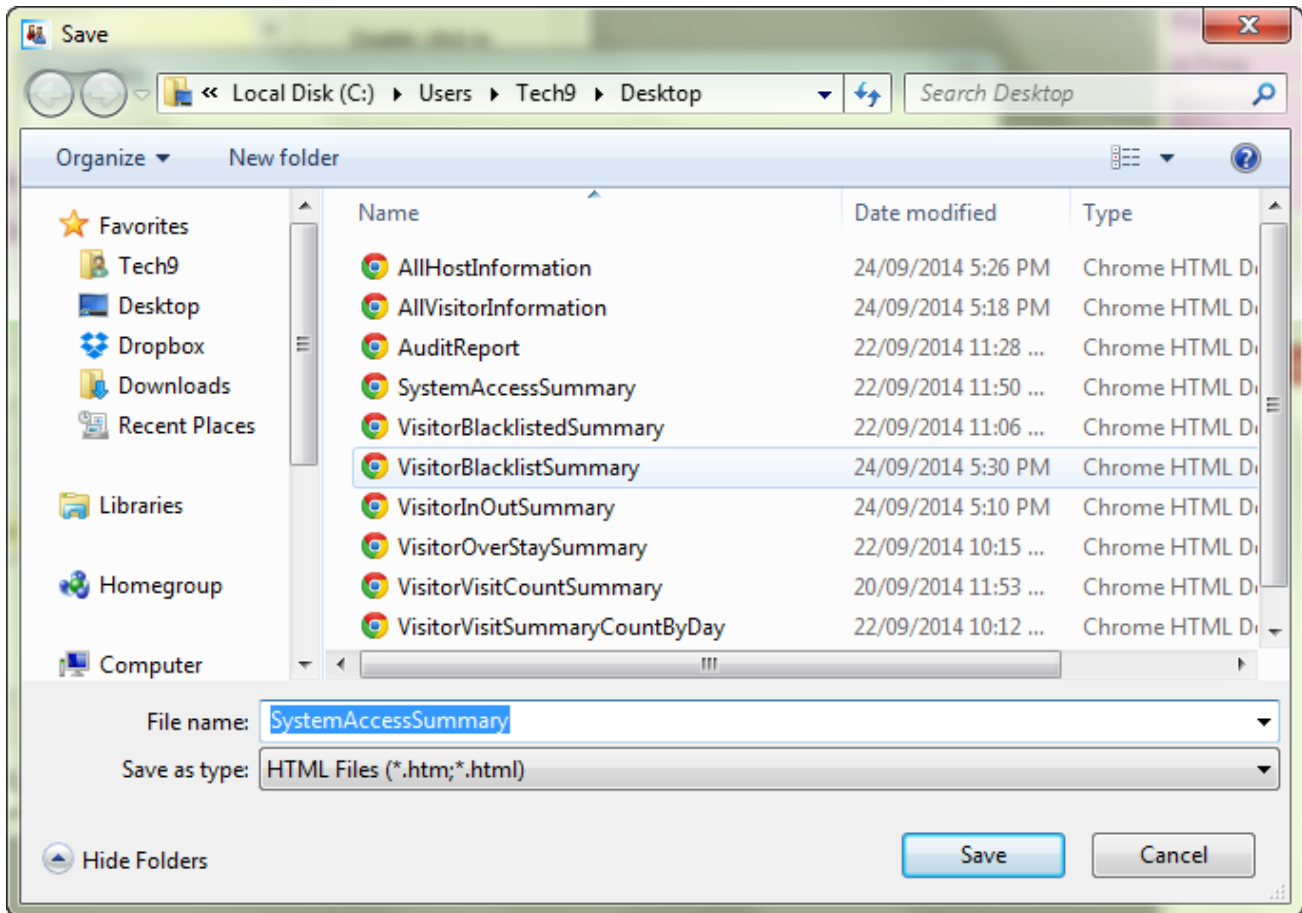
(E) Export All System Access Summary

1. Step 1: Click on the Export All System Access Summary button.

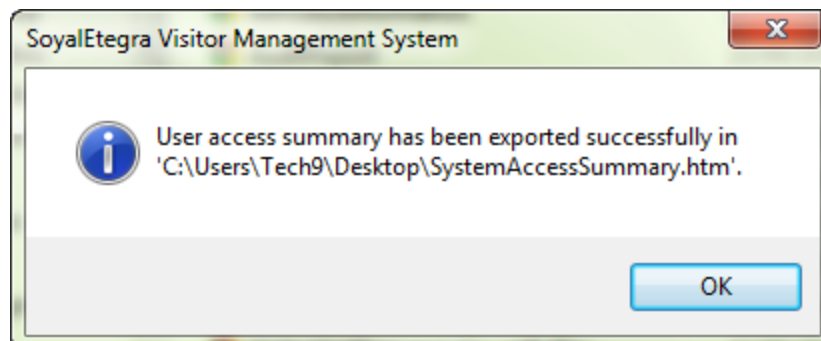


Export All System Access Summary Button
Click to export all system access summary.

- Step 2: System will display Save form as shown below. By default, file name is set as SystemAccessSummary.htm, but user can put any name and after that click on the Save button to save the file. (Format file to export data is based on setting in General Setting)

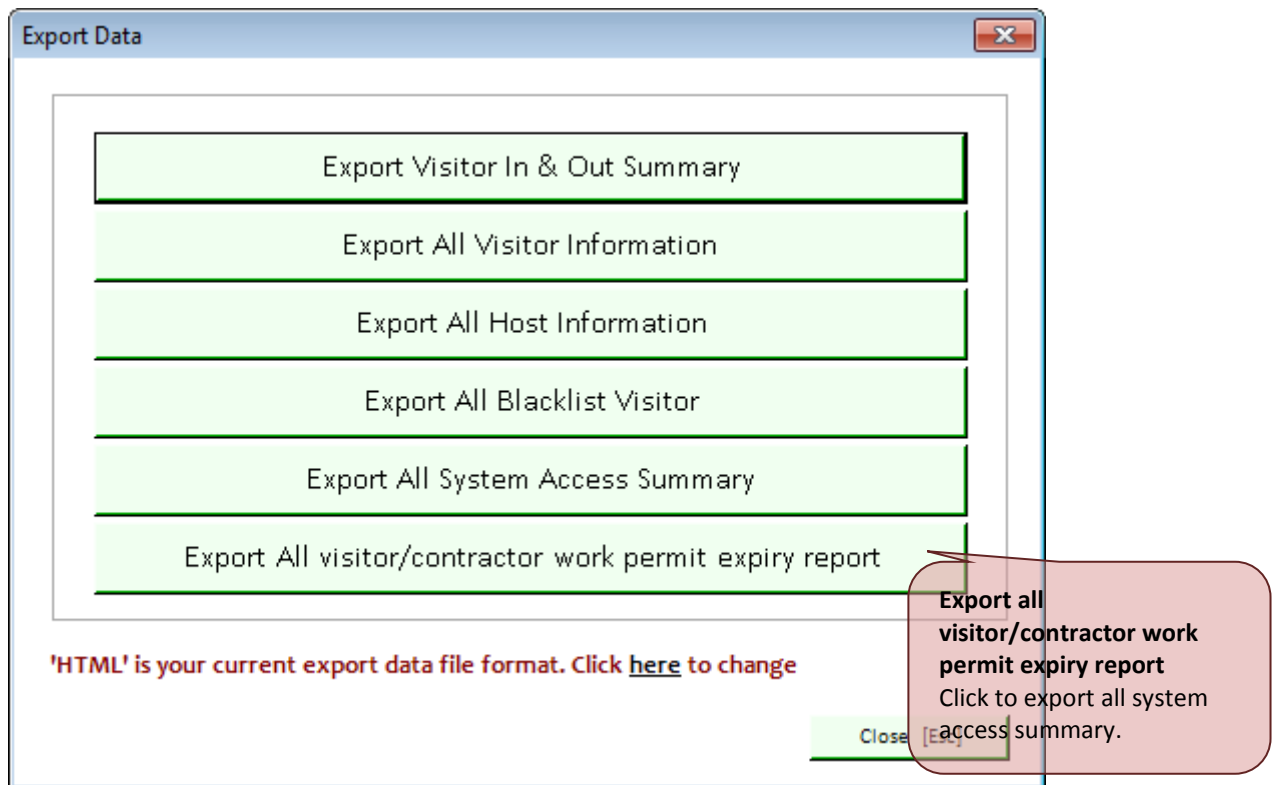


- Step 3: Finally, system will pop up a success message box as shown below. Click on the OK button to close the message box.

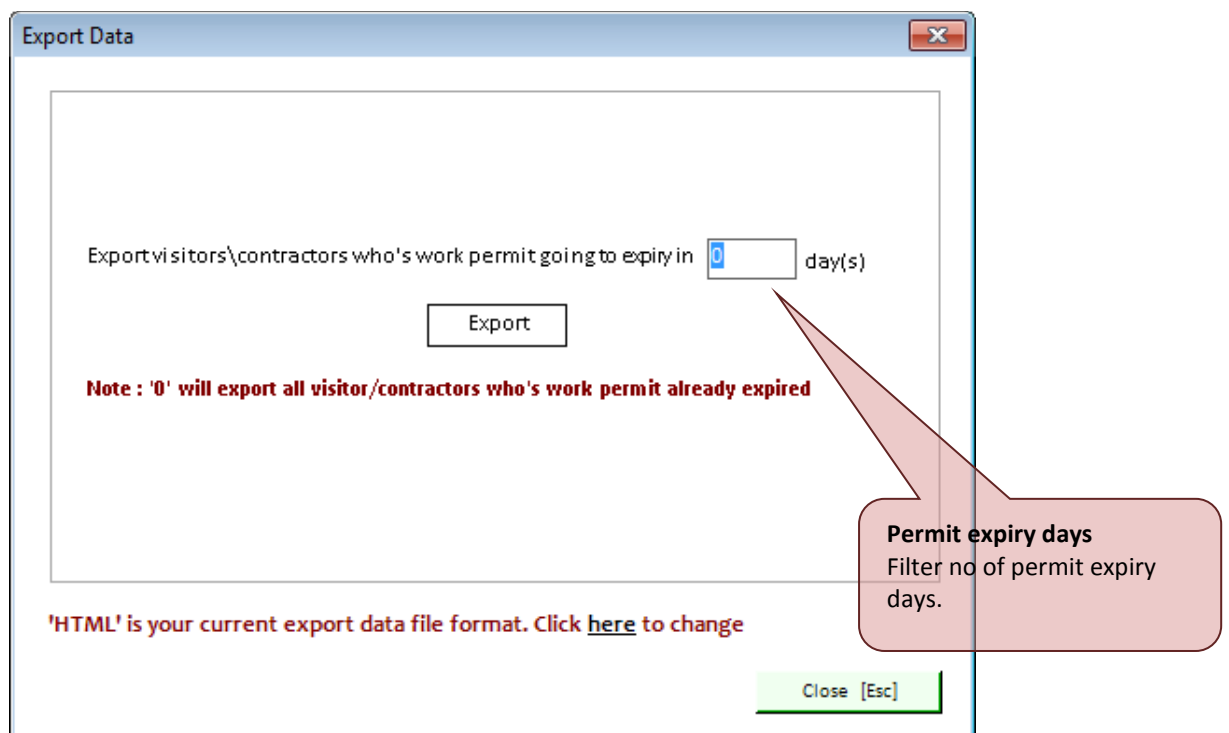


(F) Export All visitor/contractor work permit expiry report

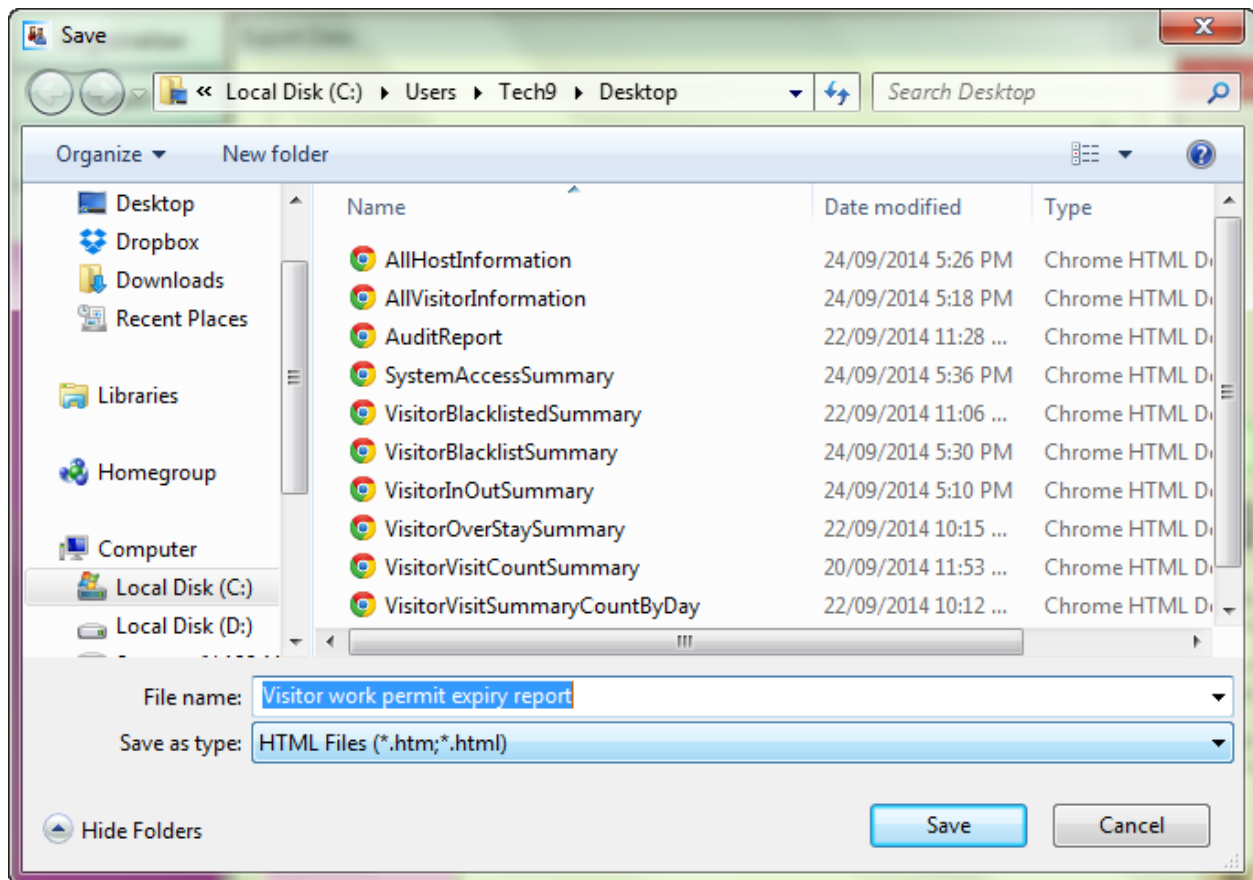
1. Step 1: Click on the export all visitor/contractor work permit expiry report.



2. Step 2: Enter no of expiry days, '0' will export visitor/contractor who's work permit already expired



- Step 3: System will display Save form as shown below. By default, file name is set as VisitorBlacklistSummary.htm, but user can put any name and after that click on the Save button to save the file. (Format file to export data is based on setting in General Setting)



- Step 4: Finally, system will pop up a success message box as shown below. Click on the OK button to close the message box.

(G) Close Export Data Form

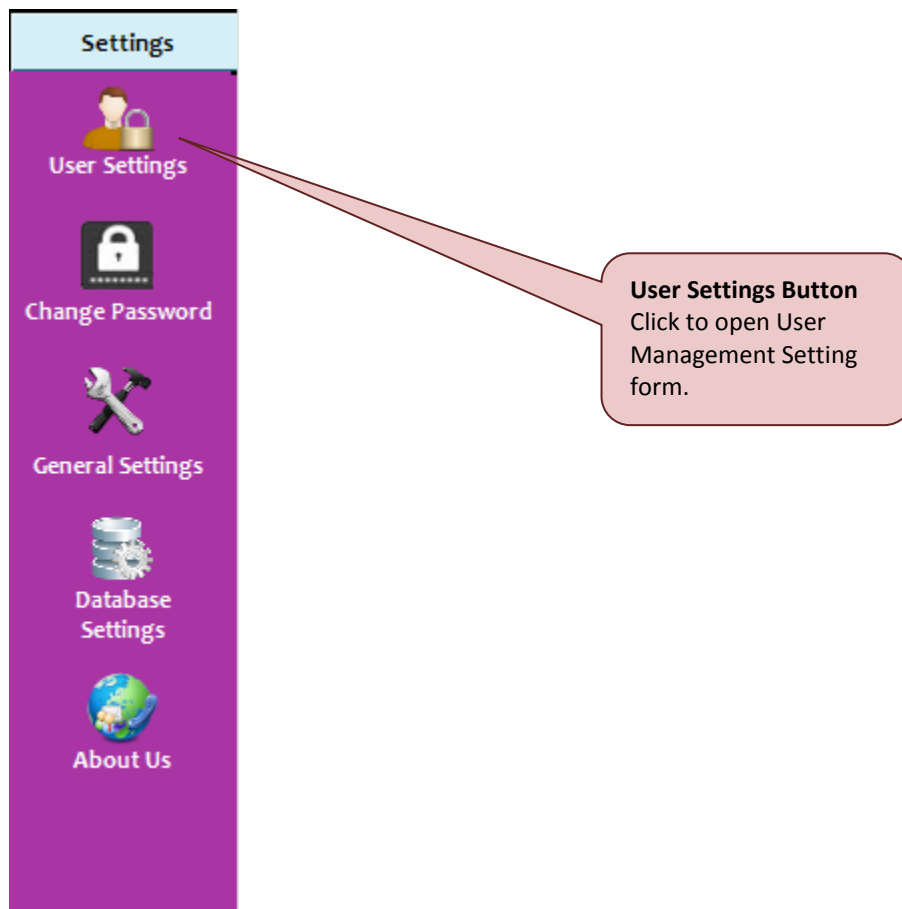
- Click on the Close [Esc] button to close form. In addition, user also can close form by clicking on the  button.

4.5 Settings

This module is handling system setting.

4.5.1 User Settings

Click on the Settings panel button. Then, click on the User Settings button under Settings panel.



System will display User Management Setting form as shown below.

User
Click here to select user; to edit or delete.

User Management Settings

Account Name	User Name	User Type	Status
Super Admin	admin	Super Admin	Active
List of users.			

** Double click the list record to edit the user account.*

Registration

- ☐ Check In
- ☐ Check Out
- ☐ Manage Visitor
- ☐ Visitor Company
- ☐ Blacklist

Report

- ☐ In & Out Summary
- ☐ In & Out Individual Summary
- ☐ Material Check-In & Out Summary
- ☐ Visitor Visit Trace Report
- ☐ Overstay Report
- ☐ Blacklist Report
- ☐ Audit Report
- ☐ Print Visitor Info

Maintenance

- ☐ Floor Settings
- ☐ Host Company
- ☐ Visit Purpose
- ☐ Visitor Category
- ☐ Manage Host Details

Settings

- ☐ User Settings
- ☐ Change Password
- ☐ General Settings
- ☐ Door & Lift Access Maintenance
- ☐ Database Settings
- ☐ About Us

Other

- ☐ Recent Check-In/Out (Image preview)
- ☐ Emergency Evacuation Report
- ☐ Daily Report (On Check-In Screen)
- ☐ Group Checkout Option
- ☐ Export Data
- ☐ Right Click Option (Check-Out List)

Account Type

☐ Super Admin [Full Access]
 ☐ User define
 ☐ Basic User

Add [F5] Delete Clear Close [Esc]

Account Name
 User Name (Max, 15 chars.)
 Password (Max, 15 chars.)
 Confirm Password
 Account Status Active

User's Information
Displays user's information (if new user, enter the details).

There are five functions available in user settings:-

(A) Add New User Account

1. Step 1: Select user access.
 - Super Admin (Full Access)
 - User Defined (Manually define user access)
 - Basic User (Check In & Out Only)

Account Name	User Name	User Type	Status
Super Admin	admin	Super Admin	Active

*** Double click the list record to edit the user account.**

Registration

- ☒ Check In
- ☒ Check Out
- ☒ Manage Visitor
- ☒ Visitor Company
- ☒ Blacklist

Report

- ☒ In & Out Summary
- ☒ In & Out Individual Summary
- ☒ Material Check-In & Out Summary
- ☒ Visitor Visit Trace Report
- ☒ Overstay Report
- ☒ Blacklist Report
- ☒ Audit Report
- ☒ Print Visitor Info

Maintenance

- ☒ Floor Settings
- ☒ Host Company
- ☒ Visit Purpose
- ☒ Visitor Category
- ☒ Manage Host Details

Settings

- ☐ User Settings
- ☐ Change Password
- ☐ General Settings
- ☐ Door & Lift Access Maintenance
- ☐ Database Settings
- ☐ About Us

Other

- ☒ Recent Check-In/Out (Image preview)
- ☒ Emergency Evacuation Report
- ☒ Daily Report (On Check-In Screen)
- ☒ Group Checkout Option
- ☒ Export Data
- ☒ Right Click Option (Check-Out List)

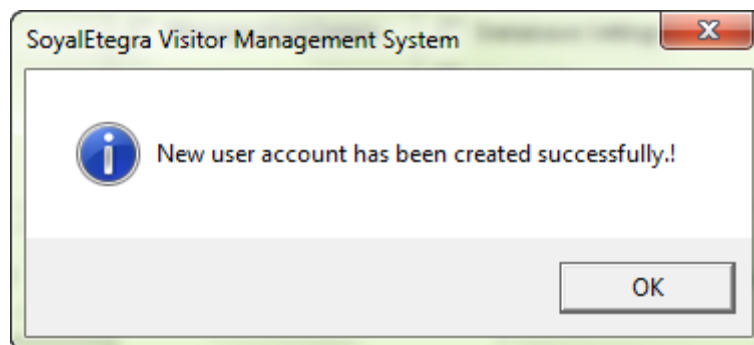
Account Type

☐ Super Admin [Full Access]
 ☒ User define
 ☐ Basic User

Account Name: Administrator
 User Name: HR (Max, 15 chars.)
 Password: ***** (Max, 15 chars.)
 Confirm Password: *****
 Account Status: Active

Add [F5] Delete Clear Close [Esc]

2. Step 2: Key in Account Name, User Name, Password and Confirm Password fields.
3. Step 3: Set user status by selecting Status combo box item.
4. Step 4: Click on the Add button to add new user. System will prompt out a success message box. Lastly, click on the OK button to close the form.



5. Step 5: New created user account will added into list as shown below.

User Management Settings

Account Name	User Name	User Type	Status
Super Admin	admin	Super Admin	Active
Administrator	HR	Administrator	Active

*** Double click the list record to edit the user account.**

Registration
☐ Check In
☐ Check Out
☐ Manage Visitor
☐ Visitor Company
☐ Blacklist

Report
☐ In & Out Summary
☐ In & Out Individual Summary
☐ Material Check-In & Out Summary
☐ Visitor Visit Trace Report
☐ Overstay Report
☐ Blacklist Report
☐ Audit Report
☐ Print Visitor Info

Maintenance
☐ Floor Settings
☐ Host Company
☐ Visit Purpose
☐ Visitor Category
☐ Manage Host Details

Settings
☐ User Settings
☐ Change Password
☐ General Settings
☐ Door & Lift Access Maintenance
☐ Database Settings
☐ About Us

Other
☐ Recent Check-In/Out (Image preview)
☐ Emergency Evacuation Report
☐ Daily Report (On Check-In Screen)
☐ Group Check out Option
☐ Export Data
☐ Right Click Option (Check-Out List)

Account Type

☐ Super Admin [Full Access]
 ☐ User define
 ☐ Basic User

Account Name:
 User Name: (Max, 15 chars.)
 Password: (Max, 15 chars.)
 Confirm Password:
 Account Status: Active

(B) Update User Account

- Step 1: Select user from list.
- Step 2: Double click on the user from list, then selected user details will display on User's Information area.
- Step 3: Edit user's information.

User Management Settings

Account Name	User Name	User Type	Status
Super Admin	admin	Super Admin	Active
Administrator	HR	Administrator	Active

* Double click the list record to edit the user account.

Registration

- ☒ Check In
- ☒ Check Out
- ☒ Manage Visitor
- ☒ Visitor Company
- ☒ Blacklist

Report

- ☒ In & Out Summary
- ☒ In & Out Individual Summary
- ☒ Material Check-In & Out Summary
- ☒ Visitor Visit Trace Report
- ☒ Overstay Report
- ☒ Blacklist Report
- ☒ Audit Report
- ☒ Print Visitor Info

Maintenance

- ☒ Floor Settings
- ☒ Host Company
- ☒ Visit Purpose
- ☒ Visitor Category
- ☒ Manage Host Details

Settings

- ☐ User Settings
- ☐ Change Password
- ☐ General Settings
- ☐ Door & Lift Access Maintenance
- ☐ Database Settings
- ☐ About Us

Other

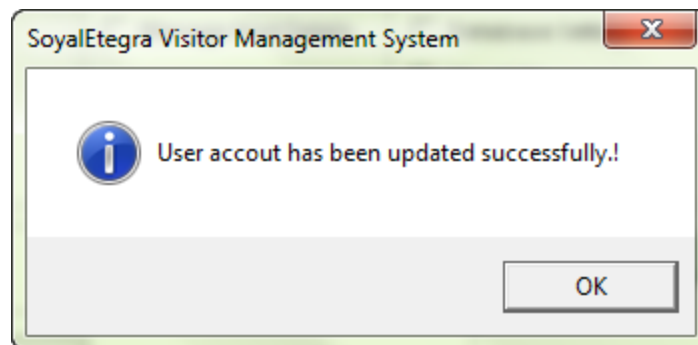
- ☒ Recent Check-In/Out (Image preview)
- ☒ Emergency Evacuation Report
- ☒ Daily Report (On Check-In Screen)
- ☒ Group Checkout Option
- ☒ Export Data
- ☒ Right Click Option (Check-Out List)

Account Type

☐ Super Admin [Full Access]
 ☒ User define
☐ Basic User

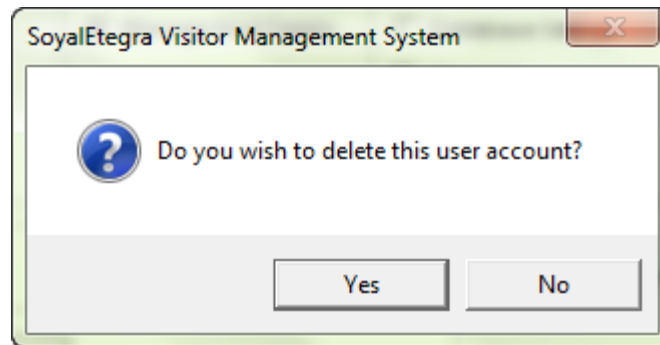
Account Name: Administrator
 User Name: HR (Max, 15 chars.)
 Password: ***** (Max, 15 chars.)
 Confirm Password: *****
 Account Status: Active

- Step 4: Click on the Update button to save user details changes.
- Step 5: System will prompt out a success message box as shown below. Click on the OK button to close the message box.

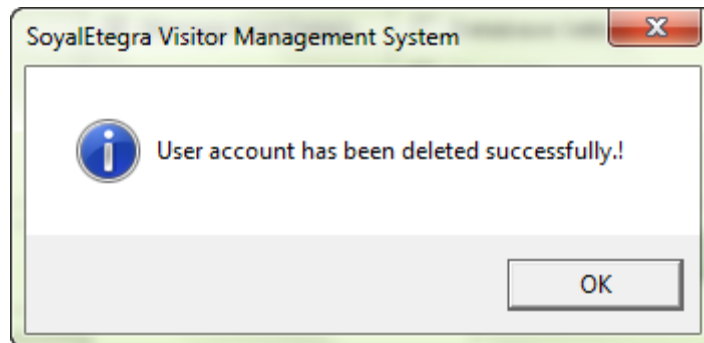


(C) Delete User Account

1. Step 1: Select user from list.
2. Step 2: Click on the Delete button to delete user account.
3. Step 3: Then, a confirmation message box will pop up. Click on the Yes button to confirm delete or click on No button to cancel delete user account.



4. Step 4: Finally, system will pop up a success message box. Click on the OK button to close the message box.

**(D) Clear Form**

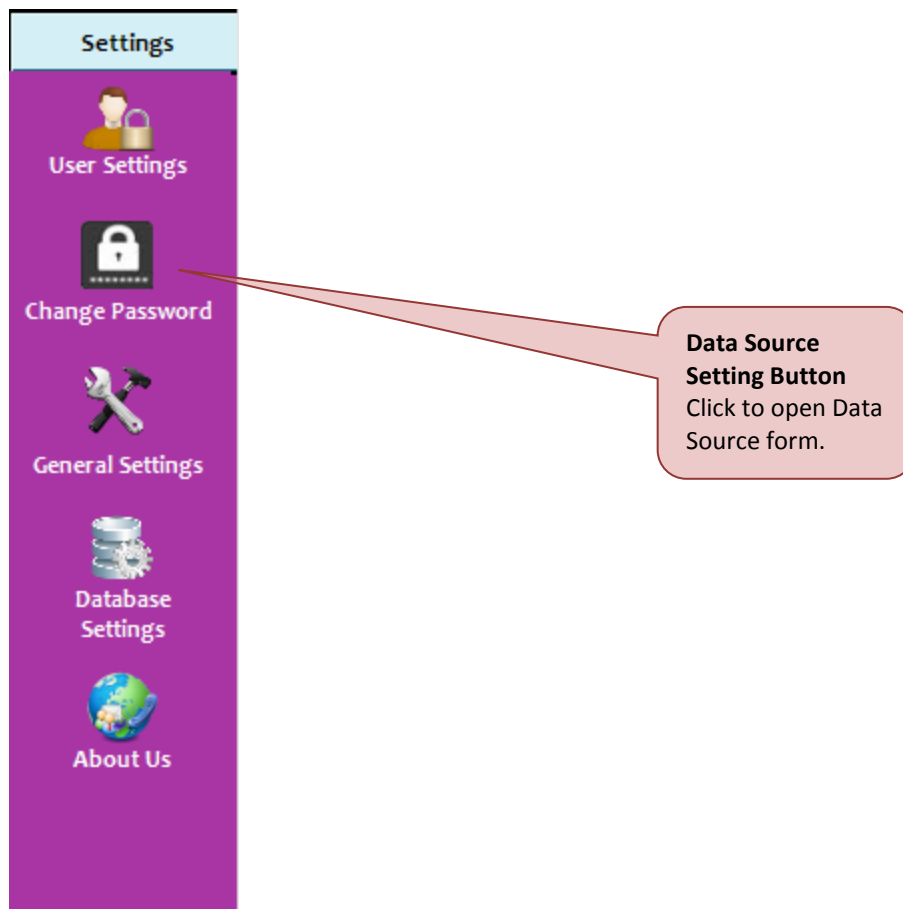
5. Click on the Clear button to clear all key in item on the form.

(E) Close Form

1. Step 1: Click on the Close [Esc] button to close the form. Other than that, user also can close form by clicking on the  button.

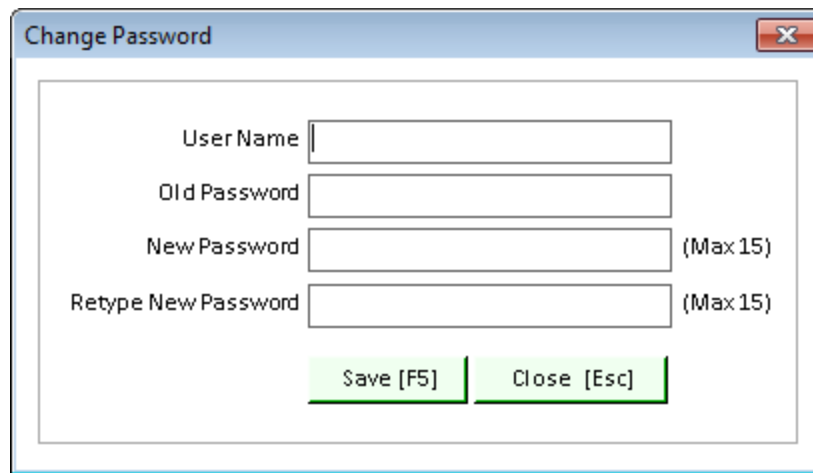
4.5.2 Change Password

Click on the Settings panel button. Then, click on the Change password Button



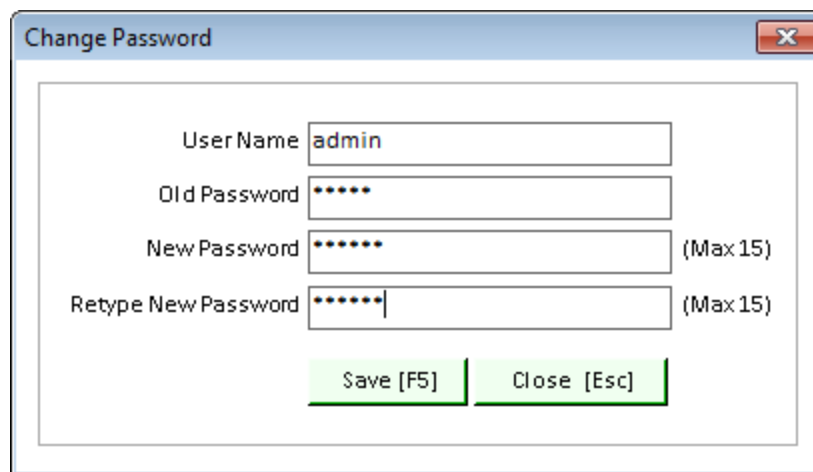
System will display Change Password form as shown below

(A) Change Password



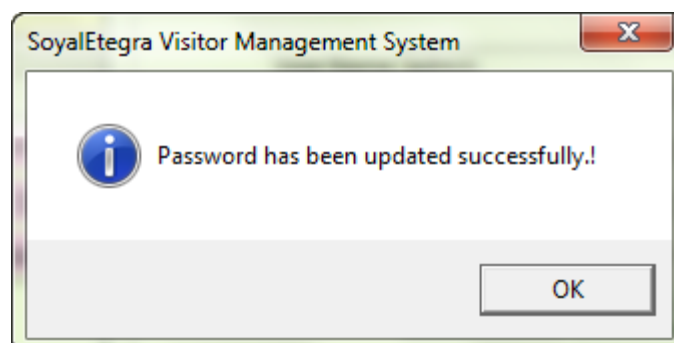
A screenshot of a 'Change Password' dialog box. It contains four text input fields: 'User Name', 'Old Password', 'New Password', and 'Retype New Password'. The 'New Password' and 'Retype New Password' fields have '(Max 15)' next to them. At the bottom, there are two green buttons: 'Save [F5]' and 'Close [Esc]'.

1. Step 1: Enter recent default name and password, then enter new password and retype new password. Click Save [F5] to proceed.



A screenshot of the 'Change Password' dialog box with data entered. The 'User Name' field contains 'admin'. The 'Old Password', 'New Password', and 'Retype New Password' fields are filled with dots, indicating masked text. The 'New Password' and 'Retype New Password' fields have '(Max 15)' next to them. The 'Save [F5]' and 'Close [Esc]' buttons are at the bottom.

2. Step: Finally, system will pop up a success message box. Click on the OK button to close the message box.



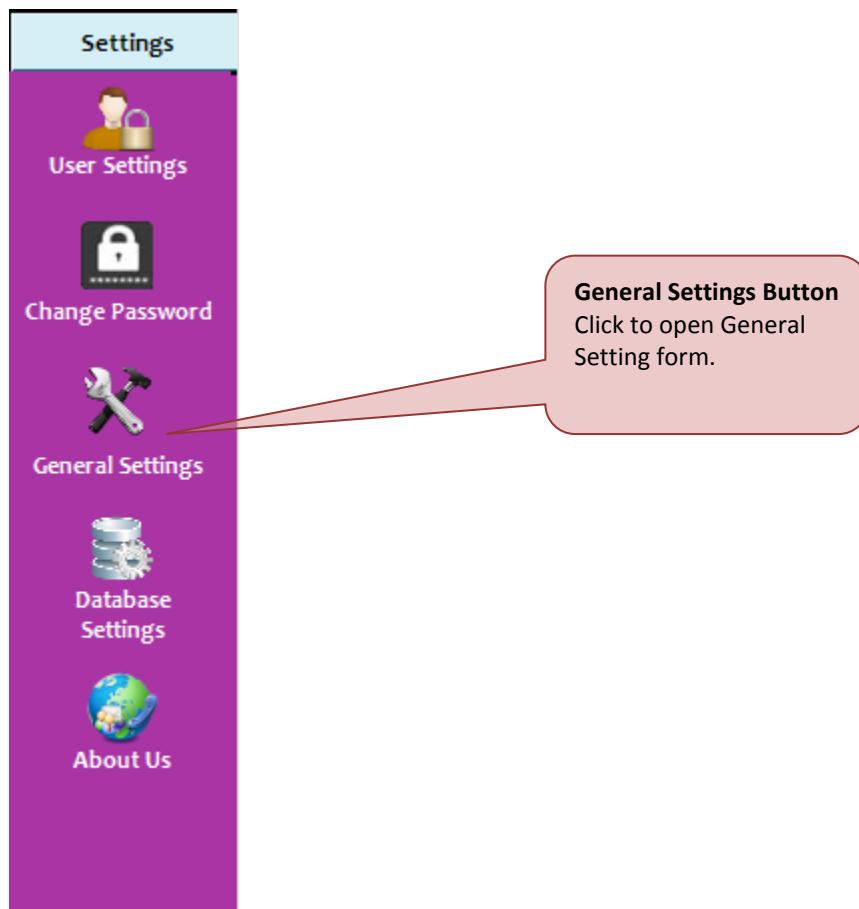
(B) Close Form

1. Step 1: Click on the Close [Esc] button to close the form. Other than that, user also can close form by clicking on the  button.

4.5.3 General Settings

Click on the Settings panel button.

Then, click on the General Settings button under Settings panel.



System will display General Setting form as shown below.

General Settings

General | Company | Card Settings | Door Access | Settings

- ☒ Print visitor slip during check-in
- ☒ Show Check-Out window while application start-up
- ☒ Show Check-In window while application start-up
- ☐ Convert all entry to upper case
- ☐ Enable parking count alert ☐ Reset all parking count
- ☒ Enable remember password option on login screen
- ☐ Disable visitor image cropping on check-in
- ☒ Smart search recent visitor record's by their NRIC [default NRIC]
- ☒ Visitor search window display record count 0 [0 Show All]
- ☒ Record search type for this application by CONTAINS [default CONTAINS]
- ☒ Application auto logout when system idle for Never
- ☒ Auto refresh visitor check-out list by every Never
- ☐ Enable check in/out screen custom caption

[Restore all general settings](#)

Application Usage Type

☐ Residential / Commercial ☒ Company / Factory

All report export type

☐ EXCEL ☐ XML ☒ HTML ☐ CSV

Save [F5] Cancel [Esc]

There are three tabs available under General Setting:-

(A) General

Tick any checkboxes and radio buttons that is suit users need. Click on the OK button to save settings changes.

The screenshot shows the 'General Settings' window with the following elements:

- General Settings** window with tabs: General, Company, Card Settings, Door Access, Settings.
- General Tab:**
 - ☒ Print visitor slip during check-in
 - ☒ Show Check-Out window while application start-up
 - ☒ Show Check-In window while application start-up
 - ☐ Convert all entry to upper case
 - ☐ Enable parking count alert (0) ☐ Reset all parking count
 - ☒ Enable remember password option on login screen
 - ☐ Disable visitor image cropping on check-in
 - ☒ Smart search recent visitor record's by their **NRIC** [default NRIC]
 - ☒ Visitor search window display record count 0 [0 Show All]
 - ☒ Record search type for this application by **CONTAINS** [default CONTAINS]
 - ☒ Application auto logout when system idle for **Never**
 - ☒ Auto refresh visitor check-out list by every **Never**
 - ☐ Enable check in/out screen custom caption
- Application Usage Type:**
 - ☐ Residential / Commercial
 - ☒ Company / Factory
- All report export type:**
 - ☐ EXCEL
 - ☐ XML
 - ☒ HTML
 - ☐ CSV
- Buttons:** Save [F5], Cancel [Esc]
- Callouts:**
 - Restore setting:** This will reset all general setting only. Points to the [Restore all general settings](#) link.
 - Save Button:** Click to save all settings. Points to the Save [F5] button.
 - Cancel [Esc]:** Click to cancel settings changes & close form. Points to the Cancel [Esc] button.

Print visitor slip during check-in Check Box

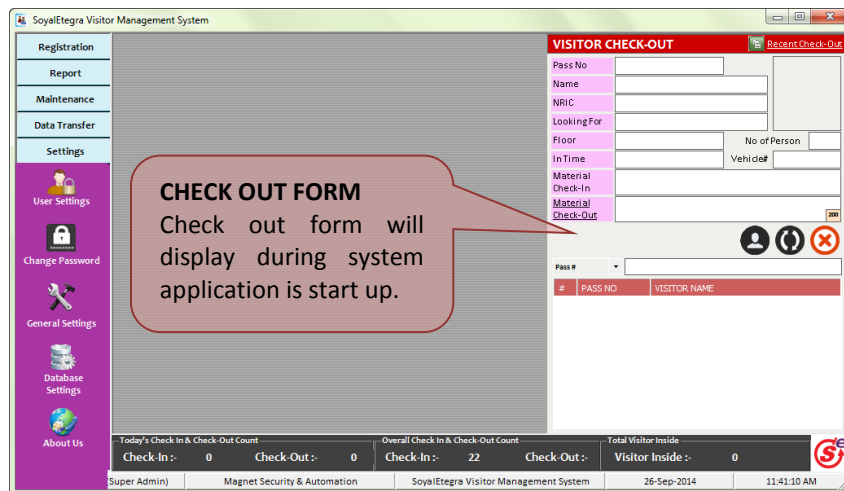
☒ Print visitor slip during check-in

Select the check box to print visitor slip during check in visitor.

Show Check-Out window while application start-up Check Box

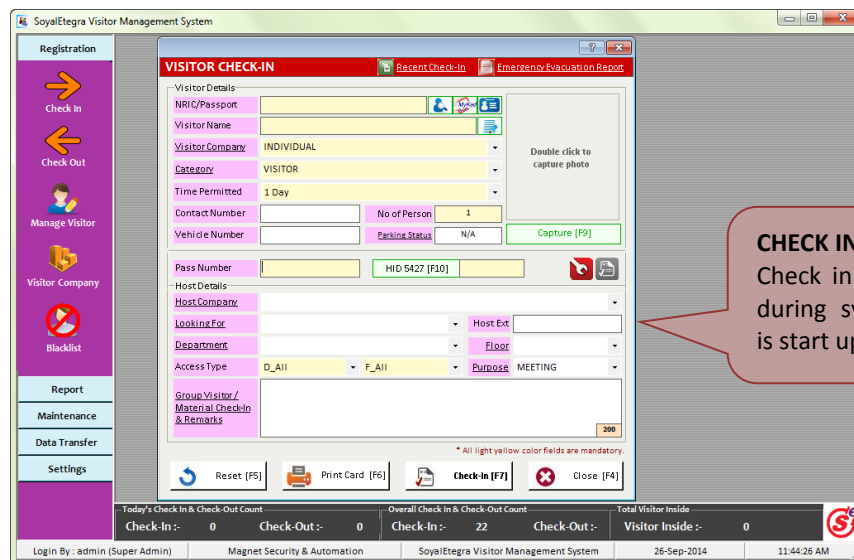
☒ Show Check-Out window while application start-up

Select the check box to show check out window during application is start up. The sample image is shown as below.

Show Check-In while application start-up Check Box

☒ Show Check-In window while application start-up

Select the check box to show check in window during application is start up. The sample image is shown as below.



Convert all entry to upper case Check Box.☐ Convert all entry to upper case

Select the check box to convert all entry to uppercase.

Even user is using lower case font, system will automatically convert it into upper case.

Enable parking count alert Check Box☒ Enable parking count alert ☐ Reset all parking count

Select the check box to enable parking count alert. Fill in the amount of enable parking count is going to be alert.

Select reset all parking count check box to reset all parking count back to initial or 0. When the parking count reach the count alert setting, system will display alert message in CHECK IN form as shown below. Click on Yes button to check in the visitor or click on the No button to cancel check in visitor.

VISITOR CHECK-IN Recent Check-In Emergency Evacuation Report

Visitor Details

NRIC/Passport: 690514148855

Visitor Name: DAVID GUEETA

Visitor Company: INDIVIDUAL

Category: VISITOR

Time Permitted: 1 Day

Contact Number: No of Person: 1

Vehicle Number: 2 Parking Status: 0

Pass Number: 2 HID 5427 [F10] 000000002

Host Details

Host Company:

Group/Visitor/Material Check-In & Remarks

Available parking.

Available parking alert.

Warning!!
Visitor car parking full!!
Do you wish to check-in the visitor?

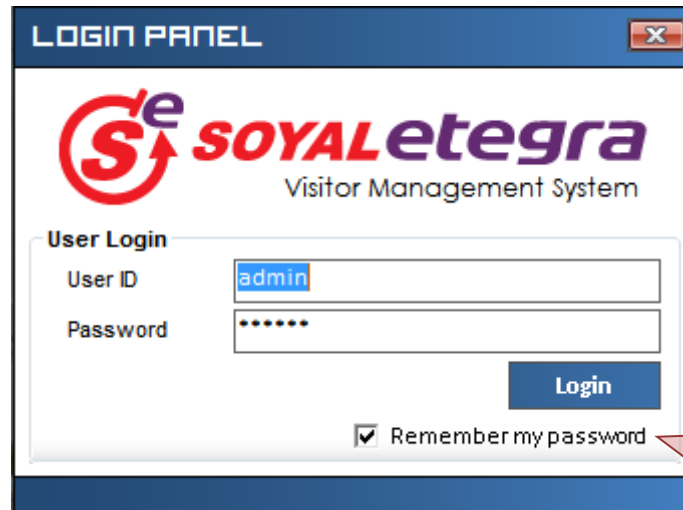
Yes No

Reset [F5] Print Card [F6] Check-In [F7] Close [F4]

Enable remember password option on login screen Check Box

- ☒ Enable remember password option on login screen

Select the check box to display remember password option on login screen. The image is shown as below.

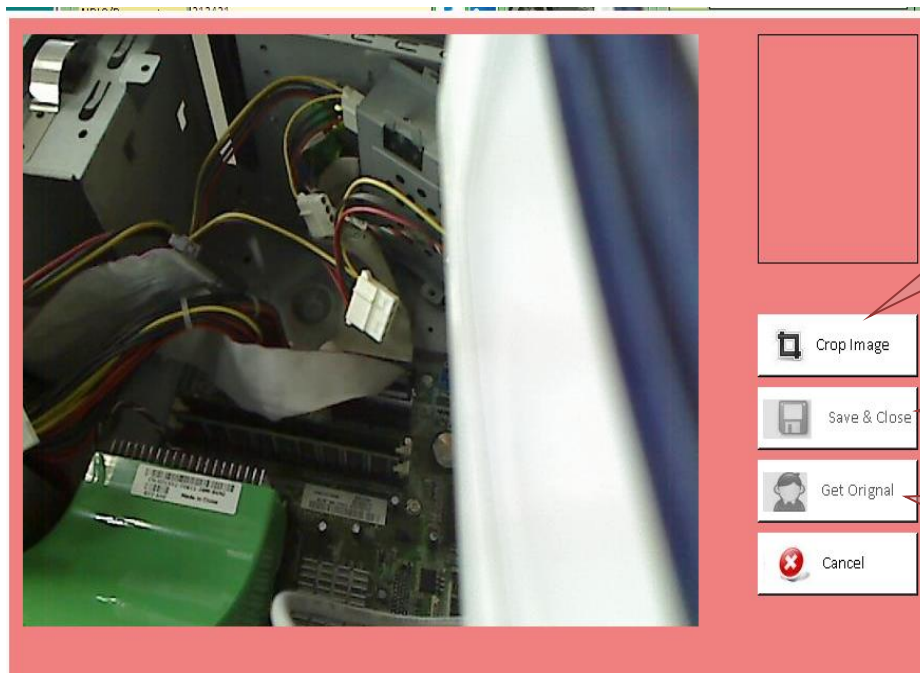


System will display this option on login screen when the **Enable remembers password option on login screen check box** from general setting is

Disable visitor image cropping

- ☐ Disable visitor image cropping on check-in

Unselect the disable visitor image cropping on check in option then check in user , double click on photo frame and capture the picture ,the following window will appear to cropping visitor image:



Button to confirm image cropping

Button to save & close window

Button to get the original size of image

Smart search recent visitor record's by their "Name" or "NRIC"

☒ Smart search recent visitor record's by their NRIC, NAME, ▾ [default NRIC]

Select option either "Name" or "NRIC", then open check in,
Try to search any name of visitor.

The screenshot shows the 'VISITOR CHECK-IN' window. It has a red header bar with 'VISITOR CHECK-IN' and two buttons: 'Recent Check-In' and 'Emergency Evacuation Report'. The window is divided into several sections:

- Visitor Details:** Includes fields for NRIC/Passport (90), Visitor Name (900719145439 : MUSTAPHA AZIZ : 90), Visitor Company (900819142646 : NURUL ASHIKIN HAS), Category (VISITOR), Time Permitted (1 Day), Contact Number, Vehicle Number, No of Person (1), and Parking Status (0). There is a 'Capture [F9]' button and a note 'Double click to capture photo'.
- Pass Number:** Includes a field for HID 5427 [F10] and a 'Capture [F9]' button.
- Host Details:** Includes fields for Host Company, Looking For, Department, Access Type (D_All, F_All), Host Ext, Floor, Purpose (MEETING), and a section for Group Visitor / Material Check-In & Remarks.

At the bottom, there are buttons for 'Reset [F5]', 'Print Card [F6]', 'Check-In [F7]', and 'Close [F4]'. A note at the bottom right states: '* All light yellow color fields are mandatory.'

SMART SEARCH

User can search recent visitor list by typed their name or NRIC depend on the setting

Visitor search window display record count

☒ Visitor search window display record count 0 ▾ [0 Show All]

Tick the box, then choose number for the search result.
"0" is default which will display all the search result.

Search Result

Visitor NRIC

No.	Visitor NRIC	Visitor Name	Vehicle #
1	690514148855	DAVID GUEETTA	
2	771010067887	MUTTU KARUPIAH	
3	860109146799	MOHD HAZWAN SANUSI	1
4	880202146448	NUR FAZILA AHMAD	
5	900719145439	MUSTAPHA AZIZ	
6	900819142646	NURUL ASHIKIN HASIM	
7	921203086222	AYU RAUDHAH	WKA 2828

OK Cancel [Esc]

DISPLAY RESULT

Search result display entire visitor in database if the limit="0"

Record search type for this application

☒ Record search type for this application by **CONTAINS** [default CONTAINS]

Tick the check box to search visitor record on check in and check out either by:

CONTAINS - Type any letter(s) contains search word into search fields. System will display all records which contains that letter(s).

STARTSWITH - Type any letter(s) into search fields starts with initial of search word. System will display all records start from that initial word.

ENDSWITH - Type any letter(s) into search field begin from ending word. System will display all records based on search item.

Application auto logout when system idle

☒ Application auto logout when system idle for **Never**

Tick the check box to disable and select one of options to allow system auto close if no interaction with the system from the user within selected period of time

Never

2 Minutes

5 Minutes

10 Minutes

15 Minutes

30 Minutes

45 Minutes

1 Hour

Never

Auto refresh visitor check-out list by every
☒ Auto refresh visitor check-out list by every

Never

Seconds

Tick the check box to set auto refresh for check-out list,
it can be refresh by seconds or minutes

2

Seconds

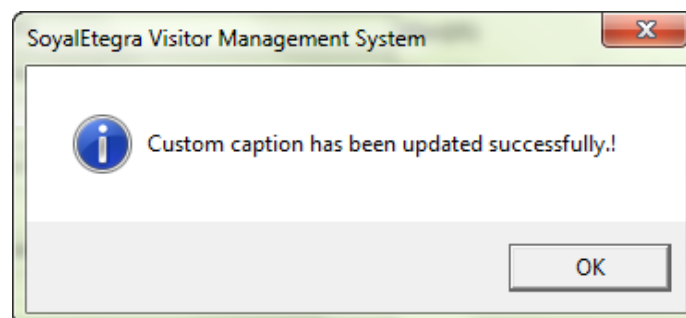
Seconds

Minutes

User custom caption check in/out screen
☒ [Enable check in/out screen custom caption](#)

Click on bluecolor text, Customade/modifying caption.
Display modifying form as shown below.

Then click Save button, system will pop up a success message box. Click on the OK button to close the message box.



Application Usage Type Radio Button

Application Usage Type

☐ Residential / Commercial
 ☒ Company / Factory

Select radio button to set application usage type. Different setting will give different view of CHECK IN form. Below is the image for reference.

Residential/ Commercial

VISITOR CHECK-IN Recent Check-In Emergency Evacuation Report

Visitor Details

NRIC/Passport [Field] [Icons]

Visitor Name [Field] [Icon]

Visitor Company INDIVIDUAL [Dropdown]

Category VISITOR [Dropdown]

Time Permitted 1 Day [Dropdown]

Contact Number [Field] No of Person 1 [Field]

Vehicle Number [Field] Parking Status 0 [Field]

Pass Number [Field] HID 5427 [F10] [Field] [Icon]

Host Details

Organization [Field]

Looking For [Field]

Block [Field]

Access Type D_All [Dropdown] F_All [Dropdown]

Host Ext [Field]

Floor [Field]

Purpose MEETING [Dropdown]

Group Visitor / Material Check-In & Remarks [Field]

Double click to capture photo

Capture [F9]

* All light yellow color fields are mandatory.

Reset [F5] Print Card [F6] Check-In [F7] Close [F4]

Company/Factory

VISITOR CHECK-IN Recent Check-In Emergency Evacuation Report

Visitor Details

NRIC/Passport [Field] [Icons]

Visitor Name [Field] [Icon]

Visitor Company INDIVIDUAL [Dropdown]

Category VISITOR [Dropdown]

Time Permitted 1 Day [Dropdown]

Contact Number [Field] No of Person 1 [Field]

Vehicle Number [Field] Parking Status 0 [Field]

Pass Number [Field] HID 5427 [F10] [Field] [Icon]

Host Details

Host Company [Field]

Looking For [Field]

Department [Field]

Access Type D_All [Dropdown] F_All [Dropdown]

Host Ext [Field]

Floor [Field]

Purpose MEETING [Dropdown]

Group Visitor / Material Check-In & Remarks [Field]

Double click to capture photo

Capture [F9]

* All light yellow color fields are mandatory.

Reset [F5] Print Card [F6] Check-In [F7] Close [F4]

All report export type Radio Button

All report export type

☐ EXCEL ☐ XML ☒ HTML ☐ CSV

Select radio button to set export report format.
This setting is apply to all reports in ViMS.

Note:

Make sure to install Microsoft office first if EXCEL is selected export type, if not system will fail to export the report.

(B) Company

Key in Company Settings details (Name, Address, Tel. No. and Fax).

General Settings

General Company Card Settings Door Access Settings

Company Settings

Company Magnet Security & Automation

Address No 201A
Jalan Sungai Besi

Contact # 0392211060 Fax #

Email Website www.magnet.com.my

Company Banner

Width: 600, Height: 106

Company Logo

Width: 157, Height: 162

Language Settings

English

Set Language

Branch\Location Name Settings

Guard House

Save [F5] Cancel [Esc]

Company Banner
Double click the area to upload company banner.

Company Logo
Double click to upload company start up logo.

(C) Card Setting

There are 2 tabs available under Card Setting:-

Smartcard Reader Settings

No Card

Use this option if doesn't use others option. (Mifare Card, Proximity Card, OEM Mifare & HID Card).

The screenshot shows the 'Smart Card Reader Settings' window. It has tabs for 'General', 'Company', 'Card Settings', 'Door Access', and 'Settings'. The 'Card Settings' tab is active, showing 'Smart Card Reader Settings' and 'MyKad Reader Settings' sub-tabs. The 'Smart Card Reader Settings' sub-tab is selected.

On the left, there are radio buttons for card types: 'No Card', 'Mifare Card', 'Proximity Card', 'Omnikey Mifare Card [10 digit]', 'Omnikey Mifare Card [6 digit]', 'ACR120U Mifare Card [10 digit]', 'ACR120U Mifare Card [6 digit]', 'HID Prox Card', 'HID i Class Card', 'Custom Card Bit', and 'HID 5427 CK' (which is selected).

Callouts provide additional information:

- No Card:** Use this option if doesn't use others option. (Mifare Card, Proximity Card, OEM Mifare & HID Card).
- Open ID card/ Badge Template Designer Link:** Click this link to create/edit template for the card. (Points to the link in the 'ID Card/Badge Template Settings' section).
- Smart Card Reading Settings:** Select to change reader setting. (Points to the 'HID OMNIKEY 5427 CK CL 0' dropdown).
- Smart card Type:** Select one of card type. (Points to the list of card types on the left).
- Open card & Pass Number Mapping Module:** Click this link to manage autofill card & pass no. (Points to the 'Open Card & Pass Number Mapping Module' link in the 'Card & Pass number Settings' section).

Other settings include 'Mifare Settings' (Baud Rate: 57600, COM Port: 1, Buzzer: 0), 'Proximity Settings' (COM Port: 2), and 'Card & Pass number Settings' (Autofill options: 'Autofill pass no mapping by card no', 'Autofill card no mapping by pass no', and 'Disable' which is selected).

Buttons at the bottom: 'GetReader List', 'SetReader', 'Save [F5]', and 'Cancel [Esc]'.

Smart card Type
Select one of card type

Open card & Pass Number Mapping Module
Click this link to manage autofill card & pass no

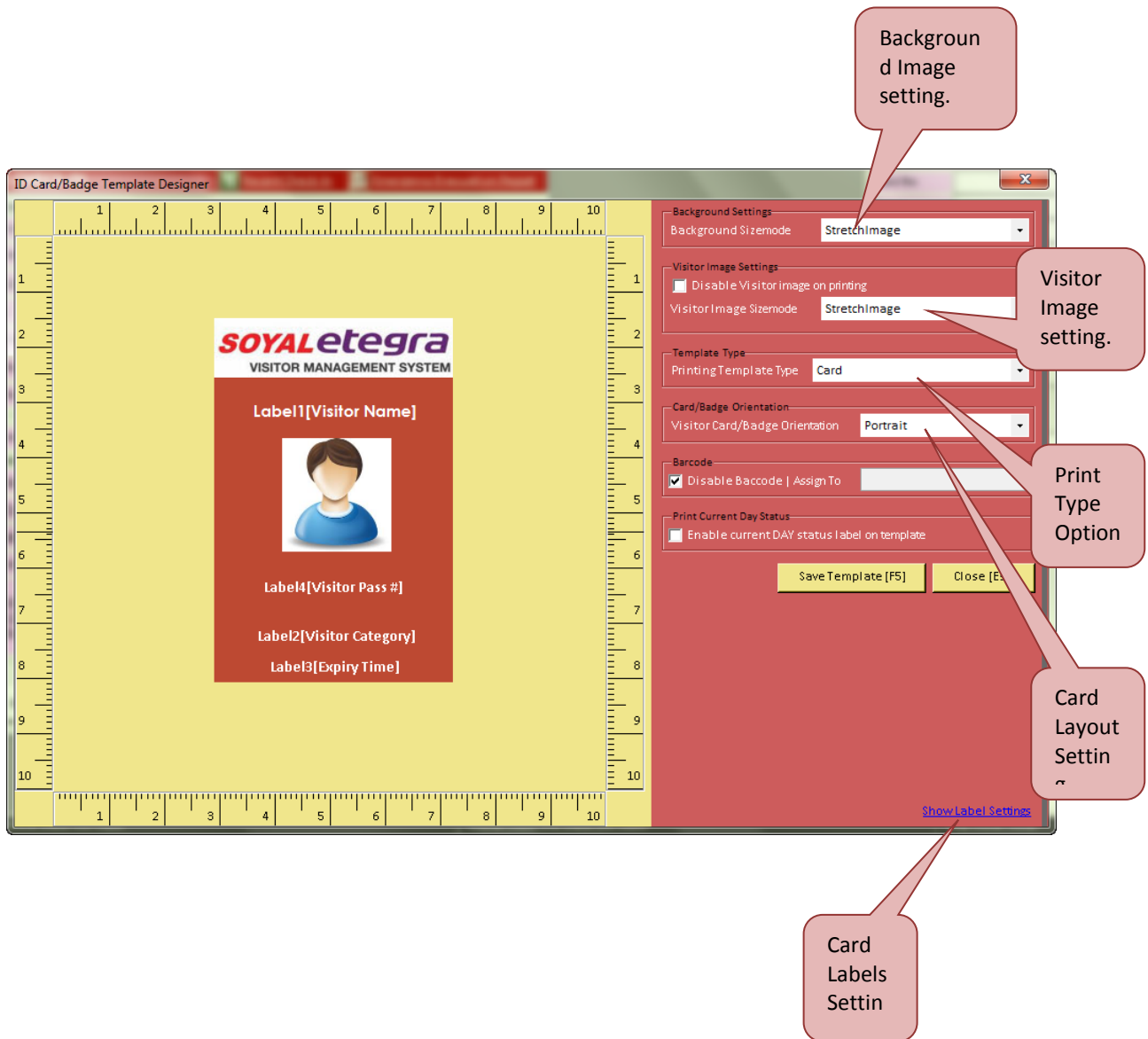
Open ID card/ Badge Template Designer Link

ID Card/Badge Template Settings

[Open ID Card/Badge Template Designer](#)

Please refer
page 179 for
more

Click this link to create or edit template for the card, there are options to set what are the fields to be included in the card. This below image will show the detail:

Card & Pass number setting

Card & Pass number Settings

- ☐ Autofill pass no mapping by card no
☐ Autofill card no mapping by pass no
☒ Disable

[Open Card & Pass Number Mapping Module](#)

Autofill pass no mapping by card no

This option will automatically fill pass no field by typed in card no field

Pass Number	A0013	HID 5427 [F10]	0009912345
-------------	-------	----------------	------------

Autofill card no mapping by pass no

This option will automatically fill card no fields by typed in pass no field

Pass Number	B0001	HID 5427 [F10]	0009954321
-------------	-------	----------------	------------

Disable

This option will be disable autofill function

Open Card & Pass Number Mapping Module

Click this link for Add or remove pass number / card number

Card & Pass Number Mapping

Pass #

Card #

Add

Search Pass #

Remove

#	Pass #	Card #
☐ 1	A0011	0009912346
☐ 2	A0012	0009912347
☐ 3	A0013	0009912345

MYkad Reader Settings

General Settings

General | Company | Card Settings | Door Access | Settings

Smart Card Reader Settings | MyKad Reader Settings

MyKad Reader Settings | MyKad Custom Read Settings

☐ Auto read MyKad (NRIC) information when its available

☒ Set the waiting time to read MyKad info 0 sec. [0 No limit]

☒ Auto read smart card number when its available

MyKad Reader Settings

OMNIKEY CardMan 3x21 0

Get Reader List Set Reader

Smart Card Reading Settings
Select to change reader setting

☒ Enable auto check-out visitor using smart card (Same smart card reader for IN & OUT)

☐ Enable auto check-out visitor using smart card (Different smart card reader)

Check-Out Smart Card Reader Settings

Get Reader List Set Reader

Note : Separate smart card reader is require for auto check-out

☒ Enable visit information pop-out screen for auto check-out visitor

Pop-out screen display time-out 10 sec. [0 Manual close]

☐ Display visitor check-out information in customer display unit 1 [com port]

Save [F5] Cancel [Esc]

(D) Door Access

General Settings

General | Company | Card Settings | **Door Access** | Settings

Soyal

☒ Enable Soyal Lift & Door Access Integration

Soyal database server settings

Database Server:

Database Name:

User Name:

Password:

[Floor Mapping](#)

☒ Auto Check-Out Reader Filters settings

CheckOut Reader(s):

Note: Use ", " to separate the filter set

Door Group Filters settings By Prefix

Door Group Prefix:

Floor Group Prefix:

☒ CCTV Image capture settings

In Reader ID:

Out Reader ID:

Soyal database server settings

Soyal Etegra ACS, SQL server setting. Database Name, Username and password.

Check Out reader setting

Soyal reader as Auto checkout. Refer by reader Door Id.

Door & Floor group settings

Name group in SE-ACS with starting prefix. (Example image group setup in SE-ACS shown below)

CCTV Image capture settings

Soyal reader assign as capturing image. Refer by reader Door Id.

DOOR GROUP

DOOR GROUP LIST

Num	Description
1	D_All
2	D_Staff
3	D_Tenant
254	None

Num:

Description:

Door Level:

Group of door(s) user are allowed to enter.

Door(s) Available		Door(s) Selected	
3	4	1.1	Check In
		1.9	Check Out
		2	829E

Enable Soyol Etegra Access Control System (SE-ACS) integration.

Click enable to integrate with access control. User can find database server setting in soyalserver.

☒ Enable Soyol Lift & Door Access Integration

Soyal database server settings

Database Server	MAG-Tech9\SQL2008
Database Name	soyaletegra
User Name	seserver
Password	*****

[Floor Mapping](#) [Test Connection](#) [Save](#)

Example SE-ACS database server setting

SoyalServer Database

Server :	MAG-TECH9\SQL2008
Database :	soyaletegra
User Name :	seserver
Password :	*****

[Reset](#) [Cancel](#) [Save](#)

Floor Mapping

Floor Mapping

Door group selection

Floor selection

Floor group selection

Soyal Door & Lift Access Mapping with Floors

Soyal Door Group: D_Staff

Soyal Floor Group: F_All

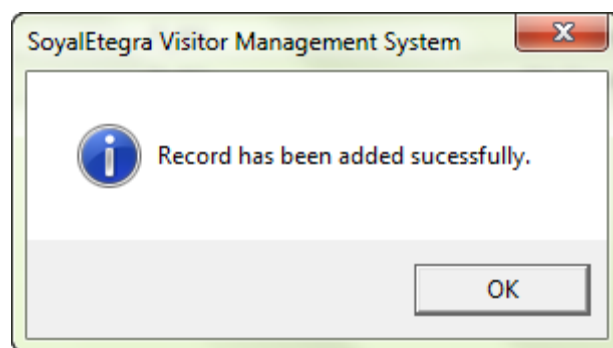
Floor(s): 5th Floor

Add

Search Floor(s):

Door Group	Lift Group	Floor
D_All	F_All	1st Floor
D_Staff	F_All	2nd Floor

Select floor group and door group to assign at which floor(S). Then click add, system will pop up a success message box. Click on the OK button to close the message box.



(E) Setting

Setting page one

General Settings

General | Company | Card Settings | Door Access | Settings

Application Settings | Email Configuration | SMS Configuration | Active Directory Configuration

Settings Tab1 | Settings Tab2 | Settings Tab3

Set mandatory check-in fields—

- ☐ Set visitor 'Telephone Number' field mandatory
- ☒ Set visitor 'Vehicle Number' field mandatory
- ☐ Set 'Host Company' field mandatory
- ☐ Set 'Host Name' field mandatory
- ☐ Set 'Floor' field mandatory
- ☐ Set visitor visit 'Purpose' field mandatory
- ☐ Set 'Group Visitor / Material Check-In & Remarks' field mandatory

- ☐ Disable the 'Print Card/Badge' button on Check-In screen
- ☐ Disable the 'Visitor Search' button on Check-In screen
- ☐ Disable the 'MyKad' read button on Check-In screen
- ☒ Use the passport reader to scan document
- ☒ Show all location visitors check-in list on check-out screen
- ☒ Enable visitor detail popup screen while visitor checkout
- ☐ Enable auto assign visitor smart card number to pass number field
- ☐ Enable visitor pre-booking module
- ☐ Enable auto fill host info based on visitor last visit
- ☐ Enable auto retrieve the pass number based on visitor last visit

Save [F5] Cancel [Esc]

Mandatory fields at CheckIn form. Tick box to set as mandatory fields.

Save Button

To save changes which has been made.

Cancel Button

To cancel the

Disable the 'Print Card/Badge' button on check-in form

- ☒ Disable the 'Print Card/Badge' button on Check-In screen

Tick the option will disable print card button, example image shown below.

The screenshot shows the 'VISITOR CHECK-IN' form. At the top, there are two buttons: 'Recent Check-In' and 'Emergency Evacuation Report'. The form is divided into several sections:

- Visitor Details:** Includes fields for NRIC/Passport, Visitor Name, Visitor Company (set to 'INDIVIDUAL'), Category (set to 'VISITOR'), Time Permitted (set to '1 Day'), Contact Number, No of Person (set to '1'), Vehicle Number, and Parking Status (set to '0'). There is a 'Capture [F9]' button.
- Pass Number:** Includes a field for the pass number, a 'HID 5427 [F10]' button, and a 'Capture [F9]' button.
- Host Details:** Includes fields for Host Company, Looking For, Department, Access Type (set to 'D_All' and 'F_All'), Host Ext, Floor, Purpose (set to 'MEETING'), and a 'Group Visitor / Material Check-In & Remarks' section with a 200-character limit.

At the bottom of the form, there are four buttons: 'Reset [F5]', 'Print Card [F6]', 'Check-In [F7]', and 'Close [F4]'. The 'Print Card [F6]' button is highlighted with a red box. A note at the bottom right states: '* All light yellow color fields are mandatory.'

Disable the visitor search button on Check-In screen

- ☐ Disable the 'Visitor Search' button on Check-In screen

Tick the option will remove the browse visitor button in the check in button.

Before tick the option:

VISITOR CHECK-IN [Recent Check-In](#) [Emergency Evacuation Report](#)

Visitor Details

NRIC/Passport			 
Visitor Name			
Visitor Company	INDIVIDUAL		
Category	VISITOR		
Time Permitted	1 Day		
Contact Number		No of Person	1
Vehicle Number		Parking Status	0

Double click to capture photo

Browse Button
The button will be gone after tick the option

Capture [F9]

After tick the option:

VISITOR CHECK-IN [Recent Check-In](#) [Emergency Evacuation Report](#)

Visitor Details

NRIC/Passport			
Visitor Name			
Visitor Company	INDIVIDUAL		
Category	VISITOR		
Time Permitted	1 Day		
Contact Number		No of Person	1
Vehicle Number		Parking Status	0

Double click to capture photo

Capture [F9]

Disable MyKad reader button

☐ Disable the 'MyKad' read button on Check-In screen

Tick this option and the MyKad reader button will be removed from the check-in screen

Before tick the option:

VISITOR CHECK-IN [Recent Check-In](#) [Emergency Evacuation Report](#)

Visitor Details

NRIC/Passport			Double click to capture photo Capture [F9]
Visitor Name			
Visitor Company	INDIVIDUAL		
Category	VISITOR		
Time Permitted	1 Day		
Contact Number		No of Person	1
Vehicle Number		Parking Status	0

MyKad Reader Button
The button will be gone after tick the option

After tick the option:

VISITOR CHECK-IN [Recent Check-In](#) [Emergency Evacuation Report](#)

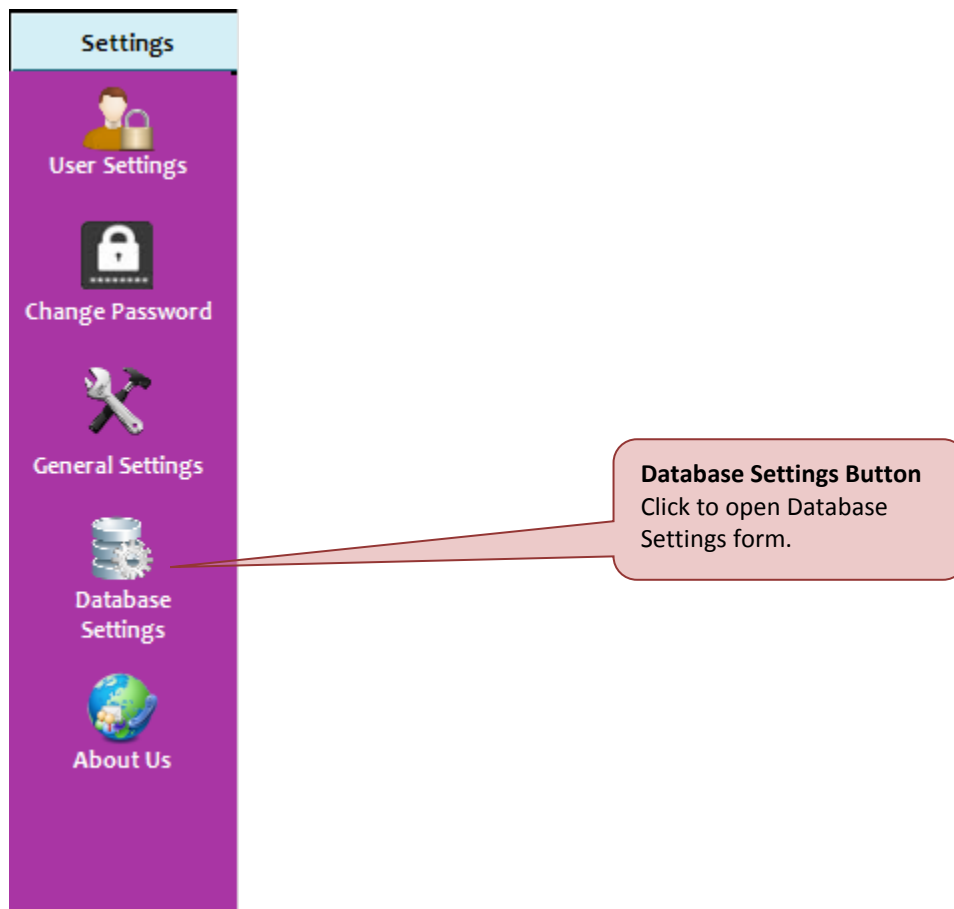
Visitor Details

NRIC/Passport			Double click to capture photo Capture [F9]
Visitor Name			
Visitor Company	INDIVIDUAL		
Category	VISITOR		
Time Permitted	1 Day		
Contact Number		No of Person	1
Vehicle Number		Parking Status	0

4.5.4 Database Settings

Click on the Settings panel button.

Then, click on the Database Settings button under Settings panel.



System will display Database Settings form as shown below.

The screenshot shows a window titled "Database Settings" with three tabs: "Database Management", "Database Backup", and "Database Information". The "Database Management" tab is active. It contains a list of radio button options:

- ☒ Delete all visitor check-in & check-out log information from database
- ☐ Delete all host information from database
- ☐ Delete all visitor information & check-in & out logs from database
- ☐ Delete all information from database
- ☐ Delete visitor check-in logs which are above old.
- ☐ Database backup

Below these options is a section for the backup path:

Backup Path

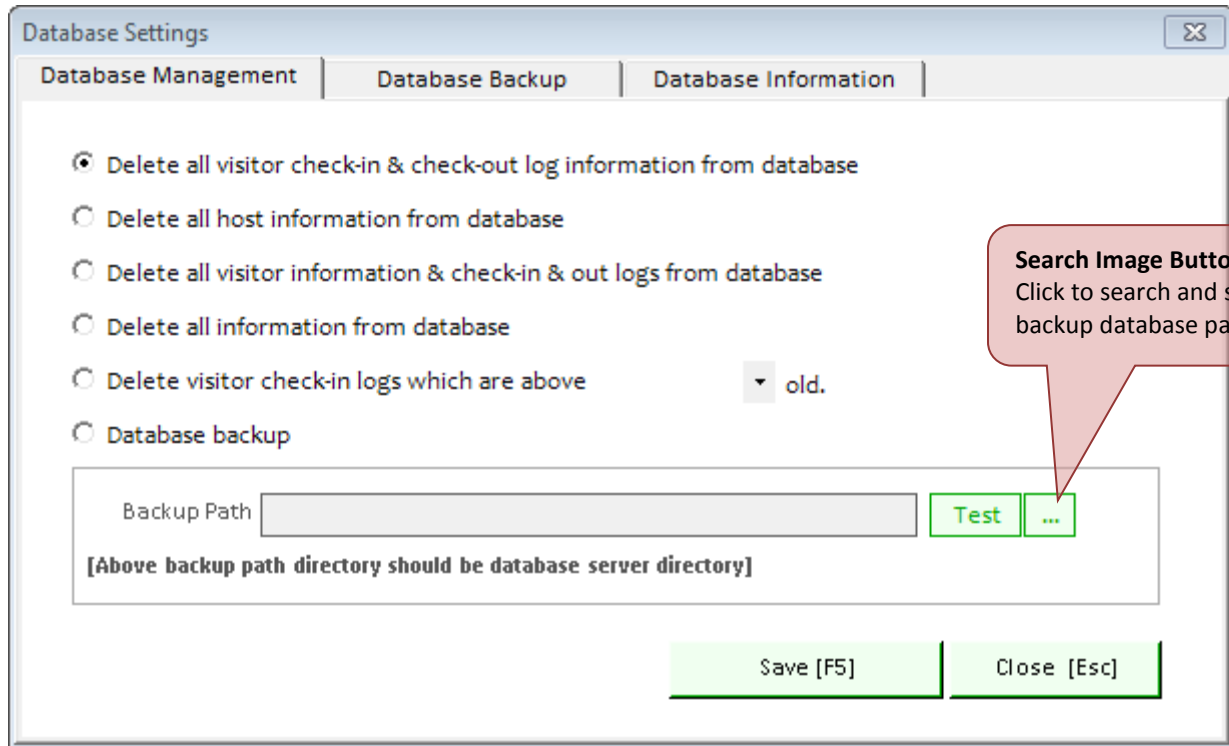
[Above backup path directory should be database server directory]

At the bottom right, there are two buttons: "Save [F5]" and "Close [Esc]".

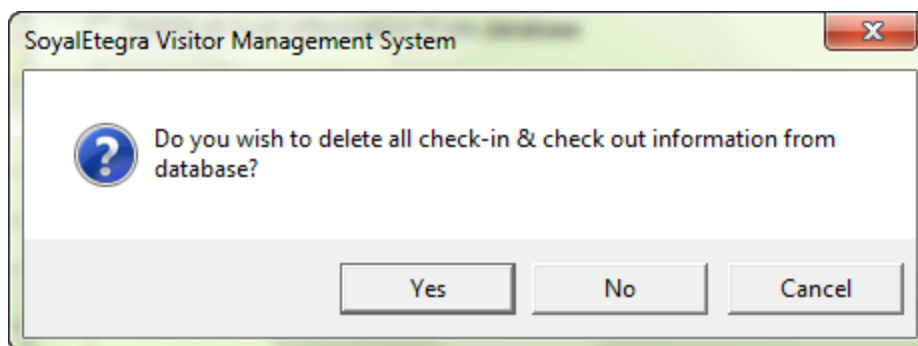
There are three tabs functions available under database settings.

(A) Database Management

1. Step 1: Click on the Database management tabs and select one of method available to delete/clear database.



2. Step 2: Click Save, system will display confirmation message as shown below.

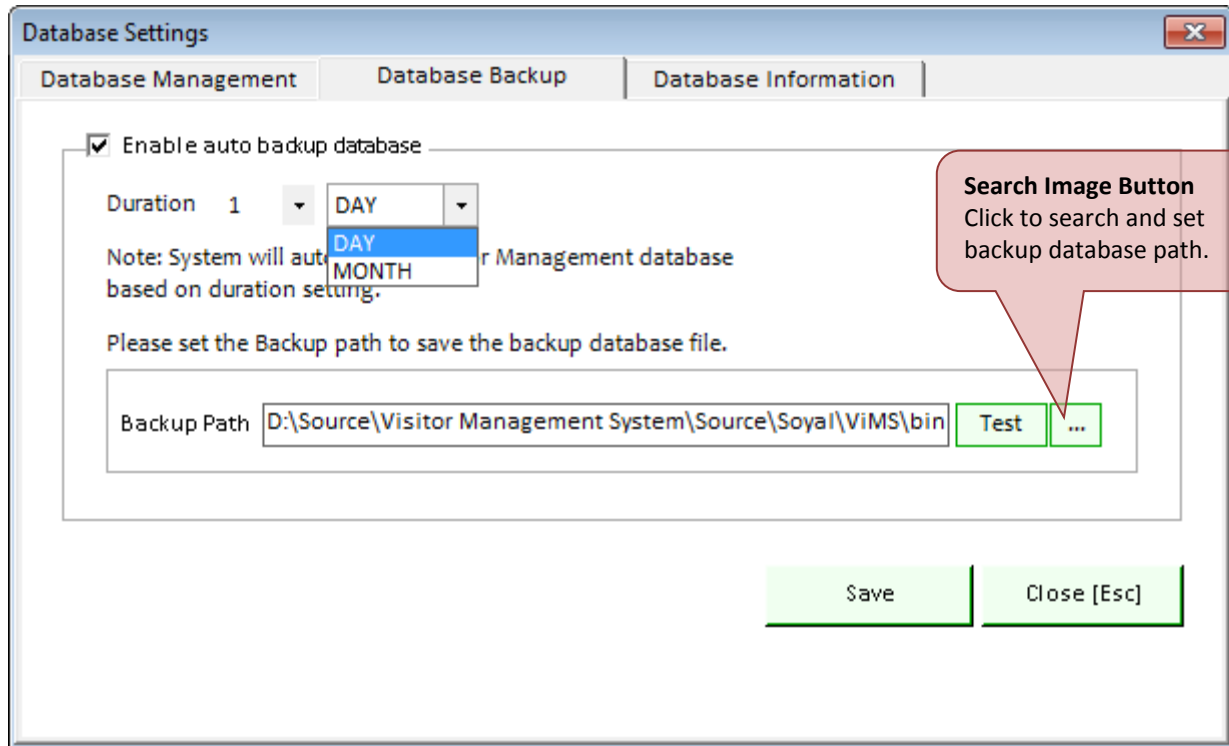


Click on Database backup radio button to backup database manually. Select backup path by clicking on the search image button.

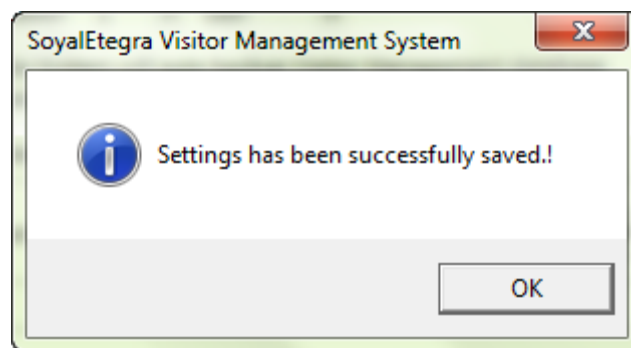
Another options, user can backup database automatically. Click on the Database Backup tabs.

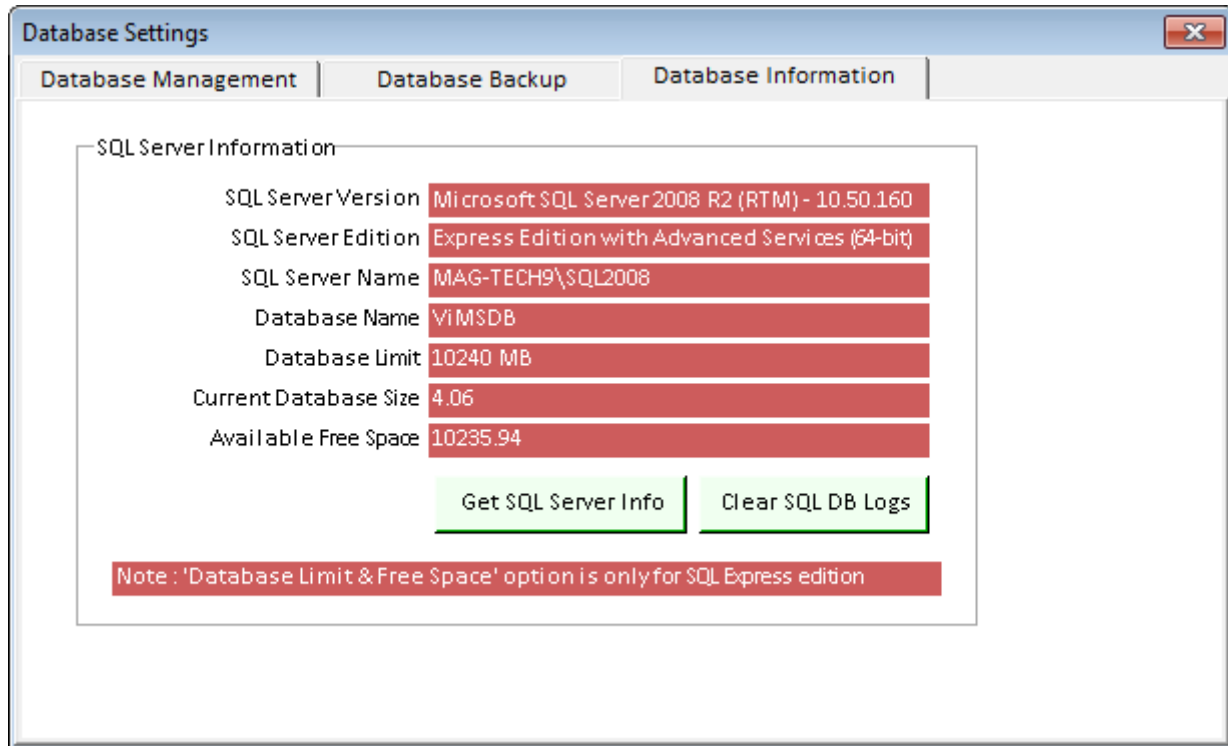
(B) Database Backup

1. Step 1: Set duration from Duration combo box. System will auto backup Visitor Management database based on duration setting.

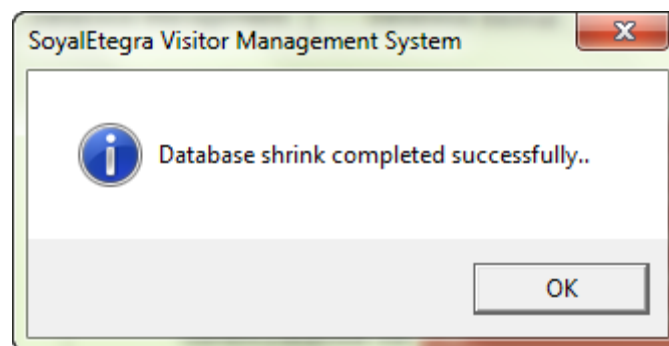


2. Step 2: Set backup path by clicking on the Search image button. Click on the Save button to save settings.
3. Step 3: System will pop up a success message box Click on the Close button to close the form.



(C) Database information

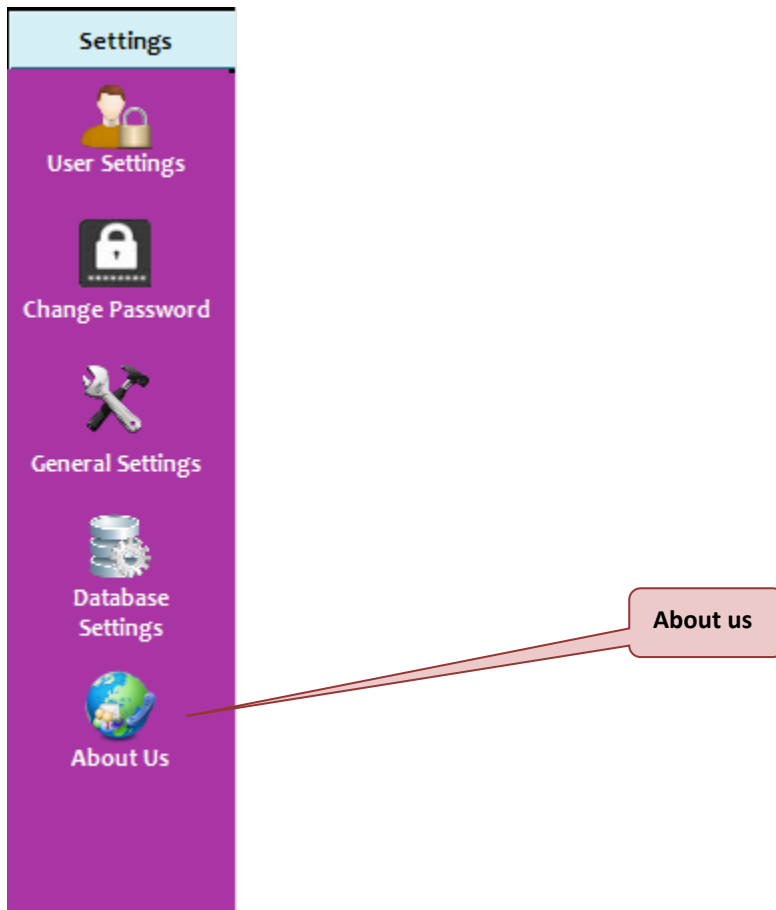
1. Step 1: Click Get SQL Server info button, SQL server information will show.
2. Step 2: Click SQL DB log button to shrink Database logs. Finally, system will pop up a success message box. Click on the OK button to close the message box.



4.5.5 About Us

Click on the Settings panel button.

Then, click on the About Us button under Settings panel. System will display About Visitor Management System (*Desktop) form as shown below.





Click on the OK [Esc] button to close form.

APPENDIX

No	Task	Remarks
1	Receive installation cd, which consists of: ? Setup.exe ? Installation Guide ? User Manual ? Troubleshoot Guide ? FAQ	
2	Install .Net Framework 3.5 (if the machine does not have .Net Framework)	
3	Install ViMS (Please refer installation guide: 3. HOW TO INSTALL ViMS)	
4	Install hardware driver: ? IRIS E Passport Reader Drivers ? OEM Reader Driver ? SCR3310 SmartCard Driver Mifare Driver ? Mifare Reader Driver	
5	Install SQL Server Management Tool and restore ViMS database (if the machine does not restore database automatically)	
6	Attach reader to machine (which has been installed with ViMS)	
7	Run ViMS. (Please refer: 3. HOW TO START ViMS).	
8	Software activation (Please refer: 4. HOW TO CHANGE LICENCE TYPE AND ACTIVATE ViMS)	
9	Test ViMS by registering a new visitor.	