

Visitor Management System (VMS)

Smart, Secure & Streamlined Visitor Control

About VMS

In today's fast-paced corporate landscape, organizations require a modern, automated, and secure Visitor Management System (VMS) to replace inefficient manual logging processes. By eliminating check-in delays and providing complete visibility into visitor movements across all departments, this enterprise-grade solution enhances operational security and efficiency. This document presents a market-ready system tailored specifically to the rigorous demands of manufacturing units, corporate headquarters, and industrial plants.

□ Key Highlights

- Instant visitor lookup using mobile number
 - Auto-generated digital gate pass with visitor photo
 - Manager approval workflow
 - Pre-scheduled visitor pass creation
 - Meal requirement capture before 11:00 AM
 - Multi-level login (Gate, Department, Admin)
 - Complete visitor movement tracking
 - PDF report generation
 - User profile management
 - Secure data storage for future access
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□ Core Features

1. Smart Visitor Lookup at Gate

Security personnel can instantly search **current or previous visitor records** by entering the visitor's mobile number.

- If record exists → auto-populate visitor details
- If not → manual entry with full visitor information

Captured Details Include: Name, Address, Mobile No., Whom to Meet, Department (Management, EDP, HR, Store, General, Plywood, Accounts, Laminate, Maintenance), Purpose, No. of Visitors, Vehicle No., Department In/Out Time, Gate In/Out Time, Company Name, Visitor Photo, Visitor ID No., Remarks.

2. Digital Gate Pass Generation

Once details are captured, the system automatically generates a **digital gate pass** with:

- Visitor photo
 - Unique visitor ID
 - Meeting details
 - Department routing
 - Time stamps
 - Approval status
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3. Manager Approval Workflow

The system sends the visitor request to the respective manager's queue. Managers can:

- View visitor details
 - Approve or reject requests
 - Generate **pre-scheduled gate passes** for their own guests
 - Enter **meal requirements** for the visiting day (before 11:00 AM)
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4. Visitor Movement Tracking

The system tracks every movement:

- Gate In
- Department In
- Department Out
- Gate Out

Department users update **meeting out time**, and gatekeepers update **final exit time**.

5. PDF Report Generation

Admins can generate **date-range based visitor reports** in PDF format:

- Total visitors
- Approved / rejected visitors
- Visitors in waiting
- Visitors inside factory
- Department-wise visitor count
- Meal requirement summary

6. User Profile Management

Each user can view and update:

- Name
- Department
- Phone Number
- Address
- Post Held
- Password

This ensures accurate user identity and secure access.

7. Multi-Level Login System

Gate Login

- Search visitors
- Capture details
- Generate gate pass
- Update gate in/out time

Department Login

- View visitors scheduled to meet them
- Track visitors in waiting
- Enter meeting out time

Admin Login

- View all visitor requests
 - Monitor visitor flow
 - Track waiting visitors
 - Track visitors inside factory
 - Generate reports
 - Manage users
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8. Secure Visitor Record Archiving

All visitor records are stored securely for future access, audits, and compliance.

□ Benefits

- Zero manual errors
- Faster gate operations
- Improved security & compliance

- Real-time visibility of visitor movement
 - Better coordination between gate & departments
 - Accurate meal planning
 - Professional visitor experience
 - Complete digital audit trail
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□ Why This System is Ideal for Organization

- Tailored for manufacturing plant operations
 - Handles high visitor volume efficiently
 - Supports multi-department workflows
 - Ensures transparency and accountability
 - Reduces gate congestion
 - Enhances safety and monitoring
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□ Optional Add-Ons

- QR-based gate pass
 - SMS/WhatsApp visitor notifications
 - Biometric integration
 - Vehicle tracking module
 - Contractor/worker pass management
 - Dashboard analytics
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□ Contact Us

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