Gate Pass Management System

Introduction:

A New Age approach to Visitor Management and Office Administration

In most organizations today, consists of visitors scribbling their name in a paper book. RMA Technologies (p)Ltd is a unique Visitor Management Software that assists you in professionalizing the manner in which you welcome your visitors. The Visitor Management Module allows you to welcome and manage your incoming and outgoing visitors’ whether they are planned or not. This software is a complete Visitor Management service to improve the efficiency, productivity, and customer satisfaction of your businesses.

Providing first-class service to every single visitor, be it a customer or a mere contact is vital in today’s highly competitive environment. First impressions last... And therefore the entry point treatment plays a major role in creating a professional image for an organization.

A well-coordinated reception / security area is the ideal way to manage your visitors efficiently and give them the attention they deserve - and the best news is that you don’t have to invest in highly skilled man power to achieve the same.

The Visitor Register facility in RMA Technologies (p)Ltd is designed to facilitate the organization in doing away with the manual process of filling up of visitor passes. The passes are instead printed on to a self adhesive sticker, which can be easily displayed on the garment of the visitor. The bonus advantage is the printing of the photograph of the visitor which is captured through a webcam and printed onto the sticker pass. In case you feel that the security areas are usually manned by non-computer / Basic English literates, these apprehensions can now be laid to rest, as RMA Technologies (p)Ltd also provides the facility of Vernacular translation of the fields and can be easily comprehended by even a non English literate.

Modules:

User definition through Admin ID

- You can create any number of users here.
- Track the users login profile like Name, passwords, Status, Role and Date Format.
Individual users can customize their display name and date display formats.

Person having the rights to update user module can only modify the other user details like Name, passwords, Status, Role and Date Format.

- Role can be set for the user if he is a non Admin.

**Login Capture:**

Captures basic information of a visitor like Name, Company Name, Address, etc.

- Records additional info: Phone No, Vehicle No, Email ID, Purpose of Visit, Person to meet, Visitor Type, Visiting Floor/Building, Visitors Count

- Contact-Company relationship for visitor.

- Update an existing company or insert a new one.

- Update an existing contact or insert a new one.

- With expected time out for each visitor, highlight visitors who have not checked out after the expected time out.

- Select from a list of print templates to print visitor badge.

- Capture details of items along with serial number and quantity for items taken by the visitor or left by the visitor at the Security.

- Capture the image of the visitor and print it in the Badge.

- Badge printed can be of any size chosen by the user.

- Check-out or update items with a single click.

- Eases data entry for more than one visitor with same information with save and copy option.

*The Visitor Grid Register provides a listing of visitors to the premises along with details on time in time out and a regular counter.*
System Requirement

- Windows XP or superior
- Pentium processor at MHz or higher
- 16 MB RAM
- 80 MB available in the hard disk
- CD-ROM, 2x or higher
- DirectX 3.0 or higher