



Pams - Visitor Manager Features List 2015



1. Visitor Management System :

General Features:

The security requirements of large organizations and infrastructure are challenging and growing increasingly. Visitors should be screened, registered, signed in quickly and allowed to visit only the relevant areas via integration with access control devices. These challenges are managed efficiently by PAMS Visitor Manager- Visitor Management System.

- Faster throughput of visitors at reception.
- Front desk.
- Online Visitors reports.
- For Corporate/Residential/Schools.
- For Multiple Locations/units.

General Functions:

- Online Appointment System.
- Visit Manager at Security Desk.
- Online Employee Visit Management.
- VMS Reports.

2. Visitor Management system software shall support the following features:

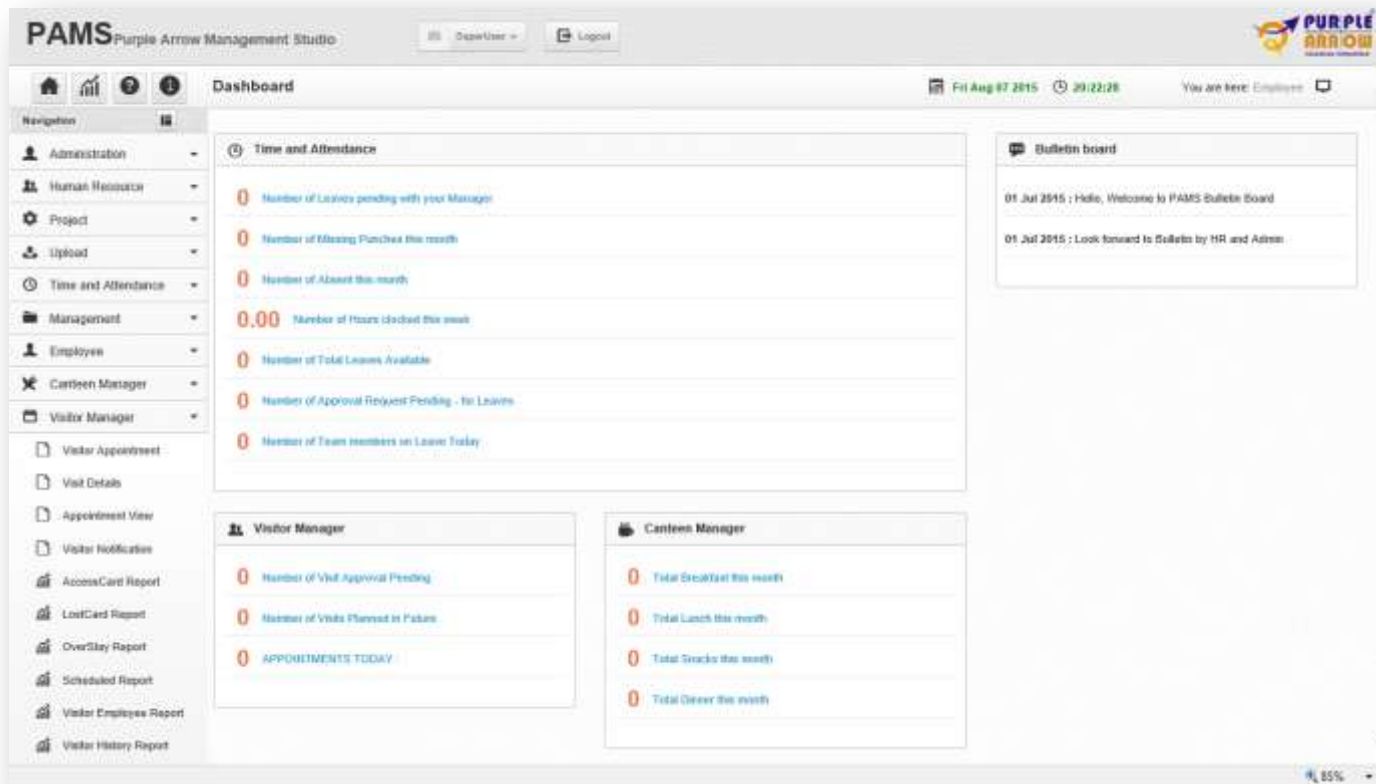
- Online appointment system.
- Online requests for appointment with email authentication.
- Appointment approval and rejections.
- Pre-registration of groups and individuals for one or multiple days. Email notifications on requests, approvals and rejections.
- Appointment details in PDF format with Visit details and barcode.
- Today's appointments and expected visitors.
- MS Outlook Exchange integration for appointments calendar.
- Employee Leave email postpone/regret message.

- Enterprise Level – Multi location/Check posts/Unit, central database
- Visitor Advance intimation at security by email/SMS of their arrival to Employee.
- Outlook and Active Directory integration
- Entry system for Security and Front desk.
- Visitor Enrolment.
- Visitor history tracking.
- Visitor self sign-in using Digital Pen or on Tablet.
- Managing Blacklisting of Visitors and Company.
- Visitor Photo Capture by USB Camera.
- Visitor Items/Materials carried in/out scanning.
- Visitor tracking during visit.
- Access control system integration – Card Issue.
- Visitor sign-out.
- Visitor Current Status View.
- Bulk Upload of Visitors (useful for walk-in etc)

3. Visitor Management Reports:

1. Visit Details – Visit info, Visitor info, materials being carried etc
2. Visitor count by Unit Report for Enterprise.
3. Specific Visitor Details.
4. Visitor History Summary Report- Visitors summary of all visits till date.
5. Card Report- This report will depict Card related to visitors.
6. Visitor material (laptop, mobile, palmtop) Summary Report.
7. Scheduled Visitor Report- This report will depict detail of all scheduled visitors.
8. Lost Card Report- This report will depict detail of visitors who have lost their card during visit.
9. Overstay visitor report- This report will depict visitors list who had overstayed in premises.
10. Visitor of Employee Report- This report will depict visitor's detail of any particular employee.

4. Integrated with PAMS Time and Attendance



5. Security Module

Visitor Management System | Visit Details

File Reports

Purple Arrow CS **PAMS : Visitor Management System**

Visit Material

S.No.	Visitor Name	Access Area	Company Na...	Whom to Meet	Appointment...	Status	Visit Purpose	Access Card ...	Email	In Time	Out Time
1	Vinod Kumar	Gate2, Gate3	Nasscom	Ajay Kumar	2015-08-08	Approved	Presentation	Not Assigned	e@e.com	2015-08-08 11:2...	2015-08-08 12:2...
2	Akshy Kumar	Gate2, Gate3	Morpho, Noida	Shefal Sobti	2015-08-08	Approved	Interview	Not Assigned	t@t.com	2015-08-08 11:1...	2015-08-08 12:1...
3	Rajpal Yadav	Gate3, Gate4	HCL, Delhi	A. V. Shukla	2015-08-08	Approved	Demo	Not Assigned	Te@te.com	2015-08-08 11:1...	2015-08-08 12:1...
4	Rohit Shetty	Gate1, Gate4	CERC, Delhi	Ajay Kumar	2015-08-08	Approved	Meeting	Not Assigned	t@t.com	2015-08-08 11:1...	2015-08-08 11:1...

Visitor Name* Rohit Shetty

Whom To Meet* Ajay Kumar

Visit Purpose* Meeting

Additional Guests

Appointment Date* 08-Aug-2015

Time From* 11:11 AM Time To* 11:11 AM

Access Card Number Not Assigned

Reference Number DELHI/2015-08-08/1

Request Status Approved

Employee Comments

Allowed Area

- Gate1
- Gate2
- Gate3
- Gate4

Visitor Comments

New Save Print Visitor Card Get Access Log Start Visit Close Visit