

VMS
Visitor Management Software

OVER VIEW

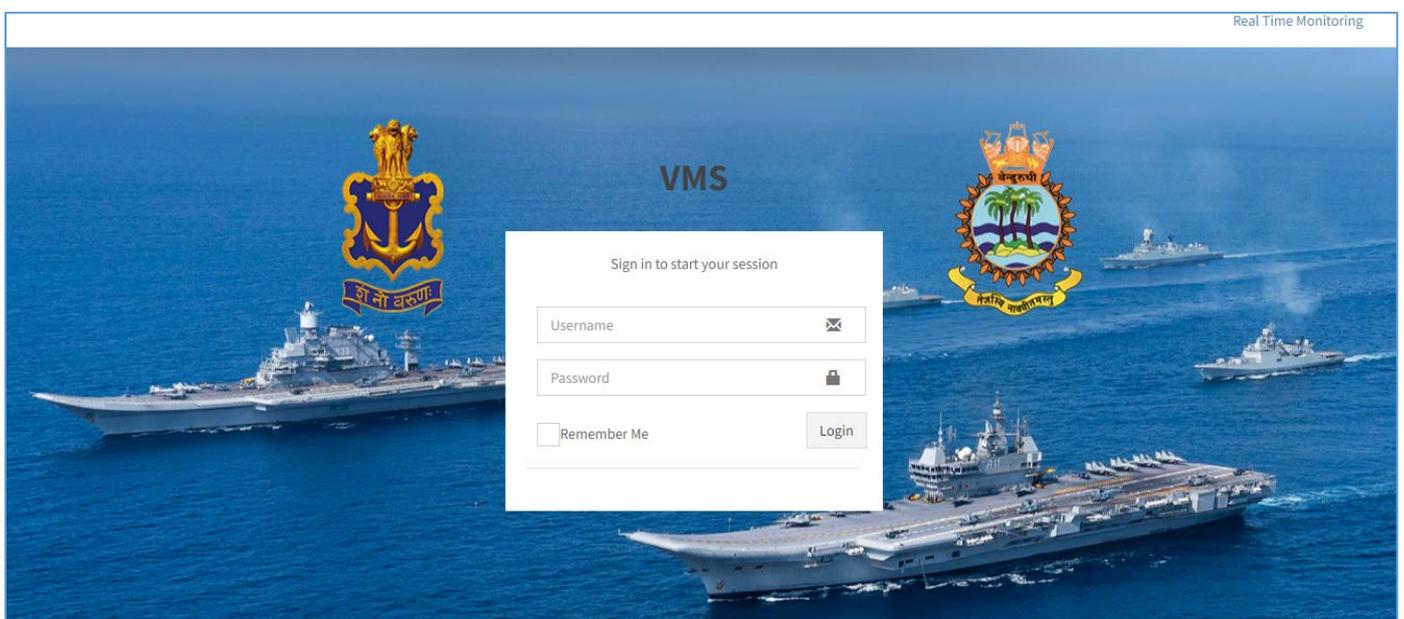
A Visitor Management Software (VMS) is a software solution used by organizations to streamline the process of managing visitors entering their premises. It typically involves digital registration, check-in/check-out procedures, badge printing, and security checks. VMS improves security, enhances efficiency and ensures compliance with regulations while providing a seamless and professional experience for visitors.

MAIN FUNCTIONS

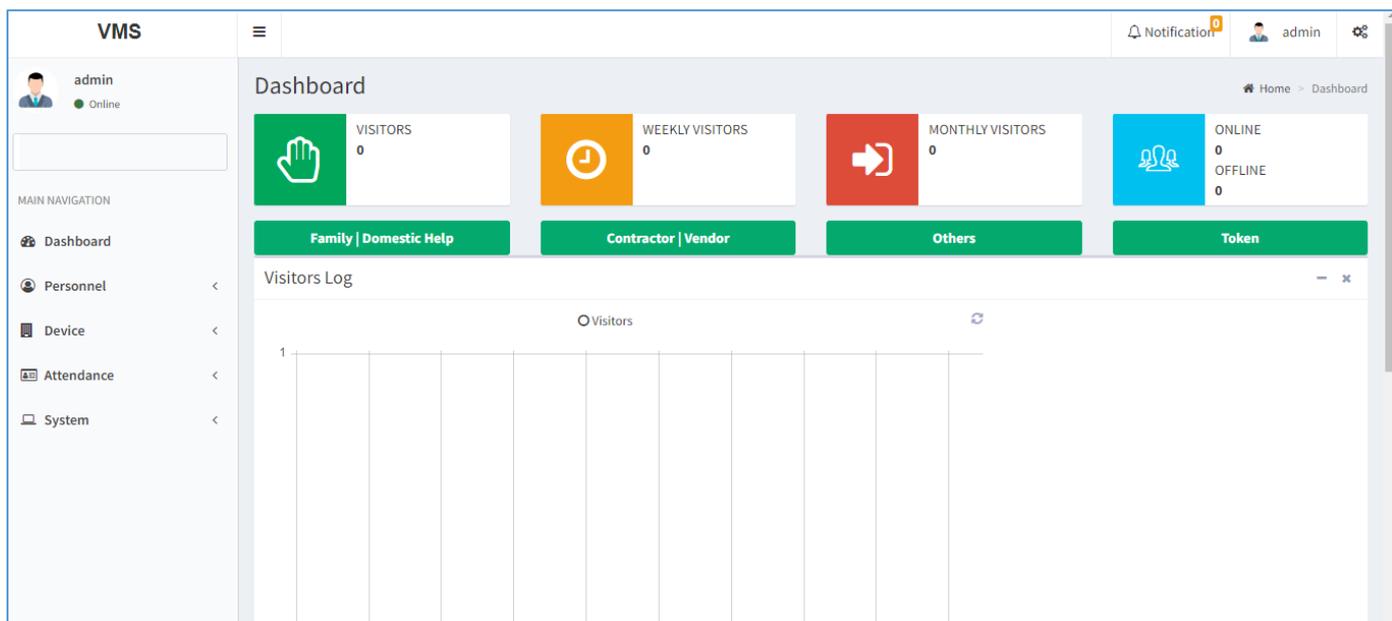
- Web-Based Time Attendance Software.
- Simple Access Control Module.
- Push data.
- Auto-Synchronization of Palm, Finger vein, Fingerprint, face and Card Templates.
- Multiple Admin Privilege.
- Real-Time Data Transmission.
- Visitor detail Reports.
- Advanced search features

LOGIN

Open the browser, enter the server IP address and port number in the address bar and click **Enter** to access the system login interface.



After the user logs in, the system displays the main interface, as shown in the figure below.



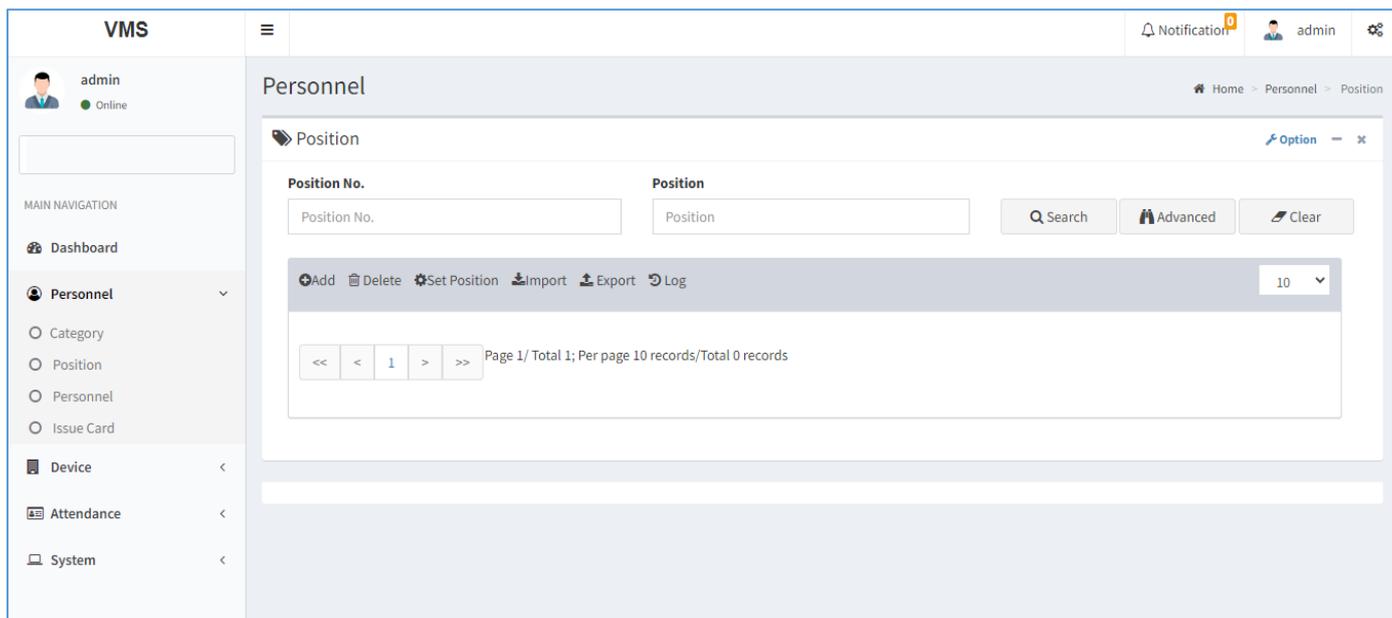
On the main interface, four categories are displayed: **Family/Domestic Help**, **Contractor/Vendor**, **Others**, and **token**. Click on the related fields above to quickly access the corresponding interface.

LOG OUT

Click the **user** on top-right of the interface and click **Sign Out** button to logout from the interface.

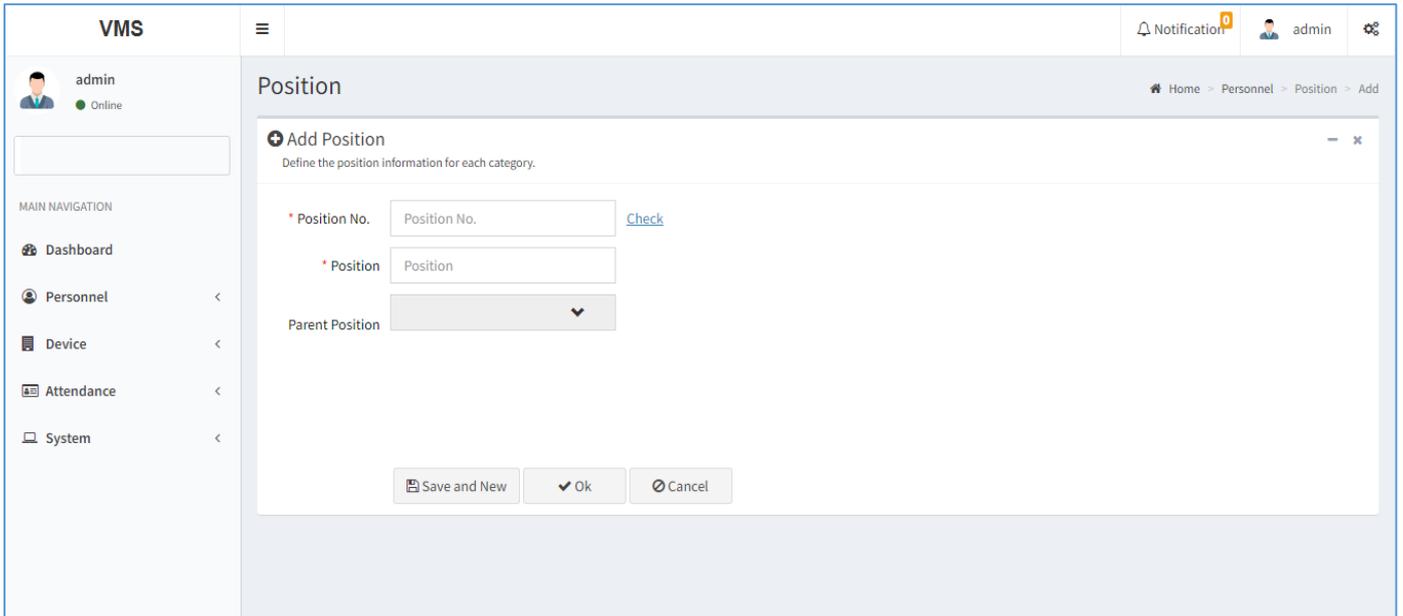
POSITION MANAGEMENT

Before setting company personnel, you need to add corresponding position information for the company. Choose **Personnel** >> **Position** to access the **Position** interface, as shown in the figure below.



ADD POSITION

1. Choose **Personnel** >> **Position** >> **Option** >> **Add** to access the position adding interface.



The screenshot shows the 'Add Position' form in the VMS interface. The form is titled 'Add Position' and includes the following fields and controls:

- Position No.:** A text input field with a 'Check' link to its right.
- Position:** A text input field.
- Parent Position:** A dropdown menu.
- Buttons:** 'Save and New', 'OK', and 'Cancel' buttons at the bottom.

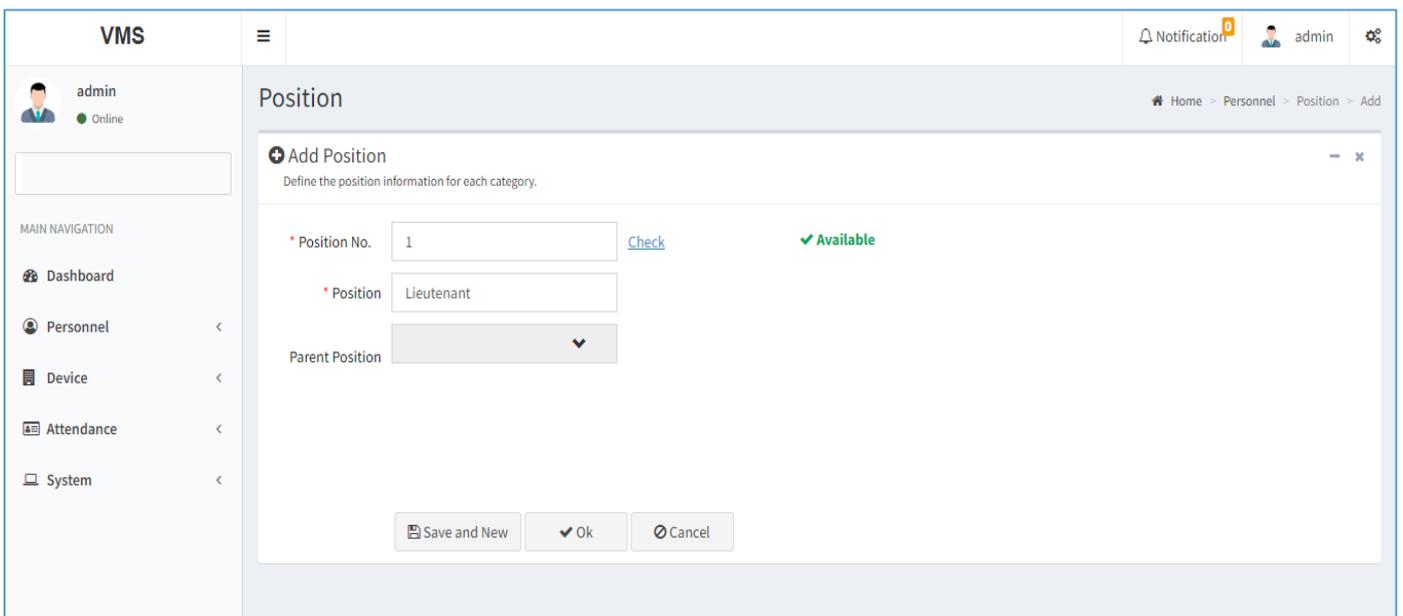
Set the parameters as required based on the following steps:

Position No: Enter the position number (exclusive). Click **Check** to check whether the entered position number exist or not.

Position: Enter the position title.

Parent Position: select the parent position

After the completion setting, click **OK** to save the settings (click **Save and New** to add another position) and return to the **Position** interface. The information on the new position is displayed in the Position list



The screenshot shows the 'Add Position' form after data entry. The form is titled 'Add Position' and includes the following fields and controls:

- Position No.:** A text input field containing '1', with a 'Check' link to its right and a green checkmark and the text 'Available' to its right.
- Position:** A text input field containing 'Lieutenant'.
- Parent Position:** A dropdown menu.
- Buttons:** 'Save and New', 'OK', and 'Cancel' buttons at the bottom.

VMS Notification 0 admin ⚙️

Personnel Home > Personnel > Position

Position Option ✖

Position No. Position

10

<input type="checkbox"/>	Position No.	Position	Parent Position	Employee Count	Related Operation
<input type="checkbox"/>	1	Lieutenant		0	Edit Delete

<< < 1 > >> Page 1/ Total 1; Per page 10 records/Total 1 records

SET POSITION

Choose **Personnel** >> **Position** >> **Option** >> **Set Position**

Search by department and select personnel number or by name then select new position then click **OK**.

Set Position
modify position

Search by Category
 Search by Personnel No./Name
 Search by Area

<input type="checkbox"/>	Personnel No	First Name	Category
<input checked="" type="checkbox"/>	2	GIREESH	Family Domestic Help

<< < 1 > >> Page 1/ Total 1; Per page 100 records/Total 1 records

Selected Personnel(1) Clear

<input checked="" type="checkbox"/>	2	GIREESH	Family Domestic Help
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Select New Position:

Then click **OK** to confirm set position.



VMS Notification ⁰ admin

Personnel Home > Personnel > Position

Position Option

Position No. Position Search Advanced Clear

10

<input type="checkbox"/>	Position No.	Position	Parent Position	Employee Count	Related Operation
<input type="checkbox"/>	1	Lieutenant		0	Edit Delete

<< < 1 > >> Page 1/ Total 1; Per page 10 records/Total 1 records

IMPORT POSITION

Choose **Personnel** >> **position** >> **Option** >> **Import**

Select file by clicking **Browse** then click **Get Import Template** then click **OK** button.

VMS Notification ⁰ admin

Position Home > Personnel > Position > Import

Import - x

To bring a bunch of details from a different program into the one you're using

Select the file you want to import: No file chosen
Only support file formats .xlsx

Importing Template Example:

	A	B	C	D	E
1	Department No	Parent Position No	Position No.	Position	Approved
2	A000001		B000001	123451	1
3	A000002	B000001	B000002	123452	1
4	A000003	B000002	B000003	123453	0
5	A000004	B000003	B000004	123454	0
6	A000005	B000004	B000005	123455	0

Description

1. Import template requires header
2. All fields must be in text format

[Get Import Templates](#)



EXPORT POSITION

Choose **Personnel** >> **Position** >> **Option** >> **Export**

Select **Current export table** and **file type** from the drop down then **click export** button.

The screenshot shows the VMS software interface with the 'Export' dialog box open. The dialog box contains the following fields and options:

- Current Export Table: Position
- File Type: PDF File
- Export Method:E:
 - All Records(max 10000 new records)
 - Select number of records to export
- From No.: 1 records, export total 100 records
- Buttons: Export, Exit

The background interface shows the 'Personnel' section with a table of positions. The table has the following columns: Position No., Position, Parent Position, Employee Count, and Related Operation. A single row is visible with the following data: Position No. 1, Position Lieutenant, Parent Position, Employee Count 1, and Related Operation Edit Delete.

Log: In this whatever change in this software modification, it will display in log.

The screenshot shows the VMS software interface with the 'Log' window open. The window displays a table of log entries with the following columns: Username, Action Time, Object Type, Object Description, Action Identification, and Change Message. The first entry is:

Username	Action Time	Object Type	Object Description	Action Identification	Change Message
admin	5/9/2024 9:54:37 AM	Position	1 Lieutenant	Add	

The window also has search and pagination controls. The background shows the same 'Personnel' section as in the previous screenshot.

EDIT POSITION

If we need to edit/ modify the related position information in the company, you can use the position editing function to modify the position name, number and department. Directly click **Position** or **Edit** under **Related Operation** in the line of the position to be edited to access the editing interface for modification.



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admin Online

MAIN NAVIGATION

- Dashboard
- Personnel <
- Device <
- Attendance <
- System <

Personnel

Home > Personnel > Position

Position Option

Position No. Position Search Advanced Clear

Add
 Delete
 Set Position
 Import
 Export
 Log
 10

<input type="checkbox"/>	Position No.	Position	Parent Position	Employee Count	Related Operation
<input type="checkbox"/>	1	Lieutenant		0	Edit Delete

<< < 1 > >> Page 1/ Total 1; Per page 10 records/Total 1 records

VMS Notification ⁰ admin

admin Online

MAIN NAVIGATION

- Dashboard
- Personnel <
- Device <
- Attendance <
- System <

Position

Home > Personnel > Position > Add

Add Position Option

Define the position information for each category.

* Position No.

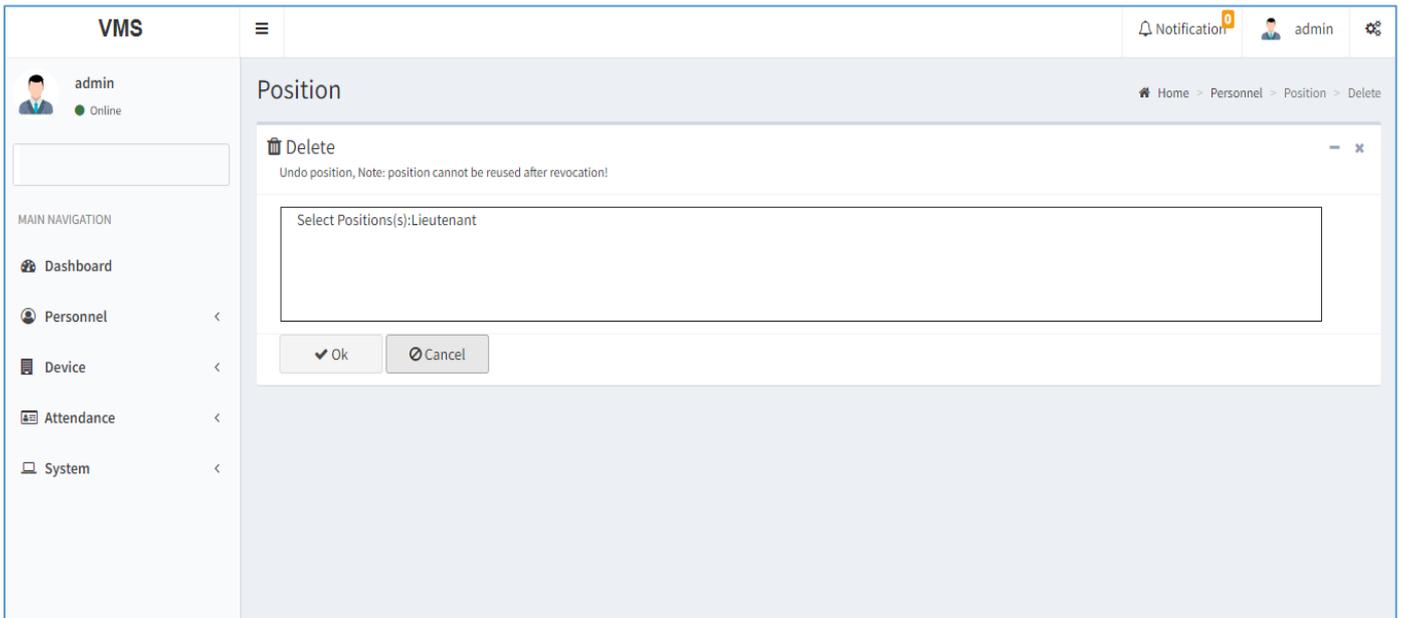
* Position

Parent Position

DELETE POSITION

Select the position to be deleted, and then click **Delete** on upper left of the position list. Or directly click **Delete** under **Related Operation** in the line of position to be deleted to access the confirmation interface for position deletion.

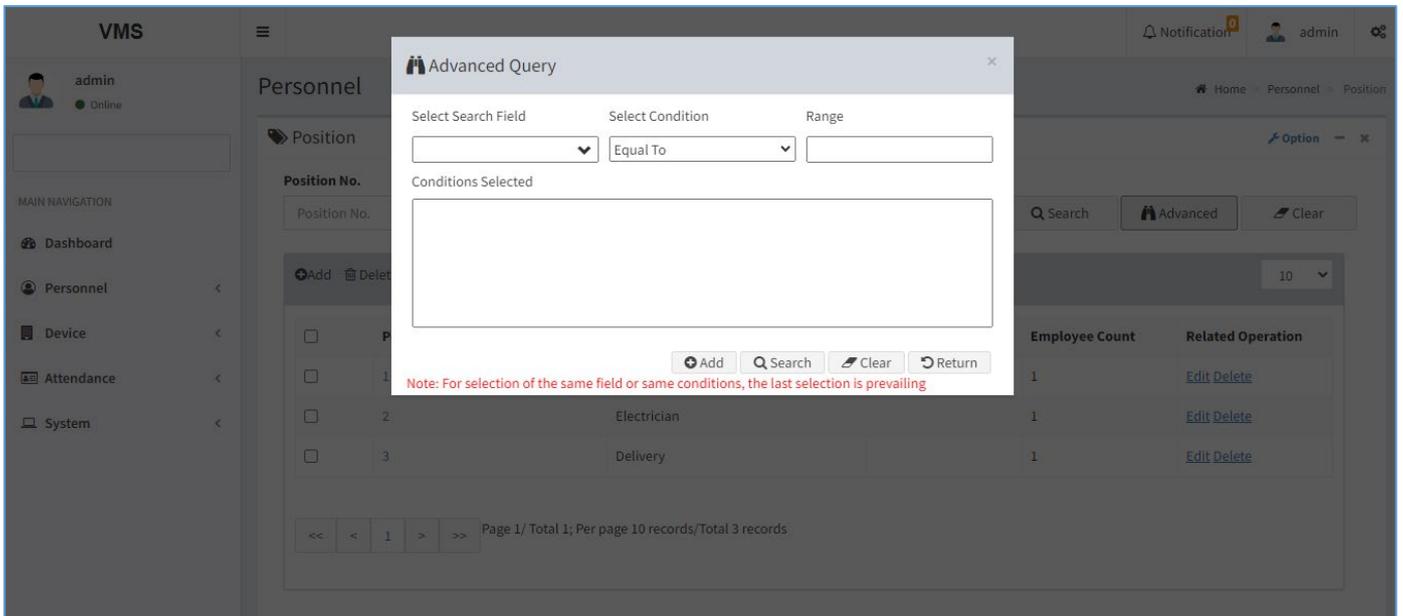




Click **OK** for confirmation of deleting the selected position.

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

PERSONNEL MANAGEMENT

Before using the visitor management function, enter the personnel, for setting it first: personnel settings for entering peoples into the system, allocating category to them and then conducting maintenance.

The personnel management interface is shown below.

The screenshot shows the VMS Personnel Management interface. On the left is a navigation menu with options: Dashboard, Personnel (selected), Category, Position, Personnel, Issue Card, Device, Attendance, and System. The main content area is titled 'Personnel' and contains a search form with fields for Pass No., First Name, Category, Position, Area Name, and Device Privilege. Below the search form is a table with columns: Pass No., First Name, Card No., Category, Position, Privilege, Area, and Operations. The table shows one record. At the bottom of the table, it says 'Page 1/ Total 1; Per page 100 records/Total 0 records'.

This is the personnel interface, where we can add each visitor. There is an **ADD** field in the page to add visitors. After clicking **ADD**, the interface looks like this.

The screenshot shows the VMS Personnel Management interface with the 'Add personnel' form open. The form is titled 'Personnel Profile' and contains the following fields: Device ID (2), Code (KB/DH/24/), Pass No (2), Category (Family | Domestic Help), Position, Date of Issue (08/05/2024), Pass Valid Upto, First Name, LastName, Aadhar Number, Mobile Phone, Date of Birth, Husband's/Father's Name, Profile Photo, and Family Photo. The Profile Photo and Family Photo fields have a note: '(Optimal Size 120x140 Pixel)'. There are 'Capture' and 'Choose file' buttons for the photos, and 'No file chosen' is displayed. The form also has 'Present Address' and 'Permanent Address' fields.



- **Pass No:** The System automatically generate the pass number in an increment order.
- Click **Check** to check whether the number is existed or not.
- **Category:** Select the Category type from the drop-down list.
- **Position:** Select the position from the drop-down list.
- **Date of issue:** It is set to the current date by default. The date of issue is considered as the start date of card issue.
- **Pass valid up to:** It defines the validity of the pass.
- **First Name:** Enter first name.
- **Last Name:** Enter last name.
- **Aadhar Number** Enter the Aadhaar number of the person.
- **Mobile Number** Add the mobile number of the person
- **Gender:** Select a Gender.
 - Date of Birth: Enter the date of birth
 - Husband's/Father's Name: Enter the name of Husband/Father
 - Present Address: Enter the present address of the person
 - Permanent Address: Enter the permanent address of the person
 - PVC NO & Issued from: Enter the Police Verification Certification no issued date
 - PVC Valid Up to: Enter the Police Verification Certification no validity date
 - Sponsoring Officer Name: Enter the Sponsoring Officer Name
 - Sponsor Contact No: Enter the Sponsor Contact No
- **Card No:** Assign card number to person. Enter the card no manually or use a card enroller for issuing cards.
 - Educational Qualification: Enter the educational Qualification of the person.
 - Religion: Enter the religion of the person.
 - House No: Enter the House No
 - Rank: Enter the rank of the officer
 - Designation: In designation field, we have four references – DH (Domestic Helper), HO (Husband Of), SO (Son Of), DO (Daughter Of), Rel (Relation)
 - Set each parameter as needed.

After adding the required details, the main interface is displayed as below

The screenshot shows the VMS Personnel management interface. On the left is a navigation menu with options like Dashboard, Personnel, Device, Attendance, and System. The main area is titled 'Personnel' and contains search filters for Pass No., First Name, Category, Position, Area Name, and Device Privilege. Below the filters is a toolbar with actions like Add, Delete, Adjust Area, Adjust Category, Archived Personnel, Import, Export, and Log. A table displays one record for GIREESH, a Family | Domestic Help employee in the Lieutenant position. The table has columns for Pass No., First Name, Card No., Category, Position, Privilege, Area, and Operations (with links for Print, Edit, and Delete).

IMPORT PERSONNEL

Choose **Personnel** >> **Personnel** >> **Option** >> **Import**

Select file by clicking browse then click **Get Import** template then click **OK** button.

The screenshot shows the VMS Personnel Import interface. It features a 'Choose file' button and a note that only .xlsx files are supported. There is a 'Trim Employee Name' option with radio buttons for 'No' (selected) and 'Yes'. An 'Importing Template Example' section shows a table with columns A through E and rows 1 through 6. Below the table is a 'Description' list with three points: 1. Import template requires header, 2. Personnel No, First Name and Category No are required fields, and 3. All fields must be in text format. A 'Get Import Templates' link is also present. 'Ok' and 'Cancel' buttons are at the bottom.

	A	B	C	D	E
1	Personnel No.	First Name	Department No.	Position No.	Card No.
2	300	David	1	2	1
3	400	Pradi	2	1	123
4	500	Wade	1	1	34
5	600	James	1	1	88
6	700	Smith	1	1	9



EXPORT PERSONNEL

Choose **Personnel** >> **Personnel** >> **Option** >> **Export**

Select **Current Export Table** and **File Type** from the drop down then Click **Export** button.

The screenshot shows the 'Export' dialog box overlaid on the Personnel management interface. The dialog box contains the following fields and options:

- Current Export Table:** Personnel (selected in a dropdown)
- File Type:** PDF File (selected in a dropdown)
- Export Method:**
 - All Records(max 10000 new records)
 - Select number of records to export
- From No.:** 1 (input field)
- records export total:** 100 (input field)
- records:** (input field, currently empty)
- Buttons:** Export, Exit

The background interface shows a table with columns: Pass No., First Name, Category, Position, Privilege, Area, and Operations. The table contains three rows of personnel data.

Log: In this whatever change in this software modification, it will display in log.

The screenshot shows the 'Log' interface with the following details:

- Search Fields:** Username, Action Flag, 10 (records per page), Search, Clear
- Table:**

Username	Action Time	Object Type	Object Description	Action Identification	Change Message
admin	5/9/2024 12:14:18 PM	Personnel	00000004 ADAM	Add	
admin	5/9/2024 12:05:58 PM	Personnel	00000003 JOHN	Add	
admin	5/9/2024 10:43:17 AM	Personnel	00000002 GIREESH	Modify	
admin	5/9/2024 10:15:13 AM	Personnel	00000002 GIREESH	Add	
- Page Info:** Page 1/ Total 1; Per page 10 records/Total 4 records

EDIT PERSON

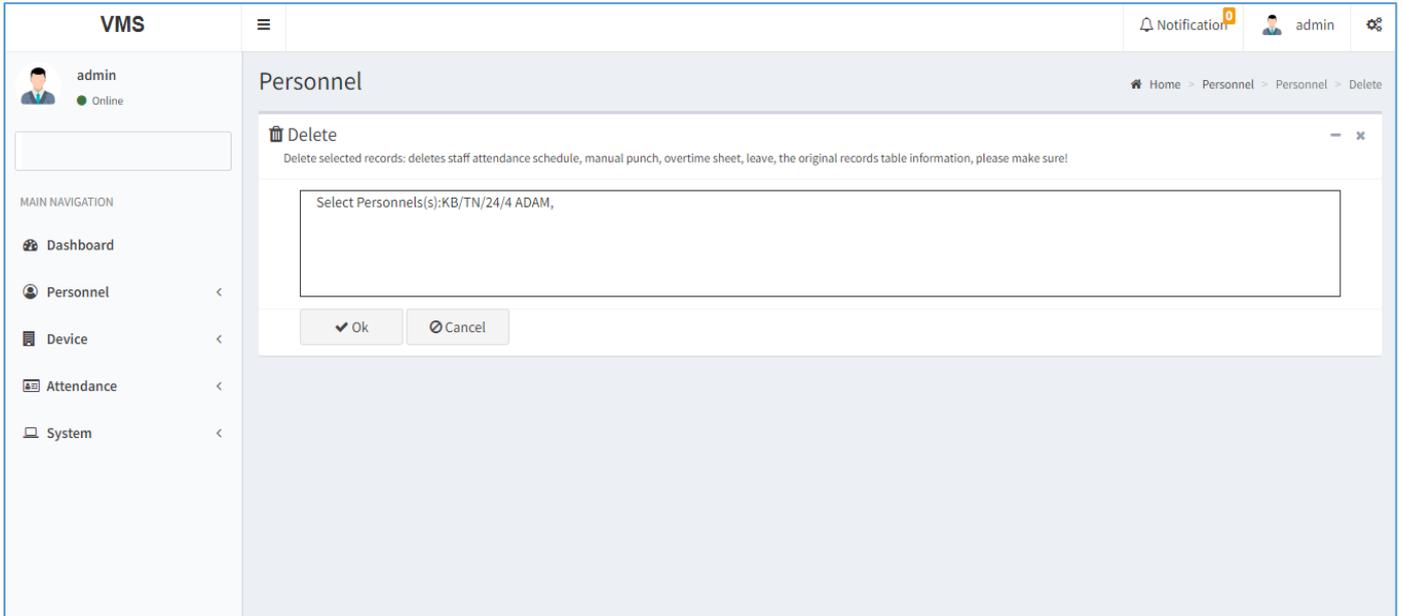
On the **Personnel** interface, select the person whose details need to be edited.

After editing the details, Click **OK** to complete the operation.



DELETE PERSON

On the **Personnel** interface, select the person need to be deleted, and click **Delete** on upper left of the personnel list to access the confirmation interface for deletion.

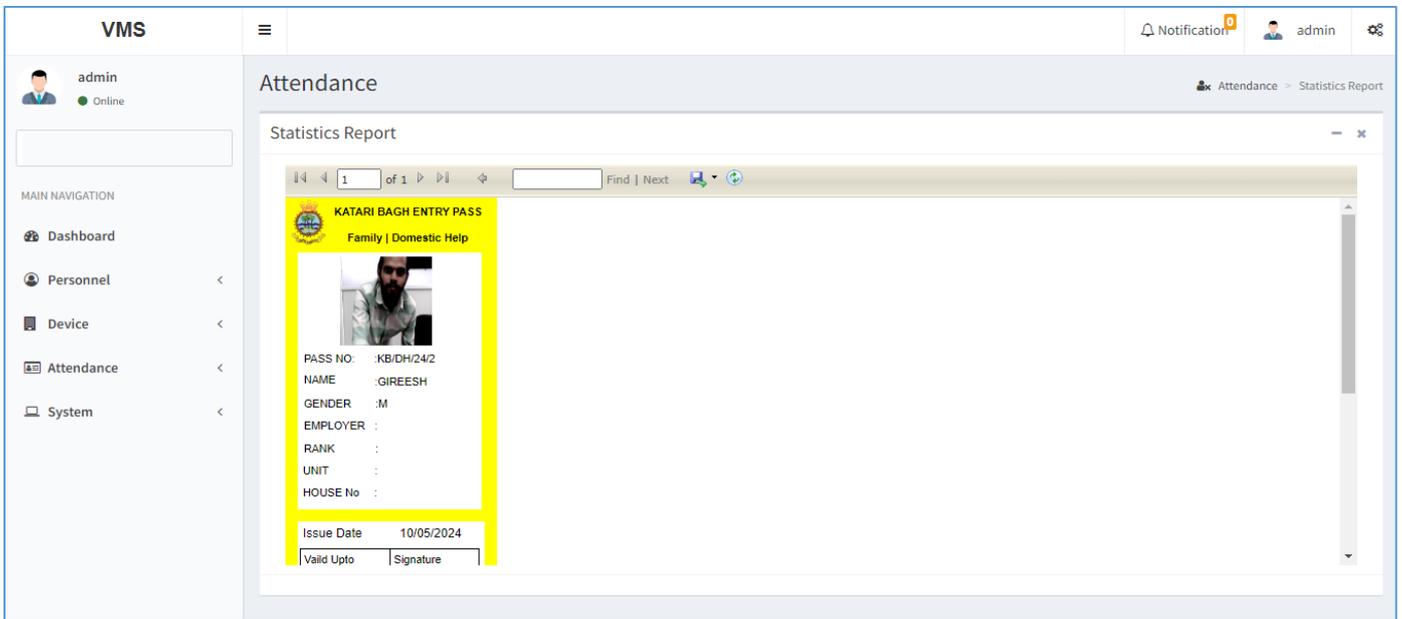


Click **OK** to complete the deletion operation.

Note: When you delete a person, the information of this person in the database will also be deleted.

PRINT PERSON

This interface is used to view the person details in pdf form.



ADJUST AREA

On the **Personnel** interface, select the person need to adjust the area, and click **Adjust Area** on upper left of the personnel list to access the confirmation interface for adjust area.

The screenshot shows the VMS interface with the 'Personnel' section active. A modal window titled 'Area adjustment' is open. The modal contains the following elements:

- Select Personnels(s):** A text input field containing 'KB/TN/24/4 ADAM,'.
- Adjusted to Area:** A section with a checkbox for 'Include Subordinate Areas' (unchecked) and a dropdown menu showing 'Default Area' (selected).
- Transfer Reason:** A text input field.
- Remarks:** A text input field.
- Buttons:** 'Ok' and 'Cancel' buttons at the bottom.

Set the parameters as required based on the following picture above:
Click **OK** to complete the adjust area operation.

ADJUST CATEGORY

On the **Personnel** interface, select the person need to adjust the category and click **adjust category** on upper left of the personnel list to access the confirmation interface for adjust category.

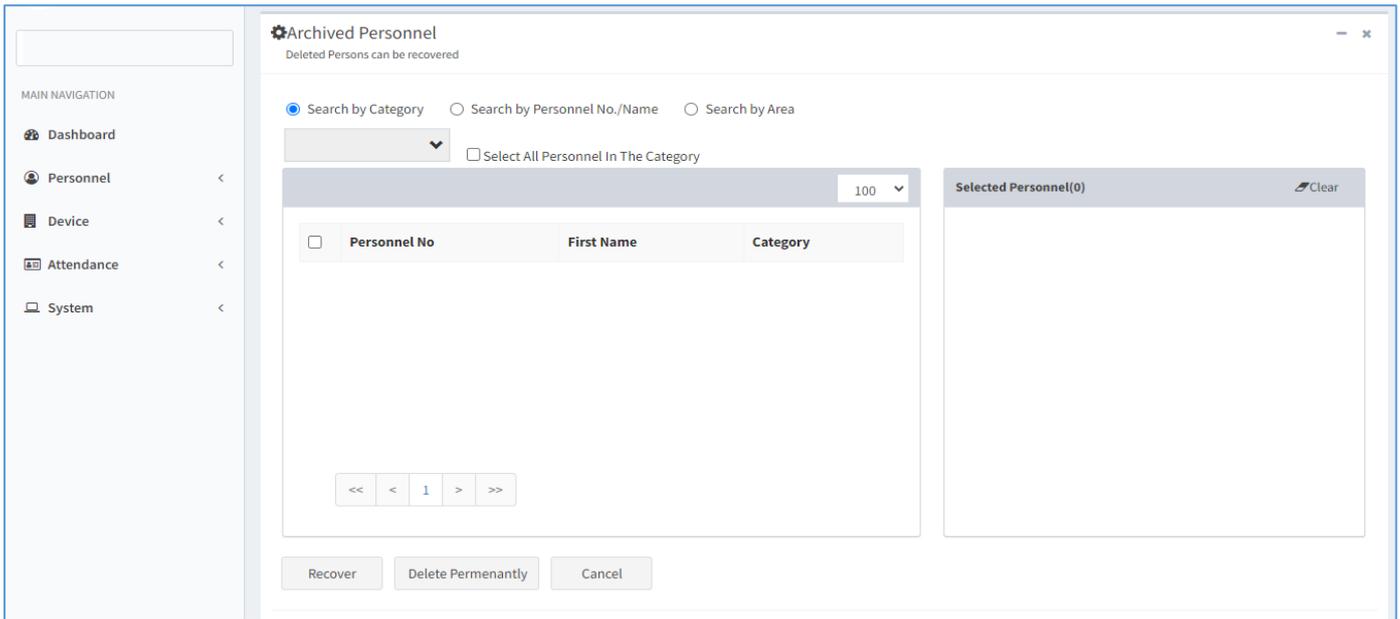
The screenshot shows the VMS interface with the 'Personnel' section active. A modal window titled 'Adjust Category' is open. The modal contains the following elements:

- Select Personnels(s):** A text input field containing 'KB/TN/24/4 ADAM,'.
- Adjusted to Category:** A dropdown menu with 'Ok' selected.
- Transfer Reason:** A text input field.
- Remarks:** A text input field.
- Buttons:** 'Ok' and 'Cancel' buttons at the bottom.

Set the parameters as required based on the picture above:
Click **OK** to complete the adjust category operation.

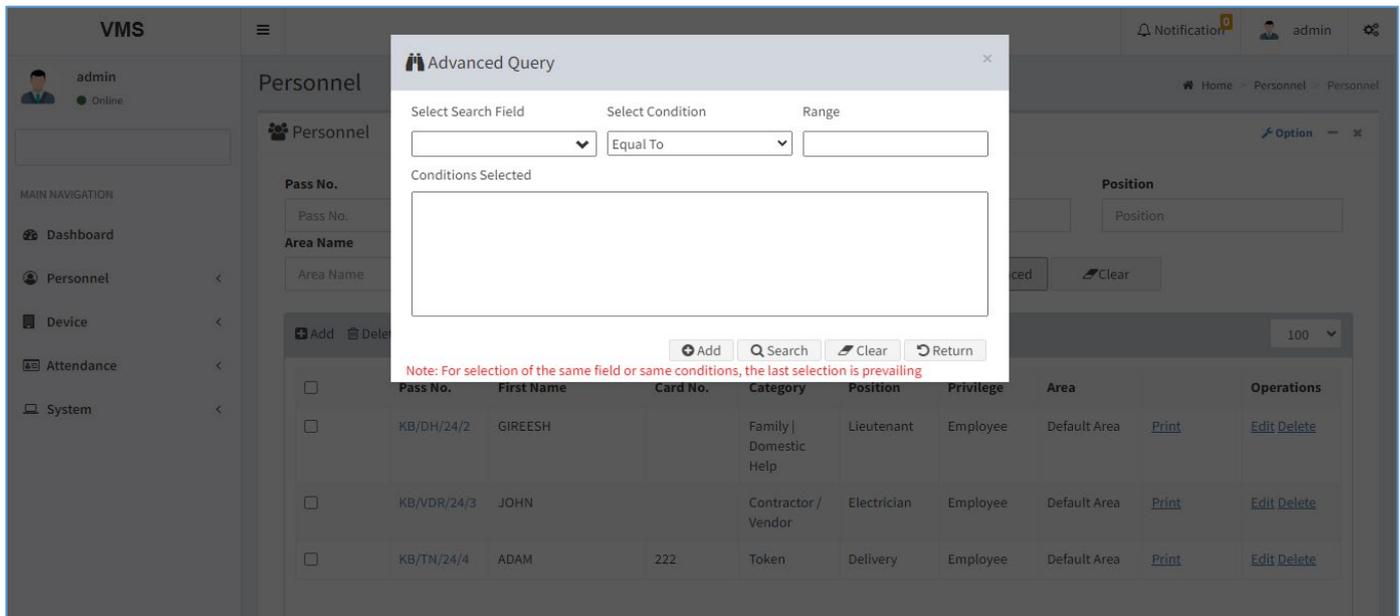
ARCHIVED PERSONNEL

All deleted personnel can be viewed in Archived Personnel. You can recover it or delete them permanently



ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

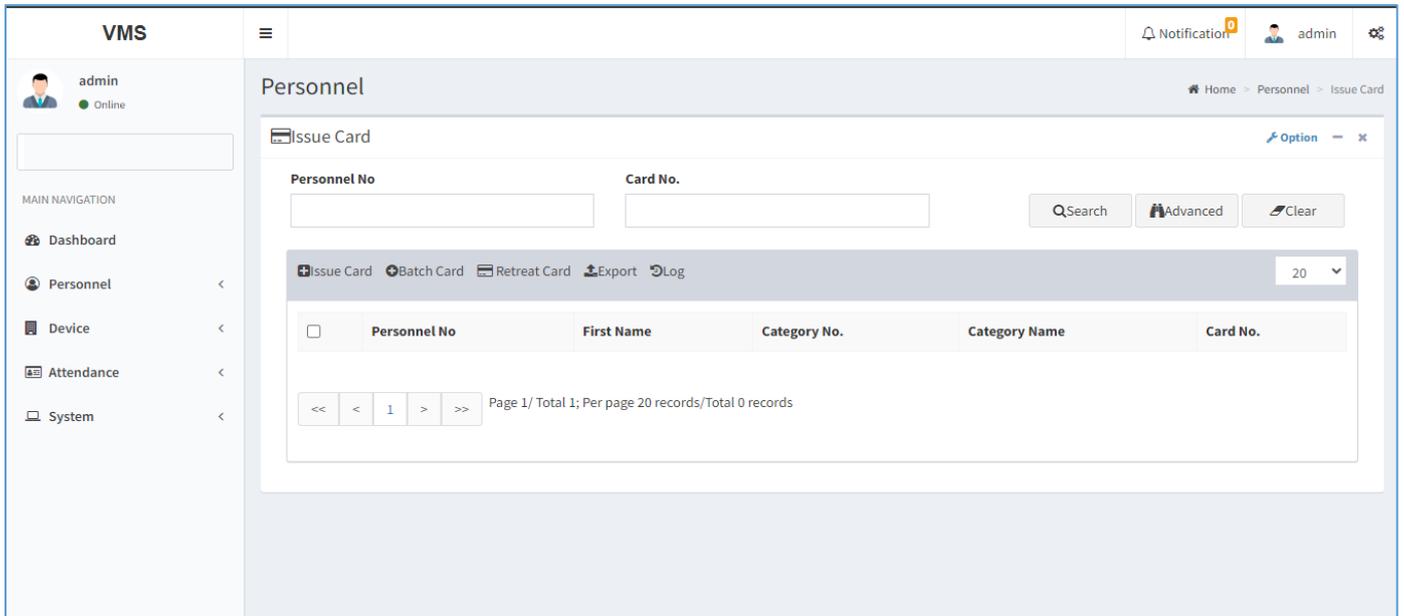
Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

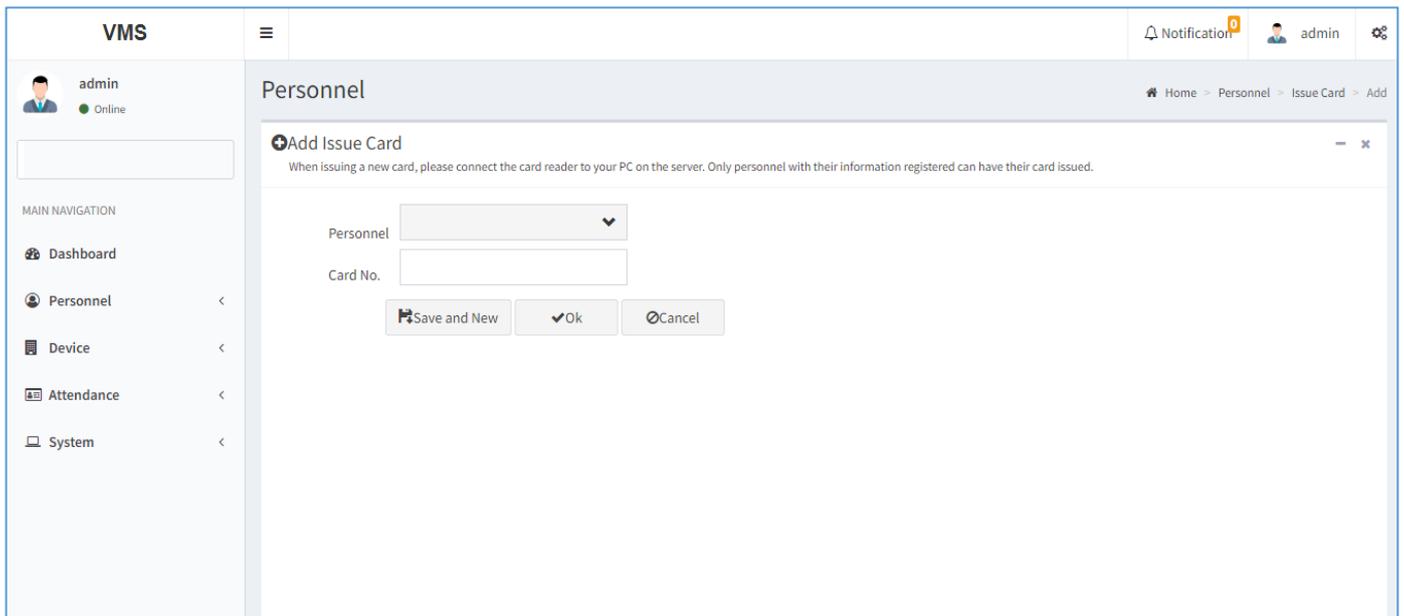
ISSUE CARD

Assign card numbers to person for attendance check. The system supports card issuing with a card enroller or by manually entering card numbers.



The screenshot shows the VMS interface with the 'Issue Card' window open. The window has a search bar for 'Personnel No.' and 'Card No.' with 'Search', 'Advanced', and 'Clear' buttons. Below the search bar is a toolbar with 'Issue Card', 'Batch Card', 'Retreat Card', 'Export', and 'Log' options, and a dropdown menu set to '20'. A table with columns 'Personnel No.', 'First Name', 'Category No.', 'Category Name', and 'Card No.' is displayed. The table is currently empty, and the pagination shows 'Page 1/ Total 1; Per page 20 records/Total 0 records'.

Add issue card



The screenshot shows the 'Add Issue Card' dialog box. It contains a dropdown menu for 'Personnel' and a text input field for 'Card No.'. Below the input fields are three buttons: 'Save and New', 'Ok', and 'Cancel'. A note above the input fields reads: 'When issuing a new card, please connect the card reader to your PC on the server. Only personnel with their information registered can have their card issued.'

1. HOW TO USE THE CARD ENROLLER

The card enroller is connected with a PC through a USB port. Click the card number entering bar, swipe the card on the card enroller, and this card number is automatically displayed on the entering bar.



2. SPECIFIC CARD ISSUING PROCEDURE

Choose **Personnel** >> **Issue Card** >> **Issue Card** to access the card issuing interface, as shown in the picture below.

The screenshot shows the VMS 'Issue Card' interface. On the left, the 'Personnel' menu item is selected. The main content area displays the 'Issue Card' form with the following details:

- Personnel No:** 4
- Card No.:** 222

Below the form is a table with the following data:

	Personnel No	First Name	Category No.	Category Name	Card No.
<input type="checkbox"/>	4	ADAM		Token	222

At the bottom of the table, there is a pagination control showing 'Page 1/ Total 1; Per page 20 records/Total 1 records'.

- Click on the right side of **Personnel** and select an employee from the popped-up personnel list.
- Enter a card number or obtain a card number by using the card enroller.
- After the completion of the setting, click **OK** to start card issuing. After the operation is successful, the system automatically returns to the **Issue Card** interface. Now the related information on this card is displayed in the card information list on the interface.
- Note: A card can only be issued to one employee once.

RETREAT CARD

Choose **Personnel** >> **Issue Card** >>select card>> **Retreat card**

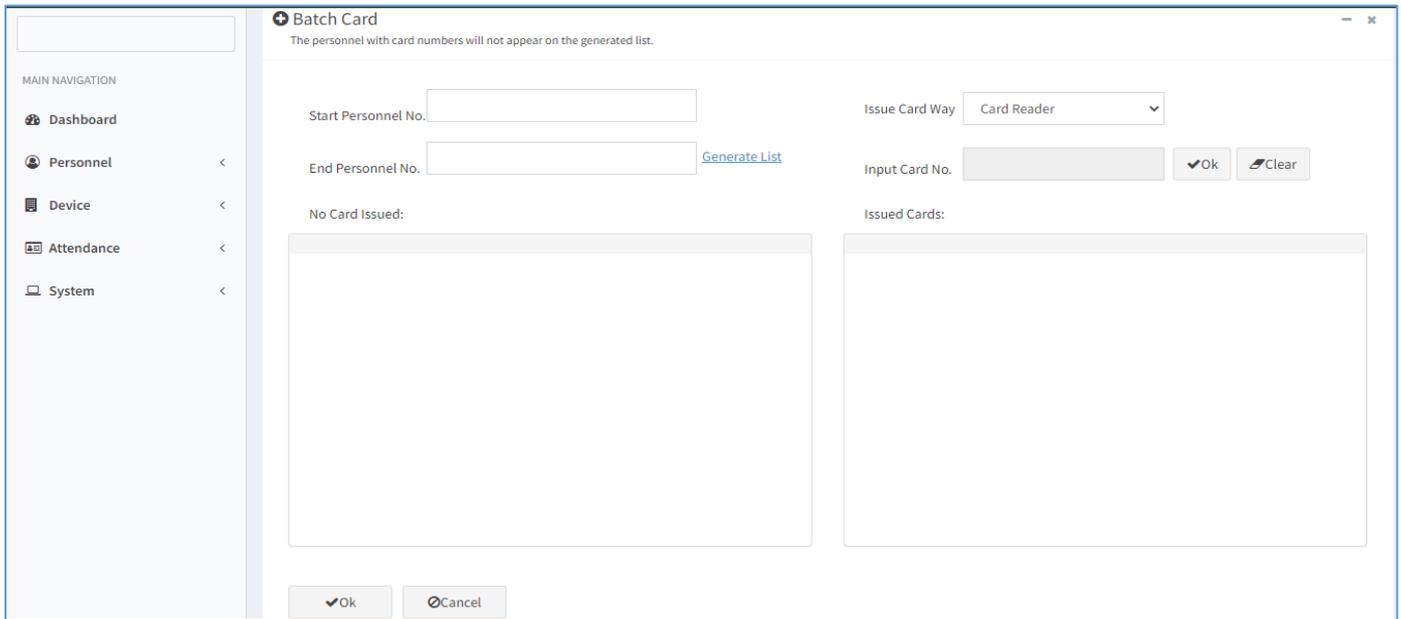
The screenshot shows the VMS 'Retreat Card' dialog box. The dialog contains the following information:

- Message:** After the back of the card is successful, the system will clear the personnel card information
- Text Field:** Select Issue Card(s):222 ADAM,
- Buttons:** Ok, Cancel

After the completion of setting, click **OK** to save the settings and return to the **document** interface, and the retreated card personnel are removed from issue card interface.

BATCH CARD

1. Choose **Personnel** >> **Issue Card** >> **Batch Card** to access the batch card issuing interface.



2. Set **Start Personnel No.** and **End Personnel No.** (Ensure that entered numbers do not exceed the maximum numbers of personnel number digits supported by the system). Click **Generate List**. Information on all employees without card numbers in this number range is displayed, as shown in the figure below.

3. Enter a card number in the **Input Card No.** box or obtain a card number by using the card enroller. (The following uses the card enroller for obtaining a card number as an example).

4. Place cards at the card placement position of the card enroller one by one. The card enroller automatically obtains card numbers and starts card issuing from the first employee in the list of personnel without cards assigned. After successful card issuing, the information on related personnel in the list of personnel without cards assigned is automatically cleared. The information (including card numbers) on the personnel with cards issued is displayed in the right list of personnel with cards issued.

5. Click **OK** to save the settings and return to the **Issue Card** interface. The card information list now displays the personnel with cards issued and the information on their card numbers.



EXPORT

Choose **Personnel** >> **Issue** >> **Option** >> **Export**

Select **Current Export Table** and **File Type** from the drop down then click **Export** button.

The screenshot shows the VMS interface with the 'Export' dialog box open. The dialog contains the following fields and options:

- Current Export Table: Issue Card
- File Type: PDF File
- Export Method:
 - All Records(max 10000 new records)
 - Select number of records to export
- From No. 1 records export total 100 records
- Buttons: Export, Exit

Log: In this whatever change in this software modification, it will display in log.

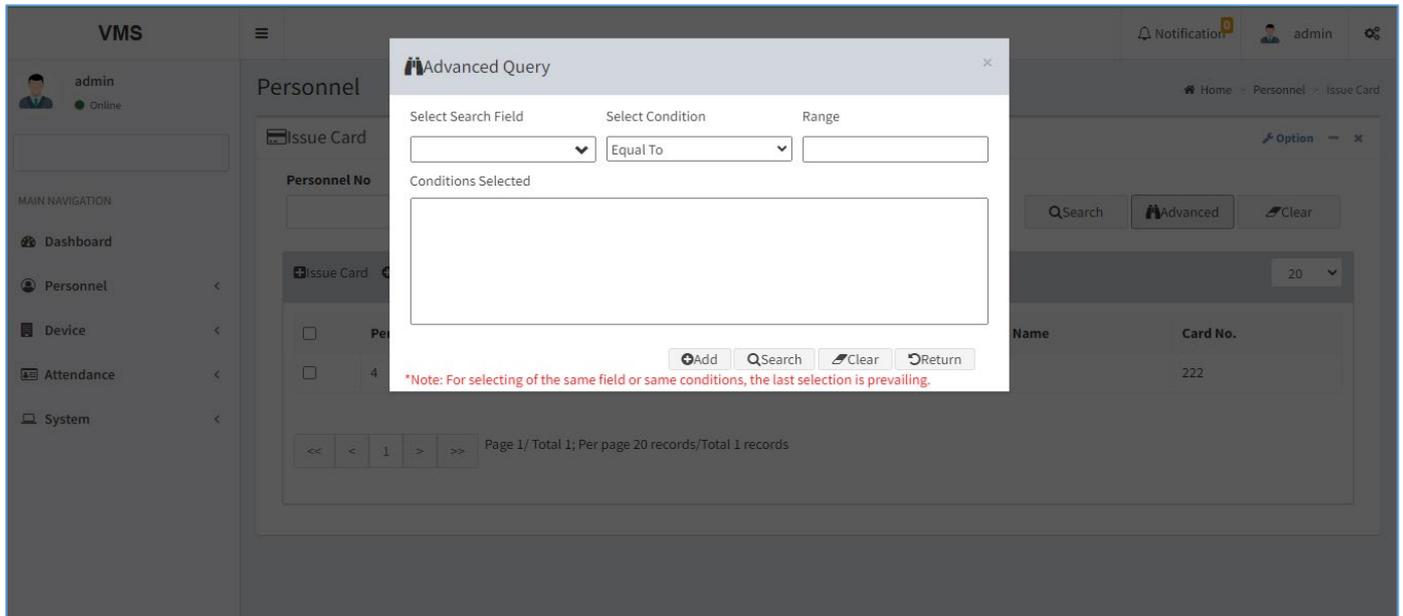
The screenshot shows the VMS interface with the 'Log' window open. The log table contains the following data:

Username	Action Time	Object Type	Object Description	Action Identification	Change Message
admin	5/9/2024 5:14:47 PM	Issue Card	000000004ADAM	Add	



ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form



CATEGORY

Choose **Personnel** >> **Category** to access the category management interface, as shown in the figure below.

The screenshot shows the VMS Personnel Category management interface. The left sidebar contains navigation options: Dashboard, Personnel (selected), Position, Personnel, Issue Card, Device, Attendance, and System. The main content area is titled 'Personnel' and 'Category'. It features search filters for 'Category No.' and 'Category', and buttons for 'Search', 'Advanced', and 'Clear'. Below the filters is a table with columns: Category No., Category, Parent Category, Employee Count, Approver, and Related Operation. The table lists four categories: 2 (Others), 3 (Contractor / Vendor), 4 (Family | Domestic Help), and 5 (Token). Each row has an 'Edit Delete' link. A 'Refresh' button is on the right. The bottom status bar shows 'Page 1 / Total 1; Per page 10 records / Total 4 records'.

Category No.	Category	Parent Category	Employee Count	Approver	Related Operation
2	Others		0		Edit Delete
3	Contractor / Vendor		0		Edit Delete
4	Family Domestic Help		0		Edit Delete
5	Token		0		Edit Delete

When this system is used for the first time, 4 categories are being displayed in the interface as **others**, **Contractor/Vendor**, **Family/Domestic Helper/Token**. This category can be edited/modified but cannot be deleted.

For **Family/Domestic Help** Category -

The screenshot shows the VMS Personnel 'Add personnel' form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Personnel' and 'Add personnel'. It includes a note: 'Add personnel information, enroll fingerprint and fill in the card number as required. Note: The parameter with * means it cannot be empty.' The form is divided into sections: 'Personnel Profile' and 'Family Photo'. The 'Personnel Profile' section contains fields for: Device ID (2), Code (KB/DH/24/), Pass No (2), Category (Family | Domestic Help), Date of Issue (08/05/2024), First Name, Aadhar Number, Date of Birth, Position, Pass Valid Upto, LastName, Mobile Phone, and Husband's/Father's Name. The 'Family Photo' section has a 'Profile Photo' field and a 'Family Photo' field with a 'Capture' button and a 'Choose file' button. The bottom status bar shows 'Page 1 / Total 1; Per page 10 records / Total 4 records'.



PVC NO & Issued from <input type="text"/>	PVC Valid Upto <input type="text"/>	Gender Male <input type="button" value="v"/>
Sponsoring Officer Name <input type="text"/>	Sponsor Contact No <input type="text"/>	Card No. <input type="text"/>
Educational Qualification <input type="text"/>	Religion <input type="text"/>	HouseNo <input type="text"/>
Designation <input type="button" value="v"/>	Ref Pass No. <input type="text"/>	Rank <input type="text"/>
Remarks <input type="text"/>		Unit <input type="text"/>

Family

Name <input type="text"/>	DOB <input type="text"/>	Religion <input type="text"/>	Place Of Work <input type="text"/>
Name Of School <input type="text"/>	Identification <input type="text"/>	Education Qualification <input type="text"/>	<input type="button" value="v"/>

Enter the required fields in the text fields provided such as name, date of issue, pass valid up to, designation.

In designation field, we have four references - **DH(Domestic Helper), HO(Husband Of), SO(Son Of), DO(Daughter Of), Rel(Relation)** .

Also, an extra field is present for adding family members in **Family/Domestic Help**.

VMS
Notification 0
admin

admin ● Online

MAIN NAVIGATION

- Dashboard
- Personnel <
- Device <
- Attendance <
- System <

Personnel

Personnel Option - x

Pass No. <input type="text"/>	First Name <input type="text"/>	Category <input type="text"/>	Position <input type="text"/>
Area Name <input type="text"/>	Device Privilege <input type="button" value="-----"/>	<input type="button" value="Q Search"/> <input type="button" value="Advanced"/> <input type="button" value="Clear"/>	

100

<input type="checkbox"/>	Pass No.	First Name	Card No.	Category	Position	Privilege	Area	Operations
<input type="checkbox"/>	KB/DH/24/2	GIREESH		Family Domestic Help	Lieutenant	Employee	Default Area	Print Edit Delete

Page 1/ Total 1; Per page 100 records/Total 1 records



For **Contractor/Vendor** Category -

VMS Notification 0 admin ⚙️

Personnel Attendance > Personnel > Personnel > Add

+ Add personnel ✖
Add personnel information, enroll fingerprint and fill in the card number as required. Note: The parameter with * means it cannot be empty.

Personnel Profile

*Device ID <input type="text" value="3"/>	Code <input type="text" value="KB/VDR/24/"/> Check	Pass No <input type="text" value="3"/>
*Category <input type="text" value="Contractor / Vendor"/>	Position <input type="text"/>	Profile Photo <div style="border: 1px solid #ccc; width: 100px; height: 100px; margin: 5px auto;"></div> <small>(Optimal Size 120x140 Pixel)</small> <input type="button" value="Capture"/>
Date of Issue <input type="text" value="09/05/2024"/>	Pass Valid Upto <input type="text" value="31/12/2024"/>	Present Address <input type="text"/>
First Name <input type="text"/>	LastName <input type="text"/>	Permanent Address <input type="text"/>
Aadhar Number <input type="text"/>	Mobile Phone: <input type="text"/>	Gender <input type="text" value="Male"/>
Date of Birth <input type="text"/>	Husband's/Father's Name <input type="text"/>	

First Name <input type="text"/>	LastName <input type="text"/>	Present Address <input type="text"/>
Aadhar Number <input type="text"/>	Mobile Phone: <input type="text"/>	Permanent Address <input type="text"/>
Date of Birth <input type="text"/>	Husband's/Father's Name <input type="text"/>	Gender <input type="text" value="Male"/>
PVC NO & Issued from <input type="text"/>	PVC Valid Upto <input type="text"/>	Card No. <input type="text"/>
Sponsoring Officer Name <input type="text"/>	Sponsor Contact No <input type="text"/>	Rank <input type="text"/>
Vehicle No <input type="text"/>	Company Name <input type="text"/>	Unit <input type="text"/>
Work Order No <input type="text"/>	Work Order Date <input type="text"/>	
WorkSite <input type="text"/>	Work Order Valid Upto <input type="text"/>	

Add all the required fields in the text field



The screenshot shows the VMS Personnel management interface. On the left is a navigation menu with options: Dashboard, Personnel, Device, Attendance, and System. The main area is titled 'Personnel' and contains search filters for Pass No., First Name, Category, Position, Area Name, and Device Privilege. Below the filters is a table with the following data:

Pass No.	First Name	Card No.	Category	Position	Privilege	Area	Operations
KB/DH/24/2	GIREESH		Family Domestic Help	Lieutenant	Employee	Default Area	Print Edit Delete
KB/VDR/24/3	JOHN		Contractor / Vendor	Electrician	Employee	Default Area	Print Edit Delete

At the bottom of the interface, it shows 'Page 1/ Total 1; Per page 100 records/Total 2 records'.

After adding the details, it will be displayed in the main interface.

For **Token** Category -

The interface looks as follows; this category is given to delivery people coming to an organization.

Enter the required details of the person

The screenshot shows the 'Add Personnel' form. The form fields are as follows:

- *Device ID: 4
- Code: KB/TN/24/
- Pass No: 4
- *Category: Token
- Position: (Dropdown menu)
- Date of Issue: 09/05/2024
- Pass Valid Upto: (Text field)
- First Name: (Text field)
- LastName: (Text field)
- Aadhar Number/ID Proof: (Text field)
- Mobile Phone: (Text field)
- Profile Photo: (Image upload area with 'Capture' button and note '(Optimal Size 120x140 Pixel)')
- Gender: Male (Dropdown menu)
- Card No.: (Text field)
- PVC NO & Issued from: (Text field)
- PVC Valid Upto: (Text field)
- Sponsoring Officer Name/Contractor: (Text field)
- Sponsor Contact No: (Text field)
- Vehicle No: (Text field)
- Company Name: (Text field)
- WorkSite/House No: (Text field)

After adding the details, the added person will be shown in the main interface.



VMS Notification ⁰ admin

Personnel Home > Personnel > Personnel

Personnel Option

100

	Pass No.	First Name	Card No.	Category	Position	Privilege	Area	Operations
<input type="checkbox"/>	KB/DH/24/2	GIREESH		Family Domestic Help	Lieutenant	Employee	Default Area	Print Edit Delete
<input type="checkbox"/>	KB/VDR/24/3	JOHN		Contractor / Vendor	Electrician	Employee	Default Area	Print Edit Delete
<input type="checkbox"/>	KB/TN/24/4	ADAM		Token	Delivery	Employee	Default Area	Print Edit Delete

DELETE CATEGORY

Select the Category to be deleted, and then click **Delete** on upper left of the position list. Or directly click **Delete** under **Related Operation** in the line of position to be deleted to access the confirmation interface for position deletion.

VMS Notification ⁰ admin

Category Home > Personnel > Category > Delete

Delete - x

Undo department, Note: Category number cannot be reused after revocation!

Select Department(s): Token,



SET APPROVER

Set approver is used to approve the category.

VMS Notification **admin**

Category Home > Personnel > Category > Set Approver

Set Approver

Select Category(s):5 Token,

* Approve Type: Single level

Approver

Ok Cancel

Enter all the required fields and click **OK** to approve.

SET CATEGORY

Contractor / Vendor, F Select All Personnel In The Category

<input type="checkbox"/>	Personnel No	First Name	Category
<input type="checkbox"/>	2	GIREESH	Family Domestic Help
<input type="checkbox"/>	3	JOHN	Contractor / Vendor
<input checked="" type="checkbox"/>	4	ADAM	Token

Page 1/ Total 1; Per page 100 records/Total 3 records

* Select New Category:

Ok Cancel

Selected Personnel(1) Clear

<input checked="" type="checkbox"/>	4	ADAM	Token
-------------------------------------	---	------	-------

Set Category is used to change the category of the selected person / set category to the person.

After enter the data's in required field click **ok** to confirm the operation.



IMPORT CATEGORY

Choose **Personnel** >> **Personnel** >> **Option** >> **Import**

Select file by clicking browse then click **Get Import** template then click **OK** button.

Import
To bring a bunch of details from a different program into the one you're using

Select the file you want to import: No file chosen
Only support file formats .xlsx

Importing Template Example:

	A	B	C
1	Department No.	Department	Parent Department No.
2	A000001	123451	
3	A000002	123452	A000001
4	A000003	123453	A000002
5	A000004	123454	A000003
6	A000005	123455	A000004

Description

1. Import template requires header
2. 'Category No.', 'Category' is Required field
3. All fields must be in text format

[Get Import Templates](#)

EXPORT CATEGORY

Choose **Personnel** >> **Personnel** >> **Option** >> **Export**

Select file by clicking browse then click **Get Export** template then click **OK** button.

Export

Current Export Table:

File Type:

Export Method:

All Records(max 10000 new records)

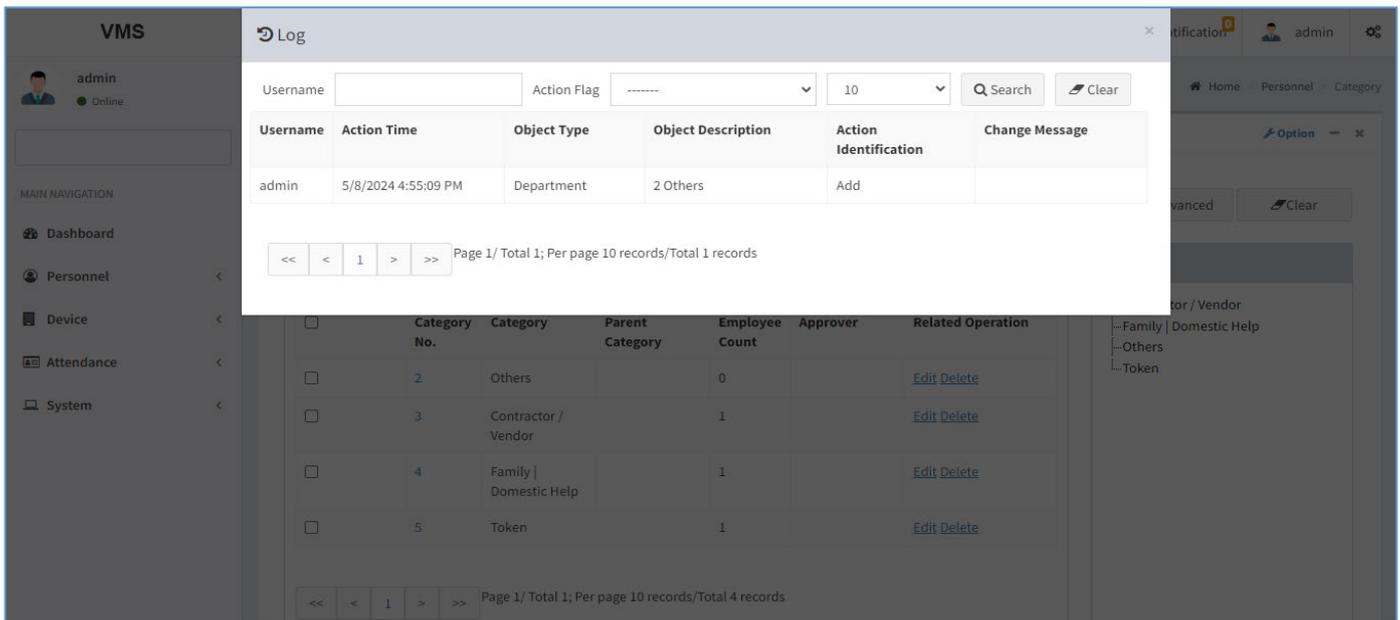
Select number of records to export

From No. records, export total records

Category No.	Category	Parent Category	Employee Count	Approver
2	Others		0	
3	Contractor / Vendor		1	
4	Family Domestic Help		1	
5	Token		1	

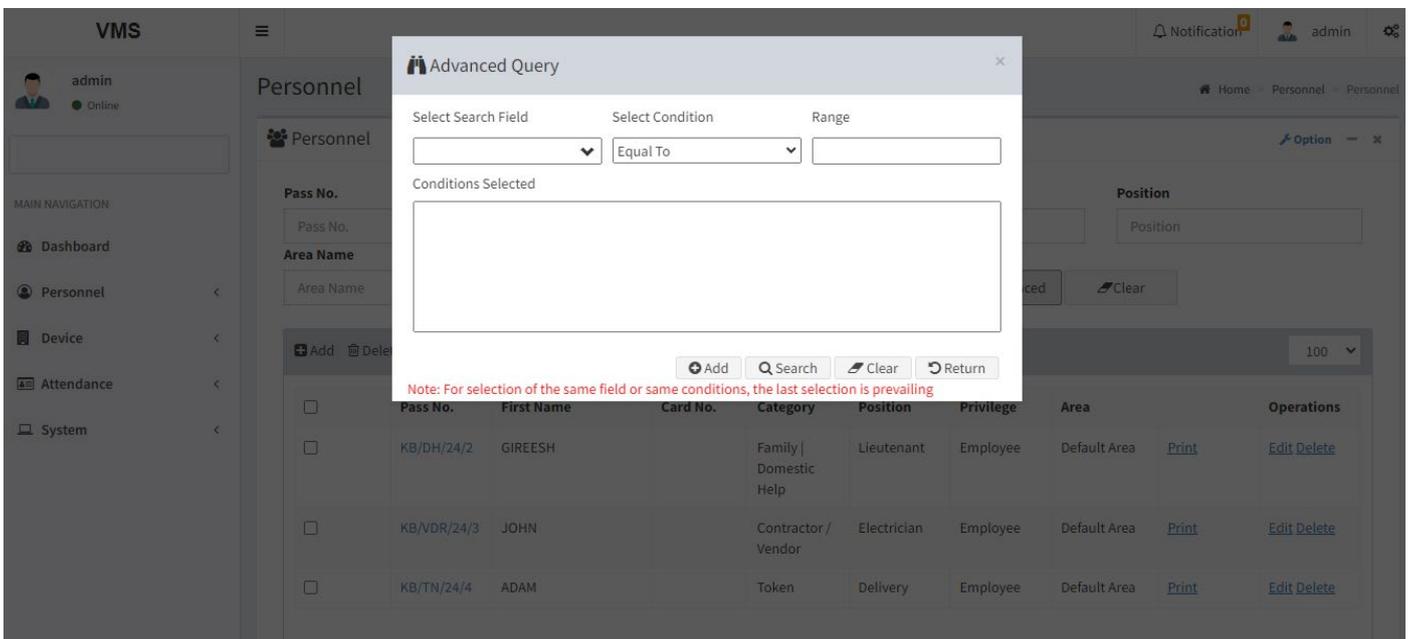


Log: In this whatever change in this software modification, it will display in log.



ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the drop down that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

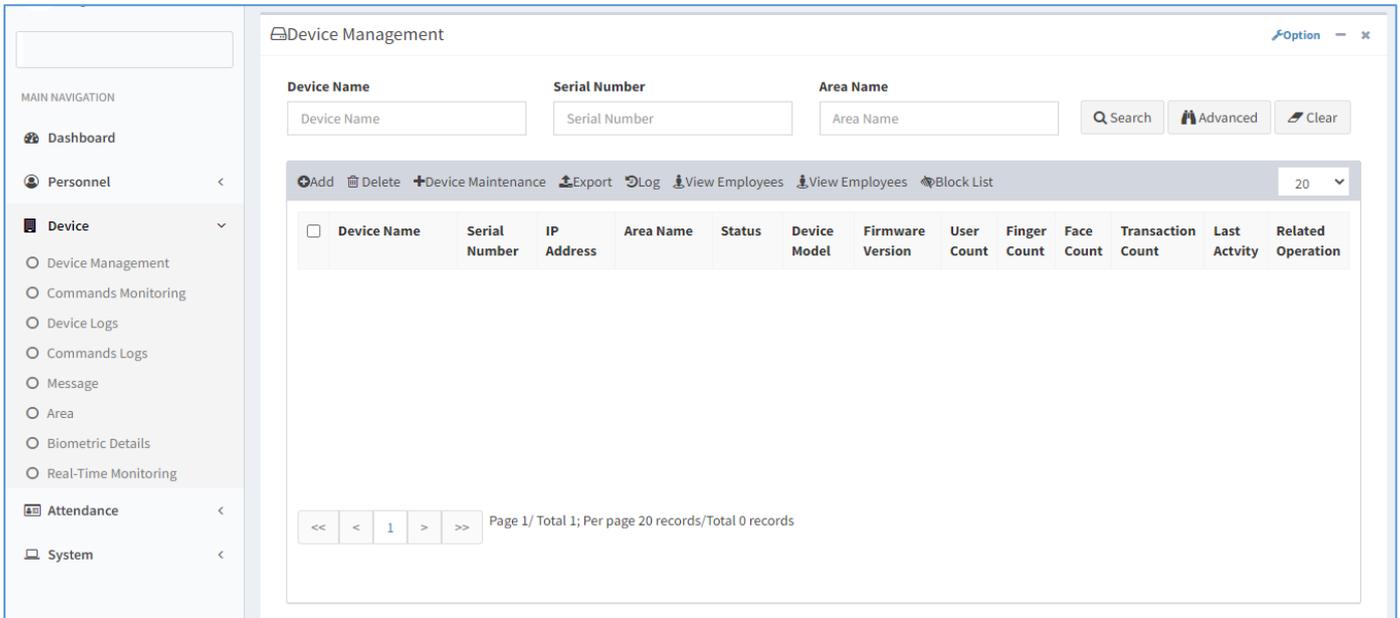
Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

DEVICE MANAGEMENT

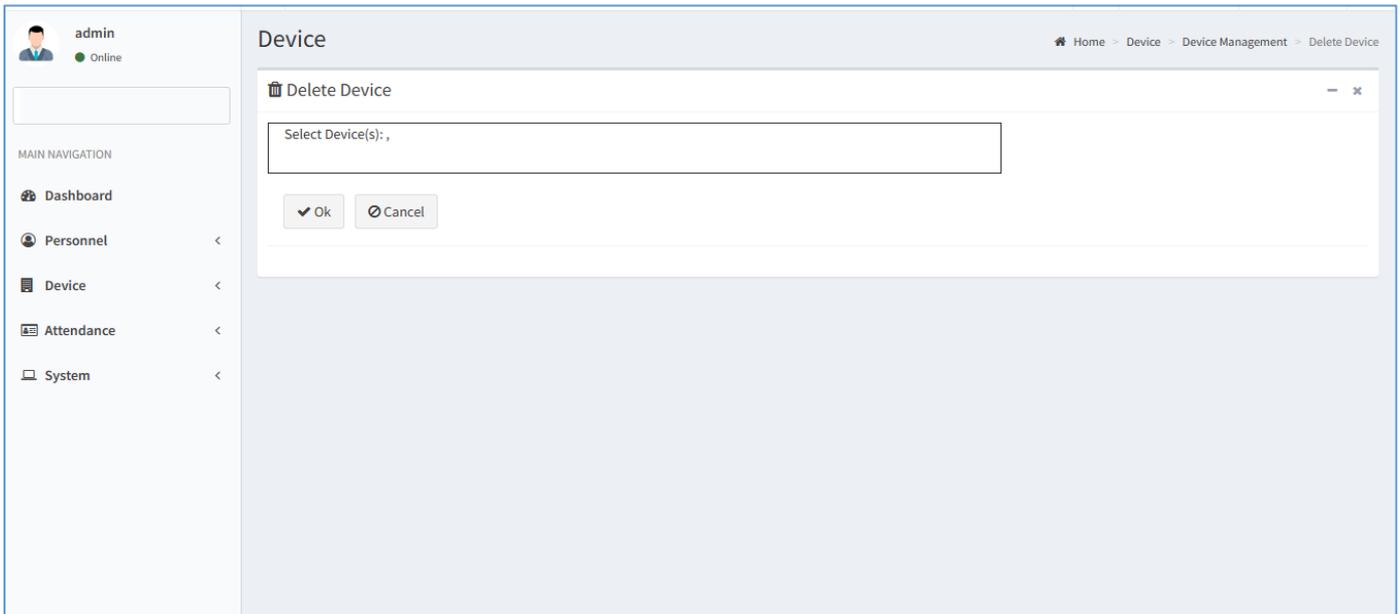
To use the Visitor Management function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading visitor data, downloading the configuration information, and exporting various reports.



The screenshot displays the 'Device Management' interface. At the top, there are search filters for 'Device Name', 'Serial Number', and 'Area Name', along with 'Search', 'Advanced', and 'Clear' buttons. Below the filters is a toolbar with actions: 'Add', 'Delete', 'Device Maintenance', 'Export', 'Log', 'View Employees', and 'Block List'. A table lists device records with columns: Device Name, Serial Number, IP Address, Area Name, Status, Device Model, Firmware Version, User Count, Finger Count, Face Count, Transaction Count, Last Activity, and Related Operation. The table is currently empty. At the bottom, there is a pagination control showing 'Page 1 / Total 1; Per page 20 records / Total 0 records'.

DELETE

You can delete a device by selecting that particular device and clicking delete button



The screenshot shows the 'Delete Device' dialog box. The dialog has a title bar with a trash icon and the text 'Delete Device'. Inside the dialog, there is a text input field labeled 'Select Device(s):'. Below the input field are two buttons: 'Ok' and 'Cancel'. The background shows the 'Device' management page with a breadcrumb trail: 'Home > Device > Device Management > Delete Device'.



DEVICE MAINTENANCE

Refresh Device Info: Select the device and click refresh device info to refresh the device info like device model, firmware version, user count, finger count, face count etc.,

Upload Data Again: This feature is used to upload the user data from device to software

Upload Transactions Again: we can upload transactions again to software

Clear Transactions: This feature is used to clear all transactions from device

Clear All Data: By clicking this feature all data will be cleared

Reload System: To reload the data

Reboot: To restart the device

Delete / Block Employee from Device: We can delete or block employee from the device

The screenshot shows the 'Device Maintenance' interface. At the top, there are search options: 'Search by Department' (selected), 'Search by Personnel No./Name', and 'Search by Area'. Below the search options is a dropdown menu. The main area contains a table with the following columns: Device ID, First Name, Department, Card No., FP Count, Face Count, and Area. The table lists five personnel: VYSHNAVI, SAM, Arun, Rijo, and iose. To the right of the table is a 'Selected Personnel(0)' box with a 'Clear' button. At the bottom right, there are four buttons: 'Delete' (red), 'Block' (orange), 'Unblock' (yellow), and 'Close' (blue).

Device ID	First Name	Department	Card No.	FP Count	Face Count	Area
000000001	VYSHNAVI	Default_Department	4444	0	No	Default Area
000000002	SAM	Default_Department	444447	0	No	Default Area
000000008	Arun	Default_Department		0	No	Default Area
000000022	Rijo	Default_Department	11111454	0	No	Default Area
00000AB01	iose	Default Department		0	No	Default Area

Send Employee to Device: To send employee to a device click on this feature after selecting the device

The screenshot shows the 'Send Employee to Device' interface. At the top, there are 'BioData Type' options: 'BioFace', 'BioPhoto', 'BioPalm', 'NFace', 'Finger' (selected), and 'Card'. Below these are search options: 'Search by Department' (selected), 'Search by Personnel No./Name', and 'Search by Area'. Below the search options is a dropdown menu. The main area contains a table with the same columns as the previous screenshot: Device ID, First Name, Department, Card No., FP Count, Face Count, and Area. The table lists the same five personnel. To the right of the table is a 'Selected Personnel(0)' box with a 'Clear' button. At the bottom right, there are two buttons: 'Send BioData' (blue) and 'Close' (blue).

Device ID	First Name	Department	Card No.	FP Count	Face Count	Area
000000001	VYSHNAVI	Default_Department	4444	0	No	Default Area
000000002	SAM	Default_Department	444447	0	No	Default Area
000000008	Arun	Default_Department		0	No	Default Area
000000022	Rijo	Default_Department	11111454	0	No	Default Area
00000AB01	iose	Default Department		0	No	Default Area

Enroll fingerprint by Device: We can enroll the finger print through device using this option

Finger

--select--

Search by Department
 Search by Personnel No./Name
 Search by Area

Device ID	First Name	Department	Card No.	FP Count	Face Count	Area
000000001	VYSHNAVI	Default_Department	4444	0	No	Default Area
000000002	SAM	Default_Department	444447	0	No	Default Area
000000008	Arun	Default_Department		0	No	Default Area
000000022	Rijo	Default_Department	11111454	0	No	Default Area
00000AB01	jose	Default Department		0	No	Default Area

Selected Personnel(0) Clear

Enroll Close

ALL EMPLOYEES

Employees in Device

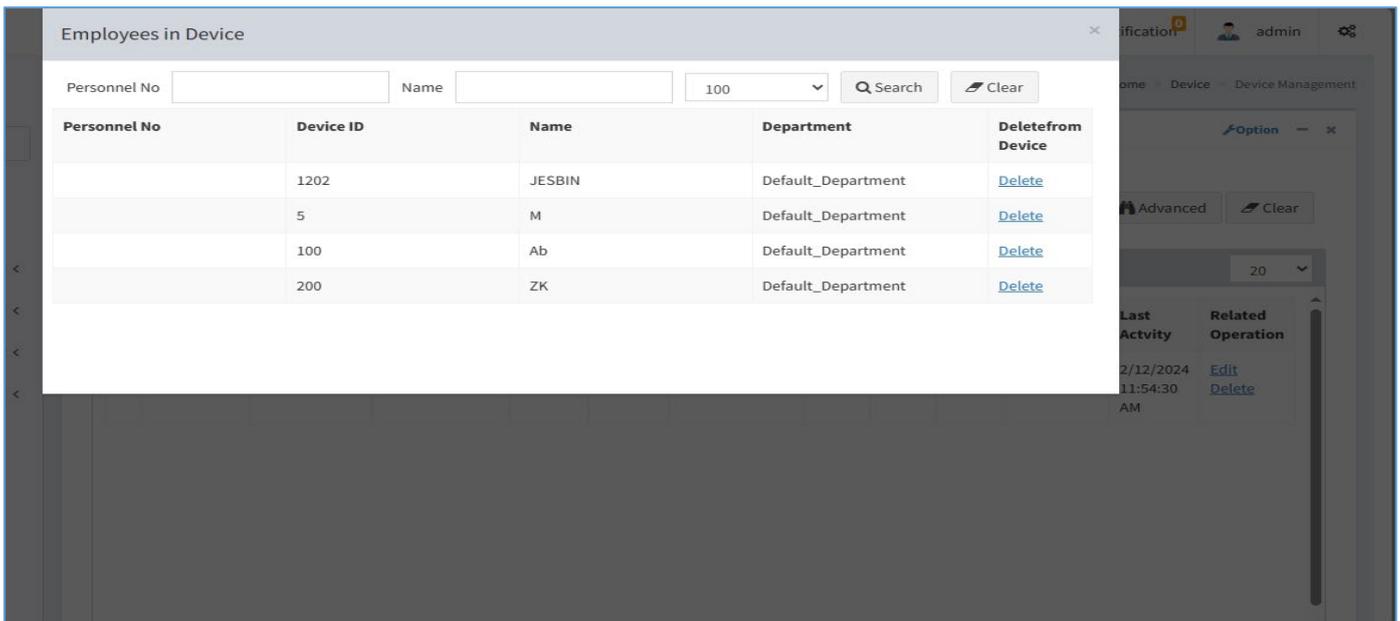
Personnel No: Name: 100 Search Clear

Personnel No	Device ID	Name	Department	Delete from Device
	1202	JESBIN	Default_Department	Delete
	5	M	Default_Department	Delete
	100	Ab	Default_Department	Delete
	200	ZK	Default_Department	Delete

We can see all employees in selected device.



VIEW EMPLOYEES



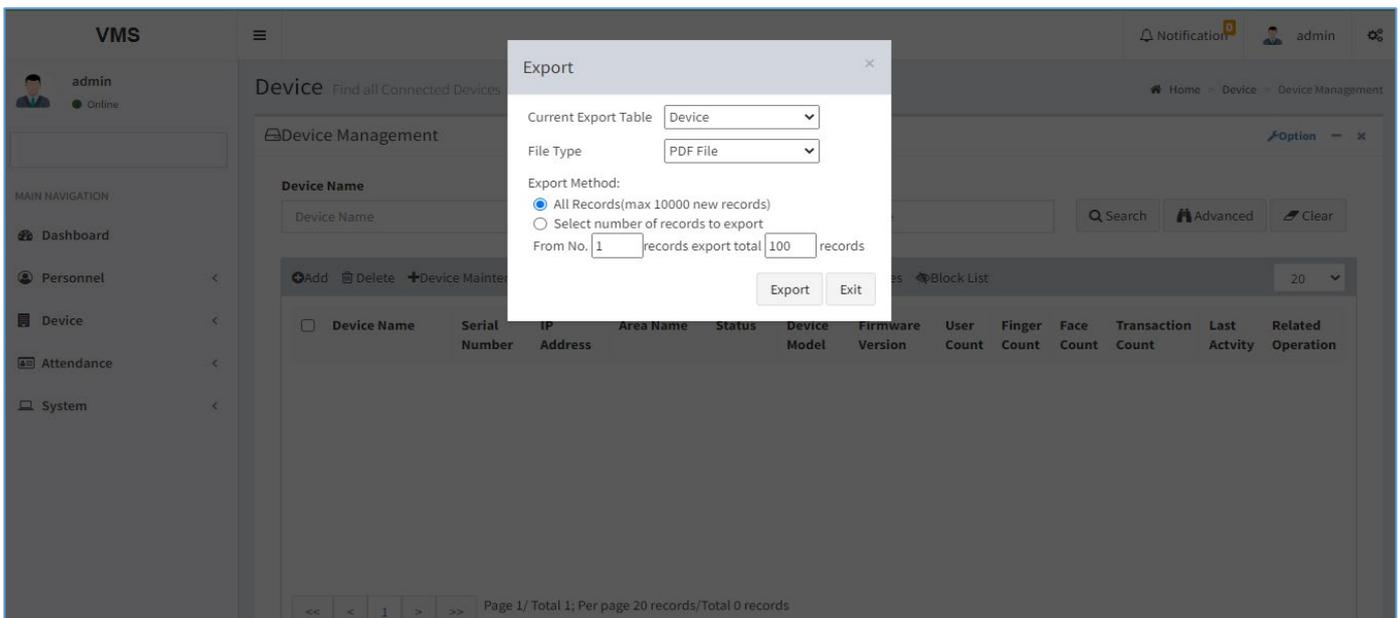
The screenshot shows a window titled "Employees in Device" with search filters for Personnel No, Name, and a dropdown set to 100. Below the filters is a table with the following data:

Personnel No	Device ID	Name	Department	Delete from Device
	1202	JESBIN	Default_Department	Delete
	5	M	Default_Department	Delete
	100	Ab	Default_Department	Delete
	200	ZK	Default_Department	Delete

Here software lists the employees who has transactions

EXPORT DEVICE

Select **Current Export Table** and **File Type** from the drop down then click **Export** button



The screenshot shows the "Export" dialog box with the following settings:

- Current Export Table: Device
- File Type: PDF File
- Export Method: All Records(max 10000 new records)
- Select number of records to export
- From No. 1 records export total 100 records

Buttons for "Export" and "Exit" are visible at the bottom of the dialog.



Log: In this whatever change in this software modification, it will display in log.

The screenshot shows the VMS interface with a 'Log' window open. The window contains search filters for Username, Action Flag, and a page size of 10. Below the filters is a table with columns: Username, Action Time, Object Type, Object Description, Action Identification, and Change Message. The table shows 'Page 1/ Total 1; Per page 10 records/Total 0 records'.

BLOCK LIST

You can see the blocked visitors list here

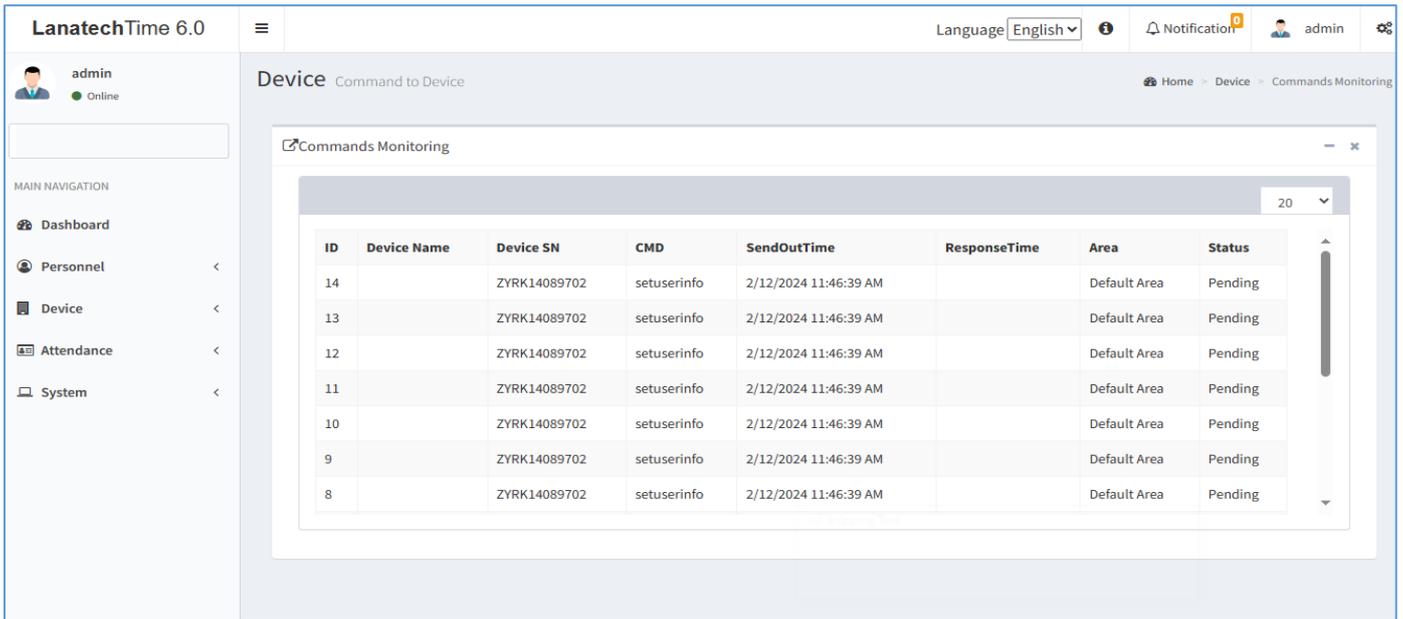
The screenshot shows the LanatechTime 6.0 interface with a 'Blocked Employees in Device' window open. The window contains search filters for Personnel No, Name, and a page size of 100. Below the filters is a table with columns: Personnel No, Device ID, Name, and Department. The table shows one entry with details like Device Name, Serial Number, Area Name, Status, Device Model, Firmware Version, User Count, Finger Count, Face Count, Transaction Count, Last Activity, and Related Operation.

Personnel No	Device ID	Name	Department



COMMANDS MONITORING

You can see the commands and its status that sent to device here

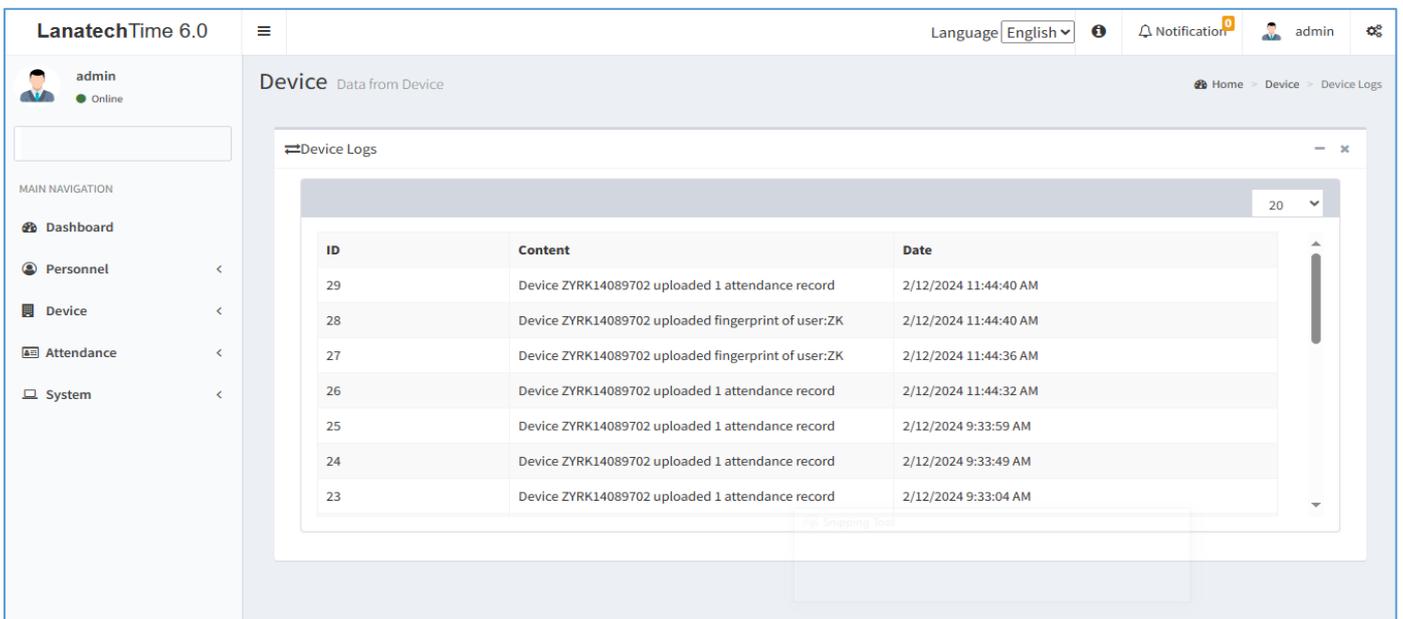


The screenshot shows the 'Commands Monitoring' section of the LanatechTime 6.0 interface. The table below lists the commands sent to the device:

ID	Device Name	Device SN	CMD	SendOutTime	ResponseTime	Area	Status
14		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending
13		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending
12		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending
11		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending
10		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending
9		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending
8		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending

DEVICE LOG

You can see device logs here



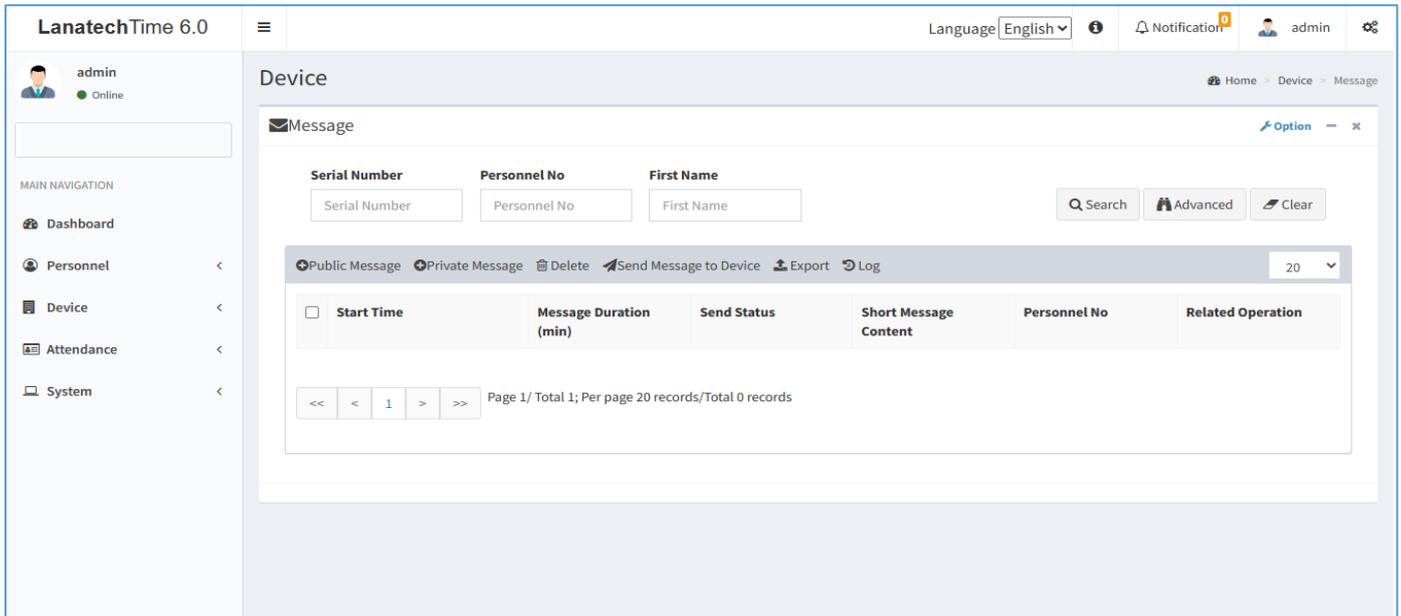
The screenshot shows the 'Device Logs' section of the LanatechTime 6.0 interface. The table below lists the device logs:

ID	Content	Date
29	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 11:44:40 AM
28	Device ZYRK14089702 uploaded fingerprint of user:ZK	2/12/2024 11:44:40 AM
27	Device ZYRK14089702 uploaded fingerprint of user:ZK	2/12/2024 11:44:36 AM
26	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 11:44:32 AM
25	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 9:33:59 AM
24	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 9:33:49 AM
23	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 9:33:04 AM



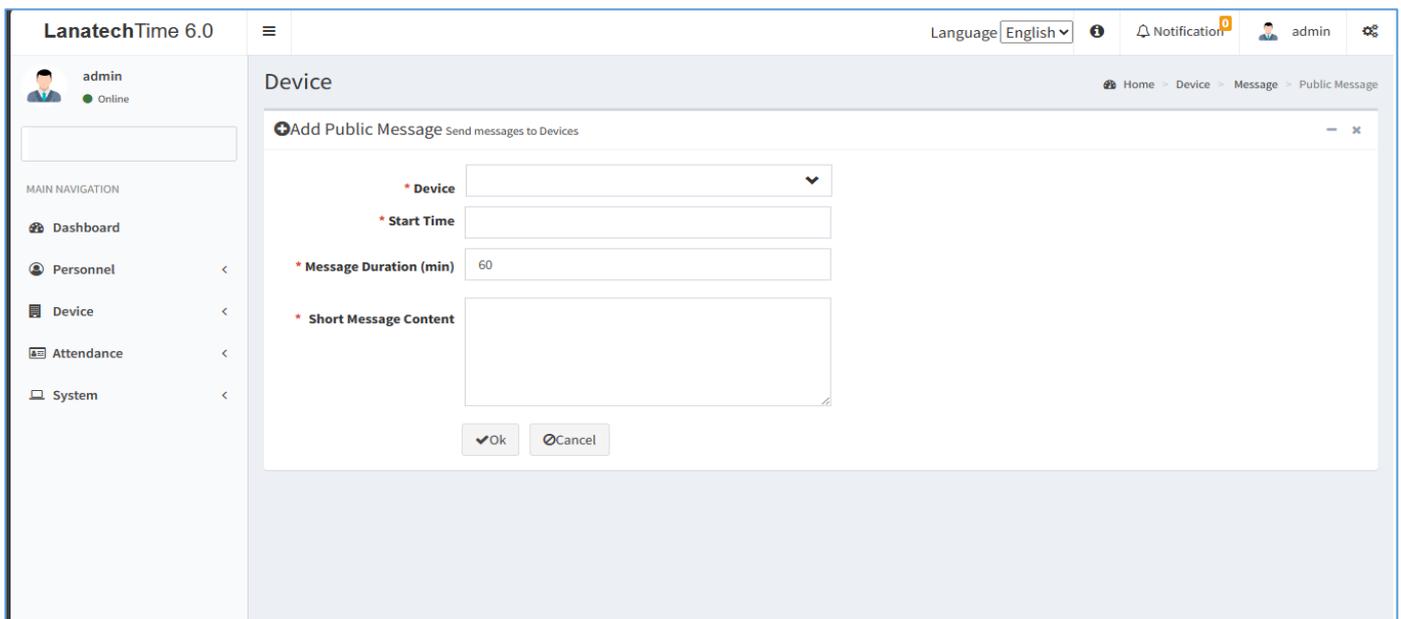
MESSAGE

The software supports adding short messages in the system and issuing them to a designated device. Choose **Device >> Message** to access the short message setting interface.



ADDING A PUBLIC MESSAGE

Choose **Device >> Message >> Public Message**.



Set the parameters as required based on the following steps:

Device: Select a device to which a message needs to be issued from the drop-down list. (You can choose more than one device).

Short Message Content: Enter the short message content to be issued.

Start Time: Select the start time for issuing the short message. Please refer to Appendix 3 "Select a Time" for the method of selecting time.

Message Duration: Enter the message display duration.

After the completion of the settings, click **OK** to save the settings and return to the short message setting interface. The short message list displays the added short message.

ADDING A PRIVATE MESSAGE

Choose **Device** >> **Message** >> **Private Message**.

The screenshot shows the 'Add Private Message' form. On the left is a navigation menu with 'Personnel' selected. The main form has a 'Device' dropdown, a 'Personnel' search section with radio buttons for 'Search by Department', 'Search by Personnel No./Name', and 'Search by Area', and a table of personnel. The table has columns for checkboxes, ID, name, and department. Below the table is a 'Selected Personnel(0)' box with a 'Clear' button. At the bottom are fields for 'Short Message Content', 'Start Time', and 'Message Duration (min)'.

	ID	Name	Department
<input type="checkbox"/>	00000002	SAM	Default_Department
<input type="checkbox"/>	00000008	Arun	Default_Department
<input type="checkbox"/>	00000022	Rijo	Default_Department
<input type="checkbox"/>	0000AB01	jose	Default_Department

EXPORT MESSAGE

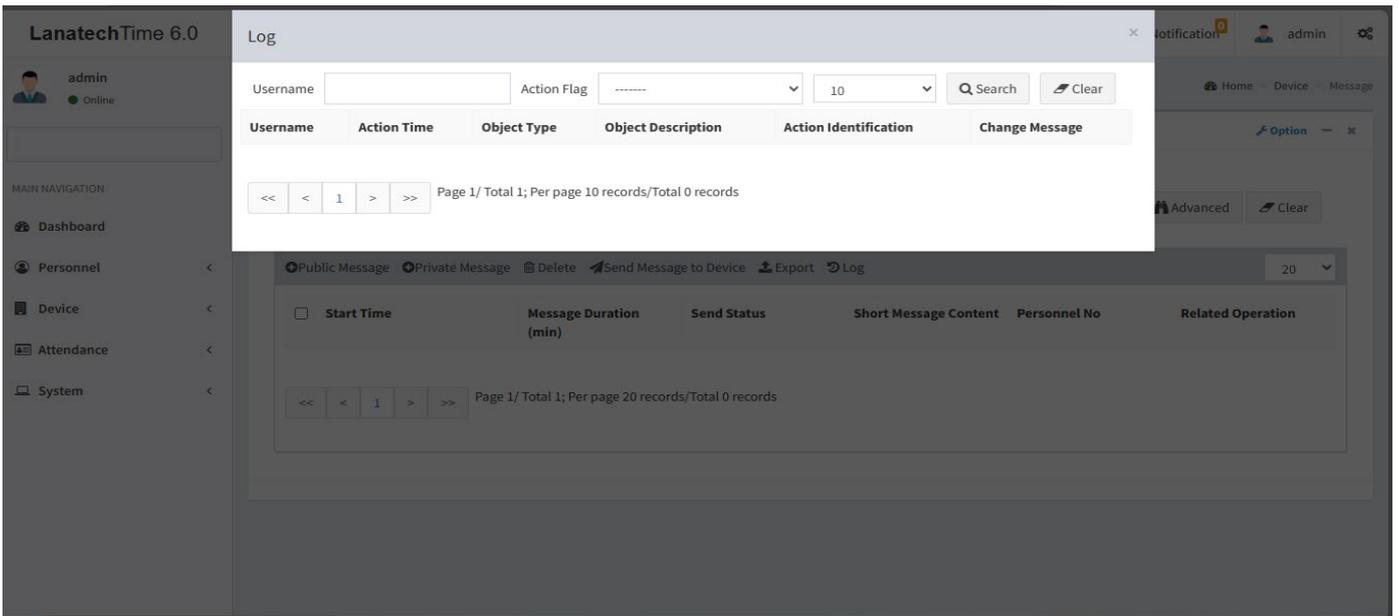
Choose **Device** >> **Option** >> **Export Message**

Select **Current Export Table** and **File Type** from the drop down then click **Export** button

The screenshot shows the 'Export' dialog box. It has two dropdown menus: 'Current Export Table' set to 'Message' and 'File Type' set to 'PDF File'. Under 'Export Method', the 'All Records(max 10000 new records)' option is selected. Below that, 'From No.' is set to 1 and 'records export total' is set to 100. 'Export' and 'Exit' buttons are at the bottom.

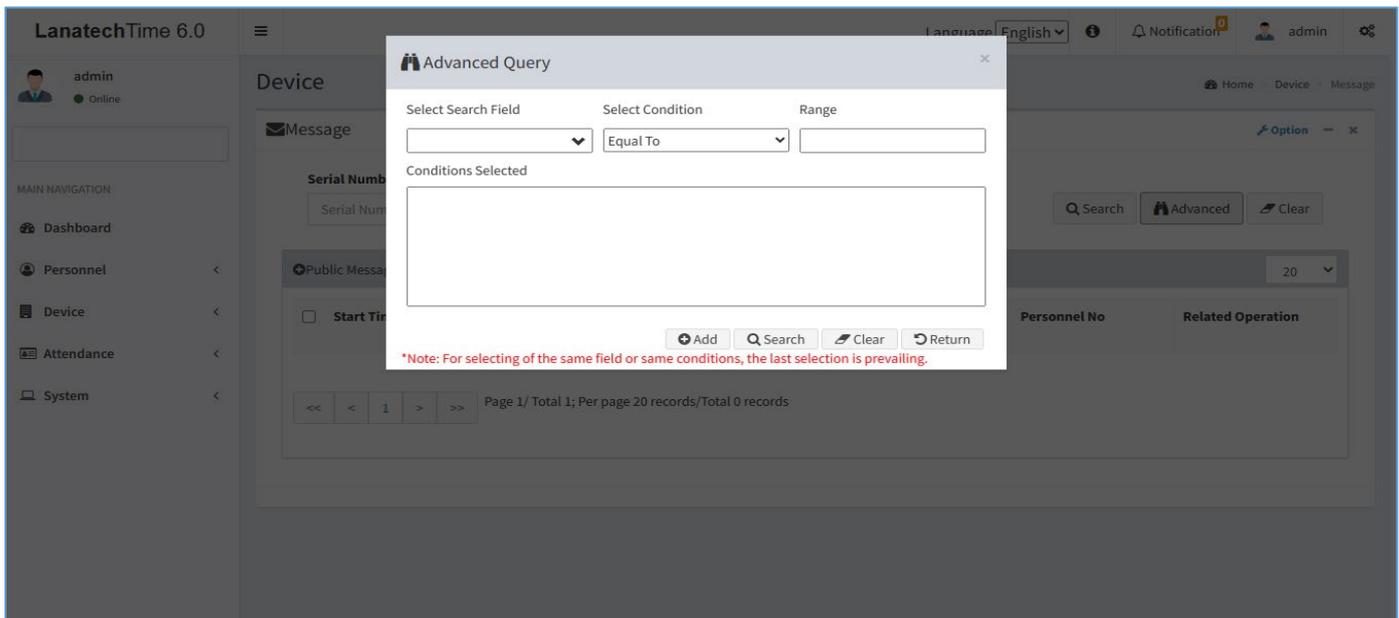


Log: In this whatever change in this software modification, it will display in log.



ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

AREA SETTING

Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time. Choose **Device** >> **Area** to access the area setting interface.

The screenshot shows the VMS interface with the 'Area' setting page. The left sidebar contains navigation options: Dashboard, Personnel, Device, Attendance, and System. The main content area is titled 'Device' and 'Area'. It features a search bar with 'Area Name', 'Area Code', and 'Remarks' fields, and buttons for 'Search', 'Advanced', and 'Clear'. Below the search bar is a toolbar with 'Add', 'Delete', 'Synchronize', 'Set Area', 'Export', and 'Log' buttons, along with a dropdown menu set to '20'. A table displays the area settings:

Area Code	Area Name	Parent Area	Remarks	Related Operation
1	Default Area			Edit Delete

On the right side, there is a 'Refresh' button and a list showing '--Default Area'.

ADD AREA

Choose **Device** >> **Area** >> **Option** >> **Add area**

The screenshot shows the VMS interface with the 'Add Area' form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Device' and 'Add Area'. The form contains the following fields:

- * Area Code:
- * Area Name:
- Parent Area:
- Remarks:

At the bottom of the form, there are three buttons: 'Save and New', 'Ok', and 'Cancel'.

After the completion of the settings, click **OK** to save the settings and return to the area setting interface. The newly added area list displaying the area interface.

EDIT AREA

Choose **Device** >> **Area** >> **Edit**

If the related area information changes in the company, you can use the area editing function to modify the area code, area name, parent area and remarks. Directly click **Area** or **Edit** under **Related Operation** in the line of the area to be edited to access the editing interface for modification.

The screenshot shows the 'Add Area' dialog box within the 'Device' section of the VMS system. The dialog box has a title bar with a plus icon and the text 'Add Area'. It contains four input fields: 'Area Code' with the value '1', 'Area Name' with the value 'Kerala', 'Parent Area' with a dropdown arrow, and 'Remarks' which is empty. At the bottom of the dialog box are two buttons: 'Ok' and 'Cancel'. The background shows a sidebar with navigation options: Dashboard, Personnel, Device, Attendance, and System. The user profile 'admin' is visible in the top left corner.

After the completion setting, click **OK** to save the settings and return to the **area** interface. The information on the new modified area is displayed in the area interface

DELETE AREA

Choose **Device** >> **Area** >> **Delete**

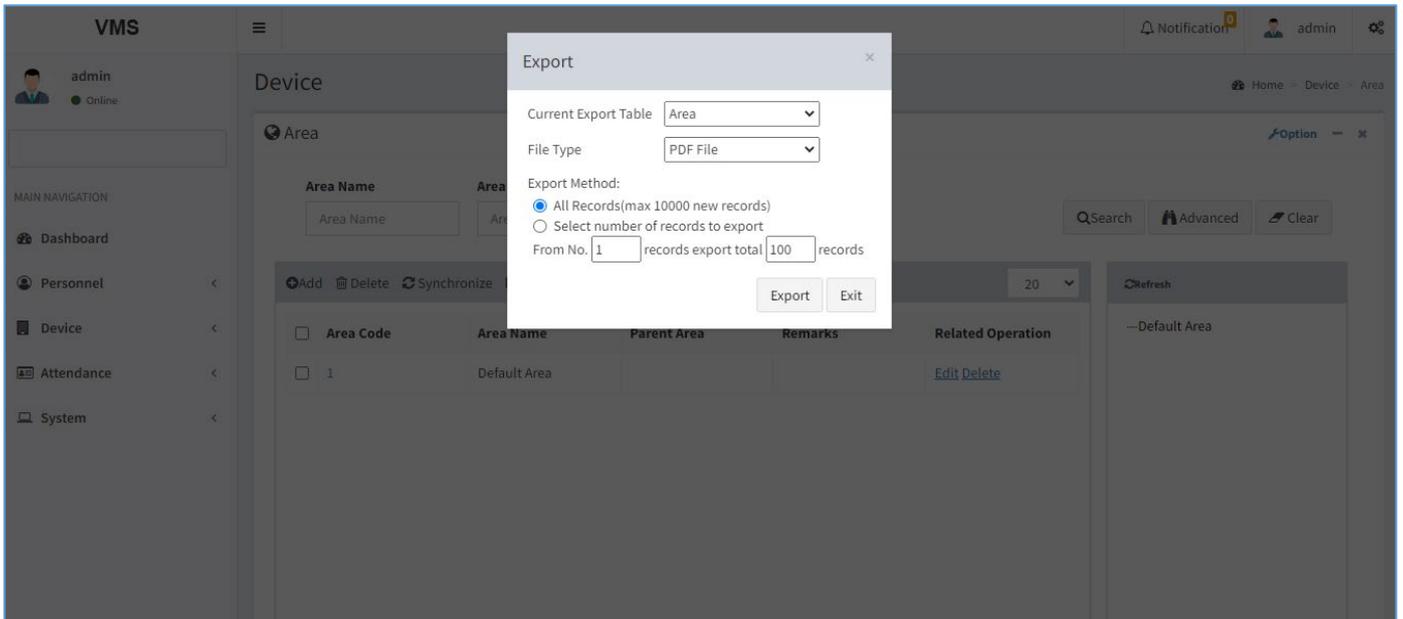
If the related area information don't want in the company, you can use the area **deletion** function to delete the area details. Directly click **area** or **delete** under **Related Operation** in the line of the area to be deleted to access the deleting interface deletion.

The screenshot shows the 'Delete Area' dialog box within the 'Area' section of the VMS system. The dialog box has a title bar with a trash icon and the text 'Delete Area'. It contains a single input field with the placeholder text 'Select Area(s)UAE'. At the bottom of the dialog box are two buttons: 'Ok' and 'Cancel'. The background shows the same sidebar and user profile as the previous screenshot.

Click **ok** to confirm delete and deleted area is removed from the area interface

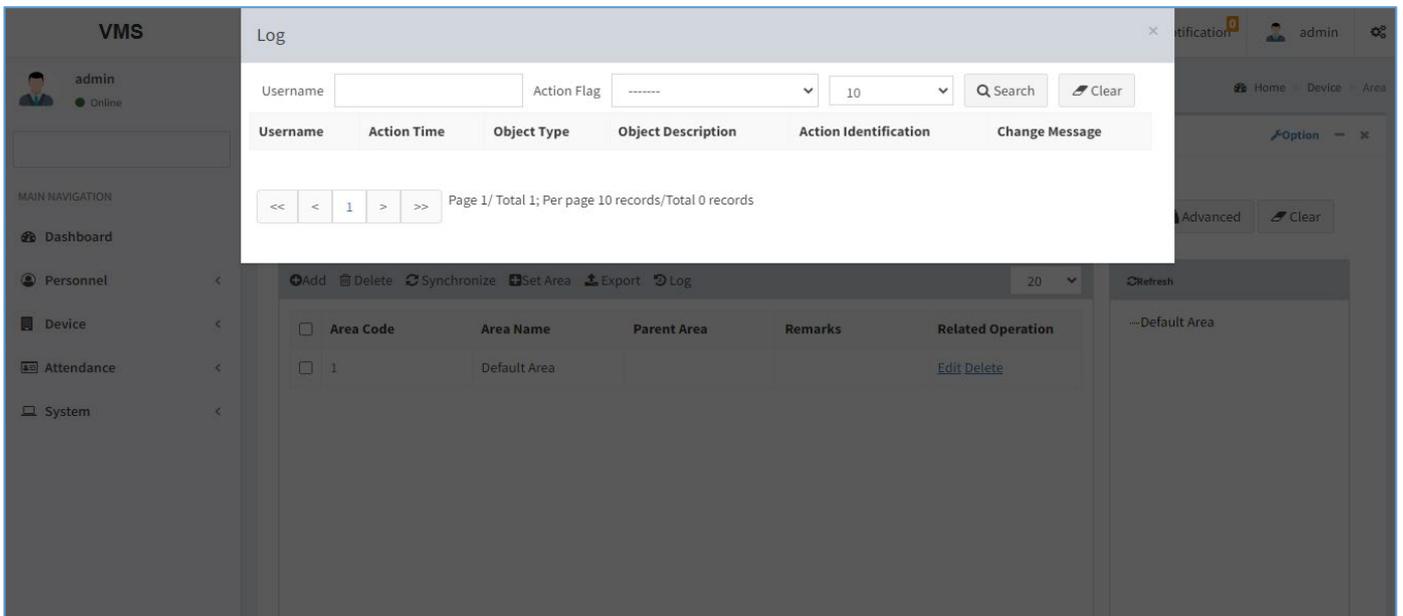
EXPORT AREA

Choose **Device** >> **Area** >> **Option** >> **Export**



Select **Current Export Table** and **File Type** from the drop down then click **Export** button

Log: In this whatever change in this software modification, it will display in log.



SYNCHRONIZE

Synchronize all current regional data (personnel, fingerprint face) of the software to Time & Attendance devices, and use high-speed buffer transfer.

The screenshot shows the VMS interface with the 'Device' page selected. A modal dialog titled 'Device Data Synchronization' is open, containing a text input field with the placeholder 'Select Area(s) Default Area,' and two buttons: 'Ok' and 'Cancel'.

Choose **Synchronize** from area interface >> **Area** >> **Synchronize**

In this the admin have right to Synchronize area to device

Click **OK** to synchronize the selected area

SET AREA

The screenshot shows the VMS interface with the 'Attendance' page selected. The 'Zone' interface is displayed, showing a list of personnel. The 'Area' dropdown is set to 'Default Area'. The personnel list is as follows:

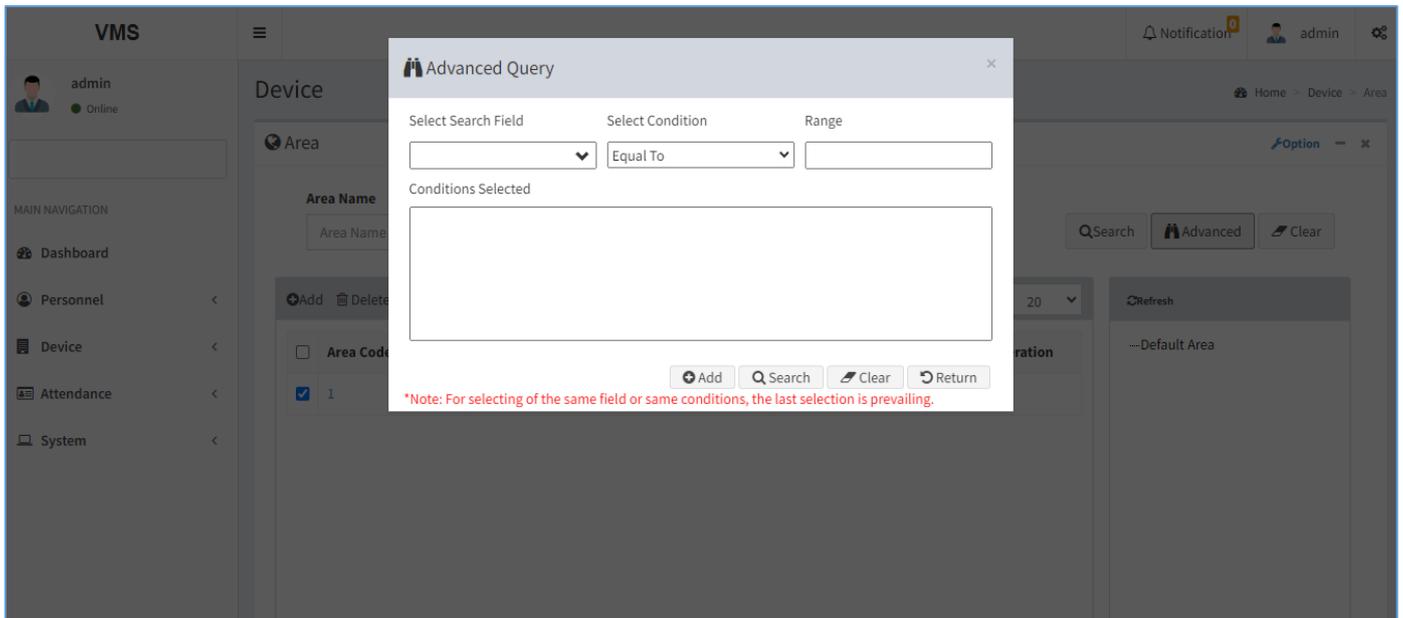
Personnel No	First Name	Card No.	Category	Category	Position No.	Gender	Privilege	Area	FingerPrint	Face
2	GIREESH	4	Family Domestic Help		1	Male	Employee	Default Area		
3	JOHN	3	Contractor / Vendor		2	Male	Employee	Default Area		
4	ADAM	222	Token		3	Male	Employee	Default Area		

Page 1/ Total 1; Per page 20 records/Total 3 records

Area adjustment will remove this person from the devices in the original area, and send the person to all devices in the new area automatically

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

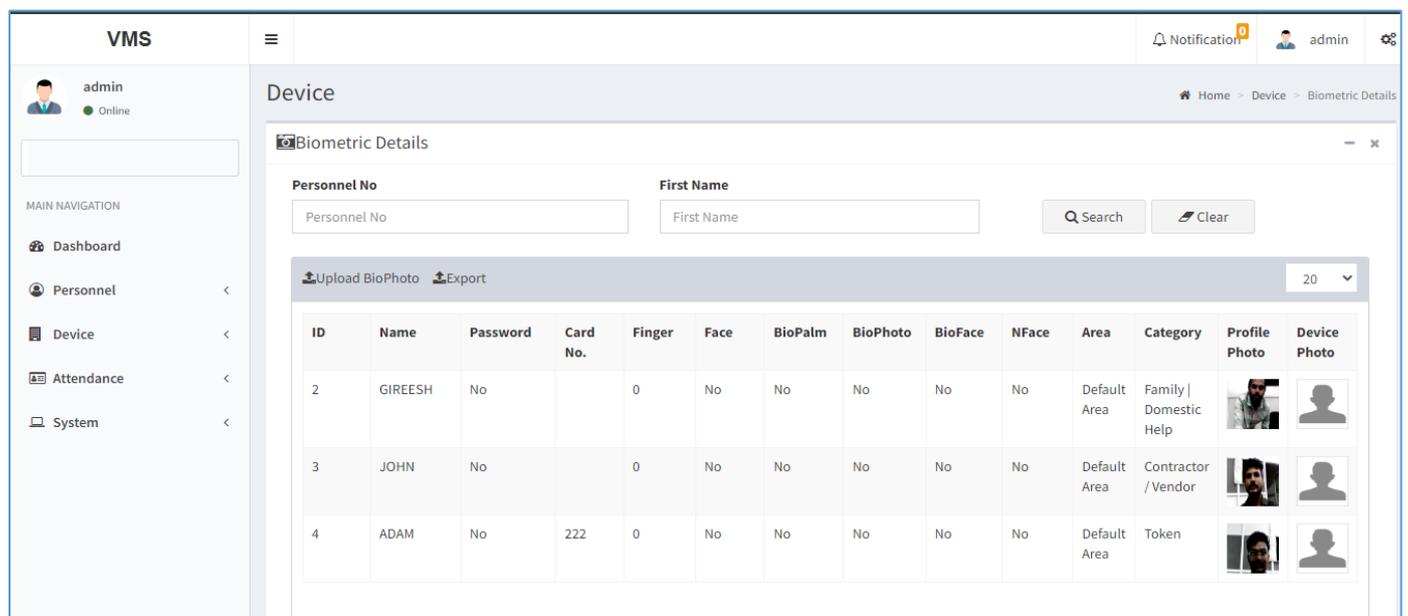
Add: Button is used to add extra search features by user.

Search: This button is used to the features.

Clear: This button is used to clear the form.

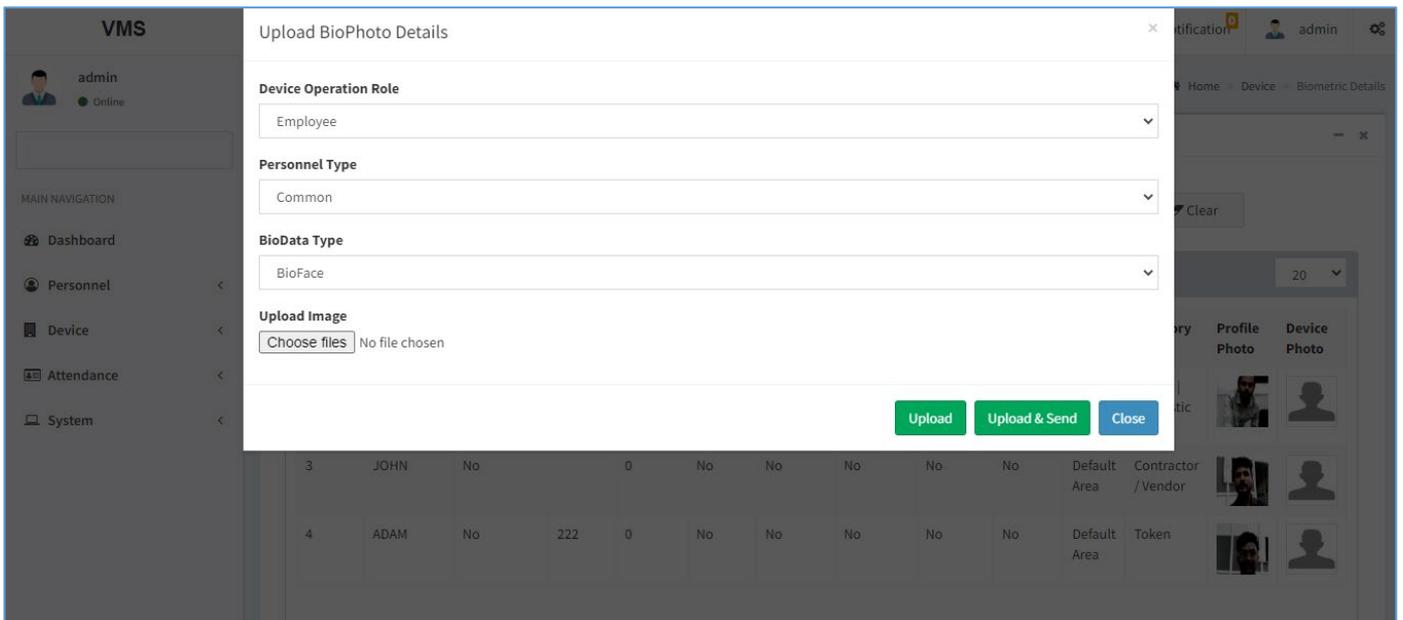
Return: Button is used to return from the current form.

BIOMETRIC DETAILS



We can see the biometric details of each employee here.

If you want to upload the biophoton. click on upload biophoton option

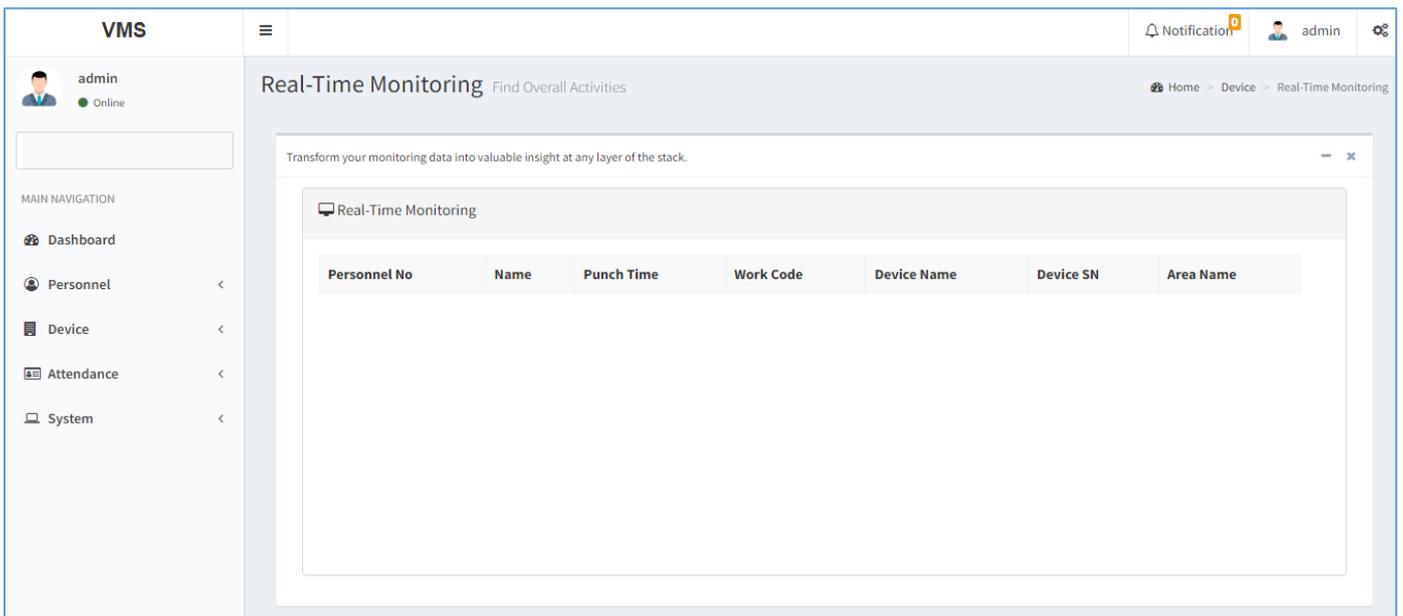


Enter the details and click upload or upload & send option
You can also export the details by clicking Export button.

REAL TIME MONITORING

In this admin can monitoring the operations work in a device.

Device >> Real Time Monitoring



ATTENDANCE MANAGEMENT

The system can exchange data with the T&A devices and collect visitors records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.

TRANSACTIONS

The transactions interface provides statistics on valid visitor's records, which depend on the settings of the effective visitor record interval larger than N minutes.

The screenshot shows the VMS Attendance Transactions interface. The left sidebar contains navigation options: Dashboard, Personnel, Device, Attendance, and System. The main content area has search filters for Personnel No, Area Name, First Name, Status, Category, Device SN, and Date. Below the filters are export options: U Disk Import, Export XLS, Export PDF, and Export CSV. A table with 11 columns (Personnel No, First Name, Last Name, Category, Time, Status, Area, Device Name, Device SN, Mask, Temperature) is shown, but it is currently empty. The pagination indicates Page 1 / Total 1; Per page 100 records / Total 0 records.

1. Users can export an attendance report to an.xls, pdf, or csv file based on requirements. Export_for the specific method of exporting the report.

Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

Users can change the column width by dragging the column border to the left or right based on requirements.

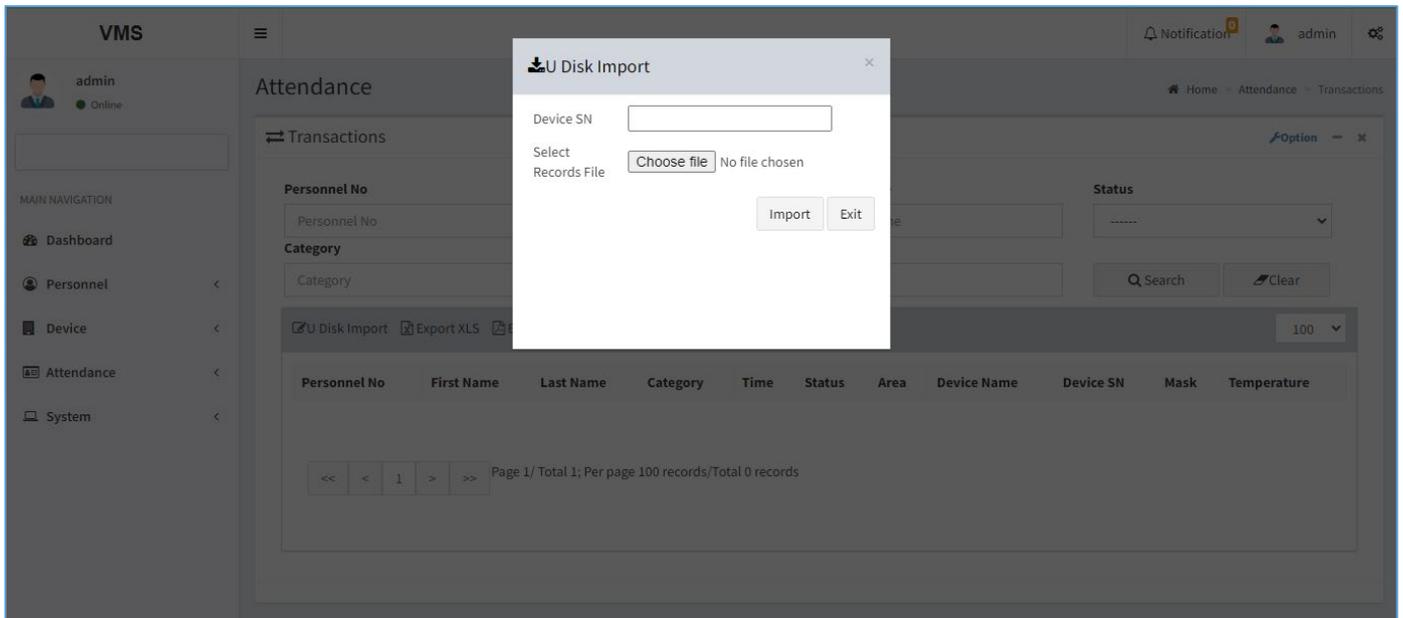
Users can define the number of records displayed on each interface in the visitor report.

The screenshot shows the LanatechTime 6.0 Attendance Transactions interface. The left sidebar contains navigation options: Dashboard, Personnel, Device, Attendance, and System. The main content area has search filters for Personnel No, Area Name, First Name, Status, Department, Device SN, and Date. Below the filters are export options: U Disk Import, Export XLS, Export PDF, and Export CSV. A table with 11 columns (Personnel No, First Name, Last Name, Department, Time, Status, Area, Device Name, Device SN, Mask, Temperature) is shown with one record. The pagination indicates Page 1 / Total 1; Per page 10 records / Total 0 records.

Personnel No	First Name	Last Name	Department	Time	Status	Area	Device Name	Device SN	Mask	Temperature
22	Rijo		Default_Department	12-04-2024 17:00:00	Check-Out					

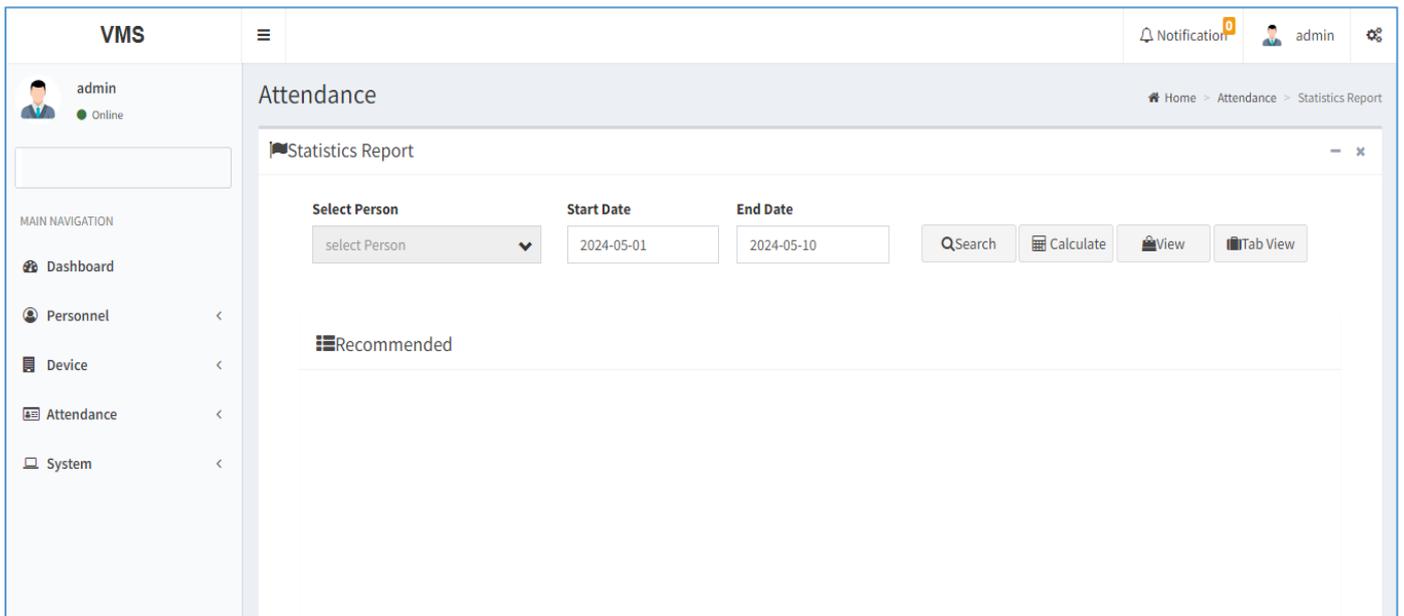
U DISK IMPORT

Import the transactions from time attendance device with the help of USB.



STATISTICS REPORT

The Statistics report lists the daily visitor information of the personnel within a designated time period, and collects statistics. If the obtained result is inconsistent, directly modify the data in the report based on the requirements. Choose **Attendance** >> **Statistics Report** to access the **Statistics Report** interface.



The following describes how to view a statistics report.

1. Click behind **Select Personnel**, and select a visitor whose information needs to be viewed from the popped-up personnel drop-down list. You can select multiple visitors.
2. Set **Start Date** and **End Date**.
3. Click **Search**, and view the Statistics report information of the selected visitors between the set start date and the end date.

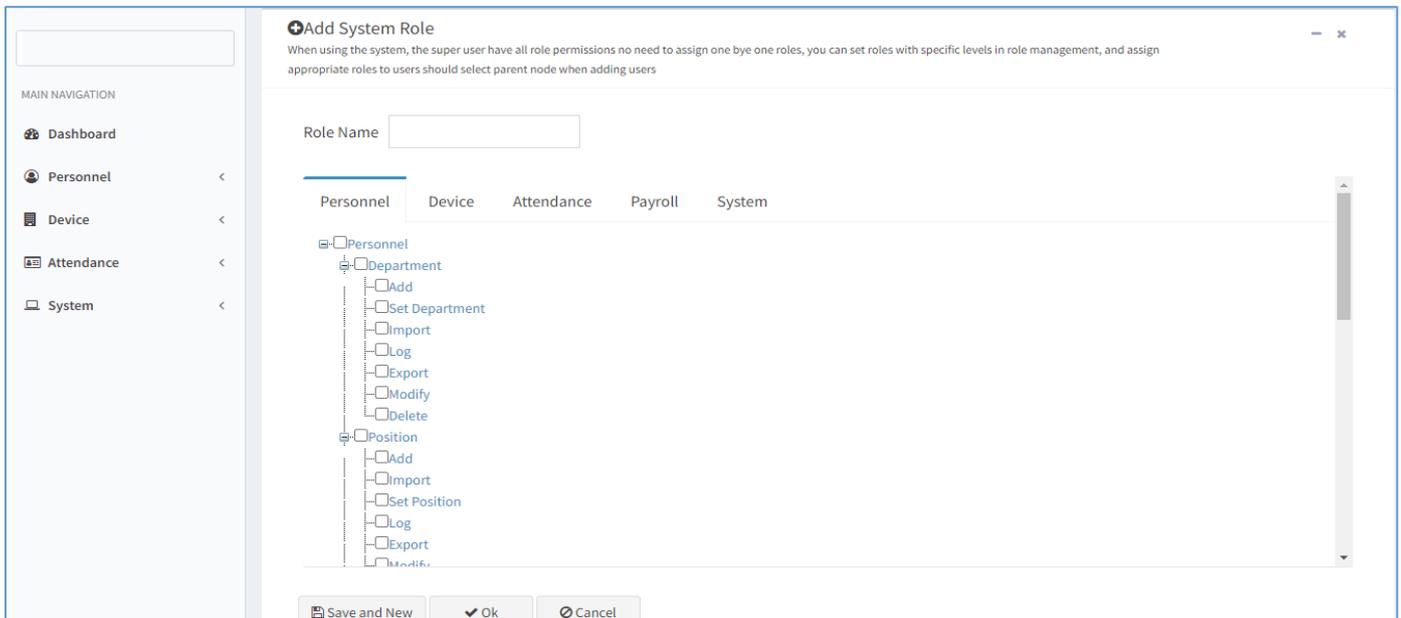
SYSTEM

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set system parameters, notices, reminders and operation logs.

ROLE MANAGEMENT

ADDING A ROLE

Choose **System >> Role >> Option >> Add** to access add role interface



- Note: Select corresponding permissions based on the selected permission type.
 1. **Role Name:** Enter the object type, namely the role name (such as the personnel staff and device administrator).
 2. **Permissions:** The permissions of four categories are included: **Personnel**, **Device**, **Attendance** and **System**. In the operation permission list under each permission type tab, tick the check box in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click **Personnel** with the highest permission. Then, all sub-permissions under it such as **Position**, **Personnel** and **Issue Card** will be selected.
- After the completion of the setting, click **OK** to save the settings and return to the **Role** interface. The role list will display the new roles.
- Edit Role
- In the role list, click the role name or click **Edit** under **Related Operation** in the line of the role to be edited to access the interface for editing roles. Modify the parameter settings based on requirements. After the completion of the modification, click **OK** to save the modified role information.



DELETE ROLE

In the role list, select a role to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the role to be deleted to access the role deletion interface. Click **OK** to confirm the deletion of the selected role.

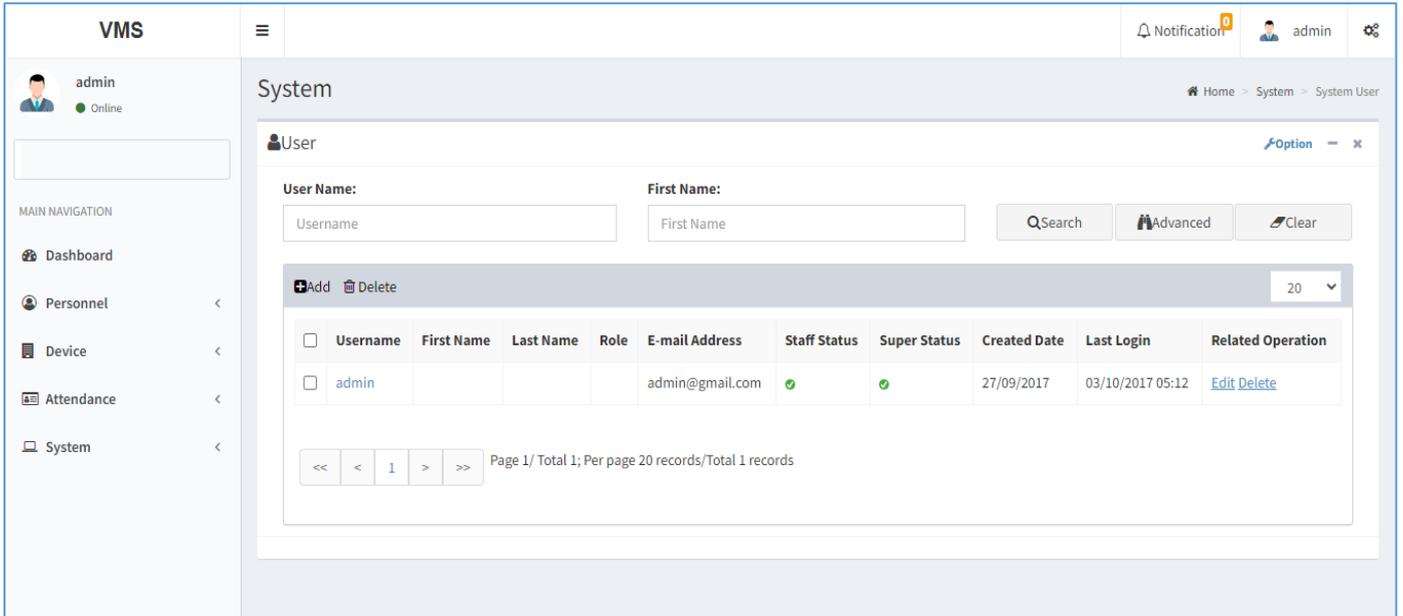
In the role list, select a role to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the role to be deleted to access the role deletion interface. Click **OK** to confirm the deletion of the selected role.



USER MANAGEMENT

Choose **System** >> **User**

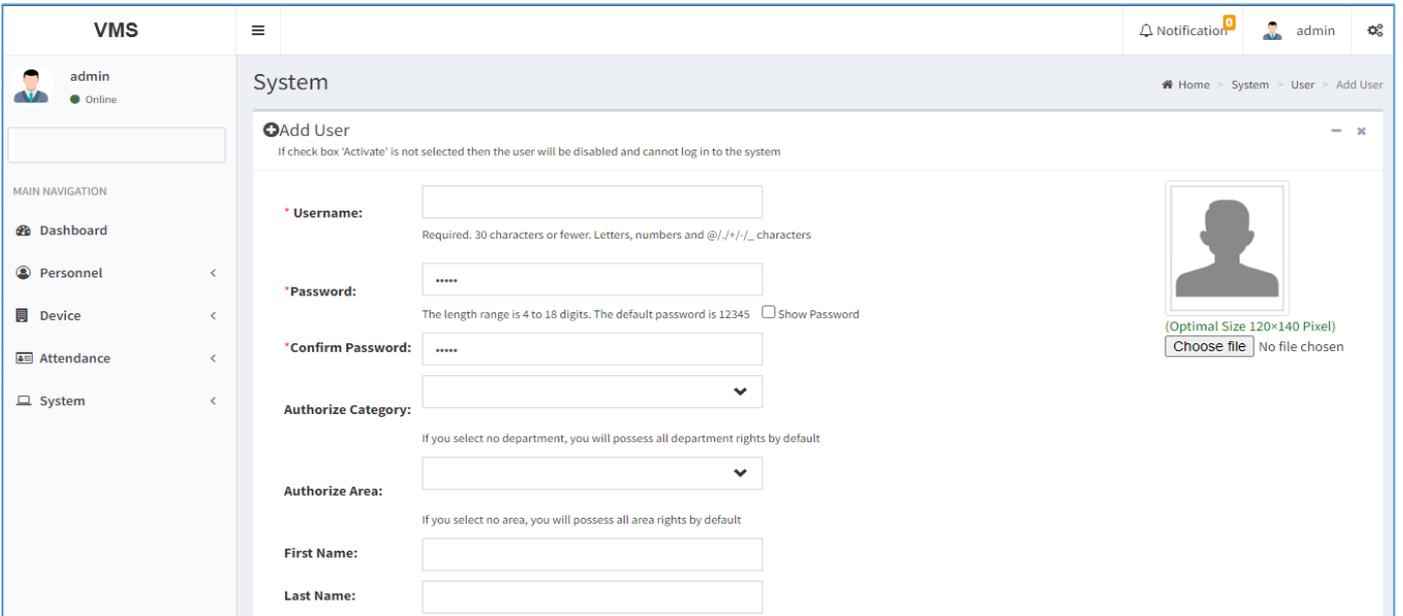
Add new users to the system and assign roles (permissions) to users.



The screenshot shows the VMS System User management interface. The left sidebar contains navigation options: Dashboard, Personnel, Device, Attendance, and System. The main content area displays the 'User' management page. At the top, there are search filters for 'User Name' (Username) and 'First Name'. Below the filters is a table with columns: Username, First Name, Last Name, Role, E-mail Address, Staff Status, Super Status, Created Date, Last Login, and Related Operation. The table contains one record for the user 'admin' with email 'admin@gmail.com'. At the bottom, there is a pagination control showing 'Page 1 / Total 1; Per page 20 records / Total 1 records'.

ADDING A USER

1. Choose **System** >> **User** >> **option** >> **Add** to access the **Add User** interface:



The screenshot shows the VMS Add User interface. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Add User' form. At the top, there is a warning: 'If check box 'Activate' is not selected then the user will be disabled and cannot log in to the system'. The form fields include: Username (required, 30 characters or fewer), Password (required, 4 to 18 digits), Confirm Password, Authorize Category (dropdown), Authorize Area (dropdown), First Name, and Last Name. There is also a profile picture upload section with a 'Choose file' button and a note '(Optimal Size 120x140 Pixel)'. The breadcrumb trail at the top right reads 'Home > System > User > Add User'.



Authorize Area:

If you select no area, you will possess all area rights by default

First Name:

Last Name:

E-mail Address:

Staff Status: if the user can log in this admin site

Super Status: choose if the user has all permissions

Role: Default Role

Set the parameters as required based on the following steps (Parameters marked with * are mandatory):

Username: 30 characters or fewer. Only letters or numbers are allowed.

Password/Confirm Password: The length range is 4 to 18 digits. The default password is 111111.

Authorize Category: Select a category from the popped-up department drop-down list. (If you select no category, you will possess all category rights by default.)

Authorize area: Select an area in the popped-up area drop-down list. (If you select no area, you will possess all area rights by default.)

First Name: Enter first name

Last Name: Enter last name

E-mail: enter email address

Staff Status: Designates whether the user can log into this admin site.

Super Status: Designates that this user has all permissions without explicitly assigning them.

Role: Roles need to be selected for non-super users. Select a preset role, and the user has all operation permissions of this role.

After the completion of the setting, click **OK** to save the settings and return to the **User** interface. The user list will display the new user.

Note: You can modify or delete existing users. Click **Edit** or **Delete** behind the username to perform corresponding operations. The detailed operations are the same as those in "Editing a Role" and "Deleting a Role."



EDIT USER

1. In the user list, click the user's name or click **Edit** under **Related Operation** in the line of the user to be edited to access the interface for editing user. Modify the parameter settings based on requirements. After the completion of the modification, click **OK** to save the modified role information.

The screenshot displays the 'Add User' form in the VMS system. The form includes the following fields and options:

- Username:** A text input field with a note: "Required. 30 characters or fewer. Letters, numbers and @,./+/-_ characters".
- Password:** A password input field with a note: "The length range is 4 to 18 digits. The default password is 12345" and a "Show Password" checkbox.
- Confirm Password:** A password input field for verification.
- Authorize Category:** A dropdown menu with a note: "If you select no department, you will possess all department rights by default".
- Authorize Area:** A dropdown menu with a note: "If you select no area, you will possess all area rights by default".
- First Name:** A text input field.
- Last Name:** A text input field.
- Profile Picture:** A placeholder image with a note "(Optimal Size 120*140 Pixel)" and a "Choose file" button showing "No file chosen".

DELETE USER

- In the user list, select a user to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the user to be deleted to access the user deletion interface.

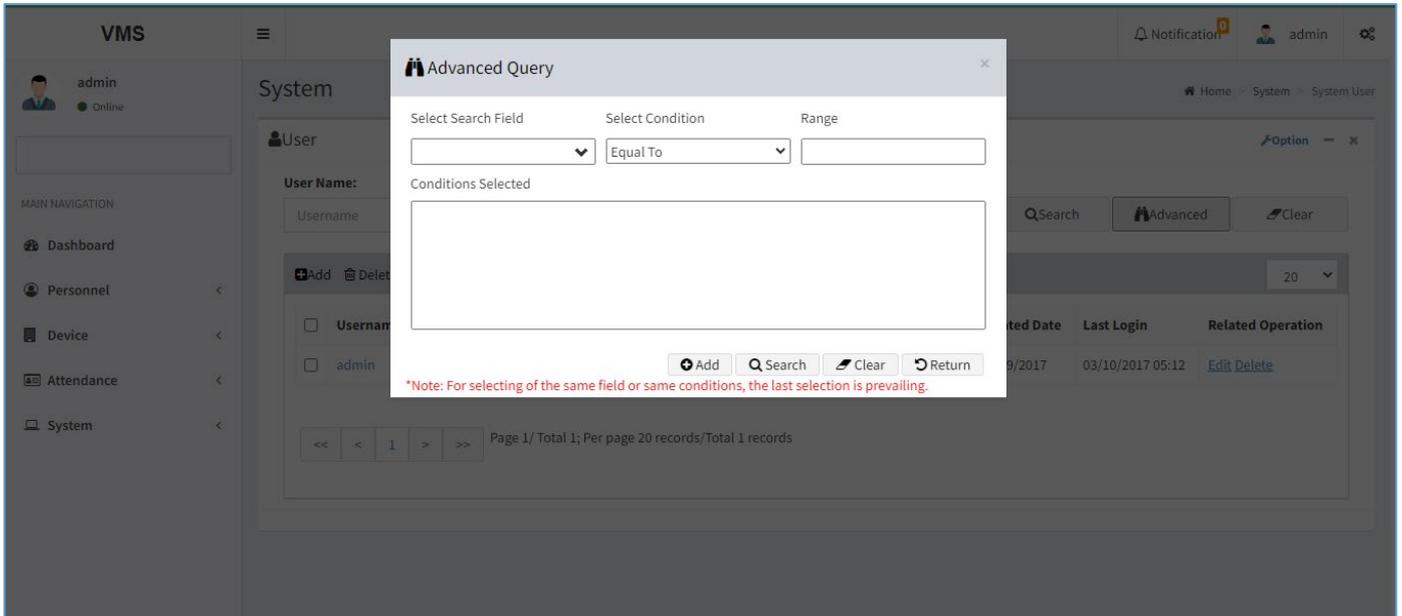
Click **OK** to confirm the deletion of the selected user.

The screenshot displays the 'Delete' dialog box in the VMS system. The dialog box includes the following elements:

- Title:** "Delete" with a trash icon.
- Subtitle:** "Delete System User From the list".
- Input Field:** A text input field containing "Select Role(s):admin,".
- Buttons:** "Ok" and "Cancel" buttons.

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

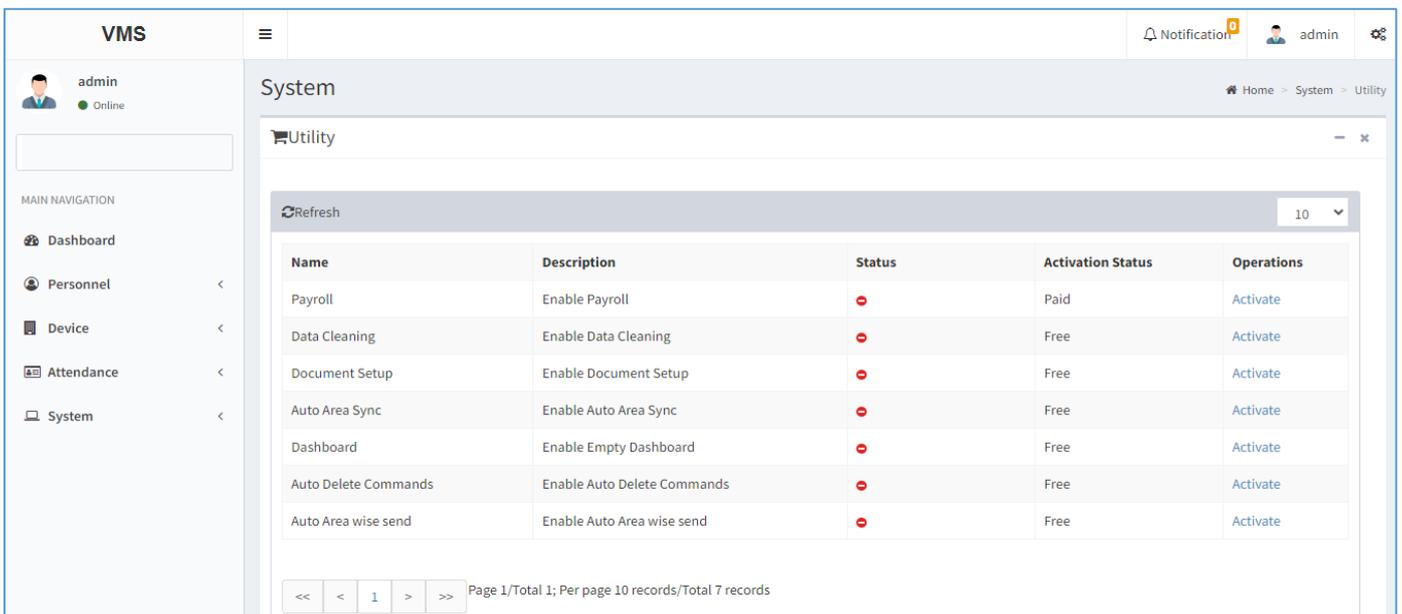
Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

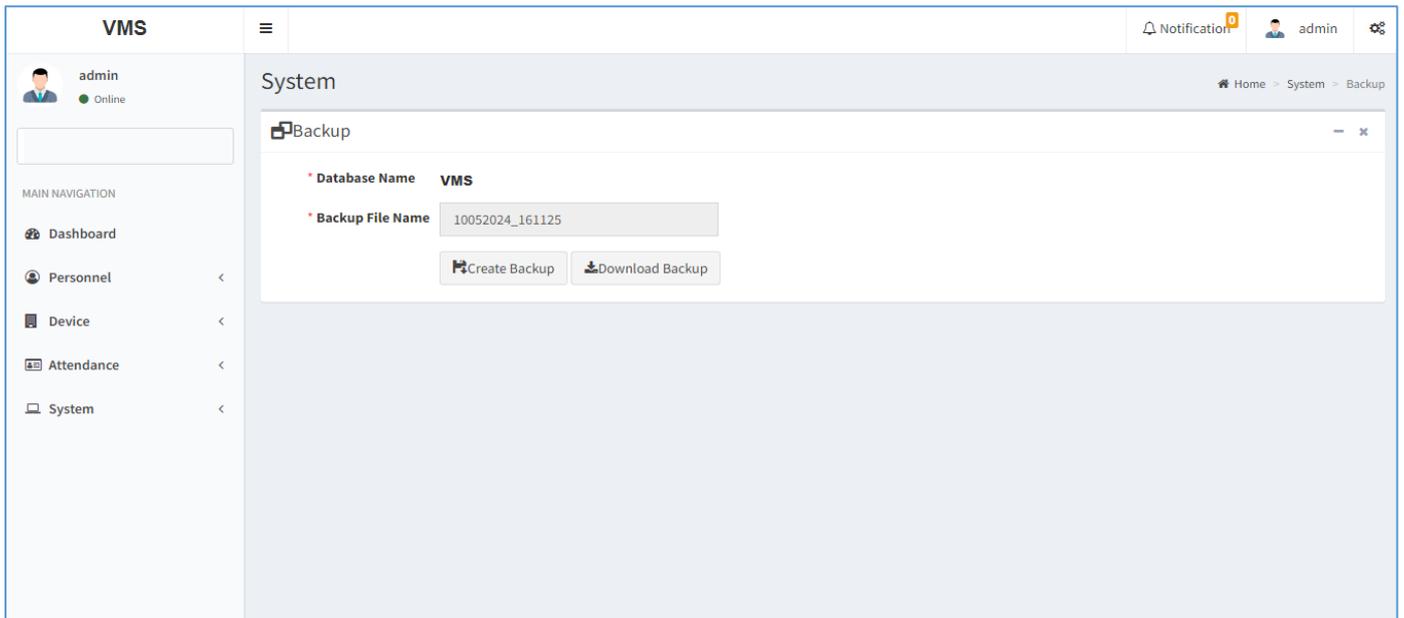
UTILITY

Enable / disable the features as per the customer wish



BACK UP

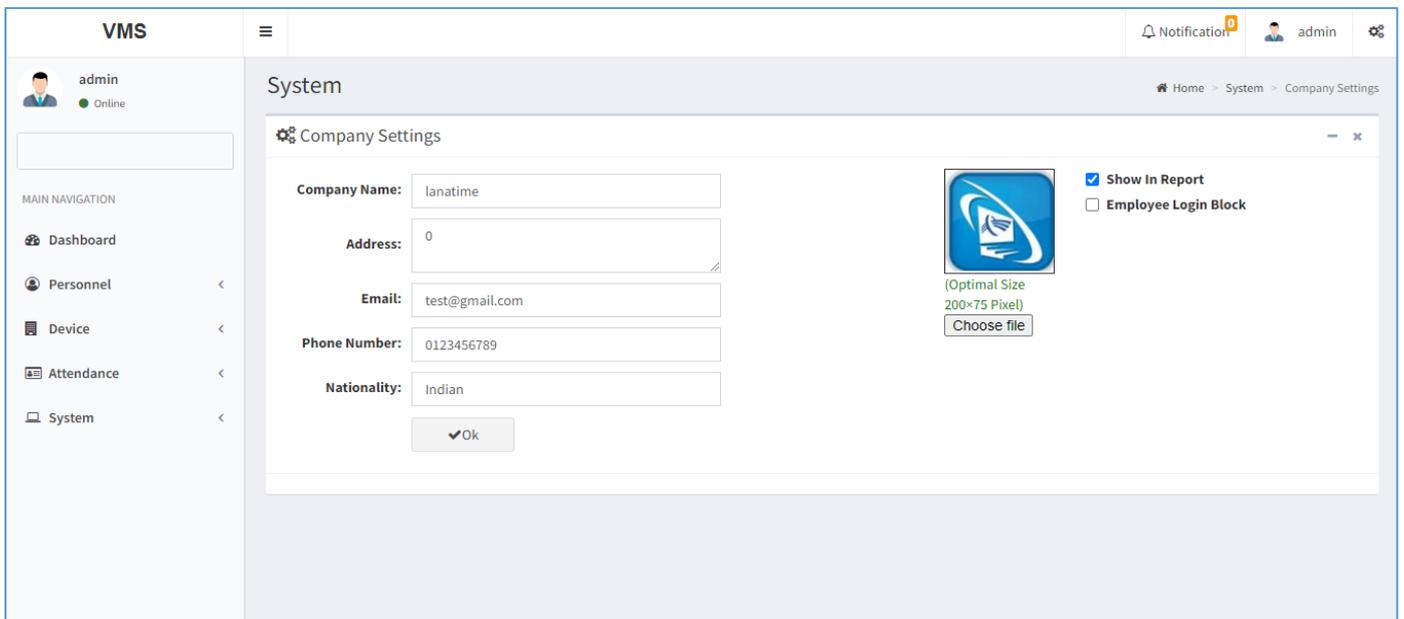
Take back up of Visitor Management System database



The screenshot shows the VMS Backup interface. On the left is a sidebar with the user 'admin' (Online) and a 'MAIN NAVIGATION' menu containing Dashboard, Personnel, Device, Attendance, and System. The main content area is titled 'System' and contains a 'Backup' window. This window displays the 'Database Name' as 'VMS' and the 'Backup File Name' as '10052024_161125'. Below these fields are two buttons: 'Create Backup' and 'Download Backup'. The breadcrumb trail at the top right reads 'Home > System > Backup'.

COMPANY DETAILS

To add company details **SYSTEM** >> **Company Details**



The screenshot shows the VMS Company Settings interface. The sidebar is identical to the previous screenshot. The main content area is titled 'System' and contains a 'Company Settings' window. This window has several input fields: 'Company Name' (lanatime), 'Address' (0), 'Email' (test@gmail.com), 'Phone Number' (0123456789), and 'Nationality' (Indian). There is a 'Choose file' button for an image, which is currently a placeholder with the text '(Optimal Size 200x75 Pixel)'. To the right of the image field are two checkboxes: 'Show In Report' (checked) and 'Employee Login Block' (unchecked). An 'Ok' button is located at the bottom of the form. The breadcrumb trail at the top right reads 'Home > System > Company Settings'.

Click **OK** to **SAVE** company details



MASTER SETTINGS

VMS admin Online

Notification admin

System Home > System > Master Settings

Master Settings

Yearly leave limit updated on	January	1
Minimum Difference Between Two Punches	0	
Personnel No and Device Id is Same	Yes	
Auto Timetable	Disabled	
Device Maintenance Port	8081	
Calculation including seconds	Yes	

Ok

Select if personnel number and device id are same or not and yearly leave limit updating date. By entering the minimum difference between two punches, we can avoid the multiple punches. By enabling auto timetable, we can generate the reports according to the default time table without assign shift and schedule. It will be helpful for small firms which has only one timetable.

ALERT SETTINGS

We can set the alerts for visitors. Alert settings include mail settings, Alarm settings and Approval alert. The alerts can be sent as emails and pop ups

Alert Settings

Mail Settings

Email Sending Server	smtpout.secureserver.net	(smtp.xxx.xxx)
Server Port	25	<input type="checkbox"/> SSL
Email Account	order@lanatech.in	(xxx@xxx.xxx, domain name\domain user)
Password	*****	<input type="checkbox"/>
Test Receiver Mail	sender_name@gmail.com	
Sender Name2	sender_name2@gmail.com	
Schedule	<input type="checkbox"/> Send Mail Alert For Head Of The Category	

Synchronize Test Mail

Alarm Settings

* When no. of Late exceeds	10	times, email alert will be sent
* When no. of Early Leave exceeds	10	times, email alert will be sent
* When no. of Absent exceeds	4	times, email alert will be sent
* Email Sending Frequency	Monthly	
Send Mail To Employee	<input type="checkbox"/>	

Approval Alert

<input checked="" type="checkbox"/> Email Alert:	<input checked="" type="checkbox"/> Pop Alert
--	---

SMS Settings

URL Name:

Send Sms For Punch
 Inner Message:
 SMS Format For Punch: SMS Format for Present Like:(Personnel No Personnel Name --Inner Message-- at Punch Date Punch Time)

Send Sms For Absent
 Absent Calculate From:
 Inner Message:
 SMS Format For Absent: SMS Format for Absent Like:(Personnel No Personnel Name --Inner Message-- On Date)

Send Memo Sms
 Memo Message:

Checked For Test SMS
 Test Mobile No:

LOG: Shows the whole works and changes we did in the software

VMS | admin | Online

System

Log

User Name: | Role Name: | Action Identification:

Export: 20

Username	Action Time	Object Type	Object Description	Action Identification	Change Message
admin	2024-05-10 15:43:18	??	admin	Login	
admin	2024-05-10 11:15:06	??	admin	Login	
admin	2024-05-10 08:58:43	??	admin	Login	
admin	2024-05-09 17:14:47	Issue Card	000000004ADAM	Add	
admin	2024-05-09 16:51:39	??	admin	Login	
admin	2024-05-09 15:13:37	??	admin	Login	
admin	2024-05-09 12:14:58	Position	3 Delivery	Add	
admin	2024-05-09 12:14:18	Personnel	000000004 ADAM	Add	



DATA CLEANING

All selected items will be cleared. The action cannot be undone

The screenshot shows the VMS (Visitor Management System) interface. The top navigation bar includes 'VMS', a user profile for 'admin' (Online), and a notification bell. The main content area is titled 'System' and 'Data Cleaning'. A warning message states: 'All selected items will be cleared. The action cannot be undone'. Below this, there are two panels: 'Choose Items To Clean' and 'Cleaning Results'. The 'Choose Items To Clean' panel contains a 'SelectAll' checkbox and a list of items to be cleaned, each with a checkbox: 'Clean up database', 'Clean up macdata file', 'Clean up device commands', 'Clean up device communication logs', 'Clean up database backup files', and 'Clean up the user's photo from device'. The 'Cleaning Results' panel is currently empty.

REAL TIME MONITORING

In real time monitoring by the use of RFID and biometrics these systems offer instant and efficient visitor registration, check-in, and check-out procedures. They provide real-time updates to authorized personnel regarding visitor arrivals, departures, and their whereabouts within the facility. Additionally, these systems often integrate with access control systems to ensure security and compliance. Overall, visitor management systems improve security, efficiency, and visitor experience, making them indispensable tools for modern businesses and organizations.

The image displays the interface for the 'RFID BASED VISITOR MANAGEMENT SYSTEM KATARIBAGH INS VENDURUTHY'. The interface features a dark blue background with a grid pattern. On the left, there is a green vertical bar with the organization's crest. On the right, there is a white vertical bar with the organization's crest. The central area contains a large white box with a silhouette of a person's head and shoulders. To the right of the silhouette, there are six white input fields with labels: 'NAME', 'PASS NUMBER', 'GENDER', 'VALID UPTO', 'CATEGORY', and 'DATE AND TIME'.

END