



Visitor Management

(SIMS-integration)

Manual

Version	Author	Changes	Date
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Table of contents

1. Introduction	2
2. User manual – guests	3
2.1 Registration of arrival and departure	3
2.2 Registration of non-invited guests	5
3. User manual – administration	6
3.1 Visitors	6
3.1.1 Registration of new guests	7
3.1.2 Registration of hosts.....	8
3.1.3 Editing of registered guests	9
3.1.4 Deleting registered guests.....	10
3.2 Settings	11

1. Introduction

The purpose of the “SIMS – Visitor Management” web application is to manage and invite guests to a selected building or area.

The application has the following features:

- sending invitations
- generation of QR codes in the invitation
- assigning rights to guests in the SIMS system
- registration of a guest's arrival and departure
- registration of uninvited guests
- Conversion of car numberplates to card numbers (for use with ANPR camera)

The program has two interfaces.

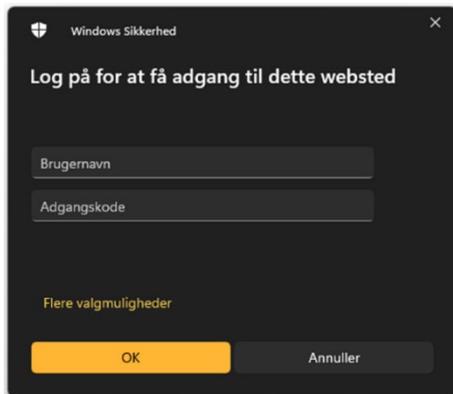
1. The first allows only check-in/check-out, i.e., registration of a guest's arrival and departure, and registration of non-invited persons.
2. The second provides access to settings and administration.

The application is available in four languages, which you can change at any time by clicking on the relevant flag.



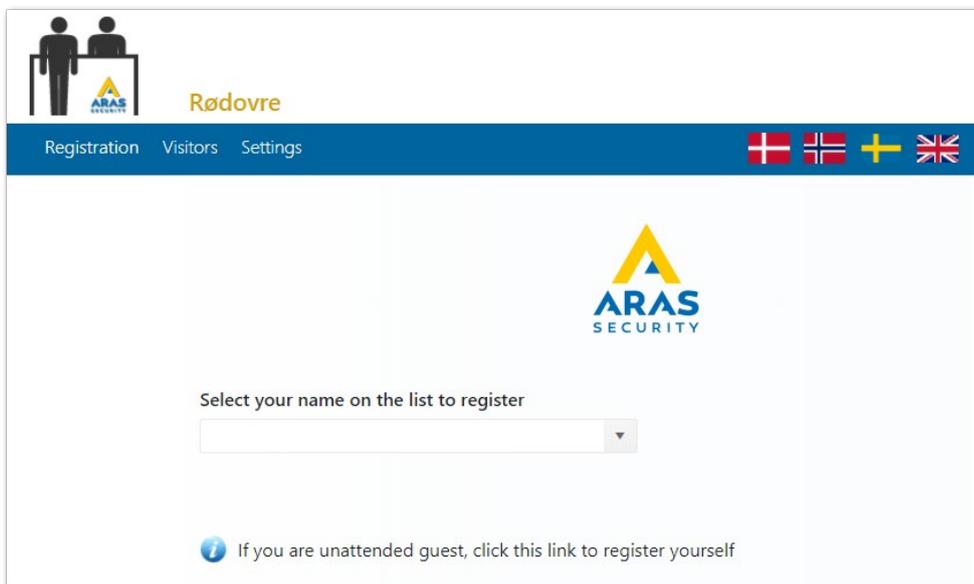
2. User manual – guests

To launch the application, enter the Visitor Management website address in your web browser. If your username is added to the configuration, the page will open automatically, if not, the login window will appear first.



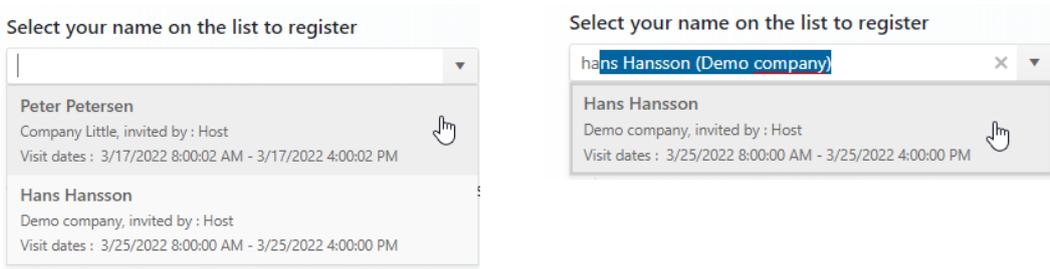
If you have entered the correct username and password, you will be able to access the site.

2.1 Registration of arrival and departure

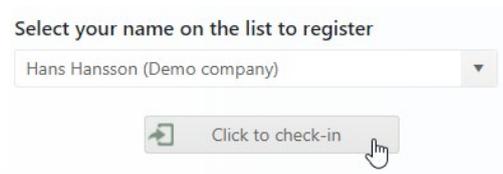


Here the visitor can announce his arrival. This is done by opening the list and selecting himself from it.

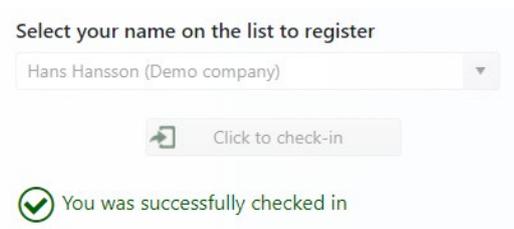
To make it easier to find the right entry in the list, you can enter part of your first or last name and all matching entries will be searched automatically.



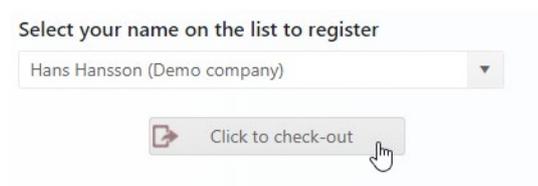
Once on the list, you can register your arrival by pressing "Click to check-in".



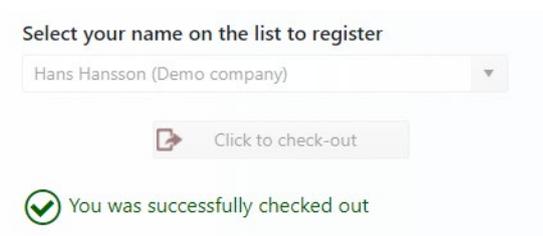
The operation will be confirmed with an appropriate message and the host will be notified of the arrival.



After the visit, repeat the search and press " Click to check-out".



The operation will be confirmed with an appropriate message and the name will be removed from the list.



2.2 Registration of non-invited guests

In case of non-invited visitors, it is possible for them to register themselves and automatically inform the relevant employee.

This can be done by clicking on the link below the list.

Select your name on the list to register

 If you are unattended guest, click this link to register yourself



Fill out the shown form, and select the person you wish to visit from the list.

First name

Last name

Company

Invited by

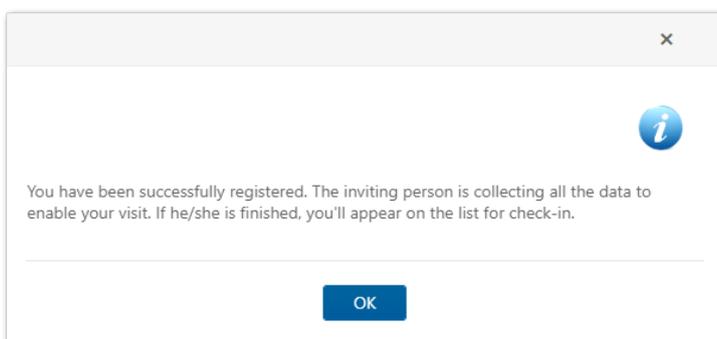
Email

Phone number



Invited by

When the form has been completed and saved, a relevant message will be displayed.



3. User manual – administration

If you have permission to manage the application, an additional menu appears on the blue bar.



3.1 Visitors

Under "Visitors" you will find a list of all registered persons, both invited and non-invited guests. The status of the visit is also displayed here.

Status icon description:

-  • checked- in
-  • checked-out
-  • non-invited, have registered themselves

If there is no icon next to a person, it means that the person has not yet arrived.

Company	First name	Last name	User group	Start date	End date	Host name	State	
Company Bigger	Jan	Jensen	Bruger Aalborg	3/17/2022 8:00:01 AM	3/17/2022 4:00:01 PM	Host		 
Company Little	Peter	Petersen	Bruger Aalborg	3/17/2022 8:00:02 AM	3/17/2022 4:00:02 PM	Host		 
Demo company	Hans	Hansson	Gæster	3/25/2022 8:00:00 AM	3/25/2022 4:00:00 PM	Host		 
Big Company	Frederik	Kaminsky	0 Access			Henrik		 
Big Company	Thomas	Brand	0 Access			Henrik		 

1 - 5 of 5 items

Register a new visitor Edit inviting persons

In this part of the application, we have access to the following functions:

Register a new visitor

Edit inviting persons



- registration of new guests, with sending of an invitation
- registration of hosts who can be chosen when non-invited persons self-register
- editing of registered guests
- removal of a guest from the list

3.1.1 Registration of new guests

To register a new visitor, press "Register a new visitor".

A form will be shown, which needs to be filled out with all relevant information.

The screenshot shows a 'Visitor details' form with the following sections:

- Visitor information:** Fields for Company, First name, Last name, Phone number, Email, Car registration, User group (dropdown menu showing '0 Access'), Card code, and PIN.
- Invite period:** Fields for Start date and End date, each with a calendar icon and a close button (X).
- Inviting person information:** Fields for Host name and Host email.
- QR code:** A checkbox labeled 'QR code'.

At the bottom of the form are 'Save' and 'Cancel' buttons.

If a car registration-number is entered, a card number is automatically generated which can be used in conjunction with an ANPR camera (automatic number plate recognition camera).

This close-up shows the following fields filled out:

- Car registration : DEMO
- User group : Service
- Card code : 1330464068

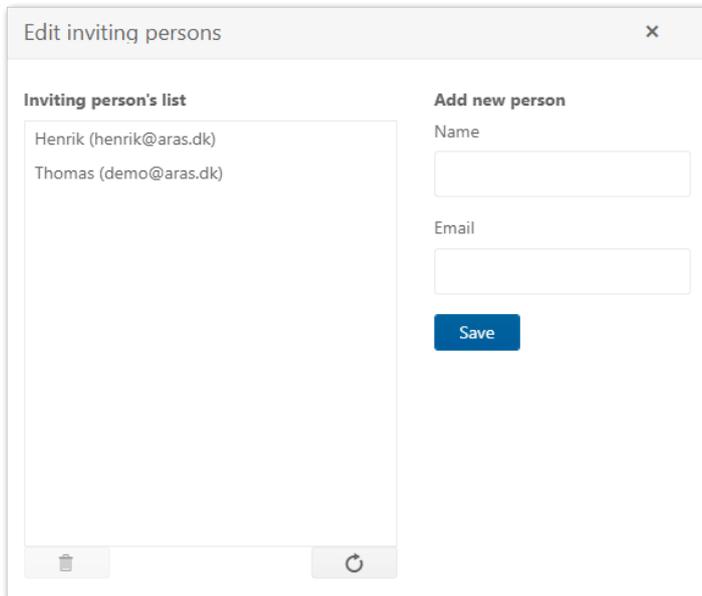
If the QR code option is selected, the sent e-mail will contain a QR code that can be used for access in a system with QR code readers.

QR code



3.1.2 Registration of hosts

To register a new host, press " Edit inviting persons".
A form will appear where both name and email must be filled in.



The screenshot shows a dialog box titled "Edit inviting persons" with a close button (X) in the top right corner. The dialog is divided into two main sections:

- Inviting person's list:** A list box containing two entries: "Henrik (henrik@aras.dk)" and "Thomas (demo@aras.dk)". Below the list are two icons: a trash can and a refresh button.
- Add new person:** A form with two input fields: "Name" and "Email". Below these fields is a blue "Save" button.

Registered hosts are automatically added to the list in the form for non-invited guests.



The screenshot shows a dropdown menu titled "Invited by". The menu is open, displaying a list of names and email addresses:

- Henrik (henrik@aras.dk)
- Thomas (demo@aras.dk)

A mouse cursor is visible over the dropdown arrow on the right side of the menu.

3.1.3 Editing of registered guests

To edit a guest from the list, press the "edit" icon.

Company	First name	Last name	User group	Start date	End date	Host name	State	
Company Bigger	Jan	Jensen	Bruger Aalborg	3/17/2022 8:00:01 AM	3/17/2022 4:00:01 PM	Host		
Company Little	Peter	Petersen	Bruger Aalborg	3/17/2022 8:00:02 AM	3/17/2022 4:00:02 PM	Host		

A form for the selected person is displayed.

Visitor details

Visitor information

Company :

First name :

Last name :

Phone number :

Email :

Car registration :

User group :

Card code :

PIN :

Invite period

Start date :

End date :

Inviting person information

Host name :

Host email :

QR code

All changes will be processed. A user with a valid access level will be updated in SIMS. A new e-mail will be sent to the invited person.

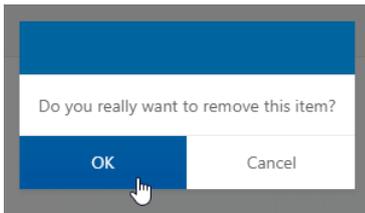
An un-invited person is always registered with access level 0, i.e., without rights. The host, who the guest wishes to visit, can change the access level, assign a card number and a validity period.

3.1.4 Deleting registered guests

To delete a guest from the list, press the "delete" icon.

Company	First name	Last name	User group	Start date	End date	Host name	State	
Company Bigger	Jan	Jensen	Bruger Aalborg	3/17/2022 8:00:01 AM	3/17/2022 4:00:01 PM	Host		
Company Little	Peter	Petersen	Bruger Aalborg	3/17/2022 8:00:02 AM	3/17/2022 4:00:02 PM	Host		

The operation must be confirmed by clicking on the "OK" button.



The guest is deleted both from the guest list and from the SIMS software.

3.2 Settings

Registration Visitors Settings

Client's name
Rødovre

Delete data after days:
30

Administrators
DEMO\demo

Email settings (SMTP)

SMTP server
smtp.gmail.com

Port
587

Require SSL

SMTP login
demo@gmail.com

SMTP password

Mail subject
Invitation - Guest registration

'From' (email)
demo@aras.dk

Save

Here you can:

1. Name the application client you are currently logged in to.
The name is displayed next to the application logo.
 Rødovre
2. Define how long the application should store registrations
3. Select who has access to the application administration.
Usernames must contain both the domain and the username itself.
4. Complete the e-mail settings.

Once you have made changes to the settings, save the new configuration by clicking on the save button.

Save Settings was properly saved at 08:36:09.