

## Overview



Rays web based Visitor Management System “rVisitor” is designed for Organizations of all sizes and all types. rVisitor System is completely configurable from company information, visitor types, access areas, users, employees, managers, and employee timings. The system assists visitors in scheduling appointments and enabling employees in tracking appointments all the way to the end. The online appointment module captures all relevant visitor information, the nature of visit and much more.

The system assists Organizations in managing appointment requests for approval processing. Appointment requests are approved or rejected based on defined policies and the system notifies the visitor on the status. The system provides a dashboard functionality, which provides one stop access to all information about appointments based on user access.

Once the visitor arrives on-site, rVisitor provides the capability to Register users based on appointments or on-the-spot visits. During registration, rVisitor can print Visitor badges with photographs, assign pre-configured badges, capture goods declared information, assign gate passes and Check-In the visitor. On completion of the visit, the system will track the checkout of visitors.

The system provides a functionality to track all visitors coming in and going out of the organizational premises or access areas using the Visitor Tracking module. The system can also track access to restricted access areas based on the nature of appointment which enables the complete tracking of visitors within an organization’s premises.

The system provides a Reporting functionality, which produces important reports such as Visitor Registration, Appointments, and Tracking Report. The system also provides additional key features for system user such as User account creation, Appointment Access Management, Backup of System Data, Import and Export.

The Visitor Management System forms a basis for a powerful security platform by registering all visitors and ensures that the organization has a centralized and complete record of visitors. It strengthens visitor security, improves productivity, and services to the customers.

## Key Features

### Custom Configuration

- ⇒ Company Information
- ⇒ Visitor Types, Access Areas
- ⇒ Badge Format and Design
- ⇒ Pre-defined mapping of Access Areas and Visitor Types
- ⇒ User Tracking Access from Registration to Access Areas

### Appointment Scheduling

- ⇒ Visitor Appointment Scheduling
- ⇒ Visitor Appointment Tracking
- ⇒ Appointment Tracking
- ⇒ Dashboard Functionality
- ⇒ Appointment Approval/Rejection
- ⇒ Alerts and Notifications

### Registration

- ⇒ Appointment based or Onsite Registration
- ⇒ Badge Printing, Badge Assignment
- ⇒ Gate Pass, Good Declared

### Visitor Tracking

- ⇒ Dashboard Functionality
- ⇒ Visitor In-Out Tracking
- ⇒ Access Area based Tracking

### User Management

- ⇒ User Creation
- ⇒ Employee/Manager Relation
- ⇒ System Admin access
- ⇒ Access to appointments based on Employee-Manager relationship

### Reports

- ⇒ Appointment Dashboard
- ⇒ Visitor Dashboard, Visitor Reports
- ⇒ Appointment Reports

### Additional Features

- ⇒ System Backup
- ⇒ Export to Excel, PDF, Import Data

## System Requirements

- ◆ OS : Windows XP, Vista, Win 7
- ◆ Browser Compatibility : IE 6 and above, Mozilla Firefox, Google Chrome
- ◆ Web Cam, Barcode Scanner



**B-311, Himalaya Arcade, Opp. Vastrapur Lake, Ahmedabad, Gujarat -380 015**

**Email: [info@raysindia.com](mailto:info@raysindia.com) [www.raysindia.com](http://www.raysindia.com), ph: +91 79 2676 5056, +91 79 4003 5058.**