

## VISITOR MANAGEMENT SYSTEM - rVisitor

### CHALLENGE/SITUATION

Organizations today have several visitors a day from tens to thousands, whose purpose can vary from business, sales, partners, personal, vendors, customers, etc. Visitors of an organization need to be managed from planning appointments, registrations, gates passes, badge printing to finally tracking visits and their information for future references. Tracking visitor information can enable an organization to expand business, track customers, plan visits, and track their visits in an organized manner.

### APPROACH

Rays developed a web based Visitor Management System “rVisitor” designed for Organizations of all sizes and all types. “rVisitor” is completely configurable from company information, visitor types, access areas, users, employees, managers, to 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.

### SOLUTION

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

### BENEFITS

- Web based data
- Custom Configuration
- Appointment Scheduling/Approval
- User Friendly Registration Page
- Auto generated Emails For Appointment Scheduling & Approvals
- Generating online barcode while registering (For Unique Barcoded Badge)
- Visitor Tracking