

Visitor Management System

Enterprise Solution

Scalable, Reliable, Cost-effective

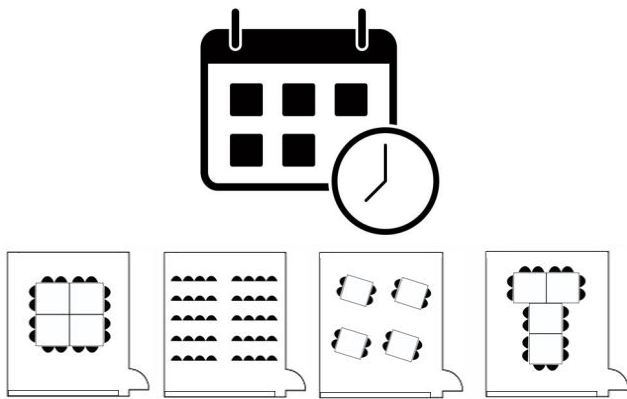
Invitation & Reminder emails

Visitor check-in kiosk, Name badge

Guest database management

Event management, Seating plan

User permission, Audit trail



Event & seat plan management



Self-service visitor kiosk

KEY FEATURES

- **Guest Invitation** - support Microsoft 365/Outlook for guest invitation, user-defined email template, attach floor-plan and check-in QR code to reminder emails.
- **Admin Portal** - create and manage user permissions and visitor database.
- **Self-Service Kiosk** - guest check-in or check-out by scanning QR code, print visitor name badge, check today's meeting schedule, meeting venue floor plan, etc.
- **Sign-Out Visitor** - let employees or reception sign-out for visitors.
- **Tablet** - iPad or tablet for drop-in guests registration, fill-in health declaration e-form, etc.
- **Name Badge** - thermal adhesive name badges or re-writable PVC cards, custom-built template.
- **Event Management** - manage events and seating plan, guest database, setup check-in booth using laptops, QR code scanner and name-badge printer.
- **Seat Plan** - provide simple user-interface to import floor-map, mark seat position and assign seat numbers.
- **Cloud Database** - support cloud system, visitor use mobile device for quick online form fill-in before arriving the check-in reception.
- **Report & Activity Log** - sort & filter data listing and activity log, output data to Excel.
- **Customisation** - provide user-interface and workflow customisation.
- **Integration** - integrated with Room Booking Management System.

HARDWARE

- Server: Windows 10/11 Pro, Windows Server 2019, SQL database, web server.
- Kiosk: Embedded IPC, touch monitor, thermal printer, QR code scanner, NFC reader.

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DCM Visitor Management System ~20 Years Experience~