

eSSL - eVisitorTrack - Lite

Help Manual Document

Ver 3.0

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What is eSSL - eVisitorTrack-Lite (Visitor Management System)?

eSSL Visitor Management System deals with the security provided at various premises from the unauthenticated or unwanted visitors. This electronic solution can overcome the various flaws that were initially faced by the primitive security methods to check the visitors at particular premises.

Nowadays, In most organizations Visitor management consists of visitors scribbling their name in a paper book . Instead, eVisitorTrack-Lite Software will assist you the professionalized way in which you welcome your visitors. This software is a complete Visitor Management service to improve the efficiency, productivity, security and customer satisfaction.

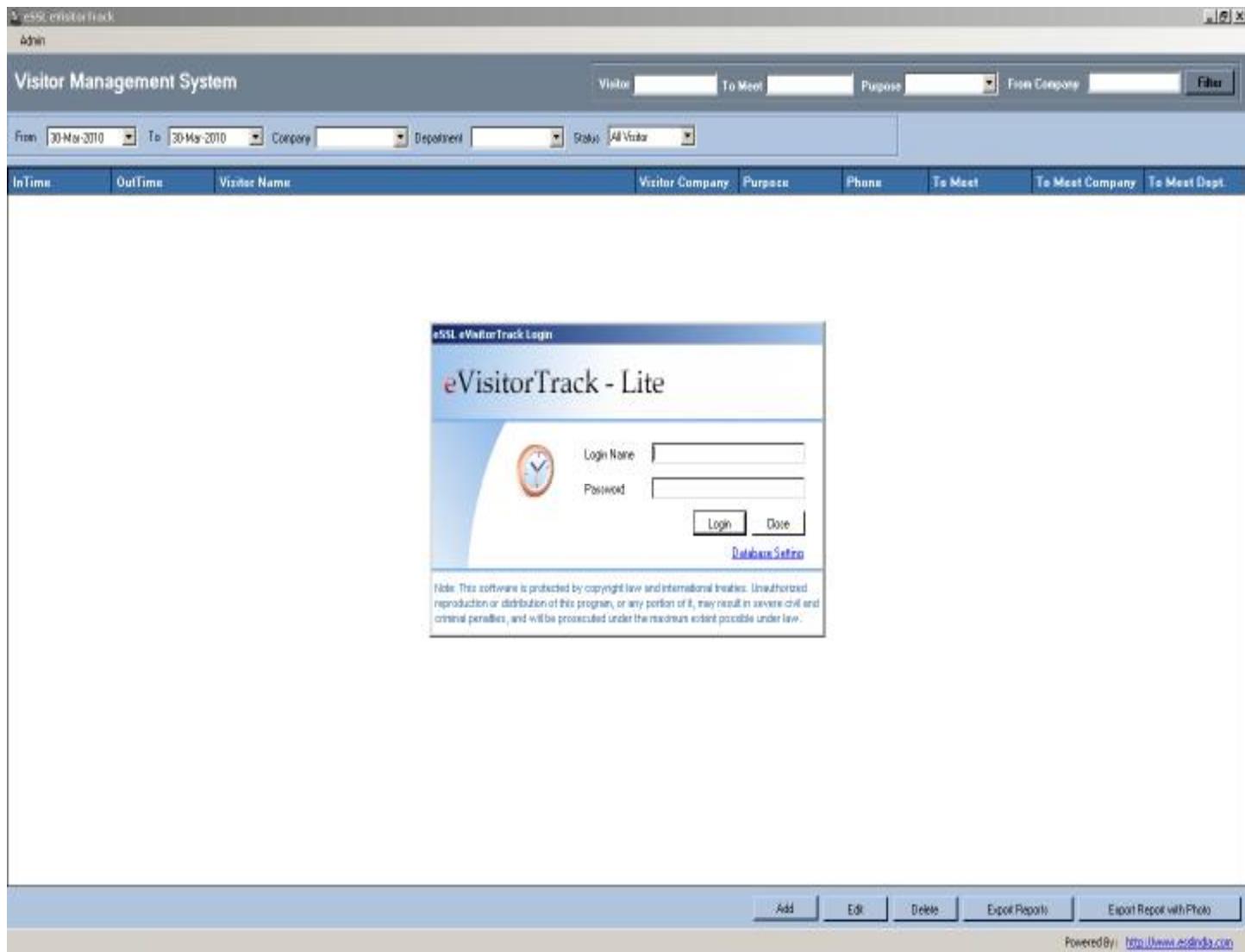
- **eSSL eVisitorTrack-Lite** delivers the complete Visitor Management Solution Integrated with eTimeTrackLite(Time and Attendance Software) .This integration provides the key advantages like accessing the existing Employee, Company and Department Information. It assists in capturing all-relevant information about the visitor which is automatically captured in a database and a professional quality Visitor Badge is generated. There's No need to encode the regular visitors, when visited again, they are easily available.
- **eSSL eVisitorTrack-Lite** provides the captured relevant Visit ,Visitor Status, time in /out, Visitor details including the ability to save additional information such as Photos and Finger Prints.
- **eSSL eVisitorTrack-Lite** Visitor Management system is a logical extension of the existing proven eTimeTrackLite(Time and Attendance Software).It delivers a complete featured management system to track visitor details across multiple Companies.

eSSL eVisitorTrack-Lite features

- Add , Edit , Delete Visitor record with Photo and Fingerprint
- Monitoring the Visitors & their activities in the company.
- Keeping an Account of Prescheduled appointments by officers .
- Generating Visitor Badge.
- Generating Visitor Report With and Without Photo
- Filtering of Visitor Record according to :
 - Visitor Name and Visitor Company
 - From Date and To date
 - To meet the intended Employee of particular Company or Department
 - Visiting Purpose
 - Status such as In Visitor and Out Visitor

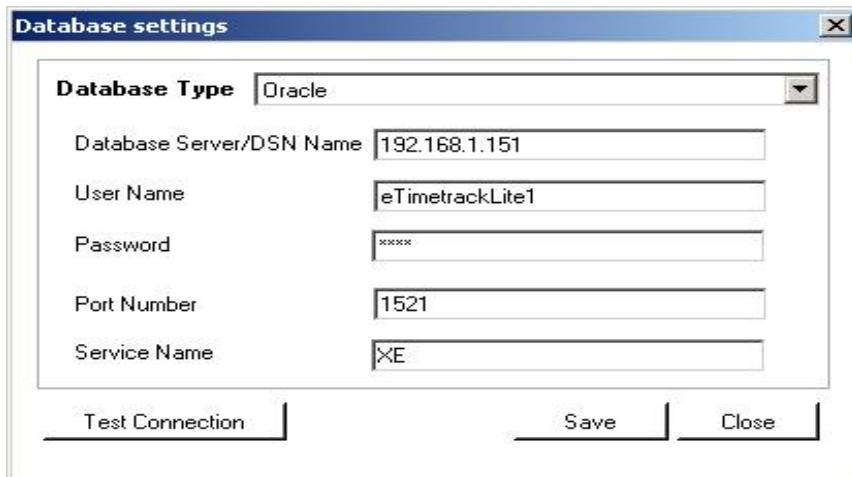
eSSL eVisitorTrack-Lite Login Form

eVisitorTrack-Lite Login Form allows user to Login eVisitorTrack-Lite Software. Database Setting link allows user to change the database settings.



Database Settings Form

Database Settings Form allows you to Change Database Settings. This Software Supports Ms Access, Sql Server and Oracle Database.



Main Form

eSSL eVisitorTrack-Lite Main Form will display all the visitors of current date. The list of Existing records can be found by adjusting the From and To date.

This form also provides filtering according to:

- Visitor Name and Visitor Company
- To meet the Intended Employee of particular Company and Department.
- Visiting Purpose
- From Date and To date
- Company and Department
- Status like AllVisitors, InVisitor and OutVisitor. AllVisitor will display list of all visitors both in and out, InVisitor will display list of visitors who are In and OutVisitor will display list of visitors who went out.

InTime	OutTime	Visitor Name	Visitor Company	Purpose	Phone	To Meet	To Meet Company	To Meet Dept
22/04/2010 3:27 PM		Sunit	Global Education Con...	meeting	9866999999	T2-Test Employee 2...	Default	Default
22/04/2010 4:27 PM	22/04/2010 4:27 PM	Ank	enterprise Software S...	Meeting	+91-90-2500070...	T1-Test Employee 1...	Default	Default

Add /Edit Visitor Logs Form

Add ->Select one row from Main Form and click Add Button

Edit -> Select one row from Main Form and Click Edit Button

Add/Edit Visitor Logs Form allows you to Add or Edit Visitor's Detail like InTime, OutTime, Name ,Company, Company Address, Phone No., email Address, Photo , Finger Print and to meet Purpose, Employee of particular Company and Department Name. In this Form Visitor's Name, Visitor's Company, InTime, Employee Name and Visiting Purpose are Mandatory Fields. This Form also allows you to Generate Visitor Badge by clicking the Generate Badge Button.

The screenshot shows the 'Visitor Log' window. At the top, there are date and time selection fields: 'In Time' (22-Apr-2010 15:27) and 'Out Time' (23-Apr-2010 12:57). The 'Visitor Details' section contains fields for 'Visitor Name' (Sumit), 'From Company' (Global Education Consultancy Service), 'Company Address' (empty), 'Phone Number' (9999999999), and 'eMail Address' (sumit@gmail.com). To the right of these are 'Photo' and 'Fingerprint' sections, each with a preview image, a 'Capture' button, and a 'Clear' button. The 'To Meet' section includes fields for 'Employee Name' (T2:Test Employee 2 :Designation), 'Purpose' (meeting), 'Company' (Default), and 'Department' (Default). Below these sections are 'Remarks' and 'Badge Remarks' text areas, both of which contain the letter 'a'. At the bottom are buttons for 'Generate Badge', 'Update', and 'Close'.

The Button (....) corresponding to Visitor Name will allow you to load existing Visitor details like Visitor Name , Visitor Company, Company Address, Phone No., email Address, Photo and Finger Print.

The Button (....) corresponding to Employee Name will allow you to load existing Employee details like Employee Name, Company and Department.

The Capture Button corresponding to Photo will allow you to capture Visitor photo from WEBCAM or by Browsing .

The Capture Button corresponding to Fingerprint will allow you to Load Visitor Finger Print from Biometric Finger print Sensor .

Capture Visitor Photo

In Add/Edit Visitor Logs Form, the Capture Button corresponding to Photo will Display the Capture Photo Form which will allow you to Save Visitor's Photo either through Web Cam or through Browsing. In Capture Photo Form Start Web Cam button will connect webcam to the software, Capture button will Capture the Photo through WEBCAM, Browse button will select the Photo and Save Button will allow you to Display captured the Photo on Add/Edit Visitor Logs Form.



Capture Visitor Finger Print

In Add/Edit Visitor Logs Form, the Capture Button corresponding to Fingerprint will Display the Capture Fingerprint Form which will allow you to Save Visitor's Fingerprint through Biometric Fingerprint Sensor. In Capture Fingerprint Form, the Save Button will allow you to Display the captured Fingerprint on Add/Edit Visitor Logs Form.



Select Existing Visitor Form

Select Existing Visitor Form allows you to select existing Visitor Details .It also allows to filter the Visitors by Visitor Name, Company, Phone No and email. This Form will load all the details of selected Visitor with photo and Fingerprint on Add/Edit Visitor Form.

Select Visitor

Visitor Name	Company	Phone	Email
aa	aa		
akanksha	essl		
Amit	enterprise Software Solution ...	+91-80-25007700 (30 li...	amit@gmail.com
Sumit	Global Education Consultancy...	9999999999	sumit@gmail.com

Select Existing Employee Form

Select Existing Employee Form allows you to Select, To meet Employee Details .It also allows to Filter the Employee by Employee Name, Company and Department. This Form will load the details of selected Employee on Add/Edit Visitor Form.

Select Employee

Emp Code	Emp Name	Company	Dept.	Filter
1	1 :QA	Default	Default	
2	2 :QA	Default	Default	
3	3 :	Default	Default	
4	4 :QA	Default	Default	
22	22 :QA	Default	Default	
36	36 :QA	Default	Default	
37	37 :QA	Default	Default	
436	436 :QA	Default	Default	
446	446 :QA	Default	Default	
448	448 :QA	Default	Default	
T1	Test Employee 1 :QA	Default	Default	
T2	Test Employee 2 :QA	Default	Default	
T3	Test Employee 3 :QA	Default	Default	

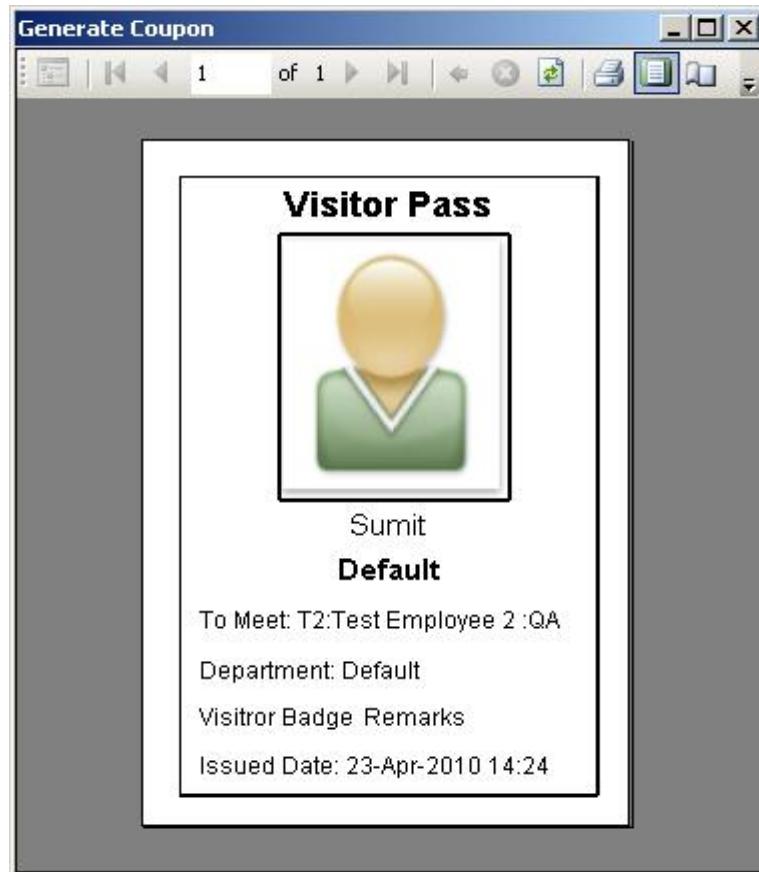
Select Cancel

eSSL eVisitorTrack-Lite Pass

eVisitorTrack-Lite software comes with built-in visitor pass template that you can use straight away to print professional visitor passes for your visitors when they register through Add/Edit Visitor Logs From.

eVisitorTrack-Lite Visitor's Pass Contains :

- Visitor Name
- Visitor Photo
- Visitor Badge Remarks
- To Meet the Intended Employee ,Employee Code ,Designation,Company and Department.
- Visitors Pass Issued date & time



eSSL eVisitorTrack-Lite Reports

eVisitorTrack-Lite software can generate Visitors Logs Reports with or without Visitor Photo and Fingerprint.

Report Without Photo:

Visitor Logs Report											
Apr 22 2010 To Apr 22 2010											
Printed On : Apr 23 2010 14:47											
SNo.	InTime	OutTime	Visitor Name	Company	Phone	To Meet	Visit Purpose	To meet Company	To meet Dept.	Remarks	
1	22-Apr-2010 15:27		Sumit	Global Education Consultancy Service	9999999999	T2:Test Employee 2:QA	meeting	Default	Default		
2	22-Apr-2010 15:21	22-Apr-2010 16:27	Amit	enterprise Software Solution Lab	+91-80-25007700 (30 lines), 25320941	T1:Test Employee 1 :Designation	Meeting	Default	Default		

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Report with Photo and Fingerprint

Visitor Logs Report										
Apr 22 2010 To Apr 22 2010										
Printed On : Apr 23 2010 14:55										
SlNo.	InTime	OutTime	Visitor Name	Company	Phone	To Meet	Visit Purpose	To meet Company	To meet Dept.	
1	22-Apr-2010 15:27		Sumit	Global Education Consultancy Service	3999999999	T2 Test Employee 2:00A	Meeting	Default	Default	
	Photo	Fingerprint	Remarks							
										
2	22-Apr-2010 15:29	22-Apr-2010 16:27	Sumit	Enterprise Software Solution Lab	+91-80-25007700 (30 lines), 25320941	T1 Test Employee 1:Designation	Meeting	Default	Default	
	Photo	Fingerprint	Remarks							
										

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