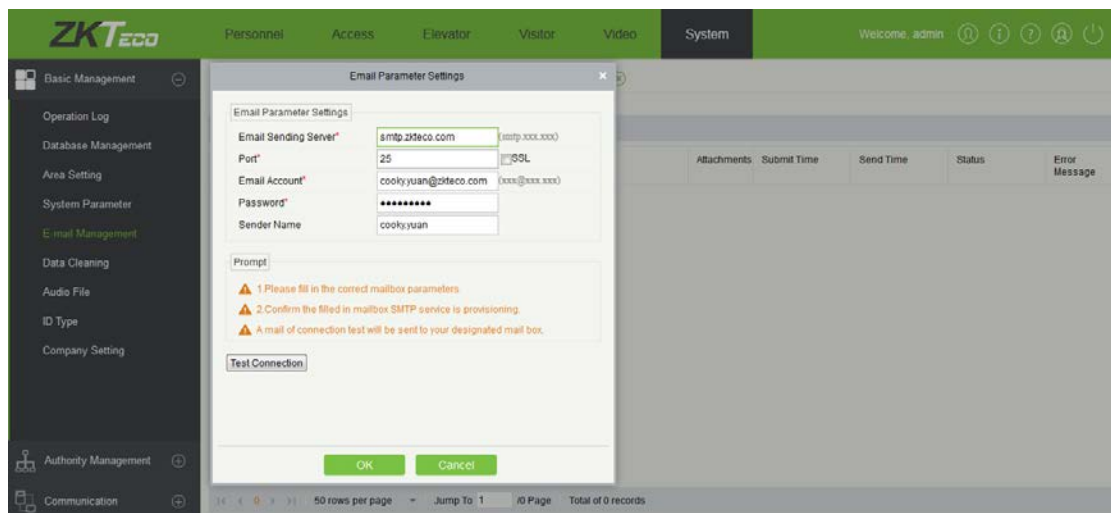


Visitor management system

1.ParamSetting

1.1.E-mail Setting

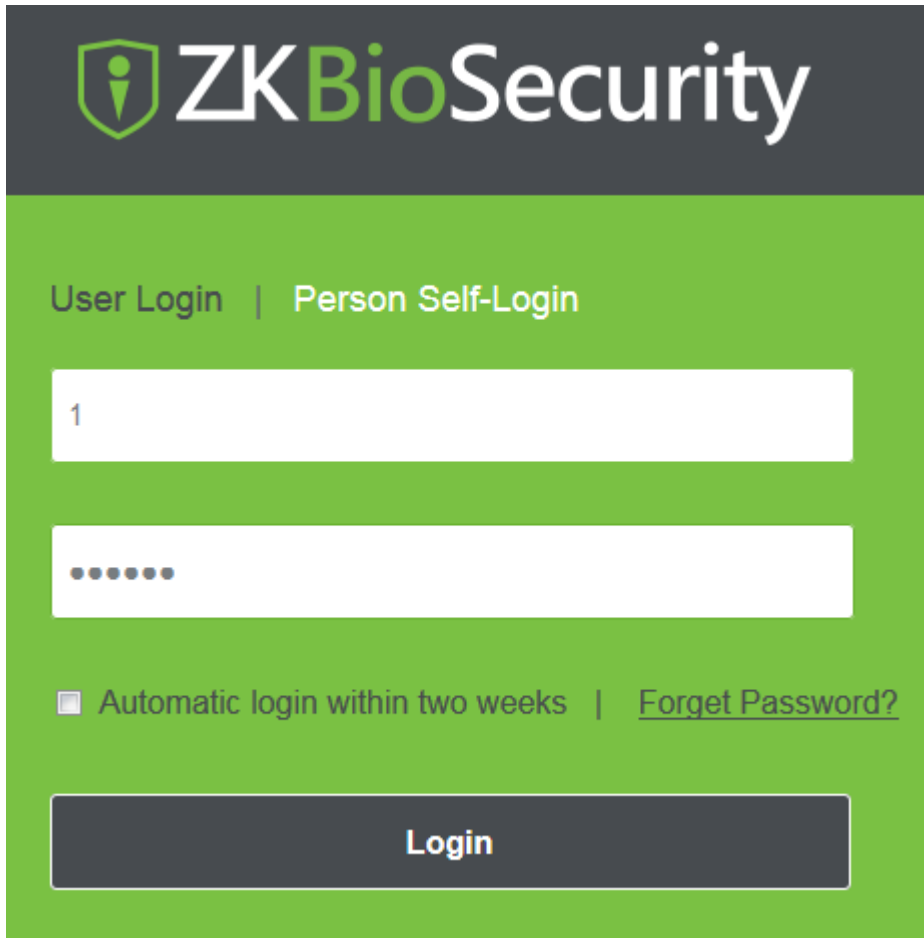
If you want to send a E-mail to the visitor after reservation, you must set the E-mail server first.



2.Reservation

2.1.Self Reservation

What should emp do, when the visitor told the emp that he will visit us tomorrow?The emp can use the self reservation by himself like the following picture.



ZK BioSecurity

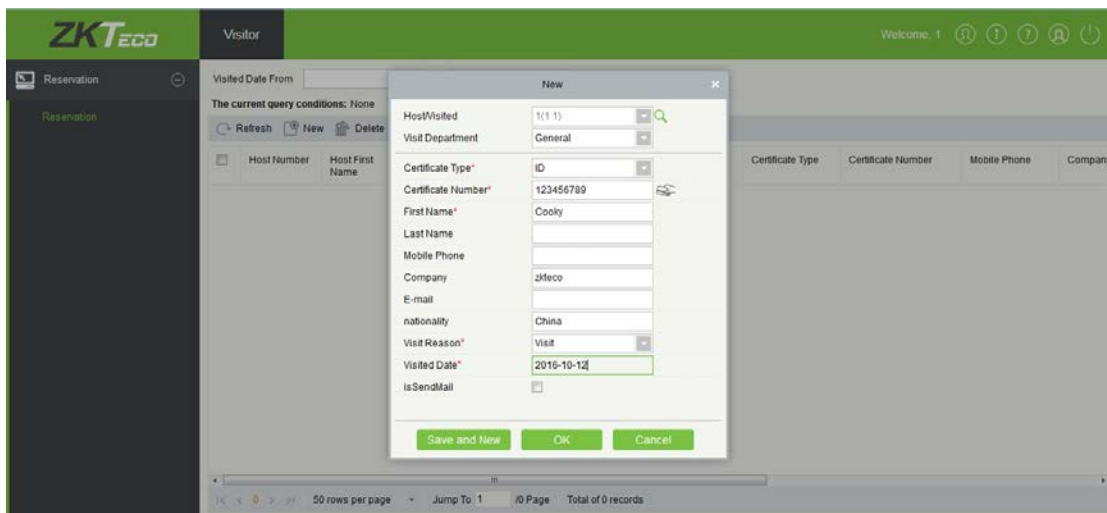
User Login | Person Self-Login

1

.....

Automatic login within two weeks | [Forget Password?](#)

Login



ZKTECO Visitor

Welcome, 1

Reservation

Visited Date From

The current query conditions: None

Refresh New Delete

Host Number	Host First Name

New

Host Visited: 1(1 1)

Visit Department: General

Certificate Type*: ID

Certificate Number*: 123456789

First Name*: Cooly

Last Name:

Mobile Phone:

Company: zkteco

E-mail:

nationality: China

Visit Reason*: Visit

Visited Date*: 2016-10-12

isSendMail:

Save and New OK Cancel

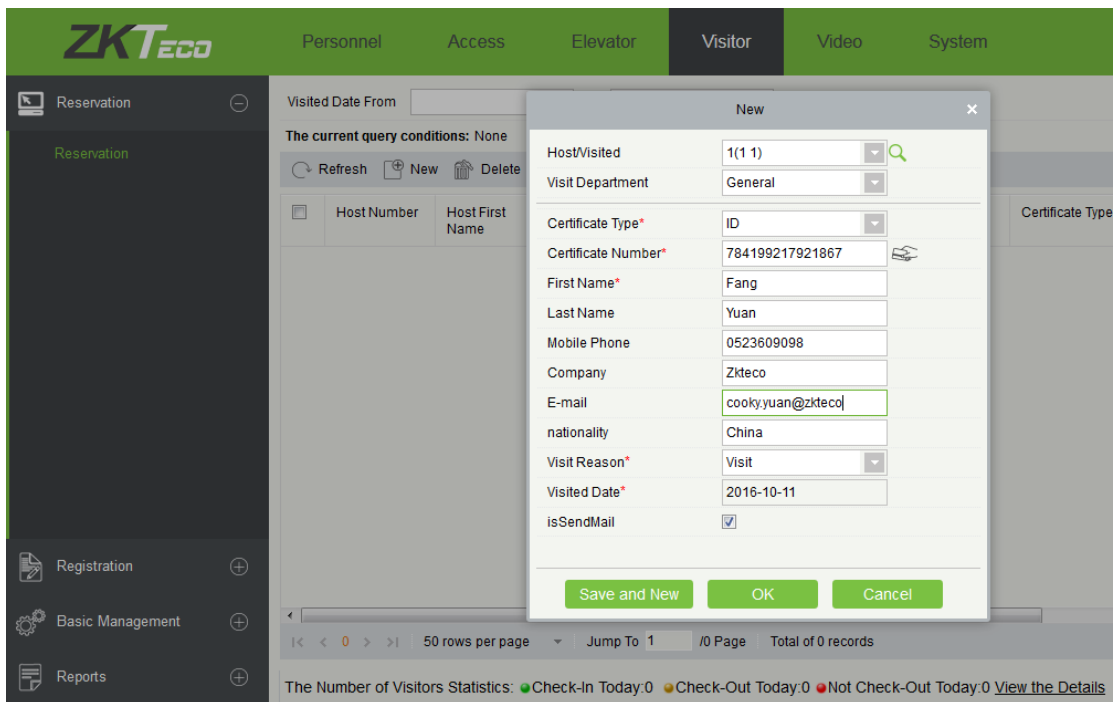
50 rows per page Jump To: 1 / 0 Page Total of 0 records

If success, the system will send an E-mail with reservation code to the visitor and employee (if they have set the E-mail address).

2.2. System manager reservation

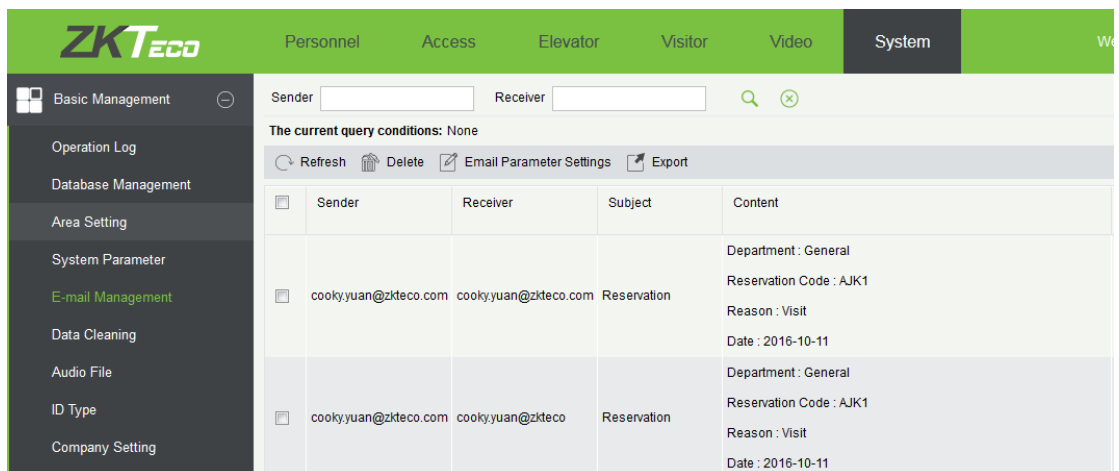
When the visitor comes to our company with an Emirates ID, it is easy to record their basic

information into the server from the ID Card.



2.3E-mail with Reservation Code.

After Reservation, the visitor will get an E-mail with Reservation Code. And the visitor can easily registration through the Reservation Code.



2.3.Registration

2.3.1.Registration with Emirates ID Reader

Now, the visitor can use their own Emirate ID for fast Registration.All the message what you want can be automatic fill out the table like that:

Field	Value
Host/Visited	1(1 1)
Visit Department	General
Visit Reason*	Visit
Certificate Type*	ID
Certificate Number*	784199217921867
Entrance*	-----
First Name*	Fang
Last Name	Yuan
Gender	Male
Company	Zkteco
Mobile Phone	0523609098
License Plate	
Visitor Count*	1
Carrying Goods	
nationality	China
reservationCode	
Card Number Type	Without Site Code
Site Code	
Card Number	
Visitor Level	
Start Time	2016-10-11 17:22:59
End Time	2016-10-11 23:59:59

Portrait | Certificate Photo

Certificate Photo

Capture

Save and New | OK | Cancel

2.3.2.Registration with Reservation Code


In case that you forgot to bring the Emirates Id with you,you can check your E-mail on your mobile phone for the Reservation Code.with the Reservation Code,the system can get all the information of you.

Entry Registration

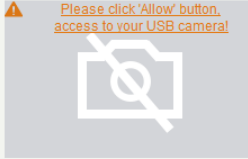
Host/Visited	<input type="text" value="Enter the Query Condi"/>	Visit Department	<input type="text"/>	Visit Reason*	<input type="text" value="Visit"/>
Certificate Type*	<input type="text" value="ID"/>	Certificate Number*	<input type="text" value="784199217921867"/>	Entrance*	<input type="text" value="-----"/>
First Name*	<input type="text" value="Fang"/>	Last Name	<input type="text" value="Yuan"/>	Gender	<input type="text" value="Male"/>
Company	<input type="text" value="Zkteco"/>	Mobile Phone	<input type="text" value="0523609098"/>	License Plate	<input type="text"/>
Visitor Count*	<input type="text" value="1"/>	Carrying Goods	<input type="text"/>	nationality	<input type="text" value="China"/>
reservationCode	<input type="text" value="AJK1"/>				

Card Number Type	Site Code	Card Number	Visitor Level	<input type="text"/>
<input type="text" value="Without Site Code"/>	<input type="text"/>	<input type="text"/>	Start Time	<input type="text" value="2016-10-11 17:27:23"/>
			End Time	<input type="text" value="2016-10-11 23:59:59"/>

Portrait | Certificate Photo



Captured Photo



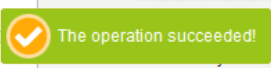
Capture


3.Check out.

3.1.Check out with Emirates ID or Reservation Code

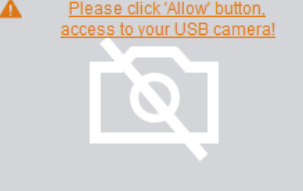
Exit Registration

Certificate Type*	<input type="text" value="ID"/>	Certificate Number*	<input type="text" value="784199217921867"/>
First Name*	<input type="text" value="Fang"/>	Last Name	<input type="text" value="Yuan"/>
Carrying Goods	<input type="text"/>	Card Number	<input type="text"/>
Remark	<input type="text"/>	Exit Place*	<input type="text" value="-----"/>
reservationCode	<input type="text" value="AJK1"/>		<input type="text" value="1"/>
			<input type="text" value="China"/>






Enter Photo



Capture



Exit Photo