

Visitor Management System

1. Introduction

This guide is crafted to optimize the process of managing visitors. It provides step-by-step instructions for utilizing the visitor management system, enabling you to track, monitor, and enhance the overall experience for guests and staff alike.

2. Visitor Management


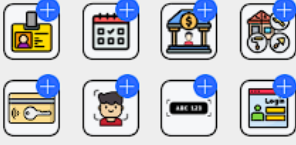
This section offers a comprehensive overview of the tools and features available for efficient visitor management. From check-in processes to visitor logs, all functionalities are designed to streamline your operations.

2.1. Add New SuperPASS Door Device

The SuperPASS Door Device is an advanced access control system installed at building entry points. Visitors and authorized personnel can use a card or QR code to scan and gain secure access to the building. This system ensures a smooth, contactless entry experience while maintaining high security.

To Add New SuperPASS Door Device:

Go to **Settings > VYROX AIoT Devices > SuperPASS-Door > New SuperPASS-Door Device > Fill in details > Add**



Operation Insights
Security Monitor
Customer Accounts
Cash Book 0.00
General Ledger ↑
Customer Advances
Customer Deposits
Customer Payments
Revenues
Properties
Suppliers
Settings ↑
AIoT Devices

Settings > VYROX AIoT Devices > SuperPASS-Door

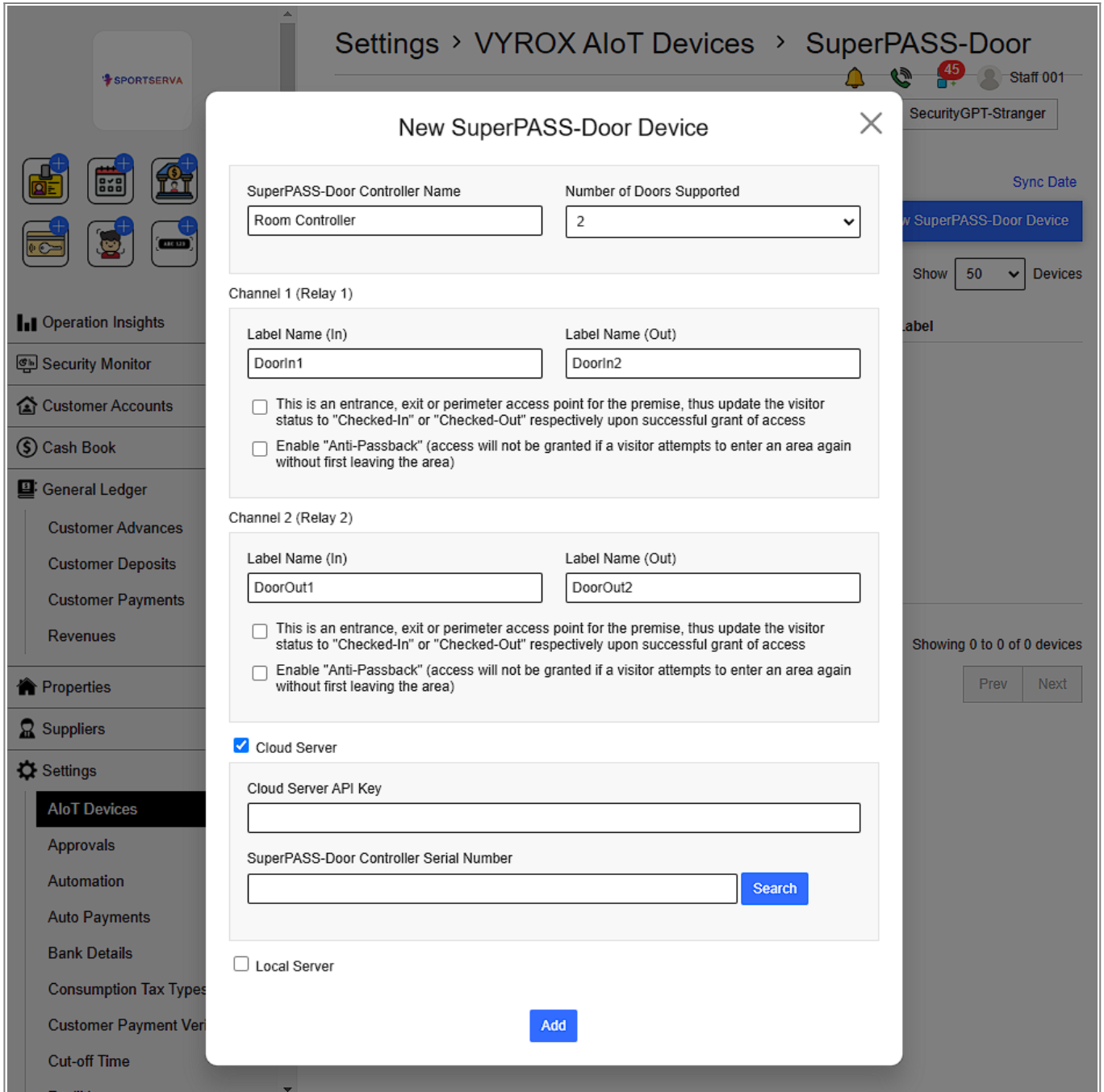
🔔 📞 45 Staff 001

SuperPASS-Door SuperPASS-Lift UltraPASS-Face UltraPASS-Vehicle SecurityGPT-Stranger
PrivacyCALLER PowerMONITOR AUTOSERVA PayPerUse QR

[Sync Date](#)

SuperPASS-Door + New SuperPASS-Door Device

 Search Deleted Show 50 Devices    Showing 0 to 0 of 0 devices Prev Next



Details include:

- SuperPASS-Door Controller Name
- Number of Door Supported (No of Channel = No of Door)
- Label Name of each channel (In & Out)
- Cloud Server

For each Channel/ Door Supported Management can choose to enable :


- The door as an entrance, exit, or perimeter access point for the premises. This means , upon successful access, the visitor status will be updated to “Checked-In” or “Checked-Out” accordingly.
- The “Anti-Passback” feature .This prevents access if a visitor attempts to re-enter an area without first leaving.

For the cloud server :

- Cloud Server API Key is taken from : Server
- SuperPASS-Door Controller Serial Number : Door access application

If Search shows X mark . This means the server cannot find the Controller.

SuperPASS-Door Controller Serial Number


 

To fix it :

1. Check Serial Number
2. Check Ports and IP
3. Use Debug Tools

Once controller is detected , Search will show green tick mark.

SuperPASS-Door Controller Serial Number

Click **Add** when finish .

2.2. Add New Visitor Type

Go to **Settings > Visitor > Visitor Types > New Visitor Type > Fill in details > Add**

Fill in the Required Details:

1) Visitor Type Name

2) Same-Day Appointments:

- **Always Allow:** Enable same-day appointment scheduling.
- **Minimum Lead Time:** Specify the minimum number of minutes required before the requested Validity Start-Time.
- **Disallow:** If same-day appointments are not allowed, choose to either: Allow but require approval or Disallow it entirely.

3) Future Appointments:

- Decide if visitors can schedule appointments for future dates (from the next day onward).

4) Appointment Booking Windows :

- Set When the visitor type can be requested



5) Visitor Pass Validity :

- Set the duration for which the visitor pass will remain valid after approval.

Management can choose between:

- **Fixed to:** The pass will valid for set amount of time after the approval
- **Until:** The pass will valid until the set time of the day

6) Early Check-In

- Decide whether to allow visitor to use pass before appointment time

General Ledger 1

Properties

Suppliers

Settings

Physical Access Co

IoT Devices

Self-Service Laund

Approvals

Automation

Auto Payments

Bank Details

Consumption Tax T

Concierge Services

Contractor Service

Customer Payment

Cut-off Time

Facilities

POSERVA

Public Holidays

Revenue Definition

Rental Types

Rates, Fees and C

Products

Ticket Types

Transaction Items

User Accounts

Visitors

Newly Created Doc

Visitor Pass Validity

Monday

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Tuesday

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Wednesday

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Thursday

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Friday

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Saturday

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Sunday

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Public Holiday (Override for the others)

Fixed to [input] minutes

Until [input] of [dropdown: same day]

Early Check-In

Always allow

Allow up to [input] minute(s) before the visitor pass validity start-time

Do not allow

Edit Visitor Pass Validity after Creation

Yong Shuet Li

+ New Visitor Type

Limit

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

7) Edit Visitor Pass Validity after Creation :

- Decide whether to allow visitor to change visitor pass validity after creation.

Difference: Booking Window vs. Visitor Pass Requested

Booking Window
Booking window is the designated time range within which visitor passes are generally valid and prioritized.
Visitor Pass Requested
Visitor pass requested refers to the start & end times that the user (visitor) is asking for their pass to be valid.

8) If the requested pass validity :

- Start and end times are **before** the booking window starts.

Example:

- **Booking Window:** 12:00 PM to 2:00 PM
- **Visitor Pass Requested:** 6:00 AM to 7:00 AM

Options:

- **Allow:** Allow visitor pass to be created
- **Do not Allow:** Prohibit visitor pass to be created
- **Subject to approval:** Need approval before pass creation

9) If the requested pass validity :

- Start time is **before** the booking window start time.
- End time is **during** the booking window .

Example:

- **Booking Window:** 12:00 PM to 2:00 PM
- **Visitor Pass Requested:** 11:30 AM to 12:30 PM

Options:

- **Allow:** Allow visitor pass to be created
- **Allow but limit requested validity start time to the booking window start time:** Pass created is the booking window time.The pass is created from 12:00 PM to 12:30 PM.
- **Do not allow:** Prohibit visitor pass to be created
- **Subject to approval:** Need approval before creation

10) If the requested pass validity :

- Start time is **during** the booking window .
- End time is **after** the booking window end time.

Example:

- **Booking Window:** 12:00 PM to 2:00 PM
- **Visitor Pass Requested:** 1:30 PM to 2:30 PM

Options:

- **Allow:** Allow visitor pass to be created
- **Allow but limit requested validity end time to the booking window start time:** Pass created end time match the booking window end time. The pass is created from 1:30 PM to 2:00 PM.
- **Do not allow:** Prohibit visitor pass to be created
- **Subject to approval:** Need approval before creation

11) If the requested pass validity :

- Start and end times are **after** the booking window ends.

Example:

- **Booking Window:** 12:00 PM to 2:00 PM
- **Visitor Pass Requested:** 3:00 PM to 4:00 PM

Options:

- **Allow:** Allow visitor pass to be created
- **Do not allow:** Prohibit visitor pass to be created
- **Subject to approval:** Need approval before pass creation

Edit Visitor Pass Validity after Creation

Allow
 Do not allow

OH Requested Validity Booking Window 24H

If the requested validity start-time and end-time both fall before the booking window start-time

Allow it
 Do not allow
 Subject to approval

OH Requested Validity Booking Window 24H

If the requested validity start-time falls before the booking window start-time, and the requested validity end-time falls after the booking window start-time and the requested validity end-time falls before the booking window end-time

Allow it
 Allow it but limit the requested validity start-time to the booking window start-time
 Do not allow
 Subject to approval

OH Booking Window Requested Validity 24H

If the requested validity start-time falls after the booking window start-time, and the requested validity start-time falls before the booking window end-time and the requested validity end-time falls after the booking window end-time

Allow it
 Allow it but limit the requested validity end-time to the booking window end-time
 Do not allow
 Subject to approval

OH Booking Window Requested Validity 24H

If the requested validity start-time and end-time both fall after the booking window end-time

Allow it
 Do not allow
 Subject to approval

12) If the requested pass validity :

- Start time is **before** the booking window start time.
- End time is **after** the booking window end time.

Example:

- **Booking Window:** 12:00 PM to 2:00 PM
- **Visitor Pass Requested:** 11:00 AM to 3:00 PM

Options:

- **Allow:** Allow visitor pass to be created
- **Allow but limit the request validity start-time and end time to the respective booking window accordingly:** Pass created is the booking window time. The pass is valid from 12:00 PM to 2:00 PM.
- **Do not allow:** Prohibit visitor pass to be created
- **Subject to approval:** Need approval before pass creation

13) Grace Period

- Allow a number of minutes grace period after a visitor pass has expired , during which the visitor may still be granted access through the access controls.

14) Expired Visitor Pass Extension

- For visitors without an approved Contractor Service Permit or Facility Booking
- Allow a number of minutes extension if requested within a number of minutes after validity end-time.

15) QR Key Time Limit

- Use Dynamic QR code and refresh it every few seconds or use static QR code

16) QR Key Usage Limit

- Limit the number of times the QR key is used

17) Check In Requirements for Pre-Registered Visitors

- Identity verification is needed or not at guard house upon arrival
- **If needed** Visitor let guard scan QR code provided for express identity verification process
- **If not needed,** Visitor scan QR key provided at QR readers and access to premise directly

18) SuperPASS-Door Access Control

- Decide which door this visitor type can use

The screenshot displays the configuration interface for QR visitors in the VYROX system. On the left, a sidebar lists navigation options: General Ledger, Properties, Suppliers, Settings, Physical Access Control, IoT Devices, Self-Service Laundry, Approvals, Automation, Auto Payments, Bank Details, Consumption Tax, Concierge Services, Contractor Services, Customer Payments, Cut-off Time, Facilities, POSERVA, Public Holidays, Revenue Definition, Rental Types, Rates, Fees and Charges, Products, Ticket Types, Transaction Items, User Accounts, and Visitors. The main configuration area is titled 'Requested Validity Booking Window 24H' and includes the following sections:

- Requested Validity:** A visual timeline showing the relationship between 'Requested Validity' and 'Booking Window'.
- Validity Rules:** Options to allow, limit, or disallow validity outside the booking window.
- Grace Period:** Options to allow or disallow a grace period after a pass expires.
- Expired Visitor Pass Extension:** Options to disallow or allow an extension for visitors without a permit.
- QR Key Time Limit:** Options for dynamic QR codes (refreshing every X seconds) or static QR codes.
- QR Key Usage Limit:** Options for a maximum number of uses or unlimited.
- Check-in:** Options for identity verification requirements at the guard house.
- SuperPASS-Door Access Control:** Options to grant access to original VYROX IoT devices or compatible third-party devices, with checkboxes for specific locations like 'Office IN' and 'Warehouse IN'.
- SuperPASS-Lift Access Control:** A section for configuring lift access, currently empty.

On the right, a sidebar shows a list of visitor types with 'Edit' and 'Delete' buttons for each.

19) SuperPASS-Lift Access Control

- Decide which lift this visitor type can use

20) UltraPASS-Face Access Control

- Decide outside or Inside Face Access

22) UltraPASS-Vehicle Access Control

- Decide whether to use VYROX BionicEYE for Vehicle Access

22) Prerequisite Requirements

- Require approved contractor service permit or Facility booking.
- Both permit and booking is selected from dropdown on form , upon new visitor registration

23) Long Term Visitor Pass Renewal

Simplifies the process for visitors who frequently need access, such as renovators or event staff, by allowing them to renew their existing visitor pass for future check-ins.

Self-Renewal :

- Visitors can click the [Renew] button on their Visitor Pass Page to renew their pass.
- Once renewed, the pass will retain its settings and show the status “Pending Check-In.”

How It Works

a. If option is Enabled:

- **Seamless Check-In :** Visitors do not need to register again at guardhouses or security checkpoints during the validity period of their contractor service permit or facility booking.

b. If option is Disabled:

- **Manual Check-In:** Visitors must register at guardhouses or checkpoints for every check-in.
- Security officers need to manually click [Renew] in the guard portal for each visitor, even if permits or bookings are still valid.

Difference: Renewal vs. Reapplying

Renewal	Reapplying
Updates the existing visitor pass.	Creates a brand-new visitor pass.
Consolidates all visitor tracking information into a single pass	Uses previous visitor details but starts fresh.

Concierge Services
Contractor Service
Customer Payment
Cut-off Time
Facilities
POSERVA
Public Holidays
Revenue Definition
Rental Types
Rates, Fees and C
Products
Ticket Types
Transaction Items
User Accounts
Visitors

Newly Created Documents
IC00020925
IC00020924
IC00020923
IC00020922
IC00020921
[Show More](#)

Recently Accessed Documents
IC00020395
IV00003022
IV00003022
IV00003022
IC00019704

SuperPASS-Lift Access Control
Tick the checkbox to grant access

Original VYROX AIoT Devices Compatible Third-Party Devices

Including the floor(s) where the visiting property is situated (set at the respective [property](#) page)

Lift Controller 1
 1 2 3 4

UltraPASS-Face Access Control
Tick the checkbox to grant access

Outside Face Inside Face

UltraPASS-Vehicle Access Control
Tick the checkbox to grant access

VYROX BionicEYE

Prerequisite Requirements

An approved contractor service permit is required
Select the permit from the dropdown on the form, upon new visitor registration

An approved facility booking is required
Select the booking from the dropdown on the form, upon new visitor registration

Long Term Visitor Pass Renewal (eg. for renovators and event staffs)

Allow visitors to renew their own visitor pass for upcoming check-ins by displaying a [Renew] button on their visitor pass page, which they can click to renew as needed. The visitor pass will be renewed based on the settings, and its status will be updated to "Pending Check-In" upon successful renewal.

If this option is enabled, visitor registration at guardhouses or security checkpoints will not be required until the end of the contractor service permit or facility booking.

If this option is not enabled, visitor registration at guardhouses or security checkpoints will be required, and security officers will need to click [Renew] in the guard portal for each visitor check-in, even if the contractor service permit and facility booking are still valid.

Renewal differs from reapplying. Reapplying creates a new visitor pass using previous visitor details, whereas renewal updates the existing visitor pass, consolidating all visitor tracking information into a single pass.

[Add](#)

Yong Shuet Li

[+ New Visitor Type](#)

Limit

[Edit](#)
[Delete](#)

[Edit](#)
[Delete](#)

[Edit](#)
[Delete](#)

[Edit](#)
[Delete](#)

[Edit](#)
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2.3. Edit New Visitor Form

Go to **Settings > Visitor > New Visitor Form > Edit visitor form**

Catagories to edit visitor form

1. Visitor Personal information
2. Images for Visitor Personal Identification
3. Images for Visitor Vehicle
4. Other Display Settings

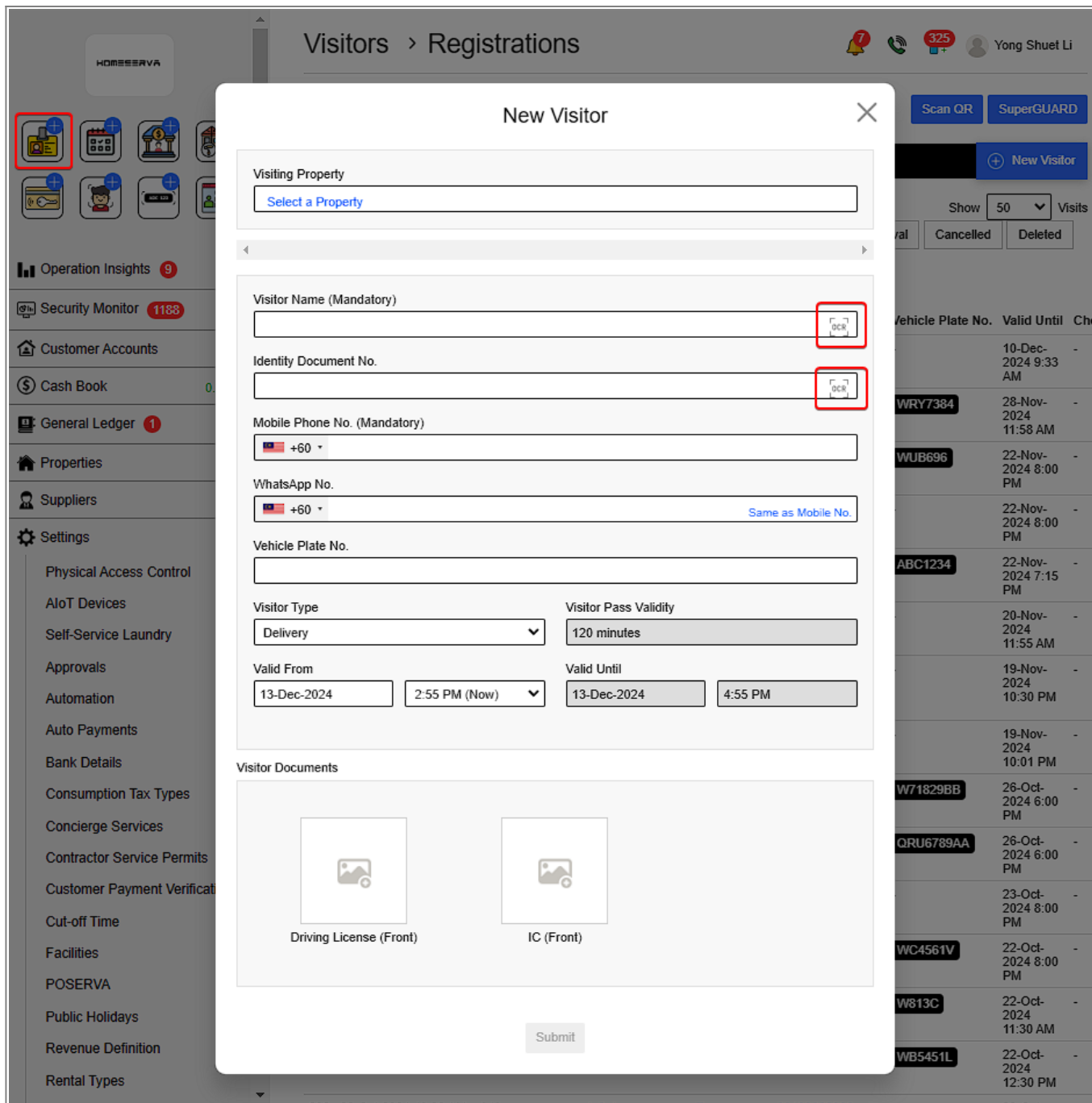
2.4. Add New Visitor

Go **Visitor > Select a Property > OK > Fill in details for New Visitor > Submit**

Details include:

1. Visitor Name
2. Identity Document (Driving License or MyKad)
3. Phone number
4. Vehicle Plate
5. Visitor Type (Such as : Visitor , Delivery , Contractor)
6. Visitor Valid time
7. Visitor Driving license and IC picture

Both name and IC can be filled in automatically using the scan feature .



2.5. Share QR code to Visitor


After new visitor registration is made , go to **More options > Make QR-Key**

The screenshot shows the POSERVA system interface. On the left is a sidebar with navigation icons and menu items like 'Operation Insights', 'Security Monitor', 'Customer Accounts', 'Cash Book', 'General Ledger', 'Properties', 'Suppliers', 'Settings', 'Physical Access Control', and 'AIoT Devices'. The main area is titled 'Visitors > Registrations' and features a top navigation bar with buttons for 'Registrations', 'Checked-In', 'Most Visited Vehicles', 'Denylist', 'Allowlist', 'Scan QR', and 'SuperGUARD'. Below this is a filter bar with 'Visitors', '2024-12-13 (Today)', and 'New Visitor' buttons. A secondary filter bar includes 'Approved', 'No Show', 'Rejected', 'Pending Check-In', 'Pending Approval', 'Cancelled', 'Deleted', and a 'Show 50 Visits' dropdown. A search bar is also present. The main content is a table of registrations with columns: No., Appointment, Visitor Pass No., Visiting Property, Visitor, Mobile No., Vehicle Plate No., Valid Until, Checked By, and Status. A context menu is open over the first row (No. 550), showing options: 'Pending Check-In', 'Edit', 'Check-In', 'Make QR-Key' (highlighted with a red box), 'View Visitor Pass', 'Print Visitor Ticket', 'Cancel Visitor Pass', and 'Delete'. A large white overlay with a QR code is centered on the screen, containing the text: 'Use the QR Code below to gain access through gates, doors, and lifts.', 'Expire in 9 seconds', and a security warning: 'This QR Code is dynamic and changes over time for enhanced security. Please do not take a screenshot and instead share the entire Visitor Pass.'


With the QR-key Guards will go to **SUPERGUARD > Scan QR code/click here > Visitor > Scan QR > Check-In**

This screenshot shows the same POSERVA interface as above, but with a different overlay. The 'SuperGUARD' button in the top navigation bar is highlighted with a red box. A white overlay titled 'SuperGUARD App' is centered on the screen. It contains the text: 'Scan the QR code below to log in on another smart device, or click here to open it in a new tab within this internet browser.' Below the text is a large QR code. The background table and filters are visible but dimmed.


Apps VYROX




Visitors




Incident Reports




Emergency Numbers




Emergency SOS Requests




Dashboard




Apps



Notifications



Me

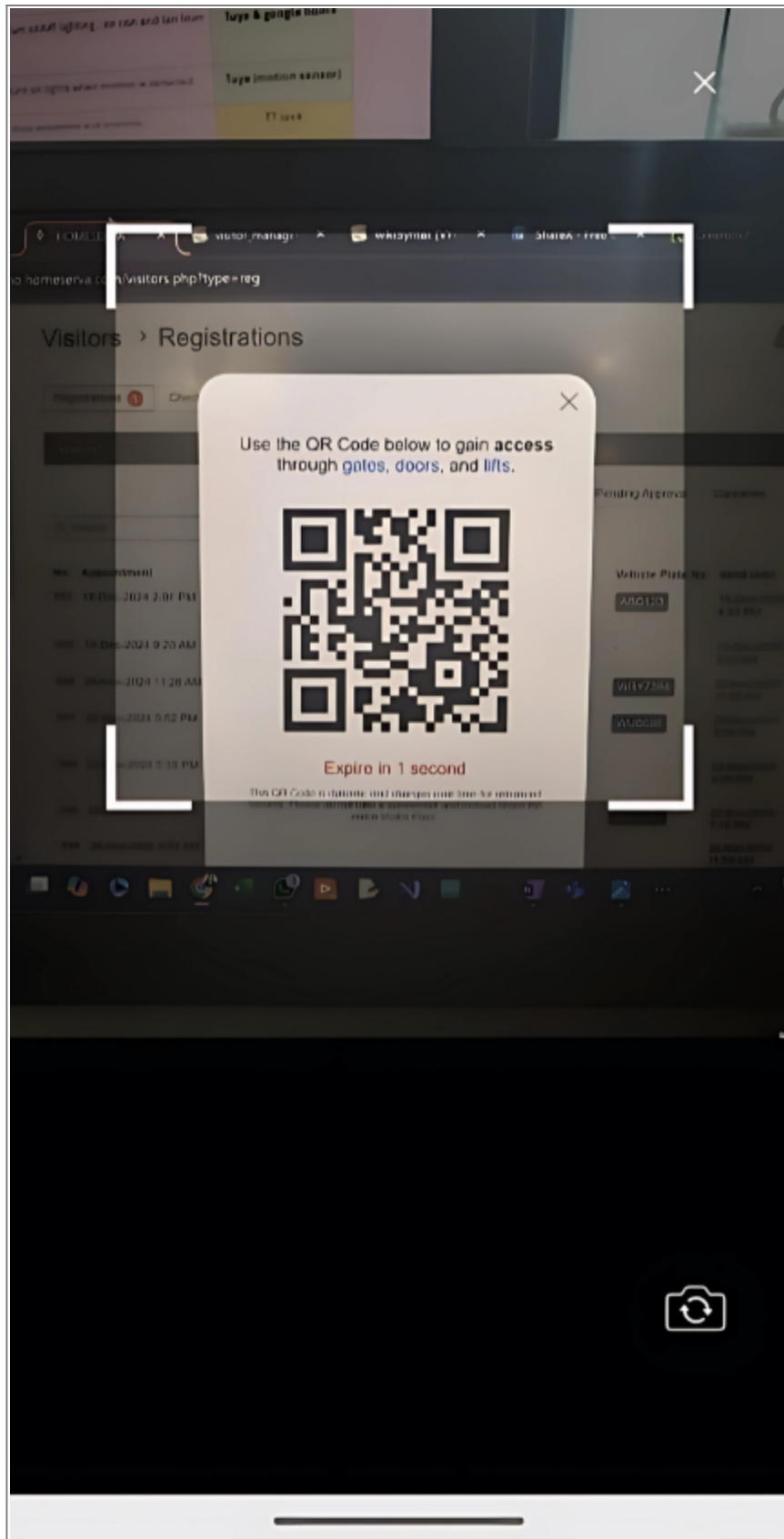
<**Visitors**🔍

Registrations 1	Checked-In 18
Approved 1	Pending Approval



Name
+60123
ABC123
13-Dec-2024 4:24 PM


Pending Check-In



[Visitor] Name
Expiring in 4 hours, 47 minutes, and 21 seconds

Visitor Pass | Visitor Tracking

Pending Check-In



Visitor Name Name
Visiting Property Lobby
Visitor Type Visitor (GF Parking)
Visitor Pass No. 880
Visitor Pass Valid From 18-Dec-2024 3:12 PM
Visitor Pass Valid Until 18-Dec-2024 8:00 PM
Visitor Pass Auto Renewal No
Parking Lot Assigned None
QR Key Usage Unlimited
QR Key Time Limit Auto-renew every 10 seconds


Cancel | Print | **Check-In** | Edit

To Check-Out repeat Scan QR code process .

< **[Visitor] Name**
Expiring in 4 hours, 45 minutes, and 2 seconds

Visitor Pass | Visitor Tracking

Checked-In



Visitor Name Name
Visiting Property Lobby
Visitor Type Visitor (GF Parking)
Visitor Pass No. 880
Visitor Pass Valid From 18-Dec-2024 3:12 PM
Visitor Pass Valid Until 18-Dec-2024 8:00 PM
Visitor Pass Auto Renewal No
Parking Lot Assigned None
QR Key Usage Unlimited
QR Key Time Limit Auto-renew every 10 seconds

Terminate | Print | **Check-Out** | Edit

2.6. Denylist & Allowlist

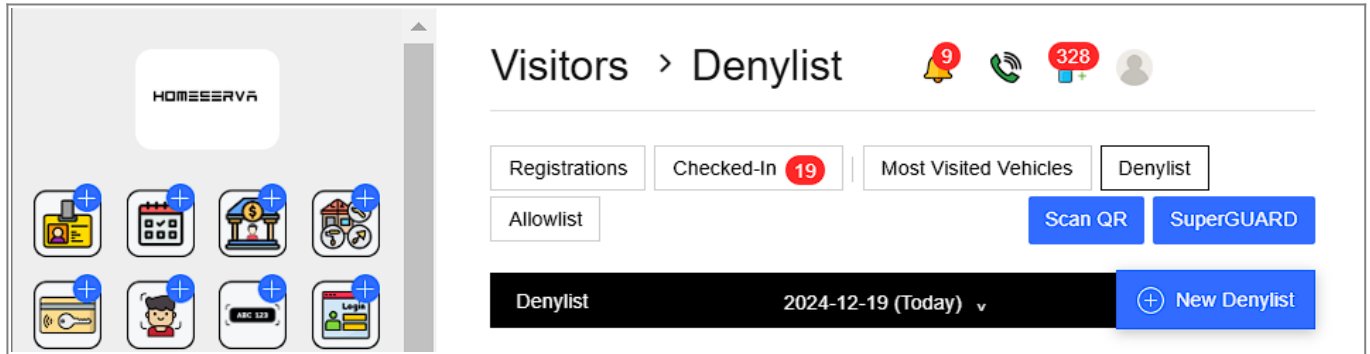
Go to **Visitor** and ontop of the page there are visitor registered , check in , most visited vehicle , Denylist & Allowlist.

Visitor registered , Check in & Most Visited Vehicle

- Help streamline and track visitor the registered, check in and vehicle that check in the most for security and surveillance.

Denylist & Allowlist

- To streamline access control.
- **Denylist** : Individuals on the denylist are permanently restricted from entering the building.
- **Allowlist** : Individuals on the allowlist have permanent access and can enter using their QR codes.




3. Visitor Management : Guard portal


Guard can see the status of all visitor pass, such as visitor that Check-in, Check-out , No show , Cancelled and Overstayed .


< **Visitors** [QR] 🔍


Registrations | **Checked-In 19**

Overstaying 19 | Invalidated

 **Name**
+60123 **Overstaying**
ABC123 18-Dec-2024 8:00 PM

 **Name**
+60123 **Checked-Out**
ABC123 18-Dec-2024 3:11 PM

 **Name**
+60123 **Checked-Out**
ABC123 13-Dec-2024 5:20 PM

 **Test**
+604619881 **Overstaying**
No Vehicle Deleted 03-Dec-2024 11:06 AM




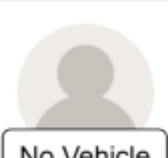
⋮

New Visitor

Visitors

Registrations | Checked-In **19**

Approved | Pending Approval

 No Vehicle	Test +60134 10-Dec-2024 9:33 AM	No Show
 No Vehicle	Test +60134 04-Dec-2024 4:31 PM	Cancelled
 No Vehicle	Test +601328 04-Dec-2024 4:28 PM	Cancelled
 No Vehicle Deleted	Test4 +6012 10-Dec-2024 9:41 AM	No Show

New Visitor

Guard can also track visitor check-in and check-out activity for security purposes.

[Visitor] Name
Overstayed 18 hours, 24 minutes, and 29 seconds

Visitor Pass Visitor Tracking

Overstayed
by System
18-Dec-2024 8:00 PM

Checked-In
by Yong
18-Dec-2024 3:14 PM

Automatically Approved
by System
18-Dec-2024 3:12 PM

Walk-In Registered
by Yong
18-Dec-2024 3:12 PM

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