

Security Guard Guide

Introduction

1.0. Check-in for Walk-in Visitors:

Step 1: Visitor arrives at the gate or entrance.

Step 2: Receptionist/guard requests visitor details (name, contact info, and purpose of visit).

Step 3: Visitor is manually registered in the system.

Step 4: System generates a temporary visitor pass (could be digital or printed) with details such as visit time, and access points allowed.

Step 5: The visitor proceeds to the host's location with their visitor pass.

2.0. Check-in for Pre-Registered Visitors (QR Code):

Step 1: The visitor has received a QR code from the host or house owner (via email, SMS, or an app).

Step 2: Visitor arrives at the gate or entrance and scans the QR code.

Step 3: The system recognizes the QR code, pulls up the pre-registered details, and verifies the visitor's identity.

Step 4: System automatically registers the visitor as checked in and generates a visitor pass (digital or printed).

Step 5: The visitor proceeds to the host's location with their visitor pass.

3.0. Check-out for Visitors:

Step 1: Visitor arrives at the gate or exit point to check out.

Step 2: Visitor presents their visitor pass or the system scans the visitor's QR code.

Step 3: The system records the time of check-out and marks the visitor as checked out.

Step 4: If applicable, security confirms the visitor is leaving (e.g., checking if any materials were taken or if they are leaving during a restricted period).

Step 5: The visitor is free to leave the premises.

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