

# Visitor Management System (ViMS) for Multi-Tenant Corporate Building

FOR MULTI-TENANT CORPORATE BUILDINGS, THE CORE REQUIREMENT WILL BE ON SECURITY AT THEIR PREMISES DUE TO HIGH NUMBER OF EMPLOYEES FROM DIFFERENT TENANTS AS WELL AS EXTERNAL PEOPLE SUCH AS VISITOR, CONTRACTORS OR VENDORS COMING IN AND OUT FROM THE PREMISES

- 1** As there are different Tenants, the building management must be able to easily validate that each Visitors do indeed have appointments with the Tenants before allowing Visitors to enter the premises
- 2** Any external visitors, contractors and employees of Tenants going into the premises are compulsory to have temperature check at the entry point
- 3** During emergency, company must be able to quickly provide evacuation list including visitors that have entered the premises

# BENEFITS OF HAVING VISITOR MANAGEMENT SYSTEM



## Visitor registration verified against



National IDs



Driving Licence



Potentially other national credentials



## COVID-19 Requirement for Visitor

- Registration of visitor contact details together with temperature data
- Contactless visitor self-service Health Declaration for easy check in.
- Auto alert and prohibit access for visitors with abnormal temperature or incomplete health declaration form.
- Limiting on number of visitor allowed in the premises to minimise overcrowding.



## COVID-19 Requirement for Employee

- Dedicated URL link for employees to update daily health declaration.
- Integrated with Facial Recognition to automatically capture temperature data & verify the health declaration done before entry is allowed.



## Compliance to Personal Data Protection Act

- Keep visitor information confidential by not exposing the information openly on a log book.
- Information is secured with proper encrypted database and only authorize personnel can access the information.
- Every access into the system is tracked with audit trail where every transactions is traceable for investigation purposes if any breach occurred.
- Auto-delete configuration is available where all visitors' information will be deleted at certain time.



## ISO 27001 Secure Physical and Environmental Areas Audit Compliance

- Control of who can access specific location of the organisation for staff, visitors and external cleaners/facilities maintenance resources.
- Manage controls for incoming materials (e.g. deliveries) and outgoing materials at Delivery & Loading Areas.



## Easy Pre-Appointment Management for Multiple users

- Employee of Tenants of the Building can easily create pre-appointment of Visitors coming and Visitor will receive email of appointment details together with QRCode.
- Receptionist or Guard is able to easily check the Visitor has an appointment by scanning the QRCode or pull out the data from the system to remove manual process and they do not have to manually call the Tenants.
- Alternatively, visitor to do Self Check In using the QRCode at the self-service kiosk
- For higher security location, system to support additional level of approval requirement before any appointment is allowed
- Appointment can also be requested by Visitor with confirmation to be approve by Host



## Alerts to Tenants once Visitor has Checked In



Once Visitor is Checked In, an alert will be sent to the Staff who is hosting the Visitor via email, SMS, telegram chat app or CALMS Host Mobile App



## Safety Briefing Management



System only allow visitor or contractor to check in if they have a valid Safety Briefing.



Digital Safety Briefing that allows enrolment of Safety Briefing over the counter or others with QRCode scanning.



Automatically tracked against expiry.



## Overstay



Every visitor registered can be assigned with number of hours allowed and system give alerts once overstay



## Blacklist



Anyone within the blacklist cannot be checked in



## CCTV/Webcam integration



Every check in/out transactions enable visitor photo capture from the CCTV or webcam for the purposes as material check in/out verification.



Alternatively, use image of driver & licence plate images from CCTV.



## Integration with Access Control



Once a visitor is checked in, system will issue visitor pass in the form of Cards, QRCode or biometric such as face or fingerprint.



Visitor to use Visitor Pass for authentication at the access control.



Upon the visitor exiting, the system will automatically check out the visitor from the system.



Likewise, the Visitor Pass can also be issued during the pre-appointment such that visitor can have immediate access during the appointment time.



## Secure QR Code



Host and Visitor can be issued with encrypted QR Code for access to premises



QR Code scanner provided can be integrated with any access control controller via Wiegand interface



## Other modules



Self Service Kiosk



Mobile App for Staff



Mobile App for Guard



Gold Microsoft Partner



ISO 9001: 2015 CERTIFIED



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