

Invitee Supervision

Manjunath .N¹, Devaraj Verma C²

Student, 1DS11MCA13, Dept of MCA-VTU, Dayananda Sagar College of Engineering, Bangalore, Karnataka, India¹

Assistant Professor, Dept of MCA-VTU, Dayananda Sagar College of Engineering, Bangalore, Karnataka, India²

Abstract: Is a security based software that allows people of the organization to keep track of the Guests who are Visiting the organization. It avoids unauthorized persons from visiting the organization. Security is a very big issue since since a small ignorance now may lead to a very big loss and trouble to the organization. IS keep track on the materials that they carry this avoids Guests from carrying the materials that cause threat to the organization. IS maintains details of each and every Guest. IS allows Guest to visit only required department by giving access card.

Keywords: people of the organization to keep track of the Guests, carrying the materials that cause threat to the organization

INTRODUCTION

The project aims at creating safety to the organization that restricts unofficial person to enter inside the organization. The guest includes Contractor, VIP, clients, vendors etc. this phase a very important role in the organization, where the Guest cannot enter the org. A time slot is allotted to visit the host, this makes the host comfortable to meet the guest/Guest Modules.

❖ Problem Statement:

- ✓ IS records and monitors the arrivals and departures of the organization's guests.
 - ✓ System shall comprise of a web cam, signature pad, scanner a system client with IS software and a paper pass printer.
 - ✓ Maintains Guest history summery Report
 - ✓ Guest Material details shall be managed securely
- Modules:

❖ Pre-Registration

Guest gives all his subtle elements to the host through SMS/email .Host reports all the details. Points of interest incorporates Guest ID, Guest Name , Guest Contact, E-mail id, Date of arrangement, Organization Name of the guest, Purpose for Visiting, Name of the host, Employee id of host, Department of the host, Guest sort, ID Card No. Subsequent to reporting all the points of interest an email/SMS is sent to the Guest that incorporates Unique Id, date and time of the arrangement. Once the Guest enters the association the preregistered Guest is checked for Unique id - .Once It is affirmed, Operator takes the photograph, examines the association Id, mark is archived. A printed copy of the passcard is produced and an entrance card is given to the Guest. passcard contains Name of the guest, Organization Name of the guest, Name of the host, Department of the host, Time stamp in, Expected time stamp out, Pass number, Photograph, Signature, Time out, Host mark and time. Access card permits the Guest to Visit just couple of offices according to the necessity. A desktop notice is sent to the host with

respect to the Guest who is visiting. A period calendar is

given to the host. In the event that he is staying past as far as possible then a SMS/email is sent to the Guest

❖ On-Spot Registration:

Guest gives all his subtle elements to the host through SMS/email .Host reports all the details. Points of interest incorporates Guest ID, Guest Name , Guest Contact, E-mail id, Date of arrangement, Organization Name of the guest, Purpose for Visiting, Name of the host, Employee id of host, Department of the host, Guest sort, ID Card No. Subsequent to reporting all the points of interest an email/SMS is sent to the Guest that incorporates Unique Id, date and time of the arrangement. Once the Guest enters the association the preregistered Guest is checked for Unique id - .Once It is affirmed, Operator takes the photograph, examines the association Id, mark is archived. A printed copy of the passcard is produced and an entrance card is given to the Guest. passcard contains Name of the guest, Organization Name of the guest, Name of the host, Department of the host, Time stamp in, Expected time stamp out, Pass number, Photograph, Signature, Time out, Host mark and time. Access card permits the Guest to Visit just couple of offices according to the necessity. A desktop notice is sent to the host with respect to the Guest who is Visiting. A period calendar is given to the host. In the event that he is staying past as far as possible then a SMS/email is sent to the Guest.

❖ Verification of pre-enlisted guest

This capacity should give an office to confirm the guest who has pre-enlisted the arrangement. Legitimate administrator might be allowed to perform this movement. Administrator should ask guest his guest ID and confirmation that was sent to guest through SMS/Email. The administrator enter those points of interest of guest, if pre-arrangement was fruitful and validation is checked against the accessible subtle elements. In the event that effective, guest subtle elements are shown to the administrator. Administrator should take the photograph of

guest and enters other required fields. If there should arise an occurrence of material to be conveyed, Guest material administration prerequisite is performed. Both guest and material pass is issued to the guest. On the off chance that the confirmation is not fruitful On-Spot Appointment prerequisite is performed.

- **Palm Reader:**

Each and every Guest are suppose to keep their palm on palm reader for storing the palm impression. The palm impression varies from each and every Guest. So once the palm is read its impression is stored in database. Guest when he Visits the organization he will have to keep his hand for palm reading, then those palm impression will be verified with the Banned Guest List in the database, if it matches with the banned Guest list then that Guest is not allowed to enter the organization.

- **Scan document**

Guests are suppose to bring their organization's ID. This helps to recognize the Guests from which organization that they are coming from. So those documents are scanned by the Scanner and the details is stored in database. If the Guest is from restricted organization then that Guest can be identified with the organization ID, then it is easy to restrict them from entering the organization.

- ❖ **Material Management:**

Guests may carry materials for some specific purpose, inside the organization. So those details are recorded and maintained in a database. Few of the materials that are restricted inside the organization are kept in a separate Locker. Few Guest like Contractor may bring different material when they come every day. So a separate link is provided for guest who may have to bring different materials every day. Each and every materials that they carry should have some specific purpose which is been entered while registering. Keeping track of the material that they carry is one of the objective since he should not carry certain material that may cause damage to the organization.

- **Lost Card Report**

Guests may lost the Card. In such circumstance the new card is produced and given to the Guest..So the rundown of Guests who has lost the ID card should be shown. This capacity should give an office (menu) to the administrator to produce Lost card Report. Administrator chooses the IS->Reports->Lost card Report. Lost card report structure should be shown. Administrator enters from and to date and taps in plain view. The subtle elements of the lost cards amongst from and to date is brought from database and showed to the administrator. The lost card report for the given term is shown with taking after field subtle elements Card ID, Assigned Guest id, Guest name, Guest photograph, Date of Issue, Lost date

- **Overstay Guest Report:**

Overseer is distributed with arranged time, if he is staying past quite far, then a SMS/email is sent to the Guest. That

there time limit is over. Head picks the IS->Reports->Overstay Guest Report. Overstay Guest Report structure ought to be appeared. Overseer enters from and to date and taps on display. The purposes of enthusiasm of the guests who overstayed amongst from and to date is gotten from database and appeared to the director. The exceed guest report for the given length is appeared with taking after field unobtrusive components is demonstrated Guest.

- **Banned Guest Report**

This capacity might give an office (menu) to the administrator to create Banned Guest Report. Administrator chooses the IS->Reports->Banned Guest Report. The points of interest of the guests who are Banned is gotten from database and showed to the administrator. The Banned guest report is shown with taking after field subtle elements is shown Guest id, Guest name, Guest photograph, Guest association, Contact number, Address of guest, Passport number.

- ❖ **Notifications:**

- **Over Stay Notification:**

If the Guest is not leaving the organization beyond the time that has been allotted, then a notification is sent and that Guest is considered as overstayed Guest. IS shall maintain a time out based on the Guest requirement. Irrespective of whether the Guest is a Contractor, Guest, VIP they are allowed only within the allotted time. To give a high priority on security issue this has been considered in the IS. So Guest should make sure that they keep up the time.

- ❖ **Capturing Digital Photograph of Guest**

Photo is captured by using web cam, which is possible only On-Spot Registration. This function shall provide a facility to the operator to capture the photograph of the guest. Valid operator shall be permitted to perform this activity. Web-cam should be connected to PC. Operator shall be able to take the snapshot of guest through web-cam. The photo of the guest is stored along with the details of guest. Details along with photo of guest are stored in the database.

- ❖ **Signature Recording of Guest**

Signature of the Guest is not done manually rather taken through Signature pad. Operator shall be permitted to perform this activity Signature pad should be connected to PC. Valid operator shall be able to record the signature of guest through signature pad. The signature of the guest is stored in database along with the details of guest. Details along with signature of guest are stored in the database.

- ❖ **Print guest pass**

Pass Card is generated which consist of the guest details. Guest pass template shall be available in the database for generation of Guest card. Valid operator shall be permitted to perform this activity. Operator selects the card templates, with the required fields to be printed on the card. Guest pass production system displays and prints the card of the guest.

❖ Upload identification documents

Valid operator shall be permitted to perform this activity. Operator shall scan the identification document of guest. So Guests are allowed only if they are having their organization ID. The scanned document shall be associated with the guest ID. The details shall be stored. The scanned and is displayed on a screen.

❖ IS login

IS login page allows only the authorized person to login. It has Username, password. Unauthorized person cannot access it.

II. EXISTING SYSTEM

- ✓ Currently a procedure of manually entering the values by maintaining a Ledger.
- ✓ Also, Photo of the Guest is not taken because of this it has been a difficult task to keep trace on the banned Guest.
- ✓ Access card is not given, Because of this Guest been able to move even to the unrestricted area
- ✓ Signature is done manually
 - Since Ledger Book is maintained, if a particular Guest's details have to be accessed, then it has become a tedious task.

III. PLANNED SYSTEM

- ✓ To reduce the problems of on hand system, Invitee Supervision has been developed.
- ✓ Guest sends the particulars to the Host via email.sms or through phone Call. By getting the details Host fix the meeting date and time.
- ✓ When Guest enters, the operator takes all the details regarding Host and Guest and is stored in database.
- ✓ Access card been introduced, by giving access only to some required Department.
- ✓ Tracking the details of materials that they take inside the organization.
- ✓ Access card been deactivated once they come back.

IV. OBJECTIVES

- ✓ To Safe guard the organization from the treats that can be affected by unauthorized persons
- ✓ Book the time in advance to convene Host at particular time
- ✓ To note the details of material that they are carrying.
- ✓ To maintain reports.

❖ What are they Advantages and disadvantages of proposed system over existing system

- 1) Ledger is used in existing system, database is used in proposed system.
- 2) In Existing System Registration are done onspot, in proposed system Pre-booking is done.
- 3) In Existing system Guest can enter to any department, In Proposed System the Guest is restricted over the department access.
- 4) In Existing System the once Guest's pass is lost that can be misused, but in On_Spot registration the Guest Access card can be de-activated.

APPLICATIONS

- 1) It is used in client's organization
- 2) Used in business organizations, hospitals, factories, etc
- 3) Used in Hospitals to give appointment to patients
- 4) Used in MNC, to fix schedule time for the clients
- 5) Used in government offices, since the Guests cannot enter the organization without any purpose.
- 6) Used in many manufacturing industries to make the contractors to meet the hosts at required time.

CONCLUSION

Thus the project provides safety to the organization. By not allowing unauthorized person to enter into the organization. By keeping track of the guest and the materials that they are carrying. From this project we can allow the guest to visit only few departments according to the requirement. By restricting the Banned guest. Pre-Booking can be done a day before the guest visit the organization that makes the guest to fix the time at a right schedule at his requirement.

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