

Visitor Management System Specification

Manufacturer - Matrix Research Limited

Product Brand - ACX

Visitor Management System Specification

- 1 The visitor management system (VMS) can be applied to entire building tenants.
- 2 The VMS server can be cloud-based or on-premises.
- 3 Tenants can through the web browser or mobile apps to maintain the VMS.
- 4 The VMS server keeps all the visitor pre-registered records and the visitor access records.
- 5 The VMS booking and access records can be auto-deleted in a certain period
- 6 The visitor management system is compromised by four applications, the VMS Server program (back-end), Web-based visitor management application (for tenants), PC-based client application (for concierge operator), and the optional iPad-based visitor application (for visitors). All program language displays shall have English, Traditional and Simplified Chinese.
- 7 The web-based application shall have an SSL certificate.
- 8 The VMS server program
 - 8.1 The server program shall be integrated into the building access control and lift destination control system.
 - 8.2 The VMS shall have API for 3rd party software integration.
- 9 The web-based visitor management application
 - 9.1 The VMS has a super admin to create the tenant's admin
 - 9.2 The tenant's admin can create their user account.
 - 9.3 User can input visitor booking information through a web browser or mobile apps, eg. Visit date and time period, number of entry access, etc. Once the booking is made, the user and visitor will receive an email individually, the visitor will receive a scramble QR code (web-link) as a temporary pass.
 - 9.4 Tenant can import/export the visitor booking records.
 - 9.5 Tenant can export the visitor check-in and check-out records.
 - 9.6 The visitor temporary pass can be controlled by the access date/time range and the number of accesses.
 - 9.7 The visitor's temporary pass can be represented by a scramble QR code.
 - 9.8 The visitor temporary pass can be delivered by email or SMS.
 - 9.9 The scramble QR code shall be activated during the valid access period
 - 9.10 Once the scramble code is activated, the scramble code cannot be activated on other mobile devices. The Sub-contractor shall be responsible for any Certificate or Patent document if required.
 - 9.11 The sub-contractor shall be responsible to comply with the latest applicable patent and certificate if

required. E.g., “Card Identification System with Scramble Coding Ability”, “Scramble Encryption in Data Communication”, and “Non-Transferred Identification System Using Scrambling Two Dimension Code” from Hong Kong Patents Registry Intellectual Property Department, and any relevant Authorities or Regulatory Bodies. Plagiarism is not allowed.

10 The Client application is for concierge operation

- 10.1 This is a windows-based application that allows the operator to check the pre-registered visitor record.
- 10.2 A connected QR code scanner can read the visitor’s pre-registered record
- 10.3 The program can record down the walk-in visitor record
- 10.4 The program can assign the building access rights to the visitor. Eg. Male / Female toilet access.
- 10.5 Real-time time monitor of the visitor count in the building
- 10.6 Email notification to the user if the visitor arrives.
- 10.7 Provide emergency notification by email / SMS to the visitors who are in the building area.
- 10.8 Connect to a QR code printer for printing the QR code label if necessary.

11 The iPad-based visitor application (optional)

- 11.1 The program can allow the pre-registered user to scan their QR code for the confirmation
- 11.2 The program for the walk-in visitor to input the visitor and host information.
- 11.3 Operator can assign the building access rights to the visitor (eg. Toilet rooms etc)
- 11.4 The program shall be integrated with the building’s turnstile, access control and the lift destination control system.