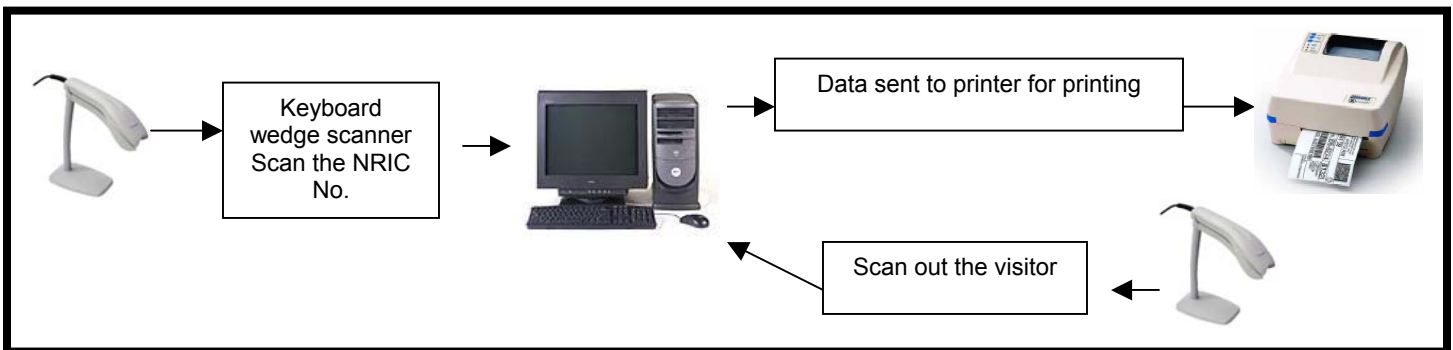


# TRAK IT

## Visitor's Self-Service Badge System

AUTOPACK Pte Ltd is proud to present this most comprehensive software on the market with a powerful tracking feature that allows company to produce card size Visitors' badges on adhesive labels that valid for the day of visit for security purpose. The system tracks daily visitor counter to serve emergency evacuation purpose as well.

### Basic Flow Diagram of Visitor's Badge System



#### Features

- Easy check-in and check-out
- Automatic check-out
- Advance printing and Re-print of badge
- Badge layout will be customized
- Receptionist needs are fulfilled
- System security feature
- Data analysis and reports
- Housekeeping of date-base

#### Hardware/ Software Specifications

- Pentium 200 or greater
- 32 MB RAM
- Hard Disk with at least 8MB/ 10MB free storage space
- 2 serial ports
- Microsoft Windows 95 or newer versions

## Brief-up of Software

- Easy Check-In and Check-Out:
  - Visitor scans in NRIC or Passport No. If it already exists in database, it will retrieve information automatically
- Automatic Check-Out:
  - Situations where visitors forgets to scan out, the system will automatically check out after 5 days
- Badges:
  - Badge layout will be customized and printed to card, label or paper printer
- Receptionist Needs:
  - Unique feature to search any of the staff details by entering the name, surname etc.
  - Check-out of visitors can be done by click
- Reports:
  - This software generates visitor's detail report, a summary report, also visitors pending logout report
- System Security
  - This software offers password security which only authorized personnel can access through

## Visitor's Login Screen

AUTOPACK PTE LTD

**VISITOR'S BADGE SELF-SERVICE SYSTEM**

**VISITOR'S INFORMATION**

NRIC/Passport No :   
e.g. S1234567 or P1234567  
\* Subsequent Visit - use NRIC to scan in your information

Surname :

Given Name :

Company Name :

**HOST'S INFORMATION**

Host's Surname :

Host's Given Name :

Host's Department :

\* Leave Blank for Not Sure

**VISIT INFORMATION**

Date : 06/06/2001 Time : 14:30:06

PRINT BADGE CLEAR ALL QUIT

AVAILABLE : 5

## Search Staff Details Screen

SEARCH EMPLOYEE'S DETAILS

SELECT THE OPTIONS

Given Name :  Division :

Surname :  Department :

Extension Phone No :

Search Refresh Close

SURNAME	NAME	EXTENSION	DIVISION	DEPT	MOBILE	CORDLESS
Ng	Diamond	7003	General	SPCS		



## Visitor's Badge

Distributed By:



## AUTOPACK PTE LTD

1 Upper Aljunied Link  
#06-01, Joo Seng Warehouse Bldg A  
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