



General Information		
1	Facility Name	AL MAAREF PRIVATE SCHOOL
2	Location Address	AL QUSAIS FIRST
3	Reviewed by	COLIN OSAGIE OVIASOGIE
4	Date of Current Review	16 TH AUGUST 2023
5	Approved by	

Visitor Management System 2023-2024

AIM

Visitor Management Systems provides a variety of tasks around visitor data, security, and compliance requirements for KHDA & other authorities. It contributes to the efficiency and safety of our organization by focusing on visitor flows and performing in-depth analytics based on the visitor's data.

This gives rise to Visitor Management. It is a system by which AMPS records and tracks the walk-in visitors.

NEED FOR VMS

Visitor Management Systems in AMPS help our organization to fully customized digital solutions. This maintains information on all aspects of visitors' personal details, demographic details, contact details, and visit details.

- Create a great first impression by providing a smooth visitor experience with smart office technology.



- Automate our front desk to efficiently receive and track visitors, deliveries, and documents.
- Improve security and prevent corporate threats in our organization. Implications include existence of duplicate or fake identities, unauthorized access of visitors.
- Generate Daily Detailed Visitor Reports, Access Digital Logs, and gain Insights from Visitor Analytics

IMPORTANCE

- To limit the access of unauthorized visitors.
- Some visitors should have access to specific areas, offices, and lobby in the building.
- Some visitors are for short duration, whereas others are long duration.
- Keep a track of Unknown and unmonitored visitors.

In addition, the security is expected to keep track of all the visitors and the equipment they carry. Any lapse can compromise security and safety of physical, intellectual, and human assets.

KEY FEATURES

The visitor management system can accomplish a variety of tasks. Some of them are as follows:

• VISITOR REGISTRATION

One of the basic features of a visitor entry tool, the system should record vital personal information about the visitor before they enter the school. The software can easily retrieve data by inserting an Emirates I.D. through a card reader. Name, address, EID No. telephone number, etc.



- **VISITOR IDENTIFICATION BADGE / STICKER**

This allows AMPS staff to recognize the visitor in the building and the department to visit.

- **ACCESS CONTROL**

Administrative access to sensitive visitor data and processing reports must be made available only to a set of users who fulfill criteria.

- **VISITORS TIMING**

Gate No. 1

Monday to Wednesday 8:00 am – 2:00 pm

Friday 8:00 am to 11:00 am

Gate 2, 3 & 4 is closed for all General visitors.