## **Business Automation Solutions**

### Sign-In System (HT-SIGN)

The Sign-In system streamlines visitor management with a QR-code-based solution. Visitors scan the code, complete a Microsoft Form, and their sign-in details are instantly recorded in a SharePoint List. An automation notifies the site management team of new sign-ins, including a link to the Dashboard. Optional SMS notifications can be sent to visitors at an additional cost per message.

III Power Apps   HT-SIGN (Editing)	Environment & Holmes Tech (default)	ą	b Ç	ŝ		у Сн
H	Sign In Dashboard					
	Zac   Arrived at 06:45 PM 03/03/2025   ETD is 09:45 PM   Departed at 06:49 PM   Staff Member   Is Signed Out   0424969557 Reason for visit - IT support					
	Staff Member   Arrived at 06:49 PM 03/03/2025   ETD is 11:49 PM   Departed at 06:49 PM   Staff Member   Is Signed Out   0424969557 Reason for visit - Just visiting					
	Staff Member   Arrived at 06:49 PM 03/03/2025   ETD is 11:49 PM   Departed at 08:06 PM   Staff Member   Is Signed Out   0424969557 Reason for visit - Just visiting   Additional info - Signed out by Zac Holmes @ March 3, 2025 8:05 PM					
· · · · · · · · · · · · · · · · · · ·	Zac   Arrived at 08:06 PM 03/03/2025   ETD is 09:06 PM   Did not sign out   Visitor   Is Signed In   0424969557 Reason for visit - Testing					
· · · · · · · · · · · · · · · · · · ·	Test TRT   Arrived at 08:06 PM 03/03/2025   ETD is 08:08 PM   Did not sign out   TRT   Is Signed In   0412345678 Reason for visit - Teaching					
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The Sign-In Dashboard provides a real-time overview of all daily sign-ins, including visitors currently signed in, signed out, or overdue for sign-out. Managers can also sign visitors out directly from this interface.

The Archive Screen stores all sign-in records, featuring filters for visitor name, phone number, type, reason for visit, and sign-in date, enabling quick record retrieval.

The View Record Screen allows managers to add notes, edit records, and update visitor information as needed.

#### See the Sign In/Out System in action!

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+ 4	dd new item	🖉 Edit 🖽 Edit in grid view	9 Undo 🖻 Share 🖂	Copy link 💭 Commer	nt 🗊 Delete 🖓 Automate ~				X 1 selected	8 Manage acce
	<sup>My lists</sup> Sign_Ins ★							7 8	↓ F = All Items ~	+ Add view
	T Name ~	$\ensuremath{\overline{\sc s}}$ Phone Number $\ensuremath{\ \ \ }$	⊘ Visitor Type ∨	🖃 Arrival Time 🗸	$\ensuremath{\boxtimes}$ Estimated Departure Time $\ensuremath{{\scriptstyle\vee}}$	🗇 Actual Departure Time 🗸	$\ensuremath{\overline{\mbox{\tiny C}}}$ Reason For Visit $\ensuremath{{}^{\vee}}$	$\equiv$ Additional Info ${\scriptstyle {\scriptstyle \!$	$\odot$ Sign In or Sign Out $\cdot$	1
	Zac Holmes	0424969557	Staff Member	12/10/2024 6:13 PM	12/11/2024 12:13 AM	12/12/2024 9:03 PM	IT Support		Sign Out	32
	Example Electrician	0412345678	Contractor	12/10/2024 5:14 PM	12/10/2024 6:14 PM	12/10/2024 7:02 PM	To fix electrical issues in Building C	Example Company Job Number T8321	Sign Out	33
	Example Visitor	0451239572	Visitor	12/10/2024 6:15 PM	12/10/2024 7:15 PM	12/10/2024 6:17 PM	Just Visiting		Sign Out	34
	Old Visitor	0451239572	Visitor	12/9/2024 6:21 PM	12/9/2024 7:21 PM	12/10/2024 9:00 PM	Visting		Sign Out	35
	Zac	0424969557	Staff Member	12/12/2024 8:54 PM	12/12/2024 9:54 PM	12/12/2024 8:55 PM	Test		Sign Out	38
	Example Visitor	0412325648	Visitor	12/12/2024 8:55 PM	12/12/2024 10:55 PM		Testing		Sign In	39
0	Example Sign In	0424969557	Visitor	12/12/2024 9:02 PM	12/12/2024 11:02 PM	12/12/2024 9:02 PM	Just testing the form		Sign Out	40
	Zac	0424969557	Staff Member	12/14/2024 11:41 AM	12/14/2024 12:41 PM		Testing 123		Sign In	41
	Example Visitor	0424885915	Contractor	12/14/2024 11:42 AM	12/14/2024 1:42 PM		Testing	Example 1345	Sign In	42
	Example Visitor	0429865751	Visitor	12/14/2024 11:42 AM	12/14/2024 12:42 PM		Test visiting		Sign In	43
	Example TRT	0458995751	TRT	12/14/2024 11:44 AM	12/14/2024 4:44 PM		Relief for example teacher		Sign In	44
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# **Facilities Management System**

Coming soon

## Time Off In Lieu/Flexi Management System

Coming soon

