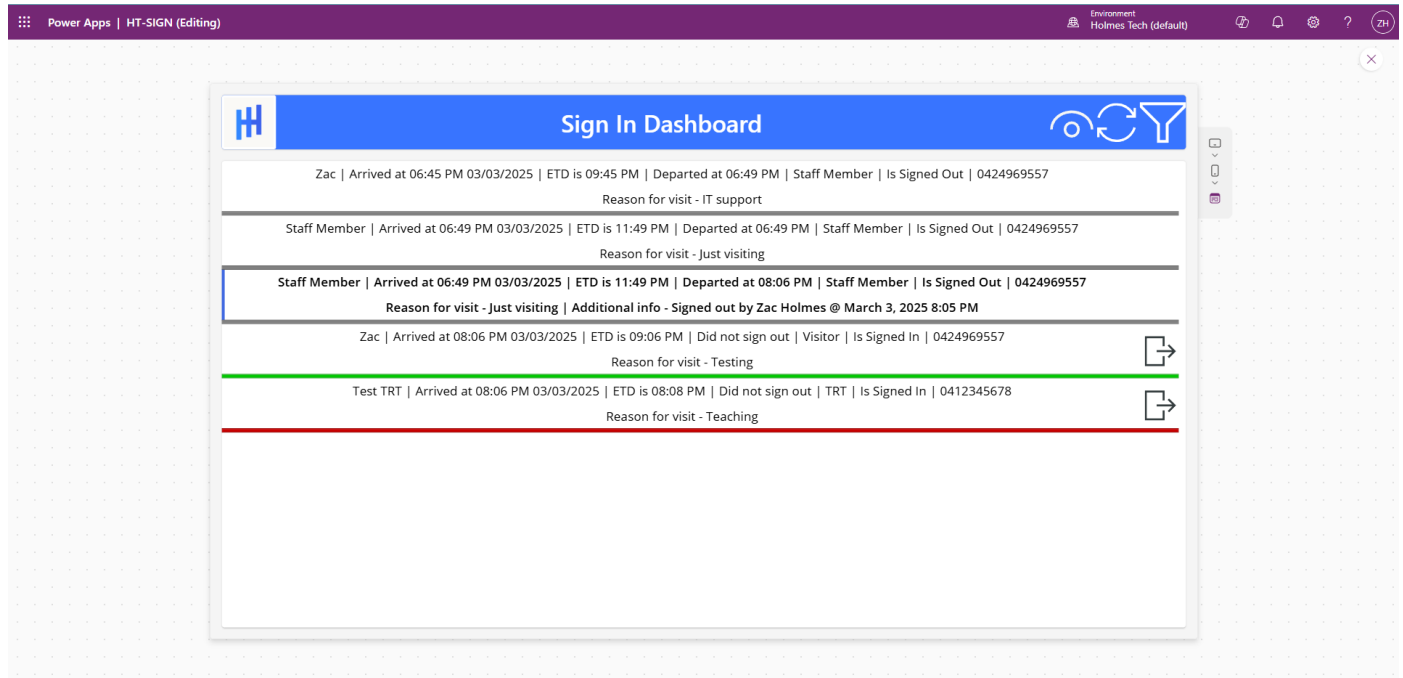


# Business Automation Solutions

## 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.



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!](#)

Name	Phone Number	Visitor Type	Arrival Time	Estimated Departure Time	Actual Departure Time	Reason For Visit	Additional Info	Sign In or Sign Out	ID
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 TB321	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	Visiting		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
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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## **Business Automation Solutions**

### **Facilities Management System**

*Coming soon*

### **Time Off In Lieu/Flexi Management System**

*Coming soon*

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