

# Guest management System

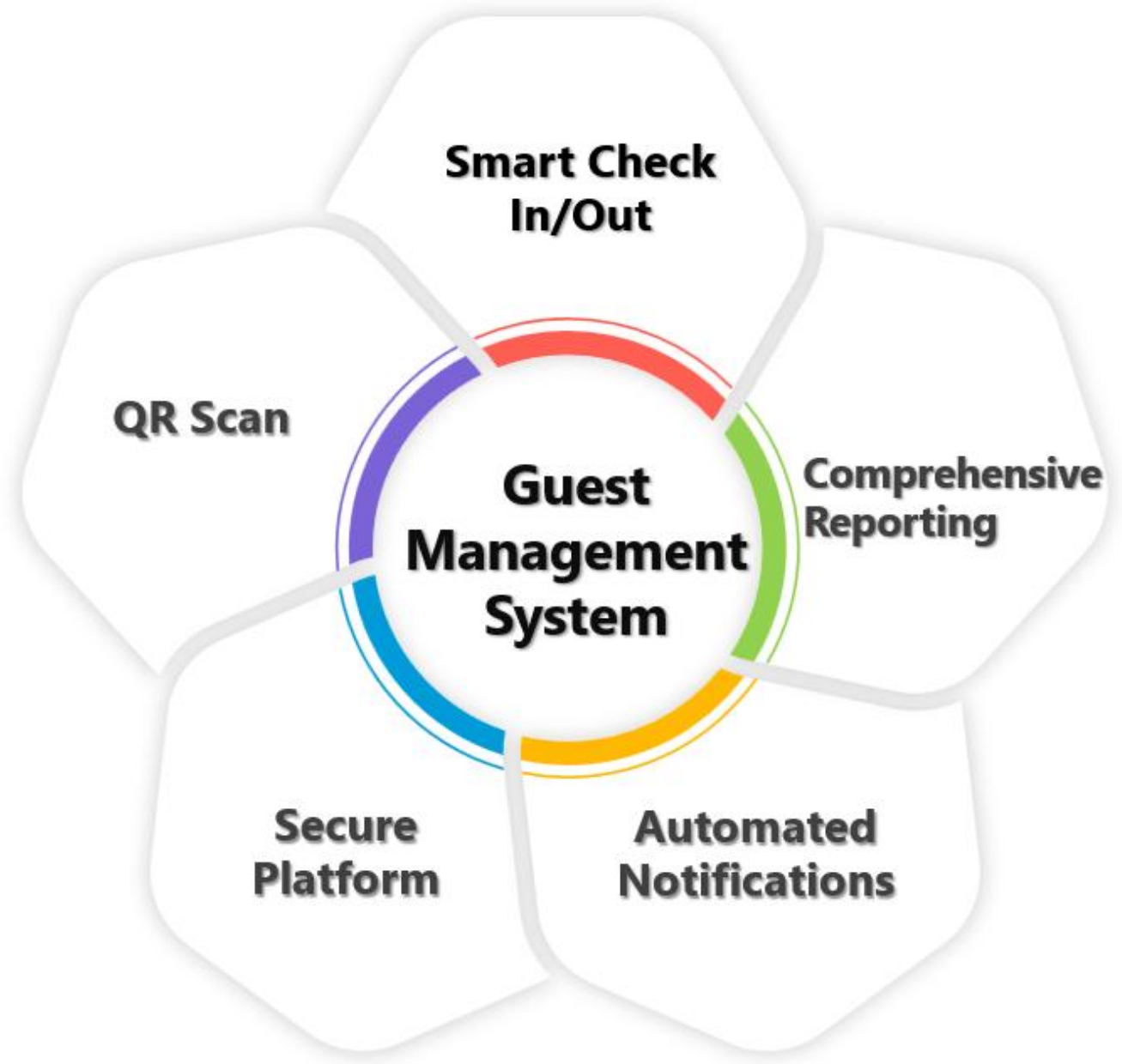
A smart Check-In and Check-Out  
Processes for Visitors



# Guest management System

In today's security-conscious world, the Guest Management System streamlines visitor access, providing a seamless and efficient check-in/out experience. It enhances security by integrating with existing systems, ensuring both guests and hosts enjoy a swift and secure visit.





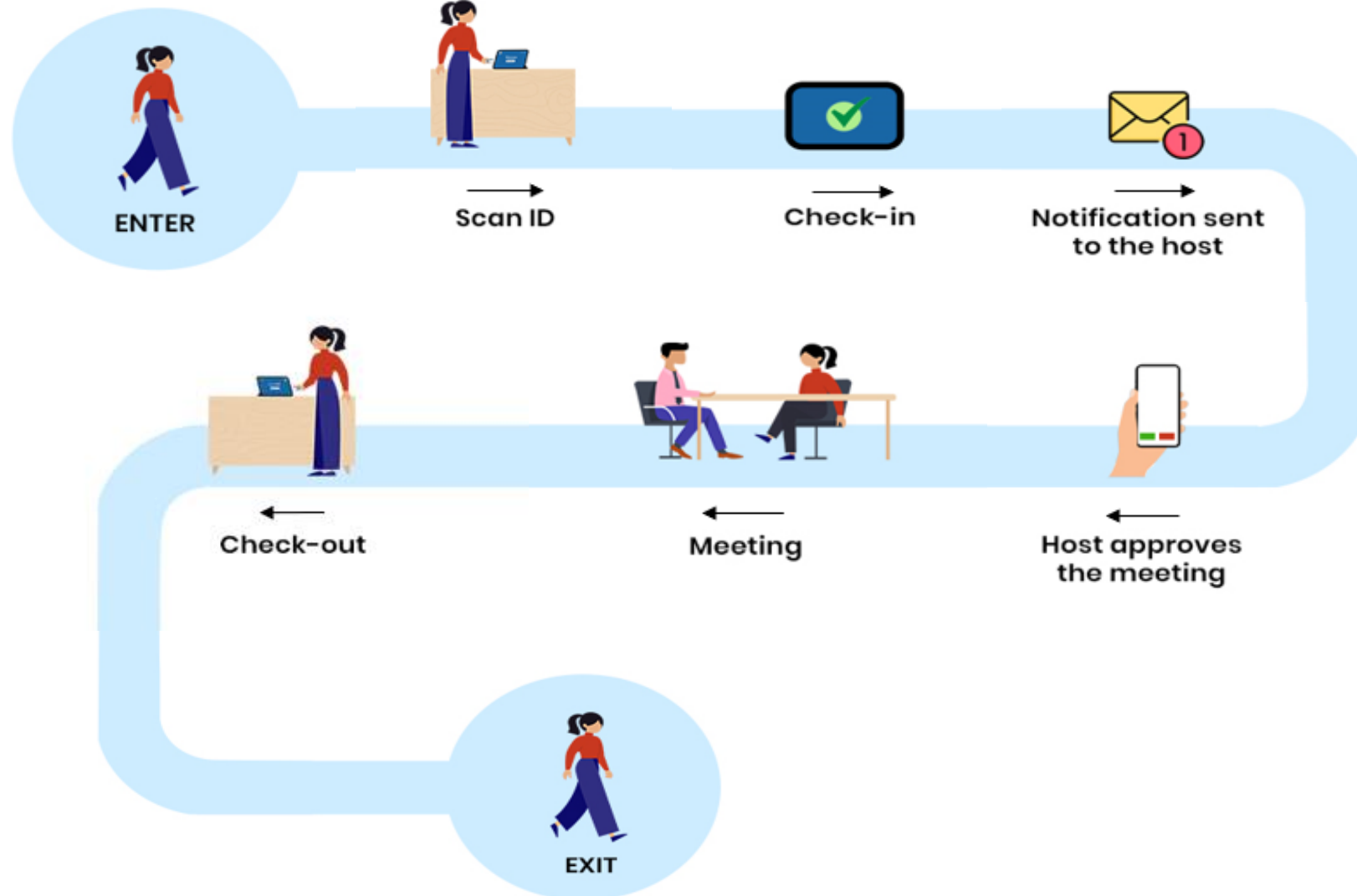
# Key Features

# Challenges

# Benefits

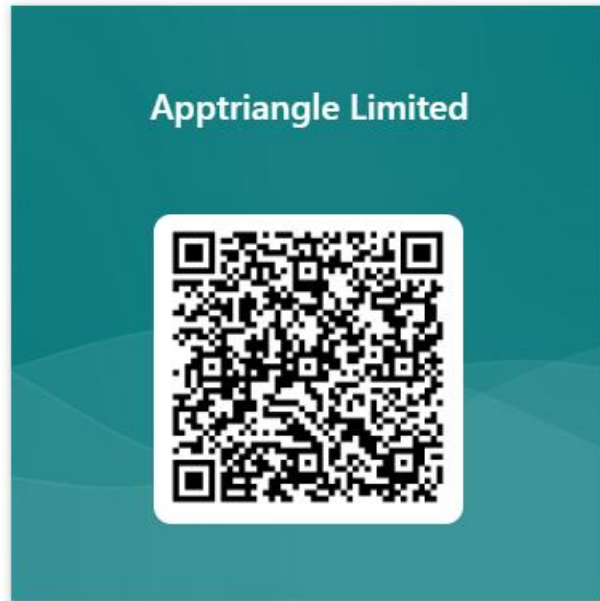
Reporting	01	Smart Reporting
Guest Time Tracking	02	Easy Tracking
Manual Entry	03	QR Code Entry
No Way to Search	04	Easy search
Repetitive Entry	05	One Time Guest Registration
Host verification	06	Verified Host
Paper Registration Dependency	07	Paperless
Host Uninformed	08	Host Notification

# Meeting Flowchart





# Overview Of Guest management System



**Register Once**

And Enjoy your visit to [RAK Ceramics](#).

\* Required

1. Name \*

2. Contact Number \*

3. Email \*

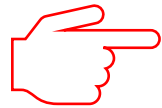
4. Designation \*

5. Company Name \*

**Submit**

# Overview of Dashboard

Dashboard for Receptionist



Overview

Dashboard

Appointment

Host List

Guest List

Settings

Today's Check In  
**18**

Today's Check Out  
**6**

Remaining Guest  
**12**

Total Host  
**207**

Recent Visit

Date	Guest Name	Company	Mobile	Purpose	Host Name	In Time	Out Time
17 November, 2024	Shakil ahammed	Haji Abdul hakim sodagor	01956215446	Others	Md. Kabirul Islam	11:44 AM	<a href="#">Check Out</a>
17 November, 2024	Mihir	Und carton	01611445560	Check Collection	Md Ujjal Miah	11:35 AM	<a href="#">Check Out</a>
17 November, 2024	Sabuj	Osl Pharma ltd	01722409853	Others	Md. Nure Elahi	11:30 AM	<a href="#">Check Out</a>
17 November, 2024	Roman Ahmed	B-Baria Transport Agency	01721471896	Bill Submit	Md Ujjal Miah	11:02 AM	<a href="#">Check Out</a>
17 November, 2024	Alamgir Hossain	Hasem Enterprise	01725008702	Meeting	Md. Mahbulul Haque	10:55 AM	<a href="#">Check Out</a>
17 November, 2024	Abdul Jalil	Sumsia Enterprise	01702265602	Meeting	Md. Mahbulul Haque	10:54 AM	<a href="#">Check Out</a>



# Host notification alert through Email

Visitor Approval Request

## Request for your input

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Hi Sir, There is a visitor Request.  
Shuvo Kumar Das waiting for you.  
Need permission to place this meeting  
Thank You

**Please Approved / Reject this meeting**

Approved

Reject

Message sent via [Microsoft Power Automate](#), enabling you to create automated workflows between your favorite apps and services.

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← Reply

↪ Forward

# Guest List

Total guest list of this company

Name	Company	Contact	Designation	Email
Shakil ahammed	Haji Abdul hakim sodagor	01956215446	RSA	
Alamgir Hossain	Hasem Enterprise	01725008702	Propiter	
Abdul Jolil	Sumaiya Enterprise	01792265692	Propiter	
MD. Edris	Mayen Enterprise	01775697254	Propiter	
Mujibur Rahman 36	Sharif Enterprise	01711709936	Propiter	
Kamrul Hasan	Eximin Engineering	01943730340	Manager	
Rafi	Bkash Limited	01611915544	Executive	
Moter	Rahman enterprise	01989241324	Director	
Alfe	Fabrilife	01780532659	Junior executive	
Rashed hawalder	Arfan trading	01712536658	Manager	



- Dashboard
- Appointment
- Host List
- Guest List**
- Settings

# Host List



Total host list of this company










Name	Company	Contact	Designation	Department	Email
MD. Ekramul Hassan	Logic tools	01819242898	CEO		
MD mainul hossain	Royal	01322898986	Accounts	Accounts & Finance	
Sarmin Akter	Apptriangle Limited	01876545678	Technology Specialist	IT	sarmin@apptriangle.com
Rimon Paul	Apptriangle Limited	019877887875	Technology Specialist	IT	rimon@apptriangle.com
Md. Mahfuzur Rahman	RAK Ceramics (BD) Ltd.	01708805664	Senior Executive	Accounts & Finance-TAX & VAT	mahfuzur.rahman@rakceramics.com
Howlader Mahadi Hasan	RAK Ceramics (BD) Ltd.	01313443108	Senior Executive	IT	mahadi.hasan@rakpowerbd.com
Imtiaz	Apptriangle Limited	0145678909876	Tech	IT	imtiaz@apptriangle.com
Raju Miah	Apptriangle Limited	01997148483	Technology Specialist	Accounts & Finance	raju@apptriangle.com
Shuvo Kumar	Apptriangle	018678987678	Rech	IT	shuvo@apptriangle.com
Shuvo KD	Apptriangle	01831839121	Marketer	Sales & Marketing	shuvo@apptriangle.com
Mohammad Shariful Islam	Apptriangle (BD) Ltd.	01700101010	Senior Executive	Supply Chain	

# Email Notification of Daily Check In/Out Report



Today's Check In/Out report.

 **Shuvo Kumar Das**  
To:  Shuvo Kumar Das

Wed 3/27/2024 1:41 PM

ID	VisittingCard	Purpose	Today	mobileNumber	GuestInfoName	HostInfoName	InTime	OutTime
193	Test	Service	2024-02-29	01831839121	Shuvo Kumar Das	Shuvo Kumar Das	29/02/2024 12:09	2024-02-29T06:09:00Z
194	Test Email	Visit	2024-02-29	01921121212	Rimon Paul	Shuvo Kumar Das	29/02/2024 12:12	2024-02-29T06:40:00Z
195	Test Mail 2	Service	2024-02-29	01787231462	Mizan Rahman	Shuvo Kumar Das	29/02/2024 12:13	2024-02-29T06:40:00Z
196	Test mail 3	Service	2024-02-29	01717638586	Mohammad Rakibul Hasan	Shuvo Kumar Das	29/02/2024 12:16	2024-02-29T06:39:00Z
197	Test Mail	Visit	2024-02-29	01770497877	Md Ehasin	Shuvo Kumar Das	29/02/2024 12:19	2024-02-29T06:39:00Z
198	test	Service	2024-02-29	01738393570	Israt Jahan	Shuvo Kumar Das	29/02/2024 12:21	2024-02-29T06:39:00Z
200	t	Purchase	2024-02-29	01307666477	Sarmin Akhter	Shuvo Kumar Das	29/02/2024 15:12	2024-02-29T10:31:00Z
206	s	Service	2024-03-03	01831839121	Shuvo Kumar Das	Shuvo Kumar Das	3/3/2024 10:47 AM	2024-03-03T04:47:00Z
210	V12	Support	2024-03-07	01831839121	Shuvo Kumar Das	Shuvo Kumar Das	3/7/2024 4:41 PM	2024-03-07T10:43:00Z
211	V123	Service	2024-03-07	01717638586	Mohammad Rakibul Hasan	Moshiur Rahman Oly	3/7/2024 4:45 PM	2024-03-10T07:55:00Z

 Reply  Forward



## **Apptriangle Limited**

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