



**Technology Never Sleeps.**



## INTRODUCTION

“**Demon Computers Techno Crats**” is founded in 2012. Our priority activities are inspection, execution verification, technical testing with training and supplying services in information technology (IT and Security) facilities software and hardware equipment.

“**Demon Computers Techno Crats**” is a leading, highly innovative software house, systems integrator and technology provider, established to provide leading edge intelligent technical solutions and consulting services to businesses, organizations and government in order to allow the efficient and effective secure access and communication with various heterogeneous information resources and services, anytime and anywhere.

We are committed to excellence and quality of performing IT & Security industries. In order to achieve our commitment, we have at our disposal up to date technology and equipment. The equipment is operated by highly trained personnel with extensive experience in the field and leads to effective inspection for maintaining the safety of plant equipment, systems in operation.

The company grow from strength to strength and project to project. **Demon Computers Techno Crats** is a customer-driven company and in that it always strives to provide customized solutions as per the requirement of the customer. Customized Software Development in Windows environment is also a part of the segment, which will be unveiled with time.

### **Technology Provision and IT Consulting: -**

- Combining emerging technologies (like CCTV, PTZ Solution, Cloud Computing, Software-as-a-Service, Networking IP, Intercom solution with IP, customize software management, Fire alarm, Callcenter solution management, Biometric attendance, etc) in order to help organizations to meet their business strategy goals and benefit from the power of technology innovation.
- Definition of the IT Strategy, Infrastructure and overall Enterprise Architecture required for organizations and enterprises to support the efficient and effective achievement of their business objectives, ensuring the end-to-end IT security across the organization.
- Increase of the R&D capacity of business partners, staffing their project teams with the highly qualified and experienced research engineers of **DCTC** who add value and ensure the robustness and success of the research and technological development process.

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# Introduction

Our visitor management system is designed to make the check-in process simple and secure.

With our QR code-based system, visitors can check-in quickly and easily, and your front desk staff can manage and track all visitors seamlessly.

Check-in hassle free in a flash!

Experience the benefits of a modern, efficient, and secure visitor management system today. Try our QR code-based solution and see the difference it can make for your check-in experience.

## User Side Features

- QR Based Check-in & Check-out's
- No Dependency on hardware or App downloads
- WhatsApp based Visitor approvals
- Digital Visitor Passes
- Digital Employee Passes
- Pre-invite Guests
- Pass Verification by Security team members

## Admin Side Features

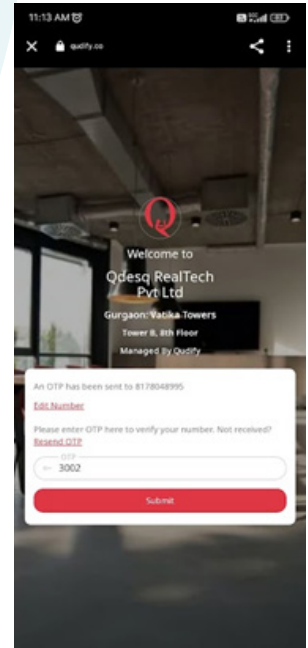
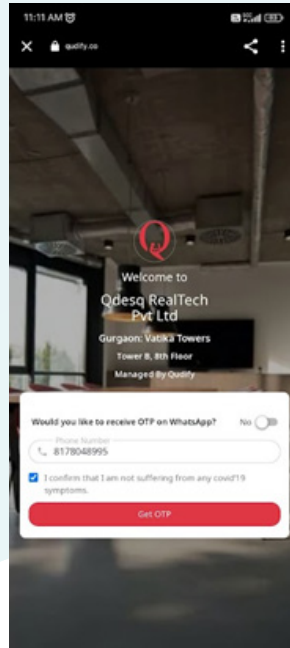
- Account Analytics
- Downloadable QR Codes
- Visitor Logs
- Visitor List
- Pre-invite visitor or issue Employee passes
- Blacklist Users
- Employee List
- Office wise Admin Access
- Security Team members

This document will help you and your team members embark on a SAAS experience journey like never before.

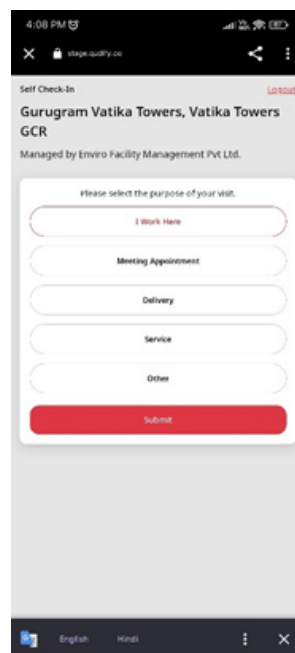
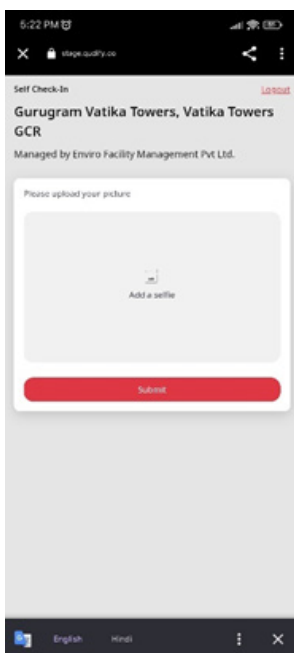
# Process Overview

## Visitor Check-in

**Step 1: Visitor will scan the Check-in type QR Code, enter their mobile number to get an OTP. Once they enter the received OTP and click on Submit, they will get authenticated and asked to enter other information.**



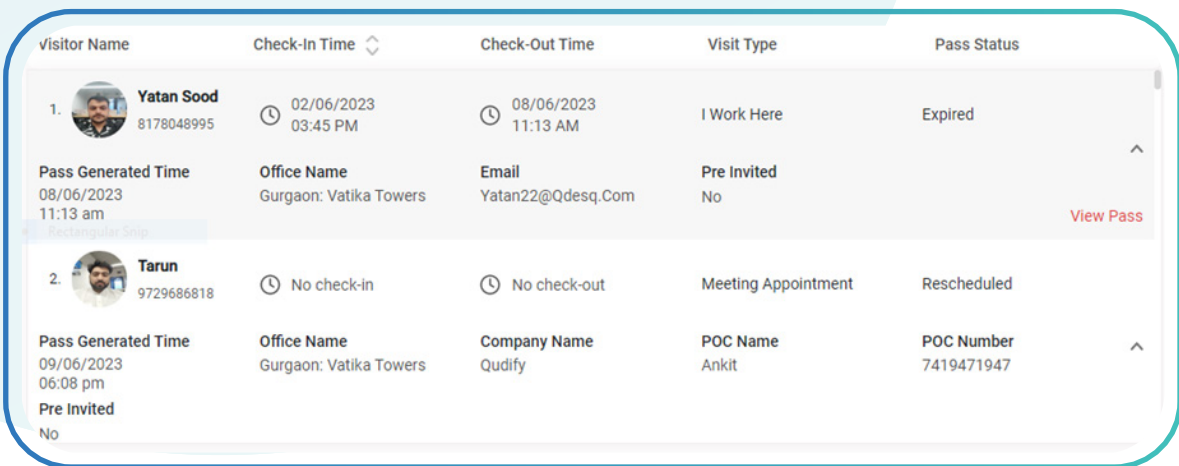
**Step 2: The information includes, Visitor Picture, Purpose of Visit, Meeting Appointment with etc. Once all relevant information is processed. The pass will get generated.**





**Step 3: Basis which Entry Process you have opted for, the visitor flow will be determined. Qudify provides two Security processes:**

**Step 3.1: QR Code to be scanned by Security Guard**

If your organisation has opted for QR Code to be scanned by Security Guard, then the generated visitor pass needs to be scanned by Security Guard and verified via OTP to get the visitor checked-in



Visitor Name	Check-In Time	Check-Out Time	Visit Type	Pass Status
1.  <b>Yatan Sood</b> 8178048995	🕒 02/06/2023 03:45 PM	🕒 08/06/2023 11:13 AM	I Work Here	Expired
<b>Pass Generated Time</b> 08/06/2023 11:13 am	<b>Office Name</b> Gurgaon: Vatika Towers	<b>Email</b> Yatan22@Qdesq.Com	<b>Pre Invited</b> No	<a href="#">View Pass</a>
2.  <b>Tarun</b> 9729686818	🕒 No check-in	🕒 No check-out	Meeting Appointment	Rescheduled
<b>Pass Generated Time</b> 09/06/2023 06:08 pm	<b>Office Name</b> Gurgaon: Vatika Towers	<b>Company Name</b> Qudify	<b>POC Name</b> Ankit	<b>POC Number</b> 7419471947
<b>Pre Invited</b> No				

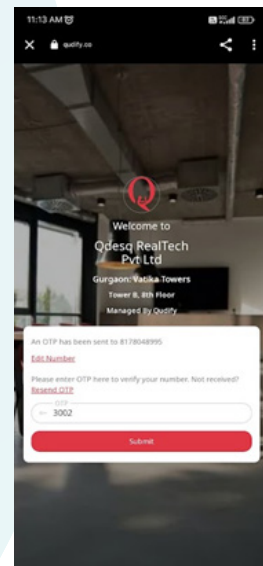
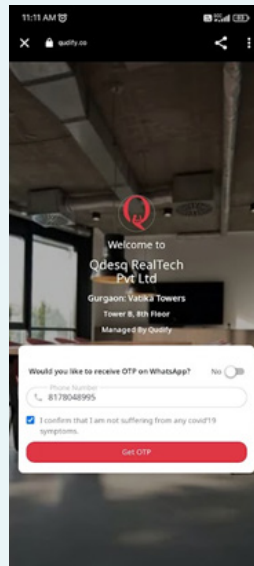
**In the above image we can see Pass Generated Time and Check-in Time are two different attributes to visitor details in Qudify.**

**Step 3.2: QR Code to be scanned by Security Guard**

If your organisation has opted for QR Code to be scanned by Visitor, then the generated visitor pass time will denote the check-in time of the user as well implying that the user has checked-in.

## Visitor Check-Out

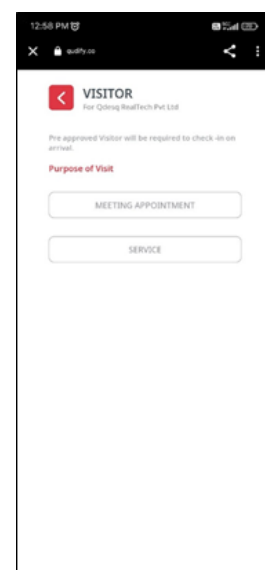
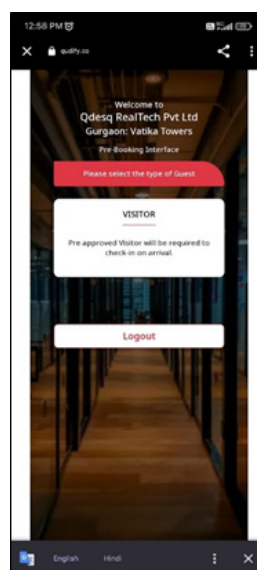
**Step 1: Visitor will scan the Check-out type QR Code, enter their mobile number to get an OTP. Once they enter the received OTP and click on Submit, they will get authenticated and will get checked out.**



## Visitor Pre-Booking

Step 1: Staff will scan the below QR code. Get authenticated via OTP if required (dependent on previous session login status)

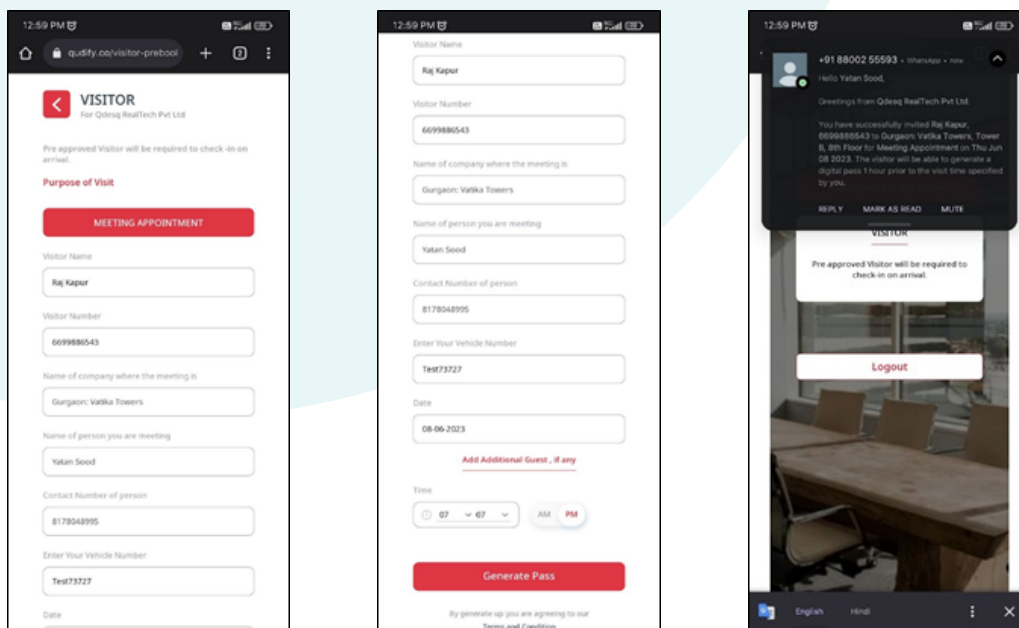
Step 2: Staff will select the category of visitor and then proceed with selecting the purpose of visit



**Step 3: Basis the purpose of visit selected by staff, fields pertaining to visitor details will be showcased and click on Generate Pass. Once done, both Host and Visitor will receive a notification.**

**Notification to Host: Confirmation to host will be provided basis successful pre-booking of visitor.**

**Notification to Visitor: Confirmation to visitor will be provided basis successful pre-booking as well.**



**Step 4: The visitor will access the link on their notification sms or whatsapp to generate their pass. They can only do so one hour prior to invite start time.**

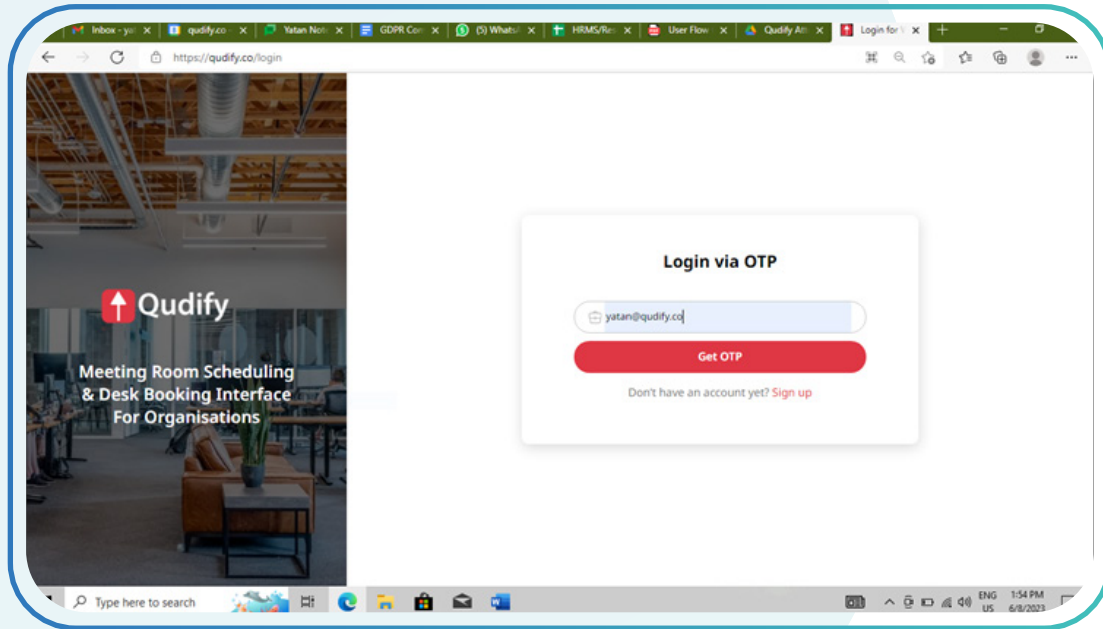
## Roles and Responsibilities

Admin

Login

**Step 1: To login visit <https://qudify.co/login> and enter your registered email and click on Get OTP and enter the OTP received on your mail to log in.**



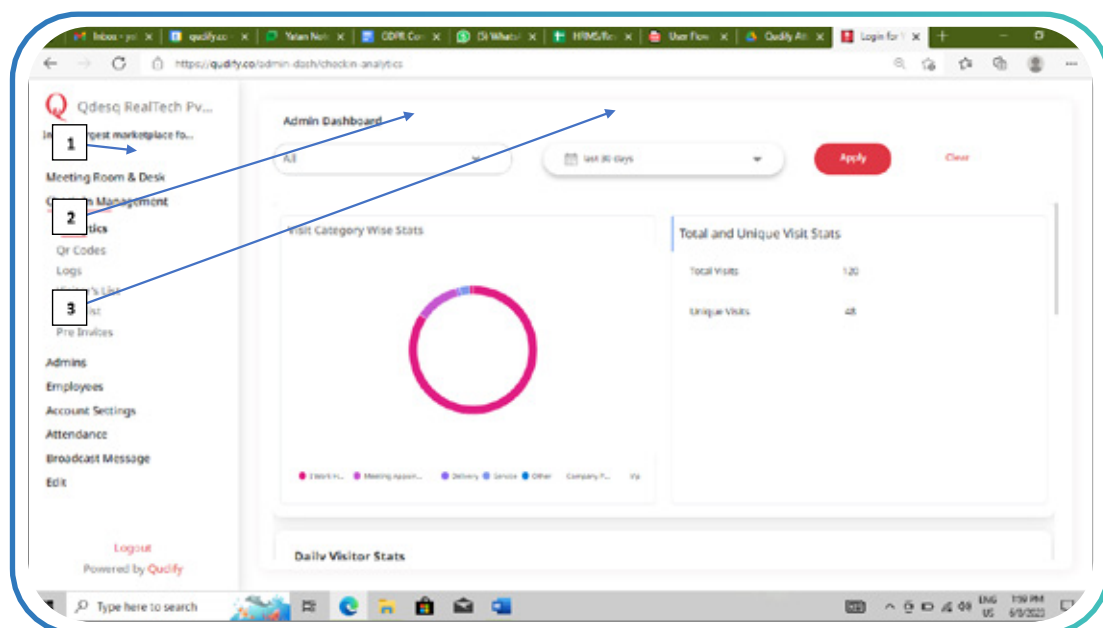


## Check-in Management - Analytics

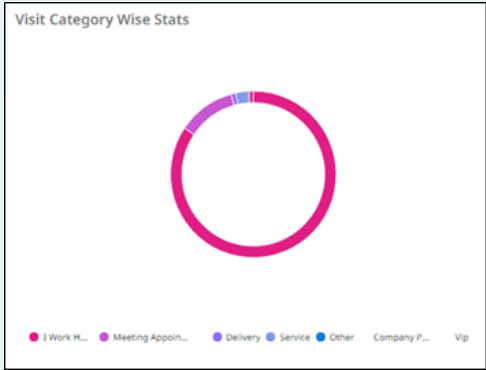
**Step 1: Go to Check-in Management > Analytics**

**Step 2: Go to Location Dropdown and select all or select locations**

**Step 3: Go to Date Range and select the desired date range and click on Apply button**

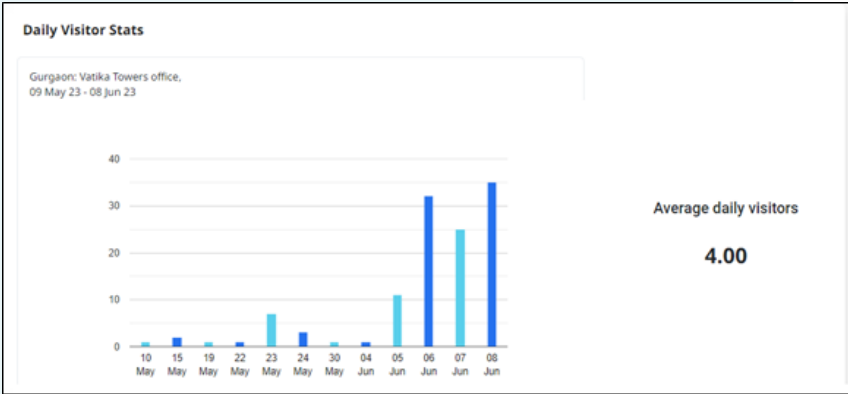


As an admin you will be showcased the following Analytics



### Total and Unique Visit Stats

Total Visits	120
Unique Visits	48



### Unique Visitor Stats

1. BREJESH	7 Visits
2. Mohit yadav	7 Visits
3. Piyush Kumar	6 Visits
4. Aditi Upadhyay	5 Visits
5. Karan	5 Visits

### Visitors Category Wise Stats

Visit Type

Select Visit Type ▼

- Select Visit Type
- I Work Here
- Meeting Appointment
- Delivery
- Service
- Other

Total Checked-In 11	Total Check outs 11	Total Non Check outs 40
Total Prebooking Invites 7	Total Vip Guests No Data Available	Total Company Pass 1

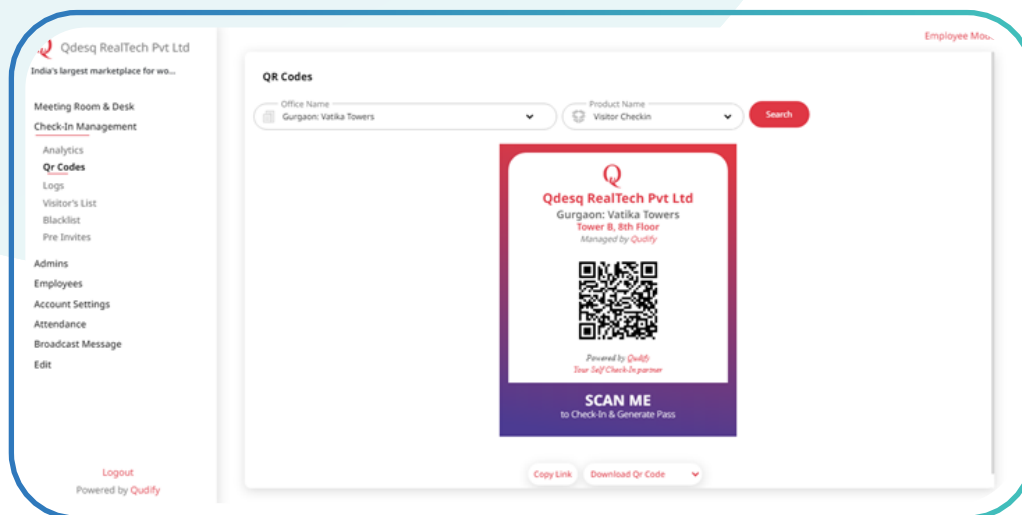
# Check-in Management – QR Codes

**Step 1: Go to Check-in Management > QR Codes**

**Step 2: Go to Office Name Dropdown and select the desired office**

**Step 3: Go to Product Name and select the desired product: Visitor Check-in/ Visitor Checkout / Pre-Invite etc. and click on Search button.**

**Step 4: The active QR Code will get displayed with options to copy URL or download in PNG or PDF format for printing.**



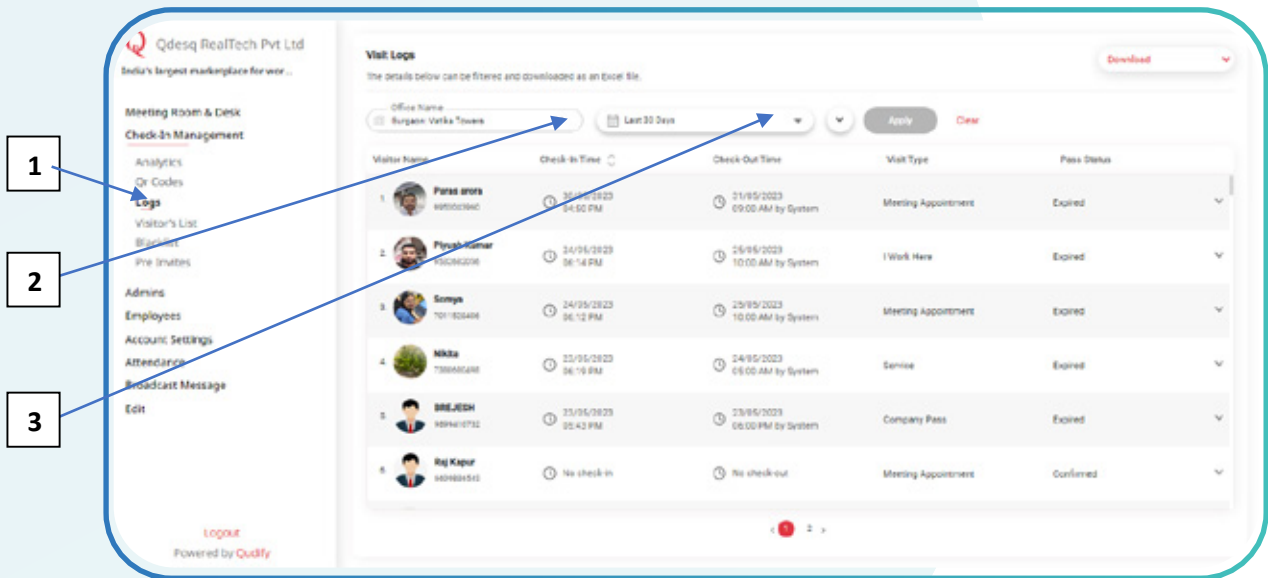
# Check-in Management – Logs

**Step 1: Go to Check-in Management > Logs**

**Step 2: Go to Office Name Dropdown and select the desired office**

**Step 3: Go to Date Range and Select the desired date range.**

**Step 4: Then click on Apply and visitor logs for the set dates will be visible as shown below.**

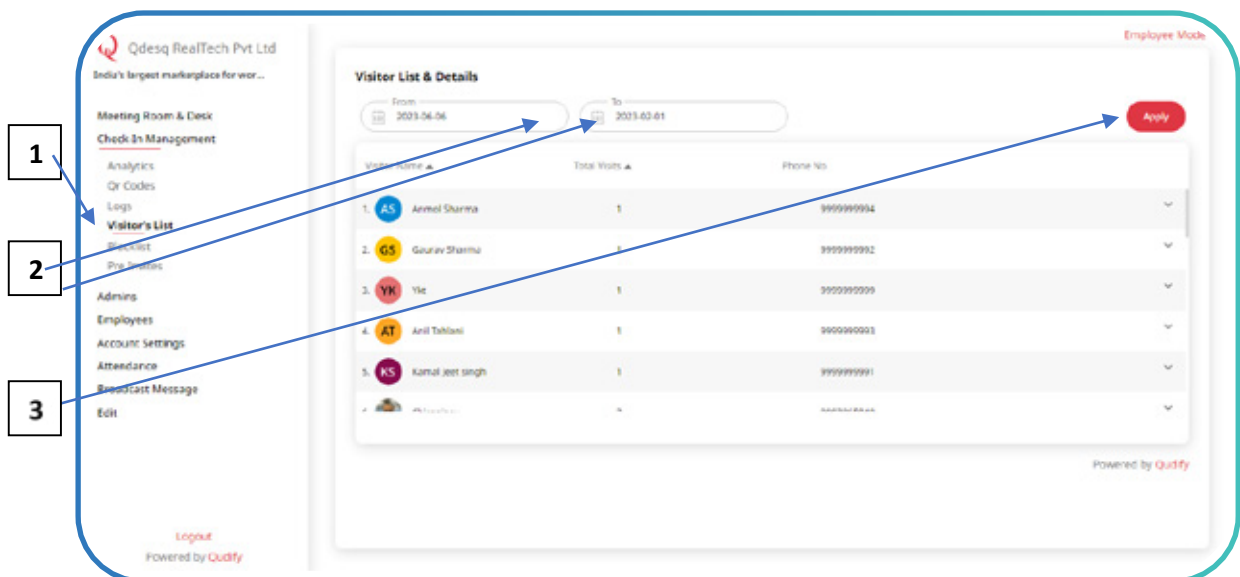


## Check-in Management – Visitor's List

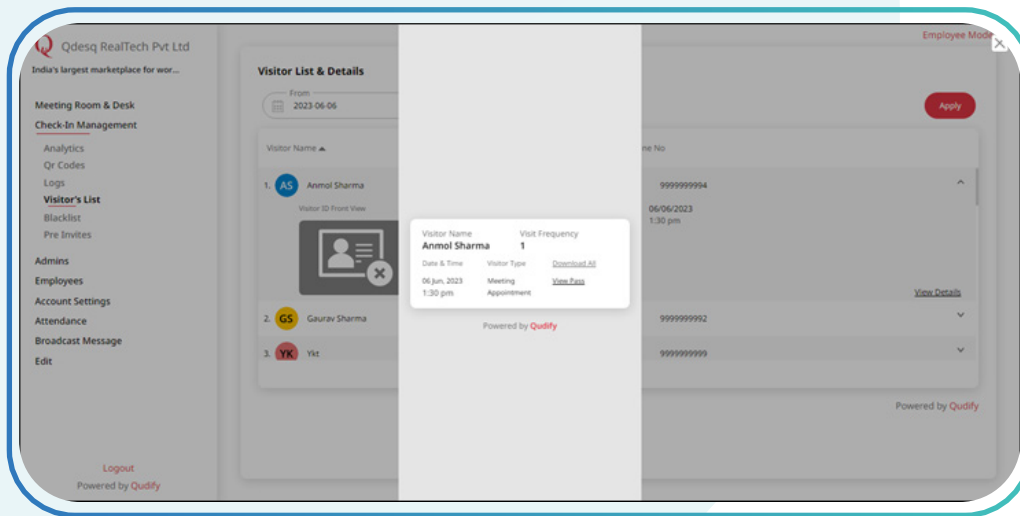
Step 1: Go to Check-in Management > Visitor List

Step 2: Go to Start Date and End Date

Step 3: Click on Apply. You will be showcased the Visitor List & Details as shown below.



You can check any visitor's details in a descriptive manner by clicking on the downward arrow button placed on the extreme right of the visitor phone number as shown below. Admins can view and download passes issued to visitors in this section and also view other details.

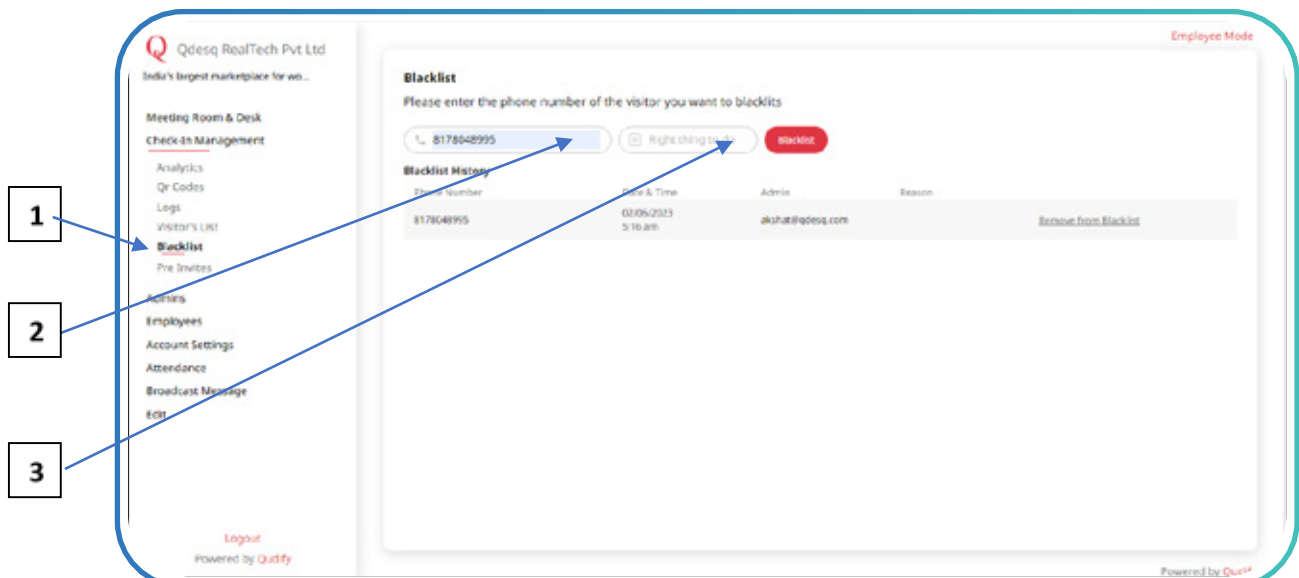


## Check-in Management – Blacklist

**Step 1: Go to Check-in Management > Blacklist**

**Step 2: Enter the mobile number of the visitor**

**Step 3: Enter the reason to blacklist and click on Blacklist button. To remove, click on Remove from Blacklist next to the blacklisted visitor's details.**

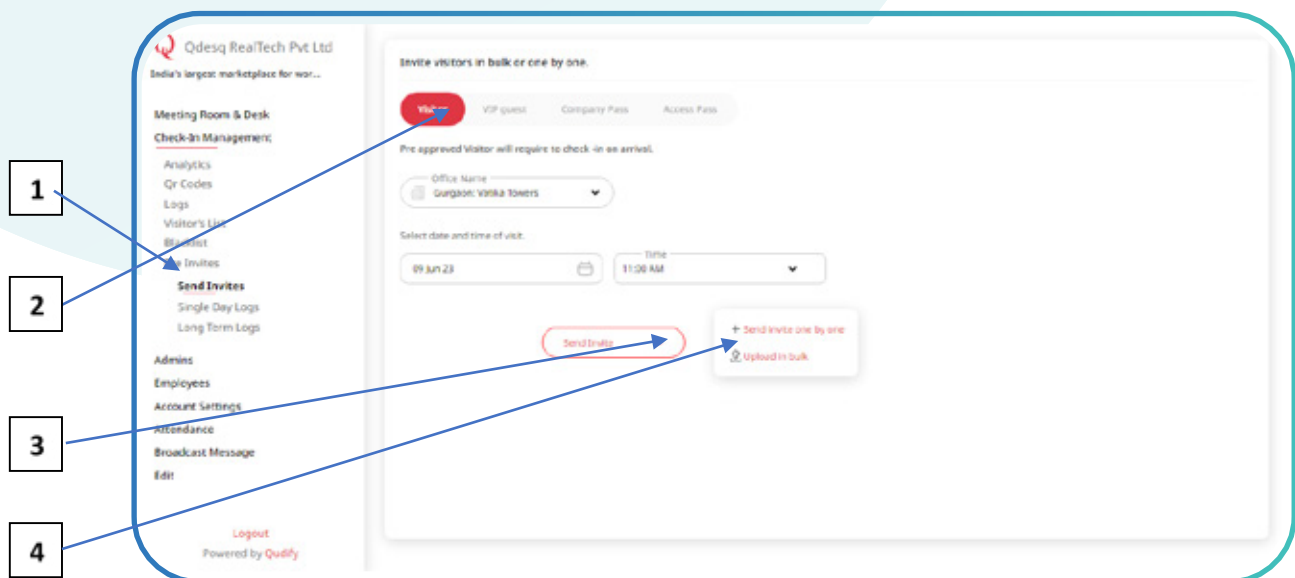


# Check-in Management – Pre Invites - Send Invites – Visitor Category

**Step 1: Go to Check-in Management > Pre Invites > Send Invites**

**Step 2: Select the category of invited visitor > Visitor for Single day Pass**

**Step 3: Select Office Name, Date and Time of Visit and click on Send Invite**



**Step 4: You can either select Send Invite one by one or Upload in bulk**

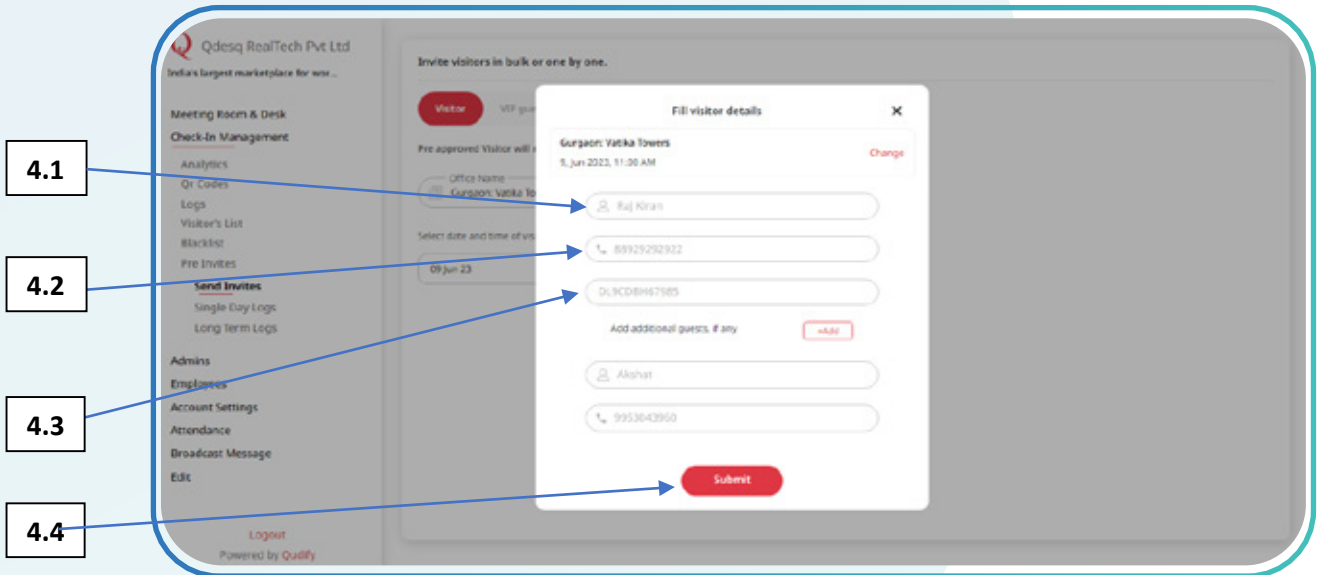
## One by One Visitor Pass Generation

**Step 4.1:** If you select Send Invite one by one, then the below window will appear. Add the name of invited visitor.

**Step 4.2:** Enter by the mobile number of the visitor.

**Step 4.3:** Enter Vehicle Number of Visitor. You can also click +Add button in red to add more invited visitors.

**Step 4.4:** Enter the Name and Mobile number of host and click on submit. Your invite is created.



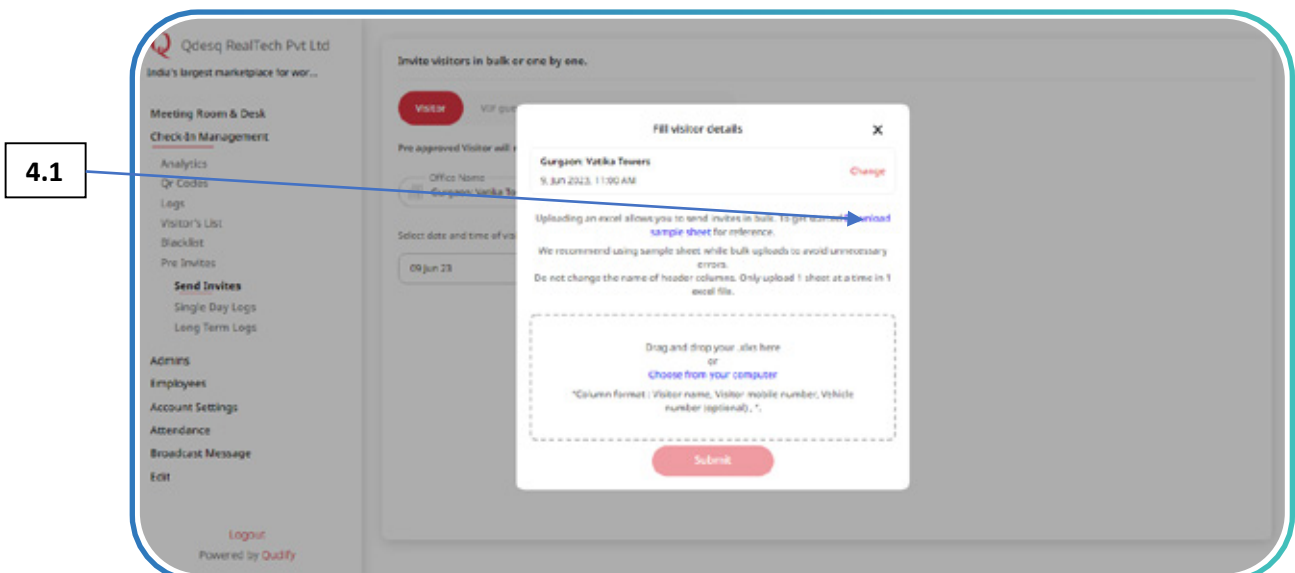
## Bulk Upload Visitor Pass Generation

**Step 4.1:** If you select Upload in Bulk, then the below window will appear. Click on Download Sample Sheet to download the format in which bulk invites need to be created.

**Step 4.2:** Edit the bulk upload sheet by removing the sample data and adding invited visitor details, namely – Name, Mobile and Vehicle Number and save it

**Step 4.3:** Click on choose from your computer to upload the sheet or drag the file from Windows explorer or Mac Finder to your browser window.

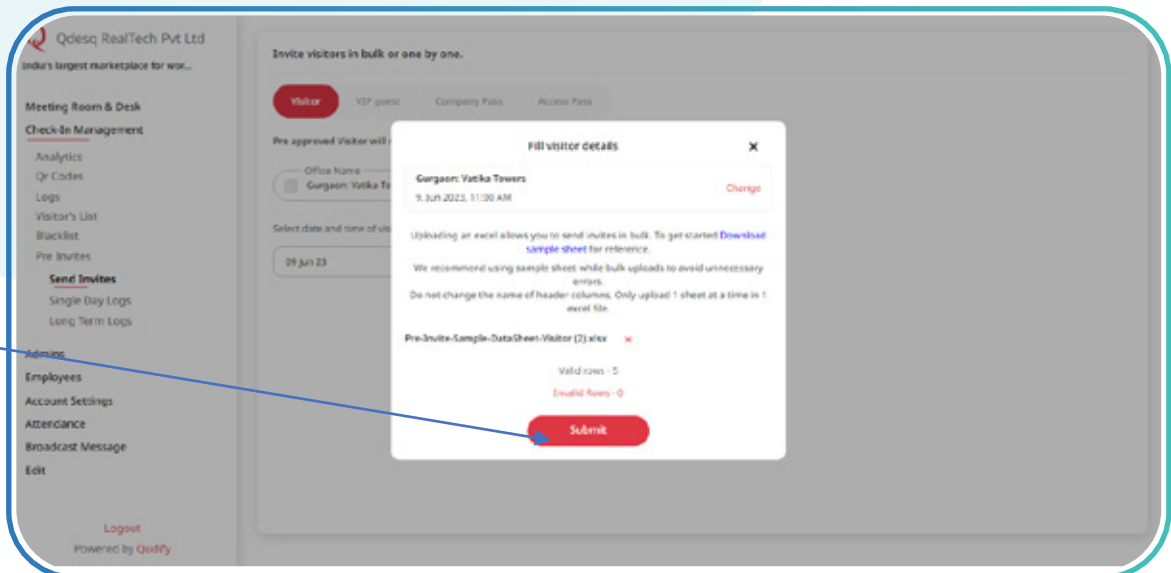
**Step 4.4:** Once uploaded, check for valid and invalid rows of data and click on Submit. Your invites in bulk are created.



4.2

	A	B	C	D	E	F
1	Visitor Name	Visitor Mobile number	Vehicle number (optional)			
2	Name of the visitor you are inviting should be here	Mobile of the visitor you are inviting should be here	Vehicle number of the visitor if any should be here but this field is optional			
3	Shilpi Singh	9999999999	HR26AB1010			
4	Kamal Jeet Singh	9999999991	HR26AB1011			
5	Gaurav Sharma	9999999992	HR26AB1012			
6	Anil Tahlani	9999999993				
7	Anmol Sharma	9999999994				
8						

4.4



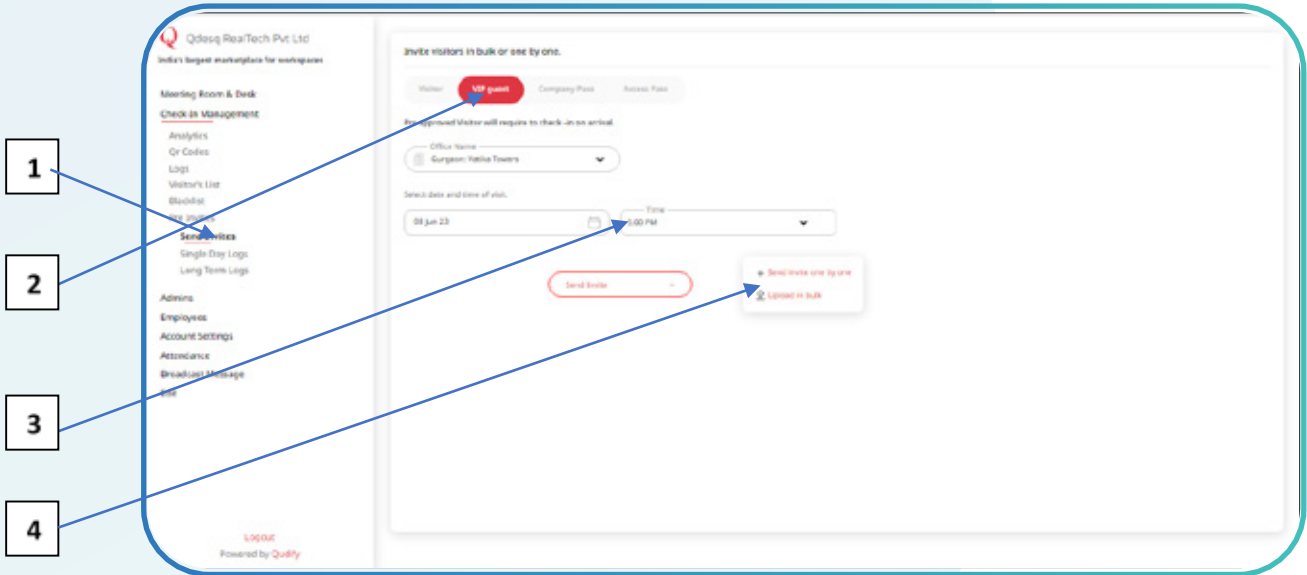
## Check-in Management – Pre Invites - Send Invites – VIP Guest Category

Step 1: Go to Check-in Management > Pre Invites > Send Invites

Step 2: Select the category of invited visitor > VIP Guest for Single day Pass

Step 3: Select Office Name, Date and Time of Visit and click on Send Invite





**Step 4: You can either select Send Invite one by one or Upload in bulk**

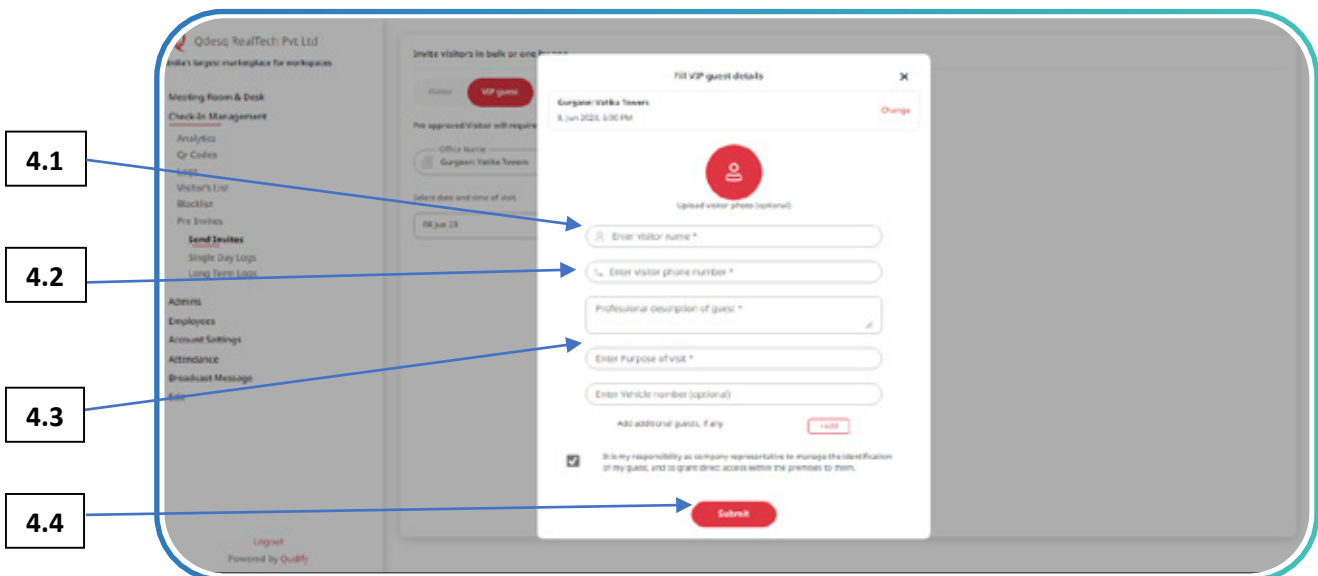
### One by One VIP Pass Generation

**Step 4.1:** If you select Send Invite one by one, then the below window will appear. Add the name of invited visitor.

**Step 4.2:** Enter the mobile number of the visitor.

**Step 4.3:** Enter the professional description of the visitor and Purpose of Visit along with Vehicle Number of Visitor. You can also click +Add button in red to add more invited visitors.

**Step 4.4:** Click on submit. Your invite is created.



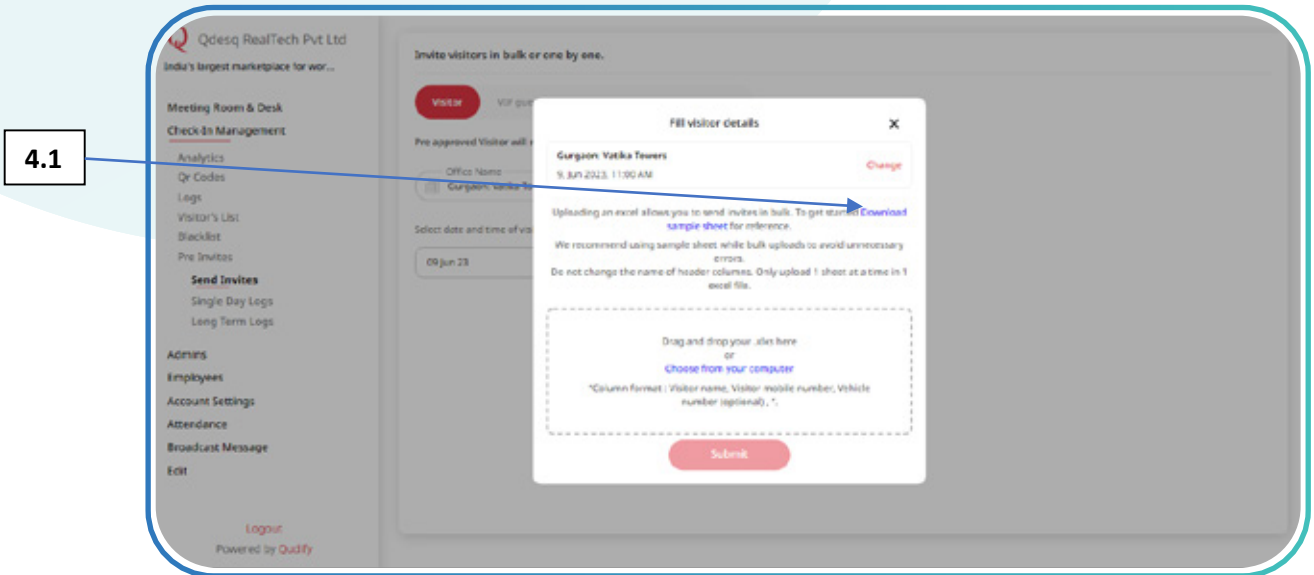
## Bulk Upload VIP Pass Generation

**Step 4.1:** If you select **Upload in Bulk**, then the below window will appear. Click on **Download Sample Sheet** to download the format in which bulk invites need to be created.

**Step 4.2:** Edit the bulk upload sheet by removing the sample data and adding invited visitor details, namely – Name, Mobile, Professional Description of Guest, Purpose of Visit, Vehicle Number and name of additional guests then save it.

**Step 4.3:** Click on **choose from your computer** to upload the sheet or drag the file from Windows explorer or Mac Finder to your browser window.

**Step 4.4:** Once uploaded, check for valid and invalid rows of data and click on **Submit**. Your invites in bulk are created.

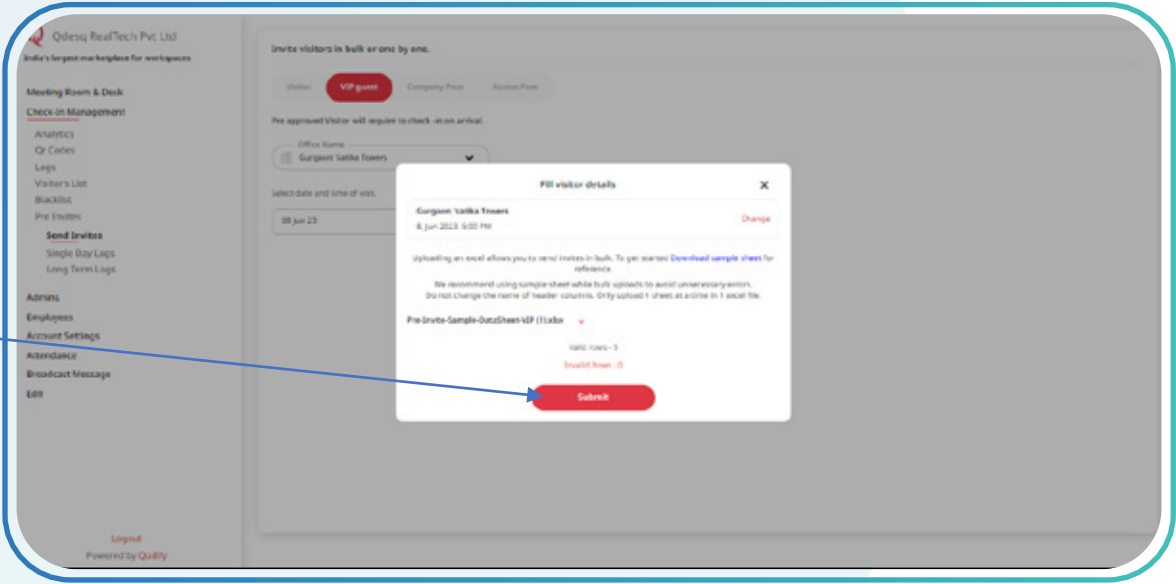


The screenshot shows an Excel spreadsheet with the following columns and data:

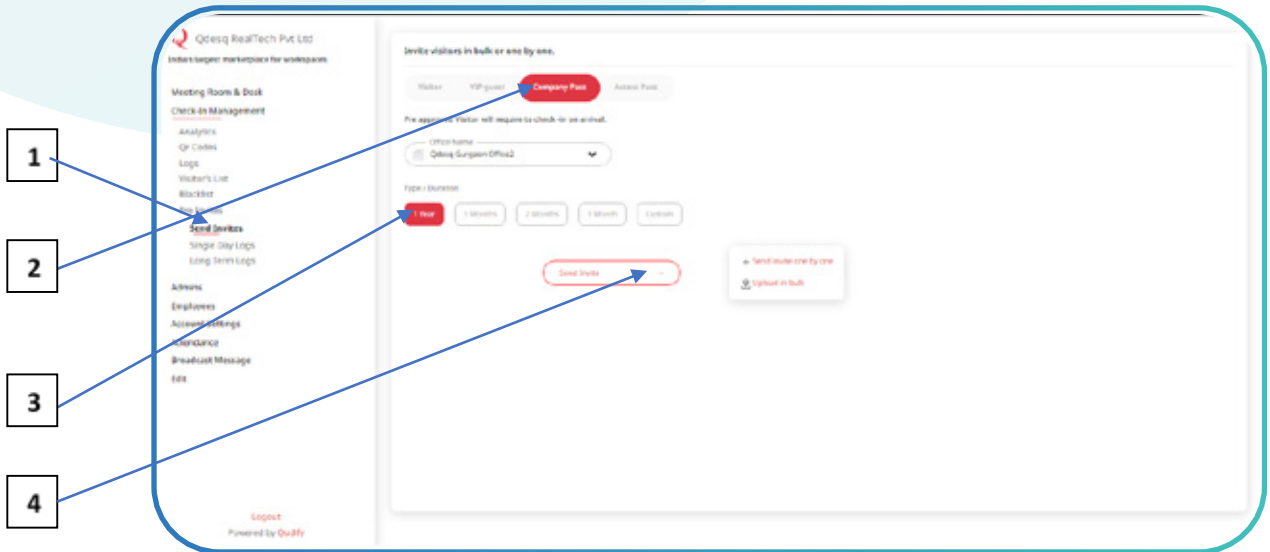
	A	B	C	D	E	F	G
	Guest Name	Mobile Number	Professional description of Guest	Purpose of visit	Vehicle No	Name of additional guests	
1	VIP Guest Name should be here	Mobile of the Guest should be here	Description of the guest should be here, like, his company name or designation or department etc	Purpose of the guests meeting should be here, like, meeting with CXO, director etc	Vehicle number of the visitor if any should be here but this field is optional	If your guest is coming along with additional guests, you may enter the names here. One or multiple, but separate them using comma. But this is optional	
2	Shilpi Singh	9999999999	Director of ABC company	Meeting with Aman	HR26AB1010	Alok kumar, Rajeev singh, Yash Jainwal	
3	Kamal Jeet singh	9999999991	Representative of Ministry of corporate affair	Meeting to Rohit			
4	Gaurav Sharma	9999999992	Secretary of MHA	Meeting with directors		Amit Singh, Rahul singh, Ajay rathore	
5	Anil Tahlani	9999999993	CXO of ABN Corp	Presentation for Company	HR26AB1013		
6	Anmol Sharma	9999999994	CEO of bricks enterprises	Meeting with me	HR26AB1014		

A callout box labeled "4.2" points to the header row of the spreadsheet.

4.4



## Check-in Management – Pre Invites - Send Invites – Company Pass

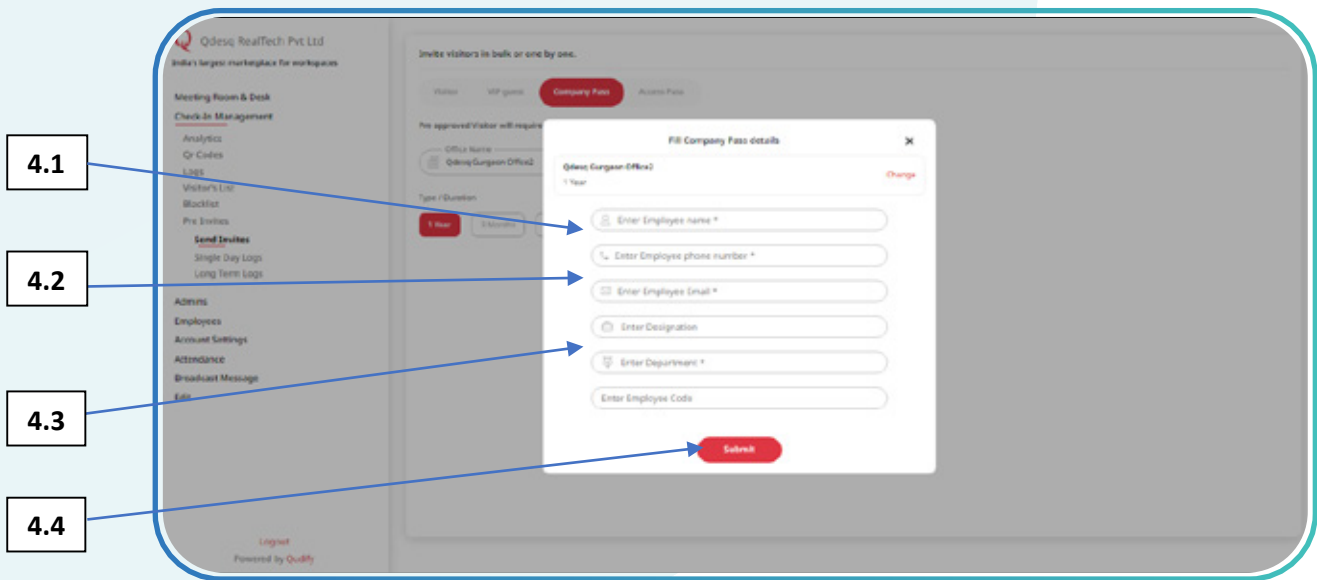


**Step 1: Go to Check-in Management > Pre Invites > Send Invites**

**Step 2: Select the category of invited visitor > Company Pass for Multiple day Pass**

**Step 3: Select Office Name, Duration and click on Send Invite**

**Step 4: You can either select Send Invite one by one or Upload in bulk**



**Step 4.2:** Enter the email of the employee, designation, department

**Step 4.3:** Enter the Employee code.

**Step 4.4:** Click on submit. Your pass for selection duration is created.

## Bulk Upload Company Pass Generation

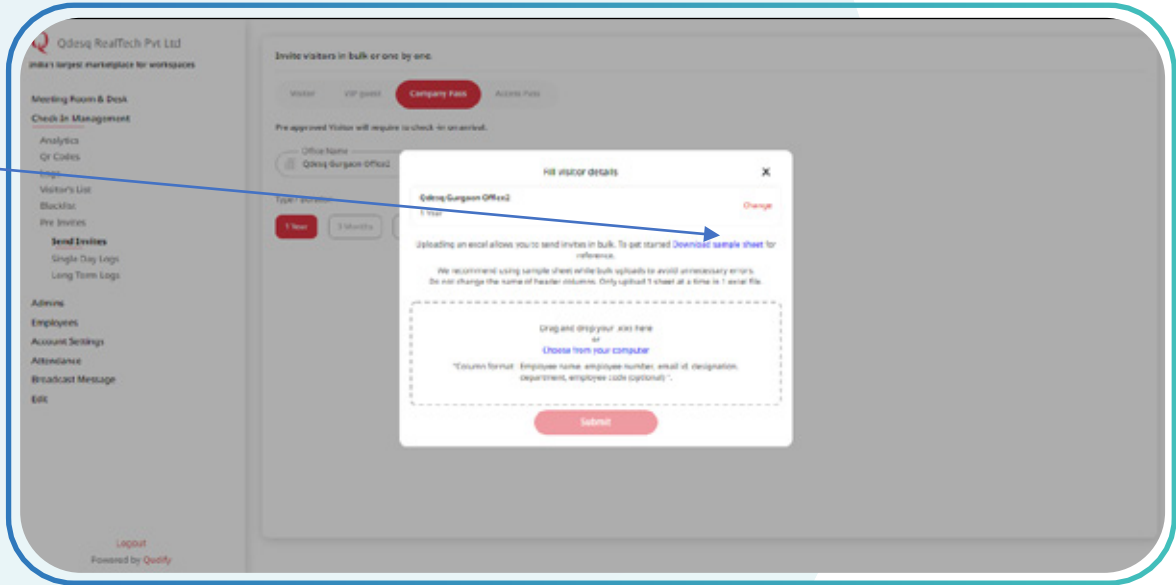
**Step 4.1:** If you select Upload in Bulk, then the below window will appear. Click on Download Sample Sheet to download the format in which bulk invites need to be created.

**Step 4.2:** Edit the bulk upload sheet by removing the sample data and adding employee details, namely – Name, Mobile, Designation, Department, and Employee Code.

**Step 4.3:** Click on choose from your computer to upload the sheet or drag the file from Windows explorer or Mac Finder to your browser window.

**Step 4.4:** Once uploaded, check for valid and invalid rows of data and click on Submit. Your invites in bulk are created.

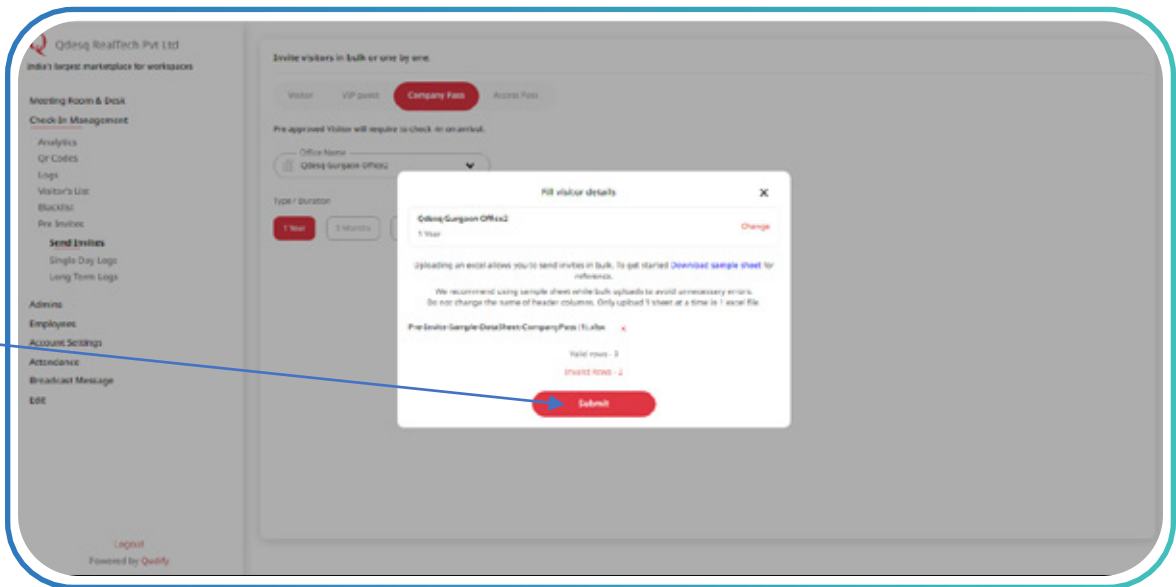
4.1



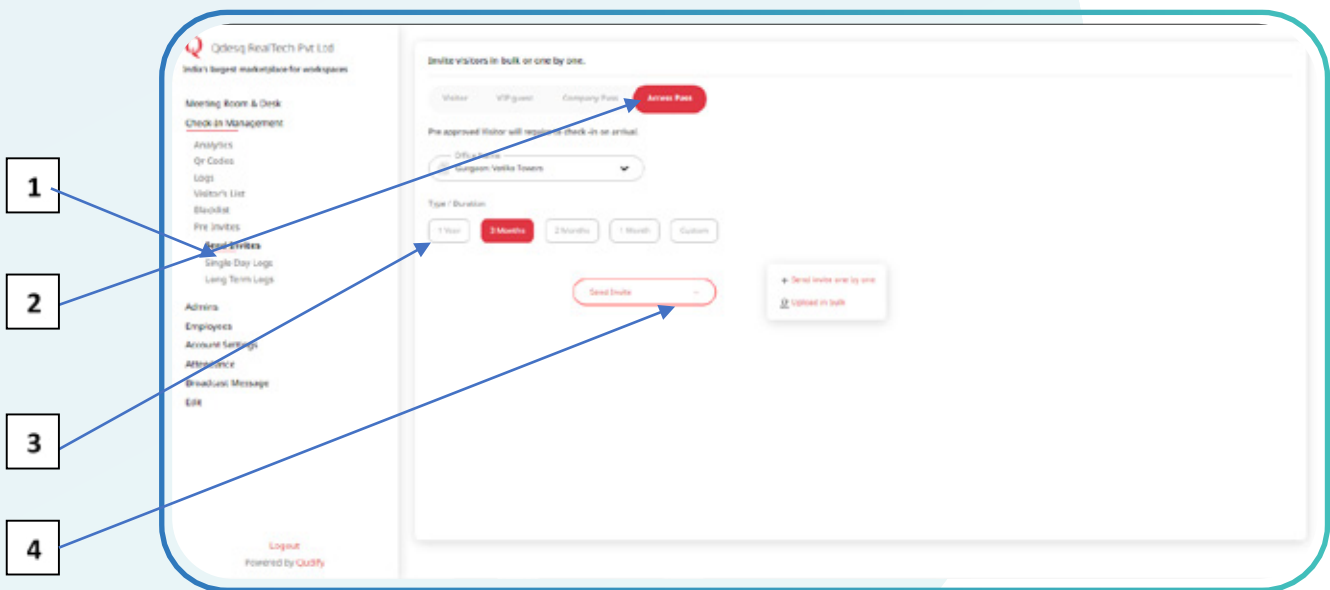
4.2

	A	B	C	D	E	F	G
1	<b>Employee Name</b>	<b>Mobile Number</b>	<b>Official Email Id</b>	<b>Designation</b>	<b>Department</b>	<b>Employee code</b>	
	<i>Employee Name should be here</i>	<i>Mobile of the Employee should be here</i>	<i>Official Email id of the Employee should be here</i>	<i>Designation of the employee should be here</i>	<i>Department of the employee should be here but this is optional</i>	<i>Employee code of should be here but this is optional</i>	
2							
3	<b>Shilpi Singh</b>	9999999999	shilpi@abcd.com	Sales Associate	Sales	EMP10101	
4	<b>Kamal Jeet Singh</b>	9999999991	kamal@abcd.com	Web developer	Tech team		
5	<b>Gaurav Sharma</b>	9999999992	gaurav@abcd.com	GM Transactions		EMP20201	
6	<b>Anil Tahlani</b>	9999999993	anil@abcd.com	Sales Associate			
7	<b>Anmol Sharma</b>	9999999994	anmol@abcd.com	Senior Automation Tester	Tech team		

4.4



## Check-in Management – Pre Invites - Send Invites – Access Pass



**Step 1: Go to Check-in Management > Pre Invites > Send Invites**

**Step 2: Select the category of invited visitor > Access Pass for Multiple day Pass for Employees/Contract workers without a mobile**

**Step 3: Select Office Name, Duration and click on Send Invite**

**Step 4: You can either select Send Invite one by one or Upload in bulk**

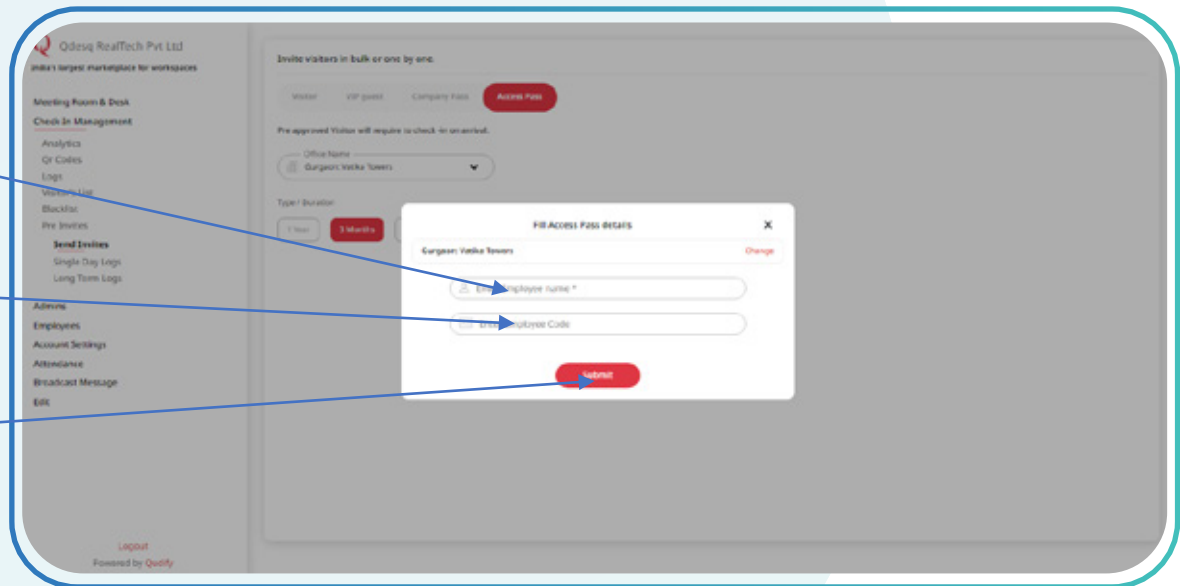
### **One by One Access Pass Generation**

**Step 4.1: If you select Send Invite one by one, then the below window will appear. Add the name of worker.**

4.1

4.2

4.3



Step 4.2: Enter the employee/contactor id/code for the worker.

Step 4.3: Click on submit. Your pass for selection duration is created.

### Bulk Upload Access Pass Generation

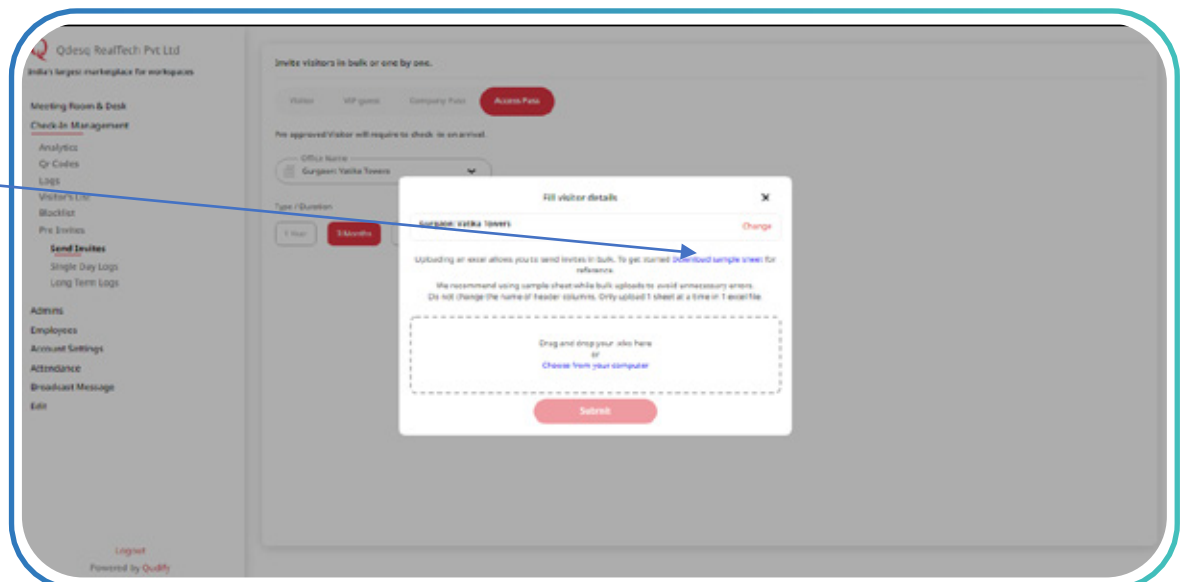
Step 4.1: If you select Upload in Bulk, then the below window will appear. Click on Download Sample Sheet to download the format in which bulk invites need to be created.

Step 4.2: Edit the bulk upload sheet by removing the sample data and adding employee details, namely – Name and Employee ID

Step 4.3: Click on choose from your computer to upload the sheet or drag the file from Windows explorer or Mac Finder to your browser window.

Step 4.4: Once uploaded, check for valid and invalid rows of data and click on Submit. Your invites in bulk are created.

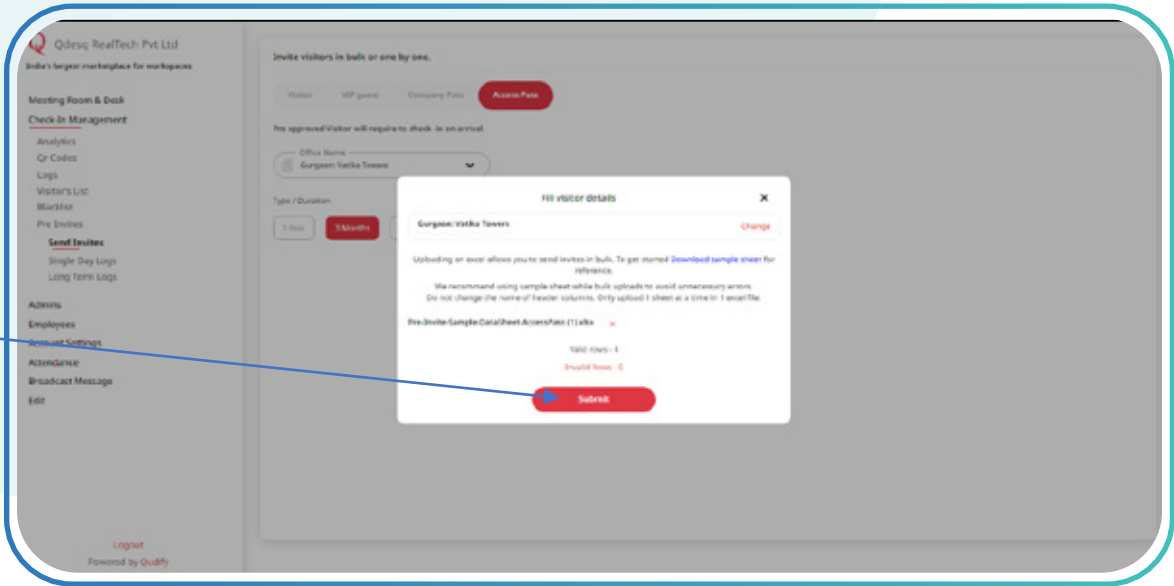
4.1



4.2

	A	B	C
1	Employee Name	Employee Id	
2	Employee Name should be here	Employee Id should be here	
3	Kunal	QD1514	
4	Anmol Sharma	QD1219	
5	Gaurav	QD1351	
6	Shravan	QD2308	
7			
8			
9			

4.4



# Admins

## Admins

**Step 1: Go to Admins > Admins to check the current list of admins in the system. You can also use this interface to add/remove/change access.**

**Step 2: Check existing Super admins and office admins. Click on Edit to modify details or delete button to delete the super admin access of the user.**

**Step 3: Click on +Add button corresponding to super admin section to add new super admins.**

**Step 4: Click on +Add button corresponding to office admin section to add new office admins.**



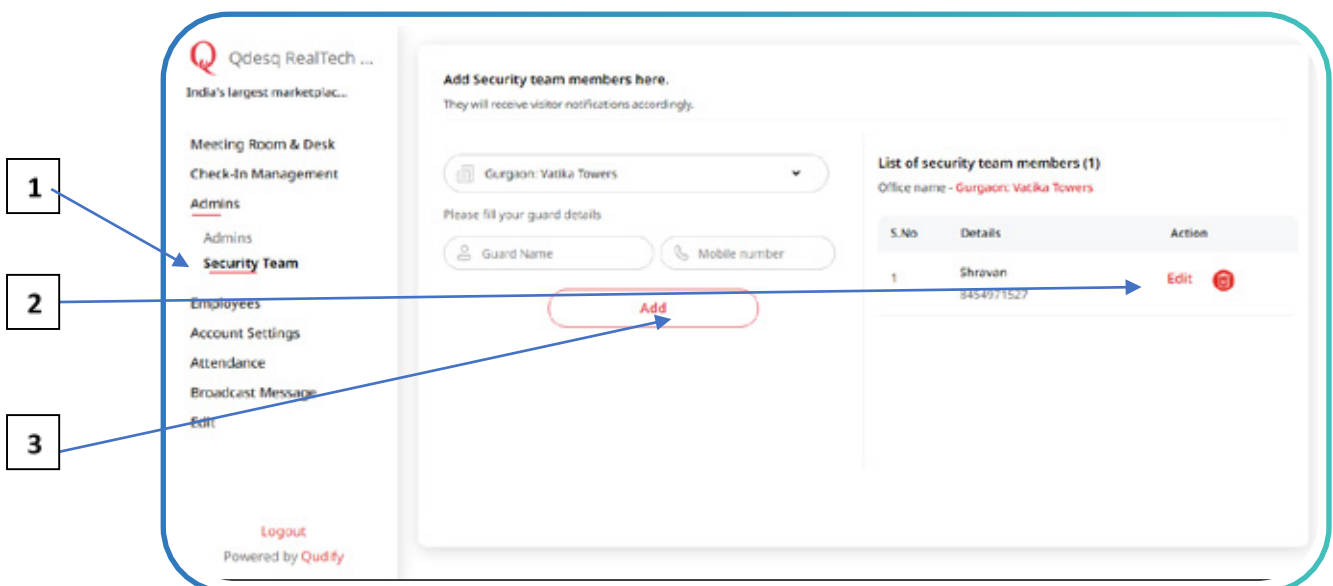


## Security Team

**Step 1: Go to Admins > Security Team to check the current list of Security Guards in the system. You can also use this interface to add/remove/change access.**

**Step 2: Check existing Security Guards. Click on Edit to modify details or delete button to delete the super admin access of the user.**

**Step 3: Select your office. Add the guard's name and mobile number and Click on Add button. The person will get added as a guard.**



# Employees

## Employee List

**Step 1: Go to Employees > Employee List and Select Office from a list of dropdowns.**

**Step 2: Click on Apply to see the existing employee list of the office selected.**

**Step 3: Click on +Add/Delete New Employee button on top right to modify the employee list**

The screenshot shows the 'Add/Edit Employee list' interface. On the left is a sidebar menu with 'Employee List' highlighted. The main area contains a form with an 'Office Name' dropdown set to 'Gurgaon: Vatika Towers'. Below the form is a table of employees. Three numbered callouts point to: 1. The 'Employee List' menu item, 2. The 'Apply' button, and 3. The '+ Add/Delete new employee' button.

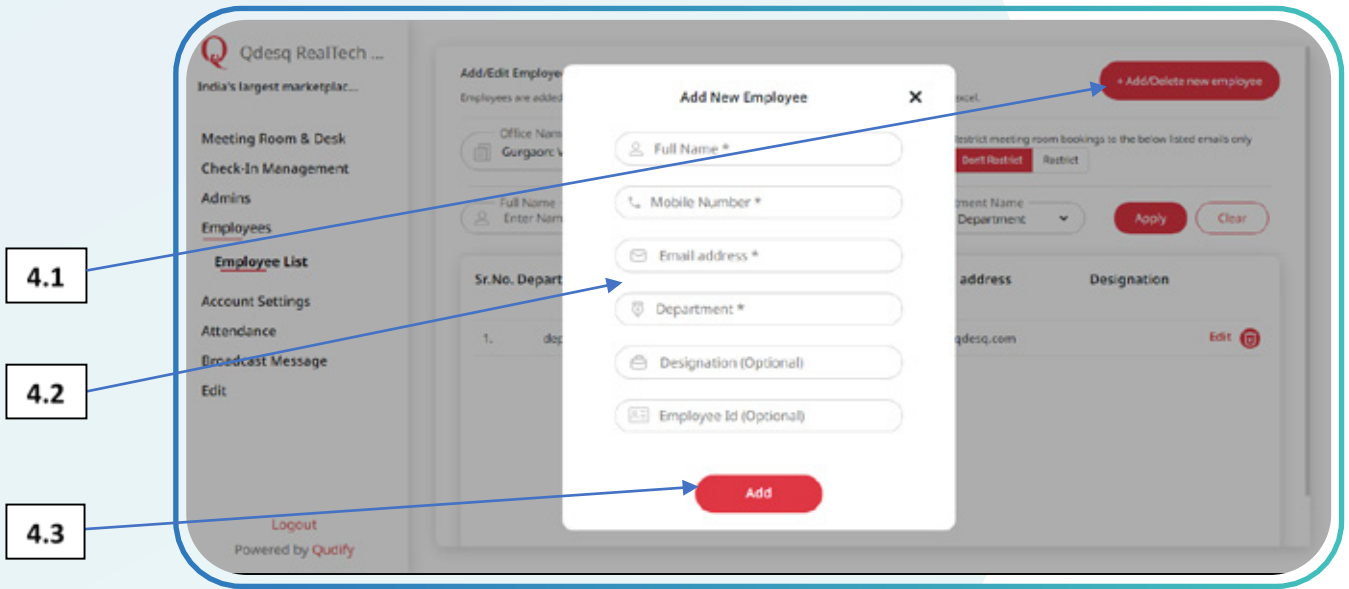
Sr.No.	Department	Emp-ID	Full Name	Mobile no.	Email address	Designation
1	IT		Ankit	7419471947	ankit@qdesq.com	

## Add Employee one by one

**Step 4.1: Basis your requirement, please select +Add one by one and the below screen will appear**

**Step 4.2: Add Employee Full name, Mobile number, email address, department, designation and employee id.**

**Step 4.3: Click on Add and your employee has been added**



## Add / Delete Employees in Bulk

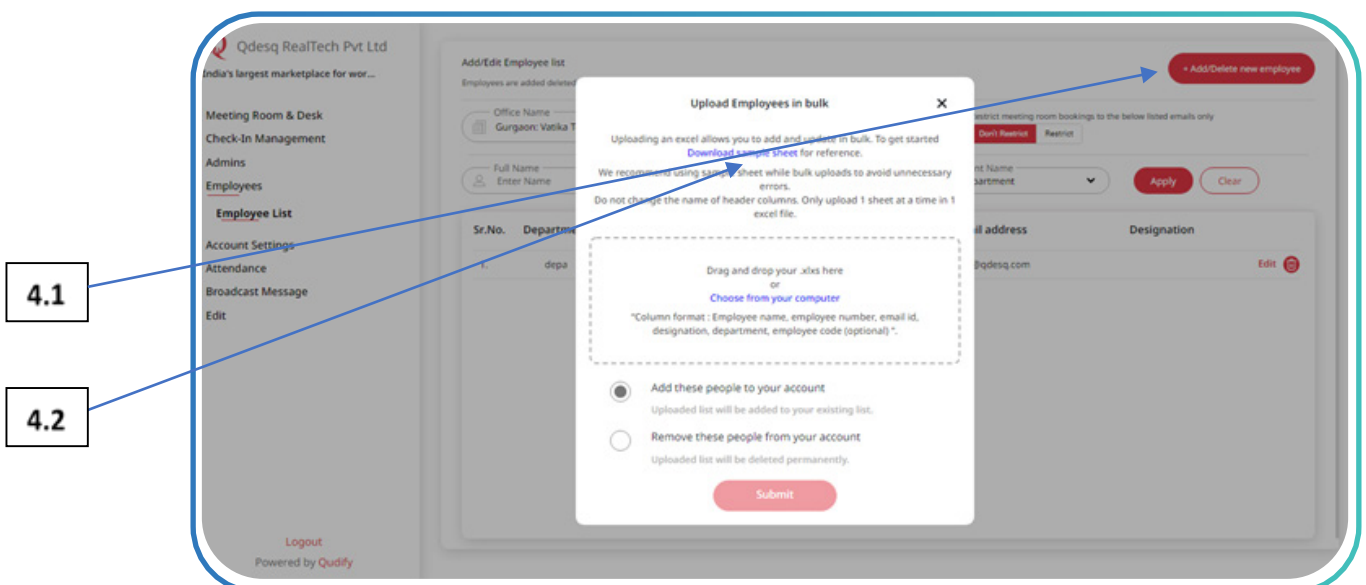
Step 4.1: Basis your requirement, please select Bulk Upload and the below screen will appear

Step 4.2: Click on Download sample sheet to use the format to add/delete employees in bulk.

Step 4.3: Enter the following details in bulk upload sheet - Employee Full name, Mobile number, email address, department, designation and employee id.

Step 4.4: Save the sheet and upload it by clicking on Choose from your computer or drag and drop the file from explorer.

Step 4.5: Once uploaded data is detected by system and valid/invalid rows have been classified. Select Add or Delete option and click on Submit. Your Bulk data upload/deletion has been executed.



4.3

	A	B	C	D	E	F
1	<b>Employee Name</b>	<b>Mobile Number</b>	<b>Official Email ID</b>	<b>Department</b>	<b>Designation (optional)</b>	<b>Employee ID (optional)</b>
2	Enter full name of the employee here	Enter Mobile number of the employee here without country code	Enter official Email ID of the employee here	Enter employee's Department here	Enter employee's Designation here. This field is optional	Enter employee ID if any, here. This field is optional
3	Anmol Singh	9999999991	anmol@abc.com	Sales	Head of Sales	ABCD1234
4	Karan Raj	9999999992	karan@abc.com	Admin	Director of Administration	ABCD1235
5	Amit Gupta	9999999993	Amit@abc.com	Finance	Team Lead	ABCD1236
6	Lokesh Singh	9999999994	Lokesh@abc.com	Sales	Sales Executive	ABCD1237
7						

4.4

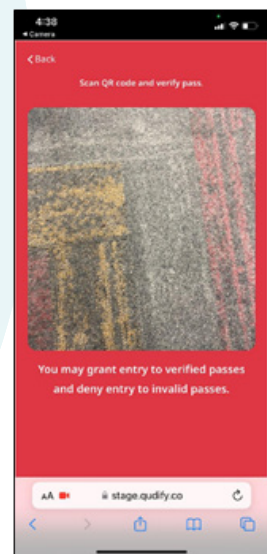
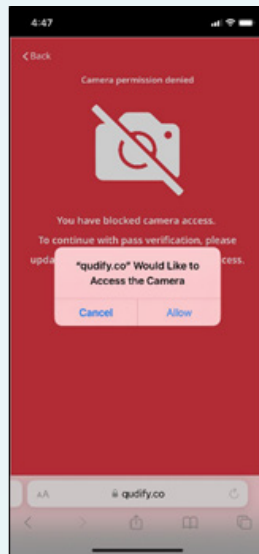
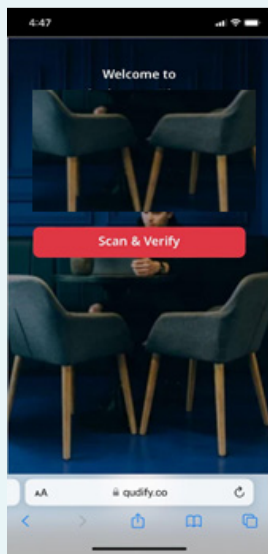
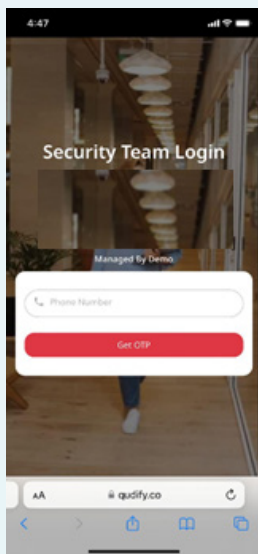
4.5

## Guards

### Process for Guards to authenticate visitor check-in

When the guest is holding a digital pass and reaches the security checkpoint at the entry gate, guards will scan the QR code on the guests pass from their own mobile phone. Now they have to follow the below described steps:

**Step 1: Scan QR code on guest's digital pass from security guard's mobile phone. It will land them on the below looking page in their mobile phone.**



**Step 2: Enter the mobile number & verify it by OTP they receive after clicking Get OTP button.**

**Step 3: Click on Scan & Verify button**

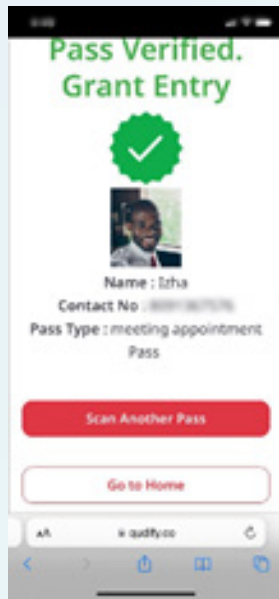
**Step 4: Click on Allow button**

**\*Security Guard have to give access to the Qudify web page for using their mobile phone camera**

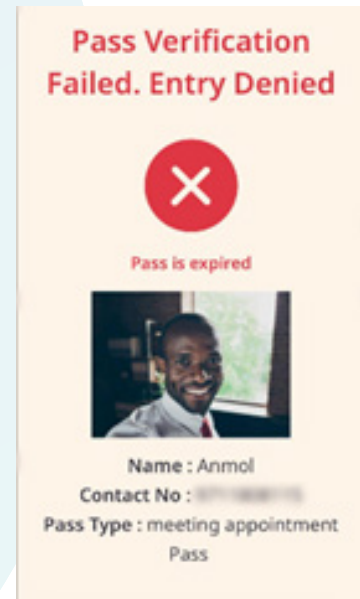
**Step 5: Put camera view in front of guest/employee QR code.**

**Now either the guest/employee will be granted entry in the premises or entry will be denied for both cases the mobile screen of the security guard will look like this.**

### Entry Granted:

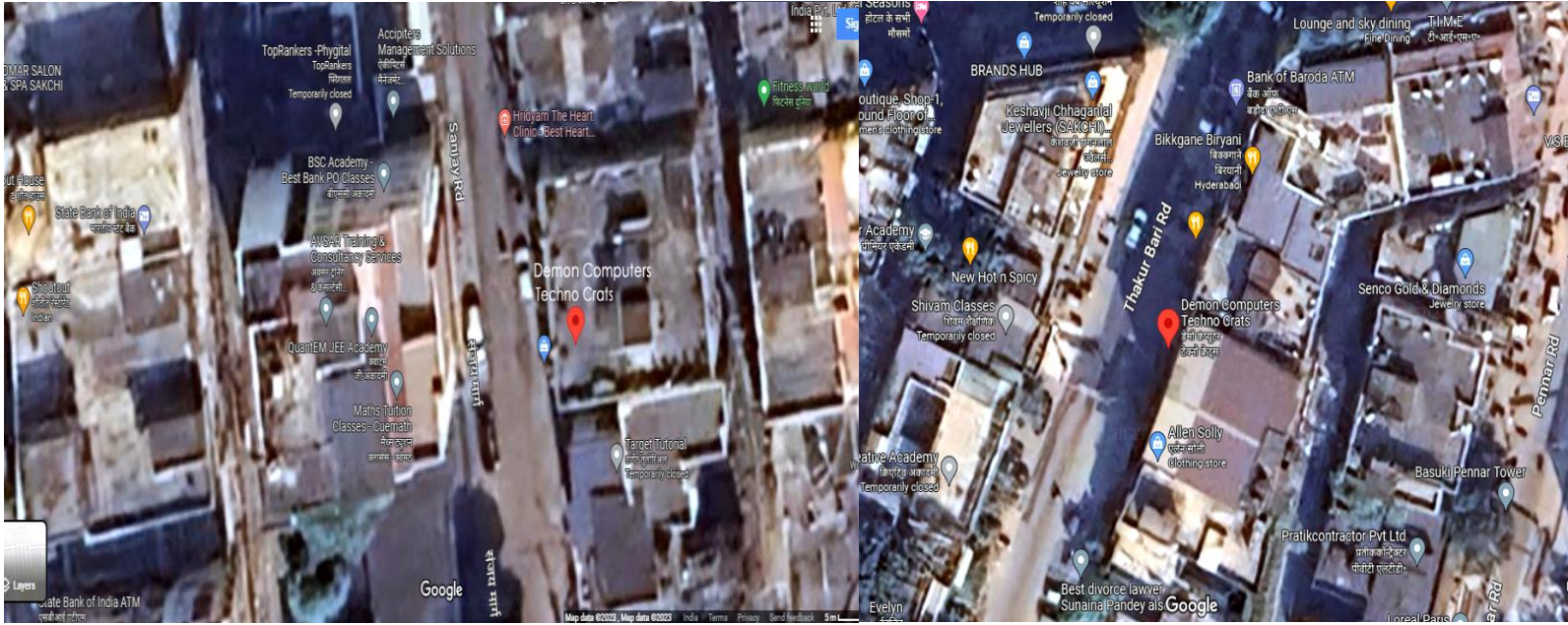


### Entry Denied:



By clicking on the Scan Another Pass the screen will be directly redirected to the step 5 which makes the verification process lighting quick.

# Hello.



- 120 Sanjay Road, Near Bengal Club, Sakchi, Jamshedpur, Jharkhand, India.
- 53 Thakurbari Road, Near Raymond Showroom, Sakchi, Jamshedpur, Jharkhand, India.



email- [info@dctc.co.in](mailto:info@dctc.co.in)



web- [www.dctc.co.in](http://www.dctc.co.in)



0657-2424243/9308282828/9709090265/9234440009/9234444492  
(Sales and Support)



9308282828/9234440009/9234444492

(WhatsApp inquires to better assist you, contact us from your phone 24\*7.)