eTOP TRADING LLC

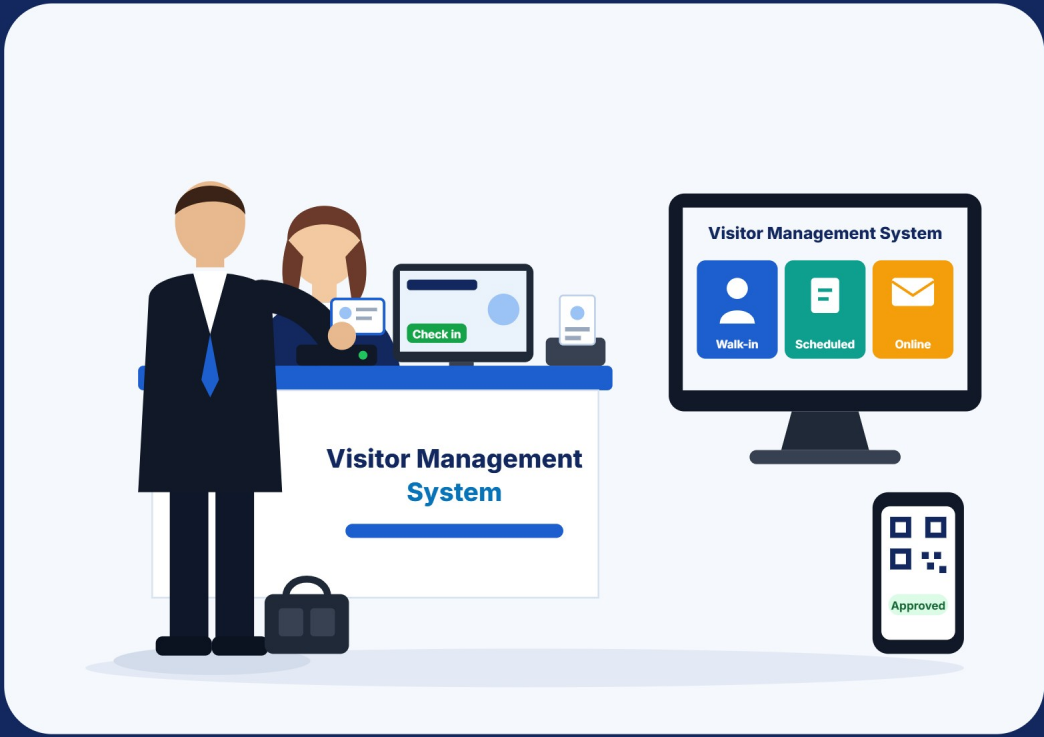
Visitor Management System

VISITOR & CONTRACTOR ACCESS CONTROL

Know who is on site. Approve before they arrive.

Walk-in check-in with Emirates ID reading, front-desk pre-registration and online invites with QR passes, all in one platform.

Walk-in | Pre-registration | Online registration | QR pass



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THREE WAYS IN

One platform, three entry methods

Pick the route that suits each visitor. Reception tools and online invitations can run side by side.

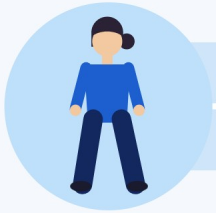
	Visitor entry Walk-in at reception	**Pre-registration** Front desk schedules a visit	**Online registration** Invite link or host entry
Created by	Front desk, on arrival	Front desk, in advance	Host or visitor, online
Emirates ID reader	**Auto-fills the form**	–	–
Electronic signature	Optional	Optional	Optional
Visitor badge print	Optional	Optional	Optional
HSE by visitor type	Optional	Optional	Optional
Approval before arrival	None	None	Configurable
QR code and PDF pass	–	–	**Yes**
Check-in	From the software	Open scheduled visit, click Check in	Scan QR: auto or one click
Check-out	Front desk click	Front desk click	Scan QR: auto or one click

Modular: Online registration can be used on its own. Visitor entry and pre-registration are the front-desk modules, and Emirates ID reading is part of Visitor entry. E-signature, badge printing and HSE are optional on all three routes.

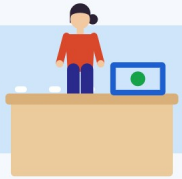
WORKFLOW 1 · WALK-IN VISITOR

From the front door to check-out

Reception handles the visit end to end. Dashed outlines mark optional steps. HSE can be added for selected visitor types.



ENTER
Visitor walks in



STEP 01
Hand over the ID
Visitor gives the Emirates ID at reception.



STEP 02
Insert in card reader
The card reader reads the Emirates ID.



STEP 03
Form auto-fills
Name, ID and nationality fill in automatically.



STEP 04
E-signature
Visitor signs on the signature pad.

Optional

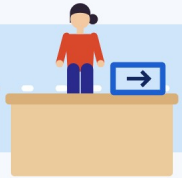


STEP 05
Print badge
The visitor badge is printed.

Optional



STEP 06
Check in
Front desk checks the visitor in. The host is emailed.



STEP 07
Check out
Front desk clicks Check out. Exit signature is optional.



EXIT
Visitor leaves

WORKFLOW 2 · PRE-REGISTRATION BY FRONT DESK

Schedule it once, check in with a click

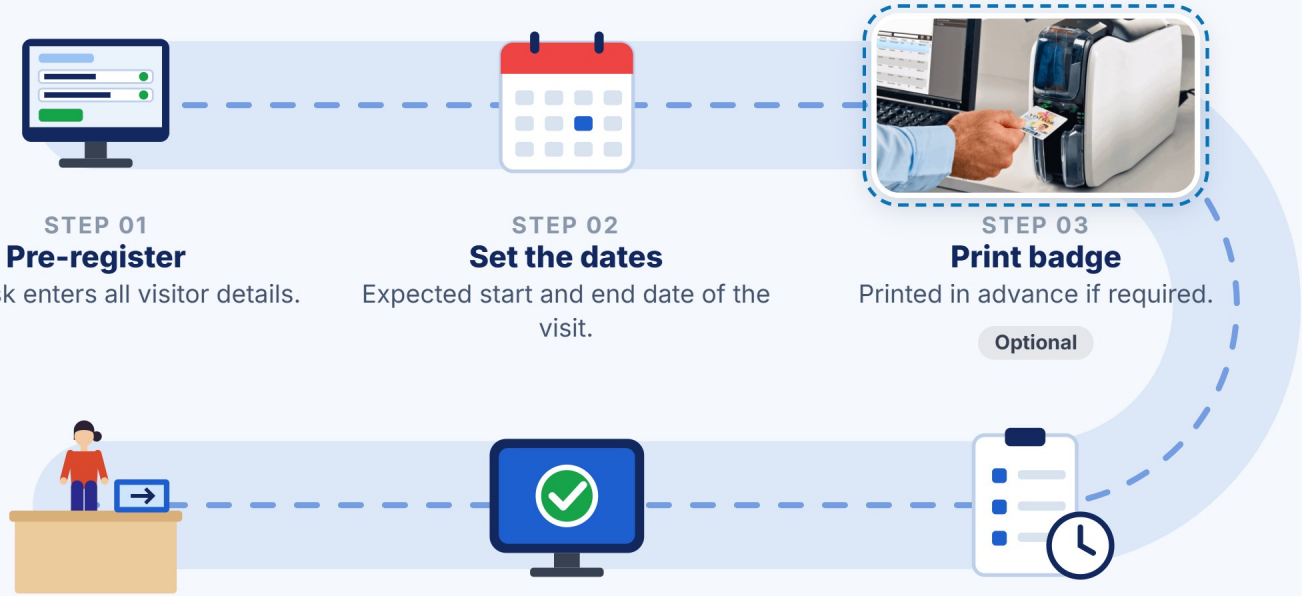
Front desk prepares the visit in advance. The visitor only needs to arrive.



Plan visits ahead

Front desk enters all the visitor details and the expected start and end date. The visit waits in Scheduled Visits until the visitor arrives.

HSE optional for selected visitor types



STEP 01
Pre-register
Front desk enters all visitor details.

STEP 02
Set the dates
Expected start and end date of the visit.

STEP 03
Print badge
Printed in advance if required.

Optional

STEP 04
Scheduled visits
The visit waits in the scheduled list.

STEP 05
Check in
Open the scheduled visit, click Check in. The host is emailed.

STEP 06
Check out
Front desk clicks Check out. Exit signature is optional.

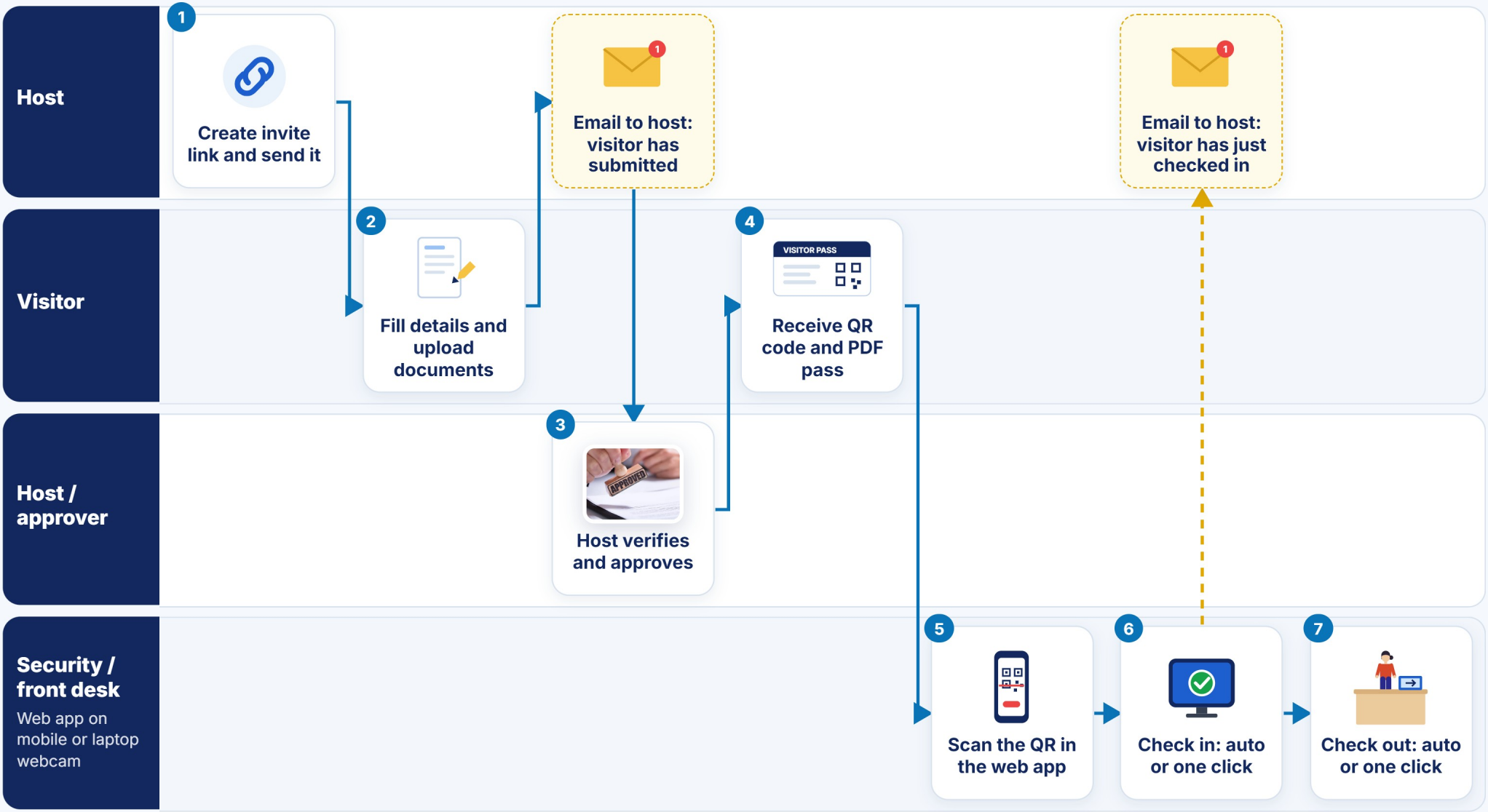
Ready before they arrive. Fewer steps at the desk on the day.

Same check-in and check-out as a walk-in, from the visit record.

WORKFLOW 3 · HOST INVITE LINK

Invite, approve, scan

The visitor does the paperwork online. The host is emailed when the visitor submits and again at check-in. E-signature, badge printing and HSE are optional.



WORKFLOW 4 · HOST ENTERS THE VISITOR

The host does it all, the visitor just arrives

The host fills in the registration and shares the QR, and is emailed at check-in. E-signature, badge printing and HSE can be added as optional steps.



1

Host enters the visitor

Host opens online registration and fills in the visitor details.



2

Upload documents

Host uploads the required documents for the visit.



3

Approval

An approver can verify the entry before the visitor arrives.



4

QR generated

A QR code is created for the visit.



5

Share the QR

Host sends it by email, chat or any other medium.



6

Scan and check in

On arrival the QR is scanned in the web app.



7

Host is emailed

The host gets an email that their visitor has just checked in.

REGISTRATION & APPROVAL

Every visit requested, reviewed and recorded

Visitors can register online or be entered by staff. Approvers see pending requests and act in one click.

Online registration

Sample data

Pending 4 | Approved 3 | Rejected 0 | Cancelled 0 | Registrations | New registration | Scan QR

Search pass, purpose, status or remarks... | All Statuses

Pass	Purpose	Window	Visitors	Status	Actions
OR-0009	Client Meeting	15:00 - 16:00	1	Pending	View · Approve · Reject
OR-0008	Interview	14:00 - 15:00	1	Pending	View · Approve · Reject
OR-0007	Vendor Visit	12:30 - 13:30	1	Approved	View · Edit · Cancel
OR-0006	Business Meeting	11:00 - 12:00	2	Pending	View · Approve · Reject
OR-0005	Site Inspection	10:00 - 11:00	1	Approved	View · Edit · Cancel
OR-0004	Client Meeting	09:00 - 11:00	1	Pending	View · Approve · Reject
OR-0003	Consultation	11:00 - 12:00	1	Approved	View · Edit · Cancel
OR-0002	Contractor Work	08:00 - 17:00	2	Checked In	View
OR-0001	Audit	Yesterday	1	Checked Out	View

Document templates

Sample data

Label	Format	Mandatory
ID / Passport copy	PDF/Image	Required
Vehicle permit	PDF/Image	Optional
Site induction form	PDF/Image	Required

Notifications and email

Sample data

Visitor registration submitted — Today, 10:12
Visitor **Visitor A** · Pass OR-0004 · Dept Logistics · Host Host A

Your visitor has checked in — Email
To Host A · Visitor A checked in at the front desk, 10:55

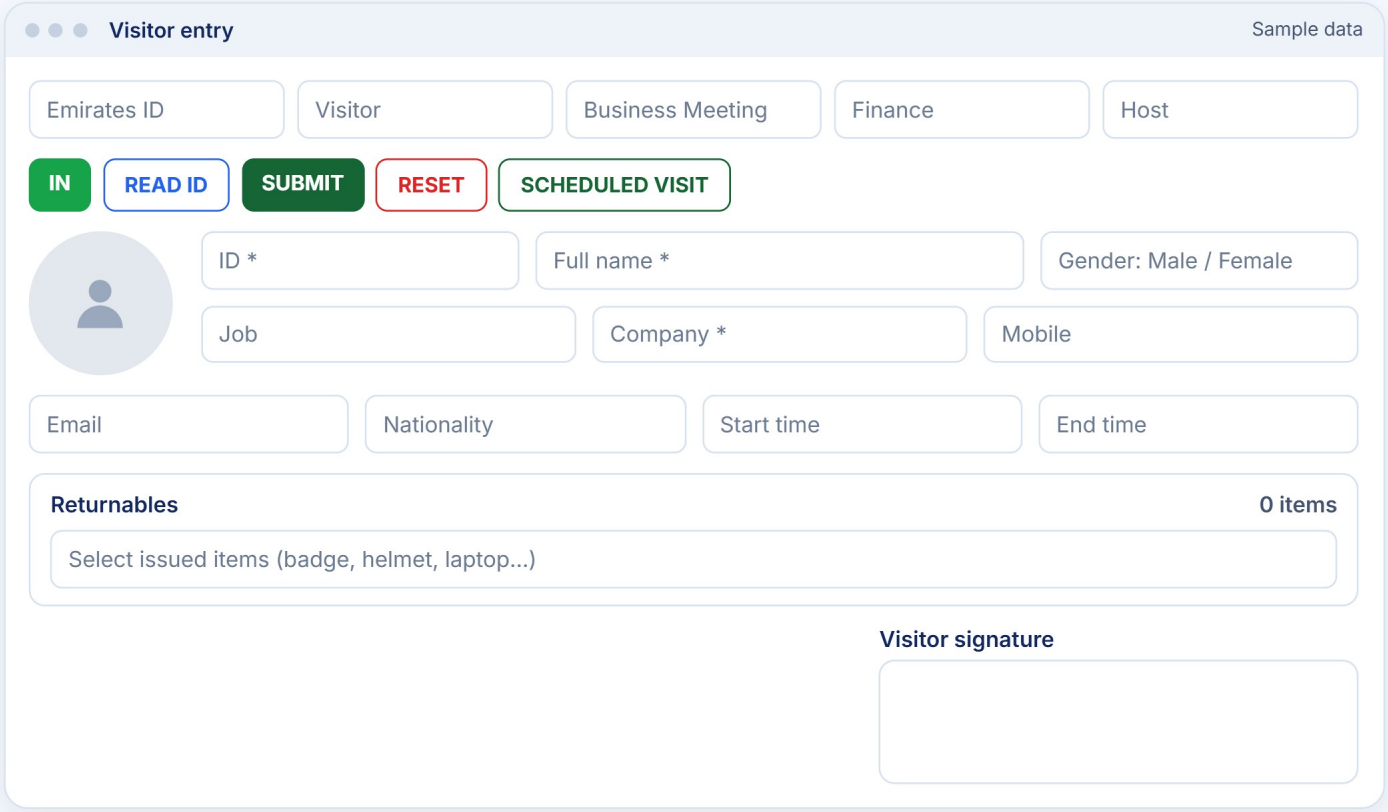
Registration awaiting your approval — Email
To Host B · Visitor B completed online registration (OR-0003)

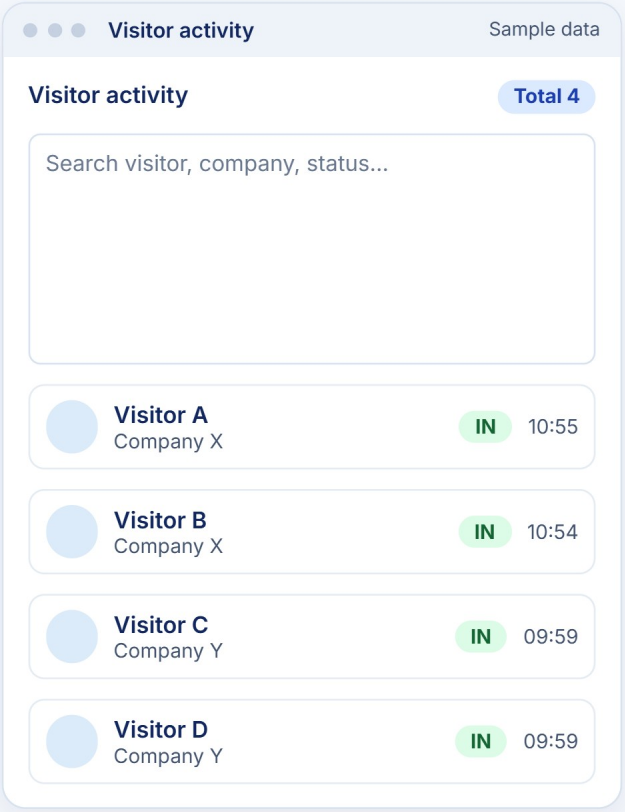
1. **Status filters.** Pending, approved, rejected and cancelled at a glance.
2. **Role-based actions.** Approve, reject, edit, cancel or share, only where permitted.
3. **Required documents.** Define mandatory and optional uploads per visit.
4. **Email alerts.** Hosts are emailed when a visitor checks in, or when an online registration is queued for approval.

VISITOR DESK

Fast, accurate check-in at the front desk

Read the Emirates ID, pick up a scheduled visit or register a walk-in, then capture photo, returnables and signature.



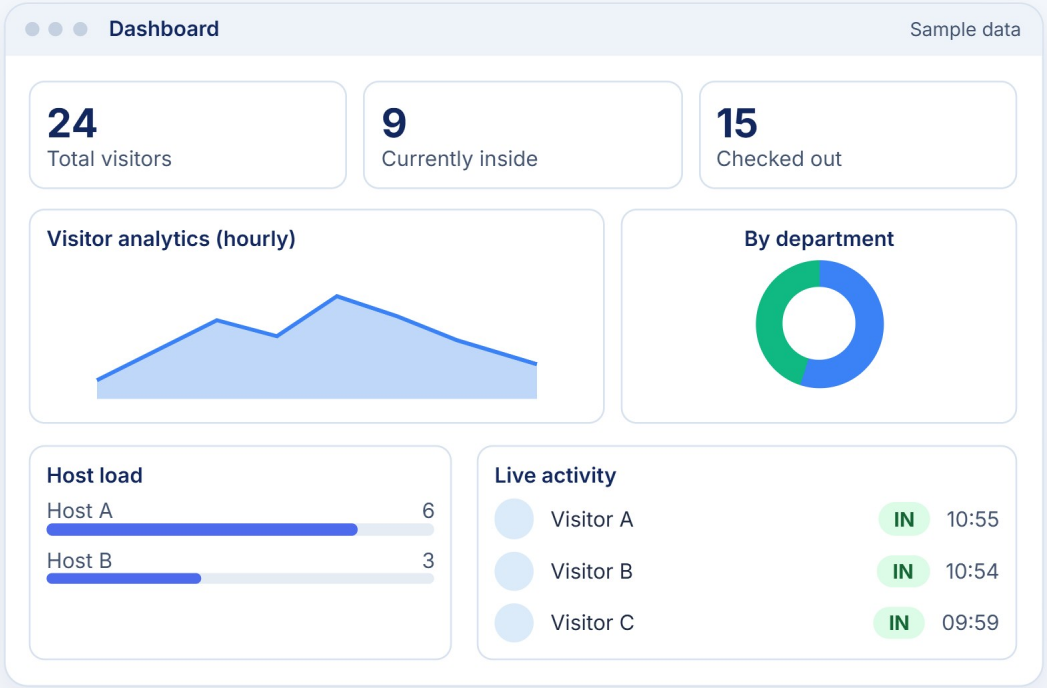


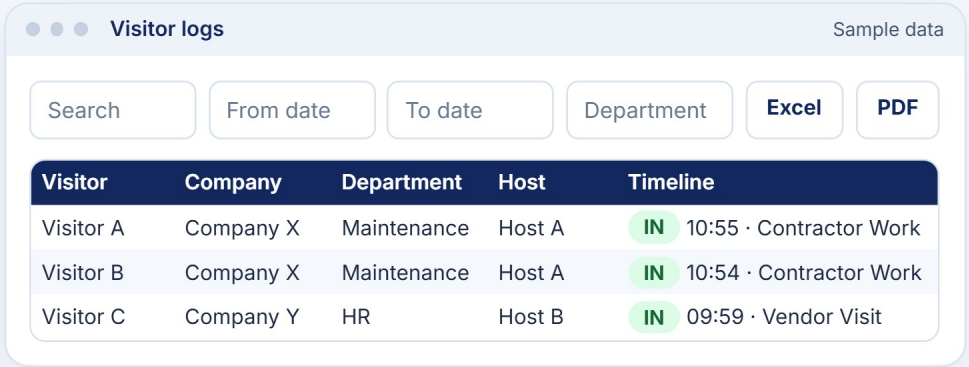
1. **Read ID.** Pull visitor details straight from the Emirates ID.
2. **Scheduled visits.** Find pre-registered visitors and mark them as arrived.
3. **Returnables.** Record badges and items issued, and track their return.
4. **Signature & photo.** Capture a face photo and signature for the visit record.

DASHBOARD & REPORTS

See who is on site, and prove who was

A live operations view for the front desk and HSE team, with logs ready for audit.







1. **Live counts.** Total, inside and checked-out visitors for the day.
2. **Host load.** See which hosts and departments are receiving visitors.
3. **Visitor logs.** Filter by date, department, host or visitor.
4. **Excel & PDF.** Export any log, including HSE dates and returnables.

Ready to see eTOP VMS in action?

Book a live demo for your site.

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