



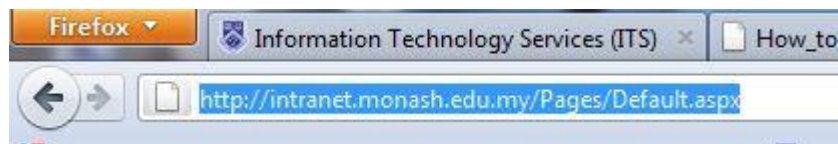
## Visitor Management System (VMS)

This document guides you step by step on how to login to VMS and create a record of your visitors.

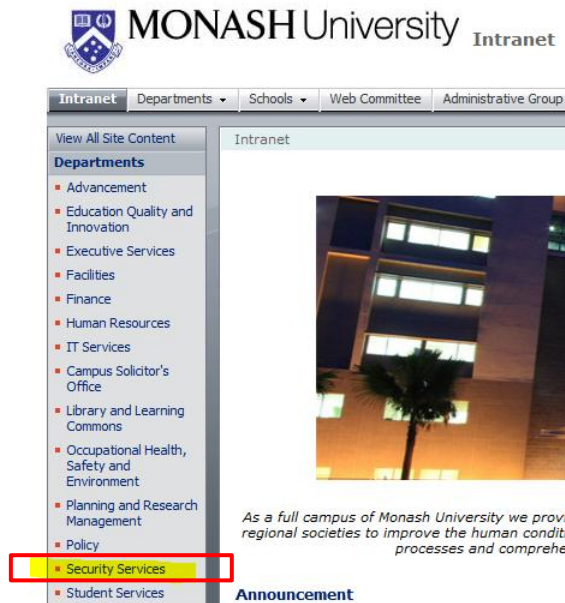
### Login to intranet

**STEP 1** - Launch a web browser and key in the intranet address

<http://intranet.monash.edu.my/Pages/Default.aspx>



**STEP 2** - Refer to the left side of the intranet page and click on Security Services link





**STEP 3** - Followed by a click on the Visitor Management System link

The screenshot shows the Monash University Security Services Intranet page. The left sidebar contains a navigation menu with the following sections:

- Documents**
  - Security Procedure
  - Procedure for Visitor entering Campus
  - Gate Pass Procedure
  - Administration
  - Security Forms
- Pictures**
  - Customer Service Training
  - Physical Training
  - Tug Of War
  - Walkie-Talkie Training
- Documents**
  - Shared Documents
- Application**
  - Calendar
  - Contacts Management
  - Visitor Management System** (highlighted with a red box)

The main content area displays the following information:

- Mission**

The mission of the Monash University values are allowed to develop and
- Vision**

The vision of the Monash University the selection and development of
- Contact Information**

**Tel: 03-5514 6333**  
**Ext: 46333**  
**E-mail: security@adm.monash.edu**
- Working Hours: 24Hours**  
**Location: Building 2, Level 1**
- Announcements**

**New car park area**



- STEP 4** -
- a) Fields marked with \* are mandatory fields hence it is required.
  - b) Our VMS has 2 built-in features to send email and SMS to notify staff the arrival of their visitor/guest. So it's important for staff to provide hand phone no as their contact number.
  - c) Any additional information can be given in the remark column.
  - d) Filters have been applied in the date and time fields. Any guest visits request should be applied 15 minutes before the arrival of visitor/guest.



### VISITOR MANAGEMENT SYSTEM

Fields marked \* are required for registration.

#### Staff Details

\* Employee Name : Bathmavathy A/P P. Batumalai  
\* Contact Number :  
Department : Facilities Management

#### Visitor Details

\* Full Name :  
NRIC :  
Passport :  
\* Company Name :  
\* Contact Number :  
Remarks :  
\* Purpose Of Visit :  
\* Visit Date : 5 July 2011 09 : 00 : 00 AM

Register