HCL Digital Solutions

HCL Domino Volt

Visitor Registration Request Application
Version 1.4 – August 2021

By HCL Software Lab Services Team

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Document History

Revision Number	Revision Date	Summary of Changes
1.0	03.09.2021	Created a Final Document
1.1	08.05.2021	Updated All Sections
1.2	08.09.2021	Updated All Sections
1.3	08.16.2021	Updated All Sections
1.4	08.23.2021	Updated All Sections

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1. Introduction

1.1. Project Overview

Visitor Registration Request Application is to create a meeting request for the visitors. The application was designed using HCL Domino Volt 1.0.3 and built by HCL Lab Services Team. The process starts with an Administrator - who is creating an employee record using Employee User Directory form.

The employees will create a new registration request for one or more visitors based on the meeting date and time with a QR Code generator. They can reschedule or cancel the meetings, and the receptionist will check-in visitors for the meeting.

2. Visitor Registration Request Application Setup

2.1. NAB Groups

Create the following groups in Domino Directory and add applicable members to each group.

Visitor Registration Administrators
Visitor Registration Employees
Visitor Registration Receptionists

2.2. Import Application

Import the application in your environment and uncheck the "Remove previously defined users and groups from this application" option to maintain the assigned roles.

Application Roles:

- Administrator (Admin)
- Employee
- Receptionist
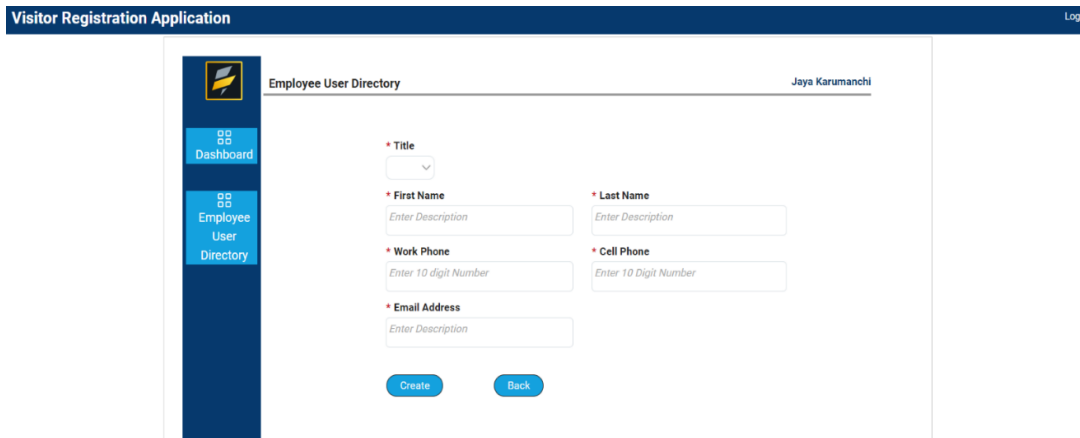
3. Visitor Registration Request Application Design

3.1. Employee User Directory Form

The admin can create an employee record using the form below.

3.2. Visitor Registration Request Form

A registered employee will log into the system and create a New Visitor Registration Request to create a new meeting with one or more visitors.

3.3. Anonymous Form

This form is accessed by a visitor who received an email with a URL link. Then, the user clicks on the link as an Anonymous user using the Booking ID, which is parsed from the URL parameter. After the form opens, the user will click on the Generate QR button to generate a QR Code. When the visitor arrives for the meeting, she will show this QR Code to the receptionist, who will validate the booking ID for the visitor to enter the premises for the meeting.
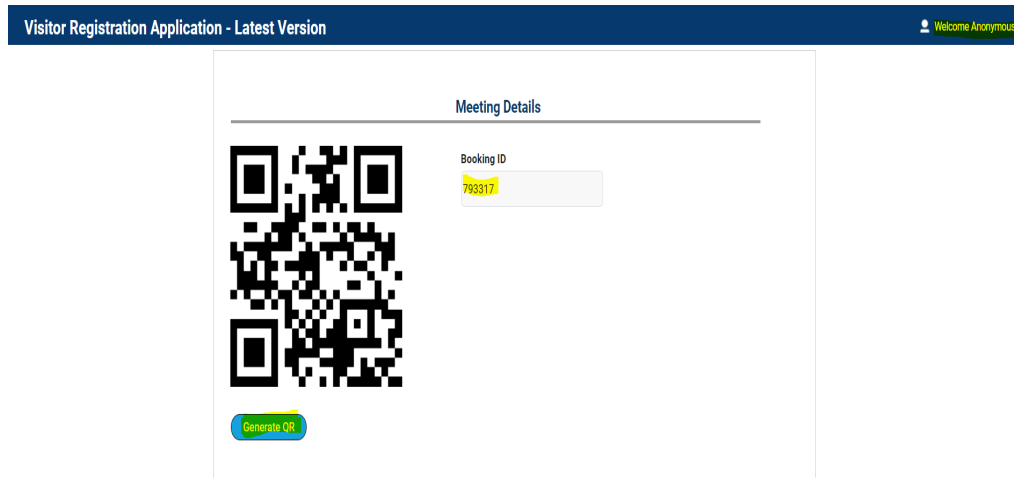
3.4. Employee User Directory Dashboard

An administrator of the application accesses the Employee User Directory dashboard. They can create and update the employee user directory.
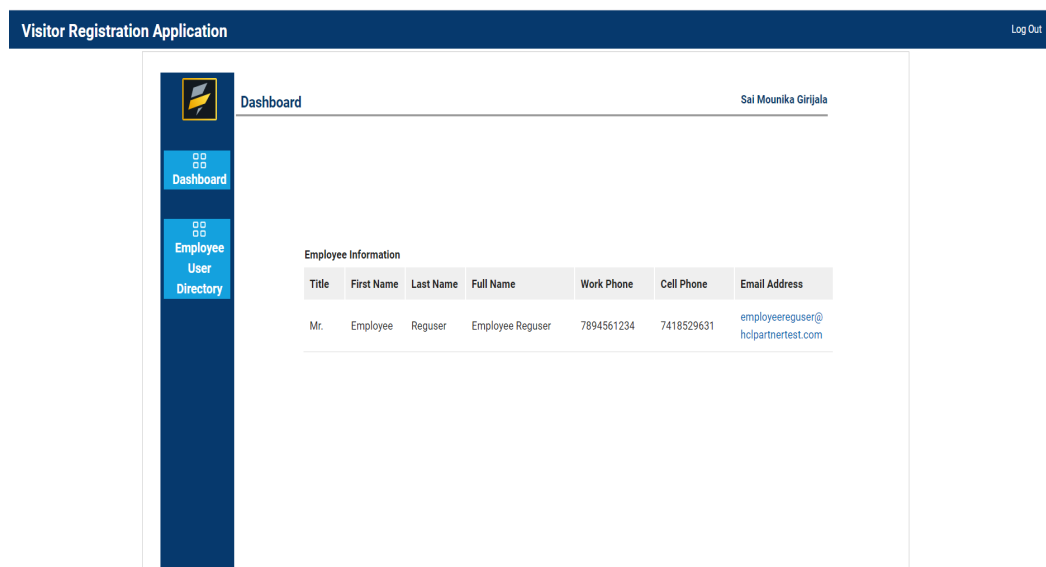
3.5. Visitor Registration Request Dashboard

An employee accesses this dashboard. They can create a new meeting request from one to multiple visitors as a host. Once the meeting is submitted, an email notification is sent to both host and visitors, and the record will be saved in the upcoming meeting table. An employee can either reschedule/cancel meetings; if the meeting were cancelled, the record would be moved to the past meeting view. For any meeting modifications, an email notification will be sent to both the host and visitors. Employees can search the data by meeting date and by visitor names.
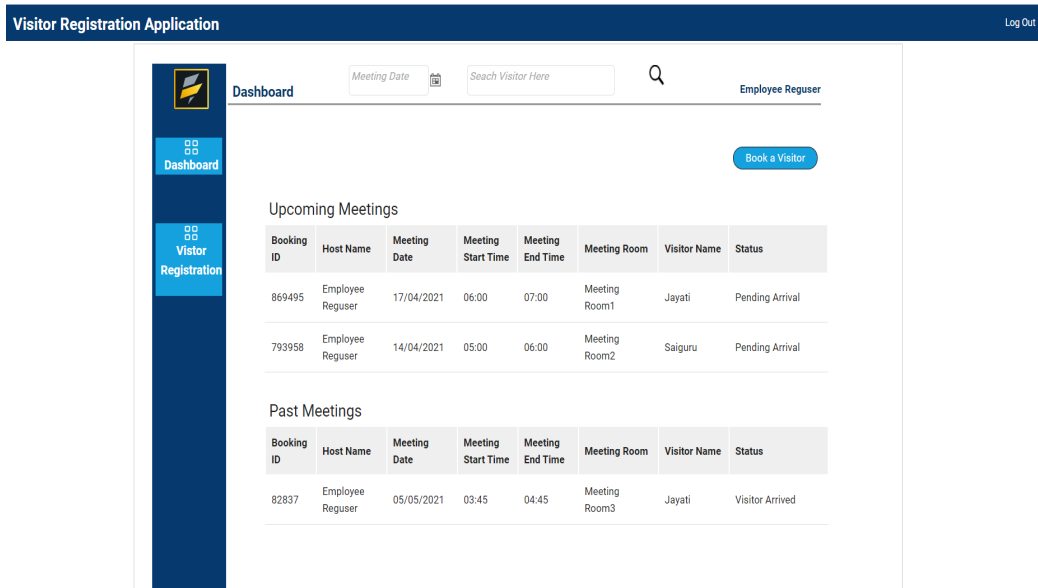
Visitor Registration Application   Log Out

Dashboard   Meeting Date   Seach Visitor Here   Q   Employee Reguser

Dashboard

Vistor Registration

Book a Visitor

Upcoming Meetings

Booking ID	Host Name	Meeting Date	Meeting Start Time	Meeting End Time	Meeting Room	Visitor Name	Status
869495	Employee Reguser	17/04/2021	06:00	07:00	Meeting Room1	Jayati	Pending Arrival
793958	Employee Reguser	14/04/2021	05:00	06:00	Meeting Room2	Saiguru	Pending Arrival

Past Meetings

Booking ID	Host Name	Meeting Date	Meeting Start Time	Meeting End Time	Meeting Room	Visitor Name	Status
82837	Employee Reguser	05/05/2021	03:45	04:45	Meeting Room3	Jayati	Visitor Arrived

3.6. Receptionist Dashboard

A receptionist accesses this dashboard. They will see the upcoming meeting requests. Once the visitor has arrived, the receptionist will check in the visitor using the QR code booking ID. Once the record is found, the receptionist will change the status to Visitor Arrived and print the badge with specified details.

3.7. Print Badge

A receptionist will print the badge and give it to the visitor, as shown below.
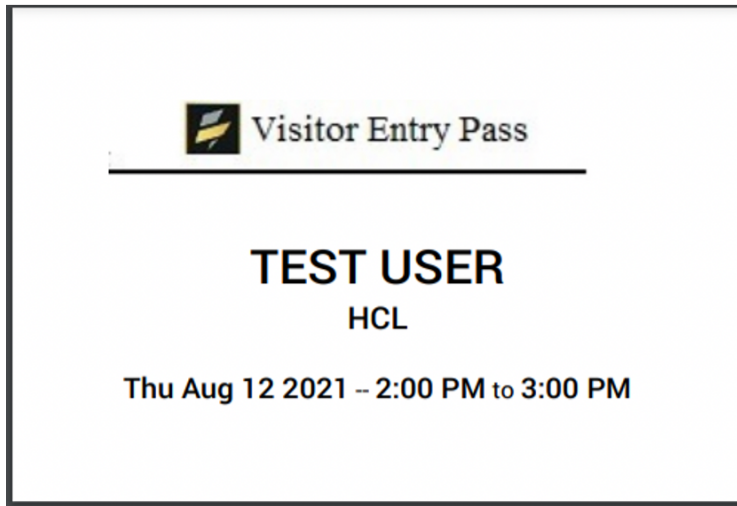
3.8. Mail Routing Functionality

When we click on Book now button from the Visitor Registration Request form. It will send a mail to register visitors. In the mail, they will receive a Meeting Details and Anonymous form link. when the Visitor clicks on the link, and he will redirect to an anonymous page.

4. Visitor Registration Request Application Workflow

4.1. Workflow Diagram

```
                        ┌─────────────────────┐
                        │  Application Admin   │
                        │        role          │
                        └─────────────────────┘
                                  │
                                  │ Create Employee Records
                                  ▼
                        ┌─────────────────────┐
                        │ Employee User Directory │
                        └─────────────────────┘
                                  │
                                  │ Employee │ Create Meeting Request
                                  ▼
        ┌──────────────── Visitor Registration Request ────────────────┐
        │                                                              │
   Update│                                                       Cancel│
   Request│                    Sent Email with QR              Request │
        ▼                       Code link                             ▼
 ┌──────────────────┐                              ┌──────────────────┐
 │ Reschedule Meeting│                             │  Cancel Meeting   │
 └──────────────────┘                              └──────────────────┘
        │                        │
        └────────────► Receptionist Check-In ◄──────
                                  │
                                  │ Scan QR code
                                  ▼
                        ┌──────────────────┐
                        │   Print Badge     │
                        └──────────────────┘
                                  │
                                  │ Visitor Arrived
                                  ▼
                        ┌──────────────────┐
                        │       End         │
                        └──────────────────┘
```
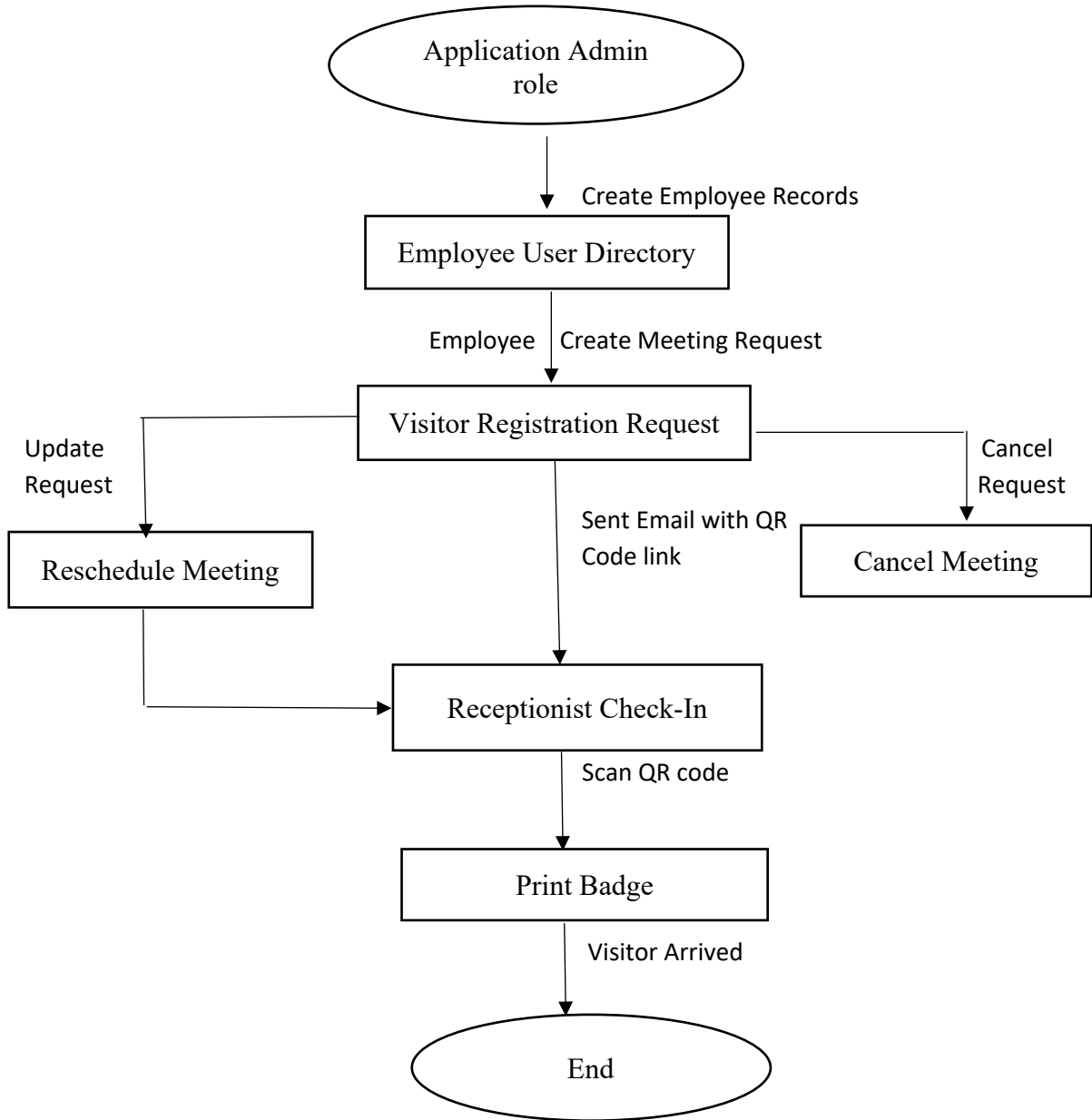
4.2. Workflow Description

Employee User Directory Form

- Employee User Directory is a master form in which all employee records are available.
- The application administrator creates all employee records who are going to use the application.
- The admin can either update/delete the employee record.

Visitor Registration Request Form

- Visitor Registration Request form is accessible to all employees who are registered users.
- An employee, as a host, can create a New Meeting Request for one or multiple visitors.
- While creating a new registration request, if a record is already registered with exact details, it shows the meeting conflict and cannot book the same meeting room.
- After the employee creates the registration request, an email notification is sent to both the employee and visitors.
- An employee can reschedule/cancel Meetings. After updating the request, an email notification is sent to both the host and visitors.

5. Modifying the Logo

Edit the application and open every page. Follow the steps below to apply the logo of your choice:
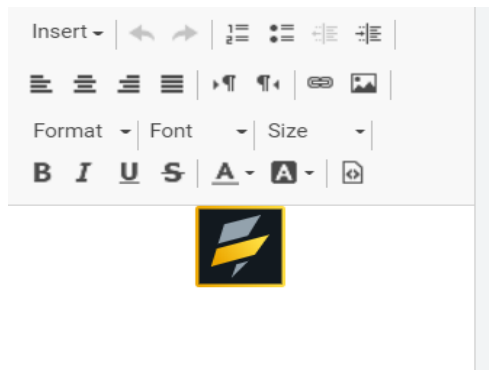
- Go to the side-nav section of the page. The highlighted area is in the below image.
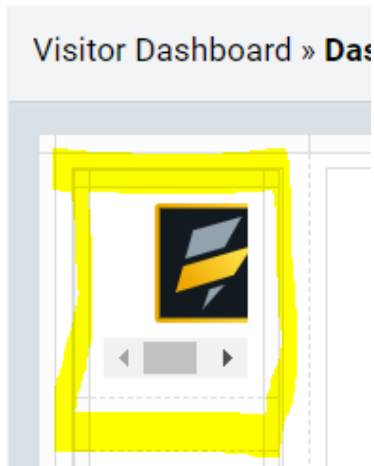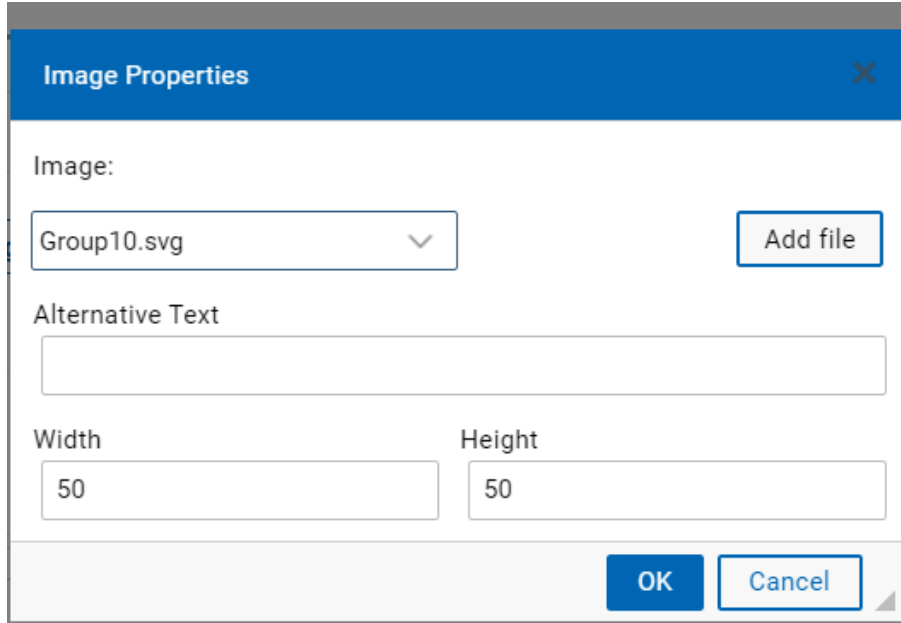

- In the side-nav section, click the first textbox with the default company logo, as shown below.

- Upon clicking the text box, a dialogue box will open with the textbox properties as shown below.
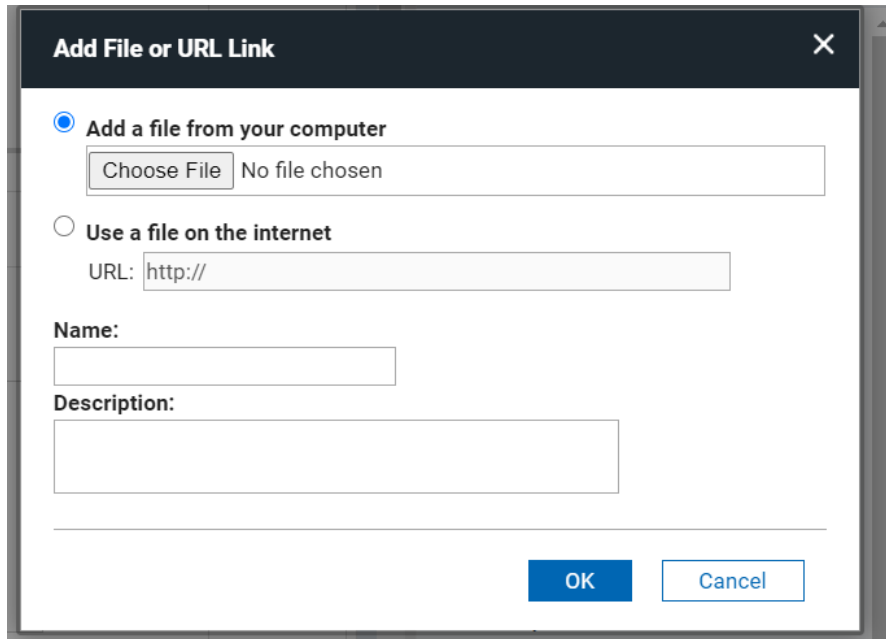
- Remove the existing default logo and add your customized logo to it.
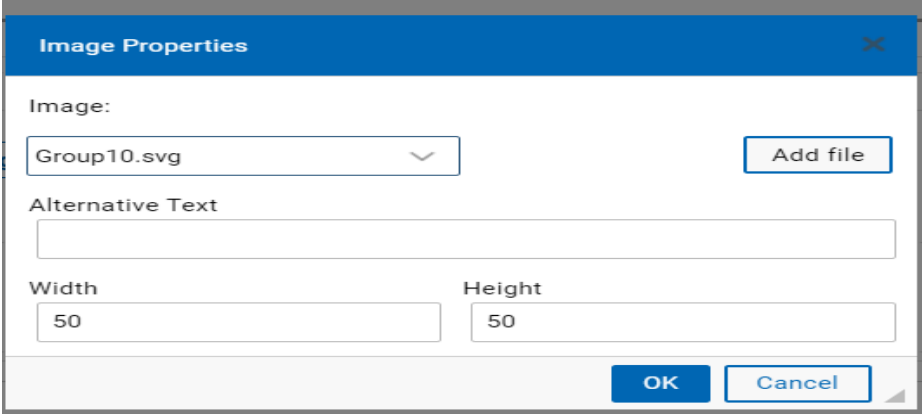- To add a new logo, click on the **image icon** on the top right, which contains image properties.

- Select the image from the existing images or add a new image from outside the application using the **Add file button.** A dialogue box will be opened, as shown below.

- Give the name and Description and click on **OK**. Now the image is added to your volt application.
- Add the logo with the custom width and height as shown below.

Image Properties

Image:

Group10.svg ⌄   Add file

Alternative Text

Width   Height
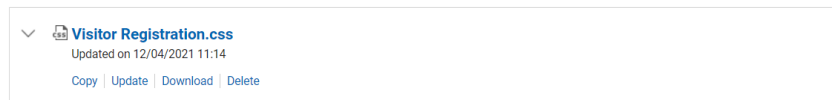
50   50

OK   Cancel

- Click on **APPLY** and **OK** to apply the changes made and to set the new logo.

6. Modifying CSS

You can add your custom stylesheets using the instructions given here.

https://help.hcltechsw.com/domino_volt/1.0/ex_css_toc.html

- The CSS used in this application is named "**Visitor Registration.css**," It can be further modified as needed.

CSS Sections

- **Buttons**
  o Default buttons like Submit, Next, Back, and Custom buttons CSS properties are given in this section.
- **Text and Textboxes**
  o The textboxes width, height, padding, text headings size, font, etc., are specified here.
- **Side Nav**
  o The customization of the side navbar, like background color, boarder-radius, etc., is given here.
- **Sections**
  o The properties of sections in the application can be controlled from here.

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7. Additional Information

7.1. Visitor Registration Roles

The following roles will be available in the application to make the workflow process functional.

1. **Employees** – Create visitor requests. Modify or Delete visitor requests that they have previously created.
2. **Reception** – View visitor requests when a visitor arrives and welcome them.
3. **Administrators** – Can see everything in the system. Can change configuration items (e.g., add or remove the rooms that employee books).

7.2. Domino Volt Stages

The following stages will be available in the application to make the workflow process functional.

1. **Start** – Domino Volt stages start the workflow. (Status – Initiated)
2. **Initiated** – Employee initiates the visitor request.
3. **Pending Arrival** – Employee submits the visitor request.
4. **Reschedule** – Employee reschedules visitor registration.
5. **Cancel** – Employee cancels the visitor request.
6. **Arrived** – Visitor arrives
7. **End** – End of Domino Volt stages workflow.