

SUZTEC · VERIDUX GATEKEEPER

System functions

What the platform does in production: live desk access, visitor & contractor intake, GatePass asset exit, agency staffing & settlement, compliance, analytics, and multi-enterprise control.

Visitor lifecycle

Gatekeeper desk

GatePass

Agency settlement

Risk packs

Control finance

AGENDA

Functional tour

01 Module map & operations hub

02 Visitor workflow end-to-end

03 Live Gatekeeper desk & check-in

04 Approvals, forms, risk, GatePass

05 Agency staff → attendance → pay

06 Reports & administration

07 GateKeeper Control (SaaS ops)

08 Cross-cutting capabilities

ARCHITECTURE

Three tenant modules + Control plane

After sign-in, Operations home opens licensed workspaces. A separate Control console manages many enterprises.

Access Management

Visitors & contractors

- Gatekeeper live desk
- Visitor forms & approvals
- GatePass release / returns
- Lobby kiosk & badges
- Visitor / security reports

Agency Staff

Workforce & billing

- Companies & SLA rates
- Staff requests & share links
- Approvals (adjust counts)
- Present / Absent attendance
- Settlement estimates

Settings & Control

Admin + multi-tenant

- Users, depts, workflows
- Risk tiers & branding
- Enterprise integrations
- Control: enterprises
- Contracts, AR, renewals

Sign in & choose a module

Tenant login routes staff into the operations hub. Language and theme are available before authentication.

- AUTH** Username / password; optional biometrics & saved login
- LOCALE** English ↔ Arabic switch on the login shell
- THEME** Light / dark mode for desk and admin use
- SSO** Microsoft sign-in when configured in Enterprise



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Enterprise Security & Workforce Management Platform

Access control, visitor management, contractor management, attendance, HR integration, and enterprise technology solutions —all in one secure platform.

Visitors and Contractors Access Management

Sign in to choose a module

Username

Password

☐ Save login on this device

Use biometrics / saved login

Sign in

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Operations home

Welcome back, Administrator

AD

Sign out

5

AGENCY APPROVALS

0

GATEPASS APPROVALS

0

GATEPASS RETURNS

0

ON SITE NOW

READ BADGE

+

NEW VISITOR FORM

SEND MESSAGE

Modules

Open a full workspace

Visitors and Contractors Access Management

Gatekeeper, visitor forms, approvals, reports, and on-site access.

OPEN MODULE

→

Agency Staff Management

Agency companies, staff requests, approvals, attendance and billing.

OPEN MODULE

→

Settings & Administration

Branding, users, departments, visitor form links, risk checklists, and enterprise.

OPEN MODULE

→

What the hub does

One screen for operational triage before opening a full module.

Queue chips

- Agency approvals pending
- GatePass approvals
- GatePass returns due
- Visitors on site now

Quick actions

- Read badge
- New visitor form link
- Send ops staff message
- Open Access / Agency / Settings

Governance

- License-gated module tiles
- Must ack unread staff messages
- License expiry banner
- Profile & sign out

CORE WORKFLOW A

Visitor: request → site → exit

End-to-end access control for visitors and contractors.



Visitor form links

Issuers create single-use contractor invitations and manage active links.

- CREATE

Make request — company, risk tier, expiry
- SHARE

Show QR / copy link for the public form
- CONTROL

Disable or delete active invitations
- RISK

T1–T3 labels drive pack requirements



Visitors and Contractors Access ManagementAdministrator

MAIN

All modules

Home

Approvals

Reports

Visitor form

Gatekeeper

GatePass

GatePass release

GatePass returns

GatePass approvals

Lobby kiosk

Read badge

Reusable badges

TOOLS

Appearance

Scanner test

Visitor form

Create single-use links for contractors and visitors to submit access requests

Make request

Active links

Acme Facilities Ltd

RISK

T1 — Standard contractor

pending_company

EXPIRES

10/08/2026, 15:56:49

Show QR

DisableDelete

Acme Facilities Ltd

RISK

Not required

pending_company

EXPIRES

09/08/2026, 08:35:22

Show QR

DisableDelete

Acme Facilities Ltd

RISK

Not required

pending_company

EXPIRES

09/08/2026, 08:10:13

Show QR

DisableDelete

Skyline Scaffolding

RISK

T1 — Standard contractor

pending_company

EXPIRES

06/08/2026, 10:33:29

Show QR

DisableDelete

Untitled company

RISK

Standard access

EXPIRES

10/08/2026, 21:25:44

Show QR

DisableDelete

Untitled company

RISK

Standard access

EXPIRES

10/08/2026, 21:25:44

Show QR

DisableDelete

Untitled company

RISK

Standard access

EXPIRES

10/08/2026, 21:25:44

Show QR

DisableDelete

Untitled company

RISK

EXPIRES

Show QR

Risk checklist tiers

Configurable tiers (T1–T5) with checklist items and certificates. Incomplete packs can block check-in.

TIERS Standard → elevated → critical life safety

ITEMS Edit checklist items per template

REVIEW Pending company pack review queue

GATE Desk enforces approved pack before entry



Settings & Administration

Administrator

MAIN

All modules

Home

Settings

Appearance

Visitor form

Enterprise

Reports & analytics

Reusable badges

Product license

Settings

Risk checklist tiers, items, certificates, and pack review

Appearance

Application setup

Chain

Departments

Approval workflow

GatePass

Users

Access groups

Integrations

Risk checklists

Urgency

Lobby kiosks

Risk checklist tiers

Define checklist tiers attached to visitor form links. Companies complete the pack before workers submit access requests. Deactivated checklists are hidden from new links but kept for existing packs.

Code

CUSTOM_T1

Name

Custom elevated risk

Tier level (1–5)

2

Sort order

50

Description

Active

Create template

Tier	Name	Code	Status	Actions
T4	Not required	N/A	Active	<div>Edit items</div> <div>Deactivate</div> <div>Delete</div>
T1	T1 — Standard contractor	T1	Active	<div>Edit items</div> <div>Deactivate</div> <div>Delete</div>
T2	T2 — Elevated risk work	T2	Active	<div>Edit items</div> <div>Deactivate</div> <div>Delete</div>
T3	T3 — Critical life safety	T3	Active	<div>Edit items</div> <div>Deactivate</div> <div>Delete</div>

Pending pack review

No packs awaiting review.

Multi-step approval queues

Separate configurable workflows for visitors, agency staff, and GatePass.

Visitor approvals

- Step N of M with step name
- Department-scoped queues
- Approve with comment / decline with reason
- Visit detail: photos, history, issuer

Agency approvals

- Review company-submitted teams
- Later steps can adjust worker & day counts
- Statuses from awaiting company → approved

GatePass approvals

- Asset-exit requests with photos
- Dedicated approvals queue
- Unlocks gate release after full approval

Configure approval workflows

Administrators define steps, roles, and GatePass return grace days under Settings.

- VISITOR

Ordered approval steps by department/role
- AGENCY

Steps including count adjustments
- GATEPASS

Steps + configurable return grace period

Settings & Administration

Administrator

MAIN

All modules

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Settings

Appearance

Visitor form

Enterprise

Reports & analytics

Reusable badges

Product license

Settings

Visitor and agency approval cycles

Appearance

Application setup

Chain

Departments

Approval workflow

GatePass

Users

Access groups

Integrations

Risk checklists

Urgency

Lobby kiosks

Configure approval steps for visitor access and agency staff. Step 1 uses the request department; steps 2+ assign a department. Users in that department with **Can approve requests** can approve both visitor and agency requests.

Visitor access — approval steps

#	Step name	Assign department	
			<div>+ Save</div>
1	Department approval	Visitor department	<div>✎</div>
2	Security	Security	<div>✎</div> <div>⋮</div>
3	Finance	Finance	<div>✎</div> <div>⋮</div>
4	Executive Office	Human Resources	<div>✎</div> <div>⋮</div>

Agency staff — approval steps

Step 1 goes to the request department. Later steps go to the assigned department. Enable *Adjust counts* if that step may change worker/day totals.

#	Step name	Assign department	Adjust counts	
				<div>+ Save</div>
1	Department review	Request department	—	<div>✎</div>
2	Finance & operations	Security	<div>☒ Adjust counts</div>	<div>✎</div> <div>⋮</div>

Visitor access — general settings

Gatekeeper dashboard

Real-time security desk for everyone currently on site and arriving today.

- KPIS** On site, overstay, arrivals, leaving soon, GP exit
- ROSTER** Search in-house visitors; checkout / extend / block
- NAV** Calendar, no-shows, GatePass, returns
- LIVE** Clock + live status strip

 Gatekeeper

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Live

13:20

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Calendar

No-shows

GatePass

Returns

Home

 0

On site

 0

Overstay

 16

Arrivals

 0

Leaving soon

 GP 0

GatePass exit

Visitors on site

No visitors currently on site

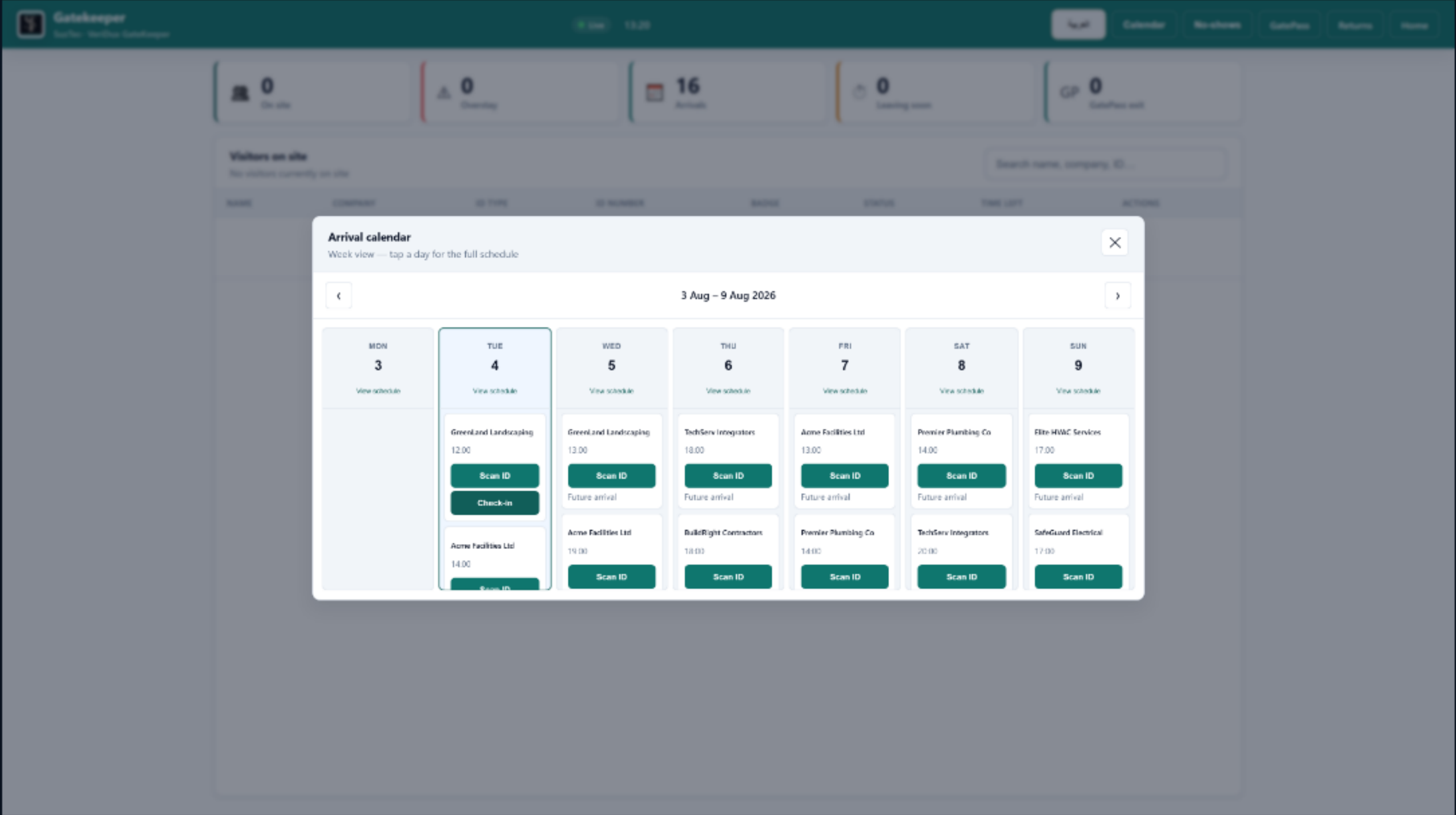
Search name, company, ID...

NAME	COMPANY	ID TYPE	ID NUMBER	BADGE	STATUS	TIME LEFT	ACTIONS
No matching in-house visitors.							

Arrival calendar

Week view of approved arrivals with Scan ID and Check-In for today’s visits.

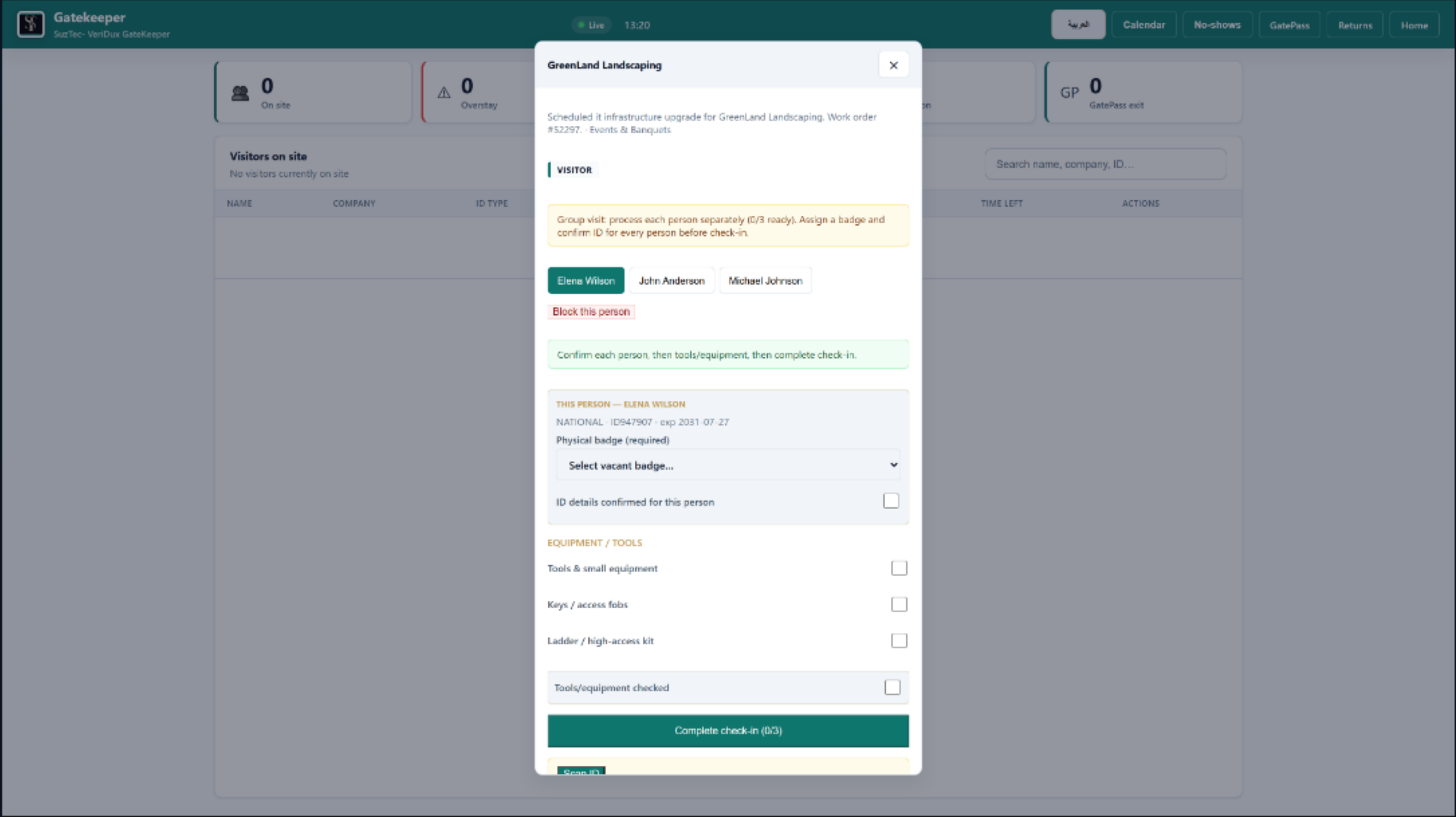
- PLAN** Company + time per day column
- ACT** Scan ID / Check-In on today’s slots
- FUTURE** Future arrival markers for upcoming days



Group visit processing

Each person in a group is processed individually before the visit goes on site.

- PEOPLE** Per-person readiness counter (e.g. 0/3)
- ID** Confirm ID details; optional block person
- BADGE** Assign physical / reusable badge (required)
- GEAR** Tools, keys, ladder checkboxes



On-site controls @ GatePass

While on site

- Checkout visitor; return reusable badge
- Extend visit time; approve/decline extension requests
- Open team channel with contractors
- Block by National ID; flag overstays
- Mark and manage no-shows

GatePass lifecycle

- Create asset-exit request + mandatory photos
- Approval workflow → gate release desk
- Returns: in grace / overdue / returned
- Configurable grace days in Settings

Lobby kiosk

- Self-serve: search → photo → safety steps → done
- Staff session or public device token
- EN/AR toggle; induction / PPE / escort ack

Badges

- Reusable QR board: vacant / in use / lost
- Batch create, print, mark lost, retire
- Mobile read-badge lookup

CORE WORKFLOW B

Agency: request → attendance → pay

Separate from visitor check-in and employee timesheets — attendance drives settlement.

1

Request

Create event request for an agency company; set days, zones, optional risk tier.

2

Submit

Share company form; agency submits workers (+ compliance pack).

3

Approve

Review team; adjust worker/day counts on finance steps.

4

Attend

Mark Present / Absent per date (absent = bill zero).

5

Settle

Finance estimates + settlement report: workers × days × rate.

Create staff requests

Ops create staffing events and generate shareable company forms.

- EVENT

Name, agency company, headcount
- SCHEDULE

Date range and working days
- ACCESS

Risk tier + working zones
- LINK

Create & get share link (validity days)

Staff requests

Approvals

Companies & SLA

Finance

Reports

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TOOLS

Appearance

<

Staff requests

Create agency staffing requests and share the company form link

EVENT DETAILS

Event name

e.g. Summer festival security

Agency company

Select agency...

Number of workers

1

SCHEDULE

Date from

mm/dd/yyyy

Date to

mm/dd/yyyy

Working days

1

ACCESS & COMPLIANCE

Risk checklist tier (optional)

None — standard access only

Working zones *

e.g. Lobby, Meeting rooms, Floor 2

Select the areas agency staff may access for this request.

NOTES & LINK

Notes

Internal notes for approvers on the agency

Company form valid (days)

14

Create & get share link

Agency finance functions

Estimates by event and company; settlement uses attendance, not headcount guesses.

- ESTIMATE** Total estimated (approved+) across requests
- RATE** Daily rate × workers × days per event
- STATUS** Active / approved / completed tracking
- REPORT** Open attendance-based settlement report



Agency Staff Management

Administrator

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MAIN

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 Staff requests

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 Companies & SLA

 Finance

 Reports

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>

Finance

Estimates and attendance-based settlement for agency payment

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Total estimated (approved+)

71,630.00

Open agency payment settlement report

Ref	Event	Company	Scope	Rate	Estimated	Status
ASR-260727-100025	Corporate summit	Summit Staffing Agency	9 × 5 days	190.00	8,650.00	Completed
ASR-260727-100024	Wedding reception	Prime Hospitality Staff	3 × 8 days	190.00	4,560.00	Active
ASR-260727-100023	Pool party event	Metro Event Crew Ltd	11 × 1 days	190.00	2,090.00	Approved
ASR-260727-100018	Corporate summit	Metro Event Crew Ltd	10 × 2 days	190.00	3,800.00	Completed
ASR-260727-100017	Wedding reception	Pacific Temp Services	5 × 7 days	190.00	6,650.00	Active
ASR-260727-100016	Pool party event	Horizon Workforce Solutions	12 × 6 days	190.00	13,680.00	Approved
ASR-260727-100011	Corporate summit	Horizon Workforce Solutions	9 × 2 days	190.00	3,420.00	Completed
ASR-260727-100010	Wedding reception	Summit Staffing Agency	4 × 9 days	190.00	6,840.00	Active
ASR-260727-100009	Pool party event	Prime Hospitality Staff	9 × 1 days	190.00	1,710.00	Approved
ASR-260727-100004	Corporate summit	Prime Hospitality Staff	6 × 5 days	190.00	5,700.00	Completed
ASR-260727-100003	Wedding reception	Metro Event Crew Ltd	5 × 7 days	190.00	6,650.00	Active
ASR-260727-100002	Pool party event	Pacific Temp Services	6 × 7 days	190.00	7,980.00	Approved

 Sign out

For payment settlement, use attendance (Present / Absent). Absent workers are billed at zero on the settlement report.



Visitors and Contractors Access Management

Administrator

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Lobby kiosk

Read badge

Reusable badges
- TOOLS
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Scanner test

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Reports

Visitors · Visitor dashboard

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AD

Reports

Browse by category

- ▼ Show browse filters

VISITORS

Visitor dashboard

Access log

On-site history

Volume trends

Peak hours

Dwell time

Check-in delay

Repeat visitors

Visitor type mix

Team channel activity

VISITORS

Visitor dashboard

KPIs, volume, departments and peak hours

> Show filters

Date range and data filters are hidden

All roles

Export CSV

Export PDF

Print

105
Total visits

0
On site now

3
Approved

6
Declined

35
Pending

33.3%
Approval rate

16
Overstays

28
No-shows

94.57
Avg dwell (hrs)

105.85
Avg approval (hrs)

16
Links created

0
Under-18 blocks

Daily visit volume

2026-07-05	<div></div>
2026-07-06	<div></div>
2026-07-07	<div></div>
2026-07-08	<div></div>
2026-07-09	<div></div>
2026-07-10	<div></div>
2026-07-11	<div></div>
2026-07-12	<div></div>
2026-07-13	<div></div>
2026-07-14	<div></div>
2026-07-15	<div></div>
2026-07-16	<div></div>
2026-07-17	<div></div>
2026-07-18	<div></div>
2026-07-19	<div></div>
2026-07-20	<div></div>
2026-07-21	<div></div>
2026-07-22	<div></div>
2026-07-23	<div></div>
2026-07-24	<div></div>
2026-07-25	<div></div>
2026-07-26	<div></div>
2026-07-27	<div></div>
2026-07-28	<div></div>
2026-07-29	<div></div>

Top departments

3	Human Resources	<div></div>
3	Engineering	<div></div>
2	Food & Beverage	<div></div>
3	Events & Banquets	<div></div>
2	Finance	<div></div>
1	IT & Technology	<div></div>
2	Security	<div></div>
2	Housekeeping	<div></div>

Top companies

20	Skyline Scaffolding	<div></div>	15
16	Acme Facilities Ltd	<div></div>	13
15	GreenLand Lands...	<div></div>	12
14	SafeGuard Electri...	<div></div>	11
13	TechServ Integrat...	<div></div>	9
10	BuildRight Contra...	<div></div>	9
10	Premier Plumbing...	<div></div>	9
7	RapidFix Emerge...	<div></div>	8

Report catalog by function

Visitors

- Dashboard & access log
- On-site history
- Volume / peaks / dwell
- Repeat visitors

Approvals

- Turnaround time
- Declined reasons
- Dept workload
- Bottlenecks

Security

- Overstays & no-shows
- Badge return
- Watchlist / audit
- Under-18 blocks

GatePass / Agency

- GP register & returns
- Agency spend & funnel
- Attendance & settlement
- Emergency muster

ROLES Report visibility by role

Visitors and Contractors Access Management

Administrator

<

Reports

Visitors - Access log

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AD

MAIN

- All modules
- Home
- Approvals
- Reports**
- Visitor form
- Gatekeeper
- GatePass
- GatePass release
- GatePass returns
- GatePass approvals
- Lobby kiosk
- Read badge
- Reusable badges

TOOLS

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- Scanner test

Reports

Browse by category

▼ Show browse filters

- VISITORS
- Visitor dashboard
- Access log**
- On-site history
- Volume trends
- Peak hours
- Dwell time
- Check-in delay
- Repeat visitors
- Visitor type mix
- Team channel activity

VISITORS

Access log

Department
Export CSV
Export PDF
Print

Visitor and contractor entries for the selected period

> Show filters
Date range and data filters are hidden

visit id	company	department	status	arrival at	check in at	check out at	badge
Record #4b04bbf3	Premier Plumbing Co	Engineering	approved	04/08/2026, 19:00:00	—	—	—
Record #6e4c9d8f	Elite HVAC Services	Engineering	pending_approval	04/08/2026, 18:00:00	—	—	—
Record #52af90cb	Acme Facilities Ltd	Human Resources	approved	04/08/2026, 14:00:00	—	—	—
Record #42f20093	GreenLand Landscaping	Events & Banquets	approved	04/08/2026, 12:00:00	—	—	—
Record #e35cd0e64	SafeGuard Electrical	Events & Banquets	no_show	03/08/2026, 18:00:00	—	—	—
Record #1792072d	SafeGuard Electrical	IT & Technology	pending_approval	03/08/2026, 17:00:00	—	—	—
Record #3fa20b61	Skyline Scaffolding	IT & Technology	no_show	03/08/2026, 13:00:00	—	—	—
Record #...	Acme ...	Finance	no_show	03/08/2026,	—	—	—

Settings & enterprise functions

Identity & org

- Users, roles, passwords
- Departments & can-approve flag
- Chain: brands, regions, properties

Branding & UX

- Logo, org name, login copy
- Theme / appearance
- Urgency levels for invites

Enterprise tools

- Watchlist, deliveries, sites
- SMTP, webhooks, MS SSO
- Auto-checkout, retention, muster
- Kiosk device registry

CORE WORKFLOW C · MULTI-ENTERPRISE

GateKeeper Control functions

Separate SaaS ops console for operators who run many tenant sites.

1

Provision
Create enterprise: DB, schema, tenant admin, host.

2

License
Apply seats, sites, modules after DNS is ready.

3

Bill
Accounts, contracts, invoices, record payments.

4

Renew
Renewals pipeline, reminders, suspend/activate.

Operator dashboard

Enterprise health, license windows, and payment totals at a glance.

FLEET Enterprises active / suspended counts

RISK Licenses expiring within 30 days

CASH Payments MTD and YTD

JUMP Open enterprise detail / master session

GateKeeper Control

Dashboard

Enterprises

Finance

Admins

Dark mode

Control Master owner

Change password

Sign out

Dashboard

ENTERPRISES
2

ACTIVE
2

SUSPENDED
0

LICENSES \$300
0

PAYMENTS MTD
\$599.00

PAYMENTS YTD
\$599.00

Recent enterprises

CODE	NAME	STATUS	HOST	LICENSE	PAID
acme	Acme Hotels	active	acme-vdggk.suztec.com	—	\$599.00
demo2	Demo Two Hotels	active	demo2-vdggk.suztec.com	—	\$0.00

Enterprise directory

Manage tenant codes, hosts, status, and paid amounts.

- HOST

Per-tenant hostname (e.g. acme-vdgm...)
- STATUS

Activate or suspend enterprises
- MASTER

Time-boxed “open as master” session
- PAY

Payment history per enterprise

GateKeeper Control

Dashboard

Enterprises

Finance

Admins

Dark mode

Control Master owner

Change password

Sign out

Enterprises

Add enterprise

Creates database, schema, tenant admin, catalog routing, and IIS site. Does not apply a product license — use License Utility after DNS is ready.

Code

acme

Name

Acme Hotels

Hostname

acme-vdgm.suztec.com

Admin user

admin

Admin password

default if blank

Create enterprise

CODE	NAME	STATUS	HOST	LICENSE	SEATS/SITES	PAID	
acme	Acme Hotels	active	acme-vdgm.suztec.com	Active	200 / 50	\$599.00	Open
demo2	Demo Two Hotels	active	demo2-vdgm.suztec.com	—	— / —	\$0.00	Open

GateKeeper Control

- Dashboard
- Enterprises
- Finance
- Admins

Finance

Multi-enterprise billing control — revenue, receivables, contracts, and renewals.

- Overview
- Accounts
- Contracts
- Renewals
- Invoices
- Payments
- Outstanding
- Reminders
- Reports

- Renewals pipeline
- Reports & CSV
- Reminders
- Export accounts

MRR
\$250.00

ARR
\$3,000.00

OUTSTANDING
\$400.00

OVERDUE
\$0.00

PAID MTD
\$599.00

PAID YTD
\$599.00

ACCOUNTS IN DEBT
1

CONTRACTED
\$250.00

Outstanding balances					View all
ENTERPRISE	CONTACT	COST	OUTSTANDING	OVERDUE	
acme · Acme Hotels	Jane Doe jane@example.com	\$250.00 /monthly	\$400.00	—	Open

Dark mode

Finance module capabilities

Accounts & invoices

- Billing profile per enterprise
- Recurring / manual invoices
- Draft → sent → paid / void
- Record payments against invoices

Contracts & renewals

- Term, seats, sites, auto-renew
- Renew + generate invoice
- Due-within-N-days pipeline
- Activate / expire contracts

Collections

- Outstanding & overdue lists
- Reminders
- AR aging & monthly collections
- CSV export across views

Commercial agreements

Create and manage license contracts with renewal countdown and contacts.

- CREATE

Enterprise, cycle, amount, term, seats
- RENEW

One-click renew with notice window
- EXPORT

CSV of all contracts

Contracts

Commercial agreements per enterprise — term, seats, renewal, and billing amount.

- Overview
- Accounts
- Contracts
- Renewals
- Invoices
- Payments
- Outstanding
- Reminders
- Reports

New contract

Enterprise

Select...

Title

Annual GateKeeper license

Status

active

Billing cycle

annual

Recurring amount

0

Currency

USD

Starts

08/04/2026

Ends

mm/dd/yyyy

Next renewal

mm/dd/yyyy

Renew notice (days)

30

Seats

Sites

Contact name

Contact email

Notes

☒ Auto-renew

Create contract

All contracts

Export CSV

ENTERPRISE	CONTRACT	STATUS	AMOUNT	TERM	RENEWAL	CONTACT	
acme	CTR-ACME-001 Acme Annual	active	\$12,000.00 annual	2026-01-01 → 2026-12-31	2026-12-01 149d	Jane Doe jane@example.com	<div>Renew</div> <div>Expire</div>

PLATFORM-WIDE

Cross-cutting functions

Bilingual EN / AR

- Full UI translation
- RTL layout for Arabic
- Kiosk and public forms included

Roles & license

- Admin, dept head, gatekeeper, security...
- can_approve_requests flag
- Module tiles by license features

Integrations

- SMTP & webhook notifications
- Microsoft SSO
- Scheduled report emails
- Scanner / badge read tools

SUZTEC TECHNOLOGIES

GateKeeper does the work

Invite → approve → check-in → on-site → exit. Agency request → attendance
→ settlement. GatePass → release → return. Multi-enterprise provision → bill
→ renew.

Tenant · vdgk.suztec.com

Control · admin-vdgk.suztec.com