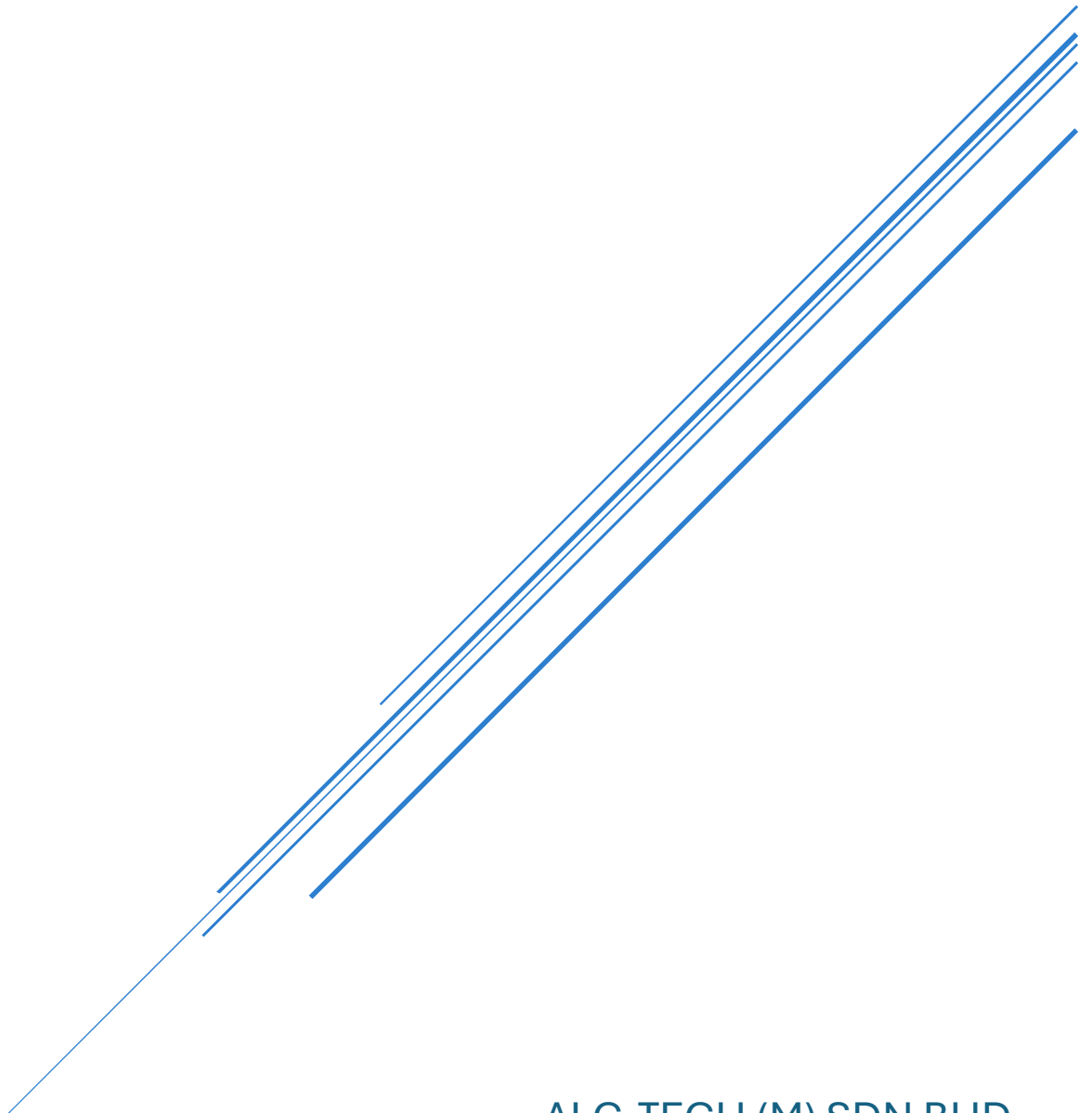


AGEN ID CARD MANAGEMENT

Centralized card management



ALC-TECH (M) SDN BHD
AGen ID Card printing

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Single Branch or Multi-Branch & Multi-Site Digital ID Card Issuance System

Introduction

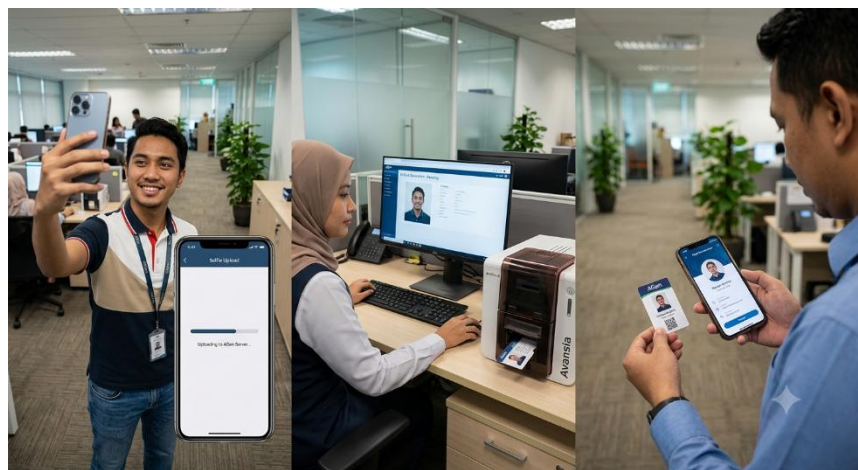
This proposal outlines AGen centralized ID Card Management Solution designed for organizations operating across multiple branches and sites as well as single branch organization. AGen solution digitizes the entire ID card application, approval, issuance, and monitoring process, enabling centralized control from Headquarters (HQ) while supporting remote applicants and administrators.

This platform streamlines employees, contractors, temporary staff, and visitor identification management through a secure mobile friendly web-based application process, automated workflows, real-time monitoring, and digital business card generation.

Objectives

The proposed solution aims to:

- Eliminate manual ID card application forms.
- Improve data accuracy and processing speed.
- Standardize ID issuance across all branches and sites.
- Provide centralized monitoring and administration.
- Enhance security through one-time application links.
- Enable digital identity management through online business cards and QR codes.
- Support future expansion for visitor and contractor management.



Solution Overview

AGen Centralized ID Card Management solution consists of:

Applicant Portal (Mobile Web-Based)

- Mobile responsive web application.
- Self-registration and ID card information submission.
- Selfie photo capture using smartphone camera.
- Secure one-time-use application access.

Central Application Server

- Centralized database and workflow engine.
- Multi-branch data management.
- Real-time monitoring dashboard.
- Activity logging and audit trail.

Administrator Portal

- Application review and approval.
- Card printing management.
- QR code generation.
- Online business card management.

HQ Monitoring Dashboard

- Real-time notification of pending applications.
- Continuous alert notification until attended.
- Centralized monitoring for all branches and sites.



Proposed Workflow

Step 1: Applicant Registration

The applicant receives a secure application link via email.

Using a mobile device, the applicant:

- Enters personal information.
- Captures a selfie photograph.
- Reviews application details.
- Submits application electronically.

Information Collected

- Full Name
- Employee Number
- Department
- Designation
- Branch/Site
- Contact Number
- Email Address
- Emergency Contact (Optional)
- Selfie Photograph



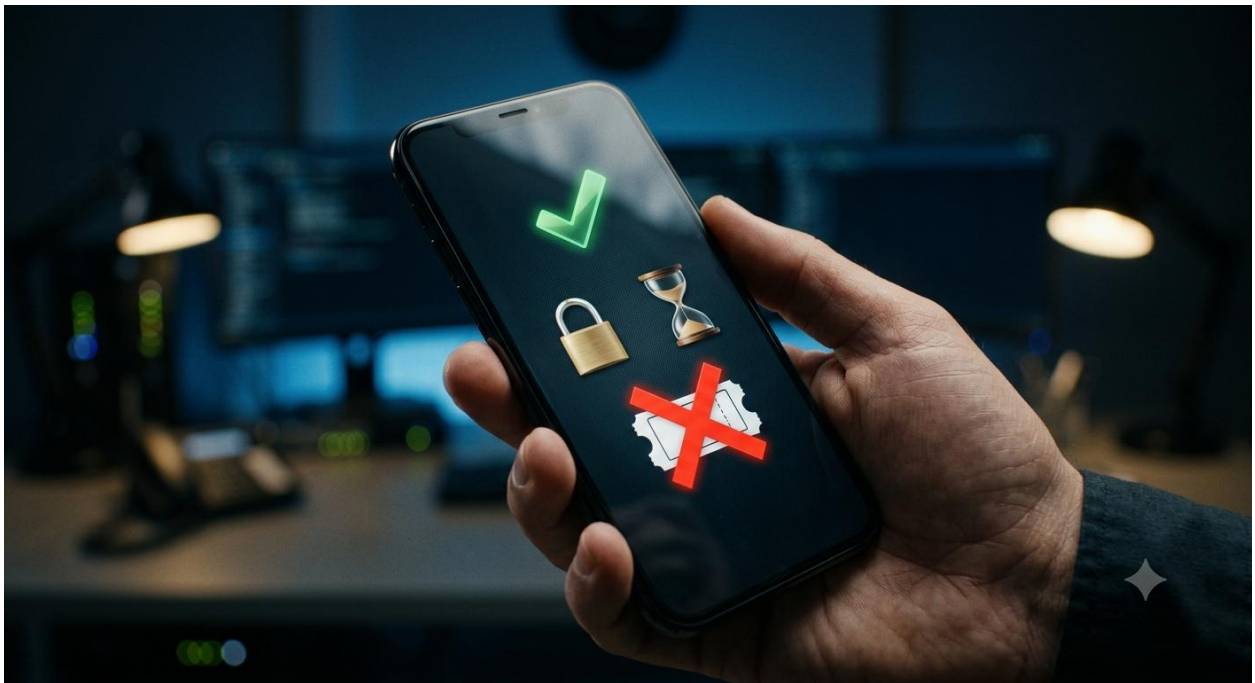
Step 2: Secure One-Time Submission

For enhanced security:

- Each application link is valid for one-time use only.
- Link becomes invalid immediately after submission.
- Duplicate submissions are prevented.
- All transactions are time-stamped.

Benefits:

- Prevents unauthorized modifications.
- Eliminates duplicate applications.
- Improves audit compliance.



Step 3: Server Upload & Validation

Once submitted:

- Data is transmitted securely to the central server.
- Automatic validation is performed.
- Unique Application ID is generated.
- Application status changes to "Pending Review."



Step 4: Email Confirmation

Upon successful submission:

Applicant Receives

- Application confirmation email.
- Application reference number.
- Submission date and time.

Administrator Receives

- New application notification.
- Applicant details.
- Application reference number.

This provides immediate verification to both parties.



Proposal for Centralized ID Card Management Solution

Step 5: HQ Monitoring & Alert System

A centralized monitoring dashboard is installed at HQ.

Features

- Live display of incoming applications.
- Pending application queue.
- Branch and site filtering.
- Status tracking.

Alert Mechanism

When a new application arrives:

- Visual notification displayed.
- Audible alert activated.
- Alert continues until acknowledged by authorized administrator.
- Notification cleared only after task acceptance.

This ensures no application is missed.



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Step 6: Administrator Processing & ID Card Printing

Administrator reviews submitted information and photo.

Actions available:

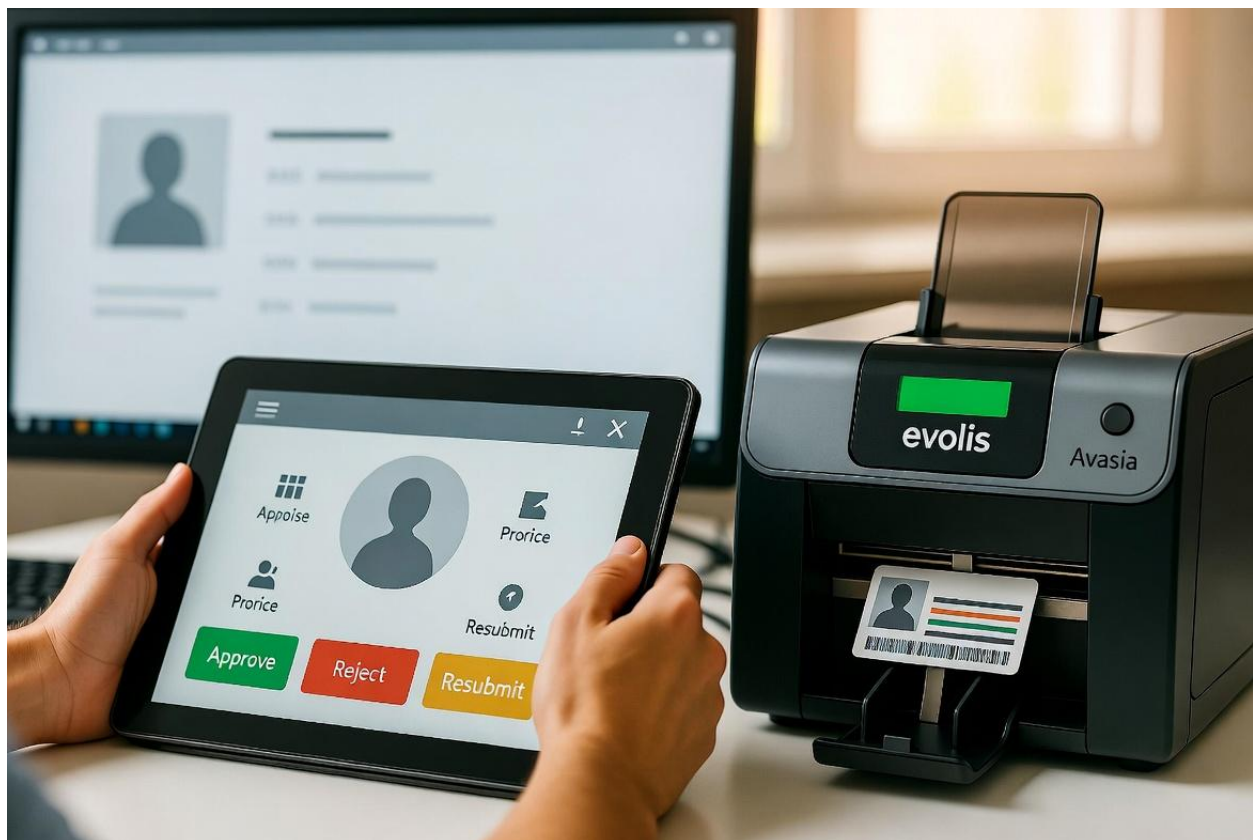
- Approve application.
- Reject application.
- Request resubmission.

Upon approval:

- Data is sent directly to the ID card printer.
- Card layout template automatically populated.
- ID card printed immediately.

Supported printers may include:

- Evolis Avasia



Step 7: Activity Logging & Audit Trail

Every action is recorded automatically.

Logged Activities

- Application submission
- Email notifications
- Approval/rejection actions
- Printing activities
- QR code generation
- Business card activation/deactivation
- Administrator login activities

Benefits

- Full audit trail
- Regulatory compliance
- Security monitoring
- Management reporting



Step 8: Automatic Digital Business Card Creation

Upon approval, the system automatically creates an online business card.

Online Business Card Information

- Name
- Designation
- Department
- Company
- Mobile Number
- Email Address
- Profile Photo
- Website
- Social Media Links (Optional)

Administrator's Options

Administrator can:

- ☒ Publish online
- ☒ Keep private
- ☒ Disable access anytime

This provides flexibility while maintaining corporate control.



Step 9: Automatic QR Code Generation

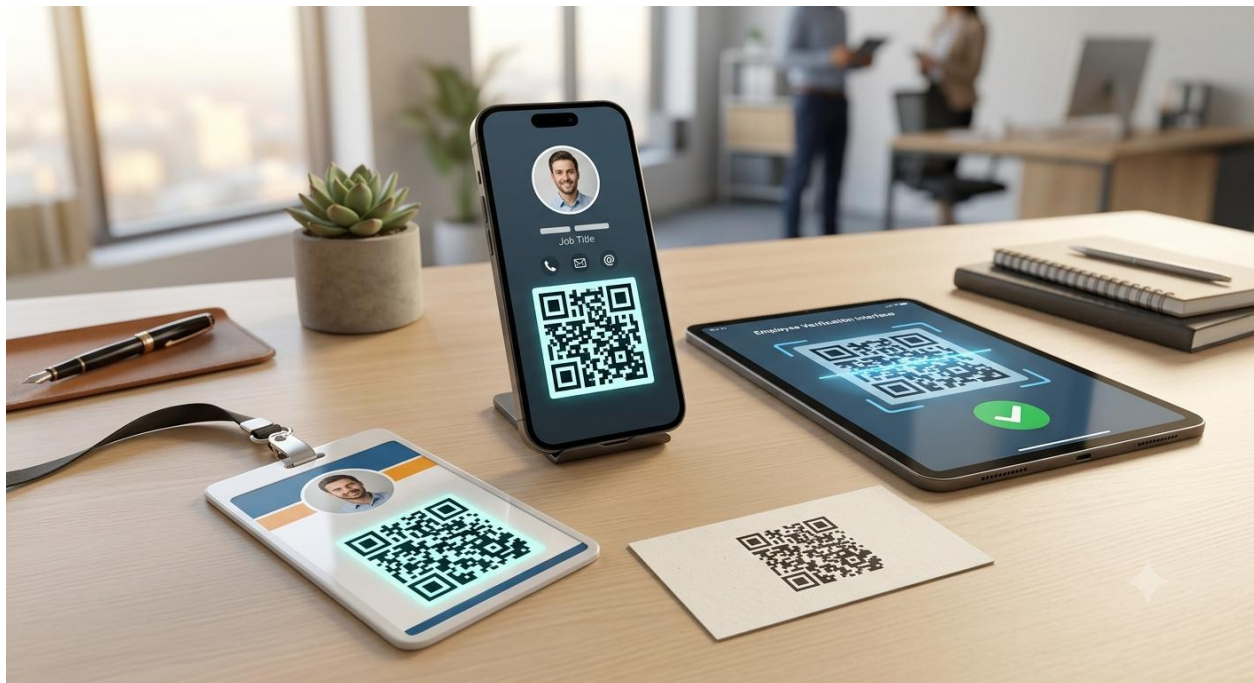
The system automatically generates a unique QR code linked to the employee profile.

QR Code Applications

- Display on ID card
- Access online business card
- Contact information sharing
- Employee verification

Benefits:

- Faster information sharing
- Reduced paper business cards
- Enhanced professional image



Step 10: Contractor & Temporary Pass Management

The same platform supports:

Contractor Cards

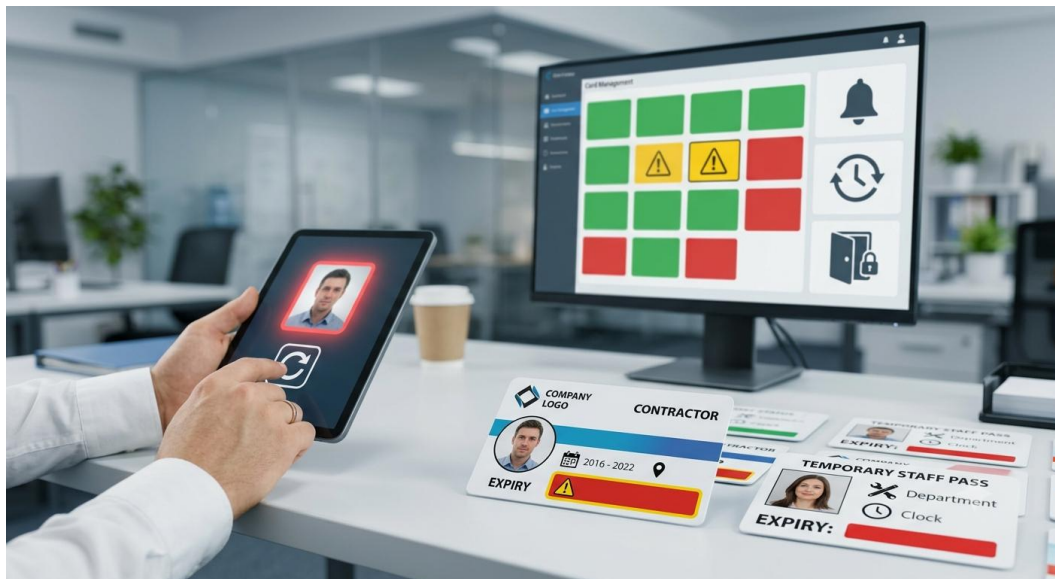
- Contractor company information
- Contract period
- Site assignment
- Expiry date

Temporary Staff Cards

- Temporary employment period
- Department assignment
- Access validity period

Features

- Automatic expiry monitoring
- Expired card alerts
- Renewal management
- Access control integration (optional)



Step 11: Future Expansion – Visitor Tracking Module

The platform can be expanded into a Visitor Management System.

Visitor Registration

- Pre-registration
- Walk-in registration
- Visitor photograph capture
- Host approval

Visitor Tracking

- Check-in/check-out tracking
- Branch/site tracking
- Visit history records
- Visitor badge printing

QR-Based Visitor Pass

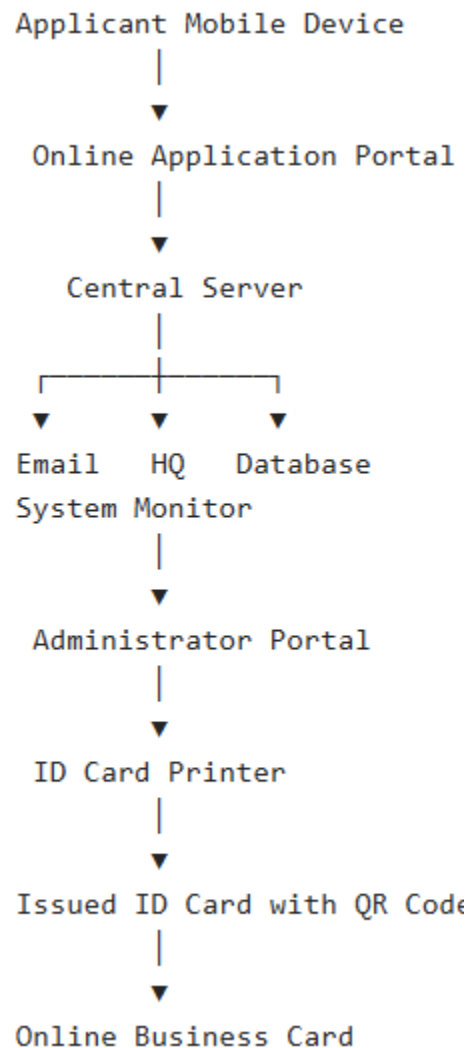
- QR verification
- Visitor identity confirmation
- Real-time visitor monitoring

This enables a unified identity management ecosystem across the organization.



System Architecture

AGen Centralized ID Card Management System is designed with a secure, scalable, and centralized architecture that streamlines the entire ID card application and management process across multiple branches and locations. The solution integrates a mobile web-based Applicant Portal, a Central Application Server, an Administrator Portal, and a Headquarters Monitoring Dashboard into a single connected ecosystem. Applicants can conveniently submit information and capture photos using their smartphones, while administrators review applications, manage approvals, and print ID cards through a centralized platform. Real-time synchronization, automated workflows, audit trails, and continuous monitoring capabilities ensure operational efficiency, data accuracy, security, and complete visibility for headquarters management across the organization.



Key Benefits

Operational Efficiency

- Faster card issuance.
- Reduced manual paperwork.
- Standardized workflow.

Digital Transformation

- Online business cards.
- QR-enabled identification.
- Paperless application process.

Enhanced Security

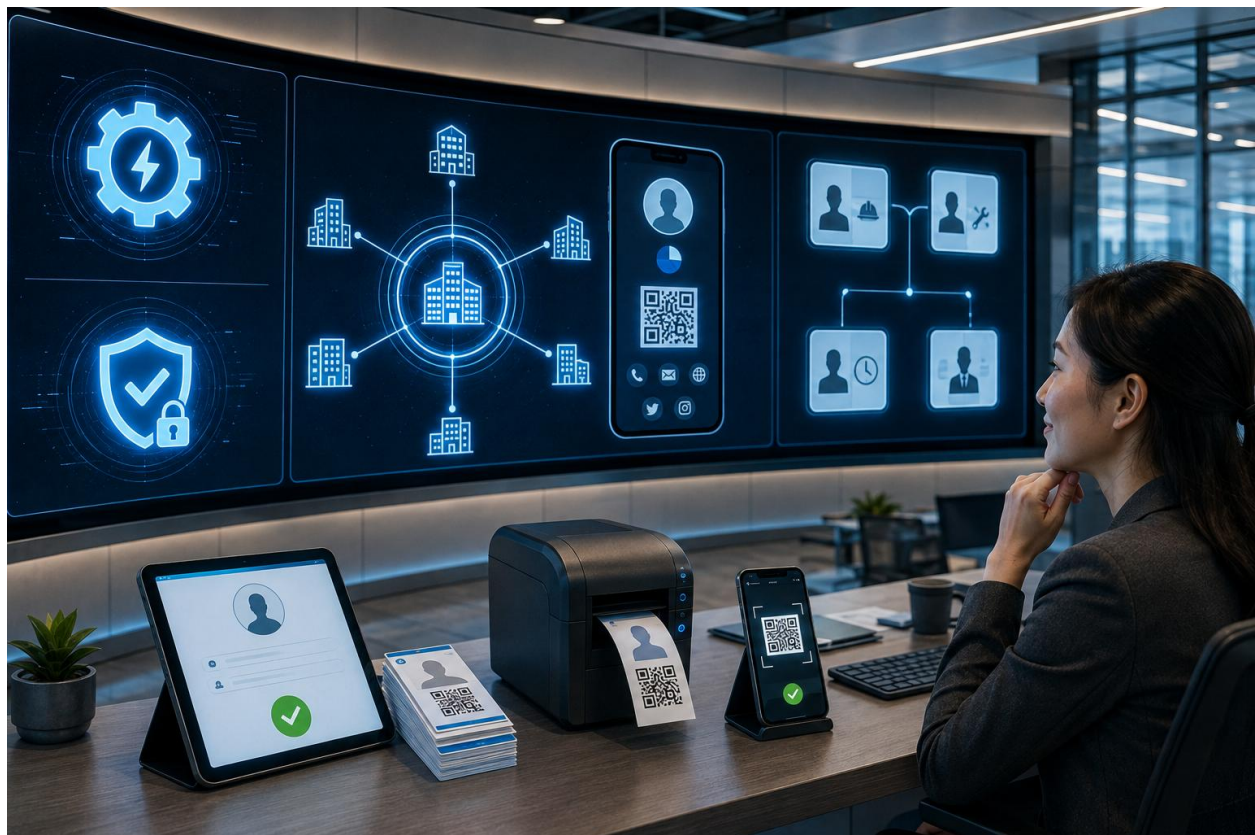
- One-time application access.
- Full audit trail.
- Controlled approval process.

Scalability

- Employee ID cards.
- Contractor badges.
- Temporary passes.
- Visitor management.

Centralized Management

- Single HQ monitoring platform.
- Multi-branch administration.
- Real-time status visibility.



Proposed Deliverables

Software Components

- Mobile Web Based Application Portal
- Central Application Server
- Administrator Management Portal
- HQ Monitoring Dashboard
- Digital Business Card Platform
- QR Code Management Module
- Activity Logging System

Hardware Integration

- Evolis ID card printer integration
- Monitoring workstation at HQ
- Optional visitor registration kiosk



Conclusion

The proposed Centralized ID Card Management Solution provides a secure, scalable, and fully digital platform for managing employees, contractors, temporary staff, and future visitor identification requirements across multiple branches and operational sites. By combining mobile self-service registration, centralized monitoring, automated ID card production, QR-enabled digital identities, and comprehensive audit capabilities, the organization will significantly improve operational efficiency, security, and corporate image while establishing a foundation for future identity and visitor management initiatives.

