capture solutions

gatepasscapture

Tracking assets in & out of site locations

www.capturesolutions.com

gatepasscapture

Assets are frequently relocated within and outside an organization's premises. Historically, paper-based gatepasses have been employed to authorize the movement of assets. The challenges associated with this approach revolve around the inefficiencies inherent in the paper-based format, creating opportunities for inadequate tracking and accountability, ultimately resulting in some cases of loss of assets.

Gatepasscapture aims to digitalize these processes, thereby establishing an efficient and streamlined workflow for the movement of asset gatepasses. This digitization provides a real-time overview of the gatepass movement, tracking its progress from one approval point to another.

1. Gatepass Request.
2. Verification & Approval
3. Exit (check for return date)

Goals

1. Establishing a transparent and auditable asset gatepass movement process by digitizing user footprints and signoffs.

2. Enhancing organizational efficiency using a digitized gatepass that allows users to monitor movements from different locations without the necessity to physically move around.

3. Implementing fraud deterrence using user-specific accounts for requests, approvals, and exit clearances.

4. Strengthening organizational commitment to creating a paperless environment by digitizing the entire gatepass request process.

capture solutions

www.capturesolutions.com

info@capturesolutions.com

+254 702 637 850

gatepasscapture

Access Levels:

1. Requestor

Primary level users can initiate gatepass requests, tracking the progress through the approval process. The requestor, tied to a specific department, can also handle returnable assets that were previously exited.

2. Departmental Approver

Secondary level users approve gatepass requests within their department, receiving email notifications for incoming requests. They have a comprehensive view of the gatepass process and can access daily approval and rejection reports. While they can also act as requestors, they cannot approve their own requests.

3. Global Approvers

Master level users, limited to system owners and designated individuals, can access and approve/reject all gatepass requests within the system.

System Lifecycle:

1. Gatepass Request

- A user initiates an asset gatepass request.

- The system identifies the user's department and notifies approvers in that department.

- The request enters the tracking area for the requester to monitor progress.

2. Physical Verification

- The system sends the request to the security team's mobile application.

- Personnel verifies the request, confirming assets match the request and taking photos.

- They approve or reject the request.

3. Departmental Approval

- After verification, departmental approvers receive an email notification.

- They log in, review the request with corresponding photos, and approve/reject.

4. Security Manager Approval

- Upon departmental approval, the security manager receives an email notification for final approval.

- After review, they approve or reject.
- Approved requests generate a digital gatepass sheet with information and signatures.

5. Exit Clearance

- Cleared by the security manager, the system sends approval to the application for final exit clearance.

- At the exit gate, a final check is performed, and upon clearance, the asset is allowed out.

6. Returnable Items

- For returnable assets, a due date is set.

- The system sends reminders as the due date approaches or passes, ensuring timely return.

capture solutions

www.capturesolutions.com

info@capturesolutions.com

+254 702 637 850

capture solutions

A better future through genuine verification & traceability tools

UK

info@capturesolutions.com

+44 20 8144 2209

Crown House,
27 Old Gloucester Street,
London, England,
WC1N 3AX

Kenya

ea@capturesolutions.com

+254 702 637 850

Valley View Office Park Block B
5th Floor City Park Drive,
Parklands, Nairobi, Kenya
P.O Box 76813-00620

Nigeria

ng@capturesolutions.com

+234 817 977 5237

Agungi Ajiran Road,
Lekki Penisula,
Lagos Nigeria

Côte d'Ivoire

ci@capturesolutions.com

+225 0759 164 909

Immeuble Pacy
(en face de la CGK),
7éme Etage, 8éme Tranche,
Angré, Cocody,
Abidjan, Ivory Coast
WC1N 3AX

www.capturesolutions.com