

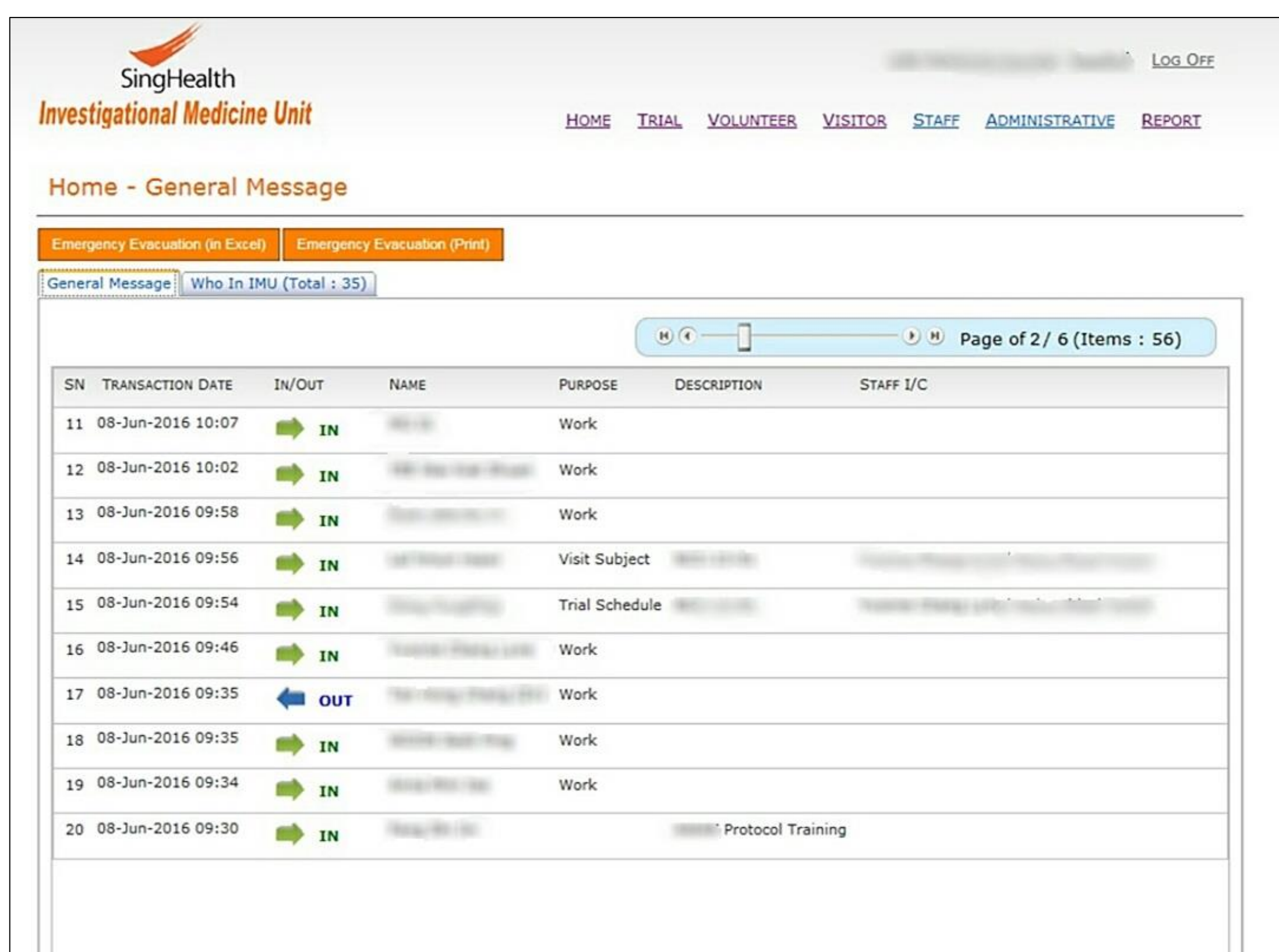


## - Building a 'Visitor Volunteer Management System'

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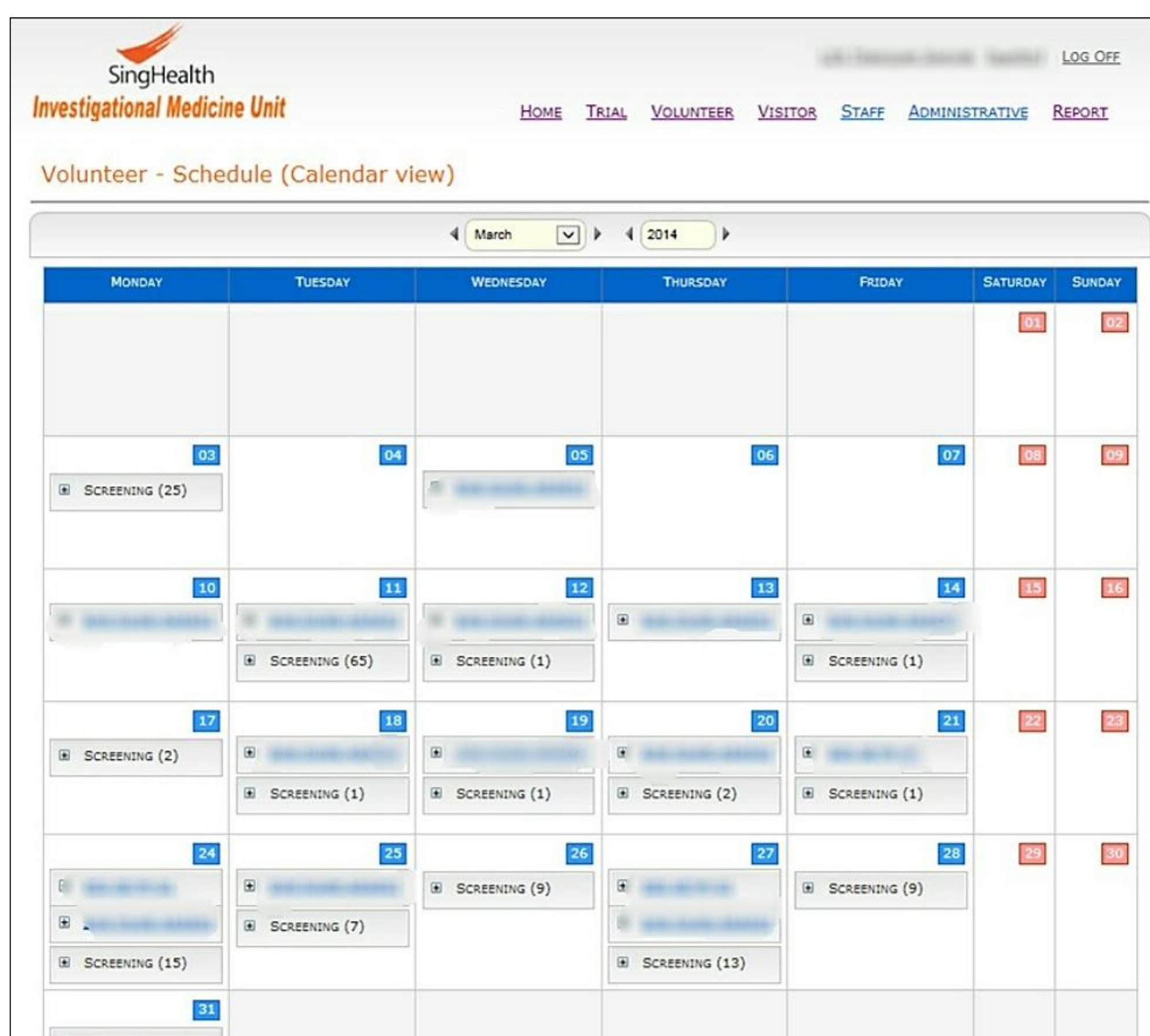
### INTRODUCTION

In previous years, registration of visitors and trial participants at IMU was manually recorded. This resulted in longer waiting time and a reduction in the efficiency of the registration process. To resolve these issues, IMU created the 'Visitor Volunteer Management System' (VVMS).

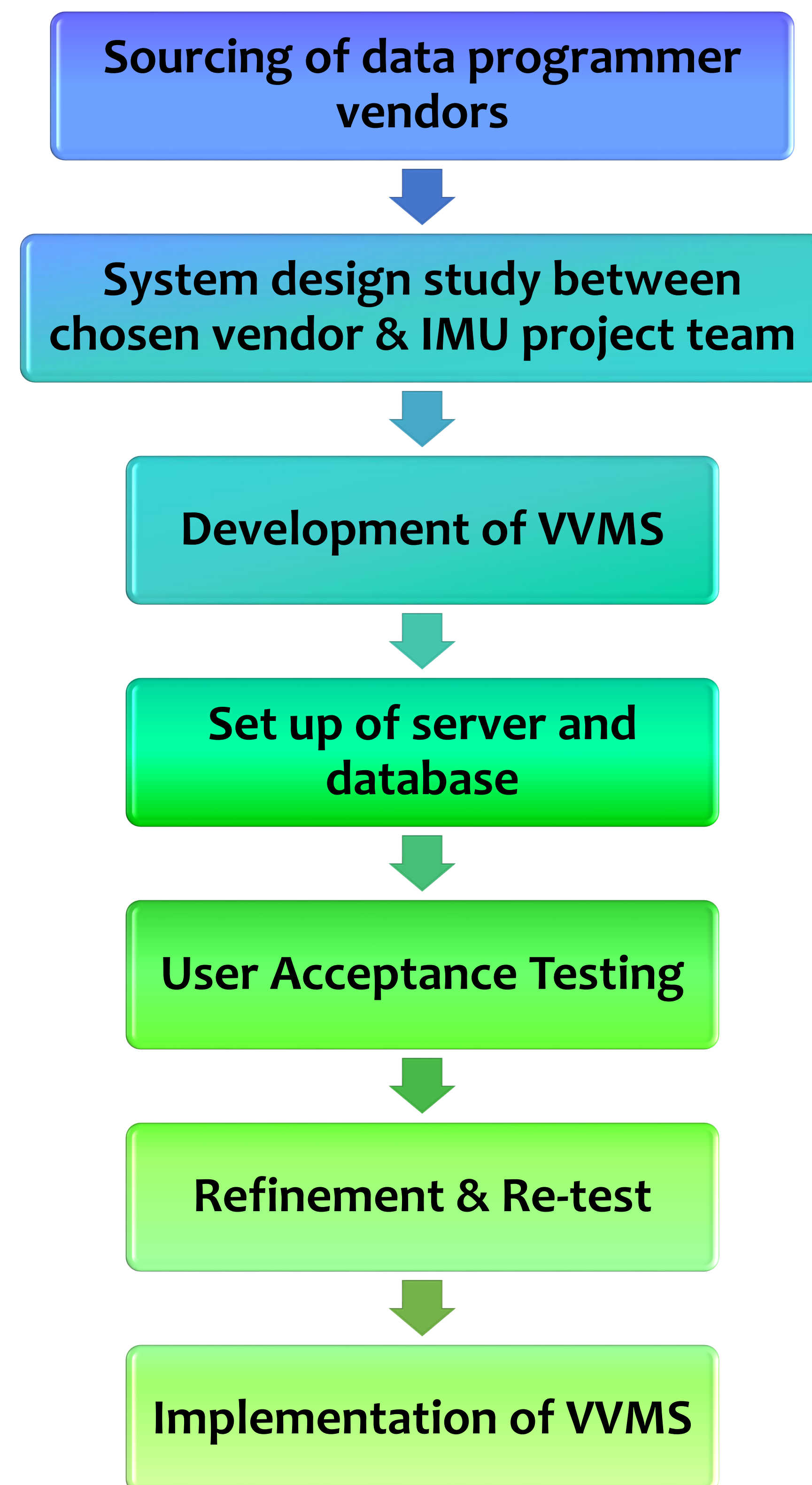


### AIMS

- To streamline and computerize existing manual processes of registering volunteers and visitors
- To track and manage volunteer data and information
- To generate standard/ ad-hoc reports
- To monitor the movement of all entrants in IMU

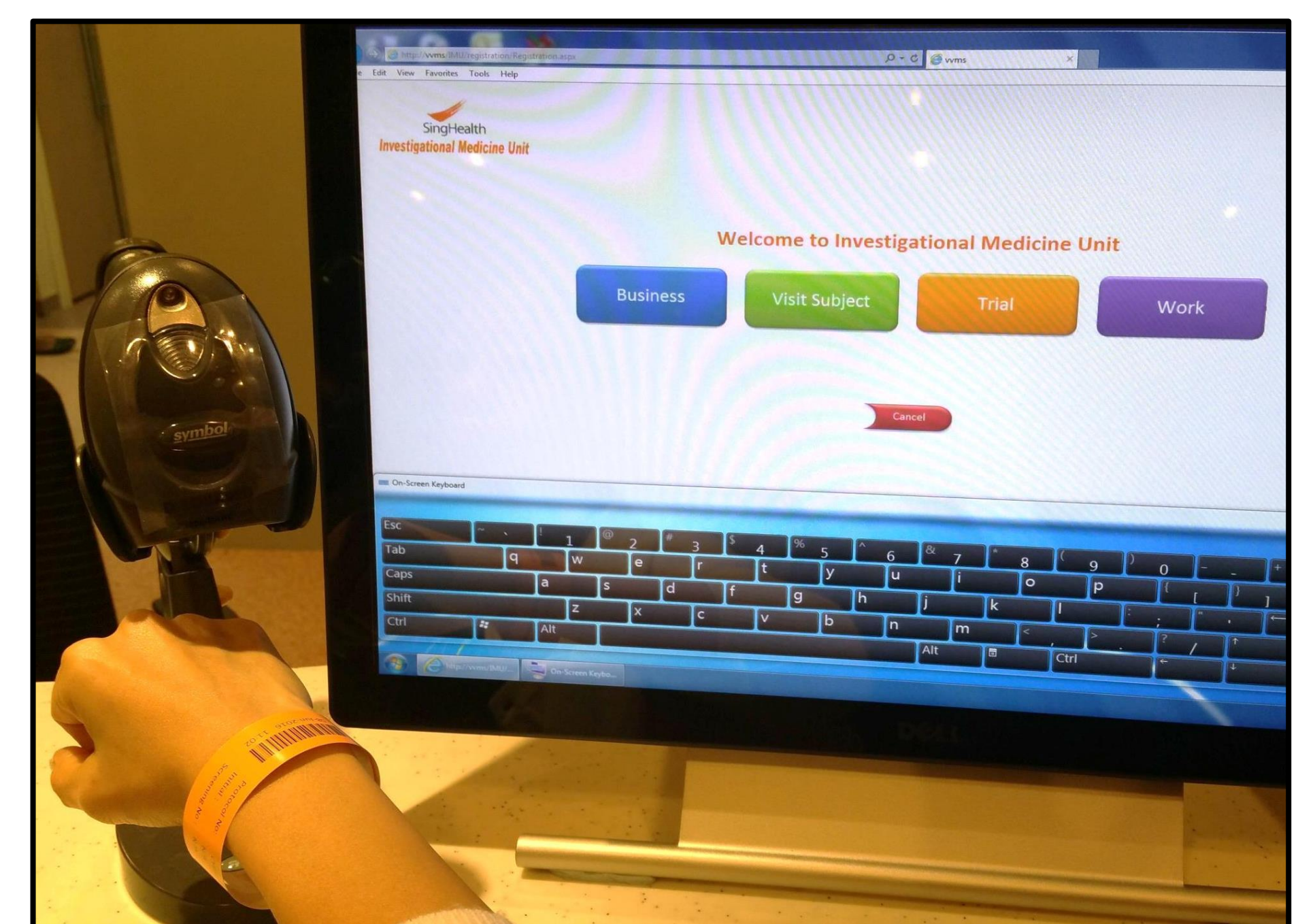


### METHODOLOGY

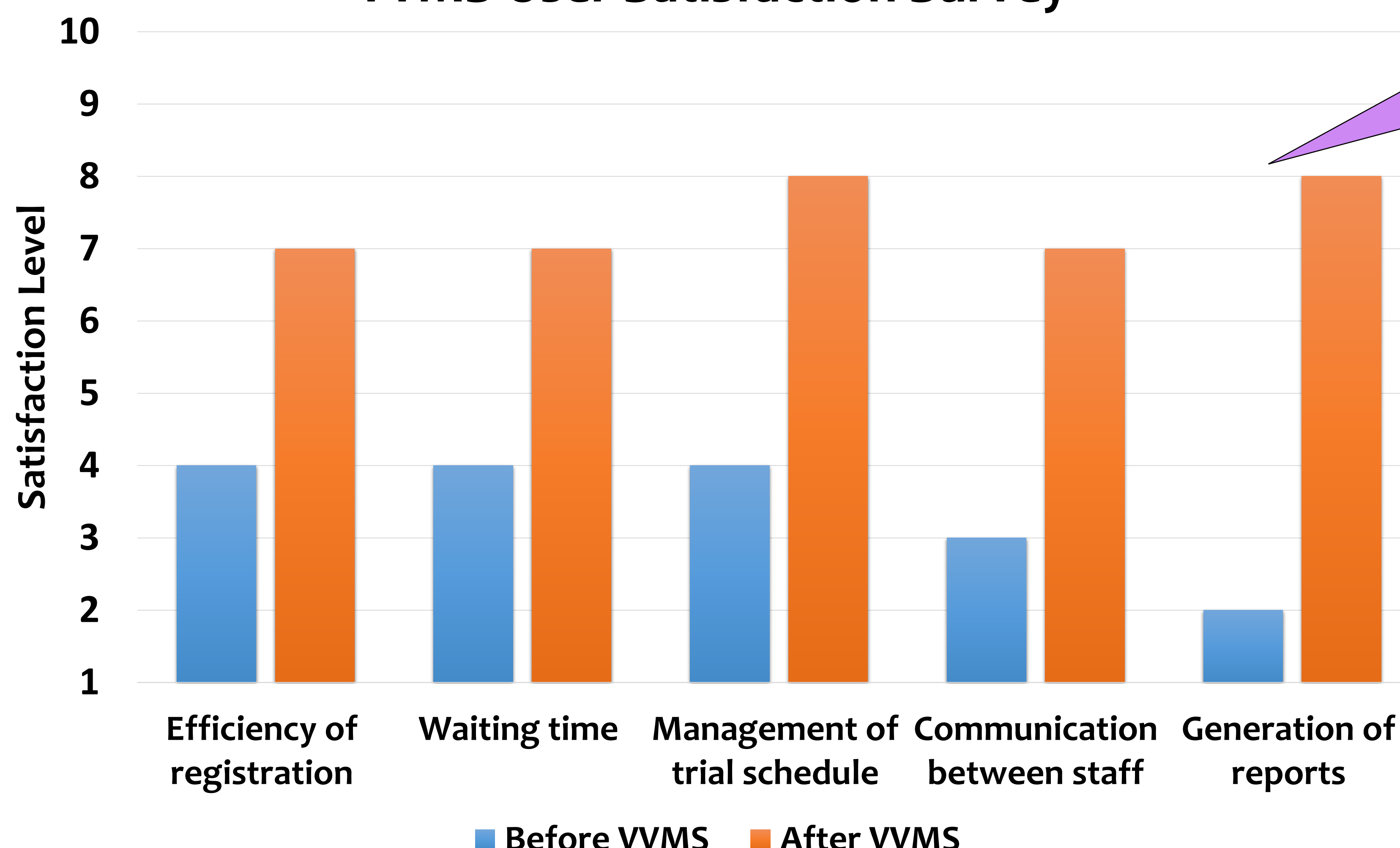


### Features of VVMS

- ✓ In-built calendar with appointments pre-keyed
  - Eradicates the need for verification with multiple staff for visitor entry to IMU
- ✓ Uses a barcode scanner system which reduces time taken for registration significantly
- ✓ Allows easy access to a protected healthy volunteer database
  - Categorizes volunteers according to trial criteria
  - Assists in quick recruitment for trials
- ✓ Able to view each volunteer profile on current and past trial participation
  - Prevents repeated enrolment into the same trial
- ✓ Accessible only to IMU staff, ensuring the integrity and confidentiality of information
- ✓ Able to easily generate customized reports for trial-related reports and movement tracking
- ✓ Able to instantly generate real-time reports of people present in IMU
  - Accounts for the number of people in IMU during times of emergency



### VVMS User Satisfaction Survey



We did a VVMS User Satisfaction Survey within IMU staff!



### RESULTS

With the implementation of VVMS, IMU staff are more satisfied with the improved efficiency of the registration process. Administrative work has been made easier and communication between staff has improved significantly.

### CONCLUSION

VVMS has improved efficiency of the registration process and also provides a one-stop platform to manage and recruit volunteers for trials effectively from the volunteer database.