

INTRODUCTION

Managing corporate lobbies is more challenging than ever. Security requirements have increased, along with demands by image-conscious management for faster visitor registration and more professional visitor badge systems. At the same time, visitor tracking and reporting are compromised by a lack of true real-time system integration. Visitor management software simplifies all of this by providing comprehensive functionality, optional hardware, and a selection of supplies that make it easy to implement a world-class lobby security solution.

AREA OF APPLICATION

- Company Offices
- Banks
- Schools
- Factories
- Hotels
- Hospitals
- Project Site

FEATURES & advantages

- Data Entry of visitor information (e.g. visitor name, company name, employee and department to be visited, purpose of visit)
- Search/Track visitor facility (Visitor id wise, visitor name wise, visiting date and time wise, employee and department visited wise, visitor's company wise)
- PRINT Badges in advance or upon arrival in seconds (Pre-register facility)
- Design format of badges for visitors and contractors as well.
- Badges with different color code to access different site areas
- Capture photos to print on badges*
- Thumb impression to prevent unwanted visitors having bad history*
- Add security using self-expiring badges
- Use Look-Out/Watch lists to alert reception of VIP's or unwanted visitors
- Integration with access control systems *
- Issue Temporary card to give access for restricted department
- Manage Address book of visitors
- Fastest Visitor login – logout process*
- Blocking and Unblocking facilities via thumb scanner*
- Material Checks and Entry which bring by visitor

More Advance Features (*):

1. **Photo Capture (using web camera):** Capture, store, and print visitor photos on badges to increase security and protect against unauthorized use.
2. **Thumb impression (using thumb scanner):** Capture and store visitor thumb impression to prevent unwanted visitors having bad history.
3. **Access Control Integration (using barcode scanner):** Integrated interface that allows real-time activation/de-activation of badges and the ability to designate access by date, time, and area.
4. **Internal Messaging:** It used to send messages to and from nodes inside the organization. This function will enable the employee/Official to punch the entries of pre destined visitors in the security gate log register, so that at the time the visitor arrives at the gate , he/she may be allowed after prior intimation to the concerned employee immediately. This two way communication shall be limited to the security official and employee/Official. This application shall be integrated with the Digital Image Capturing facility from one end ie. from the security gate.

(*) indicates Optional.

Modules

1. Visitor Registration

- a. ID Badge generation with Visitor Details & Photograph
- b. Visitor full details

2. Search Engine

Search engine refers to the facility which provides quick access to stored data. The search engine option is available in all the modules and enables the user to perform search for various fields of the module in all possible combinations.

3. Visitor Login Logout

- a. Visitor will swap his/her card in scanner (Barcode, Proximity or Thumb Scanner) when he/she enters or leave from company premise
- b. Software will record time stamp when Visitor swaps his/her ID-Card

4. Utilities

- a. Print/Reprint Visitor ID Badge
Immediate printing: This is when the details of a Visitor ID cards is entered with a photograph and then the card is printed immediately by itself.
- b. Assign/Extend ID-Badge validity
- c. Capture or Change an Visitor Photograph

5. REPORTS

- a. **Visitor Search Engine**
Search Engine refers to the facility which provides quick access to stored data, in case of Visitor search engine, user can search visitor on different fields such as date of visiting, Gender wise, department/designation wise, area wise visitor, Weekly/Monthly/Yearly visitors, Visitors for particular department etc...
- b. **Daily/Weekly/Monthly/Yearly Visitor summary**
- c. **Multiple visits summary**
- d. **Department wise summary**
- e. **Purpose wise summary**
- f. **Admin/User facility**
- g. **Lookout/watch list with photos**
- h. **Visitor Name wise detail information**
- i. **Visitor company wise detail information**
- j. **Black listed employee summary**
- k. **Visitor login/logout summary**