



SITE SECURE

*Security Management **Made Easy***

Visitor Registration Module

With the Visitor Registration module, visitors can be registered upon their arrival by the guard or receptionist or be pre-registered by the host or hostess or their designate and also by passing their drivers license through a scanner (4 seconds). These methods speed up entry and provide the visitor with an impression of the company's efficiency upon his/her arrival. Typical saving in time processing visitors is upwards of 1 minute per person. Visitors can be issued ID badges, printed self-adhesive badges or an electronic access card. The Visitors station can also be used to determine if the visitor needs an escort or is under a 'restricted access' order of any kind. It can also store a visitor's picture in the database for verification purposes. Records are kept in the database of the visitor's times and dates of entry and exits to a facility and their host's names. The visitor station will instantly inform the operator if a visitor has or requires, a security clearance level, requires a signature to gain access, is early or late for the appointment, as well as the type of 'identification deposit' required e.g. driver's license, passport etc., whichever is required in exchange for an electronic access badge.



Site-Secure - Visitor Registration

File Reports Restricted Access List Tools Help

Data entry view Attendance Log Visitors expected Visitor Registration Kiosk

Name: Tourville

First Name: Larry

Middle: R

Date of birth: 02/08/1967

Company Name: Site-Secure

Title: Dev Team

Telephone: 613-236-4206

Screening Level: Secret

Buildings / Sites: BUILDING A

Meeting Location: Rm 1103

Last Visit: 08/11/2004

Contact Name: Leger, Marcel

Contact Phone: 866-877-7773

Alt Contact Name: Gordon, Scott

Alt Contact Phone: 610-621-2816

Authorized By: M. Leger

Purpose Of Visit: Site-Secure Presentation

Details: Please escort Mr Tourville to the boardroom on arrival

Escort Required:

From: 08/11/2004

Till: 08/11/2004

Estimated Arrival Time: 12:00 (HH:MM)

Estimated departure time: 16:00 (HH:MM)

Badge Issuance:

Access card list: Visitor Badge

Badge Style: Temporary

Parking Area: MAIN

Make / Color: Civic Red

Plate #: 749-LBZ

State: FLA

USA

Scan License

Scan Business card

Scan Invitation

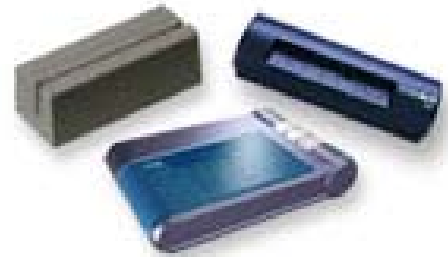
Advance Print

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New Search Save Delete Sign in Sign out Exit

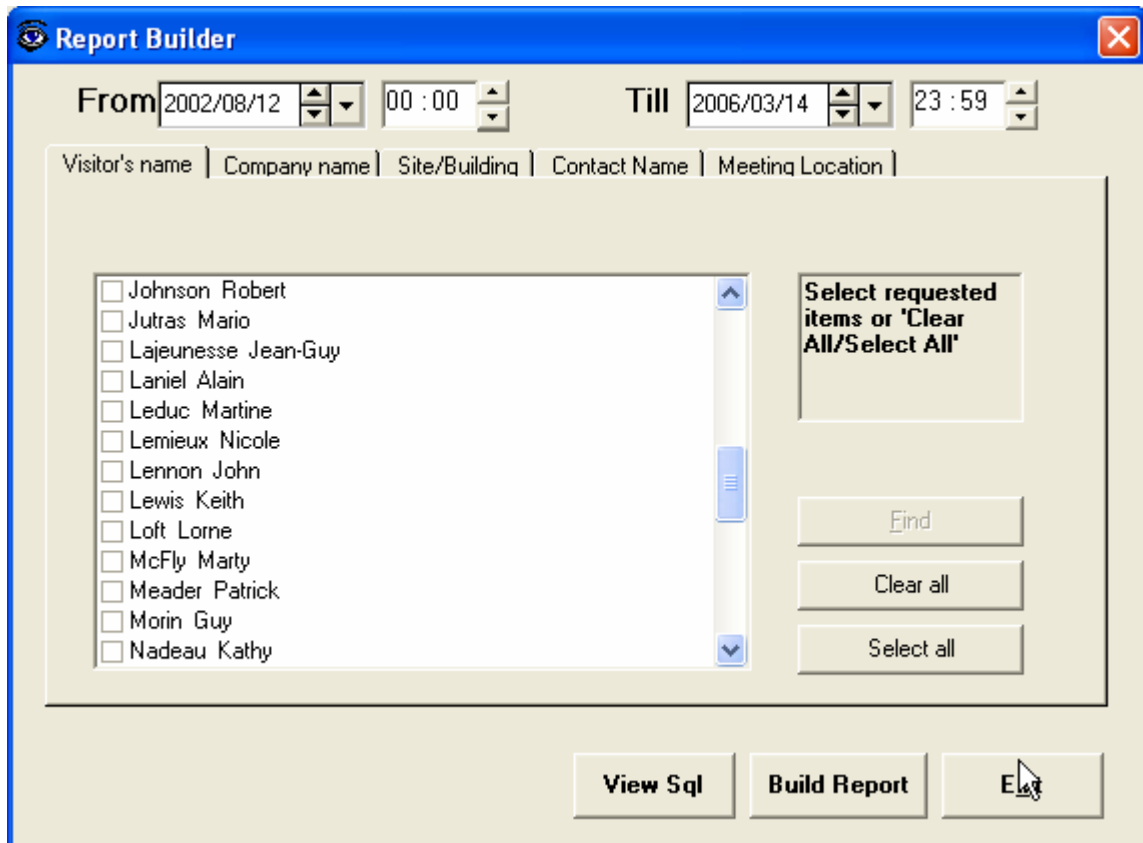
Features

- Ease of use
- Reduce wait times on arrival
- Improve corporate image
- Registration of all visitor arrivals and departures
- Scan driver's licenses and extract picture and credentials
- Business card scanner integration.
- Scalable for Stand alone single systems to International multi-tenant systems
- Direct integration to Restricted Access List for instant alert notification
- Integrated to Emergency Broadcast System
- Issue self-adhesive badges or electronic access cards
- Direct integration to Access Control or HR systems for Employees listings
- Photograph and/or signature capture of visitors
- Real time listing of visitor count and status in facilities
- Security Escort requirements (if any),
- Lists of acceptable identification requirements for admission to facility
- Special greeting instructions
- Email notification of guest arrivals
- Muster report for attendance log
- Alerts notification on guests exceeding departure time
- Custom reports integration
- Custom query integration
- Electronic signature capture for non disclosure agreements
- Kiosk for self registration
- Prohibited items list
- Personal items list
- WEB based pre-registration of Visitors



Extensive report capabilities

With the Site-Secure Report Builder, an almost infinite number of reports can be generated for data analysis and statistical reporting.



Also included are built-in “quick reports” such as:

- Muster reporting
- Today's expected Visitors
- Today's Visitor parking privileges
- Visitor No Shows
- Non Returned badges
- Attendance lists
- Summary counts by Site
- Attendance reports grouped by company
- Attendance reports grouped by Site
- Access card issuance
- Total visitors per day, week, month
- Total visitors to a department, Site, Host
- List of visitors who required escorts and time involved
- User defined custom reports
- Repeat visitors
- Multiple sort orders for report printing

Visitor Pre-Registration WEB Based

Web based pre-registration over the internet or intranet days or weeks in advance of appointment using a simple data entry form.

Provide instructions to the entrance desk about who to notify and where to direct the visitor upon arrival.

Site-Secure can improve the corporate image and reduce wait time at entrance desks.

The screenshot shows a web browser window titled "Site-Secure -- Visitor Pre-Registration - Microsoft Internet Explorer". The address bar shows "http://localhost/sitesecure33r1/VisitorPrereg.aspx". The page header includes "Site-Secure", "Visitor Pre-Registration", "sysmgr", and language options "[English]" and "[Français]".

The main form area contains the following fields and controls:

- Family name:
- First Name:
- Middle:
- Company Name:
- Title:
- Telephone:
- Contact Name:
- Contact Phone:
- Alt Contact Name:
- Alt Contact Phone:
- Site:
- Meeting Location:
- From: 2008 May 12
- Till: 2008 May 12
- Estimated Arrival Time: 08 : 57
- Estimated departure time: 00 : 00
- Purpose Of Visit:
- Details:

At the bottom of the form are four buttons: , , , and .

The browser status bar at the bottom shows "Done" and "Local intranet".