VISITOR MANAGEMENT

OVERVIEW

WInDSX offers a seamless approach to Visitor administration and management. Visitors can be added, assigned badges (with or without photo ID), and tracked throughout their time at the secure facility. Reports can be generated to reveal the purpose and timing of their visit.

SCHEDULED VISITORS (GUESTS)

Creating a "Scheduled Visitor Company" can aid in the administration of Visitors. Upon arrival, each visitor's name is entered in the Scheduled Visitor Company along with information in the Notes field including the time, date, reason for the visit, and Card number if issued.

REPORTS

Visitor Added to System Report is available and includes the Visitor Name, Time and Date of arrival, Card number if issued, reason for visit and the Operator that added them to the System.

Visitor Card Use can be reported by individual or by group.

VISITOR BADGING

- A Visitor Badging Station can be established with a Camera, Enrollment Reader, Deactivation Reader, Card Printer and Workstation running WinDSX.
- The Operator login for Visitor Administration defines what is permissible at this Workstation. Operators may be limited to any or all of the following:
    - Visitor Management only - Can add or edit information only for Visitor Card Holders.
    - Adding a new "Here to Visit" name to the Visitor Card Holder.
    - Add or delete codes for a Visitor Card Holder.
    - Assign Visitor designated Access Levels and Linking Levels to the Visitor Card.
    - Working only with Visitor Card Holders.
    - Running Reports on Visitors.
    - Seeing real time Card traffic from enrollment readers.
- Badges may include Photo ID or may not include a photo.
- Can be printed on any Windows™ compatible printer.
- Can visually indicate that guest is Visitor, Vendor, or that an escort is required while on the premises.
- Predefined Visitor Groups can be assigned predetermined badge layouts so the appropriate badge is printed based on the Visitor's assigned Group (Company).
- Access card can be granted with the photo ID or separately.

Visitor Access

If an Access Card is issued, the Cards use can be limited in any of the following ways

- Start Time
- Length of time the Card remains valid (15 minute increments)
- Date
- Door
- Number of Uses
- Access levels for Visitors can be constructed to limit not only the Doors they can access, but also the times and dates access will be granted at those Doors. The Access Levels may be defined to be the only levels available to be assigned to Visitors.
- Entry/Exit readers can automatically deactivate the access Card.
- Deactivate Readers may also be placed inside a Drop Box so that when the Card is dropped into the box, it is read and deactivated.

DSX Visitor Management

- Provides an automated Logbook of Visitors including Name, Date and whom the Visitor Contacted.
- Allows a Visitor to be entered into the System as a Visitor for Data tracking or Photo ID purposes without assigning the Visitor a Card or Code.
- May allow Card Holders to be assigned with a Visitor designation.
- May restrict the Access Levels that may be assigned to Cards issued to Visitors.
- Option on Access Levels that will designate Access Level as Visitor assignable.
- During enrollment of a Visitor, the Operator has access to an online search engine that allows the Operator to produce a view of all names in the query and select the name of whom is being visited by a point and click method.
- System creates an event for the History transaction including the:
  - Date and time the Visitor is added.
  - Who the Visitor is there to see.
  - Operator who added the Visitor to the System.
  - Card or Code assigned to the Visitor (Optional).
- Once a Visitor is enrolled in the System, the Operator is able to recall that Visitor's Card Holder file upon the next visit and utilize the search engine query to point and click on the name of the person being visited on this occasion. The System creates a transaction with the Visitors Name and who they were to visit on this date.
- Allows the designation of any Reader to deactivate the Visitor Card after use at that Reader. The System logs the return of the Card to History.
- Visitor designation may be used in searches and reports.
- If a Visitor is assigned a Card/Code, the System will optionally trace the Visitor's Card use.
- Code Tracing is selectable by Card Holder and by Reader. Any code may be designated as a Traced Code with no limit to the number of codes that can be traced.
- Any Reader may be designated as a Trace Reader with no limit to the number of Readers that can be used for Code Tracing.
- When a Traced Code is used at a Trace Reader, the Access Granted Message that usually appears on the Workstation Monitor window is highlighted with a different color than regular messages. A short singular beep occurs at the same time the highlighted message is displayed. The Traced Card Holder image (if it exists) appears on Workstation when used at a Trace Reader.

If a more extensive Visitor Management System is required, the DSX Partners page at www.dsxinc.com offers several options for integration with the DSX System.
http://www.dsxinc.com/partners.html