



DSX Access Systems, Inc.

Visitor Management

WinDSX Visitor Management

Administration of Visitors is a seamless feature of the WinDSX System. Visitors can be added to the system and tracked through the secure premises. Reports can be generated showing the Visitors card use and who they came to visit. Just as with most features in WinDSX, Visitor Management can be implemented and deployed in different ways.

Scheduled Guests are added into the system and placed in the Scheduled Guest Company. What Time and Who they are to visit is "noted". When the Guest arrives, they are looked up and placed in the Visitor Company. Who they are there to visit is also recorded. The Visitor can be given a Photo or Non-photo ID that can be printed on any windows compatible card printer. Visitor Badges can be constructed to visually indicate the holder is a Visitor, Vendor, or that they must be escorted. They can also be issued an access card that is separate from the Photo ID or one in the same. Predefined Visitor Groups can be assigned predetermined badge layouts so that the appropriate badge is printed based on the group (Company) the Visitor is placed in.

A visitor, if issued an access card can have limited access based on time, day, door, and the number of uses. Predefined access levels can be constructed with the Visitor in mind, restricting their access. These Access Levels can be defined so that they are the only levels that can be assigned to Visitors. The cards can be set with limitations on the doors they will open and during what hours and on what days. The card can be set to work in increments of 15 minutes. They can also be limited by the number of uses. A reader that the visitor uses, when they return to the Entry/Exit can automatically deactivate the card. This reader can be placed in a receptacle (drop box) so that that when the card is dropped in the box it is read and deactivated.

Visitor Badging Stations can be set up with an enrollment reader, a deactivation reader, camera, card printer and Workstation running WinDSX. The Login used for Visitor administration defines what is possible at this Workstation. The Operator can be restricted to Visitor Management only which limits them to adding or editing only those cardholders that have a visitor designation, adding a new "Here to Visit" persons name to the visitor cardholders, adding or deleting codes to a Visitor designated Card Holder, and assigning visitor designated access levels and linking levels to the visitor card. They can be limited entirely to working with Visitor designated card holders, running reports on visitors and even limited to seeing real time card traffic from enrollment readers only.

When the Visitor is added into the system the Time, Date, and Who they are visiting is recorded into the Notes field of that Visitor. A "Visitor Added to System" report that can be run which includes the Time, Date, the Visitors Name, the Card number they were given if given one, and Who they were there to visit, and Operator that added them into the system. Visitor card use can also be reported by individual or by group.

The DSX Visitor Management Feature performs the following functions:

1. Provides for an automated Logbook of, visitor name, date and whom visitor contacted.
2. The System shall allow a person to be entered into the system as a visitor, for data tracking or photo ID purposes without assigning that person a card or code.
3. The system shall have a means of allowing cardholders to be assigned with a visitor designation.
4. The system shall be able to restrict the access levels that may be assigned to cards that are issued to visitors.
5. There shall be an option on access levels that will designate an access level as visitor assignable.
6. The system shall utilize an online list that during enrollment of a visitor the operator will have access to a search engine that will produce a view all names in the query and by point and click method select the name of whom is being visited.
7. The system shall create an event for the history transaction as to the date/time the visitor was added and to whom they were to visit along with who added them to the system, and the card they were optionally given.
8. Once a visitor is enrolled in the system upon the next visit the system shall allow the operator to recall that visitors' cardholder file and by utilizing the search engine query, point and click on the name of the person being visited on this occasion. The system shall create a transaction with visitors name and whom they were to visit on that date.
9. The system shall allow designation of any reader as one that deactivates the card after use at that reader, and logs to history as the return of the card.
10. The system shall have the ability to utilize the visitor designation in searches and reports.
11. In the event the Visitor is given a Card/Code the system shall optionally trace that visitor's card use.
12. Code Tracing is selectable by cardholder and by reader. Any code may be designated as a Traced Code with no limit to how many codes can be traced. Any reader may be designated as a Trace Reader with no limit to which or how many readers can be used for Code Tracing.
13. When a Traced Code is used at a Trace Reader the Access Granted Message that usually appears on the Monitor window shall be highlighted with a different color than regular messages. A short singular beep shall occur at the same time the highlighted message is displayed on the window. The traced cardholder image (if image exists) shall appear on workstations when used at a trace reader.

When the customer's requirements exceed the features of the DSX visitor management system there are several integrated solutions to choose from. Please Check the Integration Partners Page on the DSX Website. <http://www.dsxinc.com/Partners.htm>