Visitor

Support

- Uses Existing Desktop Infrastructure
- Easy Installation and Deployment
- OnGuard BadgeDesigner
- Photo/Signature Capture
- Bulk Sign-In/Printing
- Prescheduled Visits
- Group Enrollment
- Employee Host Assignment Function
- Single Click Sign-In/Sign-Out Process
- Assign Visitors Access to Secured Areas
- Multiple Page, User-Definable Field Support
- Customized Visitor Badge Layouts
- Visitor Tracing
- Business Card Scanner Interface
- Track Scheduled versus Actual Visit Times
- Send E-mail to Hosts Upon Visitor Arrival
- Biometric Capture and Encoding

Reports

- Daily Visitors
- Visitor Activity
- Visitor Arrival and Departure Times
- Custom Reports
- Additions and Changes to Visitor Record

Benefits

- Reduced Total Cost of Ownership
- Streamlined Data Collection and Management

Advanced Visitor Management

OnGuard Visitor is a dependable and cost-effective visitor management application that enables an organization to manage and track visitors throughout its facilities, using standard desktop technology. Whether it is implemented as a standalone system or seamlessly integrated with other OnGuard application modules to create a total security management environment, OnGuard Visitor offers unlimited flexibility by allowing IT and security managers to further capitalize on the existing IT investments made in their facilities.

Visitor Enrollment

Visitors can be quickly and efficiently enrolled into the system. Prior to a guest's arrival, an OnGuard operator can enter pertinent visitor data into the system, assign an employee host to the visitor, assign active date ranges for the person's scheduled visits, optionally capture the visitor's photo and signature, and assign access privileges to the visitor. Then, upon arrival, the visitor can be signed in with a simple mouse click, a guest badge can be printed for the person, and the employee host can be notified electronically. For large groups, OnGuard Visitor provides bulk sign-in and printing capabilities.

OnGuard Visitor also offers the ability to enroll in advance both visitors and their upcoming visits. Visitor information can be either imported into the system or manually entered from any licensed desktop within the organization. Employee hosts can be preassigned at the time the visit is scheduled, and a printed badge can be ready for the guest upon arrival.

User-Definable Visitor Fields

A system administrator can customize OnGuard Visitor's data entry forms to meet an organization's unique data requirements. New fields can be added, existing ones modified, and unwanted fields deleted on multiple pages of visitor forms. Name, company represented, vehicle information, employee host, and reason for the visit are just a few of the fields that can be created.
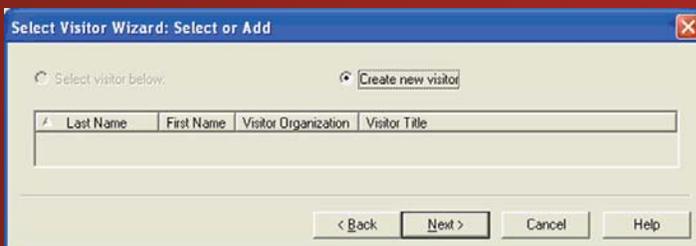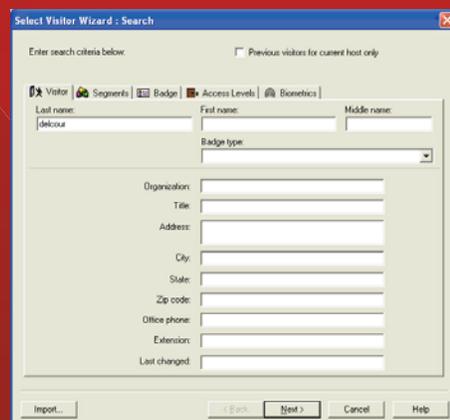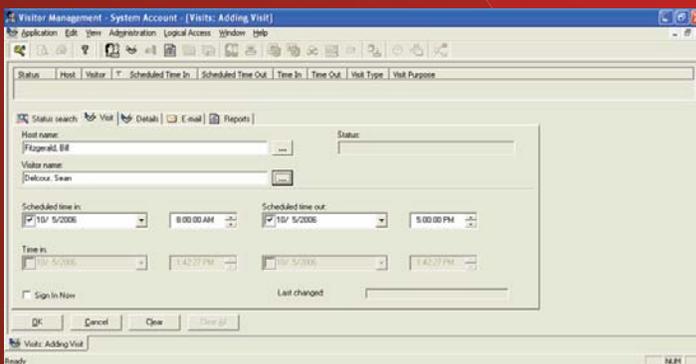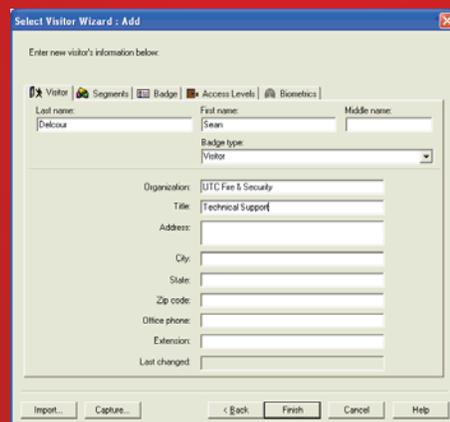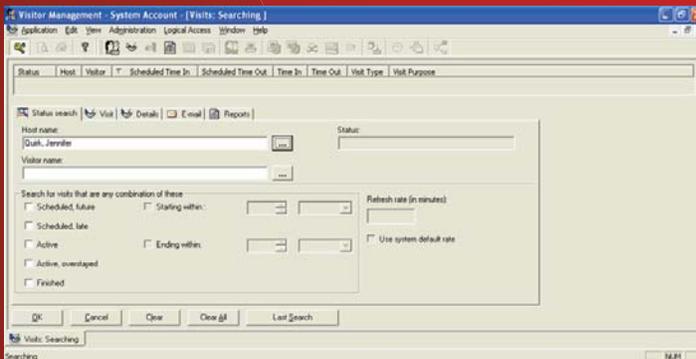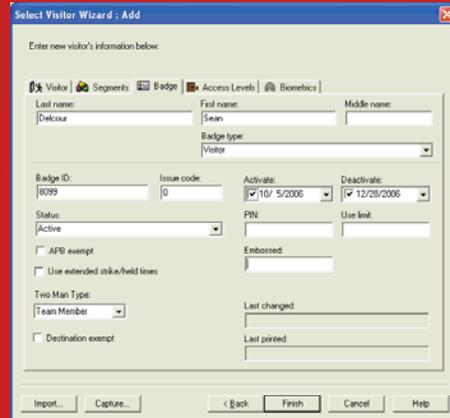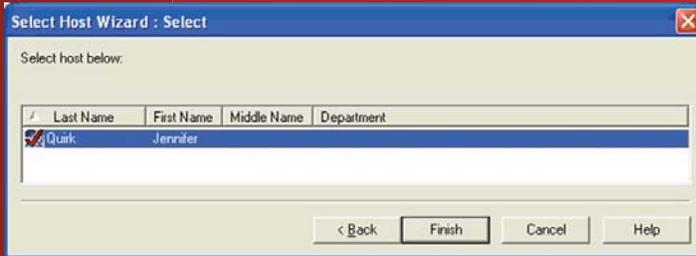
Visitor and Visit Tracking

OnGuard Visitor provides detailed visitor and visit tracking mechanisms. OnGuard system administrators can track visitors scheduled arrival and departure times against their actual in and out times. If a visitor has been assigned access rights to card readers, system operators can tightly track the visitor's movement throughout the facility using the OnGuard Alarm Monitoring application. OnGuard Visitor can be integrated with OnGuard VideoManager, allowing administrators to link digital video clips to visitor activity.

Advanced Visit Activity User Interface

OnGuard Visitor provides an advanced Visit Activity Status user interface. This interface displays a list of all visits that are due to occur and/or are due to expire within a user-defined period of time. It also shows the current status of all active visits in the system. The Visit Activity Status UI refreshes updated information in user-defined increments, providing receptionists and guards at visitor checkpoints with up-to-the-minute information related to all system visit activity.

Required Applications

- OnGuard ID CredentialCenter

Complete Reporting Capabilities

OnGuard Visitor has complete reporting and auditing capabilities. All visitor transactions and movements that occur throughout the facility are recorded and stored in a detailed audit trail. All additions and changes to visitor records are also tracked by the system. Standard reports include Daily Visitors, Visitor Activity, and Arrival and Departure Times, among others. Custom reports can also be produced using industry standard report writers.