

Lenel OnGuard® Visitor™



Advantages & Benefits

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 existing IT investments in their facilities.

Visitor Enrollment

Using the OnGuard Visitor application, 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, and a guest badge can be printed for the person. For large groups, OnGuard Visitor provides bulk sign-in and printing capabilities.

User-Definable Visitor Fields

A system administrator can customize OnGuard Visitor's data entry forms to meet the unique data requirements of his or her organization. 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.

Prescheduled Visits

OnGuard Visitor 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 in 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 his or her arrival.

Visitor and Visit Tracking

OnGuard Visitor provides detailed visitor and visit tracking mechanisms. OnGuard system administrators can track a visitor's 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 module. OnGuard Visitor can even be integrated with the OnGuard Video application module, allowing system administrators to link digital video clips to visitor activity.

Advanced Visit Activity User Interface

OnGuard Visitor provides an advanced Visit Activity Status user interface. The Visit Activity Status UI displays a list of all visits that are due for arrival 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 in user-defined increments with updated information, thereby furnishing receptionists and guards at visitor checkpoints with up to the minute information pertaining to all system visit activity.

- ▶ Windows 2000/XP Compatible
- ▶ Open Architecture Design
- ▶ Uses Existing Desktop Infrastructure
- ▶ Client/Server Architecture
- ▶ Web Client Support
- ▶ Advanced Visit Activity Status UI
- ▶ Easy Installation and Deployment
- ▶ Concurrent Licensing
- ▶ Reduces Total Cost of Ownership
- ▶ 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
- ▶ Complete Reporting Capabilities
- ▶ Integrated E-mail Notification
- ▶ Visitor Tracing Feature
- ▶ Business Card Scanner Interface
- ▶ Track Scheduled versus Actual Visit Times
- ▶ Seamlessly Integrates into an OnGuard
- ▶ Total Security Knowledge Management Solution™

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Always OnGuard™

Total Security Knowledge Management Solution™

The screenshot shows the 'Cardholders' window in the OnGuard Visitor software. The window title is 'Cardholders' and it has a menu bar with options: Cardholder, Segments, Badge, Access Levels, Biometrics, Visits, Assets, Directory Accounts, and Guard Tc. The main area contains fields for: Last name (Lake), First name (Lisa), Middle name (A), Cardholder ID (123456789), and Badge type (Employee). There is a photo of Lisa Lake and a signature. Below this is a table of 'Allowed visitors' with columns: Name, Scheduled Time In, Time In, and Scheduled Time Out. The table lists several visitors, with 'Greene, John L.' selected. At the bottom, there are buttons for 'Sign In', 'Sign Out', 'Find Visitor', 'Search', 'Add', 'Modify', 'Delete', 'Print', and 'Encode'. A status bar at the bottom right shows '1 of 1'.

Name	Scheduled Time In	Time In	Scheduled Time Out
Basner, Joseph P	11/6/2001 10:15:00 AM	11/6/2001 10:23:48 AM	11/6/2001 5:00:00 PM
Smith, Tina Marie	11/6/2001 10:15:00 AM	11/6/2001 10:20:05 AM	11/6/2001 5:00:00 PM
Greene, John L	11/6/2001 10:15:00 AM		11/6/2001 5:00:00 PM
Turner, Mary M	11/7/2001 10:00:00 AM		11/7/2001 5:30:00 PM
Myers, Scott N	11/7/2001 10:00:00 AM		11/7/2001 5:30:00 PM

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.

Reduced Total Cost of Ownership

OnGuard Visitor helps reduce an organization's total cost of ownership. Because OnGuard Visitor employs current IT standards and an organization's existing desktop infrastructure, managers do not need to learn and maintain new technologies in order to effectively implement and operate this powerful visitor management system. OnGuard Visitor is scalable and able to expand as a business' visitor requirements grow.

Integration with E-Mail Systems

OnGuard Visitor is seamlessly integrated with industry leading e-mail systems, including Microsoft Outlook. When entering a visit into the system, OnGuard system operators can have an e-mail message automatically sent to one or more employees, informing them of the visitor's arrival (or scheduled visit), and providing them with other pertinent information.

OnGuard BadgeDesigner™

Using OnGuard BadgeDesigner software, system operators can quickly and efficiently create professional, high quality badge layouts, incorporating text, colors, graphics, shapes, photos, logos and barcode badge elements. OnGuard BadgeDesigner™ offers enormous flexibility and power with a straightforward user interface.

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Lenel Systems International, Inc.
1212 Pittsford-Victor Road Pittsford NY 14534 USA
[tel] +1.585.248.9720 [fax] +1.585.248.9185 [web] www.lenel.com