

OnGuard Visitor Management

Integrated Front-Desk, Kiosk, and Host Registration
System for Visitors



Reasons to Re-think Visitor Management



Have a Record of Who's in Your Building

- Compliance Adherence: Sarbanes-Oxley / HIPPA / CFATS
- Avoidance of Legal Liabilities, failure to provide a safe work environment is harder to prove if a company has a taken steps to provide Visitor Management control.
- A company's intellectual property may be available to any visitor who finds himself in the right place



No One Else Should Know Who's in Your Building

- Paper visitor logs are an invaluable source of information and can easily be stolen or copied
- In a multi-tenant facility privacy concerns can create liability for a landlord



Many of Your Visitors are Customers

- Having the ability to allow a visitor to self check-in leaves a High-Tech impression with customers
- In the event of an emergency you have the responsibility to ensure all employees and visitors are safe



Some of Your Visitors May Not Be Friends

- Visitor Pre-Enrollment via Microsoft Outlook integration or an internal webpage can be a significant security improvement since all visitors must be invited by an employee
- Visitor Management Systems also allow for a users to require visitors to execute a legal document such as an NDA or General Release.

Great visitor management is welcoming guests while *Securing companies* from outside visitors



Host
Enroll



Employees can enroll their own visitors with ease

Front-
desk



Reception personally welcome visitors and provides temporary badges

Kiosk

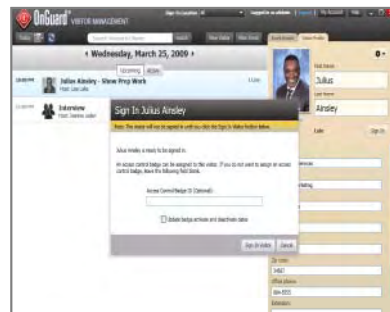
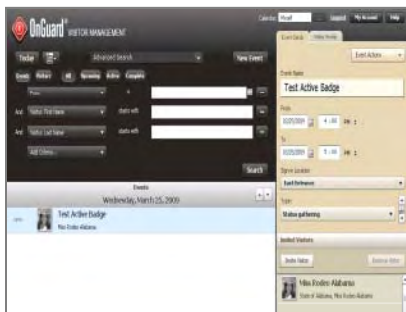


Visitors can self-check in without reception for fast processing

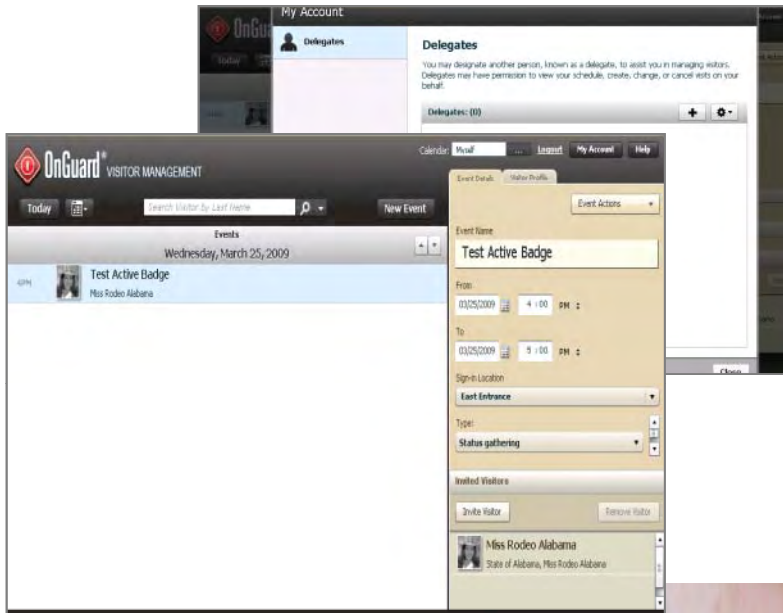
Welcome!

Increase visitor security and efficiently utilize security resources

Valuable
Resources



OnGuard Visitor Management Browser-based Host Enrollment *makes scheduling easy*



Feature:

Browser-based host enrollment allows employees to log their visits independently at their PC

Benefits:

- Streamlined visitor registration process - no longer involve multiple people and reception notification
- Simplified record keeping - database records for archive purposes
- Quicker enrollment – save at least 10 minutes per visitor
- Streamlined visitor check-in
- Avoid potential mistakes in user names on badges

Ease of Use:

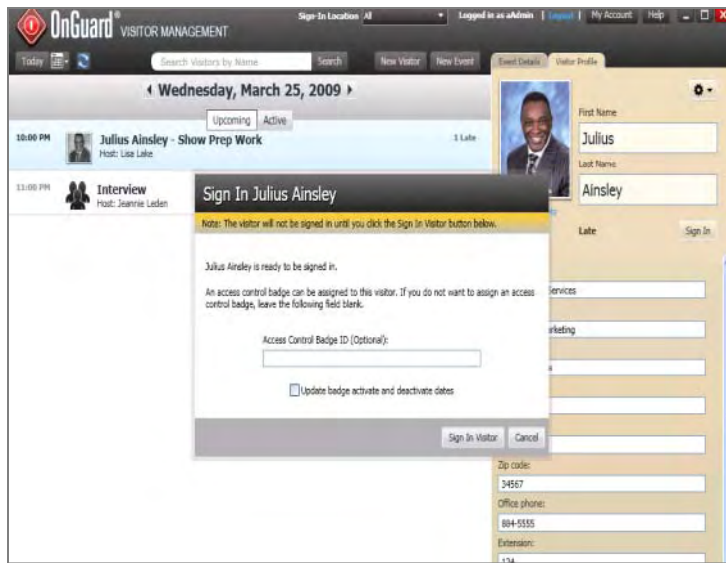
- Browser-based user interface
- Ability to assign Delegates
- Optional integrated outlook enrollment functionality

Savings:

- Reduces time and effort to enroll visitors
- Reduces resources committed for visitor enrollment



OnGuard Visitor Management Front-Desk *standardizes greeting and security of visitors*



Feature:

Allows users to view multiple sign-in locations, update events and visitor profiles, sign-in / sign-out , print temporary badges and the option to assign active badges and scan business cards

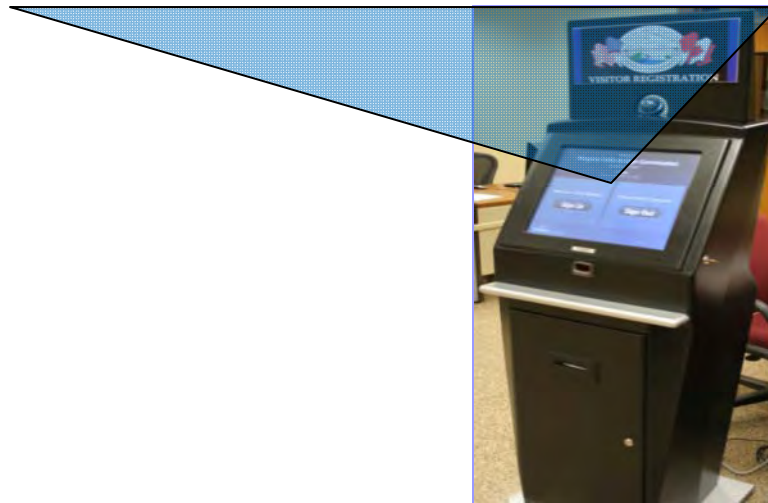
Benefits:

- Streamlined sign-in/out process
- Ensures ample visitor control and records keeping to support regulatory audit requirements (Sarbanes-Oxley, HIPPA, CFATS)
- Email confirmations are automatically generated to visit hosts and invited visitors
- Captured required visitor data (i.e. cell phone numbers, car make & model, license plate number)
- Provide the ability to enroll legitimate non-enrolled visitors

Savings:

- Time to process visitors is significantly reduced
- Increase the accuracy of visit and visitor data

OnGuard Visitor Management Kiosk *helps visitors check-in fast and conveniently*



Feature:

Fully integrated turnkey kiosk for easy pre-enrolled visitor sign-in

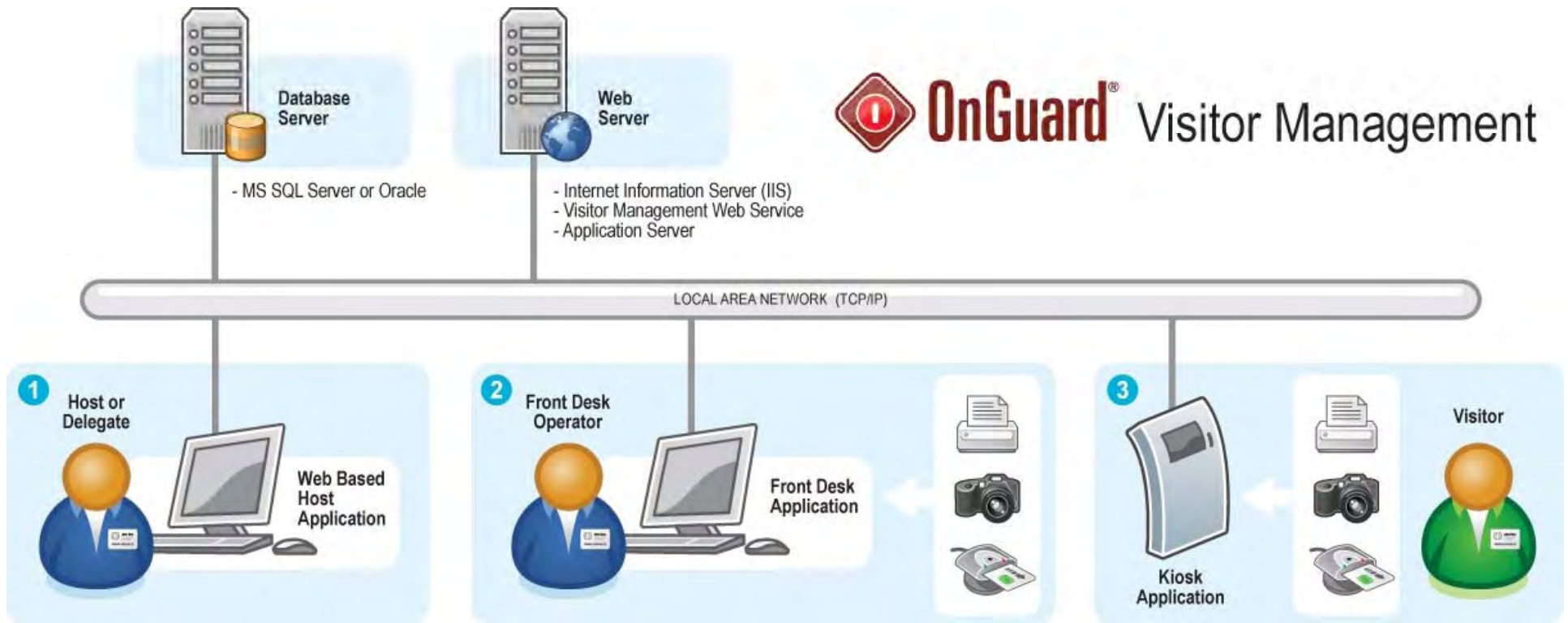
Benefits:

- Automated sign-in process that doesn't require additional personnel
- Intuitive workflow driven interface
- Ask visitors to electronically sign an NDA if necessary
- Easily deployed turnkey package with a camera and temporary badge printer
- Simplified visitor verification - provides unique sign-in keys with barcodes
- Customizable 'Forgot Visit Key' messaging
- Fully customizable interface - Screens can be branded under customer's name

Cost Savings:

- Reduction in overhead - no need to hire additional lobby personnel to accommodate visitors

OnGuard Visitor Management Feature Review



OnGuard® Visitor Management

1
Host or Delegate

Web Based Host Application

- Add/Modify/Delete Events and Visitors
- Search Visitor Database
- Assign Enrollment Delegates
- Unlimited Users
- Bulk-import tool for loading multiple users

2
Front Desk Operator

Front Desk Application

- Add/Modify/Delete Events and Visitors
- Search Visitor Database, Update Photos, Assign Active Badges

Seamless Integration to OnGuard

3
Kiosk Application

Visitor

- Use barcode or Visit Key to Sign In/Out
- Display NDA, Forgot Visit Key
- Visitor Profile/Photo Update
- Preview and Print Visitor Badge