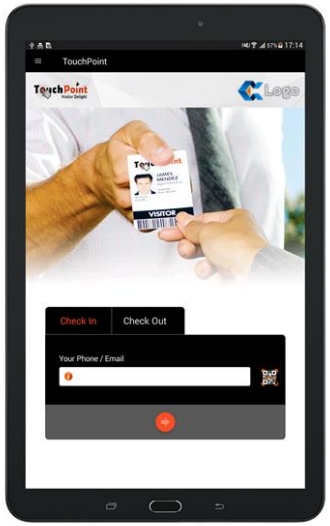
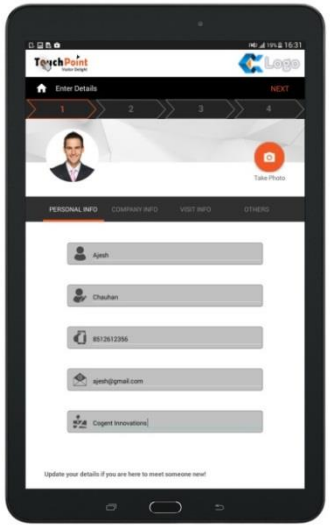
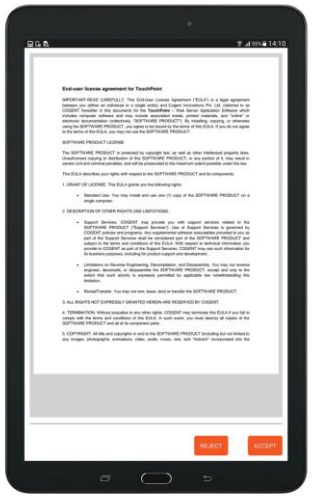
Screenshot	Application Functionality	Benefits
Check-In 	• Visitors can use the tablet/kiosk to check-in themselves. • Only one field with the customer specific video will be shown to the visitor for ease use. • Visitors can enter their mobile number and based on that the app will fetch the details of the visitor if it's there in the system (returning or appointment visitor) • If details are not exists in the system then a data entry screen will be shown to the visitors to capture their details.	• We're not capturing unnecessary information about the visitor in-case of repeating or appointment visitor, just capturing only the mobile number so that the visitor can immediately be checked-in. • Visitors no need to wait for a long time or in the queue for doing the registration. • No training or handholding required for the visitor • Application is self-explanatory • SAP branding on the tab can be done.
Data Entry  * *Shows the default fields and can be configured*	• For a returning visitor or appointment visitor, all the details of the visitor will be auto-populated. • For new visitors, we're capturing only the mandatory fields to keep it simple. • These fields can be configured or changed according to the customer requirement. • Photo and signature of the visitor can also be captured using the same tablet or kiosk. • Kept easy and basic for the visitor to fill-up quickly. • It's self-explanatory	• It's self-explanatory for visitors, so no need of guard or receptionist assistance to fill-up the form. • Capturing only very less details of the visitor, so data entry and waiting time of the visitor will be less. • Professional way of handling visitors • Visitor details are captured as per physical security norms or standards • No handholding or training required.

NDA / Safety Norms

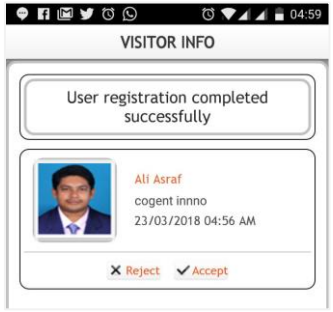


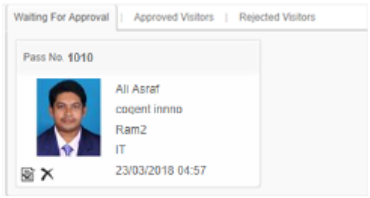
** Screen shows the default document and this document can be configured or changed.*

- If required the system can show the NDA document or the safety norms to the visitor after entering the details.
- Visitors have to agree on the NDA or terms and conditions to enter into the premise.
- The format of the NDA can be changed or configured as per the customer requirement.

- Digital acceptance of the visitor can be captured.
- This is right time and place to inform the visitor on company's security policy or safety guidelines or NDA.
- Compliance as per security norms or standards

Walk-in Visitor Approval (via Web/Mobile)





- Once the visitor / security guard enter the visitor details, an email notification will be sent to the host or employee with the visitor photo.
- Host or employee has to confirm the request to allow the visitor to enter into the premise.
- After approval of the request, notification will be sent to the visitor and security guard can allow them to meet the host or employee.
- Host or employee can approve or reject the request by using the web application or mobile app.
- Notification email content can be configured according to customer requirement.

- The guard need not check whether the visitor has an appointment with the host over the phone.
- This approval is not required for appointment visitors.
- Visitor details sent to the host with photo, so the host can easily identify and give their confirmation.
- Multiple ease way of confirming the requests.

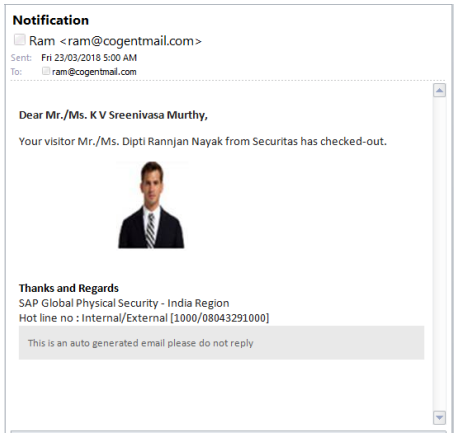
Visitor Pass

** Visitor pass can be configured according to customer requirement.*

- Pass template can be designed as per the customer requirements.
- Fields in the pass can be configured as per the customer requirements.
- Based on the customer requirement, it's possible to configure whether printing option is required or not.
- Printer can be placed next to the kiosk or guard if double check is required.
- Pass can be printed in label sticker.

- Visitor pass along with the photo can be printed and carried by the visitor wherever the visitor goes inside the premise.
- This can be used to distinguish between employee and visitor in the premise.
- Indicates that the visitors have completed the check-in procedures

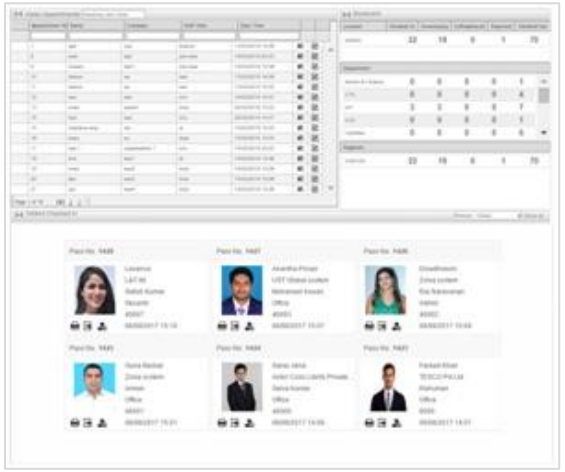
Notifications



- After successful check-in of the visitor, an email notification will be sent to the host with the visitor photo, details and login time.
- Based on the login time and configured overstay duration, an email notification will be sent to the host with the visitor photo and expected timeout details for overstay.
- After check-out of the visitor, again an email notification can be sent to the host with the visitor photo, other details, login time and logout time.
- All these email notification content can be configured or changed according to the customer requirement.

- Reduce manual intervention of notifying or checking with the host.
- Host need not to remember all the appointments with the visitors because the system will alert or notify.
- Host aware that the visitor has logout or overstaying based on these alerts.
- Notifications sent with visitor photo, so that it's ease for the host to identify the visitor.

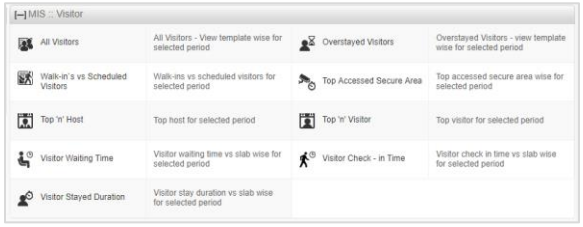
Visitor Management - Dashboard



- Various reports available for monitoring the visitor movement.
- Dashboard is available to manage and monitor the visitors. It shows the summary for checked in, overstaying, expected and checked out visitors for the day.
- Dashboard will also show the checked-in visitors list in card format with the photo of the visitor. Quick view of check-in visitors inside the premise.
- Reports can be scheduled and send periodically to defined set of email ids.

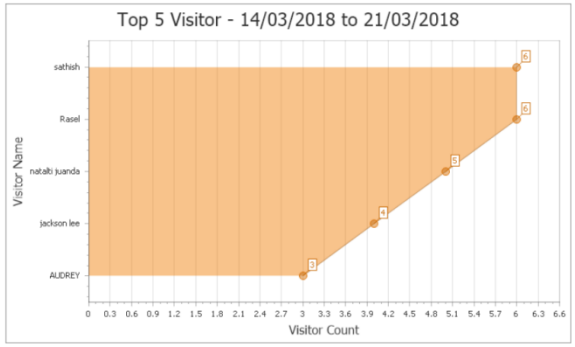
- Proper visitor tracking can be done as per the norms or standards of the physical security policy.
- Data can be accurate, stored and retrieved as and when required.
- Total control on what is happening at the gate.
- Head count report is useful during any emergency like fire, evacuations.

Visitor Management – MIS Reports



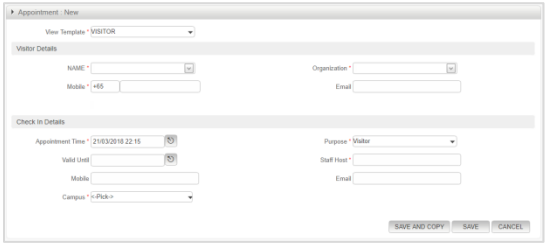
- User can view the count of Walk-ins vs. scheduled visitors for selected period
- Filter with all fields and get the exact report as per requirements.
- Exports the reports to various formats (PDF, XLS, XLSX, RTF and CSV).
- Quickly compile the report for a particular period of time
- MIS reports for Peak hours, non-peak hours, visitor stay duration, top ‘n’ host, top ‘n’ visitors, etc.
- Option to generate query reports based on the T-SQL queries and save it to generate it later.

Visitor Management – Chart Reports



- Option to generate the various types of chart report such as Pie chart, Bar chart, Line chart, etc.
- Chart report can be compiled for a particular period of time
- System list the top accessed secure area wise for selected period

Pre-Registration via Web / Mobile App (Optional Feature)



- A web URL will be provided to all the employees and even they can access the link from internal employee portal.
- Employees can create appointments using the web application or through the mobile app (Android and iOS).
- This URL can be accessed in the employee machine without any problem because it connects the SAP Bangalore server.
- Employees can see the history of created appointments in the mobile and even possible to mark as favorite.
- Once the appointment is created an alert email notification for confirmation will be sent to host with visitor details and photo.
- This appointment can be used while check-in.

- The visitor need not wait; need not fill all his details again.
- Visitor waiting time in the queue will be less.
- Visitors no need to enter all the details again if they are coming with an appointment or returning visitors.
- The guard need not check whether he has an appointment with the host over the phone.
- It's seamlessly done.