

Visor Visitor module

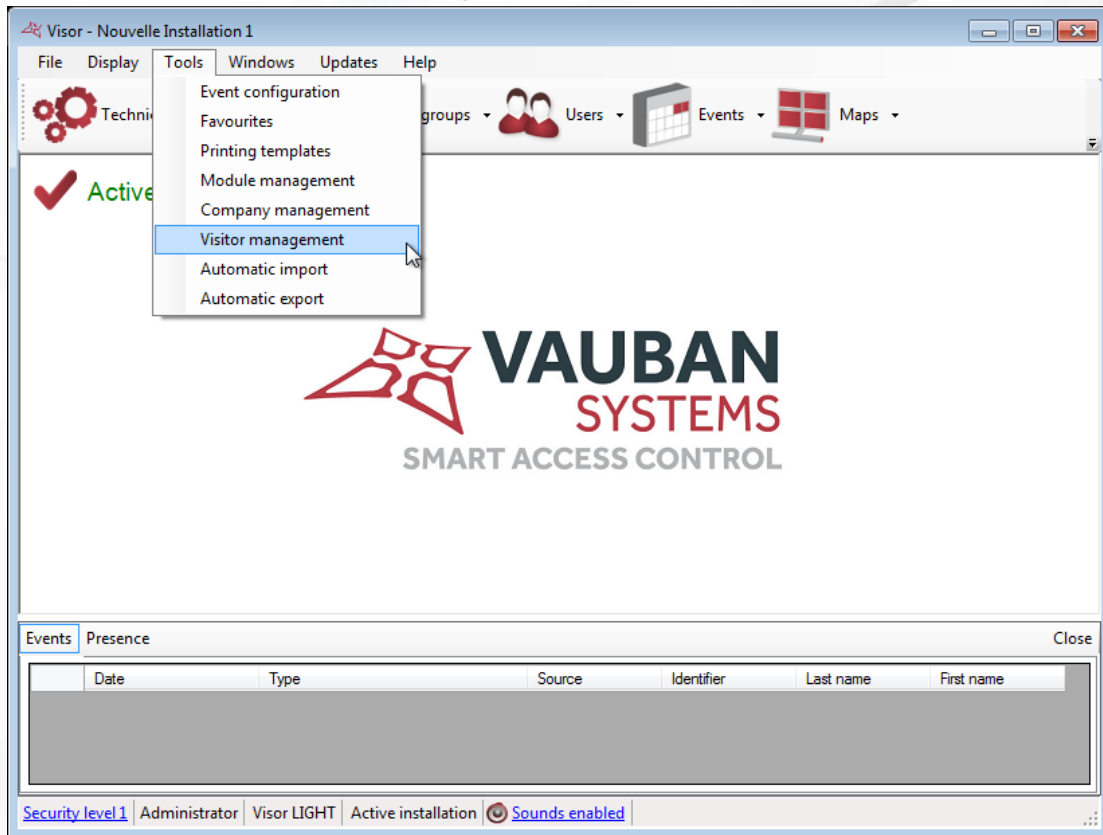
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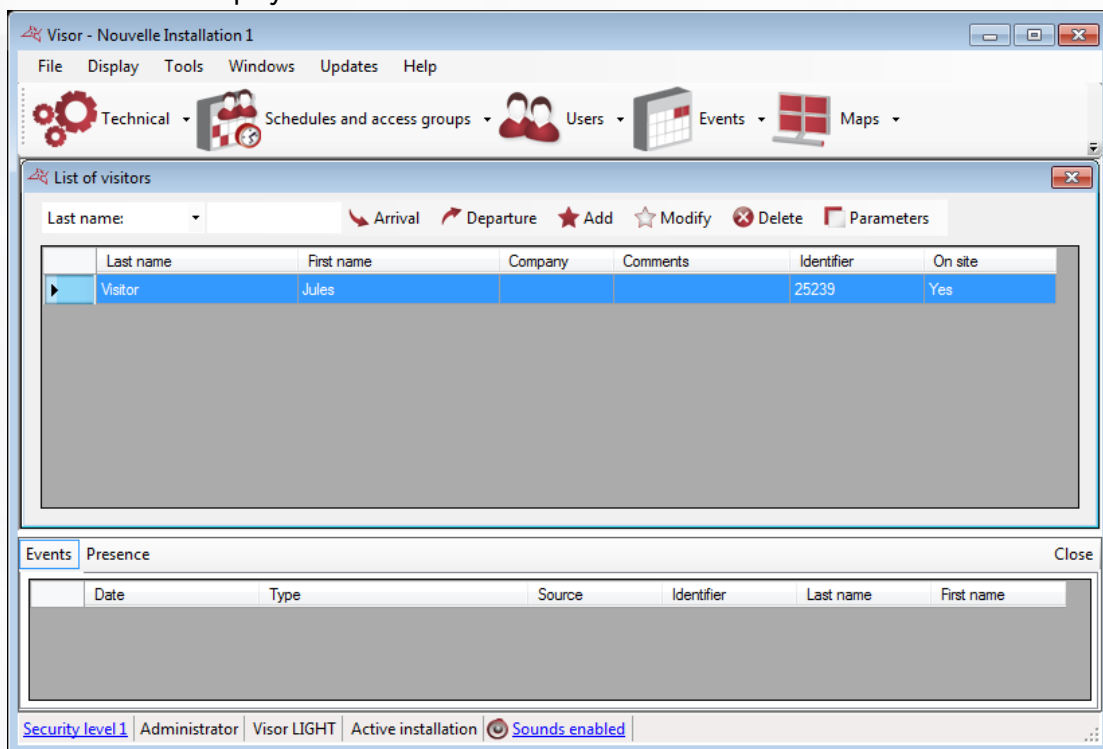


VISITOR MANAGEMENT

From the Tools menu, select Visitor management.

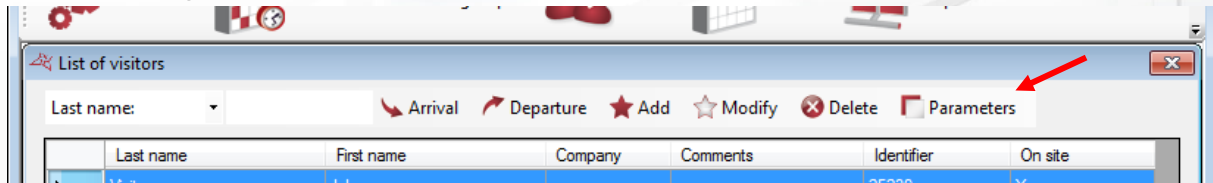


The list of visitors is displayed:

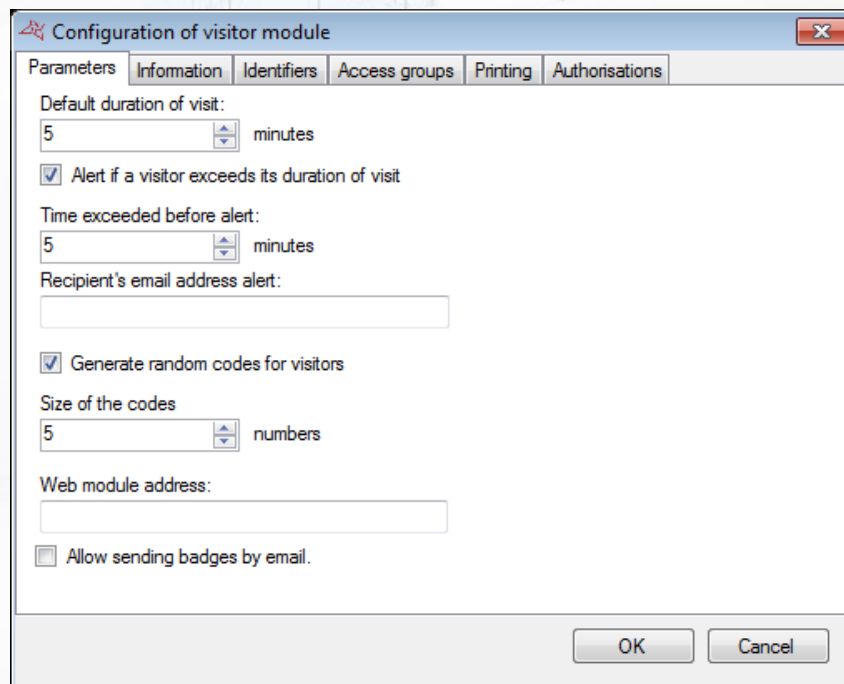


SETTINGS

Click on Settings



SETTINGS TAB

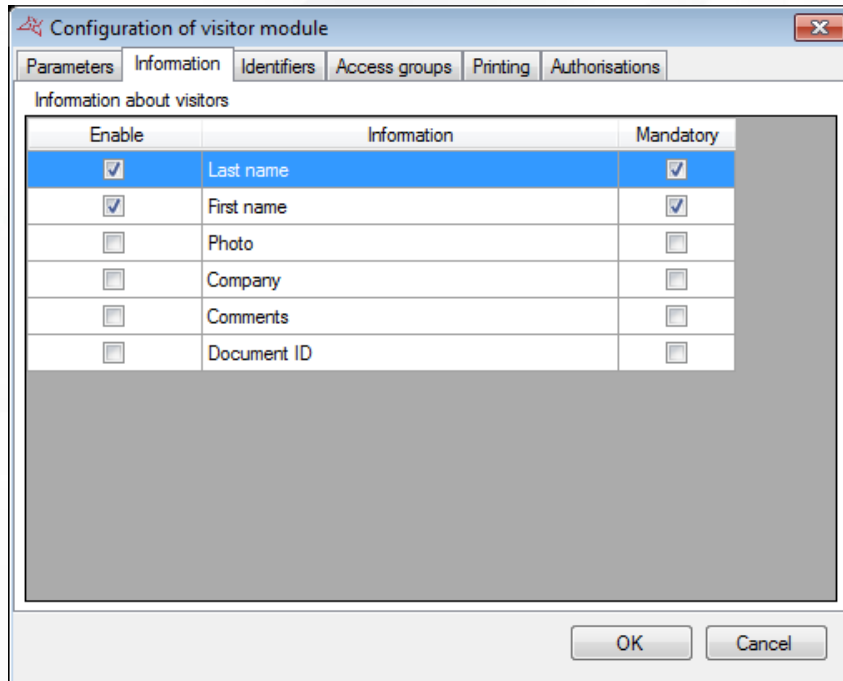


From this tab, you can:

- + Configure the visit duration.
- + Configure the alert after exceeding the visit duration and choose the email address to receive the warning.
- + Check **Generate random codes** to assign a random code to visitors upon their arrival. Specify the length of the code to generate.
- + Enter the web module address. This module allows authorised users to pre-register visits.
- + Allow sending badges by email at the end of Arrival procedure.

Warning: Activating this module requires an SQL Server database.

INFORMATION TAB

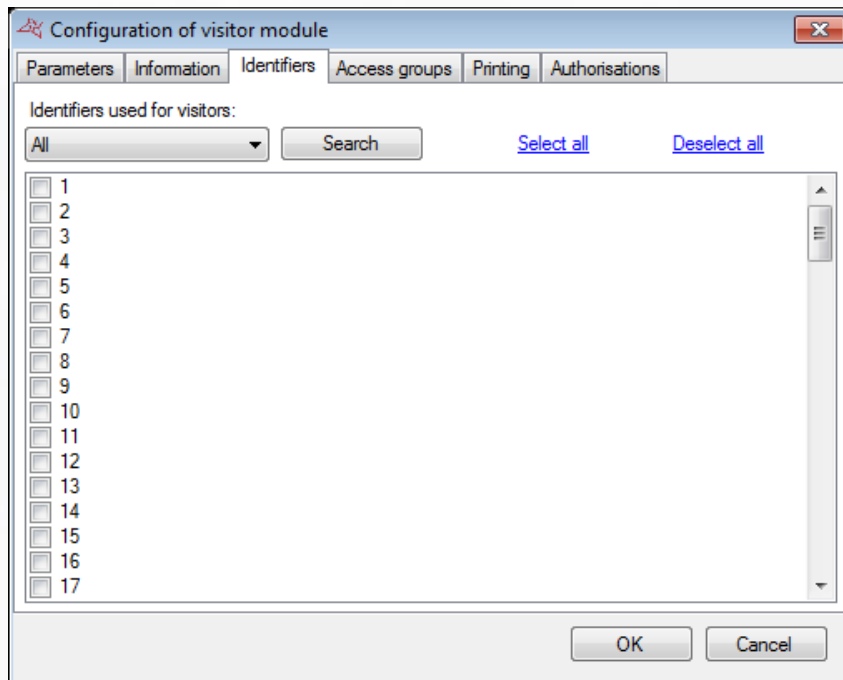


From this tab, you can:

- + Select information on your visitors.
- + Specify, for each piece of information, whether it is compulsory or not.

Any additional fields created in the software preferences can be chosen.

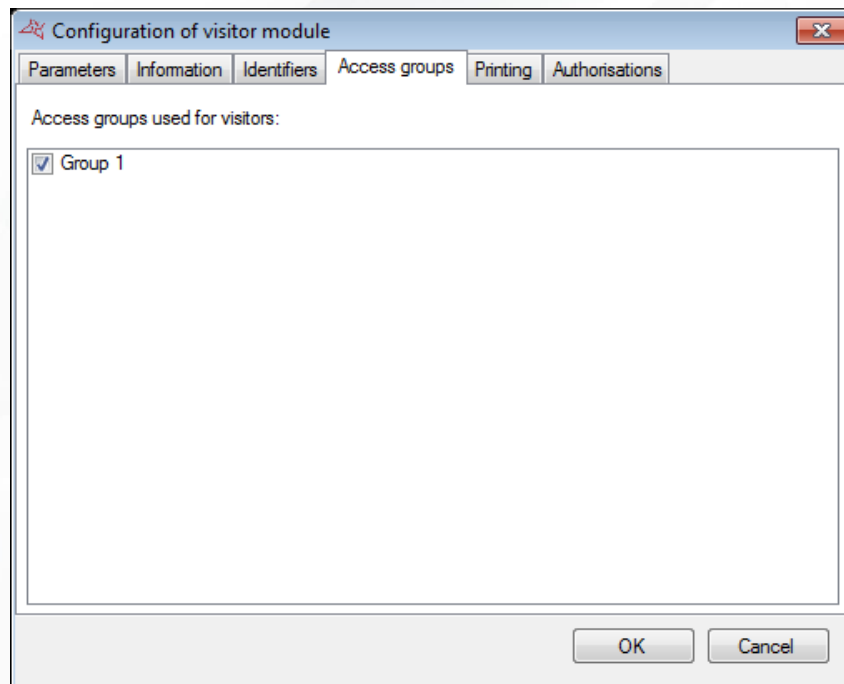
IDENTIFIERS TAB



From this tab, you can:

- + Select all the identifiers reserved for visitor management.

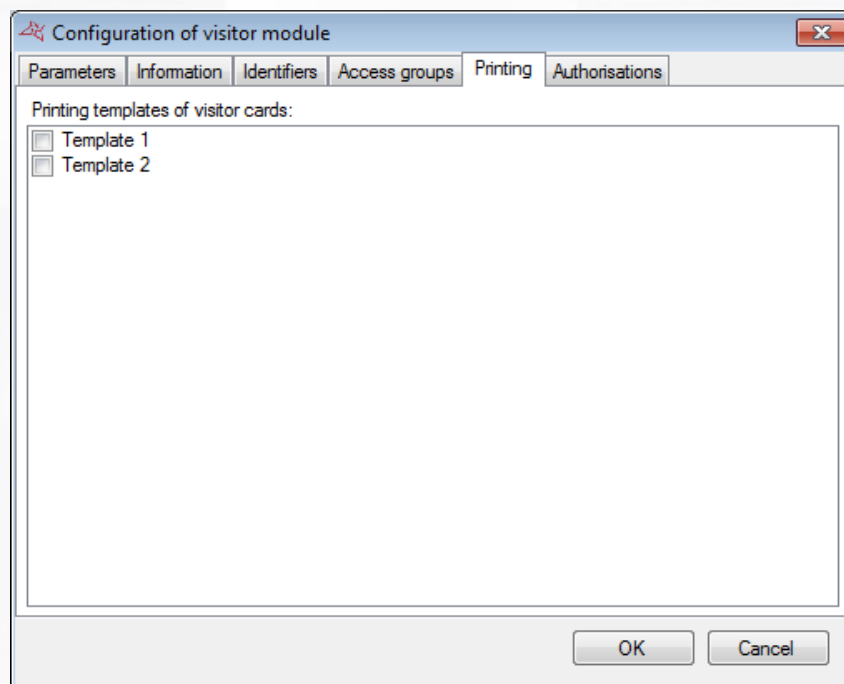
ACCESS GROUP TAB



From this tab, you can:

- + Select access groups that can be assigned to visitors.

PRINT TAB



From this tab, you can:

- + Select print templates. Set up your templates beforehand from the Tools menu, under Print templates.

AUTHORISATIONS TAB

The screenshot shows a software dialog box titled "Configuration of visitor module" with a close button (X) in the top right corner. It has five tabs: "Parameters", "Information", "Identifiers", "Access groups", and "Authorisations". The "Authorisations" tab is selected. The dialog is divided into two main sections:

- Limit the visitor's period of validity:**
 - Activate the limitation
 - Valid for: 30 (spin box) Day(s) (dropdown menu)
- Limit visits over a rolling period:**
 - Activate the limitation
 - Number of visits: 6 (spin box)
 - Over a period of: 30 (spin box) Day(s) (dropdown menu)
 - Action if exceeded: Request approval from an operator (dropdown menu)

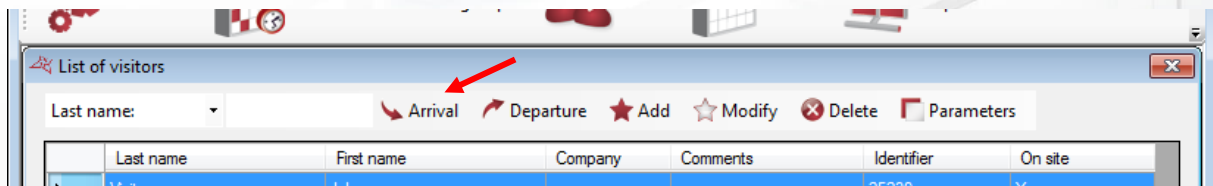
At the bottom right, there are "OK" and "Cancel" buttons.

From this tab, you can:

- + Limit the validity period of a visitor:
 - o Specify the validity period since the first arrival on the site.
- + Limit the number of visitors over a rolling period:
 - o Specify the number of visits allowed.
 - o Specify the duration of the rolling period.
 - o Specify the action to take if exceeded:
 - Deny access.
 - Give a warning with the possibility to accept the visitor.
 - Request validation from a manager: the manager who can accept the visitor must have full access rights to the Visitor module.

ARRIVAL OF A VISITOR

Click on "Arrival".



The following wizard is displayed:

The "Visitor arrival" wizard is shown in the "Identity of the visitor" step. It features a lifebuoy icon with two figures. The form includes input fields for "Last name:" and "First name:", a "Delete" button, and a "Search" button. At the bottom, there are "Back", "Next", and "Cancel" buttons. The status bar at the bottom indicates "Omnikey Disconnected".

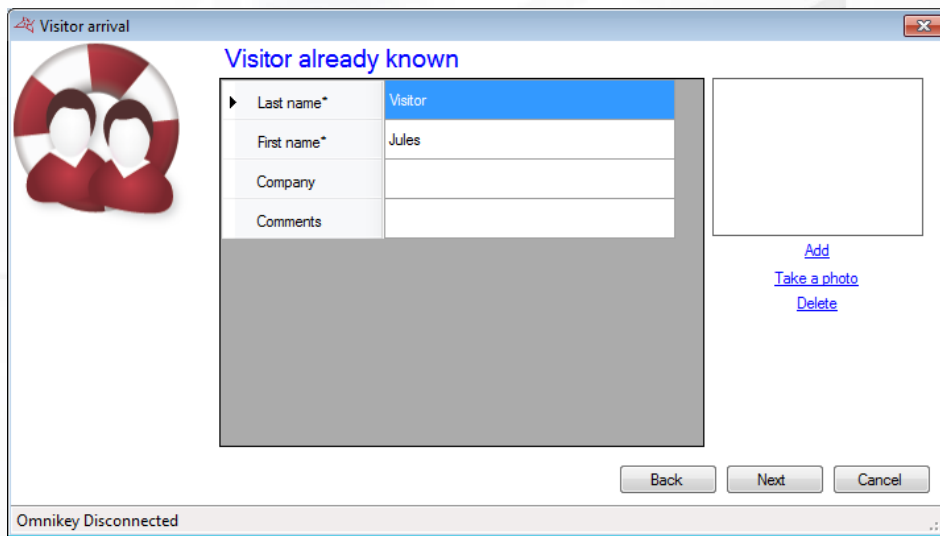
Enter the visitor's surname and forename.

If you have a CR100 (3M) or QS1000 (3M) ID reader, place the visitor's card in the reader. Click on "Search".

The "Visitor arrival" wizard is shown in the "Identity of the visitor" step. The "Last name:" field contains the letter "v". Below the "Search" button, a list titled "Select the visitor:" is displayed, containing two entries: "New visitor" and "Jules Visitor". A red arrow points to the "Jules Visitor" entry. The "Back", "Next", and "Cancel" buttons are visible at the bottom. The status bar at the bottom indicates "Omnikey Disconnected".

If the visitor is already known, you can select them from the list. Otherwise, select New visitor. Click on "Next".

Warning: If the visitor's validity period is exceeded or if the number of visits allowed over a rolling period is reached, it is not possible to access the following steps.



The screenshot shows a software window titled "Visitor arrival" with a close button in the top right corner. On the left, there is a circular icon with two stylized figures. The main area is titled "Visitor already known" and contains a table with the following data:

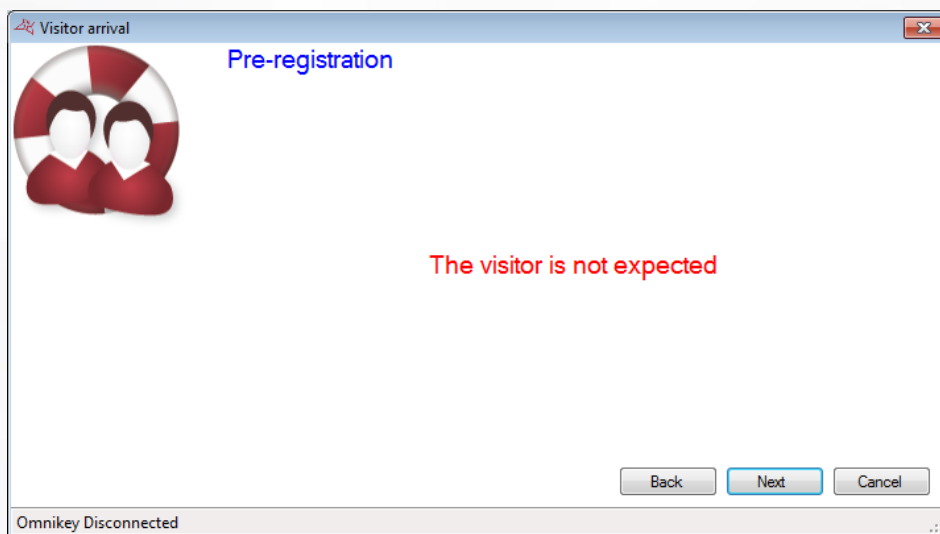
Last name*	Visitor
First name*	Jules
Company	
Comments	

Below the table is a large grey rectangular area. To the right of the table, there are three blue links: "Add", "Take a photo", and "Delete". At the bottom of the window, there are three buttons: "Back", "Next", and "Cancel". The status bar at the bottom left indicates "Omnikey Disconnected".

From this window, you can view and edit visitor information.

Note: all fields marked with * must be filled in.

Click on "Next".



The screenshot shows a software window titled "Visitor arrival" with a close button in the top right corner. On the left, there is a circular icon with two stylized figures. The main area is titled "Pre-registration" and displays the message "The visitor is not expected" in red text. At the bottom of the window, there are three buttons: "Back", "Next", and "Cancel". The status bar at the bottom left indicates "Omnikey Disconnected".

If the user has been pre-registered from the Web Visitor module, the planned visits will be displayed here.

Click on "Next".

Enter the name of the visited person in the **Name** field and click on **“Search”**. Select the person from the list and click on **“Next”**:

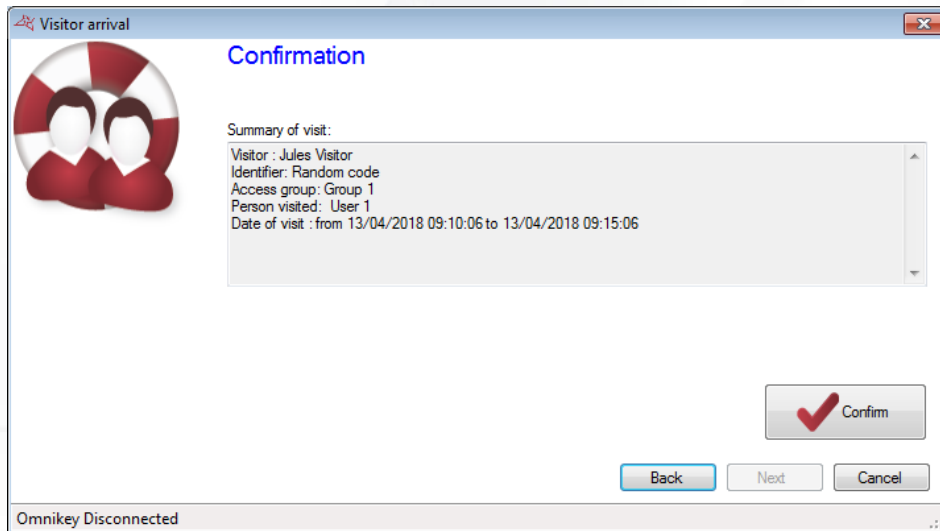
Select an access group and an expected departure date.
If you use badges, select the badge number from the list:

Identifier:

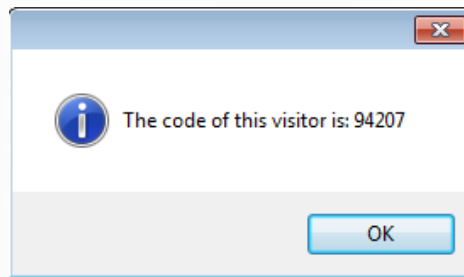
1

If you are using a USB DIGI reader, put the badge on the reader.
Click on **“Next”**.

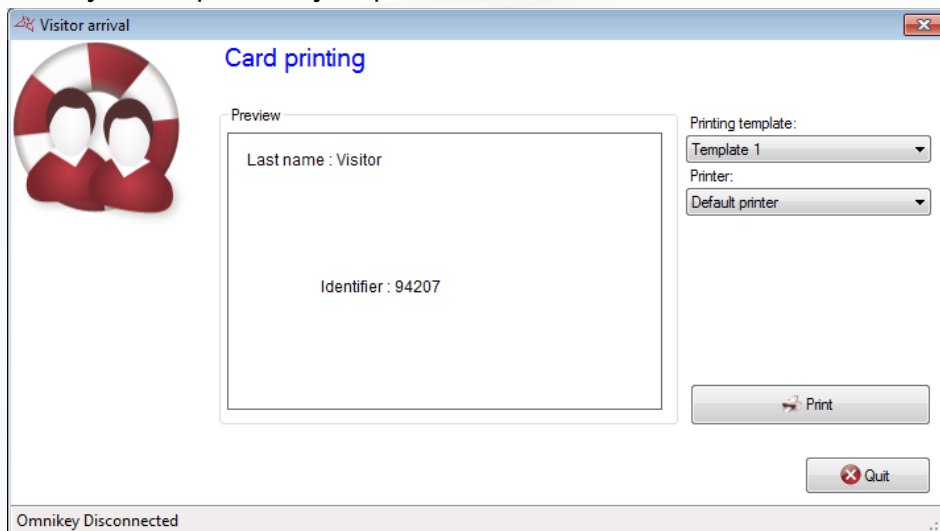
Verify the information and click to confirm.



If your Visitor module is set to generate random codes, the generated code is then displayed as follows:

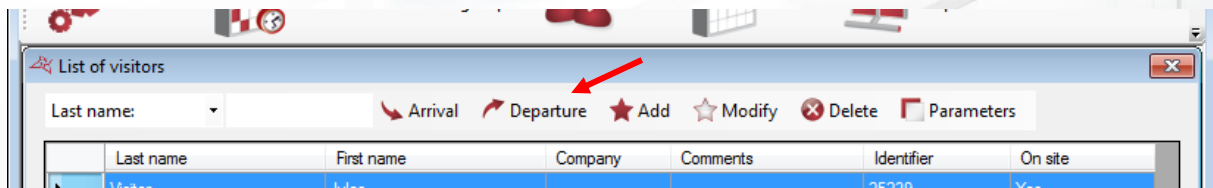


If you have selected Print templates, you can print your badge. To do this, select your template and your printer, and click on "Print".



DEPARTURE OF A VISITOR

To initiate the departure of a Visitor, click on "Departure".



The following wizard is displayed:

The screenshot shows a wizard window titled "Visitor departure". On the left, there is a lifebuoy icon with two stylized figures. The main area is titled "Identity of the visitor" and contains the following fields and controls:

- "Last name:" text box containing the letter "v".
- "First name:" text box.
- "Identifier:" text box.
- "Search" button with a magnifying glass icon.
- "Select the visitor:" label above a list box containing "Jules Visitor (94207)".
- "Back", "Next", and "Cancel" buttons at the bottom.

The status bar at the bottom of the window reads "Omnikey Disconnected".

Enter the name of the visitor in the **Name** field and click on "**Search**". Select the person from the list and click on "Next".

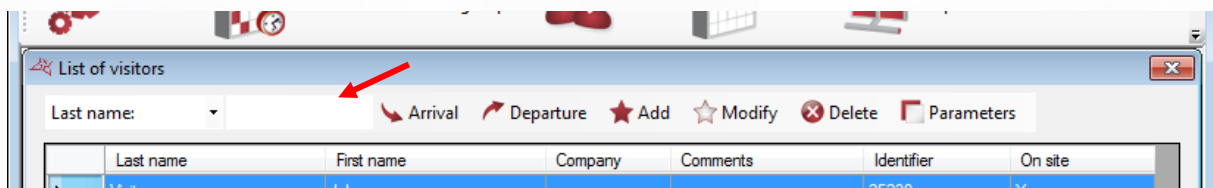
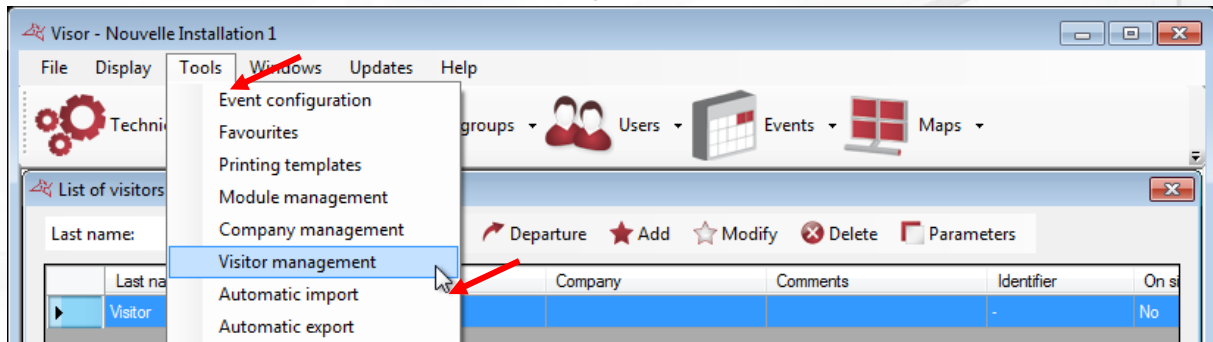
Note: if you have a DIGI USB reader, place the badge on it.

The screenshot shows the same wizard window, now at the "Confirm the departure" step. The main area contains the text "Confirm the departure of visitor Jules Visitor (94207)?". At the bottom right, there is a "Confirm" button with a red checkmark icon. Below it are "Back", "Next", and "Cancel" buttons. The status bar at the bottom of the window reads "Omnikey Disconnected".

Verify the Visitor's identity and click on "Confirm".

VISITOR LIST

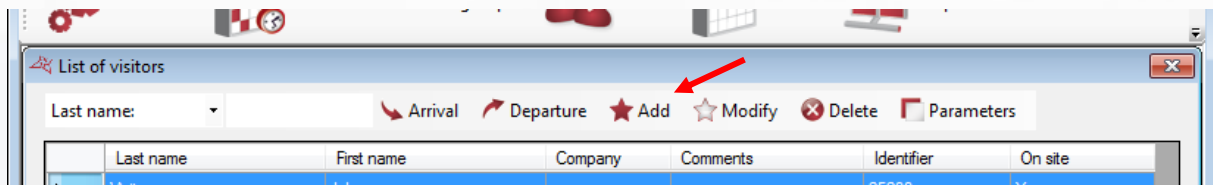
To view the list of Visitors, click on "Visitor management" from the Tools menu.



You can search this list for a Visitor using their **Surname** or **Forename**.

MANUALLY ADDING A VISITOR

This procedure allows you to manually add a Visitor without going through "Arrival".
Click on "Add" from the Visitor list.



IDENTITY TAB

The screenshot shows the 'New visitor' dialog box with the 'Identity' tab selected. The dialog has three tabs: 'Identity', 'Printing', and 'Previous visits'. The 'Identity' tab contains a form with the following fields:

Last name*	Visitor 2
First name*	Visitor 2
Company	
Comments	

Below the form is a large grey rectangular area. To the right of the form, there is a white rectangular area with three blue links: 'Add', 'Take a photo', and 'Delete'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

From this tab, you can:

- + Enter the Visitor's information.

Note: all fields marked with * must be filled in.

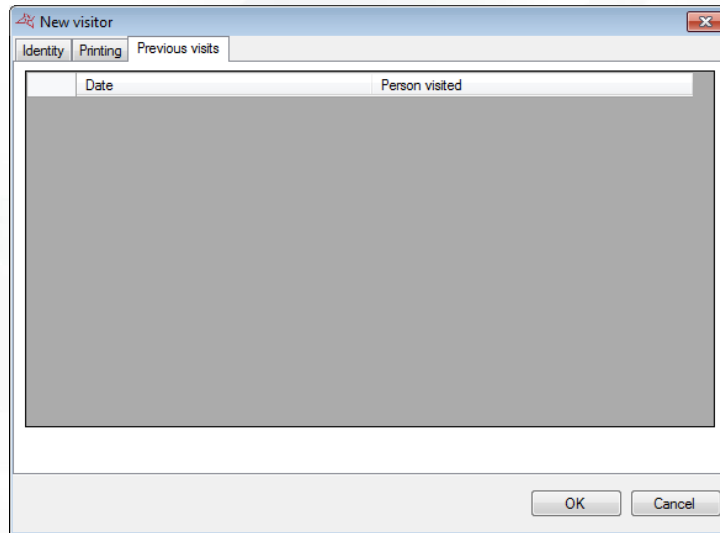
PRINT TAB

The screenshot shows the 'New visitor' dialog box with the 'Printing' tab selected. The dialog has three tabs: 'Identity', 'Printing', and 'Previous visits'. The 'Printing' tab contains a 'Preview' section on the left and a 'Printing options' section on the right. The 'Preview' section shows a white rectangular area with the text 'Last name : Visitor 2' and 'Identifier : -'. The 'Printing options' section has two dropdown menus: 'Printing template:' (set to 'Template 1') and 'Printer:' (set to 'Default printer'). Below these are two buttons: 'Send by email' and 'Print'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

From this tab, you can:

- + Choose the Print template to be used.
- + Choose a printer.
- + Start printing the badge.

LATEST VISITS TAB

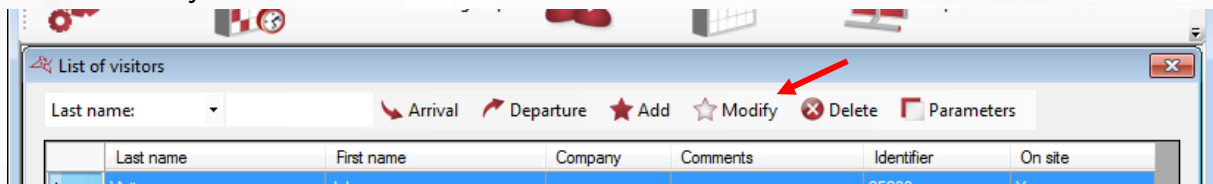


From this tab, you can:

- + Browse the Visitor's latest visits.

MODIFYING A VISITOR

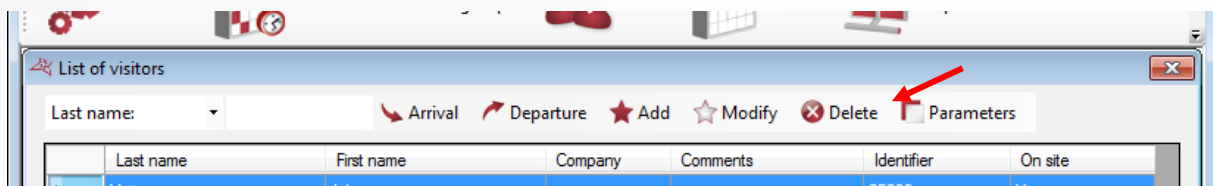
This procedure makes it possible to modify Visitor information.
Click on "Modify" in the Visitor list.



The windows are then the same as for adding a new Visitor.

DELETING A VISITOR

This procedure makes it possible to delete Visitor information.
Click on "Delete" in the Visitor list.



Validate the confirmation request.

Warning: deletion is permanent.

AUTHORISE ACCESS TO THE WEB VISITOR MODULE

To allow access to the Web Visitor module, edit a user's record and go to the "Visitor module" tab.

The screenshot shows a software window titled "User 1 (User 1)" with a "Visitors module" tab selected. The window contains a form with the following elements:

- A checked checkbox labeled "Allow access to visitors web module".
- An "Email address:" label followed by a text input field.
- A "User ID:" label followed by a text input field.
- A "Password:" label followed by a text input field and a small button with three dots "...".
- A blue hyperlink labeled "Send access codes by mail" located below the password field.
- A "Presence" dropdown menu at the bottom left, currently set to "Unknown".
- A "Delete" button to the right of the "Presence" dropdown.
- "OK" and "Cancel" buttons at the bottom right.

From this tab, you can:

- + Authorise access to the Web Visitor module.
- + Enter the user's email address.
- + Enter the user's login to the Web module.
- + Enter the user's password to the Web module.
- + Click on "... " to create a random password.
- + Click on "Send access codes by email" to notify the user.

Note: the "Send access codes by email" button is only displayed if the Web module address is filled in in the Visitor settings.