VAUBAN SYSTEMS
SMART ACCESS CONTROL

Visor
Visitor module
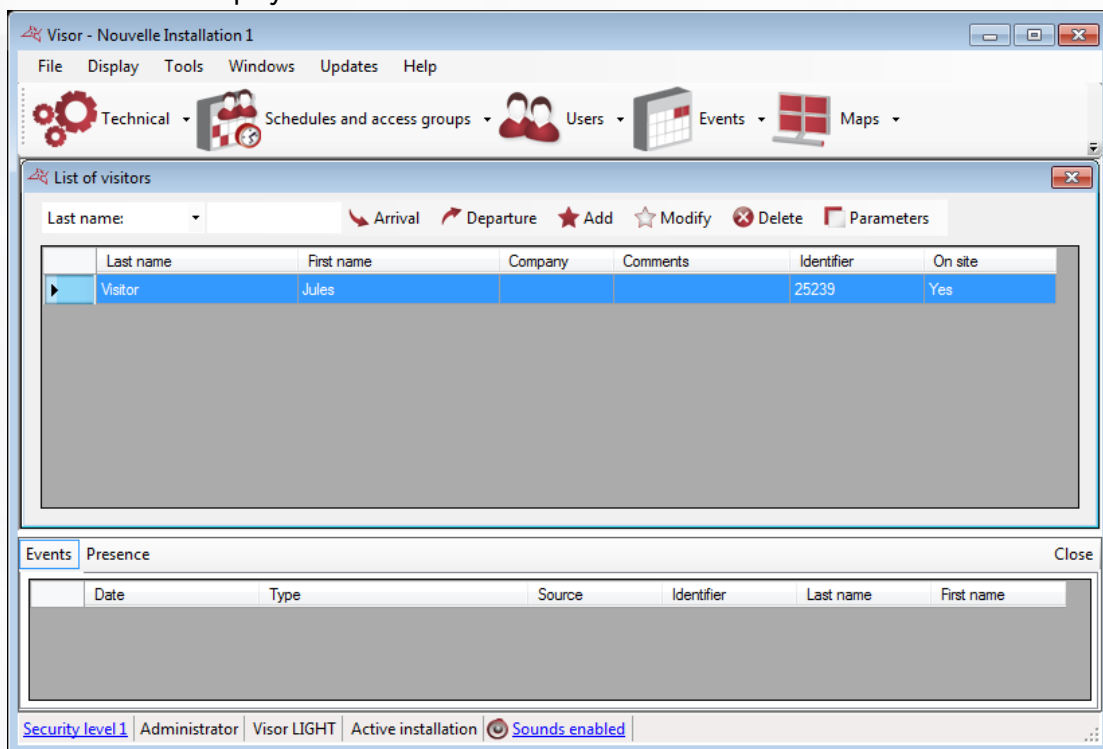
TECHNICAL MANUAL

VISITOR MANAGEMENT

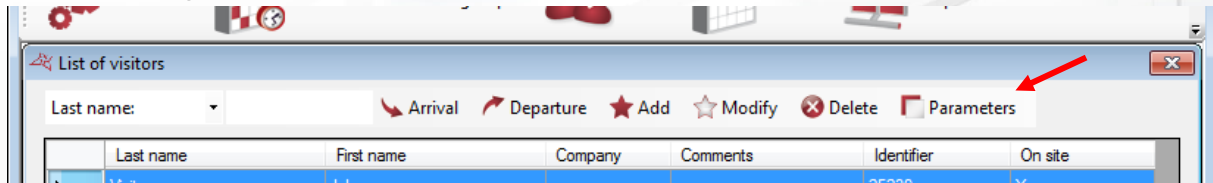From the Tools menu, select Visitor management.
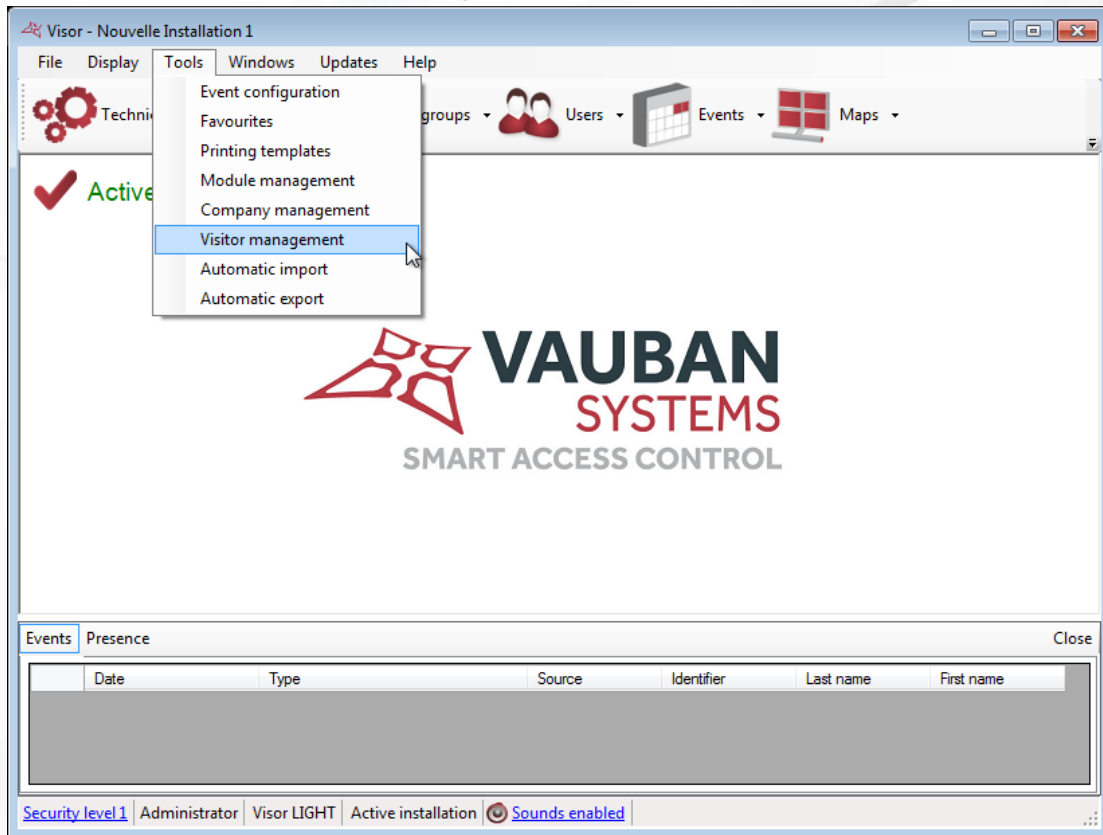
The list of visitors is displayed:
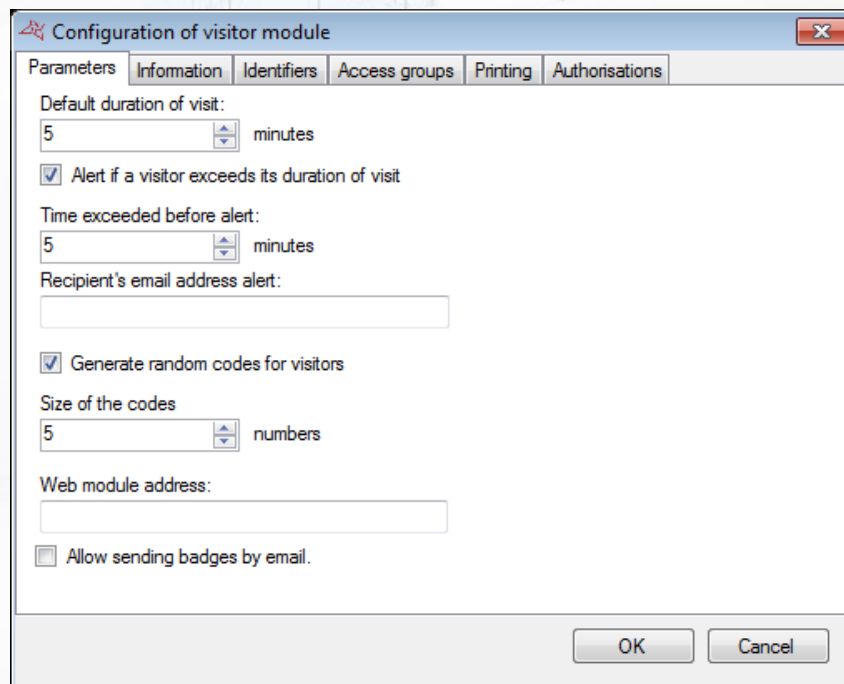
SETTINGS

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.

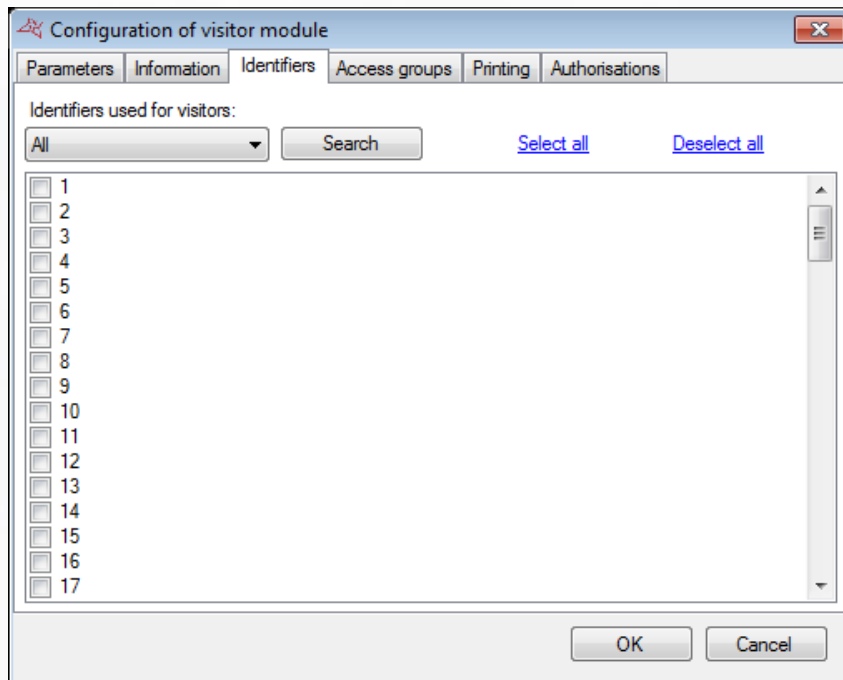Warning: Activating this module requires an SQL Server database.

INFORMATION TAB
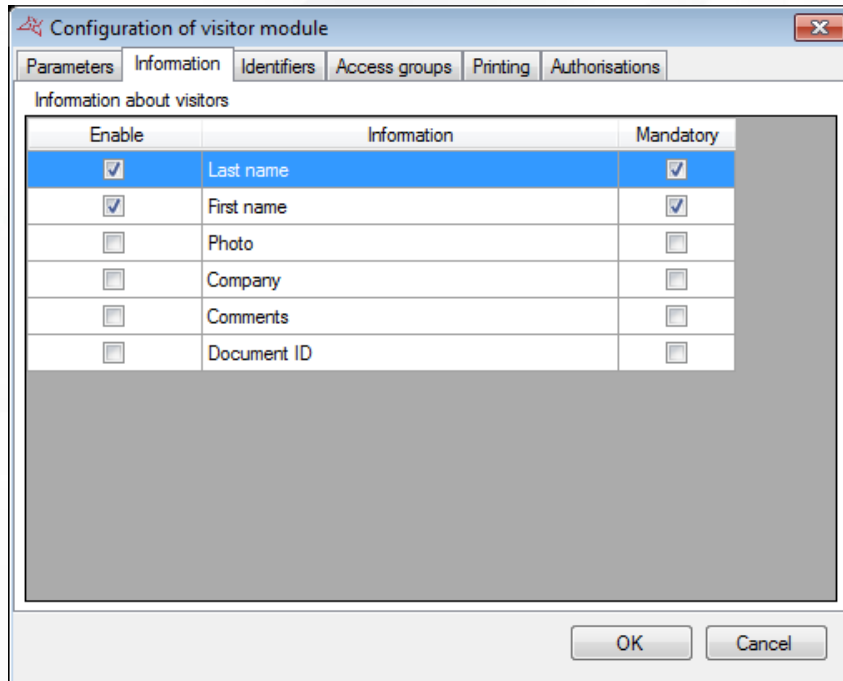
From this tab, you can:

✚ Select information on your visitors.

✚ Specify, for each piece of information, whether it is compulsory or not.

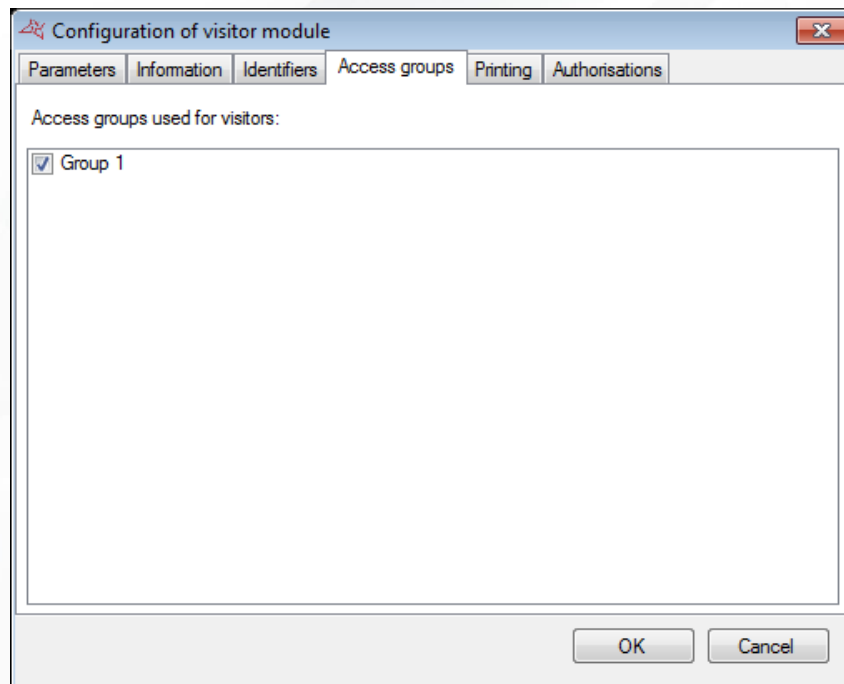Any additional fields created in the software preferences can be chosen.

IDENTIFIERS TAB

From this tab, you can:
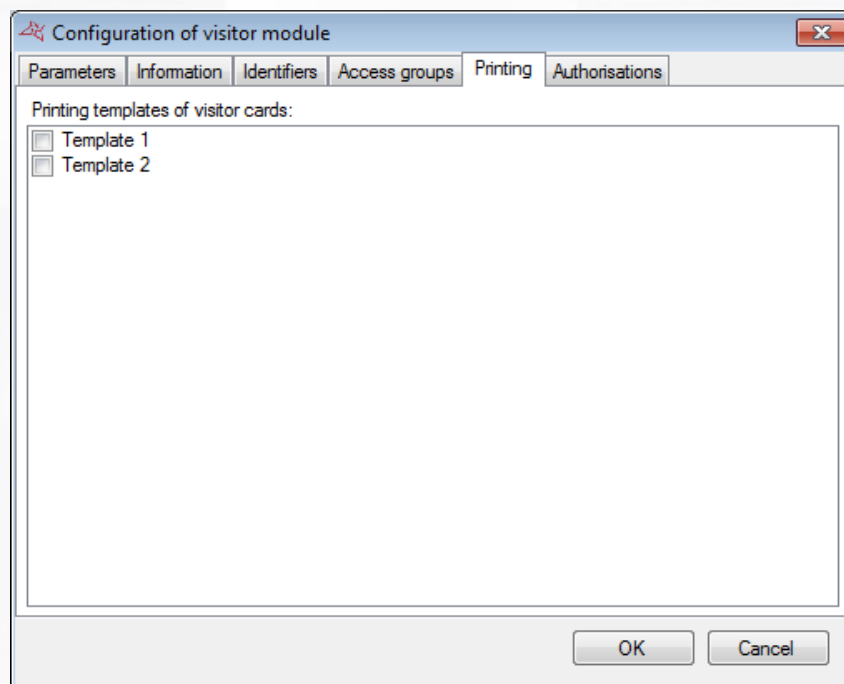
✚ Select all the identifiers reserved for visitor management.

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

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".
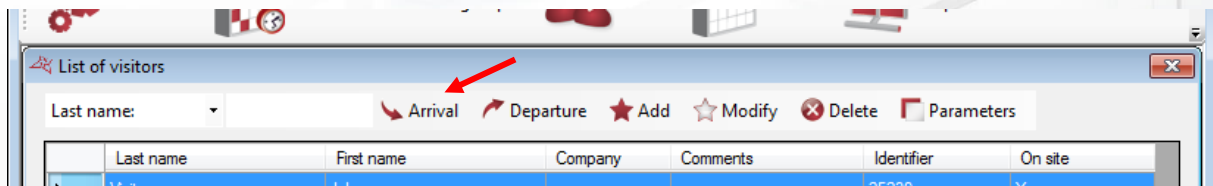
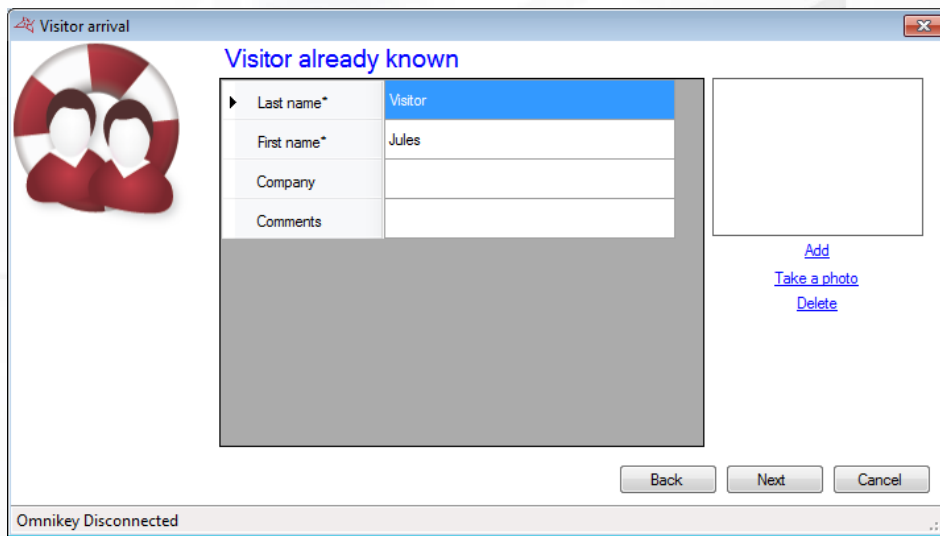The following wizard is displayed:

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".

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.
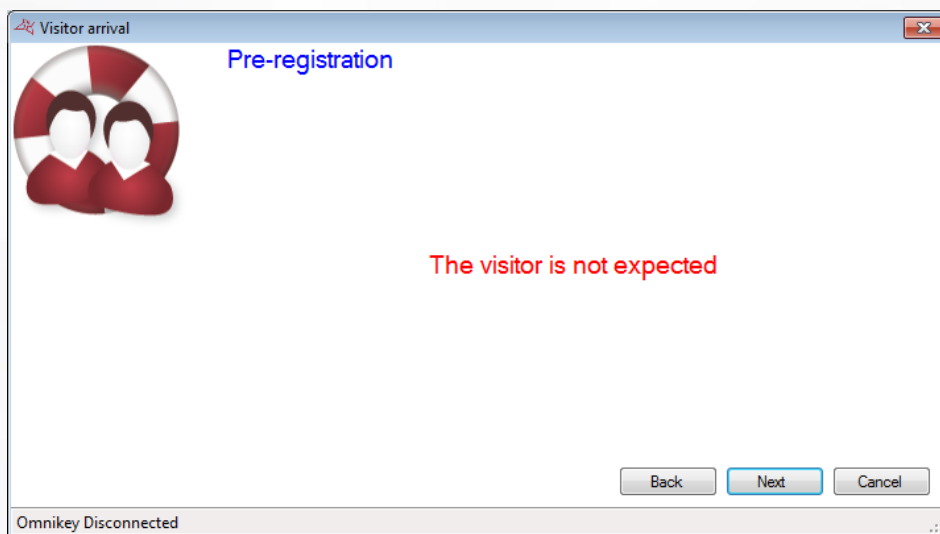
From this window, you can view and edit visitor information.
Note: all fields marked with * must be filled in.
Click on "Next".

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":
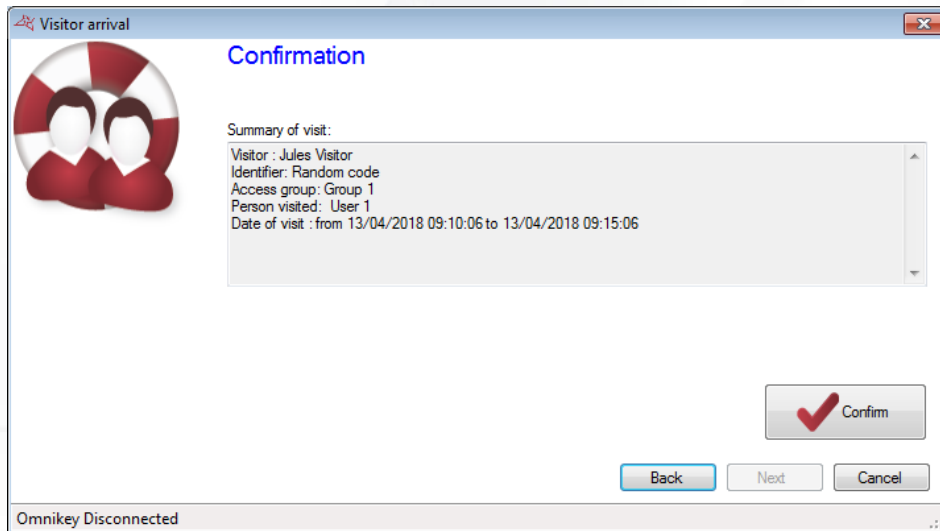

Select an access group and an expected departure date.
If you use badges, select the badge number from the list:
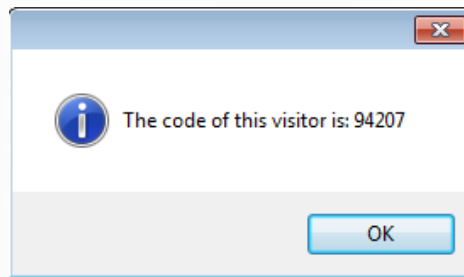

If you are using a USB DIGI reader, put the badge on the reader.
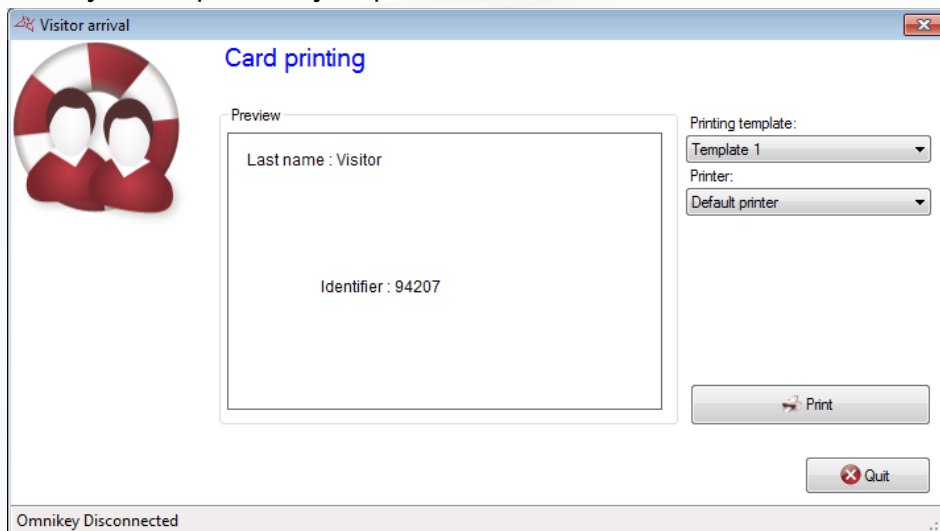Click on "Next".

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:
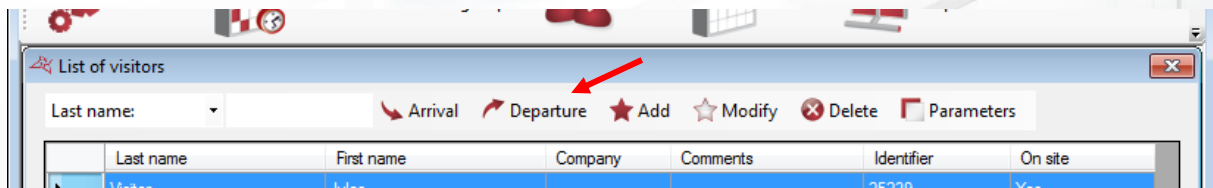

If you have selected Print templates, you can print your badge.
To do this, select your template and your printer, and click on "Print".

DEPARTURE OF A VISITOR

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

The following wizard is displayed:

Enter the name of the visitor in the **Name** field and click on "**Search**". Select the person from the list and click on "Next".
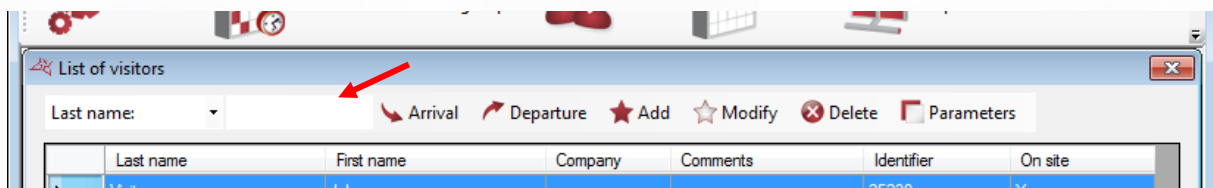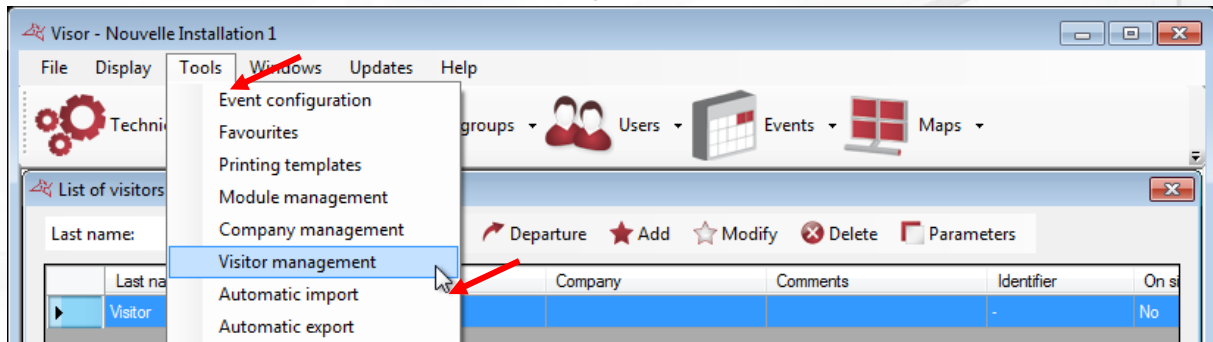
Note: if you have a DIGI USB reader, place the badge on it.

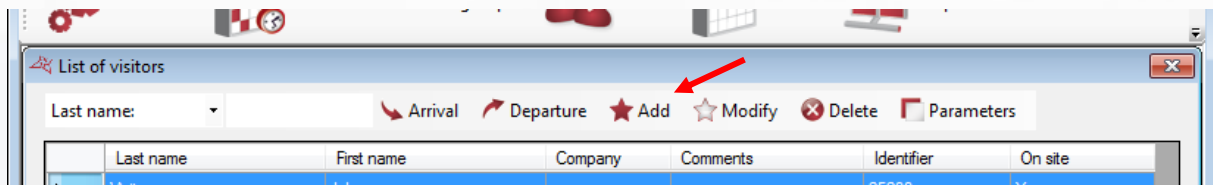Verify the Visitor's identity and click on "Confirm".

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

From this tab, you can:

➕ Enter the Visitor's information.

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

PRINT TAB

From this tab, you can:

➕ Choose the Print template to be used.

➕ Choose a printer.

➕ Start printing the badge.
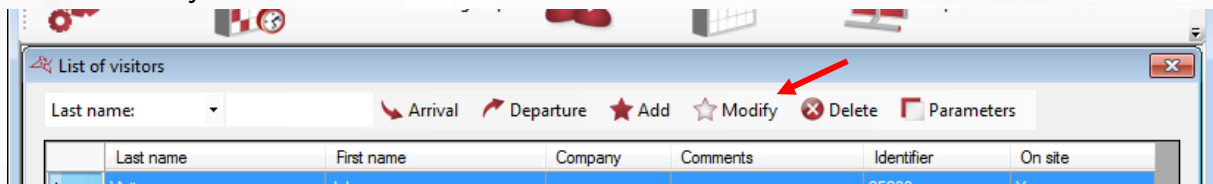
LATEST VISITS TAB
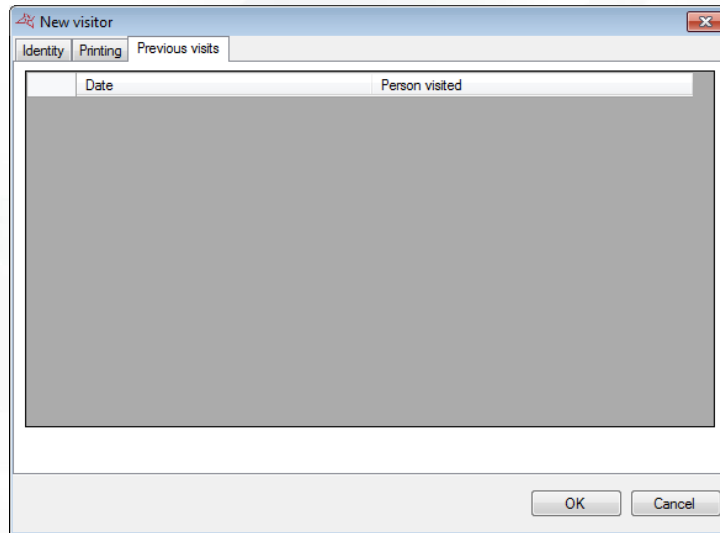
From this tab, you can:
➕ Browse the Visitor's latest visits.
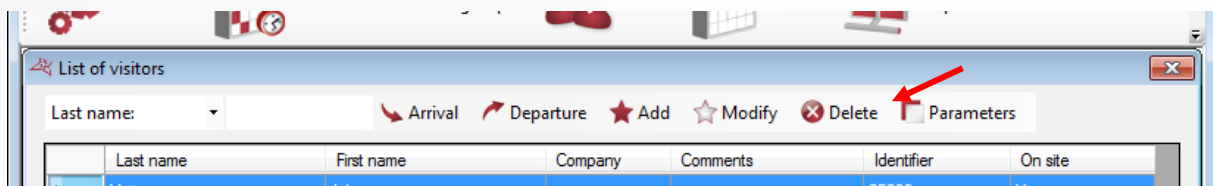
MODIFYING A VISITOR

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.

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.