



# SYMMETRY™

## VISITOR MANAGEMENT

The Symmetry Visitor Management features enable you to improve the efficiency of the visitor check-in process, enhance site security and manage visitor details more effectively.

The Symmetry software product range comes standard with Visitor Management. The system allows easy entry of visitor details through a dedicated visitors screen. The screen can be used by any authorized employee to enter information about their visitors before they arrive on site. This approach can significantly reduce check-in delays, improve efficiency and enable security staff to verify a person's identity more carefully on arrival.

To further improve site security and accountability, it can be made mandatory to specify the name of an employee who is to escort the visitor.

The system also allows Visitor ID badges to be produced, which can include information such as the visitor's name, personal details and a photograph. The photograph can be captured live during the check-in process or provided electronically before arrival. If required, the visitor's ID badge can be encoded with appropriate access rights to allow entry through access-controlled doors (requires the Magnetic Stripe or Smart Card Encoding option).

The system also provides extensive reporting capabilities. All visitor transactions at access-controlled doors are recorded, and any infringements of site security are immediately reported.

For more information on our hosted Visitor Management solution that provides additional functionality, mobile solutions and fast visitor processing see our Symmetry GUEST datasheet.

### KEY FEATURES

- Enables visitor details to be entered by any employee prior to arrival
- Visitor details can be captured from a drivers license, passport or business card using the IDScan document scanner
- Improves efficiency of the visitor check-in process
- Enhances security by enabling security staff to check a visitor's identity during check-in
- Details can be entered from client PCs or through a Web browser (requires SymmetryWEB license)
- Selecting a "visitor escort" can be made mandatory
- Visitor notes can record additional information, such as dietary requirements
- Visitor ID badges can be produced
- Access rights can be assigned for access control
- Extensive visitor reporting options

**VISITOR DETAILS**

- Up to 50 items of personal information can be entered and the details saved for re-use
- The personal data titles can be changed as required
- The personal data titles can be different from those used by employees
- The name of the person who has authorized the visit can be stored with the visitor details
- Additional notes can be added to the details of each visitor
- Visitor details can be entered at any client on the security management system
- Visitor details can be entered from a Web browser (requires SymmetryWEB license)

**VISITOR ESCORTS**

- Employees can be nominated as visitor escorts in the Card Holders screen
- Selecting an escort for each visitor can be made mandatory

**ACCESS RIGHTS**

- Access rights (if required) can be assigned to a visitor's ID badge or access control card
- The access rights allow the visitor access through selected doors at specified times
- Access rights can be set up differently for each visitor
- Access rights can be assigned automatically from the selected ID badge design
- A maximum validity period can be set for all visitor access control cards
- The card number assigned for access control can be automatically unassigned on card expiry
- The card number can be re-used for another visitor card

**VISITOR REPORTING**

- Card Listing – Provides details of cards issued for access-control purposes
- Access Listing – Lists details of access rights given to selected visitor cards
- Activity – Displays previous alarms and events generated by visitor transactions at readers
- Card Holders On Site – Lists the visitors currently on site
- Locator – Enables you to find the current location of selected visitors
- Roll Call – Enables emergency services to determine the people remaining in a building (requires Safety Roll Call module)

**ID BADGES**

- Graphics toolkit - Provides all the tools needed to create customized badge designs
- A library of badge designs can be created, each for a different category of visitors
- A photograph, signature, graphics and personal details can be included on a badge design
- The photograph and signature can be captured live from a video camera or webcam
- The signature can also be captured using a signature pad
- Each badge design can be assigned different default access rights
- Card encoding (requires the Magnetic Stripe or Smart Card Encoding option)
- Refer to the Badge Designer datasheet for further information

**PURCHASING INFORMATION**

- Visitor Management\* is included as standard with all versions of Symmetry software.
- Pre-enrolment licenses for all cardholders are available separately

**\*Note:** See the Symmetry GUEST datasheet for the new web based SaaS Visitor Management system.



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