



The PCS visitor management system **VISIT** is used for quick and easy registration and administration of visitors. Employees or representatives can pre-register visitors. Pre-registration by the hosting employee or their substitute greatly reduces the workload for the reception desk and makes sure that the security officer at the desk is well prepared. Visitors will be newly defined or quickly added simply by clicking on the visitor in a list maintained in the system from previous visits. The cockpit outlines visitor information for the reception staff to ascertain when a visitor is due to arrive and whether a visitor is already on the premises or has left again.

The pre-registered visitor will receive confirmation of the appointment by email with attached information such as QR code for quick registration, ICS calendar file, details such as directions and hotel recommendation, or pkpass file for the wallet. If necessary, a **safety briefing** can be carried out. If the visitor is to participate in the access control system, the visitor badge can be combined with an RFID badge. One-day, multi-day and serial appointments can be easily entered. Even the catering can be ordered during the pre-registration; hospitality items can be ordered with prices and supplier and assigned to a cost centre via the visit process. This enables good planning for catering.

Herzlich Willkommen bei PCS
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Registration, security briefing and automatic badge allocation can be carried out at a kiosk system. Thus also entrances without personnel can be equipped. The release of the access takes place after release via a release link.

If visitor management is operated in combination with the **PCS access control software DEXICON**, visitors can be assigned an access control authorization which is automatically transmitted to DEXICON. The assignment of access rights can be made secure via an approval workflow. Visitors receive an access badge and can enter at the doors that have been approved for them. A visit can be ended automatically by booking an exit at an INTUS access reader.

With the **VISIT training module**, training courses for employees and visitors can be conducted independently of a visit and transparently logged.

All visits are stored in PCS visitor management in an **audit-proof manner**, so that the history can be traced at any time. **Data protection** and security are guaranteed by logging in with user name and password or single sign-on via the Active Directory, combined with role-based authorizations in the system.

PCS visitor management is a pure **Web application**, so only an installation on the server is necessary. Only a browser is required to operate the software (Chrome, MS Edge or Firefox). Peripheral devices like printer, signature pad or webcam can be used on a computer on which a driver for VISIT is installed.

Software – Visitor Management

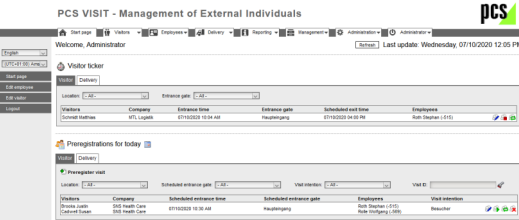
PCS Visitor Management

- + Single visitors or visitor groups
- + Visitor pre-registration and registration at the gate
- + E-mail notification of visitors about the planned appointment
- + Audit-compliant archiving of all visit events
- + Security briefing, Sanctions list check
- + Combination with DEXICON access control



time
access
video
PDC / MDC

PCS Visitor Management VISIT



Functions of the basic module

General functions

- Single-day, multi-day and serial appointments
- Creating new and returning visitors
- Different types of visits
- Guest badge/pass definable per type of visit
- Pre-registration by employee and gate
- Single visitors and visitor groups
- Visitor groups also with anonymous persons
- Company registration
- Visitor statistics

Functions for the reception desk/gate

- Overviews of registered and expected visitors
- Registration for spontaneous visitors
- Registration of items to be issued
- Notice of items to be returned
- Note for items brought along
- Additional information about configurable questions facilitate the best possible care for guests
- Print visitor badge/pass for the individual visitor or simultaneously for all visitors of a group

IS cards

- Visitor ID card management
- Virtual (QR Code) and physical badges
- Convenient reading of the functional ID card via PCS desktop reader

Visitor data

- Extensive visitor data
- Individual visitor table fields
- Visitor photo
- Configurable import via CSV file

System functions

- Important ad hoc messages for the administrator can be stored
- Employee transfer from Active Directory via LDAP
- Audit-compliant archiving of visits, visitors and security briefings
- System diagnosis capability
- Automatic deletion of visits, visitors and log entries after a certain time

Application security

- Role-based authorization concept
- Registration via user name/password or SSO
- Client-server communication via HTTPS

Available add-ons

- Visitor group import via CSV or Excel file
- Interface to access control (DEXICON by PCS)
- Outlook calendar integration – plug-in
- Electronic security briefing
- Visitor self-registration
- Online Check-In
- Permission workflow
- Campus solution
- Individual questioning
- Welcome screen
- Visitor document management and verification
- Catering for each visit process with cost center allocation and transparent catering information
- Customization to the corporate design
- Check against sanctions/access ban lists
- Access ban lists for companies and individuals
- Granting WLAN access
- Trainings
- Truck processing management

System specification

Languages

- Web-UI: German, English, French, Spanisch, Chinese
- Self registration: act. 23 languages
- Other languages on request

Server

- Web server: MS IIS from v7.0
- Operating systems: current Windows Server versions
- Database: MS SQL Server from 2008

Client

- Operating systems: MS Windows from Windows 8
- Browser: Chrome, MS Edge, Firefox starting with V20

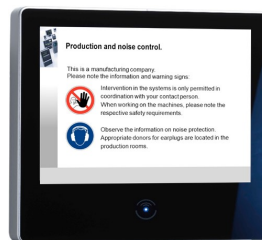
Licensing

By number of visits and necessary functions.
Training module: acc. to number of people to be trained.

Supported hardware

The following devices with Windows drivers are supported:

- Printers
- Rewrite printer: Evolis Tattoo RW
- Signature pads: Signotec Omega, Sigma
- Webcams



Technical specifications subject to change without notice.

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Drechsler, Barbara
Huber Buchverlag AG
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Verhaltensregeln für Besucher

PCS möchte höchsten Sicherheitsanforderungen genügen. Bitte beachten Sie zusätzlich die folgenden Verhaltensregeln, sobald Sie den Fertigungsbereich betreten:

1. Rauchen ist im gesamten Werkpflanzbereich verboten (Ausnahme: ausgewiesene Raucherbereiche).
2. Tragen Sie Ihren Besucherausweis bitte sichtbar.
3. Achten Sie auf Gehbehinderungen.
4. Bleiben Sie in Ihrer Besucherspur.
5. Sicherheitszäune sind in der gesamten Fertigung zu beugen.
6. Legen Sie zu Ihren Schutzhelmen in der obernennnten Laborm-Schutzkleidung an.
7. Tragen Sie Ohrschutzhörer im Maschinenpark.
8. Beachten Sie Anzeigelichter oder Warnsignale.
9. Beachten Sie ausdrücklich die geltenden Regeln der Arbeitssicherheit.
10. In Notfall folgen Sie bitte den Hinweiszeichen.
11. Notfallübungen.

Wir bedanken uns für Ihr Verständnis und Einhalten dieser Verhaltensregeln.

Rauchen verboten.
 Essen und Trinken in der Fertigung verboten.
 Telefonieren mit Handys untersagt.
 Fotografieren verboten.

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