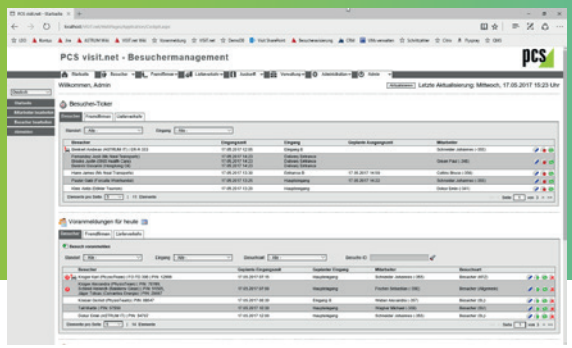
VISIT

Visitor management

- Single visitors or visitor groups
- Visitor pre-registration + registration
- Self-registration + online check-in
- Audit-compliant archiving of all visit events
- Safety briefing, checking against sanctions lists
- Combination with DEXICON access control

Time for security.

VISIT



VISIT, PCS's visitor management system, offers you a simple and quick way to register and manage visitors. Visitor pre-registration by the hosting employee or their substitute reduces the workload for the reception desk and makes sure that the security officer at the desk is well prepared. Visitors are newly created or quickly added from the database. The home screen outlines visitor information for the reception staff: When is a visitor due to arrive? Which entrance is he or she is going to use? Is the visitor already on the premises? Has he or she already left?

The pre-registered visitor receives an e-mail notification of the appointment including attachments such as a QR code for quick registration, an ICS calendar file, a map of directions and a list of recommended hotels, or alternatively a pkpass file for the wallet. If necessary, a safety briefing can be performed. If the visitor is to be included in access control, the visitor ID badge can be combined with a RFID functional card. Single-day, multi-day and serial appointments can easily be entered.

It's also possible to arrange for hospitality during the pre-registration process. Hospitality items can be registered (including prices and supplier) and assigned to a cost center associated with the visit event. This facilitates planning for catering.

The registration, safety briefing and automatic badge issue can be carried out at a kiosk system, which allows you to include unstaffed entrances as well.

Individual questions about the visit or the visitor allow you to prepare for the visit as well as possible. For example, you can find out what equipment is required for the visit, whether a tour of the factory is planned, whether the visitor needs to be picked up or whether they should be issued with a function ID card (RFID).

When visitor management is used in conjunction with PCS's DEXICON access control application, visitors may be assigned an authorization for access control that is automatically transferred to DEXICON. For a badge issued via a kiosk terminal, access will only be enabled following confirmation via a verification link. Access authorizations can safely be assigned via a permission workflow.

Visitors receive an access badge that allows them to open doors that have been authorised for them. The visit can be ended automatically by checking out at an INTUS access reader. In an emergency, it is possible to check in at an assembly point reader.

The VISIT training module allows you to hold and transparently log internal and external training events independently of a visit.

PCS visitor management supports audit-compliant archiving of all visits so that the history of visit events is traceable at any time. Data protection and security are ensured by registration via user name and password or by Single Sign-On (SSO) via Active Directory in conjunction with role-based authorization in the system.

PCS visitor management is a pure web application. Installation is only required on the server, and only a browser (Chrome, Microsoft Edge or Firefox) is needed to use the software. Peripheral devices such as printers, signature pads or webcams can be used from a computer with an installed VISIT driver.

General functions

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

Functions for the reception desk/gate

- Overview of registered/expected visitors
- Registration also for spontaneous visitors
- Registration of items to be handed out
- Reminder concerning items to be returned
- Notice for items brought along
- Additional information via configurable questions ensure the best possible welcome for guests
- Guest pass print out for an individual visitor or simultaneously for all the visitors in a group

ID cards

- Visitor ID card management
- Virtual badges (QR code) and physical badges
- Functional card read-in via desktop reader

Visitor data
- Comprehensive visitor data
- Individual visitor fields
- Visitor photograph
- Configurable import via CSV file

System functions
- Ad hoc messages for the administrator can be stored
- Employee transfer from Active Directory (LDAP)
- Audit-compliant archiving of visits, visitors and safety briefings
- System diagnosis capability
- Automatic deletion of visits, visitors and protocol entries after a given period of time
- CSV import: Employees, visitors, ID cards, pre-registrations

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
- Personalized questions
- Welcome screen
- Visitor document management and verification
- Hospitality per visit including cost center allocation and clear hospitality overview
- Customization to the corporate design
- Check against sanctions/access ban lists
- Granting WLAN access
- Training
- Delivery traffic management

System specifications

Languages
- Web interface: German, English, French, Spanish, Chinese
- Self-registration in 26 languages (at present)
- Additional languages on request

Server
- Web server: Microsoft IIS from V8.0
- Operating systems: from Microsoft Windows Server 2016
- Database: Microsoft SQL Server from 2014

Client
- Operating systems: Microsoft Windows from Windows 10
- Browser: Chrome, Microsoft Edge, Firefox from V60

Licensing
- Number of visits/person
- Training: based on the number of trainees

Supported hardware
- Printer
- Rewrite printer: Evolis Tattoo RW
- Signature pads: Signotec Omega, Sigma
- Webcams

made in germany

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