

3.4 Visitor Management



Visitor Management - Web

The administration of visitors is in the section **Users**. Under **visitors** you can administrate all current visitors and create new ones.

For creating a visitor following informations are required:

- First name and last name
- Company

To check in a visitor following informations are required additionally:

- Building sector
- Planned end time
- Company's contact
- Safety briefing (date)

Furthmore you can add following informations:



- Card number (visitor card)
- External ID
- Phone/mobile phone
- Number plate
- Secrecy agreemant (date)

If all neccessary informations have been entered, you can check in the visitor directly in the next step

In the visitor overview you can see all visitors, edit their planned end time and check them out. Further you can edit the visitor details or delete the visitor from the list. The deleting only is possible, if the visitor is not checked in.

If the visitor is checked in, he is assigned to the selected building sector. In case of a building evacuation of the corresponding building sector, the visitor is automatically listed on the evacuation list.

If a visitor exceeded his planned end time, he gets immediately displayed in the cockpit. There you can update the planned end time or check him out.

HOME WORKFLOWS USERS LOCATION MANAGEMENT LOGS Administration Cockpit ?						
VISITORS Create a new visitor						
Filters: All building sectors Type to search EVALARM users Employees Visitors						
Name	Company	Building sector	Company's contact	Planned visit duration	Actions	
Smith John	Visitor Ltd.	Main Building	visitor@ltd.com	28.02.2019 15:43 28.02.2019 17:00 Uhr	 	

HOME

COCKPIT

VISITORS

ALARMS

ALARM ARCHIVE

DOCUMENTS

Administration

COCKPIT

?

COCKPIT

Visitors

Filters: All building sectors

Type to search

Name	Company	Building sector	Company's contact	Planned visit duration	Actions
John Smith	Visitor Ltd	Main Building	visitor@ltd.com	25.05.2020 18:27 25.05.2020 19:30 Uhr	<div><div></div><div></div></div>

NEW EVALARM

Inform Employees

Fire

Attack / Terrorism

Convene Crisis Team

Building Evacuation

Accident / Emergency

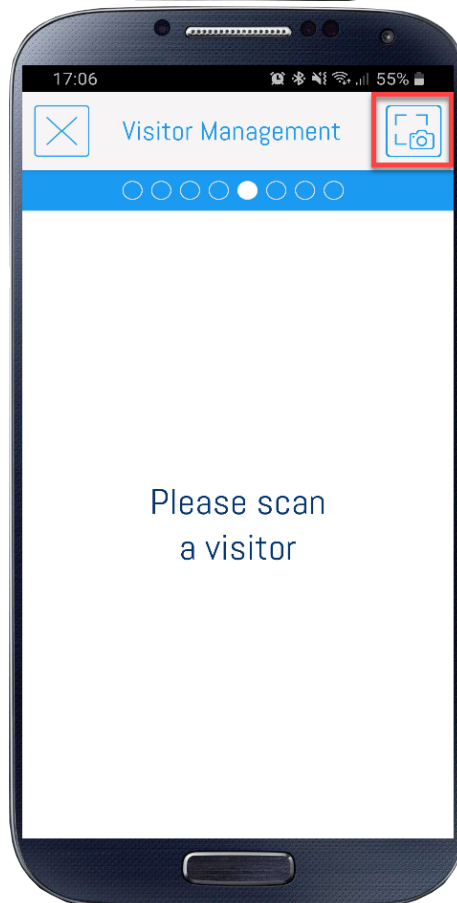
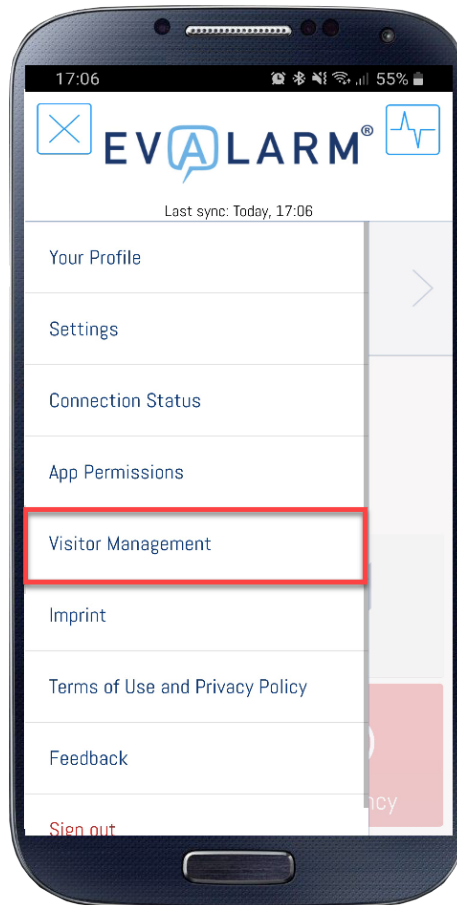
Intruder Alarm

Visitor Management - App

You can find the Visitor Management in the app menu under "Visitor Management".

All users with the **user role Administrator** or have access. In addition, users with the user roles **Emergency and Crisis Team Supervisor & Emergency and Crisis Team Members** can also use the Visitor Management if they have additionally been granted **access** to the Users administrative area. Please contact your administrator for this.

For editing a visitor in the app, please scan den Bar-/QR-code (ID has to correspond with the External ID of the user) of his visitor card.



If you have scanned the visitor successfully, all an overview of visitor details will be displayed.

At this point you have the possibility to edit the planned end time of the user or check him out directly via the app

17:07 55%

Visitor Management

Mr John Smith
Visitor Ltd.

Phone: 04465582
Mobile Phone: 04465689913
Number plate: XX03VGF
Company's contact: visitor@ltd.com
Building Sector: Main Building

Planned visit duration
from: Today, 17:03
to: Today, 18:00
Safety briefing: 28.02.2019
Secrecy agreement: 28.02.2019

Check out