Visitor Management

Visitor management does more than just optimize the flow of visitor traffic in your buildings. It provides you with a way to implement your company's security policy and to obtain reliable information on your visitors and visits while making a professional, hospitable impression on visitors.

Optimizing your visitor management process can significantly reduce costs, improve safety and security, and generate valuable visitor data.

- Fast and accurate enrolment
- 'Pre-announcement'
- Multiple Identifiers
- Photo functionality
- Integration with document readers

AEOS Visitor Management (Standard or Extended) provides a simple and effective way to manage your company's visitor traffic.

Basic Visitor Management

Visitor management is included in the AEOS **standard** software package. When a visitor arrives, Visitor Management records the relevant data in the AEOS system, allocates the visitor to a contact person and enables an employee to assign the visitor a badge with the applicable (visitor) authorization template. From then on, all badge movements are logged and can be tracked.

Speedy Reception

'Visitor pre-announcement' enables employees to enter visitors' personal data in the AEOS system in advance. With this step out of the way, newly arrived visitors need only be assigned a badge and authorization template. Pre-announcement vastly improves the efficiency of visitor reception. Visitors can also enter their own personal data upon arrival.

Secure Enrolment

With AEOS, fast and secure enrolment of visitors is guaranteed. Establishing the authenticity of a visitor's identity is time-consuming, but the process can be shortened significantly by integrating a document reader into your system. For example, with an integrated 3M passport reader you can enrol and authenticate a new visitor and issue a visitor badge within 30 seconds.

By enrolling all visitors in AEOS you create a centralized and complete record of visitor traffic, which improves security.

Extended Visitor Management

For enhanced security, AEOS offers **Extended Vistor Mananagement.** This functionality offers multiple ways to monitor and control your visitor traffic more closely.

Approval Person

With AEOS Extended Visitor Management, you can ensure that visitors are only granted access if their visit is approved by an authorized person currently in the building.

Maximum Presence Time

Extended Visitor Management gives you much tighter control over the length of time

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visitors are in your building. By defining a maximum presence time, for example, you can require the visitor to hand in the visitor badge to the reception desk before a certain time. Failure to hand the badge in on time generates an event which causes the badge to be automatically blocked.

Maximum Movements
Another feature of the Extended Visitor Management module allows you to set a limit on the number of badge movements that can be made in and out of a zone. The system checks whether the maximum number of movements has been exceeded and if so, generates an alarm.

Free Fields
An unlimited number of free fields can be added to the Visitor Management application in the AEOS security management system. Users can customize the data they want to record to meet their organization's specific requirements.
Reason for visit, phone number, e-mail address and companies' adress are a few examples of fields that can be created.

Security Level Management
In combination with AEOS Security Level Management, Visitor Management can be used to create a special security level group for visitors. When your security manager decides to switch to a different security scenario during a security incident, this will include all visitors, ensuring them the same maximum-level security that you provide to your employees.

Locker Management
Organizations that do not allow visitors to enter with coats or bags can use AEOS Visitor Management in combination with AEOS Locker Management. This allows them to issue badges that assign visitors access rights to both entrances and lockers for safe and convenient storage of their personal belongings.

Features

'Pre-announcement' of visitors	☑
Visitor enrolment with integrated document scanners	☑
Capturing visitors' photo and/or signature	☑
Tracking and tracing of visitors' movements	☑
Printing Presence list	☑
Assigning visitors to dedicated security level group	☑
Unlimited number of free fields	☑
Automatic badge withdrawal	☑
Violations and Blacklist management	☑
Assigning visitors to approval person	☑
Additional restrictions: Maximum Presence time, Maximum number of Movements	☑
Complete reporting functionality	☑

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