

visitorsonline

Software components



Visitorsonline facilitates the management of visitors to your organisation, whether pre-registered or arriving unannounced, and encompasses everything from booking visit details to pass production, check in/check out, evacuation lists, management reporting and maintaining current and archive databases on previous visits. The system will operate in stand-alone mode or can be configured to run on a network with the option of a pre-registration component via the Intranet. The features below are all included in the standard system and can be enhanced by the addition of any items from the optional features data sheet.

DATABASE

- User configurable database fields, drop down lists and multi selection
- Archive facility: Allowing full management of all records
- Database search and browse facility
- Date validation on defined date fields
- 20 user defined fields linked to card style package
- Intuitive "one" screen user facility
- ODBC compliant
- Visit notes

ADMINISTRATION

- New project and database set up
- Project default settings for data entry, card styles, set archive path, thumbnail portraits
- User authorisation: Administrator controllable user access to functionality
- Archive images: ability to define path to automatically save images to back-up

PRINTING

- Visual display of diary entry print history
- Output to a variety of printers for issue of passes & reports
- Batch printing with report facility

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CARD DESIGN

- Card style design for front and reverse of card
- Style, card design software linked to user definable database
- Templates allowing quick and easy creation of new styles
- Graphics package embedded into card style
- Sample card can be printed from card design package
- Visual thumbnail browser of all bitmaps
- Dynamic font selection, sizing and colour
- Grids, guides and single or multiple object grouping in card style package
- Date formatting option in card style package
- Visible 3/9 barcode
- Linking of card styles to specific categories of visitor

IMAGE CAPTURE

- Image Capture via digital camera
- Image capture via live video camera
- Facility to zoom/resize captured image in "grab image" screen
- Import, cropping, and resizing of any 3rd party image format
- Enhancement and editing of photo image and/or signature
- View image/signature function
- Thumbnail portrait of captured image displayed with each record

REPORTING

- Management reports on cards created, printed, expiry etc
- Evacuation report – quick issue
- Today's appointments report – quick issue

EMAIL

- Templates for advising visitors/hosts of confirmed meeting details
- Templates for advising host on arrival of visitors (with photo)
- Option to send email for arrival visitor advice, automatically at check in

SUPPORT

- On-Line Help for all functionality
- 30 days telephone helpline

