Here To See

Electronic Visitor Management

Features

HERETOSEE VISITOR MANAGEMENT

The *HereToSee*™ Visitor Management system is intuitive, easy to use and takes the burden off the reception desk personnel.

It caters for

- single sign-ins (i.e. one named person),

- group sign-ins (i.e. one person signing in on behalf multiple people in a single group) and also

- pre-registration of visitors.

The software also makes provision for

- multiple / repeat sign-ins without the need to complete all the details, and

- registration of the visitor's equipment

The database can be updated from the Active Directory, thereby potentially eliminating the manual entry of staff records.

HereToSee is a desktop application (i.e. not web-based), and is therefore installed on each computer individually. This means that the application could be resident on more than one computer with either a standalone database or a shared database on the server.

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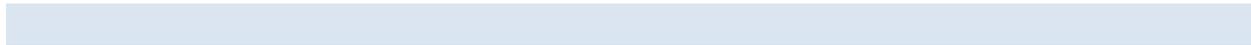
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FEATURES

	Demo	Optima
Individual sign-in, Group sign-in, Pre-registered sign-in	☑	☑
Visitor Details (configurable)	☑	☑
Pass visitor information to other applications		☑
Staff search	☑	☑
Search results with photo		☑
Indemnity declaration for Health and Safety	☑	☑
Touch-screen enabled	☑	☑
Staff notification by email (requires network connection and Exchange Server)		☑
Visitor sign-out with predictive typing		☑
Email signed-in visitors to up to 20 email addresses (emergency management)		☑
Customisable Label Printing		☑
Reports	5 records	Many
Administrator functionality		☑
Personalise Display Settings		Centrally
Location of System Settings	Registry	Database
Barcode sign-out (enables repeat sign-ins)		☑
Integration with WhereAreThey Notification services		☑

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PREVIEW OF SCREENS

VISITOR WELCOME SCREEN
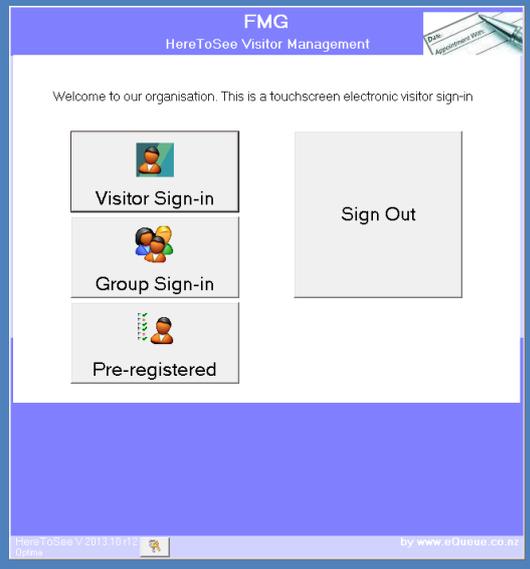
The three sign-in options are:

Single Sign In
An individual can sign into the system. The label will display the individual's name

Group Sign-In
A group of visitors sign into the system. The label will display the group's name

Pre-registered
Visitors can pre-register by emailing the responsible person beforehand, thereby enhancing the registration process on arrival.

SIGN OUT

Sign-out of the visitor can either be done by typing the first three characters of the name, or by using a barcode scanner

VISITOR DETAILS
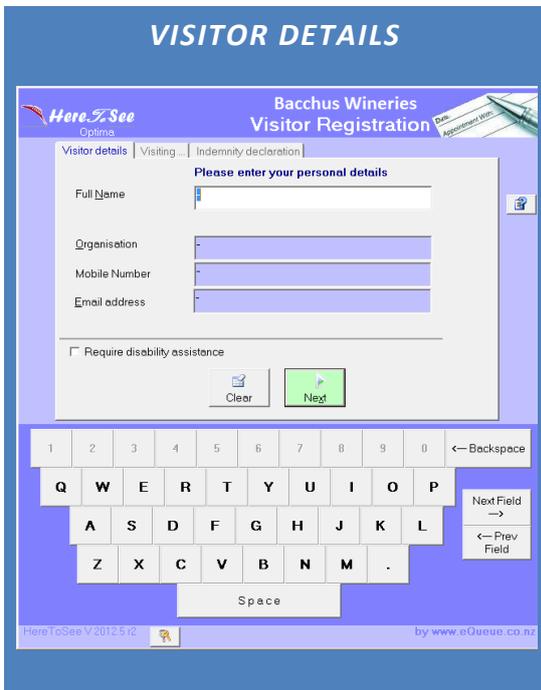
The visitor enters some or all of the following details into the system:

- Full Name

- Company / Organisation

- Mobile Number (can be disabled)

- Email Address (can be disabled)

- Location (can be disabled)

Should the visitor require any disability assistance, s/he ticks the box provided.

The visitor has to enter at least 3 characters in the name of the staff-member that is being visited for the system to return a matching list. The list can be either in the format of a drop-down box or a panel of photos.

Once the 'I agree'-button is clicked, the label is printed.

Figure 1: Example of DYMO label

Note: This label can be customised by either the client or eQueue

HereToSee generates an email to the staff-member, notifying the staff member of the arrival of the visitor. This feature is especially useful where employees are not in the office and receive the notification on their smartphone.

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The visitor is signed out of the system at departure. This can either be done in the main application, or via a tablet that runs a stand-alone sign-out application.

If the visitor has equipment checked in, the application will request that the equipment be signed out.

MASS SIGN OUT OF VISITORS

This option will do a global sign-out of all visitors that are still active in the system. This is typically done at the end of a day. Signing out of HereToSee will also prompt the administrator of the system for this action.

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SYSTEM ADMINISTRATION

Staff Import

Three options enable the maintenance of staff names:

1. Import and synchronise with the Active Directory

2. Import from an Excel template

3. Edit the staff details

Appearance:

The appearance of the main screen can be set, although the default settings are set to be optimal.

Main screen colours:

The screen colours can be set by double clicking on any of the colours in the diagram. *Please note: This could lead to system behaviour that may not be conducive to aesthetics.*

Information Required:

Certain fields on the Visitor Details screen can be made visible / hidden. These are:

-   Organisation

-   Mobile Number

-   Email Address

-   Location

Staff Search Results:

Two options are available:

1. Smart search, which will produce a drop-down list of names that match the characters searched for

2. Ticking the 'Include Photos' checkbox will display the photos of the staff being searched for.

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General Admin

Manage database location

The database location can be changed to another location. All accompanying files are copied to the new location.

Set up Communication

A successfully signed-in visitor sends an email to the staff-member being visited.

Two carriers can be used:

- **CDO**

    Enter the email server's name, click on 'Use CDO' and enter an address that contains an @ (HereToSee@Reception will work, and so will a valid email address)

- **Outlook**

    Please note that although this method works, Microsoft has put measures into place that will prohibit external application from sending email. Special settings have to be set in Exchange to bypass the limitation.

Manage security

The password can be changed from the default. It is encrypted for maximum security.

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REPORTS

The following reports are available:

Specific Visitor	List all visitor names that match the specified criteria
Visitors for specified period	Lists all visitors for a specified period
Visitors for specified staff member	Lists all visitors for a selected staff member
Visitors not yet signed out	Visitors not yet signed out. These visitors can be signed out with the Manage Visitor functionality
Visitors per weekday per month	This gives a count of visitors per weekday. The list is grouped by month
Visitors per month	Statistics regarding monthly visitors

EDIT STAFF MEMBER

Figure 2: Edit Staff Member

Staff can be entered either manually or imported from the Active Directory.

OPTIONAL ADD-ONS TO HERETOSEE

Figure 3: WhereAreThey Electronic In-Out staff register
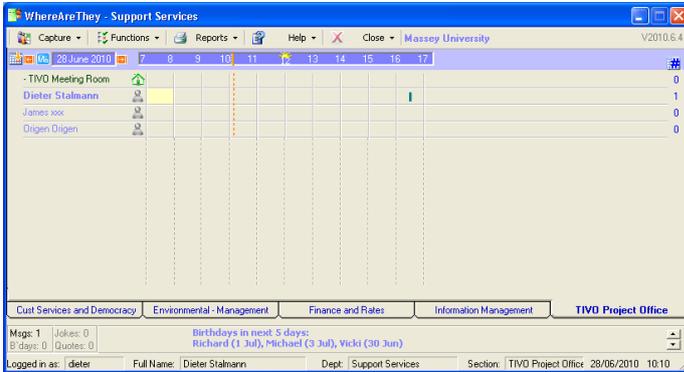
WhereAreThey integrates tightly with Outlook, and displays the whereabouts of all staff members for a specific section. It enables leave requesting, a chat facility, and many other features.

Figure 4: Capture Timesheets

An optional extra is the capturing of timesheets, which includes the appointments and meetings as well as the 'What am I busy with' items.

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