

<b>9. Visitor management add on, visitor enrollment, authentication, blacklisting management</b>		
<b>Sl. No</b>	<b>Item Description</b>	<b>Item Specification</b>
1.	Visitor Pre-Registration	Register Visitors/ group of Visitors using online registration before they arrive or register as they arrive. Allow Employees to pre-register Visitor through online web interface.
2.	Visitor Information Capture	Capture relevant Visitor details along with photograph, Signature, biometric and material information
3.	Visitor Authentication	Add Visitors to access Control system by assigning access rights to Visitor and issue access cards to open Doors/swing gate barrier which gets deactivated as Visit time expires.
4.	Visitor Authorization	Authorize Visitor prior to printing the badges/ issuing cards and entering the premises. The system shall allow for authorization at the reception/ Security or by authorized person remotely. Notifications sent to Visitors regarding approval / rejection.
5.	Approval Notifications	Email/SMS notifications sent to Location Approvers / Circle Approvers
6.	Host Notifications	Email notifications sent to host Employee upon Visitor's arrival.
7.	Visitor Assest Control	Material notification will be sent to concerned personnel for approval/ rejection prior to badge issuing/ signing in the Visitor.
8.	Visitor Blacklisting	Blacklist Visitors thus keeping unwanted Visitors away from the premises.
9.	Repeat Visitor Quick Check IN	For repeat visit, retrieve the Visitor information and create Agenda quickly.
10.	Full Audit Trial of Visitor Activities	All Visitor activities are logged and are recorded for audit purpose; these records can be viewed by generating the audit log report.
11.	Employee self service	An employee of the organization can appoint a Visitation which is sent for approvals
12.	Visitor Dashboard	Dashboard must show Live information of who is in the premises, timed out visitors and more. It also include the data in graphical format
13.	Custom fields	Visitor management should be to our specific needs by creating custom fields with required type.
14.	Comprehensive Reporting	Retrieve Visitor data with multi select filter framework that helps to isolate the data, users want to analyze. Export Visitor data to different file formats like PDF, CSV, Text, and excel, email reports to recipients and also send for printing.
15.	Visitor configuration	Enable / disable information like :

		<ol style="list-style-type: none"><li>1. Rights to create agenda for Approver / HR / Administrator / Employee</li><li>2. Visitor time format</li><li>3. Enable / disable black listed visitor settings, building and floor settings and extend visit time settings</li><li>4. Email settings and notifications</li><li>5. Visitor sign in and sign out settings</li><li>6. Custom field creation for visitors.</li><li>7. Default visitor type settings</li></ol>
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