

Visitor Manager



VT Visitor is an exciting new product from **FlexTime** to cater for the recording of visitor registration and the production of badges which can identify people while they are on your premises.

The software can be used in different ways.



- An employee who is expecting a visitor can prepare the visitor record and details at his/her own PC
- This can be handed centrally by say a receptionist or administrator
- Alternatively your visitors can even do this at Touch Screens.

Then it's just a matter of printing the visitor label or badge.

There are two ways how you can log into the application: -

- ❖ As an **ADMINISTRATOR**: This User has access to everything in the application. The administrator can:

- Add a Visitor
- Logout a Visitor
- Print a label
- Access Reports



- ❖ As a **USER**: This User can only create Visitors and view the Visitor Presence Panel.

Visitor Manager



VT-Visitor Admin Screen

The Screen provides for setting up a User and an Administrator, as well as showing who the Users and Administrators are.

Create User

User name

First Name

Surname

Title

Email address

Password

Role

Here you can create visitors:-

This screen also has a variety of other purposes:-

- To log out a visitor who has been present
- To print or reprint a label
- To search for a visitor who has been on site before to save you having to re-key his/her details.

VT-Visitor Home Welcome Joachim Braune (Joachim) Log Off

Create Visitor

Surname

First Name

Company

Car Registration

Data Table

Visitor ID	Visitor Name	Company	IN	OUT
13	Fitzgerald Donald	Siemens Albis	24/01/2013 12:52	
16	O'Driscoll Patrick	Solihem Star Printing LTD.	25/01/2013 13:05	28/01/2013 10:38
18	Tully Tony	RTE	25/01/2013 15:32	

Copyright FLEXTIME Ltd. 2013 Vers. 4.0.0.0

Ask for more details on how you can create reports on Visitor activity, run fire reports etc., and also how we are planning that the system can alert and create a sound if a card is being taken off the premises.

Visitor Manager



FlexTime can now also offer the **Visitor Pass** paper based solution for registering visitors while also providing the appropriate badge to wear. Now you can be sure who is on your premises at all times.

VisitorPass SOLUTIONS™
SECURITY YOU CAN SEE

2011 CATALOG

Innovative badges
for complete visitor management

North Point VISITOR
Date: 1/12/11
Name: Pat Walsh
Company: ABC Business, Inc.
In: 9:20

SELF-DUPLICATING!

SELF-EXPIRING!
VALID Today...
VOID Tomorrow!

DIRECT THERMAL!

Identity Cards & Accessories

FlexTime supplies a full range of id cards.

Cards can be used just for identity or can have various reading capabilities, e.g., RFID, Mag Stripe, Bar Code. Here are some of those accessories: -



Open Faced Rigid Card Holder



Card Lever Clip



Safety Lanyard Cords



Yo-Yo Card Holders

FlexTime Ltd., 1 Cranford Centre, Stillorgan Road, Donnybrook, Dublin 4

Phone: 01 260 9680 Fax: 01 260 9686 Email: info@flextime.ie