

eFACiLiTY® – Visitor Management System

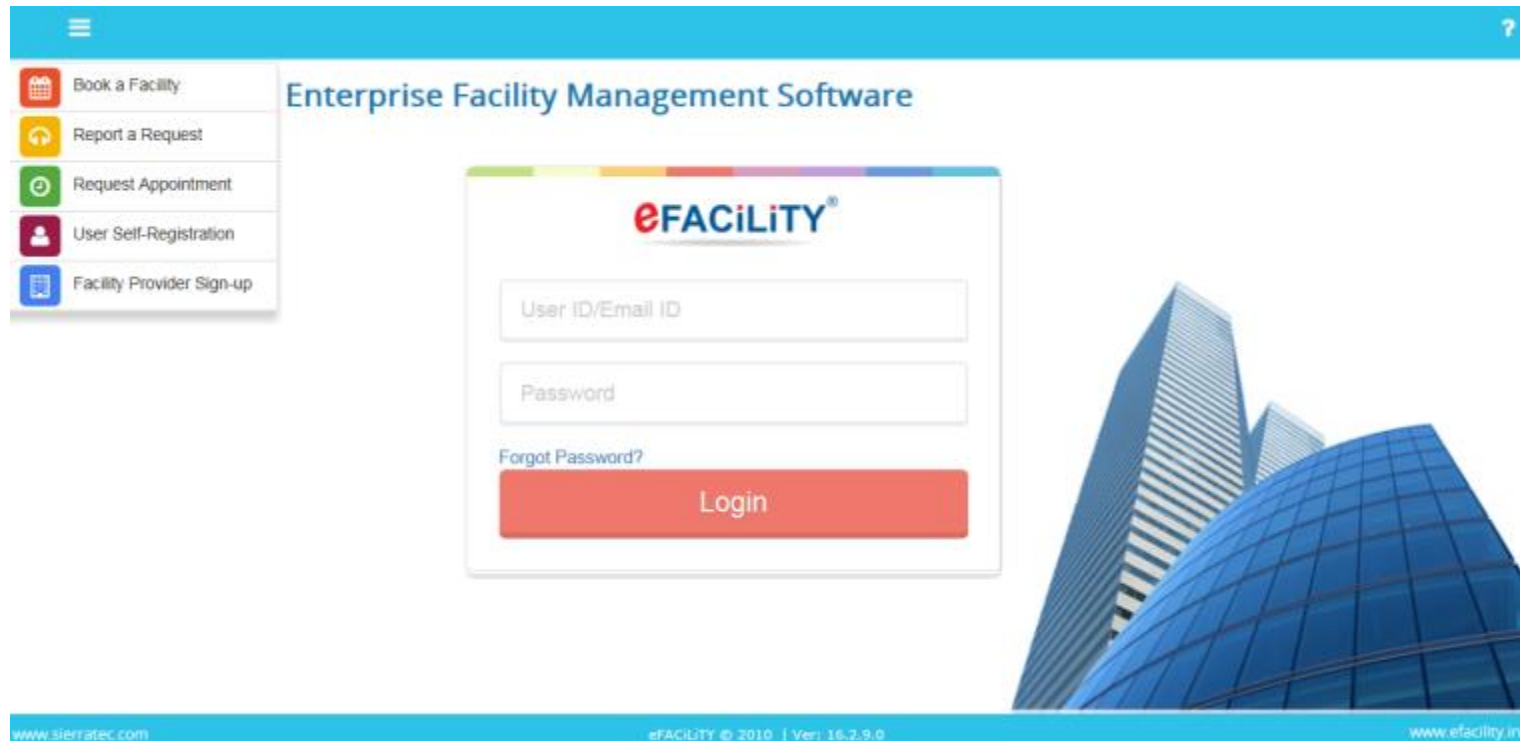


“End to End Facilities Management Software that simplifies complex operations,
aids cost reduction & improves efficiencies”

Introduction



- ✓ eFACiLiTY® is a modular facilities management system designed to work in sync with your business.
- ✓ It allows day-to-day management of processes and automates operations.
- ✓ The System provides enterprise wide control in a smart and efficient way like management dashboard for critical analysis and features adding on to sustainability.



Modules



Enterprise Facilities Management System

Maintenance Management



Asset Register, Maintenance Policies, Work Orders, Inventory



Facility Booking



Book Meeting / Conference Rooms, Invite Attendees, Order Refreshments



Helpdesk & Knowledgebase



> Requests > Problem > Incident > Change
Workflow Processing, SLA Management, Feedback/Effectiveness, Knowledgebase, Work Orders Generation



Space Management



Plan and Manage Space Occupancy, Track and Monitor efficient Utilization



Visitor Management



Visitor Sign-In, Badge Printing, Tracking, Items carried In/Out



Human Resources & Payroll



Employee Repository, Employment History, Skill Matrix, Training, Appraisals



Time and Attendance



Roster, Leave Management and Clock-In / Out Exceptions, Canteen Management



Tenant Billing System



Manage Tenants, Meter Readings, Billing, Collections, Lease details



Energy Dashboards



Energy Utilization Tracking, Projections and Cost Savings



Canteen Management System



Register Un-Register Meal Requests, Process Kitchen Orders



Smart Facility App



Asset Validation, Work Order Processing, Inspection and Readings



Mail Room Management



Tracks Incoming and Outgoing Consignments, Track Service Provider Performance



Travel Requests Management



Requests, Approval Workflow, Fulfillment and Delivery Tracking



BMS / BAS Integration



Process Alarms and Generate Work Orders, Capture Readings, Control Equipments



Project Management



Project Planning, Activity Tracking



Smart Building Controls



Control Lighting/AC, On-Arrival/Exit Settings, Enterprise Security



Patrol Management System



Rostering, Route assignment, Scheduling, Performance Scoring, SOS



Instant Feedback Kiosk

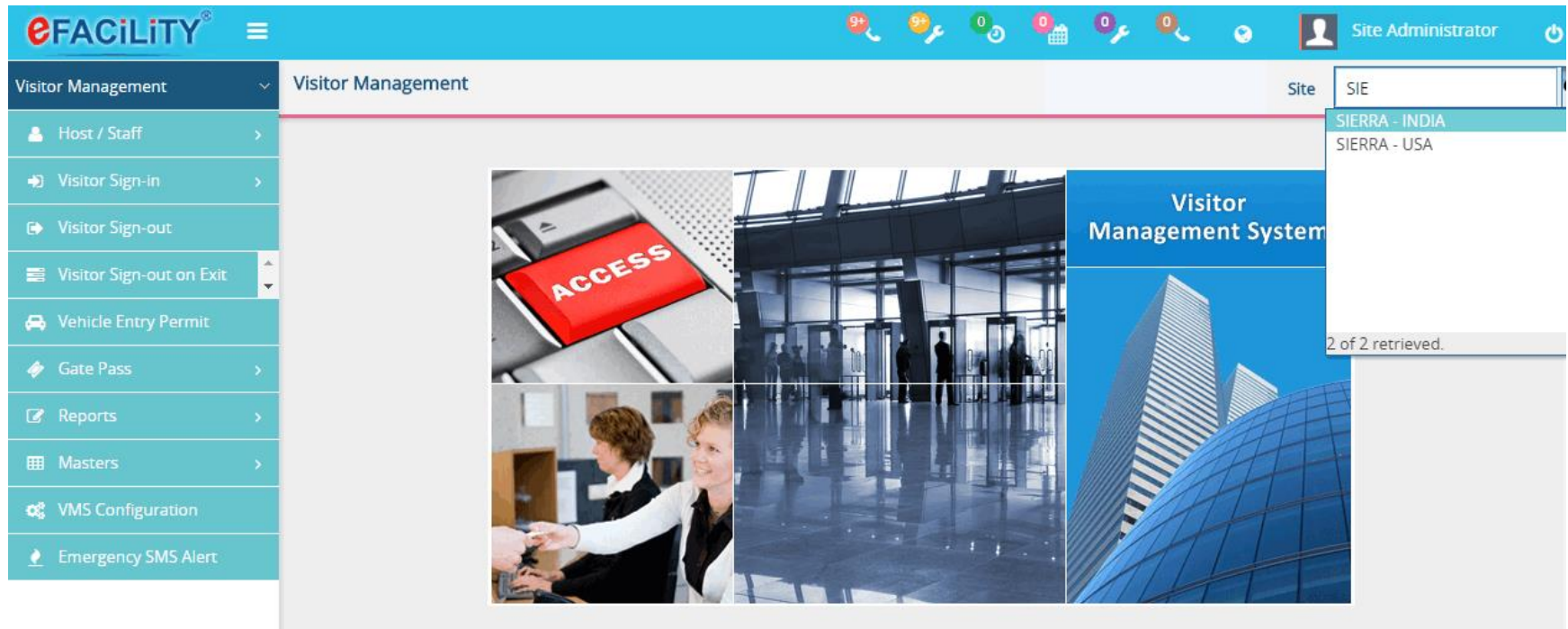


Service/General Feedback, Auto Create Call / Work Order, Analytics



Multi-Site & Multi-Organization Concept

- ✓ Site wise concept for multiple sites implementation using a central server
- ✓ Facility managers can view data from any location by simply choosing the respective site/location from the homepage
- ✓ Privileges to view, add or modify information can be defined and mapped to each and every user and can be set against the site(s).



eFACiLiTY® – Visitor Management System



"Simple & secure Visitor Registration and Tracking system"

- Online requests for appointments
- Pre-registration of groups and individual visitors
- Business card scanning for quick registration
- Photo & Signature capture features

Visitor Management System

- ✓ The security requirements of today's organizations are increasingly challenging.
- ✓ This necessitates the purpose that visitors should be screened, registered, signed-in and be allowed to visit only select areas for security purposes.
- ✓ eFACiLiTY's Visitor Management system addresses these challenges in a simple and efficient way.



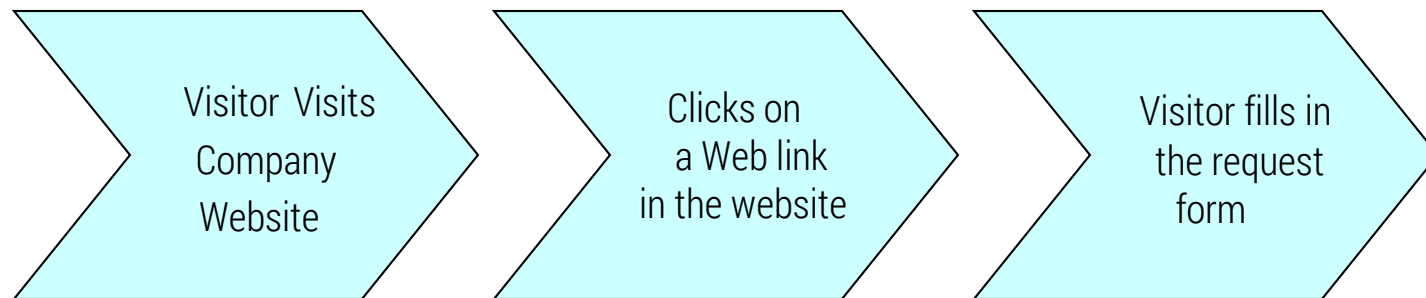
Visitor Management Features

- ✓ Online requests for appointment
- ✓ Appointment approvals and rejections
- ✓ Pre-registration of groups and individuals
- ✓ Email/SMS/Mobile App notifications on requests, approvals and rejections
- ✓ Today's appointments and expected visitors
- ✓ Visitor self sign-in using touch screen kiosks & Visitor sign-out
- ✓ Business card scanning for quick registrations
- ✓ Visitor history tracking & Visitor Blacklisting
- ✓ Visitor photo & signature capture
- ✓ Smartcards / e-Passports integration
- ✓ Items carried in/out scanning
- ✓ Visitor / contractor badge and pass printing
- ✓ Visitor / contractor badge designer & Gate pass printing
- ✓ Returnable items tracking
- ✓ MS Exchange / MS Outlook integration for appointments calendar
- ✓ Access control system / Turnstile gates integration
- ✓ Central implementation to monitor sites across geographies
- ✓ IOS & Android mobile app for Visitor Pre-registration and Meeting Approvals
- ✓ Email/SMS/Mobile App notifications on Visitor Arrival and Sign-out
- ✓ Visitor overstay alert to security and host
- ✓ Generate QR Code stickers to allow visitor self-registration
- ✓ Evacuation/security alerts to visitors during emergency situations
- ✓ Visitor movement dashboards, statistics and reports

Appointment Request

- ✓ Visitors can request for appointments using a simple request form that can be displayed in the company website /online portal
- ✓ Name, Organization, Purpose visit, Phone/Email of the visitor is captured
- ✓ The person from whom they are requesting for the appointment, appointment date / time is also captured
- ✓ The details are emailed to the host for confirmation

Appointment Request via Company's website



Appointment Request Screen

Appointment Request

Host Organization*

DUB

▼

Site*

WTC Tower 3

▼

Visitor Details

Visitor Category*

Vendors

▼

Visitor First Name*

Abdul Rahman

Visitor Nationality

UAE-Dubai

▼

Attach File

Choose file

No file chosen

Upload

Remove

View

File Name

Cont.,

Appointment Request Screen

ID Proof

Document Type

Driver`s Licence

Date of Expiry

ID No.

251325689752

Date of Issue

Place of Issue

Host/Staff Details

Appointment Sought with Host/Staff

Employee-1

Employee-1

Appointment Sought Date & Time

From

29/07/2016 05:04 PM

To

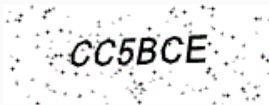
29/07/2016 05:49 PM

Purpose of Visit

Meeting

Group Visit

☐



Type the characters in the image

CC5BCE

Register Request

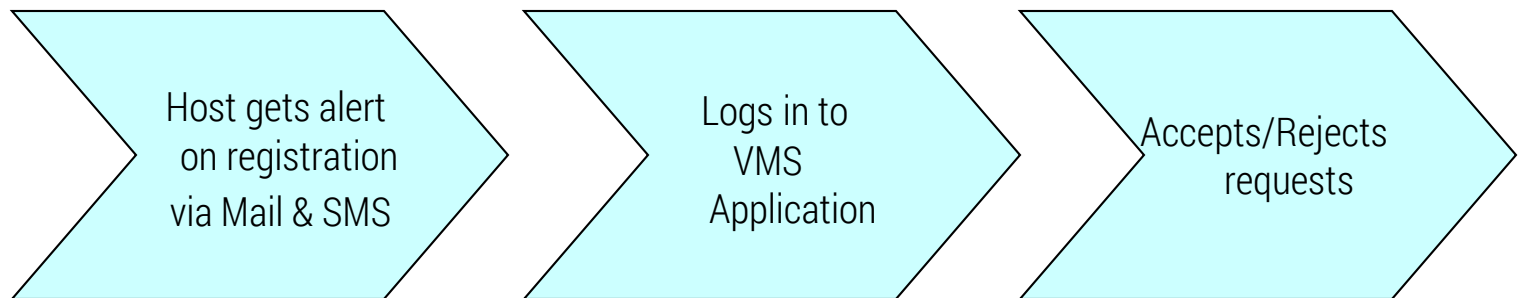
Cancel

All rights reserved © SIERRA ODC Private Limited

Accept / Reject Appointment

- ✓ The host on receiving the email/app notification can click on the link to open the appointment request
- ✓ The host can modify the appointment date/time, Accept / Reject, Add remarks / instructions to the security / receptionist
- ✓ Once Accepted, the user will be pre-registered automatically
- ✓ Accept/Reject confirmation message is sent to the visitors.

Appointment Acceptance / Rejection by Host



Appointment Acceptance / Rejection Screen

Appointment Accept/Reject

Days	All	Registration Status	All
Visitor Name		Appointment Status	Active
Company		<input type="button" value="Go"/>	

Total Number of Appointments - 1

	Sought Date and Time	Visitor First Name	Visitor Last Name	Company	Registration Status	S
▶	13/04/2016 05:00:00	Shaima	Krishnan	SIERRA ODC PVT LTD	Accepted	1

Appointment Detail

Visitor Category	Contractors		
Visitor First Name	Shaima		
Visitor Nationality	India		
Company	SIERRA ODC PVT LTD		
Email ID	Shaima.k@sierratec.com		
Purpose of Visit	Product Training		
Group Visit	<input type="checkbox"/>		
Appointment Date & Time Accepted	From	To	
	13/04/2016 05:00 PM	13/04/2016 06:00 PM	
Process Request	<input checked="" type="radio"/> Accept & Register <input type="radio"/> Reject <input type="radio"/> Keep Pending		

Cont.,

Appointment Acceptance / Rejection Screen

Attach File

File Name

View

ID Proof

Document Type

Passport

Date of Expiry

30/04/2016

ID No.

AKJL00978

Date of Issue

01/01/2000

Place of Issue

India

Address

CBE

Accepting / Rejection Remarks

Approved visit by SCM Team

Instructions to Reception/Security

Please make the visitor to wait in Conference Room 5 at Level 1

Save & Inform

Visitor Pre-registration

- ✓ The host can also manually pre-register a visitor based on a call/email appointment request from the visitor
- ✓ Pre-registration can also be cancelled anytime by the host

Pre-registration by the Host



Visitor Pre-registration Screen

Pre-registration

Pre-Registration Details	Items Carried In		
Pre-Register For	Site Administrator SA		
Host/Staff Hand Phone	4354654645		
Host/Staff Extn No.			
Site	TEXAS		
Visitor Category*	Contractors ▼		
Visitor First Name *	Dinesh Select Clear		
Visitor Last Name	Krishnan		
Visitor Nationality	India ▼		
Company	Infres Methodex		
Note: For unemployed / without company, please put "--"			
Attach File			
Choose File No file chosen Upload			
<table><thead><tr><th>File Name</th></tr></thead><tbody><tr><td>Curriculum Vitae.docx</td></tr></tbody></table> Remove View		File Name	Curriculum Vitae.docx
File Name			
Curriculum Vitae.docx			
ID Proof			
Document Type*	Driver`s Licence ▼	Date of Expiry	07/03/2016 📅
ID No.*	DL/1427358549/2008	Date of Issue	07/03/2016 📅
Place of Issue	Coimbatore		

Cont.,

Visitor Pre-registration Screen

Vehicle Details

Driver Name	Vehicle Reg. No.	Make & Model	Pass Start Time	Pass End Time
Dinesh	TN 07 2333	Mahendra & 2004	12:05 PM	01:05 PM

Add **Delete**

Purpose of Visit

Conference

Group Visit ☐

Phone No.

9543316897

Email ID

dinesh@infres.in

Instruction to Reception/Security Type

contractor

Appointment Date & Time*

☒ One Time Entry ☐ Recurrence Type

From

09/03/2016

11:00 AM

To

09/03/2016

01:00 PM

Recurrence Start Date

07/03/2016

Recurrence End Date

07/03/2016

Frequency of Visit

☒ Daily ☐ Days of Week

Appointment Time

From

To

Days of Week

<input type="checkbox"/> Sunday	From	To	<input type="checkbox"/> Monday	From	To
<input type="checkbox"/> Tuesday	From	To	<input type="checkbox"/> Wednesday	From	To
<input type="checkbox"/> Thursday	From	To	<input type="checkbox"/> Friday	From	To
<input type="checkbox"/> Saturday	From	To			

Pre-register **Cancel**

Visitor Pre-registration Screen – Mobile App

The screenshot shows a mobile app interface for pre-registration. At the top, there's a status bar with icons for signal, Wi-Fi, battery (52%), and time (4:19 p.m.). Below this is a green header bar with the text 'Pre-Registration Details' and a back arrow icon. Under the header is a navigation bar with five tabs: 'Personal' (selected, highlighted in red), 'ID Proof', 'Appointment', 'Items', and 'Vehicle'. The main form area contains the following fields:

- Site:** A text input field containing 'Reliance Corporate Park' with a red 'X' icon on the right.
- Pre-register For:** A text input field containing 'Amandeep Kaur' with a red 'X' icon on the right.
- Visitor Category *:** A dropdown menu with 'Interview' selected.
- Visitor First Name *:** A text input field containing 'Kathirvelu M' with a red 'X' icon on the right.
- Visitor Nationality:** A dropdown menu with 'India' selected.
- Photo:** A label for a photo upload area.

At the bottom right of the form is a green button labeled 'Next' with a right arrow icon.

Pre-registration for Recurrent Visits

- ✓ Any pre-planned recurrent visits like visits for Training Programs, Temporary Deputation etc. can be registered easily in a single registration:

Type ☐ One Time Entry ☒ Recurrence Type

Appointment Date & Time
From 09/03/2016 11:00 AM To 09/03/2016 01:00 PM

Recurrence Start Date* 07/03/2016 Recurrence End Date* 07/03/2016

Frequency of Visit* ☐ Daily ☒ Days of Week

Appointment Time* From To

Days of Week

<input checked="" type="checkbox"/> Sunday	From 03:00 PM To 04:00 PM	<input checked="" type="checkbox"/> Monday	From 01:00 PM To 02:00 PM
<input checked="" type="checkbox"/> Tuesday	From 01:00 PM To 02:00 PM	<input checked="" type="checkbox"/> Wednesday	From 01:00 PM To 02:00 PM
<input checked="" type="checkbox"/> Thursday	From 01:00 PM To 02:00 PM	<input checked="" type="checkbox"/> Friday	From 01:00 PM To 02:00 PM
<input checked="" type="checkbox"/> Saturday	From 01:00 PM To 02:00 PM		

Pre-register Cancel

Out of Office / Unavailability

- ✓ Host/staff can record their unavailability for the benefit of security / reception desk to disallow visitors
- ✓ Visitor requests for appointment on the unavailable periods will be disallowed

Out of Office / Busy Reason			
<div><div><div><div></div></div></div><div>Page 1 / 1</div><div>Rows/Page 15</div><div>→</div><div>Total Rows 3</div><div>Excel</div><div></div><div></div><div>Re-Print</div></div>			
	Out of Office / Busy Reason	From Date & Time	To Date & Time
	▽	▽	▽
	Client Meeting	01/09/2018 02:00:PM	01/09/2018 04:00:PM
	Business Trip	03/09/2018 10:00:AM	06/09/2018 06:00:PM
	Personal Leave	07/09/2018 09:00:AM	07/09/2018 06:00:PM

Pre-registered Visitor Sign-in

- ✓ Today's appointments screen displays today's expected visitors
- ✓ One touch sign-in by scanning the Barcode/QR code quickens the sign-in process
- ✓ Appointments can be searched using the visitor/host names also.
- ✓ Any special instructions to the visitor desk is displayed
- ✓ Host informed by Email/SMS/Mobile App notification on visitor arrival

Visitor Sign In

Visitor Details | Items Carried In

Personal Details

Visitor Sign-In ID: [Visitor Sign-In ID] Visitor Category: Contractors

Visitor First Name: Dinesh Visitor Last Name: Krishnan

Phone No.: 9789653337 Email ID: dinesh@infres.in

Appointment Schedule Date & Time: From 08/03/2016 03:00 PM To 08/03/2016 04:00 PM

Address: 6, PN Colony, Coimbatore-641007

Photo: [Image]

Company: INFRES Note: For company

Visitor Nationality: India

ID Proof

Document Type: Voter ID Date of Expiry: 15/03/2016

ID No.: 289595998/2008 Date of Issue: 05/03/2016

Place of Issue: Coimbatore

Attach File

Attach File: Choose File No file chosen Upload

File Name
324551911_1111112000.pdf

Remove View

Vehicle Details

Vehicle Details

Driver Name	Vehicle Reg. No.	Make & Model	Pass Start Time	Pass End Time
Dinesh	TN 07 2333	Mahendra & 201	01:00 PM	02:30 PM

Add Delete

Message from webpage

Instructions to Reception/Security

Allow Directly without any formalities

OK

Scan Barcode

Scan MyKad

Take Picture

Attach Picture

Capture Signature

Check Black List

Send Email to Host

Send SMS to Host

Sign In

Visitor Badge

Gate Pass

Vehicle Pass

Sign-in & Print

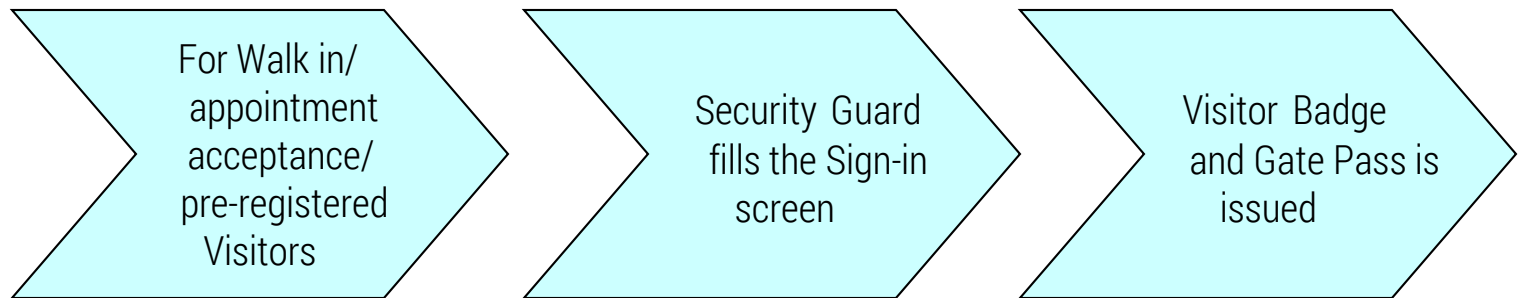
Display To Visitor

Cancel

Visitor Sign-In for First Time Visitor

- ✓ Quick sign-in
- ✓ Business card scanning
- ✓ Visitor Photo/Signature capture
- ✓ Screen for Visitors to verify their data

Visitor Sign In – First Time Visitor



Visitor Sign-in Screen

Visitor Sign In

Visitor Details

Items Carried In

Personal Details

Visitor Sign-In ID

[Visitor Sign-In ID]

Visitor Category*

Contractors

Visitor First Name*

John

Visitor Last Name

Davickson

Select

Clear

Gender*

☒ Male
 ☐ Female

Phone No.

09895456465

Email ID

john@gmail.com

Appointment Schedule Date & Time*


From

To


Address*

320,TNAU&SBI,MTP Road,Coimbatore-7

Photo



Signature



Company

JDR Groups

Job Title

Ass Manager

Visitor Nationality

India

Note: For unemployed / without company, please put "---"

Scan Bizcard

Scan MyKad

Take Picture

Attach Picture

Capture Signature

Check Black List

Visitor Sign-in Screen

ID Proof

Document Type*
Driver's Licence
Date of Expiry
05/02/2018

ID No.*
BHF54645643
Date of Issue
05/02/2012

Place of Issue
New Delhi

Attach File

Attach File
Choose File
No file chosen
Upload

File Name
PrintReceipt.html

Remove
View

Vehicle Details

Vehicle Details
☒

Driver Name	Vehicle Reg. No.	Make & Model	Pass Start Time	Pass End Time
John	TN 07 2333	mahendra & 201	02:00 PM	03:30 PM

Add
Delete

Host Details

Group Visit
☐
Purpose of Visit
Meeting

Host Organization*
--Select--

Host/Staff*
Prateek Goyal
Select
prateek.goyal

Host/Staff Hand Phone
0884564564
Host/Staff Extn No.
2365

Approver

Badge / Tag No.
--Select--

Send Email to Host

Send SMS to Host

Sign In

☐ Check Black List
☐ Visitor Badge
☐ Gate Pass
☐ Vehicle Pass

Sign-in & Print

Display To Visitor

Cancel

Items Carried Screen

- ✓ To record the details of items carried by visitor

Visitor Details

Items Carried In

Items Carried In

	S.No	Item Type	Item Description ▲	Serial No.
	1	Mobile Phone	hTC	9854695246
	2	Laptop	DELL	98564785412
	3	Pen Drive	TOSHIBA-64GB	857454124

Add

Edit

Delete

Visitor Verification Screen

- ✓ Visitor details display in the add-on monitor
- ✓ Visitors can also verify their details

Visitor Information			
Visitor First Name	Dinesh		
Visitor Last Name	krishnan		
Address	6,Sri Lakshmi Nagar,PN Palayam,Coimbatore-641007		
Phone No.	9789653337		
Email ID	dinesh@infres.in		
ID Proof			
Document Type	Driver's Licence	Date of Expiry	07/03/2016
ID No.	289595998/2008	Date of Issue	07/03/2016
Place of Issue	Coimbatore		
Company	INFRES Methodex		
Please Check If any Information is incorrect and Report			

Visitor Sign-In – From History

- ✓ By running a search on the First name or any other detail, the full details of the visitor can be displayed from the History enabling quick registration
- ✓ Purpose of visit and Host details only need to be captured enabling faster sign-ins

Search Visitor

Visitor Name

Dinesh

Company

INFRES Methodex

Search

New Visitor Sign-in

Page

1 / 1

Rows/Page

15

➔

Total Rows

2

System View

Edit View

Excel

Re-Print

	Visitor First Name	Visitor Last Name	Host/Staff Name	Approver
	▼	▼	▼	▼
	John	Davickson	Prateek Goyal	
	Dinesh	krishnan	Site Administrator	Site Administrator

Print

Visitor Sign-out


- ✓ “Visitor Sign-out” facilitates the user to close the visitor’s session by signing them out.
- ✓ Visitor signs-out with respect to their badge number
- ✓ The items that are carried-out is checked against the ones carried-in and recorded

Visitor Sign-out

Scan Barcode Serial No. Visitor Sign-in ID 1603000001

Badge / Tag No. Visitor Name John

Sign In Date/Time 07/03/2016 03:47 PM

Signed-OutBy 

Exit Out Date/Time

Sign Out Date/Time 07/03/2016 03:59 PM

	S.No	Item Type	Item Description	Serial No.	Signin/Signout	Taken Back
	1	Mobile Phone	hTC	25898874521	SignOut	<input checked="" type="checkbox"/>
	2	Laptop	DELL	DC25985852	SignOut	<input checked="" type="checkbox"/>
	3	Pen Drive	Toshiba-64GB	785987741561	SignOut	<input checked="" type="checkbox"/>

Blacklisting Visitor Screen

- ✓ Visitor/Visitors can be blacklisted and the reasons can be entered for records keeping and future access

Host Organization *	Indus Limited		
Host/Staff *	hari prasanth	Select	77
Host/Staff Hand Phone	9003987324	Host/Staff Extn No.	171
Approver			
Black List	<input checked="" type="checkbox"/>	Reason for Black Listing	Tried stealing some financial details

Host Location

- ✓ The location information is linked with the staff profile to refer the host / staff's location.
- ✓ When visitor signs-in, the information such as "building / Site", "Floor/Location" where the host is located can be identified.

Visitor Tracking

- ✓ Visitor Management System readily integrates with Access Control Devices to track and locate the visitors.
- ✓ Tracking the visitors for the current time or for the specified range of date / time
- ✓ Visitor movement report can be generated.

Note :
1) Check "Select current time" to search current location for one or more staff.
2) Uncheck "Select current time" and select date/time range to track movement of one or more staff with reference to a particular location or irrespective of any particular locations.

Date & Time ☒ Search for current time
(uncheck to select a range)

From 29/07/2016 05:15 PM **To** 29/07/2016 06:15 PM

Organization --Select-- **Department** All

Division All **Unit** All

Staff ☒ All ☐ Select

Filter By

☒ Terminal Description ☐ Door/Terminal

All Any

☒ Both ☐ In ☐ Out

Location

Level ☒ Site/Building ☐ Location/Floor ☐ Component/Room

Select All All All

Group By ☒ Terminal ☐ Location

Emergency SMS Alert

- ✓ The Emergency SMS alert feature allows the Security Managers / Users to instantly communicate with all the visitors and Staff within the facility in the event of a crisis.
- ✓ The text messaging service is used to send out facility-wide text alerts, which is delivered to all group members / visitors' phone immediately.

Emergency SMS Alert

SMS Alert Group*	Fire Alarms
SMS Numbers	9655248997
SMS Alert Messages*	Fire-Alert
Immediately Evacuate Building through the nearest Exit, You can identify the nearest Exit by following the Yellow Lines in Floor and Report at Security Gate 1.	
<input checked="" type="checkbox"/> Include Visitors who have are present in the facility	
<button>Send Emergency SMS</button>	

Email / SMS / Mobile App Alerts

✓ Email Alerts

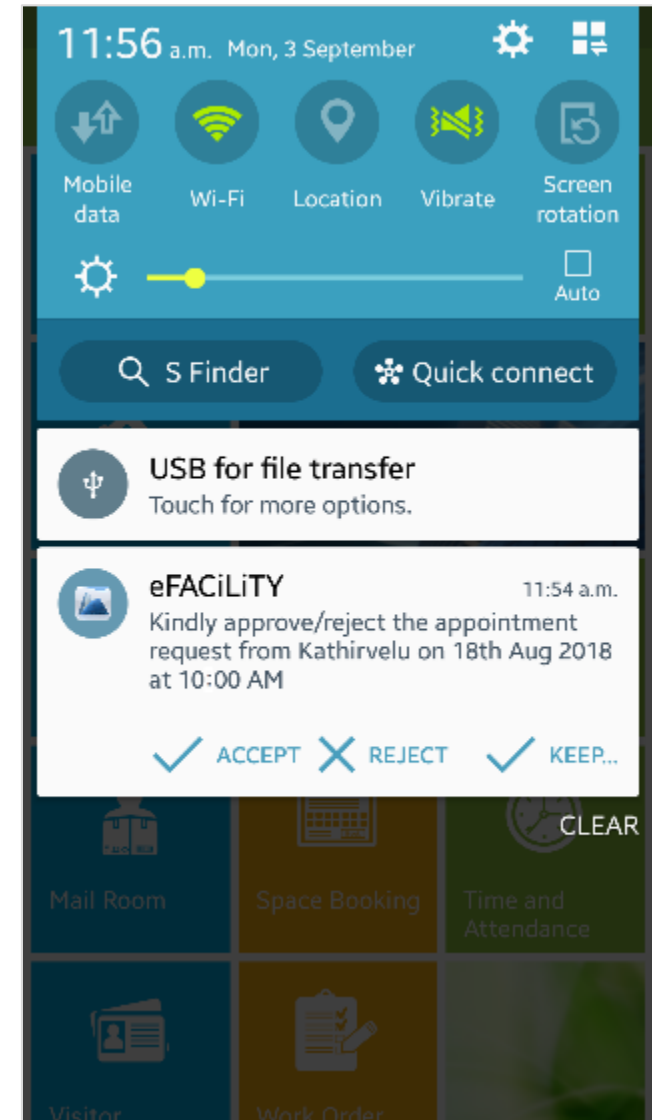
- Alert requestor on appointment acceptance
- Alert requestor on appointment rejection
- Alert visitors when they are pre-registered
- Alert pre-registered visitors if the appointment is cancelled
- Alerts host upon sign-in of the visitor
- Alert host/security/visitor as configured on visitor overstay

✓ SMS Alerts

- Alert requestor on appointment acceptance
- Alert requestor on appointment rejection
- Alert visitors when they are pre-registered
- Alert pre-registered visitors if their appointment is cancelled
- Alert host upon sign-in of the visitor
- Alert host/security/visitor as configured on visitor overstay
- Emergency Alerts to Staffs & Visitors

Email / SMS / Mobile App Alerts

- ✓ Push Notifications
 - Alert requestor on appointment acceptance
 - Alert requestor on appointment rejection
 - Alert visitors when they are pre-registered
 - Alert pre-registered visitors if their appointment is cancelled
 - Emergency Alerts to Staffs & Visitors



Email Template

- ✓ A sample Email Template

Mail Contents

Code	APR - Approval Request	Type	Mail
Subject*	Approval Request		
Body Message	<div> </div> <p>Dear [ApprovedBy],</p> <p>The Visitor [VisName] is pending for your approval.</p> <p>Category: [Category]</p> <p>Host Organization: [HostOrg]</p> <p>Visitor Company: [VisCompany]</p> <p>Group Visitor: [Group Visitors]</p> <div> <input checked="" type="checkbox"/> Design <input type="checkbox"/> HTML </div>		

☐ Default Content

SMS Template

✓ A sample SMS Template

SMS Alert Messages

SMS Alert Message Code *

Fire-Alert

SMS Alert Message Subject *

Fire-Alert

SMS Alert Group *

Fire Alarms

Message Text *

Immediately Evacuate Building through the nearest Exit, You can identify the nearest Exit by following the Yellow Lines in Floor and Report at Security Gate 1.

☒ Default

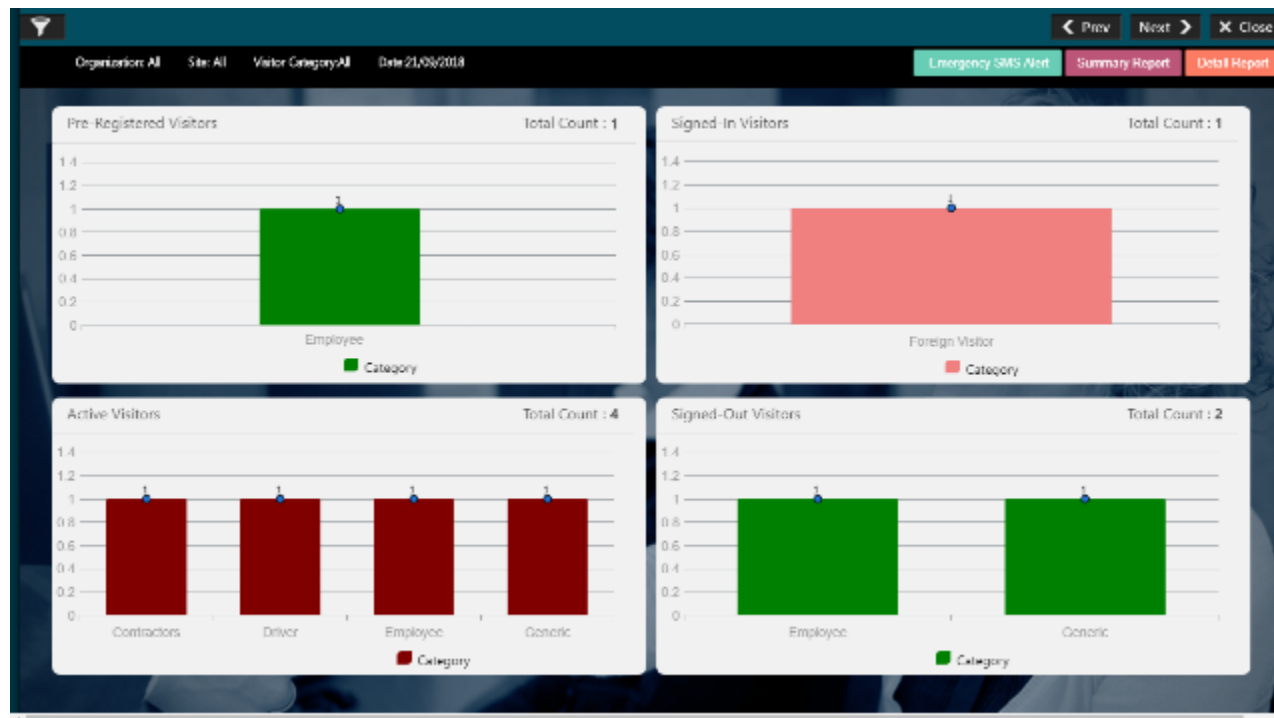
Save

Cancel

Delete

Visitor Dashboard

- ✓ The dashboard is developed using HTML 5 and supports multi-browser compatibility
- ✓ Display Total No. of Pre-Registers Visitor, Signed In Visitors, Active Visitors and Signed Out Visitors count in bar chart
- ✓ Provision has been given to view the Summary and Detail report from the dashboard
- ✓ User can able send the Emergency Alert to configured users from the dashboard
- ✓ Auto refresh option is available



Reporting Features

- ✓ Generation of MIS Reports like
 - Appointment Request Register
 - Appointment Register
 - Appointment Register - Group Visit
 - Visitors' history
 - Visitors' list
 - Visitors' Movement
 - Visitors count for the period
 - Blacklisted Visitors
 - Percentage of people with appointment
 - Percentage of people without appointment
 - Number of visitors who signed-out properly
 - Number of Visitors who did not sign-out
 - Average time spent by a visitor (for properly signed-out visitors)
 - Gate pass register
 - Top frequent visitors
 - Top frequently visited hosts
 - Listing of Items carried by visitors
- ✓ The reports can be printed and exported in to the formats like HTML, Excel and PDF etc.,

Kiosks Features

- ✓ All-in-one touch panel self-service kiosks for self registration and sign-out
- ✓ Enhance your corporate profile by processing visitors more professionally and efficiently.
- ✓ Capture detailed visitor information, photos and signatures in simple clicks, NFC data exchange.
- ✓ OTP validation for authenticating mobile numbers
- ✓ Repeat visitors to use NFC beam to identify themselves and register quickly
- ✓ Record items carried-in (mobile phone, laptops etc.) by scanning the item barcode, picture etc.
- ✓ Single click/swipe sign-out to avoid queues/delays
- ✓ Configurable feedback options to collect visitor's experience in campus.

Sign-in/Sign-out

- ✓ The Visitor Management System welcome screen has the below two options: Self Sign-in and Self Sign-out
- ✓ The Visitor Management System can be mounted on a kiosk with a keyboard or on a wall /supporting frame with touch panel inputs



Visitor Information

- ✓ The next screen asks for details such as Mobile number, Email ID and Date of Birth
- ✓ The details are processed by the system and upon clicking 'submit', users are taken to the next page



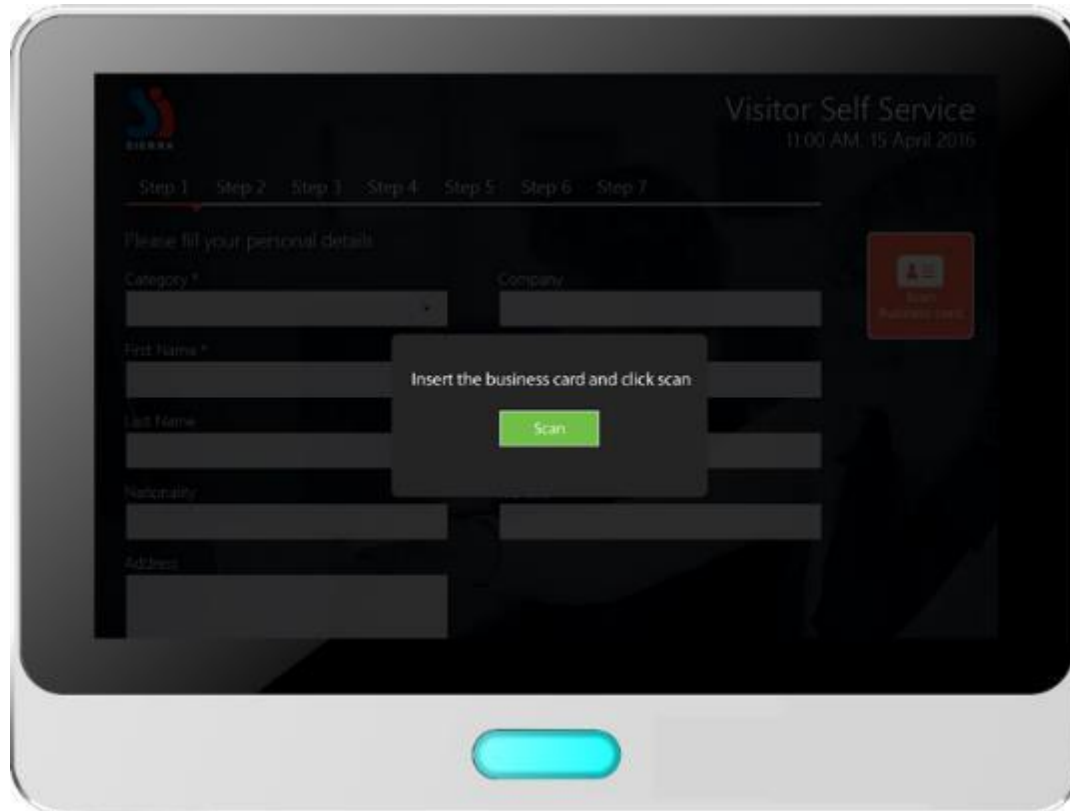
OTP Authentication

- ✓ Based on the information given in the previous screen, an One-time pass code (OTP) is generated to the mobile number
- ✓ The users are expected to enter the secure One-time pass code sent to their mobile number to continue with the registration process



Visitor Information

- ✓ The next window requests the user to insert the business card for capturing details
- ✓ Upon inserting the card and clicking 'scan' the details are automatically captured and displayed on the screen.



Business Card Scan

- ✓ The image below shows the information captured by the system
- ✓ The box on the right side of the screen is where the business card is to be placed for scanning purpose

Visitor Self Service
11:00 AM, 15 April 2016

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Please fill your personal details

Category *	Guest	Company	NYC Inc.
First Name *	Robert	Mobile No *	9843798437
Last Name	Steve	Email ID *	info@domain.com
Nationality	German	Job title	Marketing Executive
Address			
Nordex SE, Langenhorner Chaussee 600, 22419 Hamburg, Germany			

Scan Business Card



Items Carried-In

- ✓ The second step is to record the items that the visitor is carrying inside the building
- ✓ The item type and serial number can be recorded.
- ✓ Bar code scanning and photo capture options are available.



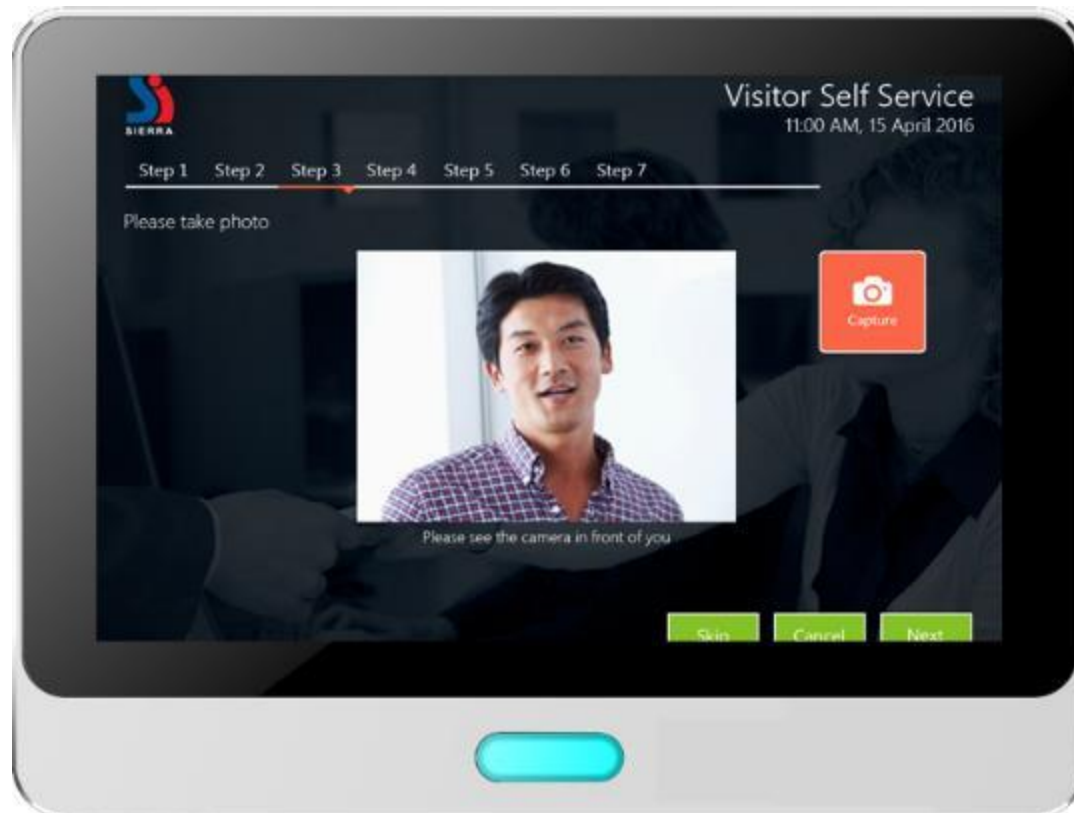
Visitor Item Details

- ✓ The list of items entered is displayed as shown in the below screen along with the serial number and bar code
- ✓ You can also see that the image of the gadget is displayed for ease of security clearances



Visitor ID Photo Capture

- ✓ The next screen prompts the user to take the photo and the photo will be printed in the card
- ✓ By clicking on the camera icon on the screen, the camera in the front panel of the system takes the photo and the save button is to be clicked to move to the next step



Visitor ID Proof Details

- ✓ The next window prompts the user to fill in the details of a proof of identity for security reasons
- ✓ The user can fill in details of any government issued card like National Id, Drivers license etc.

SIERRA Visitor Self Service
11:00 AM, 15 April 2016

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7

Please fill your ID details

Document Type* Date of Expiry

ID No.* Date of Issue

Place of Issue

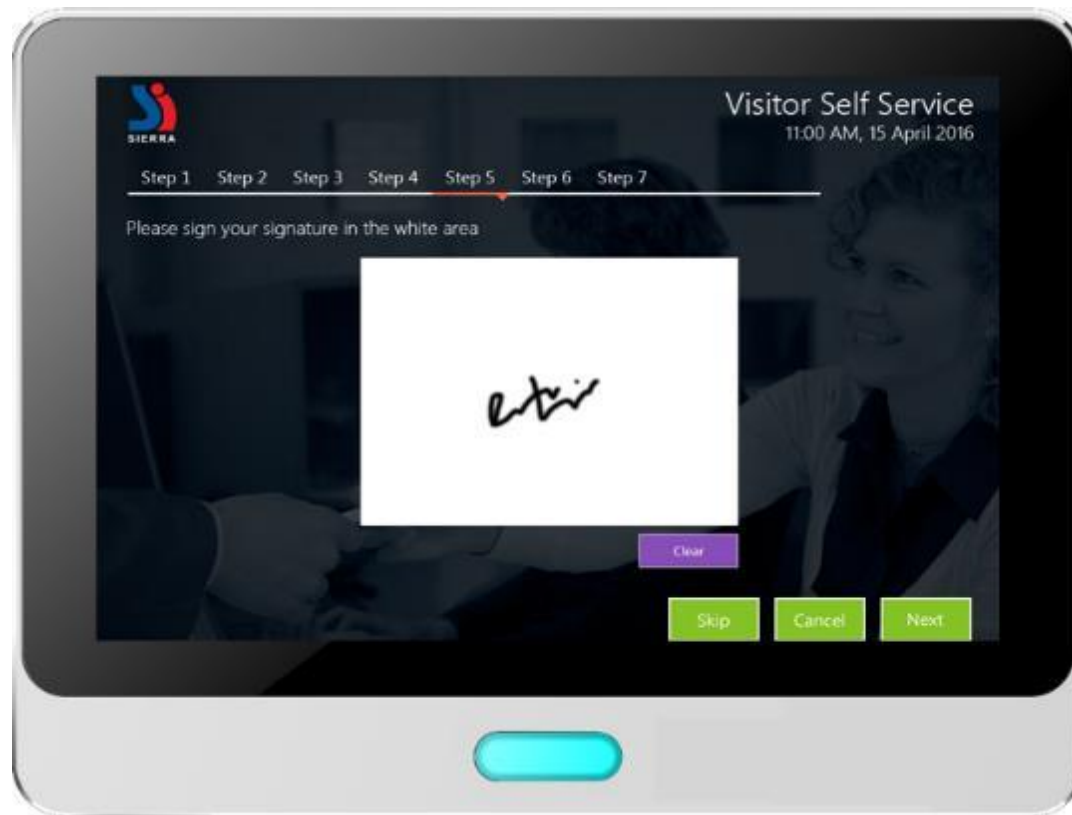
Scan ID

Skip Cancel Next



Visitor Digital Signature Capture

- ✓ Signature can be captured



Host Details

- ✓ The host can be selected
- ✓ A captcha is also to be typed for increased security

Visitor Self Service
11:00 AM, 15 April 2016

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6** Step 7

Host Details

Organization*
Global Computers

Staff Name*
Will Smith

Staff ID
12010

Staff Extn No.
7143

Purpose of Visit
Business Meeting

Skip Cancel Next



Host Details Confirmation

- ✓ All the personal, host and ID card details entered by the user in the previous screens is displayed in the next page
- ✓ Clicking on 'Next' in the bottom of the page completes the registration

Visitor Self Service
11:00 AM, 15 April 2016

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6** Step 7

Please check your details

Personal Details

- Mr. Robert Stone (Vendor)
- NYC Inc.
- 9843798437
- info@domain.com
- India

Host Details

- Mr. WB Smith (12010)
- Global Computers
- 9894508900
- Business Meeting

Photo

ID Details

- Aadhar Card
- AS19788WLR
- 12-09-2000
- 11-09-2030
- India

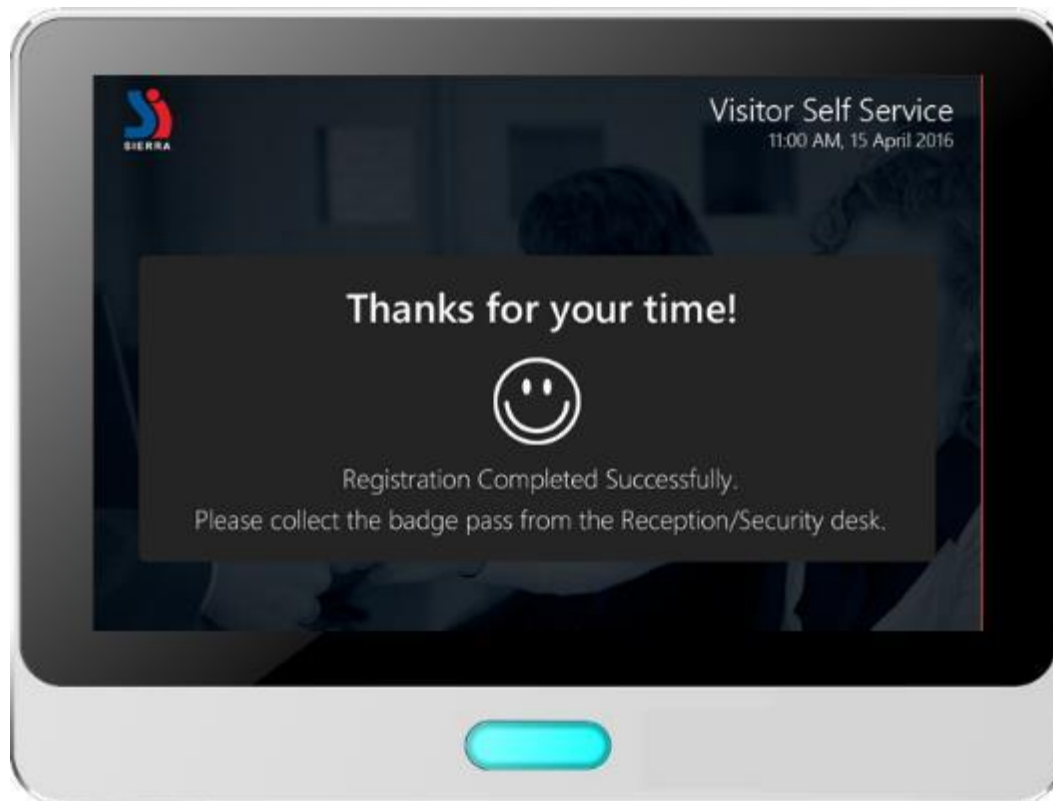
Signature

Item(s) Details



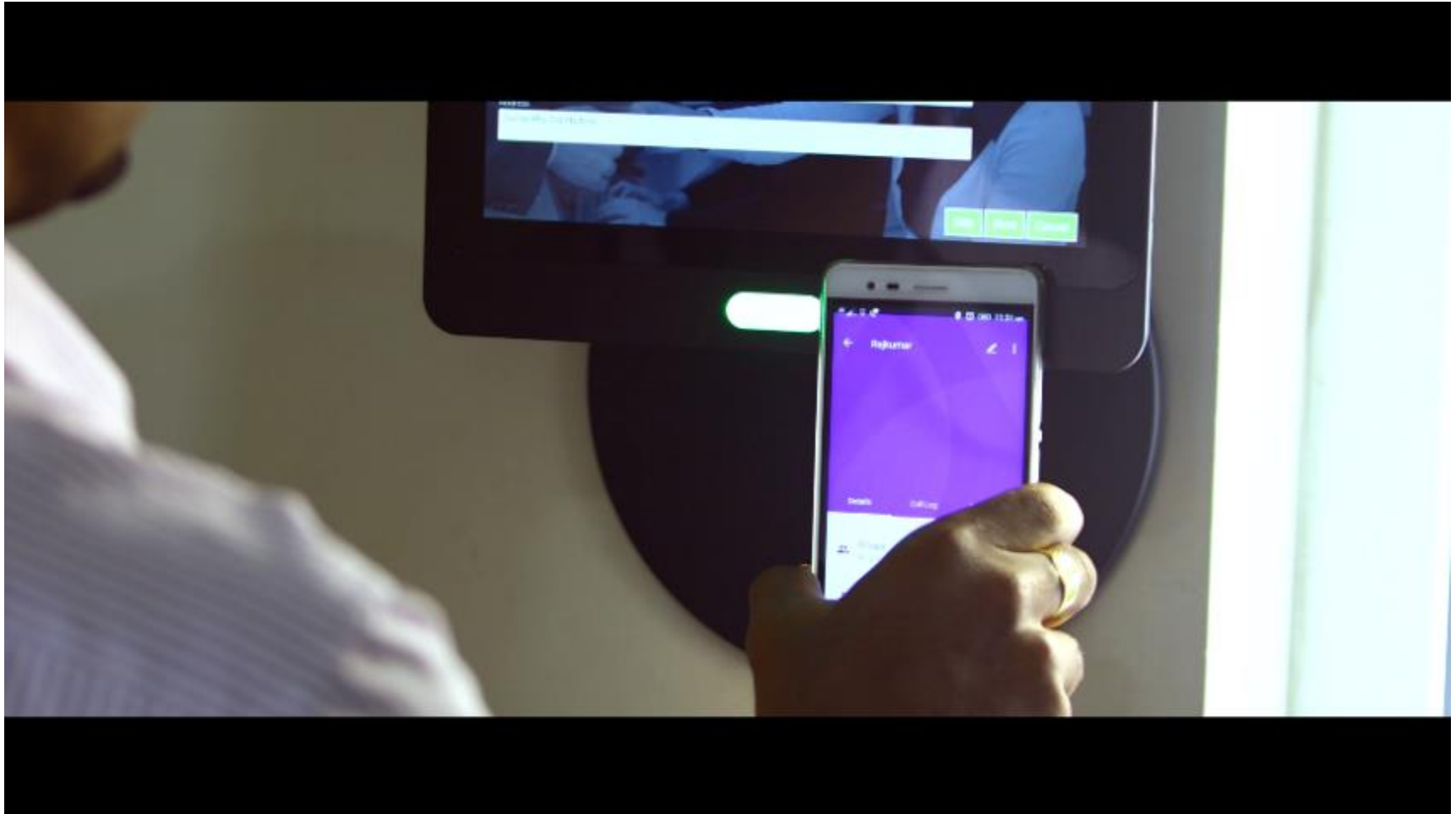
Final Form (Registration Completion Message)

- ✓ The details entered by the user is printed in the badge pass.
- ✓ The user can now collect the badge pass from the reception/security desk once the host accepts.



NFC Reader using Sign-in/out for Kiosk

The visitor information can be beamed for quick registration using NFC. Visitors can also sign-out quickly using NFC.



Recommended Hardware



Dymo Label Writer



Web Camera



Business Card Scanner



Barcode Scanner`



Qbic Kiosk



Epson Plain Paper Printer`

Visitor Badge and Pass

- ✓ Sample Visitor Badges
- ✓ Visitor Badge Designer



Visitor Gate Pass

- ✓ Sample Gate Pass
- ✓ Gate pass Designer



Other Features

- ✓ Today's appointments and expected visitors
- ✓ Visitor movement tracking using Access Control
- ✓ MS Exchange integration for appointments calendar
- ✓ Access control system integration
- ✓ Visitor Badge / Gate Pass Printing

Software Specifications

- ✓ Microsoft .NET Framework
- ✓ Browser based thin-client interface
- ✓ Supports Oracle/MSSQL/MSSQL Express
- ✓ Email, SMS, MMS Messaging
- ✓ Cross-browser compatible
- ✓ Language of your choice
- ✓ Supports MS Exchange, LDAP
- ✓ Building Management Systems (BMS) Integration
- ✓ Ready for integration with Microsoft Active Directory, Oracle Single Sign-on
- ✓ PDA extension, Android and Windows Phone
- ✓ Table, Field, Activity wise Audit Trail
- ✓ Security Policy Management

eFACiLiTY End Users - Government



Federal Government Buildings,
Putrajaya, Malaysia
eFACiLiTY - Enterprise Facility
Management System



Malaysian Communications And
Multimedia Commission (MCMC),
Malaysia
eFACiLiTY - Enterprise Facility
Management System



Ministry of Health, Kuwait
eFACiLiTY - Enterprise Facility
Management System



Ministry of Health, Bahrain
eFACiLiTY - Enterprise Facility
Management System



Tidel Park, Coimbatore, India
eFACiLiTY - Enterprise Facility
Management System



Nigerian Petroleum Development
Company (NPDC) Ltd, Nigeria
eFACiLiTY - Enterprise Visitor
Management System



Saudi Arabia National Guard, Saudi Arabia
eFACiLiTY - Enterprise Facility
Management System



Imam Abdulrahman Bin Faisal University,
Saudi Arabia
eFACiLiTY - Enterprise Facility
Management System

eFACiLiTY End Users - Government



Dubai International Airport via Pacific Control, UAE
eFACiLiTY - Tenant Billing System



Mumbai Metro, India via Honeywell
eFACiLiTY – Enterprise Facility Management System



Royal Malaysia Police
eFACiLiTY - Enterprise Maintenance Management System

eFACiLiTY End Users - Fortune 500

The logo for BAE Systems, featuring the text "BAE SYSTEMS" in white capital letters on a red rectangular background.

British Aero Space, Saudi Arabia
eFACiLiTY - Enterprise Facility
Management System



Japan Tobacco International, Malaysia
eFACiLiTY - Enterprise Visitor
Management System

The logo for CBRE, featuring the letters "CBRE" in a bold, green, sans-serif font.

For Societe Generale via CBRE South
Asia Pvt.Ltd
eFACiLiTY - Enterprise Facility
Management System



Sheraton Darling Harbor, Sydney,
Australia
eFACiLiTY - Enterprise Facility
Management System

The logo for MARS, featuring the word "MARS" in a bold, blue, serif font.

Egypt, UAE, Saudi Arabia, India
eFACiLiTY - Enterprise Facility
Management System



For Vodafone through Honeywell
eFACiLiTY - Enterprise Facility
Management System

The logo for Sodexo, featuring the word "sodexo" in a blue, lowercase, sans-serif font, with a small blue star above the "o".

Sodexo, India
eFACiLiTY - Enterprise Facility
Management System



YUM Group, India
Enterprise Maintenance
Management System

eFACiLiTY End Users - Fortune 500



Millennium Hilton, Bangkok
eFACiLiTY - Enterprise Facility
Management System



For JSW Steel via Siemens
eFACiLiTY - Enterprise Facility
Management System



For Nitesh Residency via Carrier Race
Technologies, India
eFACiLiTY - Enterprise Facility
Management System



PepsiCo, India
eFACiLiTY - Enterprise Maintenance
Management System



Wipro Limited
eFACiLiTY – Mail Room Management
System



MAERSK

Maersk
eFACiLiTY - Enterprise Facility
Management System



Reliance Industries Limited
eFACiLiTY – Enterprise Facility
Management System



Mitsubishi Electric
eFACiLiTY – Visitor Management
System

eFACiLiTY End Users - Fortune 500



Tata Realty And Infrastructure
Limited India
eFACiLiTY - Enterprise Facility
Management System



For Qualcomm Technologies, Inc.
through Compass Group
eFACiLiTY - Enterprise Facility
Management System



For HCL through Compass Group
eFACiLiTY - Enterprise Facility
Management System



TATA Power Limited India
eFACiLiTY - Space Management
System



CGI, India
eFACiLiTY – Helpdesk and
Knowledgebase System



Compass Group, India
eFACiLiTY – Enterprise Maintenance
Management System



Deloitte through Trane Distribution
Pte Ltd
eFACiLiTY - Enterprise Facility
Management System



KEY PROJECTS - OTHER CORPORATES



Wadhwa Group, India
eFACiLiTY - Enterprise Facility Management System



CRISIL Limited, India
eFACiLiTY - Enterprise Facility Management System



Godrej Properties, India
eFACiLiTY - Enterprise Facility Management System



Godrej Industries, India
eFACiLiTY - Enterprise Facility Management System



CoreLogic, India
eFACiLiTY - Enterprise Facility Management System



Ozone Group, India
eFACiLiTY - Enterprise Facility Management System



Value Mall, India
eFACiLiTY - Tenant Billing System



Prestige IT Park, India
eFACiLiTY - Tenant Billing System

KEY PROJECTS - OTHER CORPORATES



GVK Mall, India
eFACiLiTY - Tenant Billing System



Embassy Services Private Limited,
India
eFACiLiTY - Enterprise Facility
Management System



UBCity, India
eFACiLiTY - Tenant Billing System



GPX (India) Private Limited, India
eFACiLiTY - Enterprise Facility
Management System



Mantri Square, Bangalore India
eFACiLiTY - Tenant Billing System



TRIF Amritsar Projects Private Ltd,
India
eFACiLiTY - Enterprise Facility
Management System



Manjeera Retail Holding Private Ltd,
India
eFACiLiTY - Enterprise Facility
Management System



Pacific Development Corporation Ltd,
Dehradun & Delhi
eFACiLiTY - Enterprise Facility
Management System

KEY PROJECTS - OTHER CORPORATES



Malabar Group, India
eFACiLiTY - Enterprise Facility Management System



OT-Morpho, India
eFACiLiTY – Helpdesk and Knowledgebase System



AMPO Valves India Private Limited, India
eFACiLiTY – Visitor Management System



For DHFL through Falcon
eFACiLiTY - Enterprise Facility Management System



TATA-AIG General Insurance Company Limited, India
eFACiLiTY - Enterprise Mail Room Management System



Cyient Limited, India
eFACiLiTY - Enterprise Visitor Management System



Pioneer Property Zone Services Pvt. Ltd. India
eFACiLiTY - Enterprise Facility Management System



Synechron Technologies Pvt. Ltd., India
eFACiLiTY - Space Management System

KEY PROJECTS - OTHER CORPORATES



Arvind Lifestyle Brands Limited , India
eFACiLiTY - Visitor Management
System



Integrated Facilities
Management Services

Updater Services (P) Limited (UDS),
India
eFACiLiTY – Helpdesk and
Knowledgebase System



NIIT Limited, India
eFACiLiTY – Maintenance
Management System



SC Global Tubular Solutions, LLC
(SCGTS)
eFACiLiTY - Maintenance
Management System



PSA International Pte Ltd,
Singapore
eFACiLiTY – Maintenance
Management System



QDVP MAWAQIF, Qatar
eFACiLiTY – Maintenance
Management System



British Council, India
eFACiLiTY – Space Management
System



Ooredoo Qatar
eFACiLiTY – Facility Management
System

KEY PROJECTS - OTHER CORPORATES



Vision
Towards Green

For KFCA through Sigma Vision,
UAE
eFACiLiTY - Enterprise Facility
Management System



UTM Holdings Sdn Bhd, Malaysia
eFACiLiTY - Enterprise Facility
Management System



Haramain High Speed Rail Project via
L&T, Saudi Arabia
eFACiLiTY – Enterprise Maintenance
Management System



Galfar Al Misnad Engg. & Contg. WLL,
Qatar
eFACiLiTY - Enterprise Facility
Management System



Trade Coast, Australia
eFACiLiTY - Enterprise Facility
Management System



MSOGO MANAGEMENT SDN BHD,
Malaysia
eFACiLiTY - Enterprise Facility
Management System



Vishal Group, Nepal
eFACiLiTY - Enterprise Facility
Management System



Hospital Fatimah, Malaysia
eFACiLiTY - Enterprise Maintenance
Management System

KEY PROJECTS - OTHER CORPORATES



For State Bank of India through
Honeywell
eFACiLiTY - Enterprise Facility
Management System



Platinum Sentral (KL Sentral Park - Lot
E), Malaysia
eFACiLiTY - Enterprise Facility
Management System



DiGi Malaysia
eFACiLiTY - Enterprise Facility
Booking System



ST REGIS

The St. Regis Hotel & Apartments via
Azbil – Malaysia
eFACiLiTY - Enterprise Maintenance
Management System



Electronic Card Services Ltd, Kenya
eFACiLiTY - Enterprise Visitor
Management System



Airmaster, Australia
eFACiLiTY - Enterprise Facility
Management System



Albhukary, Malaysia
eFACiLiTY - Enterprise Facility
Management System



Pacific Controls, UAE
eFACiLiTY - Enterprise Facility
Management System

KEY PROJECTS - OTHER CORPORATES



Qatar Petroleum, Qatar
eFACiLiTY - Enterprise Facility
Management System



iTECO, Nigeria
eFACiLiTY - Enterprise Visitor
Management System



Saudi Catering and Contracting, Saudi
Arabia
eFACiLiTY - Enterprise Facility
Management System



Enterprise Bank Limited, Nigeria
eFACiLiTY - Enterprise Facility
Management System



Maaden Infrastructure Company
via.(SATCO), Saudi Arabia
eFACiLiTY - Enterprise Facility
Management System



Salmiya Group Co. (Boulevard) Kuwait
eFACiLiTY - Enterprise Facility
Management System



The Commercial Real Estate Company,
K.P.S.C (Al-Tijaria) Kuwait
eFACiLiTY - Enterprise Maintenance
Management System



Alghanim Industries, Kuwait
eFACiLiTY - Enterprise Facility
Management System

KEY PROJECTS - OTHER CORPORATES

 **PEPPERL+FUCHS**



For Pepperl+Fuchs through Trane
Distribution Pte Ltd, Singapore
eFACiLiTY – Enterprise Maintenance
Management System



Telekom Brunei Berhad (TelBru)
eFACiLiTY – Facility Booking System



Savvy Capire, Nigeria
eFACiLiTY - Enterprise Maintenance
Management System



Secutech, India
eFACiLiTY - Enterprise Facility
Management System



Sapphire Foods, India
eFACiLiTY - Enterprise Facility
Management System



Taiba Contracting & Maintenance CO,
Saudi Arabia
eFACiLiTY - Enterprise Maintenance
Management System



Quess Corp
eFACiLiTY - Enterprise Space
Management System



Adlabs Entertainment Pvt. Ltd.
(Theme Park) via Secutech
Energy Dashboard Application

KEY PROJECTS - OTHER CORPORATES



PS Group, India
eFACiLiTY - Helpdesk &
Knowledgebase System



Property Solutions India Private
Limited
eFACiLiTY - Enterprise Facility
Management System



Pacific India
eFACiLiTY – Maintenance
Management System



Global Indian International School,
Singapore
eFACiLiTY – Facility Management
System



For City Centre Qurum
through SIEMENS, Oman
eFACiLiTY – Tenant Billing System



Allied Maintenance Company Limited,
Saudi Arabia
eFACiLiTY – Facility Management
System



For Qatar University
through Galfar, Qatar
eFACiLiTY – Facility Management
System



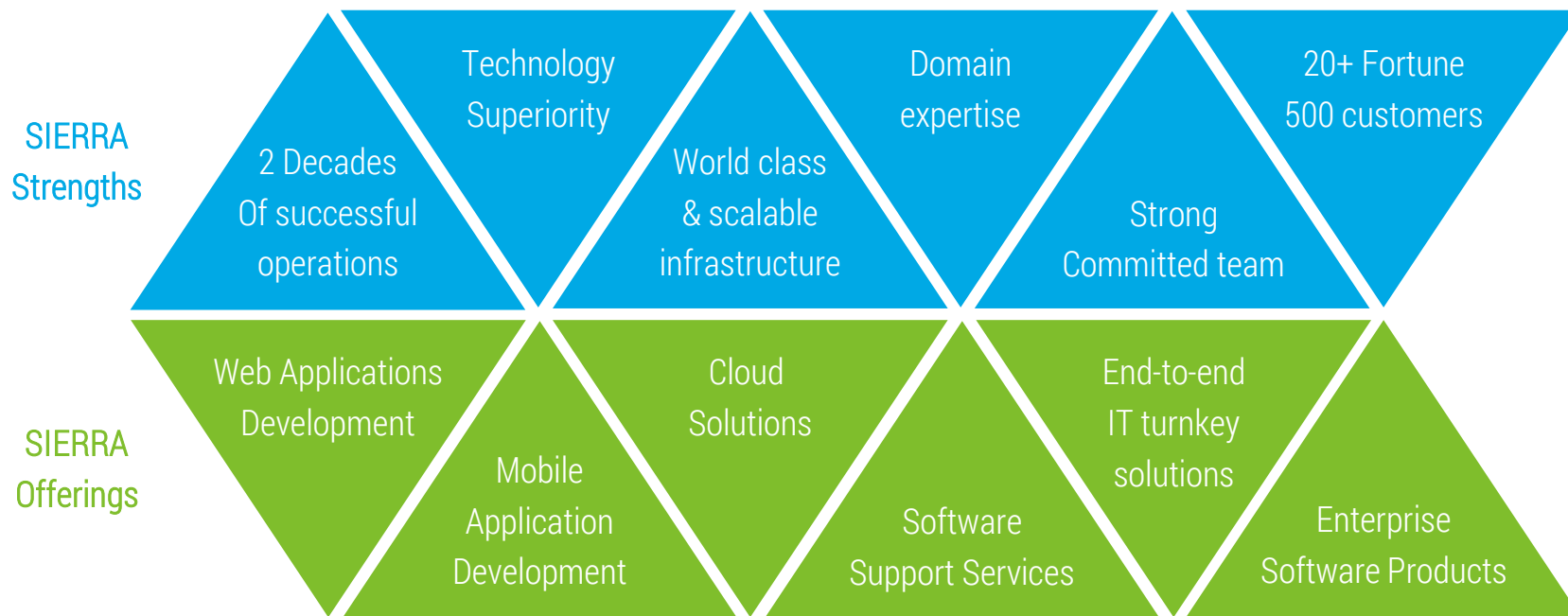
For Allied JB Friction Private Limited
through Omron
eFACiLiTY – Facility Management
System

KEY PROJECTS - OTHER CORPORATES



Promicom Services (M) Sdn. Bhd,
Malaysia
eFACiLiTY – Facility Management
System

About SIERRA



World's 2nd India's Highest rated Green Building

rated under the LEED NC v2009 Category

Microsoft
GOLD CERTIFIED

Partner

Awarded
The Best SME IT Services company
@ IMC IT awards 2013

Recognized as
One of the Top 26 Most Innovative Companies
@ CII Industrial Innovation Awards 2014

Clients Spread Across: Asia, Australia, USA, Europe, Middle East & Africa

Thank You!

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