



prime Visit

Visitor Management System

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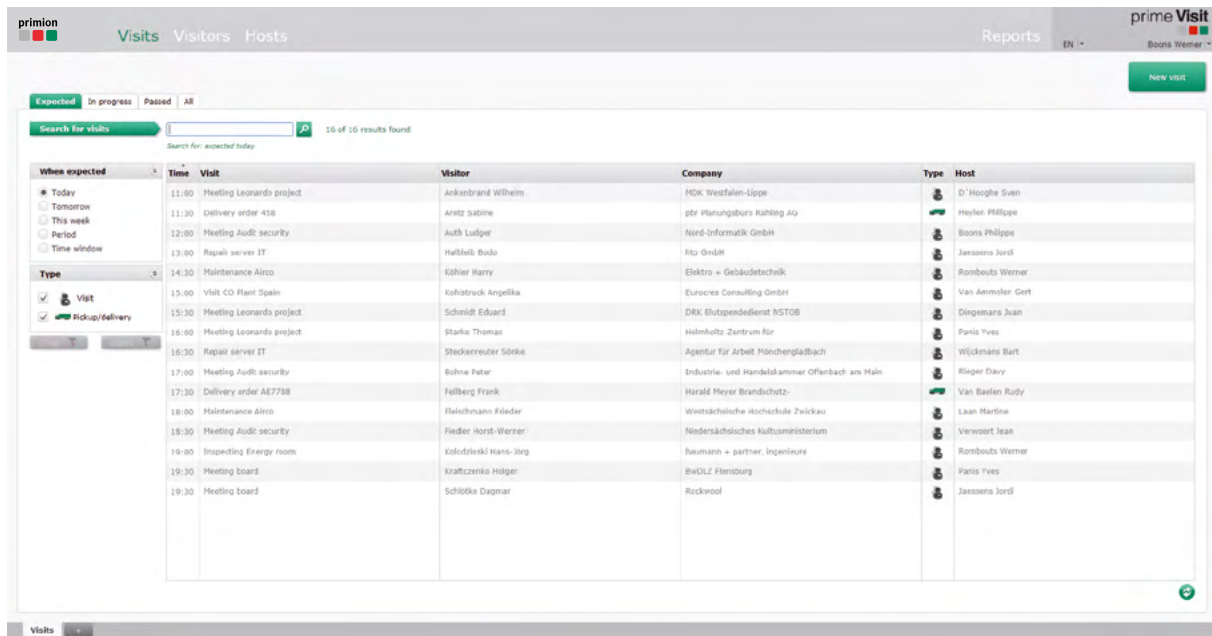
With the prime Visit Visitor Management system, primion is offering a modular solution for automating your visitor administration. The application is built using the latest technology standards. The usability of the software focuses on the user experience, resulting in an intuitive design with an almost flat learning curve. Furthermore, it ensures a professional welcome for your visitors.

The prime Visit Visitor Management suite ensures quick and easy registration of your visitors / contractors / interim workers / truck drivers ... :

- ▶ Microsoft Outlook integration for easy agenda and visitor pre-registration invitation administration
- ▶ Manual check-in and check-out or automated data entry with QR code scanner for pre-registered visitors
- ▶ Manual handling and tracking of visits and assets
- ▶ Versatile self-registration/kiosk mode enables unattended lobby visitor registration
- ▶ Automated lobby check-in with passport/driver licence verification scanner (all official documents with a MRZ-code are compatible)
- ▶ Easy registering of group visits – more details to be found later
- ▶ Printing of QR codes for visitor identification document with safety guidelines and site map options

Other advantages:

- ▶ Enhanced security. Using the software you can identify online who is in your facility, where they are and the reason for their visit. And this can be done on any PC that is connected to the prime Visit server
- ▶ Freely definable user levels (roles)
- ▶ Compliance with internal or external regulations, e.g. safety and logistics
- ▶ Instant and accurate reports about who is or was on your facility at any given moment in an easy-to-read customizable grid view
- ▶ Professional welcome for your visitors by showing detailed location and parking information and explaining upfront your entry procedures
- ▶ Checking the presence of hosts and easy notification to hosts that visitors have arrived by e-mail and/or SMS text message
- ▶ Easily scalable for any size of organisation with central database administration
- ▶ Compatible with Microsoft Surface devices



The application is completely browser based and therefore runs on any PC platform (Microsoft, Linux and Mac OS X). It runs on all major browsers e.g. Chrome, Firefox, Edge.

prime Visit Visitor Management is a stand-alone module that can be combined with Access Control software, with additional benefits such as:

- Defining visitor access rights using access groups
- Tracking visitors in zones, resulting in even more accurate evacuation information
- Tracking real-time host location and presence
- Identifying visitors more accurately with biometric verification
- Connection to coding and printing options for badge production
- Automatic import of employee and other relevant data from existing Access Control system
- Giving Visitors a QR code to directly access the outer (or even inner) perimeter

Menu structure

prime Visit is available in 19 languages: English, German, Dutch, Spanish, French, Serbian, Danish, Hungarian, Bulgarian, Romanian, Swedish, Turkish, Italian, Russian, and (Simplified) Chinese. It is built around 3 main menu parts: Visits, Visitors and Hosts.

Visits

This menu is used to define and manage your visits.

- ▶ Realtime list of expected visits, visits in progress, completed visits and an overview of all visits
- ▶ Automatic filtering of data, for example intelligent update of visits, depending on the current time and a freely definable time window
- ▶ Google-like search box to find pre-defined visits quickly
- ▶ Multi-session tabs make it easy to switch between different tasks, e.g. to handle different visits simultaneously
- ▶ Visits can be divided into categories to distinguish between different administration and handling:
 - Standard visit: Used for short term or longer visits of people or groups like contractors, for example
 - Delivery visit: Used for ad-hoc, typically short visits. Additional information can be provided for asset and transport details

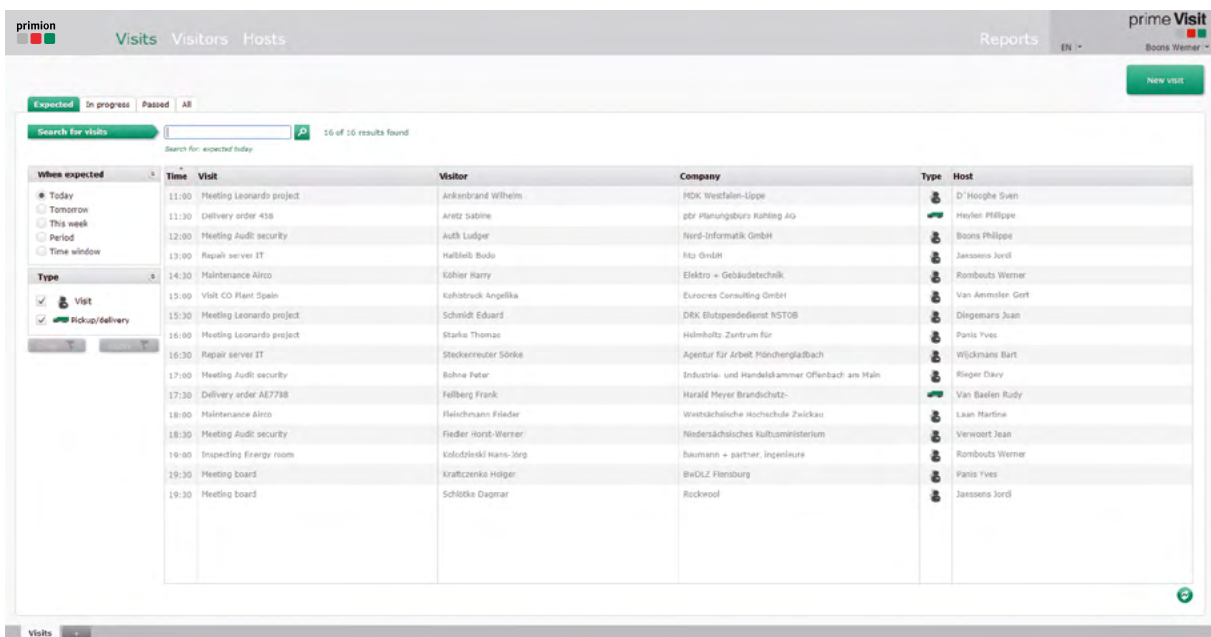
Visitors

This menu is used to define visitors, update visitor data and perform a realtime check on who is expected, who is checked in and who is checked out.

The same tools that you will find in the Visits menu can also be used for finding visitors quickly.

Hosts

This menu can be used to define people who can receive visitors, e.g. a company's employee or a contractor. It can also be used to check whether the hosts are present, who is expecting visits that day and who has visitors at that moment.



Visits

Using the user-friendly interface, a guard or receptionist can define a new visit effortlessly. There are different methods for defining a new visit:

Pre-announced visitors

- ▶ You can define visits directly from within prime Visit, using the basic user interface. This can be done from an employee's or from a Host PC. A user-friendly screen guides the user through the different steps and posts the visit directly into the visitor management agenda
 - ▶ Creating an appointment in your Outlook agenda with your contractor or customer automatically generates an entry in the visitor application agenda as well, so data only has to be entered once
 - ▶ prime Visit can automatically generate a confirmation e-mail, with a personalised message, a map to the host's location and even a QR code. This QR code can be used by the visitor for rapid registration on arrival or as a direct access method in the outer (or even inner) perimeter
- All data is stored in the prime Visit database so it can be used later for further analysis and historical data.

Quick check-in

- ▶ A user-friendly interface helps your guard or receptionist get all required data into the visitor management software quickly and easily, for ad-hoc visitor registrations such as delivery services
- ▶ An optional scanner for passports or driver licenses can be used to avoid errors when entering data. (all official documents with a MRZ-code are compatible)
- ▶ Identification of a pre-registered user can be done by scanning the received QR-code or a business card with a QR-code
- ▶ Any visitor data that may be missing, can be entered:
 - Manually by the receptionist or guard
 - Using a document scanner (all official documents with a MRZ-code are compatible)
 - Manually by the visitor entering data at a kiosk – optionally a photo can be taken from the kiosk to complete the visitor's record
 - Signatures to for signing data and/or documents

Group visits

prime Visit facilitates the procedure for group check ins. The receptionist or guard can:

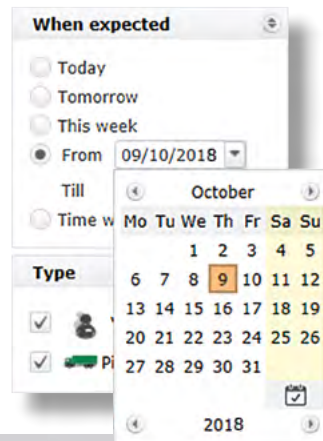
- ▶ Scan a document with all names and attach it to the record of the person who is responsible for the group
- ▶ Create a record for the person who is responsible for the group and let all group members identify themselves at the kiosk
- ▶ Import pre-registration information exchanged with the visitors group

With this function, you can keep track of all people on your premises, meaning that no-one gets overlooked in the event of an evacuation.

Checkout

A visitor can check out automatically

- ▶ By scanning his QR code
- ▶ If he received a badge and in combination with access control:
 - By presenting this to the receptionist or guard
 - By using a card capture reader for the automatic retrieval of badges. This not only saves the receptionist or guard time in badge retrieval, it also reduces the costs of replacing previously 'lost' cards



primion Visits Visitors Hosts Reports EN Boons Wester

Expected Checked in Checked out All

Search for visitors 16 of 16 results found

Search for: expected today

When expected	Time	Name	Company	City	Telephone	Mobile phone
Today	11:00	Arkenbrand Wilhelm	MDK Westfalen-Lippe	Münster	09526 / 950965	
Today	11:30	Aretz Sabine	gbr Planungsbüro raphing AG	Osnabrück	05215 49900-279	
Today	12:00	Auth Ludger	Sore-Infomark GmbH	Hilbeheim	0361 / 6206 - 626	
Today	13:00	Habib Bob	Htp GmbH	Hannover	003 / 04958 - 0	
Today	14:30	Köhler Harry	Elektro + Gebäudetechnik	Crimmitschau OT Laxe	05246 6006-16	
Today	15:00	Kohlbrück Angelika	Eurores Consulting GmbH	Berlin	05522 / 903-150	
Today	15:30	Schmidt Eduard	DRK Blutspendedienst NSTOE	Springe	0641 / 9698 - 1556	
Today	16:00	Stärke Thomas	Heinholz Zentrum für	Braunschweig	+49 2161 9903-0	
Today	16:30	Stöckenreuter Sonke	Agentur für Arbeit Mönchengladbach	Mönchengladbach	0 69 / 33 51 09 - 3	
Today	17:00	Bohne Peter	Industrie- und Handelskammer Offenbach am Main	Offenbach am Main	+49 9122180936	+49 1348144204
Today	17:30	Fellberg Frank	Harald Meyer Brandschutz-	Ganderkesee	0521 465 2530	
Today	18:00	Fleischmann Frieder	Weinrichsches Hochschule Zwickau	Zwickau	069 169665-0	0116 / 26 16 615
Today	18:30	Fiedler Horst-Wiener	Niedersächsisches Kultusministerium	Hannover		
Today	19:00	Kloßbrink Hans-Jörg	baumann + partner, ingenieure	Fulda	030-8563695	
Today	19:30	Kraftzenko Holger	EWGLZ Flensburg	Flensburg	+49 0691 25581 -	
Today	19:30	Schlöke Dagmar	Rockwood	Roermond	05436 / 51-285	

Visitors

User friendly features

- ▶ The software automatically presents a list of all pre-registered visitors, using a freely definable time window. For instance when the receptionist or guard checks the list for 10:00 arrivals, he will find all visits that are pre-announced around this time, showing just the basic information required
- ▶ The Google-like search function is intuitive and very effective in finding visits

Visitors

The visitor screen is used to create the individual visitor records.

Additional information about visitors

Other than the standard information like name, company data, etc. prime Visit allows you to store additional company-selectable data using freely definable fields. Some examples of freely definable fields are vehicle registration number, cell-phone number, issue of safety equipment, etc.

You can even attach documents to the visitor record, e.g. DOC or PDF files, such as Safety information advice sheets, etc. If you add a date stamp to the document, the software will monitor the validity of the document and automatically signal you in advance when the validity period is going to expire.

Another example is if it is mandatory to complete a safety briefing. Here again, the date can also be stored so that you can periodically warn the user if he needs to update his briefing. The same goes for certification monitoring like VCA etc.

Combined with Access Control you can even grant or revoke access rights for that visitor.

This screen has the same search functionalities as the Visit screen. Multiple sessions can be active; which can be useful if a newly arrived visitor has to be given priority check-in.

Hosts

In the Hosts screen you can search for or define who is allowed to receive visitors. This can be an employee or possibly even contractors, depending on how the system is defined.

The Hosts screen can be used to check whether a host is on site, if the host is expecting a visitor or has a visitor at that moment. This information is available in realtime.

Search functions are provided to quickly find hosts:

- In combination with access control or time recording, you can check the presence of the host in realtime
- Hosts can be informed automatically of their visitor's arrival by e-mail, phone or text and the presence/absence status of the host is visible in the software, if connected to an Access Control system

The screenshot shows the 'prime Visit' software interface. At the top, there are navigation tabs for 'Visits', 'Visitors', and 'Hosts'. A search bar is present with the text 'Search for hosts' and a magnifying glass icon. Below the search bar, there are filters for 'When expecting' (Today, Tomorrow, This week, Period, Time window), 'Status' (Present, Not present), and 'Type' (Visit, Pickup/delivery). The main area displays a table with the following columns: Time, Name visit, Status, Host name, Department/Company, Telephone, and Type. The table contains 16 rows of data, each representing a host's status and contact information at a specific time.

Time	Name visit	Status	Host name	Department/Company	Telephone	Type
11:00	Meeting Leonardo project	👤	D'Hooghe Siven	Admin.	+32 (0)3 312 92 30	👤
11:30	Delivery order 438	👤	Heylen Philippe	Sales	+32 (0)3 312 92 30	👤
12:00	Meeting Audit security	👤	Boons Philippe	OPS	+32 (0)3 312 92 30	👤
13:00	Repair server IT	👤	Janssens Jordi	Sales	+32 (0)3 312 92 30	👤
14:30	Maintenance Alroco	👤	Rombouts Werner	Sales	+32 (0)3 312 92 30	👤
15:00	Visit CO Plant Spain	👤	Van Ammelten Gert	Sales	+32 (0)3 312 92 30	👤
15:30	Meeting Leonardo project	👤	Dingemans Juan	Sales	+32 (0)3 312 92 30	👤
16:00	Meeting Leonardo project	👤	Panis Yves	Sales	+32 (0)3 312 92 30	👤
16:30	Repair server IT	👤	Wijckmans Bart	Sales	+32 (0)3 312 92 30	👤
17:00	Meeting Audit security	👤	Rieper Davy	DEV	+32 (0)3 312 92 30	👤
17:30	Delivery order AE7788	👤	Van Baalen Rudy	Sales	+32 (0)3 312 92 30	👤
18:00	Maintenance Alroco	👤	Laan Martine	Sales	+32 (0)3 312 92 30	👤
18:30	Meeting Audit security	👤	Verwoert Jean	Sales	+32 (0)3 312 92 30	👤
19:00	Inspecting Energy room	👤	Rombouts Werner	Sales	+32 (0)3 312 92 30	👤
19:30	Meeting board	👤	Janssens Jordi	Sales	+32 (0)3 312 92 30	👤
19:30	Meeting board	👤	Panis Yves	Sales	+32 (0)3 312 92 30	👤

Optional modules

- › Access control: prime WebSystems, ZKSWIN, XCess, Evalos
- › SDK: Description of interface to prime Visit
- › Document scanner: Interface and scanner for all official documents with a MRZ-code
- › Kiosk: Touchscreen pad including stand and software
- › Outlook connector: Interface for Outlook agenda

Document scanner



*There are 2 options:
a kiosk model (left) and a table-top model (right).*

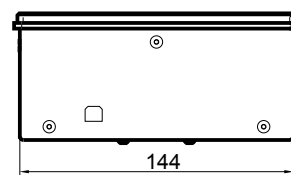
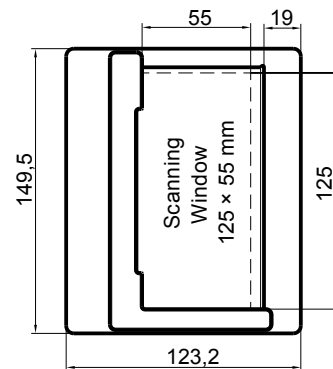
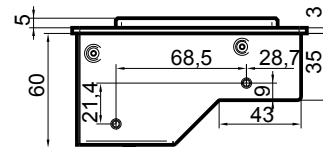
Kiosk model

Kiosk Scan is a fast and fully automated ID and passport scanner designed for data entry applications. (all official documents with a MRZ-code are compatible)
The scanner's low profile, metal case makes it ideal for integration with self-service kiosks and other service desks.

Accuracy and efficiency combined with ease-of-use greatly improves customer handling in various applications where reading and checking identity documents are called for.

Scanning starts automatically, when the document is placed on the scanning window. Several, high resolution images are captured and processed. Even the glossy reflections caused by laminated documents are removed for the best OCR result. OCR data, barcode data and authentication checks are available within 2 seconds. This saves an enormous amount of time – as much as 2 - 3 minutes per customer – and greatly improves the accuracy of data compared to manual input.

Maintenance-free operation is ensured by the no-moving parts design. The scanner must be installed in an area with no exposure to a direct light source or excessive glare.



Key features

- ▶ Passport and ID reading: Mechanical design specifically for building into kiosks, desks, vending machines, etc.
- ▶ High resolution 500 PPI imaging with visible white and IR illumination
- ▶ Proprietary glare-free imaging function for efficient OCR and barcode reading
- ▶ LED-indicated operation feedback for better ergonomics

Specifications imaging

- ▶ Active scan area: 125 x 55 mm
- ▶ Illumination sources: LED visible white, IR (B900)
- ▶ Image resolution: 500 PPI
- ▶ Provided images visible: IR, OVD image, glare-free image
- ▶ Image formats: BMP, JPG, JPG2000 and PNG
- ▶ Image colour depth: 24 bits/pixels [RGB, 8 bits/pixels (IR image)]

Specifications reading capability

- ▶ Automatic Document Detection (ADD)
- ▶ ICAO MRZ reading ICAO compliant documents per ICAO 9303 specification Part 1, Part 1v2, Part 2, Part 3 and Part 3v2 for Type ID-1, ID-2 and ID-3 MRZ Optical Character Recognition
- ▶ VIZ reading available, based on user-defined fields
- ▶ Barcode reading. QR code supported in prime Visit
 - 1D: UPC-A, EAN8, EAN13, Code39, Code128 and ITF
 - 2D: PDF417, Data Matrix, QR Code, Aztec Code
- ▶ From paper-based documents and mobile devices
- ▶ AAMVA compliant PDF417 and IATA BCBP

Main benefits

- ▶ Reads barcodes and accomplishing OCR very quickly and accurately
- ▶ Both ICAO MRZ reading and general VIZ reading from ID cards, such as driving licences
- ▶ Supports detection of fraudulent documents in high resolution imaging based in visible white and IR illumination

Mechanical specifications

- ▶ Dimensions (W x D x H): 125 x 123 x 58.5 mm
- ▶ Weight: 0.6 kg
- ▶ Ambient operating temperature: 5°C - 45°C
- ▶ Operating humidity: 0 - 95 %, non-condensing
- ▶ Power supply: From USB, no external power supply is required
- ▶ IP rating: IP53
- ▶ Case: Metal case
- ▶ Window glass: 4 mm tempered glass
- ▶ Compliances: FCC, CE, WEEE, RoHS
- ▶ Maintenance: No moving parts, maintenance-free operation
- ▶ Warranty: 12 months warranty, upgradeable

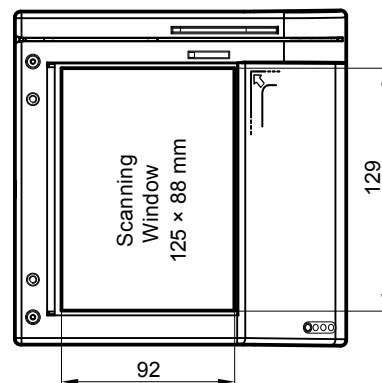
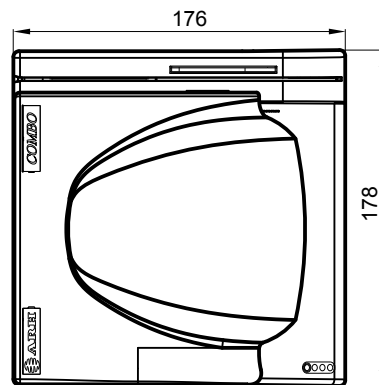
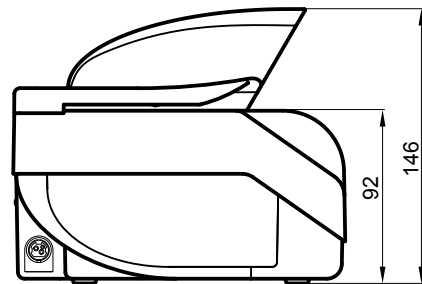
Desktop model

The Desktop scanner is a full-page, multipurpose passport and ID scanner that provides automatic, accurate data extraction and document verification. It reads all official documents with a MRZ-code. Printed data is extracted from the entire data page from MRZ, VIZ and 1D & 2D bar codes.

Everything is read in a single step.

Multiple illumination sources are available, visible white, IR and UV (option). Captured images are glare-free while OVD signs are visualised in a separate image.

By using the latest ID reading and verification technologies combined with fast and easy operation and having no moving parts, the scanner is ideal for reading data into prime Visit quickly.



Key features

- ▶ Compact, desktop format full-page document scanning
- ▶ High resolution 500 PPI imaging with brilliant image quality, visible white IR, UV illumination and OVD visualisation
- ▶ Proprietary glare-free imaging function for efficient OCR and barcode reading

Main benefits

- ▶ Reading and verifying ICAO and non-ICAO compliant identity documents accurately
- ▶ Processing complete passports

Specification for imaging

- ▶ Active scan area: 125 x 88 mm
- ▶ Illumination sources: LED visible white, IR(B900) UVA (optional)
- ▶ Image resolution: 500 PPI
- ▶ Provided images: Visible IR UV OVD glare free
- ▶ Image formats: BMP, JPG, JPEG2000 and PNG
- ▶ Image colour depth: 24 bits/pixels

Specifications for reading

- ▶ Automatic document detection
- ▶ Reflection removal
- ▶ ICAO MRZ reading ICAO compliant documents per ICAO 9303 specification Part1, Part 1v2, Part2, Part 3 and Part 3 for Type ID-1, ID-2 and ID-3 MRZ optical character recognition
- ▶ VIZ reading available based on user defined fields
- ▶ Barcode reading
 - 1D: UPC-A, EAN8, EAN13, Code39, Code128 and ITF
 - 2D: PDF417, Data Matrix, QR Code, Aztec Code
 - From paper based documents and mobile devices
 - AAMVA compliant PDF417 and IATA BCBP

Mechanical specifications

- ▶ Size (W x D x H): 178 x 176 x 146 mm
- ▶ Weight: 1.1 kg
- ▶ Ambient operating temperature: 5°C - 45°C
- ▶ Operating humidity: 0 - 95% (non-condensing)
- ▶ Power supply: Universal external supply: 100 - 240VAC, 50/60Hz
- ▶ IP rating: IP53
- ▶ Case: Sturdy ABS-PC plastic
- ▶ Security: Kensington security slot
- ▶ Window glass: 4mm tempered glass
- ▶ Compliances: FCC, CE, WEEE, RoHS
- ▶ Maintenance: No moving parts, maintenance-free operation
- ▶ Warranty: 12 months warranty

Kiosk

With the primion Freestanding tablet display stands, you get the world's most highly acclaimed tablet kiosk system, available in three versatile colour options and versions. The kiosk's ABS and aluminium construction provides unmatched durability.

Kiosk software

The software developed for the Kiosk uses a Wizard to guide the user in easy steps to provide the needed information. The software is of course multi-language.

Aluminium and ABS construction

Aluminium and ABS construction gives each kiosk a premium look-and-feel and also provides benefits including lighter transportation, higher tensile strength and a higher degree of recyclability.

Supports Microsoft Surface tablets

All tablet kiosk systems use a Tablet fit kit which allows you to use a variety of tablet devices by simply switching the tablet inserts and faceplate. No other kiosk system on the market offers this type of forward thinking approach. For prime Visit, the kiosk is delivered as a complete unit including the Microsoft Surface tablet.

Integrated cable management

Power and accessory cabling can be run inside the head unit, through the stand and down to the base of the display stand.

Fully enclosed tablet housing

The housings are fully secured with tamper-resistant screws to provide maximum security.

Run the applications you want and safeguard tablets in a variety of settings, safe in the knowledge that users will only be able to access specific content.

Different mounting options are available:

Freestanding, Surface mount, Desktop Curve,

Wall mount, Visa mountable and all in different colours.

Please ask us for more details.



*Available in different forms
to adapt to your requirements*



Compatibility list

› Access Control

- ZKSWIN*
- pWS*
- Evalos*
- XCess*
- Others (after Integration work)

*Both the Standard as the Express editions are supported

› Database:

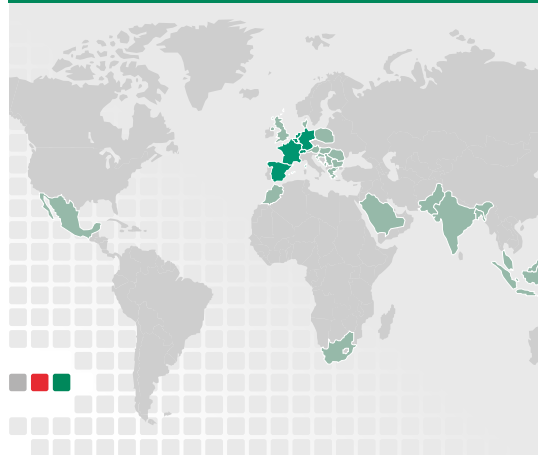
Oracle, IBM DB2, Microsoft SQL server. All H2 is delivered as standard database with prime Visit for testing and demo purposes (not for production installations)

› Minimum hardware requirements

- Server PC
- I7 processor, 8Gb RAM, 1Gb free disk space
- Microsoft Windows 10 or higher
- Client PC
- I5 processor, 4Gb RAM, 100Mb free disk space
- Graphical screen resolution, minimum 1900 x 1200 pixels
- Free USB port for scanner
- Microsoft Windows 10 or higher
- Kiosk uses Wi-Fi (IEEE802.11) network to connect to the server or can be wired with a USB to network cable

Technology – how IT works

- › The Client is optionally a Thin Client rendering Engine based on JavaFX or a pure HTML interface
- › The Client JavaFX application is installed like an App on a desktop PC. The process for installation needs zero user interaction and is fully automatic. The HTML interface needs no installation
- › The Client App includes all necessary components like JRE but these tools can only be used inside the App itself, resulting in zero intervention in the Client PC environment. The HTML interface has no JRE dependencies
- › No admin rights on the Client PC are needed for installation of the JavaFX App
- › The Client runs on all main Operating systems, e.g. Microsoft, Linux, Mac OS X and on all major browsers
- › No installation of JRE needed on local Client (primeVisit will automate the installation)
- › There is no Application or Business Logic at the Client itself, so updates of the Client App are very rare because most code is at the server side
- › The Client is browser independent
- › A plug-in is required at the Client PC if the Passport/QR code scanner is deployed



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