



Softcon Visitor Systems Rev 01.00

This document provides information on Softcon Visitor Systems. This file is available as a help file.

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AIM

The aim and goal of this document is to provide information regarding the Visitor related products available from Softcon. The document serves as the general specification for these products and is to be used for marketing and quotation purposes. Full specification of the Hardware (HW) units are listed in the appropriate HW documents with general specifications listed here. Operating procedures and details of the Software (SW) are listed in the help files linked to the SW.

SYSTEMS

Controlling of Visitors are limited to three aspects, Card access control, Visitor register system and Visitor pre-register system. These are detailed below.

CARD ACCESS CONTROL

Visitors are either issued cards simply as staff via normal card holder editing of the card database, or by a [visitor registering system](#) which transfers data to the card database. Once in the card database, the card is a normal access control card, adhering to all normal functions of access control, i.e. card enable, access to selected zones, start and expiry, area zone counting, time groups, Anti-Passback, Strictly from, etc. These functions are described in the SoftWin manuals. Additional specific visitor related options can be set:

Card capture. Cards can be set as capture cards, to be captured at readers that have capture units. Cards can be set to be captured at selected capture units (not captured at not selected bins). If access is granted at a capture reader and the card is set to capture, a control signal opens the capture bin and once the card is “dropped” in the bin, the door/barrier is opened. For cards that are not to be captured, the reader functions as if no capture bin is present. Cards captured are logged as being captured and the cards can automatically be disabled (set per reader).

Link to host. The visitor card can be linked to a host or a group of hosts (selected department), and if access is allowed at a reader, access will only be granted to the visitor card if the host is present in the area to which access is requested. The PC grants access to cards that are linked to hosts, i.e. visitor card data does not reside in the controller and the PC must be running the access program for access to be granted.

All standard data logging, displays and printing of card movements take place. If the card was registered via the [visitor registering system](#), the visitor reference number is also logged.

VISITOR REGISTERING SYSTEM

This is an optional system that is used to register visitors. It is a client program running on one or more PCs that accesses and edits data on a server PC (could be the same PC). A visitor database holds data on visitor that have been registered. Functionality of the system is as follows:

Visitors that have been registered previously are search for by an appropriate data field (e.g. by name, ID number, etc.). Visitors not in the database are added. All relevant data is entered or edited as required, including where the card has access to. Any of the fields can be **password** protected, allowing only certain operators to change data (e.g. where the card has access to).

Data in the pre-registered data base (see below) can be accessed and copied to the visitor on display, by presenting the card issued by the [pre-registring system](#), at a reader connected to the PC or by selection via appropriate lists.

Optionally, **photos** can be taken by the system and be displayed. An **audio** recording can also made, e.g. the visitor states his name and whom he is visiting. Photos and audio are stored on the PC disk and are automatically allocated file names linked to the visitor database reference.

The visitor data is copied to the active access card data base by allocating an **access card** to the visitor. Data that was not editable is not transferred, facilitating the pre-setting of visitor cards with certain parameters (e.g. to where that card has access). Card **start** and **expiry** can be set automatically (e.g. start now and expire in 5 hours). The data is transferred by entering the card number or by presenting the card to a **reader** attached to the PC.

An ID card can be **printed** on any Windows printer installed. The format of the print can be altered and can include the photo.

Card **activity** is logged with the visitor database reference, enabling reports to use data from the visitor database (and not from the card database). The last location, date-time and status of the visitor card is recorded in the visitor database. Manual and automatic facilities are available to delete cards from the visitor data base that have not been active for a set period of time.

All menus and functions within menus are **password** protected. Operators are logged on/off.

VISITOR PRE-REGISTERING SYSTEM

This is an optional system that is used to pre-register visitors. It is a client program running on one or more PCs. A visitor is pre-registered by entering data such as visitor and host names, expected arrival and departure, parking required with vehicle registration, colour and make. This data is added to the visitor **pre-register database**, with the following structure (table and field names can be changed):

Field Name	Data Type	Description
REFERENCE	Number	Indexex (No Duplicates)
ARRIVED	Text	19 characters yyyy-mm-dd hh:mm:ss
CAR_COL	Text	34 characters
CAR_REGIS	Text	34 characters
CAR_TYPE	Text	34 characters
CD_REF	Number	Reference to card database
COMPANY	Text	34 characters
EXPIRE	Text	16 characters yyyy-mm-dd hh:mm
FIRST_NAMES	Text	34 characters
HOST_ID	Number	Reference to card database
ISSUE	Text	16 characters yyyy-mm-dd hh:mm
NAME	Text	34 characters
PARK_REF	Number	Reference to Parking database

Future updates (1st quarter 2002) will facilitate the adding of data to the pre-register database via **Email** sent to the system (using predefined forms, available from a **web** site).

Name	First ...	Company	Registration	Type	Colour	Passenger	Host	Phone	Arrival	Arrived	Departure	Card	Park.
1 Bond	James	Spy	ABC123GP	BMW	Red	2	Liebenberg	2304	2001-12-01 10:00	2001-12-01 10:10:32	2001-12-01 14:00	10	1
2 Smith	John	Softcon	BBS123GP	VW	White	0	Carl	1234	2001-12-01 12:30	2001-12-01 12:45:21	2001-12-01 16:30	11	5
3 Solt	Steve	ABC	JFKB19GP	Toyota	Cream	1	Liebenberg	2304	2001-12-01 10:00	yyyy-mm-dd hh:mm:ss	2001-12-01 14:00	0	0

A **parking** allocation menu displays the visitors pre-registered for the day. Visitors that have arrived and not left, can be displayed in a selected colour. Visitors that have already left are deleted automatically. Selected data can be edited, password permitting. Data can be sorted by clicking on any column.

The visitor is given a card that is linked to the visitor via a **reader** connected to the PC or via a barrier reader configured to the parking allocation PC. The card is issued by clicking on the visitor data and the card is presented to the reader or if a card "spitter" is installed, the card is issued automatically and read. The **barrier** is automatically opened. The cards are enabled for selected readers and adhere to all **access control** selections. Card **start** and **expiry** can be set automatically.

R.	Visitor	Registration	Arrived	Depart
1	1	ABC123GP	2001-12-01 10:10:32	2001-12-01 14:00
2	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm
3	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm
4	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm
5	2	JB5123GP	2001-12-01 12:45:21	2001-12-01 16:30
6	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm
7	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm
8	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm
9	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm
10	0		yyyy-mm-dd hh:mm:ss	yyyy-mm-dd hh:mm

The visitor can be allocated an available parking bay from a list, reserving the bay to the visitor (providing a link from vehicle to visitor). This is done by clicking on the required parking bay.

On exit at a **reader** connected to the PC or via a barrier reader (with a card capture bin) configured to the parking allocation PC, the card visitor is removed (if set) from the pre-register database. The parking bay is set as available. The **barrier** is automatically opened. Data in the pre-registered database of visitors not currently on site is automatically deleted if the expected departure date exceeds the current date.

The **visitor registering system** can access the data in the pre-register database, copying data to the visitor database.

Events at readers can be set to be logged.

All menus and functions within menus are **password** protected. Operators are logged on/off.

DATA LOGGING

Readers are set to enable **event logging**. The server logs the events in a daily log file, storing date/time, location, card reference, visitor reference and optional fields such as name or company. This data is used by event reports.

Audit trail logging (recording which operator edited data, from what to what) will be available in future updates.

REPORTS

Reports are available, listing card movements over a selected period (start and end time-date). Reports list **details** or only **totals** for the selected period, with daily subtotals. Selections of readers, cards, departments, visitors only, visitors on site, etc. can be made.

Reports on visitors registered are available, listing data such as last location, last movement, etc.

The system uses Segate **Crystal** reports to generate the reports.

Reports can be set to be made automatically or on request. Reports can be **displayed**, **printed** or stored in **files**. Automatic **email** of reports will be available in future updated.

