

# ATRACS



## ATRACS Visitor Management

**ATRACS Visitor Management** harnesses the power of web technology to increase front desk efficiency while presenting a professional public image of the host organisation. This web enhanced solution allows all staff to participate in the pre-registration of visitors and contractors.

A receptionist using an ATRACS workstation can key in a visitor's details on arrival and log the visitor on site. A full colour personalised badge is produced in seconds, which ensure the swift processing of visitors and contractors. Badges can include custom graphics, company logo and the visitor's photograph.

Alternatively, using web - based technology, visitors and contractors can be pre-registered by a member of staff using any PC with a Web Browser. This enables the visitor's badge to be pre-printed allowing the receptionist to simply log the visitor on site, particularly helpful for a busy reception.

Web enabling ensures cost savings, as the application can be effortlessly deployed across the organisation without having to purchase large numbers of workstation licences.

The addition of the visitor's photograph to the badge improves site security. The image, together with details of the visit, is stored on the ATRACS database. This allows for badges of frequent visitors to be readily reprinted.

Reports detailing all visitor and contractor movements with times and duration of visits can be produced to assist in any security audit. An up to the minute roll call listing all visitors and contractors on site is instantly available, in line with the latest health and safety requirements.

ATRACS Visitor Management accommodates multiple receptions making it ideal for campus style sites, multi-tenanted buildings and for organisations with more than one office. It is intended to run on a client's existing corporate network (LAN or WAN) to link one or more sites into one fully integrated facilities information system.

**Visitor / Visit Details**

**Visitor Details**

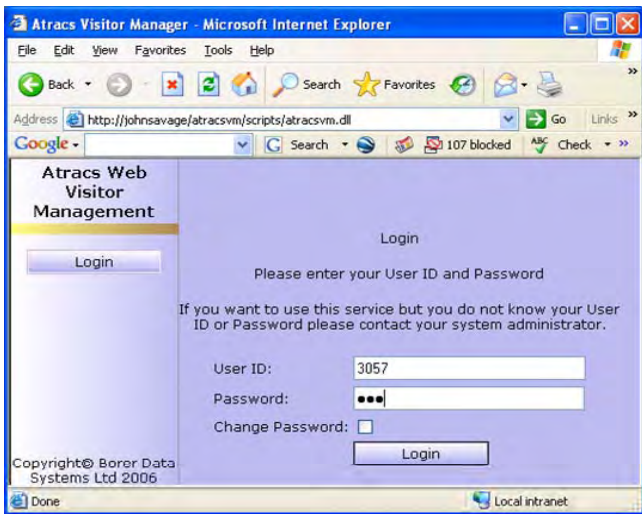
Visitor Number:	17	Visitor Name:	Hamilton, Sandra
Telephone Number:	0118 9791137	Company:	FLP&S Ltd
Car Registration:	A123DEF	E-Mail Addr:	sandrah@flps.co.uk
Clearance:		Badge Template:	Regular Visitor
Site Induction Date:	04/05/2006	Card Validity:	04/08/2006 → 20/08/2006
Card/Token Number:	0	Ext. Card No. (H):	

**Visit Details**

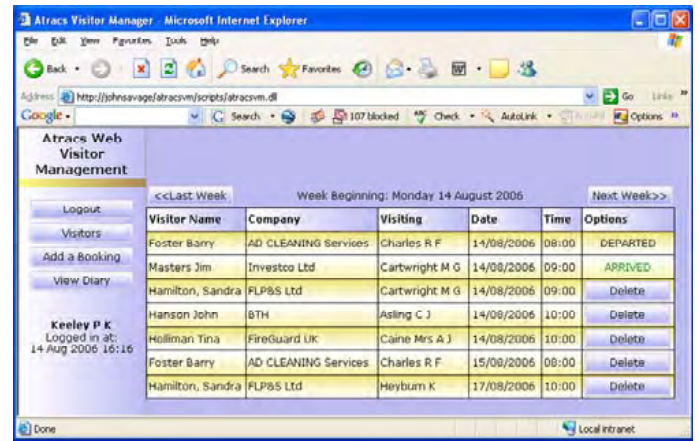
Visit Number / Status:	21	Ready
Location:	Head Office	
Sponsor Number/Name:	13129	Cartwright M G
Escort Number/Name:	103614	Major F V
Reason For Visit	Maintenance	
Scheduled Visit	07/08/2006 09:00 → 07/08/2006 17:00	
Actual Visit		

**Actions:**

- Edit Visitor
- Edit Visit
- Visitor Status: Expected
- Book In/Out
- Close



1. Log on via your Web Browser



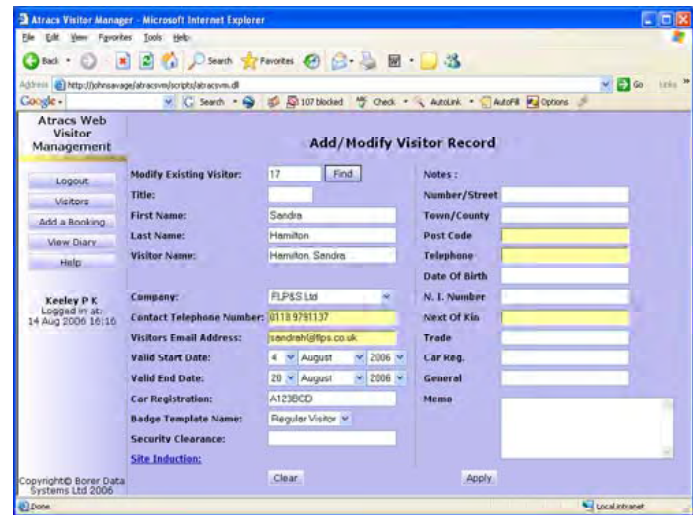
2. Review appointments in your diary

**Advantages:**

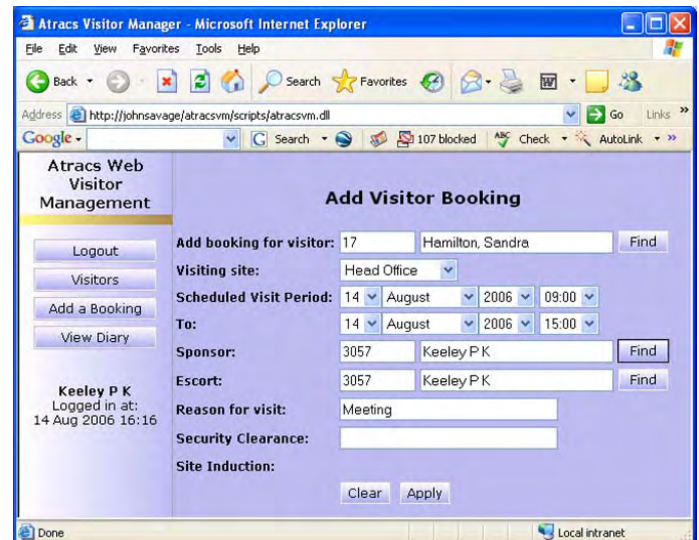
- **Less Administration** as staff can pre-book visitors from their own PC
- **No Additional Software Licences** required for all staff to participate in this web enabled application
- **Paperless Visitors Diary** using your Intranet and the Web Browser supplied with every PC
- **Roll Call On Demand**, in an emergency quickly locate visitors and contractors
- **Enhanced Security** as visitors and contractors can be vetted in advance and issued with the appropriate pass on arrival

**Features:**

- **Web Enhanced Visitor Pre-Booking**
- **Photo-Capture and Badge Printing** facilities
- **Personnel Security Password** on all facilities
- **Runs on your Microsoft Windows 2000** Server using Microsoft Internet Information Server and SQL Server database.



3. Modify your visitor records



4. Record visit details



Search for visitors by name

