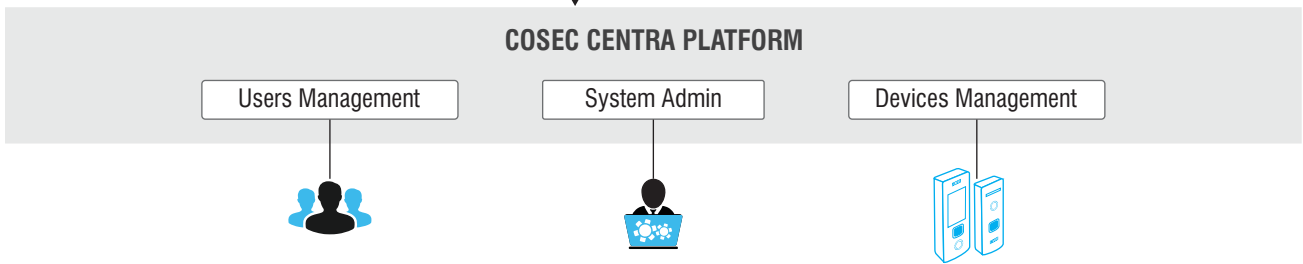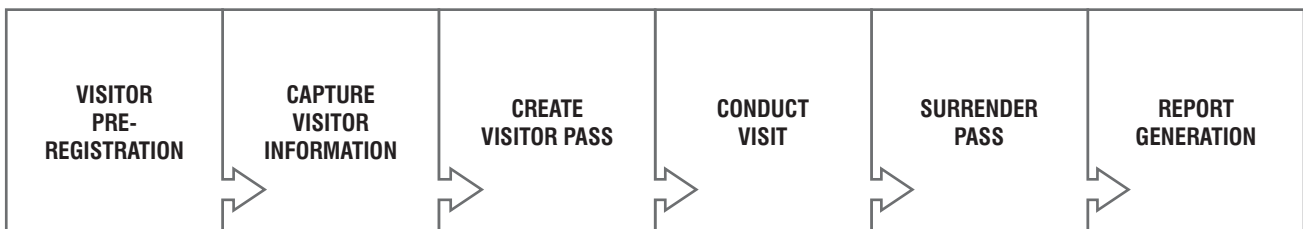## VISITOR MANAGEMENT

Most organizations attract large number of visitors. These visitors include customers, suppliers, colleagues, maintenance staff, competitors, government officers, guests, friends, relatives and sometime completely unknown people. We need to stop some visitor at reception whereas some visitors should have access to specific areas, offices and labs in the building. Further, some visitors are for short duration, whereas others can stay for days or weeks. In addition, the security is expected to keep track of all the visitors and the equipment they carry. Any lapse can compromise security and safety of physical, intellectual and human assets. No wonder, managing visitors' access is challenging for most organizations.

Matrix COSEC CENTRA Visitor Management is designed to address these concerns in a professional and systematic method without compromising security, hospitality or productivity. COSEC CENTRA Visitor Management (VMM) is a part of the comprehensive Matrix COSEC access-control and time-attendance application suite and runs independently on the COSEC CENTRA.

MATRIX
SECURITY SOLUTIONS

TIME ATTENDANCE MODULE	EMPLOYEE SELF SERVICE PORTAL	ACCESS CONTROL MODULE	VISITOR MANAGEMENT MODULE	CAFETERIA MANAGEMENT MODULE	ROSTER MANAGEMENT MODULE	CONTRACT WORKERS MANAGEMENT	JOB PROCESSING AND COSTING
TAM	ESS	ACM	VMM	CMM	RSM	CWM	JPC

COSEC CENTRA PLATFORM

Users Management   System Admin   Devices Management

VISITOR MANAGEMENT PROCESS

VISITOR PRE-REGISTRATION	CAPTURE VISITOR INFORMATION	CREATE VISITOR PASS	CONDUCT VISIT	SURRENDER PASS	REPORT GENERATION

KEY FEATURES

Visitor Pre-Registration

A host can pre-register his visitor online to save hassle and time during the visit. COSEC offers a pre-registration page on the ESS where the host can enter visitor details, including name, organization, date, time, purpose, etc. Security would know all the pre-registered visitors for the day and keep visitor passes ready saving precious time for everyone.

East-to-Use

Most organizations use security staff to manage visitors. Security staff change frequently and are not very computer savvy leading to training issues. COSEC Visitor Management is a desktop application with very user friendly GUI helping security person to learn and operate quickly.

Dear Visitor, Your appointment with Mr. Alex is scheduled for 1 Hr. on 28/09/2014 at 14:30.

From Matrix Comsec

Visitor Access

COSEC CENTRA Visitor Management allows enrolling visitor's fingerprint or RF card to permit access to only selected areas where the visitor is scheduled to go. This prevents protection of valuable assets from snooping and prying eyes and ears.

Visitor Escort

Escorts are necessary for many high-security organizations like science and research laboratories, defense, intelligence and detective agencies, government offices, banks, finance and consultancy firms. COSEC CENTRA VMM offers option to select an escort for every visitor to accompany the visitor to his meeting place. In such cases, visitor is required to show his credential followed by user's credential in a specified time period to allow entry.
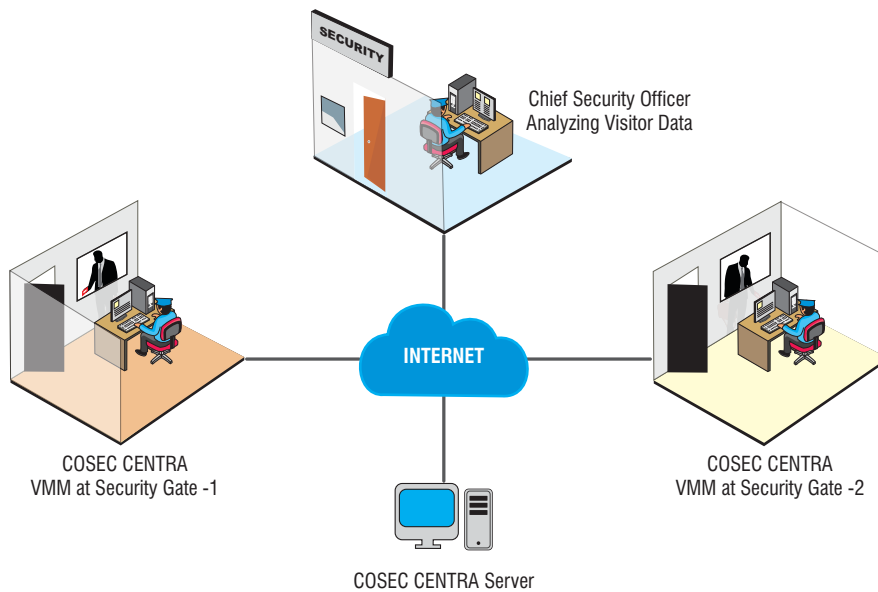
Notifications

When a host pre-registers a visitor, Matrix COSEC can send an SMS or email notification to the visitor with necessary details. This ensures quick check-in process when he arrives at the security gate. COSEC also sends a notification to the host when the visitor checks-in to the premises prompting him to prepare for the visit saving precious time for everyone.

COSEC VISITOR MANAGEMENT BENEFITS

FUNCTION	BENEFITS
Visitors Pre-Registration	Advance Planning and Better Control
Access Control for Visitors	Protects Valuable Assets from Theft, Spying and Snooping
Fast Visitor Check-in Process	Productivity and Image Booster
Visitor Records	Incident Tracking, Analysis and Decision Making
Paper-less Visitor Management	Reduces Cost and Improves Productivity
Retrieve Frequent Visitors' Details	Productivity and Image Booster
Notifications	Better Preparedness and Productivity

Chief Security Officer Analyzing Visitor Data

COSEC CENTRA VMM at Security Gate -1

INTERNET

COSEC CENTRA VMM at Security Gate -2

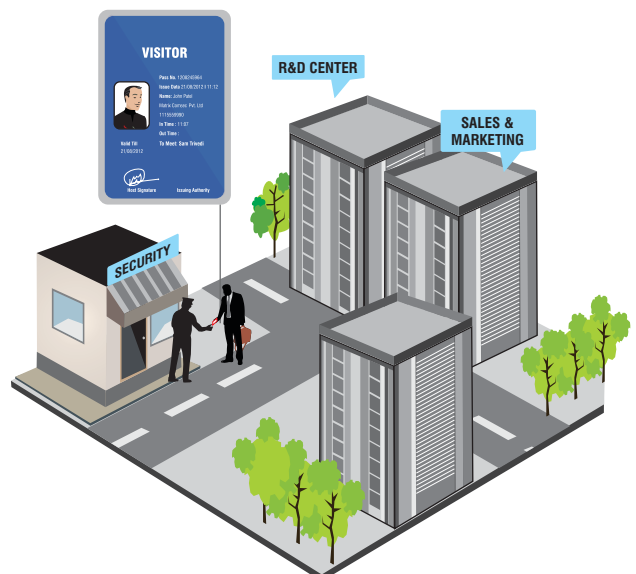COSEC CENTRA Server

Visitor Dashboard
COSEC CENTRA VMM offers security person live dashboard giving him a quick overview of all the visitors in a graphical format. It gives live data of visitors who are inside the premises, status of visitor passes, pre-registered visitors, new visitors, etc. For more detailed information, the security person can drill down by clicking on any item on his dashboard.

Frequent Visitors
Some regular visitors such as couriers, suppliers, customers and maintenance staff visit the organization regularly. COSEC VMM keeps records of all the visitors and allows security person to pull up visitor information from the past records and eliminate the need for data re-entry to prepare visitor pass quickly. This boosts security person's productivity.

Visitor Pass Creation
COSEC CENTRA Visitor Management offers options to create either an e-pass with access rights or a paper pass for a visitor. Security person can create customized visitor pass with visitor name, photograph, organization name, contact details and escort name. Visitor Management also maintain records of all the materials visitor is carrying and his ID-proof for security purpose.

Visitor Reports

Admin or security can generate various visitor reports such as visitor pass validity and status, visitor punch details, pre-registered visitors, visitor access denied, blocked visitors, expired passes, etc. These reports can be exported in various file formats including PDF, CSV, Excel, Word and RTF. Few visitor reports are mentioned below.

- Head Count
- History
- Watch-List
- Pass Validity
- Pre-Registered Visitor

- Pass Status
- Visitor Punch Detail
- Enrollment Status
- Expired Passes

ORDERING INFORMATION

COSEC PE VMM	Visitor Management Software Module for COSEC CENTRA PE Users
COSEC GE VMM	Visitor Management Software Module for COSEC CENTRA GE Users
COSEC ME VMM	Visitor Management Software Module for COSEC CENTRA ME Users
COSEC LE VMM	Visitor Management Software Module for COSEC CENTRA LE Users

ABOUT MATRIX

Established in 1991, Matrix is a leader in Telecom and Security solutions for modern businesses and enterprises. An innovative, technology driven and customer focused organization; Matrix is committed to keep pace with the revolutions in the telecom and security industries. With around 30% of its human resources dedicated to the development of new products, Matrix has launched cutting-edge products like IP-PBX, Universal Gateways, VoIP Gateways and Terminals, GSM Gateways, Access Control and Time-Attendance Systems, Video Surveillance System and Fire Alarm Systems. These solutions are feature-rich, reliable and conform to the international standards. Having global foot-prints in Asia, Europe, North America, South America and Africa through an extensive network of more than 500 channel partners, Matrix ensures that the products serve the needs of its customers faster and longer. Matrix has gained trust and admiration of customers representing the entire spectrum of industries. Matrix has won many international awards for its innovative products.

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