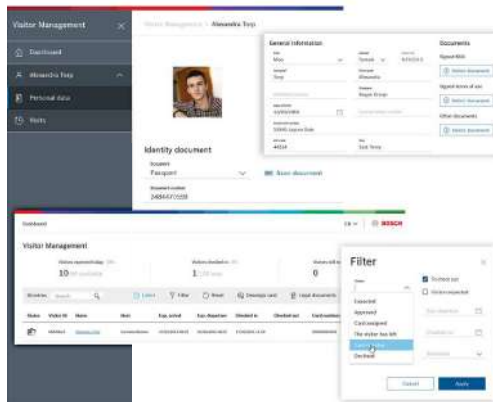


Visitor Management V5.5

Welcome

Please enter your visitor ID.



- ▶ Provides a quick, hassle-free experience for your visitors
- ▶ Supports receptionists with features that make their many tasks smooth, efficient and secure
- ▶ Keeps track of expected, checked-in and overdue visitors
- ▶ Handles even high visitor volumes as smoothly and efficiently as possible
- ▶ Allows hosts to easily pre-register their visitors for smoother, faster processing on the day

- Education
- Commercial buildings

Effective visitor management must go beyond meeting and greeting visitors. It needs to enhance building security, protect facilities and employees, and improve the overall experience for both users and visitors.

Visitor Management V5.5 is a new, easy-to-use browser-based tool from Bosch.

It enhances many aspects of the visiting process, and integrates seamlessly with the Access Management System and Building Integration System:

- Lets you pre-register appointments in the system to shorten processing time.
- Allows visitors to create their own profiles in kiosk mode to avoid queues at reception.
- Uses a dashboard to monitor the day's expected visits, the number of visitors on the premises, which credentials are in use, and which credentials still need to be collected.
- Sets expiration dates on visitor profiles and their attachments to comply with national and international data privacy regulations, such as the European GDPR.

Visitor Management from Bosch is the ideal solution for medium to large sized applications, for example:

- Office buildings
- Hospitals and health centers
- Government buildings
- Banking

System overview

Receptionist view - registering visits and visitors

The system allows receptionists to create, change and delete both visitor data and visit data:

- Define subtypes of visitor, such as VIPs and tradespeople.
- Send invitations and reminders to visitors by email, using customizable templates and placeholders to reference database fields.
- Quickly search for and display appointments that were pre-registered by other receptionists, hosts or by the visitors themselves.
- Search for and assign cards that are not currently in use.
- Blacklist undesired visitors.
- Scan and manage official documents in accordance with local data-security regulations.

Receptionist view - Dashboard

The dashboard offers a quick overview of all upcoming visits and their statuses, including expected visitors, checked-in visitors, and visitors to check out. The visit records in the display can be filtered by name, date or host. The data is stored in an SQL database and can be used to create and export customized reports in CSV or Excel formats.

Host view for staff

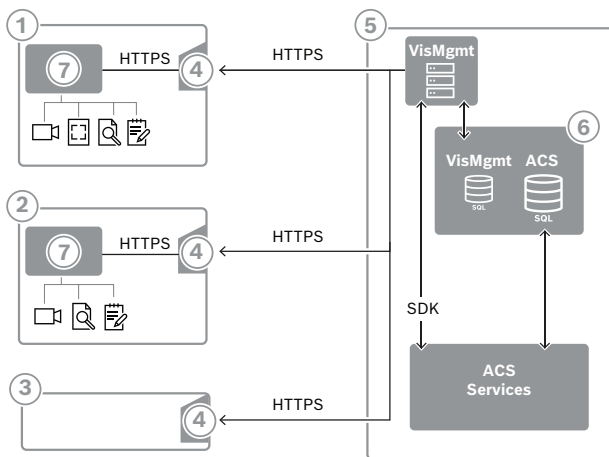
The host view is used by local staff to register visits in advance, and so reduce processing time on the day of the visit. They can easily create new visits, or view and modify existing visits, in the intuitive browser interface.

Visitor self-registration

The time-consuming collection of personal data, which so often causes delays at reception desks, can be performed in parallel at kiosks by the visitors themselves. This includes:

- Scanning and uploading identity cards and passports.
- Reading and electronically signing required legal documents and consent forms.
- Assigning a visitor's personal data to a stored visitor ID, in order to further accelerate the registration process for recurring or regular visits.

Compliance with local and national requirements for the storage of personal data, such as the European GDPR, is not an afterthought, but built in and facilitated explicitly by the Visitor Management tool. Even though Visitor Management is installed separately, it is an add-on to AMS or BIS/ACE and communicates with the ACS server which runs in the background. Visitor management cannot run standalone.



Label	Description
1	The Receptionist workstation. This workstation can have optional peripheral hardware, such as an enrollment reader, web camera, and scanners for signatures and documents.
2	The Visitor kiosk workstation, with supported browser in kiosk mode. This workstation can have optional peripheral hardware, such as a web camera and scanners for signatures and documents.

Label	Description
3	The Host workstation, that is, the workstation of the employee who receives the visitor.
4	Supported browser with the VisMgmt website
5	The ACS server (BIS or AMS)
6	The database instance of the ACS server (This can be on a separate computer).
7	The optional Bosch Peripheral Device add-on , which manages communication between the browser and peripheral hardware.

Functions

Why use a modern, professional visitor management system?

Only one chance to make a first impression

Greet your valued guests in a friendly, hassle-free yet secure and professional manner.

Constant overview of visits and visitors

Keep an up-to-the-minute and clear overview of who is still expected, who is checked-in, and who still needs to check out. Be prepared for any eventuality or emergency.

Efficient pre-registration process

Allow your local staff easily to pre-register and prepare visits in advance for smoother, faster processing on the day.

Relieve your busy reception staff

Increase the efficiency and attentiveness of your reception staff by relieving them of unnecessary, burdensome and repetitive tasks.

Manage peak visiting times

Handle even unexpected peaks in visitor numbers with the maximum courtesy, efficiency and professionalism.

Ensure legal compliance

Comply with and properly document all legal regulations regarding the privacy and storage of visitors' data.

Minimize unnecessary contact time

Reduce contact time at front desks to minimize infection risks.

Manage health and safety procedures

Ensure that visitors are informed in advance of current regulations, and able to provide the required documentation on arrival.

Installation/configuration notes

Visitor Management server requirements

Operating systems	<ul style="list-style-type: none"> Windows 11 Professional and Enterprise 23H2; Windows Server 2019 (Version 1809) (64bit, Standard, Datacenter); Windows Server 2022 (64 bit, Standard,Datacenter)
Database management systems	<ul style="list-style-type: none"> MS SQL Server 2019 and later <p>Always use the same database instance as that of the ACS (the primary access control system)</p>

Visitor Management client requirements

Requirement	Description
Minimum monitor resolution	Full HD 1920x1080
Supported browsers	<p>Google Chrome, Mozilla Firefox, Microsoft Edge (Chromium based)</p> <p>Use the most recent version of the browser for your Windows operating system.</p>

Technical specifications

Languages of the user interface

- AR: Arabic
- DE: German
- EN: English
- ES: Spanish
- FR: French
- HU: Hungarian
- JP: Japanese
- NL: Dutch
- PL: Polish
- PT: Portuguese
- RO: Romanian
- RU: Russian
- TR: Turkish
- ZH-CN: Chinese (simplified)
- ZH-TW: Chinese (traditional)

For Visitor Management

- Card enrollment reader: LECTUS enroll ARD-EDMCV002-USB, HID OMNIKEY 5427 CK, OMNIKEY 5427G2
- Signature reader: signotec LITE, signotec Omega

Represented by:

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www.boschsecurity.com

Asia-Pacific:
Robert Bosch (SEA) Pte Ltd, Security Systems
11 Bishan Street 21
Singapore 573943
www.boschsecurity.com/xc/en/contact/
www.boschsecurity.com

- Scanner for ID documents: ARH Combo, ARH Osmond

Ordering information

AMS-FVISLIT Visitormanagement AMS Lite

License for Visitor management AMS Lite
Order number **AMS-FVISLIT | F.01U.409.060**

AMS-FVISPLU Visitormanagement AMS Plus

License for Visitor management AMS Plus
Order number **AMS-FVISPLU | F.01U.409.103**

AMS-SMA-VISLIT SMA Visitormanagement Lite

1-year Service and Maintenance Agreement (SMA) for Visitor management Lite
Order number **AMS-SMA-VISLIT | F.01U.409.104**

AMS-SMA-VISPLU SMA Visitormanagement Plus

1-year Service and Maintenance Agreement (SMA) for Visitor management Plus
Order number **AMS-SMA-VISPLU | F.01U.409.105**