



Active Visitor® Executive Summary

Active Visitor is a biometric security solution to protect your company's most vulnerable areas, the entrances. Active Visitor protects your company with many computerized tools that interlock to secure all of your locations.

Photographs & Fingerprints

Recording every visitor's photograph and fingerprint discourages trouble and unwanted visitors. Even if a visitor gives false information, you will still have their photograph and fingerprint that can be recalled and printed at any time along with their entire visiting history. If an incident occurs, you will have the photograph and fingerprint of every person that visited that day, even if the incident occurred yesterday, last month, last year, or longer.

Computerized Log

The powerful computerized log empowers your security personnel to see any visit in any location protected by employs Active Visitor. Instantly check the details of any visit from any location. Install a copy anywhere to monitor and review any location at any time. Automatic notifications if an unwanted visitor or ex-employee tries to enter a facility. Easily enforce visit policies such as requiring all visits to be planned at least a day in advance.

Personalized Badges

Print black & white or color personalized badge in as little as 2 seconds for 5¢ or less. By printing the visitor's photograph on the badge, you guarantee the validity of the visitor. Since every badge show the approved location and department, you guarantee the visitor will be noticed if they 'wander off' to another area.

NDA Management

Require visitors must sign an agreement that protects your company and department before the visit begins. Since the agreement is printed at the start of the visit, the visitor must sign it before the visit begins. No longer worry if the newest version of the NDA is available, the newest version is always printed. Easily check which NDA a visitor has signed. Electronic signature capturing is available; meaning no more filing papers and every NDA is always available at every location.

Complete Querying Tools

Easily search through all visits and print any report using the industry's best and easiest querying tools. Easily notice trends that would go unnoticed with paper logs. Creating very detailed reports is as easy as creating simple ones. Reports can be saved and transferred to other employees.

Active Visitor will make your company safer and more secure.

Active Biometrics

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Active Visitor®

Active Visitor is an all-encompassing biometric security solution that blends positive identification of visitors and employees, lobby management, custom photographic badges, non-disclosure agreement (NDA) management, and complete querying abilities into a powerful, easy to use program with an intuitive interface.

Lobby Management

- Computerized log
 - Stores complete visit information
 - Visitor name and company
 - Employee name and department
 - Start/stop time and date (in local and GMT times)
 - Visit length
 - And much, much more
 - Fully color coded for instant information
 - Fully customizable
 - 'Quick view' gives all visit information instantly
- Identify and verify employees or visitors with encrypted fingerprints
- Mark any employee or visitor as 'banned' and upon an attempted visit an instant alert will pop-up with the unwanted person's photograph
- Handles multiple locations and will also track visitors across multiple locations (dates and times within each location)
- 'Instant grouping' ability within the main display and multiple groupings allowed; i.e. department, location, and more.
- Verify immediately if the visit was planned or not
- Electronically capture visitor's signatures for NDA's
- E-mail notification for a visiting company, a department, or a location
- Easily change visit locations and close visits with optional barcode scanner
- Instant information from log
 - Quick lookup of any employee, visitor, company, department, or location
 - Instant query of employee, visitor, or company
- Unique schedule view of visits
- View any location to immediately see who is visiting, their photograph, and optionally their entire visiting history

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Positive Identification of Visitors and Employees

- Quickly take a photograph of every visitor or employee for instant verification
- Quickly take an encrypted fingerprint of every visitor or employee for instant verification
- Print reports that include photographs and fingerprints

Custom Badges

- Quickly print a custom, photographic, professional badge for 5¢ or less
- Color badges in 4x6" or 3x5" for 25¢ or less
- Badges show a large amount of information
 - Visitor's photograph
 - Visitor's name
 - Date and time of the visit
 - Location and department they are visiting
 - Any special security for the visitor
 - Employee who signed in the visitor
- Smudge proof badge
- Quickly print a badge in as little as 2 seconds

Non-Disclosure Agreement (NDA) Management

- Computerized NDA system
- Single company wide NDA
- Optional NDA for each department
- A complete, full featured word processor for designing NDA's or use any word processor and cut & paste into Active Visitor©
- NDA's are printed automatically if visitor needs to sign an NDA or if the NDA was updated since the last visit
- Electronic signature capable
- Spell checking with individual dictionaries integrated throughout the entire application

Complete Querying Ability

- The industry's easiest report generating tools
- Full SQL power with simple English click and point tools
- Easily save and recall queries with the click of the mouse
- Email others your saved queries
- Export to other formats
 - HTML, XML, Excel, or Tab delimited text
- Can export all data or selected data
- Print and save any query you create



Active Visitor® vs. the traditional Clipboard Visit Log

Scenarios comparing Active Visitor to most businesses visiting procedures

Active Visitor

Clipboard Visit Log

Audit has determined that a visitor used a workstation to access company information six weeks ago.

Use Active Visitor to print out a report showing every visitor, and their photograph, that was in that department at the time.

Question the guards and employees to see if they remember anyone six weeks ago.

A disgruntled employee was caught stealing and giving items to visitors he 'invited'.

Use Active Visitor to print out a report showing every visitor, and their photograph, that the employee signed into the company. Match up the dates of the visits to missing items.

Question the employee and hope he tells you everything.

***Sometimes visitors wander over to more restricted areas.
No one knows they are not supposed to be there.***

Use Active Visitor to print custom badges that show which department the visitor is authorized to visit. Anyone can challenge the visitor if they see the visitor in the wrong department.

Assign a security guard to follow them around.

A visitor says he signed the NDA in another branch and there isn't a copy at the front desk.

Use Active Visitor to completely manage all of your company's NDA's. The visitor will always sign the latest copy and you can see exactly which NDA's a visitor has signed, from anywhere.

Call other branch

I'm the new manager.

I want to know when anyone visits this department, location, or when my biggest vendor visits.

Use Active Visitor to email you when anyone visits your department or location. Active Visitor can also email you when anyone from a specific company visits.

Ask the security guard to call you if anyone visits.

We need to do some renovation to our offices. Which locations get the most visits?

Use Active Visitor to determine which locations receives the most visitors. Use Active Visitor to easily see the times that most visits occur and plan renovations in those departments around the least popular hours.

Guess at a renovation schedule and hope for the best.

***A visitor destroyed some property and left before the police arrived.
The visitor may have given bad information.***

Use Active Visitor to print out a report for the police. The report would include all of the visitor's information, including their photograph and fingerprint.

Question the security guards for a description of visitor #12.

I'm the new head of security. Something happened and I need to know all of the visitors in every location.

Use Active Visitor to quickly see every visitor's photograph and information at every location from anywhere.

Nothing.

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System Requirements, Optional Accessories, and Frequently Asked Questions

System Requirements

- Windows XP or 2000
- 256 Megabytes of RAM
- 50 megabytes of hard drive space on application PC
- 200 megabytes or more on the machine where database is stored
- USB web camera or FireWire camcorder
- Windows supported printer to print NDA's and reports
- Dymo LabelWriter 330 or 330 Turbo to print black & white badges
- HiTi PhotoShuttle or Inkjet printer to print color badges

Optional Accessories

- DigitalPersona U.are.U USB Fingerprint scanner
- Topaz Systems electronic signature capture pad
- Barcode scanner (handheld recommended)
- SMTP mail server required for email notification

Frequently Asked Questions

Does Active Visitor require a dedicated server?

You can put the database server on a regular computer or a dedicated server.

How much is Active Visitor? Are there any discounts for multiple purchases? Are site or enterprise licensing agreements available?

Active Visitor is a terrific value at only \$399 per computer. Active Biometrics has regional and enterprise licensing options available for Active Visitor®. Please contact us at sales@activebiometrics.com or call us 866-500-1911 for details.

Are there educational or law enforcement discounts for Active Visitor®?

Active Biometrics offers a flat 20% discount for all educational and law enforcement purchases.

Can Active Visitor link multiple entry points in a company or even a campus?

This is strongly suggested. Active Visitor can even track visitors across multiple locations and print current badges at each location.

Can I try Active Visitor before purchasing?

You can download a trial copy of Active Visitor that is fully functional for 30 days.

Can I restrict my employees from certain parts of Active Visitor?

Active Visitor is built with security in mind. Many parts of Active Visitor can be disabled or completely hidden from employees. An administrator decides what parts of Active Visitor an employee or a group of employees may see. An administrator may even set up 'profiles' to quickly assign rights to a group or an individual.

Our company is very large. Do we have to enter all of our employees and their information to use Active Visitor®? Is there anyway to import employee information into Active Visitor®?

That is one of the many great things about Active Visitor. Even without your employee's names, Active Visitor can print custom visitor badges, track your visits, visitors, NDA's, electronic signatures, and still give you the industry's easiest querying tools. Active Visitor does include an import function that can import employees from Active Directory or from a text file.

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Lobby Management



Quick Visit View

Visit #	2
Start Time	9:54:51 AM
Start Date	3/29/2006
Stop Time	
Stop Date	
Visit Entry Time	9:54:51 AM
Visit Entry Date	3/29/2006
Visitor	Elaine Bishop
Department	Marketing
Employee	Tori Smith
Company	Apple
Current location	South Side
Starting location	West End
Visit Length	318
Plan Start Time	
Plan Stop Time	
Security	
GMT Start Time	2:54:51 PM
GMT Start Date	3/29/2006
GMT Stop Time	
GMT Stop Date	
GMT Time Zone	GMT-5

Current Visitor Page

Visit #	Visitor	Employee	Company	Department
1	Sarah Adams		United Parcel Service	
2	Elaine Bishop	Tori Smith	Apple	Marketing
3	JoAnna Sanders	Chris Walker	Sparkling Cleaning Service	Security
4	Jessica Hall	Paul Froming	Dell	Retention
5	Paul Franco	Jimmy Williams	Allen's Temp Services	Human Resources
6	Ross Blake		FedEx	
7	Bill Maddox	Steve Roberts	Cisco	Customer Service
8	Oscar Davis	Sam Richards	Ben's Office Supplies	Marketing
9	Sam Harris	Frank Oswald	Microsoft	Information Security
10	Josie Wright	Sally Wright	Cisco	Customer Service
11	Ben Johnson	Teresa Jones	Dell	Customer Service

Open Visit Lengths

Open	6	Less than 1 hour	1
Planned	2	Between 1 & 2 hours	2
Closed	3	Between 2 & 4 hours	1
Total	9	Greater than 4 Hours	2

Visitor



Employee



Comments

3/29/2006 10:07:10 AM - Tori Smith - Each visit can have multiple comments
 3/29/2006 10:09:38 AM - Tori Smith - Each comment is date, time, and author stamped
 3/29/2006 10:11:28 AM - Tori Smith - Comments can be added after the visit has ended.

Locations Visited

Location	In Time	In Date	Out Time	Out Date
West End	9:54:51 AM	3/29/2006	3:11:23 PM	3/29/2006
South Side	3:11:23 PM	3/29/2006		

Quick Visit View shows all visit info

- Start a Planned Visit
- Sign NDA's
- Print Badge for Selected Visit
- Schedule View
- Banned People
- Change Location
- Close Selected Visit
- Close Visit by Fingerprint

See the entire day's visit statistics at a glance

Visits can be color coded to show more info

View comments for any visit

Track visitors across multiple locations

Custom Badges

Large 2 3/8" x 1 3/4" photo of visitor in the black & white badge

Color badges can be printed at either 3"x5" or 4"x6".

Badge is smudge proof and prints in 2 seconds at 300DPI.

Large printing of the date shows the only date the badge is valid.

Special security notes are printed below the date. Examples are:

- Contractor
- Escort Required
- Substitute
- Can also be blank if none apply

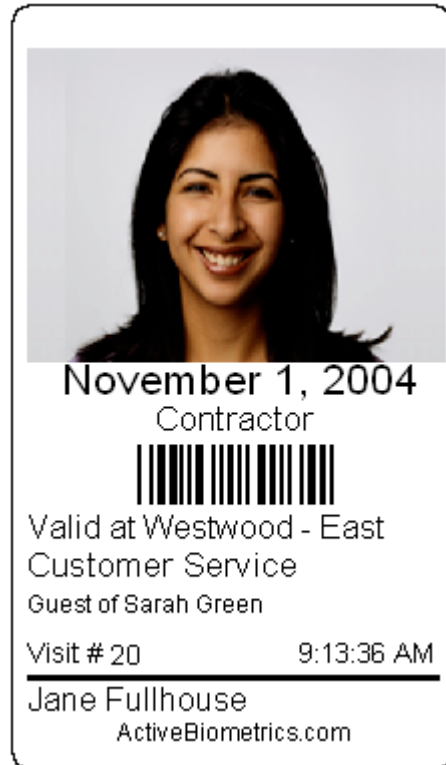
Barcode is printed to quickly process visits without error by using a barcode scanner.

Shows exactly which department and the only location the visitor is authorized to visit.

Shows who signed in the visitor. Automatically know if the visitor is a guest of the CEO or an associate.

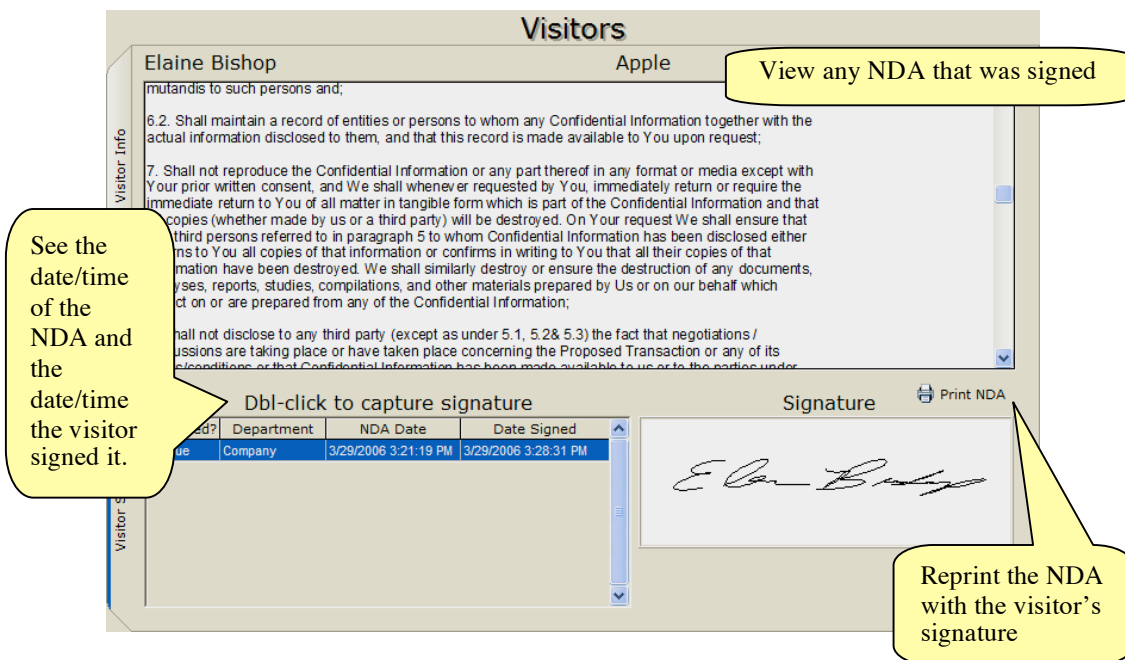
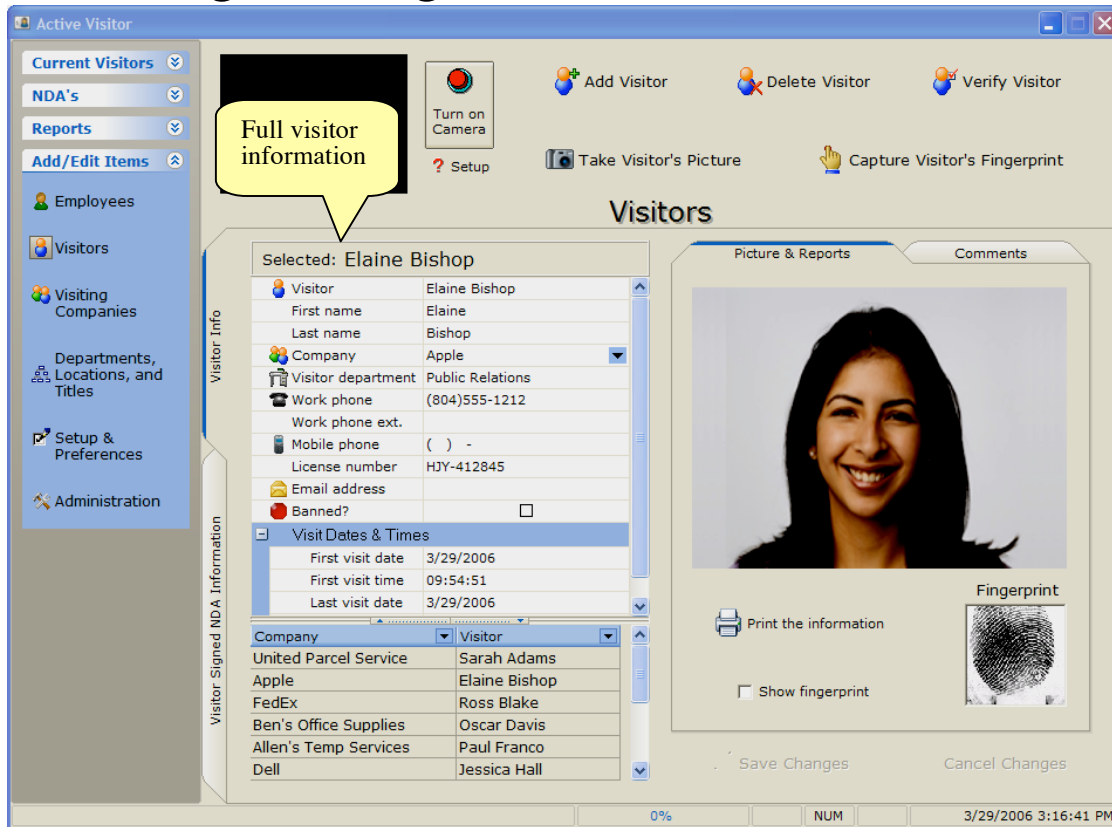
Visitor's name, visit number, and a signature line are also printed.

A HiTi PhotoShuttle printer is suggested or any inkjet or bubble jet printer can be used.

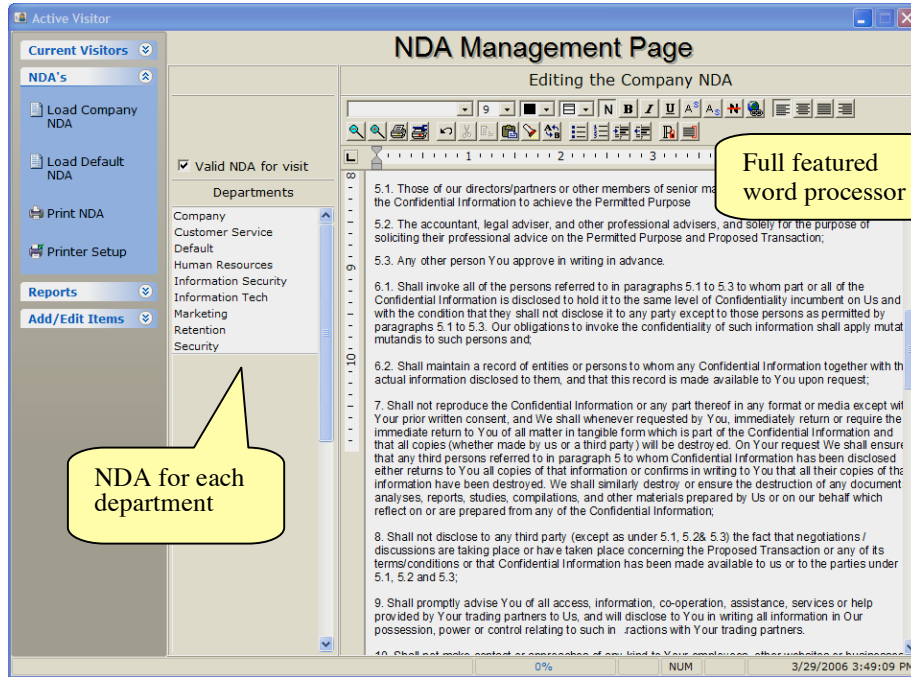


Badge shown above is actual size

Visitor Page and Signature Section



Non-Disclosure Agreement (NDA) Management



Complete Querying Ability



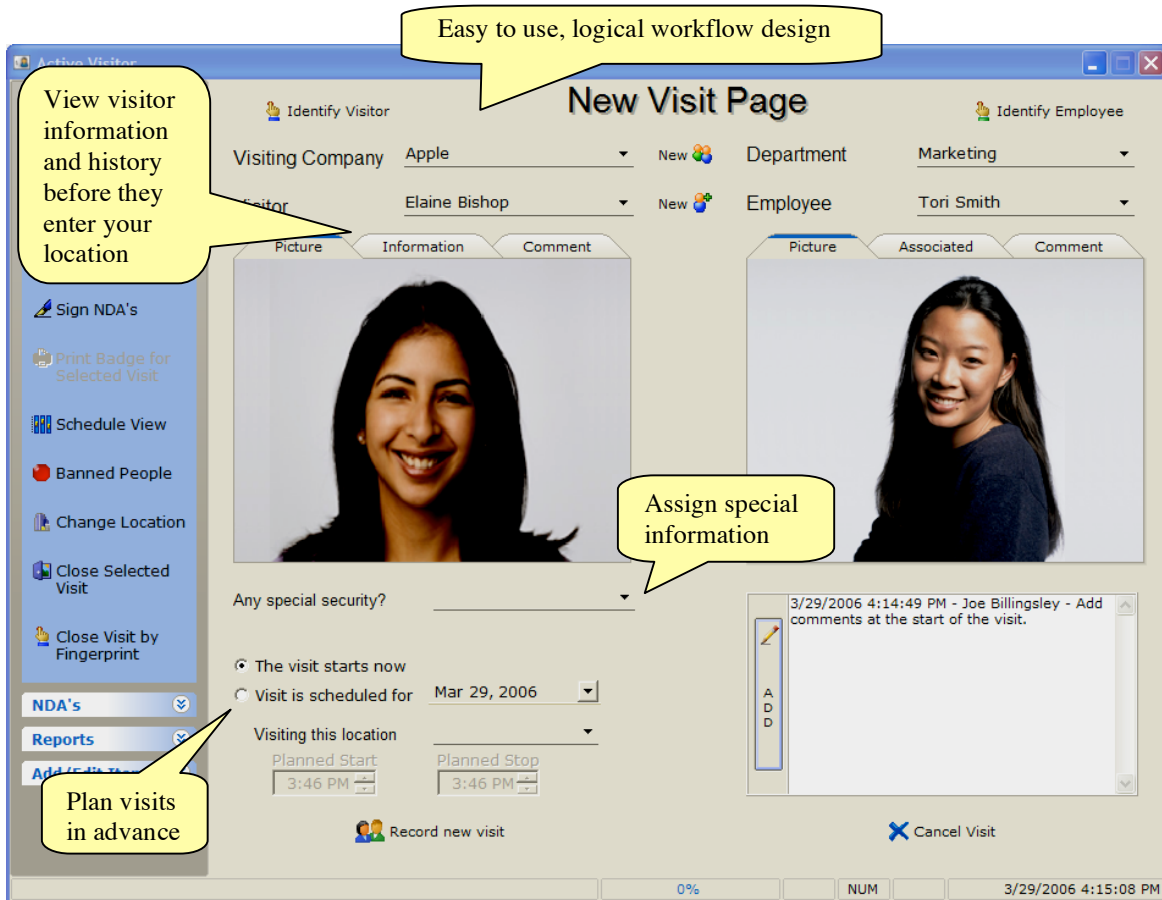
New Visit Screen

Easy to use, logical workflow design

View visitor information and history before they enter your location

Assign special information

Plan visits in advance



The screenshot shows the 'New Visit Page' interface. At the top, there are buttons for 'Identify Visitor' and 'Identify Employee'. Below these are dropdown menus for 'Visiting Company' (Apple), 'Department' (Marketing), 'Visitor' (Elaine Bishop), and 'Employee' (Tori Smith). There are two photo upload areas, each with 'Picture', 'Information', and 'Comment' tabs. The left sidebar contains various actions like 'Sign NDA's', 'Print Badge for Selected Visit', 'Schedule View', 'Banned People', 'Change Location', 'Close Selected Visit', and 'Close Visit by Fingerprint'. At the bottom, there are radio buttons for 'The visit starts now' and 'Visit is scheduled for' (with a date of Mar 29, 2006), and time pickers for 'Planned Start' and 'Planned Stop' (both set to 3:46 PM). A 'Record new visit' button and a 'Cancel Visit' button are also present. A status bar at the very bottom shows '0%', 'NUM', and the time '3/29/2006 4:15:08 PM'.