The Eagle

Visitor Registration module

- Full WEB application

- Planning of visitor in advance

- Automatic confirmation of the visit through email

- Full view of who is planned, who has arrived, who has been admitted and who has departed

- Visitor can check and correct his details upon arrival

- Automatic generating of visitors badge

- Automatic allocation of parking space

- Automatic allocation of conference room

- Fully integrated with other modules of the Eagle

The Eagle **visitor registration** module is an application which administrates the entire cycle of the visit, from the moment the visitor is planned until he leaves the premises.

Once scheduled, the visitor receives a confirmation e-mail. Upon arrival the visitor can check and correct his personal data. This way a lot of work is saved on the side of the reception employee.

The Console function

By using the console function the visitor can check and correct the data entered by the host. The visitor can also enter a list of goods he is carrying with him, e.g. demonstration material.

Furthermore, the console can display additional information about the organization, information which is needed in case of emergency, or any other information the company wishes to share with the visitor.

The Administration function

This part of the system is used by the administrator, typically the receptionist or the gateman. Using this function, the administrator can do everything which is covered by the Console functionality.

In addition it is possible to issue badges, send an e-mail to the host and change the status of the visitor.

All visitors are grouped on the screen in at least 4 groups (statuses): **Scheduled**, **Arrived**, **Admitted** and **Departed**.

The administrator can send an e-mail to notify the host about the arrival of his visitor. If no parking space was reserved when the visit was scheduled, the administrator can allocate a parking space at this point and if needed reserve a conference room.

The Entry function

The Entry function of the Eagle **visitor registration** module enables each employee to schedule his visitors far in advance, reserve parking spaces and reserve a conference room. Once the scheduling process is completed, an e-mail, and if needed an e-badge (electronic badge), can be sent in advance. In this way many aspects of the visit can be taken care of beforehand.

Conference room function

The conference room function of the Eagle **visitor registration** module enables you to define all rooms which can be used for a conference. For each conference room you can list the number of persons it seats and add a list of facilities which are available in this particular room. Think of the presence of a beamer, telephone, television, whiteboard, etc.

The Eagle **visitor registration** module is fully integrated with all other modules of the **Eagle** line of products.

Different statuses of the visit

Various selection options

Visitor overview

GONEN AUTOMATION

P.O. Box 9032   T. + 31 (0)78 - 652 07 20
3301 AA Dordrecht (NL)   F. + 31 (0)78 - 613 47 71

info@gonen.nl   www.gonen.nl