HID®

EasyLobby® Secure Visitor Management (SVM™) 10

SYSTEM REQUIREMENTS:

Minimum System Requirements for EasyLobby SVM™, Administrator, Satellite, eAdvance Client:

- Pentium® IV processor or higher, 512 MB RAM, 100 MB disk space
- Sufficient USB ports for peripherals
- Windows Server (2008, 2012 or 2016), Windows 7, Windows 8.1 or Windows 10
- Internet Explorer 9, 10, 11

Database Server: Database Server: Microsoft SQL Server 2008, 2012, 2014 or 2016 (full or express version) or MSDE

eAdvance Web Server: Windows Server (2008, 2012, or 2016), Windows 7, Windows 8.1 or Windows 10 running Microsoft IIS 5.0 or higher, 512 MB RAM, 10 MB disk space

Access Control Integration: Requires SQL Servers database

ENTERPRISE-CLASS SOLUTION FOR ALL YOUR VISITOR MANAGEMENT NEEDS

- **Scale with ease** – Quickly grow from a single workstation to hundreds of connected EasyLobby SVM stations through a shared central database (SQL Server or MSDE).
- **Improve security** – Account for visitors as well as employees in an emergency situation and meet growing compliance mandates requiring visitor audit trails and reporting.
- **Enhance the professionalism of an organization** – Streamline the visitor check-in process by electronically scanning an ID and capturing detailed information with easy-to-use drop down menus to display a heightened sense of awareness and provide a great guest experience.
- **Identify unwanted visitors** – Create internal watch lists and use external databases to screen against unsolicited visitors, such as government-denied parties and sex offenders.

HID Global's EasyLobby® Secure Visitor Management (SVM™) software provides comprehensive, enterprise-class visitor registration, badge printing, as well as tracking and reporting of visitors, contractors, and employees. The system also provides tracking and reporting for assets and packages. The system also provides tracking and reporting for assets, packages, and lost and found items.

EasyLobby Secure Visitor Management software is the ideal solution for processing visitors – including scanning an ID, record creation, issuing a secured credential or printed badge, check-in and check-out, and watch list screening. In addition, EasyLobby SVM™ offers multiple, programmable security alerts delivering critical notifications on-screen or through email.

EasyLobby SVM software is flexible, easy to install, learn, and use, and can quickly scale to a network of hundreds of stations, all running on a central database.

As a highly customizable solution, it enables businesses to manage visitor requirements and workflow to meet unique needs. Organizations can create their own full-color visitor and employee badge designs, either by using the integrated custom badge design tool or by

choosing from hundreds of built-in templates.

Organizations using HID Mobile Access have the option of issuing visitors mobile credentials in place of or as a supplement to a printed badge.

EasyLobby SVM's versatile self-registration mode enables unassisted visitor registration and badging, with options including pre-registration enforcement, barcode check-in/check-out functionality, and signature capture. Check-in can be further automated with the use of biometric fingerprint readers and contactless readers for returning visitors.

EasyLobby SVM also allows businesses to manage package deliveries, asset loans, and lost and found functionality from a single application.

With dynamically updated grid views, the EasyLobby SVM screen shows the current status of visitors, packages and assets. Additionally, the ability to create reports and run queries is available through the use of a broad range of pre-defined Crystal Reports, with a wizard for creating custom reports as needed.

Application settings and system management can be performed by using the Administrator software for database administration, real-time monitoring, badge design, and reporting functions.

CUSTOMIZABLE:

- Create unique fields for visitor, employee, package and asset forms. EasyLobby® SVM™ offers 48 user-defined fields in total: 24 fields for visitor, 12 for employee, six for packages and six for assets.

- Gain complete control over visitor form fields, including renaming labels and tabs, setting required fields, managing the display of information on the Visitor Grid, and specifying data captured from ID scans.

- Create and manage your own lists for visit reasons, categories, clearances and more.

DATABASE SUPPORT:

- EasyLobby SVM stores its information in a database file called a Visitor Log.

- EasyLobby SVM supports two types of Visitor Logs: Microsoft® Access database logs and ODBC (open database connectivity) database logs. ODBC database logs include MSDE, MS SQL Server databases.

INTEGRATION WITH ACCESS CONTROL, HUMAN RESOURCES AND OTHER SYSTEMS:

- Seamless integration with over 50 of the leading access control systems to provide select visitors with customized card access from the EasyLobby SVM interface. Organizations have the option to issue traditional smart cards or HID Mobile Access credentials.

- Import employee list(s) from any ODBC database or Active Directory, with auto scheduling and updating.

- Employ flexible data import and export functions.

- Supports single sign-on, with hooks for alternative authentication methods.

PROGRAM OPTIONS

User Security Levels	Five pre-configured security levels of users: Novice, Operator, Manager, Site Administrator and Enterprise Administrator, plus the ability to customize additional levels.
User Defined Fields	• 24 total for Visitor form, customizable as a check box, drop-down menu, text field or date • 12 for Employee form • 6 for Assets • 6 for Packages
Visitor Field Configurations	**Fields on the Visitor Log can be set to:** **Enabled/Disabled:** Enabled allows the user to enter information into the field. Disabled prevents the user from entering information by graying out the field. **Required/Not Required:** Required fields are marked with an asterisk for the visitor to complete before being checked in. **In Grid:** Shows or hides a field from the grid view. **License:** Determines the information that is pulled from the driver's license and scanned into the visitor log. **Business Card:** Determines the information that is pulled from the business card and scanned into the visitor log.
Alert Options	Visitor Check-In, Package Check-In, Watch List Alert, Expired Badges, Panic Message, Current Visitor, Maximum Visitor, Frequent Visitor, Time-Based
Hardware Device Options	EasyLobby SVM supports the following hardware devices: • Acuant R3 ID Scanner • SnapShell Passport/ID Scanner • Assure Tec ARH Combo Smart Passport/ID Scanner (Authentication option available) • Assure Tec ID-150 ID Scanner (Authentication option available) • Intellicheck IM2000 ID Scanner/Authenticator • M2Sys EasyScan and Palm Biometric Scanners • ID Tech MagStripe Reader • Metrologic 9520 USB Barcode Scanner • RFIdeas PC Prox Reader • Topaz Signature pads
Languages Supported	English, Spanish, French, Italian, Portuguese, German for full application Welsh and Danish for Self-Registration only

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