OCR + DESCARTES™

VISITOR MANAGEMENT

FAILSAFE AUTHORIZATION OF FACILITY VISITORS AND STAFF

OCR's Visitor Management module provides a unified check-in process that involves screening potential visitors against watch lists and sex offender lists, generating a unique visitor record with complete visitor related information, and printing a badge, whilst remaining compliant to GDPR, ITAR, and EAR.

The Visitor Management System records any reviews against the visitor, monitors the visitor's check-in/out actions, and generates an audit trail with detailed information on the visit lifecycle. Through pre-registration, ID verification, visitor identification with badges, and customizable notifications for hosts and security, our system allows companies to streamline the visitor management process. Moreover, businesses can collect reliable data and track visitor information to protect employee safety, boost facility security, and meet compliance requirements for regulated industries.

Benefits to the Business

- Pre-Registration allows the visits host, reviewers, and front desk personnel to connect on one platform.

- Document Acknowledgment / Signing allows guests to sign policy or NDA documents during the check-in process.

- Badge printing identifies who has checked incorrectly and is permitted in the premises.

- Shared visitor information is available across the organization.

- Unique Identifier for each visitor and all of the visitor's checks are recorded with the record.

- Eliminates common human errors and keeps business flowing with a highly automated system.

- Biometric-enabled and Facial recognition options.

- Effortlessly integrated with human resources, security systems, access control system and health and safety departments.

- Apple Certified iPad kiosk application.

- One-click emergency email/report with all checked-in visitor details.

- Easy-to-use solution with easy access to data from other OCR Global EASE™ modules, including Watch List Screening.

- VENDORS
- CONTRACTORS
- FACILITY VISITORS
- TEMPORARY HIRES
- TRUSTED PARTNERS

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INTEGRATED ID AND PERMISSION MANAGEMENT
- BIOMETRICS (FACIAL & ID CONFIRMATION)
- SECURE LOCATION ACCESS AND PRE-VETTING
- INTERNAL AND EXTERNAL WATCH LIST TAGGING

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- MANAGED SERVICES MODEL
- OPTIONAL CLOUD DEPLOYMENT
- APPLY ONLINE FOR ACCESS PERMISSION
- RECORD AND STORE BIOMETRICS ONSITE
- API INTEGRATIONS FOR THIRD PARTY SYSTEMS
- REMOTE AND BATCH VERIFICATION OF CREDENTIALS
- PRE-APPROVE VISITOR DOCUMENTS AND CREDENTIALS

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FEATURES	BENEFITS
MANAGE VISITOR LIFECYCLE	▪ Prevent fraud and manage identities across the organization ▪ Easy to deploy with any existing infrastructure ▪ Thorough audit trails of activity
EASY-TO-USE APPLICATION	▪ User-friendly screens ▪ Template creation available to minimize repetitive data entry ▪ Accessible and easily implemented via our cloud-based delivery ▪ Kiosk Mode - easily deploy self-service check in process on tablet
BENEFICIAL WEB-BASED SOLUTION	▪ Worldwide access through a standard browser ▪ Real-time collaboration for data entry, review, approval, and denial ▪ View all documents related to a visitor ▪ Create and track documents internally with secure notes
ID & VISITOR TRACKING	▪ Allow reception and security personnel to manage all personnel via Smart Cards and biometric enabled check-in/check-out process ▪ Track employee and visitor movements, attendance, and visit details ▪ Manage logs electronically with simplicity
SECURE & CUSTOMIZABLE MULTI-LEVEL REPORTING	▪ Customizable multiple user levels with assigned profiles increases security and access ▪ Enhanced security through secured networks and biometrics ▪ Customizable menu systems ensure flexible solution deployment ▪ Powerful management reports with full customization ▪ Audit trails provide complete information over the life cycle of an ID, visits, and related information
FILE STORAGE	▪ Capture and store documents from a scanner, copier, and fax ▪ Email copies to assigned system users ▪ Search and extract information using flexible parameters
UNIQUE RECORD FOR EACH VISITOR	▪ Keep one record for each visitor in the System. ▪ System automatically finds the available visitor details in the System and informs the requestor. ▪ Keep track of all the checks performed on the visitor, along with the timestamp and reviewer's information.
THIRD PARTY INTEGRATIONS	Easily integrated with the third-party application. For example: ▪ Background Screening Providers ▪ Facility Internet Providers ▪ LDAP/Active Directory ▪ Google Calendar ▪ Government Issued ID Scanning Software ▪ Access Control System ▪ Facial Recognition Devices ▪ Chatbot

About OCR

OCR Services is a leading provider of Global Trade Management Solutions. As an expert in Governance, Risk, and Compliance, OCR is trusted by companies of all sizes, including Fortune 500 corporations, small to medium sized businesses and government agencies worldwide. The EASE platform ensures compliance and efficiency for cross-border transactions through a comprehensive solution with multiple customizable modules to help streamline your business processes.

For more information or a demo, please contact us at **sales@ocr-inc.com**

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