



# Synergy Visitor

## Visitor Management Solution

---

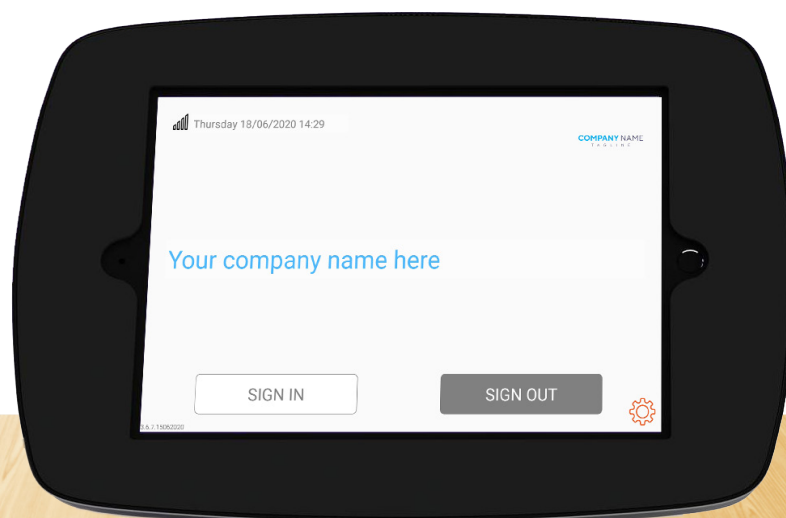
### Enhance the visitor management process in your organisation

Synel's **Synergy Visitor** is an easy to use and versatile visitor management solution which delivers incredible flexibility and customisation to meet the specific requirements of how organisations wish to process and track their visitors on site.

The **Synergy Visitor** solution consists of a browser-based Graphical User Interface (GUI), allowing authorised users to manage the system from any computer with access to the internet, and a front-end Android and iOS app to allow visitors to register quickly and easily on a compatible device. Multiple visitor devices can be used, even across multiple sites, all managed from a single GUI.

The inherent flexibility of **Synergy Visitor** makes it suitable and adaptable to a wide range of markets, including commercial offices, hotel and leisure, educational establishments or any facility where there is a need to track and manage numerous visitors in a large environment, on a day to day basis.

To accompany your Synergy Visitor solution, Synel can also supply approved tablets with various different enclosures with desk, wall and floor mount options - to suit your reception environment perfectly.



## Send e-mail invites to your visitors ahead of time

As well as ad-hoc entries as visitors arrive, **Synergy Visitor** allows you to send invitations to visitors in advance either one at a time, or to multiple contacts via a csv file upload. The information contained in the database used for the upload will be stored on the system to save visitors time when signing in on site by pre-filling information.

## Visitor Types

With **Synergy Visitor** your organisation can build various visitor type fields and categories to make it easier to organise and administer visitors in a large and busy environment.

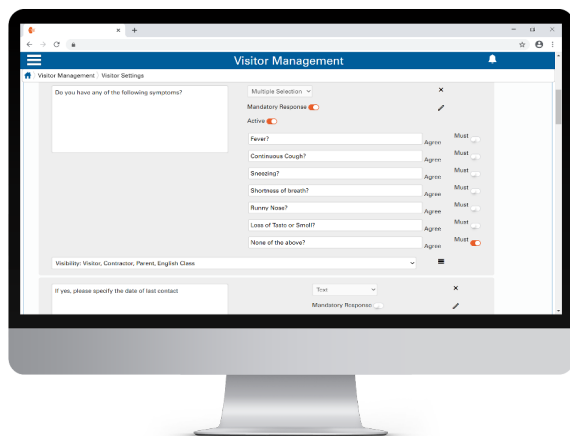
Visitors can be segmented by administrator-defined categories that can be built specific to your business, such as contractors, visitors, governors etc., and the visitor registration process can be tailored for each visitor type.



## Customisable forms and required data

Administrators can create any number of fully customisable sign in forms that provide visitors important information, such as fire evacuation procedures, or can ask questions of the visitor such as "Have you been unwell in the last 14 days", or "Have you travelled overseas in the past month" with the ability to set answers as 'open ended' or multiple choice, restricted answers such as yes/no. With yes/no answers, administrators can set customisable intervention messages depending on the answer. This might direct the visitor to report to somebody on reception, for example.

In addition, administrators can set mandatory information for visitors to complete, including e-mail address, car number plate and mobile phone number. Information that is filled in can optionally be saved for the next visit, saving time for the visitor.



## E-mail notification to the host

With **Synergy Visitor**, an E-mail notification can automatically be sent to the host when their visitor has signed in and a copy can also be sent to the visitor as confirmation that they have signed in.

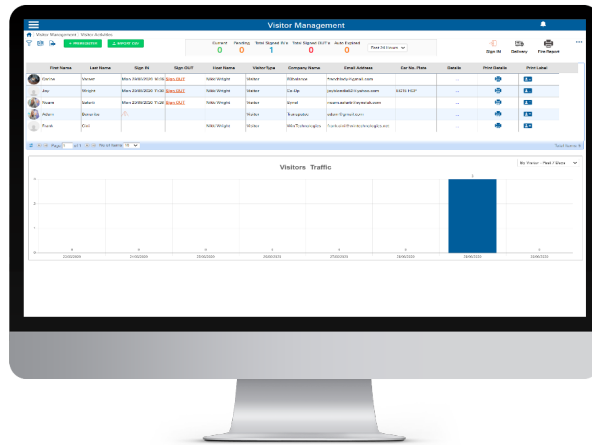


## Automated visitor badge printing & scan to sign out

With **Synergy Visitor**, once your visitor has checked in, it will also automatically print a visitor badge (when coupled with Synel's badge printer). As well as having the details required, the visitor badge will also have a QR code printed. At the end of the visit, your visitor simply needs to scan the badge at the tablet terminal to sign out.

## Reporting

A full report suite is included and reports can be generated in seconds, such as to see which visitors have been into the organisation. A fire report can be generated to make sure that everybody signed in has been accounted for as part of the evacuation procedure.



Synel's administration system is a web browser based interface which offers the flexibility of remote access anywhere in the world to authorised users. The cloud based technology is especially useful

## Equipment to complete your solution

Synel can also supply tablets, lockable enclosures and printers that are compatible and fully tested with the **Synergy Visitor** solution, providing a full one-stop-shop to your visitor management requirements.



## Synergy Visitor available standalone or as part of Synergy Workforce

**Synergy Visitor** is available as a standalone solution hosted in the cloud (SaaS) or as an add-on module for Synel's powerful **Synergy Workforce** (Timelog Web) Time and Attendance platform.

Synel is a pioneer in innovative workforce management solutions provider offering a full range of state-of-the-art biometric data capture and access control devices, including touchless and contactless solutions, alongside a powerful workforce management platform that can grow with your business.

- Synergy Workforce - Time & Attendance
  - Field Management
  - Time costing
  - Education (Student Registration)
- Electronic Documents
- Cashless
- Synergy Access - Access Control
- Synergy Visitor - Visitor Management
- Synergy Expenses - Expenses Management



As a full end-to-end provider, Synel also offers leading installation, commissioning and ongoing support and warranty services to give complete peace of mind.

## Technical Specifications:

| Features                                   | Synergy Visitor  |
|--|--|
| <b>Visitor Tablet Application</b>          |  |
| Software application                       | Android and iOS versions available   |
| Table screen sizes supported               | Optimised for between 9" and 11" screens   |
| Communication with administration platform | Over the network via WiFi  |
| Communication with printer                 | Over the network via WiFi  |
| Welcome text and logo                      | Fully customisable by back-office administrator  |
| <b>Printer</b>                             |  |
| Compatible printer                         | Brother black and white label printer (Synel SKU: LAB-PRNTR-BW)  |
| Automatic printing support                 | Yes  |
| Printer labels                             | Continuous paper roll (Synel SKU: LBLE-01)   |
| QR codes printed                           | Yes, selectable  |
| <b>Back-office Administration Platform</b> |  |
| Graphical User Interface (GUI)             | Web-based GUI to manage all settings, pushed to app (restart required)   |
| Badge design dashboard                     | Yes  |
| Visitor types                              | Fully customisable with registration process linked to visitor type  |
| Host names                                 | Select visible or hidden host names  |
| Mandatory host selection                   | Selectable by visitor type   |
| Sign-in requirements                       | Select what information is mandatory for sign in, e-mail address and phone number                                  |
| Sign-in forms                              | Full customisable forms with various types available (free text, multiple choice, yes/no, requires signature etc.) |
| Pre-filled forms                           | Selectable for pre-registration and returning visitors   |
| Sign out forms                             | Fully customisable. Visitors can also sign out using QR codes on their printed badge                               |
| E-mail host on sign in/out                 | Yes, selectable  |
| E-mail visitor on sign in/out              | Yes, selectable  |

## Ordering information:

### Software:

|            |  |
|------------|--|
| VISM-S-A   | Synergy Visitor as a module add on to the hosted SaaS version of Synergy Workforce (Timelog Web)           |
| VISM-S-A-X | Additional device license for VISM-S-A   |
| VISM-L-A   | Synergy Visitor as a module add on to the on-premise version of Synergy Workforce (Timelog Web)            |
| VISM-L-A-X | Additional device license for VISM-L-A   |
| VISM-S-S-A | Synergy Visitor as a standalone hosted SaaS application - does not require Synergy Workforce (Timelog Web) |
| VISM-S-S-X | Additional device license for VISM-S-S-A   |

### Tablets and enclosures:

|                 |   |
|-----------------|---|
| VISM-TAB-STN    | Android 10.1" tablet with lockable desk-mount enclosure, black (other colours available)                                |
| VISM-TAB-STN-F  | Android 10.1" tablet with lockable floor stand enclosure, black (other colours available)                               |
| VISM-TAB-STN-FP | Android 10.1" tablet with lockable floor stand enclosure and integrated printer holder, black (other colours available) |

### Printers:

|              |   |
|--------------|---|
| LAB-PRNTR-01 | Black and white label printer for use with Synergy Visitor system. Automatically prints |
| LBLE-01      | Replacement label roll for use with LAB-PRNTR-01  |