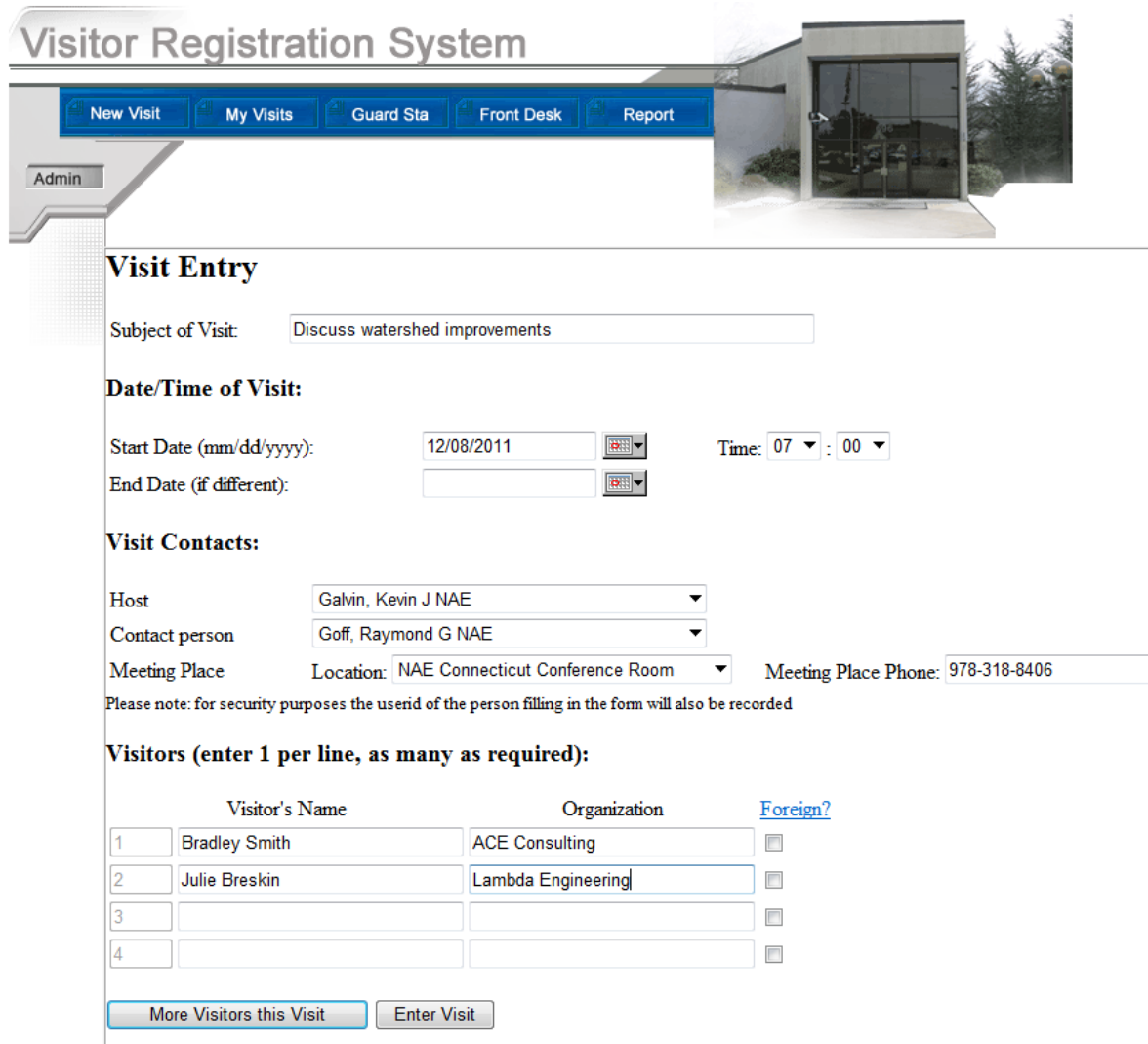


## Product Overview

The Visitor Management Application is a web based system that allows employees to schedule visitors to the Corps and makes it simple for security personnel to check them in and out without being distracted by the need to generate badges and other activities that compromise security.

## Benefits

This system was developed for the US Army Corps of Engineers, New England District (NAE). Prior to its implementation, NAE used emails to let the guards at the front desk entrance know about expected visitors. It handles long term as well as one day visits and the special security requirements of foreign visitors.



The screenshot shows the 'Visitor Registration System' web interface. At the top, there is a navigation bar with buttons for 'New Visit', 'My Visits', 'Guard Sta', 'Front Desk', and 'Report'. Below this is an 'Admin' button. The main content area is titled 'Visit Entry' and contains several form fields:

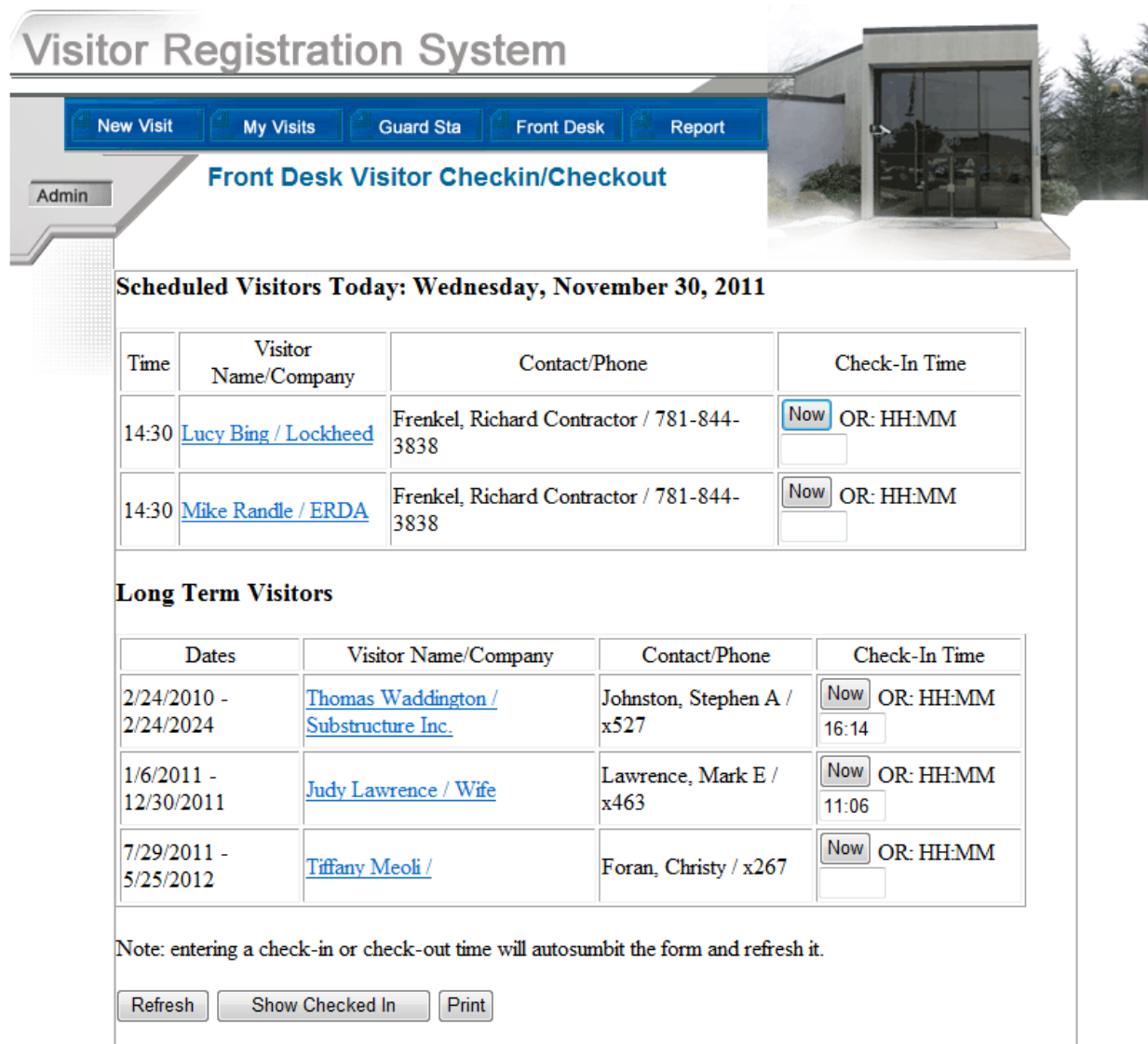
- Subject of Visit:** A text input field containing 'Discuss watershed improvements'.
- Date/Time of Visit:** Includes 'Start Date (mm/dd/yyyy):' with a date picker set to '12/08/2011', 'End Date (if different):' with an empty date picker, and 'Time: 07 : 00'.
- Visit Contacts:** Includes 'Host' (dropdown: 'Galvin, Kevin J NAE'), 'Contact person' (dropdown: 'Goff, Raymond G NAE'), 'Meeting Place' (dropdown: 'Location: NAE Connecticut Conference Room'), and 'Meeting Place Phone: 978-318-8406'.
- A note: 'Please note: for security purposes the userid of the person filling in the form will also be recorded'.
- Visitors (enter 1 per line, as many as required):** A table with columns for 'Visitor's Name', 'Organization', and 'Foreign?'. It contains two entries:

	Visitor's Name	Organization	Foreign?
1	Bradley Smith	ACE Consulting	<input type="checkbox"/>
2	Julie Breskin	Lambda Engineering	<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
- Buttons at the bottom: 'More Visitors this Visit' and 'Enter Visit'.

## Visitor Check In/Out

Guards can check visitors in and out with a single click. This allows them to keep their eyes on visitors, where they belong. For a while a mandated badge system was required and the Visitor Management Application was still used to enter visits, but the guard had to take pictures and generated badges. Experienced guards recognized that this was preventing them from monitoring larger groups of visitors. The badge system was retired and the Visitor Management Application was used instead for all phases of visitor tracking.

In addition to the front desk, the application can accommodate other guard stations, for example a guard booth at the entrance to a parking lot, with multi-stage check in.



**Visitor Registration System**

Admin | [New Visit](#) | [My Visits](#) | [Guard Sta](#) | [Front Desk](#) | [Report](#)

### Front Desk Visitor Checkin/Checkout

**Scheduled Visitors Today: Wednesday, November 30, 2011**

Time	Visitor Name/Company	Contact/Phone	Check-In Time
14:30	<a href="#">Lucy Bing / Lockheed</a>	Frenkel, Richard Contractor / 781-844-3838	<input type="button" value="Now"/> OR: HH:MM <input type="text"/>
14:30	<a href="#">Mike Randle / ERDA</a>	Frenkel, Richard Contractor / 781-844-3838	<input type="button" value="Now"/> OR: HH:MM <input type="text"/>

**Long Term Visitors**

Dates	Visitor Name/Company	Contact/Phone	Check-In Time
2/24/2010 - 2/24/2024	<a href="#">Thomas Waddington / Substructure Inc.</a>	Johnston, Stephen A / x527	<input type="button" value="Now"/> OR: HH:MM 16:14
1/6/2011 - 12/30/2011	<a href="#">Judy Lawrence / Wife</a>	Lawrence, Mark E / x463	<input type="button" value="Now"/> OR: HH:MM 11:06
7/29/2011 - 5/25/2012	<a href="#">Tiffany Meoli /</a>	Foran, Christy / x267	<input type="button" value="Now"/> OR: HH:MM <input type="text"/>

Note: entering a check-in or check-out time will autosubmit the form and refresh it.

## Visitor Registration System

[New Visit](#)
[My Visits](#)
[Guard Sta](#)
[Front Desk](#)
[Report](#)

Admin



### My Visits

Date/Time	End Date	Subject	Location	Delete
<a href="#">11/30/2011 14:30</a>		Demo ETA	Theater Room	<input type="checkbox"/>
<a href="#">12/8/2011 07:00</a>		Discuss watershed improvements	NAE Connecticut Conference Room	<input type="checkbox"/>

To edit a visit, click the link. To delete a visit, check the "delete" box.  
To see past visits, use the "Report" button on the navigation bar.

## Visitor Registration System

[New Visit](#)
[My Visits](#)
[Guard Sta](#)
[Front Desk](#)
[Report](#)

Admin

**Front Desk Visitor Checkin/Checkout**



### Visitor Report

Start Date:  
 End Date:

Host:  (ALL available for Guard House, Front Desk, and Admin use only)

Date/Time	End Date	Visitor	Host	Front Desk	
				In	Out
<a href="#">12/2/2011 2:00 PM</a>		<a href="#">CMDR Jason Smith</a>	Keegan, Michael F NAE 978-318-8087		
<a href="#">12/2/2011 2:00 PM</a>		<a href="#">LCMDR Scott White</a>	Keegan, Michael F NAE 978-318-8087		
<a href="#">12/2/2011 2:00 PM</a>		<a href="#">Mark Cutter</a>	Keegan, Michael F NAE 978-318-8087		
<a href="#">12/2/2011 2:00 PM</a>		<a href="#">Dan Casaletto</a>	Keegan, Michael F NAE 978-318-8087		
<a href="#">12/2/2011 2:00 PM</a>		<a href="#">Rob Nies</a>	Keegan, Michael F NAE 978-318-8087		
<a href="#">12/1/2011 10:00 AM</a>		<a href="#">Gene Brickman</a>	Kennelly, John R NAE 978-318-8505		
<a href="#">12/2/2011 11:30 AM</a>		<a href="#">John Duschang</a>	Hubbard, William A NAE 978-318-8552		
<a href="#">12/2/2011 11:30 AM</a>		<a href="#">Thomas Young</a>	Hubbard, William A NAE 978-318-8552		
<a href="#">12/2/2011 11:30 AM</a>		<a href="#">Joe Puzio</a>	Hubbard, William A NAE 978-318-8552		
<a href="#">12/2/2011 11:30 AM</a>		<a href="#">Lee Walker</a>	Hubbard, William A NAE 978-318-8552		
<a href="#">11/30/2011 9:30 AM</a>		<a href="#">Chris Crandell</a>	Wojtas, Marie A NAE 978-318-8788	09:45	09:45
<a href="#">12/2/2011 2:00 PM</a>		<a href="#">Olivia Deterling</a>	Scabia, Christopher J NAE 978-318-8628		
<a href="#">12/2/2011 1:00 PM</a>		<a href="#">Drew Vagnini</a>	Scabia, Christopher J NAE 978-318-8628		
<a href="#">12/2/2011 2:00 PM</a>	12/2/2011	<a href="#">Rob Nies</a>	McCusker, Robert NAE 978-318-8145		
<a href="#">12/2/2011 2:00 PM</a>	12/2/2011	<a href="#">Jack Deora</a>	McCusker, Robert NAE 978-318-8145		

## Features

### Visit entry features include

- Uses network authentication (no separate log in)
- Schedule visit with multiple visitors
- Allows employees to set up meetings for others (records audit info)
- Pre-populated list of venues with contact info for the venue (hosts office and ad hoc entry also supported)
- Ability to schedule multi-day visits
- Special instructions and work flows for foreign visitors
- Report and cancel visits or change visitor list for a visit

### Guard features include

- Screen shows today's expected visitors in time order, including long term
- Single click check in allows rapid check in of visitor
- Allows for various protocols regarding badges or other security measures
- Single click check out
- Checked out visitors removed from screen (with option to show)
- Report past or future visits for any time period
- Supports multiple guard stations

## More Information and Contact

Ceonex has been working with the Corps for 9 years and has produced a number of Corps Apps™, including the Vehicle Reservation System, Enterprise Time and Attendance System, Visitor Management Application for managing outside visitors to Corps facilities, and the Service Request System which manages help desk type requests. See <http://ceonex.com/government/> for more information.

We are under the ACE-IT umbrella. Ceonex has been given a 97% rating by our clients in an Open Ratings survey.

For any Corps related products or services, contact Richard Frenkel, [Rich@ceonex.com](mailto:Rich@ceonex.com), 781-844-3838