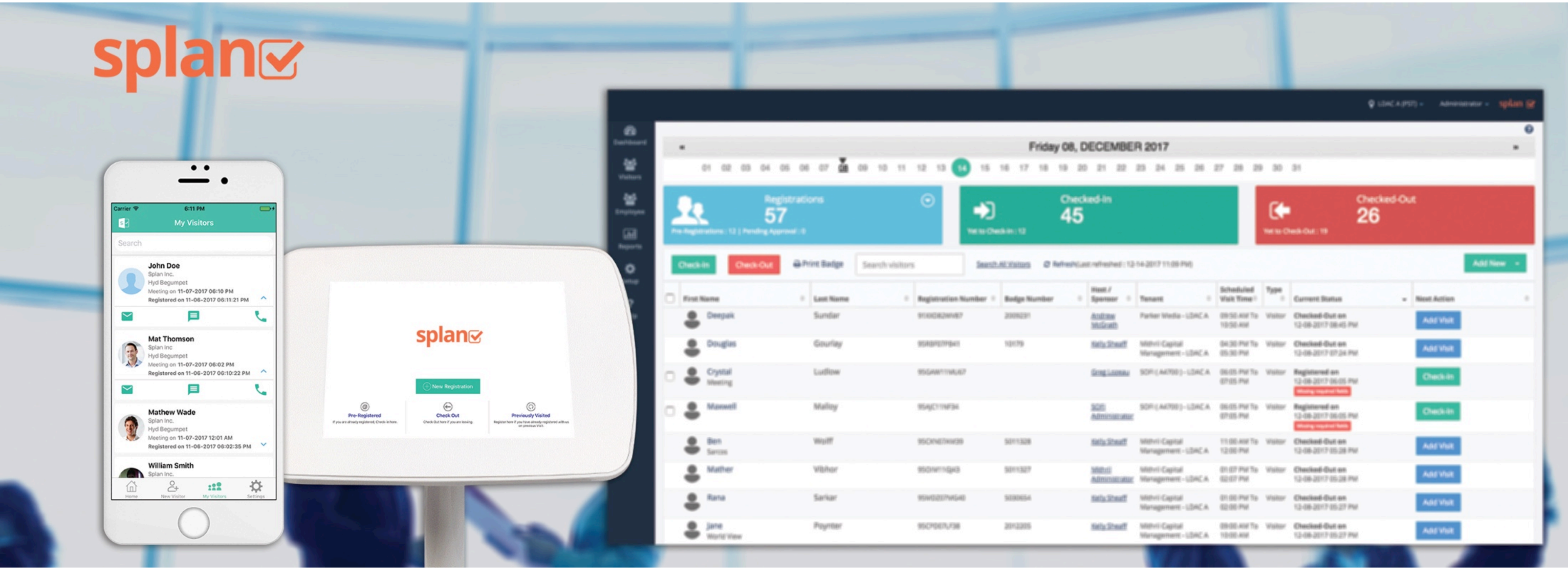
Splan Visitor Management


splan
My Visitors
John Doe
Mat Thomson
Mathew Wade
William Smith
New Registration
Pre-Registered
Check Out
Previously Visited
Friday 08, DECEMBER 2017
Registrations 57
Checked-In 45
Checked-Out 26
Check-In
Check-Out
Print Badge
Add New

Genetec

Manage Visitors, Tenants, Vendors and Events

About Splan – Next Generation Check-In Solution

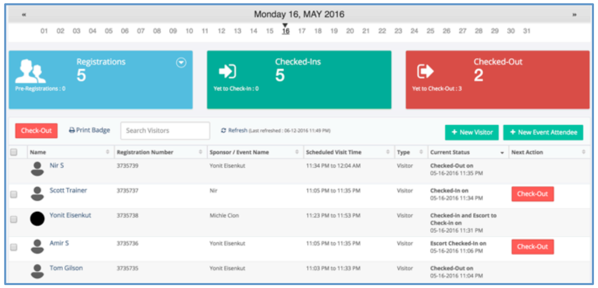
Who We Are

- A California based company, providing next generation cloud based software check-in solutions for Visitors & Events

Splan delivers intelligent and fully automated next generation Visitor Management Solutions for small to large enterprises. Integrating with application security and Physical Access Control Systems – Splan provides innovative web and cloud based solutions

Unique Advantages

- Cost effective, easy to use, enterprise-centric and web-based
- Holistic system with a deep understanding of application security, IT security, and integration with Physical Access Control Systems (PACS)



« Monday 16, MAY 2016 »

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Registrations 5
Pre-Registrations : 0

Checked-Ins 5
Yet to Check-In : 0

Checked-Out 2
Yet to Check-Out : 3

Check-Out | Print Badge | Search Visitors | Refresh (Last refreshed : 06-12-2016 11:49 PM) | + New Visitor | + New Event Attendee

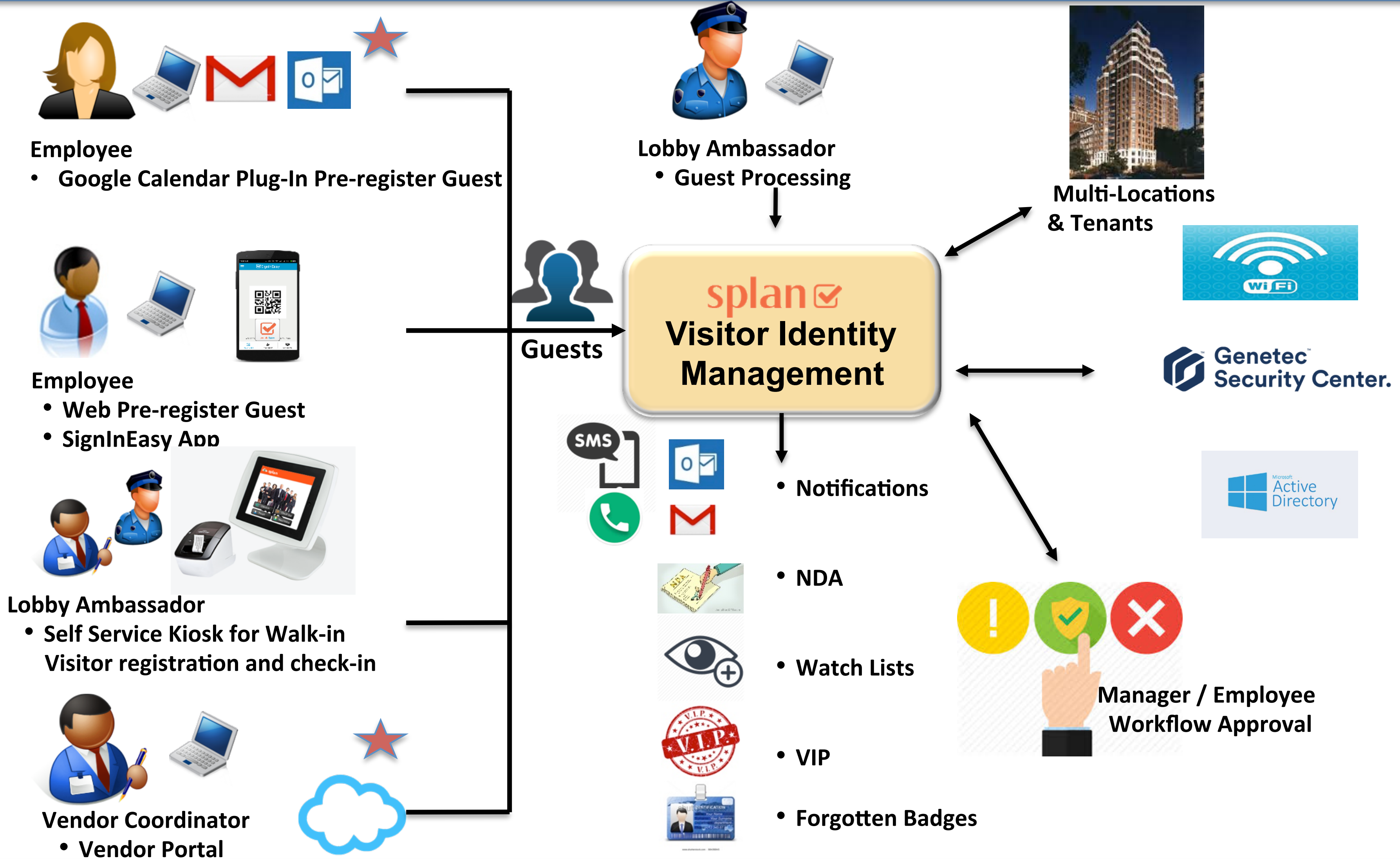
☐	Name	Registration Number	Sponsor / Event Name	Scheduled Visit Time	Type	Current Status	Next Action
	Nir S	3735739	Yonit Eisenkut	11:34 PM to 12:04 AM	Visitor	Checked-Out on 05-16-2016 11:35 PM	
☐	Scott Trainer	3735737	Nir	11:05 PM to 11:35 PM	Visitor	Checked-In on 05-16-2016 11:34 PM	Check-Out
☐	Yonit Eisenkut	3735738	Michle Cion	11:23 PM to 11:53 PM	Visitor	Checked-In and Escort to Check-In on 05-16-2016 11:31 PM	
☐	Amir S	3735736	Yonit Eisenkut	11:05 PM to 11:35 PM	Visitor	Escort Checked-In on 05-16-2016 11:06 PM	Check-Out
	Tom Gilson	3735735	Yonit Eisenkut	11:03 PM to 11:33 PM	Visitor	Checked-Out on 05-16-2016 11:04 PM	

Visitors
Please sign in Here
splan

Splan Visitor Solution Summary

- Visitor Pre Registration(Online)
- Kiosk Self Service Check In / Out and Print Badge
- Scan Driver License/ Passport/ Business Card
- Check in / Check out with QR Code, SignInEasy App
- Watch List
- Capture and Store NDA
- SMS / Email / Phone call Notifications
- Centralized Visitor Management
- Multi-Tenant Multi-Vendor and Event Management
- Active Directory/ Google Authentication/ SSO
- Integrations to Outlook, PACS, Guest WiFi, etc.
- Reports & Real-Time Dashboards

Splan Visitor Process – True Automation!



Employee
- Google Calendar Plug-In Pre-register Guest

Employee
- Web Pre-register Guest
- SignInEasy App

Lobby Ambassador
- Self Service Kiosk for Walk-in Visitor registration and check-in

Vendor Coordinator
- Vendor Portal

Lobby Ambassador
- Guest Processing

Guests

splan

Visitor Identity Management

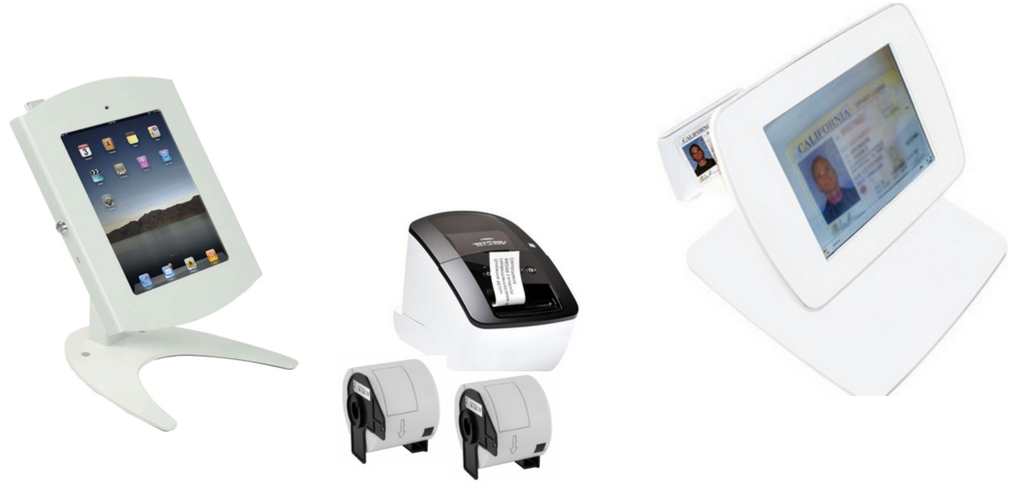
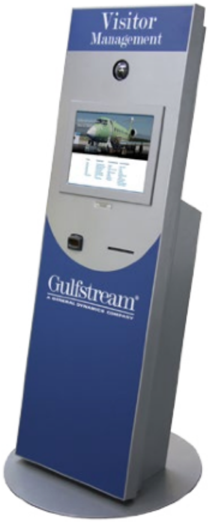
Multi-Locations & Tenants

- Notifications
- NDA
- Watch Lists
- VIP
- Forgotten Badges

Manager / Employee Workflow Approval

SMS
Wi Fi
Genetec Security Center.
Microsoft Active Directory

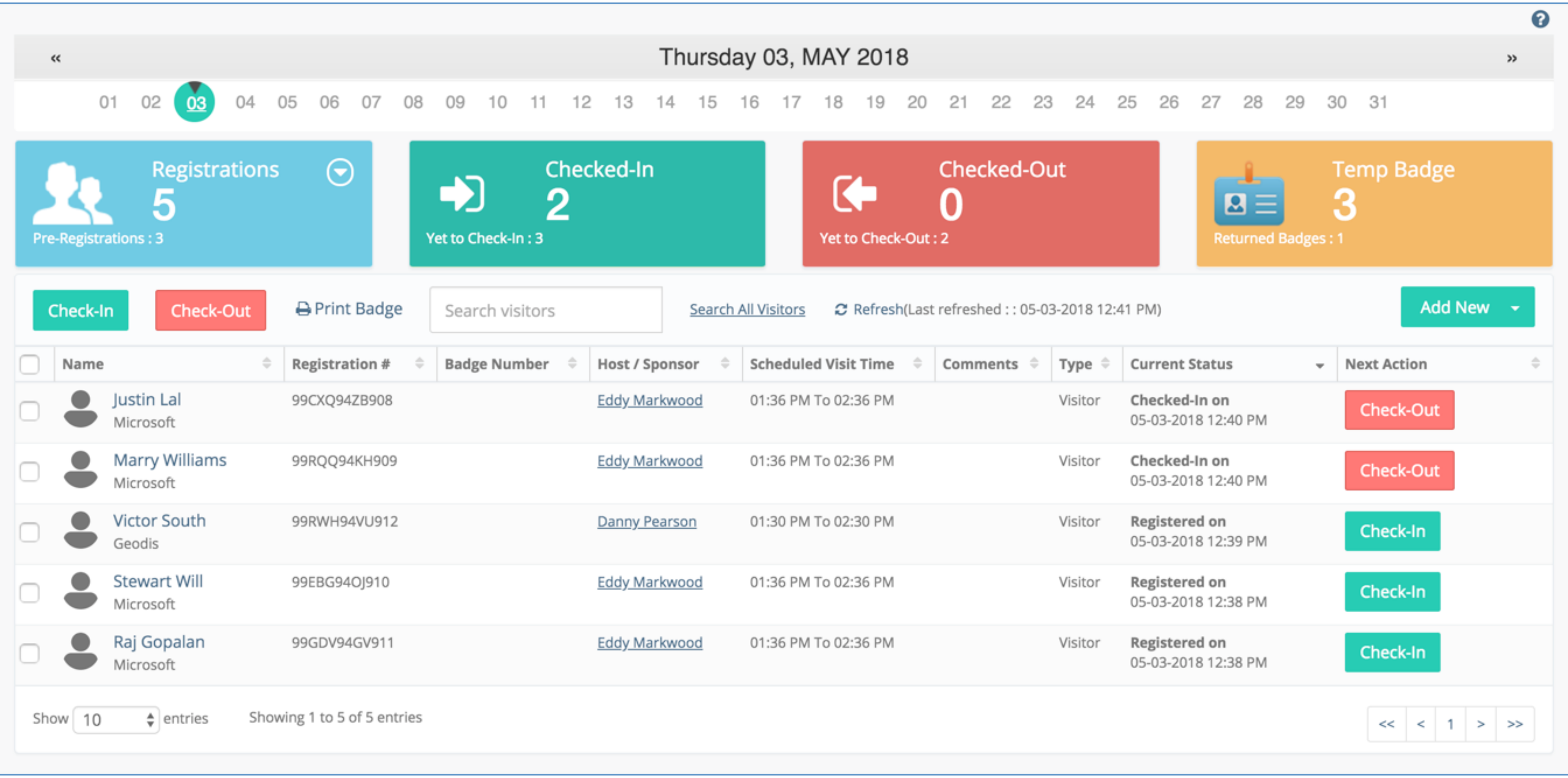
Visitor Kiosk - Hardware (One Time Cost)

Standard	Premium (with Driver License Scanner)	Advanced
Kiosk	**Standard +**	**Premium +**
iPad Air	Driver License Scanner	Industrial use of KIOSK
Badge Printer	Driver License Support	15" Monitor, Touchscreen
600 labels	600 labels	Passport Scanner, Speaker, Camera, Barcode
		

Visitor
Management
Gulfstream
A GENERAL DYNAMICS COMPANY

Hardware warranty is not included part of the pricing proposal and sold separately
Applicable Taxes and shipping will be added at the time of purchase

Splan Lobby Ambassador Dashboard


«
»
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Check-In
Check-Out
Print Badge
Search visitors
Search All Visitors
Add New
Show 10 entries
<< < 1 > >>

Thursday 03, MAY 2018

Registrations 5
Pre-Registrations : 3

Checked-In 2
Yet to Check-In : 3

Checked-Out 0
Yet to Check-Out : 2

Temp Badge 3
Returned Badges : 1

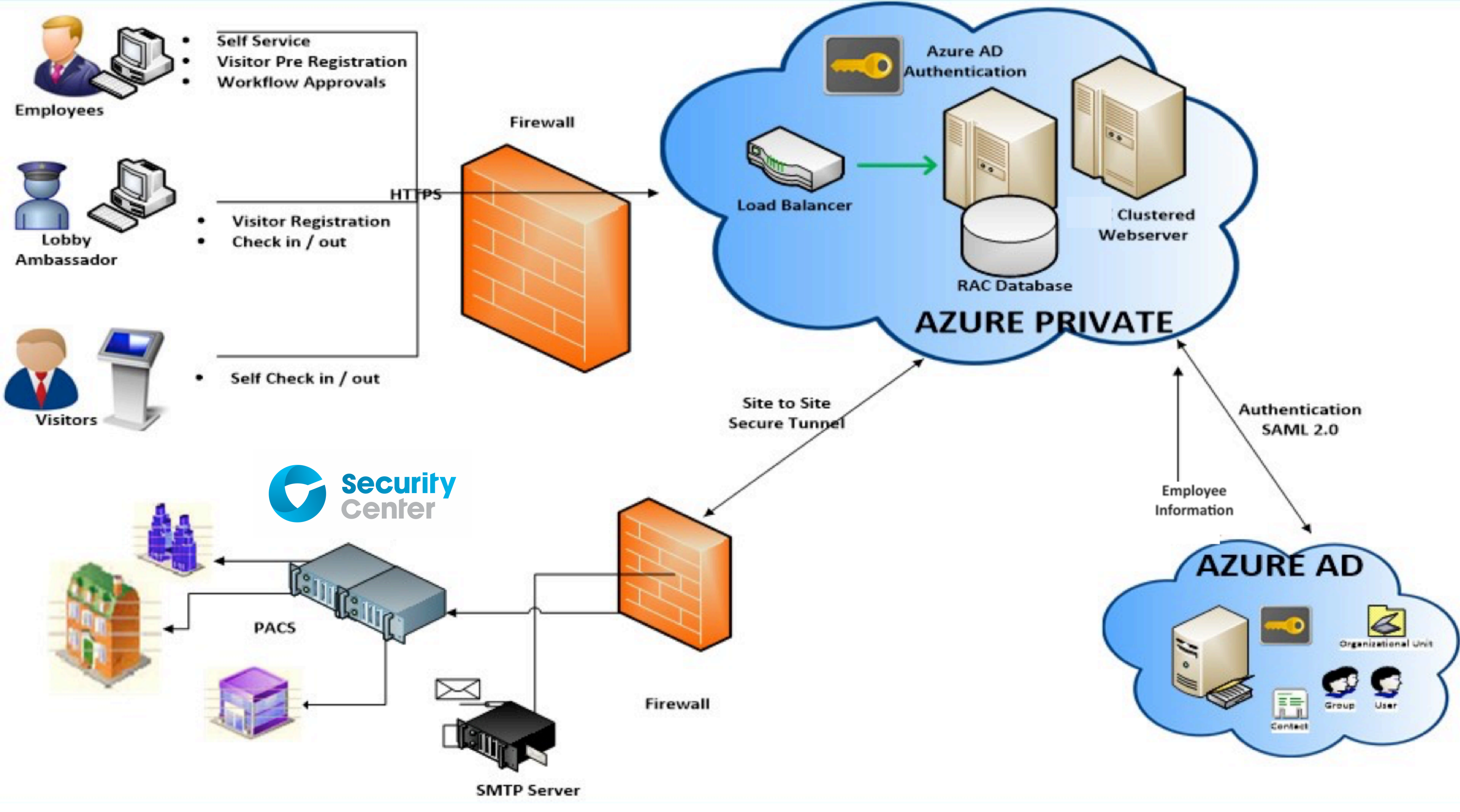
Refresh(Last refreshed : : 05-03-2018 12:41 PM)

☐	Name	Registration #	Badge Number	Host / Sponsor	Scheduled Visit Time	Comments	Type	Current Status	Next Action
☐	Justin Lal Microsoft	99CXQ94ZB908		Eddy Markwood	01:36 PM To 02:36 PM		Visitor	**Checked-In on** 05-03-2018 12:40 PM	Check-Out
☐	Marry Williams Microsoft	99RQQ94KH909		Eddy Markwood	01:36 PM To 02:36 PM		Visitor	**Checked-In on** 05-03-2018 12:40 PM	Check-Out
☐	Victor South Geodis	99RWH94VU912		Danny Pearson	01:30 PM To 02:30 PM		Visitor	**Registered on** 05-03-2018 12:39 PM	Check-In
☐	Stewart Will Microsoft	99EBG94OJ910		Eddy Markwood	01:36 PM To 02:36 PM		Visitor	**Registered on** 05-03-2018 12:38 PM	Check-In
☐	Raj Gopalan Microsoft	99GDV94GV911		Eddy Markwood	01:36 PM To 02:36 PM		Visitor	**Registered on** 05-03-2018 12:38 PM	Check-In

Showing 1 to 5 of 5 entries

Architecture

Splan Visitor - System Architecture (Cloud Deployment)



- Self Service
- Visitor Pre Registration
- Workflow Approvals

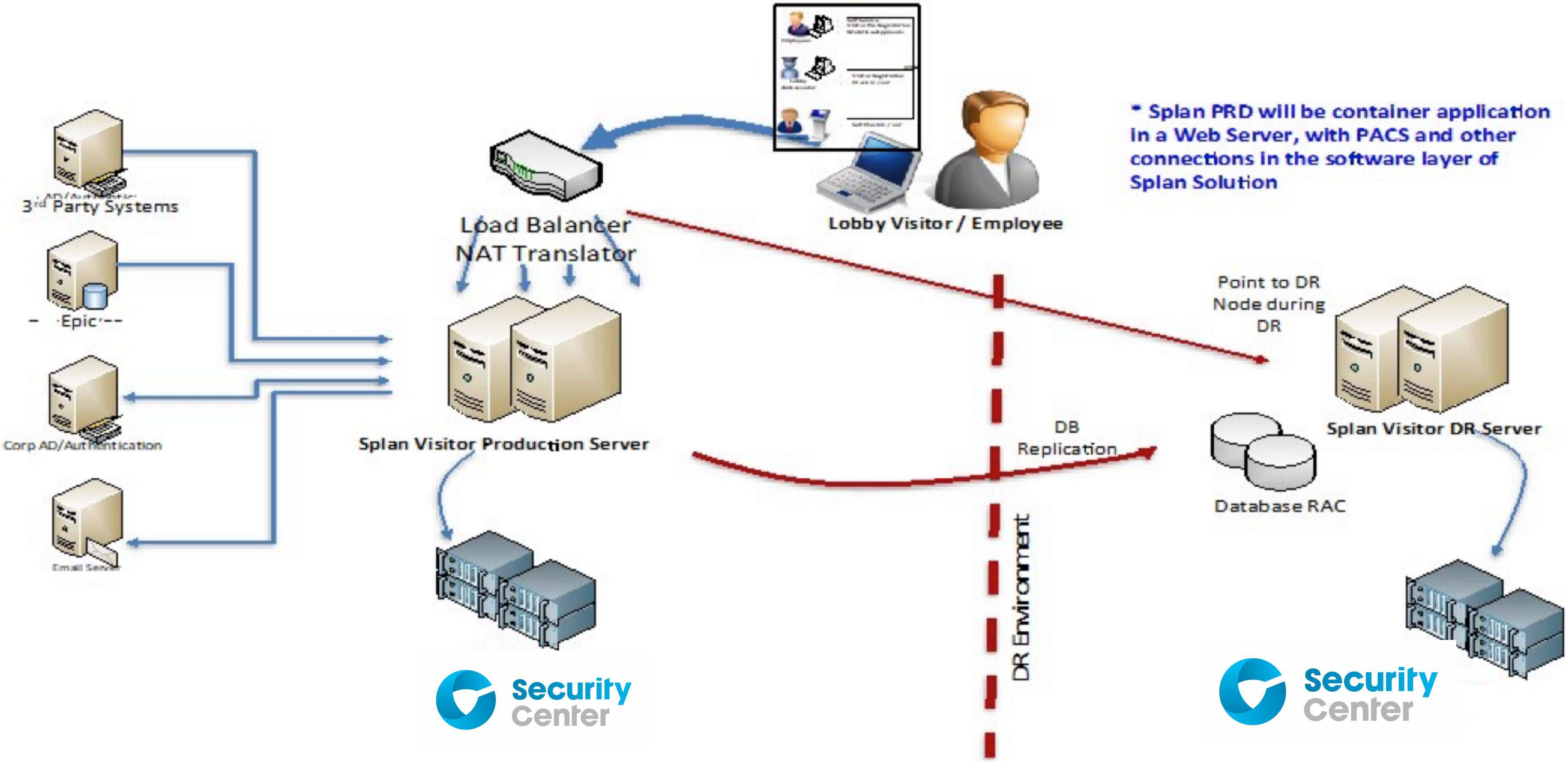
- Visitor Registration
- Check in / out

- Self Check in / out

Employees
Lobby Ambassador
Visitors
HTTPS
Firewall
Azure AD Authentication
Load Balancer
Clustered Webserver
RAC Database
AZURE PRIVATE
Site to Site Secure Tunnel
Authentication SAML 2.0
Employee Information
Security Center
PACS
SMTP Server
Firewall
AZURE AD
Organizational Unit
Group
User
Contact

Splan Visitor - System Architecture (On Premise)

Sample Reference Architecture – On Premise


3rd Party Systems
Epic
Corp AD/Authentication
Email Server
Load Balancer
NAT Translator
Lobby Visitor / Employee
Splan Visitor Production Server
Security Center
Point to DR
Node during
DR
DB
Replication
DR Environment
Splan Visitor DR Server
Database RAC
Security Center

* Splan PRD will be container application in a Web Server, with PACS and other connections in the software layer of Splan Solution

Tenants

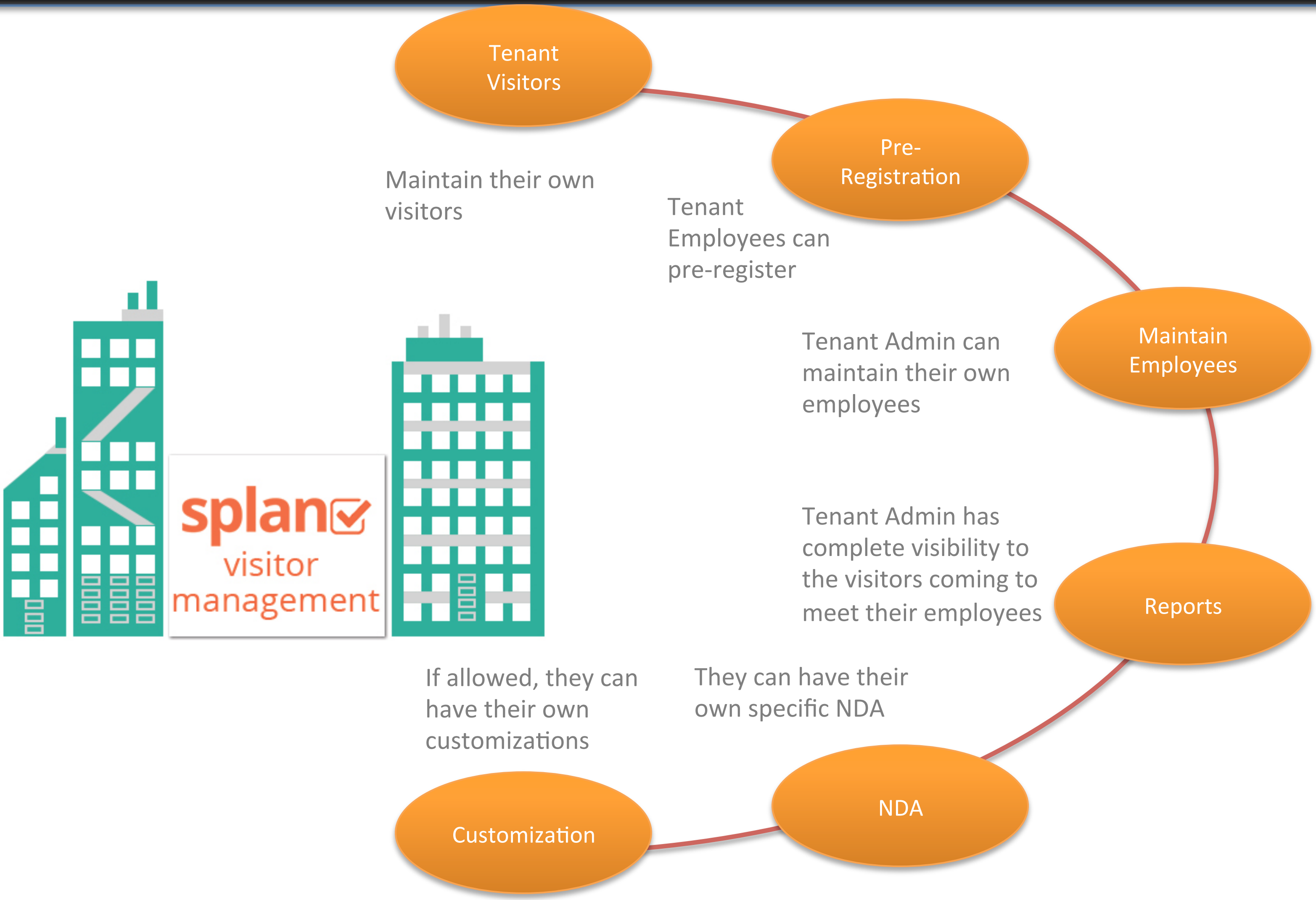
Introduction

- Solution is available as an optional module to tenants in a multi-tenant environment
- This allows the Property Manager or Building Owner to offer tenants a secure and dedicated “slice” of the property owners visitor management system
- Allows for entrance to lobby turnstiles, while still offering tenant their own secure self managed solution
- Processing of visitors can be done by building owner’s staff in the lobby or at the front desk of the tenants space

Benefits

- Very cost effective for businesses
- Full Kiosk solution can be deployed in tenants space, providing automation of check in, along with drivers license, business card and passport scanning
- ID Badge creation can be done by tenants to provide employees with unique credentials
- Reports can be generated on all system activities for tenants space
- Property Managers provide an additional component to their services package to tenants

How it works?



Tenant Visitors

Maintain their own visitors

Pre-Registration

Tenant Employees can pre-register

Maintain Employees

Tenant Admin can maintain their own employees

Reports

Tenant Admin has complete visibility to the visitors coming to meet their employees

NDA

They can have their own specific NDA

Customization

If allowed, they can have their own customizations

Vendors

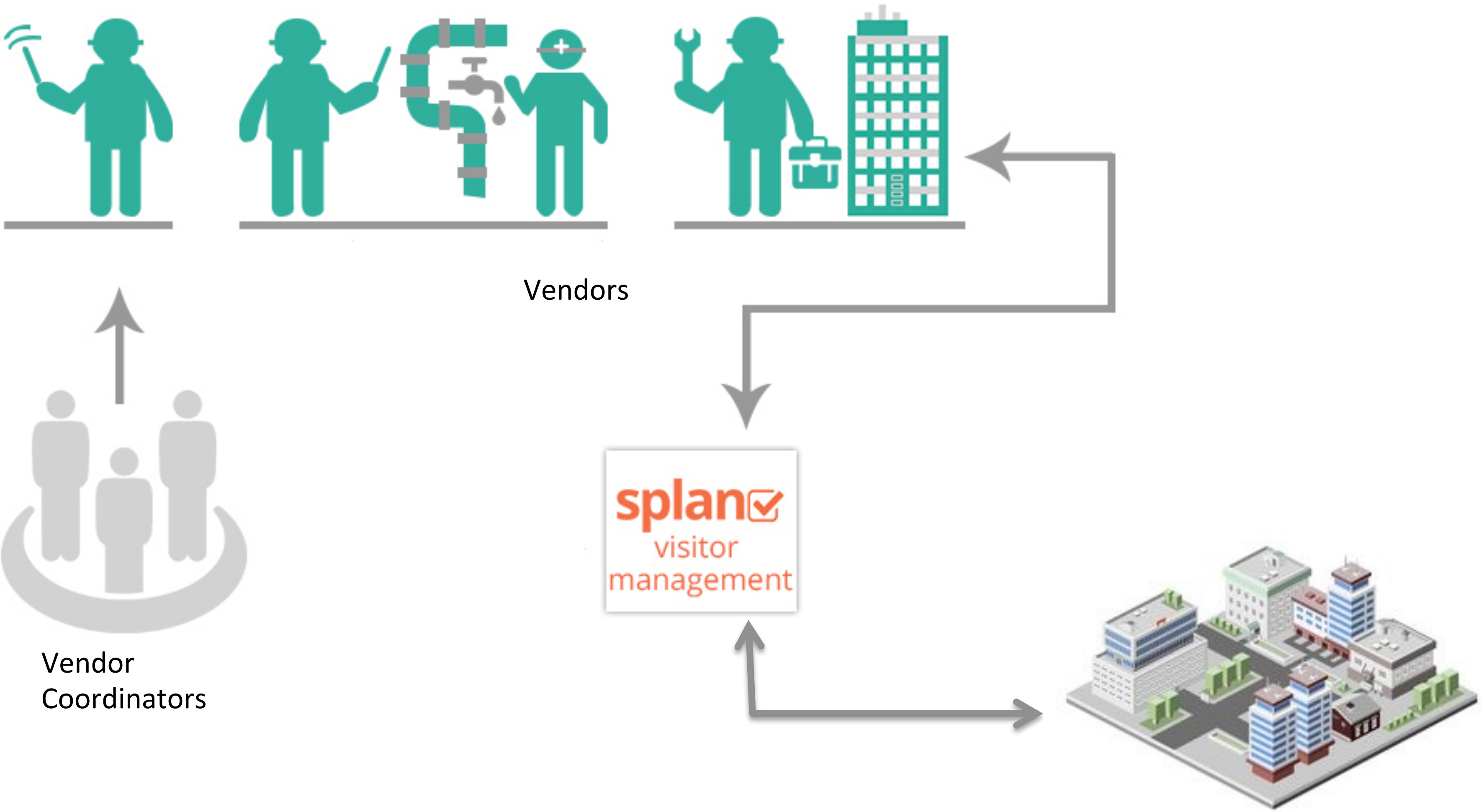
Introduction

- Solution is available as an optional module for companies using Splan Visitor to extend to their frequently visiting vendor companies
- This module allows the Vendor to pre-register all Vendor company employees prior to arrival at company's site locations
- This module minimizes the visitor registration and processing time of vendors at site
- Processing of vendors can be done by building owner's staff in the building common area lobbies, loading docks and/or at the front desk of the tenants space

Introduction

- Vendor Module allows for secure and holistic record keeping and reporting of all vendor activities on site for companies using Splan Visitor
- Vendor Module offloads workflow process responsibility to trusted Vendor partners
- Verification of required licenses, credentials and identification can be responsibility of Vendor company as part of contract
- Owner or property manager can use reporting to verify time billed on site by vendors as a comparative check against actual invoicing.
- Potential $$ cost savings through fraud reduction in billing

Vendors & Vendor Coordinators


splan
visitor
management

Vendors

Vendor
Coordinators

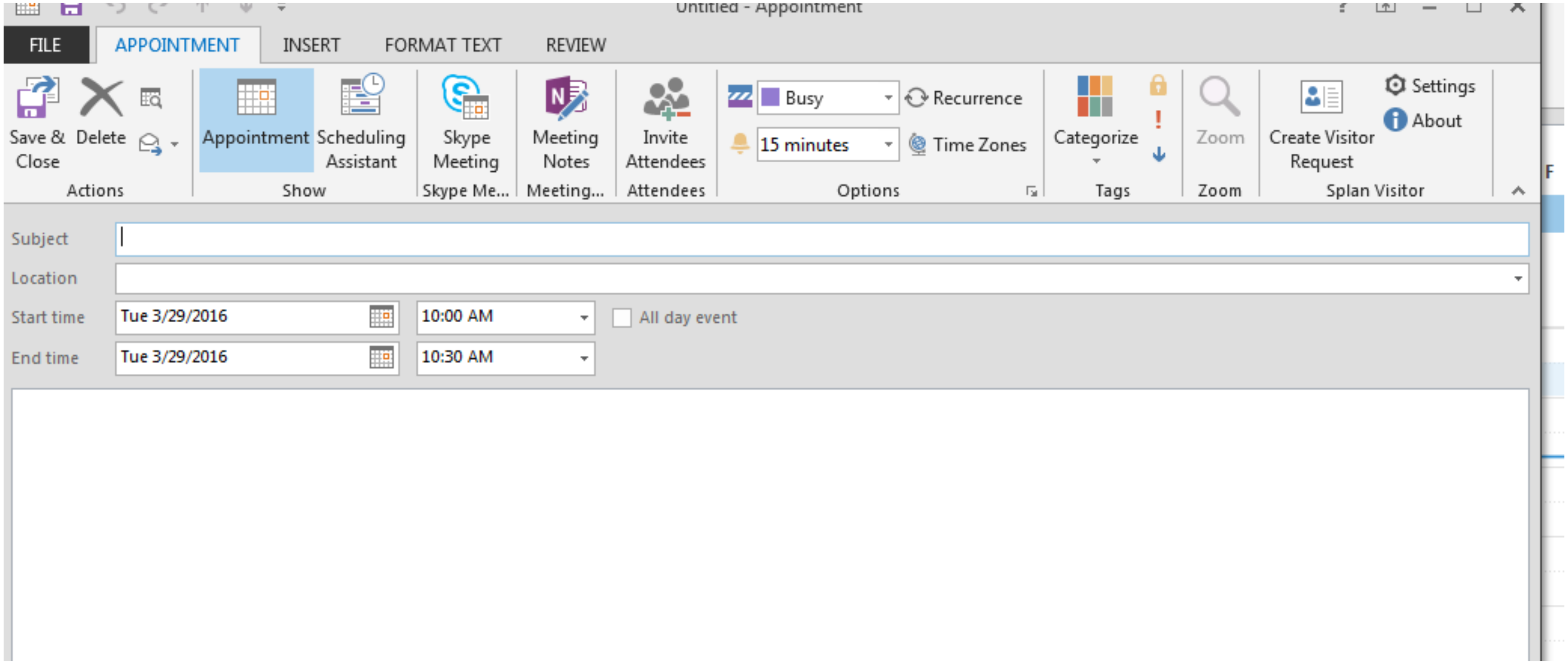
Outlook Integration

Introduction

- Outlook Plugin simplifies the pre registration process.
- Whenever an employee sends a calendar request, it detects whether the email is for their colleagues or for a visitor based on the email address.
- If visitor is detected, it prompts employee whether to create a visitor request.
- Upon confirmation, visitor is pre registered based on the meeting time and pre registration notification is sent to visitor.

How it works?

- One the plugin is installed, when employee opens Calendar invite, they will see ‘Create Visitor Request’ section on the top right corner.


Untitled - Appointment
FILE
APPOINTMENT
INSERT
FORMAT TEXT
REVIEW
Save & Close
Delete
Actions
Appointment
Scheduling Assistant
Show
Skype Meeting
Skype Me...
Meeting Notes
Meeting...
Invite Attendees
Attendees
Busy
Recurrence
15 minutes
Time Zones
Options
Categorize
Tags
Zoom
Zoom
Create Visitor Request
Settings
About
Splan Visitor

Subject

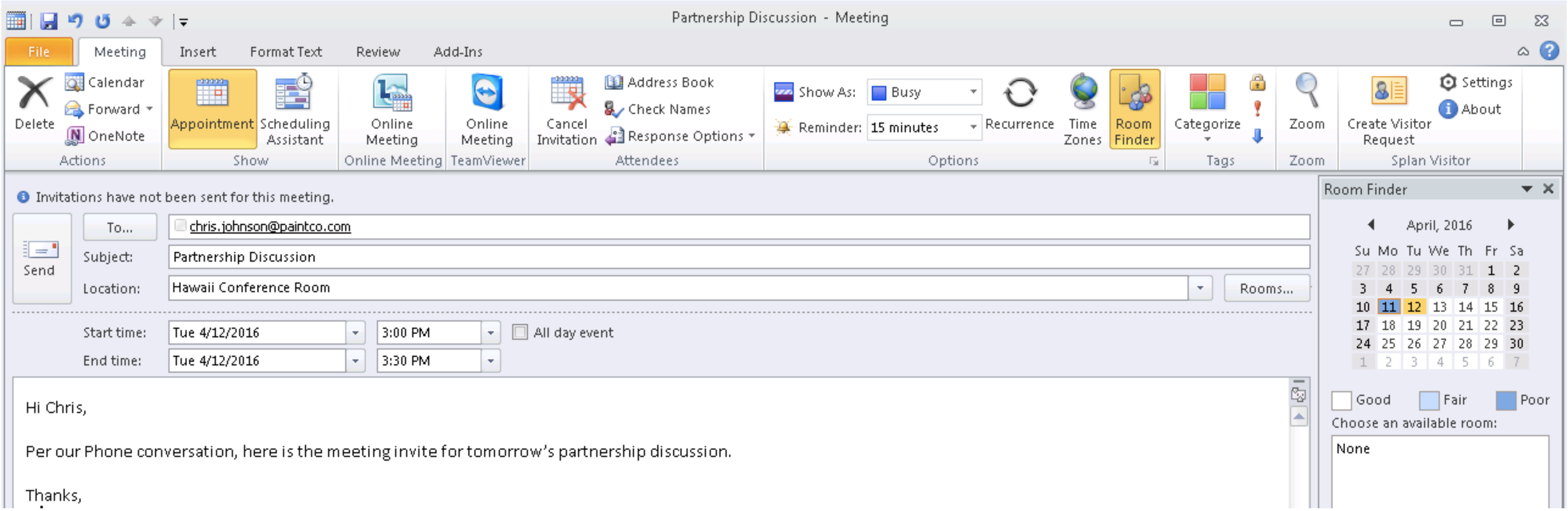
Location

Start time Tue 3/29/2016 10:00 AM ☐ All day event

End time Tue 3/29/2016 10:30 AM

How it works?

- When employee creates a meeting request, it identifies the request is for an external visitor and will prompt to create a visitor request. External visitors are evaluated based on the email address.


File
Meeting
Insert
Format Text
Review
Add-Ins
Delete
Calendar
Forward
OneNote
Actions
Appointment
Scheduling Assistant
Show
Online Meeting
Online Meeting
Online Meeting
TeamViewer
Cancel Invitation
Address Book
Check Names
Response Options
Attendees
Recurrence
Time Zones
Room Finder
Options
Categorize
Tags
Zoom
Zoom
Create Visitor Request
Settings
About
Splan Visitor
Send
To...
Rooms...
Room Finder
April, 2016
Su Mo Tu We Th Fr Sa
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Good
Fair
Poor

Partnership Discussion - Meeting

Show As: Busy

Reminder: 15 minutes

Invitations have not been sent for this meeting.

To...: chris.johnson@paintco.com

Subject: Partnership Discussion

Location: Hawaii Conference Room

Start time: Tue 4/12/2016 3:00 PM ☐ All day event

End time: Tue 4/12/2016 3:30 PM

Choose an available room: None

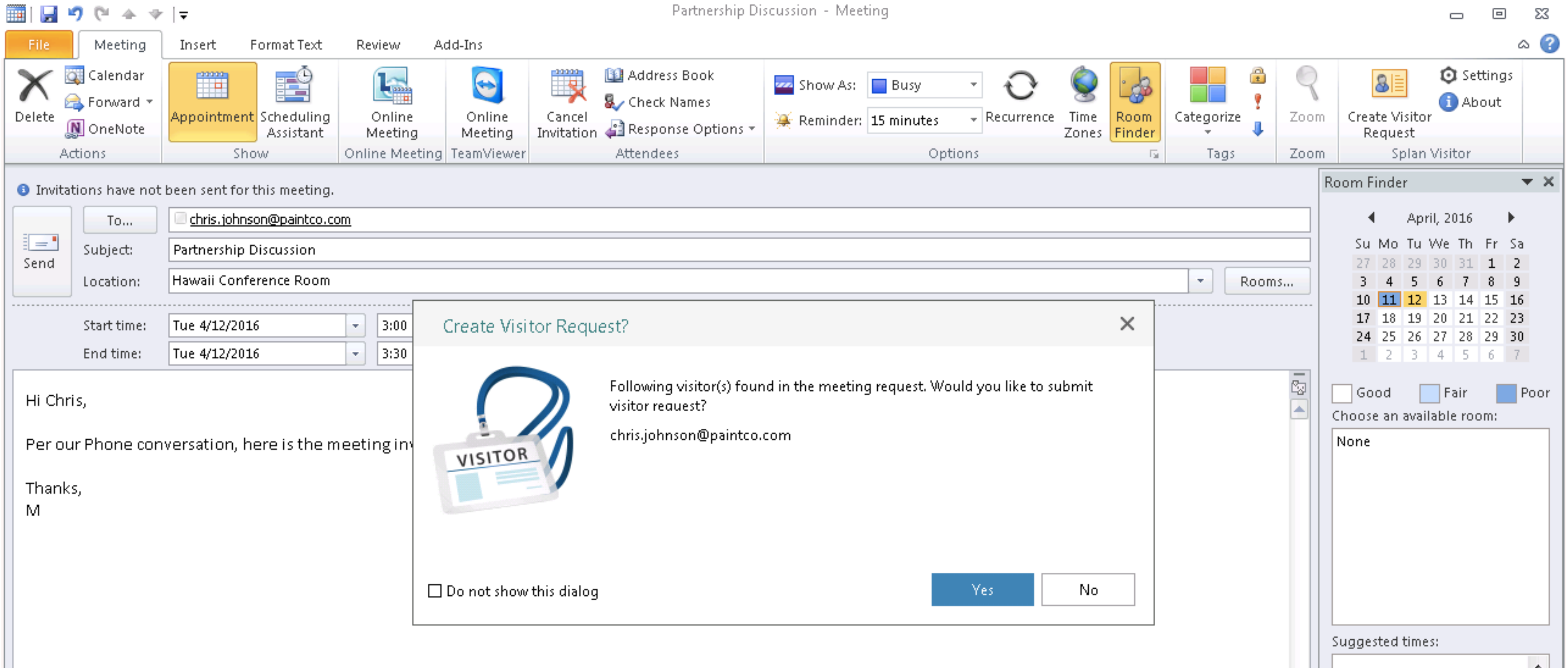
Hi Chris,

Per our Phone conversation, here is the meeting invite for tomorrow's partnership discussion.

Thanks,

How it works?

- In the prompt window, employee has an option to turn off the auto prompt dialog. They can manage the auto prompt setting by going to Settings section.



Partnership Discussion - Meeting
File
Meeting
Insert
Format Text
Review
Add-Ins
Delete
Calendar
Forward
OneNote
Actions
Appointment
Scheduling Assistant
Show
Online Meeting
Online Meeting
Online Meeting
TeamViewer
Cancel Invitation
Address Book
Check Names
Response Options
Attendees
Show As:
Reminder:
Recurrence
Time Zones
Room Finder
Options
Categorize
Tags
Zoom
Zoom
Create Visitor Request
Settings
About
Splan Visitor
To...
Send
Rooms...
Room Finder
Good
Fair
Poor

Invitations have not been sent for this meeting.

To...: chris.johnson@paintco.com

Subject: Partnership Discussion

Location: Hawaii Conference Room

Start time: Tue 4/12/2016 3:00

End time: Tue 4/12/2016 3:30

Show As: Busy

Reminder: 15 minutes

Hi Chris,

Per our Phone conversation, here is the meeting in

Thanks,
M

Create Visitor Request?

Following visitor(s) found in the meeting request. Would you like to submit visitor request?

chris.johnson@paintco.com

☐ Do not show this dialog

Yes No

Room Finder

April, 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

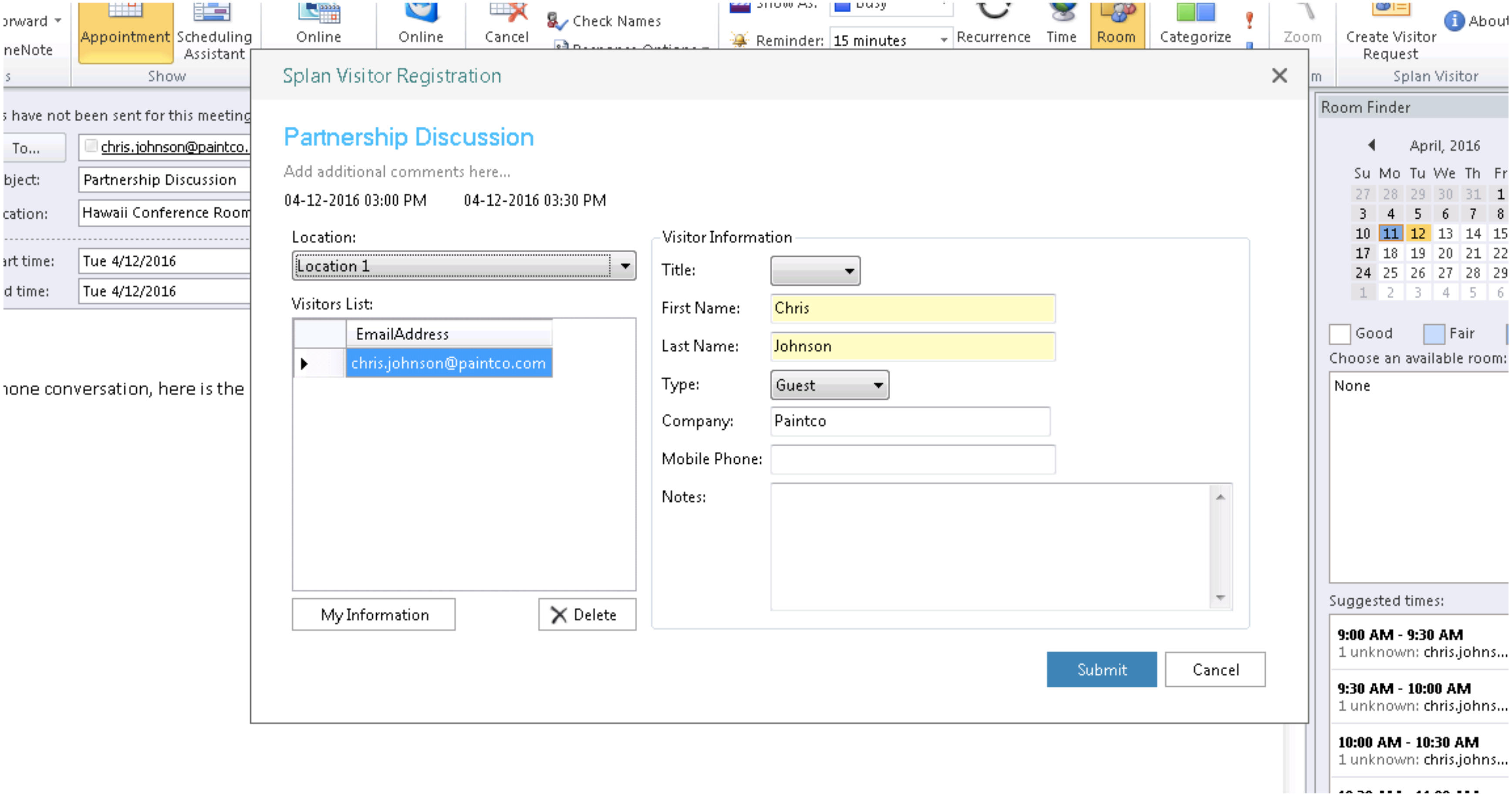
Choose an available room:

None

Suggested times:

How it works?

- Employee can enter the visitor details and should select the lobby location. Once all the details are entered, they should click on the Submit button to create visitor request.


Appointment
Scheduling Assistant
Show
Online
Online
Cancel
Check Names
Reminder: 15 minutes
Recurrence
Time
Room
Categorize
Zoom
Create Visitor Request
About
Splan Visitor
Room Finder
April, 2016
Good
Fair
Choose an available room:
None
Suggested times:
My Information
Delete
Submit
Cancel

To... chris.johnson@paintco.

bject: Partnership Discussion

cation: Hawaii Conference Room

art time: Tue 4/12/2016

d time: Tue 4/12/2016

Splan Visitor Registration

Partnership Discussion

Add additional comments here...

04-12-2016 03:00 PM 04-12-2016 03:30 PM

Location: Location 1

Visitors List:

	EmailAddress
▶	chris.johnson@paintco.com

Visitor Information

Title:
First Name: Chris
Last Name: Johnson
Type: Guest
Company: Paintco
Mobile Phone:
Notes:

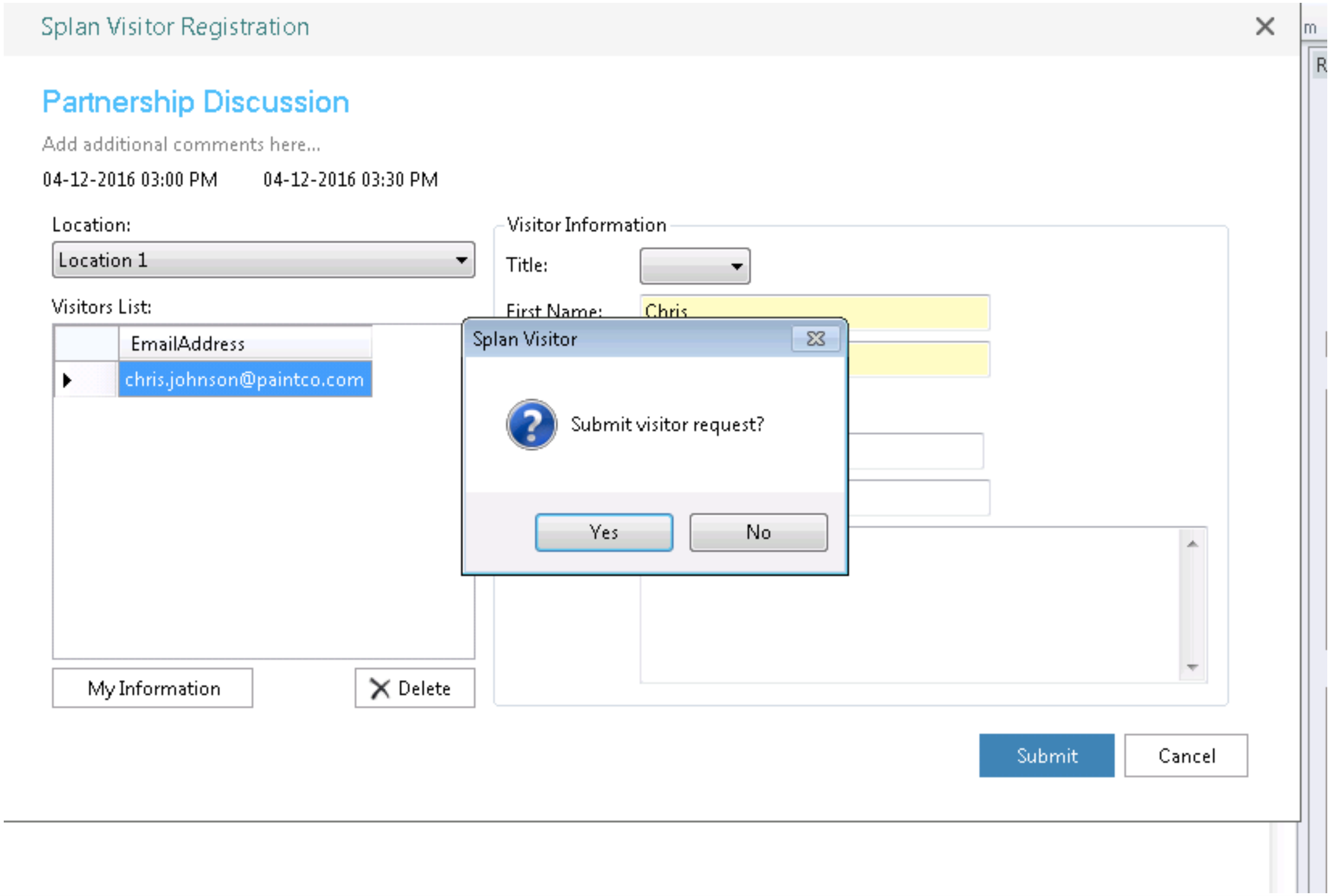
9:00 AM - 9:30 AM
1 unknown: chris.johns...

9:30 AM - 10:00 AM
1 unknown: chris.johns...

10:00 AM - 10:30 AM
1 unknown: chris.johns...

How it works?

- Click Yes to submit the request



Splan Visitor Registration

Partnership Discussion

Add additional comments here...

04-12-2016 03:00 PM 04-12-2016 03:30 PM

Location: Location 1

Visitors List:

EmailAddress
chris.johnson@paintco.com

Visitor Information

Title:

First Name: Chris

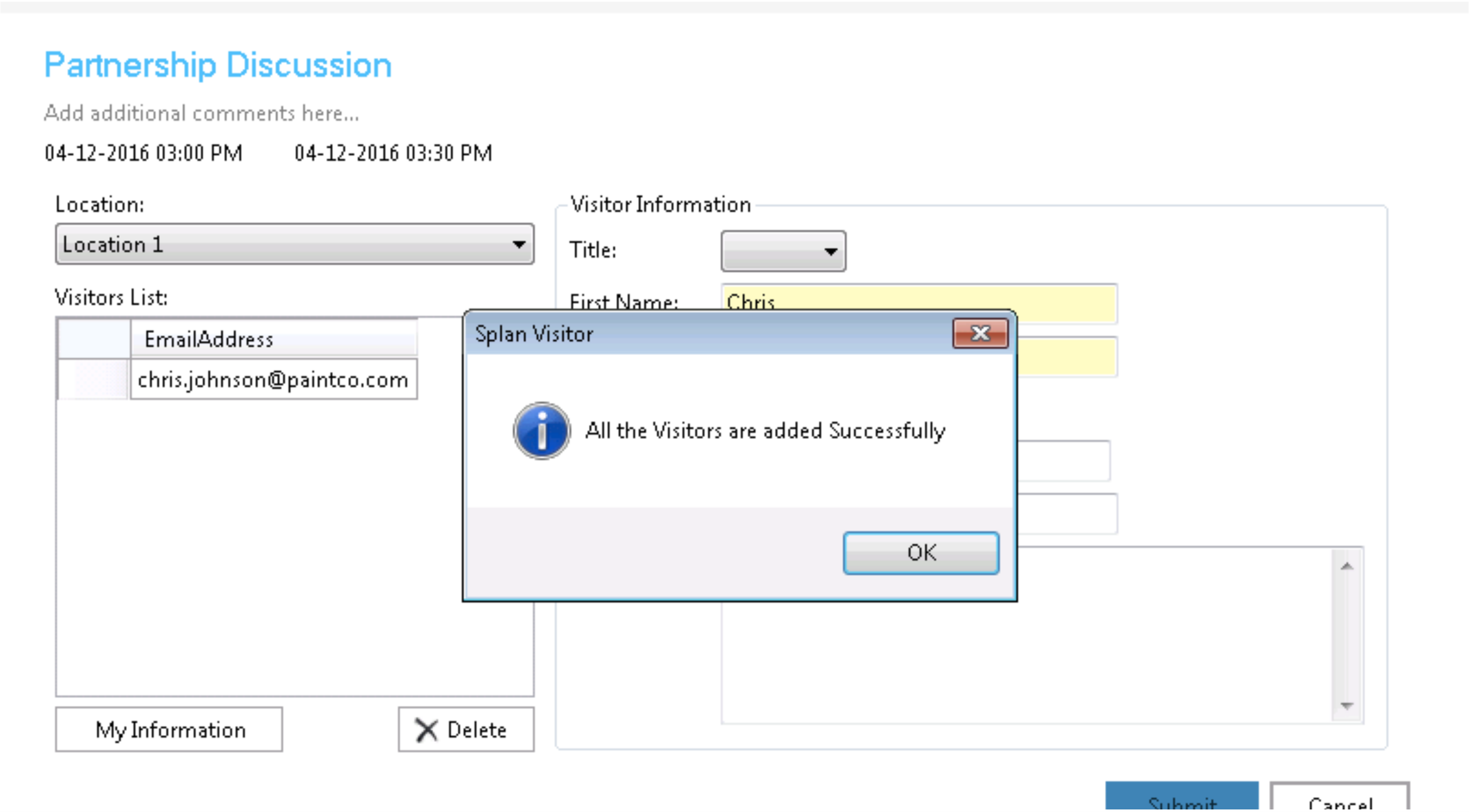
My Information
Delete
Submit
Cancel
Splan Visitor

Submit visitor request?

Yes
No

How it works?

- Visitors are pre registered successfully.



Partnership Discussion

Add additional comments here...

04-12-2016 03:00 PM 04-12-2016 03:30 PM

Location: Location 1

Visitors List:

EmailAddress
chris.johnson@paintco.com

Visitor Information

Title:

First Name: Chris

Splan Visitor

All the Visitors are added Successfully

Kiosks

Visitor Kiosk - Hardware (One Time Cost)

Standard	Premium (with Driver License Scanner)	Advanced
Kiosk	**Standard +**	**Premium +**
iPad Air	Driver License Scanner	Industrial use of KIOSK
Badge Printer	Driver License Support	15" Monitor, Touchscreen
600 labels	600 labels	Passport Scanner, Speaker, Camera, Barcode

Hardware warranty is not included part of the pricing proposal and sold separately

Applicable Taxes and shipping will be added at the time of purchase

Thank You