



# CardExchange™

Visitor Management Solutions™

## VISITOR



Identify

Authorize

Manage

Track

*It's not just about software...it's about the experience!*



# CardExchange™ Visitor Management Software

*Keep your visitors moving...*

CardExchange™ Visitor Management software allows your organization to take maximum control and minimize security risks. Within a few steps we make it easy to register, authorize, manage, and track visitors. Our intuitive interface has a Microsoft look and feel that enables users to navigate our software with ease. Streamline your visitor process and lobby congestion with our pre-registration feature and provide your visitors a VIP experience. Reduce visitor back-log, monitor various types of traffic by categorizing visitors, manage events, create watch lists to alert of unwanted guests, and more. You have all the power you want without the complexity of managing visitors. Increase efficiency with maximum control over editing, processing, and output of visitor data. With our badge designer you have all the tools you need to create the perfect card for your needs in a simple and fun way! Built to meet the industry demand for visitor management applications, CardExchange™ Visitor Management software provides a scalable solution to grow and adapt to your needs.

*Streamline your visitor's...one step at a time!*

## Registration

From the moment a visitor is registered, CardExchange™ Visitor Management software allows you to quickly identify, authorize, produce a badge, and track the entry and exit of your visitors. Define visitor type policies to ensure your visitors are in the right place at the right time. With the use of our pre-registration feature employees can easily register visitors in advance of arrival, automatically forward the registration details to a host for approval, and significantly improve the visitor experience. Pre-registered visitors will receive an email with a barcode which they can take to the reception desk or use at a self-sign-in kiosk. If pre-registered visitors are attending an event, you can create a group registration that will enable you to expedite visitor flow by having badges ready when they arrive. Using the frequent visitor feature, you can quickly register returning guests without having to create a new registration. From start to finish, we give you the control and tools to manage your visitors your way.

## Watch Lists

Keep your employees safe with the use of our watch list feature. Create an internal company black list or connect our software to a third party application to check government criminal databases. If a visitor is on a watch list, you will be notified when registering the visitor.

## Badge Designer

Create high-quality, professional badges quickly and easily with the simple and intuitive design tools. Start your badge from a blank canvas or use one of our preloaded badge templates. Our powerful graphic tools let you design the perfect badge which includes choosing fonts, images, barcodes, graphical enhancements, encoding properties, and more. Move everything around the layout with a WYSIWYG feature until you see the badge you envision. Create multiple badges to easily identify visitor types entering your building. Ensure your visitor badges mirror your company image in just a few simple steps with our feature-rich designer.



## Visitor Types

With visitor types, you can create the common visitor types for your organization. Having a visitor type not only allows you to see the type of visitor that frequents your building, it allows you to implement data collection policies for specific visitors. With visitor type feature you can ensure you have all the data you need such as a signed non-disclosure/company policy document, photo, or fingerprint. Whether you have a contractor, guest, delivery driver, parent, employee, or student, you can secure and control visitor access rights.

## Evacuation Reports

Securing the safety of your employees and visitors is made easier with our one-click evacuation report feature. Create an on demand emergency evacuation report of all individuals in the building in a swift and efficient way. An evacuation report can be printed or sent via email to designated individuals or groups.



## Visitor Reports

Always know who is in your building by easily creating comprehensive reports such as active visitors, expired visitors, pre-booked visitors, visitor history, frequent visitors, and more. Additionally, you can run reports of the different visitor events and specific lobby activity. Reports can easily be printed or emailed to individuals or groups.

## Data and Image Capture

Ensure increased accuracy and confidentiality of visitor data by automatically populating the visitor record data by scanning a government-issued ID, passport, driver license, or business card. Additionally, our image capture feature enables you to easily add images to your visitor record such as a photo, fingerprint, signature, driver's license, and passport. Store multiple images in every visitor record. As an added feature, you can add peripheral devices such as a barcode scanner to help streamline check-in and check-out process.

## NDA and Company Policy Documents

With the use of our custom templates, you can print documents for visitors to sign such as a non-disclosure agreement, company policy agreement, or any other definable document that the visitor must agree to in order to proceed with sign-in. The signed documents are added to the visitor record for easy lookup.

## Scale with Ease

With an easy upgrade path, you can be assured that CardExchange™ software can grow with your needs. Easily upgrade your software to the edition that fits your needs without having to start over.

## Event Management

Our event management feature lets you easily create and manage multiple events. Each event can have an organizer, multiple hosts, and invitees. The organizer can define event details including the start and stop time, earliest check-in time, and set a badge expiration date and time. In addition, the organizer can assign a room for the event, give the event a category/type, and assign a color to the event.

From the event overview window, the organizer can see all events and event details. When viewing the expired visitor list the organizer can extend the event time, automatically check-out visitors, or notify the host. Combining the use our visitor registration with our event management features creates a powerful tool to streamline and control events.

## KIOSK Mode

Kiosk mode provides an easy-to-use touch screen interface for visitors. Deliver a fast and secure method for simplifying the visitor check-in process. Reduce your organizations lobby congestion and ensure on-time visitor arrival to appointments and events. Pre-registered visitors are able to scan the barcode they received in an email to quickly check-in. Whether you have a kiosk next to your reception desk, or unattended location, kiosk mode allows you to control and monitor visitors quickly and securely while creating a VIP experience.



## Feature Highlights

### Enter Edition

Unlimited Visitor Records  
Returning Visitor Lookup  
On-Demand Evacuation Report  
Pre-Register Visitors  
Print Visitor Badges  
View, Print, Export Reports  
Pre-loaded Badge Templates

### Standard Edition

Pre-Register Groups and Events  
Visitor Reports  
Multiple Images per Record  
Visitor Vehicle Registration  
Badge Expiration Date/Time  
Batch Check-in/Check-out  
ID Scan Record Lookup/Display  
Scan and Auto Populate Record  
Quick View Expired Visitor Lookup  
Customize Record Field Labels  
User Login Profiles

### Business Edition

Event Management  
Kiosk Mode/Multiple Lobbies  
Visitor Watch Lists  
Categorize Event Types  
Multiple Visitor Types  
Visitor Email Notification w/Barcode  
Non-Disclosure/Company Agreements  
Biometric Record Lookup/Display  
Define User and/or Group Permissions  
SMTP Integration  
Import CSV files  
Import/Export Database Record Data/Images  
Advanced Visitor Reports

For more features, visit our website to view our edition comparison chart.

## Specifications

### Enter and Standard Edition:

Windows 7, 8, 8.1, and Windows 10  
(32 and 64 bit)

### Business Edition:

Windows 2008 R2, and 2012 Server  
(32 and 64 bit)

### All Editions:

Microsoft .NET Framework 4.5  
Dual Core Processor  
1024 MB Internal Memory  
200 MB Free Disk Space  
Internet Connection required for license activation and use of online help files.

## Device Options

### Portable:

Microsoft Surface Pro Tablets  
Lenovo Windows Tablets

### Printers:

ID Card and Label Printers, Windows Printers  
(i.e.; laser or deskjet)

### Capture:

Cameras, Signature Pads

### Scanners and Readers:

ID Scanners, Biometric Devices, Barcode  
Scanners, Contactless Readers

For specific device and model information, please visit our website.

## Brought to you by



### ID Edge

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