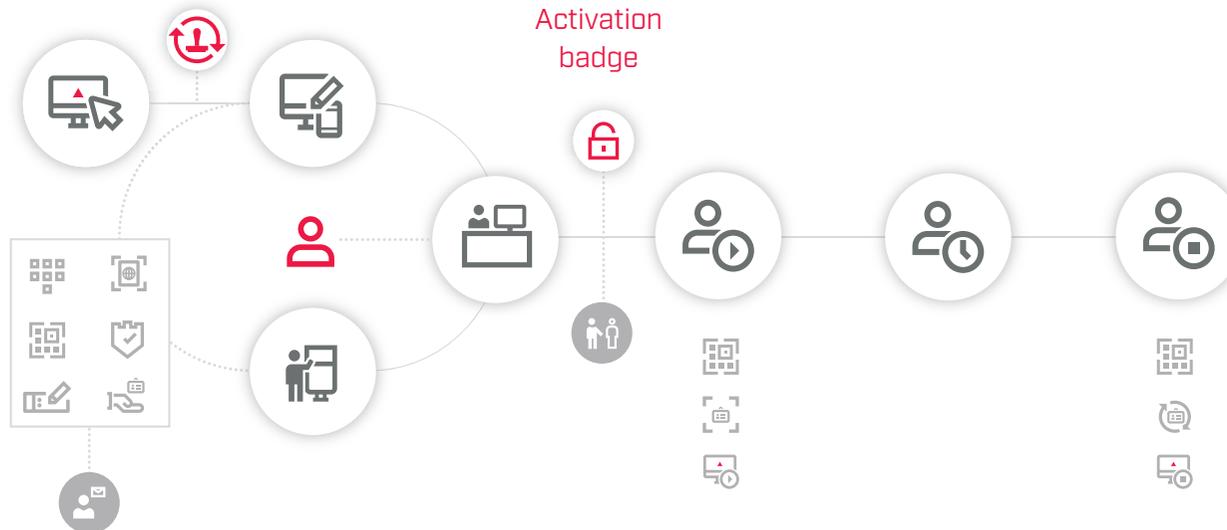


# YOUR INDIVIDUAL VISITOR WORKFLOW



## Pre-registration via web UI:

- Mail with PIN / QR-Code  
[by employee, user or third party system  
(room booking system)]



Notification to employees  
,Completed self-registration'  
or ',Visitor is on site'.

## Check-In:

- Login via QR code/ PIN/ license plate
- Complete data/identify
- Security briefing
- Visitor pass/ID card issuance

## Optional:

- Approval workflow

## Start of visit:

- QR-Code
- Badge
- Manual

## End of visit:

- QR-Code
- Swallow reader/ID card
- Manual

## Add-Ons:

- Pre-registration via Outlook
- Invitation mail
- Room booking
- WLAN Voucher
- Group import via Excel
- Sanction list check
- Catering
- E-Learning