

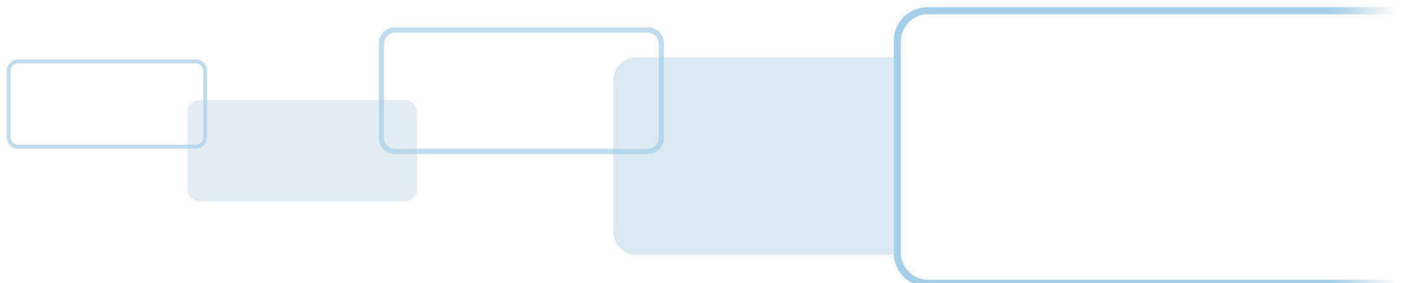
# **EASYLOBBY® SVM® PRODUCT SUITE**

## **GENERAL PRODUCT SPECIFICATIONS**

PLT-03261, Rev. B.0

Software Version 10.5

January 2019



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# 1 Introduction

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The EasyLobby® visitor management system is used to register and track visitors, employees, packages, assets and lost and found items. The system is designed to provide best-in-class visitor management functionality and to work equally well for enterprises with a single workstation or those with many different geographical sites and hundreds of workstations. For the database server, the EasyLobby system supports the SQL Server and Oracle database server products, or can run on a single, local Microsoft Access format database file.

The system is designed to provide a highly secure, highly configurable system, yet one that is extremely easy to use for the operator at the front desk. It provides a fast, streamlined visitor check-in process, while improving security and corporate image. The system supports rapid scanning of a visitor license, government ID or business card, and then printing a custom designed visitor badge with expiration date, host, reason for visit, visitor photo, company logo, employee photo, barcode and/or many other fields.

The EasyLobby visitor management system provides many features including the following:

- One-click report for who is in the building at any time.
- Highly secure visitor log stored in relational database.
- Email notification sent to the host when their visitor is checked in at front desk.
- Broad reporting capability with stock and customizable reports.
- Print customizable visitor badges on any Windows color or thermal badge printer, or FARGO® badge printer.
- Keep track of time sheets for contractors and consultants.
- Mobile solution to log contractor hours at remote job site.
- Track time and attendance via proximity card or barcode badge scan.
- Track frequent visitors for the host or organization.
- Assign visitor clearance to restrict access to secure areas.
- Process visitors in twenty seconds or less.
- Print parking passes and track visitor and host parking lot and parking space.
- Support self-expiring badges to provide enhanced security.
- Generate daily reports to ensure regulatory compliance.
- Programmable time-based alerts for visitor training video or document signature.
- Web-based visitor preregistration by the host.
- Approval process for preregistered visitors.
- Denied party and sex offender screening services for real-time screening of visitors.
- Integration with over fifty major access control systems for seamless visitor card activation.
- Track packages by scanning carrier tracking number.
- Asset tracking when employee removes an asset from the premises.
- Lost and Found module to keep track of lost and claimed items.

## 2 Software product family

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This section lists all the EasyLobby products with a brief synopsis of their function. The product family is available in English, Spanish, French, German and Portuguese language versions. For complete product information and PDF brochure download, please visit our web site at <https://www.hidglobal.com/solutions/visitor-management>.

**EasyLobby SVM™:** This is the flagship product of the EasyLobby product family, a Windows application that runs on a workstation at the front desk and scans the visitor's license or business card, checks in the visitor and prints the badge for the visitor.

**eAdvance™ Web Server:** This product runs on a Microsoft IIS web server and implements web forms that allow employees to preregister their visitors ahead of time. This product allows individual and group registrations, and returning visitor lookup for quick re-registration.

**EasyLobby Administrator:** This Windows application runs in the back office on the system manager's workstation, allowing the manager to monitor visitor traffic across the enterprise, create and print reports and configure the system security settings.

**Access Control Integration:** The EasyLobby system provides integration with over thirty popular access control products. This integration product allows you to assign an unused proximity card to your visitors and, upon check-in, have the visitor automatically entered into the access control system and their card activated. When the visitor is checked out the card is deactivated. You may also use the barcoded visitor badge to grant the visitor access.

**EasyLobby Satellite:** This companion application provides visitor checkpoint and clearance checking at a Windows workstation that is internal to the facility, such as a clean room or secure area. It scans the barcode on the visitor badge, retrieves their photo and displays their name, information and whether they have clearance to enter the area.

## 3 Software product system requirements

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This section lists the system requirements for all the EasyLobby products.

**EasyLobby SVM, EasyLobby Satellite, EasyLobby Administrator, eAdvance:**

- 4 GB RAM, 500 MB disk space
- Sufficient USB ports for peripherals
- Windows Server (2008, 2012 or 2016), Windows 7, Windows 8.1, or Windows 10
- Internet Explorer 9, 10, or 11.

**Database Server:** Microsoft SQL Server 2008, 2012, 2014 or 2016 (full or express version), or Oracle 9i or higher.

**eAdvance Web Server:** Windows Server (2008, 2012 or 2016), Windows 7, Windows 8.1, or Windows 10 running Microsoft IIS 7.5 or higher, 4 GB RAM, 100 MB disk space.

**Access Control Integration:** Requires an SQL Server.



## 4 Supported peripheral devices

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The EasyLobby system supports a number of peripheral devices listed below.

**Optical license scanner:** Supports the Acuant/AssureTec ARH Combo Smart, Acuant/AssureTec ARH Combo Smart A, Acuant/AssureTec ID-150 and Acuant/AssureTec ID-150A. These optical USB scanners allow for license, ID and business card scanning.

**Digital license scanner:** Supports the Intellicheck DCM/IM2000/IM1200+ driver's license scanners.

**Business card scanner:** Supports the Acuant ScanShell 1000 and Acuant SnapShell R2/R3 business card scanners.

**Electronic Signature:** Supports the Topaz® SignatureGem® LCD 1x5 SigPad / 4x5 SigPad signature capture devices.

**Barcode scanner:** Supports the Metrologic 9520.

**Camera:** Supports the Logitech webcam or any camera that supports the TWAIN or Video for Windows interface.

**Proximity card:** Supports the RF Ideas pcProx RDR-80081AK0 USB prox card scanner.

**Magnetic stripe:** Supports USB magnetic stripe readers.

**Printers:** Supports any Windows printer, including laser printers, inkjet printers, DYMO LabelWriter™ 450 Turbo, HID FARGO® card printers, and hard card printers.

## 5 Visitor preregistration

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The EasyLobby system provides optional visitor preregistration capability through an intranet or internet web site running on Microsoft IIS (EasyLobby eAdvance Web Server). The system supports single visitor and group registration, allowing the employees of the organization to securely log in and register guests. At visitor check-in, the system can optionally enforce the requirement that the visitor be preregistered.

The preregistration system allows for an optional approval cycle for the visitor registration, where according to various criteria established by the system administrator, the submitted visitor registration record goes into a pending queue for a designated approver to approve. Once the registration is approved, the visitor may be checked in at the front desk workstation. The following is a list of the criteria that can be established for causing a visitor registration record to require approval.

- Individual employee can be set to require departmental or company approval.
- Specific visitor category, clearance or site can be set to require approval.
- A designated field value (ex: Foreign National check box) can require approval.
- Each employee can be optionally designated as the approver for any of the criteria.

A list of visitor preregistrations may also be imported into the EasyLobby system from a delimited spreadsheet or csv file. Individual preregistrations can also be entered with the EasyLobby SVM product.

The preregistration system allows the employee to quickly re-register a returning visitor by typing a few characters of the last name and doing a quick search. This allows the new registration to be submitted without have to complete all the fields, since most fields are inherited from the prior visit. The system administrator can control which fields are inherited. The system also allows a group to be quickly re-registered by typing and searching for the group name.

The preregistration system allows the employee to modify or delete existing registrations prior to the start of the visit, for example when a meeting time is changed or a visitor cancels the visit.

The preregistration system allows the designation of a specific security access level for each employee. There are four different levels of access that can be assigned:

- **No Login:** Employee can't log in to eAdvance but others can register visitors.
- **Individual:** Employee can log in to eAdvance and register visitors on their own behalf.
- **Gatekeeper:** Employee can log in and register visitors on behalf of others within their department, company or site.
- **Administrator:** Full access rights to the eAdvance web site.

For employee authentication, the preregistration system supports single-sign-on, Active Directory or EasyLobby authentication. For single-sign-on, the Windows credentials are passed from the client browser to the web server and authenticated against the login name stored in the EasyLobby employee record. For Active Directory, the employee enters their Windows credentials in a login page and then these credentials are authenticated against the directory. In EasyLobby authentication, the employee logs in with their full name or employee number with a password that is assigned in the employee record. Administrators can determine password complexity rules, and the system allows the employee to change their own password from the eAdvance application or, in case they forget their password, to enter the answer to a challenge question and reset their password.

The preregistration system will alert the employee if the visitor name matches a name on the watch list. This is provided for informational purposes, and the visitor can optionally be placed on the pending queue for further vetting and approval by a designated approver.

The preregistration system can optionally send an email to the visitor to confirm the visit. The email can include a barcode that affords the visitor rapid check-in when the barcode is scanned at the reception desk. The system can optionally send an email confirmation to the host as well.

The eAdvance web server product supports the HTTP and HTTPS protocols. It requires a Microsoft Windows OS and the Microsoft IIS web server product version 7.5 or higher. The eAdvance web server product operates in direct-to-database mode, where the web server and database server are on the same network.

## 6 Visitor authentication and authorization

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When using certain ID scanning hardware, the EasyLobby system is capable of authenticating a visitor by scanning their ID and determining that they are who they claim to be. The system can scan domestic and foreign driver's licenses, passports, military IDs, green cards, TWIC and government smart cards, business cards and student IDs. If the scanned license or passport has been tampered with or is expired, the operator is immediately notified, and the visitor can be denied entry and added to a watch list for future warning.

The ID scan will automatically match the visitor record if they have been preregistered, and notify the operator if not. The system has a returning visitor feature, allowing for rapid re-registration of the visitor. The visitor information including photo and signature are kept on file so the operator does not have to re-enter the information.

The system provides a 'watch list' feature that matches each visitor name against a list to deter potential security breaches before they impact the user facilities. Unwanted guests, ranging from disgruntled ex-employees to known felons, can be entered or imported into the watch list, including cross matching for alias names, to alert the operator and the security manager of a potential threat to the organization. The watch list also allows for an alert when individuals from a specific country or company are attempting to check in. Watch list entries can also be categorized as legitimate, so that VIPs or those needing special treatment can be alerted as well.



The system provides real-time screening services that allow the visitor name and information to be screened for matches on federal terrorist, criminal or state sex-offender lists.

The system allows for document presentation and electronic signature capture to record that the visitor read and agreed to the stipulations of that document. Multiple signatures per visitor are supported.

The system enforces the visitor authorization policy prior to printing the badge and allowing the visitor to enter the premises. The system authorizes the visit at reception, or remotely by the host employee. The responsibility for authorization can be assigned to specific individuals.

## 7 Badge customization and printing

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The system provides fast, cost effective and individualized visitor badges as an essential component of proper visitor identification. The system allows for customizing and printing of individualized visitor badges containing a large number of possible fields of information including name, photo, barcode, expiration date, host, corporate logo, visitor category and valid access areas. The system allows you to assign a different badge template and even a different printer to each distinct visitor category. The system provides a sophisticated badge template editor that allows the administrator to customize the look and information fields on the badge.

Any Windows printer is supported, including color inkjet, laser printers, black and white thermal printers, and PVC card printers including the complete FARGO printer range.

A badge preprinting feature allows you to print the badge for expected visitors before they arrive. The barcoded badge can then be scanned on visitor arrival for rapid check-in. This feature is handy when a large group is expected and allows the group to be checked in much faster.

The system supports preparing and printing badges for employees including PVC hard cards and proximity cards. Labels can be prepared and printed for packages and assets. The system supports printing parking passes for visitors and also multiple badges for visitors.

The system supports the printing of color badges on a number of badge form factors including black and white thermal peel-and-stick, name badge card stock, or smart cards.

The system supports printing of badges on any Windows printer including:

- Dymo or Zebra thermal black & white printers.
- Dye sublimation PVC hard card printers including FARGO printers.
- Inkjet or laser color or black & white printers.
- Specialty printers such as hospital wrist-band printers.

## 8 Host notification of visitor or package arrival

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The system can notify the host of a visitor arrival and check-in by email. The message that is sent can be customized. The system can notify the host or administrator when a visitor does not sign out and the badge authorization expires. A prepared report is provided to list those visitors with expired badges.

The system can notify an employee of package arrival and check-in. The message that is sent can be customized. A prepared report is provided to list those packages that have not been retrieved.

## 9 Visitor and event tracking

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The EasyLobby system keeps an accurate log in the database by automatically time stamping and tracking events as they relate to the visitor's activities on site. The system tracks visitor check-in and check-out times along with the station where the event took place and the operator who was present. The system supports rapid check-in and check-out using a barcode scanner and allows the issuance of multi-use and multi-day badges, wherein the visitor can rapidly check in and check out of the facility by a simple barcode scan. The system supports visitor clearance assignment to allow or deny entry to designated SVM or Satellite workstations.

In the product GUI, the visitor field names can be customized by the system administrator. Individual fields can be made to be required or disabled. Administrators can control which individual fields are acquired from a license, passport or business card scan, and which fields are visible in the visitor grid view form. For a complete list of supported fields for the visitor record in the EasyLobby system, please see *Section 21.1 Visitor fields*.

The system provides proactive checking for expired visits and notification to hosts and administrators of expired visits. The system provides an administrator with a one-click report of the current visitor manifest.

The system independently tracks all events that occur in the course of operation, including operator log in and out, record creation, modification and deletion, watch list and screening matches, visitor, package and asset check-in and check-out and option and policy changes. The system provides searching, reporting and archival management of the event log.

## 10 Security policies

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The EasyLobby system provides a high degree of customization to meet most organization's security policies, the goal being to provide for accurate and consistent application of those security policies.

The system checks each visitor against the preregistered visitor list. When a visitor is checked in to the system, they are screened against the names entered in the watch list, and the operator alerted when the name matches, with optional email alert to the system administrator. The watch list provides viewing of the person's picture and attributes, reason for being on the watch list, and action to perform upon a match.

The system can optionally screen visitors in real-time against government criminal, terrorist, sex-offender or no-fly lists. The operator is alerted when a match is found and the photo and information about the match is displayed.

The system can enforce a maximum number of current visitors per employee and also a maximum number of visitors per facility. The system can alert the operator and the system administrator when a visitor has reached a certain number of visits within a specified time frame.

The system can check each visitor against previous visit information. It allows the definition of programmable, time-based alerts which can periodically prompt the operator to, for example, show a safety video, ask the visitor to review and sign a regulations document, or capture an updated photo of the visitor. The system ensures that visitors sign out by tracking expired visits and informing their hosts and the system administrator.

The system can alert the operator when the visitor name matches that of an ex-employee. It can, upon license or passport scan, notify the operator if the document is expired or if the visitor is under a certain age.

The system supports several methods of user login and authentication. Users can be assigned a login and password, and the system supports establishment of password complexity rules, password expiration and account lockout after multiple failed login attempts. Newly created passwords are encrypted when stored in the database. Alternatively, the system supports single sign-on, whereby the user is automatically logged in

when their user name matches the current Windows login name. User accounts may be assigned one of five built-in permission levels (Novice, Operator, Manager, Site Administrator or Enterprise Administrator), or custom permission levels may be defined and assigned to user accounts.

## 11 Employee management

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The system administrator has full control over what rights and capabilities are available to each employee. The system can differentiate between permanent and temporary employees, assign the employee's company, category, department and site, control which employees can have visitors and limit the number of daily and concurrent visitors per employee. Employees can be assigned various levels of login permission to the eAdvance visitor preregistration web site. See *Section 5 Visitor preregistration* for complete details on visitor preregistration.

In the product GUI, the employee field names can be customized by the system administrator. For a complete list of supported fields for the employee record in the EasyLobby system, please see *Section 21.4 Employee fields*.

Employee records can be imported on an automated schedule or created and edited manually from the product GUI. Records can be imported directly from Active Directory, from an ODBC-compliant relational database system or from a comma-separated (.csv) text file. EasyLobby also provides an HL7 integration product to allow medical organizations to leverage their HL7 patient admission systems and integrate them with EasyLobby to manage visitors to patients.

## 12 Reporting system

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The EasyLobby product suite provides an extensive and customizable reporting system for analyzing the visitor traffic data to plan resource allocation, measure productivity and improve facility utilization. The system can generate:

- Visitor reports per station, building, site, company, employee, or department.
- Reports for visitor, employee, package, asset, asset loan and watch list.
- Detailed and summary reports with customizable record selection and grouping criteria.
- Time and attendance reports for employees, contractors and other visitors.
- Time sheet summary and detailed visitor entry reports.
- Visitor counts per station or site, and counts per calendar interval (day, week, month, year).
- Reports can be saved to a file in PDF, HTML, Excel, Word or .csv format.
- All reports can be sent via e-mail.
- Visitor lookups can be exported directly to Excel with one click.
- Visitor lookups can be printed directly to a printer with one click.

## 13 Visitor self-registration

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The EasyLobby system provides a friendly, customizable visitor self-registration mode suitable for running on a kiosk or other touch screen lobby system. Visitors can register themselves quickly in a busy or unattended lobby via a barcode scan from an emailed invitation or a driver's license, by looking up their last name and host, by entering their registration number, or by completing a simple form to ensure that only invited visitors may check themselves in.

Self-registration mode may be set up to optionally require visitor preregistration. The system administrator can configure the fields that need to be entered by the visitor, the field captions and whether the field is required. Self-registration mode can be configured to capture the visitor's photo via a camera, to present a document to be reviewed by the visitor, and to capture an electronic signature whereby the visitor agrees to the terms set forth in the document.

The system can optionally check in the visitor and print a visitor badge at the self-registration station, or the registration can be completed and the badge printed at an attended system at the reception or security desk. The self-registration workstation can notify the host employee when their visitor registers. The message presented to the visitor at the end of the self-registration process can be customized, as can the email notification to the host employee.

The administrator can control the self-registration background image, present a corporate logo and customize the messages that are presented to the visitor. The self-registration mode provides multiple language support, so that the visitor can select their preferred language. Supported languages are English, Spanish, French, German, Italian, Portuguese, Danish and Dutch.

## 14 Package receipt and delivery

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The EasyLobby system allows the creation of records that track package receipt and delivery to the proper employee. EasyLobby SVM stations with a barcode reader can scan the package tracking number barcode to quickly create a new package record or to look up an existing record. The system allows the receipt and delivery of the package to be time stamped. The operator and station are also recorded. The employee that is receiving the package is recorded, as are the carrier, type and storage location. There are six user-defined fields available for additional data capture. Multiple signatures can be captured per package, for example for package receipt and for package delivery. For a complete list of package record fields please see *Section 21.3 Package fields*. Reports can be generated for packages received and delivered by day or by employee.

## 15 Asset tracking and employee asset loans

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The EasyLobby system allows an organization to define its assets and track those assets as they are loaned to employees and leave and re-enter the premises. The system has the ability to generate asset tags or read the existing barcodes already affixed to the assets.

When the employee leaves the premises with an asset, the operator scans the asset barcode with a barcode scanner, thereby creating a new asset loan record. The employee is indicated, as is any due date. Up to six user-defined fields are available for additional data capture. A barcode scan when the employee returns with the asset marks the asset as having been returned. An asset loan can be designated as a long-term loan, allowing the employee to leave and return with the asset for an extended period.

The system provides email notification to the employee and the system administrator when the asset is overdue. The email message can be customized by the system administrator. Reports can be generated for asset lists, asset loans by asset, employee or day. For a complete list of fields for the Asset and Asset Loan records, please see *Section 21.5 Asset fields* and *Section 21.6 Asset loan fields*.

## 16 Tracking lost and found items

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The EasyLobby system allows an organization to track lost and found items handed in at the front desk. You can indicate the item name, type, description, who found the item and who claimed the item. You can capture a photo of the item and record multiple signatures for the item. For a complete list of fields in the Lost and Found record please see *Section 21.7 Lost and found fields*.

## 17 Security compliance

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The EasyLobby system provides tools to perform security and compliance audits including:

- Secure database
- Audit log
- Tamper proof visitor records
- Audit reports
- Backup and restore capabilities including scheduled backups that can be run on a daily basis
- Installation

EasyLobby provides a simple, wizard-based Windows installer for each product and for the SQL Server and Oracle database setup. The auto-play splash screen application on the EasyLobby product DVD will run when the DVD is inserted into the drive and assists the user in launching the appropriate installer.

When running the EasyLobby database installer and choosing to install a new SQL Server 2014 Express Edition instance (named EASYLOBBY), the account will be given the password of `door10maN+`. Any installation to an existing or new SQL Server or Oracle database will create an account called `easyuser10` with a password of `door10maN+`. The `easyuser10` account has database owner (dbo) rights on the SQL EasyLobby10 database, and for Oracle owns the EasyLobby database schema.

To install any EasyLobby product requires a license key provided with the purchased software. License keys can be provided as individual workstation codes, where a different license key is provided for each workstation, or as a site license key, where a single license key encodes the number of simultaneous workstations that can be logged in at one time, and is used for each workstation installation.

## 18 Flexibility and extensibility

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The EasyLobby system has been designed to meet the needs of large enterprises and small companies in many industries. The system supports configuration as a standalone or networked solution, single or multi-tenant facility, with single or multiple sites defined for the organization.

When an organization is configured to run multiple sites on a single database, the system supports a site filtering feature that allows visitor and employee records to be identified by and filtered by site, so that visitor and employee lists from one geographic site are not visible from other sites.

The system allows the administrator to configure security settings, policy, GUI customizations, badges and alerts on an enterprise, site or individual station basis, providing the widest possible flexibility for system configuration. Centralizing the database allows for single-point management, backup and administration.

The system supports customized badge templates, notification rules, and security policies for each site, station and visitor category. It supports a configurable GUI, including form views, alerts, field names, control types and default values, customizable categories, reasons for visit and required, disabled and read-only fields.

The system provides the necessary tools to easily integrate with other security and enterprise solutions. These tools include, but are not limited to, a scheduled employee import tool, import and export of major tables from and to delimited .csv files, scripting extensibility framework on various client actions such as check-in, check-out and check-in denied, HL7 interface for medical integration and available integration products for over fifty major access control products.

## 19 Access Control integration

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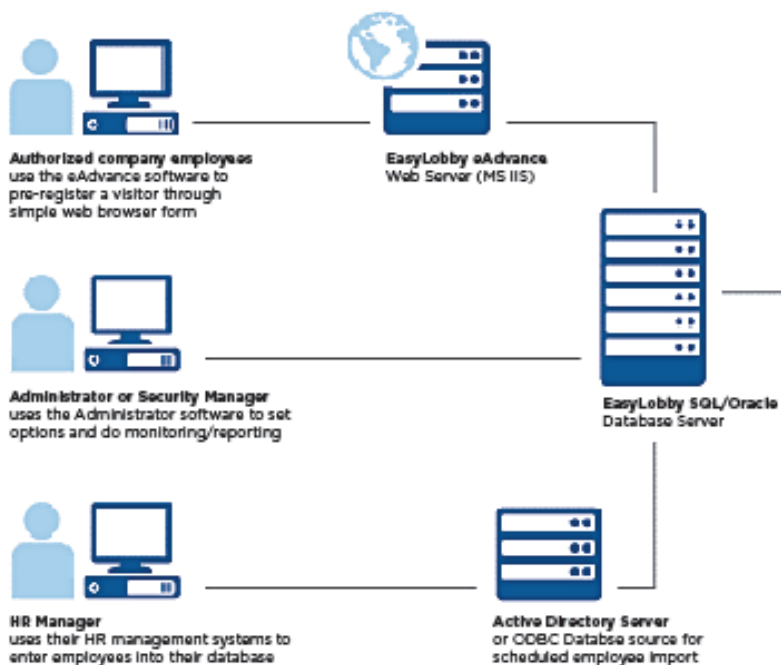
EasyLobby SVM software is tightly integrated with over fifty of the most popular Access Control systems. The integration allows you to grant temporary card access (or barcode access) to certain visitors or contractors directly from the SVM visitor form at the time of check-in. With this optional software component, you can either loan the person a proximity card, or have a barcoded badge open a turnstile or door, or activate an elevator. EasyLobby access control integration software is sold as a server-based license, which means customers typically only need one copy regardless of the number of SVM stations they deploy (assuming the access control system resides on a single server).

EasyLobby SVM is tightly integrated with many Access Control systems. Please contact your HID sales manager for further details, such as what specific versions of the access control integration EasyLobby SVM supports, as these change periodically. A current list of supported integrations can be found by searching for 'access control integration matrix' at <https://www.hidglobal.com/documents>.

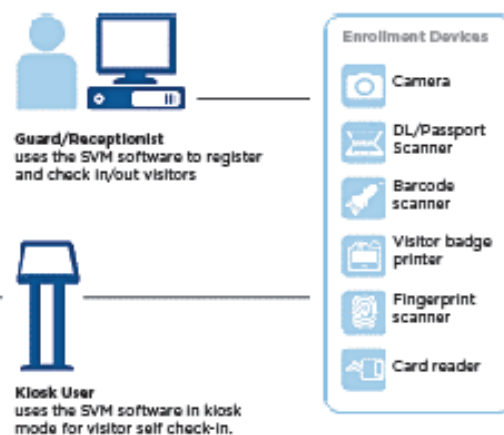
## 20 Network architecture overview

The diagram below gives the typical network topology of an EasyLobby enterprise system. Assumptions include multiple visitor badging workstations and administrator workstations, self-registration kiosks, a centralized database server, an eAdvance visitor preregistration web server and an Active Directory.

### Data Collection and Configuration



### Visitor Enrollment



## 21 Supported fields

This section provides a field specification in table form for each of the major record types in the EasyLobby system: visitor, watch list, package, employee, asset, asset loan and lost and found.

### 21.1 Visitor fields

Field	Type/Length	Notes
First Name	String 50	
Last Name	String 50	
Company	String 50	
Title	String 50	
Reason	Drop-down	Selection from managed list of reasons
Category	Drop-down	Selection from managed list of visitor categories
Employee	Drop-down	Selection from list of employees
Clearance	Drop-down	Selection from managed list of clearances
Phone	String 30	
Fax	String 30	
Cell	String 30	
Email	String 250	
Web Site	String 250	
License	String 50	Or passport number
Expiration	Date	
Date of Birth	Date	
Address	String 50	
City	String 50	
State	String 50	
Zip	String 50	
Country	String 50	
Citizenship	String 50	
Id Number	String 50	
Photo	JPEG Image	Up to 6 photos
Custom Id	String 100	Unique generated ID used for barcode
Prox Card	String 50	Can be scanned in with pcProx reader
Valid From	Date/Time	Start of badge authorization period
Valid To	Date/Time	Badge expiration date and time
Signature	Windows Metafile	Unlimited number of signatures per visitor
User Defined 1-24	String 100	Can be string, check box, date or drop-down list



Field	Type/Length	Notes
Vehicle Fields	String 50	Make, model, year, color, plate #, type
Vehicle Photo	JPEG Image	
Insurer	String 50	
Policy Number	String 50	
Parking Lot	String 50	Lot where visitor is parked
Parking Space	String 50	Parking space where visitor is parked
Notes	String 2000	
Conference Room	Drop-down	Selection from list of conference rooms
Check In Time	Date/Time	Most recent check in for this visitor
Check Out Time	Date/Time	Most recent check out for this visitor

## 21.2 Watch list fields

Field	Type/Length	Notes
First Name	String 50	
Last Name	String 50	
Aliases	String 50	Additional names that person may be known by
Phone	String 30	
Cell	String 30	
Address	String 50	
City	String 50	
State	String 50	
Zip	String 50	
Country	String 50	
Date of Birth	Date	
License	String 50	Or passport number
Expiration	Date	
Category	Drop-down	Selection from list of watch list categories
Site	String 50	Watch list may be by site or across organization
Enable Dates	Date	May be enabled always or between certain dates
Special Instructions	String 4096	Instruction to operator when a match is found
Rejection Count	Integer	Number of times this person was denied entry
Rejection Dates	Date	Dates when visitor was denied entry

## 21.3 Package fields

Field	Type/Length	Notes
Employee	String 100	Person that package is for
From	String 50	
Quantity	String 50	Number of packages in this delivery
Carrier	Drop-down	Selection from managed list of carriers
Type	Drop-down	Selection from managed list of package types
Description	String 50	General description
Tracking Number	String 50	
Custom Id	String 50	Generated or scanned tracking number
Stored At	Drop-down	Selection from managed list of storage locations
User Defined 1 - 6	String 50	Can be string, check box, date or drop-down list
Signature	Windows Metafile	Unlimited number of signatures per package
Notes	String 2000	
Received	Date/Time	When package was received
Delivered	Date/Time	When package was delivered or picked up

## 21.4 Employee fields

Field	Type/Length	Notes
First Name	String 50	
Last Name	String 50	
Title	String 50	
Employee Number	String 100	Can be generated by system
Email	String 250	
Prox Card	String 50	
Site	String 50	All sites or a specific site
Id Number	String 50	SSN or other ID number
Category	String 50	Drop-down, from managed list
Company	String 50	Drop-down, from managed list
Department	String 50	Drop-down, from managed list
Work Phone	String 30	
Extension	String 10	Phone extension
Cell	String 30	
Floor	String 20	
Building	String 50	
Office	String 20	

Field	Type/Length	Notes
Address	String 50	
City	String 50	
State	String 50	
Zip	String 50	
Date of Birth	Date	
Country	String 50	
Home Phone	String 30	
Pager	String 30	
Fax	String 30	
Web Site	String 250	
Group	String 30	
Region	String 50	
Login Name	String 50	
Emergency Contact Name	String 50	
Emergency Contact Phone	String 30	
Emergency Contact Ext.	String 10	
Photo	JPEG Image	Up to 6 photos
eAdvance Fields	Various	Access rights, password, approval required, approver level
License	String 50	
Expiration	Date	
Insurer	String 50	
Policy Number	String 50	
Vehicle Fields	String 50	Make, model, year, color, plate #, type
Vehicle Photo	JPEG Image	
Parking Lot	String 50	Lot that has employee assigned parking space
Parking Space	String 50	Assigned parking space for employee
User Defined 1 - 12	String 100	Can be string, check box, date or drop-down list
Notes	String 2000	

## 21.5 Asset fields

Field	Type/Length	Notes
Name	String 50	
Number	String 30	
Type	Drop-down	Selection from list of asset types
Description	String 255	
User Defined 1 - 6	String 100	Can be string, check box, date or drop-down list
Site	WMF	All sites or a specific site
Photos	JPEG Image	Two photos of asset

## 21.6 Asset loan fields

Field	Type/Length	Notes
Asset	Drop-down	Selection from list of assets
Employee	Drop-down	Selection from list of employees
Loaned	Date/Time	When asset was loaned
Returned	Date/Time	When asset was returned
Due Date	Date/Time	Due date for asset
User Defined 1 - 6	String 100	Can be string, check box, date or drop-down list
Long Term	Checkbox	Indicates whether this is a long-term loan

## 21.7 Lost and found fields

Field	Type/Length	Notes
Name	String 100	
Type	Drop-down	Selection from list of lost and found types
Description	String 1000	
Found By	String 100	Name of person that found the item
Claimer	String 100	Name of person that claimed the item
Claimer Type	Drop-down	Either visitor or employee
Photo	JPEG Image	
Signature	Windows Metafile	Multiple signatures per lost and found item
Checked In	Date/Time	Date and time item was checked in
Claimed	Date/Time	Date and time item was claimed

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