



DAMSTRA

CONNECT + PROTECT YOUR WORLD



Visitor Management

PRODUCT: EPP

VERSION:

AUTHOR:

APPROVED BY:

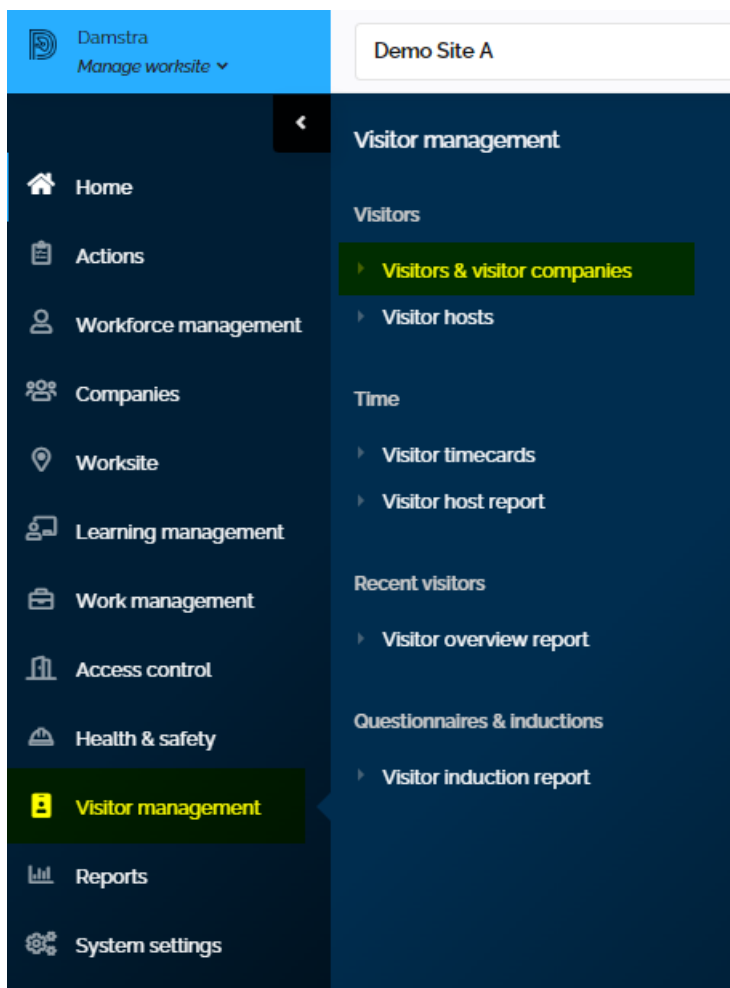
Visitor Management

EPP visitor management provides worksites with a holistic approach to managing people who are not mobilised for the worksite that are required to attend site for meetings, inspections, deliveries and do not carry out any physical work. EPP visitor management includes;

- Access control
 - Hardware - terminals, portable tablets, breathalyzers
 - Onsite now
 - Timekeeping
 - Fatigue management
- Visitor Inductions which ensure all visitors that enter the site have the appropriate information, so everybody goes home safely
- Visitor host management which notifies the worksite representative via SMS and / or email when a visitor arrives.

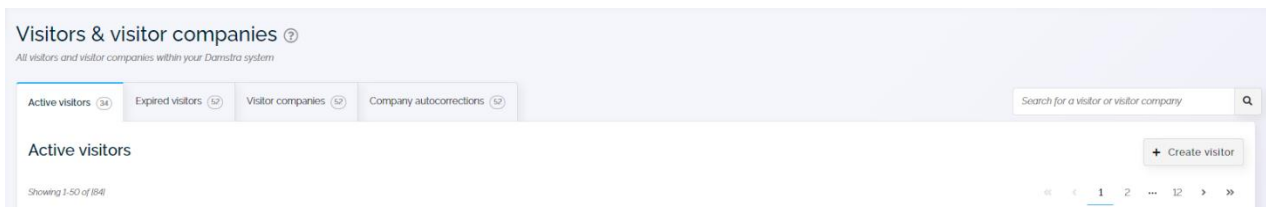
EPP Visitor management is a tool that ensures the safety of all people that enter a worksite by providing worksite users and visitors with up-to-date information. It allows worksite users to create and edit visitor information, expire visitor access and manage and maintain visitor hosts so that they have control over worksite access.

Visitors and visitor companies can be accessed via the left-sided navigation by clicking Visitor Management > Visitors > Visitors and visitor companies menu item.



This feature allows level 3 users to manage and edit visitor information, visitor company names and expire visitor access for the selected worksite(s). The following information is displayed when viewing visitors and visitor companies:

1. Active visitors
2. Expired visitors
3. Visitor companies
4. Company autocorrections



1. Active visitors

This feature allows level 3 users to view a list of active visitors and manage and create visitors for the selected worksite(s). The following information is displayed on the report:

- Last Name
- First Name
- Company
- Contact number
- Expiry date

Filter by last name: <u>All</u> A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					
Last name	First name	Company	Contact number	Expiry date	
Last name	First name	Company name	123456789	12 Mar, 2019	Edit
Last name	First name	Company name	123456789	12 Mar, 2019	Edit
Last name	First name	Company name	123456789	12 Mar, 2019	Edit

« < 1 2 ... 12 > »

Notes:

- Click Edit to change name and company name.


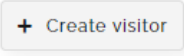
Edit visitor details
✕

Last name

First name

Company

[Back](#)
Update

- Click  to expire visitor.
- Click  to create a visitor.

Create visitor
✕

Worksite or terminal

Last name

First name

Company

Contact number

[Back](#)
Create visitor

- Click « ‹ › » to navigate to the next page or the previous page of the report displayed on the screen.

2. Expired visitors

This feature allows level 3 users to view a list of expired visitors for the selected worksite(s). The following information is displayed on the report:

- Last Name
- First Name
- Company
- Contact number
- Expiry date

Last name	First name	Company	Contact number	Date expired
Last name	First name	Company name	123456789	2 Aug, 2020
Last name	First name	Company name	123456789	2 Aug, 2020
Last name	First name	Company name	123456789	2 Aug, 2020

Notes:

- Click « < > » to navigate to the next page or the previous page of the report displayed on the screen.

3. Visitor companies


This feature allows level 3 users to view and manage the active visitor companies for the selected worksite(s). The following information is displayed on the report:

- Company name
- Contact number

Visitor companies

Showing 1-50 of 124

Filter by company name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Company name	Contact number	
Company name	123456789	 Edit

Showing 1-50 of 124

Notes:

- Click  Edit to change company name and contact details.

Edit visitor company details
✕

Company

Contact number

[Back](#)
Update

- Click « ‹ › » to navigate to the next page or the previous page of the report displayed on the screen.

4. Company autocorrections

This feature allows level 3 users to set rules to autocorrect company names that are entered by visitors for the selected worksite(s). The following information is displayed on the report:




- Correct company name
- Names to be replaced

Company autocorrections


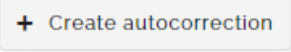
Set rules to autocorrect company names that are entered by visitors

Showing 1-50 of 184

« ‹ 1 2 … 12 › »

Correct company name	Names to be replaced
[Client name]	✘ [Incorrect name] 
✓ [Correct name]	✘ [Incorrect name] 
	✘ [Incorrect name] 

Notes:

- Click  to delete corrections.
- Click  to create an autocorrection.

Create autocorrection



Worksite

[Worksite name]

Correct company name

Names to be replaced

[+ Add another](#)[Back](#)[Create autocorrection](#)

- Click « ‹ › » to navigate to the next page or the previous page of the report displayed on the screen.