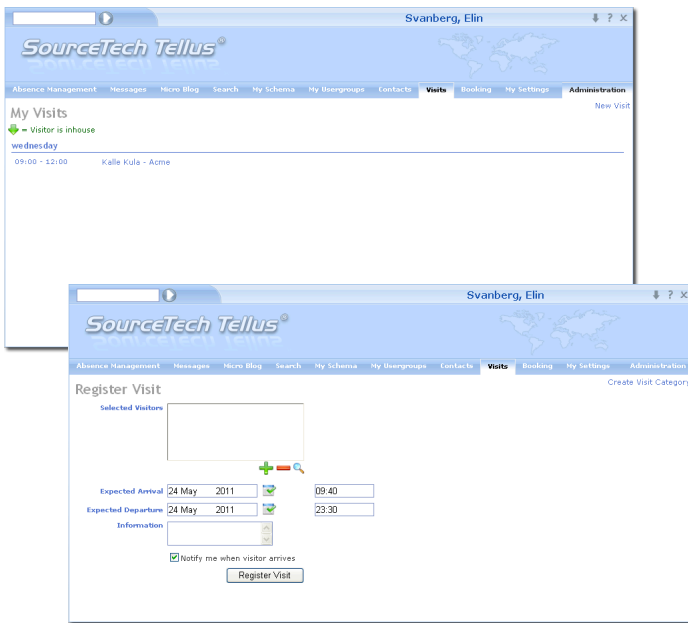




SourceTech Tellus® Visit™

The visit system Visit™ is easy to administrate and is integrated in SourceTech Tellus®. In the system you can connect an unlimited number of label printers and you can connect a self-registration terminal, where the visitors can register themselves.



Administrate

Through the SourceTech Tellus Web you administer the visit system. Here you can easily view your upcoming visits and create new visits or edit your upcoming visits.

Through the administration tool in Tellus Web you can search the different visits or visitors that are register through the organization and view information about visitors, visits or recipients. This can easily be made into a report to oversee the visits.

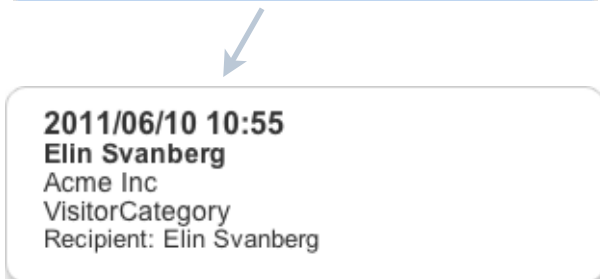
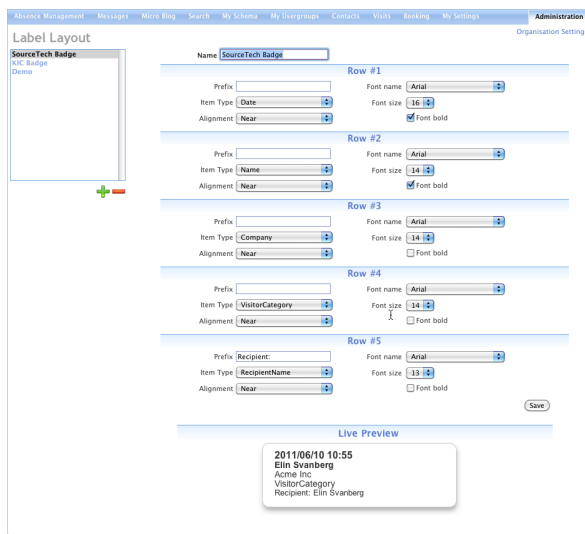
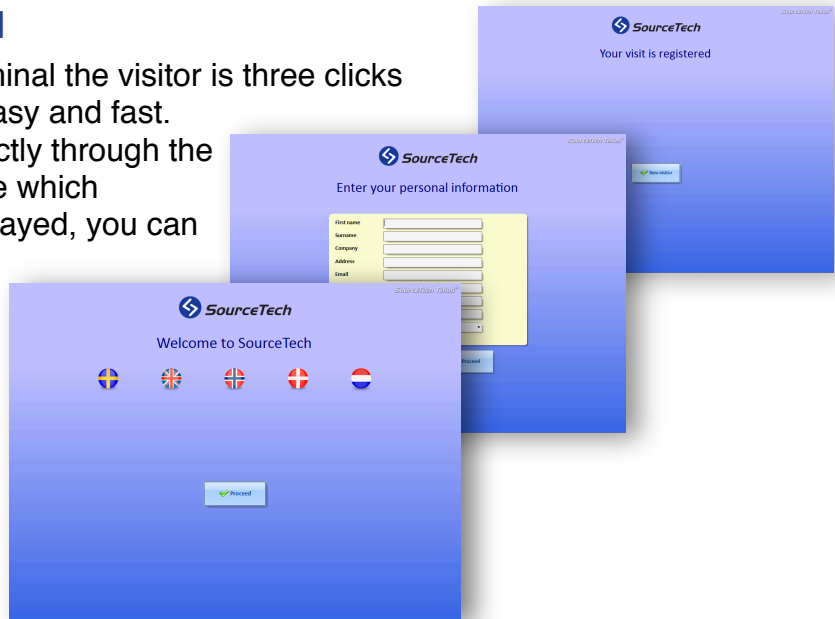
In the administration you are also able to create or edit categories for your visitor.

A operator/receptionist can also administer the visits directly through the SourceTech Tellus® Operator™. Here you can check-in whole groups and do check-ins ahead of the visit. In the grid you can see and manager all the visits, like upcoming, checked-in and the visits that are checked-out. You can navigate and administer through the icons.

Select	In/out	Print	Visitor	Company	Arrives	Leaves	Notes	Recipient
<input type="checkbox"/>	↓		Richard Gruner	Alcatel-Lucent	April 01 14:51	June 06 02:00		Leif Andersson
<input type="checkbox"/>	↓		Richard Gruner	Alcatel-Lucent	April 01 14:55	June 06 02:00		Leif Andersson
<input type="checkbox"/>	↓		Richard Gruner	Alcatel-Lucent	April 01 15:05	June 06 02:00		Leif Andersson
<input type="checkbox"/>	↓		Richard Gruner	Alcatel	April 01 16:35	June 06 02:00		Leif Andersson
<input type="checkbox"/>	↑		Richard Gruner	Alcatel-Lucent	April 01 16:45	May 17 16:59		Leif Andersson
<input type="checkbox"/>	↓		Richard Gruner	Alcatel-Lucent	April 01 16:55	June 06 02:00		Leif Andersson
<input type="checkbox"/>	↑		Yyyy		April 01 17:35	May 17 16:59		Leif Andersson
<input type="checkbox"/>	↓		olle		May 17 14:35	June 06 02:00		Bjarne Ingelsson
<input type="checkbox"/>	↓		Test		May 17 14:40	June 06 02:00		Leif Andersson
<input type="checkbox"/>	↓		Kalle Kula	Acme	May 25 09:00	May 25 12:00		Elin Svanberg

Self-registration Terminal

By using a self-registration terminal the visitor is three clicks away from a registration, it is easy and fast. You can change the layout directly through the terminal, where you can choose which information that should be displayed, you can choose the coloration and choose to attach the company's logotype. When the registration is finished the printer automatically prints a label and a text message (SMS) will be sent to the recipient with information that the visitor has arrived. By using this system the receptionist workload eases. With repeated visits the terminal automatically suggests the users information and recipient at the next registration.



Labels

Label Printers can be connected to the visit system and you can connect as many as you like. The layout of the label is connected to the recipients organization, this allows companies that have different organizations connected with each other through the Tellus® system to have different label layout. It is easy to manage the label layout, you do this by browsing to Tellus® web and use the administration tool.



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