

## jay cloud - digital visitor management

**jay cloud** is a "software as a service" application based on the SAP® Business Technology Platform.

With **jay cloud visitor management**, companies can digitally manage, monitor and track visits and activities of external persons on their premises at any time. In real time.

With **digital visitor management**, analog processes can be dissolved, automated and thus significantly accelerated.

With **jay cloud visitor management**, visits can be easily organized digitally in advance for both sides. It provides extensive functions for planning visits, check-in and check-out as well as for managing and analyzing visitor data. Visitors are issued with personal ID cards on arrival, which already contain all the necessary access authorizations. Precise access control allows free and secure visitor traffic with restrictions to specific times and room zones.



### Highlights at a glance

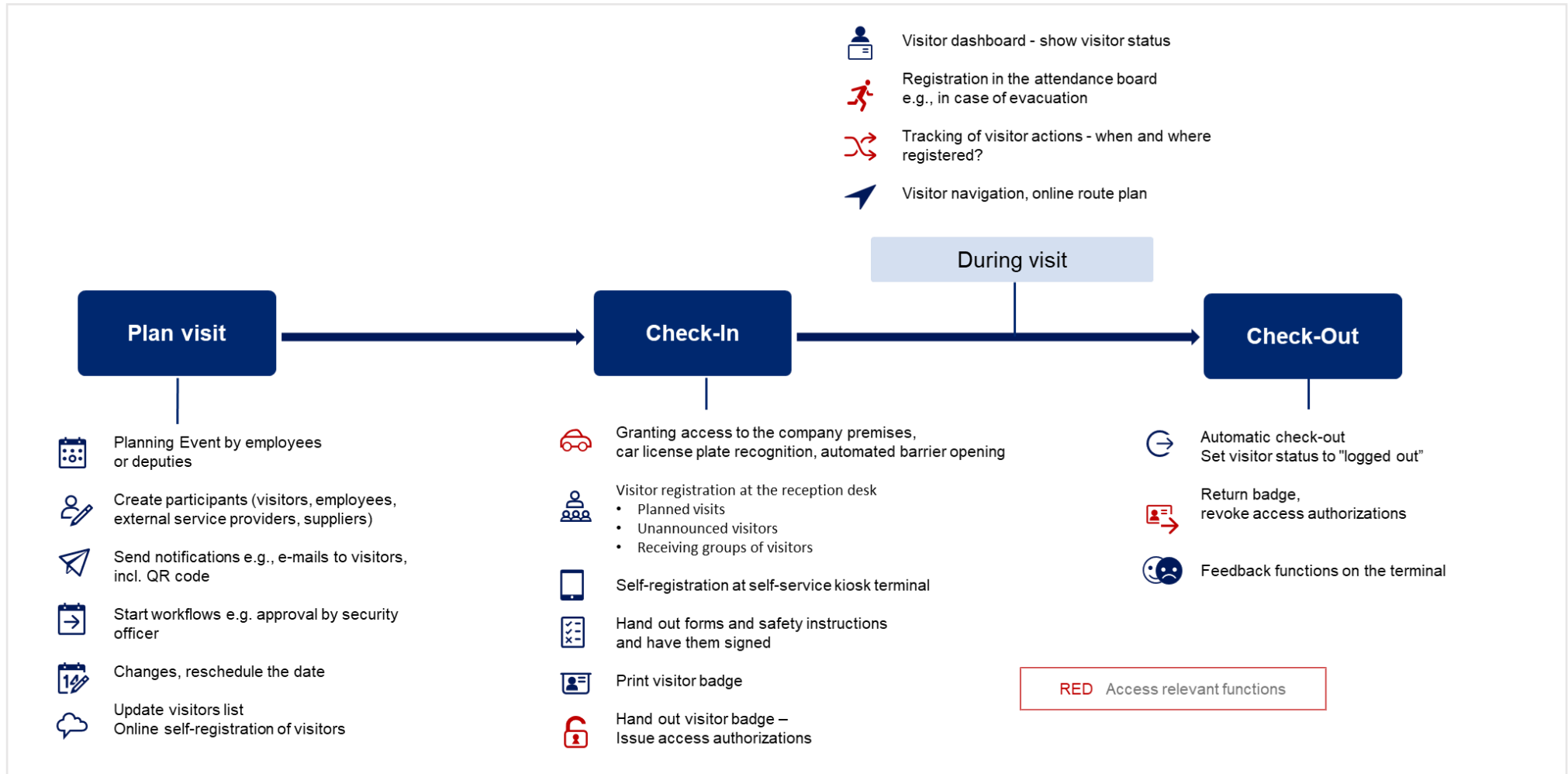
- Visitor management - from planning to reporting
- Cloud solution - always and everywhere available, on all end devices
- Self-registration at kiosk, tablet or mobile, acknowledgement and signing of forms
- Digital processes - self services (training and instructions at the kiosk terminal or in the web portal to ensure operational safety)
- Highest IT security requirements (SAP BTP certified, Co-Innovated with SAP)
- HR and ERP integration (SAP systems and others)  
Can be called up directly from SAP SuccessFactors (as host, manager, receptionist)
- Integration with access control, evacuation management and alarm management
- Evaluations and tracking (visitor status and visitor transactions)
- Data protection and compliance - data protection compliance according to GDPR
- Coupling with time recording (e.g. for external service providers)
- Automated gate (0-24) \*\*

\* available as a prototype \*\* available from Q2/2024

## Visitor management - the entire process

The standard: One or more visitors are invited to an appointment.

The timeline shows the process from planning to reporting. Access control and security management are integrated as standard.



## The process steps in detail

### Plan visits

#### Create visit

- By host or representative
- Set location, time, reception
- One-time visit or recurring

#### Visitor pre-registration

- Create visitors in the system
- From the visitor database, locally or centrally, employees from other locations
- Anonymous visitors
- Visitor groups (responsible group leader)
- Suppliers, external service providers (it is not known in advance which person is coming)
- Create and manage external companies

#### Until the visit

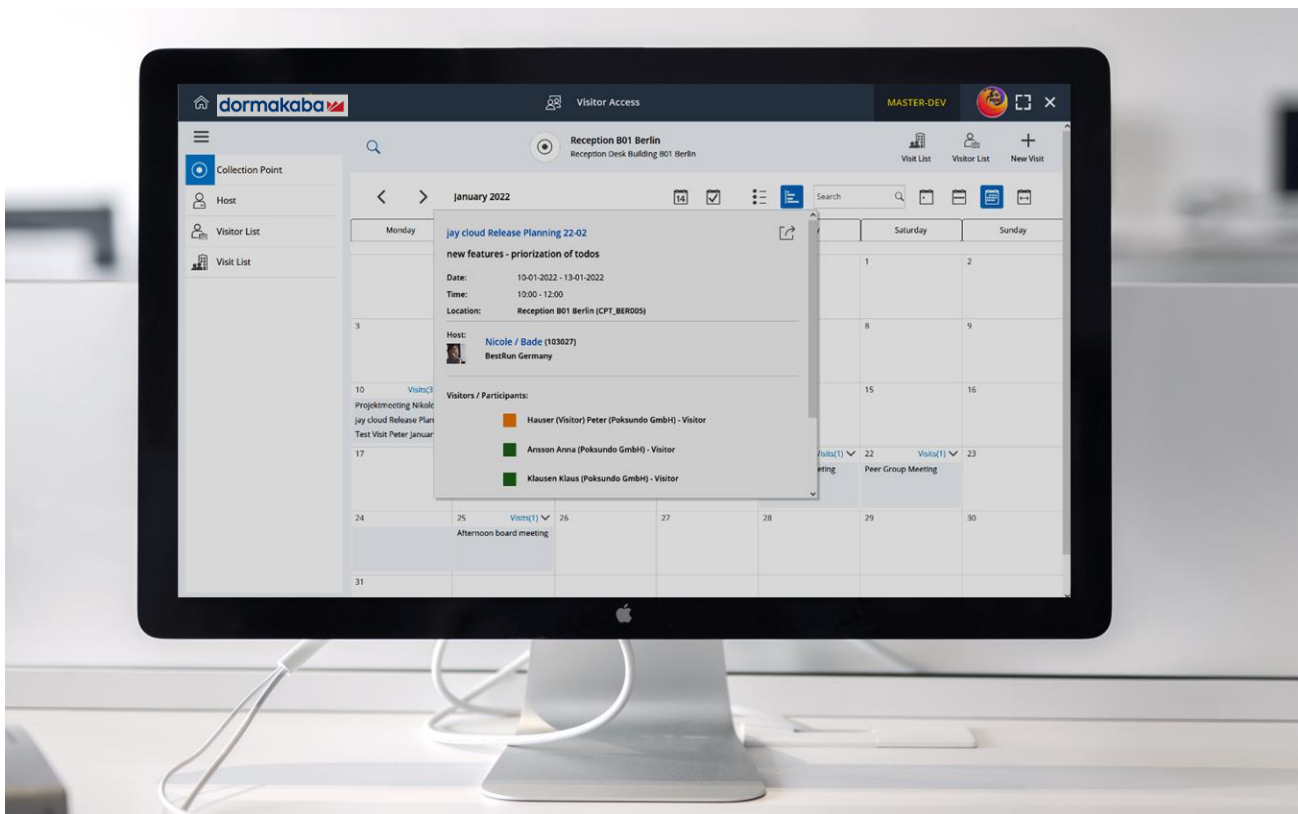
- Postponement of the appointment if necessary
- Changes to the visitor list

#### Notifications

- Visitors receive an invitation
  - Date, location, guidelines
  - QR code for quick check-in
  - Access authorizations as a mobile link
- Approval workflows for access authorizations (approval by security officers)\*

#### Visitor Online Service \*

- Visitor checks and completes his data online (e.g. license plate number) - Guest access to the system
- Provision of information for download (site plan, safety instructions, etc.)



jay cloud visitor management calendar view - Visit planning at a glance.

\* available as a prototype \*\* available from Q2/2024

## Check In

### Access to the company premises

- Automatic vehicle detection
- Barrier opening with mobile access link or by reception
- Optional: Link with parking space management\*\*

### At the reception

- Welcome and Info Screen
- Receptionist or self-service kiosk terminal / tablet
- Registration (QR code / mobile link if necessary), complete visitor data, take photo if necessary
- Ad-hoc registration of unannounced visitors (e.g. replacement of one visitor by another)
- Accompanied or unaccompanied visit
- Visitor groups

- Anonymous visitors: Visitors are only created during the visit and are not permanently stored in the system.
- Optional: Notification of the host or administrator when visitors register
- Forms and instructions, paperless on tablet or kiosk terminal (sign, check expiration dates)
- Print visitor tickets, have them signed
- Issue and activate visitor badge (if necessary, have form signed)
- Optional: Desktop Reader Integration

### Automated self-service registration\*

- Identification with QR code, mobile link, ID card
- Check-in workflow: QR code scanning, forms and instructions, issuing visitor tickets or passes

## During the visit

### Tracking of visitor actions

- When and where did or were visitors registered?
- Overview of time and access events (when, where)
- Recording on the visitor status board and attendance board, also in the event of an alarm or evacuation
- Signing out - Leaving the company premises - Automatic check-out

### Indoor navigation

- Integration in Matterport (360° building navigation, information on location, playback of recordings or routes)\*\*

## End of visit - Check-Out

- Return ID card (sign if necessary)
- Set visitor status to logged out (by receipt or automatically by returning the badge)
- Feedback terminal function for customer reviews

## Evaluations - Reporting

- Overview of all visitors, per location, per reception, per host
- Overview of all visits per location, per reception, per host
- Status and transactions per visit
- Forms management
- External companies
- Calendar overview - day, week, month

## Further use cases

\* available as a prototype \*\* available from Q2/2024

**External service providers**

- The visit is coordinated with the service provider
- The person who comes is not known in advance.

**Co-working spaces \***

- Internal or external employees can book a workstation via reception, self-service terminals or online via a mobile app.

**Suppliers - goods delivery \*\***

- Goods delivery 24h - automated gate
- Person or vehicle coming is not known in advance
- Identification via order number or mobile access link

**Public authorities or prison \*\***

Waiting room, visiting room, identification with ID card, concealed alarms

**Coupling with jay cloud access control**

**Access authorizations**

- Linking with ID cards
- Link to visit event (access map, call via mobile link)
- Approval workflow for access authorizations \*
- Coupling with vehicle detection \*
- Open Door Module (barrier opening)
- Zone management
- Media management (ID cards, mobile access vouchers \*, keys \*)

**Security**

- Evacuation management (roll call) - assembly points
- Attendance board (based on access bookings)
- Alarm management
- Black lists (unwanted visitors)\*

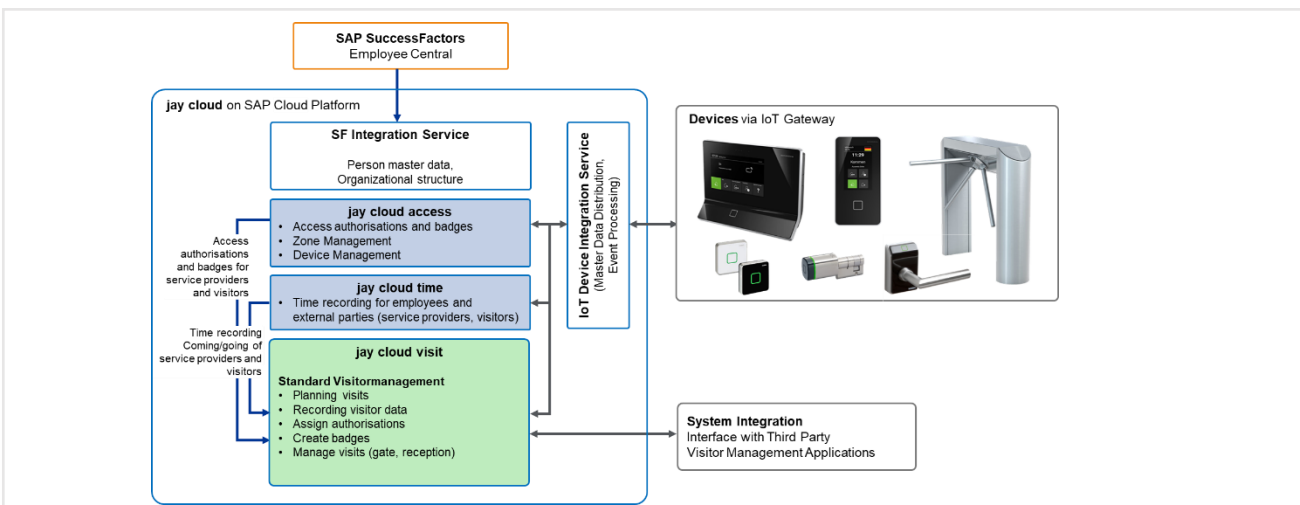
**Workplace Management \***

- Management of co-working spaces for own and external employees (not linked to visitor management, but can be viewed by reception)

**Vehicle management\*\***

- Parking lot management

jay cloud visitor management - process flow and interfaces with third-party systems



\* available as a prototype \*\* available from Q2/2024

## Integration with third-party systems

### SAP® SuccessFactors EC

- Takeover of the organizational and authorization structure (managers, hosts, substitutes)
- Calling up jay cloud visitor management directly from SuccessFactors
- Approval workflow

### Microsoft® Outlook \*\*

- Create an MS Outlook calendar entry in jay cloud
- Create a jay cloud visit in Outlook
- Assign resources and rooms in Outlook
- Notifications, reminders

### TDS® Life-Safety \*

- Rescue planning for employees and visitors
- Determination of "last known location"
- Missing persons lists, real-time data on evacuation status

### TDS® Visitor Management

- TDS as a front-end application
- TDS provides visitor data, visitors, visitor events
- All devices are managed and monitored in jay cloud.
  - Device status
  - Zones, access and exit points
  - Assembly and evacuation points
  - Bookings (time and access)
- All master data is managed in jay cloud.
  - Organizational structure
  - Employees, qualifications, hosts
  - Media
  - Authorizations

## Any questions? Please contact us!

Give us a call, write us an e-mail or use this link:

[Make an appointment](#)

### Poksundo GmbH

A spin-off of the dormakaba group

Kanzleigasse 18

78050 Villingen-Schwenningen

[www.poksundo.com](http://www.poksundo.com)

[info@poksundo.com](mailto:info@poksundo.com)

Tel: +49 7721 8070723

**dormakaba** 

Executive Solution Partner

Zeit- und Datenmanagement