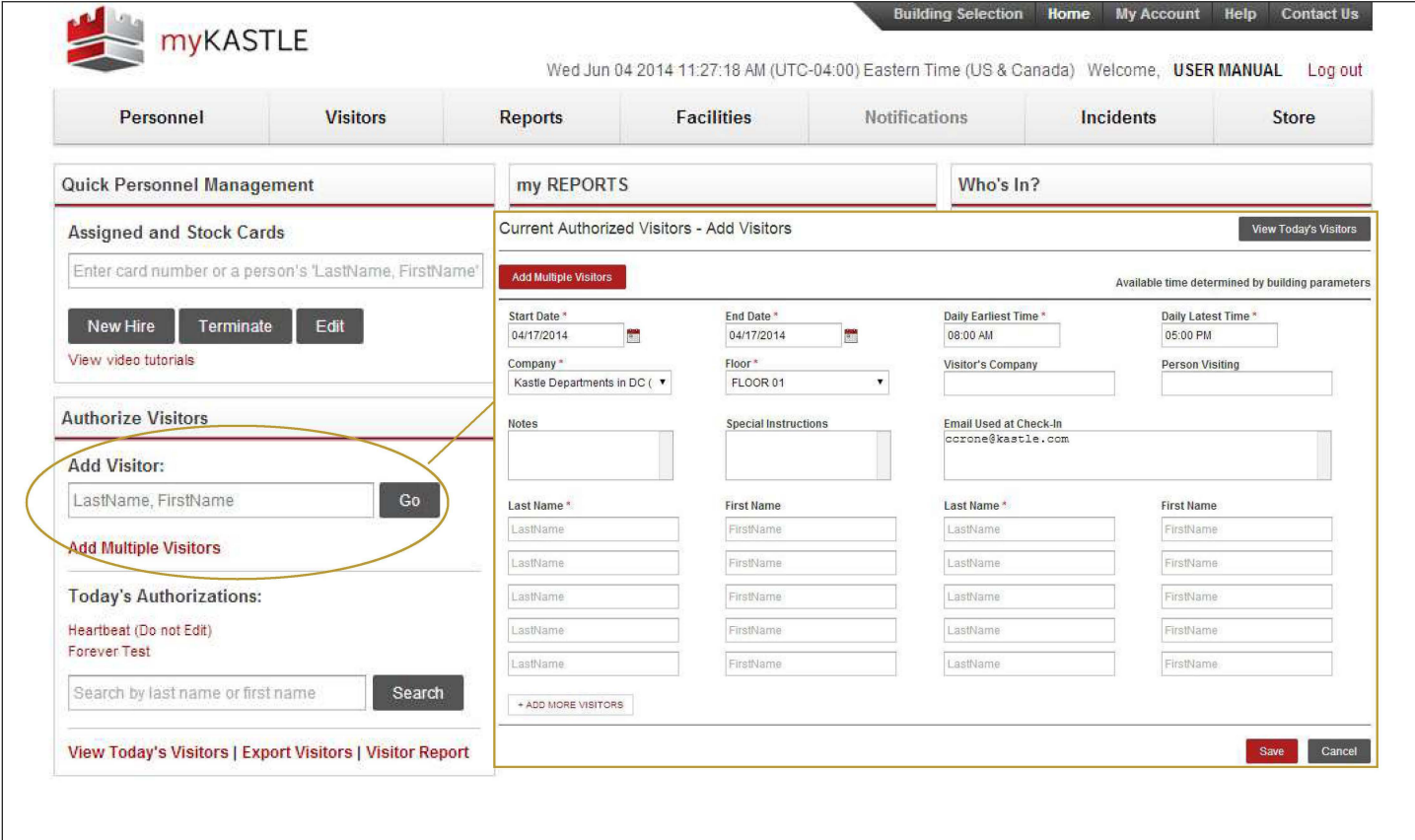


VISITOR MANAGEMENT

The Visitor Management section of myKASTLE is used to authorize visitors and keep records in the system for verification.

Authorize Visitors - Shortcut

On the homepage of myKASTLE, you simply type the person's name in the text field under the Authorize Visitors box and click Go.



The screenshot shows the myKASTLE interface. At the top, there's a navigation bar with 'Building Selection', 'Home', 'My Account', 'Help', and 'Contact Us'. Below that, a secondary navigation bar includes 'Personnel', 'Visitors', 'Reports', 'Facilities', 'Notifications', 'Incidents', and 'Store'. The main content area is divided into several sections. On the left, there's a 'Quick Personnel Management' section with 'Assigned and Stock Cards' and 'Authorize Visitors' sub-sections. The 'Authorize Visitors' section has an 'Add Visitor' form with a text field for 'LastName, FirstName' and a 'Go' button, which is circled in yellow. Below it are 'Today's Authorizations' and a search bar. The main part of the screen is titled 'Current Authorized Visitors - Add Visitors' and contains a form for adding multiple visitors. This form includes fields for 'Start Date', 'End Date', 'Daily Earliest Time', 'Daily Latest Time', 'Company', and 'Floor'. Below these are fields for 'Notes', 'Special Instructions', and 'Email Used at Check-In'. At the bottom, there's a table with 10 rows for adding individual visitors, each with 'Last Name' and 'First Name' columns. A 'Save' button and a 'Cancel' button are at the bottom right.

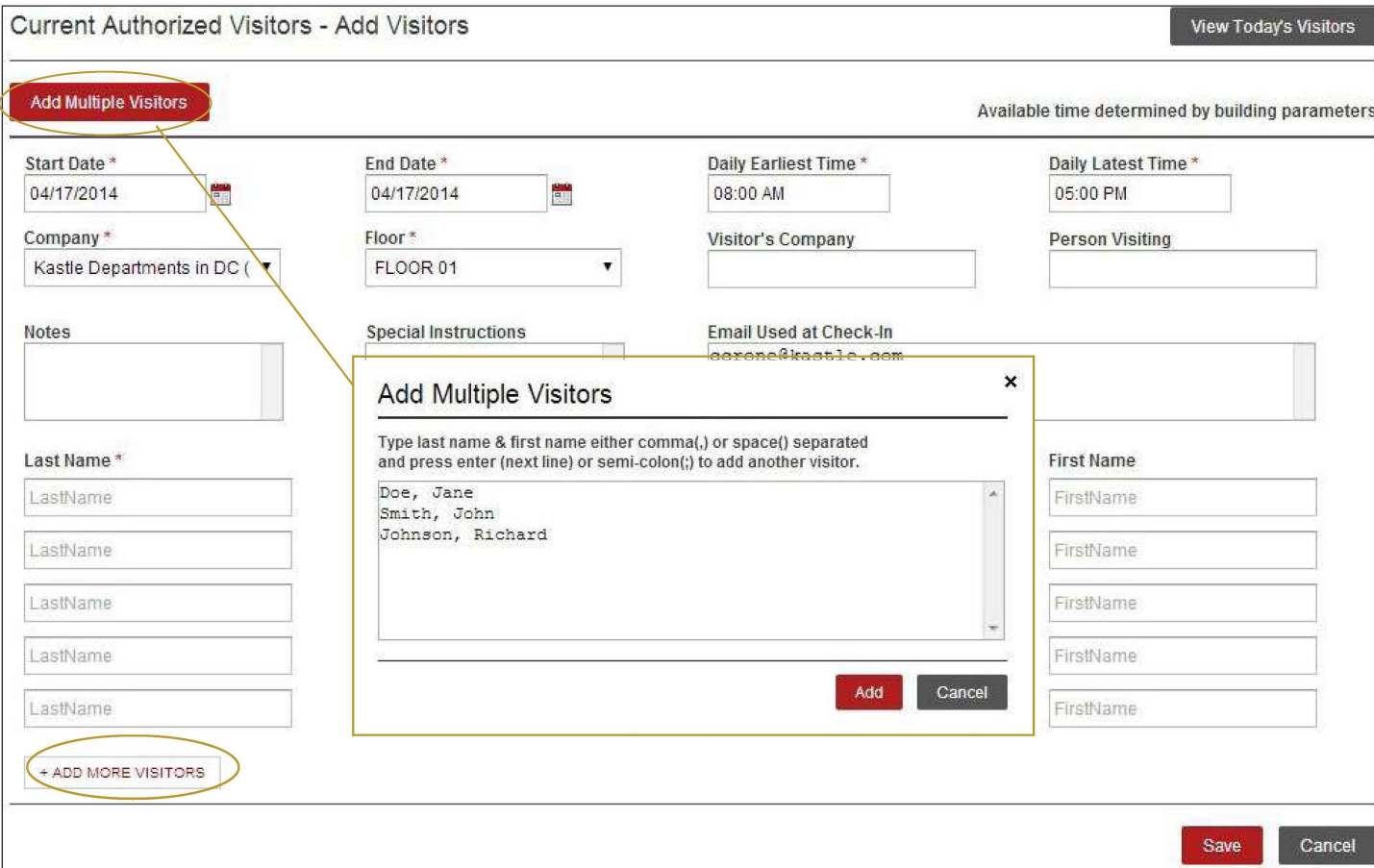
The Add Visitors screen opens with spaces for 10 visitors to be entered at once. All visitors will have the same authorized days, times, and access when entered this way.

There are six required fields in addition to the visitor name.

- + **Start Date:** This will be the first day the visitor is permitted to check in.
- + **End Date:** This is the last day the visitor is permitted to check in. Visitors can be added for up to 180 consecutive days.
- + **Daily Earliest Time:** Indicates the earliest time a visitor will be allowed to check in.
- + **Daily Latest Time:** Indicates the latest time that a visitor is allowed to check in. This is **not** a check out time.
- + **Company:** Shows the company that the visitor is going to.
- + **Floor:** The floor the visitor is allowed to access using the elevator.

There are also a number of optional fields where more information about the visitor can be recorded.

- + **Notes:** Type in the General Text field to add notes for a visitor. Notes cannot exceed 80 characters.
- + **Email Address Used at Check-in:** Enter the email address a notification should be sent to when the visitor checks in.
- + **Special Instructions:** General text field for the user to add specific instructions on how this visitor should be handled or directed once checked in. (e.g., have them call Bob at extension #1234).
- + **Visitor's Company:** Records the company that the visitor works for.
- + **Person Visiting:** Specifies which personnel the visitor will meet with.
- + **Add multiple visitors:** A pop-up box will open that allows multiple visitors to be entered in a text format. This will allow copy/paste from a text document.



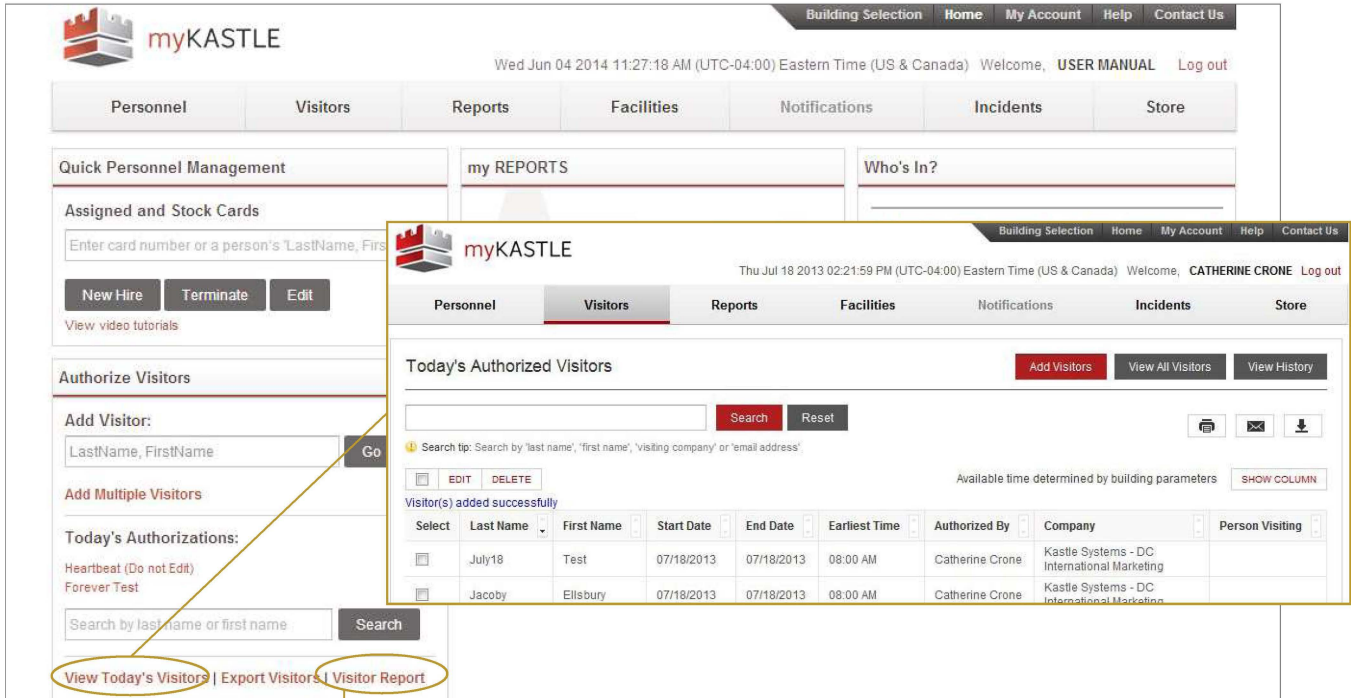
The screenshot shows the 'Current Authorized Visitors - Add Visitors' form. At the top right is a 'View Today's Visitors' button. The main form contains several fields: Start Date (04/17/2014), End Date (04/17/2014), Daily Earliest Time (08:00 AM), and Daily Latest Time (05:00 PM). Below these are Company (Kastle Departments in DC), Floor (FLOOR 01), Visitor's Company, and Person Visiting. There are also text areas for Notes, Special Instructions, and Email Used at Check-In (eezone@kastle.com). At the bottom left, there are five 'LastName' input fields and a '+ ADD MORE VISITORS' button. A pop-up dialog titled 'Add Multiple Visitors' is open, showing instructions: 'Type last name & first name either comma(,) or space() separated and press enter (next line) or semi-colon(;): to add another visitor.' The dialog contains a text area with the example text: 'Doe, Jane', 'Smith, John', and 'Johnson, Richard'. At the bottom of the dialog are 'Add' and 'Cancel' buttons. A yellow circle highlights the '+ ADD MORE VISITORS' button, and a yellow line points from it to the pop-up dialog.

+ **Add more visitors:** This link will add another 10 visitor entry fields every time it is clicked. There is no limit to the number of visitors that can be added at one time.

Click the Save button to save the visitor information. At this point you will be brought to the Today's Visitors page.

View Today's Visitors

Choosing this option will list all authorized visitors for the current day and the time parameter their access is available.



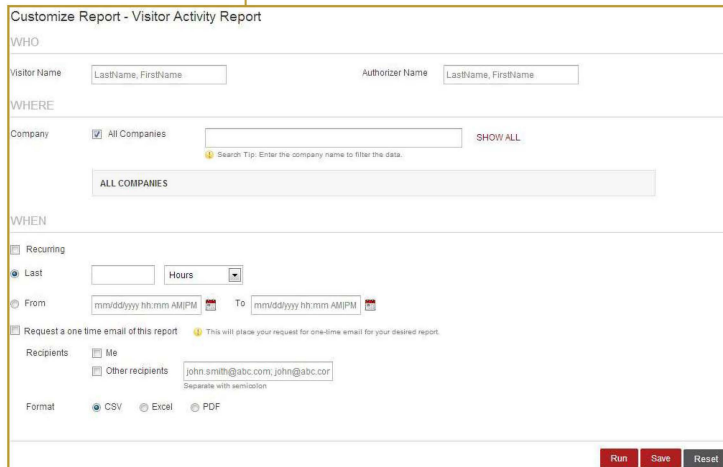
The screenshot shows the myKASTLE interface with the 'View Today's Visitors' option highlighted in a yellow circle. A callout box displays the 'Today's Authorized Visitors' table:

Select	Last Name	First Name	Start Date	End Date	Earliest Time	Authorized By	Company	Person Visiting
<input type="checkbox"/>	July18	Test	07/18/2013	07/18/2013	08:00 AM	Catherine Crone	Kastle Systems - DC International Marketing	
<input type="checkbox"/>	Jacoby	Ellsbury	07/18/2013	07/18/2013	08:00 AM	Catherine Crone	Kastle Systems - DC International Marketing	

- + **Add Visitor:** Add another visitor to the list.
- + **View All Visitors:** Display all preauthorized visitors in the system (today and future).
- + **Export Visitors:** Opens an Excel file that includes all of today's preauthorized visitors
- + **View History/Visitor Report:** Allows reports to be run on past visitors.

View History/Visitor Report

Provides a filtered report that displays a visitor or visitors in a certain building or company at a generalized or specific time and allows a report to be generated.



The screenshot shows the 'Customize Report - Visitor Activity Report' form with the following sections:

- WHO:** Visitor Name (Last Name, First Name), Authorizer Name (Last Name, First Name)
- WHERE:** Company (All Companies checked, Search Tip: Enter the company name to filter the data, SHOW ALL, ALL COMPANIES)
- WHEN:** Recurring (checked), Last (selected), From (mm/dd/yyyy hh:mm AM/PM), To (mm/dd/yyyy hh:mm AM/PM), Request a one time email of this report (checked, This will place your request for one-time email for your desired report), Recipients (Me, Other recipients: john.smith@abc.com; john@abc.cor, Separate with semicolon), Format (CSV selected, Excel, PDF)

Buttons: Run, Save, Reset