



VisitForm

VisitForm is the ultimate Visitor Management Software solution specialized in managing Gated Communities, Gatehouses, Gates, Front Desks and Entrances.

[VisitForm.com](https://www.visitform.com)





VisitForm

System Presentation

VisitForm.com

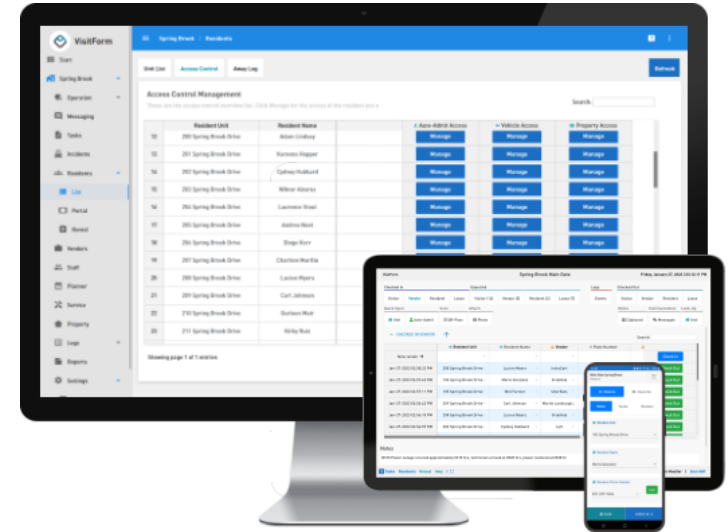
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1. System Overview

The VisitForm System consists of several components. With dedicated working areas for Guards/Attendants, Managers and Residents.

VisitForm Cloud Server and Database are located in United States.



Gatehouse and Management Staff Software

Web

Windows,iOS,
Android,Web

Windows,iOS,
Android,Web

Management
Pages

Attendant
Desktop

Attendant
Mobile

Resident Software

Windows,iOS,
Android,Web

Resident Portal
App

Equipment Software (optional)

Windows

VisitForm Edge
Gate system,
scanners, cameras
automatic access

VisitForm Cloud Server

2. Attendant/Guard Desktop

VisitForm

Spring Brook Main Gate

Friday, January 27, 2023 | 03:12:11 PM

Checked In

Expected

Visitor

Vendor

Resident

Lease

Visitor (12)

Vendor (5)

Resident (2)

Lease (7)

Logs

Checked Out

Quick Input

Scan

Attach

Unit

Auto-Admit

QR-Pass

Photo

Notes

Communication

Look-Up

Clipboard

Messages

Unit

^ CHECKED IN VENDOR

↑

Search:

Notes

#105 Power outage ocured approximately 0315 hrs, technician arrived at 0520 hrs, power restored at 0538 hr

2 Tasks Residents Reload Help

Austin Mueller | End shift

2. Attendant/Guard Desktop

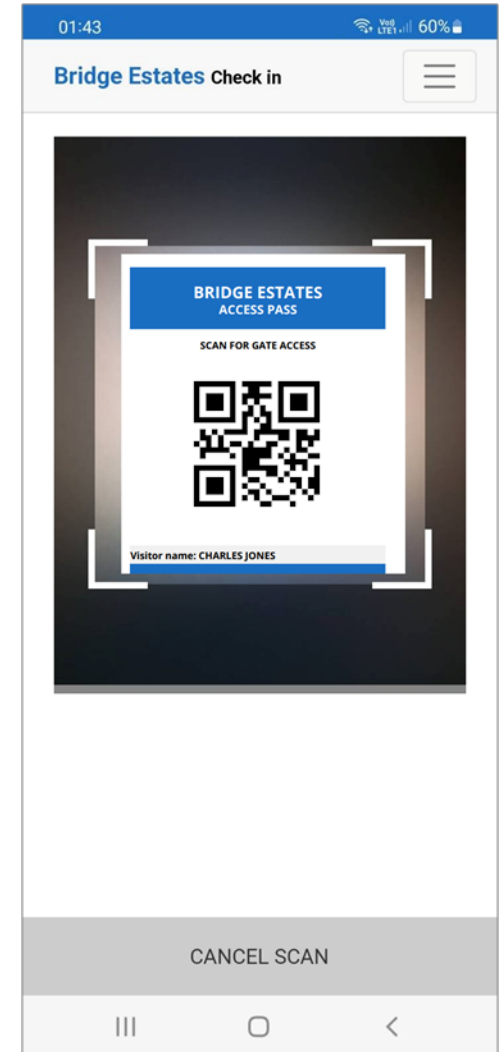
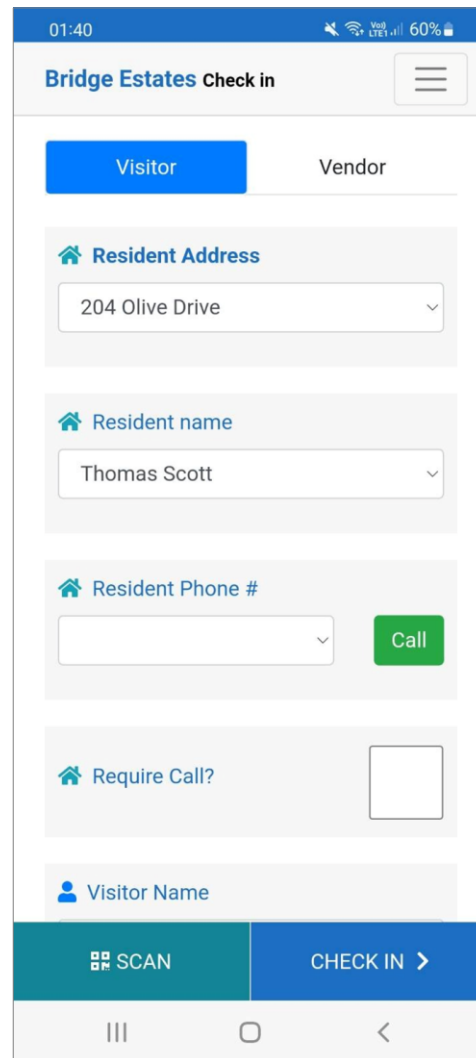
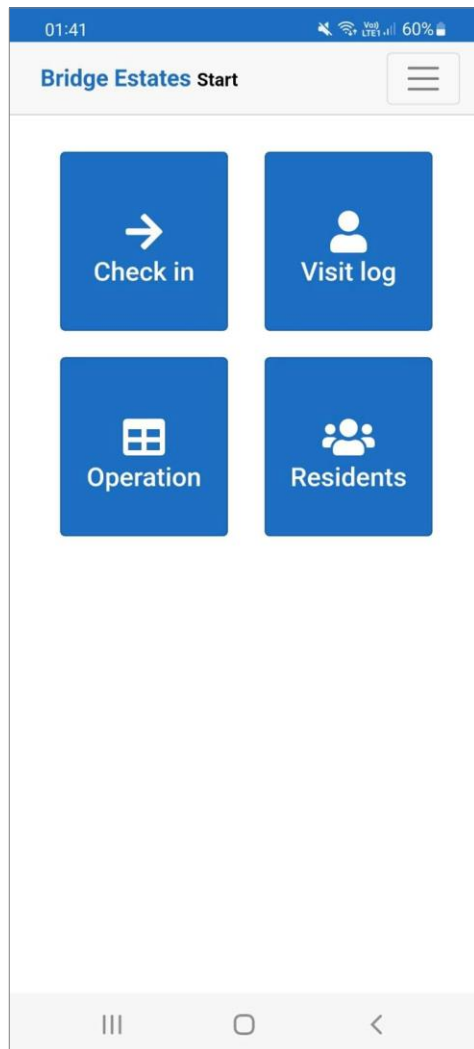
The Attendant screen is the main working area for the attendants and guards. It is accessible from any major browser (Desktop PC or tablet) with a working internet connection. It is easy to use and manages the day-to-day operation in the Gatehouse. Easy to customize to fit the community's needs, demands, policies and rules.

Features include:

- Check in Visitors, Vendors and Residents
- Log Events
- Scan QR-codes, Auto-Admit passes
- Access resident information and contact details
- Access tasks and messaging pages
- Look-up visitor and vendor information
- Send receive notifications to the residents with texts/SMS and emails.
- Send broadcast text/SMS messages to the whole community
- Manage Resident Away Log
- Register expected/pre-registered check-ins and vendors
- See recent check-ins
- Manage Guard Notes and Digital Post-It Notes board
- Access bulletin board items from management
- Attach photos for entries, e.g. Photo of ID/documents, face picture etc
- Manage Mail and Parcels



3. Attendant/Guard Mobile App



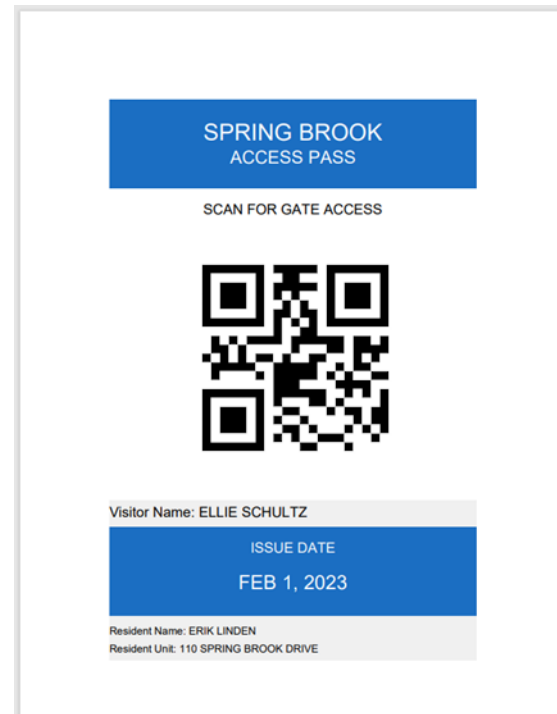
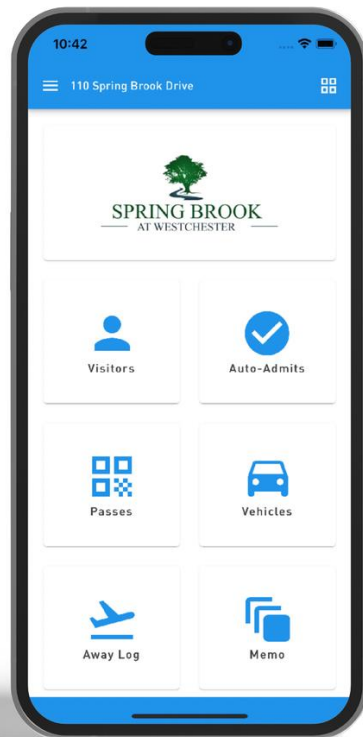
3. Attendant/Guard Mobile App

The Attendant/Guard mobile App is a simplified version of the Attendant Desktop software and runs on any modern phone or tablet and provides the user with a touch friendly, large-button interface that can be used outside, even in cold weather. It allows ease of use to some of the most common and important operations.

- **Operation:** see status of current shift and latest visitor. See tasks status and announcement/bulletins
- **Check in:** check in visitors and vendors, scan QR codes and get auto-admit statuses
- **Visit Log:** visit log for the last 30 days
- **Resident list:** see resident list and click-to-call buttons



4. Residents' Portal




4. Residents' Portal

The Residents' Portal enables residents to manage visits from any device, such as a phone, tablet or browser on a desktop. It allows the resident to easily update contact information or away status.

In the Residents' Portal, the resident can do the following:

- **Auto-Admits:** manage frequent visitor list: visitors and vendors and their access control
- **Visits:** register visits
- **Vehicles:** manage access control for vehicles, requires an integration with RFID, Barcode or License Plate reader.
- **Away:** manage when they are away and notice the Gatehouse of content to be held during away period
- **Passes:** issue and manage QR-passes. Issue access PIN's
- **Memo:** see memos sent by the gatehouse/management
- **Staff:** view current staff in the Gatehouse and Gatehouse contact details (optional)
- **Lease:** manage leases
- **Block List:** manage banned persons
- **My Info:** view and update their contact information. Helps keeping the Gatehouse resident database list up-to-date.

5. Management Pages

 VisitForm

Start

Spring Brook

Operation

Messaging

Tasks

Incidents

Residents

List

Portal

Rental

Vendors

Staff

Planner

Service

Property

Logs

Reports

Settings

Spring Brook / Residents

Unit ListAccess ControlAway Log

Refresh

Unit Access

Search

Unit ↑	Unit Group	Name Representative	Auto-Admit Access	Vehicle Access	Property Access
201 Spring Brook Drive		Kareena Hopper	MANAGE	MANAGE	MANAGE
202 Spring Brook Drive		Cydney Hubbard	MANAGE	MANAGE	MANAGE
203 Spring Brook Drive		Wiktor Alvarez	MANAGE	MANAGE	MANAGE
204 Spring Brook Drive		Laurence Stout	MANAGE	MANAGE	MANAGE
205 Spring Brook Drive		Andrea Noel	MANAGE	MANAGE	MANAGE
206 Spring Brook Drive		Diogo Kerr	MANAGE	MANAGE	MANAGE
207 Spring Brook Drive		Charlton Murillo	MANAGE	MANAGE	MANAGE
208 Spring Brook Drive		Lucien Myers	MANAGE	MANAGE	MANAGE
209 Spring Brook Drive		Carl Johnson	MANAGE	MANAGE	MANAGE
210 Spring Brook Drive		Gurleen Mair	MANAGE	MANAGE	MANAGE
211 Spring Brook Drive		Kirby Ruiz	MANAGE	MANAGE	MANAGE
212 Spring Brook Drive		Keith Laing	MANAGE	MANAGE	MANAGE

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5. Management Pages


The management pages is a collection of modules that can be used to manage your community in VisitForm. It is accessible through any major browser with an internet connection. Through these pages you can manage your residents, staff as well as view logs, send alerts and much more.


Below is a few main takeaways for each module:


- **Operation:** send announcement/bulletin entries, manage guard notes, see latest visitor, current guard and current shift time
- **Messaging:** send and receive notifications to the residents with texts and emails. Send broadcast text messages to the whole community
- **Tasks:** handle maintenance and scheduled tasks and community tasks
- **Incidents:** report incidents and manage handled and unhandled incidents
- **Residents:** manage resident list, resident auto-admits, create QR passes, away logs, events and broadcast settings.
- **Vendors:** manage recurring vendors list, vendors auto-admits and vendor types
- **Planner:** plan and schedule guard shifts, community happenings, maintenance and scheduled tasks
- **Staff:** manage guards
- **Traffic:** get information about Traffic events, primarily used together with ANPR cameras
- **Portal:** manage Residents' Portal credential
- **Lease:** manage unit leases
- **Visit and Vendor log:** see complete visit logs, export and search entries
- **Shifts:** see complete shift logs and shift timeline of the gatehouse, export and search entries
- **Reports:** generate beautiful reports of visits and statistics to present to the board
- **Archive:** display archived information such as bulletins sent and all notifications sent from/to VisitForm
- **Manage:** change settings and manage notification templates of what shall be written in automatic text messages

6. VisitForm Edge/Integrations

< Vehicle | New

 GENERAL

 ACCESS

Entry from/to
2/1/2023 → 8/31/2023 

Name*
GMC SIERRA

Name

Plate number
TXAMW8417

Vehicle plate number

Barcode
6325478

Barcode

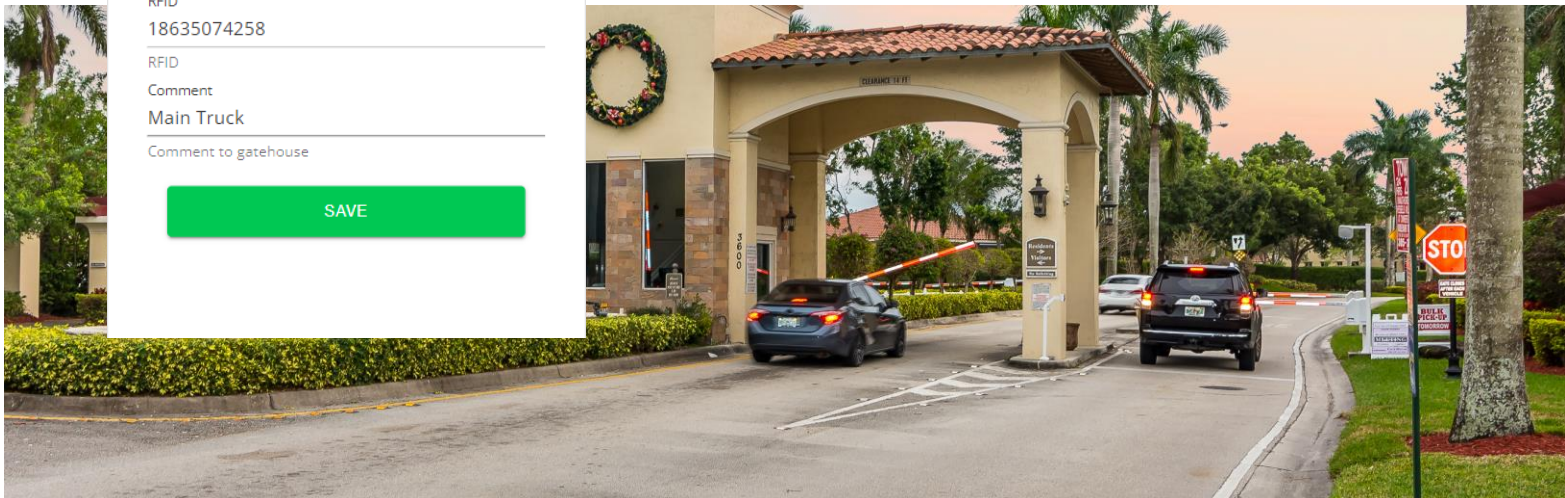
RFID
18635074258

RFID

Comment
Main Truck

Comment to gatehouse

SAVE



6. VisitForm Edge/Integrations

Visitform can provide several different integrations to improve and automate your community. Typically Transponders, Clickers and RFID Readers.

Case-to-Case integration/development depending on the client's existing hardware and desired actions. VisitForm does not sell any hardware in and of itself. VisitForm integrations can be used to automate some of the manned operations at the gate as well as be used for complete unmanned operation.

- Automatic Number Plate Reader (ANPR) Cameras
- Intercoms
- Transponders, RFID, Handheld Scanners, Barcode Readers and Tag readers.
- Automatic Resident (right) Lane and Auxiliary gates.
- Requires on-premise server software (VisitForm Edge) installed on a Windows PC in the Gatehouse (or otherwise connected (wired, Ethernet, WiFi, Bluetooth) to the equipment)
- Local cached database for offline access.
- Static QR-Code reader for Auto-Admit passes.
- Access PIN Keypad integrations.
- Lamps and signage integrations

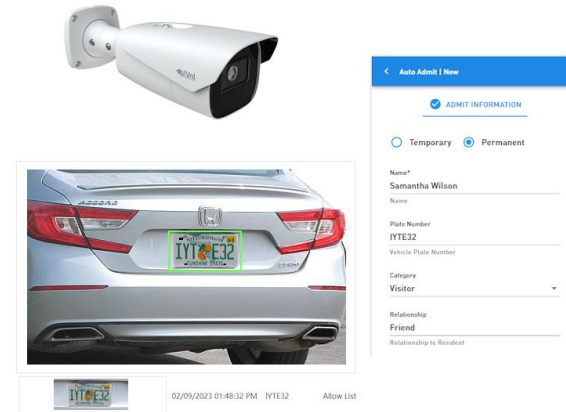
Observe that VisitForm does not have any service technicians: physical installation, repair and mounting needs to be done by the client. To provide support we require screen sharing/remote access software such as TeamViewer or similar in order for us to do the software installation and configuration.

7. VisitForm Edge Automatic Access

QR-Code Reader



ANPR Camera



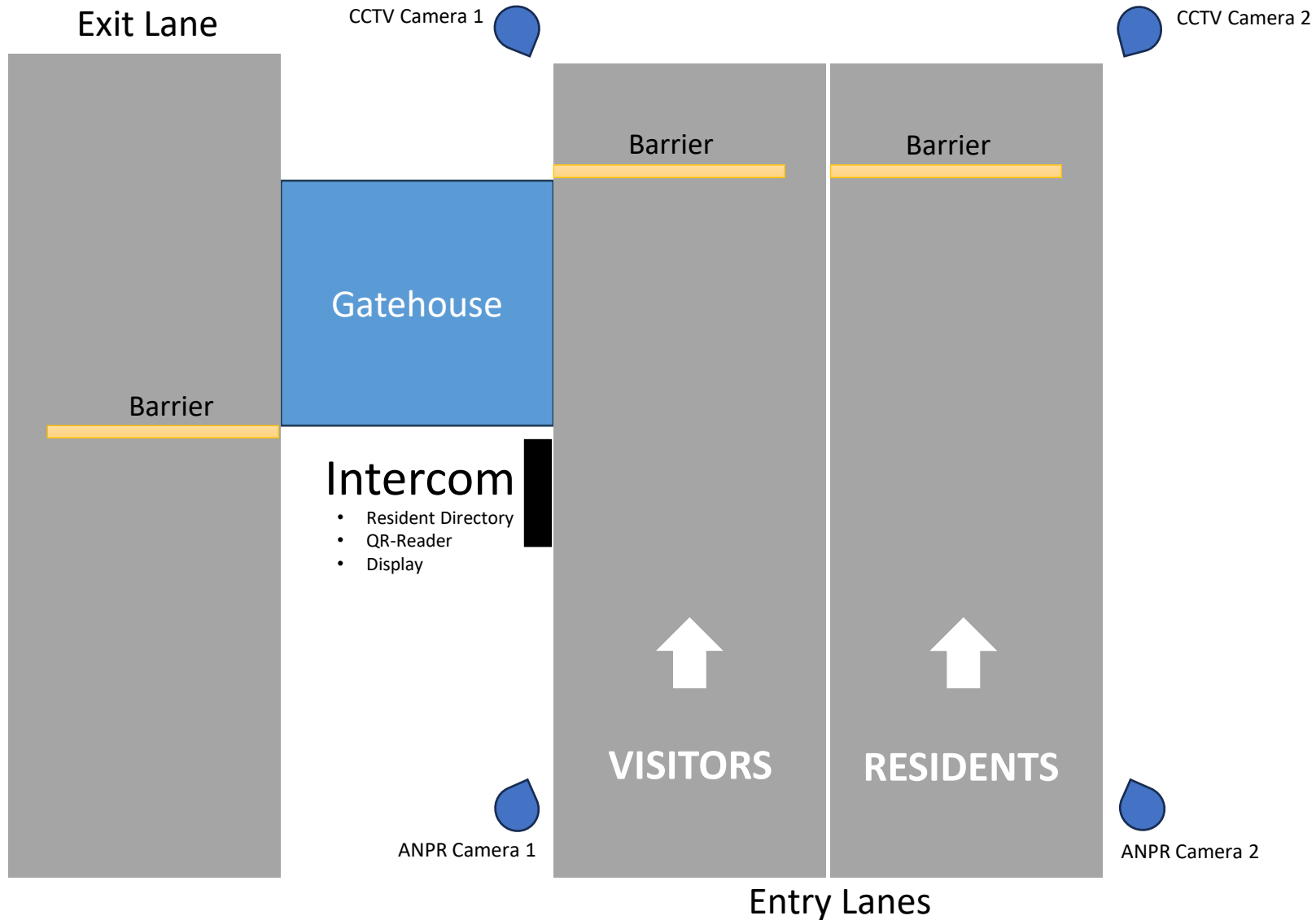
Intercom



Transponder



8. VisitForm Edge Layout Sample



9. Support & Training

- Technical support available business hours ET.
- We offer a streamlined process for data input and configuration. If you provide residents data in Excel/CSV/Digital Text, we can set up VisitForm for you free of charge.
- Personal and professional technical support and guidance.
- Perceptive to software adaptations for your community's policies and custom requirements.
- We will provide online training for your attendant staff; 2 occasions are included.
- Easy to get started. Two phase roll-out example:
 - **Phase 1.** Left Lane Access – Start using VisitForm without Hardware integration, can be done within a few days.
 - **Phase 2:** Right Lane Access – Hardware integration and Automatic Access.

VisitForm is sold as a SaaS with a monthly or annual subscription.
VisitForm is sold in 3 versions; Basic, Standard and Ultimate.

Contact us for the full options list.



visitform.com

