



## The Genee Registrar Solution

Security and accountability are imperative within both Education and Corporate environments, Genee World's Registrar Visitor Management System provides a simple to use sign-in solution with Photo Capture, Barcode Scanning and Visitor Label Printing. Allowing visitors and staff to easily sign in and out of a premises.

Genee Registrar significantly reduces data entry and administration tasks typical of receptions with multiple signing in books. Stored data, reporting and fire evacuation procedures are supported by Registrars features with cloud data available for signing in / out and fire evacuation.



### Registrar Features

Full detailed breakdown on reverse.



Customisation



Student Sign In



Meetings



MIS Integration



Sign in & Out



Evacuation Mode



Reports



GDPR



DBS Registered Visitors



Cloud Based



Backups



Remote Support



Sign In Staff



User Management



Multiple Site / Point of Entry



Back End Access

A standard Genee Registrar bundle includes 21.5" touchscreen with a high resolution webcam, thermal label printer, wall or desk mount option. **Please turn overleaf** to see the detailed breakdown of the features above and what is included with a standard Genee Registrar solution.

## Go Bespoke with Genee Registrar

Using Genee's hardware and software expertise we can create bespoke solutions, creating the ideal solution for your school or business. Our Registrar product is modular and versatile and can be adapted to fit into most environments and integrated with third party systems. The process and development behind a bespoke system is chargeable. Please see the bespoke process flow.

Please Note: Camera provided with the Registrar may vary from the image shown.



FEATURE	BREAKDOWN
<b>Customisation</b>	
	Change backgrounds, logos & organisation name. Change text on buttons (i.e. Visitor could be changed to client) Customise Entry Policy (Fire evacuation, safeguarding policy etc.) Display a slideshow of images as a screensaver when device is not in use. Add custom images to display users messages.
<b>Sign In &amp; Out Visitors</b>	
	Agree to entry policy. Take visitor name. Which staff member are they here to meet. Category of visitor (can be customised i.e. parent, Governor, Contractor etc.) Car registration. Take visitors picture. Print badge. Barcode on badge can be used for future sign in/out. Email alert sent to relevant staff member. Image stored upon sign in – Every sign in will take an image and store it to the system, this will enable organisations to verify the identity of a sign in. View a report to see the sign in times and images along with additional details. Sign Out Via: screen touch button, barcode scan & cloud app. Automatic Time Out of Passes – Visitor passes default to 12 hours' validity, can be altered to any specific time or unlimited.
<b>DBS Registered Visitors</b>	
	DBS verification is a manual process and uploaded to Registrar. User can then be looked up from database of DBS visitors. Verification of ID via file upload. Prints out DBS Cleared badge. Badge can be used for future sign in/out.
<b>Sign In Staff</b>	
	Look up staff name from database. Sign in from existing barcode badges. Sign in via Paxton card (with additional reader). Sign in via mifare card (with additional reader).
<b>Student Sign In</b>	
	Allow late arrival students to sign in. Prints late pass (optional). Allow early leaving students to sign out. Allow late leaving students to sign out. Customise reasons for late/early sign in/out. Writes relevant student data back to MIS (SIMS or equivalent).
<b>Evacuation Mode</b>	
	Remotely trigger lock-down of registrar units. Display warning message. No sign in or out during evacuation. Cloud app shows individuals registered via Registrar.
<b>Cloud Based</b>	
	Registrar functions from a Cloud Server rather than solely a local machine. This means all maintenance and updating of the system is automatic if maintenance has been purchased. Backups and customisations will be stored on the cloud. Offline Mode – If the Registrar loses internet connection it will revert to an 'offline mode' that will still allow the device to function, the Registrar Will Sync back to the cloud when a Internet connection is re-established.
<b>User Management</b>	
	Add Users. Edit Users. Remove Users. Add DBS evidence to users. Bulk upload users (csv). Assign users Fire Marshall status. Allow users to receive visitors. Add badge expiration dates to users.
<b>Meetings</b>	
	Arrange meetings through Registrar. Manage attendees. Add custom notification for attendees upon sign in. Invite attendees via email.
<b>Reports</b>	
	In built reports on: All users, users on site, activity over user defined time period, all DBS registered users, DBS visitors on site, cloud evacuation, export to xlsx, email as xlsx.
<b>Backups</b>	
	Cloud backup.
<b>Multiple Sites/Point of Entry</b>	
	Centrally manage multiple Registrar units with one master and multiple slave units. Allow cloud users to select which site to sign in at. Central backup of data to master unit.
<b>MIS Systems</b>	
	Ability to link to multiple school MIS systems including Capita SIMS, Bromcom, Integris, Progresso, Pupil Assett, Scholar Pack, iSAMS & Arbor. Writes back data on student late/early sign in/out. Student and Staff names can be synchronised from MIS.
<b>GDPR</b>	
	Option for visitors to remove their details from the automatically populated fields.
<b>Remote Support</b>	
	Remote technical assistance is available to internet connected Registrar devices.
<b>Back End Access</b>	
	The system back-end can be accessed from any device with an internet connection. Multiple Access levels to admin portal – The backend system management includes access levels for – Administrators, Technicians and Users with different access rights.