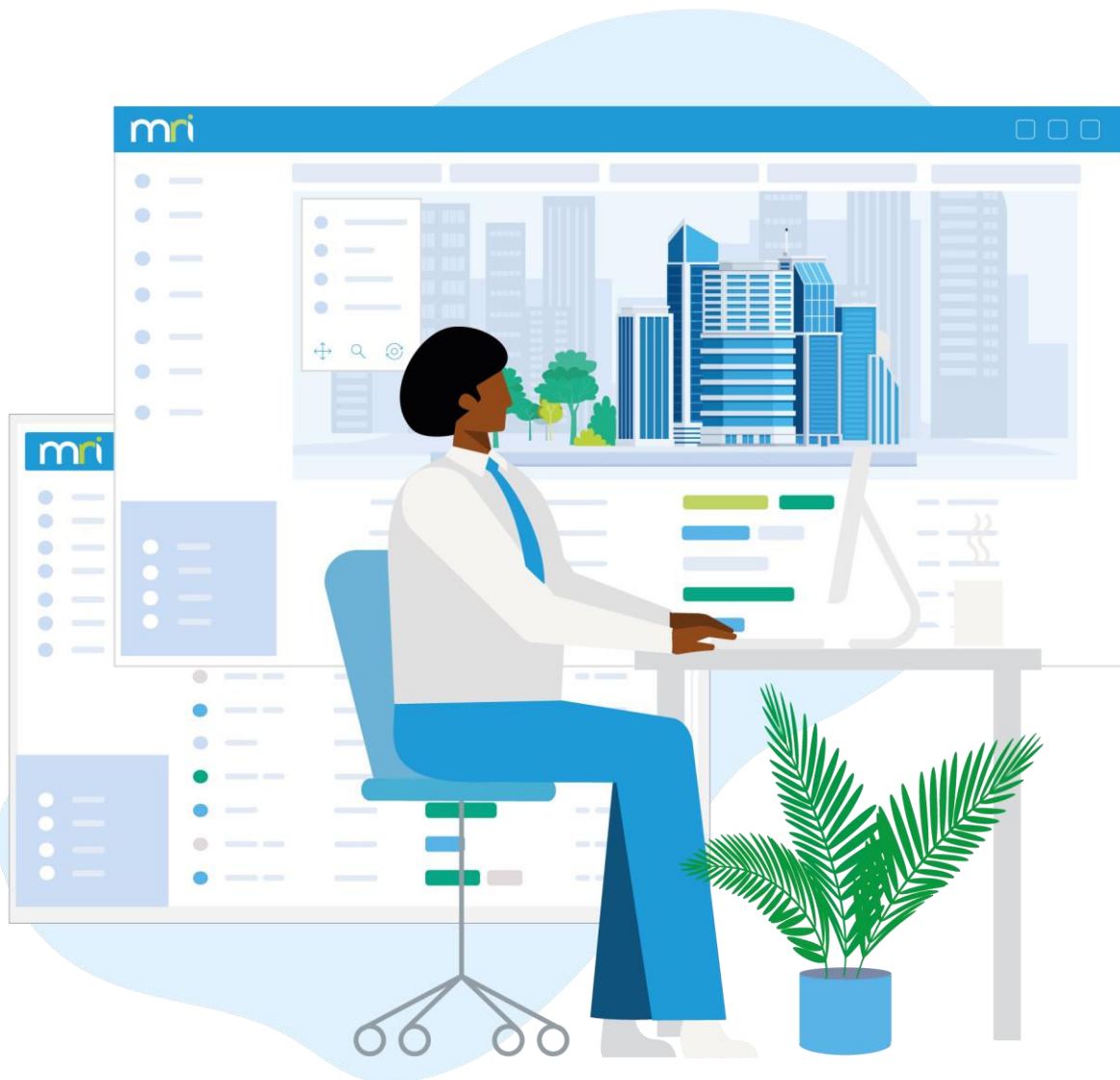


# Feature List



**Last Updated:**  
July 2022

# Contents

Introduction.....	4
Visitor Management.....	5
Visitor sign-in to a location via a kiosk.....	5
Visitor sign-in to a location via a receptionist .....	5
Visitor Sign-out.....	6
Visitor sign-in to a zone within a location via a kiosk.....	7
Visitor Data Capture and Policy Management .....	7
Visitor pre-registration .....	11
Visitor arrival notifications & messaging .....	13
Multi-tenant management .....	14
Kiosks.....	15
Reporting and Dashboards.....	18
Reporting .....	18
Dashboards .....	19
Mobile Apps.....	20
Mobile app: Mobile App for Employees and Contractors .....	20
OnEvac: Mobile Evacuation App .....	22
OnScan: Mobile App for ID scanning by Sign In/Out Manager .....	22
OnSentry: Mobile App for Site Foreman, and Security Guards .....	23
Contractor Management.....	24
How Contractors sign-in to and out of a Location .....	24
Manage contractor organizations .....	25
Insurance management.....	27
Manage contractor profiles – people .....	27
Contractor inductions.....	27
Contractor qualifications.....	28
Employee presence management .....	29
Manage employee profiles .....	29
Employee inductions.....	29
Employee qualifications .....	30

How employees sign-into and out of a location .....	30
Working remotely .....	31
Global roaming.....	31
Key Health and Safety features.....	32
Improve customer & supplier relationships .....	33
For the VIPs.....	33
Additional features.....	33
Asset management .....	33
Identity management.....	34
Tech, account settings and administration.....	35
The basics .....	35
Location settings .....	35
Adding and managing employees and assigning access rights, API and integrations	37
System Platform .....	40
Security and Data Retention .....	40
Licensing and support .....	41

# Introduction

MRI OnLocation provides people presence management software that monitors the safe and secure movements of people through buildings and work sites.

Our powerful, cloud-based solution unites visitors, contractors, employees, and emergency management, enabling organizations to secure their facilities and ensure the safety of every person on-site.

Armed with a rich, unified source of people presence information, our users are empowered to make more strategic, data-driven decisions that mitigate risk, reduce overhead costs, and streamline operations.

OnLocation serves organizations in 46 countries worldwide and manages over 35+ million secure movements through thousands of locations each year.

# Visitor Management

OnLocation understands the need for flexibility to accommodate all types of visitors. Depending on your specific operating environment and needs, visitors can sign-in and out of a location as follows:

## Visitor sign-in to a location via a kiosk

Regardless of your subscription, there is no limit to the number of kiosks in a location. Locate kiosks at different access control points within a location, e.g., main reception, security gates, warehouse entrances.

Feature	Description
<b>Kiosk sign-in - not pre-registered visitor</b>	Visitors can sign-in on any kiosk using the on-screen or USB-connected keyboard or their smartphone for a no-touch solution.
<b>Kiosk sign-in pre-registered visitor</b>	Pre-registered visitors sign-in using the QR code or barcode included with the mobile-friendly invitation (OnPass) sent to them. If you are not using OnPass visitors, enter their name manually, the kiosk will recognize their name from the list of pre-registered visitors due that hour or day. Sign-in is faster and easier for pre-registered visitors.
<b>About Kiosk questions</b>	Configure questions to capture information and the purpose of a visitor's visit in the Administration settings (Note: we detail more about questionnaires later in this overview). You can customize questions for a specific kiosk, not just a location. You may have one workflow for a kiosk at reception and another for the kiosk at the Warehouse entrance.

## Visitor sign-in to a location via a receptionist

All subscription plans can have an unlimited number of receptionist or security guard users at a location. We refer to these users as 'Sign-In/Out Managers', and these users access the application from their browser on their desktop.

Feature	Description
<b>Sign-in visitors that are not pre-registered</b>	The receptionists or security guards can sign visitors in using their preferred browser on their desktop.
<b>Sign-in visitors that are pre-registered</b>	The receptionist or security guard has complete visibility of all pre-registered visitors due that hour, day, week, or month. Visitors can sign-in as individuals or a group in just a few clicks.

<b>Reception sign-in collaboration</b>	Regardless of which Sign In/Out Managers (receptionist or security guard) signs a visitor in, all Sign In/Out Managers at the location have visibility of all visitors signed in.
<b>Language sign-in/out manager</b>	Set the sign-in/out manager language to the receptionist's preferred language. We support Chinese (simplified), Czech, Danish, Dutch, English, Finnish, French, German, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Romanian, Spanish, Swedish, Te Reo, Thai, and Turkish.
<b>Sign in questions</b>	Configure questions to capture information and the purpose of a visitor's visit in the Administration settings (Note: we detail more about questionnaires later in this overview).  You can also add customized questions to meet your organisations specific needs.

## Visitor Sign-out

Feature	Description
<b>Via a kiosk</b>	Via Name Search: Visitors can sign themselves out on 'any' kiosk set up at the location by selecting 'sign out' and entering their name.  Via Visitor Badge Scan: Visitors can scan themselves out on 'any' kiosk setup at the location by scanning their visitor badge on the scanner installed on the kiosk.
<b>Via the receptionist</b>	Via Name Search: Receptionists or security guards can sign a visitor out by selecting 'sign out' and selecting the visitor's name.  Via Visitor Badge Scan: Receptionists or security guards can scan a visitor when a scanner is installed.
<b>Auto sign-out</b>	Administrators can set an auto sign-out time for visitors if they forget to sign-out when they leave; the auto-sign-out time rule will run. e.g., you might make it a rule that all visitors are signed out automatically at 11:00 pm every night.  Reporting auto-sign-outs: Report users have visibility of all visitors that forgot to sign-out and were auto-signed out.
<b>Via touchless</b>	Click the "sign out" button on their phone's browser if still open from signing in or by scanning the QR code on the kiosk.
<b>QR code poster</b>	Display a QR code poster to offer the whole touchless experience for all entry and exit points. Employees and guests sign in or out by scanning the QR code on the poster with their smartphone.

## Visitor sign-in to a zone within a location via a kiosk

In addition to your kiosks at main access control areas, you can also set up kiosks between zones to track movements within your location.

With all of our subscription plans, you can set up unlimited zones (or areas) within a location. You can set up unlimited entry/exit zone kiosks within a location. A zone might be a cold storage chiller in a frozen goods manufacturing plant, a hazardous chemical storage area, or a server room.

Feature	Description
<b>Inter-Zone movements</b>	Using Inter-Zone kiosks, you can: <ul style="list-style-type: none"><li>• Customize questions that are relevant to particular zones.</li><li>• Set up a rule that states a visitor cannot be in a zone longer than x time.</li><li>• Set zone-specific trigger events to improve site safety and security. For example, set a trigger to fire when someone's time elapsed in a zone.</li><li>• Use OnPass and enable photo capture between zones.</li></ul>

## Visitor Data Capture and Policy Management

What you need to know about your visitors will vary greatly depending on the type of organization, the nature of the location the visitor is visiting, and the regulatory obligations you must comply with.

OnLocation offers incredible flexibility when setting up visitor questions and workflow. Mirror question sets and workflow across all locations or personalize them to meet the specific needs of each location.

Feature	Description
<b>Visitor Management Policy</b>	Quickly enable one, some, or all of our 'Basic Questions' and deploy them live to any location in seconds.
<b>Basic questions</b>	Pre-loaded basic questions include: Name, From, Position/Title, Email, Phone, Cellphone, Expected Duration On-site, Need Assistance, Vehicle Registration, Purpose of Visit, and Who are you visiting (host).

<p><b>Custom questions</b></p>	<p>Create 'Custom questions' unique to a location and not covered in the 'Basic questions' list.</p> <p>Answer types can be plain text answers, single choice list, multiple-choice list, memo box, watch a video, NDA, waiver acceptance, image displaying site rule or policy that the visitor must acknowledge.</p> <p>You can set triggers based on the answers to the Custom questions. These can be used for valuable notifications when:</p> <ul style="list-style-type: none"> <li>• a visitor or contractor is coming on-site</li> <li>• the notification sent depends on the answers to specific questions.</li> </ul> <p>Custom questions can be used with the Sign In/Out kiosk, Sign In/Out Manager, and our mobile app.</p>
<p><b>Custom Fields</b></p>	<p>Use Custom Fields to personalize and tailor the data you use, add and store in OnLocation.</p> <p>Custom Fields can be used with employee, contractor, and contractor organization's profiles. This allows you to create and name your own fields. An example could be a checkbox to indicate an employee's eligibility to work or a calendar field to input their date of birth.</p>
<p><b>NDA's, Waivers, and Disclaimers</b></p>	<p>Use kiosk Custom Questions to create a disclaimer to capture your visitor's information and inform them how their data will be used and stored.</p> <p>The visitor can agree to (and sign, if required) the disclaimer as part of the sign-in process. You can combine this with a trigger to deny entry and/or send a notification if the visitor disagrees.</p>
<p><b>Person type specific questions</b></p>	<p>Questions can be set up to be presented to particular (you decide) 'person types' such as "volunteer."</p>
<p><b>Conditional question workflow</b></p>	<p>Create conditional questions based on how a person answers the previous question.</p>
<p><b>Kiosk specific questions</b></p>	<p>If you have multiple kiosks in a single location, you can create different question workflows for each kiosk.</p>
<p><b>Visitor arrival messaging</b></p>	<p>Hosts and/or their support colleagues can be automatically notified when a visitor arrives on-site and/or departs. Notifications can be received in your default language, i.e., Spanish.</p> <p>We support email, SMS, and Push Notifications.</p>
<p><b>Photo capture</b></p>	<p>Photo capture on sign-in and sign-out.</p>
<p><b>Photo capture frequency</b></p>	<p>Photo capture is set to take a new image every 90 days as a default. Alternatively, you can define your own frequency.</p>



<b>Photo capture disclaimer</b>	Set a disclaimer to appear when capturing your visitor's photo (this will show on the Kiosk or to the Sign-In/Out Manager, depending on the sign-in method). In the disclaimer, you can detail your policy for photo capture, including why you are taking the photo, where it is stored, and for how long.
<b>Photo retention policy</b>	Set the retention period for photos captured to comply with any regulations regarding the retention of personal information.
<b>ID Scanning</b>	Scan the visitor's Driver's License, Passport, or generic photo ID, as a form of validated Identification.
<b>Scanned data capture disclaimer</b>	Set a disclaimer to appear when capturing your visitor's data via scanning (this will show on the kiosk or to the Sign-In/Out Manager, depending on the sign-in method). In the disclaimer, you can detail your policy for scanned data capture, including why you are scanning their ID, where it is stored, and for how long.
<b>Scanned data retention policy</b>	Set the retention period for scanned data captured to comply with any regulations regarding the retention of personal information.
<b>Question answer sharing</b>	Answers to one, some, or all questions can be shared with the visitor's host inside their visitor arrival notification email.
<b>Watchlist</b>	Create a watchlist and notify nominated recipients when a person matching the list enters one of your locations.
<b>Messaging and alerts</b>	Set-up alert triggers whenever the data captured matches or aligns with a condition you have defined within the rules. For example, any visitor from one of your top 10 customers signs in and alerts the Head of Marketing.  There are hundreds of conditions and triggers that can be activated.
<b>Enable zone management alerts</b>	Set up zones within a location, then set up alerts to notify people within your organization whenever anyone signs into a particular zone, i.e., server room or R&D facility.
<b>Issue visitor badge passes</b>	Issue a printed visitor badge pass, including visitor name, from, date and time signed in, photo, host name, pass number, duration on-site, evacuation assistance, purpose of visit or default tag, barcode or QR code, and person type.
<b>Make 'Pre-registered Visitors Only' a policy</b>	Set a rule where only pre-registered visitors can sign-in on a self-serve kiosk. If the visitor is not pre-registered and therefore approved and known to a host, the kiosk will not allow them to proceed through the sign-in process.
<b>Make visitor hosting mandatory</b>	Set a policy in your visitor management settings that forces a visitor to select a known host.

<b>Expected duration on-site</b>	If someone is on-site after the expected time, you can enable the 'Expected Duration On-site' question and then set up red flag alerts which trigger when a person is 'due' off-site' and/or 'should be off-site but isn't' and/or is overdue by 'x' minutes.
<b>Card issuance and tracking</b>	Access control card issuance and tracking.
<b>Question response audit</b>	Report users can review answers to questions for audit purposes anytime.
<b>Health and Safety</b>	
<b>Visitor disability identification</b>	Capture details to identify and report against visitors that would need assistance to evacuate the location in an emergency.
<b>Expected duration on-site</b>	<p>You may have a health and safety issue if someone is on-site after their stated time.</p> <p>A powerful tool when coupled with the 'Are You Working Alone?' question.</p>
<b>Acknowledgment notices</b>	<p>Acknowledgment notices allow you to create a notice and publish it to all Kiosks and reception/security guard users to make them aware of an incident on-site. As people sign-in/out, they are presented with the notice, which needs to be acknowledged.</p> <p>Acknowledgment notices can be:</p> <ul style="list-style-type: none"> <li>• Set for presentation during a set time period and a requirement for acknowledging it on every sign-in/out, or just the once.</li> <li>• Audited to identify visitors that did and did not acknowledge the notice. An excellent tool for post-incident reporting.</li> </ul> <p>Use Acknowledgment Notice reports keeping track of the acknowledgment notices presented upon sign-in/out and view responses.</p>

<b>Visitor reporting</b>	<p>Reports can be viewed in real-time. View who is on-site now and who was on-site historically.</p> <p>Applying a wide range of filters gives insight into your visitor activity and presence. View:</p> <ul style="list-style-type: none"> <li>• Details of the access control your visitor signed-in at (main reception, warehouse entrance, etc.)</li> <li>• How the visitor signed in (via kiosk, receptionist, or OnPass)</li> <li>• Who they visited (their host)</li> <li>• Whether they used your visitor vehicle parking during the visit</li> <li>• Indicated they have a disability</li> <li>• Contact details (if captured)</li> <li>• Zones visited</li> <li>• Answers to 'custom' questions</li> <li>• Time of departure</li> <li>• Where they signed out and how</li> <li>• Total time-on-site</li> </ul>
--------------------------	---

## Visitor pre-registration

**Creating unique visitor experiences is not confined to flowers and coffee. Let your visitors know all the details they need to have a great visit and stay in touch with them using OnLocation.**

**When they arrive on-site, pre-register visitors are expected, and their host is known; their details are already registered (by their host).**

**If signing into a kiosk, they are recognized, and they only have to confirm their details, as opposed to having to enter them from the beginning. Save reception time and, most importantly, give your visitor an efficient and easy visitor welcoming experience.**

Feature	Description
<b>Collaboration and team support</b>	Employees can pre-register visitors for themselves and/or on behalf of their team members.
<b>Pre-register individuals</b>	Pre-register individuals to visit any location in your account.
<b>Pre-register groups</b>	Pre-register groups of visitors manually or via CSV import.
<b>Create recurring events</b>	Pre-register visitors and make their visit a recurring event.

<b>Pre-register directly from your calendar</b>	Pre-register visitors to any location in your account directly from your calendar, i.e., Outlook or Google Calendar.
<b>Pre-registration information capture</b>	Before allowing access on-site, request pre-registered guests complete a questionnaire and provide any relevant document, i.e., valid vaccine pass.
<b>Send visitors an automatic email (OnPass)</b>	A visitor confirmation email (OnPass) can include: <ul style="list-style-type: none"> <li>• Date and time of visit and address</li> <li>• Hosts name and contact details</li> <li>• Google map to office location</li> <li>• Arrival instructions</li> <li>• Vehicle parking options</li> <li>• Evacuation instructions</li> <li>• Guest Wi-Fi access details</li> <li>• Recommended local cafes and accommodation</li> <li>• Unique QR/barcode</li> </ul>
<b>Send visit reminder</b>	Send your visitor up to three OnPass reminders before the meeting. The reminder includes the OnPass QR/or barcode.
<b>Pre-print visitor badge passes</b>	Pre-printing a visitor badge pass reduces wait times during the sign-in process and dramatically improves the overall visitor management experience.
<b>Quick sign-in/out via OnPass</b>	Visitors can sign-in/out by scanning their mobile-friendly OnPass at a kiosk or reception.
<b>Send visitors a welcome email or text message</b>	After the visitor signs-in, if you have captured their email address or mobile number, you can send them a 'welcome' message, including links to your social media accounts and other helpful information about your organization.
<b>Send visitor a 'Thank you for visiting' email or text message</b>	After your visitor signs-out, you can send them a 'thank you for visiting' message if you have captured their email address or mobile number.
<b>Frequent visitor management</b>	
<b>Create frequent visitor groups</b>	Employees can create a private frequent visitor list. Pre-register one or more 'frequent visitors' in seconds. A group can consist of one or more frequent visitors.

## Visitor arrival notifications & messaging

**Imagine how many hours your reception or security team spends tracking down employees to advise them that their visitor has arrived. Can't be found? Try their Assistant? Notification management for visitor arrivals saves time, improves reception productivity, and shortens OnLocation ROI.**

Feature	Description
<b>Visitor arrival notifications</b>	Send hosts a visitor arrival notification when their visitor signs in and/or out.
<b>Email, SMS &amp; Push Notifications</b>	Available with all plans. Email - free of charge. No limits or caps. Push notifications - free of charge. No limits or caps. SMS - free within plan limit. Top-up additional charges apply.
<b>Collaboration and team support</b>	The host and/or their nominated support staff can receive the notification. A great feature should all visitor arrival notifications for the CEO go to their Assistant.
<b>Total flexibility</b>	OnLocation account administrators choose who receives email and text notifications. Mix and match as required.
<b>Exceptions management messaging</b>	Send notifications to nominated people based on specific rules. For example: <ul style="list-style-type: none"> <li>• Every time anyone from 'ABC Corp' signs-in send an email to Facilities Management</li> <li>• If a person signs-in to visit anyone in your R&amp;D team, notify security</li> <li>• If a person signs-in outside of 'standard operating' hours, notify security</li> <li>• If a person sign-in during 'curfew' hours, notify security</li> <li>• If a person signs in and enters a specific secure area or zone, like the server room, notify facilities or the IT team.</li> </ul> <p><b>If a person signs in and is entering a 'hazard' zone, like a cool store with an ambient temperature at 'freezing'; notify facilities and repeat the notification if they are not out within 'x' minutes.</b></p>
<b>No host selected notification</b>	Notifications to nominated email and/or text recipients when an employee signs in.
<b>Send visitor a welcome email or text/SMS</b>	Send a 'welcome' message. Include links to your social media accounts and other helpful information.

<b>Send visitor a 'Thank you for visiting' email or text/SMS</b>	Send a 'thank you for visiting' message when a visitor signs out. Include links to your social media accounts and other helpful information.
<b>Contractor authorities and permissions 'Red Flag' messaging</b>	When a contractor signs in and one or more of their qualifications or an induction course has expired and needs to be renewed; have notifications sent to nominated people alerting them.

## Multi-tenant management

**Multi-tenancy supports facilities which 'share' a common lobby reception team tasked with managing visitor, contractor and/or employee traffic from multiple organizations.**

<b>Feature</b>	<b>Description</b>
<b>Multi-tenant Kiosks</b>	<b>Allows visitors, contractor, and employees to sign into or out of a multi-tenanted facility from a kiosk in a shared lobby by selecting the organization first. The kiosk will then guide them through the 'tenant specific' sign-in workflow</b>

## Kiosks

Many locations are best served with self-serve visitor sign-in and out kiosks.

Kiosks are used to help visitors, contractors, and employees self-sign-in/out of locations using:

- Any Windows-based PC (touch screen or non-touch) operating Windows 10 or above
- Windows Surface Pro 3+
- iPad running iOS 10 or above

Feature	Description
<b>Kiosk types</b>	
<b>Unlimited kiosks</b>	There is no limit to the number of kiosks at your location.
<b>Kiosk hardware supported when printing badge passes</b>	
<b>Access control points</b>	Each kiosk can be assigned to a Location Access Control Point within the location. When a visitor, contractor, or employee signs-in/out of the location, the system captures which kiosk and access control point, giving you greater insight into where people arrive and depart – perfect for large multi-entrance sites.
<b>Print sharing</b>	<p>Pre-printing Visitor Badge Passes: Visitors who pre-register employees can have their badge pass pre-printed via a printer installed on a kiosk or a printer installed on the receptionist/security guards (Sign-in/Out Manager) PC.</p> <p>Printing Visitor Badge Passes on the fly: Visitors who are not pre-registered can sign-in on the kiosk and be issued a badge pass directly from a printer installed on the kiosk. Or a Sign-In/Out Manager can sign the visitor in and issue them with a visitor badge pass from a printer installed on their PC.</p> <ul style="list-style-type: none"> <li>• What is kiosk Print Sharing? Kiosk Print Sharing is where the Sign-in/Out Manager does not have a printer installed on the PC, but they do have a kiosk set up and a printer installed. The Sign-in/Out Manager can print a pre-registered visitor's badge pass or sign a visitor in on the fly, and the visitor's badge pass will print at the printer installed on the kiosk.</li> </ul>
<b>Printing options</b>	Print visitor badges using Wi-Fi or Bluetooth.

<b>Kiosk branding</b>	Brand your kiosk with: <ul style="list-style-type: none"> <li>• Welcome screen logo</li> <li>• Different branding - even inside the same location</li> <li>• Choose between a 'light' or 'dark' theme to suit your organization's branding</li> <li>• Customize welcome screen</li> <li>• Dynamic on-screen messaging scrolling</li> <li>• Welcome screen background image</li> <li>• Multiple images that change like a storyboard on the welcome screen</li> </ul> <p>Customize the names you give to user roles (visitors, employees, contractors, and deliveries) to match your standard company or industry roles.</p>
<b>Multi-person type Sign In/Out kiosks</b>	<p>Kiosks can manage different people types. Enable a kiosk to only support visitors, employees, contractor sign-in/out, or a mix.</p> <p>Depending on the role selected, the kiosk will guide the visitor, contractor or employee through a question workflow based on the person type chosen.</p>
<b>Kiosk Health Monitoring</b>	
<b>Status notifications</b>	Auto notification via email and/or SMS when a kiosk loses connectivity with and/or reconnects with OnLocation.
<b>Badge pass stock low notifications</b>	Auto notification when an installed printer is due to run out of labels.
<b>Site security</b>	Improve your site security by utilizing the full power and suite of security features available with your kiosk.
<b>Pre-registered visitors only</b>	Limit visitors' use of kiosks to pre-registered visitors only. Only visitors who are pre-registered are permitted on-site. An unregistered visitor notification is sent to a nominated person to assist.
<b>Make hosting mandatory</b>	Force visitors to select a host when signing in when visitors are required to be escorted/hosted by an employee when on-site.
<b>Host badge authorization</b>	Force a rule that visitor badge passes are only issued 'after' the host comes to the kiosk and authorizes the visitor's entrance.
<b>Kiosk Data Security</b>	
<b>Visitor kiosk data privacy</b>	Set the kiosk to auto-timeout after 'x' seconds if a visitor is distracted part-way through a sign-in or walks away while their personal information is displayed.
<b>Employee kiosk data privacy</b>	Hide employee host list from visitors until the full name of the employee they are visiting is entered - no first name lookups.



<b>Kiosk access security</b>	Each kiosk requires three credentials: <ol style="list-style-type: none"> <li>1. A unique email address.</li> <li>2. A Password.</li> <li>3. A PIN number.</li> </ol>
<b>Remembering returning visitor</b>	Kiosks remember frequently returning visitors. Each kiosk can be configured to remember returning visitors after 10 through 365 days or not to remember.
<b>Returning visitor host remembrance</b>	Kiosks can also remember the previous host of the returning visitor. This setting can be disabled if different employees often host returning visitors.
<b>Pre-printing badge passes from the kiosk</b>	Pre-print visitor badge passes for groups and individuals, reducing visitor wait times.

# Reporting and Dashboards

Data is essential but only if turned into insights and alerts. OnLocation’s reporting function offers valuable insights into who is visiting whom, for how long, how frequently, and much more. Our reporting enhances your health and safety, helps to manage exceptions, and brings life and utility to otherwise static data.

A comprehensive reporting functionality is provided, including:

- Create custom reports using over 30 filters to gain insights into specific activity
- Save custom reports as ‘favorites’
- Download reports as .csv or as PDF

## Reporting

Feature	Description
<b>People presence report types</b>	Visitor, contractor, and/or employee reporting
<b>Evacuation reporting</b>	Run, view and print an evacuation report at a location or for another location (collaboration in an emergency).
<b>Custom questionnaire reporting</b>	View visitor's answers to custom questionnaires during the sign in/out process.
<b>Geolocation tracking and reporting.</b>	<p>Employees and contractors can tag their geolocation from within the mobile app. Displayed anywhere in the world where employees and contractors are.</p> <p>You can choose to:</p> <ul style="list-style-type: none"> <li>• Ask the user if they would like to update their location</li> <li>• Auto send the user’s location upon signing in to a location</li> <li>• Enable GPS tracking for the entire time the user is signed in to a location</li> </ul> <p>The People Presence Report provides you with all the information about a person’s sign-in/out record. In the report, you can view a map with all location points sent by the mobile app while the user was signed in.</p>
<b>Induction reports</b>	Gain insights and visibility into who has and has not been inducted.
<b>Insurance reports</b>	<p>Gain insights and visibility into which organizations have specific insurances in place.</p> <p>Improve the management of contractors and ensure compliance.</p>

<b>Qualification reports</b>	Gain insights and visibility into who qualifications expiring soon, who holds specific qualifications, and who does not.
<b>Questionnaire reporting</b>	See how people are responding to sign-in/out questions.
<b>Notification reporting</b>	Gain insights into the number of text/SMS, Push Notifications, and email notifications sent by date and time.
<b>Scheduling reports</b>	Report on which employees have scheduled to come on-site or who has made bookings in the past.

## Dashboards

**Turn real-time visitor, contractor, and employee presence records into dashboards, allowing critical data visualization.**

- **Replace complexity with insight**
- **Draw attention to important data**
- **Increase interactivity and exploration**
- **Display aggregated counts of the total number of people on-site by type (visitor, employee, contractors, and suppliers).**

<b>Feature</b>	<b>Description</b>
<b>Create custom dashboards</b>	<ul style="list-style-type: none"> <li>• Show the names of people on-site (by type)</li> <li>• Highlight that need assistance</li> <li>• Display a Google Map showing the locations of employees and contractors that are on or off-site</li> </ul>
<b>Multi-location dashboards</b>	<ul style="list-style-type: none"> <li>• A dashboard can display essential information for a single or multiple locations, giving you powerful real-time insights on who is where at each location.</li> </ul>
<b>Unlimited dashboards</b>	<ul style="list-style-type: none"> <li>• Setup a single or multiple dashboard.</li> </ul>
<b>Dashboard hardware</b>	<ul style="list-style-type: none"> <li>• Much like those airport flight arrival and departure boards, you can also set-up a monitor to display the OnLocation dashboard.</li> </ul>

# Mobile Apps

We recognize workforces today are both mobile, agile, and flexible. Incorporate our mobile apps to help manage your organization's site safety and security.

## OnLocation Mobile for Employees and Contractors

OnLocation Mobile allows you to communicate important safety notices with everyone on-site instantly, know who's working alone or at risk, have the confidence you can locate everyone quickly and efficiently in the event of an emergency, and create a hybrid workplace that works for you and your team.

OnLocation Mobile is natively built for iOS and Android and can be added as a widget to smartphones for quick and easy sign in/out.

Feature	Description
<b>Automatic, location-based sign in</b>	Using your locations geofence users who cross the geofence will be automatically signed in or out when they leave.  Bluetooth beacons can make auto sign in/out even more accurate for built-up locations.
<b>Emergency SOS alerts</b>	Employees and contractors can activate an SOS alert when they need immediate assistance. SOS responders are alerted in real-time with the information needed to provide help as quickly as possible. Including who triggered the alert, their mobile number, location, date, and time of the alert.
<b>Instant messages</b>	Share instant messages with everyone on-site to alert employees and contractors to hazards and important notices. These could alert everyone on-site that you have an intruder in reception, damage in a stairwell, or spillage on the factory floor - the options are endless. Instant Messages can be sent via text/SMS, Push Notification, or email. Separate Acknowledgment Notices can be set to ensure everyone has received and read important notices when they sign in/out.
<b>Working alone and remote workers</b>	Take the complexity out of managing and monitoring employees or contractors working remotely or in at-risk situations. Using app, they can log their hours and update their geolocation. Allowing nominated safety contacts within your organization to track their location and ensure employees and contractors are always safe

<p><b>Know what's happening on-site</b></p>	<p>As a critical function in the safety and security of your location, those employees who have the Safety Operator Employee role type can receive alerts of events happening on site.</p> <p>For example, a Facility Manager with the Safety Operator role type can receive alerts whenever contractor signs in via the app, allowing them to meet and greet and talk through job details. Set up alerts for Safety Operators when a contractor attempts to sign in and has an expired induction or insurance.</p> <p>The Safety Operator will also receive alerts (if necessary) detailing those who require evacuation assistance in an emergency or when an SOS alert is triggered.</p>
<p><b>Location tracking with Follow Me</b></p>	<p>Keep those on-site or working remotely safe using Follow Me to track their location. Follow Me can be used in a number of ways depending on your organization's needs; send a geolocation update, follow continuously on-site, or follow continuously between sites.</p> <p>This feature helps you account for everyone in the event of an evacuation and check in on the movements of those working in high-risk areas. Once an employee is off-site, tracking ends.</p>
<p><b>Manage on-site access</b></p>	<p>Employees and contractors can sign in using a unique QR code saved in their app to speed up the kiosk's sign-in process - an excellent option for contractors if you don't want to print badges. Those with the app can then also receive Instant Messages.</p>
<p><b>Always have visibility</b></p>	<p>The mobile app is backed with extensive reporting to ensure you always have visibility of employee and contractor movements within your organization. Through reporting, you'll be able to gain valuable insights and locate a person if an SOS alert is activated. Reporting isn't just about who's on and off-site - you can also report on who has or hasn't acknowledged a notice or the geolocation of those in your duty of care.</p>
<p><b>Desk booking</b></p>	<p>Empower your employees to reserve their desks to collaborate safely when working on-site. Upload your custom floor plan, and segment your location into zones to help employees find suitable desks. It's not just about desks either, use zones to offer other bookable spaces you want employees to reserve, such as car parking or a bike rack.</p> <p>Booking reservations are quick and efficient, allowing employees to reserve a desk in advance through OnLocation Mobile, or during sign-in, enabling your organization with the flexibility to foster a hybrid workplace culture.</p>

<b>Employee scheduling</b>	<p>Equip employees with the capability to schedule when they will work on-site and enable your flexible workplace. Staff can quickly manage their next working day, week, or month with multiple bookings through OnLocation Mobile.</p> <p>Your workplace gains visibility of expected numbers with new reports, giving detailed insights into your workplace occupancy. With our automated features, you can deny schedules or get alerts when reaching max capacity, allowing you to size your physical workspace to align with employee needs and occupancy levels.</p>
----------------------------	---

## OnEvac: Mobile Evacuation App

Do roll calls quickly and effectively, mark separate zones cleared, and send bulk #AreYouSafe? messages during an evacuation. Remove the need to remember a visitor's book or print off a list of people at a location during an emergency.

OnEvac is a mobile web application designed to be used from a smartphone or tablet. It works with iPhone, Windows, and Android devices (tablets and phones), and an internet connection is required. OnEvac users (operators) are usually the safety marshals or fire/floor wardens at a location.

Feature	Description
<b>Roll-call employees, visitors, and contractors</b>	Roll call employees, visitors, and contractors can swipe their names from the present on-site list when deemed safe.
<b>Alternative to verbal roll-call</b>	Send everyone on-site a request via text/SMS to confirm they are safe in just a few clicks. They reply with SAFE, which auto-removes them from the list of people you need to verify via the manual roll-call option.
<b>Manage people who aren't accounted for</b>	If someone replies with anything other than SAFE (e.g., "Help! I am stuck in the lift"), their response is relayed to all OnEvac users via the in-app messaging feature.
<b>Zone clearance status</b>	Record the zones cleared.
<b>Fire/floor/safety warden collaboration</b>	Collaborative in-app chat between verifiers.
<b>Reporting</b>	Post-evacuation reporting.

## OnScan: Mobile App for ID scanning by Sign In/Out Manager

OnScan is our mobile application to streamline and manage the capturing of visitors' photo ID. Validate visitors' identity, removing any guesswork, ensuring only those allowed on-site gain access.

Feature	Description
<b>ID scanning</b>	Scan the visitor's driver's license, passport, or generic photo ID as a form of validated identification.
<b>ID verification</b>	Choose different methods for ID verification. Scan and capture or enter manually.
<b>Increase productivity</b>	Quickly and accurately sign in new visitors by scanning their photo ID instead of entering manually.

<b>Data verification frequency</b>	Define how often a returning visitor's ID needs to be scanned and captured.
<b>ID retention policy</b>	Set how long a copy of a visitor's scanned ID is kept before deleting. The default is 90 days.
<b>ID capture instructions</b>	Customize the instructions shown to visitors on the kiosk of your policy and how to have their ID scanned.
<b>Customize captured information</b>	Customize the information you capture when you scan your visitor's ID, i.e., date of birth, address, and signature.

## OnSentry: Mobile App for Site Foreman and Security Guards

**OnSentry is OnLocation's mobile application to manage employee and contractor movements where a mobile app is best suited to the environment.**

**Typically, it is used on construction sites and in high-security facilities to tag people into and out of the facility or site.**

**With OnSentry, users can perform one, some, or all of the following three tasks depending on the rights granted by an Administrator;**

- **Tag employees and contractors on or offsite**
- **Look up an employee's or contractor's profile to validate their identity**
- **Switch employees and contractor's between zones within a location**

**OnSentry is available as a native application for Android only and is available in the Google Play store.**

<b>Feature</b>	<b>Description</b>
<b>Tagging on/off-site</b>	Employees and contractors can be signed into a site by name, scanning their RFID or barcoded ID card. This creates a real-time evacuation list.



# Contractor Management

Manage contractor's presence rights to be on-site, understanding site rules and SOPs, competencies, insurances, and qualifications.

## How Contractors sign-in to and out of a Location

Feature	Description
<b>Mobile app</b>	<p>Contractors can sign-in and out of a location with our app on iPhone, Android, or our webapp on Windows phones.</p> <p>Users are presented with sign-in questions right from the app and can flag things like:</p> <ul style="list-style-type: none"> <li>• The zone they are entering</li> <li>• If they are working alone</li> <li>• Expected duration on-site</li> </ul>
<b>Sign-in kiosk</b>	<p>Setup one or more kiosks using a touchscreen Windows PC's, Windows tablets, iPads, or standard keyboard and mouse (non-touch) Windows PC's.</p> <p>Kiosks can be at different access control points like reception, security gate, or warehouse entrance. When contractors sign-in notify their host of the kiosk, they signed in at.</p> <p>Refer to audit logs that include where, when, and how contractors signed in and out.</p>
<b>Reception controlled access for contractors</b>	<p>Reception can search for approved contractors to sign them in or out.</p>
<b>Auto sign-in and out times</b>	<p>Set auto sign-out times for contractors if someone forgets to sign-out during the day.</p> <p>See logs of who and when a contractor signed out and a red flag if auto-signed out.</p>
<b>Reception controlled access for contractors</b>	<p>Receptionists can search for an approved contractor and sign them in/out.</p>
<b>Token/access card integration</b>	<p>Contractors can quickly scan in/out at a kiosk with a token or access card. Contractors can scan using an assigned ID card or token (barcode or RFID supported).</p>
<b>Access control integration</b>	<p>Track who's on-site via an integration with the access control system.</p>

<b>Access denied</b>	Set specific days and times that contractors are allowed on site. If access attempted outside of the scheduled time, they would not be gained access.
<b>Banned access</b>	Set a contractor's status to banned if they pose a risk or are no longer allowed entry to your facility.

## Manage contractor organizations

**Get control of which contractors have site access permission. Ensure everyone is approved, carries the proper certifications, and understands health and safety policies.**

Feature	Description
<b>Manage organizations</b>	<p>Manage site visits from organizations that provide a service to you. Set-up specific permissions for their people (referred to as members in the app).</p> <ul style="list-style-type: none"> <li>• An example of an organization might be Joe's Electrical</li> <li>• An example of a member might be John Doe, HeadElectrician at Joe's Electrical</li> <li>• John is an employee of Joe's Electrical. You would refer to John as a contractor.</li> </ul>
<b>Organization profile information</b>	Maintain accurate profile information of each contractor organization. Information includes Legal Entity Type, Name of Organization, Trading As, Legal Identification, Phone Number, Email Address, Address, Country.
<b>Contractor Portal</b>	Empower your contractors to add and manage information and upload supporting documents for their organizations and members. Set up trigger alerts to notify you, or a member of the related organization, when certain information or documents are updated. Grant provider members permission to add or delete members from their organization.
<b>Manage location access permissions</b>	Grant specific location access rights and permissions to each organization. These can be to one, some, or all locations. Contractors can be denied entry permission based on their organization's profile.
<b>Red flag alerts</b>	Setup 'red flag' alerts via the triggers function, which notifies nominated people that an unapproved person is attempting to enter the location.

<p><b>Groups and categories</b></p>	<p>Organize your contractor organizations into categories and groups; e.g. You might create a category titled 'Facilities &amp; Building Services. You might create four groups within this category- Electrical, Maintenance, Waterworks, and Cleaning.</p> <p>Joe's Electrical, as an example, would fit into the group titled 'Electrical' and, by association, the category titled 'Facilities Services.'</p>
<p><b>Categories and groups can be used to assign specific Triggers to ('red flag' alerts).</b></p>	<p>Apply a trigger when:</p> <ul style="list-style-type: none"> <li>• Any member belonging to a specific organization signs-in or</li> <li>• Any member signs-in who belongs to any organization in a category or group.</li> </ul>
<p><b>Categories and groups are also used when assigning members to an eLearning Induction Course.</b></p>	<ul style="list-style-type: none"> <li>• Let's say you create an induction course called 'Working from Heights'. The members that must complete this course could be 'every' member, regardless of which organization they represent. However, it makes more sense to require those members who do 'height work' to complete the course.</li> <li>• Using the categories and groups function, you would create something like 'WorkTask Types'. Create one or more groups within this category e.g. 'Height Workers', 'Confined Space Workers', 'Chemical Handling Workers' etc.</li> <li>• When you create the eLearning, course titled 'Working from Heights' you would set the 'Learners' to be all members who are linked to an organization that is in the Group titled 'Height Workers'.</li> <li>• Every member only has 'their' specific job-related eLearning courses recorded against their name</li> </ul>

## Insurance management

Feature	Description
<b>Insurance management</b>	<ul style="list-style-type: none"> <li>Record insurance details of each organization</li> <li>Set reminders for renewal notices</li> <li>Upload supporting documentation</li> </ul>
<b>Red flag alerts</b>	<ul style="list-style-type: none"> <li>Set-up rules to deny access if insurance policy(s) have expired or don't exist.</li> </ul>
<b>Insurance reporting</b>	<ul style="list-style-type: none"> <li>Run reports or audits on insurance details like status and renewal dates.</li> </ul>

## Manage contractor profiles – people

Feature	Description
<b>Manage profiles (contractors and suppliers)</b>	Record and manage the profiles of people who work for contractor organizations (members of the OnLocation app).
<b>Profile info includes</b>	Record Name, Organization, Title/Position, Mobile, Phone, Extension Number, In Case of Emergency Number (ICE), Business Email, Alternative Email, Photo
<b>Manage access permissions</b>	Grant location access rights and permissions on an individual basis. Useful when you are a multiple location organization.

## Contractor inductions

Feature	Description
<b>Keep accurate records of induction courses completed</b>	Record compulsory induction courses for approved contractors. Record the date and time they completed the course and track the next renewal (if applicable).
<b>Create eLearning courses</b>	<p>Turn paper-based or PowerPoint induction courses into dynamic eLearning.</p> <ul style="list-style-type: none"> <li>Include images, videos, questions, and test scoring in each course.</li> </ul> <p>Have your learners complete course(s) remotely or from an induction course kiosk set-up.</p>
<b>Red flag alerts</b>	Set-up rules to deny people who haven't passed a specific course or need to renew course access to the site.
<b>Induction reporting</b>	Run reports such as (renewal dates) on Induction Courses.

## Contractor Certifications

Feature	Description
<b>Record certifications</b>	<p>Record the certifications of a contractor or supplier, including</p> <ul style="list-style-type: none"> <li>• Date and time, they were issued or passed the certification</li> <li>• Upload any supporting documentation or reference numbers as evidence</li> </ul>
<b>Red flag alerts</b>	<p>Set-up rules to deny access to people who don't hold a specific or expired certification.</p>
<b>Certification expiry notices</b>	<p>Automatically notify Certification Owners and Holders that their qualifications are about to expire and prompt to update.</p>
<b>Certification reports</b>	<p>Run reports on certification renewal dates, and filter by status, category, type, audience, and qualification name.</p>
<b>Verification</b>	<p>When a certification is set up, the owner can choose if it requires verification and who has permission to verify it.</p>
<b>Request certifications at sign-in</b>	<p>Ask contractors to provide certification documents while signing in. The question is linked to a contractor certification in OnLocation.</p> <p>You can choose which details they're asked to provide. You must select at least one option:</p> <ul style="list-style-type: none"> <li>• Certification number</li> <li>• Valid from</li> <li>• Valid to</li> <li>• Document upload</li> </ul>

# Employee presence management

## Manage employee profiles

Feature	Description
<b>Manage employee profiles</b>	Record Name, Alternative name (alias), Title/Position, Mobile, Phone, Ext Number, Business Email, Photo, Zone they work in, Department they work for.
<b>Manage location permissions</b>	Set permissions for employees to manage visitors on a per-location basis.

## Employee inductions

Feature	Description
<b>Induction management</b>	Induct employees with eLearning.
<b>Keep accurate records of courses completed</b>	Record the date and time employees completed the course and track the next renewal date (if applicable).
<b>Create eLearning courses</b>	Upload existing induction material and add to an eLearning course. Include images, videos, questions, and pass scores of courses. Send employees courses to complete from any computer or from an induction course kiosk.
<b>Red flag alerts</b>	Set-up rules to deny access for those who have not passed a specific course, 'any' course, or if a course needs to be renewed.
<b>Induction reporting</b>	Run related reports such as renewal dates.

## Employee certifications

Feature	Description
<b>Certifications management</b>	Make sure employees are compliant with necessary qualifications.
<b>Record certifications</b>	Record the date and time qualifications were issued or earned. Upload any supporting documentation as evidence.
<b>Red flag alerts</b>	Set up rules to deny access to employees who don't hold specific or current qualifications.
<b>Certification reports</b>	Run reports on certification renewal dates, and filter by status, category, type, audience, and certification name.
<b>Certification expiry notices</b>	Automatically notify Certification Owners and Holders that their qualifications are about to expire and prompt to update.
<b>Verification</b>	When a certification is set up, the owner can choose if it requires verification and who has permission to verify it.
<b>Request certifications at sign-in</b>	<p>Ask employees to provide certification details while signing in. The question is linked to a contractor certification in OnLocation.</p> <p>You can choose which details they're asked to provide. You must select at least one option:</p> <ul style="list-style-type: none"> <li>• Certification number</li> <li>• Valid from</li> <li>• Valid to</li> <li>• Document upload</li> </ul>

## How employees sign-in and out of a location

Feature	Description
<b>Employee mobile app</b>	<p>Allow sign-in and out with our free mobile app on iPhone and Android phones, or by using our web app on Windows phones or automatically when they enter your geo-fence.</p> <p>App users are presented with sign-in questions right from the app. Employees can tag:</p> <ul style="list-style-type: none"> <li>• The zone they are entering</li> <li>• If they are working alone</li> <li>• Expected duration on-site</li> </ul>

<p><b>Via a kiosk</b></p>	<p>Set-up one or more kiosks. Kiosks can be a touchscreen Windows PC, Windows tablet, standard keyboard and mouse, Windows PC, or iPad.</p> <p>Kiosks can be located at different access control points; like Main Reception, Security Gate, Warehouse Entrance. The audit records generated include 'where' they signed in and out of when employees sign in.</p>
<p><b>Reception controlled access for employees</b></p>	<p>Receptionists can search for any employee to sign them in or out.</p>
<p><b>Auto sign-in and out</b></p>	<p>Set separate auto sign-out times for employees.</p> <p>You can view which employees signed-out when and by method, including a flag that indicates if they were auto-signed-out.</p>
<p><b>Token/access card integration for easy scan in/out by an employee</b></p>	<p>Employees can scan in using an assigned ID Card or token (barcode or RFID supported).</p> <p>Track who's on-site via our Brivo access control system integration.</p>



## Working remotely

Feature	Description
<b>Global roaming</b>	<p>Manage your employee's wellbeing and your duty of care when working remotely.</p> <p>Employees can sign in when working from home, a remote site, in the community, or from the road. Using this feature, you can see:</p> <ul style="list-style-type: none"><li>• When an employee is signed in to work remotely</li><li>• Communicate remote worker specific messages and acknowledgment notices</li></ul>

## Global roaming

Feature	Description
<b>Global roaming</b>	Global roaming allows you to give an employee access to multiple locations.
<b>Non-host employee</b>	<p>Employees can be added to a global locations employee list but will not appear as a potential 'host' for visitors signing-in.</p> <p>This list could be used to add a visiting employee from another location for evacuation purposes only or when an employee goes on extended leave.</p>
<b>Employee hosting employees</b>	Other employees can host employees traveling between your locations.

# Essential Health and Safety features

Feature	Description
<b>Evacuation management</b>	Verify the safety of people during an evacuation using the OnEvac mobile app.
<b>Incident and hazard management</b>	Use 'Acknowledgment Notices' to require visitors, contractors, and employees signing in/out of a location to confirm their awareness of an incident or hazard.  Present 'Acknowledgment Notices' via a Kiosk, receptionuser, or the mobile app.
<b>Lone worker management</b>	If the user is working alone, they can flag this during the sign-in process. They can also specify a 'zone' or 'area' they work alone in. This can trigger a 'red flag' event that notifies nominated people that someone is working alone.  A lone worker can be sent reminders to sign-out at pre-set times. Nominees can be notified if someone is overdue to sign or tag out.
<b>Well-being management</b>	Set-up alerts and systems to check on the wellbeing of visitors, staff and contractors at a location or if they are working remotely.
<b>Alert messaging</b>	Set up 'red flag' alerts that go to the visitor, contractor, employee and/or nominated people. Red flags can be anything from a person who is overdue, to sign-out or working alone, to someone entering a specific zone.
<b>Watchlist</b>	Create a Watchlist using our 'Triggers' Add-on. Set-up alerts when someone signs in with any details that match criteria in your Watchlist (i.e. name, organization, mobile number or part of an email address).  Notify security of people who aren't permitted on-site or deny access at the kiosk.
<b>Health and safety Twitter posts</b>	Set-up a Twitter account called @Incidentsatyourcompany and use triggers to send visitors and contractors a link to your latest posts after they sign-in.
<b>Panic Alarm management</b>	Set-up Panic Alarms that are triggered by reception via the kiosk, or via the app on their desktop.  Nominated panic alarm responders are notified immediately and asked to go to the kiosk and/or the reception area where the panic alarm was activated.
<b>Vaccine pass verification (NZ ONLY)</b>	Automatically validate employees, visitors, and contractors vaccine status against the New Zealand Vaccine Pass. Automatically decline entry if the pass is not valid.

# Improve customer & supplier relationships

Feature	Description
<b>Engage visitors through your social media accounts</b>	<p>Display social media account details on the kiosk as part of the sign-in process for visitors and contractors.</p> <p>For visitors that enter an email and/or cellphone number during the sign-in process, send them a social media account handle as a link so they can follow with a simple click.</p>

## For the VIPs

Feature	Description
<b>Notify those that need to know when a VIP signs-in</b>	<p>Create a VIP Watchlist (for highly valued existing customers, a potential customer you are pitching to, or a major supplier) and set-up alerts for when one signs in.</p> <p>Use the VIP Watchlist to automatically notify specific people about the VIP's sign-in.</p>

# Additional features

## Asset management

Feature	Description
<b>Track and manage assets</b>	<p>Many organizations issue assets such as a high-vis vest or keys to people at a location.</p> <p>You can easily manage the issuance of assets to your people by:</p> <ul style="list-style-type: none"> <li>• Creating an inventory of the assets you issue out to people and put them into categories (groups and types)</li> <li>• Monitor who is lent the asset and how long they have it</li> <li>• Monitor overdue assets</li> </ul>
<b>Asset reporting</b>	<b>Report on the history and movement of assets.</b>

## Identity management

Feature	Description
<b>About identity management</b>	<p>Track the presence of people (not classed as 'visitors') into and out of operating locations. Doing so allows you to maintain an accurate evacuation list of all people on-site, not just visitors.</p> <p>One of the easiest ways to do this is to issue the person with a barcode or RFID enabled token, like an ID card.</p> <p>This enables employees and contractors to simply tag on and tag off with an easy swipe, or scan of their issued token.</p>
<b>Issue and track cards and tokens issued to people</b>	<p>You can record the token type (RFID or Barcode enabled) issued to an employee or contractor.</p>
<b>Express tag on/off</b>	<p>Employees and contractors can quickly scan into and out of a location by scanning their token at a kiosk.</p>
<b>Background sync</b>	<p>Enabling speeds up employee sign-in using token scanning by switching your kiosk into a background sync mode. This will gradually sync all sign-in/out information from the kiosk with OnLocation over time, instead of syncing before allowing the next person to sign-in/out.</p>
<b>Tag on/off and answer questions</b>	<p>Employees and contractors can scan in/out of a location using a kiosk and as they tag on to be presented with questions they must respond to.</p>
<b>Reporting</b>	<p>Report on when a token (card) was used, including date, time, location name, and which kiosk they used.</p>

# Tech, account settings, and administration

## The basics

Feature	Description
<b>Account branding</b>	Apply your organization's custom colors and branding to the user account interface.
<b>Add employees</b>	You can: Manually manage, add or update employees Use SyncPortal to sync with Active Directory, any third-party app, or to import or update employee records via CSV
<b>Add locations</b>	Add and manage new locations anywhere in the world in minutes from the Administration dashboard.
<b>Assign user roles</b>	Grant access and assign users to specific user roles. Userroles define a level of access and accessibility to specific functions within your account.
<b>Audit</b>	Access visitor records removed by other users.
<b>Localization</b>	Global time zone and calendar support.
<b>Multi-location keyboard</b>	Switch your kiosk keyboard layout to match your preferred language allowing visitors to sign-in using their native language.
<b>Multi-location support</b>	Manage multiple locations worldwide. Create custom workflows for each location.
<b>Setup custom email signature</b>	Allow location specific email signatures.
<b>Settings management</b>	Administrators can personalize the settings for visitor, contractor, and employee management.
<b>Text/SMS log reporting</b>	Review text/SMS charges by location.

## Location settings

Feature	Description
<b>Location setup</b>	Administrators can set-up any location, anywhere in the world, in minutes.
<b>Name your locations</b>	Name your location anything you want (Corporate Headquarters, Branch office, Logistics, and Distribution).

<b>Timezone personalization</b>	There are many areas of your OnLocation account where we record the date and time of an event.
<b>Date format personalization</b>	Choose from: dd/mm/yyyy mm/dd/yyyy
<b>Time format personalization</b>	Choose from: AM/PM (e.g. 5:00 PM) 24-hour clock (e.g. 17:00)
<b>Add departments</b>	Assign employees to their specific departments.
<b>Create zones</b>	Create zones or areas within your location. Allows you to track people presence through zones.
<b>Create access control points</b>	Access control points are physical places within a location where people sign-in/out of. Typically, where a kiosk or receptionist is located (e.g., main reception, warehouse entrance). Run reports on where people enter and exit your premises.
<b>Auto sign-in and out settings</b>	Set separate auto sign-out times for visitors, contractors, and employees. If a person forgets to sign-out during the day, the auto-sign-out time rule will run.  You can view which people signed-out when and by method, including a flag that indicates if they were auto-signed-out.
<b>Automatically erase visitors</b>	Specify if visitor records will be automatically erased. Visitor records can be set to automatically erase after 7, 30, 90, or 365 days. Erasing personal information anonymizes your sign-in/out data, not affecting your people's presence statistics.
<b>Set maximum occupancy limits</b>	The maximum number of employees and guests (visitors and contractors) permitted on-site at any one time. If you are about to breach or have breached this setting, facilities management can be automatically notified.
<b>Set standard operating times</b>	Define your standard operating hours so you can set rules around people signing in, outside of, or within these times.
<b>Set curfew hours</b>	Define the hours people should not be on-site, then set-up rules and alerts if people sign-in within these hours.

## Adding and managing employees and assigning access rights

Feature	Description
<b>Manage employee presence</b>	Track employee movements into and out of your locations.
<b>Adding employees</b>	Manual management of employees and/or sync with Active Directory, and/or use our API to sync with your other apps and/or import via CSV.
<b>Report on employee movements</b>	Report on employee movements at a location.
<b>Assign employees user roles</b>	User access is role-based. Administrators can grant users access to specific roles.
<b>Account owner</b>	Highest level user, single Account Owner. Manages account level settings, activates Add-ons, and enables Integrations.
<b>IT Support</b>	Rights to the Security and Employee Management functions within your account. This role is designed to support Account Owners from an IT perspective.
<b>Administrator</b>	Administrators manage specific location level settings including adding employees, granting user roles and access, and customizing visitor, contractor, and if applicable, employee sign-in and out rules.
<b>Asset Manager</b>	Can set-up assets inventory and issue assets to visitors, contractors, or employees.
<b>Identity Manager</b>	The Identity Manager can set-up Tokens (Barcode, RFID, Photo ID, etc.) and issue and manage Tokens.
<b>Induction Manager</b>	The Induction Manager can manage Induction Courses and Induction Course Participants, and view reports, globally or for a single location.
<b>Sign In/Out Manager</b>	Generally assigned to reception, lobby, and security personnel. They can access tools to allow them to manage and track the presence of people on-site.  The Sign In/Out Manager can be given additional access to become a Multi-Tenant Sign In/Out Manager.
<b>Reports User</b>	Access rights to reporting functionality.
<b>Contractor Manager</b>	Manage contractors and suppliers, collectively referred to as contractors.
<b>Certifications Manager</b>	Can create and manage the certificates, courses, and certifications which are collectively referred to as 'Certifications'. Assign a user access to all certifications in all locations or restrict them to only managing specific locations or certification types.
<b>Triggers Manager</b>	Setup and manage 'red flag' rules and alerts based on 'conditions' being met when people are on-site.
<b>OnPass Manager</b>	Users can set up and configure the OnPass template for the locations they are authorized to access.
<b>Employee</b>	Login and access the basic employee role functions such as pre-registering visitors and managing their own profile.

<b>Granting access rights to employees</b>	Administrators can grant employees access to your OnLocation account with control or limits, and whateach user can access.
<b>Revoking access rights to employees</b>	Administrators can revoke an employee's access rights.
<b>Non-Host employee</b>	<p>Employees can be added to a global locations employee list but will not appear as a potential 'host' for visitors signing-in.</p> <p>This list could be used to add a visiting employee from another location for evacuation purposes only or when an</p>

## API and integrations

Feature	Description
<b>API</b>	<p>Use our RESTful <a href="#">API</a> to build integrations to leverage your data, users, contractor organizations and much more.</p> <p>Our API currently supports JSON or XML data and is chosen via the Accept and Content-Type headers.</p>
<b>SyncPortal</b>	Ensure all current employee and user lists are in sync when using Microsoft Active Directory (AD) or similar. Instead of managing your employee list in your OnLocation account CSV imports and updates sync your user database with your OnLocation account.
<b>Login URL</b>	<a href="https://login.whosonlocation.com/">https://login.whosonlocation.com/</a>
<b>Single sign-on (SAML)</b>	Single sign-on enables users to access their business applications based on their organizational account in Active Directory. Single sign-on enables users to authenticate an application using one (single) organizational account.
<b>Brivo access control integration</b>	Automatically have your <a href="#">Brivo</a> entry and exit transactions sync with your OnLocation account. Always have a real-time record of who is on-site in your evacuation list.
<b>Deputy workplace management integration</b>	Connect OnLocation with <a href="#">Deputy</a> and gain visibility of who is on-site in an emergency so you can accurately and quickly verify employees' safety in an emergency.
<b>Webhooks</b>	Use webhooks to transfer data in real time. Update your systems instantly, as soon as someone signs in or out of your organisation and connect OnLocation to a huge range of third-party apps.
<b>Alcoholizer</b>	Integrate your Alcoholizer with your OnLocation account to add alcohol and drug testing to your sign in process. Anyone that has alcohol detected is denied access and a notification sent alerting the relevant people.



**Alexa for Business**

Connect Alexa with your OnLocation account to use Alexa as your virtual assistant. Use triggers to make an on-site audio announcement. Triggers an announcement message that can be customized to meet your exact needs.

# System Platform

Feature	Description
<b>Software service platform</b>	Cloud SaaS.
<b>User access browser supported</b>	IE (latest version and 2 previous versions supported) Firefox Google Chrome Safari
<b>Login URL</b>	<a href="https://login.whosonlocation.com/">https://login.whosonlocation.com/</a>
<b>Single sign-on</b>	SAML
<b>Employee access</b>	Employee user access via any browser from their own PC or workstation.
<b>Unlimited employee hosts and users</b>	Unlimited users with every plan; Including unlimited employee hosts, receptionist users, Administrators, and other user role types.
<b>Adding employees</b>	Add manually through administration applications, or Sync with your Active Directory, import via CSV, or use our API to interface with your preferred employee management system.
<b>Unlimited Kiosks</b>	Deploy as many kiosks as you like to any location.

# Security and Data Retention

Feature	Description
<b>Password transmission</b>	HTTPS encrypted.
<b>Support for OWASP, HIPAA, and Sarbanes-Oxley best practice</b>	Password strength management. Password forced reset policies. Login attempts limited to 3 before a 5-minute lockout activates.
<b>Other practices</b>	Block IP address after too many attempts.
<b>Hosting</b>	ISO, SOC 1 and 2 Accredited Data Centers
<b>GDPR Compliant</b>	Yes
<b>ISO27001</b>	Certified 2019
<b>Data retention</b>	Your data will never be deleted as long as you are a customer
<b>Data backup</b>	Included in license

# Licensing and support

Feature	Description
<b>Subscription term</b>	12 months.
<b>Pricing model</b>	A single subscription account can have one or more locations under the account. Each location is on an individual price plan.
<b>Pricing plans</b>	USD, AUD, GBP, CAD, EUR, and NZD currencies. Full pricing details can be viewed <a href="#">here</a> .
<b>Flexible payment options</b>	Pay by credit card, or invoice by Direct Credit Payment(wire).
<b>Feature updates</b>	Updates included with licenses.
<b>Support included with subscription</b>	Online helpdesk, guides, video tutorials, how-to's included, unlimited online training with a support person, chat with support, and track tickets.