

Whos  On. Location

Feature List

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Introduction

WhosOnLocation 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 visitor, contractor, employee 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.

WhosOnLocation serves organizations in 31 countries around the world and manages over 25 million secure movements through thousands of locations each year.

Visitor Management

WhosOnLocation 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. Kiosks can be located at different access control points within a location, e.g. main reception, security gates, warehouse entrances.

Feature	Description
Kiosk sign-in - not pre-registered visitor	Visitors can sign-in on any Kiosk using the on screen or USB connected keyboard.
Kiosk sign-in - pre-registered visitor	<p>Pre-registered visitors sign-in using the QR code or barcode included with the mobile-friendly invitation (WolPass) sent to them.</p> <p>If you are not using WolPass visitors enter their name manually and the Kiosk will recognize their name from the list of pre-registered visitors due that hour or day.</p> <p>Sign-in is faster and easier for pre-registered visitors.</p>
About Kiosk questions	<p>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).</p> <p>You can customize questions for a specific Kiosk, not just a location. It is entirely possible that you may have one workflow for a Kiosk at main reception and another for the Kiosk at the Warehouse entrance.</p>

Visitor Sign-in to a location via a Receptionist

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

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

Reception sign-in collaboration	Regardless of which Sign In/Out Managers (receptionist or security guard) signs a visitor in, all Sign In/Out Managers at the same location have visibility of all visitor signed-in.
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Visitor Sign-out

Feature	Description
Via a Kiosk	<p>Via Name Search: Visitors can sign themselves out on 'any' Kiosk setup at the location by selecting 'sign out' and entering their name.</p> <p>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.</p>
Via the Receptionist	<p>Via Name Search: Receptionists or security guard can sign a visitor out by selecting 'sign out' and selecting the visitor's name.</p> <p>Via Visitor Badge Scan: Receptionists or security guard can scan a visitor out when a scanner is installed.</p>
Auto sign-out	<p>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 11:00pm every night.</p> <p>Reporting auto-sign-outs: Report users have visibility of all visitors that forgot to sign-out and were auto-signed out.</p>

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 setup 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
Inter-Zone movements	<p>Using Inter-Zone Kiosks, you can:</p> <ul style="list-style-type: none"> • Customize questions that are relevant to particular zones. • Set up a rule that states a visitor cannot be in a zone longer than x time. • 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. • Use WolPass and enable photo capture between zones.

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. WhosOnLocation 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
Visitor Management Policy	Quickly enable one, some, or all of our 'Basic Questions' and deploy them live to any location in seconds.
Basic questions	Pre-loaded basic questions include: Name, From, Position/Title, Email, Phone, Cell Phone, Expected Duration On-site, Need Assistance, Vehicle Registration, Purpose of Visit and Who are you visiting (host)?
Custom questions	Create 'Custom questions' unique to a location and not covered in the 'Basic questions' list. 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. You can set triggers based on the answers to Kiosk Custom Questions. These can be used for useful notifications when: <ul style="list-style-type: none"> • a visitor is coming on-site • the notification that is sent out depends on the answers to specific questions.
NDA's, Waivers, and Disclaimers	Use Kiosk Custom Questions to create a disclaimer for capturing your visitor's information to inform them how their data will be used and stored. 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 does not agree.
Person type specific questions	Questions can be set-up to only be presented to certain customizable (you decide) 'person types' such as "volunteer".
Conditional question workflow	Create conditional questions based on how a person answers the previous question.
Kiosk specific questions	If you have multiple Kiosks in a single location, you can create different question workflows for each Kiosk.
Visitor arrival messaging	Hosts and/or their support colleagues can be automatically notified when a visitor arrives on-site and/or departs. We support email, SMS, and Push Notifications.

Photo capture	Photo capture on sign-in and sign-out.
Photo capture frequency	Photo capture is set to take a new image every 90 days as a default. Alternatively, you can define your own frequency.
Photo capture disclaimer	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 how long it is stored for.
Photo retention policy	Set the retention period for photos captured in order to comply with any regulations regarding the retention of personal information.
ID Scanning	Scan the visitors Driver's License, Passport or generic photo ID, as a form of validated Identification.
Scanned data capture disclaimer	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 how long it is stored for.
Scanned data retention policy	Set the retention period for scanned data captured in order to comply with any regulations regarding the retention of personal information.
Question answer sharing	Answers to one, some, or all questions can be shared with the visitor's host inside their visitor arrival notification email.
Watchlist	Create a watchlist and notify nominated recipients when a person matching the list enters one of your locations.
Messaging and alerts	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, alert the Head of Marketing. There are hundreds of conditions and triggers that can be activated.
Enable zone management alerts	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.
Issue visitor badge passes	Issue a printed visitor badge pass which can include 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.
Make 'Pre-registered Visitors Only' a policy	Set a rule where only pre-registered visitors can sign-in on a self-serve Kiosk. If they are not pre-registered, and therefore approved and known to a host, the Kiosk will not allow them to proceed through the sign-in process.

Make visitor hosting mandatory	Set a policy in your visitor management settings that forces visitor to select a known host.
Host acceptance	Force a rule that visitor badge passes are only issued 'after' the host comes to the Kiosk and authorizes the visitor's entrance.
Expected duration on-site	There may be a security issue if someone is on-site after their stated time: 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.
Card issuance and tracking	Access control card issuance and tracking.
Question response audit	Report users can review answers to questions for audit purposes anytime.
Health and Safety	
Visitor disability identification	Capture details to identify and report against visitors that would need assistance to evacuate the location in an emergency.
Expected duration on-site	<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>
Acknowledgement notices	<p>Acknowledgement 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 must be acknowledged.</p> <p>Acknowledgement notices can be:</p> <ul style="list-style-type: none"> • set for presentation during a set time period, and also a requirement for acknowledging it on every sign in/out, or just the once. • audited to identify visitors that did and did not acknowledge the notice. A great tool for post-incident reporting. <p>Use Acknowledgement Notice reports to keep track of the acknowledgement notices presented upon sign-in/out and view responses.</p>

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

Creating amazing 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 WhosOnLocation.

Pre-register visitors at when they arrive on-site, they 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
Collaboration and team support	Employees can pre-register visitors for themselves and/or on behalf of one of their team members.
Pre-register individuals	Pre-register individuals to visit any location in your account.
Pre-register groups	Pre-register groups of visitors manually, or via csv import.
Create recurring events	Pre-register visitors and make the visit a recurring event.

Pre-register directly from your calendar	Pre-register visitors to any location in your account directly from your calendar; i.e. Outlook or Google Calendar.
Send visitors an automatic email (WolPass)	<p>A visitor confirmation email (WolPass) can include:</p> <ul style="list-style-type: none"> • Date and time of visit and address • Hosts name and contact details • Google map to office location • Arrival instructions • Vehicle parking options • Evacuation instructions • Guest Wi-Fi access details • Recommended local cafes, and accommodation • Unique QR/barcode
Send visit reminder	Send you visitor a up to three WolPass reminders prior to the meeting. The reminder includes the WolPass QR/or barcode.
Pre-print visitor badge passes	Pre-printing a visitor badge pass reduces visitor wait times during the sign-in process, and greatly improves the overall visitor management experience.
Quick sign-in/out via WolPass	Visitors can sign-in/out by scanning their mobile friendly WolPass at a Kiosk or reception.
Send visitor a welcome email or text message	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 useful information about your organization.
Send visitor a 'Thank you for visiting' email or text message	After your visitor signs-out, if you have captured their email address or mobile number, you can send them a 'thank you for visiting' message.
Frequent visitor management	
Create frequent visitor groups	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 spend tracking down employees to advise them that their visitor has arrived. Can't be found? Try their Personal Assistant? Notification management for visitor arrivals saves time, improves reception productivity, and shortens WhosOnLocation ROI.

Feature	Description
Visitor arrival notifications	Send hosts a visitor arrival notification when their visitor signs in and/or out.
Email, SMS & Push Notifications	<p>Available with all plans.</p> <p>Email - free of charge. No limits or caps.</p> <p>Push notifications - free of charge. No limits or caps.</p> <p>SMS - additional charges apply. No limits or caps.</p>
Collaboration and team support	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 Personal Assistant.
Total flexibility	WhosOnLocation account administrators choose who receives email and text notifications. Mix and match as required.
Exceptions management messaging	<p>Separate notifications can be sent to nominated people based on specific rules. For example:</p> <ul style="list-style-type: none"> • Every time anyone from 'ABC Corp' signs-in send an email to Facilities Management • If a person signs-in to visit anyone in your R&D team notify security • If a person signs-in outside of 'standard operating' hours, notify security • If a person signs-in during 'curfew' hours, notify security • If a person signs-in and is entering a specific secure area or zone, like the server room, notify facilities or the IT team. <p>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.</p>
No host selected notification	Notifications to nominated email and/or text recipients when a person is not hosted by an employee.
Send visitor a welcome email or Text (SMS)	Send a 'welcome' message. Include links to your social media accounts, and other useful information.
Send visitor a 'Thank you for visiting' email or Text (SMS)	Send a 'thank you for visiting' message when a visitor signs-out. Include links to your social media accounts, and other useful information.
Contractor authorities and permissions 'Red Flag' messaging	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.

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 7 or above (although we strongly recommend using Windows 8+).
- Windows Surface Pro or 3+
- iPad running iOS 10 or above

Feature	Description
Kiosk types	<p>There are two types of Kiosks:</p> <ol style="list-style-type: none"> 1. Sign-in/out Kiosks: Enable visitors, and/or contractors, and/or employees to sign-in/out of a location. These are typically located in Reception areas, or any entrance where there is a need to sign-in and out of a location. 2. Induction Kiosks: Allow contractors and/or employees to view and complete the induction course.
Unlimited Kiosks	There is no limit to the number of Kiosks at your location.
Kiosk hardware supported when printing badge passes	Badge pass printing is supported by iPad, Windows PC, and Surface Pro Tablets only.
Access control points	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 the giving you greater insight into where people arrive and depart – perfect for large multi-entrance sites.
Print sharing	<p>Pre-printing Visitor Badge Passes: Visitors who are pre-registered by an employee can have their badge pass pre-printed via a printer installed on a Kiosk, or via 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 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"> • 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.

<p>Kiosk branding</p>	<p>Kiosks can be branded with:</p> <ul style="list-style-type: none"> • Welcome screen logo • Different branding - even inside the same location • Choose between a 'light' or 'dark' theme to suit your organization branding • Customize welcome screen • Dynamic on screen messaging scrolling • Welcome screen background image • Multiple images that change like a storyboard on welcome screen <p>Customize the names you give to user roles (visitors, employees, contractors and deliveries) to match your standard company or industry roles.</p>
<p>Multi-person type Sign In /Out Kiosks</p>	<p>Kiosks can manage different people types. Enable a Kiosk to only support visitor, or employee, or service provider (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>
<p>Kiosk Health Monitoring</p>	
<p>Status notifications</p>	<p>Auto notification via email and/or SMS when a Kiosk loses connectivity with and/or reconnects with WhosOnLocation.</p>
<p>Badge pass stock low notifications</p>	<p>Auto notification when an installed printer is due to run out of labels.</p>
<p>Site security</p>	<p>Improve your site security by utilizing the full power and suite of security features available with your Kiosk.</p>
<p>Pre-registered visitors only</p>	<p>Limit visitors' use of Kiosks to pre-registered visitors only. Only visitors who are pre-registered visitors are permitted on-site. An unregistered visitor notification is sent to a nominated person to provide assistance.</p>
<p>Make hosting mandatory</p>	<p>Force visitors to select a host when signing in when visitors are required to be escorted/hosted by an employee when on-site.</p>
<p>Host badge authorization</p>	<p>Strengthen site security and ensure only 'authorized' visitors are granted access to the site.</p>
<p>Kiosk Data Security</p>	
<p>Visitor Kiosk data privacy</p>	<p>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.</p>
<p>Employee Kiosk data privacy</p>	<p>Hide employee host list from visitors until the full name of the employee they are visiting is entered - no first name lookups.</p>

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

Badge Passes and Printing

Employee safety and security plays an important role in today's facilities management space. The clear identification of non-employees on your premises forms a key part of your security framework. Issuing a basic Name of visitor and Company name visitor badge pass is popular, but we go a step further.

Feature	Description
Badge Passes for different people	Create templates, unique to each person type: <ul style="list-style-type: none"> • Visitors • Contractors • Employees
Badge pass information displayed	Include or exclude information to be printed onto the badge pass. Note not all templates support all of the following information: <ul style="list-style-type: none"> • Name • Job title • Department name • Organization • Photo • Your logo • Date and time of sign-in • Pass number • Pass number (as a barcode) • Evacuation assistance required (icon) • Person type (visitor, contractor, or custom name) • Host's name • Pre-registered duration on-site
Templates can be Kiosk specific	Create a template that is only used for nominated visitors when they use a specific Kiosk. A different template is used if signed in using an alternative Kiosk. A great feature when warehouse visitors signing in at the warehouse entrance need to be recognized differently, via the badge pass, to those that sign-in through the main reception Kiosk

Badge pass printing	<p>Badge passes can be printed when the visitor arrives by:</p> <ul style="list-style-type: none"> • The Kiosk the person signed in to or; • Specific Kiosk (where multiple kiosks exist) or; • Reception from their own PC and the Pass prints out of a printer installed on their own PC or; • Reception from their own PC and the Pass prints out of a printer installed on a 'print sharing' enabled Kiosk. <p>Badge Passes can be pre-printed or re-printed.</p>
Badge pass barcode scanning	<p>Visitors can be signed in by scanning their pre-printed badge pass.</p> <p>If using an iPad, you can scan a visitor's badge pass or WolPass QR Code using the built-in iPad camera.</p> <p>Visitors can sign out by:</p> <ul style="list-style-type: none"> • Scanning their badge pass at a Kiosk or; • Passing their badge pass to a receptionist or security member, who scan their pass using a scanner installed on their own PC.
Badge pass stock low notifications	<p>Set-up alerts to be notified when the printer has nearly run out of labels.</p>

Reporting and Dashboards

Data is important but only if turned into insights and alerts. WhosOnLocation'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
People presence report types	Visitor, contractor and/or employee reporting
Evacuation reporting	Run, view and print an evacuation report at a location or for another location (collaboration in emergency).

Geolocation tracking and reporting.	<p>Employees and contractors can tag their GeoLocation from within the WolMobile app. This will display where employees and contractors are, anywhere in the world.</p> <p>You can choose to:</p> <ul style="list-style-type: none"> • Ask the user if they would like to update their location • Auto send the user's location upon signing in to a location • Enable GPS tracking for the entire time the user is signed in to a location <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 WolMobile while the user was signed in.</p>
Induction reports	Gain insights and visibility into who has and has not been inducted.
Insurance reports	<p>Gain insights and visibility into which organizations have specific insurances in place.</p> <p>Improve the management of contractors and ensure compliance.</p>
Qualification Reports	Gain insights and visibility into who has a qualification expiring soon, who holds specific qualifications, and who does not.
Questionnaire reporting	See how people are responding to sign-in/out questions.
Notification reporting	Gain insights into the number of Text (SMS), Push Notifications and email notifications sent by date, and time.

Dashboards

Turn real-time visitor, contractor, and employee presence records into dashboards, allowing the visualization of key data.

- 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, Service Provider (Contractors and Suppliers)).

Feature	Description
Create custom dashboards	<ul style="list-style-type: none"> • Show the names of people on-site (by type) • Highlight those needing assistance • Display a Google Map showing the locations of employees and contractors that are on or off-site

Multi-location dashboards	<ul style="list-style-type: none"> A dashboard can display key information for a single or multiple location, giving you powerful real-time insights on who is where at each location.
Unlimited dashboards	<ul style="list-style-type: none"> Setup a single or multiple dashboard.
Dashboard hardware	<ul style="list-style-type: none"> Much like those airport flight arrival and departure boards, you can also set-up a monitor to display the WhosOnLocation dashboard.

Mobile Apps

We recognize that not all customers can or want to deploy kiosks, or have receptionists, so try our mobile apps instead.

WolMobile: Mobile App for Employees and Contractors

WolMobile is our mobile app for employees and contractors. Users can perform one, some, or all of the following tasks depending on the rights granted by the Administrator;

- Tag themselves on or offsite
- Acknowledge hazards and other alerts
- Receive Guest Arrival Alerts via Push Notification
- Flag their current Geolocation, wherever they are in the world
- Have WolMobile 'follow' their Geolocation

WolMobile is available on iPhone and Android through iOS App or Android Google Play store. It is also available as a web application for other platforms such as Windows Mobile.

Feature	Description
Tagging on/off-site	<p>Employees and contractors can tag into a site when they arrive at work and will automatically be added to the evacuation list in real-time.</p> <p>Employees and contractors can tag into their own workplace, and/or if visiting another office or location within their WhosOnLocation account, tag on to that location. Again, this immediately adds them as a person on-site inside the evacuation list.</p>

<p>Using Geolocation services</p>	<p>If Geolocation services are enabled the user can 'opt-in' to add their current Geolocation to their sign-in record. This adds integrity to their sign-in record and validates they were on-site at the time they signed in.</p> <p>When employees and contractors are off-site they can set their WolMobile app to 'Follow Me'. This maintains an updated Geolocation of the user until they disable the tracking option. Again, this is opt-in for the user.</p> <p>The third option is to enable automatic GeoLocation updates, which will automatically enable GPS tracking for the entire time the user is signed into a location.</p>
<p>Acknowledging hazards and more</p>	<p>Employees, visitors and contractors signing in/out can be presented with a list of hazards and/or any other critical info they need to understand and acknowledge. Records are kept of the 'acknowledgement' for audit purposes.</p>
<p>Working alone and remote workers</p>	<p>If a contractor or employee is working alone, this can be flagged during the sign-in process. They can specify the 'zone' or 'area' they are working alone in. This can trigger a 'red flag' event that alerts nominated people to the presence of the lone worker.</p> <p>Employees and contractors working alone can be sent reminders to sign-out at pre-stated times, and nominated people notified if they are overdue to sign-out. A great well-being and safety tool to help you keep your people safe.</p>

WolEvac: 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 book or print off a list of people at a location during an emergency.

WolEvac 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. WolEvac users (operators) are usually the safety marshals, or fire/floor wardens at a location.

Feature	Description
<p>Roll-call employees, visitors and contractors</p>	<p>Roll call employees, visitors and contractors can swipe their name from the present on-site list when deemed safe.</p>
<p>Alternative to verbal roll-call</p>	<p>Send everyone on-site a request via Text (SMS) to confirm they are safe in just a few clicks. They reply with the word SAFE which auto-removes them from the list of people you need to verify via the manual roll-call option.</p>

Manage people who aren't accounted for	If someone replies with anything other than SAFE (e.g. "Help! I am stuck in the lift") their response is relayed to all WolEvac users via the in-app messaging feature.
Zone clearance status	Record the zones cleared.
Fire/floor/safety warden collaboration	Collaborative in-app chat between verifiers.
Reporting	Post-evacuation reporting.

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

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

Feature	Description
ID scanning	Scan the visitors Driver's License, Passport or generic photo ID, as a form of validated Identification.
ID verification	Choose different methods for ID verification. Scan and capture or enter manually.
Increase productivity	Quickly and accurately sign in new visitors by scanning their photo ID instead of entering manually.
Data verification frequency	Define how often a returning visitor's ID needs to be scanned and captured.
ID retention policy	Set how long a copy of a visitors scanned ID is kept before automatically deleting. Default is 90 days.
ID capture instructions	Customize the instructions shown to visitors on your Kiosk of your policy and how to have their ID scanned.
Customize captured information	Customize the information you capture when you scan your visitors ID i.e. Date of birth, address, signature.

WolGuard: Mobile App for Site Foreman, and Security Guards

WolGuard is WhosOnLocation'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 WolGuard 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 employee's and contractor's between zones within a location

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

Feature	Description
Tagging on/off-site	Employees and contractors can be signed into a site or facility by name look up or by scanning their RFID or Barcoded identification card. This creates an accurate evacuation list in real-time.

Contractor Management

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

How Contractors sign-in to and out of a Location

Feature	Description
WolMobile	<p>Contractors can sign-in and out of a location with our native WolMobile app on iPhone, Android, or via our web app 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"> • The zone they are entering • If they are working alone • Expected duration on-site
Sign-In Kiosk	<p>Setup one or more Kiosks. These can be touchscreen Windows PC's, Windows tablets, iPads, or standard keyboard and mouse (non-touch) Windows PC's.</p> <p>Kiosks can be located at different access control points like main reception, security gate, or warehouse entrance. When contractors sign-in notifying 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>
Reception controlled access for contractors	<p>Reception can search for approved contractors to sign them in or out.</p>
Auto sign-in and out times	<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>
Reception controlled access for contractors	<p>Receptionists can search for an approved contractor and sign them in/out.</p>
Token/access card integration	<p>Contractors can easily scan in/out at a Kiosk with a token or access card. Contractors can scan in using an assigned ID Card or token (barcode or RFID supported).</p>
Access control integration	<p>Track who's on-site via an integration with the access control system.</p>

Manage contractor organizations

Get control of which contractors have site access permission. Make sure everyone is approved, that they carry the right certifications, and understand health and safety policies.

Feature	Description
Manage organizations	<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"> • An example of an organization might be Joe's Electrical • An example of a member might be John Doe, Head Electrician at Joe's Electrical • John is an employee of Joe's Electrical. You would refer to John as a contractor.
Organization profile information	<p>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.</p>
Service Provider Portal	<p>Empower your contractors to add and manage information, and upload supporting documents, for their own organizations and members. Set up trigger alerts to notify you, or a member of the related organization, when certain information or documents are updated.</p>
Manage location access permissions	<p>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.</p>
Red flag alerts	<p>Setup 'red flag' alerts via the triggers function which notifies nominated people that an unapproved person is attempting to enter the location.</p>
Groups and categories	<p>Organize your contractor organizations into categories and groups; e.g. You might create a category titled 'Facilities & Building Services'. Within this category you might create four groups- 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>Categories and groups can be used to assign specific Triggers to ('red flag' alerts).</p>	<p>Apply a trigger when:</p> <ul style="list-style-type: none"> • Any member belonging to a specific organization signs-in or • Any member signs-in who belongs to any organization in a category or group.
<p>Categories and groups are also used when assigning members to an eLearning Induction Course.</p>	<ul style="list-style-type: none"> • 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 only require those members that actually do 'height work' to have to complete the course. • Using the categories and groups function you would create a category titled something like 'Work Task Types'. Create one or more groups within this category e.g. 'Height Workers', 'Confined Space Workers', 'Chemical Handling Workers' etc. • 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 are in the Group titled 'Height Workers'. • Every member only has 'their' specific job-related eLearning courses recorded against their name

Insurance management

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

Manage contractor profiles – people

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

Contractor inductions

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

Contractor qualifications

Feature	Description
Record qualifications	<p>Record the qualifications of a contractor or supplier, including:</p> <ul style="list-style-type: none"> • Date and time, they were issued or passed the qualification; <p>Upload any supporting documentation or reference numbers as evidence.</p>

Red flag alerts	Set-up rules to deny access to people access that don't hold a specific or expired qualification.
Qualification Expiry Notices	Automatically notify Qualification Owners and Holders that their qualifications are about to expire and prompt to update.
Qualification reports	Run reports on qualification renewal dates, and filter by status, category, type, audience, and qualification name.

Employee presence management

Manage employee profiles

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

Employee inductions

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

Employee qualifications

Feature	Description
Qualifications management	Make sure employees are compliant with necessary qualifications.
Record qualifications	Record the date and time qualifications were issued or earned. Upload any supporting documentation as evidence.
Red flag alerts	Set-up rules to deny access to employees who don't hold specific or current qualifications.
Qualification reports	Run reports such as qualification renewal dates.

How employees sign-into and out of a location

Feature	Description
Employee mobile app	<p>Allow sign-in and out with our free WolMobile app on iPhone and Android phones, or by using our web app on Windows Phones.</p> <p>WolMobile users are presented with sign-in questions right from the app. Employees can tag:</p> <ul style="list-style-type: none"> • The zone they are entering • If they are working alone • Expected duration on-site
Via a Kiosk	<p>Set-up one or more Kiosks. Kiosks can be touchscreen Windows PC's, Windows tablets, standard keyboard and mouse, Windows PC's, or iPads.</p> <p>Kiosks can be located at different access control points; like Main Reception, Security Gate, Warehouse Entrance. When employees sign-in the audit records generated include 'where' they signed-in and out of.</p>
Reception controlled access for employees	Receptionists can search for any employee to sign them in or out.
Auto sign-in and out	<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>
Token/access card integration for easy scan in/out by employee	<p>Employees can scan in using an assigned ID Card or token (barcode or RFID supported).</p> <p>Track who's on-site via an integration with the access control system.</p>

Global roaming

Feature	Description
Global roaming	Global roaming allows you to give an employee access to multiple locations.
Non-Host employee	<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>

Key Health and Safety features

Feature	Description
Evacuation management	Verify the safety of people during an evacuation using the WolEvac mobile app.
Incident and hazard management	Use 'Acknowledgement Notices' to require visitors, contractors, and employees signing in/out of a location to confirm their awareness of an incident or hazard. Present 'Acknowledgement Notices' via a Kiosk, reception user or WolMobile App.
Alone worker management	If the user is working alone, they can flag this during the sign-in process. They can also specify a 'zone' or 'area' they are working 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.
Well-being management	Set-up alerts and systems to check on the well-being of visitors, staff and contractors at a location or if they are working remotely.
Alert messaging	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.
Watchlist	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.
Health and safety Twitter posts	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.
Panic Alarm management	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.

Improve customer & supplier relationships

Feature	Description
Engage visitors through your social media accounts	<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
Notify those that need to know when a VIP signs-in	<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
Track and manage assets	<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"> • Creating an inventory of the assets you issue out to people and put them into categories (groups and types) • Monitor who is lent the asset and how long they have it • Monitor overdue assets
Asset reporting	Report on the history and movement of assets.

Identity management

Feature	Description
About identity management	<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>
Issue and track cards and tokens issued to people	<p>You can record the type of token (RFID or Barcode enabled) issued to an employee or contractor.</p>
Express Tag on/off	<p>Employees and contractors can scan into and out of a location quickly by scanning their token at a Kiosk.</p>
Background Sync	<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 WhosOnLocation over time, instead of syncing before allowing the next person to sign-in/out.</p>
Tag on/off and answer questions	<p>Employees and contractors can scan in/out of a location using a Kiosk, and as they Tag on be presented with questions they must respond to.</p>
Reporting	<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
Account branding	Apply your organization's custom colors and branding to the user account interface.
Add employees	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
Add locations	Add and manage new locations, anywhere in the world in minutes from the Administration dashboard.
Assign user roles	Grant access and assign users to specific user roles. User roles define level of access and accessibility to specific functions within your account.
Audit	Access visitor records removed by other users.
Localization	Global time zone and calendar support.
Multi-location support	Manage multiple locations worldwide. Create custom workflows for each location.
Setup custom email signature	Allow location specific email signatures.
Settings management	Administrators can personalize the settings for visitor, contractor and employee management.
Text (SMS) log reporting	Review Text (SMS) charges, stats by location.

Location settings

Feature	Description
Location setup	Administrators can set-up any location, anywhere in the world, in minutes.
Name your locations	Name your location anything you want (Corporate Headquarters, Branch office, Logistics and Distribution).
Time-zone personalization	There are many areas of your WhosOnLocation account where we record the date and time of an event. Examples include the date and time a visitor signs into and out of a location. We support every time Zone in the world.

Date format personalization	Choose from: dd/mm/yyyy mm/dd/yyyy
Time format personalization	Choose from: AM/PM (e.g. 5:00 PM) 24-hour clock (e.g. 17:00)
Add departments	Assign employees to their specific departments.
Create zones	Create zones or areas within your location. Allows you to track people presence through zones.
Create access control points	Access control points are physical places within a location where people sign-in/out of. Typically, it's where a Kiosk or receptionist is located (e.g. main reception, warehouse entrance). Run reports on where people enter and exit your premises.
Auto sign-in and out settings	Set separate auto sign-out times for visitors, contractors, and employees. If a person forgets to sign-out during the day, then 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.
Automatically erase visitors	Specify whether or not 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, so it will not affect your people presence statistics.
Set maximum occupancy limits	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.
Set standard operating times	Define your standard operating hours so you can set rules around people signing in, outside of, or within these times.
Set curfew hours	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
Manage employee presence	Track employee movements into and out of your locations.
Adding employees	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.
Report on employee movements	Report on employee movements at a location.
Assign employees user roles	User access is role based. Administrators can grant users access to specific roles. Roles are:
Account owner	Highest level user, single Account Owner. Manages account level settings, activates Add-ons, and enables Integrations.
IT Support	Rights to the Security and Employee Management functions within your account. This role is designed to support Account Owners from an IT perspective.
Administrator	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.
Asset Manager	Can set-up assets inventory and issue assets to visitors, contractors, or employees.
Identity Manager	The Identity Manager can set-up Tokens (Barcode, RFID, Photo ID, etc.) and issue and manage Tokens.
Induction Manager	The Induction Manager can manage Induction Courses and Induction Course Participants, and view reports.
Sign In/Out Manager	Normally 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.
Reports User	Access rights to reporting functionality.
Service Provider Manager	Manage contractors and suppliers, collectively referred to as contractors.
Qualifications Manager	Can create and manage the certificates, courses and qualifications are collectively referred to as 'Qualifications'.
Triggers Manager	Setup and manage 'red flag' rules and alerts based on 'conditions' being met when people are on-site.
WolPass Manager	Users can setup and configure the WolPass template for the locations they are authorized to access.

vEmployee	Login and access the basic employee role functions such as pre-registering visitors and managing their own profile.
Granting access rights to employees	Administrators can grant employees access to your WhosOnLocation account with control or limits, and what each user can access.
Revoking access rights to employees	Administrators can revoke an employee's access rights.
Non-Host employee	<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>

API and integrations

Feature	Description
API	<p>Use our RESTful API to build integrations to leverage your data, users, service provider 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>
Active directory (ADFS)	Ensure all current employee and user lists are in sync when using Microsoft Active Directory (AD). Instead of managing your employee list in your WhosOnLocation account CSV imports and updates sync your Active Directory instance with your WhosOnLocation account.
Login URL	https://login.whosonlocation.com/
Single sign-on	Single sign-on enables users to access their business applications based on their organizational account in Active Directory. Single sign-on is what enables users to authenticate an application using one (single) organizational account.
Brivo access control integration	Automatically have your Brivo entry and exit transactions sync with your WhosOnLocation account. Always have a real-time record of who is on-site in your evacuation list.

System Platform

Feature	Description
Software service platform	Cloud SaaS.
User access browser supported	IE (latest version and 2 previous versions supported) Firefox Google Chrome Safari
Login URL	https://login.whosonlocation.com/
Single sign-on	By JSON, SAML, and ADFS.
Employee access	Employee user access via any browser from their own PC or workstation.
Unlimited employee hosts and users	Unlimited users with every plan; Including unlimited employee hosts, receptionist users, Administrators, and other user role types.
Adding employees	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.
Unlimited Kiosks	Deploy as many Kiosks as you like to any location.

Security and Data Retention

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

Licensing and support

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