



*TrustVisitor*

# TrustVisitor® Feature Highlights

Version 4.1

*CertiPath*

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# TrustVisitor Highlights

- ✓ Know everything about your visitors **BEFORE** they're in your lobby
- ✓ Harmonize every step of your visitor management process with **workflow customization**
- ✓ Tailor data collected at visitor registration, by location, via **user defined fields**
- ✓ Automatically create high assurance events through your **calendar tool**
- ✓ Accept and **validate** visitors' electronic credentials from pre-registration *through* the event start time
- ✓ Approve/Reject visitors via **email** or through an **Approvers module**
- ✓ Integrate with any **background check** service, with option to **re-run** background check on demand
- ✓ Automatically provision approved visitors into your PACS for the **duration of their event**
- ✓ Provision **temporary credentials** to non-smart card visitors, or to employees with forgotten badges
- ✓ Provide access quickly and easily to **VIPs, Unregistered, and Unscheduled visitors**
- ✓ Check-in for events via touchless **kiosk**
- ✓ Set user access permissions with secure **multi-tenant** enterprise functionality
- ✓ View badge status and visitor history **reports**
- ✓ Bind a **scanned ID** to a visitor record, or create a **new visitor record** from an ID scan

# TrustVisitor Differentiators

Key: **X** not supported    ✓ partially supported    **✓ FULLY SUPPORTED**

Feature	Commercial Visitor Management	Typical High Assurance Visitor Management	 TrustVisitor
Fully HSPD-12/FICAM compliant	X	✓	✓
Scheduled, unscheduled, and unregistered visitors	✓	✓	✓
Clientless email and calendar integration	X	X	✓
Background check integration	✓	✓	✓
Preregister a personal electric credential remotely	X	X	✓
Assign a temporary electronic visitor credential	X	✓	✓
Fully customizable event and visitor workflows, driven by User Defined Fields	X	✓	✓
Secure multi-tenant enterprise functionality	X	✓	✓
Provision tailored visitor access in facility access control system	X	✓	✓
Interoperable with multiple PACS at one facility	X	X	✓
VIP visitors	✓	✓	✓
Touchless kiosk check-in	✓	✓	✓
Employee and visitor wellness pre-screening	✓	✓	✓
Assign a temporary credential for a forgotten employee badge	X	X	✓



# TrustVisitor Integrations

## Physical Access Control Systems (PACS)



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## Validation Systems



# User Roles and Experience



# TrustVisitor User Roles



## Event Sponsor

- Employees regularly use calendaring software to create events and meetings.
- TrustVisitor leverages this activity and processes information from the calendar invite to process visitors while retaining the relationship between an event sponsor and their invitees.



## Visitor

- Persons wishing to access your facilities.
- It's important to establish the business reason for being present, the duration of their visit, who they are visiting, and where they will be going onsite. It's also critically important to validate their organizational affiliation.



## Approver

- Security personnel responsible for approving visitors.
- High assurance locations require current, detailed, and clearly communicated information about all visitors.



## Lobby Guard

- The last line of defense before visitors are walking among your employees in secure parts of your facility.
- Success is critically dependent upon real-time access to security-relevant data to aid risk-based decision making.



# TrustVisitor *Event Sponsor Experience*

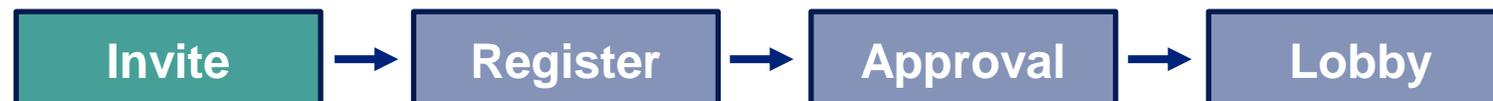


**Action:** Create a new event

**Description:**

- The **Event Sponsor** leverages existing processes to create a new event or meeting via calendar invite.
- By adding a TrustVisitor email address to the invite, the application automatically notifies visitors and encourages them to complete a simple, remote registration process.

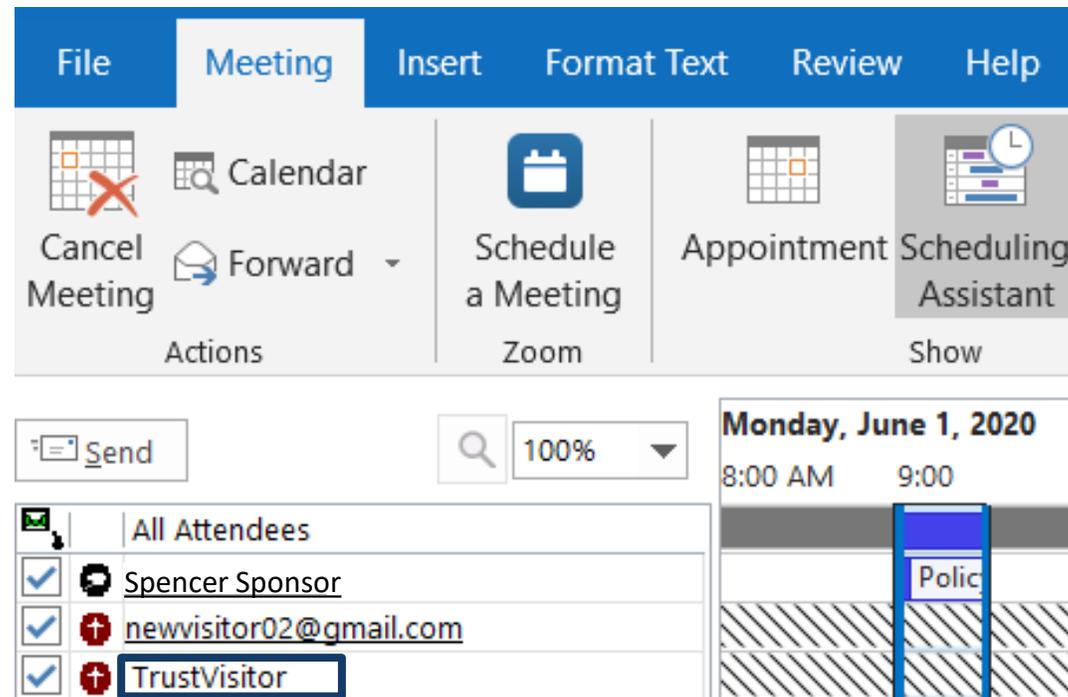
**Duration:** 5 seconds per event/meeting





# TrustVisitor *Event Sponsor Experience*

1. The Sponsor creates a calendar invitation for the event or meeting, as they normally would, and adds TrustVisitor as an attendee:





# TrustVisitor Event Sponsor Experience

## 2. The Sponsor receives a confirmation email from TrustVisitor with a summary of the event details:

CT Wed 5/20/2020 3:35 PM  
Certipath's TrustVisitor Demo System <tv@trustvisitor.com>  
Visitor Management Request Received for Policy Review

To Spencer Sponsor

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**Visitor Management Request Received**

TrustVisitor has received your request and has started processing:

Event: Policy Review  
Taking Place: 6/1/2020 at 9:00 AM  
Location: Reston\_101  
Visitor(s): [newvisitor02@gmail.com](mailto:newvisitor02@gmail.com)

**Important:** If you update this event in your calendar, you must select **Send updates to ALL attendees** in order to update the event in TrustVisitor.

**More Information**

For the latest updates about this request, you can reply to this email with one of the following commands:

- **#status** to view individual visitor status for this event
- **#resend [email address]** to resend the visitor registration email to a visitor
- **#ignore** to remove this event from TrustVisitor and stop all further processing

Thank you!

Powered by [TrustVisitor](#) – [CertiPath's](#) Visitor Management Solution

**Note:**  
*Event Preauthorization  
can be configured via  
custom workflow*



# TrustVisitor *Event Sponsor Experience*

3. At any time, a Sponsor can quickly learn the status of their visitors' registrations via email using the #status hashtag:

From: Spencer Sponsor  
To: Certipath's TrustVisitor Demo System <tv@trustvisitor.com>  
Cc:  
Subject: RE: Visitor Management Request Received for Policy Review

#status

**From:** Certipath's TrustVisitor Demo System <tv@trustvisitor.com>  
**Sent:** Wednesday, May 20, 2020 3:35 PM  
**To:** Justin Garrison <justin.garrison@certipath.com>  
**Subject:** Visitor Management Request Received for Policy Review

**Visitor Management Request Received**

TrustVisitor has received your request and has started processing:

Event: Policy Review



Wed 5/20/2020 3:42 PM

**CT** Certipath's TrustVisitor Demo System <tv@trustvisitor.com>  
Status of Policy Review

To: Spencer Sponsor

**Visitor Status for Policy Review**

Thank you for inquiring about the visitor status for the following event:

Event:	Policy Review
Location:	Reston_101
Time:	6/1/2020 at 9:00 AM

**Visitor Details**

Not yet approved Visitors:

[newvisitor02@gmail.com](mailto:newvisitor02@gmail.com) : Not Registered

Fully Approved Visitors:

**More Information**

To perform an action, reply to this email with one of the following commands:

- **#resend [email address]** to resend the visitor registration to a visitor
- **#ignore** to remove this event from TrustVisitor

**Important:** If you update this event in your calendar, you must select **Send updates to all attendees** to update the event in TrustVisitor.

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# TrustVisitor Visitor Experience



**Action:** Pre-register for an event

**Description:**

- The **Visitor** completes a short form in preparation for their visit, and pre-registers using their electronic credential or government issued ID.
- Context provided by the completed form allows for thorough security approval processing, and optimizes the lobby experience.

**Duration:** 10-30 seconds per visitor





# TrustVisitor Visitor Experience

## 1. The Visitor receives an email from TrustVisitor with a link allowing them to pre-register for the event:

### Event Registration Requested

You have been invited to the following event:

Event:	Security Roundtable
Taking Place:	04/19/2021 (2:00 PM - 2:30 PM)
Location:	Reston_101
Organizer:	Justin Garrison

### Pre-Registration Link:

In order to expedite your lobby experience and provide you with the fastest possible entry, it is recommended that you please [click here](#) to pre-register for this event.

Thank you for your time and attention.

Please bring this QR Code with you to check-in to the event in the lobby.



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# TrustVisitor Visitor Experience

2. The Visitor selects a registration method and submits their registration online:  
(logo images, branding colors, and all visitor registration fields are fully customizable)

**VISITOR REGISTRATION** *CertiPath*

Visit Details

Policy Review 4:30 PM - 5:00 PM, 09/03/2021 | Reston\_101 | Justin Garrison

Please select your registration method from the choices below:

- Use Existing Credential** (1/4)  
PIV  
JUSTIN SCOTT GARRI...  
Contractor  
Expires on: 02/08/2026  
**SELECT**
- Use a New Smart Card**  
Select this option if:
  - You want to register a new Smart Card (PIV, PIV-I, or CAC), and
  - Your device supports registering a Smart Card, and
  - You want the fastest lobby time**SELECT**
- Use a Government Issued ID**  
Select this option if:
  - You do not possess a Smart Card (PIV, PIV-I, or CAC), or
  - Your device does not support registering a Smart Card**SELECT**
- Present Smart Card in Lobby**  
Select this option if:
  - Your device does not support registering a Smart Card, and
  - You will present your Smart Card to the lobby guard when you arrive**SELECT**

Visit Details

**Identity Credential**

PIV  
JUSTIN SCOTT GARRI...  
Contractor  
Expires on: 02/08/2026

**Personal Information**

Full Name: JUSTIN SCOTT GARRISON

Are you a U.S. citizen?  Yes  No

Date of Birth: ..... SSN: ..... Place of Birth: Rome, Italy Country of Citizenship: Italy

**Address**

Address: 316 South Dogwood Drive Apt/Suite: Country: USA City: Harrisonburg State: Virginia Zip Code: 22801-

**Agreement(s)** \*  
[Visitor NDA - PDF](#)

**Additional Information**  
[Click Here To Complete Wellness Screening](#)

**SUBMIT**





# TrustVisitor Visitor Experience

## 3. An optional visitor wellness screening reminder may be sent 1 or 2 days (configurable) before the events starts:

Action Requested: Submit Wellness Screening for Policy Review Event

Certipath's TrustVisitor Demo System <tv@trustvisitor.com>  
to me ▾

### Wellness Screening Required for Event

For the health and safety of yourself and others in the facility, wellness screening is required for the following:

Event: Policy Review  
Taking Place: 01/18/2021 (4:00 PM - 4:30 PM)  
Location: Reston\_101  
Organizer: Justin Garrison

### Action Requested:

Please [click here](#) to submit your wellness screening for this event.

Thank you for your time and attention.

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## TrustVisitor

Please complete following Wellness Screening form before your scheduled event time.

### Visit Details

Policy Review  
4:00 PM - 4:30 PM, 01/18/2021  
Reston\_101  
Justin Garrison

### Wellness Screening

In the past 48 hours, have you experienced any of the following:

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

Yes to one or more

No, none of the above

SUBMIT



# TrustVisitor Approver Experience

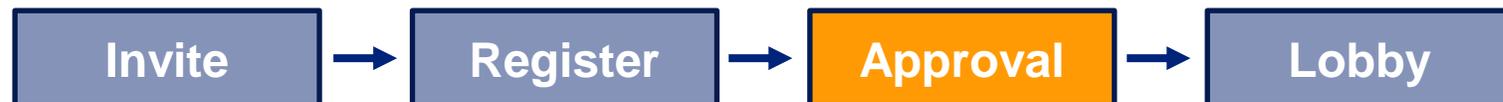


**Action:** Approve a visitor

**Description:**

- A designated facility security **Approver** is notified by email or Approvers module of the visitor's registration and is given the opportunity to approve or deny the request.
- Approval steps and approver(s) are set via custom workflow
- Optional integration with background check services can provide additional context about the visitor.

**Duration:** 10 seconds per visitor





# TrustVisitor Approver Experience

1. Facility approver(s) receive notification of the visitor's registration via email.  
To take action, reply with #approve, #escort, #reject, #DNA, and add comments:

## Visitor Pending Approval - Security

The following Visitor requires your approval:

### Visitor Details

Visitor Name: JUSTIN SCOTT GARRISON



Wellness Screening Symptoms: No  
US Citizen: Yes  
ID Type: PIV  
ID Issuer: HOMELAND SECURITY, Department of  
ID Expiration: 2/8/2026 12:00:00 AM

(continued)

### Event Details

Event: Policy Review  
Taking Place: 09/17/2020 (3:00 PM - 3:30 PM)  
Located at: Reston\_101  
Sponsor Name: Spencer Sponsor  
Sponsor Email: [justin.garrison@certipath.com](mailto:justin.garrison@certipath.com)

**Background Check** PASS (as of 9/2/2020 8:29:43 PM)

### Response

Please reply to this email with one of the following commands. Comments must be enclosed within (), {}, or []:

- **#approve [comment]** to mark JUSTIN SCOTT GARRISON as *Approved* for this event. Comments are optional.
- **#escort {comment}** to mark JUSTIN SCOTT GARRISON as *Approved: Escort Required* for this event. Comments are required.
- **#reject (comment)** to mark JUSTIN SCOTT GARRISON as *Rejected* for this event. Comments are required.
- **#DNA (comment)** to place JUSTIN SCOTT GARRISON on the Do Not Admit List. Comments are required.

Thank you!

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# TrustVisitor Approver Experience

1b. Approvers can also manage visitors pending approval in the Approvers module. To take action, they click approve, escort required, reject, or DNA, and add comments:



Visitor **JUSTIN SCOTT GARRISON**

Pending Security



### Event Info



**Event:** Vendor Council  
15:00 - 16:00 9/7/2021  
**Sponsor:** Justin Garrison  
**Location:** Reston\_101

### Credential Info

**Type:** PIV  
**Valid:** Valid  
**Card Status in PACS:** Inactive  
**Clearance In PACS:** Inactive  
**Agency:** HOMELAND SECURITY, D...  
**Expires:** 2/8/2026  
**DOB:** 10/10/1978

### Approvals

**Security:** Pending  
**Location:** Pending

APPROVE

ESCORT REQUIRED

REJECT VISIT

ADD TO DNA

### Agreements

Visitor NDA - PDF - Required

### Background Check

Pass on 09-03-2021 13:26

RERUN BACKGROUND CHECK

### Comments

ADD COMMENT

4/29/2020, 1:03:00 PM - TrustVisitor Administrator  
Event: JG Demoland Test

Accompanied by a service dog. Provided certificate for service animal, everything checked out.

### Address

316 South Dogwood Drive  
Harrisonburg, VA 22801-  
[justingarrison3@gmail.com](mailto:justingarrison3@gmail.com)



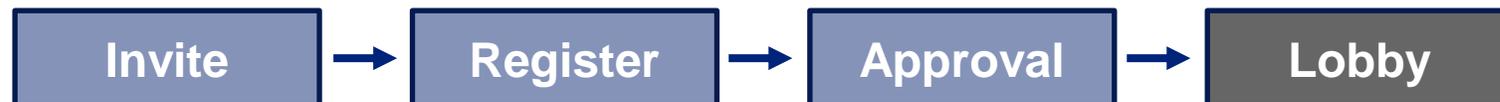
# TrustVisitor Lobby Experience

**Action:** Check-in an approved visitor

**Description:**

- The **Lobby Guard** logs into TrustVisitor, views visitor data, and marks a visitor as arrived.
  - If a sponsor escort is required, TrustVisitor will automatically notify the escort via email upon arrival.
  - If no escort is required, the visitor may enter the facility.
  - Check-in via Kiosk is available as well

**Duration:** 0-15 seconds per visitor





# TrustVisitor *Lobby Experience*

1. Upon logging into TrustVisitor, the Lobby Guard is presented with an intuitive streamlined user interface, including filtering and search tools:

TrustVisitor

People Kiosk Admin App Approvals

Search By ID Scan Scan QR Code VIP Temp Badge

Custom Search Results. Visitors with Events Starting from 00:00 9/7/2021 - 23:59 9/17/2021 Showing 1 to 12

Status	Name	Event	Sponsor
Approved	KUNDUZ AIDAROVA	Vendor Council 15:00 - 16:00 9/7/2021	Justin Garrison
Pending Registration	Selik Akakova	Vendor Council 15:00 - 16:00 9/7/2021	Justin Garrison
Wellness Hold	Rusty Dunn	Vendor Council 15:00 - 16:00 9/7/2021	Justin Garrison
Pending Security	JUSTIN SCOTT GARRISO...	Vendor Council 15:00 - 16:00 9/7/2021	Justin Garrison
Rejected	Erick Lehnsherr	Vendor Council 15:00 - 16:00 9/7/2021	Justin Garrison

Event Location: All

Event Title: All

Sponsor: All

Visitor Name: [Search]

Status: All

Will Require Temp Badge: Yes [Checked] No

US Citizen: Yes [Checked] No

Wellness Hold: Yes [Checked] No

CLEAR ALL FILTERS



# TrustVisitor Lobby Experience

2. A Lobby Guard can view a visitor's status, registration info, assign a temp badge or Smart Card, scan an ID, request an unscheduled visit, view/add comments, and more:

The screenshot displays the TrustVisitor mobile application interface. At the top, there are navigation icons for 'People', 'Kiosk', 'Admin App', and 'App'. A green header bar indicates the visitor's status as 'Approved'. The main content area shows a visitor's profile for Kunduz Aidarova, including a photo, name, event details (Vendor Council, 15:00 - 16:00 9/7/2021), sponsor (Justin Garrison), and location (Reston\_101). A 'MARK AS ARRIVED' button is visible below the profile. To the left, there are three blue buttons: 'ASSIGN TEMP BADGE', 'REGISTER SMART CARD', and 'SCAN AN ID'. To the right, there is a 'Comments' section with an 'ADD COMMENT' button and a comment from the TrustVisitor Administrator dated 5/5/2020, 12:44:41 PM, stating that Kunduz left her Ray Ban sunglasses in the meeting room on 4/28, which were placed in a Lost and Found bin. The background shows a list of other visitor entries with similar details.



# TrustVisitor Lobby Experience

## 3. A Lobby Guard can submit wellness screening on behalf of an employee or visitor:

### Wellness Screening

Name: Kunduz Aidar  
Screening Result: Passed

Submitted By: TrustVisitor  
Administrator  
Submitted On: 6:05 PM, 01/21/2021

In the past 48 hours, have you experienced any of the following:

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?

Test Result: 98.6

Comment

Fail: Yes to one or more  
 Pass: No, none of the above

SUBMIT



# TrustVisitor Lobby Experience

## 4. A Lobby Guard can also view a person details page action and take action:

		People	Kiosk	Admin App	Approvals
<b>Visitor KUNDUZ AIDAROVA</b>		<b>Approved</b>			
<p>Event Info</p> <p></p> <p><b>Event:</b> Vendor Council 15:00 - 16:00 1/31/2022</p> <p><b>Sponsor:</b> Justin Garrison </p> <p><b>Location:</b> Reston_101</p>		<p>Registration Info</p> <p><b>Type:</b> Driver's License <b>Issuer:</b> Illinois <b>Expires:</b> 2/24/2023 <b>ID #:</b> A361-5009-5655</p>		<p>Approver Comments</p> <p><b>Security: Approved</b></p> <p>Approval Comment <i>Justin Garrison - 9/21/2020, 5:11:06 PM</i></p> <p><b>Location: Approved</b></p> <p>Approval Comment <i>Justin Garrison - 9/21/2020, 5:12:58 PM</i></p>	
<p>MARK AS ARRIVED</p>		<p>REGISTER SMART CARD</p>		<p>SCAN AN ID</p>	
<p>ASSIGN TEMP BADGE</p>		<p>PRINT BADGE</p>		<p>REQUEST UNSCHEDULED</p>	
<p>ADD TO DNA</p>		<p>Agreements</p> <p>Visitor NDA - PDF - Required</p>		<p>Lobby Comments</p> <p><input type="button" value="ADD COMMENT"/></p> <p>Guard Comment <i>5/5/2020, 12:44:41 PM - TrustVisitor Administrator</i> <i>Event: TrustVisitor Demonstration Meeting</i> Kunduz left her Ray Ban sunglasses in the meeting room on 4/28. Placed in Lost and Found bin.</p>	
<p>Address</p> <p>visitor.certi@gmail.com</p>					



# TrustVisitor Lobby Experience

5. Visitors can check-in for events or request an unscheduled visit via kiosk: (logo and branding colors are customizable)

Tue Sep 07  
6:08 pm

## SELF CHECK-IN

CertiPath

Check-In By Name

Request a Visit

Present Smart Card or Scan QR Code

To scan a QR Code, hold your device 1 foot away from the camera and center the QR Code in the window below:



Privacy Policy | Terms & Conditions

TrustVisitor



# TrustVisitor *Lobby Experience*

## Additional Lobby Actions:

- Quickly grant access to **VIP Visitors**

- Monitor **Kiosk Visitors**

Visitor	Status	Event	Location	Kiosk
Perez, Mark	Checked In	Policy Review 18:00 - 18:30 1/26/2022	Reston_103 Sponsor: Barfield, Logan	East Entrance Checked-in: 1 hours and 21 minutes ago
Clark, Barbara	Escort Required	Policy Review 18:00 - 18:30 1/26/2022	Reston_103 Sponsor: Barfield, Logan	East Entrance Checked-in: 1 hours and 21 minutes ago

- Process **Unscheduled Visitors**

Visitor **Anna Bolin**

REGISTER SMART CARD | SCAN AN ID | PRINT BADGE | **REQUEST UNSCHEDULED**

- Process **Unregistered Visitors**

Visitor **Selik Akakova** Pending Registration

Event Info: Vendor Council  
15:00 - 16:00 1/31/2022  
Sponsor: Justin Garrison  
Location: Reston\_101

Registration Info

**REGISTER AS ESCORT REQUIRED** | REGISTER SMART CARD | SCAN AN ID | PRINT BADGE



# Customizable Workflows: Power + Flexibility

## ■ Visitor Information

- Customize the Visitor Registration page for each Location with User Defined Fields

## ■ Workflow Evaluators

- Register with a Smart Card?
- New or Returning Visitor?
- Accept Agreement?
- Response to any User Defined Field

## ■ Actions

- Require Custom Approval Step(s)
- Require Background Check
- Auto Approve
- Auto Reject
- Customize an Existing Notification
- Create a New Notification
- Require Event Preauthorization

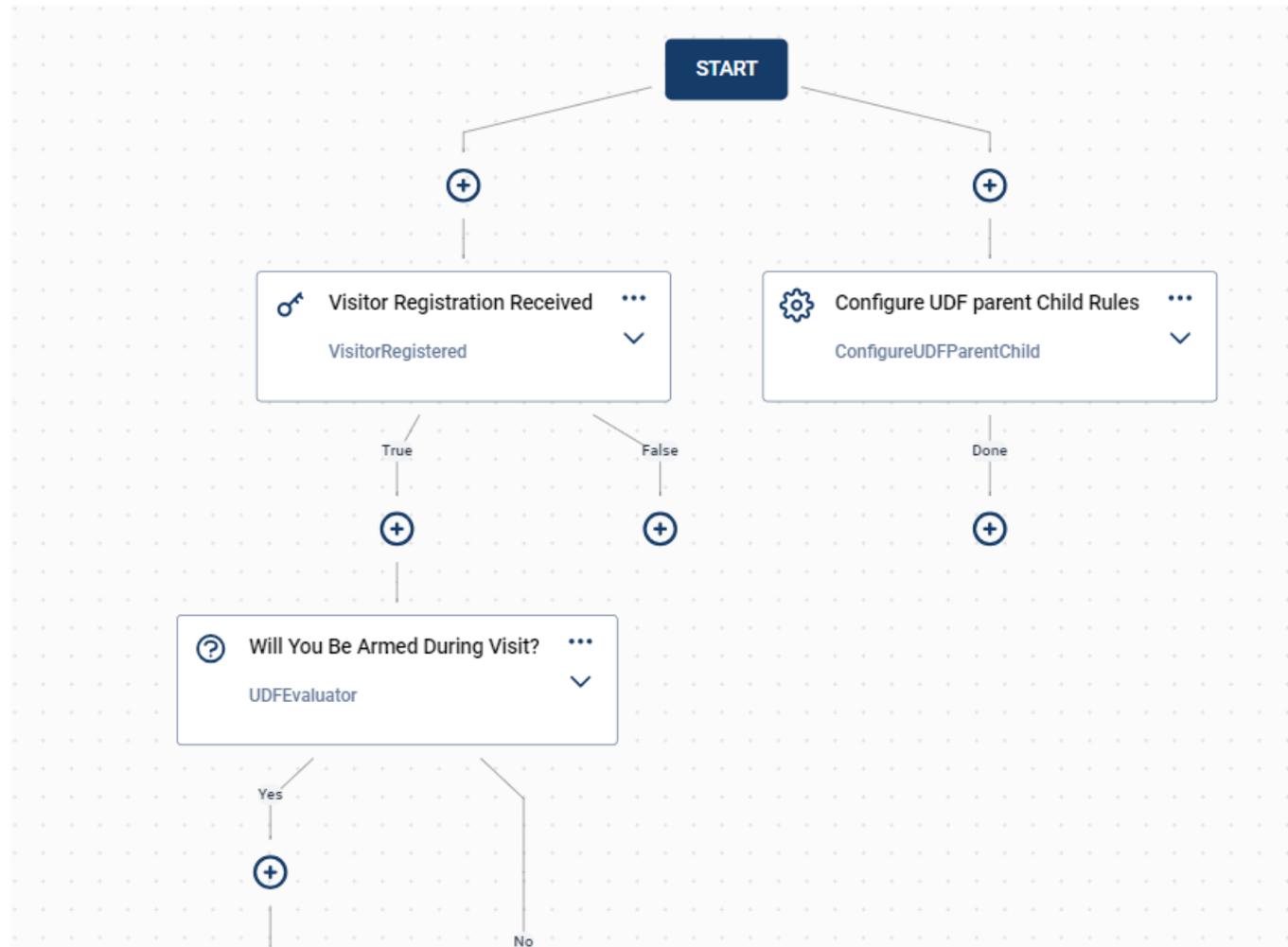
# Custom Workflow: User Defined Field Features

- **User Defined Fields (“UDFs”)**
  - Set as Mandatory/Optional
  - Set visibility to Lobby Guard and/or Approver
  - Tooltip/Help Text
  - Interactive preview window
  - Customize display order on Visitor Registration Page
- **Supported User Defined Field Types:**
  - Date
  - Display Text
  - Display URL
  - Drop Down Select
  - File Upload
  - Switch/Check Box
  - Free Text
  - Radio Button

# Custom Workflow Example: “Policy on Paper”

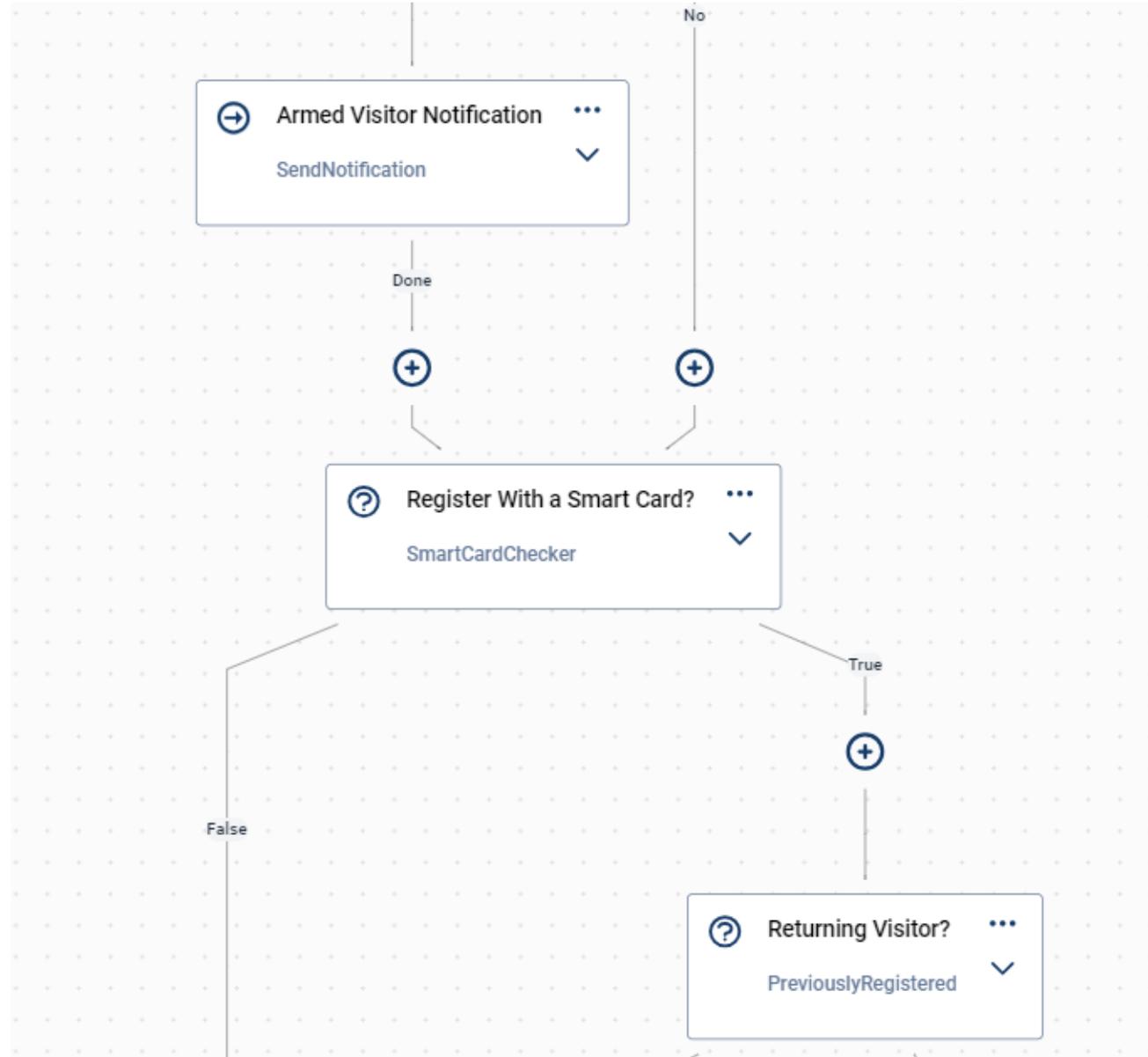
- I want Visitors to fill out the following fields when they **register** for an Event:
  - Full Name
  - Date of Birth
  - View Video Training Course and upload Certificate
  - Accept Non-Disclosure Agreement
  - Are you a US Citizen?
    - If Yes: Select US State
    - If No: Select Country of Origin
  - Will You Be Armed During Your Visit?
    - If Yes: Will You Be In Uniform?
- I want to create a new customized “**Armed Visitor Alert**” notification for Visitors who will be armed
- I want to **auto-approve** Visitors who registered with a **Smart Card** and have **visited with us before**
- I want to run a **background check** for **Non-Smart Card, US** Visitors (new and returning Visitors)
  - if they pass, I want to require **Security** approval
  - If they fail, I want to **auto-reject**
- I want to require Custom approval for **Non-Smart Card, Non-US** Visitors (new and returning Visitors)

# Custom Workflow Example: Enforce Policy in Workflow Tool



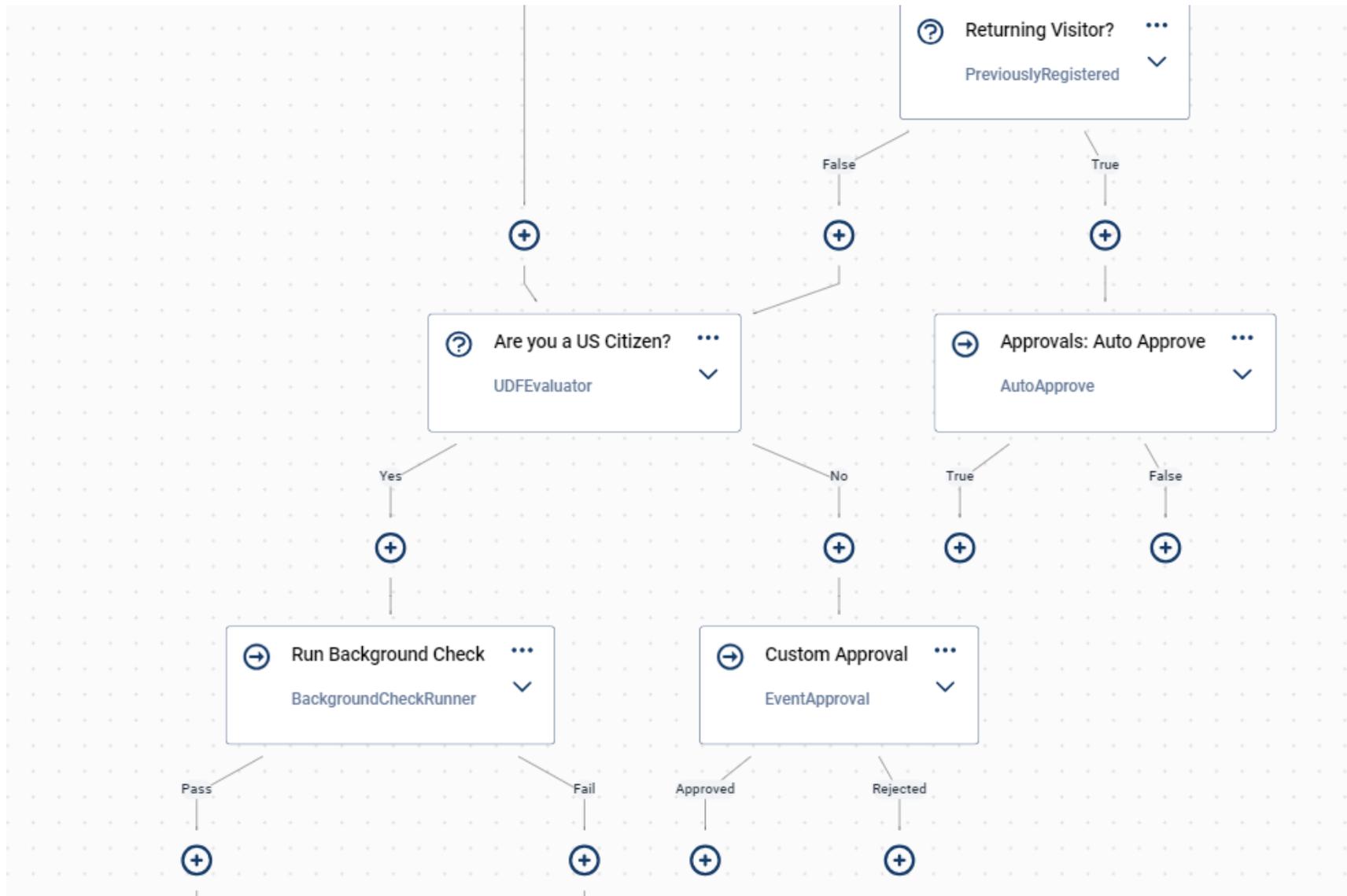
*continued...*

# Custom Workflow Example: Enforce Policy in Workflow Tool



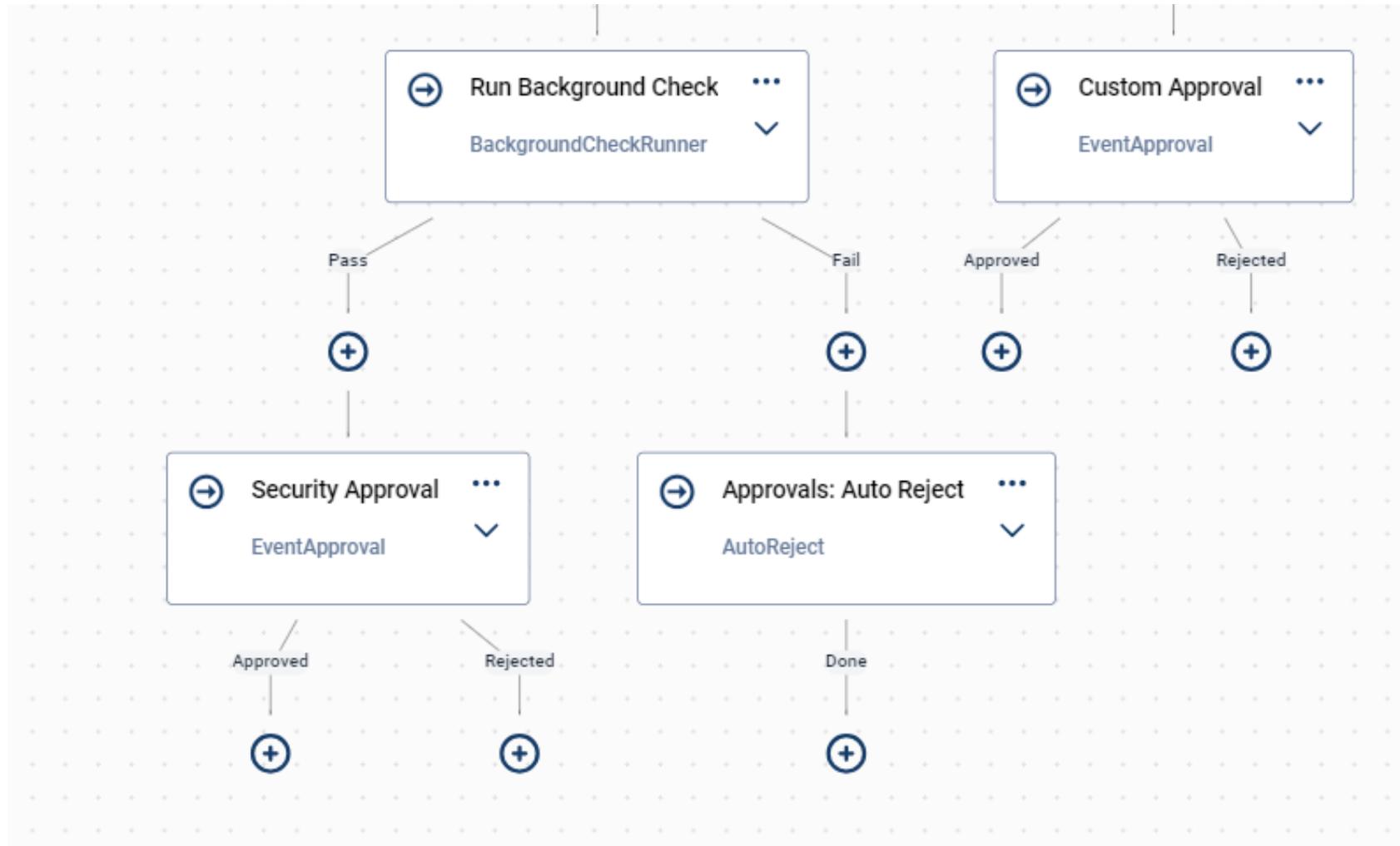
*continued...*

# Custom Workflow Example: Enforce Policy in Workflow Tool



*continued...*

# Custom Workflow Example: Enforce Policy in Workflow Tool



### SendNotification

Configure the content and recipients for a new custom TrustVisitor notification

- Properties
- EventInfo
- VisitorInfo
- EventUdfs
- Preview
- Common

Name

Custom Armed Visitor Notification

Subject Line

Alert: Armed Visitor

Body Header

Alert: Armed Visitor

Body Text

This visitor will be armed during the event listed below.

Recipients

Sponsor

Visitor

Additional Recipients: Emails

Add Email

Additional Recipients: AD Groups

Armed Visitor Team x Add AD Group

Cancel

SAVE

# Configure a Customized Notification in Workflow

# Custom Workflow Example: Smart Card, Armed, Returning Visitor → Auto Approve

TrustVisitor

Visitor Rusty Dunn  **Approved**



### Credential Info

Type: **PIV-I/CIV**  
Valid: Valid  
Card Status in PACS: Inactive   
Clearance In PACS: Inactive  
Expires: 2/9/2027

### Event Info

Event: Complex Workflow Example  
Date: 15:00 9/11 - 15:30 9/11/2023  
Sponsor: Justin Garrison   
Location: Reston\_101

Mr. Dunn's briefcase was left behind in the lobby. He can retrieve it at the East Lobby Desk.

### Guard Comment

1/20/2022, 5:19:21 PM - TrustVisitor Administrator

 People  Kiosk  User

**SCHEDULED** **ASSIGN TEMP BADGE** **PRINT BADGE**

### Visitor Details

**Will You Be Armed During Visit? : yes**

Will You Be In Uniform? : yes

Upload Training Certificate : [Click to Download File](#)

### Address

rustydunn101@gmail.com

# Custom Workflow Example: Custom “Armed Visitor” Notification

## Armed Visitor Notification



TV QA  
To TV O365 Sponsor

If there are problems with how this message is displayed, click here to view it in a web browser.

### Please Review: Armed Visitor

The visitor listed for the event below has indicated they will be armed.

#### Event Info

Event Title:	Armed Visitor Demo
Event Date/Time:	06/29/2023
Event Location:	O365Room_200 in JasPreAuthDemoBuilding

#### Visitor Info

Visitor Registration Credential:	Driver's License
----------------------------------	------------------

#### Additional Info

Are You A US Citizen?:	Yes
Date of Birth:	10/10/1980
First Name:	Justin
Last Name:	Garrison
Will You be Armed?:	yes
Will You Be In Uniform?:	yes

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# Custom Workflow Example: Non-Smart Card, Pass BG Check → Security Approval

The screenshot displays a user interface for visitor registration. At the top, a brown header bar contains an 'X' icon, a US flag, the word 'Pending', a refresh icon, and another 'X' icon. Below the header, the interface is divided into three main sections:

- Left Panel:** Contains 'Visit Info' with an upward arrow, a 'Registration Info' dropdown menu with a downward arrow, and three blue buttons: 'REGISTER SMART CARD', 'SCAN AN ID', and 'REGISTER AS ESCORT REQUIRED'.
- Center Panel:** Features a profile card for Justin Scott Garrison, including a photo, name, event details ('Event: Complex Workflow E...'), date ('Date: 15:00 9/11 - 15:30 9/11/2023'), sponsor ('Sponsor: Justin Garrison' with a phone icon), and location ('Location: Reston\_101'). A large, vertical 'VISITOR' watermark is overlaid on this section.
- Right Panel:** Shows authorization details. It includes the text 'Authorizer: Approved' in green, followed by two 'Authorizer Comment' entries: 'Justin Garrison - 8/6/2023, 6:47:25 PM' and 'Justin Garrison - 8/6/2023, 6:31:14 PM'. A red-bordered box highlights the text 'Security Pending' at the bottom of this panel.

At the bottom of the interface, there are three tabs, each labeled 'Event: Complex Workflow E...'.

# Custom Workflow Example: Non-Smart Card, Fail BG Check → Auto Reject

The screenshot displays a user interface for a visitor management system. At the top, a red header bar contains a close button (X), a US flag icon, a white box with the text "Rejected", a refresh icon, and another close button (X). Below the header, the main content area is divided into three vertical sections. The left section, titled "Visit Info", contains a dropdown menu for "Registration Info" and two blue buttons: "REGISTER SMART CARD" and "SCAN AN ID". The middle section features a profile card for "Erick Lehnsherr" with a blue silhouette icon. Below the name, the following details are listed: "Event: Complex Workflow E...", "Date: 15:00 9/11 - 15:30 9/11/2023", "Sponsor: Justin Garrison" (with a phone icon), and "Location: Reston\_101". The right section, titled "Lobby Comments", includes an "ADD COMMENT" button and a list of other sections: "Approvals" and "Agreements", both with downward arrow icons. A large, semi-transparent watermark "VISITOR" is oriented vertically across the center of the page.

# Custom Workflow Example: Non-Smart Card, Non-US Citizen → Custom Approval

The screenshot displays a software interface for managing visits. At the top, a brown header bar contains an 'X' icon, a globe icon, the word 'Pending', a refresh icon, and another 'X' icon. Below the header, the interface is divided into three main sections:

- Left Sidebar:** Contains a 'Visit Info' section with an upward arrow and a 'Registration Info' section with a downward arrow. Below these are three blue buttons: 'REGISTER SMART CARD', 'SCAN AN ID', and 'REGISTER AS ESCORT REQUIRED'.
- Central Card:** Features a person icon, the name 'Christopher Hewett', and the following details: 'Event: Complex Workflow E...', 'Date: 15:00 9/11 - 15:30 9/11/2023', 'Sponsor: Justin Garrison' (with a phone icon), and 'Location: Reston\_101'. A large, semi-transparent 'VISITOR' watermark is overlaid on this section.
- Right Panel:** Contains two 'Authorizer Comment' entries from Justin Garrison on 8/6/2023. The first comment is dated 6:47:25 PM, and the second is dated 6:31:14 PM. Below the comments, the text 'Custom Pending' is highlighted with a red rectangular box. At the bottom of the right panel is an 'Agreements' section with a downward arrow.

At the bottom of the interface, there are three tabs, each labeled 'Event: Complex Workflow E...'.



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