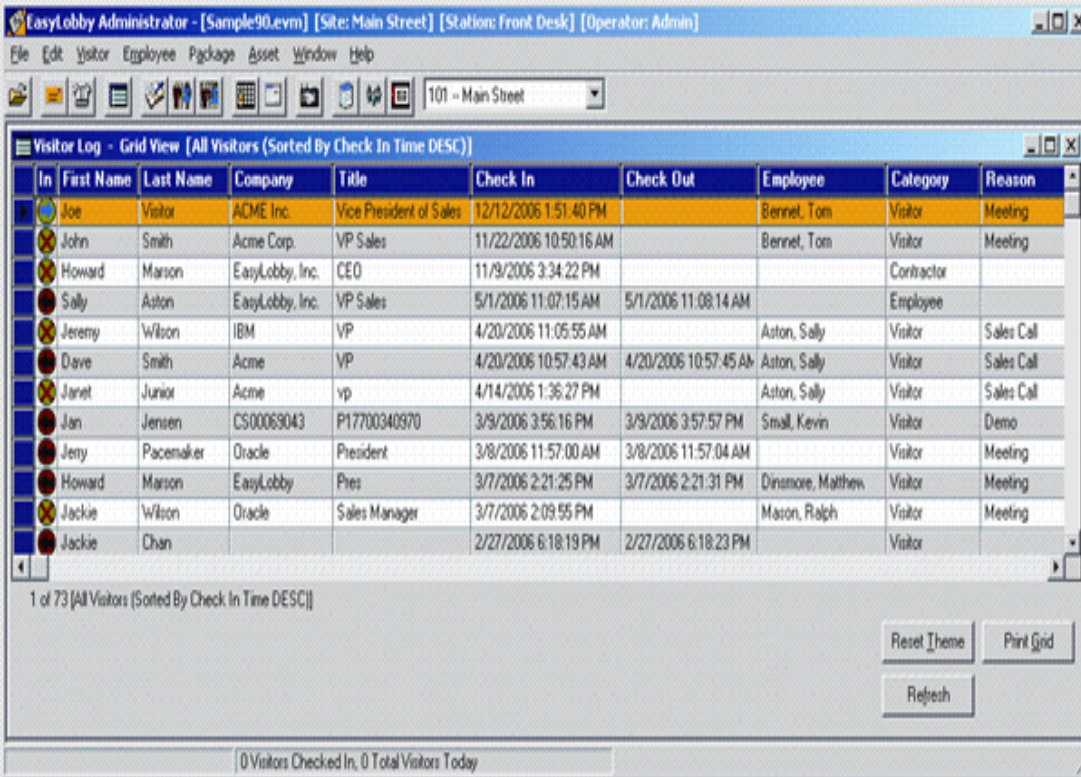


## EasyLobby Administrator

SVM Administrator ▢ Software ▢ Enterprise Administration

EasyLobby Administrator is an enterprise-class, central administration software console. The Administrator software is installed on a Windows workstation (typically the security manager's computer), and provides all of the critical functionality for managing your EasyLobby visitor management system.



The screenshot shows the EasyLobby Administrator software interface. The title bar reads "EasyLobby Administrator - [Sample90.evm] [Site: Main Street] [Station: Front Desk] [Operator: Admin]". The menu bar includes "File", "Edit", "Visitor", "Employee", "Package", "Asset", "Window", and "Help". A dropdown menu shows "101 - Main Street". The main window displays a "Visitor Log - Grid View [All Visitors (Sorted By Check In Time DESC)]" table with the following data:

In	First Name	Last Name	Company	Title	Check In	Check Out	Employee	Category	Reason
	Joe	Visitor	ACME Inc.	Vice President of Sales	12/12/2006 1:51:40 PM		Bennet, Tom	Visitor	Meeting
	John	Smith	Acme Corp.	VP Sales	11/22/2006 10:50:16 AM		Bennet, Tom	Visitor	Meeting
	Howard	Marson	EasyLobby, Inc.	CEO	11/9/2006 3:34:22 PM			Contractor	
	Sally	Aston	EasyLobby, Inc.	VP Sales	5/1/2006 11:07:15 AM	5/1/2006 11:08:14 AM		Employee	
	Jeremy	Wilson	IBM	VP	4/20/2006 11:05:55 AM		Aston, Sally	Visitor	Sales Call
	Dave	Smith	Acme	VP	4/20/2006 10:57:43 AM	4/20/2006 10:57:45 AM	Aston, Sally	Visitor	Sales Call
	Janet	Junior	Acme	vp	4/14/2006 1:36:27 PM		Aston, Sally	Visitor	Sales Call
	Jan	Jensen	CS00063043	P17700340970	3/9/2006 3:56:16 PM	3/9/2006 3:57:57 PM	Small, Kevin	Visitor	Demo
	Jeny	Pacemaker	Oracle	President	3/8/2006 11:57:00 AM	3/8/2006 11:57:04 AM		Visitor	Meeting
	Howard	Marson	EasyLobby	Pres	3/7/2006 2:21:25 PM	3/7/2006 2:21:31 PM	Dinsmore, Matthew	Visitor	Meeting
	Jackie	Wilson	Oracle	Sales Manager	3/7/2006 2:09:55 PM		Mason, Ralph	Visitor	Meeting
	Jackie	Chan			2/27/2006 6:18:19 PM	2/27/2006 6:18:23 PM		Visitor	

At the bottom of the table, it says "1 of 73 [All Visitors (Sorted By Check In Time DESC)]". There are buttons for "Reset Theme", "Print Grid", and "Refresh". At the very bottom, a status bar shows "0 Visitors Checked In, 0 Total Visitors Today".

### Administrator's award-winning features include:

- Create and manage your organization's badge templates, by Category (these can also be different for each SVM badging station deployed in your facility)
- Create and manage all of your User accounts for the guards or receptionists that will be operating the SVM badging software in each lobby
- Setup and manage the automated, scheduled employee import process so that the drop down list on the SVM visitor form stays up to date (for indicating the employee)

- Manage all settings and options on each SVM badging station from the central Administrator console
- Setup and manage SVM's [Kiosk \(self-registration\) mode](#)
- Manage each employee's access to [eAdvance](#) visitor preregistration application (for pre-registering visitors from the employee's or visitor's own computer using a web interface)
- Do real-time monitoring and reporting across the entire organization, or for specific Sites or badging stations
- Print Employee ID cards

### Licensing Terms:

One copy of Administrator comes free with each copy of the SVM application purchased. Additional copies of Administrator Software can be purchased as required for a nominal fee.