

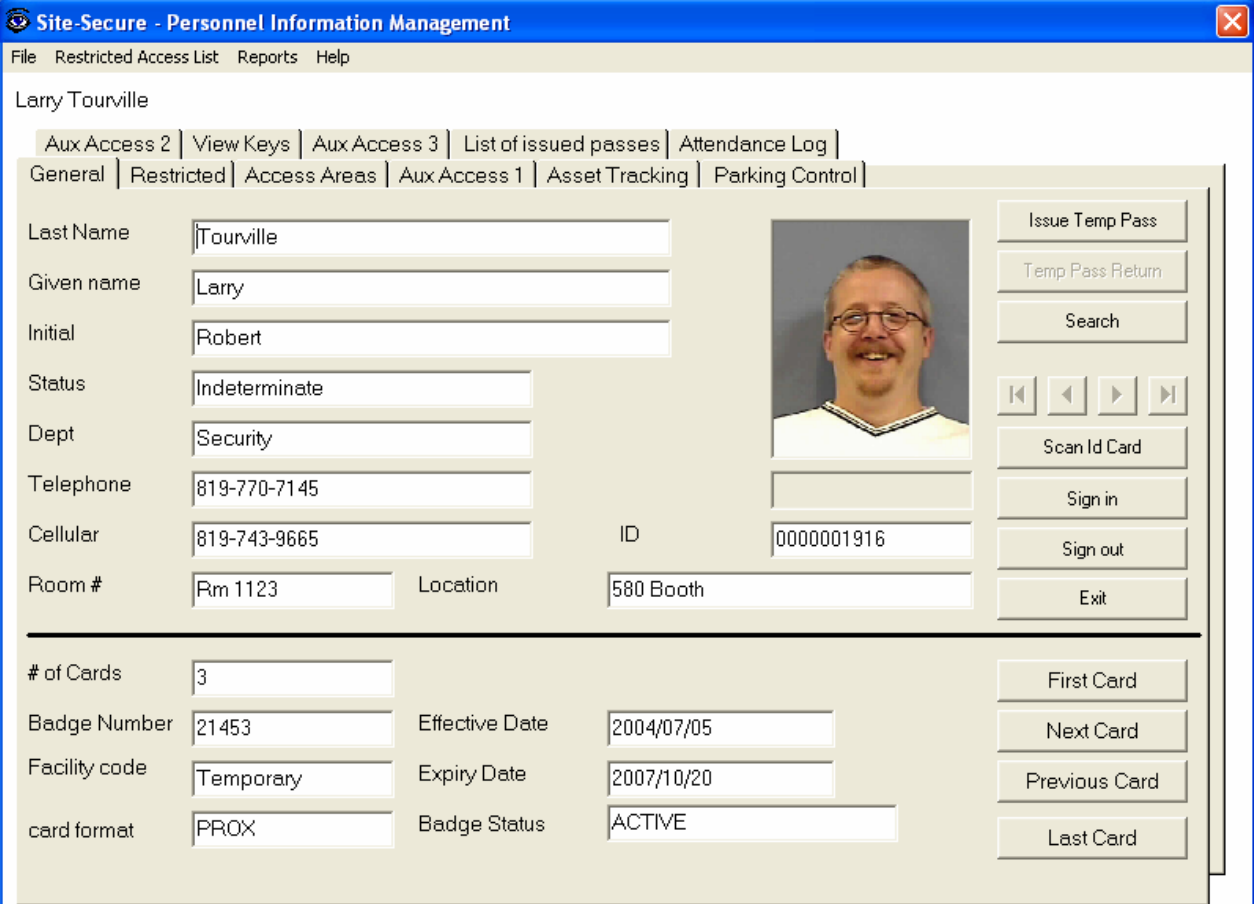


# SITE SECURE

*Security Management Made Easy*

## Personnel Information Management Module

The Personnel Information Management module can serve as the main database for recording personal information on any individuals having dealings with the organization or its departments within. These individuals can be full-time or part-time employees, volunteers, contract employees, or visitors. It also allows for detailed information on access limitations, badge and/or key issuance, keys to be returned at the end of the day or upon termination of employment. It automatically maintains the "active" or "inactive" status of all individuals based on employment or expiry dates of such things as security clearances etc. This module maintains a record of those authorized to issue badges, keys, as well as individuals with access to site-specific rooms. The information can be shared, via the intranet, with multiple locations on a "need to know" basis, with password protection in the database to limit access, e.g. keys or/and access cards may not be issued to persons not registered in the database. Identification pictures of all employees, contractors and in some cases visitors can be stored in the database. If Site-Secure is interfaced to an ODBC compliant access control system it can be possible to view the status, access privileges of card holders, to verify why their card may not work at a particular time or reader.



Site-Secure - Personnel Information Management

File Restricted Access List Reports Help

Larry Tourville

Aux Access 2 | View Keys | Aux Access 3 | List of issued passes | Attendance Log |

General | Restricted | Access Areas | Aux Access 1 | Asset Tracking | Parking Control |

Last Name: Tourville

Given name: Larry

Initial: Robert

Status: Indeterminate

Dept: Security

Telephone: 819-770-7145

Cellular: 819-743-9665

Room #: Rm 1123

Location: 580 Booth

ID: 0000001916

Issue Temp Pass

Temp Pass Return

Search

Scan Id Card

Sign in

Sign out

Exit

# of Cards: 3

Badge Number: 21453

Effective Date: 2004/07/05

Facility code: Temporary

Expiry Date: 2007/10/20

card format: PROX

Badge Status: ACTIVE

First Card

Next Card

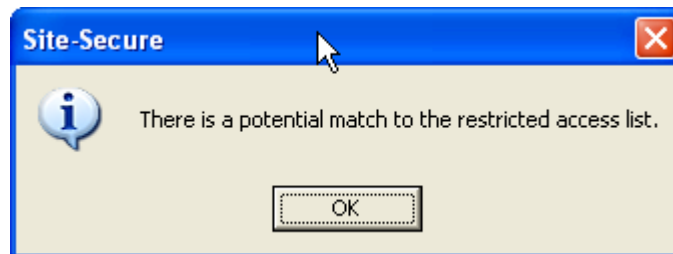
Previous Card

Last Card

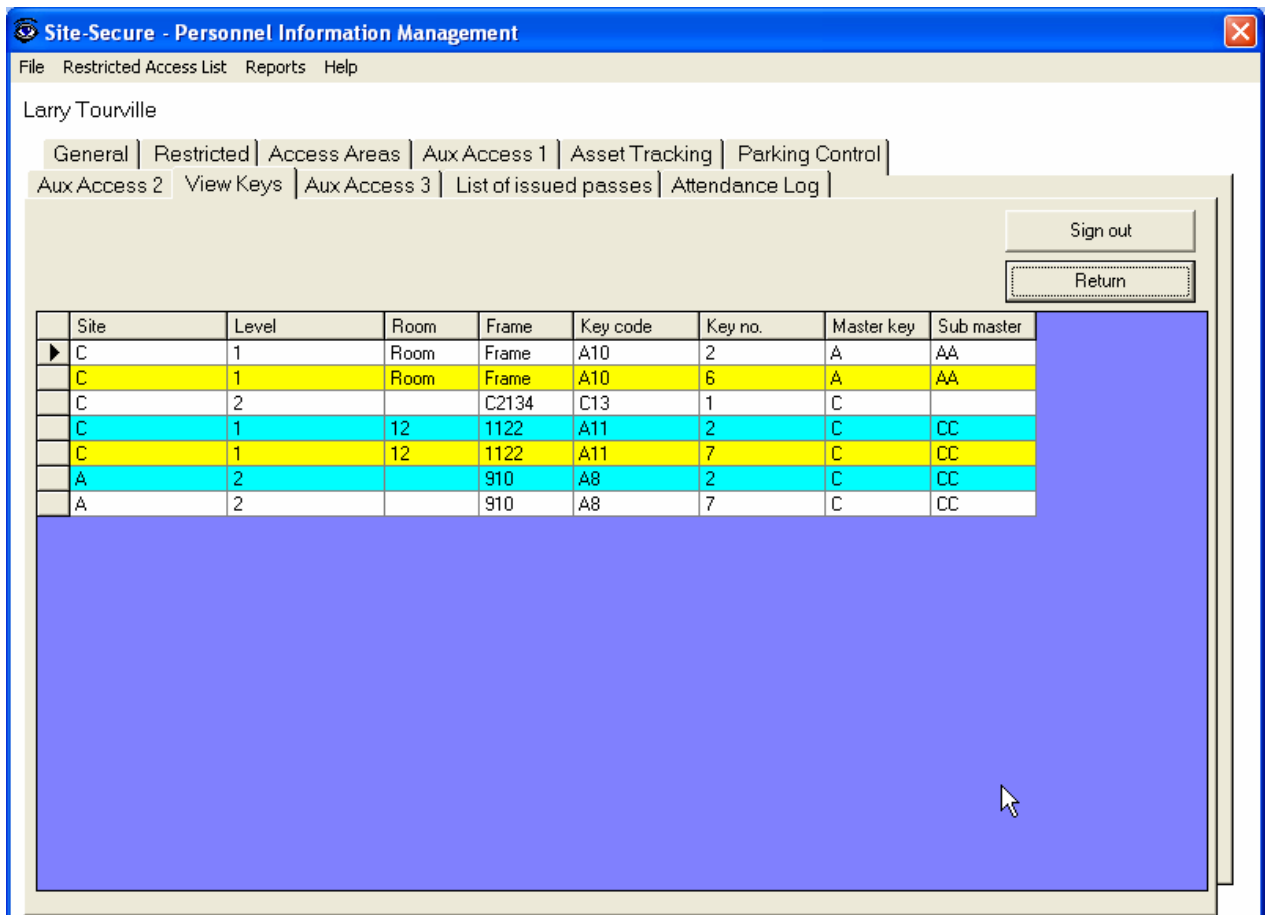
## Features

- Can be the back bone to all **Site-Secure** modules
- Personal data can include height, weight, hair & eye color, DOB etc
- Pass identification numbers, home/work tel. numbers, office location
- License plate number, security clearance status including expiry dates
- E-Mail notification of pending expiry date.
- Parking privileges
- Sensitive areas to which a person can request access
- Areas to which that a person requires an escort
- Type of deposit required to receive badges or keys
- Personal photograph(s) can be attached to each file and shared on a “need to know” basis

## Link to restricted access list



## List of permanent and temporary keys issued to an employee

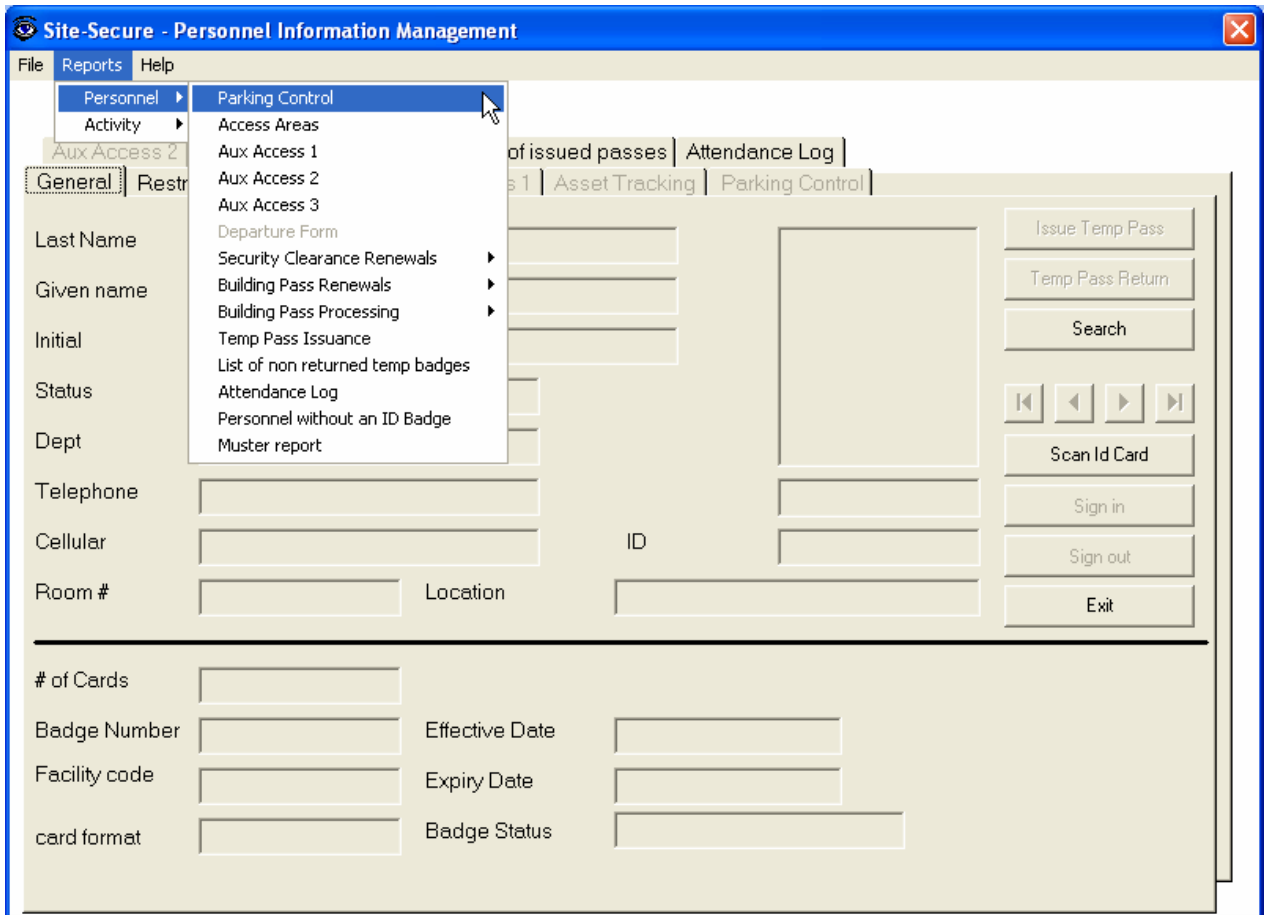


A screenshot of the 'Site-Secure - Personnel Information Management' application window. The title bar is blue with the text 'Site-Secure - Personnel Information Management' and a close button. The menu bar includes 'File', 'Restricted Access List', 'Reports', and 'Help'. The user name 'Larry Tourville' is displayed. Below the name are several tabs: 'General', 'Restricted', 'Access Areas', 'Aux Access 1', 'Asset Tracking', 'Parking Control', 'Aux Access 2', 'View Keys', 'Aux Access 3', 'List of issued passes', and 'Attendance Log'. The 'View Keys' tab is selected. On the right side, there are 'Sign out' and 'Return' buttons. The main area contains a table with the following data:

	Site	Level	Room	Frame	Key code	Key no.	Master key	Sub master
▶	C	1	Room	Frame	A10	2	A	AA
	C	1	Room	Frame	A10	6	A	AA
	C	2		C2134	C13	1	C	
	C	1	12	1122	A11	2	C	CC
	C	1	12	1122	A11	7	C	CC
	A	2		910	A8	2	C	CC
	A	2		910	A8	7	C	CC

## Extensive report capabilities

With the Site-Secure Report Builder, an almost infinite number of reports can be generated for data analysis and statistical reporting.



Also included are built-in “quick reports” such as:

- Full time employees by department
- Part time employees by department
- Contract employees, contractor name and contract number
- Volunteers by department
- Pending expiry dates for security clearance, badges, contract term, etc.
- Number of visitors per day, week and month
- Who has keys, how many and to which doors
- Parking control