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Employee User's Guide

INTRODUCTION

The instructions and information contained in this document outline the steps necessary to use iVisitor. This guide is designed to help facilitate the use of iVisitor. It is recommended that you read this guide prior to using the service.

The information contained in this guide is for the Employee User Type and is intended for this user type only. The Employee User Type has authority to perform the following functions:

- View Scheduled, Current & Past Visits
- Schedule (Add) Visits
- Import a List of Names into iVisitor
- Edit / Delete Scheduled Visits
- Access the My Profile page

Each function and steps for completion are defined in this guide.

USER FUNCTIONS

GETTING STARTED

The first screen accessible through the iVisitor link is the **LOG-IN** screen (Figure 1).

Log in to iVisitor using an authorized Employee user name and password. (This will be supplied to you by your Administrator) If you forgot your user name and password, click the "Forgot User Name or Password" link to have it emailed to you.

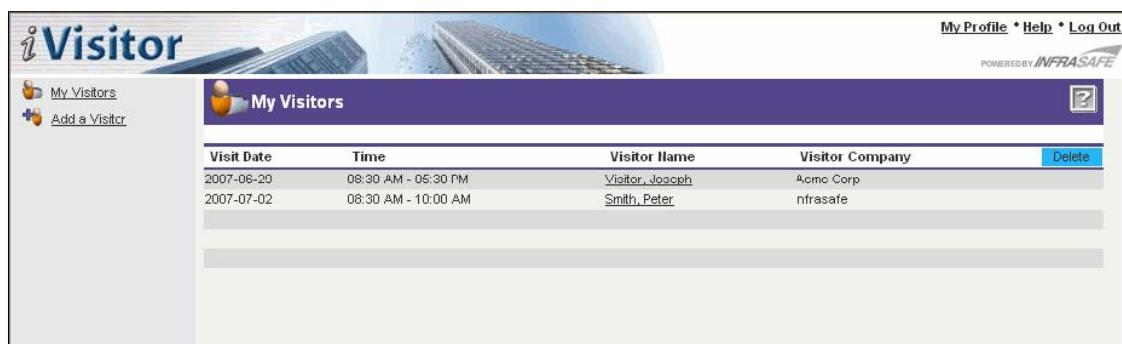


The log-in screen features a large image of a modern glass building on both sides of the central form. The form itself has a white background with a thin gray border. At the top left is the "iVisitor" logo. To the right of the logo is a large input field for "User Name". Below it is another input field for "Password". Underneath these fields are two checkboxes: "Remember User Name" and a "Login" button. At the bottom of the form is a blue link "Forgot User Name or Password?". The footer contains copyright information ("Copyright 2009 Infrasafe • Patent Pending • Privacy Statement") and a "POWERED BY" logo for "VERISTREAM".

Figure 1

Upon log in, iVisitor recognizes the user's USER TYPE and the applicable page is displayed.

The example shown below (Figure 2) shows the **MY VISITORS** page, standard for Employee Users. This is the "home page" for Employees to use to view, schedule, and edit visitors.



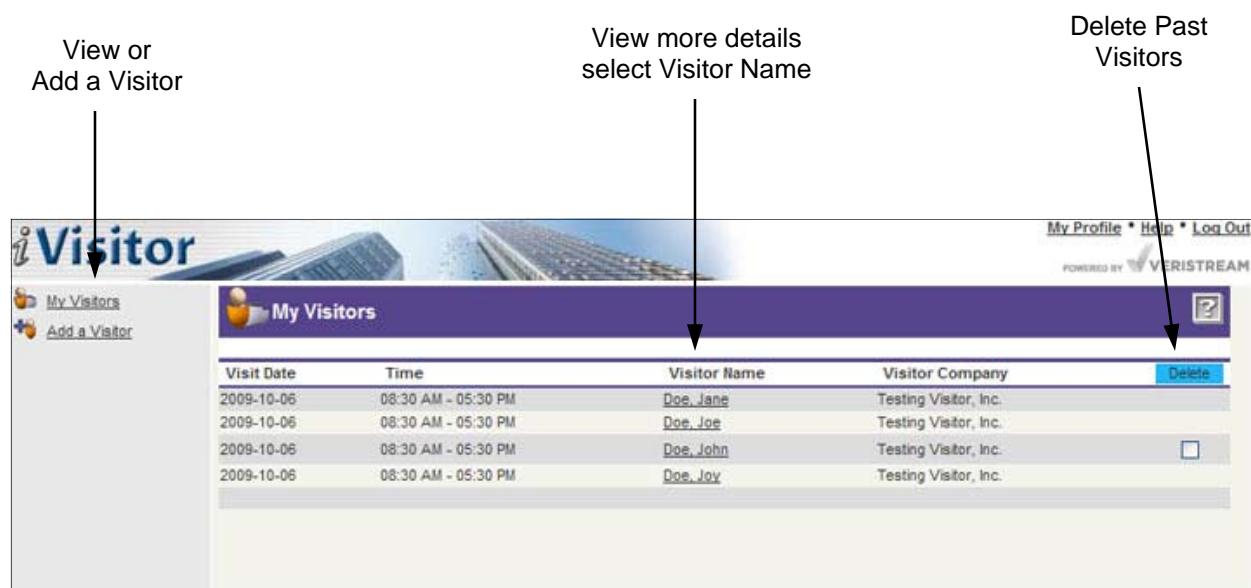
The "My Visitors" page has a purple header bar with the title "My Visitors" in white. On the left, there are links for "My Visitors" and "Add a Visitor". The main content area is a table showing visitor history:

Visit Date	Time	Visitor Name	Visitor Company	Action
2007-06-20	08:30 AM - 05:30 PM	Visitor_Joseph	Acme Corp	
2007-07-02	08:30 AM - 10:00 AM	Smith_Peter	Infrasafe	

Figure 2

VIEWING SCHEDULED, CURRENT and PAST VISITORS

Clicking on the “My Visitors” link will display your personal **MY VISITORS** page. This page allows you to view your scheduled, current and past visitors. If you have the authority to schedule visitors for others, those visitors will appear on this page as well.



NOTE: Each column header provides you the ability to sort the visitor list by clicking on the header. You can sort visitors by Visit Date, Visitor Name, or Visitor Company.

NOTE: Once a Visitor has been checked out, you can select the check box in the “Delete” column and then click on the blue “Delete” button to remove them from your page.

ADDING A VISITOR

Clicking the “Add A Visitor” link from the Employee’s **MY VISITORS** page, provides the ability to pre-enroll visitors for yourself or for others in your organization. After clicking “Add a Visitor,” the **VISIT INFORMATION** page will be displayed (Figure 3).

The screenshot shows the 'Visit Information' page of the iVisitor system. At the top, there are links for 'My Profile', 'Help', and 'Log Out', and a 'POWERED BY VERISTREAM' logo. On the left, there's a sidebar with 'My Visitors' and 'Add a Visitor' options. The main area has two sections: 'Visitor Information' and 'Visit Information'. In 'Visitor Information', fields include 'Visitor's First Name (and Middle Initial)', 'Visitor's Last Name', 'Visitor's Company Name or Relationship', 'Send Visitor Notification of Scheduled Visit' (checkbox), and 'Visitor's Email Address'. In 'Visit Information', fields include 'E-Mail Host Upon Arrival' (checkbox checked), 'Purpose of Visit', 'Instructions Upon Arrival', 'Visit Destinations', and date/time pickers for 'Scheduled Start of Visit' (8:30 AM, 10/6/2009) and 'Scheduled End of Visit' (5:30 PM, 10/6/2009). At the bottom are 'Save', 'More In Group', and 'Cancel' buttons.

Figure 3

1. Complete the “*Visitor Information*” portion of the form by entering the visitor’s first and last name, and company name or relationship.
 - A. Indicate whether or not you want to send your visitor(s) a confirmation email of the scheduled visit and enter their email address.
2. Complete the “*Visit Information*” portion of the form:
 - A. Indicate whether or not the host receives an email notification upon the visitor’s arrival.
 - B. Enter the Purpose of the Visit (i.e. Sales Demonstration).
 - C. Enter Arrival Instructions if needed
 - D. Enter the Visit Destination (i.e. classroom name).
 - E. Use the calendar icon and select the start time and date, and end time and date of the visit.

If there are more visitors to be added, click the “*More in Group*” button (instructions follow), otherwise, click “Save.”

ADD A VISITOR - MORE IN GROUP

If you are scheduling more than one visitor for the same date and time and purpose, click on the “More in Group” button located at the bottom of the screen. This will display the **MORE IN GROUP** page (Figure 4).

Enter the First Name, Last Name, Company Name or Relationship, for each visitor in the group or click “Browse” to upload a .csv file.

The screenshot shows the 'More In Group' page of the iVisitor software. The interface includes a header with 'My Profile * Help * Log Out' and a 'POWERED BY VERISTREAM' logo. On the left, there are navigation links for 'My Visitors' and 'Add a Visitor'. The main content area is titled 'More In Group' and contains a table for adding multiple visitors. The table has three columns: 'First Name', 'Last Name', and 'Company or Relationship'. Each column has 10 rows, labeled 1 through 10. Below the table is a 'Browse...' button for uploading a CSV file. At the bottom of the page are 'Save', 'More', and 'Close' buttons. There is also a checkbox for receiving email confirmation.

Figure 4

Excel (.csv) File Instructions

The Excel (.csv) file must follow these guidelines (Figure 5)

- The first name must be in the first column (column A).
 - The last name must be in the second column (column B).
 - The company name must be in the third column (column C).
 - Delete any blank rows or columns in the data range.
 - Do not include middle initials or middle names.
 - If a name has an apostrophe or any other special character, type it without the apostrophe (i.e., O'hare is entered as Ohare).
-
- The Excel spreadsheet must be saved as a CSV (comma separated values) file.
 - To save an Excel spreadsheet with a .csv extension:
 - In Excel, select File, Save As.
 - The Save As dialog box displays.
 - In the *File Name* box, type a name for the file.
 - In the *Save In* box select a location to save the file.
 - In the *Save As Type* box, use the drop down arrow to select CSV (Comma delimited) (*.csv).

	A	B	C
1	Sharon	Smith	ABC Co.
2	Julia	Ford	DEF Co.
3	Carla	Ohare	HIJ Co.
4	Larry	Duke	KLM Cu.
5	Janet	Jones	MNO Co.
6	Stanita	Gerson	PQR Co.
7	Charles	Lawson	STV Co.
8	Stacy	Field	WXY Co.

Figure 5

EDITING / DELETING VISITOR INFORMATION

Employees have the ability to Edit or Delete Visitor information for only the Visitors they have scheduled and for Visitors who are not currently checked-in.

From the **MY VISITORS** page (Figure 6), click on the name of the visitor for whom you wish to Edit or Delete. The **VISITOR INFORMATION** page will be displayed (Figure 7).

The screenshot shows the 'My Visitors' section of the iVisitor interface. At the top right are links for 'My Profile', 'Help', and 'Log Out'. Below that is a 'POWERED BY VERISTREAM' logo. On the left, there are navigation links for 'My Visitors' and 'Add a Visitor'. The main area displays a table of scheduled visitors:

Visit Date	Time	Visitor Name	Visitor Company	Action
2009-10-06	08:30 AM - 05:30 PM	Doe, Jane	Testing Visitor, Inc.	<input type="button" value="Delete"/>
2009-10-06	08:30 AM - 05:30 PM	Doe, Joe	Testing Visitor, Inc.	<input type="button" value="Delete"/>
2009-10-06	08:30 AM - 05:30 PM	Doe, John	Testing Visitor, Inc.	<input type="checkbox"/>
2009-10-06	08:30 AM - 05:30 PM	Doe, Joy	Testing Visitor, Inc.	<input type="button" value="Delete"/>

Figure 6

From **VISITOR INFORMATION** page, the Employee can change the visit information, or Delete the visitor if, for example, the meeting has been canceled or postponed.

The screenshot shows the 'Visit Information' page. At the top right are links for 'My Profile', 'Help', and 'Log Out'. Below that is a 'POWERED BY VERISTREAM' logo. On the left, there are navigation links for 'My Visitors' and 'Add a Visitor'. The main area is divided into two sections: 'Visitor Information' and 'Visit Information'.

Visitor Information:

- Visitor's First Name (and Middle Initial): Jackie
- Visitor's Last Name: Doe
- Visitor's Company Name or Relationship: Testing Visitor, Inc.
- Send Visitor Notification of Scheduled Visit:
- Visitor's Email Address: [empty field]

Visit Information:

- E-Mail Host Upon Arrival:
- Purpose of Visit: Sales Demonstration
- Instructions Upon Arrival: [empty field]
- Visit Destinations: [empty field]
- Scheduled Start of Visit: 8:30 AM, 10/6/2009, Tue
- Scheduled End of Visit: 5:30 PM, 10/6/2009, Tue

At the bottom are buttons for 'Save', 'Delete', and 'Cancel'.

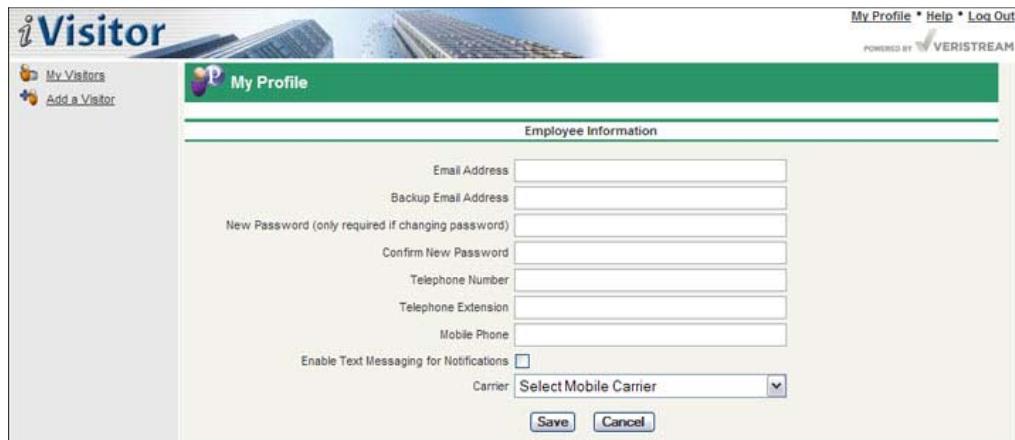
Figure 7

NOTE: If changing Visit Information (time, date, name of visitor, etc.), be sure to click on "Save" to save the changes. Clicking on "Cancel" will close the window without saving.

MY PROFILE

The **MY PROFILE** page allows the User to change their iVisitor login password. Additionally, this page allows Users to update their telephone / contact information.

Click the “My Profile” link to access the **MY PROFILE** page (Figure 8). When you are done making the appropriate changes, click on “Save” to save the changes. Clicking “Cancel” will exit without saving. If you changed your password, be sure to use the new password the next time you log into iVisitor.

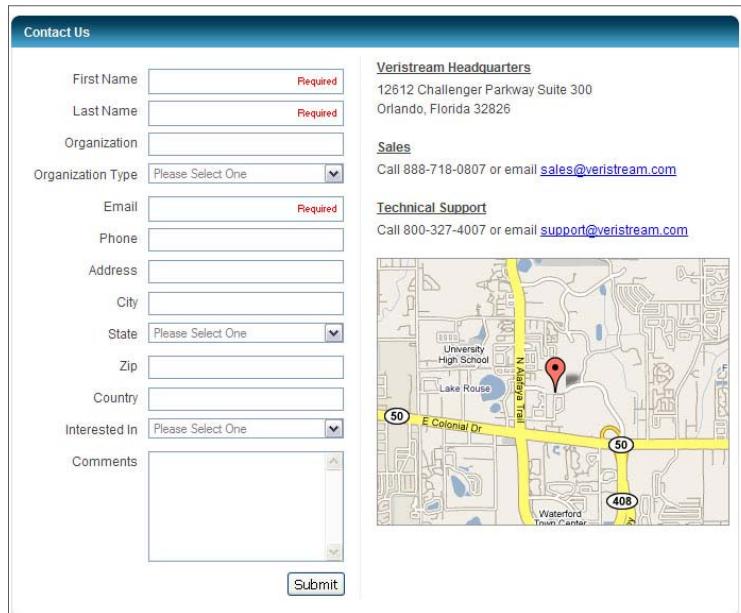


The screenshot shows the "My Profile" page with a green header bar. Below it, there's a section titled "Employee Information" containing fields for Email Address, Backup Email Address, New Password, Confirm New Password, Telephone Number, Telephone Extension, and Mobile Phone. There are also checkboxes for "Enable Text Messaging for Notifications" and "Carrier" followed by a dropdown menu for "Select Mobile Carrier". At the bottom are "Save" and "Cancel" buttons.

Figure 8

HELP

Clicking on the “Help” link, displays a contact form to submit your question to iVisitor support (Figure 9).



The screenshot shows the "Contact Us" page. On the left is a form with fields for First Name, Last Name, Organization, Organization Type (dropdown), Email, Phone, Address, City, State (dropdown), Zip, Country, Interested In (dropdown), and Comments. To the right, there's information about Veristream Headquarters (address: 12612 Challenger Parkway Suite 300, Orlando, Florida 32826) and Sales (call 888-718-0807 or email sales@veristream.com). Below that is a section for Technical Support (call 800-327-4007 or email support@veristream.com). At the bottom is a map of the Waterford Town Center area with a red pin marking the location.

Figure 9