

# LobbyWorks VMS

## Configuration and Technical Requirement Survey

Initial Date Completed: \_\_\_\_\_

Revised Date: \_\_\_\_\_

Sales Person:

Name \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

Customer Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

IT Person: \_\_\_\_\_ Title: \_\_\_\_\_

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## Technical Information

### **Network Topology**

- ❑ Standalone Application (one station) – LobbyWorks Express all components installed on one pc.
- ❑ Networked Application (multiple stations, typically database on server), LobbyWorks Premier.

#### Number of Stations

- \_\_\_\_ Front Desk Registration Stations
- \_\_\_\_ Kiosk Self-Registration, Sign In/Out, Visitor Information Center
- \_\_\_\_ Web Center – Employee desktop (manage own Visitor lists)
- \_\_\_\_ Reporter Module (generates and prints reports)
- \_\_\_\_ Administrator (manages LobbyWorks application)

#### Integration

- \_\_\_\_ Microsoft Outlook Calendar Integration\*
- \_\_\_\_ Pro-Watch R7 8044 or later or Pro-Watch R8

\* version must be able to send vcard email notifications

### **Server Configuration**

- ❑ Database Server Name \_\_\_\_\_
- ❑ Platform
  - \_\_\_\_ Windows XP, SP3
  - \_\_\_\_ Windows Vista Business Edition
  - \_\_\_\_ Windows 2003 Server, SP2 (32 bit)
  - CPU \_\_\_\_\_
  - RAM \_\_\_\_\_
  - Available Disk Space \_\_\_\_\_
- ❑ Database (select one)
  - \_\_\_\_ SQL Express
  - \_\_\_\_ SQL Server (SQL 2005/2008 Standard Edition 32 bit)– must provide own license
  - \_\_\_\_ Integrated Windows authentication
  - \_\_\_\_ Mixed Mode authentication
- ❑ Web Server Name \_\_\_\_\_ (If applicable)
  - \_\_\_\_ Windows XP, SP3 (32 bit)
  - \_\_\_\_ Windows Vista Business Edition (32 bit)



- \_\_\_\_ Business Card Reader \_\_\_\_\_
- \_\_\_\_ Badge Printer \_\_\_\_\_
- \_\_\_\_ Barcode Reader \_\_\_\_\_
  
- Limit Kiosk visitor registration to pre-registered visitors only? Yes / No
- Visitor Agreement to any terms required (i.e. NDA, safety video)? Yes / No
- Supported Visit Categories
  - Visitor
  - Contractor
  - Service
  - Other \_\_\_\_\_
- Visitor Information Center messaging? Yes / No
  - File type \_\_\_\_\_ (.avi, .doc...)

## **Registration Process**

- Kiosk visit authorization
  - \_\_\_\_ By Front Desk
  - \_\_\_\_ By Host Employee
  - \_\_\_\_ By Kiosk (No Operator interaction)
- Data Field Configuration (Default fields)
  - Visitor First Name
  - Visitor Last Name
  - Visitor Company
  - Host Company
  - Host Employee
  - Vehicle License #
  - Picture
  - Access Area
  - Security Level
  - \_\_\_\_\_ (Custom Fields)
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Pro-Watch integration
  - \_\_\_\_ Issue cards to visitors
  - \_\_\_\_ Use barcode as visitor card number
  - \_\_\_\_ Issue temp cards to employees
- Standard business card information (name, address, phone ...)
  - Retain data fields
  - Retain image of business card in database\*? Yes / No
- Standard Driver's License information (name, address, attributes...)
  - Retain data fields
  - Retain person photo from License
  - Retain image of Driver's License in database\*

\*Note: retaining images may increase space requirements regarding the database.

