

VISITOR ENROLLMENT

To enroll a visitor, perform the following steps:

1. From the EntryPoint Home screen, scan a Driver's License or State Issued ID using the Barcode Scanner.

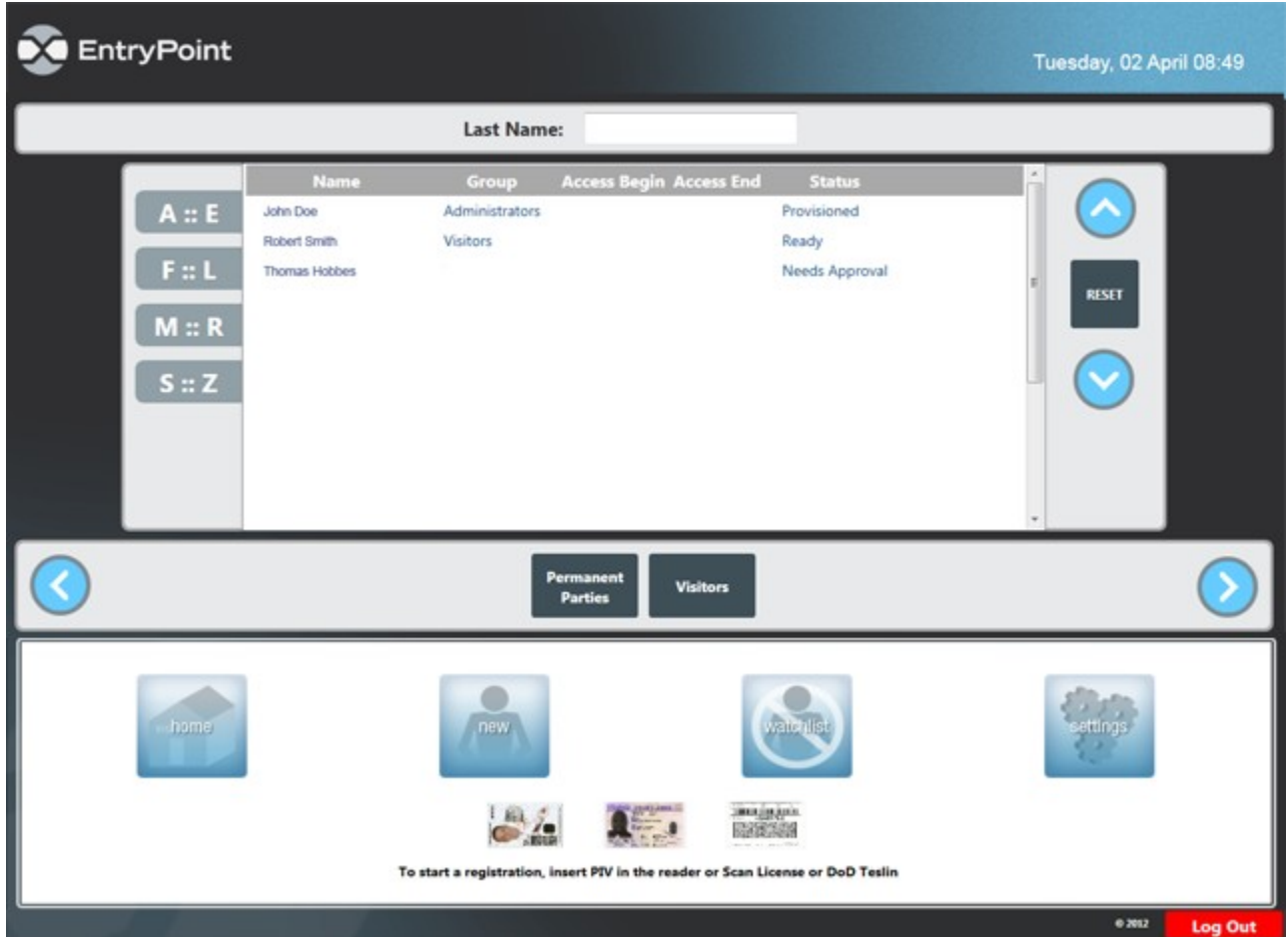


Figure 63. EntryPoint Home Screen.

2. On the USB keypad, have the enrollee enter a 4 digit **Site PIN**, and then select a **Deny** at **FPCON Level**.

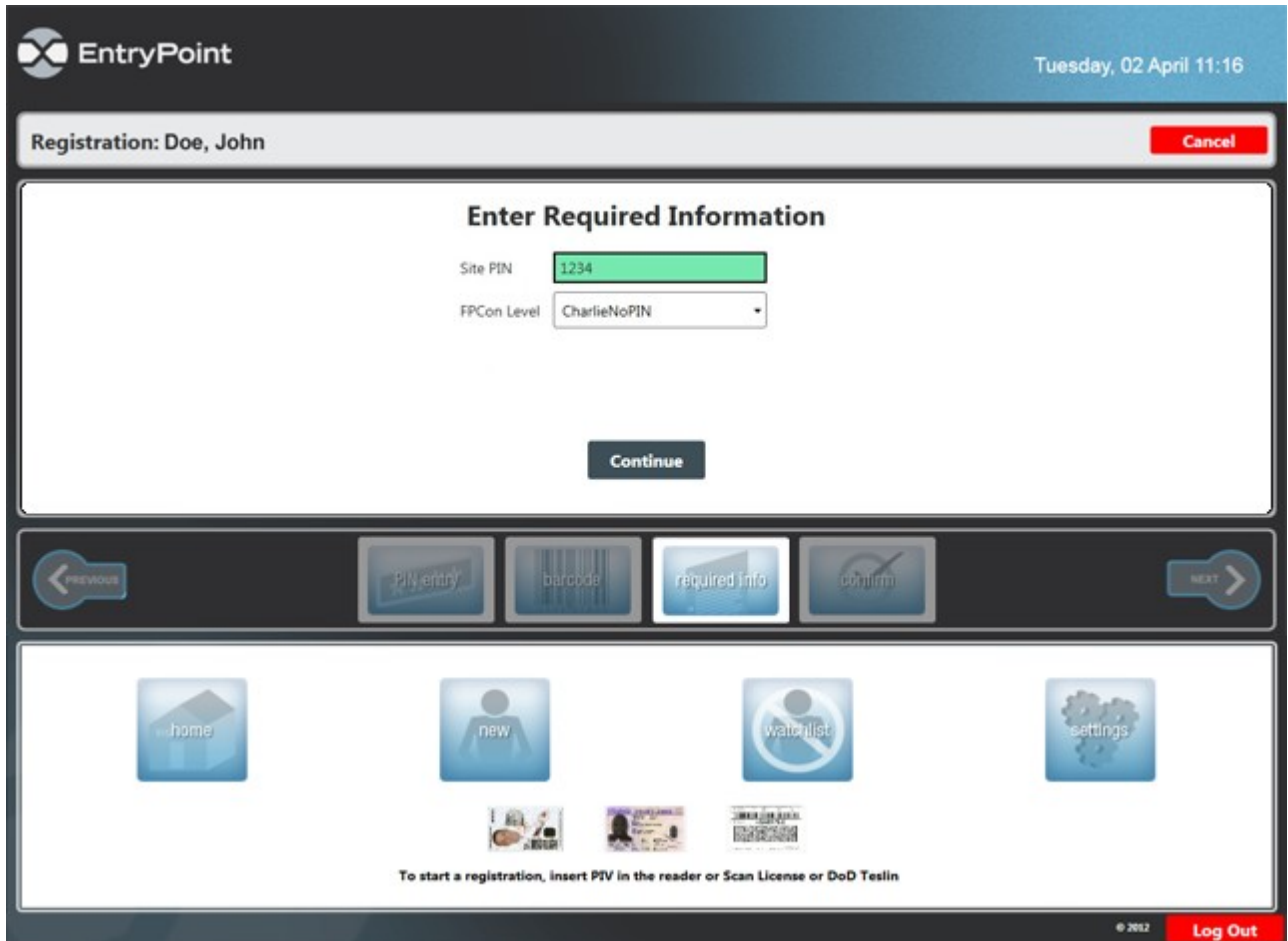


Figure 64. Required Information Screen.

3. A Banned List check will run. If passed, click **Continue**. If failed, stop enrollment.

NOTE

If the Enrollee is not the individual referenced on the Banned List Match screen click the **Override** button to continue enrollment.

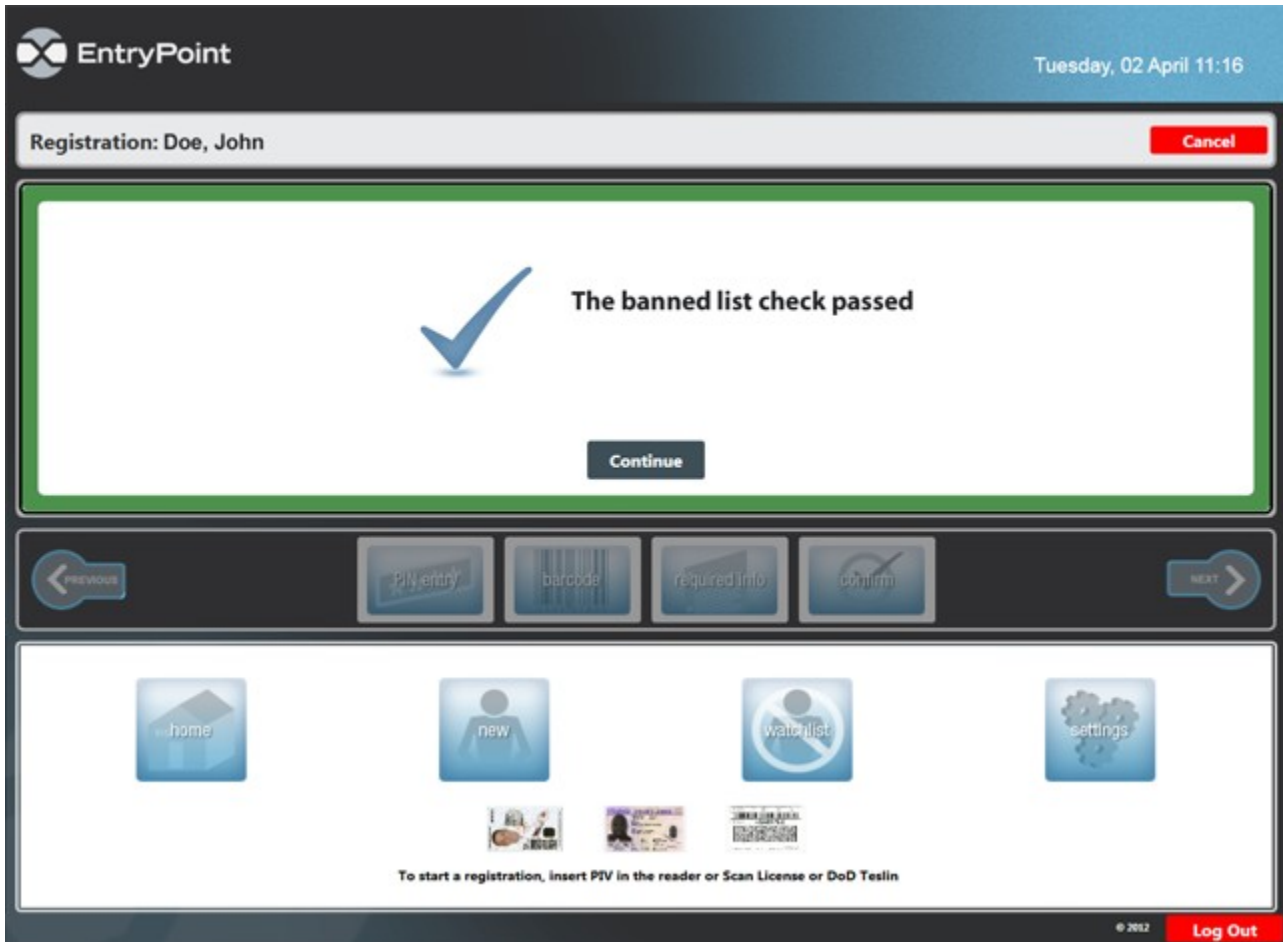


Figure 65. Banned List Passed Screen.

4. The Enrollee Information screen appears. Confirm personal address, Blacklist result, and required Information fields are correct. Edit if needed

The screenshot shows the EntryPoint interface for enrolling a user. At the top, the EntryPoint logo and the date/time (Tuesday, 02 April 11:16) are displayed. Below this, a header bar shows 'Registration: Doe, John' and a red 'Cancel' button. The main content area is divided into sections: 'Access' (3/28/2013 to 3/28/2014), 'Access Group' (Operators), and 'Address' fields ([Address Line 1], [Address Line 2], [City, State Zip]). Below these are 'DEERS Result: Approved' and 'Blacklist Result: Pass'. A section for 'Doe, John' contains a 'Required' field for 'User Name' with the value 'John.Doe' and a green 'Confirm' button. A navigation bar at the bottom features buttons for 'previous', 'PIN entry', 'barcode', 'required info', 'confirm', and 'next'. Below the navigation bar are icons for 'home', 'new', 'waitlist', and 'settings'. At the very bottom, there is a footer with '© 2012' and a red 'Log Out' button.

Figure 66. Enrollee Information Screen.

5. Click **Confirm Registration** button.
6. A screen indicating that the enrollee has been provisioned appears. View the Visitor Group list to confirm Provisioning. The EntryPoint section of Visitor enrollment is finished. Press **Alt+Tab** to switch to AMAG Symmetry.

In AMAG Symmetry:

7. Click the **Visitor** icon. The Visitor window appears.

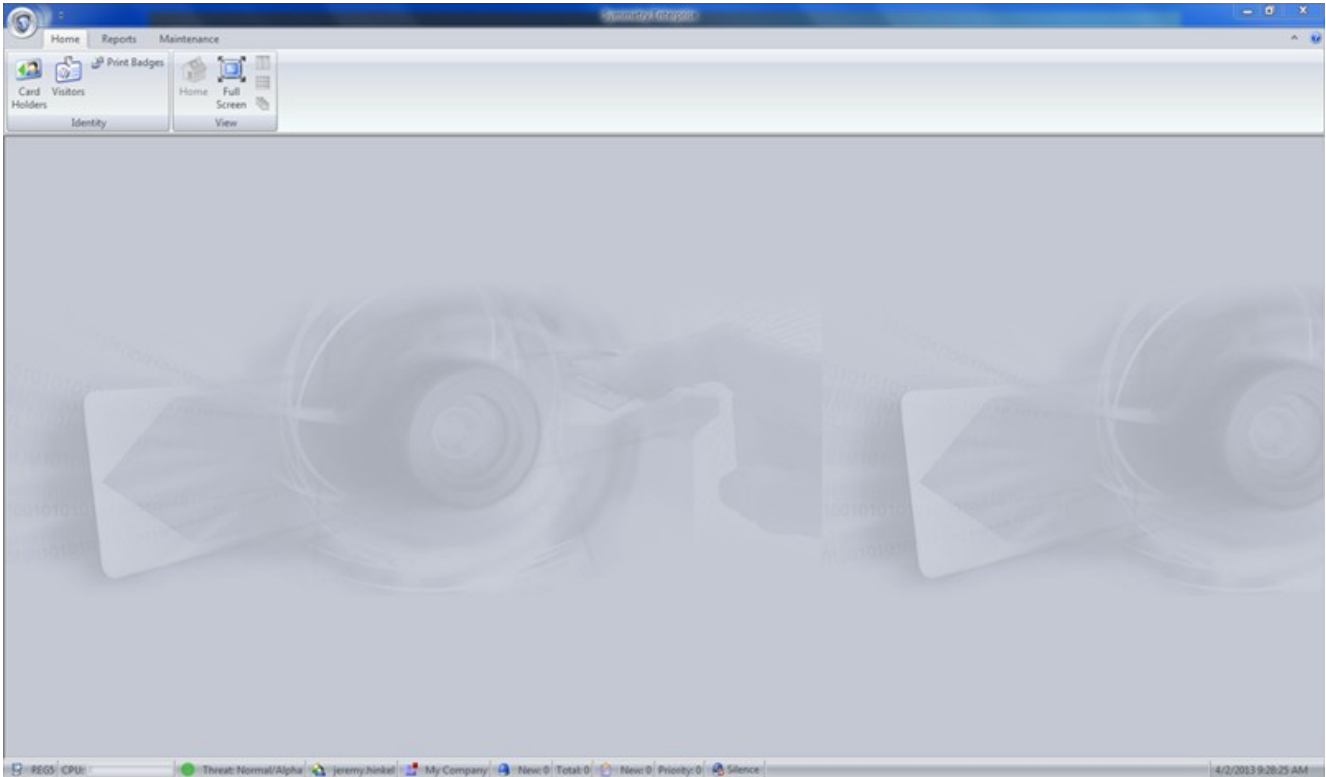


Figure 67. AMAG Home Screen.

8. In the Visitor Last Name field, enter the visitor's last name and click the **Magnifying Glass** icon or the **Find** button.

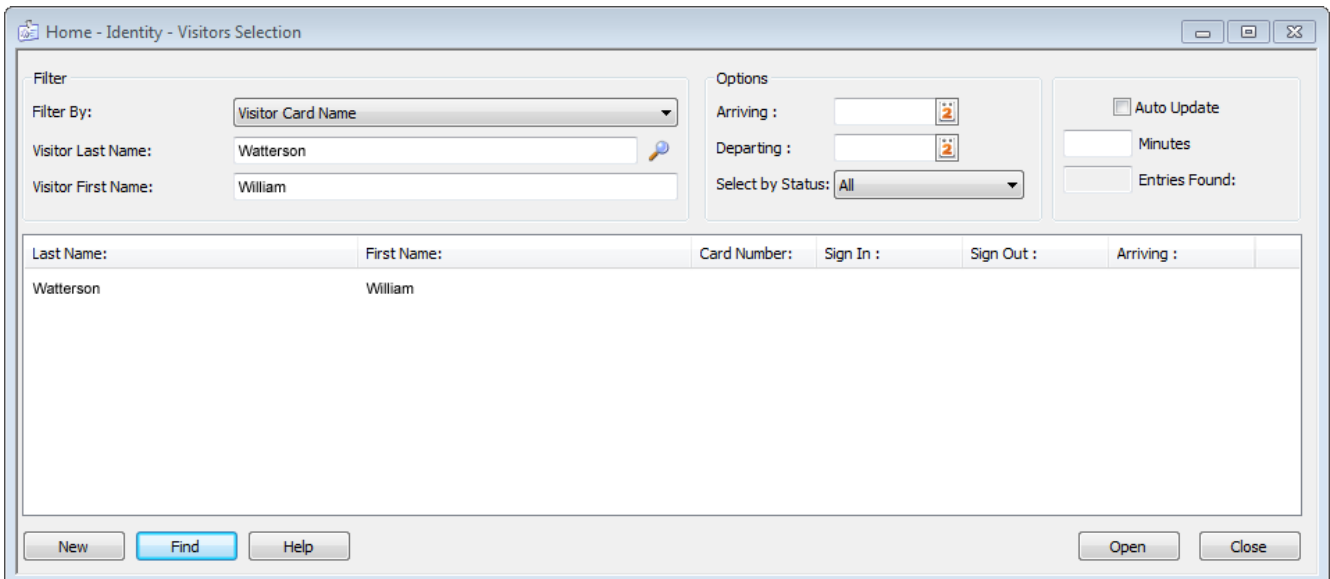


Figure 68. Visitor Window.

WARNING: EXPORT CONTROLLED DATA/ FOR OFFICIAL USE ONLY

NOTE

Click Find without entering any search criteria, and AIE Increment 2 System will display all enrolled visitors. Enter in a letter with an asterisk (example: a*) and all names starting with that letter will be displayed.

9. Double-click on the correct name.

10. In the Visitor Definition dialog, click on the **Personal** tab:

- Verify the following:
 - a) Trusted Traveler status is **NO**
 - b) Blacklist Check Field status is **PASS**

Home - Identity - Visitors

Last Name: Hinkel First Name: Jeremy Middle Name: Wesley

Representing: Vehicle:

Visitor Details Card Details Access Rights **Personal** Locator Biometrics

Title	Data
Driver's License Expiration Date	
Passport Issuing Country	
Passport Number	
Passport Expiration Date	
Branch	
Rank	
Non-truncated EDI/PI	
DEERS 1-D Barcode	
Social Security Number	
Printed Barcode = *number*	
Deactivate at FPCON Level	Charlie No PIN
Credential Type	
Date and Time of CRL Check	
CRL Check Result	Not Conducted
Date/Time of NCIC Check	
NCIC Check Result	
Date/Time of Blacklist Check	4/20/2013 2:16:13 PM
Blacklist Check Result	Pass




Copy Delete Move Badge Notes Permissions Help Save Cancel

Figure 69. Personal Tab.









11. Click the **Card Details** tab:

- Verify that the data is correct or enter the following data:
 - a) Active/Inactive Date.
 - b) Enter a **1** in the Agency Code Field (this is required to proceed with enrollment)

Home - Identity - Visitors

Last Name: Watterson First Name: William Middle Name:
Representing: Vehicle:   

Visitor Details | **Card Details** | Access Rights | Personal | Biometrics


Card Number: 918816414 PIN Code: 1234 Credential No.: 0 
Active Date: 4/2/2013  IDS Code: Credential Issue Level: 0
Inactive Date: 4/2/2014  Inactive Time: 24:00 hrs Unit Code: 9999
Approving Official: (None)  System Code: 0
Badge Design: DoD Civilian Agency Code: 1  
 

Card Status

Badge Expires: PIV
Usage Remaining: (No Limit) Generate ARN
Deactivate at Level: (None) Alien Registration
 Force Cardholder Inactive Stop
 Set For Batch Printing
 Card Lost

Additional Options

Area Occupancy Card Conditional Card Keycard Holder
 Card Watch Executive Card
 Command Card Holder Extended Door Times Visitor Escort



Copy Delete Move Badge Notes Permissions Help Save Cancel

Figure 70. Card Details Tab.

12. Click the **Visitor Details** tab:

Home - Identity - Visitors

Last Name: Watterson First Name: William Middle Name:

Representing: Vehicle:

Visitor Details Card Details Access Rights Personal Biometrics

Arriving: 4/2/2013 Arriving Time: :
Departing: 4/9/2013 Departing Time: :
Visiting: Larry Smith
Contact Number: 888-555-1212
Visitor Escort: (None)
Badge Design: Visitor
Badge Expires: Set For Batch Printing
Message:
History:

Signed In	Signed Out	Visiting	Escort
04/02/2013 11:31	04/02/2013 11:34	Larry Smith	(None)

Visitor Status: Pending Stop

Figure 71. Visitor Details Tab.

13. Click the **Live** button to record a photographic image of the visitor.

NOTE

Follow the instructions as defined in the Cardholder Enrollment section for the AMAG Symmetry Software when taking a live image of visitors.

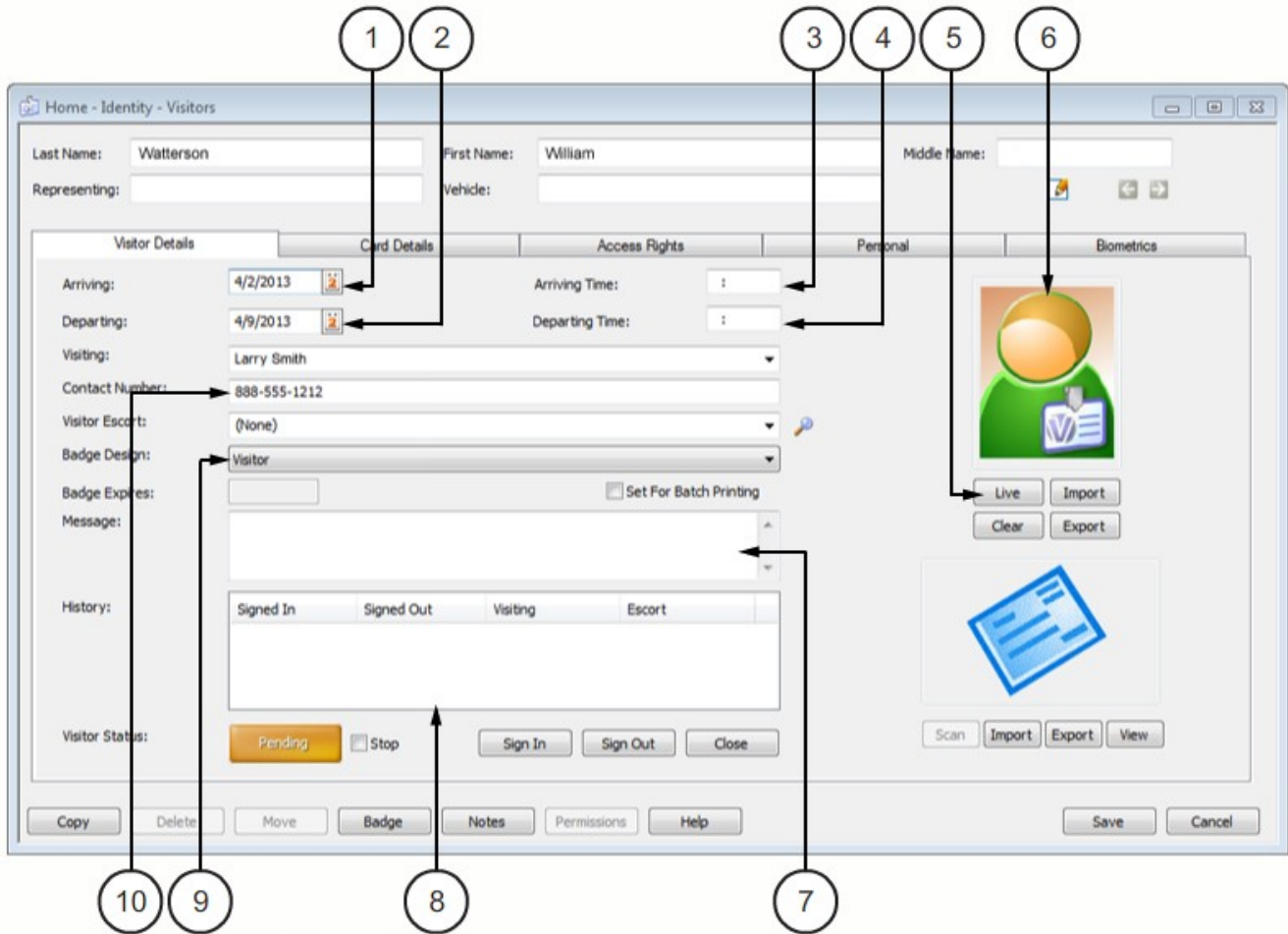


Figure 72. Visitor Details Tab.

Table 9. Visitor Details Tab.

KEY	ITEM	DESCRIPTIONN
1	ARRIVING	Verify the start date of the requested visit.
2	DEPARTING	Verify the leave date of the requested visit.
3	ARRIVING TIME	Verify the start time of the requested visit.
4	DEPARTING TIME	Verify the leave time of the requested visit.
5	LIVE	Opens a window containing a live image from a connected video camera. In the new window, click Freeze to capture the image. Click Resume to return to viewing live video and capture a better image.
6	FACE IMAGE	This is the picture of the visitor taken by Registrar.
7	MESSAGE	Enter reason for visit request here.
8	HISTORY	Shows recent gate access requests.
9	BADGE DESIGN	Select the visitor option for badge printout and enterprise wide AIE Increment 2 access.
10	CONTACT NUMBER	Enter primary phone number here.

14. Enter any additional information required per site SOP.
15. Click the **Sign In** button to make the entry active in the system.
16. Select **Badge Design** from Badge Design drop down menu:
 - **Visitor**: Prints a paper pass for short term visitors to the site
 - **Visitor Badge**: Prints a pass on a badge for long term visitors to the site (up to one year from date of enrollment)
17. To print a Visitor Pass or Badge, click the **Badge** button to preview the pass or badge.

NOTE

The Badge Design will determine the printed format and appropriate printer needed (laser printer for paper pass and badge printer for physical card).

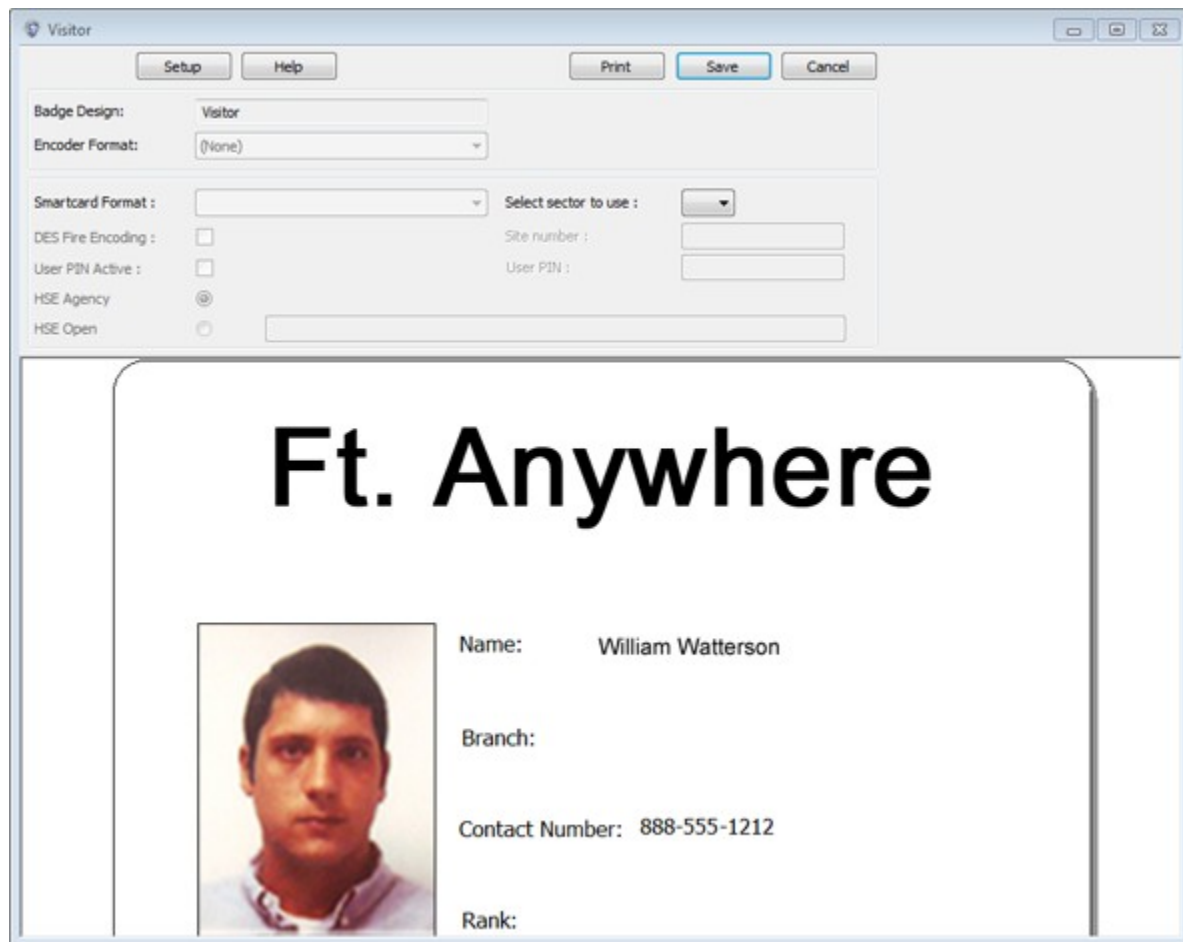


Figure 73. Badge Printing Screen.

18. Verify the information is correct; click **Print**, then click **Save** and close the window.



NOTE

Pass and badge contains PII information. Promptly retrieve passes and badges after printing and properly dispose of any unused passes or badges.

The visitor will take the temporary visitor pass/badge printout with them for scanning at vehicle lanes for base access.

NOTE

The Gate House Operator will have to use the DAP Handheld Scanner located at the Gate House to scan in visitor pass printouts. Printed visitor card badges will work at both vehicle and pedestrian lanes.



Figure 74. Visitor Pass and Badge Printout Examples.

19. Click **Save** on the Visitor Definition dialog to complete enrollment and close the windows.