

# Welcome to EntrySign

## EDUCATION



ENTRYSIGN™



*Sign In, Secure & Safeguard*

# About EntrySign

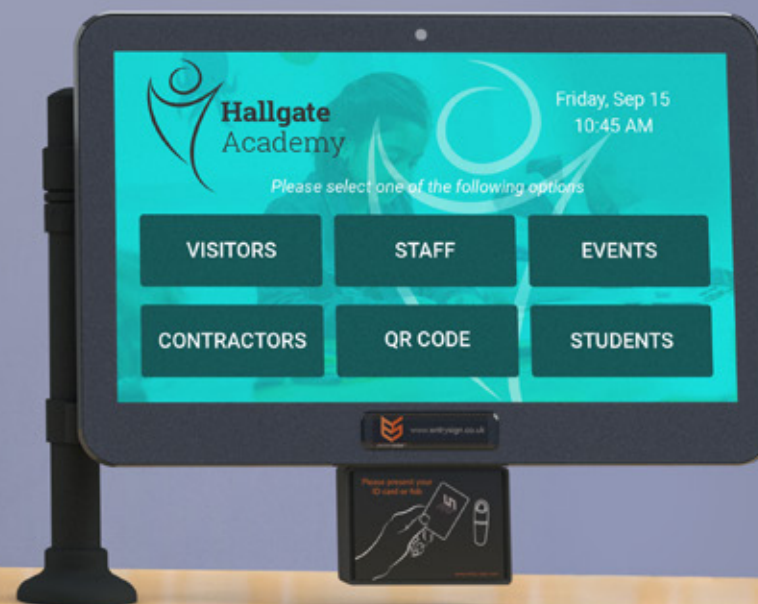
EntrySign has been chosen by thousands of establishments throughout the world as their preferred signing in system to safeguard their staff, visitors and students.

Signing in and out is quick and easy using one or more digital touchscreens, kiosks or terminals, which can be located wherever you need them.

Staff, visitors, students and contractors can all sign in and out using dedicated options on the touchscreen, contactless ID cards and even touch-free using their own smartphone. The EntrySign Back-Office Suite can also track important information, such as DBS dates, vaccination dates, health and safety inductions and more.

EntrySign also includes a comprehensive range of infection control features and optional accessories to help maintain a safe and healthy school.

# Hallgate Academy



# Key Education Features



## ➤ MIS Integration & Post-Registration Movements

EntrySign integrates with all popular school management systems, making admin a breeze and ensuring registers are always up-to-date. Post-registration movements (late arrivals and students/pupils leaving school early) can also be recorded.



## ➤ Evacuation Reports

EntrySign provides quick, real-time information about who is on site in the event of an emergency, (e.g. a fire evacuation or lockdown) including post-registration movements. Instantly accessible via mobile devices or physical printouts.



## ➤ Safeguarding

Know exactly who is on site at any moment in time. See dashboards and views that show clear, real-time information at a glance. Look back at any time in the past, with customisable filters and reports. Track DBS dates and other essential safeguarding information.



## ➤ MAT Personnel Sync

Share staff lists across multi-academy trusts or multiple schools, allowing staff to sign in quickly and easily across associated sites. ID cards and fobs can also be synchronised, even where multiple technologies are used across the sites.



## ➤ Policies & Important Notices

Display important information and policies to visitors and contractors, including safeguarding policies and health and safety notices. Record acceptance, capture signatures and collect additional information where required.



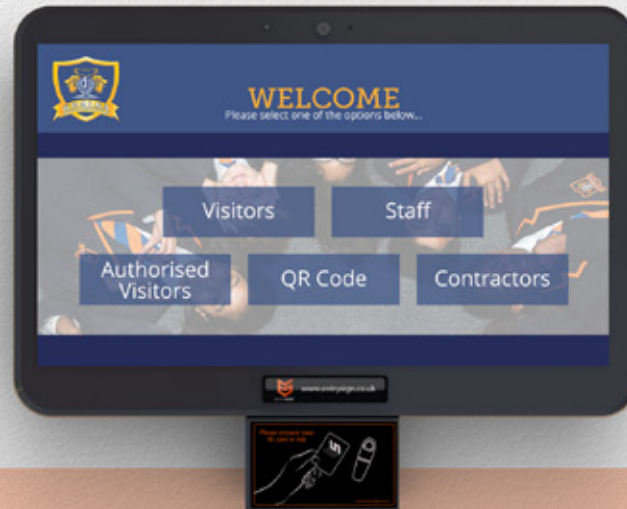
## ➤ Infection Control

A range of infection control features help maintain a healthy school or college, by screening staff, students and visitors, displaying relevant entry requirements, promoting good hygiene and making contact tracing easy.

# Desk Mounted



# Wall Mounted



# Kiosk



# EntrySign Add-ons

## Additional Screens

Connect additional screens to your EntrySign system as required, to use at multiple entrance points, or to increase capacity in high traffic environments. On-screen options can be tailored, making them relevant to the user at each location.

## EntryScan Units

Where additional entrance and exit points do not require the full functionality of an additional screen (e.g. staff and student entrances and exits), EntryScan units offer users simplicity and convenience using contactless cards and QR codes.

## RFID Reader (Plus NFC)

Contactless RFID tokens allow people to sign-in and out effortlessly and our multi-format readers work with most existing technologies, e.g. access control cards. Purchase new tokens from the EntrySign accessories catalogue or add NFC and Bluetooth LE support for mobile credentials.

## EntrySign Pass Printer

Included with every main EntrySign screen, the pass printer produces quick and clear photo ID badges for visitors and contractors, clearly displaying DBS status where required. Print late passes and authorised absence slips when students arrive late or leave early. QR codes also offer added security and convenience when signing out or returning.

## QR Code Reader

QR codes offer a convenient way for pre-booked visitors and event attendees to sign-in. Dedicated QR readers are designed to quickly read QR codes from both screens and paper printouts and are recommended for high volume receptions. Visitors can sign in and out easily by scanning QR codes in booking emails and on visitor passes.

## Welcome Screen

Provide the ultimate reception to your visitors by displaying a customised, branded welcome message, news feeds and slideshows on a dedicated screen in your reception. Use your existing signage screen\*, or purchase a complete hardware and software package.

## Access Control Integration

Use existing door access control cards/fobs with EntrySign. For more enhanced functionality and convenience, connect to a supported access control system to synchronise data and automate doors, speed lanes, turnstiles and more. Supported systems include Paxton, Stanley and more.

## Fire Alarm Integration

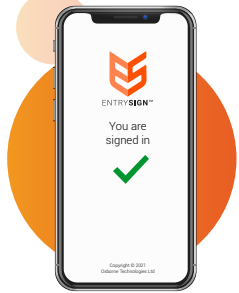
Automate the generation of evacuation reports with EntrySign's fire alarm interface. When sounding your fire alarm, EntrySign will print a fire evacuation report to a designated printer(s) automatically. Evacuation reports can also be emailed to allocated staff members in your organisation, or accessed via the EntrySign Live web app.

## ID Card Printing

Produce your own printed ID cards using EntrySign's ID card printing add-on. Use information stored within your EntrySign system, or synced from your MIS to quickly create personalised ID cards directly from the Back-Office Suite. Use your own ID card printer, or purchase a complete hardware and software package.

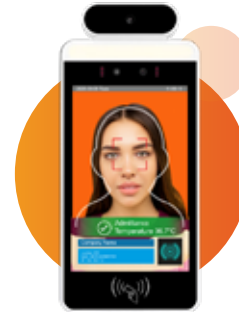
\*Requires a Windows PC with a network connection. Welcome application replaces existing software.

# Infection Control Features



## Touch-Free Sign-In

When visitors, contractors or parents arrive, they simply scan a QR code to begin the touch-free sign-in process, using their own device. Suitable for impromptu visitors with no pre-booking or app download required.



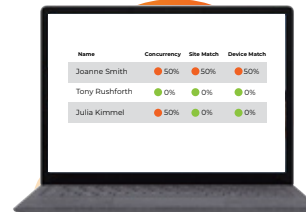
## Temperature Screening

Temperature scanners can be integrated into any sign-in process, helping to detect elevated body temperature and providing an extra level of screening. This may help to identify an otherwise undetected risk to your staff, students and visitors.\*



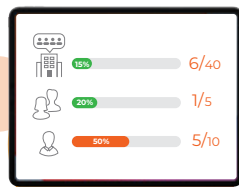
## Smart Sanitiser

EntrySign's smart sanitiser helps to enforce good hygiene when people arrive or depart your school. Politely request, or mandate sanitising as part of your sign-in or sign-out process, whilst maintaining a full record for reporting and auditing purposes.



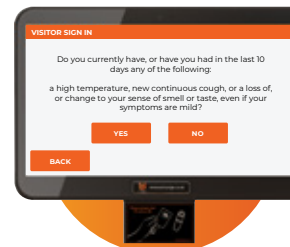
## Contact Tracing

Post-visit contact tracing features help in the event of any reportable symptoms, or confirmed cases of infection. Quickly see who was on site, attended the same meeting, or used the same entrance and view contact details, if required.



## Capacity Management

Keep your spaces safe by setting site occupancy limits and automatically staggering visitor arrival times. If a building reaches capacity, EntrySign can notify staff and even restrict sign-ins until it is safe to do so.



## Health Screening

Request information and ask staff, visitors and contractors to make health declarations using on-screen questions and statements. Restrict entry, or notify staff based on the information submitted during sign-in.

\*Designed to offer an additional layer of screening only and is not intended to provide a diagnosis of any infectious diseases.

# EntrySign Benefits

## Security and Safety

Providing visibility of exactly who is on your premises at any given time is essential to safeguarding your staff and students. From generating instant evacuation reports, to looking at historical data, or tracking DBS status, EntrySign ensures you have the information you need, right when you need it. You can also search or filter by specific criteria (e.g. names, companies, DBS and vehicle registrations) to quickly view the data you need to maintain a safe and secure school.

## Improve Efficiency

By providing a professional, self-service sign-in process, your visitor experience will be quicker and easier. Meeting and appointment confirmations can be automated and notifications to staff are sent automatically when visitors arrive. Parents and students can self-register late arrivals and post-registration movements and EntrySign will even write marks (including minutes late) to your MIS automatically, giving your staff more time to focus on other tasks.

## Professional Welcome

Everyone visiting your school or college will receive the most professional welcome. Present a smart, modern and cohesive school or trust-wide identity with EntrySign. From the moment they are pre-booked, to entering your reception and signing in, your school or trust's image is at the forefront of the visitor experience.

## Helps with Compliance

Ensure visitors receive all the necessary information upon, or even before arrival. Send or display important policies and notices to your visitors and capture information relevant to their visit. Record and monitor important documents and dates (e.g. for contractors) and use EntrySign to convey information for data compliance (e.g. GDPR). EntrySign makes it easy to keep visitors informed and fulfil requests, such as subject access and erasure requests. Automated housekeeping ensures data retention is in-line with your policies.



# Versatile Visitor Management



## Impromptu Visitors & Contractors

Replace traditional paper-based visitor books or single-use, tear-off passes and ensure impromptu visitors, parents and contractors (i.e. those who have not been pre-booked) receive a warm and professional welcome. EntrySign provides a swift and efficient self-service or assisted sign-in process. Ensure that important information is displayed, relevant policies accepted, entry requirements are met and any information you require is collected.

EntrySign will also notify you that visitors have arrived and can even include a photograph for easy identification.



## Pre-booked Visitors & Contractors

For planned meetings, appointments or events you can pre-book visitors, parents and contractors. EntrySign will automatically send a confirmation email, which may also include relevant information, such as directions, arrival instructions, safeguarding notices or visitor policies ahead of their appointment.

Confirmation emails include a QR code, which can be scanned on arrival, ensuring all your visitors have a personal, quick and convenient sign-in experience. Further information can be displayed or collected if required and meeting hosts will receive a notification when their visitors arrive.



## Authorised Visitors & Approved Contractors

Authorised visitors are people who are known to your organisation and visit regularly, such as school governors, supply staff and peripatetic teachers. It's likely these types of visitors have been pre-checked/vetted and you would like to offer them the quickest and most convenient sign-in possible. They can be issued with a contactless ID card/fob (similar to your staff) if required, or a shorter sign-in process is provided via the touchscreen.

EntrySign also allows you to create and manage contractors. This includes pre-approving companies and their workers, tracking important documentation and dates (e.g. DBS), and notifying, or even denying entry when these expire, or need to be renewed.



# EntrySign Apps

All organisations have a responsibility to ensure the safety of their staff and visitors. Having accurate information available on demand helps to assure safety, especially in emergency situations, such as fire evacuations and security lockdowns.



ENTRYSIGN  
LIVE

EntrySign Live's simple web-app is easy-to-use and can be accessed on virtually any device with an internet connection and web browser. EntrySign Live provides an electronic copy of your roll call in the cloud, accessible on demand.



ENTRYSIGN  
MY

The My EntrySign app can be installed on staff devices to provide quick and easy sign-in using their mobile phone. My EntrySign also allows staff to pre-book visitors and see which colleagues are currently signed in.



ENTRYSIGN  
VISITOR

The EntrySign Visitor app provides a quick and convenient sign-in for people who regularly visit multiple sites, by pre-populating information (e.g. name, company, vehicle registration and more).



ENTRYSIGN  
REMOTE

The Remote Sign-In app allows your staff to check-in wherever they are working.\* Define specific work locations using geofencing, or record the exact location at sign-in.



\*Requires subscription. Available now for Android and coming soon to iOS.

# Your Screen, Your Welcome



EntrySign provides a professional welcome, reinforcing your school or trust's identity and brand.

## Screen Design

Our team of graphic designers create a bespoke screen design, featuring the required options for your EntrySign.

## ID Card Design

When ordering ID cards through our bureau service, our designers create a template to complement your screen design and organisation's identity.

## Kiosk Branding

Add optional branding to EntrySign kiosks and order in a colour of your choice to fit seamlessly into your reception areas.

If your school or trust has clear brand guidelines, we will follow them, ensuring your system offers the perfect welcome for your visitors.

# What Our Customers Say



“ I am incredibly pleased with the new EntrySign system, the software is excellent, the hardware is great, and it all feels very slick. Lewis has been fantastic, really friendly and helpful in getting us up and running, along with your development team in getting some of the tweaks for us correct.

I'm really impressed with the company and pleased we moved over to the system. I will be recommending you to our partner schools, and I am also confident that we will be expanding the system later in the year. ”

- Olly Hickmott



“ We are delighted with our EntrySign visitor management system. It links with our Paxton access system and is very easy to use, which means that staff and visitors can sign in quickly and efficiently. The customisable screen reflects our school website and gives a professional coherent image. The fire registers are almost instant, which saves valuable time in case of a fire. Some excellent back office features and reports available too. ”

- James Hamer





ENTRY**SIGN**™

01226 295 455

[info@entrysign.co.uk](mailto:info@entrysign.co.uk)

[www.entrysign.co.uk](http://www.entrysign.co.uk)

