

**Honeywell**

Security Management

**Pro-Watch®**

Pro-Watch®

**Pro-Watch® 4.X Eco System  
Training Syllabus**

for

**LobbyWorks™**

**1 day Session**

Version A / 2018

## One day "Pro-Watch Visitor Manager LobbyWorks" Training

### Pre-requirements:

Participants to this course should preferably have working knowledge of

- PC and Windows 7/8.1 or 10 and/or Windows Server 2012 / 2014 operation.
- TCP/IP Network topology.
- SQL knowledge is of advantage but not mandatory

### Objective:

This training course is intended for installers, service technicians, and Administrators of Pro-Watch Visitor Management Systems.

At the end of the course all students will receive a complimentary Documents and Tools package which contains Product documentation, product related tools, presentations, and a fully operational Pro-Watch Visitor Manager Professional Suite 90 day's trial version.

### Session Duration

The time period to be reserved for this training session is 1 full day (9:00 – 17:00) where this day will have (2) intermediate breaks and a lunch.

Travel for participants will have to be scheduled in such way that the participating engineer(s) will have sufficient time to complete the full training course. Participants who have to leave before completing the online test at the end of the day will not receive their proof of certification.



The Schönaich Training Facility



The Lewes Training Facility

## **Pro-Watch Visitor Manager Training**

### **Course Outline morning session (9:00 – 12:30)**

Warm and Cold drinks are sufficiently available throughout the entire course, and a complimentary lunch will be available in our in-house restaurant.

#### **Part 1: Pro-Watch Visitor Manager Introduction**

- Why use visitor management system?
  - Pro-Watch Visitor Manager Differentiation
- Pro-Watch Visitor Manager packaging and optional modules
- Licensing and prices
- Installation prerequisites/Recommended Configuration

#### **Part 2: Pro-Watch Visitor Manager - Frontdesk**

- Visitor registration process
- Visitor Pre- Registration / Authorization
- Search filters, Custom Filters
- Expected/Expired/Declined Visits
- Group Visits
  - Import of visitor groups
- Hosts List
- Deliveries
- Assets

#### **Part 3: Pro-Watch Visitor Manager - Notify**

- Host notification via Notify
- Host Authorization via Notify

#### **Part 4: Pro-Watch Visitor Manager - Kiosk**

- Visitor registration on a Kiosk workstation
- Kiosk models
- Kiosk settings and local languages

#### **Part 5: Pro-Watch Visitor Manager - WEB**

- Visitor pre-registration process via WEB Interface

#### **Part 6: Pro-Watch Visitor Manager - Administrator**

- Visitor category
- Employee category
- Administrators Lists
- Profiles
- Companies
- Employees
- Workstations
- Custom fields for Frontdesk
- Badging options
- Reports
- SMTP Server setup and email notification
- Scheduler – Scheduled Server tasks; Backup, Restore
- Licensing procedure
- Setup of hardware devices

## **Course Outline afternoon session (13:30 – 17:00)**

### **Part 7: Pro-Watch Visitor Manager - Product Installation**

Hands-on interactive Training; Installation of Pro-Watch Visitor Manager and its modules

- Installation of the IIS Server
- Microsoft 2008 Express and Database installation
- Application installation
- Installations of modules
  - Notify
  - WEB Center
  - Kiosk
- Hardware devices and driver installations

### **Part 8: Pro-Watch Visitor Manager - ACS-Wizard**

- Smart-Plus Commercial Interface (SPCI)
- Integrated Visitor Registration process

#### **Skill test**

- 60 Minutes 20 questions electronic E-Exam questionnaire skill Test
- Hand out of the Certificates.