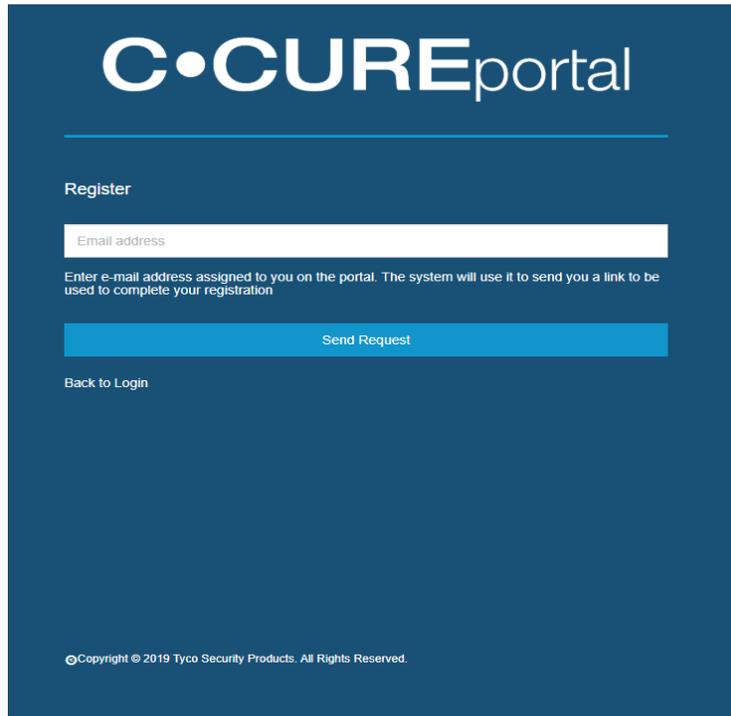


VISITOR MANAGEMENT ACCESS

1. To register in CCure 9000 VMS enter the URL https://visitor.345cal.com/ccure_portal into your web browser. You will then be directed to the main page of the portal. At the first visit to the portal select **Register**.

The image shows a screenshot of the C-CUREportal login interface. The background is a solid dark blue. At the top, the text 'C•CUREportal' is displayed in white, with a horizontal line below it. Underneath, the word 'Login' is written in a small white font. There are two white input fields: the first is labeled 'Email address' and the second is labeled 'Password'. Below these fields is a blue button with the text 'Sign in' in white. At the bottom of the login area, there are two links: 'Forgot Password' on the left and 'Register' on the right, both in a small white font. At the very bottom of the page, there is a small white copyright notice: '©Copyright © 2019 Tyco Security Products. All Rights Reserved.'

2. The window below will appear asking you to enter your email address. Then select **“Send Request”**.



C-CUREportal

Register

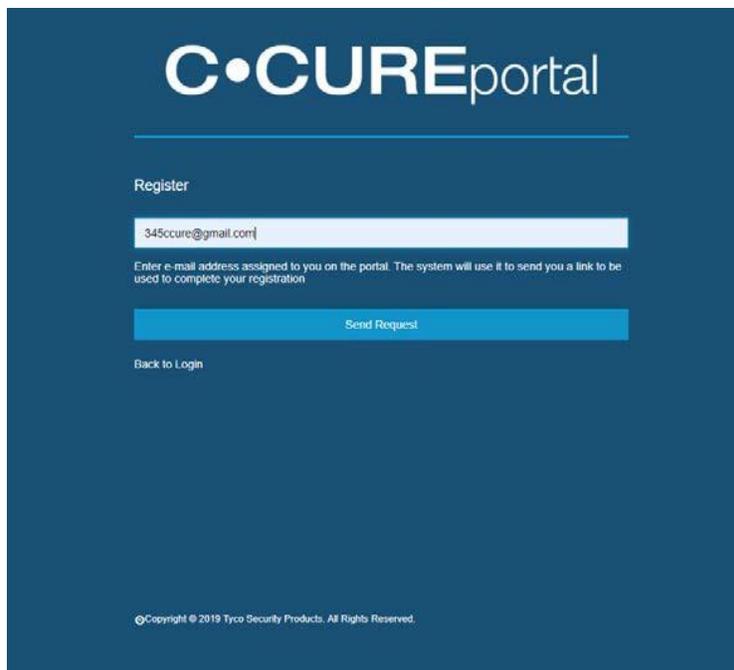
Email address

Enter e-mail address assigned to you on the portal. The system will use it to send you a link to be used to complete your registration

Send Request

[Back to Login](#)

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C-CUREportal

Register

345ccure@gmail.com

Enter e-mail address assigned to you on the portal. The system will use it to send you a link to be used to complete your registration

Send Request

[Back to Login](#)

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3. Upon selecting "**Send Request**" this window will pop-up confirming that an email was sent to the email address you entered with further instructions. Use the URL from the email to complete the registration.



This is a sample of the email you will receive. Please check your junk mail if you do not receive it within 10 minutes.

Welcome to the CCure Portal Inbox x

345ccure@gmail.com

2:10 PM (12 minutes ago)

to me ▾

Welcome web portal user.

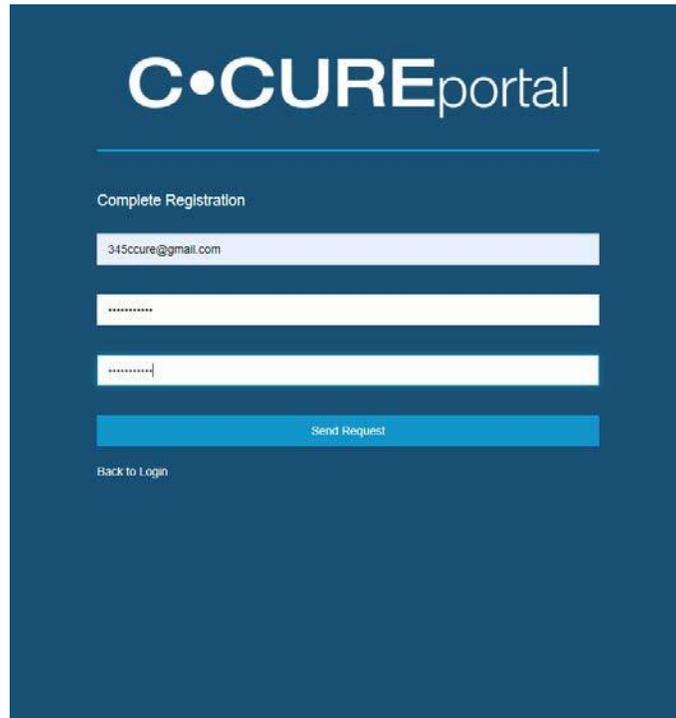
To register, click on the following link or paste it into the address field of your web browser:

https://ccure-web/ccure_portal/#/login/register/new?&data=7nSNnopPZ%2BJ2fuMEKvmGxJegM%2Fuh7%2BBqmEQ75JF%2FudtTeUL5doj1bugMABq9T%2B%2FYKlmYQIRrS4V5Z8f1tdx5qcpwCR4d7Pp6Uyv4%2BDj%2FDxQ%3D

Then follow the directions supplied.

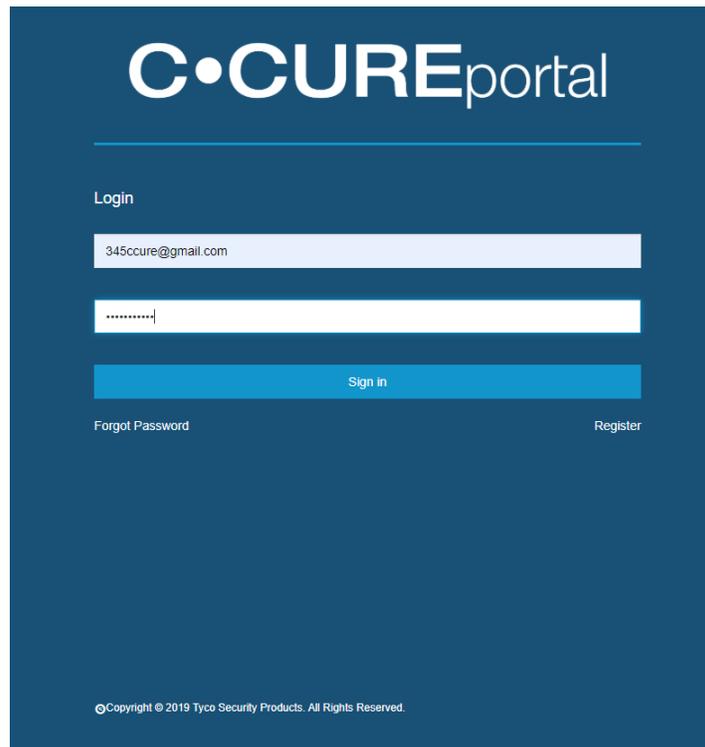
Note, you have one hour to click the link above, after that you will need to do the request again.

- The URL will redirect you to the CCure Portal, asking you to enter your email and create a password to complete the registration. Then select **Send Request**



The screenshot shows the 'Complete Registration' page of the CCure Portal. The page has a dark blue background with the 'C•CUREportal' logo at the top. Below the logo, the text 'Complete Registration' is displayed. There are three input fields: the first contains the email address '345ccure@gmail.com', the second is a password field with masked characters, and the third is a confirmation password field with masked characters. A blue button labeled 'Send Request' is positioned below the input fields. At the bottom left, there is a link labeled 'Back to Login'.

- You will be redirected to the main login page. Enter your email and password and select sign in.



The screenshot shows the 'Login' page of the CCure Portal. The page has a dark blue background with the 'C•CUREportal' logo at the top. Below the logo, the text 'Login' is displayed. There are two input fields: the first contains the email address '345ccure@gmail.com' and the second is a password field with masked characters. A blue button labeled 'Sign in' is positioned below the input fields. At the bottom left, there is a link labeled 'Forgot Password' and at the bottom right, there is a link labeled 'Register'. At the very bottom of the page, there is a copyright notice: '©Copyright © 2019 Tyco Security Products. All Rights Reserved.'

- At this stage you will be logged in and able to register visitors. Select your company name (in our example Cushman and Wakefield below).

345ccure@gmail.com
Doe, John

Text Size Refresh Change Password Logout Help

My Sites

	<All Sites>	0
	Cushman and Wakefield-FL04 Cushman and Wakefield-FL04	0

- The calendar with your company visitors (if any) will appear. The display can be changed to “Day” “Week” or “Month”. To register a new visitor, select “**New Visit**” at the top right of the page.

Doe, John
Cushman and Wakefield-FL04

Text Size Refresh Change Password Logout Help About

after 11/4/19

day week month

New Visit

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today < >

View Filter Clear Filter

- A new page will be displayed with “**Visit Site**”, this is your company. Select “**Visit Template**”. This is the template of the visitor badge for your company. Select the date and time of the visit and select “**Add Visitor**”.

The screenshot shows a web application interface for visitor management. At the top, there is a user profile for 'Doe, John' and the location 'Cushman and Wakefield-FL04'. Navigation links include 'Text Size', 'Refresh', 'Change Password', 'Logout', 'Help', and 'About'. A 'New Visit' button is in the top right. The main content area shows a calendar view for 'Nov 4, 2019 2:30 PM' with '(0 visitors) (modified)'. Below this is a form with the following fields:

- Visit Site:** Cushman and Wakefield-FL04
- Visit Template:** Cushman and Wakefield Visit Template
- Start Time:** 11/4/19, 2:30 PM
- End Time:** 11/4/19, 3:30 PM
- Add Visitor:** Enter Visitor Name or email
- Add Host:** Enter host name or email

At the bottom of the form, the host information is displayed: 'Doe, John' and '345CCURE@gmail.com'. A 'View' dropdown menu is also present.

- At the first visitor registration select “**Create New Visitor**” and enter the first and last name of the visitor. If a visitor was previously registered his/her name will appear in a drop-down window. You can add as many visitors as you want in one registration but remember all visitors must be present to check in. Registration of multiple visitors will be designated a group of visitors; it is not for a single visitor.

This screenshot shows the same visitor management interface as above, but with the 'Add Visitor' field expanded. The dropdown menu is open, showing the following options:

- (CREATE NEW VISITOR)
- Jean-Marc Bohin ()

The rest of the form fields remain the same as in the previous screenshot.

10. You also can add more than one host like in the example below.

Nov 5, 2019 10:30 AM

(2 visitors) (modified)

Visit Site	Cushman and Wakefield-FL04 	
Visit Template	Cushman and Wakefield Visit Template 	
Start Time	11/5/19 	10:30 AM
End Time	11/5/19 	11:30 AM
Add Visitor	Enter Visitor Name or email	
	Doe, John	<input type="button" value="Edit"/>
	Doe, Jeanne	<input type="button" value="Edit"/>
Add Host	Enter host name or email	
	BOHIN, JEAN-MARC	jdbohin@345cal.com <input type="button" value="View"/>
	Murphy, Michael	mmurphy@345cal.com <input type="button" value="View"/>

Details

11. A feature of CCure is the ability to send documents to the visitor before the visit (a meeting agenda for example). Make sure to enter the visitor's email address by selecting "**Edit**" next to the name of the visitor and enter his/her email as below. Then select "**Submit**".

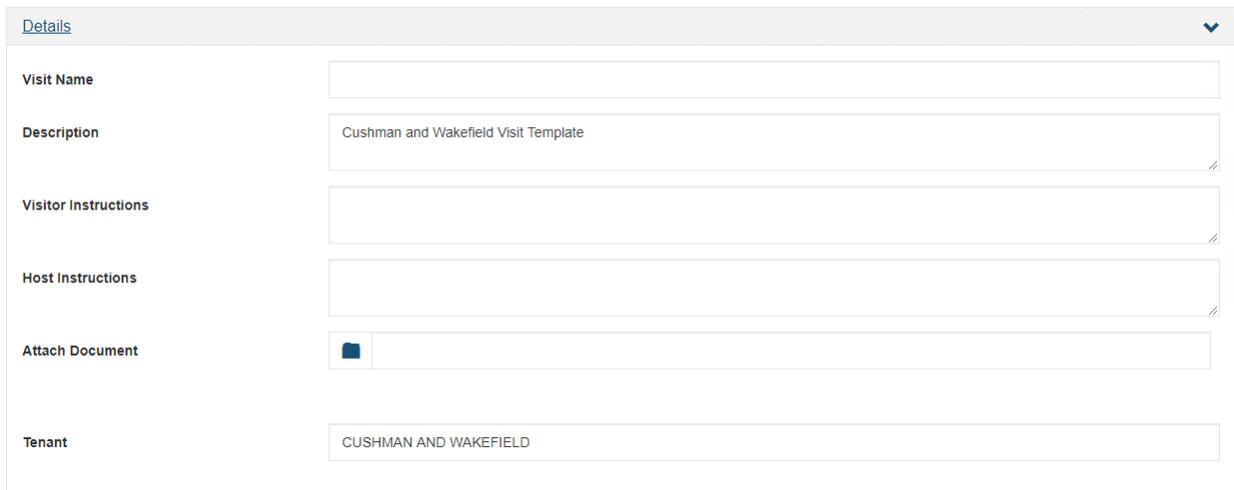
Visitor Details

Last Name*	<input type="text" value="Doe"/>
First Name*	<input type="text" value="John"/>
Email Address	<input type="text" value="jdoe@gmail.com"/>

12. By selecting “**Details**” at the bottom of the page you have the possibility to create a “**Visit Name**” (it could be the name of the meeting for example) as well as entering a description. You can enter “Visitor Instructions” as well as “Host Instructions” and “**Attach Document**” to be sent to the visitor or host. To save the visitor registration and send document make sure that all parties have their email address entered in the visit

and select  at the top right of the registration page when you are ready to complete

the registration. If there is no document to be send, select  to save the registration.



The screenshot shows a web form titled "Details" with a dropdown arrow on the right. The form contains the following fields:

- Visit Name:** An empty text input field.
- Description:** A text input field containing the text "Cushman and Wakefield Visit Template".
- Visitor Instructions:** An empty text input field.
- Host Instructions:** An empty text input field.
- Attach Document:** A field with a document icon on the left and an empty text input area on the right.
- Tenant:** A text input field containing the text "CUSHMAN AND WAKEFIELD".

At their arrival all visitors **MUST** check in with Security at the lobby desk. A picture ID will be requested. Upon verification of the registration Security will allow access and assign an elevator to the visitor.

It is important to note that Lobby Security will check for registration of all visitors and **will deny access** if the person is not registered as a visitor. To expedite access of your visitor, please, make sure to register them in advance. In the event of an unexpected or unregistered visitor, Lobby Security will contact your office before authorizing access.

Access to the building via the main lobby entrance will be authorized only to employee and visitors. All vendor/contractor must access the property via the loading dock on Pine Street and register with Security.