

OVERVIEW OF LOBBYWORKS

Lobbyworks is a visitor management system that enables each individual owner to login into the system with a unique username and password. Once logged into the system, Lobbyworks allows our owners to manage and pre-register their guest/contractor/renter.

Once an owner completes the online registration for that person, the information is automatically populated into the system at the Guard House. An hour prior to arrival, a label, containing the person's name, authorization date/time, authorized area (your neighborhood), your name, & category type (Guest, Contractor/Vendor, Renter) will print and be waiting your guest/contractor/renter's arrival. The label will be affixed to a hang tag, which will need to be displayed on the rear view mirror while they are own the property.

Once your guest/contractor/renter arrivals, the Guard will log the person in as arriving. You have the ability to check on the status or update an arrival/departure time of a guest/contractor/renter at any time, by simply logging onto Lobbyworks. If you have authorized a person for more than one day or the person enters the property more than one time during the day, then the guards, while visually validating that the pass has not expire, will not have the ability to log the person in each time they enter the main gate.

For your guest(s) that have unlimited access to the property (ie: children, parents, etc) you will need to register them online. Lobbyworks will only allow access for one year from the date registered.

Please remember, that each owner of a property will have their own unique username and password. The first time that you log onto Lobbyworks, please use guest as the password. Lobbyworks will then require you to enter a new password. This password is not viewable by either the guards or any administrator. If you even need to have your password reset, please contact the Peninsula Community Association at 302.947.2036. We have the ability to reset your password to guest and then you will follow the instructions above to enter your new password.

The Lobbyworks Visitor Management System is used for various types of facilities (ie: colleges, office complexes, factories, etc). Because of this, there will be some options that you will see that the PCA is not currently using.

LOGGING INTO LOBBYWORKS

To access Lobbyworks, please go to www.peninsula-delaware.com/lobbyworks.html and click on "Lobbyworks". At the login screen, type your username & password. The Company will always be The Peninsula. Click on Login

**LobbyWorks
Web Center**

Select language: English ▾

You are not logged in

Login

Company: The Peninsula ▾

Use Windows Authentication

Use LobbyWorks Authentication

Login Name:

Password:

Login

PRE-REGISTERING A VISITOR

1. Click on **Pre-Registered Visits** on the left hand column.



LobbyWorks Web Center

Select language: English

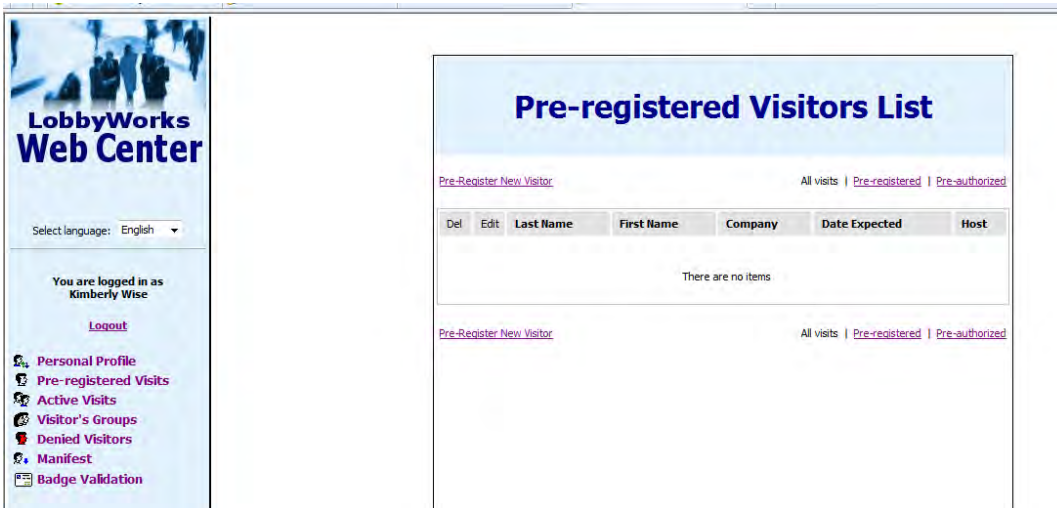
You are logged in as Kimberly Wise

[Logout](#)

- [Personal Profile](#)
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Welcome to LobbyWorks Web Center

2. Click on **Pre-Register New Visitor**



Pre-registered Visitors List

[Pre-Register New Visitor](#) All visits | [Pre-registered](#) | [Pre-authorized](#)

| Del | Edit | Last Name | First Name | Company | Date Expected | Host |
|--------------------|------|-----------|------------|---------|---------------|------|
| There are no items | | | | | | |

[Pre-Register New Visitor](#) All visits | [Pre-registered](#) | [Pre-authorized](#)

PRE-REGISTERING A VISITOR (con't)

3. Enter the visitor's First Name, Last Name & Company (if applicable). Click on **Next**



The screenshot displays the LobbyWorks Web Center interface. On the left is a navigation sidebar with the following elements:

- LobbyWorks Web Center** logo and header.
- Language selection: "Select language: English" with a dropdown arrow.
- User status: "You are logged in as Kimberly Wise" with a [Logout](#) link.
- Navigation menu:
 - Personal Profile
 - Pre-registered Visits
 - Active Visits
 - Visitor's Groups
 - Denied Visitors
 - Manifest
 - Badge Validation

The main content area features a form titled "Pre-register New Visitor" with the following fields and buttons:

- First Name:**
- Last Name:**
- Company:**
- Next>** button
- Cancel** button

PRE-REGISTERING A VISITOR (con't)

4. Complete the following fields on the registration form:
 - a. Choose a **category**: Guest, Contractor/Vendor, Rental
 - b. **Date Expected** – This is the date & time the visitor can be admitted to the property
 - c. **Expire Date** – This is the length that the visitor is allowed to be on the property
 - d. **Access Area** – The Neighborhood that you live in
 - e. **Visit Note** - Not required
5. **Agree to the Homeowner Agreement**
6. Click on **Finish**

Pre-register New Visitor

| | |
|------------------------|------------------------------------|
| Category: | Guest; ▼ |
| First Name: | Tooth |
| Last Name: | Fairy |
| Company: | TF Company |
| e-mail: | |
| Driver License: | |
| Pre-authorized: | <input type="checkbox"/> |
| Date Expected: | April ▼ 14 ▼ 2011 ▼ at 15 ▼ : 00 ▼ |
| Expire Date: | April ▼ 14 ▼ 2011 ▼ at 23 ▼ : 59 ▼ |
| Purpose: | |
| Access Area: | Marina Bay ▼ |
| Security Level: | Escort Not Required ▼ |
| Visit Note: | |

Homeowner Agreement

As a homeowner, I am aware of The Peninsula Community Association's security policies and procedures and take upon myself the responsibility to ensure that my Visitors/Guests/Renters will follow all rules & regulations of

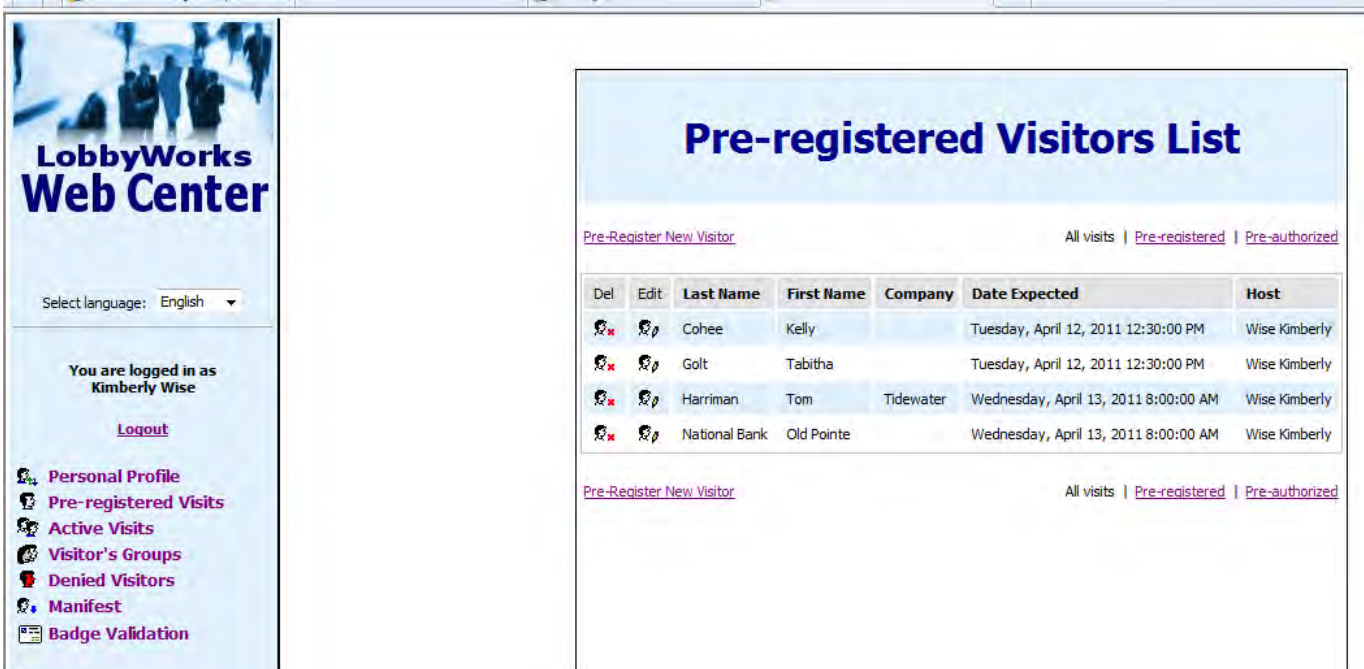
I Agree I Disagree

<Back Finish Cancel

Please note: the following fields are not relevant and do not work: email, driver license, pre-authorized, security level & purpose.

Deleting/Editing Pre-Registered Visitors

1. Click on **Pre-Registered Visits** to view visitors that have not yet been signed in by the Guard House.
2. To Edit a visit: click on **the edit icon** to the left of their name. This is bring up the edit screen. When finished editing, click on **Finish**.
3. To Delete a visit: click on the **delete icon** to the left of their name.
 - a. Only Visitors were have not arrived, can be deleted



LobbyWorks Web Center

Select language: English









You are logged in as Kimberly Wise

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Pre-registered Visitors List

[Pre-Register New Visitor](#) All visits | [Pre-registered](#) | [Pre-authorized](#)

| Del | Edit | Last Name | First Name | Company | Date Expected | Host |
|---|---|---------------|------------|-----------|--------------------------------------|---------------|
|  |  | Cohee | Kelly | | Tuesday, April 12, 2011 12:30:00 PM | Wise Kimberly |
|  |  | Golt | Tabitha | | Tuesday, April 12, 2011 12:30:00 PM | Wise Kimberly |
|  |  | Harriman | Tom | Tidewater | Wednesday, April 13, 2011 8:00:00 AM | Wise Kimberly |
|  |  | National Bank | Old Pointe | | Wednesday, April 13, 2011 8:00:00 AM | Wise Kimberly |

[Pre-Register New Visitor](#) All visits | [Pre-registered](#) | [Pre-authorized](#)

PRE-REGISTERING A GROUP

1. Click on **Visitor's Groups** on the left hand column.



LobbyWorks Web Center

Select language: English

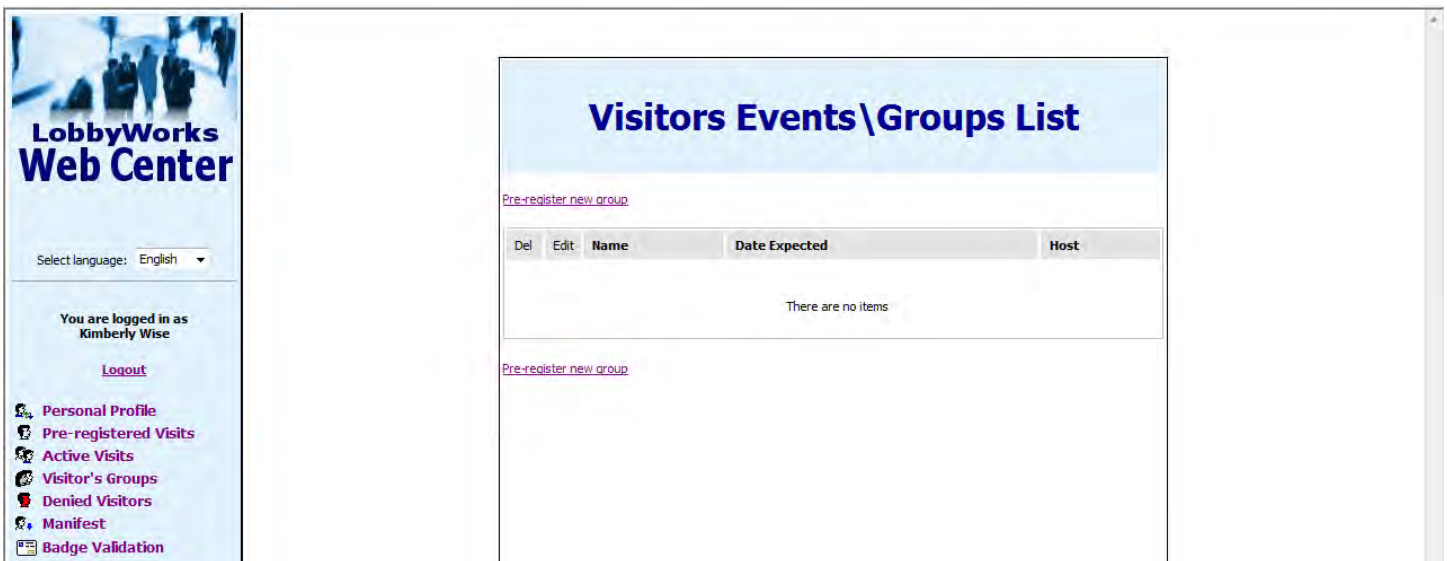
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Welcome to LobbyWorks Web Center

2. Click on **Register New Group**



Visitors Events \ Groups List

[Pre-register new group](#)

| Del | Edit | Name | Date Expected | Host |
|--------------------|------|------|---------------|------|
| There are no items | | | | |

[Pre-register new group](#)

PRE-REGISTERING A GROUP (con't)

3. Complete the following fields on the registration form:
 - a. Choose a **category**: Guest, Contractor/Vendor, Rental
 - b. Name the group (ie: Book Club)
 - c. **Date Expected** – This is the date & time the visitor can be admitted to the property
 - d. **Expire Date** – This is the length that the visitor is allowed to be on the property
 - e. **Access Area** – The Neighborhood that you live in
 - f. **Visit Note** - Not required
 - g. Add the first name & last name of each person in the group. Once you enter a person's name, click on "Add". You will then see that the person is in the right column (Group Visit Members). Continue this for each person.
4. Once all people are added to the group, click on "Register"

The screenshot shows the 'LobbyWorks Web Center' interface. On the left is a navigation menu with options like 'Personal Profile', 'Pre-registered Visits', 'Active Visits', 'Visitor's Groups', 'Denied Visitors', 'Manifest', and 'Badge Validation'. The main content area is titled 'Modify Visitors Group/Event' and contains a registration form. The form fields are as follows:

| | |
|-------------------------|--|
| Category: | Contractor/Vendor; |
| Group Name: | Kim's Book Club |
| Purpose: | |
| Access Area: | Development |
| Security Level: | Escort Not Required |
| Date Expected: | April 12 2011 at 12 : 30 |
| Expire Date: | April 12 2011 at 23 : 59 |
| Visit Note: | |
| Company: | |
| First Name: | |
| Last Name: | |
| E-mail: | |
| Group Visitors: | |
| Add visitors from file: | Browse... |
| Import | |
| Group Visit Members: | Brittingham, Beth Cohes, Kelly Golt, Tabitha |

At the bottom of the form are 'Cancel' and 'Register' buttons.

Please note: the following fields are not relevant and do not work: email, add file option, purpose, visit notes

Deleting/Editing Groups

1. Click on **Visitor's Groups** to view visitors that have not yet been signed in by the Guard House.
2. To Edit a visit: click on **the edit icon** to the left of the name of the group.
 - a. This is bring up the edit screen. From this screen, you can add or remove the visitors in the group
 - b. When finished editing, click on **Register**.
3. To Delete a group: click on the **delete icon** to the left of their name.
 - a. Only Groups, whose visitors have not arrived, can be deleted



**LobbyWorks
Web Center**

Select language: English ▾



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Visitors Events\Groups List


[Pre-register new group](#)

| Del | Edit | Name | Date Expected | Host |
|---|---|-----------------|-------------------------------------|---------------|
|  |  | Kim's Book Club | Tuesday, April 12, 2011 12:30:00 PM | Wise Kimberly |

[Pre-register new group](#)

Viewing Daily Visitors

1. To view the visitors who have entered the property, click **Active Visits**. This will display all the visitors who have entered the property today. *You will not be able to search for visitors from the past*










LobbyWorks
Web Center

Select language: English ▾

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Active Visitors List

| Status | Last Name | First Name | Company | Host |
|---|-------------|------------|---------|---------------|
|  Signed In | Brittingham | Beth | | Wise Kimberly |