WiSeMan

Windows® Security Management System

OVERVIEW

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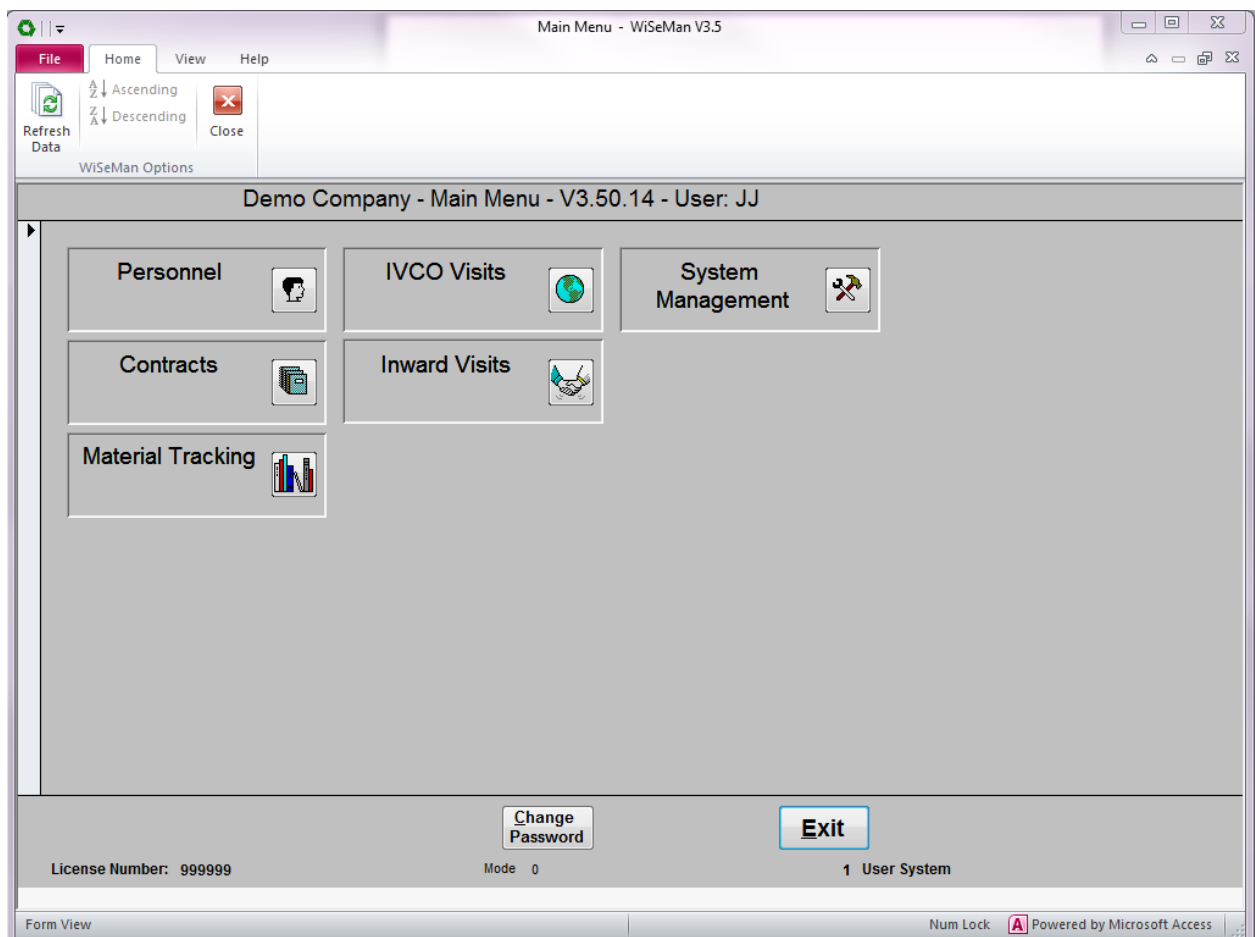
Personnel

- Tracks Progress of Clearances
- Prints Reports of Staff Clearances
- Notes Special Clearances
- Easy Management of Re-Vets and New Starters

Material Tracking

- Holds Details of Material Received or Generated until Destroyed or Despatched
- Manages Spot Checks & Musters
- Produces Receipts and Destruction Certificates

IVCO Visits

- For International Outward Visits
- Prints & Records Blue Cards
- Prints Visit Requests in English and in French if Required
- Prints LOI
- Prints Business Persons Certificate

System Management

- For Adding and Removing Users
- Changing User Permissions
- Configure System Keys
- Global Update facility

Contracts

- Holds Details of Tenders, Contracts and Security Aspects Letters
- Sub-Contract Details Linked to Main Contracts

Inward Visits

- Records Movement of all British and Overseas Visitors to your Site(s).
- Prints Daily Visitors List

- All modules are linked to the Personnel System giving a complete overview of an individual's involvement in any other functions.
- The system can interface with Microsoft Office to produce letters and various management reports from any of the modules.
- The system can be networked for additional users.
- All modules are available individually to give you the database that best suits your workload.

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PERSONNEL MODULE

Demo Company - Personnel Menu - V3.50.14 - User: JJ

Data Entry/Enquiry	Standing Data Entry	Reports and Listings	Data Maintenance
Application Forms	Site Codes and Addresses	Authorised Clearances	Delete Expired Clearances
Current Personnel	Clearance Levels	Applications Awaiting Clearance	Delete Expired Off-Site Clearances
Additional Vettings	Employment Codes	Clearance Time Summary	Delete Expired Archived Personnel
Archived			Update Contract
Clearance S			

Demo Company - Current Personnel - V3.50.14 - User: JJ

Authority: Clearance Level:
Date Sent: Old Serial No: Serial Number:
Surname: At Birth: (Other):
Forenames: (Other):   Nationality:
Place of Birth: Date of Birth: Gender: Authorised:
Position: Last Updated:
Location/Company: Cost/Dept:
Site/Address: Contract No:
Employee Code: Title:
Start Date: Telephone: Location:
Leaving Date: GOSIP Number: Payroll: Contractor:
Pass Number: Pass Colour: Pass Expiry Date:
Date Received: OSAD On: OSAD Off:
Auth No: Auth Date: Expiry Date:
Special: Briefed: Delay No:
Restrictions?:

Find	New	Notes	Screen 2	Detail Report		Exit
Change	Delete		Passport	Summary Report		
Basic Check		Archive	Vettings	Export Data		

The *Personnel* module is the central focus for the WiSeMan system and to which all other modules are linked.

*Application Form*s allows the progress of *Basic Checks, Security Checks and Developed Vetting* information for a prospective employee to be tracked through to approval. Once employed these details are transferred to the *Current Personnel* system.

Current Personnel allows the vetting information to be maintained and enhanced to include details of any special clearances or briefings subsequently received. Further windows allow additional details relevant to the particular employee or sub-contractor to be recorded, for example, home address, car registration or general notes.

Archive Personnel contains records which have previously been maintained in *Current Personnel* and for whom employment of the individual has ceased. These may be transferred back to *Current Personnel* if required

Clearances Held Off-site contains details of personnel who frequently visit your site preventing you telephoning for clearance details more often than necessary.

Additional Vettings may be held against a Current Personnel record to enable recording of multiple further clearances without overwriting the original clearance reference number.

The system allows automatic numbering of Forms and Cards to suit user requirements as well as automatic Basic Check Authorisation Numbering.

Searches are possible on any of the fields shown in the Personnel screen.

From the *Current Personnel* screen you can see at a glance a complete overview of an individual's involvement in any other functions:

Surname:		Clearance Level:		Serial Number:	
Forenames:		PS File Number:		BC Auth No:	

General Notes:

Classified Material Held by Individual: 0

Additional Vettings Held: 0

Individual is IVCO cleared for the following Visits: 0

Visit No	Country	Site	Name	From	To	Orig?	Added

Use Navigation Buttons to scroll through Vettings, Contracts and Classified Material Details. Click Exit to return to previous screen.

Exit

WiSeMan will prevent users archiving Current Personnel if they:

- are holding Classified Material
- are your primary contact for an IVCO visit
- have not been debriefed of any additional vettings

CONTRACTS MODULE

Current Contracts allows a user to investigate the security status of any contract. Details are recorded of when Tenders, Contracts and Security Aspects Letters are received and actioned.

*Sub-Contractors a*llows a user to record the details of any firms supplying sub-contract services. Sub-contracts details are linked to the main contract giving a complete history of sub-contracts let. The system tracks the progress of any security aspects placed.

Archived Contracts contains those records which have previously been maintained on a *Current Contract* file and for which work has been completed.

MATERIAL TRACKING MODULE

The *Material Tracking System* contains detailed records for accounting for material from cradle to grave, i.e. from when an item is received or generated, until it is despatched or destroyed. During the life of the material this module will show the history of its movement from one user to another, linking to the personnel module, keeping records of musters and spot checks.

The *Material Tracking Module* can be used to generate a certificate to record the signature of a holder of a particular item, a receipt form to record items sent off-site, and a destruction certificate to record items destroyed.

The *Archived Material* file contains details of those records that have previously been maintained on a *Material Tracking System* file but have since been destroyed or sent off-site.

IVCO VISITS MODULE

Demo Company - Visits Menu - V3.50.14 - User: JJ

Data Entry/Enquiry
- Current Visits
- Blue Cards
- Archived Visits

Standing Data Entry
- Site Codes And Addresses
- Visit Types
- Country Codes
- Passport Office Codes

Reports and Listings
- IVCO Visitor Enquiry
- IVCO Site Enquiry
- IVCO Visit Statistics

Data Maintenance
- Archive Expired Visits
- Delete Archived Visits

Demo Company - IVCO Visits - V3.50.14 - User: JJ

Visit Type:
Site Contact:
Requesting Site:
Request Sent:
Request Denied:
Visit Status:

Internal Visit No:
Master Visit No:
Previous Visit No:
IVCO Reference No:
US Reference No:
Last Updated:
Last Updated By:

Government Agency or Industrial Facility to be Visited

Site Code:
Company Type:
Name:
Address:

No. of Visitors: 0   Multiple Site?: N

Country:

Fax:
Contact Name:

Telephone:
Contact Email:

Dates of Visit: From: To: Attachment:

Type Of Visit

Government Initiative: Initiated by requesting Agency or Facility:

Find	New	Notes	Print LOI	Print Visit Request	Detail Report	Exit
Change	Delete	Other Sites	Print VCR	Print French RFV	Summary Report	
Duplicate	Archive	Visitors	eRFV	Print NATO HQ Pass	Export Data	

International Visits Outward are recorded on the system database, linked to a site contact from the Personnel Module.

By completing the on-screen details the module will produce printed request forms as required by HQ Sy International Visits Control Organisation in English or French as required. WiSeMan will also print the Letter of Intent using the same information.

The Visitors file contains detailed records for tracking the movement of all company employees who have a requirement to travel on company business to classified sites at home or abroad. WiSeMan will check that passports are current and Blue Cards have been issued before permitting travel, using information from the Personnel Module.

The Blue Card information, as required by HQ Sy International Visits Control Organisation, uses information from the Personnel module and can be issued to send in the preferred format. Business Persons Certificates may also be generated.

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INWARD VISITS MODULE

Demo Company - Inward Visits Menu - V3.50.14 - User: JJ

Data Entry/Enquiry	Standing Data Entry	Reports and Listings	Data Maintenance
Inward Visits	**Country Codes**	**Daily Visit List**	**Delete Expired Visits**
Inward Visitor Update			

Demo Company - Inward Visits - V3.50.14 - User: JJ

Visitor Type: **Visit No:**   1

Site to Visit:

Title: **Surname:** .   **Forename:**

Passport Number: **Nationality:**

Company: **Telephone:**

Address 1:

Address 2:

Country: **Car Reg.:**

Reason for Visit:

Is this Classified: **Classification:**

Special Instructions:

Escort Details:

Date Visit Entered:

Pass Type:

Form Type:

Visit Date	Time In	Time Out	Pass Number	Gate	Arrived?

Find	New	Notes	Detail Report	Exit
Change	Delete	Visit Dates	Summary Report	
Duplicate				

Record: 1 of 1   No Filter   Search

Visitors expected on your site can be recorded and tracked on the Visits Inward database. A Daily Visit List can be printed and issued to your reception area/security gate which includes any special instructions.

Inward Visitor Update allows the visitor status to be updated including car registration details, pass number and time of arrival.

SYSTEM MANAGEMENT

The System Manager Module is only available to users assigned as WiSeMan System Managers.

System Options allows customising functionality of each Module to the requirements of the Site running the System, e.g. enabling/disabling auto-numbering of Classified Material, Personnel and IVCO Visits.

User Permissions allows the appointed System Manager to add and remove users and manage user permissions to WiSeMan Modules.

Users Currently in System allows you to view users currently in the system and clear Defunct User Information in cases of incorrect exits from the WiSeMan System.

Standing Data allows the system manager to specify/reset the formats of the various automatic numbering systems within the WiSeMan modules.

Global Update manages any major changes you may wish to make to your data i.e. changing Company Name on certain Personnel Records.

COSTS AND SUPPORT

The system is split into five distinct modules:

- Personnel

- Material Tracking

- Contracts

- IVCO Visits

- Inward Visits

The cost is dependent on which modules you purchase and the number of users you have on your system.

Additional Users are charged per person. The Users have access to all modules unless restricted by the System Administrator.

WiSeMan modules come with System Manager and Standing Data Modules included in the price.

On Site Training

Training is charged per day for up to 3 people at the customer's offices, plus travelling expenses. The number of days required is dependant on the number of Modules purchased. It is advised that Basic Training is carried out at installation with Advanced Training following later.

Installation

This will be quoted for on a per installation basis. The amount will vary depending on the configuration of the network or system and any data transfer requirements.

All modules require the following minimum configuration on a Personal Computer:

- 1Ghz Processor

- Windows XP (SP3), Windows Vista, Windows 7, Windows 8.1 or Windows10 with 1Gb of Ram

- Microsoft Office 2010 or later (at least 1 PC must have Microsoft Access 2010 or later)

- SVGA 800 x 600 Display.

- CD drive.

Support

Purchase of the WiSeMan Annual Support Contract entitles the user to:

- Free verbal instruction by telephone to instruct on the use of WiSeMan and to identify and, where possible, rectify faults within WiSeMan.

- Free upgrades to the WiSeMan system as and when they become available

- Discounted daily rate for on-site visits from Quartz Computing Limited

A copy of the WiSeMan Annual Support Contract can be supplied upon request