

Overview of Paxton Net2 Integration to automate process of adding permanent members of staff, temporary staff, short term contractors, long term contractors and visitors into the Paxton Net2 System.



INTRODUCTION

A site-internal, web-based ID Card Production system with integrated access control. The iCard system automates ID badge issuance and keeps Paxton Net2 in sync in real-time.

- New staff can be detected from HR exports. Contractors and visitors' data collection can be via web forms, allowing security clearance before a user gets to site.
- Photos are validated against official ID documentation.
- Requests are passed to security for either approval or rejection, with additional documentation requested where needed.
- Contractors and Visitors can be requested to view port's policies and documentation before attending site to grant access, and signature of agreement collected.
- Granting access to ad hoc visitors can be completed on the fly on-site, with the use of kiosks or PC's at reception desks for example with Pass Printed
- ID Cards are printed on networked printers, can be strategically placed on site.
- Visitor Labels/Slips can be printed on thermal printers for cost effectiveness.
- Tokens/Keys and access levels are pushed to Net2 immediately.
- Staff/Contractors/Visitors can be handled individually or in bulk.
- A leavers process of expired users maintains good housekeeping, and ensure users who have time sensitive access will be blocked in the system
- Full auditing of Port of Blythe individual requirements can be tailor made.

ID card issuance and vehicle access management will be consolidated into a single, secure process. Car passes currently tracked in Excel, will be merged into the same database as ID cards. Contractor and Visitor onboarding and management will be automated to replace paper-based processes.

STAFF & CONTRACTORS (PROCESS A)

- Accepted CSV fields:
Email Address, First Name, Last Name, Department, Role, Vehicle Reg, Manager, expiry date.
- Upload CSV or use SQL view, system lists users without active cards/passes
- Security can auto-email form links, send manually, or export links for mail merges
- Links expire (recommended 7–10 days).

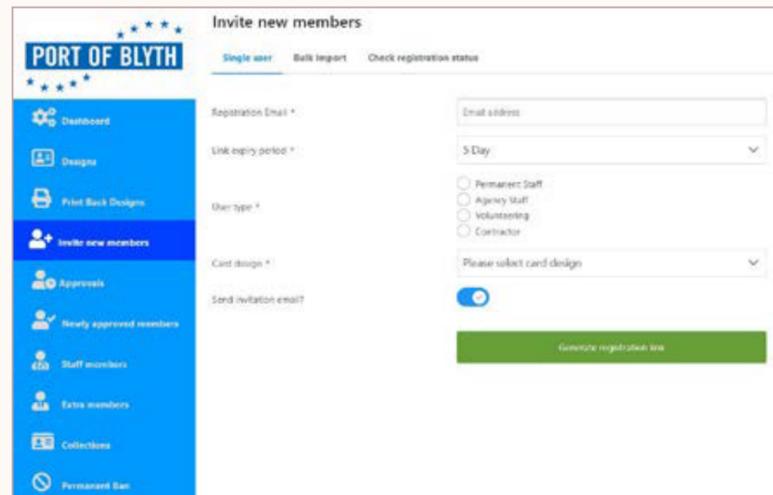


Fig 2.1 Page to send out invite for Staff/Contractor to apply for ID Card & Access

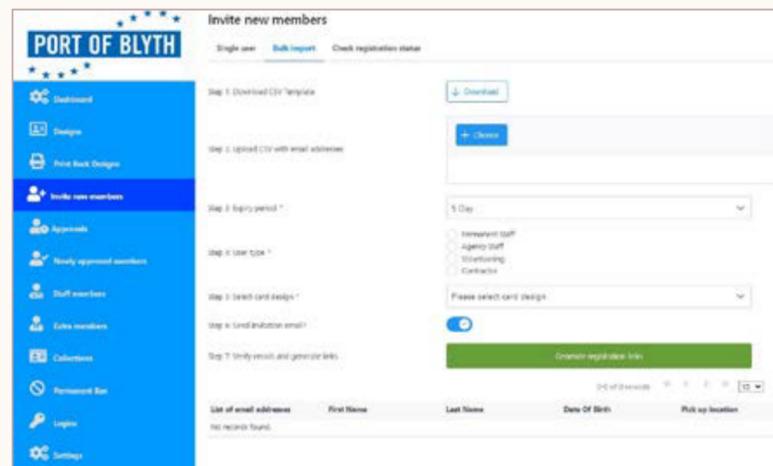


Fig 2.2 Page to send out bulk list to users to request details to apply for ID Card & Access

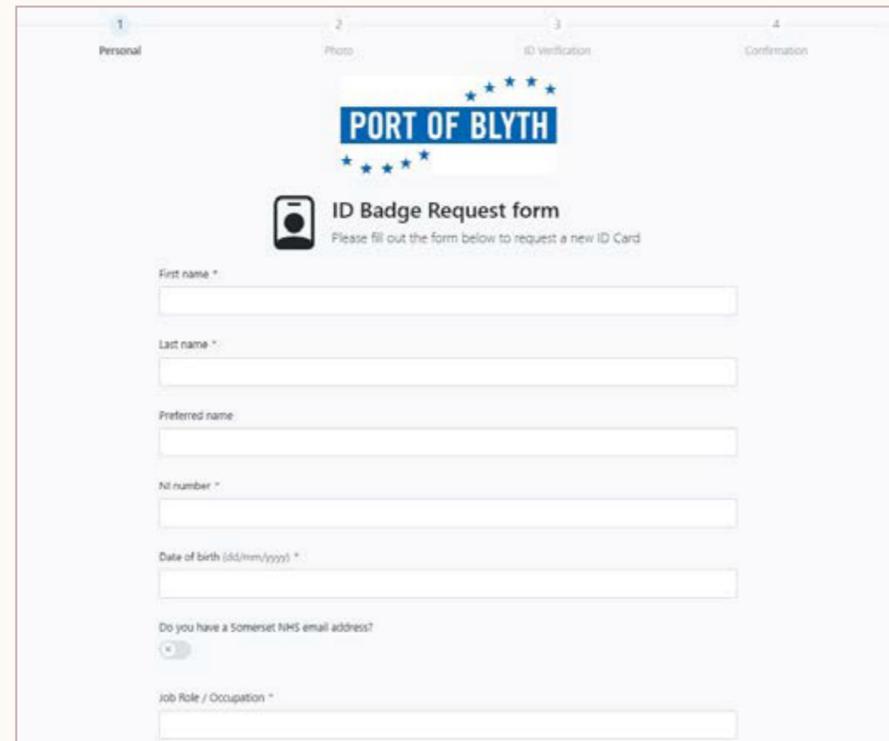


Fig 2.3 Sample form that end user will receive, will be fully customised to Port of Blythe's requirement, workflow and branding. Contractors, Staff and Visitor can have forms created to their use case.

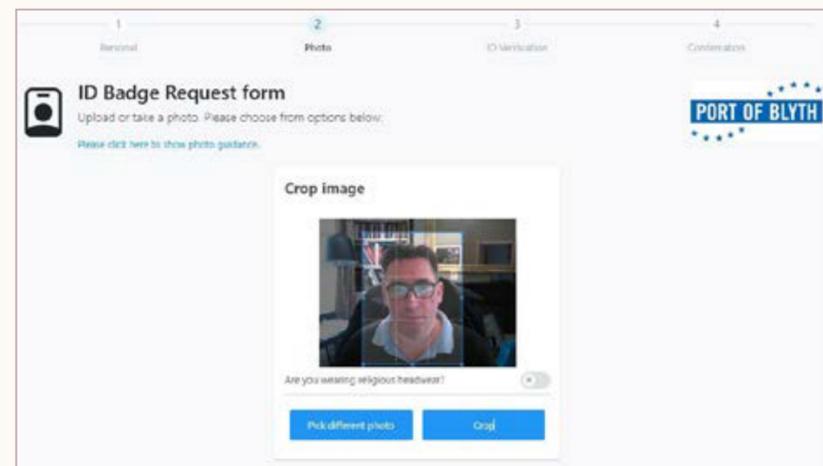


Fig 2.4 ID Photo capture, a photo can be uploaded or taken, will passport style automated check to ensure clarity, focus, exposure and composition of photo.

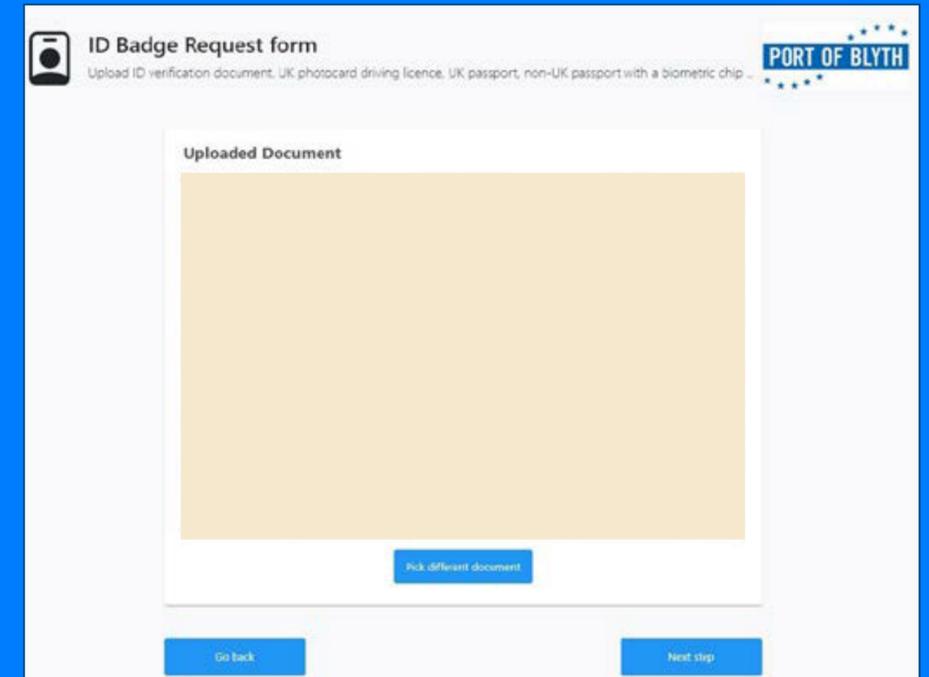


Fig 2.5 The photo can be verified against official documentation for likeness to ensure the same person is uploading the image.

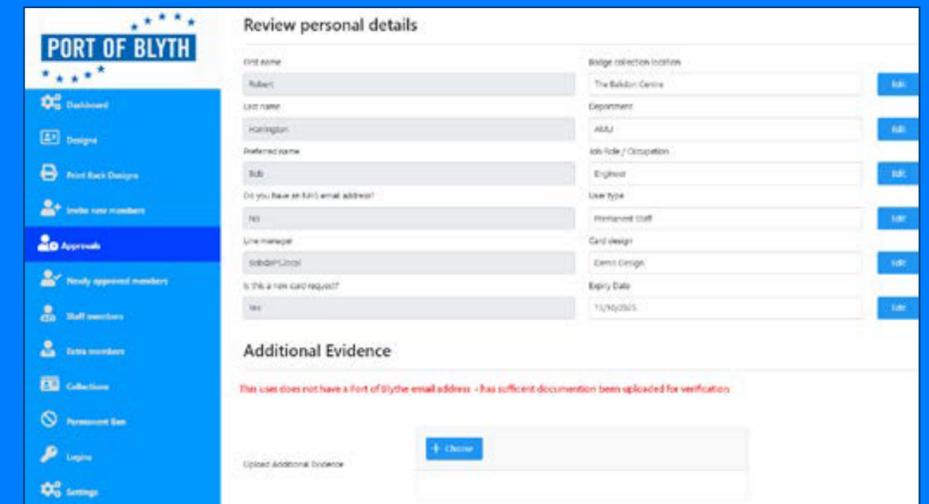


Fig 2.6 Port staff will receive the application for review and approval or can be declined with additional details requested.

VISITORS (PROCESS B)

- Visitor pre-registration via onboarding form or fill in form on site.
- Time & Date can be selected by visitor
- Visitor data and vehicle details logged in database, visitors slip issue, and/or reused ID Card which is activated and records who the ID card has been issued to. Automatic Expiry of the ID Card on pre-determined time/date, or if ID Card is not returned to site, automated cancellation of the cards.
- Email Address is recorded to request return of ID Card should it not be returned.
- User has the option to save details for further visits.

END-USER FLOW

1. Invitation email or reception form prompts user/visitor to complete details
2. Submission includes mandatory data (role/department/visit purpose) and photo
3. Vehicle registration captured for car pass integration.
4. Final confirmation page with badge/vehicle pass preview
5. This is passed back to security on site for approval or sent back to user to request more information or can be declined.

Photo Standards

- Automatic validation for exposure, background, and compliance.
- Reception capture option with the same validation applied.

APPROVAL WORKFLOW

- Security reviews submissions, verify data, vehicle reg, and photo.
- Approve/edit/reject with optional notes
- Notifications sent to user/visitor.

PRINTING & ENCODING

- Approved records appear under "Newly Approved Members"
- Print preview enables printer selection (can be department based) and reason tagging (collection, reprint, visitor, vehicle)
- Once an ID Card is printed is it ready to work on the Paxton Net2 System, this may assign access immediately to the ID card, or wait for a particular time/date or only activated once the ID Card has been collected and mark as so on the system.

PAXTON NET2 INTEGRATION

- Single database record per person (staff, contractor, visitor).
- Unique ID mapped to Net2 User ID.
- On encode/tap, system pushes user data, photo, vehicle reg, and access permissions to Net2.
- Security can assign access levels per role, department, or visit purpose.

SECURITY, NETWORKING & OPERATIONS

- Hosted on-site, internal-only web app, with web form installed on DMZ for external form data collection
- Optional SSO/AD for staff identity assurance.
- Supports distributed print points (e.g., port reception, security lodge).
- Audit trail includes approvals, prints, reprints, visitor passes, blocks and access control events.

LEAVERS, CONTRACTORS & VISITOR EXPIRY

- HR exports trigger leaver workflows to disable staff/contractor cards.
- Visitor passes expire automatically after end date/time.
- Vehicle passes revoked with same workflow.



REPORTING & NOTIFICATIONS

REPORTING

The system provides configurable, ISPS-compliant reports for management and audits, including:

- Number of visitors currently on site.
- Number of contractors currently on site.
- Non-use of ID cards within a set time period.
- Expired users.
- Users due to expire (contract end dates, visitor passes).
- Access level assignments (by role, department, or individual).
- Event lookup for security investigations.
- Users with tokens not used within a specified timeframe.

NOTIFICATIONS

Automated email notifications can be configured for real-time operational awareness, including:

- Invalid access attempts.
- Door alarms (forced/held open).
- Arrival of particular users (VIPs, flagged contractors, etc.).
- Threshold alerts (e.g., number of users through a specific door).

ID PHOTO DISPLAY

To ensure ID Cards are not swapped and only used by the person they are issued to, an image of the user can be displayed upon a swipe to a door/gate/barrier.

For example, at a barrier entrance when a user swiped their card upon entry, their ID Photo can be displayed on a screen at a security desk. Once the port security staff can see the user matches the photo, then the barrier can be raised automatically on demand.