



WHITE PAPER

Why should you consider implementing a virtual visitor management system to welcome your guests and notify employees?

10

TOP 10 REASONS

Did you ever consider ways to allocate your front desk resources to more value adding assignments in your organization?

Every day people at your office or front desk ask others or themselves:

- Who are visiting today?
- Who are they visiting?
- Which meetings are they attending?
- Have the employees been notified about their arrival [bummer, they are not at their desk - what's their mobile number again]?
- Which visitors are currently on the premises?
- What's that password for our guest WiFi again?
- Did the guests check out again?

All the questions are often cumbersome and time consuming to answer.

With a virtual visitor management system you can optimize time and resources by compiling multiple administrative functions into one single solution and hence improve productivity dramatically at the front desk and for other employees.

Tasks like registration of guests, guest logging, NDA signing, printing of guest passes/name tags and notification of the meeting host can be handled automatically and hence free up resources at your front desk – not to mention a much improved visitor experience.

10 ways to improve visitor management with a virtual visitor management system

➤ Make the right first impression

Being on time matters. So do first impressions!

Welcome visitors with an elegant touch screen experience, making them feel even more welcome and well informed as they arrive at your office, and create a professional first impression.

➤ Allow self-registration and instant employee notification

Allow your guests to self-register and automatically and instantly inform hosts of their arrival on text message or via email. It saves time for the visitor and frees up resources for front desk employees, who will not have to look up and call meeting hosts "manually".

➤ Improve initial visitor/employee communication

When visitors register in the reception area, an employee is notified automatically of their guest's arrival by text message or by email making it easy to communicate with the visitor while they wait to enter or get picked up.

Employee notification creates a more relaxed and personal experience and optimizes time at the front desk. With employee notification, employees have a much better chance of being ready in the meeting room when the visitor arrives.

➤ Share valuable information with visitor upon arrival

Customize the welcome message and include valuable information like guest WiFi login information, opening hours, directions to the meeting room and more.

➤ Improve the check-out experience

Check-out is handled by the visitor. When finishing the meeting the visitor or the employee can check-out the visitor on their own smartphone and instantly update the Visitor Log and visitor status. No need to get back in line to check-out or skip it.

➤ Consider a cloud based solution

Collect all check-ins and store data in the cloud.

Logs are accessible from everywhere making access and administration for multiple users much simpler.

➤ Improved security

For security it is important to have a full overview of which guests are in the building at any given time.

Also that evacuation reports can be compiled and printed out at any time.

➤ Improve the first impression even more with "expected guests" pre-registration

Let visitors check-in on their own smartphone as they arrive. It saves time upon arrival and create great first impressions.

➤ Combine visitor check-in with digital wayfinding

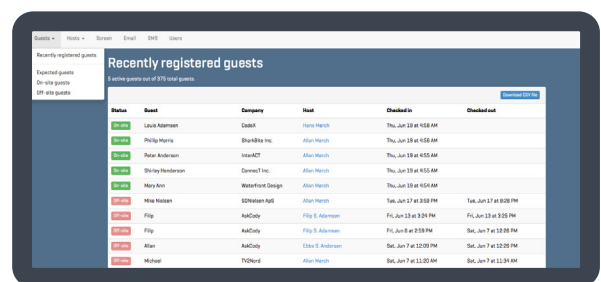
Integrate visitor check-in with digital wayfinding, helping the visitor to navigate to the right destination on their own smartphone.

➤ Save a tree and say bye bye to the old paper log!

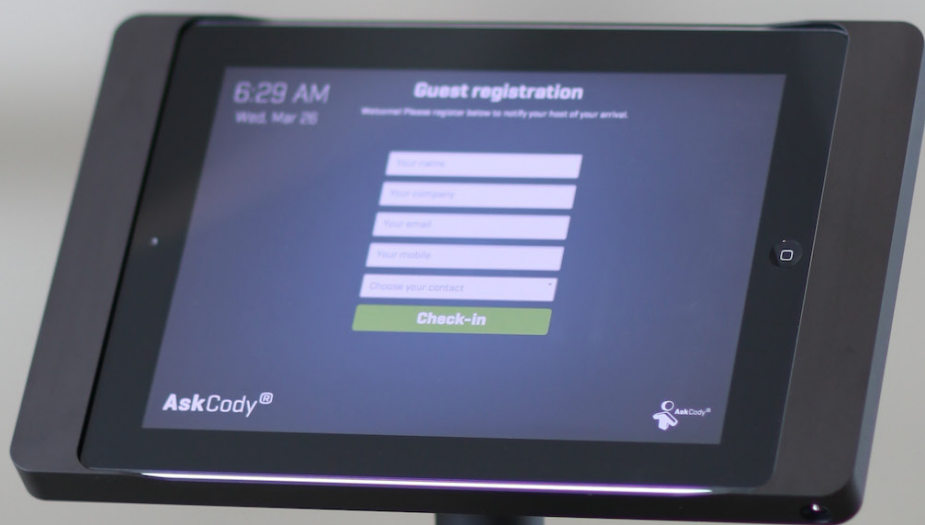
Did you ever consider which other visitors may look at your name in an open log book?

With a virtual visitor registration system you improve visitor's privacy as they sign in electronically and for admin eyes only - and you avoid that unreadable hand writing too.

Instant overview of today's visitors



Status	Guest	Company	Host	Checked in	Checked out
Active	Laura Adams	CoBiz	Hans March	Thu, Jun 18 at 10:58 AM	
Active	Philip Morris	BlueBird Inc.	Alan March	Thu, Jun 18 at 10:58 AM	
Active	Peter Anderson	InsuACT	Alan March	Thu, Jun 18 at 10:58 AM	
Active	Shirley Henderson	Genesol Inc.	Alan March	Thu, Jun 18 at 10:58 AM	
Active	Mary Ann	WaterFlow Design	Alan March	Thu, Jun 18 at 10:58 AM	
Active	Alan Adams	STRONGBOX	Alan March	Fri, Jun 17 at 10:58 PM	Fri, Jun 17 at 10:58 PM
Active	Phil	AcCoaly	Phil G. Adams	Fri, Jun 13 at 10:58 PM	Fri, Jun 13 at 10:58 PM
Active	Phil	AcCoaly	Phil G. Adams	Fri, Jun 8 at 10:58 PM	Sat, Jun 7 at 10:58 PM
Active	Alan	AcCoaly	Alan G. Adams	Sat, Jun 7 at 10:58 PM	Sat, Jun 7 at 10:58 PM
Active	Michael	THOR	Alan March	Sat, Jun 7 at 10:58 PM	Sat, Jun 7 at 10:58 PM



Want to learn more?

Whether you are looking for a simple system to register and log your visitors or improve front desk operations, or require a full Virtual Receptionist solution including badge printing and access to digital wayfinding solutions like smartphone guidance or indoor navigation systems, we can help. Give us a call or send us a note to learn more.

info@askcody.dk · www.askcody.dk · www.goaskcody.com