

# Visitor Management System

Almost all of our customers use some sort of a visitor logging requirement. Typically a visitor will arrive and the security officer logs in the visitor's details and secures the visitor's Identification Card (ID) in exchange for a Visitor Badge. This system is timely, the visitors log results in an ever-growing stack of paperwork or books which cannot be archived or efficiently retrieved, and the process can lead to problems if ID cards are wrongfully given to another visitor or simply lost. This archaic process is flawed from start to finish, but many of our customers rely on this antiquated system.



A new innovate Visitor Management System is now available at a very affordable price.

When a Visitor arrives:

- 1) Scan the barcode on the Visitor Badge
- 2) Enter the Visitor's Destination Code (pre-programmed)
- 3) Scan the Visitors ID Card
- 4) Print the Gate Pass
- 5) While at the premises, the host signs the Gate Pass

When the Visitor departs:

- 1) Scan barcode on the Visitor Badge
- 2) Scan the Gate Pass with host signature
- 3) A permanent automated record is maintained



- ❖ The gate pass and scanned ID card can be saved as one PDF file.

Advantages: Because the system is automated there are no hard copy forms to fill out OR maintained AND the visitor's information, date and times of entry and exit are a computer file that is easily retrievable.

## Visitor Management Benefit Summary

- ✓ Process visitors faster
- ✓ Reduce human errors
- ✓ Reduce paperwork and storage
- ✓ Convert routine data into digital information (Exportable to MS Excel)
- ✓ Sort, search, filter, and backup your visits
- ✓ Improve your overall security program!

