

# **Visitor Management**

Safety and security starts with knowing who is on-site, protect your assets and intellectual property, and the safety of your employees with robust visitor management.

WhosOnLocation is a powerful enterprise-class visitor management application making it easy for reception teams or non-manned reception areas to manage visitors. Whether you are looking for a simple system to replace a visitor sign in-sheet/book or a comprehensive solution to manage everything from visitor identity, pre-registrations, visitor policy awareness, security alerts, or car park occupancy - WhosOnLocation will meet your needs.

### **Features**

### Empowered front of house

Front of house teams can easily view:

- Pre-registered visitors, a day, week, or months in advance
- Pre-print, print or re-print visitor passes
- Easily manage and sign-in large groups in seconds
- Manage visitor garage parking occupancy
- Be alerted when a person on your watchlist enters one of your locations

#### Host management

Automatically notify employees when their visitor has arrived by email, push notification or SMS. Alerts can be cc'd to an employee's personal assistant, team support, or nominated recipient. Visitor arrival notifications can include:

- Name of visitor
- Where they are from
- Who the host is
- Which access points they signed into
- Copy of NDA and responses to one, some, or all questions
- Photo and much more...



# **Calendar Integration**

Automatically pre-register visitors when setting up a meeting in Outlook or Google calendar. Visitors are sent a confirmation email (WolPass) which can include:

- Date and time of meeting
- Address
- Hosts name and contact details
- Google map of office location
- Arrival and evacuation instructions
- Guest Wi-Fi details
- Recommended local cafes, parking, accommodation
- Unique QR and or barcode for quick sign-in when on-site

The WolPass can be automatically resent to the visitor as a reminder, 1 hr, 30mins, 15 mins, 10 min or 5 mins prior to the meeting starting.

### Hazard Awareness Management

Ensure visitors are aware of the latest hazards and incidents as they arrive on to site. Setup alerts for non-acknowledgement of hazards. Reduce risks and improve your HSE compliance.

### Multi-Language

No matter who comes through your door greet them with the best experience every time. Let your guests pick their preferred language to guide them through signing in/out of your workplace, giving them the best experience. The multi-language feature is available for all sign in prompts and custom questions when signing in via a Kiosk or Front of House Team.

## Powerful reporting and insight

Use our powerful reporting to gain valuable insights into employee movements, as well as improve awareness through automated reporting on:

- When they signed in & out, and by what method
- Total time on-site
- Who visited them
- Track all responses to every sign-in or out question.

"We love the pre-registering feature ..... especially how the system auto emails the visitor with info about their visit, who they are meeting, map (if needed) and a barcode for a quicker sign-in process. "

- Christchurch International Airport

Use WhosOnLocation's visitor management alone or combine it with employee, contractor and evacuation management for a robust and powerful safety and security solution.

To find out more and watch the Visitor Management video, visit whosonlocation.com/visitor