

iOffice® visitor management software

100% web-based
robust, flexible reporting
EASY TO USE

Track and identify office visitors and receive alerts for unwanted guests.

A visit to a company's office location is often the first impression a guest receives, so it is important to set the right tone. Technology gives the impression that the organization is efficient, organized and concerned about the safety of their employees and guests.

With the Visitor Module, companies can eliminate manual logs and human errors associated with receiving visitors, and instantly validate guest information.

registration

- Online visitor, employee, vendor, contractor registration with either managed or kiosk view.
- Capture guest image via driver's license scan or web cam.
- Automatic email notification of guest arrival.
- Automatic printing of date stamped badge.
- Ability to pre-register guests for upcoming events.

archive/history

- Visitor information is maintained in a series of queues based on status and, once signed out, is archived online for immediate access.

security

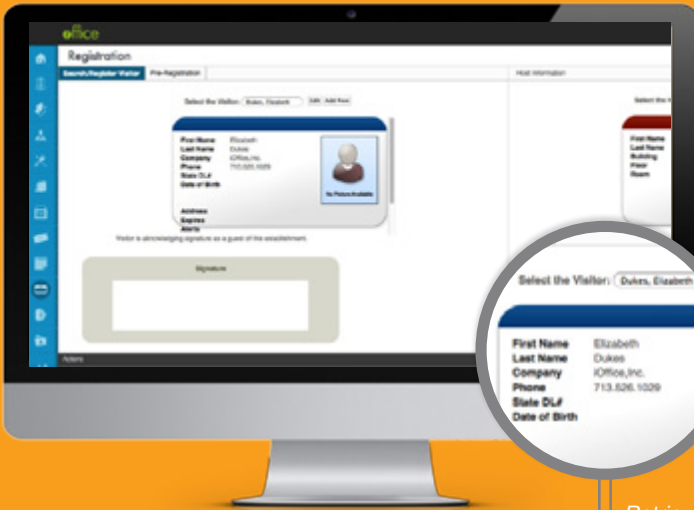
- Web-based system ensures real-time information about registered guests can be accessed from anywhere.
- All guests can be accounted for in case of emergency.
- Unwanted guests can be catalogued as "alert" visitors. Upon "alert" status notification, receptionist is provided with immediate next step instructions, and automatic emails are distributed notifying security.

MODULAR
easily shares data with other systems
HIGHLY CONFIGURABLE



complete portal integration

The **Visitor Module** is integrated with the portal data backbone so that updates and changes are universally shared providing a complete office and facility management suite.



On-line guest registration

Retrieve guests registration from history



Did you know?

iOffice also provides modules that support the management of the workplace including space management, move management, service request, room reservation and asset tracking?