



Your guest has arrived.

Visitor Management

JANE HAS REQUESTED A MEETING.

ACCEPT

DECLINE

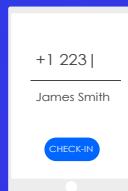
Visitor Management

Key features of the Visitor Management Application to manage visitors to the organization include



VISIT REGISTRATION

- Manage ad-hoc and pre-registrations
- Manage individual & group visitors



VISITOR OPERATIONS

- Check - in
- Check - out



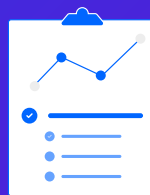
VISITOR INDUCTION

- Health & Safety Induction
- Video and document based MCQ's



WEBLETS & ANALYTICS

- Monthly visits
- Visits per department
- Visits hosted by employees



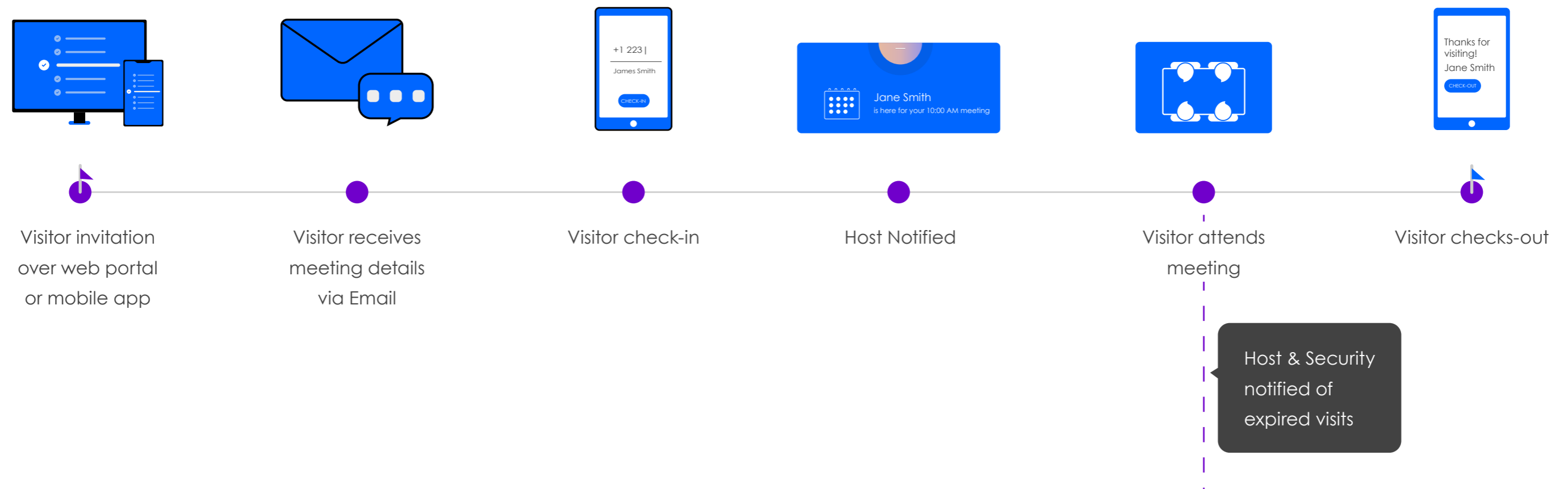
CUSTOM REPORTS

- Average visits
- Visits per department
- Create custom reports

User Journey - Standalone VMS

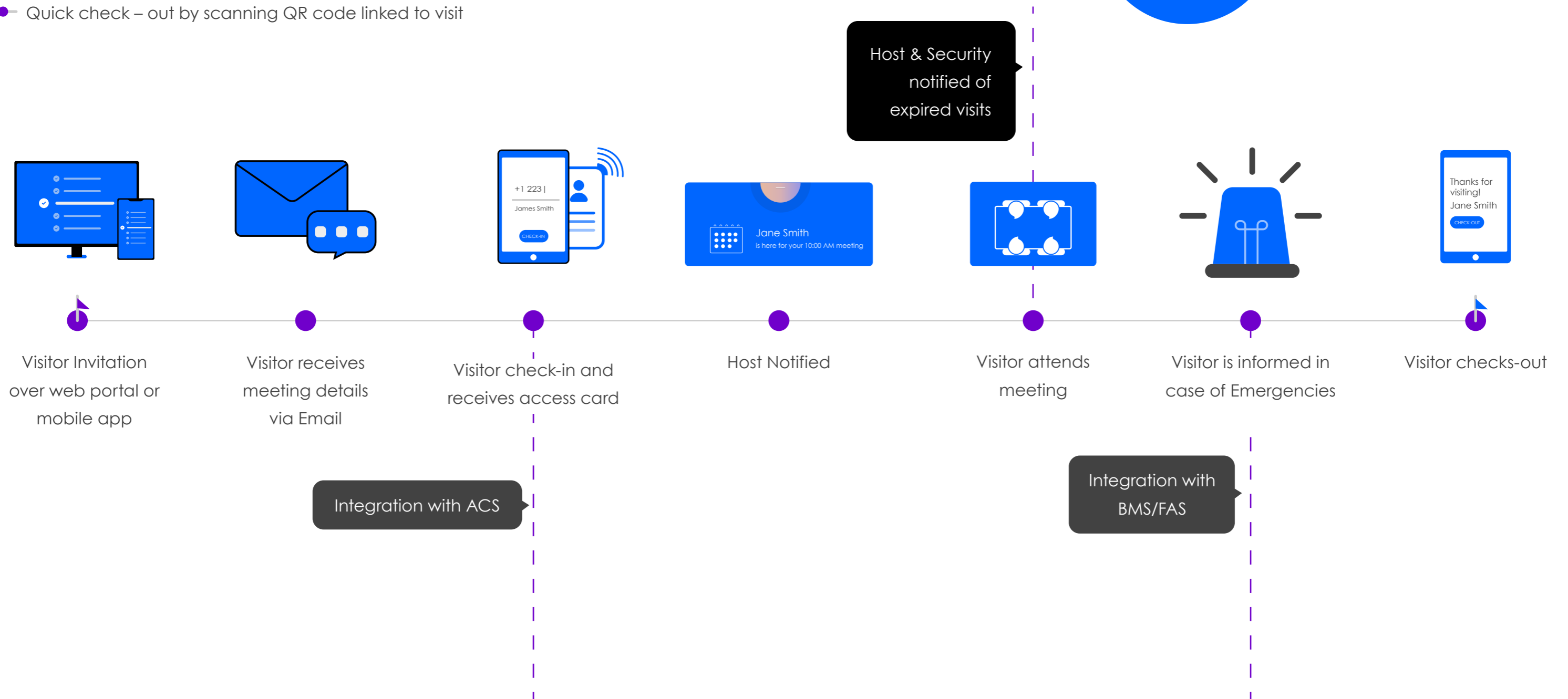
We recommend iviva 'visitor management' to be used with iviva Facility Booking for a seamless guest experience and improved administrative productivity. Further, iviva IBMS and iviva Incident Management can strengthen the health & safety of guests.

- Pre-registration information with QR code sent to the visitor prior to his arrival
- Quick check-in by scanning QR code linked to visit
- Host notified on visitor arrival
- Quick check – out by scanning QR code linked to visit



User Journey – Integration with Sub-Systems

- Pre-registration information with QR code sent to the visitor prior to his arrival
- Quick check-in by scanning QR code linked to visit, access card details from third party stored in iviva's ACS
- Host notified on visitor arrival
- In case of emergencies, visitors are kept informed through Email / SMS
- Quick check – out by scanning QR code linked to visit



iviva.com/SmartSpaces

Contact Eutech today to find out more about iviva Smart Spaces.



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by Eutech