



# Digital Receptionist Software



Learn About Greetly's Digital Receptionist Software

# Explore the Difference Greetly's Customization Platform Offers

A fast, frictionless, and efficient reception process is your first step towards providing a satisfying experience for customers visiting your business. While bringing in well-trained staff to handle intake can help ensure you meet these service standards, in today's interconnected digital ecosystem you should look to software solutions to reduce your staffing needs. An effective 'digital receptionist' can handle all the primary responsibilities of a real, live receptionist, while also integrating into your existing customer relations management (CRM) platforms and saving you money every step of the way.

Interested in digital receptionist software?

Greetly has developed an industry-leading digital receptionist app for Android devices, a digital receptionist iPad system, and software for desktops that allows your business or organization to streamline the visitor check-in process. If you're looking for a way to save money on staffing costs while still upholding high service standards, Greetly's digital receptionist software can help. With a proven track record for companies in manufacturing, service industries, technology, real estate, and more, we're certain we have a solution that works for you!



[See a Demo](#)



# What Are the Benefits of Digital Receptionist Software?

A digital receptionist can be a stand-alone software or app that works alongside your current business phone system and CRM platform. Here are some of the key services provided by digital receptionist software:

- Capture visitor information with visitor management systems: guest intake is rapidly processed, walking users through completing registrations, waivers, photos, or any other forms and documents required for their visit.
- Real-time integration with your communication channels: digital receptionists can automatically alert team members upon a guest's arrival and completion of check-in, minimizing time spent in a lobby or waiting area. Digital receptionists can work 24/7, which means you'll be ready to receive visitors at any time.
- Logging visits and analyzing data: leveraging your gathered visitor information is crucial for continuing to improve your customer service. An effective digital receptionist works with your current digital communication channels, meaning they seamlessly integrate into your existing systems rather than replacing them or requiring additional resources.

## Capture Visitor Information

Greetly captures each guest's name, company affiliation, contact information, host, and reason for visiting. You can capture more advanced visitor information like birthdate, government-issued ID, [temperature](#), and health screening questionnaire. Visitors will check themselves in on a self-service kiosk or using their own smartphone.

## Notify Associates with Realtime Alert Notifications

Your team members can receive instant notifications of guest arrivals using phone, text, email, or one of our many integrations, such as Slack, MS Teams, or Google Chat, eliminating the need to waste precious admin hours waiting for guests in a lobby area.

[See a Demo](#)



## Digital Receptionist vs. Virtual Receptionist – What's the Difference?

A digital receptionist is meant to supplement or replace a traditional front-desk reception experience. By using modern technology and hardware and built-in cloud integrations, visitors can complete the whole check-in process entirely on a dedicated tablet or desktop device. Rather than shuffle through physical paper forms attached to clipboards and have someone work a desk to then verify and manually input that information to a work server, a digital receptionist can tie all those steps together and automatically push the visitor info to an easily accessible cloud server.

A virtual receptionist is a person, company, or bot assistant that remotely handles phone call intake. Virtual receptionist software can integrate well for businesses that receive a high volume of callers. Virtual receptionists are useful for screening callers, providing them answers to common questions, and redirecting them to specific individuals they're trying to reach. More advanced bots may use interactive voice response (IVR) to give callers a more natural, conversational customer experience.

## Why Choose Greetly's Digital Receptionist Software

Greetly is the leading digital receptionist software for small businesses. We're changing how business owners communicate with their customers by providing an easy-to-use, cloud-based solution that helps them deliver exceptional customer service.

We're in business communications, so we know how frustrating it can be to deal with an unresponsive or unreliable intake or reception process. We're a team of passionate people committed to helping businesses grow and succeed through our digital receptionist software.

Our mission is simple. We want to make it easy for customers to get in touch with companies when they need them most. We believe that by doing so, we can help build stronger relationships between brands and their customers.

Greetly provides all the tools you need for an exceptional level of customer service and customer communication. We're agile, easy-to-use, and simple for your team to learn, so they can focus on what really matters: providing excellent customer service.

[See a Demo](#)



# How Our Digital Receptionist System Works



## A Visitor Signs Themselves In

Upon arrival, visitors check themselves in. They can use a kiosk or go touchless using their own smartphone. A visitor will provide the reason they are visiting, their name and other info your office wants to collect, take a picture, and eSign documents.



## Instant Employee Notifications

Real-time notification alerts are sent to the host employee or user upon the visitor's check-in. With our highly customizable check in app, notifications can be sent through text, email, phone call, Microsoft Teams, Slack, or Google Hangouts. Or any combo.



## The Visitor Is Greeted

The check-in process is complete and the visitor and employee can get down the business. Since the entire process is digital, everything is stored in your cloud-based visitor management logbook, including entry and exit time, host, and all data you choose to collect.

[See a Demo](#)





# Key Features of Greetly

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## 1. Award-Winning Check-in App

Clients, visitors, and critics alike love Greetly for its robust feature set and ease of use. From simple check-ins to more complex needs like visitor badges and integrations, this software is spectacular.



## 2. Easy to Use



We know some of your visitors are tech-savvy. Others, well, not so much. They will all be able to check themselves in with Greetly the first time as if they are a veteran.

## 3. Evacuation Notifications

Need to clear the premise? Greetly can send instant alert notifications to all employees and onsite visitors. Then, Greetly helps you track who is safe and who is not yet accounted for.



[See a Demo](#)



# Key Features of Greetly

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## 4. Comprehensive Customization



Every workplace is different. That is why Greetly is easy to customize. 100% white-labeled to showcase your brand. Edit or create new check-in workflows to suit your business needs. Greetly works for you.

## 5. Visitor Badges

An important part of any front desk, ID badges are instantly printed, featuring the visitor's details, photo, and any other relevant information.



## 6. Cloud-Based Visitor Logbook



Keep track of your visitors with Greetly. Search, sort, filter, and download visitor information from any web browser using the cloud-based visitor management logbook. You can even save your favorite reports.

[See a Demo](#)



# Who Benefits From Digital Receptionist Software?

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## Tech Companies and Startups:

Greetly can integrate with other apps your business uses to provide an all-in-one solution that will help you manage customer service. Simple software with a clean user interface, fast communication, and data collection make Greetly an ideal choice for technology-based companies.

## Law Firms:

Our receptionist software is easy to use and understand, making it perfect for law firms because you won't need your IT team to set anything up or integrate with other apps. You can easily track customer service history in real-time for bookkeeping and accounting purposes. Easily track visitors if you're hosting meetings.

## Coworking:

Our digital receptionist software is perfect for co-working spaces because you can manage customer service across all of your locations without having to log in to each site. It's easy to provide a great experience with software that will allow you to communicate quickly and easily with visitors, so they feel valued. For guests coming in to visit a member or use a meeting room, a quick check-in can help guarantee a pain-free experience.

[See a Demo](#)





# Who Benefits From Digital Receptionist Software?

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## Manufacturers:

Manufacturing sites and offices are often visited by people with questions about products or services. Our software allows you to answer their queries and connect them quickly, improving customer service and the overall efficiency of your business.

It's critical that your greeting experience represents your brand image, and receptionist software will help you accomplish just that.

Greetly is a visitor management system that will help you streamline your visitor management process. Our digital receptionist solution works right out of the box, so all you need to do is log in and get started. Our software provides an enhanced user experience for visitors with self-service capabilities built into the system along with mobile access options across iOS & Android devices.

## Government:

Greetly's receptionist software is an excellent solution for government sites because the software helps you streamline visitor management, reporting features that will allow you to follow up with visitors and measure your results. When visitors check in, the right person is notified instantly, and our digital visitor log book provides you with complete documentation of all interactions so you can stay organized and on top of your data. With integrated ID verification and NDA forms, we also make it simple to manage security and privacy.

[See a Demo](#)



# Who Benefits From Digital Receptionist Software?

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## Staffing Agencies:

Staffing agencies are often in charge of coordinating visits for prospective employees with their clients. Greetly's receptionist software is a great way to make the process more efficient and effective because it will allow you to track all interactions, communicate quickly & easily with visitors, reduce wait times, and provide a better experience overall.

## Finance industries:

Greetly's receptionist software is perfect for finance sites because you can use it to communicate with your visitors quickly, keep track of all interactions in real-time, and offer visitor engagement opportunities that will help give your company a great image.

Our welcoming interface is designed to accommodate a variety of users and scales well for businesses with multiple locations.

## Creative Services:

Our receptionist software is perfect for creative services because it provides visitors with an easy, intuitive way to submit their inquiries. You can manage visitor details in real-time, so you know who is coming, and they can view the company's contact information easily on mobile devices.

Our platform has built-in security features that allow you to monitor activity in real-time, view visitor interactions by team members, and create custom workflows for any situation.

[See a Demo](#)



# Greetly Is Already Welcoming Visitors for Top Companies!



[See a Demo](#)



# Greetly, The Award-Winning Digital Receptionist App!

Greetly is the modern office, cloud-based *digital receptionist software solution*; an easy-to-use visitor self-help sign in app.

No expensive hardware. No inefficient use of human resources. No more distractions for “near the door” employees. Yes to great first impressions, increased productivity, and data-driven decisions.

Our award-winning visitor check-in app works on iPad and Android tablets, and [touchless on visitors' own smartphones](#), technology your visitors know and understand. Greetly creates a great visitor experience while keeping your workplace healthy and productive.



See a Demo





## Try The World's Most Customizable Visitor Registration Software!

Try *Greetly* free with a no-obligation demo today. This fully featured trial comes with 24/7 support to get you up and running quickly. Our 14-day trial allows you to test Greetly and show it to your VIP visitors.

[\*\*See A Live Demo\*\*](#)

[\*\*Contact Us\*\*](#)