

Visitor management system checklist

Let's face it, great first impressions matter. Even more important is keeping your people, your assets and your data safe. The modern office does all of this while freeing up staff with a digital visitor management system.

Take advantage of these productivity and security gains, and check out the features you need in a visitor management system.

Unlimited usage

- ☐ Unlimited visitor usage for one price
- ☐ Unlimited hosts in your directory

Easy to use

- ☐ Setup in minutes
- ☐ Intuitive visitor self-check-in

Reception notifications that suit your workplace

- ☐ Voice calls to cell phone or landlines
- ☐ Text messages
- ☐ Email
- ☐ Teams
- ☐ Slack
- ☐ Google Hangouts



Customizable workflows

- ☐ Customize options shown to visitors to fit your needs
- ☐ Custom data capture
- ☐ Customize verbiage
- ☐ Customize notifications to employees

Reflects your brand (and only your brand)

- ☐ Displays your brand logo
- ☐ Uses your brand colors
- ☐ Does not show the software developers brand

Integrations to automate workflows

- ☐ Active Directory
- ☐ Azure AD
- ☐ G Suite
- ☐ Google Hangouts
- ☐ Teams
- ☐ Slack
- ☐ Zapier



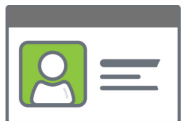
<https://www.greetly.com/>



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Keeps your workplace secure

- ☐ Capture visitor photos
- ☐ Print visitor badges
- ☐ Legal documents eSignatures
- ☐ Single Sign On
- ☐ GDPR compliant
- ☐ Automatic visitor check-out



Digital visitor logbook

- ☐ Realtime data
- ☐ 365-day log storage
- ☐ Search, sort and filter data
- ☐ Check visitors out remotely



Productivity tools

- ☐ Preregister visitors from the admin console or any calendar system
- ☐ Speedy repeat visitor check-in
- ☐ Assign assistants to receive notifications
- ☐ Unlimited admins

All the advantages of the cloud

- ☐ All off-the-shelf hardware
- ☐ No servers to maintain
- ☐ Regular product updates at no extra cost

Award-winning customer support

- ☐ Talk to a human!
- ☐ Chat with a human!
- ☐ Setup webinars
- ☐ Email
- ☐ Phone

Simple pricing

- ☐ Unlimited usage
- ☐ No surprise add-ons or overage charges
- ☐ No on-boarding or setup costs
- ☐ Nonprofit discounts