Visitlog functions

Registering visitors

Registering visitors can usually be done in three different ways. Either through so-called self-registration, where the visitor will register their visit to a visit a kiosk, a receptionist records the visit or to pre-register values in the visitor pre-book portal.

Printing badge

A visitor badge stating visitor name, company visits and receiver are automatically printed from the system for registration of visitors. Visit The tray can also be supplemented with information on car registration, etc.. Visit the badge should be clearly visible by the visitor during his visit.

Checkout (logout)

When the visit ends unregistered visitor of the system, checkout or logout. Checkout can usually be done both manually by the receptionist or by scanning the barcode on the badge.

Advance bookings

Receptionists and can be booked in advance (pre-register) visit in the system. This is often done via the company intranet. This feature is particularly useful for companies that receive large groups of visitors since visitor badges can be printed in advance.

Evacuation List

Receptionist or local officer may at evacuation print a list of the evacuation system. The list can also be sent via email from the system and become available in mobile, tablet for better handling during evacuation.

Report functions

The receptionist or security officer can print visit reports and statistics practice number of visitors during the selected time period. Some systems can also export visitor data to Excel for further processing.

Guest Parking and key management

VisitLog also has features to manage permission for guest parking and key acknowledgment.

Integration features

Visitlog developing rapidly and offers integration with other systems today to streamline work at the front desk and give visitors the best service possible.

Notification features

Notification functions are often used to relieve the receptionists by the system itself informs the recipient to visit visits waiting in reception. Notification to visit the receiver can be via SMS, e-mail.

VisitLog

Guest Access to the Internet

The visitor is given through visits system temporary access to company guest network to access the Internet. Unique logins to the guest network will be printed on the visitor badge.

Integration with access control

The visitor is given through visits system temporary privileges in the access control system. The function replaces manual handling with library cards to contractors and visitors.

Staff Synchronization

Information about valid visits receiver automatically synchronized against staff directories and Active Directory.

Photo Features

Visitlog can automatically photograph the visitors. The function is intended for companies with very high security requirements.

visitor's life cycle

Below you can see how a visited cycle may look like in your organization and how VisitLog can help in reception desk.