

# VISITOR MANAGEMENT SYSTEM

**SOSVMS**

## VISITOR MANAGEMENT SYSTEM

### What is electronic visitor management?

A solution to provide secure, speedy and optimized end-to-end information of the visitor, with a feature of a Photo ID.

With **SOSVMS**, visitor's all relevant information is captured in a secure database file, including visitor's photo, signature, name of the person visited, the reason for the visit, and the entry and exit times. This whole process is done in fifteen to twenty seconds & the visitor is professionally checked in and a high quality visitor badge is printed through system.

As computer processing power, digital video and information gathering technology have improved; electronic visitor management systems have added photo ID capability, database searching, automatic door access and other functions. At the same time it also improves upon most of the negative points of a pen and paper system.

### Why switch to electronic visitor management?

Visitor Register has been around forever. They are certainly cheap and easy to use. But the data collected is usually incomplete, often difficult to

read, and impossible to analyze. Over the last several years, thousands of organizations, large and small, public and private, have discovered many benefits of replacing the outdated visitor register with our secure, electronic visitor management system. **SOSVMS** offers following features to this effect

- ID badge with Visitor's Credentials
- Visitor Photograph Capture
- Providing high quality, customizable, professional looking badge
- Black listing / White listing of a company / visitor
- Deny Entry (Barred) feature
- Web-based administration functions
- Visitor pre-registration
- Group badge - Expedited printing
- Web based console for scheduling appointments for employees
- Web Based Meeting Room / Conference Hall booking
- Frequent Visitor declaration
- E-mail / SMS Confirmations for unscheduled / scheduled visitors
- Visitor's Queue maintenance
- Online scheduled appointments list
- Secure access by means of username & password
- Visitor History Management
- Auto fill for visitor details on revisit
- Single Sign On (SSO) management

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The **SOSVMS** generates visitor badges in seconds, while concurrently capturing and storing visitor's information including photo in a database for easy retrieval and reporting. There is an audit trail, for every unique visitor badge. You can query and create visitor reports to include predefined fields, such as visitor type, badge type, destination, vehicle, etc. The VMS solution is also equipped with an easy to use back-end system administration to populate the "user-definable" data entry fields and forms to meet the specific clients' needs.

### Visitor Management at Corporate Lobbies

Corporate lobbies have specific needs of their own. Corporate lobbies are difficult to manage. While you want to maintain a strict security control, you do not want your guests to go through a very tedious and time-consuming process. **SOSVMS** offers some unique best practices under Visitor Management, which helps in streamlining these procedures.

### Visitor Management at Government Buildings

Various types of individuals access Government buildings and normally most of the visits are of ad-hoc type, without any prior appointment. It is always a good practice to collect the information about a government ID while designing a visitor management system for government buildings.

### Visitor Management for Schools

Parents visits to schools requires a badge to be produced for identifying the details about the

parents. Normally the visitor badge for the parents would have the details like the name of the student, grade, name of the teacher etc.

Visitor management system for school helps in capturing, retaining and monitoring the information.

### Visitor Management in hospitals and health service departments

There are certain regulations like HIPPA, which are enforced for dealing with medical data. Visitor Management systems helps such organizations to adhere to these regulations. Though it is possible to implement Visitor Management in a manual system, a computerized visitor management system is very efficient and useful.

If your company is like many that we visit, maybe it's time to have another look at the way you deal with visitors. Not only can you improve security, make your investigations easier and lower your risk, but you have a real chance to enhance your company's image with its customers.



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