

Enterprise Content Management



**Business Solution**  
**ELO Visitor**  
Digital visitor management



## Digital Visitor Management

Keep track of your visitors with **Business Solution ELO Visitor**

Companies often see dozens of visitors on a daily basis. Many of these visits will have been planned in advance. Nevertheless, dates and other pertinent information can change until the actual day of the visit.

Other visitors can turn up unannounced, yet you still need to welcome them in a personal and professional way. Whatever the scenario, you need to capture information about the guest and the reason for their visit. This data must be stored securely in a standardized format.

**Business Solution ELO Visitor** lets you digitally monitor and track the entire process from the time when the visit is requested until the moment when the visitor leaves the building. The stored data can

also be used to get useful stats about the visits to your company, which you can view in the solution dashboard.

- **Easy planning**  
Save time capturing visitor information.
- **Professional demeanor**  
A happy visitor is likely to return and/or share their positive experience.
- **Complete overview**  
Know who is on your premises at all times.
- **Secure archiving**  
Permissions-based access to centrally stored visitor data.

# Efficient management of your visitors with ELO

## Before visitors arrive

### Create a visitor file

Automatically creates a visitor file when you register a new visitor. This file contains all of the relevant information about the visit and any required documents. Thanks to the integrated template manager, you can customize the folder structure according to your needs, and easily store archived e-mails, logs, and documents.

### Check in groups

The ability to check in individuals or whole groups of visitors in one go helps you speed up the sign-in process. Guests who arrive earlier than others in the group can also check in and out separately.

### Be a great host

To ensure that things go smoothly on the day of the visit, you can make certain organizational decisions ahead of time. You can designate someone from your company to pick up the visitor, and notify catering, security, or other departments that need to be informed. This guarantees you are well-prepared for when visitors arrive.

### Repeat visitors

Many businesses have visitors who come on a regular basis. Their information can be stored in a database, which saves time when they need to sign in again.

## Welcoming visitors

### Greet your guests

Make a strong first impression on your visitors with a welcome screen at the front desk. You decide when you want the greeting to run.

### Customized visitor badges

Instantly create and issue a visitor badge based on the information you have already collected. You can also take the visitor's photograph with a webcam.

The software uses templates for the visitor badges, allowing you to customize the layout and the data you want to be included on the badge.

### Sign agreements

Have your visitors sign security regulations and confidentiality agreements digitally. Our solution for tablet devices is convenient and easy to use.

## At the front desk

### Checking in

Registered visitors can check in quickly and easily. All that needs to be done on their arrival is to identify them and, if necessary, verify that their information is correct.

### Unregistered visitors

When a visitor arrives unannounced, the direct registration process is an essential time-saving tool.

This is done by defining standard values in advance so that the person capturing the visitor's details only needs to enter the bare essentials. Once the data has been entered, the guest can be immediately checked in.

### Checking out

The visitor badge includes a barcode to enable quick sign out. There is also an alert function if visitors forget to do so.



## End-to-end control

### Keep track of your visitors

The visitor management dashboard provides a list of all visitors at your company.

The list can be filtered by visitors you are expecting, those who are currently on site, and those who have already left your facility. Get important information about the scheduled meeting, the visitors themselves, and the current status.

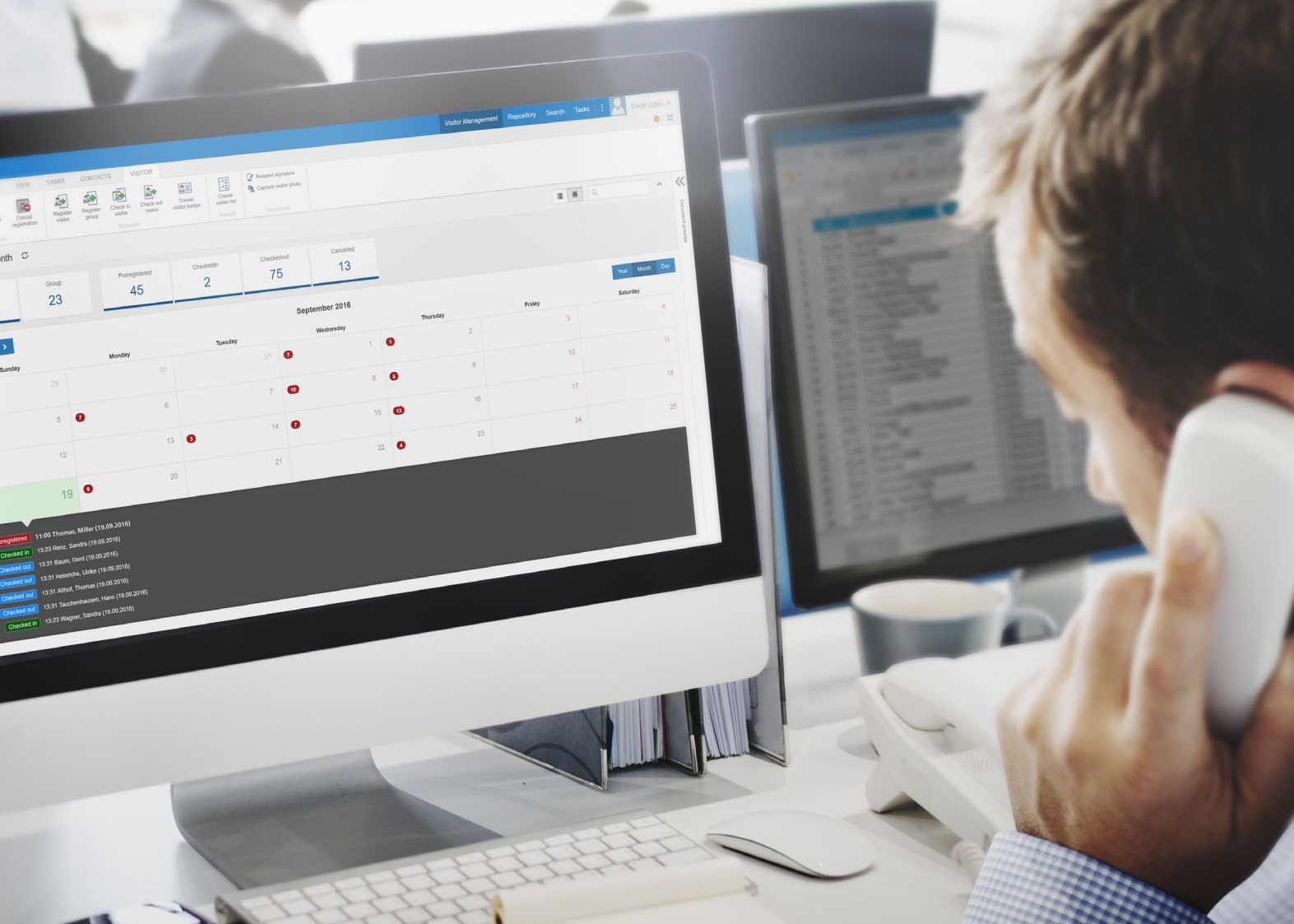
You can also access the visitor's data and add any relevant information or create a visitor badge.

### Manage calendar appointments

The integrated calendar makes it simple to see all your visitors in a daily overview, or keep track of how many visitors you have each month or each year. The appointment status is color coded in the calendar for quick reference.

### Up-to-date visitor lists

You need to be able to react fast in an emergency. **Business Solution ELO Visitor** generates a one-click list of all visitors on site, including their photo. That means you'll always know who is still in the building.



# The benefits

## Transparency

- Know who is still on site
- Produce badges for easy visitor recognition
- Create a list of current visitors with photos in the event of an emergency

## Edit and manage data quickly

- Protect contact details — detailed permissions and roles
- Manage multiple locations
- Save details for future reuse

## Tracking and evaluation options

- Workflow-based processes
- Makes sure nobody is forgotten
- Ability to create statistics
- Practical calendar with pending visitor dates

# Business Solution ELO Visitor

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## Digital visitor management

ELO® is available from:

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