

# VisitUs Reception

A smart and intuitive  
visitor management system





**VisitUs Reception** is a modern and beautifully designed IOS app and web dashboard that will transform the way your business welcomes visitors.

Improve your visitors' first impression by welcoming them with a branded reception tool that is a breeze to use.



## Registering

Preregister important guests and even have their visitor pass ready before arrival for a complete 'no touch' visitor experience.

**VisitUs** Reception can sign in visitors, contractors and staff within seconds using either the iPad app or online dashboard.

Send automatic 'host notifications' when visitors arrive.

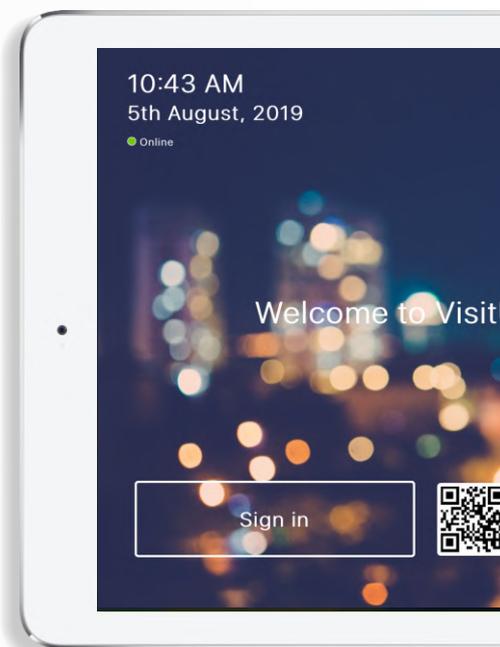
Add photos and department details to give an inviting and warm welcome.

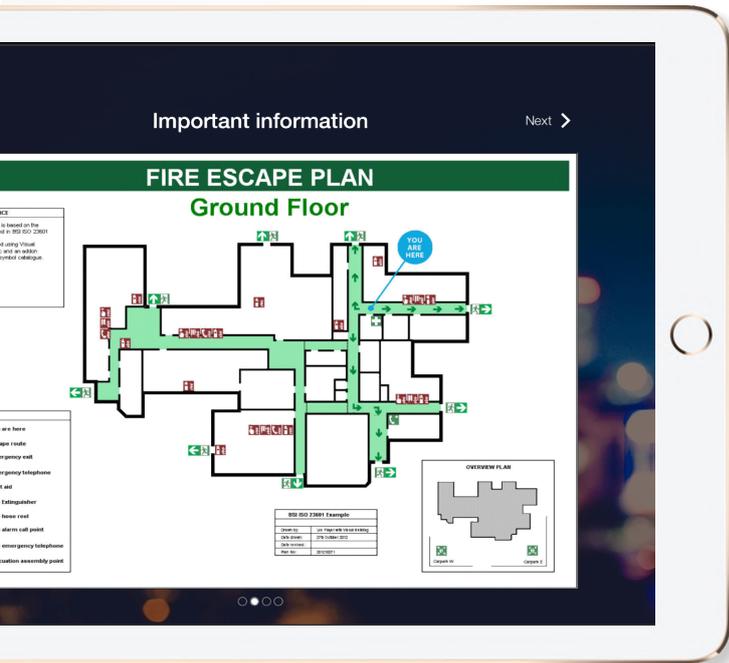
## Offline mode

If for any reason your iPad loses internet connectivity, **VisitUs** Reception automatically enables offline mode.

Visitors and staff can continue to sign-in and out of your site with no interruption.

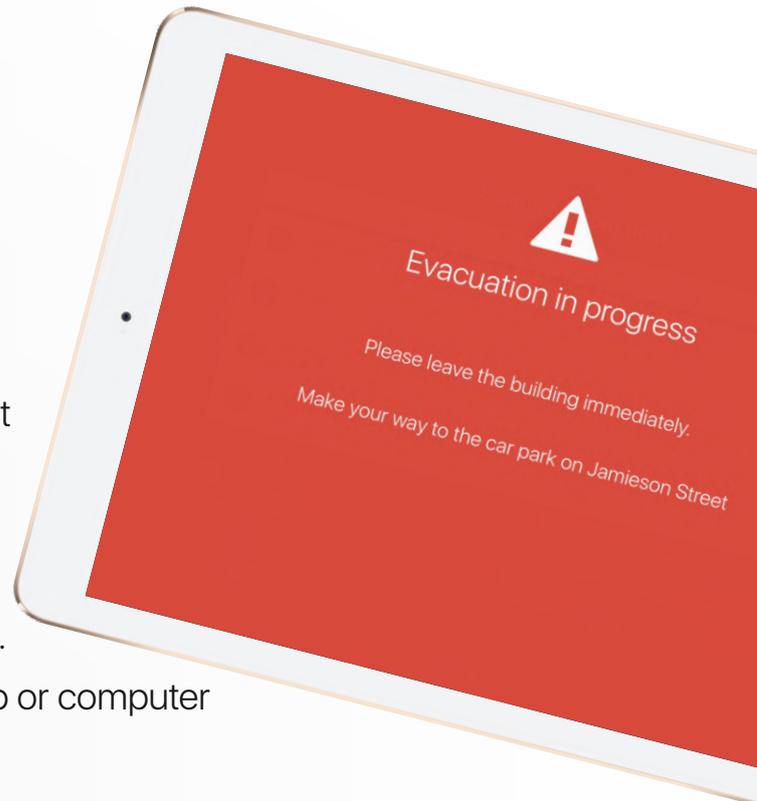
As soon as your internet connection reconnects, all of your visitor information uploads to the dashboard in seconds.





## Safety

Display NDA's, evacuation procedures or other important information that you would like your visitors to view as part of the sign in process.



Print passes including information on their visit and your own logo. These fit perfectly into a standard lanyard or can be stuck directly onto clothing.

Know who is signed in at any moment by viewing live details from the online dashboard.

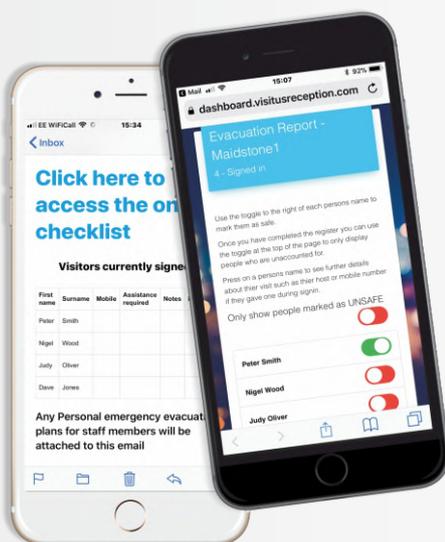
You can access this from phone, tablet, laptop or computer anywhere in the world.

Safety is important to us and that's why at the press of a button a list of all signed-in visitors and staff can be sent to designated Fire Marshals.

In addition, a link to a **'Live Evacuation'** list is sent to Fire Marshals allowing them to co ordinate the evacuation lists in different parts of the site/building.

We go one step further and allow visitors and staff with disabilities the opportunity to record any assistance they require in the event of an evacuation.

This is also provided to Fire Marshals and can be vital in ensuring a successful evacuation.





## Reporting

Our unique search and filtering ability allows you to create custom in-depth reports. Use these reports to stay in contact with visitors, analyse office utilisation and plan resources for busy periods.

With the option to include additional fields when signing in, and gather reports on specific information relevant to your business

## Data security

All data transferred between the iPad and dashboard is fully encrypted using an SSL certificate that is updated every 90 days.



Your data is stored on cloud server hosted by leading cloud computing company DreamHost.

A dedicated DreamHost virtual private server runs the VisitUs application with a 100% uptime. In the unlikely event of scheduled maintenance or downtime, customers will be given advance warning. Backups are taken daily and stored on a secured Amazon AWS server.

All data is stored indefinitely while your account is valid. If you decide to cancel your account, we will delete the data after 30 days.





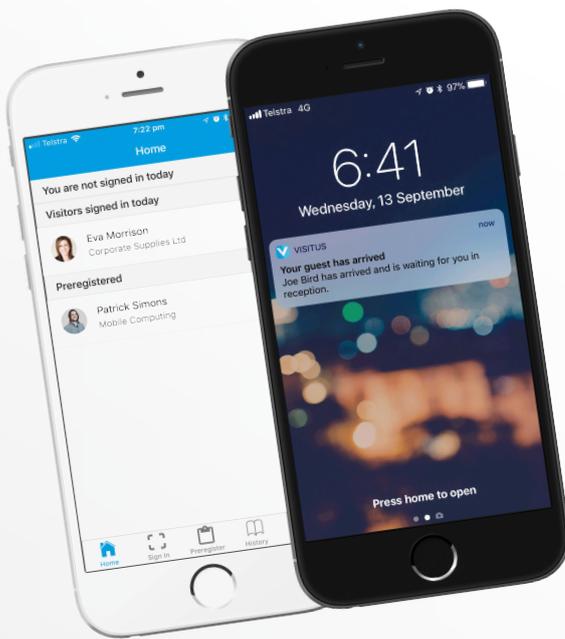
## Mobile visitor management

Our new mobile app further improves the sign in process and empowers your staff to easily manage their visitors.

### Features include:

- Instant push notification when a visitor arrives
- Preregister visitors
- Update your picture
- Sign out visitors
- Evacuation notifications
- View visitor history

**The App is free to download and is included in every subscription or free trial**



Available for both IOS and Android

## Hardware

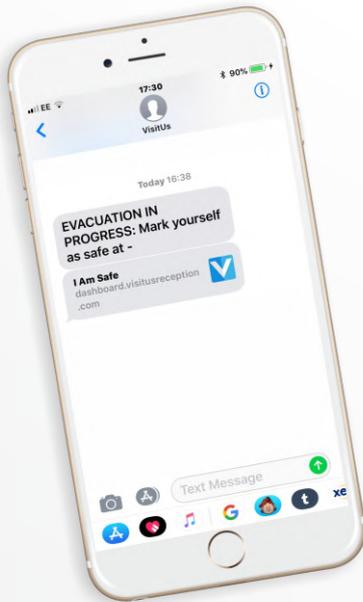
To get started with **VisitUs Reception** all you need is an iPad running IOS 9 or newer.

We often find that the larger the screen the bigger the impact,- visitors will love the crystal clear display of a retina iPad.

iPad enclosures not only offer you greater security for your device, they also enhance the appearance of your reception area.

We have a partnership with [www. iLocks.com.au](http://www.iLocks.com.au) to provide a range of enclosures at discounted prices.

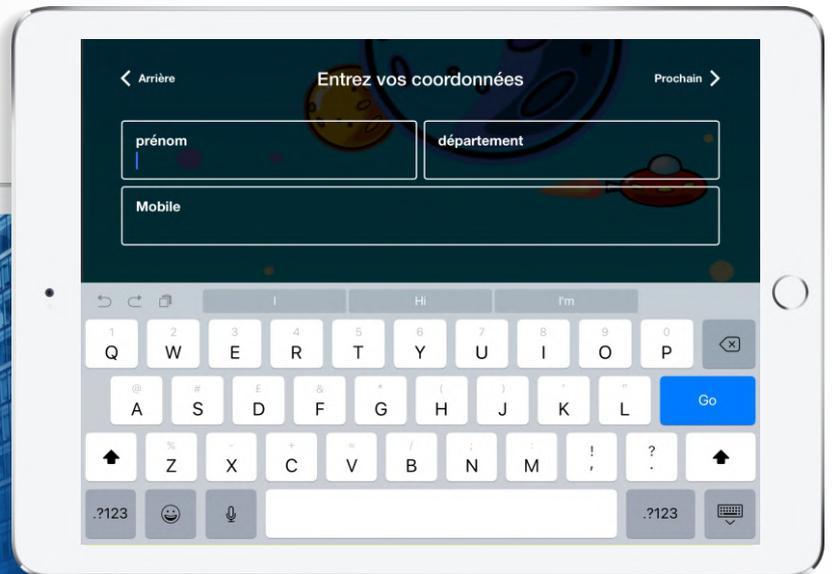




## SMS messages

Registered Hosts, can also receive notifications by SMS text message as your visitor or delivery arrives for you, an Evacuation is taking place or to mark yourself safe in the event of an emergency, keeping you more in touch.

Purchase SMS bundles as and when you need them, available through our online shop.



## Multilingual feature

We have recently added the 'multilingual' feature for those sites that cater for multilingual staff, customers and visitors alike.

Access the language of your choice from the 'Flag' symbol on the screen to allow visitors from other countries to complete the visitor sign in process in their own language.



## Active Directory Sync

Synchronise your company directory with **VisitUs Reception** quickly and easily using our unique tool.

As your business grows new staff members will be added to the system automatically.



## Pricing

**VisitUs** Reception can provide a quotation on complete solutions, including all hardware and a subscription.

This is suitable for larger businesses that find it easier to pay for services by purchase order.

See [www.visitusreception.com/pricing](http://www.visitusreception.com/pricing) for an accurate pricing match

**\* Each plan comes with the full compliment of great features.\***

**And so much more**

## Key features

- ✓ Sign in visitors, contractors and staff
- ✓ Sign out with a QR code, quick pin, email or through the dashboard
- ✓ Add company branding to customise the app
- ✓ Display important documents during sign in
- ✓ Upload video/DNA documentation
- ✓ Pre register visitors
- ✓ Notify hosts when their visitor arrives
- ✓ Print passes that fit perfectly inside a lanyard
- ✓ Know who is on-site at any time in the event of an evacuation
- ✓ Create custom reports.
- ✓ Can be used 'Off-line' when Wifi is unavailable
- ✓ Supported by new 'Host' Mobile App
- ✓ SMS bundles available
- ✓ Active Directory Sync
- ✓ Parcel Delivery alerts
- ✓ Multilingual facility
- ✓ **'I am Safe'** online evacuation feature.



**And so much more**

