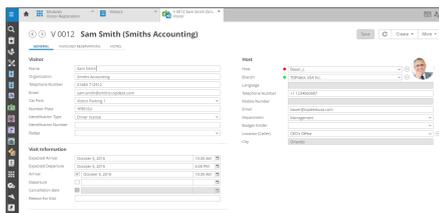


Visitor registration

Visitor registration plays an important role in every organisation. The Visitor Registration functionality offers a simple solution to keep track of who is present or expected on your premises. This makes offering a hospitable welcome to your guests even easier.

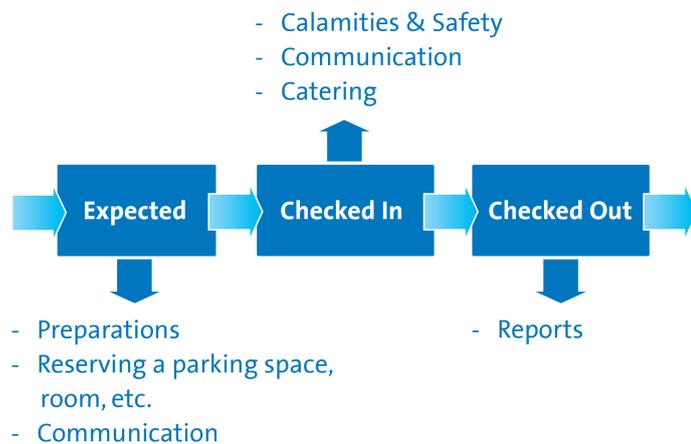


➤ Keep all information at hand

Registering visitors

With Visitor Registration you can easily register visitors and optimise your services.

- Overlook arrivals and departures of your customers, and manage other services provided.
- Guarantee the safety of the building, your employees and your customers by taking adequate action during calamities.
- Professionalise your reception policy by staying up to date on who is at the reception desk.

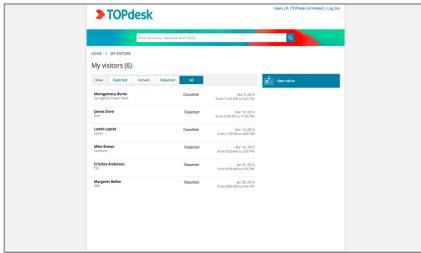


➤ The Visitor Registration functionality provides a clear overview in every step of the process.

Easy-to-use processes

TOPdesk works hard to ensure that the registration process is as user-friendly as possible.

- You can view clear and customisable lists that can be directly printed or exported.
- Registering visitors is straightforward: TOPdesk makes use of already established source data, such as the host's details.
- You can register multiple visitors at once.
- Use the search function to quickly find the information you need.



➤ A complete overview in the Self-Service Portal

Self Service Portal

Save your organisation time by letting employees register their own visitors via the Self Service Portal, TOPdesk's web-based access portal. Expected visitors are automatically added to the reception lists, to help prepare your staff better for their arrival.

Health and Safety

Safety plays an important role in managing your working environment. Visitor Registration lets you register all your visitors accurately.

- In case of calamities you can provide an up-to-date list showing everyone in the building at that time.
- You will know when your buildings have reached maximum visitor capacity.

Communication

Excellent visitor communication can greatly improve the quality of your services. TOPdesk lets you create custom emails in no time. For instance, you can create emails with information such as visiting hours, parking space allotment and directions to your premises.