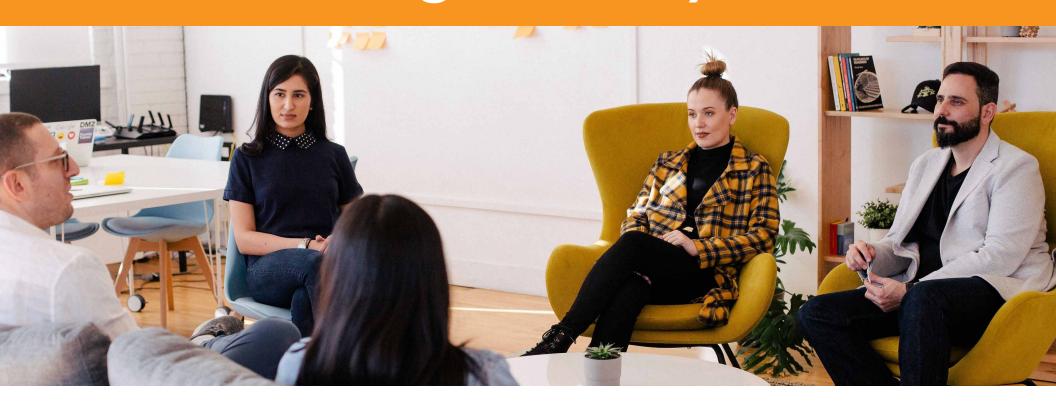# Greetly

Visitor Management System

Explore the Difference Greetly's Customizable Platform Offers

What is Greetly?

The modern visitor management solution to help your workplace thrive.

Greetly offers an attractive and easy-to-use interface that takes advantage of leaving a positive and lasting impression on your visitors. Our solution is a technological innovation intended to streamline business efficiency with a highly customizable workflow to perfectly suit your brand and reception needs.

A visitor management system helps your workplace thrive. It should be easy to use, customizeable to your business, have built-in data collection and security features, and assist with maintaining COVID-19 safety protocols.

Greetly's **Visitor Management System (VMS)** is more than just an approach to enable a company to keep track of guests. The policies regarding visitor management vary depending on the organization, the type of facility, their geographical location, and industry. It is not satisfactory to merely collect names anymore – the use of visitor management software is more effective and can increase security and compliance, provide legal documentation, ID cards, badges, and keycards in addition to basic visitor activity tracking that is now the best practice in guest management.

Greetly launched the first no-touch visitor check-in to reduce the risk of spreading COVID-19 and other diseases to keep your office operating efficiently.

See a Demo

How Our Visitor Management System Makes Your Workplace Smarter

In addition to allowing initial access to the premises or building, visitor management applications provide a more comprehensive visitor access control system. This system governs the whole process in allowing or disallowing access to an individual, where they can go, and what they can do.

The sign in app is just one part of the entire visitor management procedure. For the system to be fully effective, it needs to be capable of focusing on the areas of security that are of high priority for the organization. The following are the most useful features offered by a comprehensive visitor management program:

Preregistration and Pre-Appointment Confirmations

Visitor Handoff

Entry Process

Nondisclosure Agreement Acknowledgment and Signatures

Temporary Access Control

See a Demo

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Preregistration and Pre-Appointment Confirmations

A great visitor experience starts well before that person arrives at your workplace. Rather, as soon as a host decides to invite a guest, your visitor management system should get to work. Preregistering visitors should be fast and happen within the tools your employees are already using, like their Outlook or Google calendar. Guests can then receive a warm pre-appointment invitation, including the address of your workplace, driving and transit directions, and what to do upon arrival. Check-in should be one click away. Of course, tracking the visitor experience also starts the moment they are registered. When your reception software incorporates appointment confirmations, admin staff, security teams, and all employees will have additional information to use in order to quickly process each guest and give them a warm welcome.

Nondisclosure Agreement Acknowledgment and Signatures

The NDA is another part of the entry process that many businesses use today. After all, your worksite houses people collaborating on future plans and IT equipment with your most important intellectual property. This type of agreement goes beyond the entry process and provides more specific restrictions on what the visitor can and cannot share once they have left the premises. A visitor management system should capture electronic signatures on NDAs and store them in the cloud or push them to your servers.

See a Demo

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Visitor Handoff

Different organizations carry out this step in various ways, but visitors in larger premises are often escorted to the location of their host contact. This step provides an added layer of security not only for the facility but for the personnel within. Another approach is to ensure that the guest is knowledgeable of their assigned area by providing them with precise directions or a map.

Entry Process

This step normally involves a sign in app or registration that can include the use of a keycard, badge, or other access tokens. More advanced systems incorporate screening tools for facial recognition, personal identification or information, or other methods for identity validation.

Temporary Access Control

Some visitors may require access to secure locations while staying on the premises to complete various business tasks. Some organizations provide guests with temporary access control. Maybe it allows them to open one door once. Or a series of doors, with access to an elevator bank and the parking garage for the entirety of their stay. Access controls credentials can be turned off at a scheduled time or at a moment's notice.

See a Demo

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How Our Visitor Management System Works

A Visitor Signs Themself In

Upon arrival, visitors check themselves in. They can use a kiosk or go touchless using their own smartphone. A visitor will provide the reason they are visiting, their name and other info your office wants to collect, take a picture, and eSign documents.

Instant Employee Notifications

Real-time notification alerts are sent to the host employee or user upon the visitor's check-in. With our highly customizable check in app, notifications can be sent through text, email, phone call, Microsoft Teams, Slack, or Google Hangouts. Or any combo.

The Visitor Is Greeted

The check-in process is complete and the visitor and employee can get down the business. Since the entire process is digital, everything is stored in your cloud-based visitor management logbook, including entry and exit time, host, and all data you choose to collect.

See a Demo

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Greetly, The Award-Winning Visitor Registration App!

Greetly is the modern office, cloud-based visitor management solution; an easy-to-use visitor self-help sign in app.

No expensive hardware. No inefficient use of human resources. No more distractions for "near the door" employees. Yes to great first impressions, increased productivity, and data-driven decisions.

Our award-winning visitor check-in app works on iPad and Android tablets, and touchless on visitors' own smartphones, technology your visitors know and understand. Greetly creates a great visitor experience while keeping your workplace healthy and productive.

Award-Winning Check-In App

Clients, visitors, and critics alike love Greetly for its robust feature set and ease of use. From simple check-ins to more complex needs like visitor badges and integrations, this software is spectacular.

Easy-To-Use

We know some of your visitors are tech-savvy. Others, well, not so much. They will all be able to check themselves in with Greetly the first time as if they are a veteran.

Evacuation Notifications

Need to clear the premise? Greetly can send instant alert notifications to all employees and onsite visitors. Then, Greetly helps you track who is safe and who is not yet accounted for.

Comprehensive Customization

Every workplace is different. That is why Greetly is easy to customize. 100% white-labeled to showcase your brand. Edit or create new check-in workflows to suit your business needs. Greetly works for you.

Visitor Badges

An important part of any front desk, ID badges are instantly printed, featuring the visitor's details, photo, and any other relevant information.

Cloud-Based Visitor Logbook

Keep track of your visitors with Greetly. Search, sort, filter, and download visitor information from any web browser using the cloud-based visitor management logbook. You can even save your favorite reports.

See a Demo

Why Is Visitor Management Important?

The traditional, paper-based *visitor management systems* that were used in the past are no longer an effective means of keeping track of guests. Besides not being private, they were impersonal, required manual data entry to digitize, and generally were time-consuming and difficult to manage. What a waste.

Using a modern and comprehensive visitor management software, such as our solution at Greetly, can provide organizations with numerous benefits. Here are *8 major advantages* for why all businesses today should replace their legacy processes and use a digital sign in app:

1. It Reinforces Your Brand

Modern *visitor management software* applications provide organizations with a way to reinforce their branding from the moment a guest enters their reception area. Greetly will only show your brand logo, colors, and otherwise met your branding guidelines. In fact, all text can be customized to showcase your brand tone and personality.

2. Impress Your Visitors

Was it Albert Einstein who said you only get one chance to make a great first impression? Maybe he was too busy working on his theory of relativity, but it's still very accurate. And especially true for brands that aim to provide their guests with unique and memorable experiences. No matter the size of the organization, an ideal visitor management solution can provide them with the ability to make professional, lasting first impressions for everyone that enters their premises.

See a Demo

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3. Improved Office Efficiency

Visitor management solutions such as our Greetly platform allow users to create and design unique workflows. With features such as custom visitor check-in process flows, lightning-fast host notifications, being able to create badges, maintaining compliance, capturing digital signed NDAs and other documents, and creating and pulling reports check-in times can be significantly reduced.

Preregistration forms may even be used and sent to third parties before their scheduled appointment to further streamline the whole check-in process. After completing the preregistration processes on their own time and devices, visitors that arrive on-site can skip the wait and only need to scan a QR code to complete their check-in.

4. Enhanced Data Security

To make sure that sensitive company information remains confidential and secure, visitor management system settings can be configured to limit data access visitor data. Forget the old paper logbook you would flip through to see who else was onsite, Greetly offers best-in-class user privacy, data security, and GDPR compliance. Not only can visitors not see who entered before them, but with different user roles, Greetly can restrict visitor information to certain staff members, like management, admin, and security personnel. This restriction of information can help you prevent potential breaches since only a few, trusted individuals can access personally identifiable information (PII).

5. Modern Reception

There is a huge difference between utilizing the outdated guest log and a comprehensive visitor management system. Not only is the latter more convenient and easy to use, but it's also more efficient and effective overall.

See a Demo

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6. Reduced Waiting Times

The host notification feature of visitor management systems can effectively reduce the waiting times for organization visitors. These instant notifications are extremely useful in modern visitor management for both the hosts and visitors alike. With media options such as notifications through text and email, companies can stay updated with their visitors while providing them with several communication options. This allows your team to be notified even when they are away from their desk.

7. Better On-Site Transparency

With automated third-party interaction records as well as check-in data, organizations can develop insights that they can use internally and externally. For instance, authorized staff can create various reports according to the capabilities of the system and the information obtained.

Such reports can be beneficial in a situation where on-site arrival and departure from secure locations are necessary. On-site transparency can be improved particularly when each visitor can be scrutinized based on how many times they entered and left and whom they met within the premises.

8. Efficient Contractor Management

Managing contractors isn't always a walk in the park, especially where time-on-site and access levels are concerned. In most instances, traditional visitor management procedures simply trust contractors to stay within areas where they are authorized without any means to enforce it.

With a modern visitor management solution, businesses can easily configure their systems to cater not only to their staff and clients but also to third-party contractors. Authorized personnel is provided access to vital details within the system to ensure that all contractors are compliant with the organization's process to ensure greater physical security.

See a Demo

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Greetly Integrates with Tools You Already Use!

Try The World's Most Customizable Visitor Management System!

Try *Greetly* **free with a no-obligation demo today.** This fully featured trial comes with 24/7 support to get you up and running quickly. Our 14-day trial allows you to test Greetly and show it to your VIP visitors.

See A Live Demo

Contact Us