

Visitor Management System (VMS)



A **Visitor Management System (VMS)** typically refers to software and hardware solutions designed to streamline the process of managing visitors entering and exiting a facility. Here are some common features you might find in a visitor management system.

KEY FEATURES



Visitor Registration



Check-in/Check-out



Visitor Badges/Labels



Host Notifications



Watchlist Screening



Integration with
Access Control Systems



Customizable
Workflows



Reporting and Analytics



Compliance and
Audit Trails



Cloud-based
Management



Emergency
Management



Visitor Pre-screening



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1. Visitor Registration:

Allows visitors to pre-register before arriving at the facility. This can include capturing basic information such as name, contact details, purpose of visit, and any other relevant information.

2. Check-in/Check-out:

Enables visitors to check-in upon arrival and check-out when leaving. This could involve using a self-service kiosk, tablet, or mobile device to register their arrival and departure times.

3. Visitor Badges/Labels:

Automatically generates visitor badges or labels upon check-in, containing important information such as the visitor's name, photo, and the purpose of their visit. These badges can be printed on-site for easy identification.

4. Host Notifications:

Notifies hosts (employees or residents) via email, SMS, or in-app notifications when their visitors arrive. Hosts may also receive alerts for pre-registered visitors before they arrive.

5. Watchlist Screening:

Checks visitor information against internal or external watchlists to identify any potential security risks or individuals who are prohibited from entering the premises.

6. Integration with Access Control Systems:

Integrates with existing access control systems to grant or deny access to specific areas of the facility based on visitor credentials and permissions.

7. Customizable Workflows:

Allows administrators to create custom registration workflows tailored to the specific requirements of their organization, including different processes for different types of visitors (e.g., contractors, vendors, guests).

8. Reporting and Analytics:

Provides reporting and analytics tools to track visitor data over time, including metrics such as visitor traffic, popular visiting hours, and frequent visitors. This data can be valuable for optimizing operations and resource allocation.



9. Compliance and Audit Trails:

Helps organizations maintain compliance with regulatory requirements by keeping detailed audit trails of visitor activity, including who visited, when they visited, and whom they visited.

10. Cloud-based Management:

Offers cloud-based management capabilities, allowing administrators to access the system remotely from any internet-enabled device and manage visitor information, settings, and reports.

11. Emergency Management:

Provides functionality for emergency situations, such as evacuations or lockdowns, by enabling rapid communication with visitors and coordinating their safe exit from the premises.




12. Visitor Pre-screening:





Allows for health and safety pre-screening of visitors, especially relevant in contexts like healthcare facilities or during pandemic situations, by asking questions related to symptoms, recent travel, or potential exposure to illness.

13. GDPR/Privacy Compliance:

Ensures compliance with data protection regulations such as GDPR (General Data Protection Regulation) by securely storing and managing visitor data, obtaining consent when necessary, and providing options for data deletion upon request.

These features can vary depending on the specific needs and requirements of the organization implementing the visitor management system. Some systems may offer additional features or customization options to suit particular industries or use cases

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