



condeco



Condeco Visitor Management

A web-based Visitor Management solution with electronic visitor registration, email alerts and badge printing to enhance the visitor experience

Condeco's hosted Visitor Management solution efficiently logs and processes visitors in busy reception areas - suitable for organisations with shared office space and multi tenanted buildings. The solution also enables reception teams, tenants and employees to easily register visitors in advance of meetings and events.

Key benefits:

- Seamless and transparent solution for both reception teams and tenant users
- Key visitor information ready to hand
- Overall improved visitor experience and management

The challenge of managing visitors

One of the major challenges faced by buildings with multiple tenants is how to manage their visitors in an efficient, uncomplicated but still sophisticated manner.

Visitors are frequently left waiting to be collected by the company they are visiting. It can also appear unprofessional or unwelcoming when a shared reception spells a visitor's name incorrectly or does not receive information to let them know that a visitor is a VIP or has special requirements such as disability assistance.

How the Condeco solution works

Condeco Visitor Management alleviates all these challenges by centrally managing all visitors and giving the responsibility of key information to the tenants and their employees.

Upon arrival the visitor is found in the online system by the reception team, and an automated email or SMS alert can be sent to the host to inform them that their visitor has arrived and needs to be collected.

The solution has a user-friendly interface and enables its users to log in with secure and individual passwords. Once an organisation is set up, its employees can start to log and pre-register visitors straight away providing a seamless solution for the front of house reception team.

To find out more or to arrange a demo
call 020 7001 2055 or visit www.condeco.co.uk

Condeco Visitor Management holds all your visitors' details, produces roll calls and provides a complete list of all visitors in the building

Roll call and security procedures

All visitors can be logged across all businesses within the building providing a complete roll call of visitors on site at any given time.

Pre-registration of all visitors

Allow access for multiple tenants to pre-register all visitors via the web-based solution and limit the number of unannounced arrivals.

Import multiple visitors

In the case of an event with multiple visitors, users can effortlessly import all the visitors direct from an excel file thus avoiding the hassle of entering the visitors separately.

Email & SMS alerts

Once a visitor has arrived at reception, an automated email alert or SMS alert can be sent to the host informing them that their visitor is awaiting collection.

Visitor badge printing

Condeco Visitor Management can either be configured to print visitor badges on arrival, pre-print badges or allocate security codes to swipe access cards.

Reporting

The solution comes with integral reports, which provide valuable information about the number of registered visitors, walk-in visitors and busy periods of the day and week.

Include 'walk-in' visitors

As well as encouraging tenants to pre-register, Condeco's solution will also allow reception staff to include and add unannounced or walk-in visitors to the system. The same information can be entered about the company they are visiting and badges printed.

Secure web-based system

Condeco Visitor Management uses the latest in SSL encrypted technology to ensure that the hosted solution is secure and information is protected so that your tenants are comfortable knowing that their visitor information is safe. No software required.

About us

RNM Systems is a specialists in workspace, room booking and visitor management solutions. We pride ourselves on delivering dedicated solutions that maintain flexibility whilst working towards clients' specific needs. Our dedicated team has a wealth of experience in configuration, installation and training, ensuring our clients get the best knowledge and service available in the market today.

Find a Visitor

Location: 2 Exchange Tower

Display: 100 Results per page

Booked By: [] Start Date: 29/01/2010 00:00

Visitor: [] Visitor Num: 0 End Date: 29/01/2010 23:59

[FIND] [START OVER] [NEW VISITOR] [ROLL CALL]

[PRINT PASS] [ARRIVED] [COLLECTED] [DEPARTED]

<input type="checkbox"/>	Visitor	Date	Booked By	Company	Phone	Arrived	Collected	Break	Departed
<input type="checkbox"/>	Bikyee	29/01/2010	Kelly	Global	020 6006	29/01/2010	29/01/2010	[ON BREAK]	29/01/2010
<input type="checkbox"/>	Cheng	09:00	Samson	Insurance	3656	09:58	09:58	[ON BREAK]	10:58
<input type="checkbox"/>	Katherine Burns	29/01/2010	Sarah	European Investments	020 7002 8243	29/01/2010 10:59	29/01/2010 10:59	[ON BREAK]	29/01/2010 11:50
<input type="checkbox"/>	Conrad Meyer	29/01/2010	Kelly	Global	020 6006	29/01/2010 10:59	29/01/2010 11:07	[OFF BREAK]	[DEPARTED]
<input type="checkbox"/>	Casper Buttons	29/01/2010	Alex Smith	IT Consultants	020 5005 2055	29/01/2010 11:50	29/01/2010 12:04	[ON BREAK]	[DEPARTED]
<input type="checkbox"/>	David Dobb	29/01/2010	Kelly	Global	020 6006	[ARRIVED]	[COLLECTED]	[ON BREAK]	[DEPARTED]
<input type="checkbox"/>	Michael Sullivan	29/01/2010	Sarah	European Investments	020 7002 8243	[ARRIVED]	[COLLECTED]	[ON BREAK]	[DEPARTED]
<input type="checkbox"/>	Denise Briffa	29/01/2010	Alex Smith	IT Consultants	020 5005 2055	[ARRIVED]	[COLLECTED]	[ON BREAK]	[DEPARTED]

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