

# Smart Visitor Management System

## FREQUENTLY ASKED QUESTIONS

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**Q – What is Zero-Touch sign in exactly?**

A – By simply scanning the QR code that is displayed on the tablet in your reception area, your guests will be able to register from their own smartphone.

**Q – Does this work for multiple sites?**

A – Yes, you can manage all sites through one portal, meaning you can switch between office locations to see who is on site and where at any given time.

**Q – Can the system be used for Staff as well as visitors?**

A – Yes, the Smart Visitor Management system will register all visitors, staff and contractors plus more. We also supply access to a mobile app that staff can use to sign in and out of the building, meaning you have full visibility.

**Q – Do you offer a demonstration of the product?**

A – We understand that most organisations would want to personalise the system to suit their own company requirements. With this in mind, we offer personalised demonstrations with one of our specialists, who will run through the software functionalities applicable to your requirements via an online screen share.

**Q – What information can you capture from visitors when they check in?**

A – As the system is fully customisable, it allows you to capture as much or as little visitor information as you wish. This can include questionnaires or acknowledgment to policies and notices.

**Q – Can I add my own messages to the tablet screen?**

A – Yes, most clients use this functionality to show messages or play looping videos so all important notices are clearly communicated to anyone who is entering the premises.

**Q – How can we quickly view an evacuation list in the event of emergency?**

A – The evacuation list can be accessed from anywhere, with real-time accuracy reflecting who is currently on site. The list is available immediately on a smartphone with our app or any internet connect device.

**Q – How long is our visitor data retained for?**

A – All data stored within the system is controlled by you. You have the ability to set the retention period from with your own account whether that be 7 days to indefinitely all according to your own privacy & GDPR policies