# iDware

# Visitor Management

## Reduce administrative effort and make your visitor management processes secure, traceable and compliant.

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**The ID-ware Visitor Management Module automates your visitor management, reduces workload and costs, increases security and creates a lasting positive impression among your guests. In addition, it helps to increase compliance through the traceability of visits.**

Does your organisation need to automate your visitor process in a secure and compliant way and at the same time give your visitors a smooth experience? The process for managing visitors to your organisation is a combination of hospitality and security verification.

With the right systems and processes in place, it becomes efficient, secure and traceable, but without these it is dependent on manual activities, duplicated tasks and unnecessary queuing.

The ID-ware Visitor Management Module simplifies visitor invitation, registration, check-in and authentication as well as the assignment and removal of related access authorisations.

The result: A seamless, easy process with secure visitor identity verification.

# Function Overview

**Visitor Management Portal**
Via the Visitor Management Portal, all details of the appointment and visit can be managed, e.g., invitations can be automatically sent and rooms can be booked.

**Visitor Self-Registration**
Your visitors can use the Visitor Management Portal too for pre-registration with their personal details and receiving additional instructions and information.
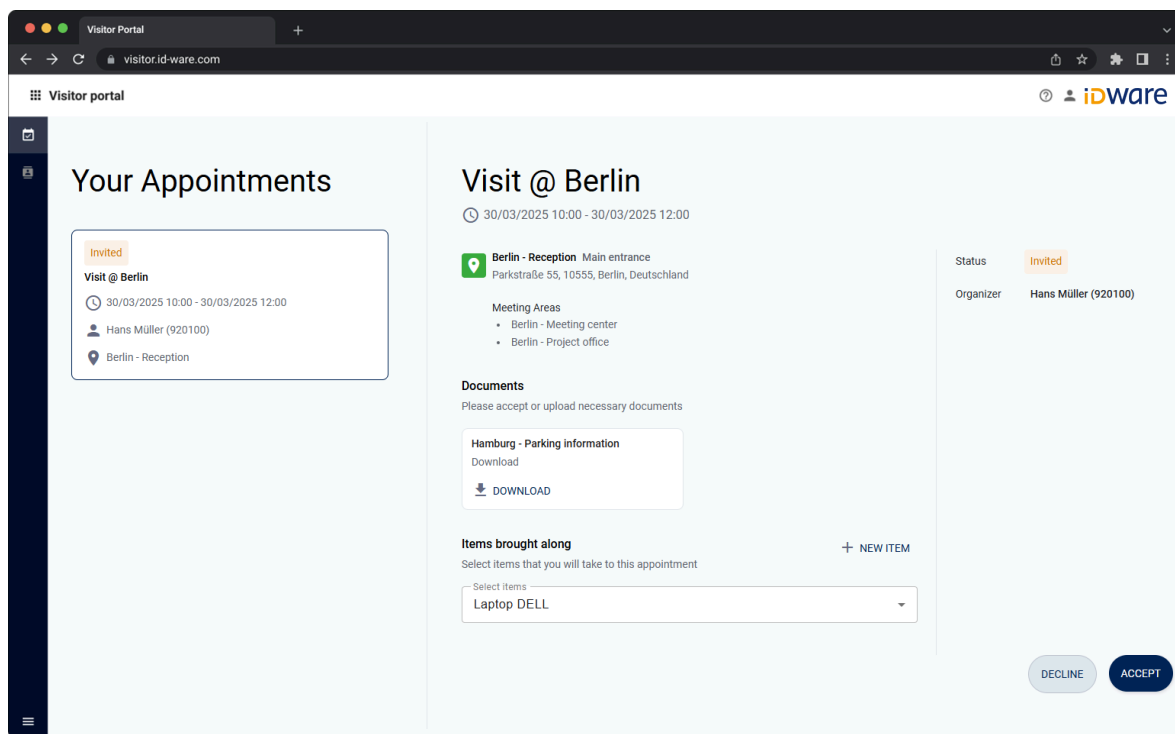
**Self-Service Check-in**
Visitors can check in on site via a self-service terminal that verifies their identity by scanning a valid ID document, e.g. passport/ID card.

**Automatic Assignment/Removal of Access Authorisations**
The Module allows to grant individual access authorisations for your visitors, e.g. access to conference room. After the visit, these authorisations will be automatically removed.

All invitations contain a direct, unique link to the Visitor Portal. Here your visitors find all information about their appointment (date, location, organiser, list of required documents). As an option, visitors can add items they will bring with them.

# Key Benefits

## Security

Increased security & compliance through traceability of visits

## Easy Process

Seamless, easy process via the Visitor Portal

## Self-Service

Self-service web registration and automatic authentication (kiosk terminal)

## Workflows

Configurable workflows for invitation, approvals and self-registration

## No queues

Increased visitor satisfaction (avoidance of waiting times)

## Cost reduction

Reduced workload at reception (cost and time saving)

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# Visitor Management Process

**1** **Invitation**
Host invites visitor

**2** **Registration**
Visitors register
themselves in advance

**3** **Identification**
Visitors authenticate themselves at
the terminal or at the reception

**4** **Check-in**
Visitor card is issued
**Optional:** Individual authorisation is
granted (e.g. access to conferance room)

**5** **Check-out**
Visitor card is issued
The end of the visit is registered.
Authorisations are automatically removed
after a defined time period has elapsed.

When visitors check in at the self-service terminal, their identity is automatically verified using an optional integrated passport or ID card scanner.

Automate your Visitor Management: Reduce workload and costs & increase security!

## About us

ID-ware is a leading global provider of Physical Identity and Access Management (PIAM) solutions.
With over 20 years of experience, we are specialised experts for effective identification and authentication processes to support large-scale organisations.

Our innovative and secure products in connection with our strong principle of long-term partnerships make our customers profit from customised solutions for their complex environments.