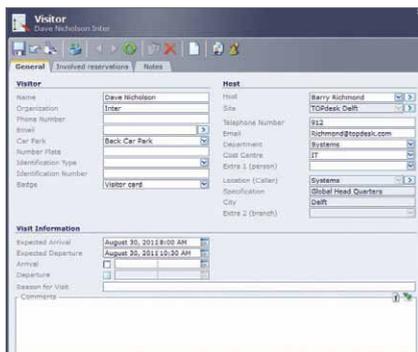# Visitor Registration

For the majority of organizations, the registration of visitors is an important task. Who has entered the building and who is still expected to arrive? TOPdesk's Visitor registration module is the ideal tool to help you keep track of the arrival and departure of visitors easily and efficiently.

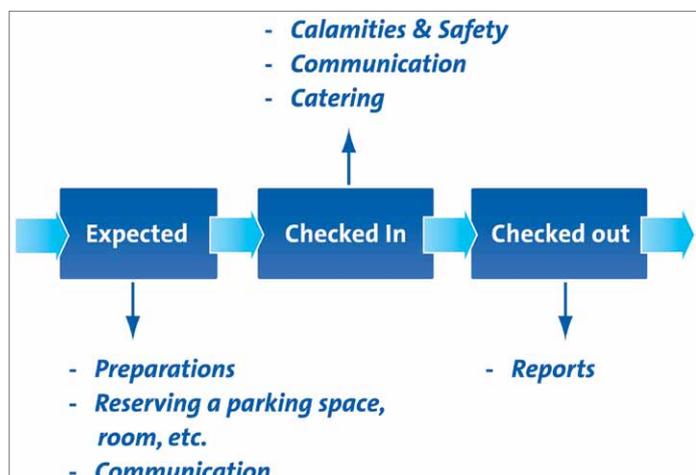▲ *Hier komt nog een bijschrift*

Registering visitors

Using the Visitor registration module you can quickly and easily record the arrival and departure of visitors. The module enables you to organize the reception of visitors, oversee any related tasks, and guarantee the security of the employees and the building.

User-friendliness

Careful attention has been paid to ensuring that this module is as user-friendly as possible; consequently, the process of registering visitors is very simple. You can easily generate a straightforward, adjustable list, which can then be printed or exported. Because TOPdesk uses source data that are already known, such as the contact person, the registration of visitors can take place in no time. Several visitors can be registered or signed out at once, while the search function enables you to quickly retrieve details.

Self Service with TOPdesk

Giving staff the ability to indicate themselves when they are expecting visitors can be of great benefit to a service organization. In TOPdesk, they can do this via the Self Service Desk, the web-based entry portal. Service desk employees then have more time to focus on their core tasks, thereby increasing efficiency. Expected visitors will be included in the lists at the reception, so that the staff can prepare for their arrival.

▲ *Hier komt nog een bijschrift*
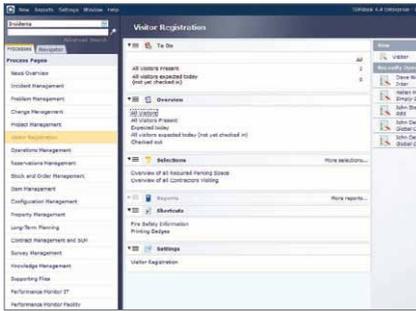
▲ *Hier komt nog een bijschrift*

Security

By carefully ensuring that you register all visitors, you will always be aware of who is on the premises, who is still expected to arrive and who has already departed. You will quickly be able to acquire an overview of all persons on the premises, in the case of an emergency. Moreover, this will assist emergency services personnel. You can also set up warning functions in order to warn security personnel when the maximum number of visitors has been reached.

Communication

Communication regarding visitors will help to improve the quality of the service. TOPdesk offers you the option to set up your own emails. You can compose emails, for instance, containing all relevant information for visitors such as visiting times, parking allocation and route description. Both the host and the visitors will always be informed of all the details and, consequently, will be entirely up to date on the latest news.

Advantages

- Visitor registration displays the number of visitors present at a branch, at a glance.
- Visitor registration is integrated with additional support services, for example, catering, and reserving rooms or parking spaces.
- In the Visitor registration module you can create reports on the arrival and departure times of visitors, as well as the number of visitors during a certain period.
- Employees can indicate expected visitors themselves.

Service Management Simplified

TOPdesk believes in the power of simplicity. Every day, millions of demanding users across 45 countries trust in TOPdesk as their service management solution. TOPdesk is among the top five service management tools worldwide.

Free demonstration or more information?

We would be pleased to show you what TOPdesk can do for your organization or provide you with more information.

You can reach us by telephone on +44 20 7803 4200 or by email at info@topdesk.co.uk.

TOPdesk
Service Management Simplified