



# GDO Visitor Management

grace: digital office

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Digital Office



## Keep track of your visitors with GDO Visitor Management

Visitor management is an often forgotten factor of day to day business. Whether planned weeks in advance, or turning up unannounced, welcoming visitors in a personal and professional way will set the tone for their stay. It is also vital to capture information about the guest and the reason for their visit, including date and time, and store this in a standardised and secure manner.

GDO Visitor Management allows you to digitally monitor and track the visitor from when the visit is first requested through to when they leave the building. The data stored can be used to provide useful statistics and insights, all viewable via the solution dashboard.

- » Easy Planning: Quick and easy visitor information capture
- » Professional Demeanour: A happy visitor is more likely to return and share their positive experience with others
- » Complete Overview: Track who is on your premises at all times
- » Secure Archiving: User-based permissions ensure visitors data is safe when stored in a central location, Q&A systems, a knowledge base and idea management process in a single interface

### Benefits:

#### Transparency

- » Know who is onsite at all times
- » Visitor badges ensure easy visitor recognition
- » Generate a visitor list, including photos, in the event of an emergency

#### Edit and Manager Data

- » User based permissions and data encryption ensure data security
- » Manage multiple locations and business sites
- » Save details for future reuse and regular visitors

#### Tracking and Reporting

- » Workflow-based process
- » Alert functions ensure nobody is forgotten
- » Create and review visitor statistics
- » Comprehensive calendar including pending visitor dates

## Efficient Visitor Management with GDO:

### Before Visitors Arrive:

1. **Create a Visitor File:** GDO Visitor Management automatically creates a visitor file when you register a new visitor. This file contains all relevant information about the visit and any associated documents. Our integrated template manager allows you to customise the folder structure, where you can easily store archived emails, logs and documents.
2. **Be a Great Host:** To ensure a positive visitor experience, GDO enables you to make certain organisational decisions in advance. This includes designating an employee to pick up the visitor or notifying catering, security or relevant departments of their arrival. This ensures you are prepared for the moment your visitor arrives.
3. **Check In Groups:** The ability to check in groups of visitors in one go keeps the sign in process as timely and painless as possible. Guests who arrive earlier are also able to check in and out separately, so they're not waiting around needlessly.
4. **Repeat Visitors:** Should you have guests that visit on a regular basis, their information will be stored in a central database, reducing sign in time in future.

### Welcoming Visitors:

1. **Greet Your Visitors:** A positive first impression starts at the front desk. GDO offers customisable welcome screens displayed on large tablets or television screens.
2. **Customised Visitor Badges:** Create and issue visitor badges on the spot using information already on hand. These can include the visitor's photograph through a connected webcam. GDO provides a range of templates, allowing you to change the layout and choose the information you want included on the badge.
3. **Sign Agreements:** If your visitors need to sign security regulations or confidentiality agreements, this can be done digitally and stored with GDO. Our solution for tablet devices is convenient and simple to use.

### At Front Desk:

1. **Checking In:** Registered visitors can check in quickly and easily, as all that needs to be done is verify their information upon arrival.
2. **Unregistered Visitors:** Should a visitor arrive unannounced, the direct registration process is simple and time efficient. By defining standard information in advance, the person capturing the visitor's details are only required to enter the essentials. Once the data has been entered, the guest can be checked in and tracked accordingly.
3. **Checking Out:** Visitor badges include barcodes to enable a quick sign out, and an alert function informs staff if a visitor has forgotten to sign out.

### End to End Control:

1. **Track your visitors:** The visitor management dashboard provides a comprehensive list of all visitors to your company. This can be filtered to show expected visitors, those currently on site and those who have left the premises. Important information such as scheduled meetings, visitor identity and current status are also displayed. The dashboard also allows access to the visitor's data, add information or create a visitor badge.
2. **Manage Calendar Appointments:** The integrated calendar allows you to view all your visitors in a daily overview, track the number of visitors in a month or the traffic for the year. Appointment status is colour coded in the calendar to provide a reference at a glance.
3. **Current Visitor Lists:** In the event of an emergency or evacuation, GDO Visitor Management generates a check list of all visitors on site, including their photos, meaning you know who is still in the building.

For more information on how Grace Digital Office can help you, call 1300 164 614 or [information@grace.com.au](mailto:information@grace.com.au)

# Grace Digital Office

Powered by **ELO**<sup>®</sup>  
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes. Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses. processes.

Grace's partners are 'best-of-breed' technologies, including ELO<sup>®</sup> Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO<sup>®</sup> product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO<sup>®</sup> partnership provides our customers with the benefit of world leading technologies with Australian expertise.

## iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible matches.

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

## Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.. Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.



[grace.com.au/Information](http://grace.com.au/Information)  
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