



VisiBadge Pre-Booking - Add-on modules

For organisations with high volumes of visitors, our pre-booking 'standard'; 'intranet' and 'email' options will help reduce congestion and ease the workload of the receptionist. Instead of all visitors registering on arrival, hosts can personally pre-book visitors into the system as soon as they make an appointment. The pre-printed passes can be prepared in advance, by the receptionist or overnight security staff. On arrival, the visitor is handed their pass and the receptionist simply has to swipe the barcode to log the exact time of arrival.

All packages from VisiBadge Pro upwards have the facility of pre-booking. Our additional add-on prebooking modules for intranet or email bookings can be added to our VB Pro Ex and XFR suites. Our 'standard' pre-booking module can also be added to our VB Pro package.



FEATURES

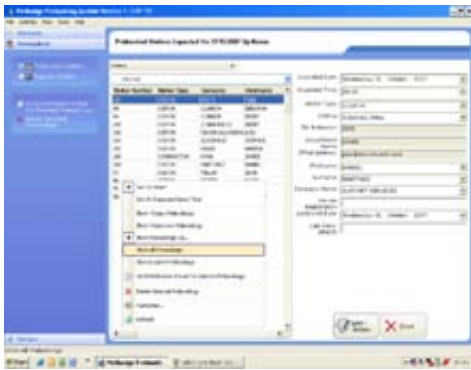
- Ease congestion
- Email prebooking for multi-tenanted buildings
- Intranet prebooking
- Have all passes preprinted and ready to hand to visitor on arrival
- Ideal for large groups, such as sales meetings, conferences, seminars, product launches..
- Enhance company image
- Reduce workload on receptionist
- Staff responsible for bookings
- Advanced car parking allocation
- User friendly



Health and Safety legislation requires you to inform all visitors and contractors of your procedures as they enter your site. It's easy with our range of VisiBadge software.

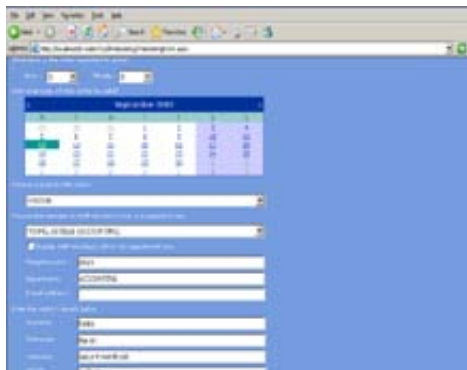


Standard Prebooking



Select the number of desktop computers you want to have the facility of prebooking on and they will be connected to the visitor database. To prebook the visitor, just enter the relevant details and the information is with the reception instantly. Passes can be pre printed prior to their arrival to reduce the time in booking in the visitor.

Intranet Pre-booking

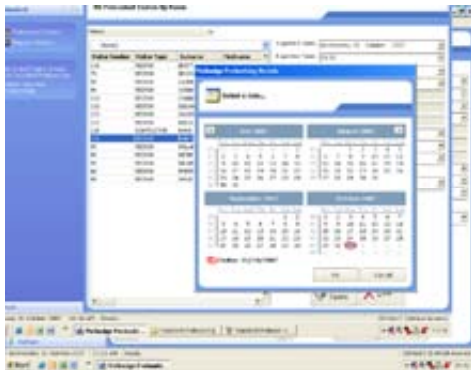


The intranet version allows every employee to pre book their own visitor from their desktop. The information will automatically be updated onto the pre-booking section. The receptionist can quickly search for expected visitors and either preprint all visitor passes in advance, thereby easing congestion in reception areas, or print on arrival.

Email Pre-booking



This option is ideal for multi tenanted premises. Simply complete the pre book form with all the relevant visitor details and save. The information will then be automatically emailed to a designated address at the reception, which is more often than not, manned by security from the management company of the building. The Visibadge software will recognise the email and automatically input the visitors details from the email into the pre book section of the software. The reception/security can then search and print the pass when the visitor arrives or preprint passes for all visitors expected on any given day, which makes the whole process very user friendly. The visitor passes can be customised for each individual tenant of the building.



Pre-Printed Passes

Enhance your image with pre-printed passes. Print your logo on the front and health and safety details on the reverse. Site maps can also be printed, showing fire exits, muster points etc.

Passes measure 100 x 70mm and are perforated for easy insertion into plastic holders.

