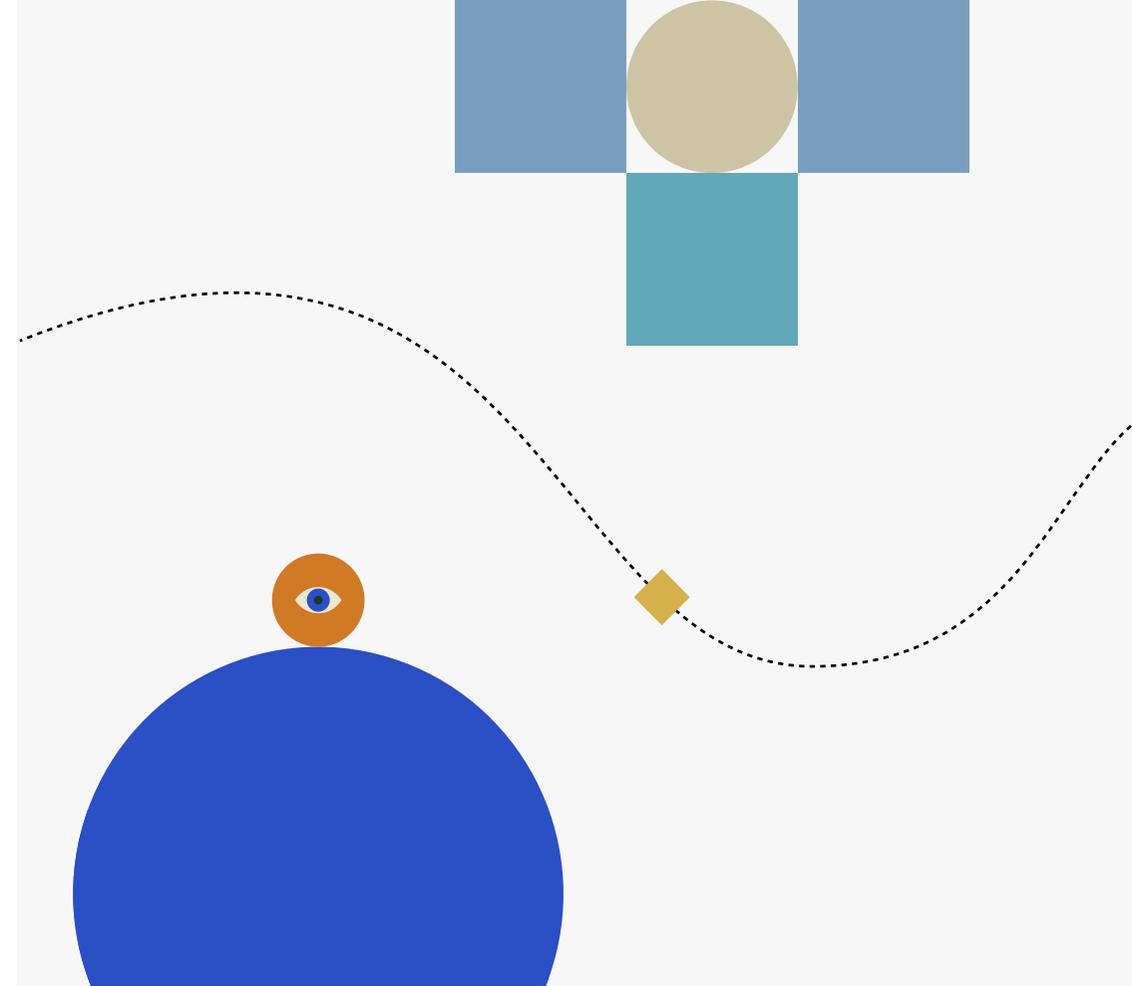# joan

VISITOR MANAGEMENT

Create a warm welcome with Joan

The Joan Visitor Management is simple, stylish, and effective, creating a top-of-the-line first impression. The check-in process is straightforward and reliable, collecting the data you need without getting in the way of your visitor's experience.

Manage office visitors with ease

"Thank you for filling out the sign-in sheet. Now, let me enter your information into the system to verify the details. Could you please take a quick look at my monitor to ensure that I've spelled your name correctly?"

Office managers and receptionists need to know who's hosting the visitor, why they're visiting the office, and how close the office is to capacity, plus they need to make sure the visitor has signed all the necessary paperwork (NDAs, etc.).

What Joan Visitor Management solves for front-end staff

Monday, May 22, 2023

joan — Schedule — Settings

User directory
Visitors
Desks
Rooms
Floor plans

Visitors · 4 — Invites · 3

Main building — All visitors

		Health screening	Documents
1	**Albert Zweistein** Host: Sam Velvet	✓ Passed	✓ Signed
2	**Ellen Alien** Host: Sam Velvet	✓ Passed	✓ Signed
3	**Rashaad** Host: Sam Velvet	✗ Failed	✗ Not signed
4	**Mike Kess** Host: Sam Velvet	✓ Passed	✓ Signed

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WATCH VIDEO

See an overview of all visitors entering the office

Export a log of visits and their details

Assign desks to visitors

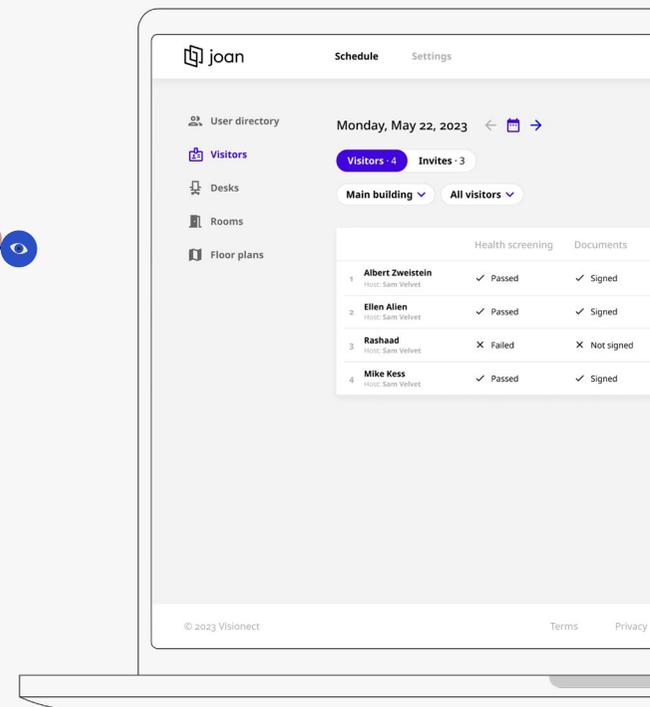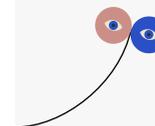**Send notifications to hosts and visitors**
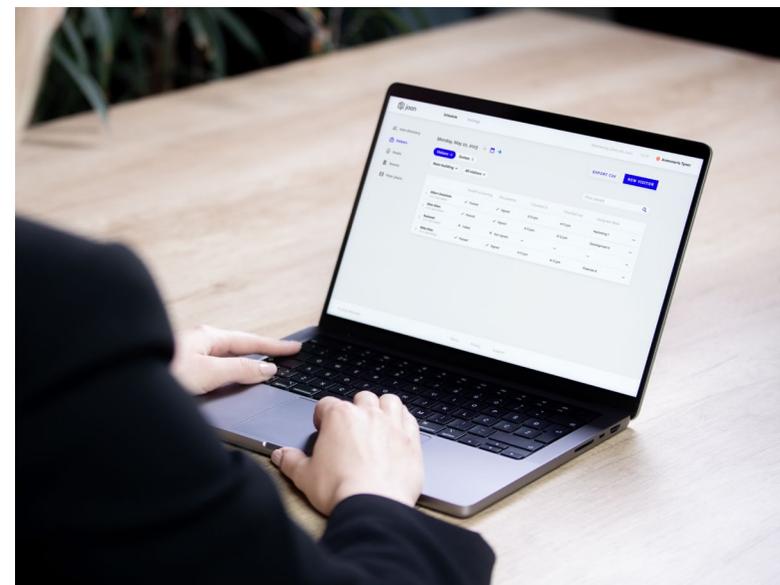
Select a host for each visitor

And much more …

Create single visits, recurring visits or group invitations
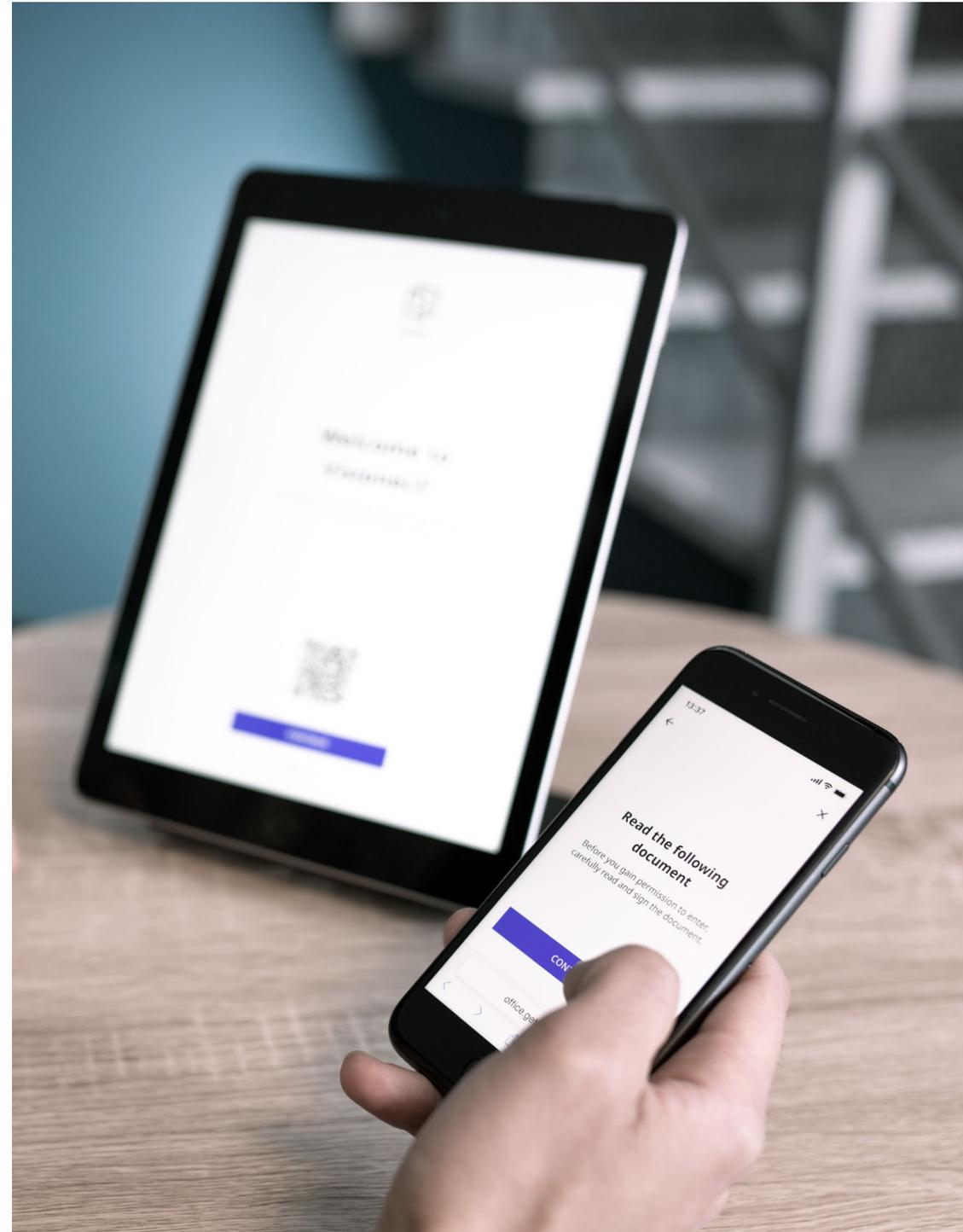
Add and edit notes and descriptions to a visit

Support a productive visit

*"What do you mean my visitor didn't
fill out the NDA? Since when do we
even require that?"*

The host has to focus on achieving the goals of
the scheduled meeting instead of worrying about
verifying that the visitor completed the correct
documentation, identifying the visitor or adhering
to visitor processes and procedures.

How automation eases the responsibilities of the host

WATCH VIDEO

Notifications of scheduled visits via configurable channels

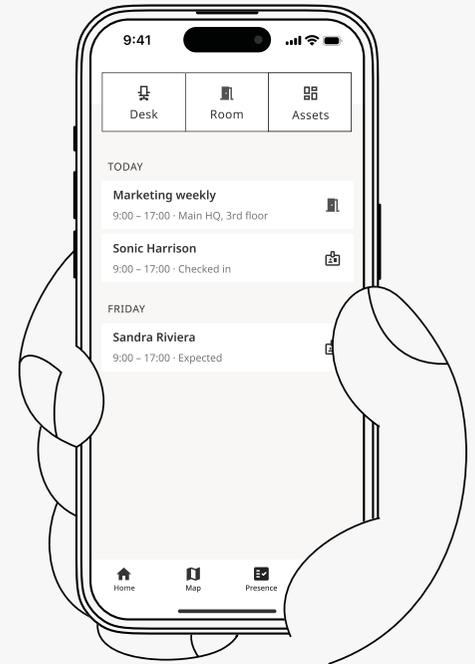Calendar and email invitations for visits

Notifications of visitor's arrival via configurable channels

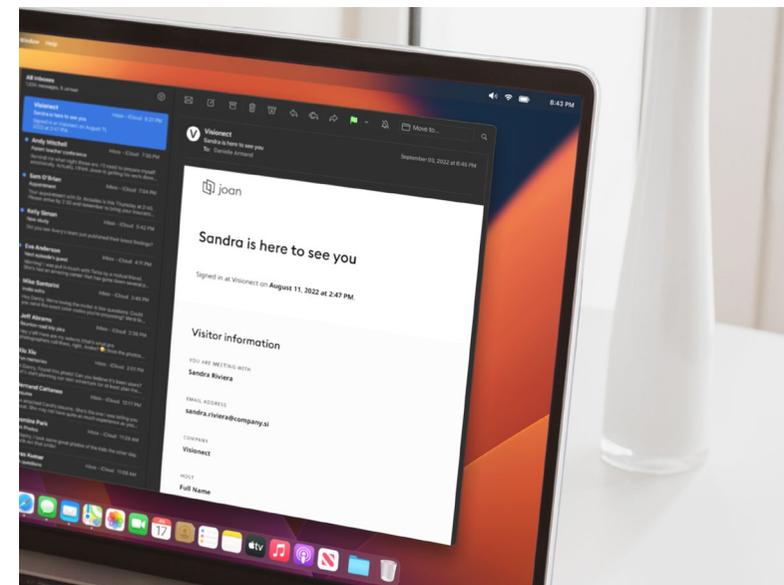Messages on visitor screening survey statuses

A complete visitor overview in the Joan app

And much more ...

Exceed your visitors' expectations

"Not quite sure where I need to go, but hopefully my contact knows I am here and will come and get me soon."

When visitors arrive, they need to know who their host is, where they should go and who they should contact when they arrive. Questions such as "What's the WiFi password?" can be easily addressed with the right system.

How visitors can love
their on-site experience

**Receive email and calendar
invitations with visit details**

Fill out screening surveys or
questionnaires via an appli-
cation or online service

Receive a visitor's badge to
stick to their shirt

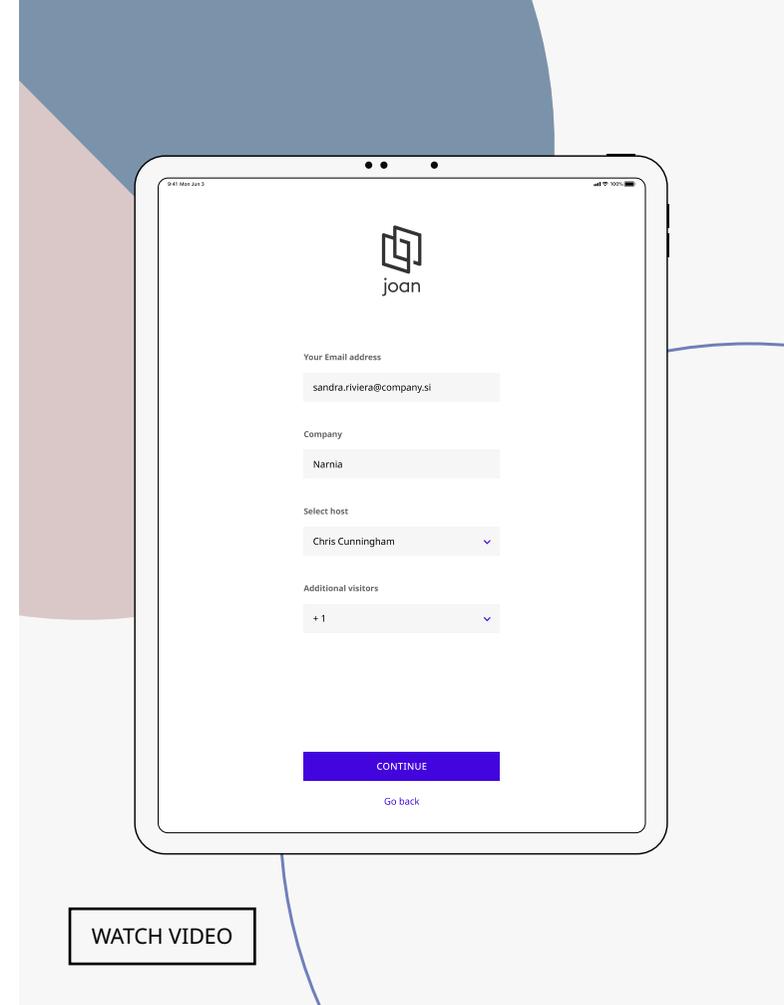**Complete pre-check-in at home
to speed up the registration**

Complete check-out when the
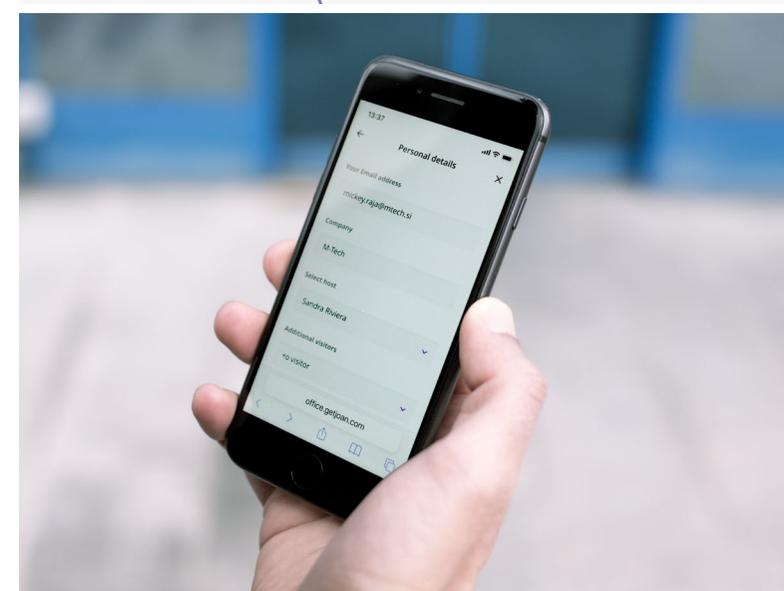visitor leaves the premises

And much more ...

**Check-in via a tablet or mobile
device at reception**

Set up an ad-hoc appointment
where the host can be easily
searched

joan

Your Email address

sandra.riviera@company.si

Company

Narnia

Select host

Chris Cunningham

Additional visitors

+ 1

CONTINUE

Go back

WATCH VIDEO

Onboard Joan Visitor Management in minutes

Enrich your visitor experience and unburden employees with an on-site visitor management system.

As a part of the Joan Workplace Management solution, Joan Visitor Management is another element that takes the workplace experience to a whole new level.

As your one-stop-shop for managing the workplace, Joan solutions automate and streamline everyday processes for greater productivity.
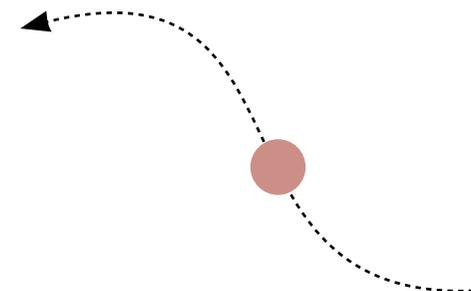
You don't need to change how you work to have a better office experience because Joan solutions fit right in with little to no learning curve.

Sign up for the new Joan Visitor Management solution today

Streamline your check-in process, automate compliance checks, maintain accurate records and enable a superior visitor management experience.

Contact us

info@getjoan.com
sales@getjoan.com
www.getjoan.com

Joan Visitor Management is part of the all-in-one workplace management system

It seamlessly integrates with the Joan Room booking solution, Joan room schedulers and the Joan app.

Recommended by

sp⚫rtradar

heureka!group

Visualsoft

FENWICK

Neumora

tech.
superpowers

Microsoft

VANMOOF

FALCONX