



# MATRIX visitor and contractor management

## Visitor management

No doubt: a reliable visitor management is an organisational challenge. Faced with a steady stream of visitors and service providers coming and going, it's easy to lose track.

With the MATRIX visitor management option, you organise your visitor management quickly and easily and can integrate it into your MATRIX access control, so you always are up to date on who is currently on your premises.

Employees use a self service to conveniently register their visitors; spontaneous or unannounced persons can be inscribed at reception or sign up themselves at a virtual visitor terminal.

The registration data of regular visitors can be saved as visitor templates. New visits can be registered with just a few clicks. Visitors have the option of receiving a visitor badge with preset access authorisations.

For access to company premises, a QR code can be sent in advance, which accelerates the search during check-in at reception. Alternatively, the dormakaba mobile access app can be used to give visitors convenient access to the building.

## The great advantage of the visitor management option

Since visitors can register in advance, the reception staff are informed of their arrival well in advance. This makes the registration process on site much more efficient. Especially for larger visitor groups, it has proven to be a valuable support: there are no long queues, which will let your reception staff breathe a sigh of relief.

## Advantages at a glance

### Simple and secure management

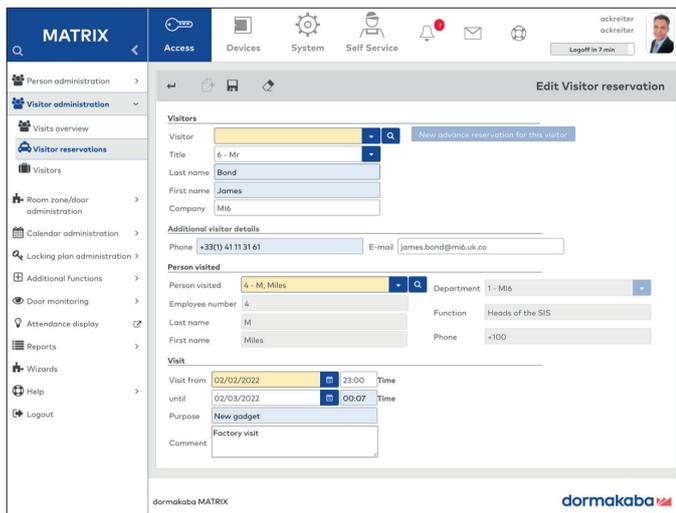
- The access data is complete and can be adapted at any time as required
- All visits are traceable
- Only authorised visitors receive access
- Entering bans can be administered

### Effective and efficient processes

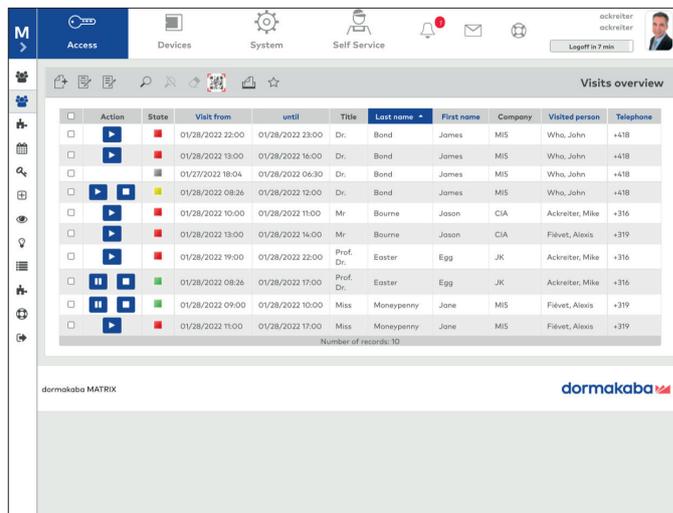
- Quick onboarding and better orientation thanks to efficient processes
- Immediate receipt of access rights for visitors
- Save valuable work time thanks to streamlined processes
- Convenient check-in

### Adaptable to existing in-house processes

- Integration of your customer processes and requirements



With a self service function, visitors can conveniently be registered in advance.



All registered visits are shown in a clearly structured table and can be changed anytime.

### Another benefit

If there is no pre-registration in the system, the reception staff can of course register visitors directly. This way, you keep control over visitors and service providers on your premises at all times.



### Contractor management you can rely on

Good news: the MATRIX option can actively assist you with your contractor management as well. Whether you need to create badges or grant access authorisations – the option accurately coordinates your contractor management (contractor employees). You can use the option to easily manage your own identifiable badges as well as transferrable badges.

Presence times of contractor employees are registered just as quickly and easily. Thanks to the simple recording of bookings, you can keep track of presences and absences at all times – a huge gain for your contractor billing. With just a few clicks, you have all important billing data at your fingertips in black and white, making your contractor management much less time consuming and virtually hassle-free.

### Good to know

#### Visitor management:

- MATRIX ONE can process up to 1000 visitors per month
- MATRIX PRO is equipped to handle an unlimited number of visitors

#### Contractor management:

- Only available in MATRIX PRO

Any questions? We would be happy to assist you.