



Visitor Management

The Visitor Management System allows you to track and manage suppliers and guests entering and departing your facilities.

The Visitor Management (VM) system records all visitor types entering and exiting multiple premises. It enhances your current visitor management practises.

Be aware of all of the people that occupy your site at any time.

Aid the security of your facilities, Occupational Health & Safety and support in the event of an emergency evacuation.

It integrates with reception and guard activities. It should decrease their workload and significantly reduce the confusion that is associated with visitor management.

Designed as a module, VM works seamlessly with other WSM data collection software like FM-Works.

A standard VM procedure works like this..

1. Visitor Enters the Building
2. They check in with reception or security. If they are expected and have not arrived by a predetermined time, VM will notify reception.
3. Visitor will be entered for an adhoc visitor permit, which is printed and issued. These permits are able to be fully customised.
4. Permit is scanned in
5. Visitor completes meeting or completes the work allocated
6. If visitor has not left by the predetermined time, VM will notify reception.
7. Visitor will return to the exit point
8. Visitor is scanned out and exits the facility

All information from the visit is stored electronically - reports can then be generated.

FM Innovations will work with you to customise a module that suits your specific needs. Call 03 9600 1646 or send an email to sales@fminnovations.com.au



The benefit of implementing the WSM Visitor Management system:

- A central control mechanism for all visitors to your facility
- Easy to use user visitor registration on the web
- Visitor labels printed to suit your organisations requirement
- Visitor records are private
- Meetings guests are automatically registered
- Rapid search all personnel on site
- Swiped bar code access reduces admin duties and ensures accurate entry and exit records
- Promotes flexible integration with other WSM modules



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