



The Ultimate Visitor Management Buyer's Guide

How to improve security,
compliance and front desk
efficiency



Stronger
Security



Better
Compliance



Operational
Efficiency



Better Visitor
Experience



Still using paper logs or basic sign-in systems?

Most organisations don't realise the risk until it's too late.



No real-time visibility of who's on-site



No reliable evacuation list



No audit trail for compliance



Manual processes slowing down reception

There's a smarter way.

What's really at stake



Security risk

Unknown people on-site



Compliance gaps

No digital records



Operational inefficiency

Wasted admin time



Poor visitor experience

Slow, outdated check-ins



If you can't see who's in your building right now - you're exposed.

What a modern system should include



- ✓ Real-time visitor, staff and contractor tracking
- ✓ Instant notifications when someone arrives
- ✓ Digital sign-in with photo capture
- ✓ Automated evacuation lists
- ✓ Pre-registration for faster check-ins
- ✓ QR code or kiosk-based sign-in
- ✓ Secure data storage and reporting

Operational & Productivity Savings

Organisations moving from paper sign-in books to digital visitor management systems often experience significant improvements in efficiency, compliance and administrative workload reduction.

Typical benefits can include:

 Up to 80% faster visitor check-ins	 Up to 60% reduction in manual reception admin	 Up to 90% less paper-based visitor processing	 Faster emergency evacuation visibility	 Automated host notifications and visitor workflows
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Typical annual operational savings:

 Small offices AUD \$6,000 - \$18,000 annually	 Medium businesses AUD \$20,000 - \$60,000+ annually	 Large enterprise or government environments AUD \$50,000 - \$250,000+ annually
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Many organisations find that a digital visitor management system can **pay for itself within 1-6 months** when replacing manual reception and visitor tracking processes.

Estimated savings and efficiency improvements will vary depending on organisation size, visitor volume, workflows and implementation.

Common mistakes to avoid

- ✗ Choosing based on price alone
- ✗ Systems with slow or no support
- ✗ No evacuation or emergency features
- ✗ Complicated setup for staff
- ✗ Locked contracts with no flexibility



Simple rule:

If it's hard to use, it won't get used

Buyer's checklist

Use this before you choose a system

- ☐ Can I see everyone on-site in real time?
- ☐ Can I generate an evacuation list instantly?
- ☐ Is the sign-in process fast and simple?
- ☐ Does it support staff and contractors too?
- ☐ Can visitors pre-register?
- ☐ Does it work on iPad or Android kiosks?
- ☐ Is support fast and reliable?
- ☐ Is pricing transparent and flexible?



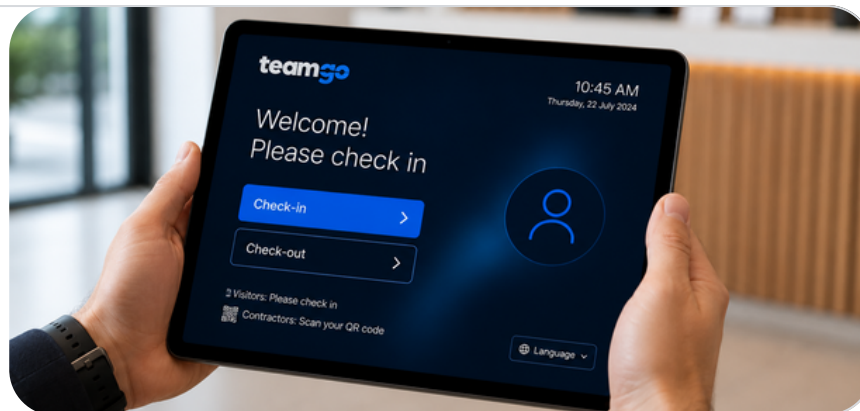
Use this checklist to compare solutions and make the right decision for your organisation

Quick win improvements

Even small changes make a big difference



Replace paper logs with digital check-in



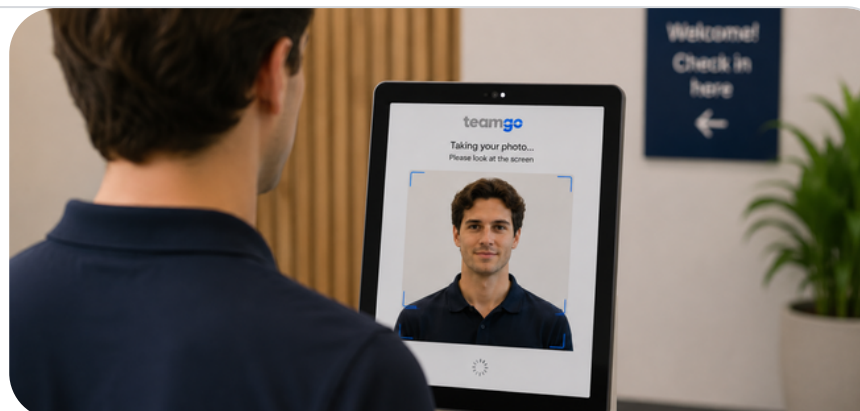
Add instant notifications to staff



Use QR codes for repeat visitors



Enable photo capture for identification



Ready to take control of your front desk?

Get full visibility, improve compliance, and create a better visitor experience without the hassle.



Stronger Security



Better Compliance



Save Time & Money



Happier Visitors



Book a demo and see how it works

<https://www.teamgo.co/request-demo/>

