



TIPS FOR SELECTING THE BEST VISITOR MANAGEMENT SYSTEM

Visitor management systems are a fundamental component of any security plan.

They allow one to process and control guests and issue temporary credentials allowing contractors, visitors and delivery people access into or out of a site. A VMS may also involve data capture and the registration or logging of these visitors. Typical sites requiring this form of gate control include residential estates, apartment buildings, government properties and corporate office towers.

Here are 10 product features one should look out for when choosing your ideal visitor system.

These include:

1. **Availability in cloud and on premise versions.** Cloud systems are best for those clients wanting to control and monitor systems remotely, however onsite server installations have a place and would be required for high security or government sites.
2. **Open Architecture Structure.** This would allow one to interface the visitor system to other access control hardware or software.
3. **Support for document OCR.** ID, passport or drivers license scanning speeds up visitor processing and reduces user data entry issues.
4. **Support for multiple access control credential types such as pin, face, numberplate, QR code and RFID.** Many sites need different credential types depending on the access control point or the type of visitors one needs to process.
5. **Host approval.** A feature like this serves as double verification of visitor permission to access the site as well as direct notification to the host of the guest arrival.
6. **Data privacy.** It is very important the company you choose has a robust data protection policy to prevent abuse of captured visitor data. Encrypted communication between devices is also important.
7. **Wide Hardware Support Range.** The software solution should be supported on multiple hardware devices allowing easy migration as and when required.
8. **User Restrictions.** Some products limit by version the amount of visitors, limit the daily transactions or limit the amount of system users. This is important to consider in terms of budget when your system grows.
9. **Web browser interface.** Systems that do not require the installation of client applications and that can be used to through a standard web browser are best. This reduces PC compatibility and upgrade issues.
10. **Offline data capture.** Many temporary sites such as construction projects or special events may have intermittent data transmission. A visitor system which can queue and store data offline and then transmit again when the data link is restored would be best.

Conclusion:

All in all you need to be comfortable that the proposed visitor system you select has a strong focus on security, has innovative features and meets your organization's goals and budget.

