

InstaPass Secure Visitor Systems

InstaPass Feature Summary and Comparison to Handwritten Manual Systems

| InstaPass Secure Visitor System | Manual Visitor Badge System or Visitor Book |
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| Very professional and up to date welcome to Visitors. Receptionist enters details and helps ensure all details are taken. | Manual system usually expects the Visitor to do everything. Sometimes this results in the Visitor badge details being completed inaccurately or difficult to read. |
| Even the off-shelf standard InstaPass will carry the organisation corporate identity, custom printed InstaPasses are available with company colours and logo at little extra cost. | Off-shelf systems do not have any corporate identity pre-printed onto the passes. Custom printed passes can be quite expensive. |
| All previous visitor details are private from the new visitor. | No data security so new visitor can usually easily see who else has recently visited, say a competitor bidding on the same contract. |
| InstaPass clearly identifies all VISITORS from EMPLOYEES or CONTRACTORS. | Often no clear difference between the passes' look to indicate the type of visitor. |
| Visitor Pass is personalised using Photo ID of the visitor. | No personalisation means pass can be 'passed' to others for unauthorised use. |
| Every Pass has a unique barcoded Visitor Number to help verification, and barcode speeds up very accurate Signing OUT. | Manual passes sometimes do not even have a number and can result in the wrong people mistakenly being Signed OUT. |
| Every visitor receives totally up to date Health & Safety details | Health & Safety and emergency procedure details may be pre-printed onto the passes to ensure distribution, but they can quickly become wrong and out of date. |
| Fast and accurate sign in for a 'previous visitor', could make a good client feel more appreciated. | Makes no difference how often a client visits, they still have to answer the same questions. |
| Can pre-book appointments accurately to help improve security and provide a very professional and quick Sign IN process, especially useful during busy periods. | Any pre-booking has to be in a separate 'system' so does not speed up the actual booking in process when the visitor arrives. |
| Automatic email alert and telephone extension 'pop up' helps the receptionist quickly notify the correct people when the visitor arrives. | Receptionist always has to notify person being visited, usually by telephone, and during busy periods this can be very difficult to manage efficiently. |
| Instant access to printed reports of 'who is here at present' that can be taken from reception and used, including photo ID. | Access to list of ' who is here now' can be difficult to move from reception without disrupting the booking in system. |
| Printed records of car owners can be produced in car number order so making it easy to trace specific owners even if they have not used the Car Park Pass system InstaPass includes. | Difficult to trace car owners easily if large numbers involved. |
| Reports allow complete visitor profile to be maintained to trace who was on the premises during certain periods or how often a particular person has visited including all Sign IN and Sign OUT dates and times. | No automatic reporting. |
| All data can be exported for database use, say employee payroll time sheet records. | No automatic data exporting. |
| Secure copies of all data can be held elsewhere. | If the manual visitor system goes missing, there is often no way of regaining the missing visitor information if required later. |
| Can load up to 500 passes into a thermal pass printer at one time so significantly reducing the chances of running out of passes at a critical time. Both A5 sheet and roll paper passes can be very quickly refilled when required. | Often only 5 or 10 visitor passes show per page and when the page needs changing it cannot be done quickly or in advance, creating a delay and a potentially unprofessional appearance. |
| Total Pass + software clicks costs for an organisation receiving 10 visitors a day (about 2500 visits per year) will be in the order 5p per visit (£125 + vat) per year. | Manual systems vary greatly in cost but a running cost of about 10p per visit is fairly frequent, and without all the extra features that InstaPass provides. On 2500 visits this is £250 + vat per year. |

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