



TRACTION
guest

Visitor Management System Standardization Check List

Deployed globally, centralized Visitor Management System (VMS) has to satisfy the needs related to **different geographies**, address different **security and compliance** requirements, fit variety of **visitor type** requirements, and enable use cases of global **enterprise-grade** facilities.

SCALABILITY

- ✓ Manage multiple locations (lobbies, events, gates)
- ✓ Control access with Permission Bundles
- ✓ Consistent yet different

SECURITY

- ✓ SOC 2
- ✓ Data residency
- ✓ Secure tenant



CUSTOMIZATION

- Experience Editor ✓
- Localization ✓
- Shareable libraries ✓

INTEGRATION

- Build custom integrations ✓ with other business systems
- Leading Salesforce integration ✓
- Only VMS to integrate with ✓ airport-grade ID scanners

Leverage the checklist below to evaluate solutions against **scalability, customization, security, and integration** considerations that will enable Visitor Management initiative to scale now and support your future growth.

NETFLIX

DocuSign

ThermoFisher
SCIENTIFIC

VICE

Standardization Check List



Scalability

- The solution should be possible to configure to location, business unit and office geography.
- The system should provide multiple custom permission bundles for different types of users available.
- The system should allow to immediately deploy new locations or user experiences.
- The system should recognize repeat visitors and track document signature status and expiries.
- System should recognize repeat visitors across different locations and auto-fill details, recognizing previously signed documents.

Customization

- System should provide custom workflows and user-specified triggers.
- The system should provide custom branding for locations, subsidiaries and location types.
- Different languages should be enabled for different locations or users.
- System should allow visitors to be classified into different user types.
- System should include management of processes beyond the lobby (eg. Guard gates, parking, pre-registration).
- System should allow for custom badge layouts, variety of badge materials and expiry mechanisms.
- System should allow for signature of multiple document types.
- System should allow for removal of all vendor branding and advertising.

Security

- Solution provider should have enterprise security certifications, such as SOC2
- Platform deployment should be available in regional data centers
- Local data residency option should be available
- Single tenant deployment option should be available
- Centralized global watchlists should be managed across different locations
- Watchlist should allow for at minimum 3 custom list definitions and uniquely configured workflows
- System should provide Government ID and passport validation by enterprise-grade scanners
- System should comply with all US and International privacy regulations, such as GDPR
- System should comply with applicable industry regulations (ITAR, PCI, FISMA, GMP etc.)
- Solution should provide a real time view of who is on site at any given time

Integration

- System should provide integrations with Single Sign On technologies such as SAML 2.0, Active Directory, etc.
- System should enable integrations with business productivity platforms such as outlook
- System should enable custom integrations via Rest API