

# Visitor Management Just Got Easier!

## Introducing TouchPoint - the One Stop Office Administration Solution

Imagine that you are waiting in a queue at the security desk of a hi-tech building, to fill in a visitor pass. The waiting seems endless as the queue at the desk does not seem to move out quickly. Will the waiting ever end? Probably, but with an inordinate amount of delay and anxiety. Your entire perception on the functioning of the organization would have by this time taken a negative side.



First impressions last. Now imagine if the entire process had been automated, would it not have heightened your perception of the organization that you are visiting. You can prevent your visitors from facing a similar situation and welcome them in smiling.

The proof of the pudding lies in the eating - come along taste TouchPoint... Office Administration will never be the same again!

"TouchPoint" is the cost effective solution for all those organizations who would like to effectivise their office administration functions. The very richness and diversity of this tool assists organizations in simplifying the complexity of handling office administration functions in the new age organizations.

### TouchPoint Delivers Value

#### Satisfy your visitors:

TouchPoint is the tool that adapts to the needs of even the most demanding clients and is packed with functionality that helps you satisfy your visitors at the very first go.

#### High reliability:

Each functionality delivered by TouchPoint is of the highest reliability to ensure the fastest payback for the investment being made.

#### ROI increases:

Each aspect of TouchPoint results in further ROI increases.

#### Adapt to changes:

TouchPoint gets the job done quickly and reliably while allowing for easy adaptability to changes without coding.

#### Maximize user contribution:

The non-traditional approach of TouchPoint maximizes each end users contribution to the organizations success.

#### Flexible rules:

Business rules are flexible and can be changed by authorized end users. This is the key for massive productivity gain.

#### Online alerts:

Real time checks and controls avoid security lapses and are achieved strikingly fast.

#### Fewer resources:

TouchPoint is the resource that can reduce the number of security / welcome desk personnel needed to handle front office operations.

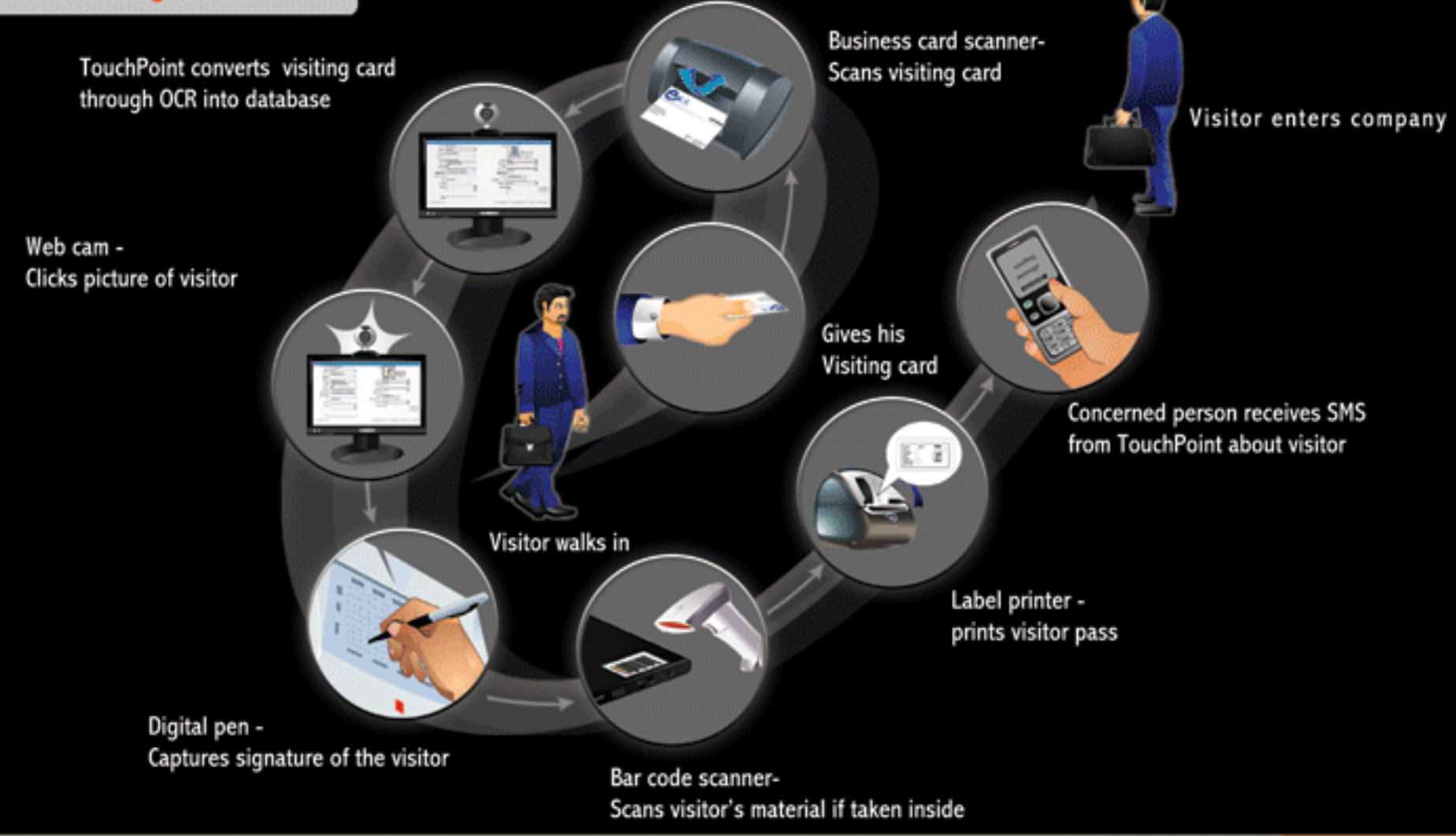
#### Technology upgrade :

RFID tagging to be introduced to help track movement of visitors in the premises.

A New Age approach to  
Visitor Management







## The TouchPoint Merits

### Visitor Register



Print your entry passes with the image of the Visitor and create a difference.

### Appointment Register



Maintain a thoroughly professional approach to handling appointments of employees without missing out on any important messages.

### Employee Register



Capture all relevant details pertaining to employees while working on holidays, off duty days.

### Non Employee Register



Capture the movement of non employees with date time in, date time out, etc. along with their photograph when token number is keyed in.

### Contractor Register



All details pertaining to various activities of contract staff are captured along with date, time and photograph.

### Material Register



Maintain complete control on movement of materials into and out of the organization.

### Vehicle Register



Meticulous tracking of usage of vehicles owned by the company.

### Key Register



Custodians of the keys are specifically assigned and movement is monitored.

### Call Register



Leaves no scope to miss out on any call received. All calls are escalated through mails to the respective employees.

### Miscellaneous Register



Maintain important activities like monitoring expenses incurred on water, daily's, periodicals and courier service.

**“TOUCHPOINT SIMPLY ALLOWS YOU TO FOCUS ON WHAT YOU DO BEST – MANAGING YOUR BUSINESS “**

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