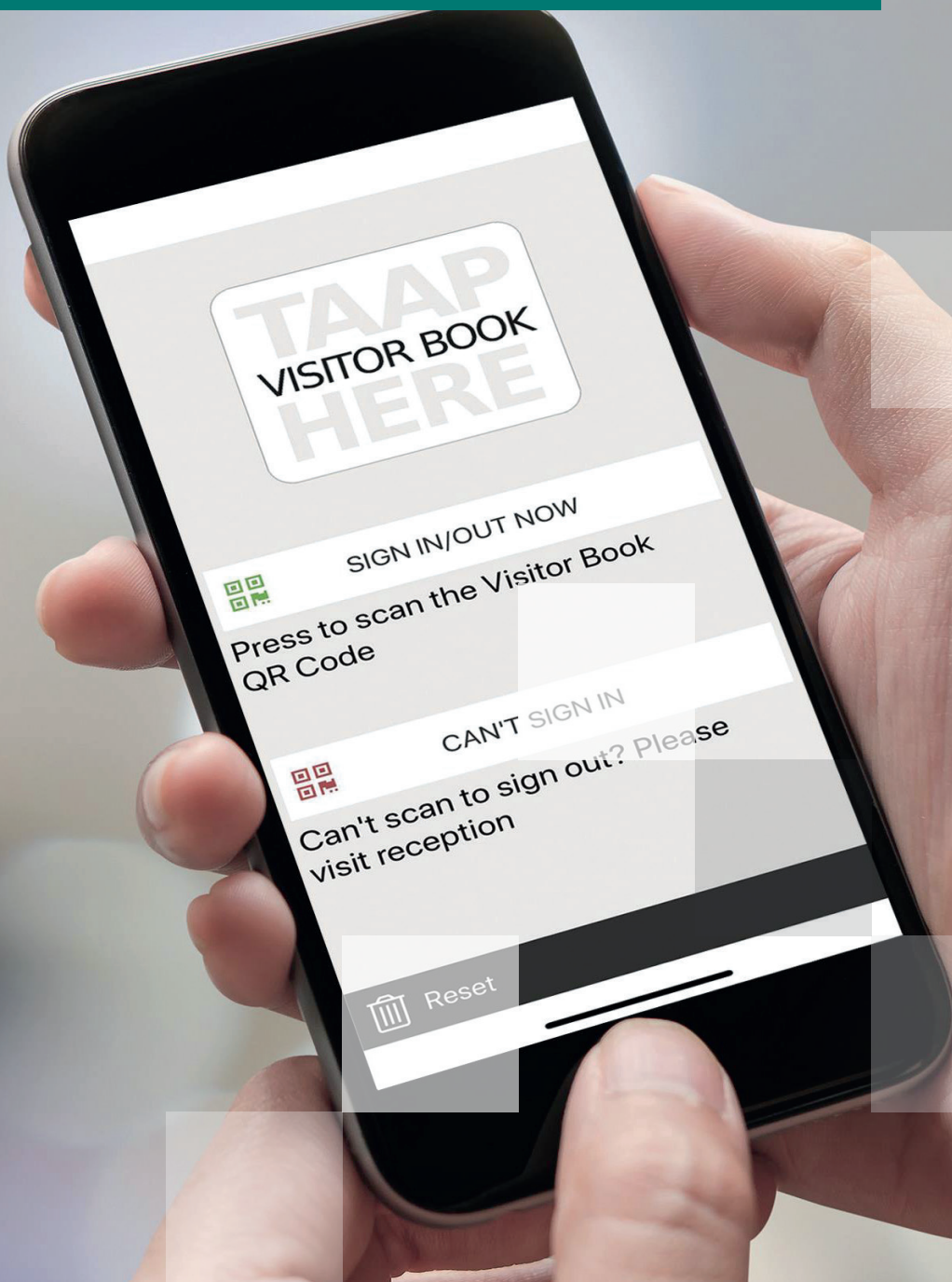


# TAAP

## TAAP VISITOR BOOK

A CONTACTLESS VISITOR BOOK SOLUTION



THE ONLY APP YOU'LL NEED TO SIGN IN ANYWHERE IN THE WORLD  
[ONTAAP.COM/VISITORBOOK](https://ONTAAP.COM/VISITORBOOK)

# TAAP VISITOR BOOK



## OVERVIEW

**TAAP Visitor Book is a solution for every organisation of any size that wants a digital contactless visitor book.**

TAAP Visitor Book can be used for attended and unattended receptions to deliver a new modern contactless digital reception. Digital transformation starts as you walk through the door with TAAP Visitor Book.

This hygienic solution is completely contactless and eliminates the need to touch a pen, paper visitor book, or digital kiosk. It is fully digital, fast, efficient and automatically notifies the organiser when their visitor arrives.

No special hardware or equipment is required, it works with any phone, creates a digital visitor badge and enables photo ID for security purposes.

**DIGITAL TRANSFORMATION STARTS AS YOU WALK THROUGH THE DOOR WITH TAAP VISITOR BOOK**

# TAAP VISITOR BOOK

## SIMPLE FOR VISITORS

The Visitor can sign in and out with their phone using the TAAP Visitor Book iOS, Android or Web application within seconds.

The Visitor simply scans the QR code with the app and completes their details to sign in.

Visitors can use the app to sign in to every client that has subscribed to TAAP Visitor Book. It is the only app a visitor will ever need to use to sign in anywhere in the World.

## FEATURES AND CAPABILITIES

- ✓ Contactless Visitor Book
- ✓ Digital, fast & efficient
- ✓ GDPR compliant
- ✓ Microsoft Office appointment integration
- ✓ Hygienic, no pens, paper or kiosks
- ✓ Attended & unattended receptions
- ✓ Visitor Tracking
- ✓ Employee and contractor sign in
- ✓ Secure ID
- ✓ Digital Visitor Badge

TAAP Visitor Book can be used by serviced-shared offices to sign visitors into the serviced building followed by sign in with the individual organisations within the building.

TAAP Visitor Book notifies the organiser on first sign in.

TAAP Visitor Book provides real time visibility of visitors signing in and out of the building and includes Visitor Tracking to help ensure safety for visitors and employees.

## TAAP VISITOR BOOK PRO

TAAP Visitor Book Pro integrates with badge printers, barrier access controls, and can even integrate with back office applications like Healthcare Systems for Outpatients and Doctors Surgeries.

## GET STARTED

The solution is easy to set-up and configure, GDPR compliant, and integrates with your email appointment calendar system to further streamline and enhance the visitor arrival experience.

It is delivered as a Cloud service (SaaS) requiring no special hardware. It can be setup in minutes and deployed globally on a monthly subscription service.



SIGN VISITORS IN AND OUT WITHIN SECONDS  
WITH TAAP VISITOR BOOK



# TAAP VISITOR BOOK

## VISITOR BOOK IN DETAIL

### GENERAL OVERVIEW

- Contactless Reception
- Fully digital
- Fast and efficient
- GDPR compliant
- Hygienic, no pens, paper or kiosk touch screens
- Web App or TAAP Visitor Book app used to sign in and out of any Visitor Book client

Arrived	Departed	Host Notified	Visiting	Company	Visitor Name	Visitor Company	Special Assistance	Photo
17:11		NOTIFIED	Heather Regus	WMG Ltd	Paul McDermott	IMH		
17:05		NOTIFIED	Harry Higgins	MJ Core	Scott Pippins	Insight Evolve	X	
17:02			Julie Roberts	Rubens Designs	Stacy Rodman	FM 260	X	
17:02			Oliver Fisher	Otex	Rachel Stevenson	Rally Solutions		
16:59		NOTIFIED	Julie Walker	Connect Plus	Arjan Patel	Radar	✓	
16:58		NOTIFIED	Jack Harshaw	Collins & Rowe	Raye Furniss	Innovate	X	
16:56			Aimee Verploegh	TAAP	Sarah James	TeleSales	X	

### VISITOR BADGE

- A digital visitor badge is created once the visitor has signed in
- This can be saved in the photo library on the visitors device
- It can also be saved in the iOS Apple Wallet or Google Android PassBook
- Badge Off feature allows users on set up to decide whether a visitor badge is generated when a visitor signs in

### VISITOR BOOK LOCATIONS

- Supports multiple locations
- Define data required by each location
- Limit visibility of locations to specific users
- Administrator can view and review all visitor data for all locations
- An organisation can have as many locations as needed
- The Secure ID feature allows organisations to hide all personal identifiable information except a visitor's name within a location

### SERVICED OFFICE

- You can link building security to other organisations in the same building
- When a visitor first signs into security, the organiser is notified
- The visitor then passes through building security and arrives at the organisers reception and can sign in again
- The sign in process is fast, efficient, digital and hygienic

### VISITOR TRACKING

- Use TAAP Visitor Book data to record which visitors have visited your organisation
- Track visitor compliance with health and safety and infection control procedures
- Know who is in your building at all time for fire safety and security

# TAAP VISITOR BOOK

VISITOR BOOK IN DETAIL



## RECEPTION (ATTENDED OR UNATTENDED)

- Web portal to view visitors
- Realtime
- Review visitor details
- Capture vehicle reg, phone, email and photo ID
- Automatically notify the organiser
- Audit trail
- Visitor Tracking

## VISITOR BOOK PRO

- This is an advanced service offering sold through partners
- TAAP Visitor Book Pro is then integrated with badge printing, barrier access controls, photo ID badges, or even enterprise applications such as patient record systems, doctors surgeries and local government systems

## OFFICE PRODUCTIVITY

- Organiser sends a TAAP Visitor Book link in the calendar appointments
- Your visitor clicks on the link to open the TAAP Visitor Book app, or Web App
- The visitor can then sign in within seconds
- Organiser is immediately notified by email and this includes the name of the visitor and their photo if supplied
- TAAP Visitor Book has a Microsoft Office AddIn for appointments to simplify the process of inserting the link into the invite

## TECHNICAL SETUP

- No new hardware required
- Optical sign in and out using a QR code generated by the TAAP Visitor Book solution
- Client prints or displays TAAP Visitor Book Location QR code
- Reception can view the Visitor Book via a web portal
- Solution can be setup and live globally in 20 minutes

## SUPPORT

Support is available via the TAAP Visitor Book Portal within the Help section

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# TAAP VISITOR BOOK

## CAPABILITIES

### VISITOR BOOK SERVICE

- Realtime visitor book service
- Sign in employees, contractors and guests in a few seconds
- Supports multiple locations
- Collect different data for each type of guest at a location
- Live stats of the people signed in
- GDPR compliant

### RECEPTION PORTAL

- View visitor's details as they sign in
- Automatically refreshes the visitor view as they sign in
- View visitor data including photo ID if supplied
- Automatically notifies the host if signed in via a meeting invite
- Flag host has been manually notified a guest in waiting in reception

### RECEPTION LIVE TIME REPORTING

- Location specific live stats
- Tracks the dynamic count of people signing in and signing out of the building
- Important for Social Distancing and tracking the number of people in a building
- Displays live count on the reception portal, and total count for the day
- With Secure ID activated, all personal identifiable information except the visitor's name are hidden

### RECEPTION PORTAL MANUAL SIGN IN OUT SUPPORT

- Manual Visitor sign in supported
- Used to help those people without a phone or struggling to sign in
- Ability to sign visitors out

### NOTIFICATION EMAILS

- Automatically notify employees when their guests arrive
- Sends provided signed in information including a photo if supplied
- This can be used to help with identification of the visitor in reception
- Email can be sent for every visitor signing in to a specific email address
- This is useful for unattended receptions

### DIGITAL VISITOR BADGES

- Visitor signing in provided with digital badge
- Includes Photo, Visitor Information, QR Code and optional Badge Number
- Digital badge can be saved to phones photo library
- Digital badge can also be saved to iOS Wallet
- QR code on the digital badge can be scanned for security purposes
- Badge Off feature allows users on set up to decide whether a visitor badge is generated when a visitor signs in

### MICROSOFT OFFICE 365 INTEGRATION

- Office 365 add-in allows Appointments to include TAAP Visitor Book link
- This can be clicked on when arriving at the location
- The host who arranged the meeting is automatically notified when you arrive

### SPECIAL ASSISTANCE

- Each person that enters the building can signify if they have a need for Special Assistance in the event of an emergency
- Special Assistance allows those people with Wheelchairs, Walking Aids and other needs to record that they are in the building

- If there is a need for an evacuation and the building lifts are stopped then people that need help can be easily and rapidly identified
- If their Email or Phone number has been captured they can be quickly contacted and advised what to do next

### MOBILE APP

- Fast and free download for anybody to use – no sign up necessary
- Built in QR code reader for fast, touchless sign in and out
- Visitor's credentials are saved within the app ensuring seamless sign ins from the same device
- Checklists visible for acceptance
- Special assistance can be flagged on sign in

### WEB APP

- Visitors can sign in and out without needing to download an app but unable to scan QR codes
- Manual entry of location code needed to sign in
- Upon first entry, Visitor's credentials are saved
- Privacy policy available in the web app

### VISITOR TYPES

- Allows for different Visitor Types to be added against a location e.g. visitor, employee, contractor etc.
- Visitor Types provides organisations with control over their visitor sign in processes.
- Visitor Types are fully customisable against a location which means that visitor experiences will vary based upon who they are
- Ability to bulk load email addresses to map people against a Visitor Type e.g. employees

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# TAAP VISITOR BOOK

## CAPABILITIES

### SHARED/SERVICED OFFICE

- Supports serviced offices, or share offices
- Building Security Sign In can be linked to the individual Companies within the building
- As you sign into the building your host can be notified you have arrived
- Shared Office and individual companies have their own copy of TAAP Visitor Book
- Building Security and reception have their own Fire and Security details
- The company has their own audit record
- We call this Linked Locations and is a feature available specifically for Shared/ Serviced Offices

### FIRE AND EVACUATION

- In the event of an evacuation a list of people onsite can be displayed in realtime
- As people leave the building they can be signed out and the stats updated in realtime
- Building Administrators can view if there are people on site requiring Special Assistance
- This helps with people in wheelchairs, or where lifts in buildings have been stopped and help is required to get people out of the building
- On Site Only Filter allows the user to quickly view Visitors on site only

### SEARCH AND EXPORT

- Search by location, visitor name and date range to view all visitor data
- Ability to export based on search
- Ability to delete an individual's visitor data

### ADMIN

- Welcome page to provide setup instructions
- Manage Locations and Users including access permissions
- Search and export functionality for the last 30 days of visitor data
- View all visitor data against all locations
- Add-in manifest to enable use of the add in for calendar invites

### LOCATION

- Printable QR Codes for touchless sign in and out
- Optional and mandatory field management for the visitor to complete on sign in
- Ability to add an additional email address to send visitor sign in notification to
- Data retention can be managed between 1-30 days
- Demo mode to be able to train users of the portal
- Manage checks to be accepted on Visitor sign in

### CONFIGURABLE INPUT FIELDS

- Each location may have different required input fields
- Visiting Company, Visiting Person Name
- Visitor Name, Visitor Company, Visitor Email, Visitor Phone, Visitor Car Registration, Postcode
- Badge number where physical badges are issued and either Visitor or Reception need to record this
- Visitor Photo
- Visitor Special Assistance for people of limited or restricted mobility
- Site or Location specific Checklists

### CHECKLISTS

- You can create multiple Checklists
- Users must agree to each Checklist to sign in
- You can edit and update the Checklist terms as often as you like
- Can be used for Health and Safety, Fire Evacuation, Social Distancing Policies

### USERS

- Manage user roles and permissions
- Add users
- Password reset
- Users can be fixed to a specific location

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