



receptful

Overview

Visitor Management Made for Manufacturing Facilities

One System to Secure Facilities, Stay Compliant, and Track
Visitors and Employees in Real-Time

Introduction

Manufacturing operators know that workplace safety starts at your facilities' entry points. However, it can often feel too overwhelming, too costly, and too complicated to find technology that tracks the varied stream of visitors through multiple entry points and aligns it with maintaining any number of compliance requirements.

That is why we built Receptful.

Receptful is highly configurable visitor management software built to help remove uncertainty and doubt from your visitor process and assist in the entire lifecycle management of employees, contractors, permitting, and visitors of all types.

Receptful helps you secure access to all of your production floors and authorized areas, tracks visitors and employees in real-time, and provides a centralized admin panel that can manage and deploy check-in experiences globally. The system stores all of your visitor and employee data securely and makes it easily accessible to authorized employees by location, by area, or company-wide. Instead of anxiety and rushing to gather all of your critical visitor documents when auditors arrive, you'll be prepared with just a few clicks.



Receptful Features

Here are just some of the tailor-made Receptful features designed to help you reinforce your company's visitor experience and help you keep track of the small things that make all the difference:

Unprecedented Check-In Efficiency

- **QR code check-in** helps visitors enter the required information and sign necessary documents on their personal devices without creating a backlog at reception.
- **Pre-registration** allows scheduled guests to start the check-in process before they arrive.
- **Host notification** as soon as their guests arrive so that they can escort visitors where they need to go safely and efficiently, and without interruption to operations.
- **Check-in flows** are customizable and enable you to collect necessary visitor information via questions and prompts, including the purpose for their visit, locations at the facility they will be entering, and any company-provided equipment they may need during their visit.

Strengthen Security Across Locations

- **RFID/BLE badge integration** allows you to track employees and visitors in real-time and closely monitor any high-security areas.
- **Digital visitor logs** and watch lists can be centralized into a single dashboard while maintaining flexibility in security processes and access levels across locations.

- **Pre-registration** can be configured to require a second-level approver for pre-registered guests so you can be confident everyone in a facility is authorized to be there.
- **Denied party watchlists** can be built and standardized across each location to alert necessary employees should a high-risk visitor try to access your facility.
- **Badge printing** clearly indicates visitor types, escort requirements, and access levels to prevent unauthorized guests in secure areas of your facility.

Regulatory Compliance

- **Digital visitor logs** allow you to collect, verify, and store the visitor data you need — like citizenship status or health declarations — to help you maintain compliance with regulations like ITAR, C-TPAT, FSMA, ISO, and other good manufacturing practices.
- **Document signing** asks your visitors to sign any necessary agreements like NDAs or GMPs, keep a record of their signatures, and set expiration schedules for agreements that may need new signatures periodically.
- **Check-in process** can be configured to require visitors to view safety videos to set expectations for your visitors.

Information Access You Control

- **Contact database** automatically syncs with your employee directory, granting and revoking access based on membership.
- **Secure single sign-on (SSO)** allows you to set customizable password parameters, or magic link access options for employees.

- **Custom user roles** give unique permissions so employees only have access to the data they need.
- **Testing** gives you the opportunity to check new check-in configurations without deploying live and potentially compromising active check-ins at your location(s).

Scale With Support

- Receptful makes it simple to standardize your procedures across all your different facilities and offices globally using approved configurations that your security team can push ad-hoc.
- Easily add new iPads to a location with a QR code instead of walking through redundant set-up steps.
- Every new location includes a personalized virtual setup experience via Zoom and a dedicated Customer Onboarding Specialist to ensure success during the setup and implementation process at no extra cost.
- Access support when you need it, not when you can pay for it. Customer support with our US-based team via live chat, email, and phone is included in your subscription.

Receptful at Your Enterprise

Ready to discuss the visitor management features your business needs? Get in touch with the Receptful team to learn more about implementation and pricing and to schedule your own personalized demo. Reach us using live chat on the bottom-right of our website, call **888-315-5230**, or email hello@receptful.com.