

## Envoy Visitors

# Strengthen security and mitigate risk with a block list

Screen visitors and keep unwanted or unsafe guests out of your workplace to ensure that your employees stay safe, healthy, and secure at all times.



### Protect your office from unwanted guests

Set up your block list of banned persons with details like their name, email address, photo, aliases, and physical description. You can also restrict access to only visitors who meet certain requirements to ensure that your workplace and your team stays safe and healthy.



### Know who's trying to come on-site

Automatically screen visitors when they're invited or when they sign-in and get notified when guests don't meet your criteria to come on site. Set up instant alerts via email, Slack and SMS, and even include photos so your team is aware when an unwanted visitor is onsite and can quickly and accurately identify them.



### Secure your workplace the welcoming way

All visitor screening and security alerts happen instantly and discreetly in the background, so your visitors feel welcomed while your office is kept invisibly safe. Envoy prevents a banned visitor from continuing with their visit by not alerting their host or printing their badge until an admin approves.

## How it works

Stay one step ahead of each visit by creating a block list based on both known risks and guests who might compromise the health and safety of your office based on answers to questions in your sign-in flow.

Whenever a visitor is invited or signs in, Envoy automatically checks if they are on your block list. Exact matches will instantly trigger an alert to your account admins by email, SMS, and Slack. This will prevent the unwanted guest from completing their sign-in and give your team time to take quick action to approve or deny their visit. Your block list is shared by all locations within your company, so if you block someone at one location, they will also be blocked at any other locations.

- Have you been in close proximity of anyone diagnosed with COVID-19 in the last 6 months?

## Respond to emergencies, health crises, and more with conditional alerts

Add questions in your sign-in flow about your guests' health, recent travel, and more to understand if they pose a risk to your office. Envoy will trigger alerts to your administrators based on their answers so you can approve or deny their entry.

### Step one

Add a question to your sign-in flow with your new security question.

### Step two

Create a new keyword on your block list with the answer that you want to trigger an alert.

### Step three

If a visitor selects that answer at sign in, Envoy will automatically alert your admins that this person matched against your block list and will prevent them from continuing with the sign-in process.

Find more information about how to set up conditional alerts with your block list on our [help center](#).

**"We added three required sign-in fields asking questions around current health status and recent travel history. We then prompt visitors to sign a legal document to ensure they answered the questions truthfully."**

Facilities leader at a logistics company

## Want to learn more?

Contact our team to learn how Envoy can help you stay safe during the coronavirus or other emergencies at [sales@envoy.com](mailto:sales@envoy.com).

Visit [envoy.com](https://envoy.com) or reach out to [hi@envoy.com](mailto:hi@envoy.com)

