Envoy

Envoy Visitors

Know who's coming on-site and make check-in hassle-free

Pre-register upcoming guests in Envoy to send them detailed information about their visit and collect the info you need so you can streamline the check-in process. Your team knows who to expect, so they can keep out unwanted or unsafe visitors.

Protect your office from unwanted or unsafe guests

Keep a pulse on who to expect each day with a complete list of invited guests, including details like their photos, why they're visiting, and any important info you need to know before they come on-site.

Control visitor traffic to keep your workplace secure

Easily see who's coming into your workplace and when. Your team can identify busy periods and make sure you have the proper resources in place to screen and welcome your guests.

Ease arrival anxiety for expected visitors

Send important details like directions to your office, parking instructions, health and safety guidelines, and more to each guest, so they know what to expect. Once your visitor signs in, Envoy will pre-populate their info, so check-in is a breeze.

How it works

Prompt visitors to share critical information before they come on-site like their recent travel history, general health, their reason for visiting, and more. Plus, you can share important workplace policies, get NDAs signed, and more—all before they arrive onsite.

Any employee can pre-register their upcoming visitors with a specific invite for their arrival date, and Admins can see who is set to come onsite, who is already in the office, and who has signed out, so you always have a pulse on exactly who is in your workplace.

Visit envoy.com or reach out to hi@envoy.com

Maggie Aquino / Haruka Yamamoto

Thursday, June 11 at 9:00 am

Headspace HQ

Add to Calendar
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Pre-register

Create a more secure visitor management process to help your team respond to emergencies, health crises, and more

Add an extra layer of security to your sign-in process by screening and approving your guests before they arrive on-site to keep your workplace safe and healthy.

Step one

Enable and require pre-registration in your Visitors settings to make sure you screen each guest before they enter your workplace.

Step two

Customize your invite email template to collect important info from guests, like health and travel info, and share your company's health policies and legal agreements before the visit.

Step three

Approve or deny access to any visitor who shows up to your workplace without pre-registering to make sure everyone in your office stays safe and healthy.

Find more information about how to set up conditional alerts with your block list on our help center.

Name	Pre-registration
Elizabeth Stoufers Host: Dan Swanson	— Not pre-registered ✕ Access denied
	— Not pre-registered ✓ Access approved
	✓ Pre-registered
	✓ Pre-registered
	— Not pre-registered

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.

Visit envoy.com or reach out to hi@envoy.com