



Buyer's checklist:

visitor management software

Knowing who's in your building shouldn't be complicated.

The right visitor management system helps you protect your workplace, maintain accurate visitor records, and keep daily operations running smoothly - without slowing people down.

But not every platform delivers the same level of security, flexibility, or ease of use. This checklist will help you evaluate your options and choose a solution that strengthens security, supports compliance, and creates a better experience for every visitor.

01

Compliance & security requirements



Supports industry security & compliance requirements



GDPR and SOC 2 Type II certification for data security



Visitor screening and background check capabilities



Watchlist integration (e.g., government, internal security lists)



Secure visitor data storage and encryption



Real-time monitoring and audit trail capabilities



Visitor badge printing with photo ID & access level indications

02

Visitor check-in and authentication features



Pre-registration with visitor screening and approval workflows



Contactless and mobile check-in options



ID verification with government-issued documents



Tailored visitor sign-in flows for contractors, vendors, and guests



NDA and legal document e-signature collection



Multi-factor authentication (MFA) for high-security areas

03

Integration and scalability



Integration with access control systems (e.g., Lenel, Genetec)



Single Sign-On (SSO) and Active Directory support



API and webhook support for custom integrations



Scalability for multi-location and enterprise deployments



Cloud-based or on-premise deployment options

04

Reporting and audit readiness



Automated compliance reporting and documentation



Visitor log retention and export capabilities



Real-time dashboard for security personnel



Instant notifications and alerts for unauthorized visitors

05

User experience and customization



Intuitive admin and visitor interface



Custom branding and workflow configuration



Multi-language support for global operations



Role-based access control for different user levels



Self-service kiosks and receptionist-assisted workflows

06

Vendor reputation and support



Proven experience in industries like yours



Positive customer reviews and case studies



Implementation and training support



Transparent pricing with no hidden fees



Strong customer support with dedicated account management

What's next?

If you're evaluating visitor management systems, see how Sign In App can help.

Discover a platform designed to strengthen workplace security, support compliance, and simplify visitor management across your organization.

