

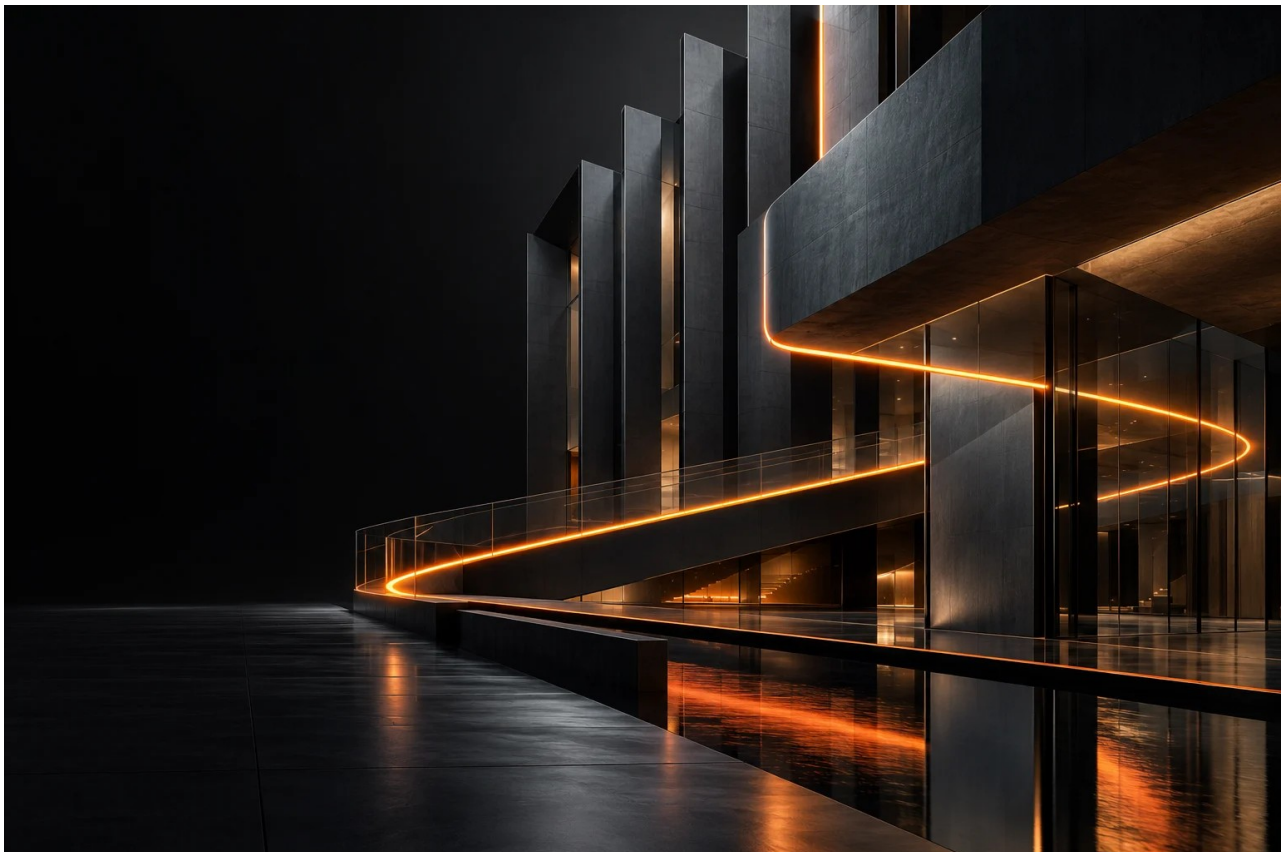


IGNITE / SERVICE BROCHURE

Visitor Management

Visitor Management Systems

Manage visitor and vehicle arrival, approvals and departure with clearer records and site-specific procedures.



info@ignitegroup.co.za | 087 821 7677

The solution

A visitor management solution should reflect the way your site actually operates. Ignite supplies and configures supported platforms around your entry points, users, approval rules and reporting requirements.

Visitor registration

Capture the details required for your site's process. Supported options can include expected visitors, pre-registration and reception-assisted entry.

Vehicle and driver records

Connect relevant vehicle and driver information to the visit where included. Scanning methods and supported documents are confirmed against the selected devices and platform.

Host and security approvals

Define who can approve a visit, which checks are required and what the operator should do when information is incomplete or access is declined.

Arrival and departure

Maintain time-stamped entry and exit records and a view of recorded open visits. The accuracy of the register depends on staff following the process.

Access integration

Assess compatible access-control equipment and available interfaces before including an automated access action. Visitor registration and door or gate control have separate responsibilities.

Reporting and permissions

Provide authorised users with relevant visit records and reports. Agree the information collected, access roles and retention requirements for the site.

A practical operating process

Define how the technology supports the people responsible for the next step.

Stage	Operating purpose
Prepare	Identify expected visitors and the information needed before arrival.
Check	Apply the agreed verification and approval process at the entry point.
Record	Capture the authorised visit and any supported access action.
Close	Record departure and review exceptions or outstanding visits.

Where it fits

Commercial buildings

Coordinate hosts, reception and security around expected visitors.

Estates and communities

Apply resident or nominated-contact approval procedures at controlled entry points.

Industrial and logistics sites

Keep contractor, driver and vehicle visits connected to the site's admission process.

Multi-site organisations

Use a consistent reporting structure while retaining local approval rules.

Scope and implementation

A useful brief makes the requirement, dependencies and responsibilities clear before work begins.

What to include in your brief

- Site locations, entry points and normal visitor volumes
- Visitor categories, host approvals and vehicle requirements
- Existing access-control equipment, connectivity and available devices
- Required reports, user roles and information-retention requirements

Implementation and handover

Confirm the selected platform, equipment and permissions. Coordinate configuration and representative checks against the agreed use cases. Record any outstanding items and confirm operating contacts, user guidance and the support process before handover.

Service boundaries

The final scope confirms registration fields, scanning methods, access integrations and reporting. A visitor register supports the entry process; it does not establish that a person is safe or replace the site's access authorisation procedures.

Speak to Ignite

087 821 7677 | info@ignitegroup.co.za
Centurion Business Park, Milnerton, Cape Town
ignitegroup.co.za