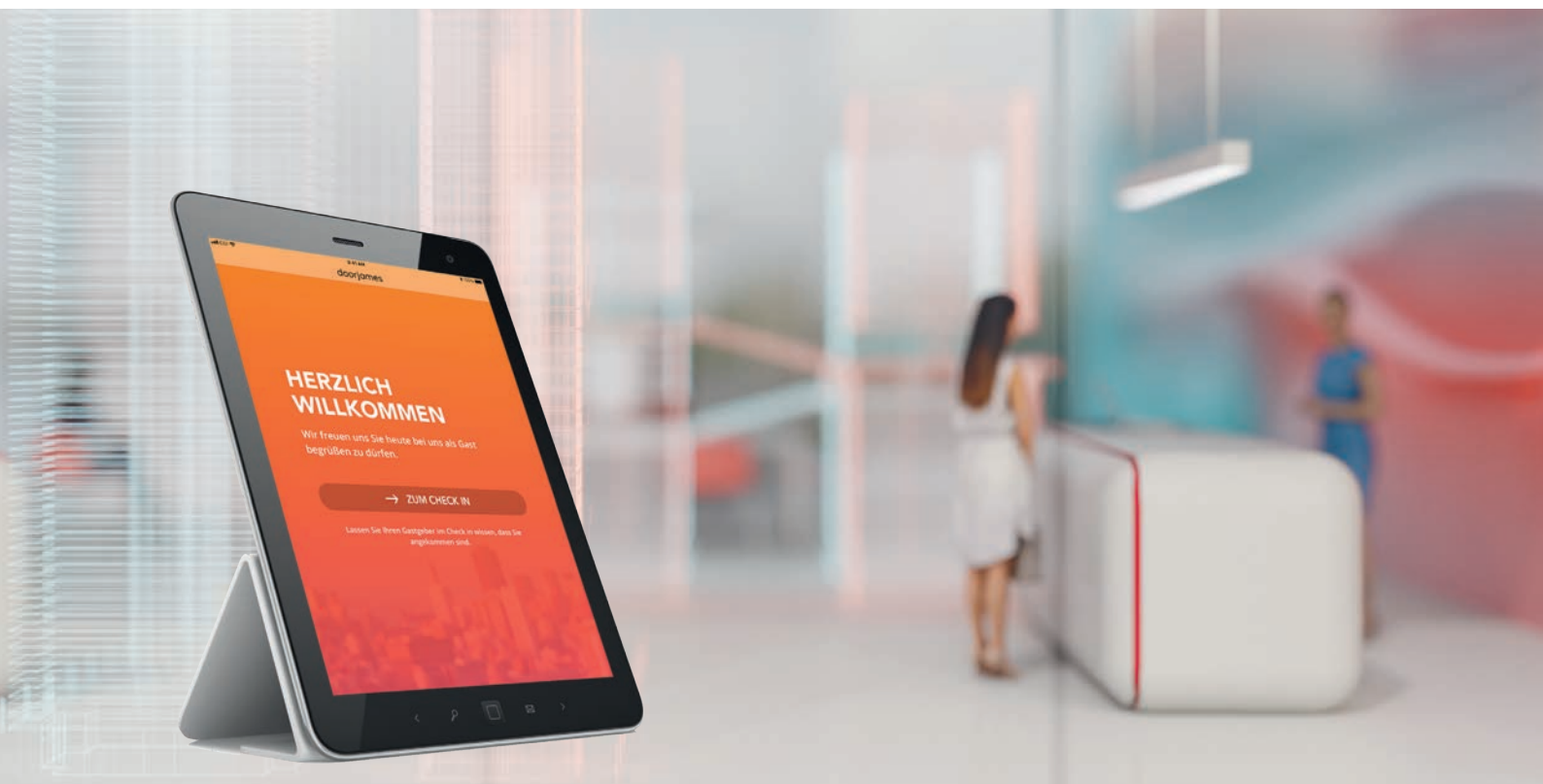


## Door James Digital Reception



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# The digital solution for your visitor management

Door James is an intelligent visitor management tool which enables contactless registration. Your guests register simply and paperless before their visit. The registration process complies with GDPR and increases building security, allowing only invited visitors to check-in.



## Digital Reception

Nowadays digital tools are playing a major role in meetings and events, but most receptions still rely on paper to manually register and manage guest attendance. Door James simplifies the registration process whilst reducing effort for the reception staff, allowing them to focus on bettering visitor experiences. Door James' fully GDPR-compliant processes provide more protection against unknown visitors increase building security. A great first impression to showcase how efficiently and digitally your organisation works!

## Key advantages

- A digital visitor management tool which replaces highly manual visitor lists on paper
- GDPR-compliant
- Increased protection of building security as only invited guests can check-in
- A quick overview of all guests present in case of emergencies and evacuation situations
- Contactless
- Work relief for reception staff and shorter waiting times for guests
- User interface with individual corporate branding
- Innovative and user-friendly solution with a modern design

## Four easy steps for a modern visitor experience

Door James can be easily implemented anywhere in the reception. Your guests log on to a tablet in the entrance area or near the reception desk.

1. An individual QR code or meeting ID is used for check-in, which external guests receive via e-mail from the Door James system 12 hours before the appointment.
2. Once the QR code is scanned on the Door James tablet or the invitation code is entered, the guest is checked in and receives information on the screen to take a seat in the waiting area.
3. Simultaneously, the host who created the appointment and invited the guest receives an e-mail about the arrival to welcome the visitor.
4. To conclude the meeting, the host logs the guest out of the Door James system with a simple click. The visitor receives a thank you for the visit by e-mail and is given the opportunity to give feedback.

## Solution

Door James is a highly secure, scalable and easy-to-use cloud solution. As a software-as-a-service it can be implemented quickly and easily at various locations. On demand, CGI also offers full-service-packages with hardware leasing. Standardly, CGI delivers the Door James user interface with individual corporate branding which may also be further customized. A user-friendly dashboard in the admin tool gives all reception staff a simple and digital overview of expected, present and logged-out guests. Evacuation lists can be created in the event of an emergency. In addition, Door James also offers a retrospective overview of which guests were in the building when.

Door James can also be expanded with numerous functions, for example the ability to:

- Print individual visitor day passes
- Send notifications to the host
- Recognise car licence plates
- Include park management expansions
- Remote introduction & training
- Evacuation tool

## Technology of Door James

Door James is programmed as a native cloud application and can be set up quickly and easily online. The check-in kiosk app is displayed on a tablet via a corresponding URL. No additional apps or configurations are required on the tablet. The check-in kiosk app and the admin tools can be used with all common browsers.

## Why CGI NEXT

CGI NEXT offers multifaceted knowledge about solving digital challenges. We are your partner to reach the next level of the digital evolution within your company. With our end-to-end strategy we discover and develop efficient business and IT solutions together with you. Let us open new doors together to realise the digital future of your company.

### Door James – Back2Office after COVID-19

For the current challenges of Covid-19 restrictions, Door James is ideal as a contactless registration tool to welcome workforces back to the office. In addition, visitors can be sent the latest hygiene regulations before turning up on site. With this Door James version, the number of employees in the office is controlled via individual QR codes valid for employees on specific days. Employee lists can also be created and possible infection chains can be traced.

- Invitations are limited to only being sent 10 days in advance
- Only a limited number of people can visit each location
- Check-in only with a QR code/invitation e-mail
- Members are checked out automatically at the end of the day
- Spontaneous check-ins are possible at the reception
- Changes can be made quickly and flexibly as needed

<sup>1</sup> QR Code: The QR Code (Quick Response Code) is a two-dimensional, visual code.

<sup>2</sup> Seven-digit number, displayed below the QR Code in the e-mail.

<sup>3</sup> Duration is adjustable

## About CGI

Founded in 1976, CGI is among the largest IT and business consulting services firms in the world. Operating in hundreds of locations across the globe, CGI delivers an end-to-end portfolio of capabilities, from strategic IT and business consulting to systems integration, managed IT and business process services and intellectual property solutions. CGI works with clients through a local relationship model complemented by a global delivery network to help clients achieve their goals, including becoming customer-centric digital enterprises.

For more information about CGI, visit [cgi.com](https://cgi.com),  
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