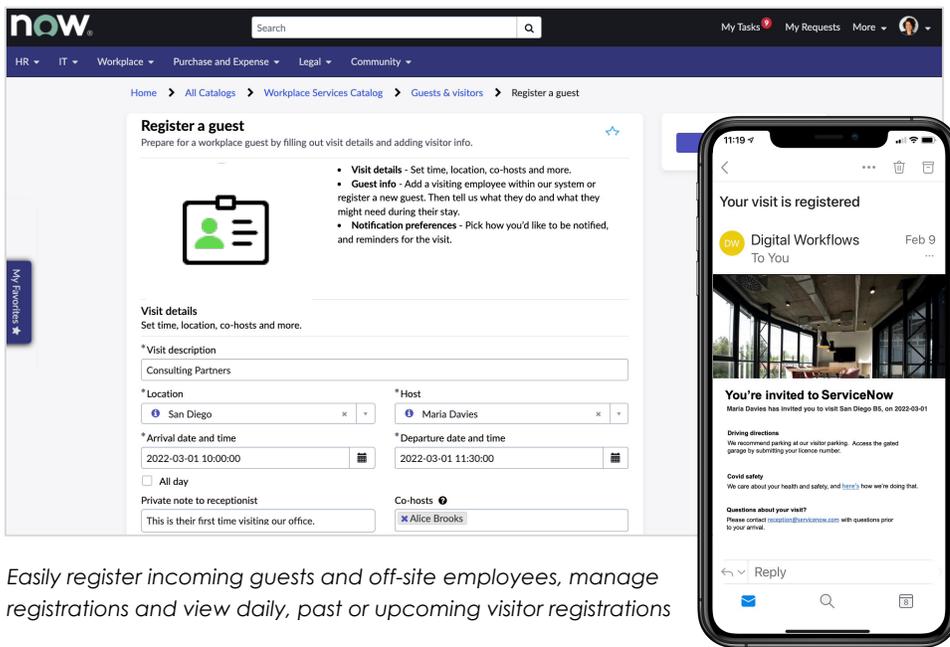


# ServiceNow® Workplace Visitor Management

Welcome guests with a seamless check-in process

With organizations around the world reimagining their workplace experiences by digitally transforming them, workplaces will open their doors once again to welcome visitors and traveling employees. Workplace teams will need the ability to accurately track who is registered to visit their office space, their anticipated arrival, and where throughout facilities they will need access. To keep employees and workplaces running smoothly, offices must safely and securely manage scheduled arrivals and departures, and provide guided experiences for workplace services, amenities, and spaces.

With the correct experiences in place, welcome employees and visitors on premises for personable interactions. Provide workplace teams visibility into registrations and the ability to schedule, monitor and report on registrations from a self-service, omnichannel experience.



Easily register incoming guests and off-site employees, manage registrations and view daily, past or upcoming visitor registrations

ServiceNow® Workplace Visitor Management enables organizations to seamlessly register and invite guests to the office while creating a workplace reservation. Workplace teams can then manage secure check-ins and facilitate health screenings prior to workplace arrivals. Employees can register visitors using Virtual Agent, or natively within mobile or the Workplace Reservation Management application included in the Workplace Service Delivery solution. After a visitor is registered in the system, automate tasks such as communications, badge printing, health surveys, or paperwork required prior to scheduled arrivals. Communications include automated emails providing guests with required information for their arrival, health and safety protocols, and policies to prepare for their upcoming visit.

During the visitor registration process, you can initiate building access, set-up guest Wi-Fi, link an existing room reservation, or include other facility related access or requests while creating. Through implementing Workplace Visitor Management, organizations can optimize front desk and facilities operations using powerful, automated workflows. These streamlined processes allow organizations like yours to improve experiences for employees and guests visiting throughout global office locations.

## Workplace Service Delivery Suite

Provide modern digital experiences for employees to interact with the workplace, supporting the hybrid workforce and workplace teams.

- **Safe Workplace Suite**, access applications to assess employee and workplace readiness and align safety plans for opening
- **Workplace Reservation Management**, provide self-service, single-click reservations and add services or requests like catering or room configurations
- **Workplace Indoor Mapping**, create and manage maps, view services, available spaces and navigate the workplace
- **Workplace Visitor Management**, easily register guests and off-site employees, manage daily visitor registrations, and automate communications for arrivals
- **Workplace Case Management**, standardize the process, interaction and fulfillment of inquiries, requests and case transfers across the enterprise
- **Workplace Space Management**, measure workspaces, assign cost centers, control capacity, and track utilization to optimize real estate spend
- **Workplace Move Management**, easily manage workspace move requests by automating individual, mass employee and asset space relocation