## **SYSTAM**

# Pre-filling visitor information from the pre-arrival message

Visitor's pre-arrival message contains a link allowing the visitor to complete their information before arrival. This saves time on arrival. For example if entering a car licence plate number is required for access to the car park, it can also be entered before arrival.

The link is located at the bottom of the pre-arrival message both in Finnish and in English. <u>Täydennä tietosi sujuvaa saapumista varten jo ennakkoon</u> <u>Complete your details in advance for a smooth arrival</u>

The link text and location can be modified in RespaManager web service under *Management/Settings* and *Communication and templates.* 

### How it works:

- **1.** When a visit is planned via calendar or RespaManager, the visitor will receive a pre-arrival message.
- **2.** The message includes a link, from which the visitor can complete their information before arrival.
- **3.** After completing the information, the visitor can sign in with the pre-arrival message's QR code by showing it to a self-service kiosk or the front desk staff.

### Option also for visitor self sign-in

It is also possible to add a button to the pre-registration form. In this case, the visitor can sign in for example with their phone upon arrival, in which case the recipient will be notified of the arrival and the guest will not have to visit the self-service kiosk or the front desk. NOTE! In this case, the guest cards do not print automatically.

Questions? Please contact our support team at service@systam.fi or +358 10 470 3603

## **SYSTAM**

#### 🌐 Language 🗸

## SYSTAM RESPA

#### PRE-FILL YOUR INFORMATION

By pre-filling your information and accepting potential terms of visit, you will expedite on-site registration and minimize the need for contact with the device.

#### Sign in and open door

marked fields are mandatory.

First name 
Michael

Last name Mills

Email

Phone number ●

Company 

Compan

Position

Vehicle registration plate

Country The United States

Additional information

I have read and accept the terms of visit.

I have read and accept the privacy policy terms.

Save

#### Email message to visitor before arrival

#### Sender's email address

welcome@respamanager.fi

#### Title of the message

Welcome to visit us at Systam

#### Message contents

#### 

### Hi \*FIRSTNAME\*,

Welcome \*DATE\* at \*TIME\* to visit us at Systam!

How to find us? Our address is Hermiankatu 6 A, 6.th floor, 33720 Tampere, Finland Start navigating to our office

Attached is your QR code for fast sign-in.

Your host details:

Team Systam +35841223344

\*QR\*

Täydennä tietosi sujuvaa saapumista varten jo ennakkoon Complete your details in advance for a smooth arrival

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