PERTRAIN VISITOR INDUCTION SYSTEM

On arrival at your workplace, a visitor is requested to complete your newly installed, organisationally branded visitor induction.

They view your customised "Welcome Screen" where a "Sign In" button directs them to choose an appropriate induction for their visit type.

After viewing the site specific induction content the visitor completes a series of multiple choice questions and acknowledgments to verify that they understand the critical aspects of your safety requirements and their responsibilities while at your workplace.

On successful completion of the assessment, the visitor is asked to enter the following information.

- Name
- Company
- Whom Visiting
- Mobile Number for emergency notification while at the workplace
- Visitor Badge Number

Once the visit is complete, the visitor merely presses the "Sign Out" button on the "Welcome Screen" and enters their badge number. The Farewell message flashes onto the screen.

Records and Reports

All visitor details, with the date and time in and out, are stored in a central database hosted either by you or Pertrain. This information is accessible only by appropriately authorised workplace personnel through a web site that can produce reports, inlcuding but not limited to:

- visitors currently at workplace
- visitor entry and exit times
- organisational personnel who were visited
- visitors' emergency contact number
- number of visitors over a given period or location
- visitor metrics - who has visited within a given time frame, by company, by visitor name
- number of times a particular person has been to the workplace.