The Receptionist for iPad
Features Checklist

Increase security, reduce lobby anxiety, and wow your visitors with The Receptionist for iPad

⭐ ⭐ ⭐ ⭐ ⭐

More than 500 five-star reviews

Software Advice.

G2
Users Love Us

GetApp®
⭐ ⭐ ⭐ ⭐ ⭐
USER REVIEWS

Capterra

Trusted by thousands of companies around the world

ADP   HERSHEY   PBS   GXO   FLIR   iHeartMEDIA

All Inclusive, All The Time

The Receptionist for iPad has all the modern tools and functionality you'll need to ditch outdated processes in favor of a streamlined yet powerful visitor management experience.

We believe you and your staff should be able to focus on making personal connections with your visitors and not on tasks that can be automated, whether you're a large company with thousands of employees concerned about efficiency or a small business hoping to make the best first impression possible.

The Receptionist for iPad empowers you to do so with all of the following tools. And because we know that office life is ever-evolving, **all of our features are included at every pricing level**.

Visitor Experience

Contactless Check-In
Allow visitors and employees to check in and out without physically touching the iPad kiosk

Visitor Pre-Registration Notification
Notify pre-registered visitors of their appointment prior to arrival

Returning Visitor Expedited Check-In
Auto-populate returning visitor information during check-in

QR Code Check-In
Pre-registered or returning visitors can expedite their check-in with a QR code emailed to them and/or printed on a badge

Multilingual Check-In Options
Give your guests the option to display the app in different languages

Photo Capture
Take a picture of each visitor upon arrival

ID Capture
Take a picture of each visitor's identification

NDAs & Legal Documents
Present custom text, images, or YouTube video legal agreements to your visitors for their review

Signature Capture
Save digital signatures on agreements and legal documents

Two-Way Communication
Communicate back to visitors on the iPad through email, text message, or Slack

Videos
Show your visitors a safety or security video

Information Management & Data Security

Secure Hosting
Heroku hosting environment using Amazon Web Services

Cloud-Based Visitor Log
Access a record of your visitors from any Internet-enabled device, anywhere

Searchable Visitor Reports
Filter your visitor log by contact, button type, date, time, visitor name, or other custom fields

Unlimited Data Retention
Keep your data, forever. We will never purge your visitor log, but you can

Active Directory (via API)*
Maintain up-to-date employee contact information automatically

Webhooks
Share data that The Receptionist for iPad collects with other business programs

Zapier Integration
Use visitor data and actions to trigger events outside of the scope of The Receptionist for iPad in the business apps you use daily

Google Drive & Dropbox Integrations
Save and file signed copies of legal documents and agreements collected during the check-in process

Private Contacts
Set character limits on the employee lookup field to ensure your visitors can't see an entire employee directory

Administrative Efficiency

Custom Buttons & Workflows
Create different buttons and notification workflows for each type of visitor you receive

Automatic Message Forwarding
Assign visitor notifications to a back-up colleague or group to ensure guests aren't forgotten

Customizable Quick Replies
Save time by creating readily available responses to reply back to visitors

Mobile Compatibility
Check your visitor log on any mobile device

Bulk Contact Upload
Load and update your contacts via a CSV file

Visitor Pre-Registration
Enter visitor details in advance for known appointments and send visitors an email prior to their appointment that's compatible with all email providers

Multiple Entrances
Set up multiple check-in points per physical location at no additional cost

Admin/Permission User Settings
Add unlimited administrative users to your account with role-based access controls

Visit Notes
Add extra details that aren't part of your check-in flow

Multiple Location Management
Manage all of your Receptionist for iPad configurations across multiple locations from one central hub

Employee Check-In/Out
Track employee check-ins and check-outs separately from visitor information

Unlimited Visitors
Only pay for the number of employees/contacts you put into the system

Pre-Register Groups
Expedite large groups of expected guests with easy batch pre-registration for visitor groups

Check-Out Reminders
Notify employees when guests have not yet checked out to maintain security and visit log accuracy

SSO Add-On *(additional fee required)*
Log in to The Receptionist for iPad through your chosen Identity Providers (IdP)

Assign Visits
Queue visitors as they arrive and assign them to specific employees

Assign Deliveries
Allow employees to claim deliveries and associate the delivery with their name in the log to keep a record of who has picked up items

Branding & Design

Customized Look & Feel
Add your own logo, images, and welcome text to create a check-in experience unique to your business, no coding necessary

Multiple Tenants
Brand different companies individually and route visitors appropriately in a multi-tenant building

Department Listings
Group your employee contacts into departments for easier searchability

Configurable Badge Design
Our user friendly, drag-and-drop badge designer allows you to personalize your visitor badges without any coding knowledge required

Notifications & Alerts

Email Notifications
Receive an email when a visitor checks in

SMS Notifications
Receive a text when a visitor checks in

Slack Notifications
Receive a Slack message when a visitor checks in

Microsoft Teams Notifications
Receive a Teams message when a visitor checks in

Back-Up Notifications
Send visitor notifications to more than one person immediately or on a delay

Package Delivery Notifications
Specify contacts to be notified of deliveries

Visit Summary Email
Send visitors a summary of their visit to your office, including a copy of any signed agreements (if collected)

Broadcast Notifications
Send mass SMS alerts to visitors and employees at your location

Safety & Security

Badge Printing
Print a badge automatically upon check-in, with different badge designs for different visitor types

Photos on Badges
Print visitor photos on badges for easy identification

Active Visitor Dashboard
Know who is in the building at any moment in time

Emergency/Evacuation List
Access your live visitor check-in log from any Internet-ready device

Badge Reprint
Reprint copies of visitor badges from your dashboard via the visitor log

Confirm Citizenship
Require visitors to verify their citizenship to meet compliance standards

*ADDITIONAL INFORMATION

Active Directory integration details
Simply requires an automated export of data from LDAP or other data format into CSV and then upload via our secure and simple to deploy API.

Trusted by the world's best

ADP®

MAGNA

ellie
MENTAL HEALTH

zenplanner

HERSHEY

GXO

FLIR®

PBS

vernay

Flyht™

iHeartMEDIA
INC

Parker

ASU Arizona State University

U of SC **South Carolina**

W+T Withrow Terranova™

SONIC HEALTHCARE

Get started today

Visit **TheReceptionist.com** to sign up for a no-risk free trial.

No credit card required.