



Digital Visitor Registration

From paper sign-in sheets to a clear, traceable process

Axon Ivy digitized its own visitor process on the Axon Ivy platform. One application now guides walk-in visitors, event guests, internal hosts, and back-office staff through a shared process.

Starting point

- Printed lists and no consistent operating process
- Different paths for walk-in visitors and event guests
- Visits needed to remain traceable for internal reviews

The solution with Axon Ivy

- Self-service check-in and check-out at the front desk
- Preregistration and attendee lists for planned events
- Privacy notice acknowledgment and signature
- Back-office view of visitors on site and open visits
- Role-based access plus retention and deletion rules

Operational value

- Faster arrival experience for preregistered guests
- Less coordination across reception, hosts, and back office
- A current view of visitors who are on site
- Consistent records for internal reviews and audits

Clear processes support information security

Axon Ivy is certified to ISO/IEC 27001:2022. The application supports internal visitor registration and documentation requirements. Software does not make a process ISO-compliant by itself, but it helps teams apply established measures consistently.

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