

LoopVisit

Visitor Registration System



Loop

24

Why Digital Visitor registration?

- **Security**
Who is in the building
Evacuation
Limit unauthorized access
- **Documentation & Tracing**
Visitor log (who, when, how long)
Legal requirement, internal audit, infection tracking
- **Efficiency**
Reduce time for registration and inform host
Automation
- **Professional and modern**
Share useful information to the guests





Visitor Management System

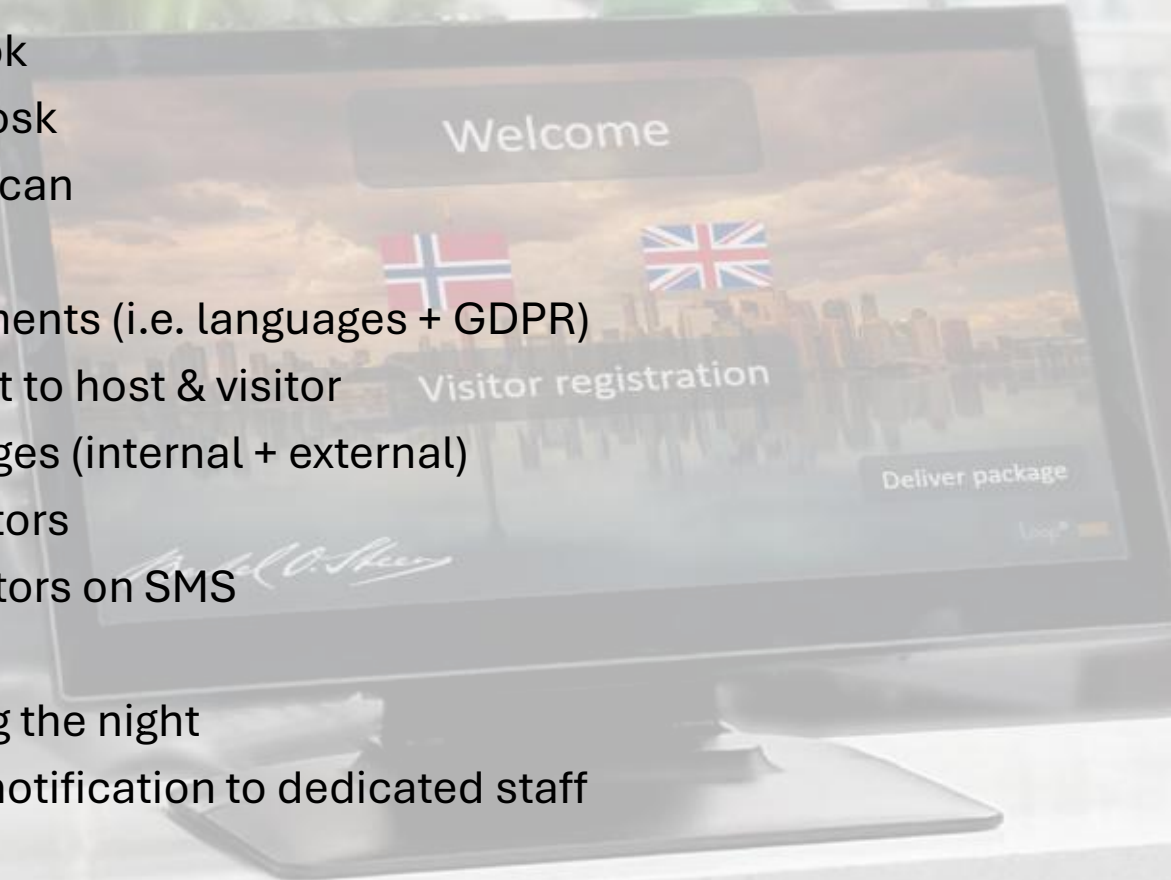
Professional and user-friendly visitor registration

- Registration prior to arrival by email, or...
- Self service registration upon arrival
- QR-scan for touch-free sign in/out
- SMS notification when signed in
- Printing of visitor badge w/WIFI info (i.e.)
- Configure and create design on screen
- Parking permission printed

=> Improve efficiency, security & simplify administration

Functionality of LoopVisit

- ✓ Invitation from Outlook
- ✓ Registration on the kiosk
- ✓ Check-in/out => QR-scan
- ✓ Picture of employees
- ✓ Multi-tenant environments (i.e. languages + GDPR)
- ✓ SMS notifications sent to host & visitor
- ✓ Supporting all languages (internal + external)
- ✓ Printing labels for visitors
- ✓ Customize info to visitors on SMS
- ✓ Parking permit
- ✓ Auto check-out during the night
- ✓ “Package delivery” – notification to dedicated staff
- ✓ Report module
- ✓ Customize background and logo
- ✓ All included => no hidden cost



Invitation/registration by email



Hi,

You have been invited to visit "Eirik Paulsen".

Please click this link and fill visitor form:

[https://visit.loopvisit.com/invite/employee/136?](https://visit.loopvisit.com/invite/employee/136?email=henrik.breda%40outlook.com&token=5bb17265-4004-4716-b1de-dfd6ffd7809d)

[email=henrik.breda%40outlook.com&token=5bb17265-4004-4716-b1de-dfd6ffd7809d.](https://visit.loopvisit.com/invite/employee/136?email=henrik.breda%40outlook.com&token=5bb17265-4004-4716-b1de-dfd6ffd7809d)

The link is valid for 5 days.

Regards,

The LoopVisit team

Mail to visitor and cc/bcc
visit@loopvisit.com

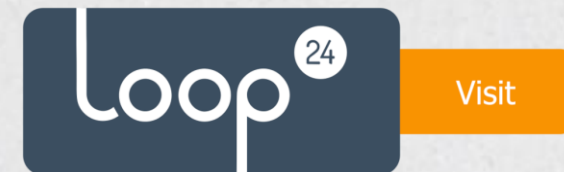
Visitor data

Phone number

Name

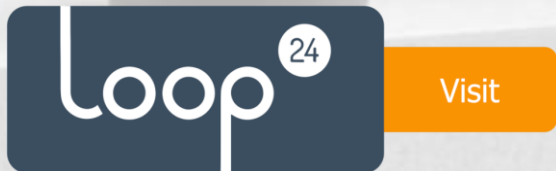
Company name

Submit



QR Code for check-in

- Visitor receives QR code by return mail
- SMS with link to QR sent 2h prior to visit
- Scan QR to notify employee and SMS will be sent to employee



Hi, Henrik

Here is your QR code, you can scan it at the reception:



SMS will be sent to you 2 hours prior to start of the meeting

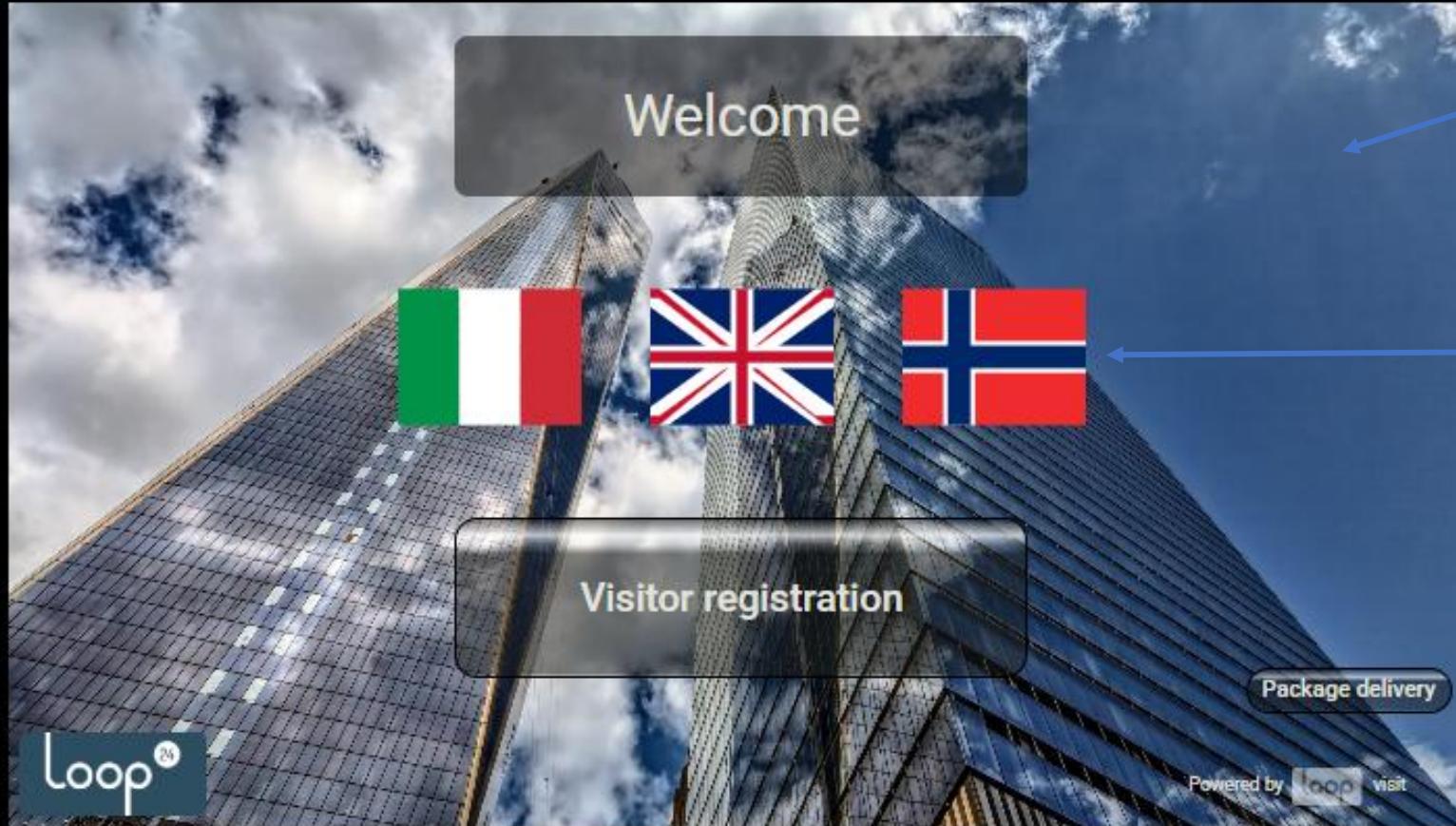
All settings controlled from Central
Configuration console

Customizable background
picture

Customizable Language
selector.
Configure primary and up to
4 additional languages

Optional self-service for
unmanned reception.

Customizable logo



Please enter your phone number
Include country code in foreign numbers

+4790030040

| | | |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| + | 0 | ⌫ |

Bertel O. Steen

Cancel

Back

Next



If user was previously registered based on the phone number
Show information and ask if it is correct or if it should be changed

We have this information saved from
your previous visit. Is it correct?

John-Peter Doe

Company AS

+4790030040

Yes

No

Bertel O. Steen

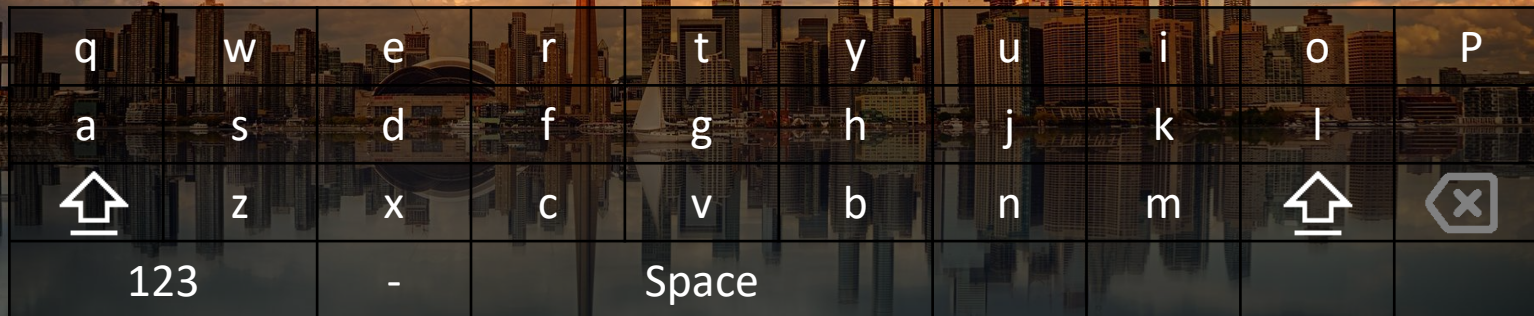
Cancel

Back

loop²⁴ Visit

Enter your name

John-Peter Doe



Bertel O. Steen

Cancel

Back

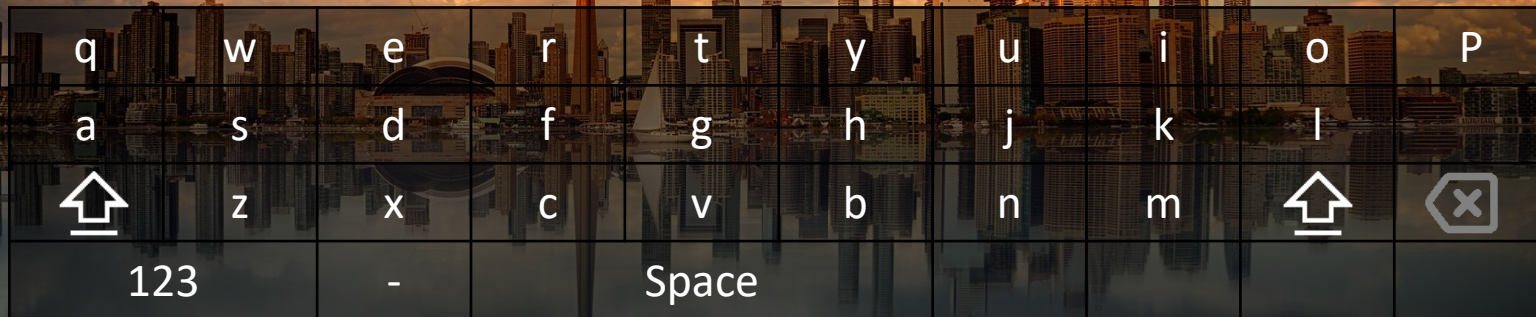
Next

loop²⁴ Visit

Keyboard based on language selected, possible to toggle between English and localized keyboard

Enter your company

Company AS



Bertel O. Steen

Cancel

Back

Next

loop²⁴ Visit

Keyboard based on language selected, possible to toggle between English and localized keyboard

If user was previously registered based on the phone number
Show information and ask if it is correct or if it should be changed

Is this correct?

John-Peter Doe

Company AS

+4790030040

Yes

No

Bertel O. Steen

Cancel

Back

loop²⁴ Visit

Save information for future visits?

John-Peter Doe

Company AS

+4790030040

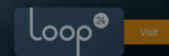
Yes

No

Bertel O. Steen

Cancel

Back



Please select company you are visiting



Coca-Cola

Loop²⁴

Tenant

Tenant

SKULLERUD
PARK

Cancel

Back

Next

Responsive and scrollable
according to how many
logos / company names.

If only one company is
registered, this step is
skipped.

Loop²⁴

Visit

Search and select person you are visiting

John

John Doe – Marketing Manager
John James – Sales
John-Peter Doe - IT
John Sands - HR

Scrollable
Select person.
Photo of employee may be
uploaded.

| | | | | | | | | | |
|-----|---|---|-------|---|---|---|---|---|---|
| q | w | e | r | t | y | u | i | o | p |
| a | s | d | f | g | h | j | k | l | |
| | z | x | c | v | b | n | m | | |
| 123 | - | | Space | | | | | | |

Barclay O. Sheen

Cancel

Back

Next

loop²⁴ Visit

Notification is sent to
"Name of person"

Would you like to register another
visitor to same person?

Yes

No

Show this info for 7 seconds
before jumping to start page

Bertel O. Steen

Cancel

Back

loop²⁴ Visit

Kiosk Settings

General Interface

Languages

English Norwegian Danish ✕ ▾

Default language

English ▾

Settings password

12345

☒ Enable employee picture

☒ Enable "Delivery" button

☒ Enable "Save visitor button"

☒ Enable Parking permit label

Parking label information

This is a parking permit

☒ Enable printer

☒ Enable scanner

Working hours

07:00

23:00

Reset

Submit

There are many different settings for the “kiosk” that can be turned on an off

Settings

Default country code

+47 Norway ▾

SMS language to employee

English ▾

☒ Enable email to employee

Email language

English ▾

☒ Enable SMS confirmation

SMS confirmation language

English ▾

☐ Enable WiFi info SMS☒ Enable GDPR

GDPR handling

Visitor information deleted after 1 week ▾

Custom additional info

Wi-Fi info

Reset

Submit

There are many different general settings for the system that can be turned on an off.

Note several these settings can be customized for each tenant

[Visit](#)

Loop24 - Demo

ID: 0000001

Loop24 - Demo

Users

Tenants

Visitors

Settings

Kiosk settings

Kiosks

Tenants

[Add Tenant](#)

Loop24 - Google



Actions

Custom settings



1 Employee



Tom-Erik Blix +4790037932 blix@loopmeeting.no

[Change photo](#)

Loop24 - LoopBooking



Actions

Custom settings



2 Employees



Henrik Breda +4792255058 breda@loop24.no

[Change photo](#)

Info Loop +4790037932 info@loop24.no

[Change photo](#)

Loop24 - MS365!



Actions

Custom settings



9 Employees



Henrik Breda +4792255058 breda@loop24.no

[Change photo](#)

Andrey Vladyko andrey@loop24.no

[Change photo](#)

Alexandr Andreyev +48721902483 Alex@loop24.no

[Change photo](#)

Nikita Makarov +375293271568 nmakarov@loop24.no

[Change photo](#)

Finn Arne Eikenæs +4791130030 eikenes@loop24.no

[Change photo](#)

Ole Markus Holden +4791169399 holden@loop24.no

[Change photo](#)

Eirik Paulsen +4741904664 paulsen@loop24.no

[Change photo](#)

Tom-Erik Blix +4790037932 blix@loop24.no

[Change photo](#)

Test Testing +4712345678 test@loop24.no

[Edit](#)[Change photo](#)[Delete](#)

Users can be synchronized with following authentication/user management systems:

- MS365 (Entra ID)
- Google Workspace
- LoopBooking
- (Synchronizes every night)

You can also import users from CSV or add users manually

Every tenant gets an admin account so they can manage employees and settings for their company themselves

Users that are synchronized from external systems can not be edited or delete (All management of these users are done in the external system)

Manually added users can be edited or deleted

Data system needs for employees:
Name, Email, Phone number (International format)
Optional – Picture.





Loop24 - Demo

ID: 0000001

Loop24 - Demo

Users

Tenants

Visitors

Settings

Kiosk settings

Kiosks

Tenants



Add Tenant

| | | | | |
|--|----------------------|---------|-----------------|-------------|
| | Loop24 - Google | Actions | Custom settings | 1 Employee |
| | Loop24 - LoopBooking | Actions | Custom settings | 2 Employees |
| | Loop24 - MS365! | Actions | Custom settings | 9 Employees |

- Integration
- Remove Integration
- Add/Remove Tenant Admin
- Add Employee
- Import Employees from CSV
- Change logo
- Edit settings
- Delete

Tenants can configure integrations themselves (To external User management system (Like Entra ID, Google Workspace and LoopBooking))

They can also add more admin users to their account, add employees, import employees and change their company logo.



Settings

Default country code

+47 Norway

SMS language to employee

English

☐ Enable email to employee

☐ Enable SMS confirmation

☐ Enable WiFi info SMS

☒ Enable GDPR

GDPR handling

Visitor information deleted after 1 week

No visitor information is saved (Except evacuation list)

Visitor information deleted after 24 hours

Visitor information deleted after 1 week

Visitor information deleted after 1 month

Visitor information deleted after 3 months

Reset

Submit

GDPR can be handled in different ways according to company policy

Visitor Management System

What do I need?

- Configurator <https://loop24.no/loopvisit/loopvisit-calculator/>
- 4 Components required 1st year

| Part # | Description | Comment |
|---------------------|--|------------------------------|
| LV-103000 | Start-up fee | One-time |
| LV-103210/LV-103200 | Kiosk (screen, QR reader, label printer) | 15" or 17" screen |
| LV-103010 | Annual fee per kiosk | 50% off on #2. #3 => 75% off |
| LV-103100 | Visitor package (1000 visitors) | Valid for 24 months |

- Components required the following years

| Part # | Description | Comment |
|-----------|---------------------------------|------------------------------|
| LV-103010 | Annual fee per kiosk | 50% off on #2. #3 => 75% off |
| LV-103100 | Visitor package (1000 visitors) | Valid for 24 months |

LoopVisit Kiosk includes:

- Terminal (17") with table stand (Vesa 100x100)
- QR scanner
- Label printer

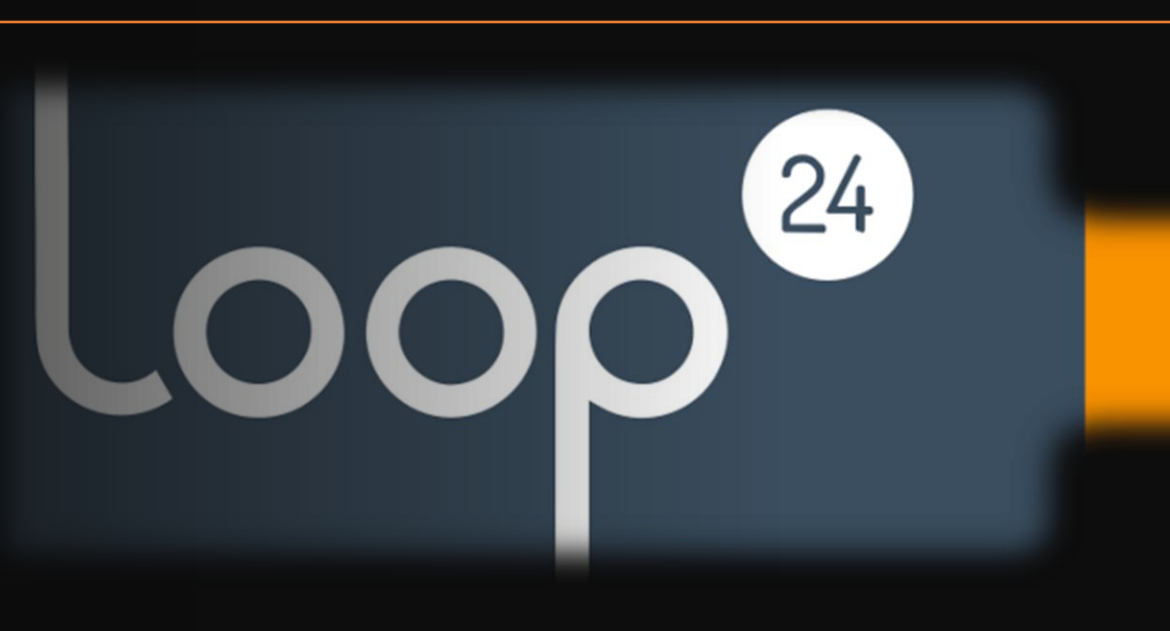
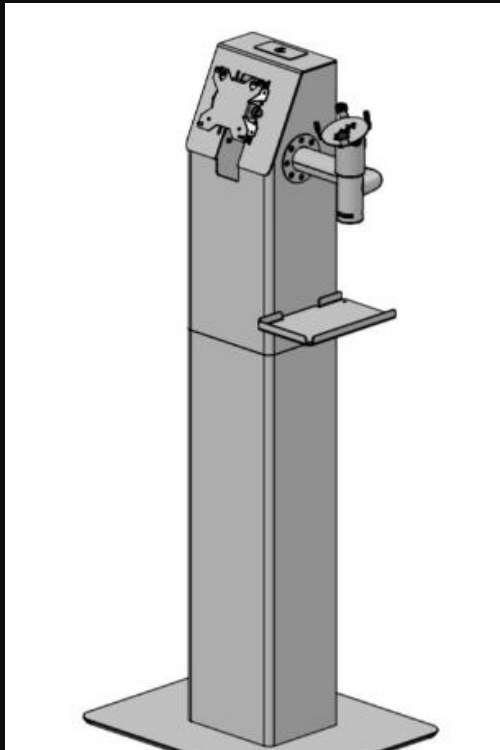
LoopVisit Start-up fee includes:

- Establish customer portal
incl. company name, logo, background
- Create Admin account for editing/updates
- Intro over Teams – settings, guidance & training

LoopVisit Yearly license includes:

- Full functionality
- Future upgrades and new features
- Access to configuration/setup tool
- Report module
- Online Support

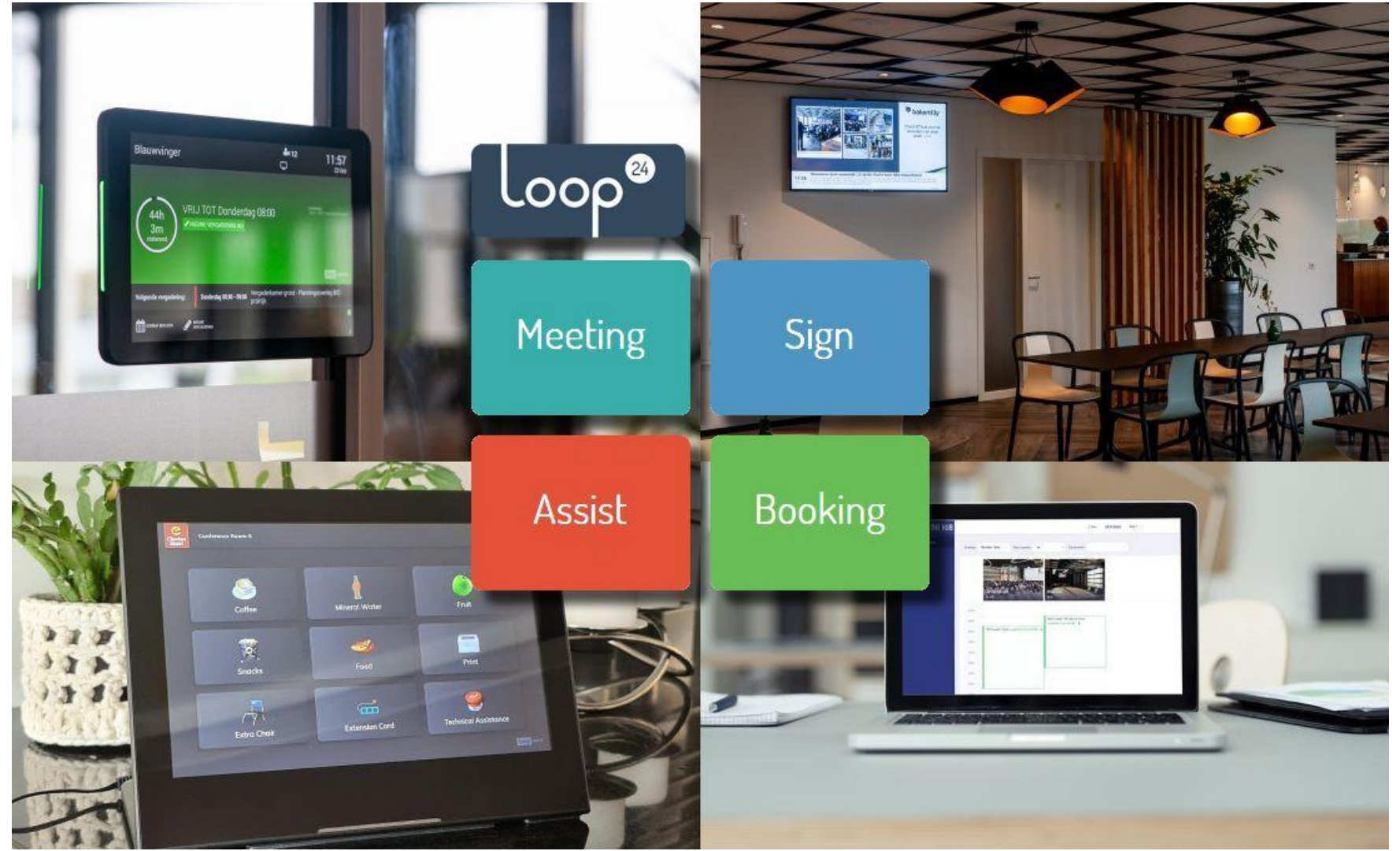




- Demo offer available
- Separate trainings at no cost
- Demo set-up in Oslo
- Joint-meeting with customers
- Configurator available on web
- Discounts when multiple sites
- Free, personal and timely support



Loop24 – Product Family



Launched September 2025



LoopVisit

Visitor Registration System



breda@loop24.no
paulsen@loop24.no
blix@loop24.no

loop

24