A PRACTICAL RESOURCE FROM RGX APPS

Reception trial checklist

Test the whole visit, from registration to checkout. Use with paper registers or any visitor-management system.

REGISTER > APPROVE > CONFIRM ARRIVAL > CHECK OUT

Workplace / entrance

Review date

Bring reception, one employee host and the workspace administrator.

- [ ] **1. Register from a visitor's phone.**

  Scan your workplace QR, select a host and submit the required fields. Check that the form is usable on mobile and collects only what your policy needs.

  Observed result / next action

- [ ] **2. Test approval separately from arrival.**

  Ask the host to approve one request and decline another. Approval must not be mistaken for a physical check-in.

  Observed result / next action

- [ ] **3. Confirm arrival at reception.**

  Record the actual check-in and verify that the visitor appears in the on-site view. Check which reception and security roles can perform each action.

  Observed result / next action

- [ ] **4. Close the visit.**

  Check the visitor out, then review the stored timestamps and permitted reports. An unclosed record is not evidence that someone is still inside.

  Observed result / next action

- [ ] **5. Test notification delivery.**

  Send a test through each configured channel. Provider setup and delivery are separate from enabling a setting.

  Observed result / next action

AGREE THE NEXT STEP

Record what worked and who will fix any gap. Confirm access permissions, data handling, devices, plan scope, taxes and notification-provider costs before purchase. Use test details; do not include visitor personal information here.

Educational checklist, not a certification or emergency headcount record.

Published by RGX Apps, developer of EntryPoint. | 29 October 2026

rgxapps.com/visitor-management-system#buyer-guide-title