

swipedon



In with the new, out with the old



Say hello to simplified employee
management for a robust digital
workplace strategy.

The SwipedOn Guide to Implementing an
Employee-Friendly Workplace Sign In System.

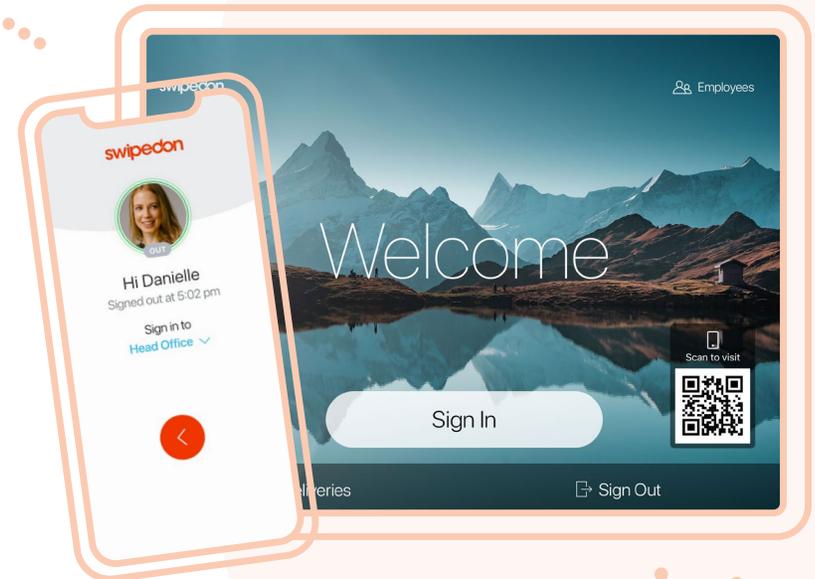


Your Digital Workplace Transformation Starts Here



A decade ago, your business could probably survive without a digital workplace strategy but that's no longer the case. As the workforce becomes increasingly populated with tech savvy individuals, having a robust digital strategy isn't just nice-to-have. It's a must-have in order to survive.

In this eBook we will take you through exactly what a digital workplace strategy is and how you can kickstart your own transformation by implementing a single technological solution: a workplace sign in system.



Let's Get Started



O1

Simplify the Complex: Make Work Life Easier

O2

Digital Workplace Strategy: What Is It and Why Have One

O3

The 3 C's of a Digital Workplace

O4

Statistics to Support a Digital Workplace Strategy

O5

Employee Management in Your Digital Workplace

O6

Why Use Sign In Software?

O7

Icing on the Cake: Extra Benefits of a Sign In System

O8

A Closer Look: Industries that Can Benefit from a Workplace Sign In System

O9

SwipedOn Pocket: Employee Sign In with a Single Swipe

O10

Putting It All Together



Simplify the Complex: Make Work Life Easier



Check in when you arrive. Check out when you leave.

Millions of employees worldwide do this everyday. You're probably one of them. Of course, you probably can't help but wonder why despite having smartphones, cryptocurrency, and the "Internet of Things," you can't utilize all this technology to make this, and other workplace tasks less tedious.

If you're still using an old-fashioned system to track how your employees and visitors are entering and exiting, that's okay. You're not alone. In fact, 38% of companies still use manual systems (magnetic whiteboards, traditional

bundy clocks and paper visitor logs) to track attendance and visitor activities. Sure, they get the job done. But don't you want more? Especially when software like workplace sign in systems exist to do this, and a range of other tasks more efficiently. After all, isn't that the point of using technology in the workplace, to make life easier?

We've created this eBook to help you understand why a digital alternative is a great first step towards creating a better workplace. In the next few chapters, you will discover how a workplace sign in system can simplify and streamline your business for you, your employees and your visitors.



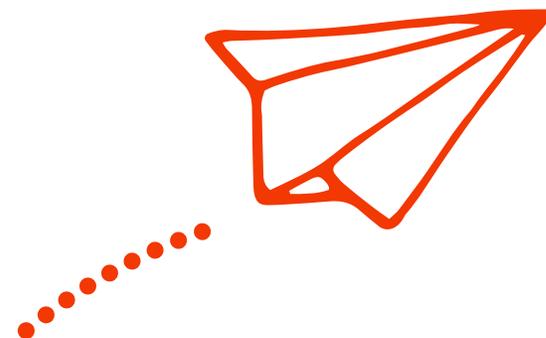
Digital Workplace Strategy: what is it & why do you need one?

Let's start by looking at the relevance of implementing a holistic digital strategy and why you might want to consider adopting one today.

Deloitte defines the digital workplace as "your employees' technological working environment. The digital workplace encompasses all the technologies people use to get work done. Both the ones in operation and the ones yet to be implemented. It ranges from your HR applications and core business applications to email, instant messaging and enterprise social media tools, and virtual meeting tools."

In today's hyper-modern and competitive business landscape, rapid technological innovation necessitates the implementation of tools that engage employees and help them perform their day-to-day tasks for a positive work experience.

This is where a digital workplace strategy comes in. It helps incorporate, plan and execute digital technology transformation for your business objectives and culture.



03

The 3 C's of a Digital Workplace

A digital workplace strategy should aim to accomplish the following:

01

Collaboration

Enhance your employees' ability to work together to solve business problems and operate productively.

02

Communication

To ensure the right information reaches the right people at the right time, you need a digital workplace strategy that supports efficient and timely two-way communication and the personalization of content.

03

Connection

Self-sufficiency is overrated in today's interconnected workplace. Your employees need tools to enable them to connect across your organisation and gain insight from one another. A digital workplace helps accomplish this by creating a stronger sense of culture and community within the office.

04

Don't Believe Us? Check out the stats.

When in doubt, look at the numbers. Here's some impressive statistics to help to reinforce the importance of adopting a digital workplace strategy.

Going digital isn't just about being trendy or trying to copy cool Silicon Valley tech companies, having a solid digital workplace strategy has tangible benefits. And it starts the moment your employees walk through the front doors.



95% of organizations agree that digital workplace technologies are important



48% report cost savings as a result of implementing digital workplace technologies



Businesses use an average of 16 SaaS applications



54% report lower attrition rates with a digital workplace



Employees who work for organizations with a digital workplace strategy spend 17% less time on manual processes



87% of CIOs believe digitally empowering employees can drive at least 5% additional revenue growth over 3 years



94% of IT survey respondents reported significant benefits from adopting SaaS technologies



When employees have the technology they need, to do their jobs profitability increases by 11%

Employee Management in Your Digital Workplace



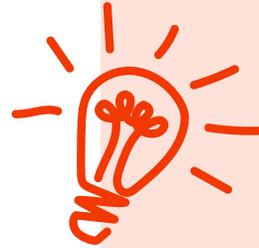
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Businesses often assume that a “digital workplace” requires the implementation of sophisticated SaaS or cutting-edge technology. The fact is, a good digital workplace is anchored in the overall employee experience and it doesn’t have to be complex or complicated to be effective.

What if we told you it can be as simple as investing in straightforward solutions to your problems? Digital sign in software is simple to use for both admin staff and employees, and gives you real-time visibility of who is where - employees, visitors and contractors.

06

Why Use Sign In Software?



Checking in and out of work is a mundane (but critical) part of daily life in the workplace.

Which is precisely why it should be a key part of your overall digital workplace strategy.

Utilizing workplace sign in software to manage employee movements is a powerful upgrade from the traditional methods you may be using.

The main difference is that instead of physically moving names across a board when staff come and go, they use a tablet, iPad or smartphone to change their in/out status.

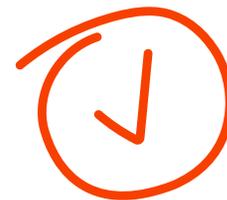
By using technology, you gain accurate visibility, help to keep your team safe and increase business efficiency.

Read on to find out how:

Get Accurate Visibility:

The up-to-date data from a workplace sign in system provides you with an accurate overview of who is at work, in the building, or working remotely with real-time employee and visitor dashboards and ability to view and download historical reports.

The SwipedOn sign in system empowers you with complete oversight of your entire organization, using cloud technology to sync multiple devices and multiple locations; easily integrate your Active Directory to import and sync staff.



Improve Safety and Security

Make use of features like screening questions and employee photos to improve the overall safety of your business.

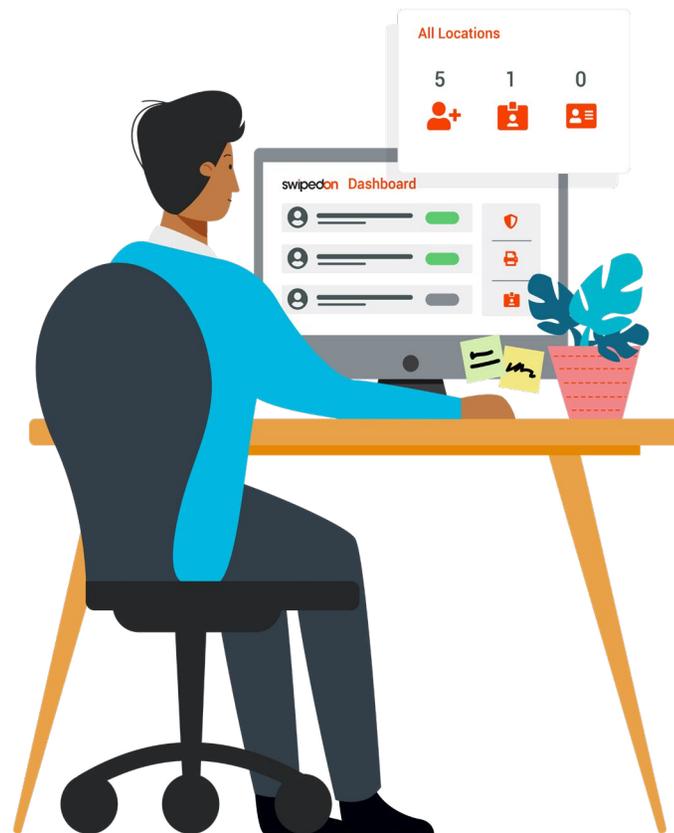
Easily determine if employees pose a risk to the business by asking questions as part of the sign in flow. You can then take appropriate action according to your company policy.

Your digital sign in system takes into account everyone who is physically on the premises, and working remotely. If an emergency strikes and everyone needs to evacuate, your admin staff can grab the tablet or iPad and make a roll call with the most up to date information of who is where.

By investing in quality sign in software, you can put devices or QR codes at all entry and exit points to easily track who is entering or exiting where and at what time. You also have the capability to require everyone (employees and visitors) to have their photos captured upon sign in to verify their identity.

Increase Business Efficiency

Utilizing sign in software gives you an up-to-date web dashboard and means you can automate time tracking and simplify employee and visitor sign in to reduce administrative tasks. Freeing up this resource to focus on essential business activities.



The Icing on the Cake: Extra benefits of a sign in system

01

Decongest Entry & Exit Points

Your lobby/reception is arguably one of the busiest areas in your office. A manual magnetic in-out board and paper visitor log can add more foot traffic to a possibly congested area. Using a digital system and a contactless employee app makes this process faster and more efficient for all parties.

02

Cover Your Legal Bases

Workplace regulations and laws are ever-changing, and a digital workplace is more equipped to cope with these changes. For example, the GDPR requirements had everyone scrambling for compliance and the COVID-19 pandemic had everyone requiring a contactless solution with the ability to ask screening questions. A workplace sign in system makes it easier to uphold data privacy laws for your employees and your visitors as electronically stored data is easier to store, protect, recover and delete. These systems are always being enhanced with new features designed to make your work life as simple as can be.



I like how easy it is for staff to sign in and out of the system.

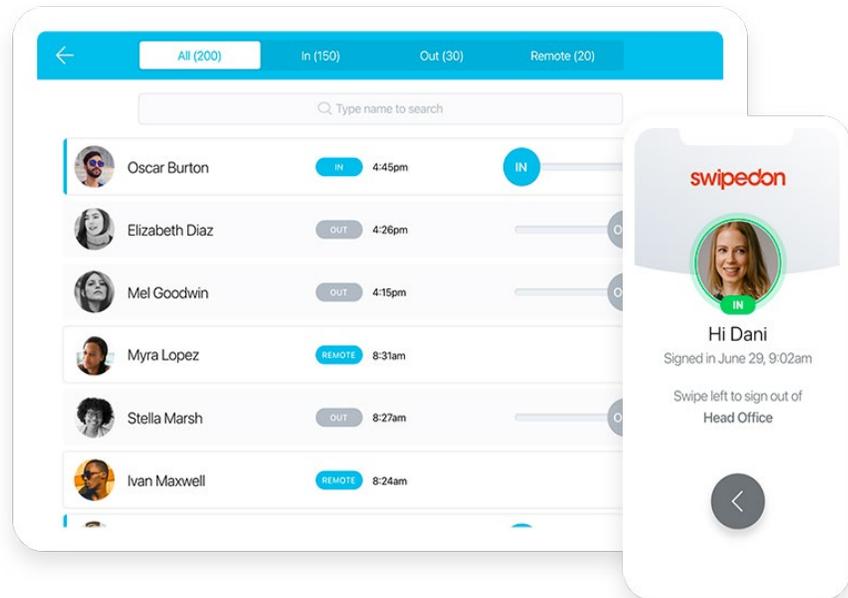
We can easily check who is and isn't on site.

Michelle T, Business Manager,
Education Management

03

Empower a Better Employee Experience

According to TMCnet.com columnist Paula Bernier: "The digital workplace reshapes the employee experience. Routine tasks can be automated and completed faster with tools that provide contextual information to help employees make better decisions. The ability to work anytime, anywhere becomes a reality. Teams can collaborate and share best practices, to feel more engaged and part of the bigger picture. This leaves employees feeling more satisfied." Introducing a sign in system supports the 3 c's of a digital workplace and as a result improves the overall employee experience.



08

Who Can Benefit from a Workplace Sign In System?

Universities & Education

Needs & Challenges:

On large campuses, faculty members and other university/school personnel are typically spread out in several buildings. Without a centralized in-out system, it's challenging for administrative teams to keep track of which staff and faculty members are actually on campus. Manual methods are also prone to error and tampering.

Benefits:

A cloud-based in-out software system creates a central database, which provides accurate and real-time monitoring of employees & visitors. This enables management to easily track attendance and facilitates better communication as well as collaboration among faculty members as they can see who is on or off campus and when they will be back.



Hospitals & Healthcare

Needs & Challenges:

Healthcare is an industry with one of the most intricate interdependencies among its various departments. Employees are constantly moving around the hospital grounds or getting pulled for consultations outside the premises. A primary challenge that has to be addressed is keeping track of staff movement—especially when one department needs something from another.

Benefits:

Sign in systems make it easier for hospital administrators to keep track of staff movements. It enables the hospital staff to quickly identify whether the person they need is on the premises or not, and come up with a backup plan, especially for emergencies.



Manufacturing & Logistics

Needs & Challenges:

Most, if not all, manufacturing plants or factories have multiple entry and exit points. This is a common scenario that has to be managed as it poses serious security issues. If these various entry/exit points can be accessed, monitoring employee and visitor activity can get unwieldy. If there's only one in-out board for the entire facility, the system may not be able to accurately track movement.

Benefits:

With the SwipedOn system, you can manage employee sign in solely via printed QR codes. This is perfect for locations that make using an iPad impractical. QR codes can easily be placed in the various entrances and exit points of factories for staff to sign in and out on their mobile devices. Not only does this reduce the tedium of manually clocking in and out, it also fosters better compliance to login/logout SOPs among employees.

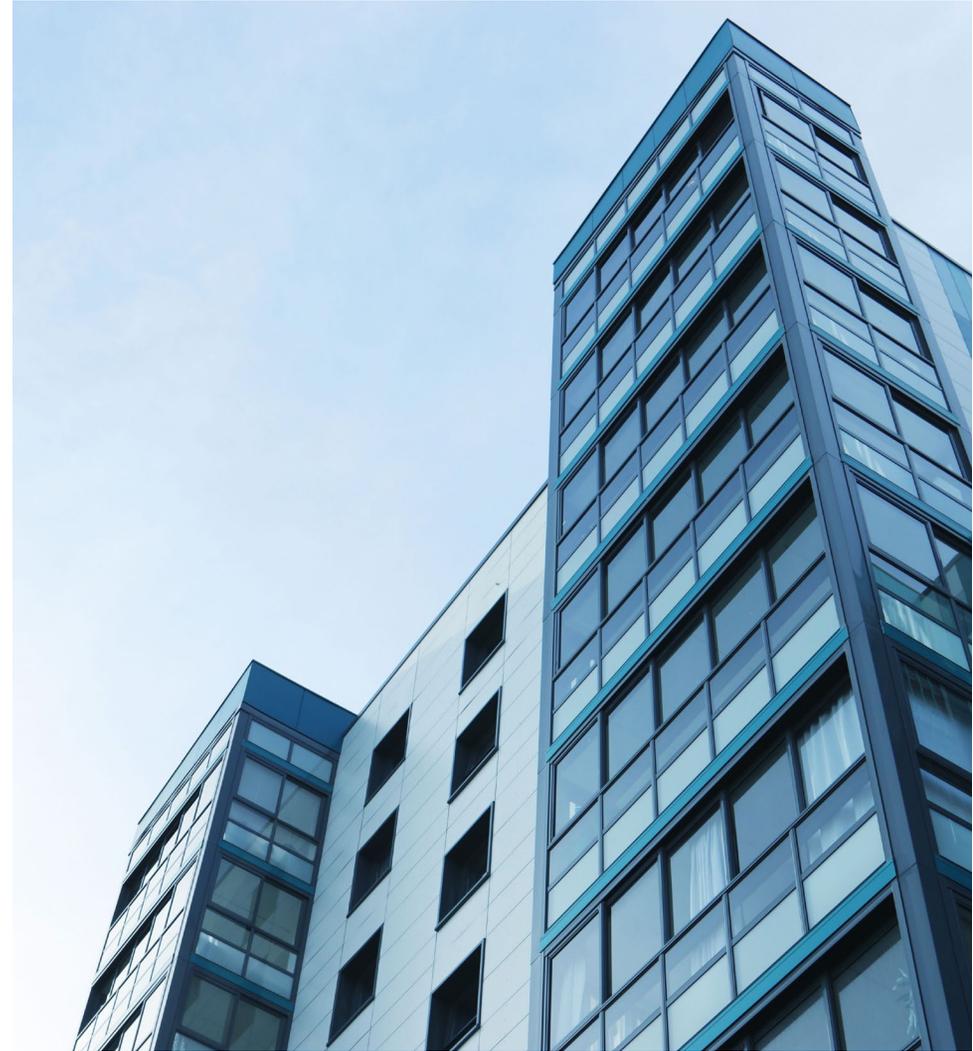
Corporate Offices

Needs & Challenges:

Young, tech-savvy employees are becoming the most dominant members of the workforce in corporate offices. To that end, it's important that team members are given the right tools that will empower an integrated digital employee experience to boost engagement and improve productivity.

Benefits:

A digital sign in system in a corporate lobby area sends a strong message - that your business is serious about implementing technology that makes things better. This instills a sense of pride among employees, creates a good first impression among job applicants and adds a "wow" factor when clients visit your office. It also addresses other important aspects of visitor management such as evacuation management, safety and security and data privacy.

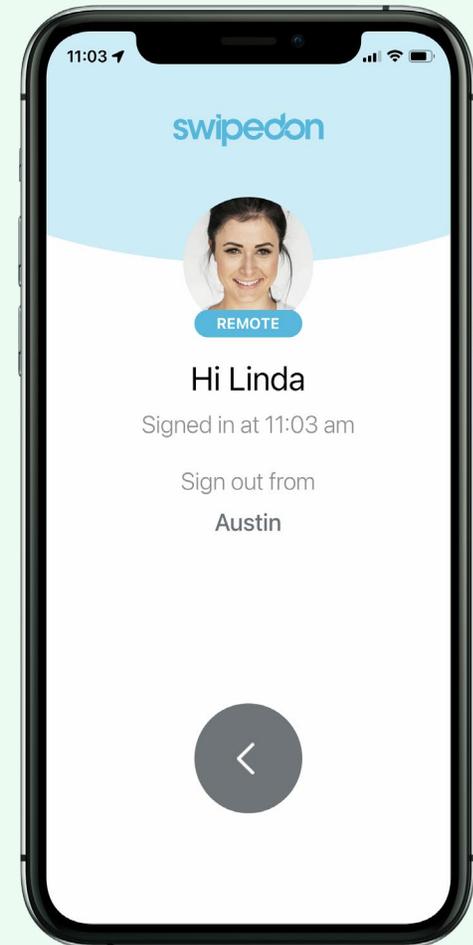


Employee Sign In with a Single Swipe

With the SwipedOn Pocket app, staff sign in has never been easier or safer. Empower your employees more than ever with the ability to answer screening questions, roam between office locations, check in via QR codes and set status messages/return times on sign out.

- Know when and where staff sign in: Keep track of who is where at all times with verified on-location sign in. SwipedOn Pocket offers verified on site sign in for employees using the app near an iPad or via location specific QR codes. (Available on Business and Enterprise plans)
- Employee movements are all logged and time stamped in the web dashboard, giving you full oversight and analytics of who is in your building at any time.
- Working remotely and office roaming: Usually work at Head Office but working from a satellite office for the day? SwipedOn Pocket supports roaming options for those working off-site or from other offices.

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pocket





SwipedOn has become part of our COVID-19 strategy, keeping our members safe at all times. SwipedOn Pocket has enabled an even more efficient sign in and out process

Nick, Operations Manager,
Leicestershire Search & Rescue

SwipedOn Pocket: the contactless employee app that helps you facilitate a risk-free workplace.

- > Prioritize employee health & safety: Ask screening questions to ensure your employees are healthy and do not pose a health risk to the business.
- > Encourage transparency: Employees have the option to add custom status and return time upon sign out for the wider team to see.
- > SwipedOn Pocket is available on both Android and iOS devices, meaning that all employees have access to download the app on their smartphone.



Putting It All Together



There is no doubt technology has become an important element in businesses across all industries. With the potential to affect the core functions of any business, the digital workplace is critical for anyone looking to adopt a smarter approach to the daily running of their business.

If you don't currently have a digital strategy in place, don't worry. The first step in transforming your business into a competitive, digital-savvy workplace is choosing the right tools, and getting the ball rolling as soon as possible.

Implementing a digital sign in system is one of the easiest, fastest, and most cost-effective ways to begin your workplace's digital transformation.

The concept may be simple, but the impact is large. The results speak for themselves with improvements in collaboration, connection and communication among visitors and employees. It also bolsters security, safety, and contributes to a positive workplace experience, which ultimately helps in employee engagement, retention, talent acquisition, productivity and ultimately profitability.

See for yourself:

Our powerful sign in solution gives you the ultimate digital sign in experience that handles all your employee movements and doubles as a modern visitor management system.

Streamline your employee movement process and enhance your building's safety and security, by signing up for a [14-day FREE trial](#)

www.swipedon.com.

10



Are you ready to revolutionize your front desk with a smart, digital solution?

Learn more at www.swipedon.com

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