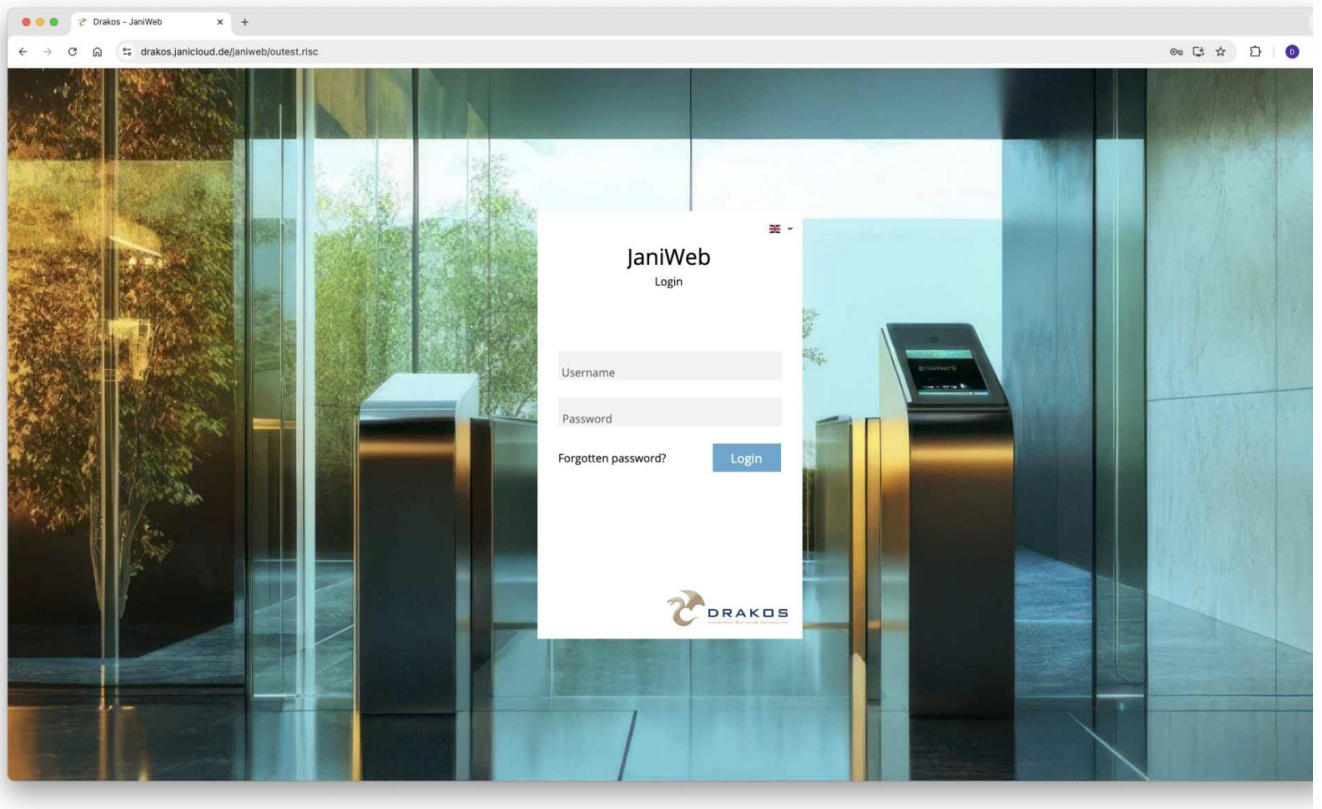
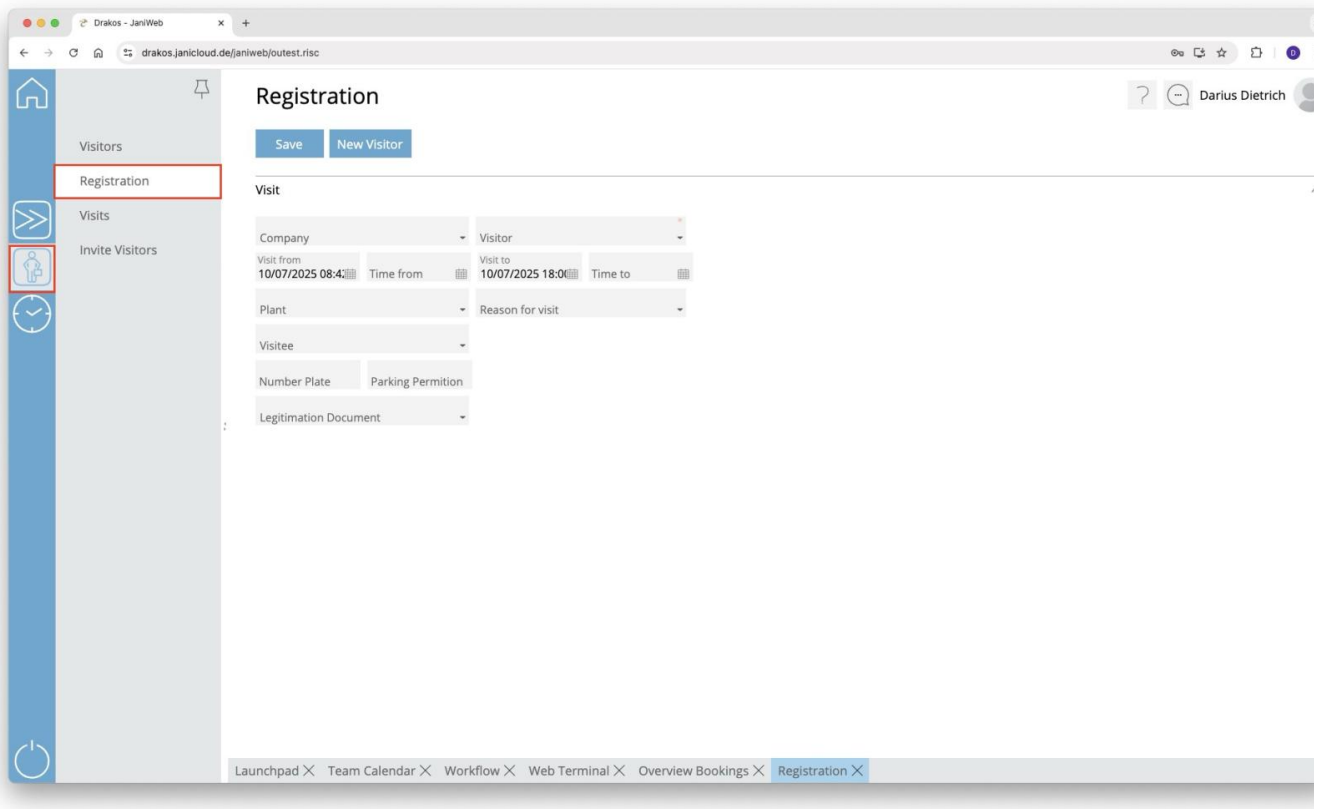


# Create Visits

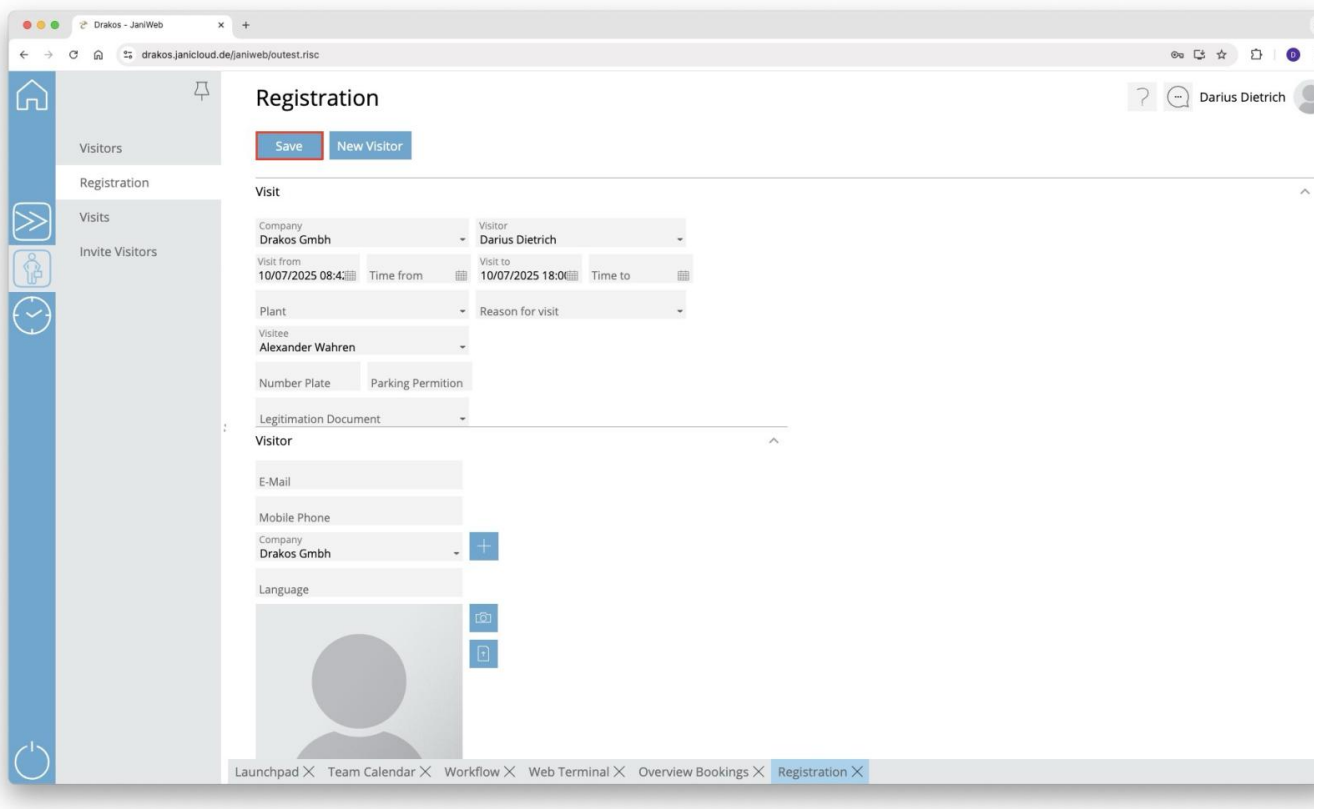
1. Log in to the application



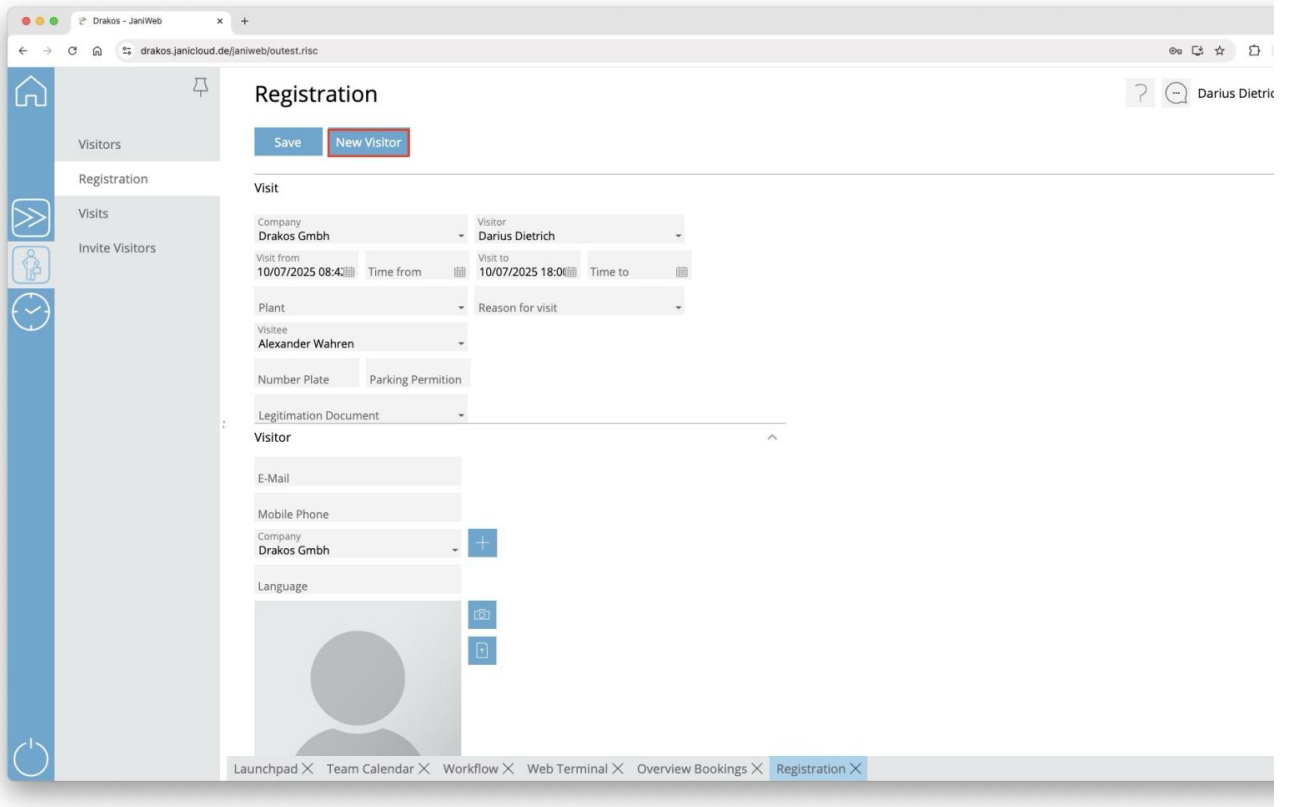
2. Navigate to *Registration* in the menu



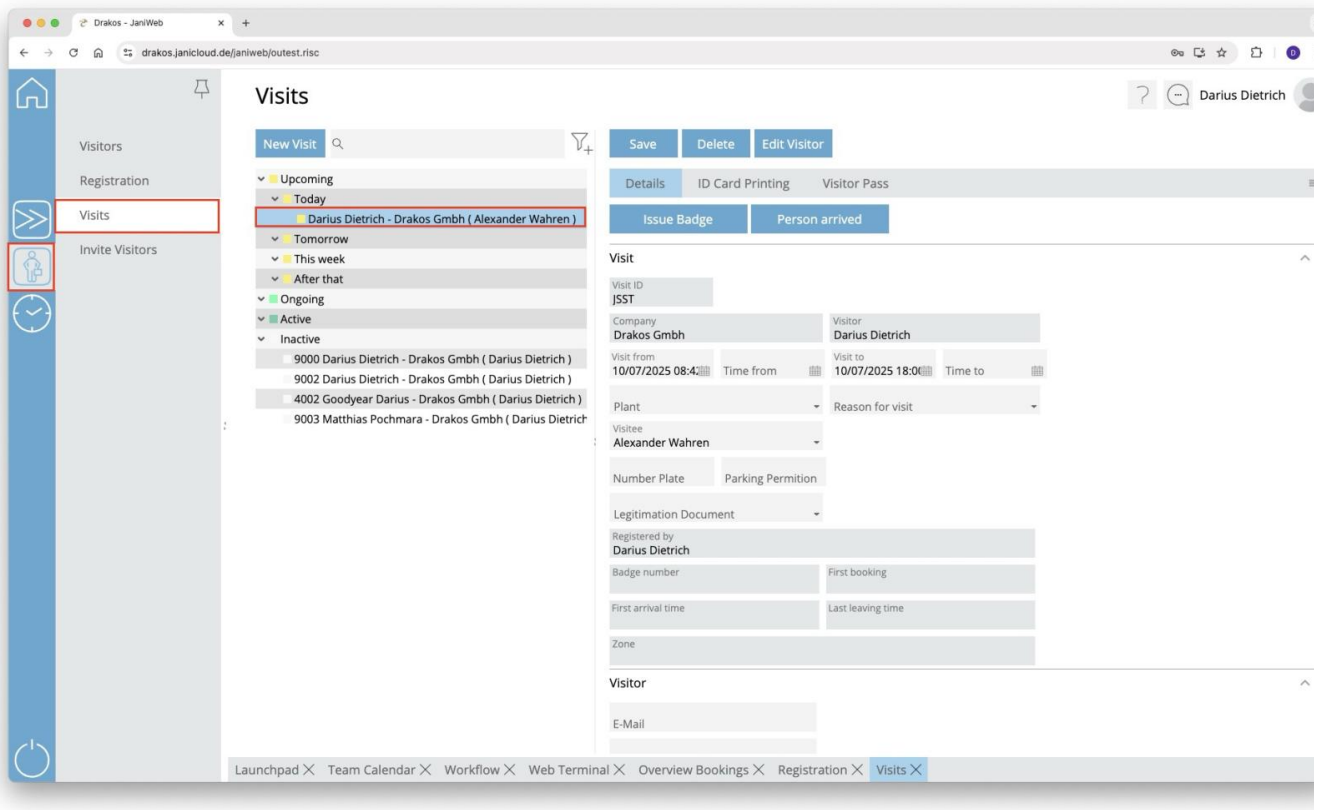
### 3. Fill in the fields and confirm with Save



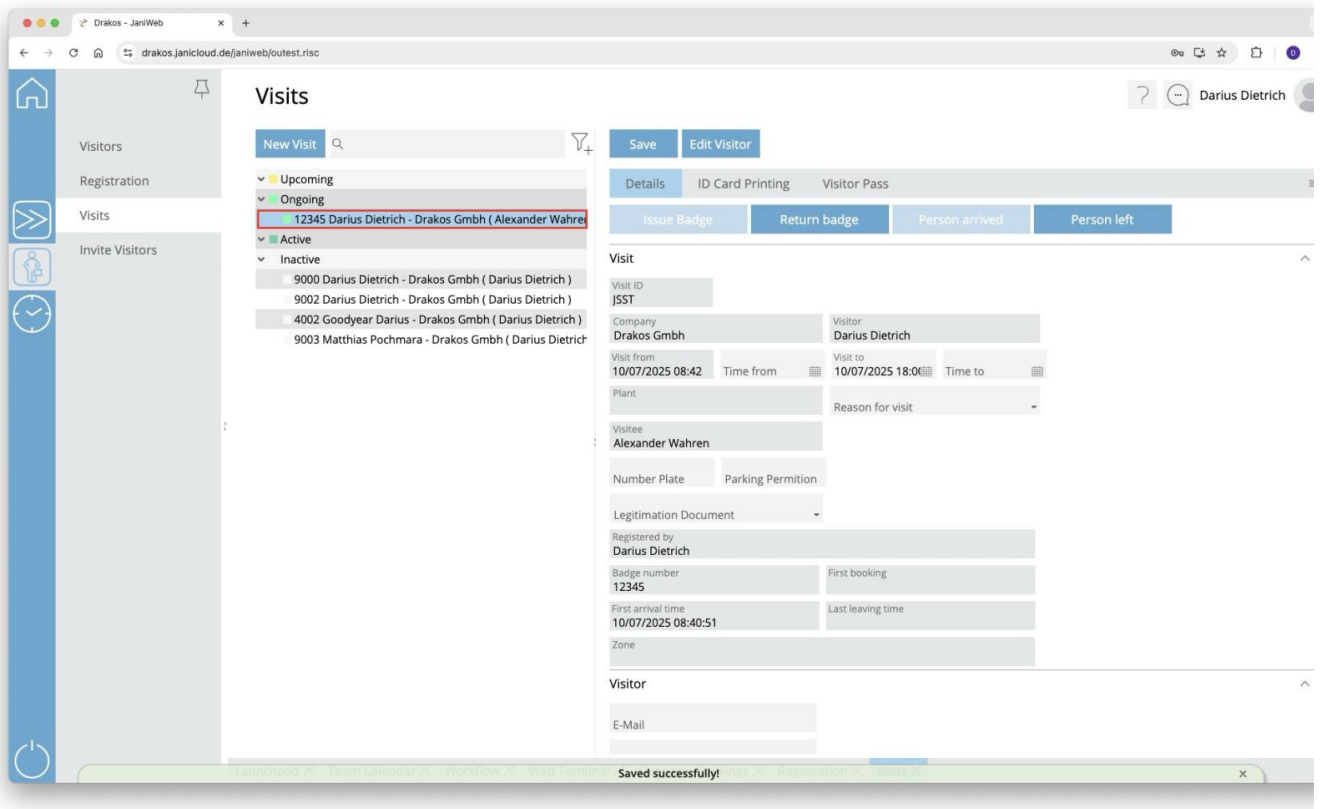
1. If the visitor does not yet exist in the system, they can be created using the *New Visitor* button



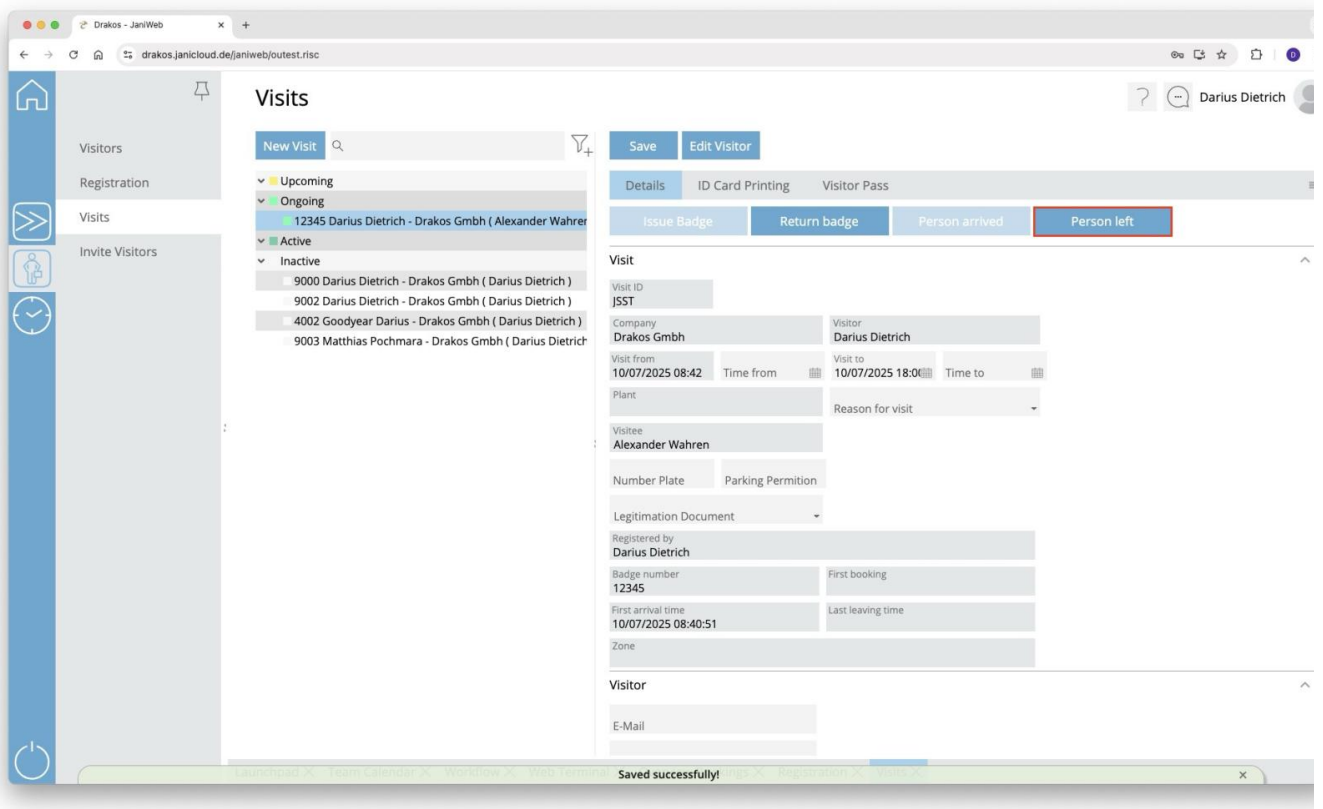
4. The visit now appears under the menu item *Visits* below the *Upcoming* section



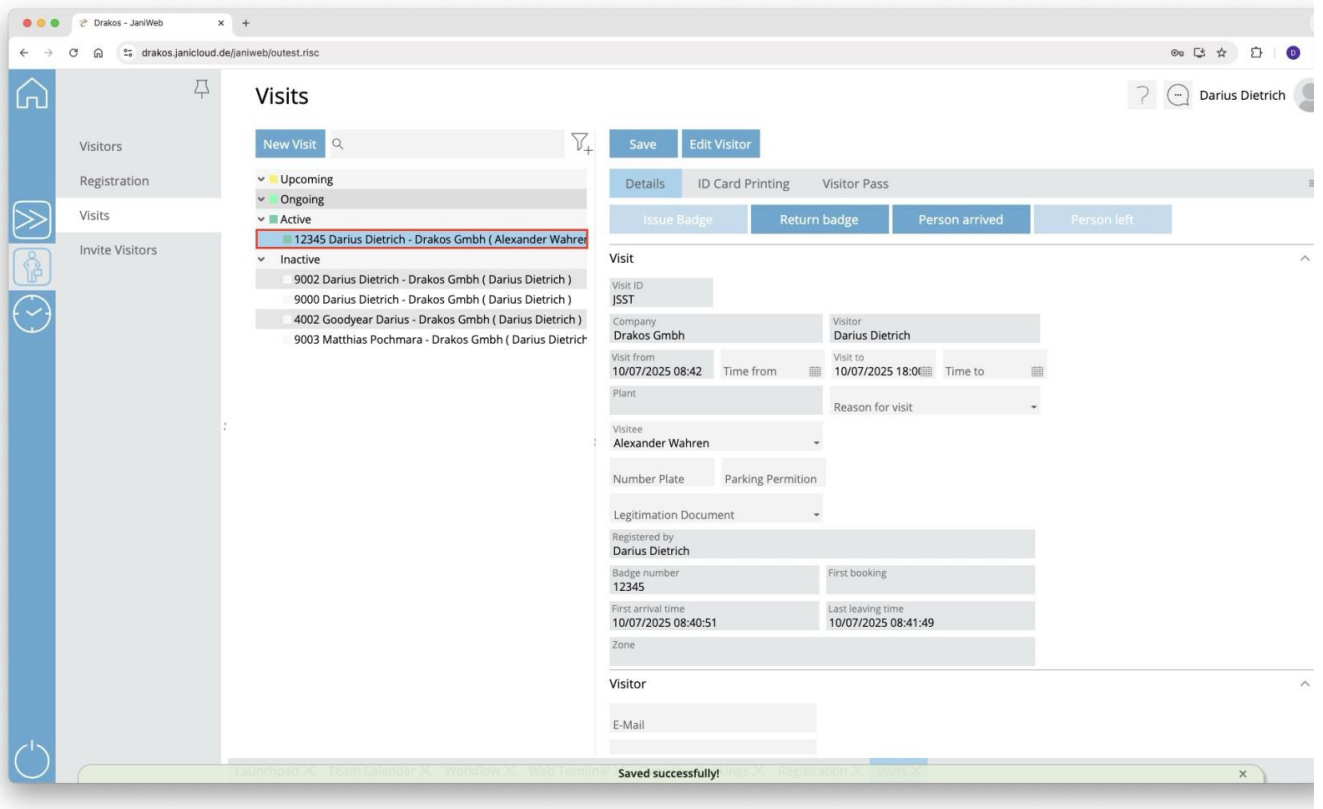
1. A badge can now be issued here via the *Issue Badge* button
2. or the visit can be marked as present via the *Person arrived* button
5. The visit now appears in the *Ongoing* section



6. The visitor can be logged out via the *Person left* button



7. As long as the visit period has not yet expired, the visit appears below the *Active* section



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