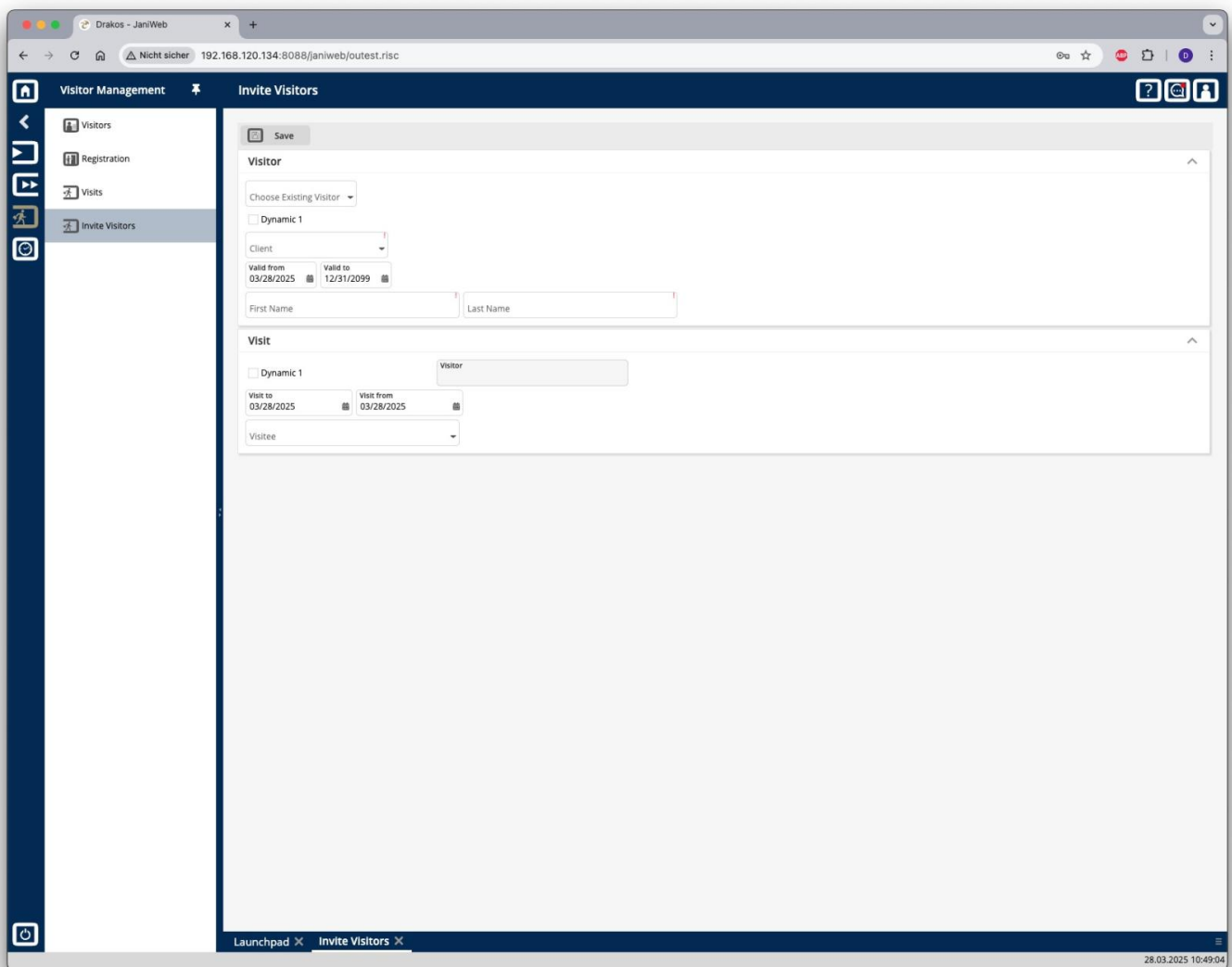


# Invite Visitors

You can create a new visitor via the menu item **Invite visitor** and register directly for a visit.

This menu item is only available if you have logged in as an employee. This menu item is not available if you are logged in as an admin.



The screenshot shows a web browser window with the URL `192.168.120.134:8088/janiweb/outtest.risc`. The page title is "Visitor Management" and the active menu item is "Invite Visitors". The interface is divided into a left sidebar and a main content area. The sidebar contains icons for "Visitors", "Registration", "Visits", and "Invite Visitors". The main content area has a "Save" button at the top. Below it, there are two sections: "Visitor" and "Visit". The "Visitor" section includes a "Choose Existing Visitor" dropdown, a "Dynamic 1" checkbox, a "Client" dropdown, "Valid from" and "Valid to" date pickers (showing 03/28/2025 and 12/31/2099), and "First Name" and "Last Name" text input fields. The "Visit" section includes a "Dynamic 1" checkbox, a "Visitor" dropdown, "Visit to" and "Visit from" date pickers (both showing 03/28/2025), and a "Visitee" dropdown. The bottom of the browser window shows a taskbar with "Launchpad" and "Invite Visitors" tabs, and a timestamp of "28.03.2025 10:49:04".

## Area Visitor

Here you can create visitors or change information for an existing visitor.

# New Visitor

If you would like to create a new visitor, enter the required information for the visitor in the *Visitor* area and click on *Save*.

# Existing Visitor

If you would like to use an existing visitor, select it in the *Choose existing Visitor* dropdown. You now have the option to edit the information for the visitor.

# Area *Visit*

Enter the information for the visit here. Confirm your entries with *Save*.

# Button *Save*

You can change the details of the selected visitor and create the information for the visit. Press *Save* to save the changes.

# Button *Send Invitation*

You have the option of sending the visitor an invitation by E-Mail. This invitation gives the visitor the opportunity to register themselves. The process for visitor self-registration of the respective site is used for this.

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