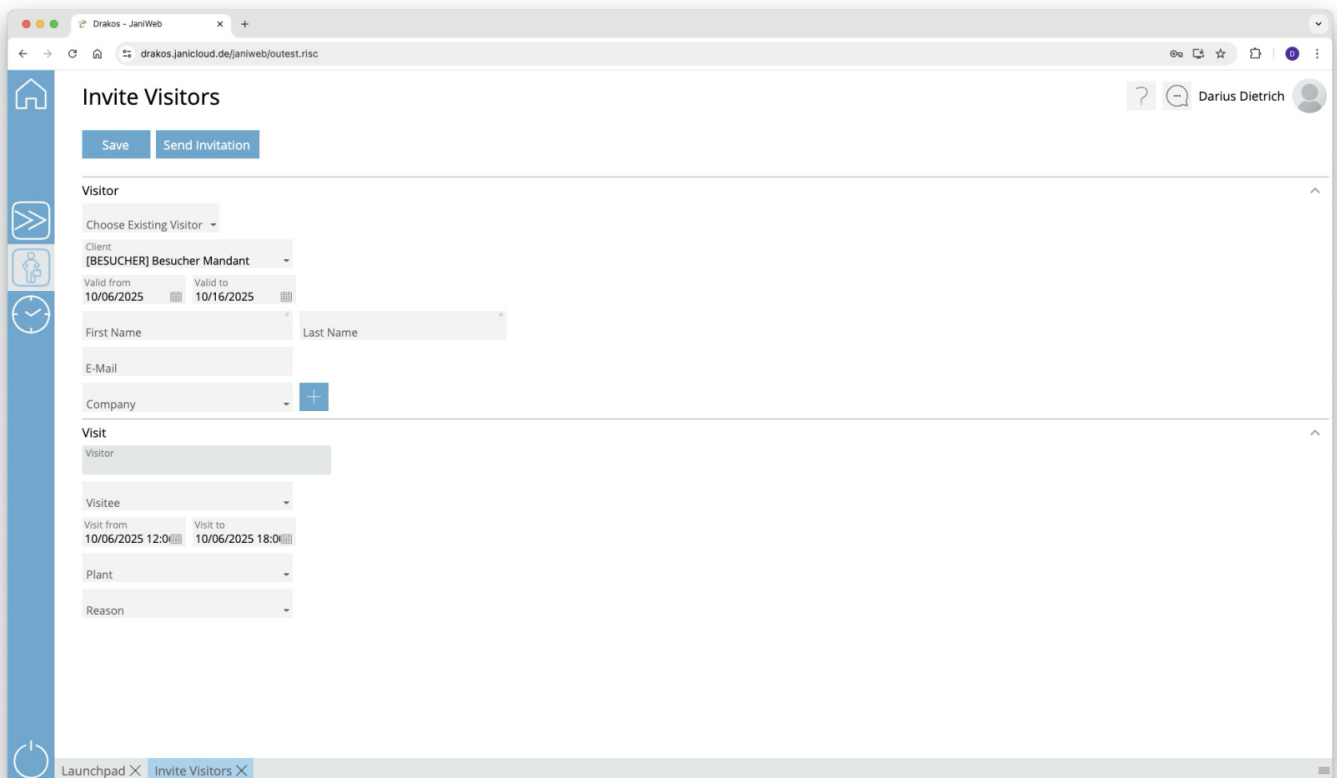


# Invite Visitors

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 `drakos.janicloud.de/aniweb/outest.risc`. The page title is "Invite Visitors" and the user is logged in as "Darius Dietrich". The form is divided into two main sections: "Visitor" and "Visit".

**Visitor Section:**

- Buttons: "Save", "Send Invitation"
- Dropdown: "Choose Existing Visitor"
- Client: "[BESUCHER] Besucher Mandant"
- Valid from: "10/06/2025", Valid to: "10/16/2025"
- Fields: "First Name", "Last Name", "E-Mail", "Company" (with a "+" button)

**Visit Section:**

- Dropdown: "Visitor" (with a selected value)
- Dropdown: "Visitee"
- Visit from: "10/06/2025 12:00", Visit to: "10/06/2025 18:00"
- Dropdowns: "Plant", "Reason"

The browser's taskbar at the bottom shows "Launchpad" and "Invite Visitors" tabs.

## Area *Visitor*

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

## New Visitor

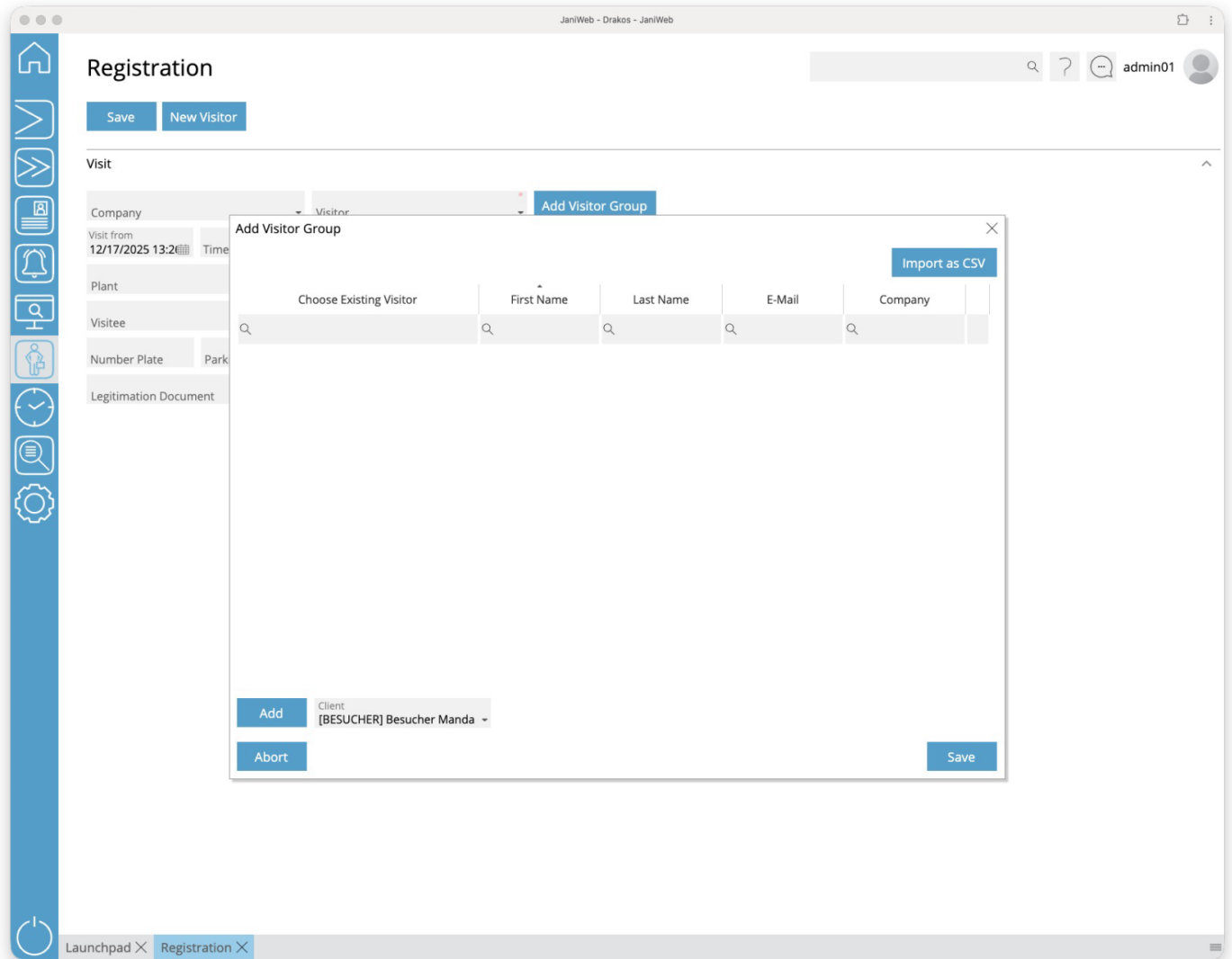
If you would like to create a new visitor, enter the required information for the visitor in the *Visitor* area and click on *Save*.

## 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.

# Register Visitor Groups

The *Add Visitor Group* button allows you to register a visitor group for a visit. After clicking the button, a window opens for creating the visitor group.



Use the *Add* button to add new entries to the visitor group.

You can add existing visitors to the visitor group using the drop-down menu in the *Choose Existing Visitor* column. Alternatively, you can enter information for a new visitor in the *First Name*, *Last Name*, *E-Mail* and *Company* columns.

Use the *Import as CSV* button to import a visitor group from a CSV file. The structure of this CSV file can be found here.

[visitor\\_group.csv](#)

You can remove existing entries from the visitor group using the *Bin-Button*.

Finish editing the visitor group by clicking the *Save* button.

## 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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