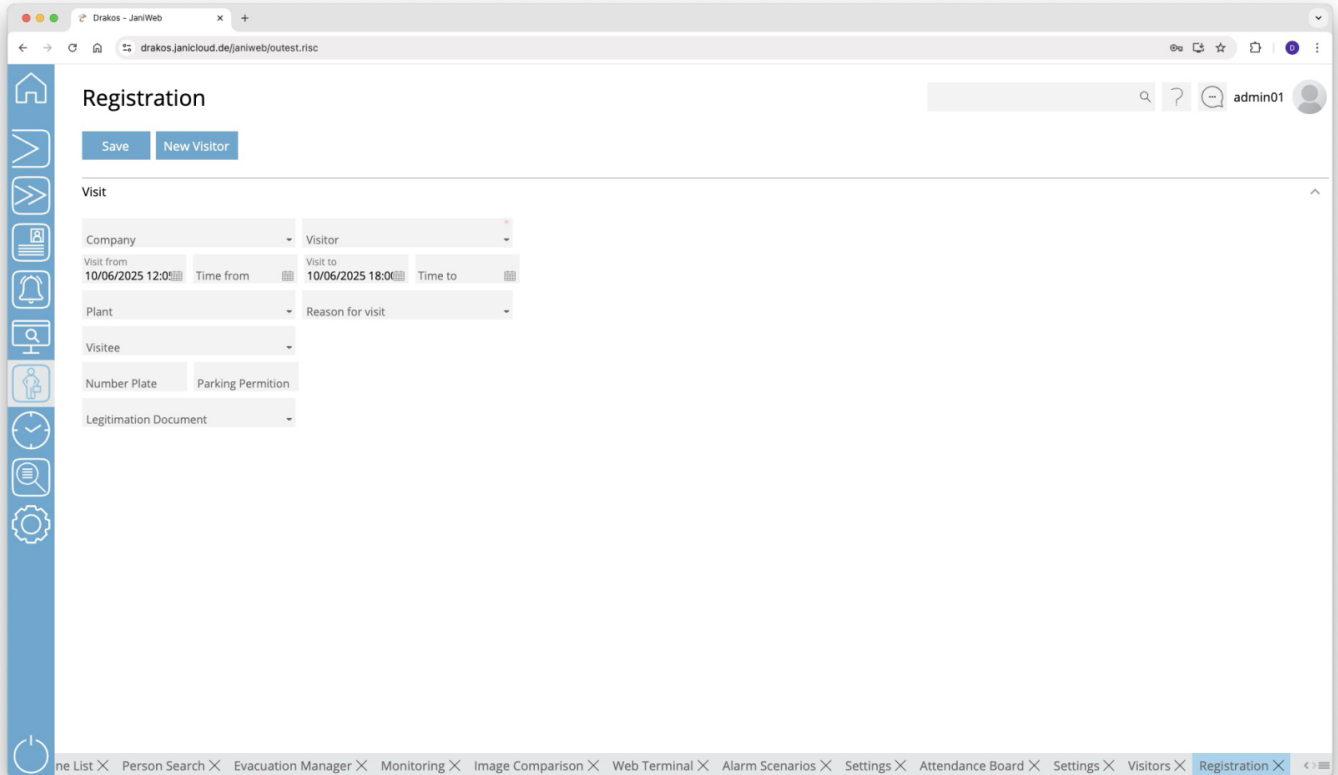


Registration

Use the menu item *Registration* to register the selected visitor directly for a visit.



The screenshot shows a web browser window with the URL `drakos.janicloud.de/janiweb/outest.risc`. The page title is "Registration". At the top right, there is a search bar, a help icon, a refresh icon, and a user profile for "admin01". Below the title, there are two buttons: "Save" and "New Visitor". The main content area is titled "Visit" and contains a form with the following fields:

- Company (dropdown)
- Visitor (dropdown)
- Visit from: 10/06/2025 12:00 (calendar icon) | Time from (calendar icon)
- Visit to: 10/06/2025 18:00 (calendar icon) | Time to (calendar icon)
- Plant (dropdown)
- Reason for visit (dropdown)
- Visitee (dropdown)
- Number Plate (text input)
- Parking Permission (text input)
- Legitimation Document (dropdown)

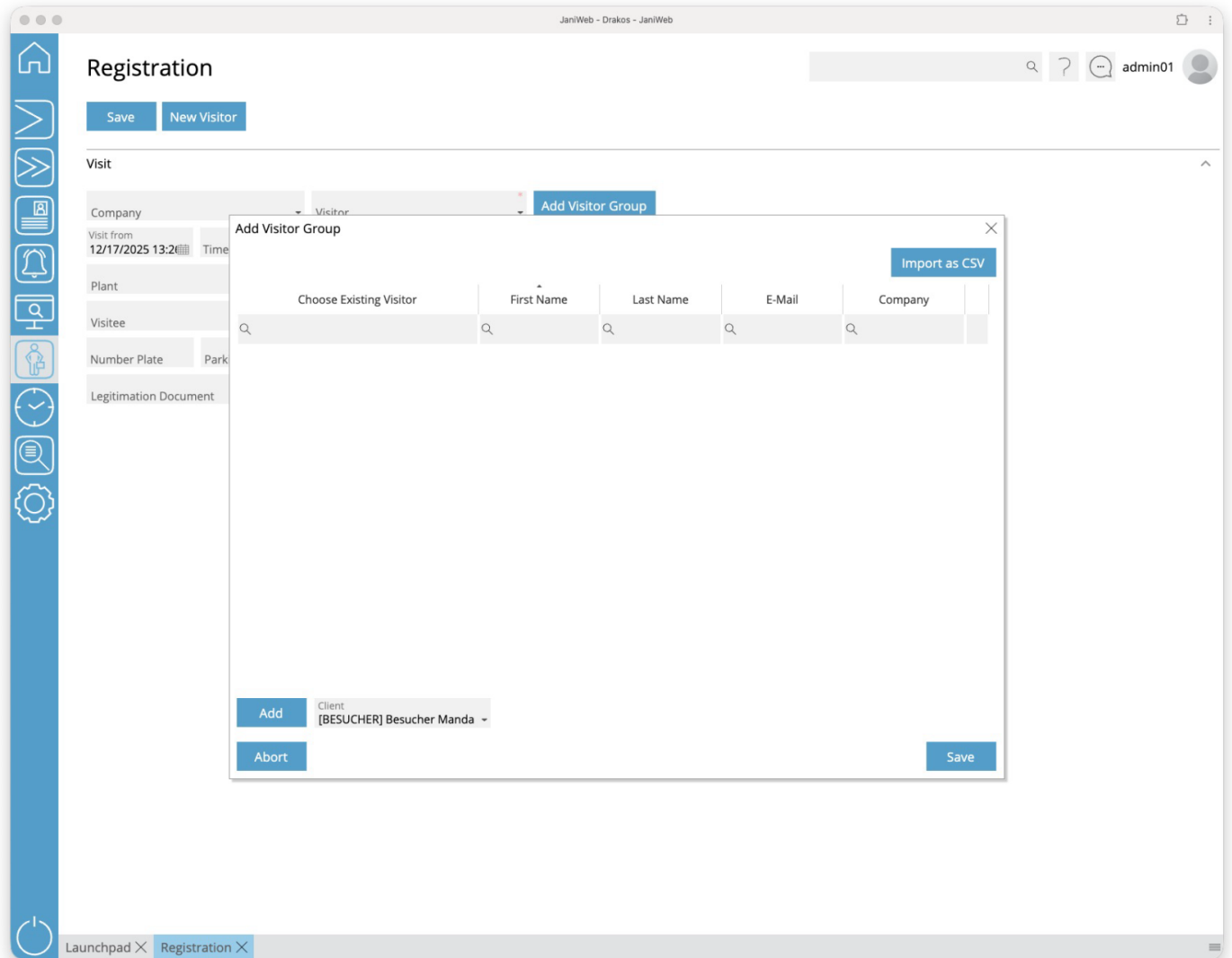
At the bottom of the browser window, there is a taskbar with several open tabs: "Home List", "Person Search", "Evacuation Manager", "Monitoring", "Image Comparison", "Web Terminal", "Alarm Scenarios", "Settings", "Attendance Board", "Settings", "Visitors", and "Registration". The "Registration" tab is currently active.

Enter all the required information and press *Save*. The registered visitor then appears in the *Visits* menu item under *Upcoming*.

If the visitor does not exist in the system, you can create them here. To do this, press *New Visitor*. Enter the required details and then press *Save*.

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](#)

Using the *Download Example CSV* button, you can download a sample CSV file. You can use it to understand the required structure of the CSV file.

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

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

TIPS

You can specify which fields are displayed on the tab *Registration* via the menu item *Settings* for visitor management.

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