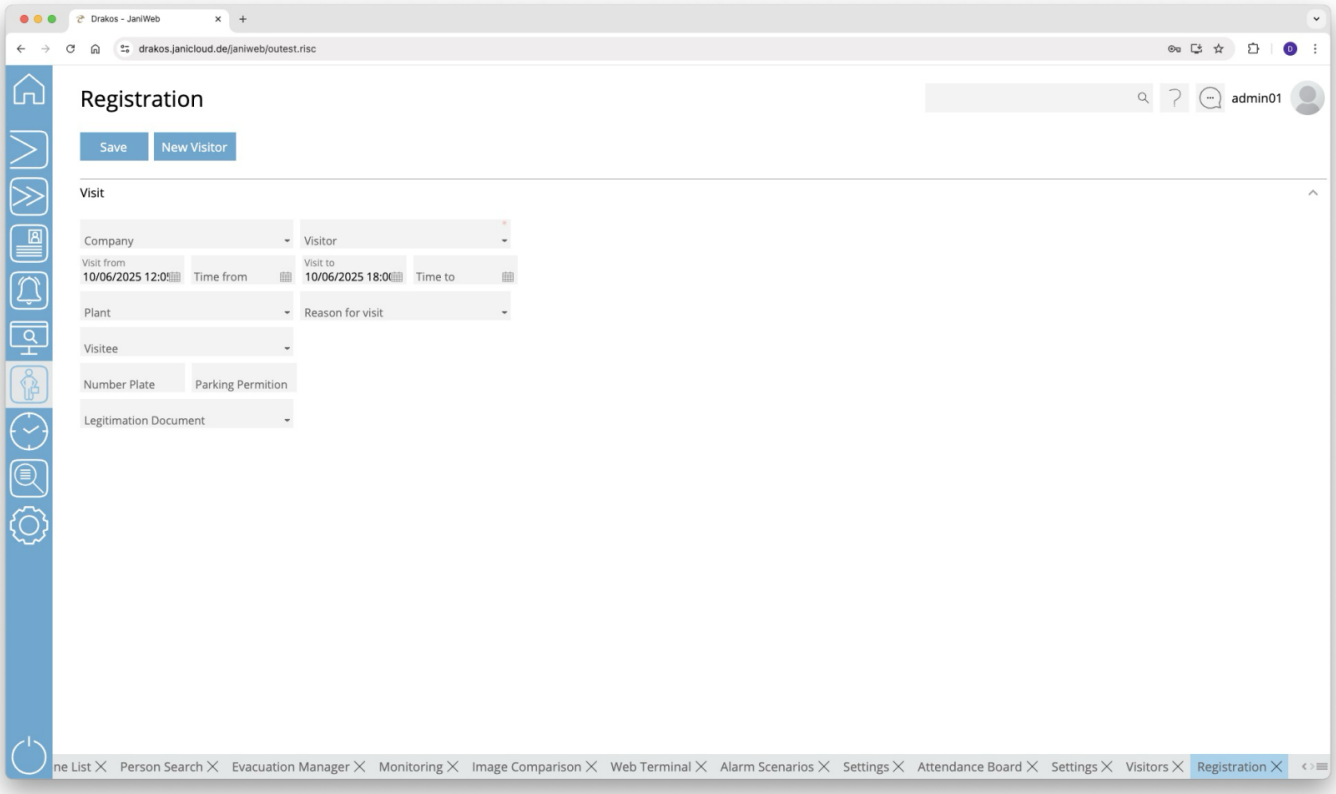
Registration

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

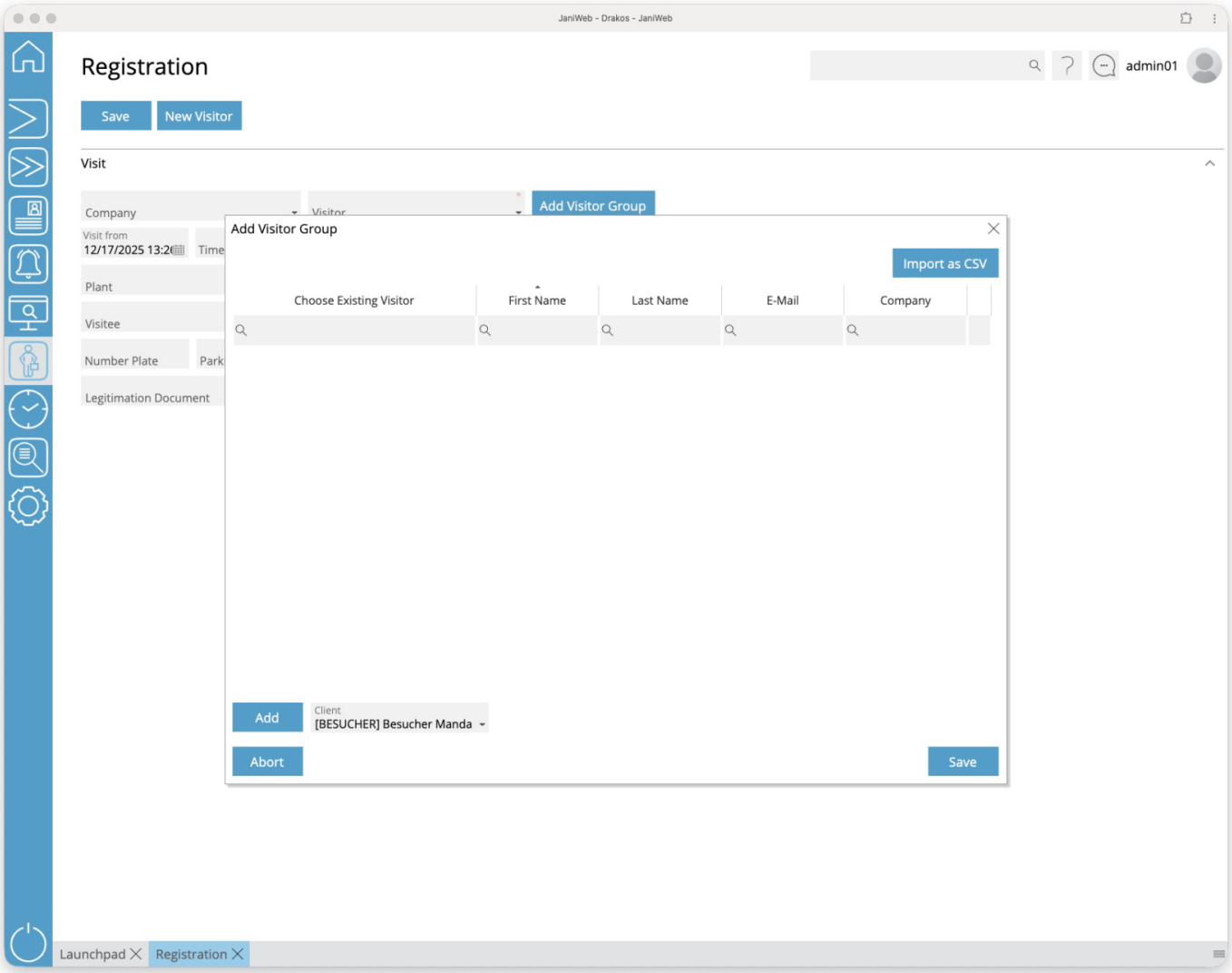


Enter all the required information and press *Save*. The registered visitor then appears in the *Visits* menu item under *Upcoming*.

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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