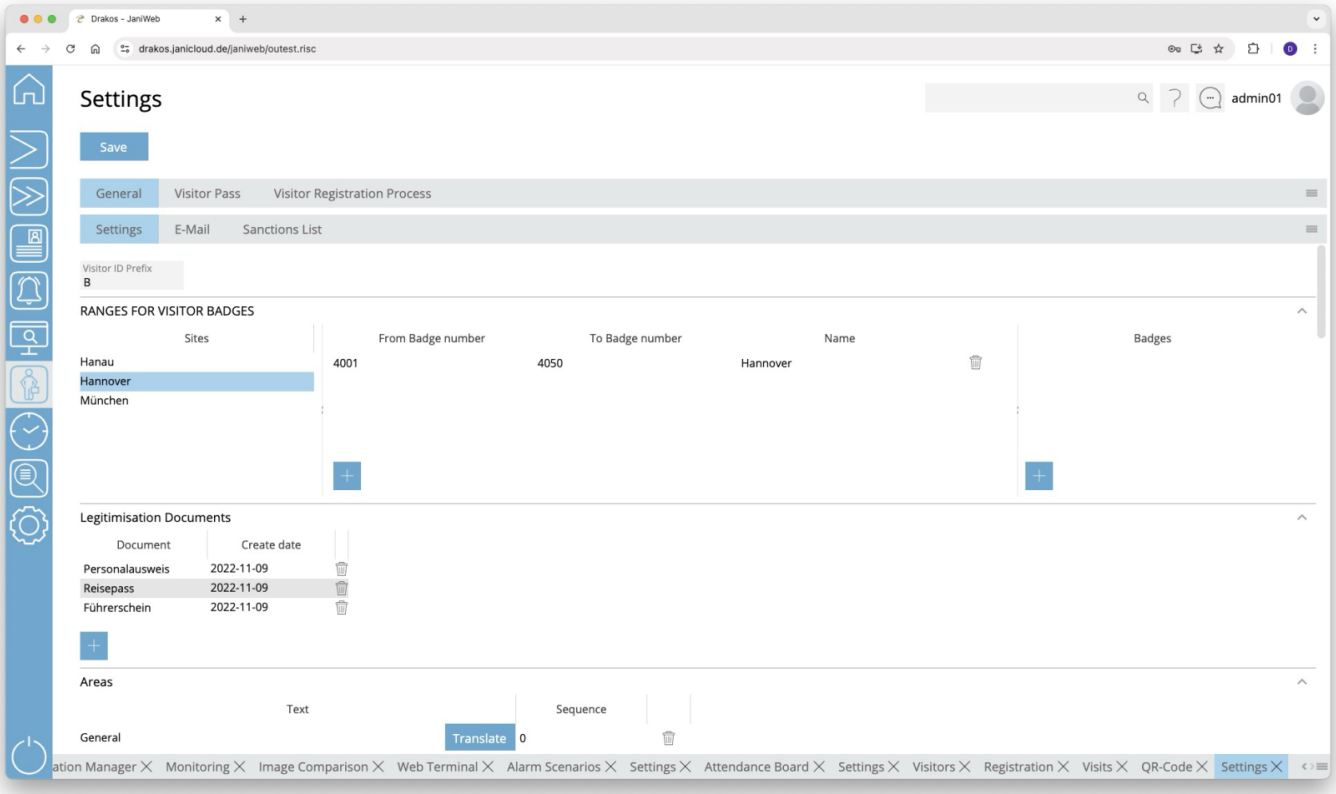
Settings

Use the menu item *Settings* to define the basic settings for visitor management. These include number ranges, visitor ID layouts and the fields to be displayed.



Button *Save*

Press *Save* to apply your changes.

Tab *General > Settings*

In the field *Visitor ID Prefix*, define the prefix for visitor personnel numbers.

Area *Ranges for Visitor Badges*

Define the number ranges for visitor badges. Create a separate definition for each site. You can either specify a range (*From badge number* / *To badges number*) for all visitor badges or create individual numbers under *Badges*.

Area *Legitimisation Documents*

Define the documents that should be available for selection in the field *Legitimisation Document* for *Visits*.

Area *Areas*

Here you determine which areas appear in the menu item *Visitors*. When you select the visible fields for visitors (*Fields Visitor*), specify where the corresponding field is displayed by selecting one of the areas defined here.

To create a new area, perform the following steps:

1. Press the plus icon (*Add*) to add a new entry.
2. Press *Translate*.
3. Enter the area description for the respective languages.
4. Press *Save.*

Enter a number in the *Order* column to determine the order in which the areas are displayed.

> When creating a new area, you must first save it before you can assign a field to it.

Area *Fields Visitor*

This is where you manage the fields for the menu item *Visitors*.

List field *Site*

You can define the visibility and positioning of the fields separately for each site. Select the site for which the settings in this area should apply.

The fields displayed to the user depend on the site assigned to the user. If no site is assigned to a user, the settings for the *Default* site are used. To assign sites to a user, use the Settings in the main menu, menu item Users.

Tab *Static Fields*

Specify which fields are visible (check box in the second column) and where they are positioned (*Row*, *Column*, *Width*).

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save.*

In the column *Registration*, you can define whether the respective field also appears in the visitor *Registration*.

Tab *Dynamic Fields*

Here you can define up to 20 dynamic fields. For each dynamic field, specify whether it should be a list field (drop-down), a date field, a checkbox or a free text field.

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save.*

Area *Fields Visits/Registration*

Here you manage the fields for the menu items *Registration* and *Visits*.

List field *Site*

You can define the visibility and positioning of the fields separately for each site. Select the site for which the settings in this area should apply.

The fields displayed to the user depend on the site assigned to the user. If no site is assigned to a user, the settings for the *Default* site are used. To assign sites to a user, use the *Settings* in the main menu, menu item *Users*.

Tab *Static Fields*

Specify which fields are visible (check box in the second column) and where they are positioned (*Row*, *Column*, *Width*).

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save.*

In the column *Mandatory*, you can specify whether the entry in the respective field is mandatory.

Tab *Dynamic Fields*

Here you can define up to 20 dynamic fields. For each dynamic field, specify whether it should be a list field (drop-down), a date field, a checkbox or a free text field.

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save.*

In the column *Mandatory*, you can specify whether the entry in the respective field is mandatory.

Button *Copy Field Configuration*

You can use this button to copy the field configuration from the currently selected site to another site. To do this, click the button and then select the site for which you want to copy the field configuration from the site drop-down menu. Confirm your selection with the *Ok* button.

Area *Visible Buttons Visits*

Use these options to specify which buttons should be visible in the *Visits* menu item.

- *Signature*: Activates/deactivates the button that starts the process of capturing a visitor's signature on the signature pad.
- *Issue Badge / Return Badge*: Activates/deactivates the buttons for issuing and returning a badge. The issuing/returning of an badge also marks the visit as active/completed.
- *Person arrived/Person left:* Activates/deactivates the buttons for manually activating/ending a visit.

Area *Fields Invite Visitors*

This is where you manage the fields for the menu item *Invite Visitors* (only visible to users with employee login).

Tab *Visitor*

Tab *Static Fields*

Specify which fields are visible in the area *Visitor* (checkbox in the second column) and where they are positioned (*Row*, *Column*, *Width*).

Tab *Dynamic Fields*

Here you can define up to 20 dynamic fields. For each dynamic field, specify whether it should be a list field (drop-down), a date field, a checkbox or a free text field.

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save*.

Tab *Visit*

Tab *Static Fields*

Specify which fields are visible in the area *Visit* (checkbox in the second column) and where they are positioned (*Row*, *Column*, *Width*).

Tab *Dynamic Fields*

Here you can define up to 20 dynamic fields. For each dynamic field, specify whether it should be a list field (drop-down), a date field, a checkbox or a free text field.

To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save*.

Button *Copy Field Configuration*

You can use this button to copy the field configuration from the currently selected site to another site. To do this, click the button and then select the site for which you want to copy the field configuration from the site drop-down menu. Confirm your selection with the *Ok* button.

Area *QR-Code*

This is where you manage the FAAC barrier systems that should be available for selection in the menu item *QR-Code*. To create a new barrier system, upload the corresponding init string into the system using the button *Upload the initial string*.

Area *Automatic Visit Status*

Here, devices can be assigned to a specific event type. If a visitor makes a booking on such a device, the status of the associated visit is automatically set to *Ongoing* or *Active*.

The configuration can be made on a site-specific basis.

Tab *General > Additional Settings*

Area *Additional Settings*

This is where you define further settings for visitors.

- *Enable sanctions list:* Enables the sanctions list check.
- *Enable badge number in Visits screen:* Enables the badge number in the list of visits in the menu item *Visits*.
- *Enable Visits by the hour:* Enables to create visits by the hour.
- *Sort option for visits:* Choose whether to sort visits by first name or surname.
- *Visitee additional Information: Select the additional information that should be available for the visitee.*
- *Visitor additional Information: Select the additional information that should be available for the visitor.*
- *Validity Visitors (Days):* Enter the standard validity in days for visitors that were created via registration or the menu item *Invite Visitors.*
- *Validity Invitation Link (Days):* Defines how long an invitation link is valid in days.
- *Invitation Link:* If the server running JaniWeb for external users is different from the one sending the invitations, the URL of the external server must be specified here.
- *Enable Invitation:* This setting activates the function that allows employees to send invitation links to visitors.
- *Enable Visitor Groups:* If this option is selected, it is possible to create visits for visitor groups.
- *Search delay Visits (in milliseconds):* Configures the delay with which the application will start the search after the last input into search field of Visits menu.
- *Visitor self-registration inactivity timeout (in seconds):* Configures the timeout in seconds after which if the user does not interact with the visitor self-registration the application will lead to the language selection screen.
- *Allow parallel visits:* Allows the creation of a parallel visit for the same visitor.
- *Allow selection of all visitors:* Allows all visitors to be selected via the staff login. If this option is disabled, only those visitors whom the user has created themselves, or who are visiting that user, can be selected via the staff login.
- *Show quiz overview in visit details:* When this option is enabled, the Visits menu shows which quizzes the visitor has passed or failed.
- *Allow check-in/check-out at other sites:* When this option is enabled, visitors can check in and out at other locations, regardless of the location their visit is registered for.

Tab *General > E-Mail*

This is where you manage the settings for sending E-Mails in visitor management.

List field *Site*

You can define the E-Mail settings separately for each site. Select the site for which the settings in this area should apply.

List of documents

The documents stored in this list are attached to the confirmation E-Mail when visitors register.

- Download icon: Downloads the corresponding document to your computer.
- Trash icon: Deletes the corresponding document from the system. A confirmation dialog will appear.

Button *Upload Documents*

Select one or more PDF or image files on your computer to add them to the list.

Button *Remove All*

Deletes all documents. A confirmation dialog will appear.

Checkbox *Dynamic sender E-Mail*

If this setting is activated, the visitor's e-mail address is used as the sender in the visitor management. Conversely, the visitor also receives the visitee's matching sender address.

Area E-Mail*: Visitor Registration*

- *Inform visitor about registration:* The visitor will receive a notification as soon as they have been registered for a visit.
- *Inform visitee about registration:* The person being visited will receive a notification as soon as a visit has been registered for them.
- *Send ICS to Visitor*. The visitor also receives the appointment as an E-Mail attachment in ICS format.
- *Send ICS to Visitee*. The visitee also receives the appointment as an E-Mail attachment in ICS format.
- *E-Mail Layout Visitor* / E-Mail *Layout Visitee:* This is where you define the content of the E-Mails to visitors and visitors using XML layouts. Select a language and use the buttons *Upload new layout* to upload a layout.

Examples of E-Mail layouts

Sample layouts for E-Mails in XML format:

- Visitor information: email_visitor_registration_visitor.xml
- Visitee information: email_visitor_registration_visitee.xml

Area E-Mail*: Delete Visit*

- *Inform Visitor about Delete:* The visitor receives a notification when the visit has been deleted.
- *Inform Visitee about Delete:* The person being visited receives a notification when the visit has been deleted.
- *Visitor E-Mail Layout* / *Visitee E-Mail Layout:* This is where you define the content of the E-Mails to visitors and visitors using XML layouts. Select a language and use the buttons *Upload new layout* to upload a layout.

Examples of E-Mail layouts

Sample layouts for E-Mails in XML format:

- E-mail about the deletion of the visit to the visitor: email_visitor_registration_visitor_delete.xml
- E-mail about the deletion of the visit to the visited: email_visitor_registration_visitee_delete.xml

Area E-Mail*: Arrival Visitor*

- *Inform Visitor about arrival:* The visitor will receive a notification as soon as they have been arrived.
- *Inform Visitee about arrival:* The person being visited will receive a notification as soon as a visit has been arrived.
- *E-Mail Layout Visitor* / E-Mail *Layout Visitee:* This is where you define the content of the E-Mails to visitors and visitors using XML layouts. Select a language and use the buttons *Upload new layout* to upload a layout.

Examples of E-Mail layouts

Sample layouts for E-Mails in XML format:

- Visitor information: email_visitor_registration_visitor.xml
- Visitee information: email_visitor_registration_visitee.xml

Area E-Mail*: Invitation Visitor*

- *E-Mail Layout Visitor:* Here you can define the content of the E-Mails sent to visitors using XML layouts when they are invited via the *Invite Visitors* menu. Select a language and use the buttons *Upload new layout* to upload a layout.

Examples of E-Mail layouts

Sample layouts for E-Mails in XML format:

- Visitor information: email_visitor_invitation.xml

Area *Additional Notification Recipients*

In the *E-Mail* field, enter the email addresses of those who should also be notified by email when a visitor registers or arrives.

Tab *General > Sanctions List*

You can activate the sanctions list check within visitor registration here. This checks whether the visitor created is on a sanctions list. Different information about the visitor can be checked for an entry on a sanctions list.

1. Select the database table and the field containing the sanctions list.
2. Select the visitor information to be checked against the sanctions list.
3. To check for validity, activate the option *Validity* and select the table column for the validity check in the next field.
4. Use the option *Include List* to select whether the check should fail if
   - the information is on the sanctions list (check mark),
   - the information is not on the sanctions list (no check mark).

The sanctions list check is displayed in visitor registration if it is activated in the *Additional Settings* .

Use the *Enable sanctions list via API* setting to activate sanctions list checking via the dbh interface. Then configure the following values in the API area:

- *URL*: Endpoint to be called for sanctions list checking.
- *Request name*: Name of the request.
- *Client*: Client via which the request is made.
- *Username*: User name used for authentication at the endpoint.
- *Password*: Password used for authentication at the endpoint.
- *Visitor field*: Field of the created visitor master records that is compared with a field in the sanctions lists.
- *API field*: Field in the sanctions list against which the visitor information is compared.

In the *Cyclical Sanctions List Check* section, you can define which person groups should be automatically and regularly screened against the sanctions lists. In addition, the results of these

checks can be automatically sent to specified recipients via email.

Tab *Visitor Pass*

Here you can manage different layouts for printing visitor passes. Select an entry in the list to display or change details.

To upload a new layout:

1. Press *New*.
2. Enter a description and select the site for which the layout should be used.
   (Only layouts for the visit location are displayed in the menu item *Visits*.)
3. Press *Upload new layout* to upload an XML layout.
4. Press *Upload new logo* to upload an image file with a logo.
5. Press *Save* to apply the settings.

- *Set Signature Pad Text*: If a signature is required for visitor registration, press this button to set the text that appears on the signature pad in the respective language.
- *Send PDF to visitee* and *Send PDF to visitor*: Use this to specify whether the issued visitor pass, including signature, is to be sent to the visitor or to the attended in PDF format by E-Mail.
- *Save PDF in database*: Use this to specify whether issued visitor passes are to be saved in PDF format in the database.

You can find a sample layout for a visitor pass here: SampleVisitorPassLayout.xml

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TIPS

To create the layout, get in touch with your contact person.

Tab *Visitor Registration Process*

Use modules in this area to define the processes for visitor registration and for visitor check-in and check-out, independently for each site.

Tab *Registration*

Registration allows your visitors to register independently at the reception. A visitor master record and a visit are created. On this tab, modules are used to define the registration process. Different

processes can be specified for visitors and external companies.

- **Inserting modules:** Drag the required modules in the desired order to the area of the relevant location or press the button with the + to select the corresponding module in the following dialog.
- **Reordering modules:** Drag the modules to the desired position.
- **Editing modules:** Use the edit icon to specify details such as the fields to be displayed for the respective module.
- **Removing modules:** Use the trash icon to remove a module from the process.

Once you have configured a process, you can jump directly to the process via the *Open process* link. This will then open in a new tab.

Button *Copy Configuration*

This button allows you to copy the configuration from the currently selected location to another location. To do this, click the button and then use the Location and Visitor Type drop-down menus to select the location and visitor type to which you wish to apply the configuration. Confirm your selection by clicking the OK button.

Overview of the modules

Language selection

This module displays a dialog for the visitor at the start of the registration process, where they can select the language of the user interface. To activate other languages in addition to German and English:

1. Press *Upload* in the *Flag* column and upload a suitable image.
2. Activate the language in the column *Active*.
3. The *Welcome text* column allows you to display a text to visitors when welcoming them to the self-service.
4. Press *Save.*

Visitor data

This module displays the input fields for visitor information. Select which fields are displayed and where they are positioned (*Row*, *Column*, *Width*). You must also specify the client with which the visitor master records are to be created. Use the *Mandatory* column to define whether the field must be filled in.

- Tab *Dynamic Fields*: Here you can define up to 20 dynamic fields. For each dynamic field, specify whether it should be a list field (drop-down), a date field, a checkbox or a free text field.
- Tab *Dynamic Fields - Visits*: Specify here which fields should be displayed that are directly linked to the visit. To define the name for a field, press *Translate*. Enter the names for the

respective languages and press *Save*.

In the *Text* field, you can enter a message that is displayed to visitors during the process, for example, to provide guidance on the actual step.

PDF View

This module displays a PDF to the visitor. Select a language and press *Upload new PDF* to upload a PDF for that language.

- *Send PDF to visitee* / *Send PDF to visitor*: Use this option to specify whether the PDF should be sent by E-Mail to the visitor and/or to the person visited at the end of the process.
- *Save PDF in database*: Use this option to specify whether the PDF should be linked directly to the visitor master record.

Signature

This module prompts the visitor to sign. Press *Set Signature Pad Text* to define the text to be displayed in addition to the signature field for the respective language. Activate the option *Use external signature pad* if an external signature pad is connected. Leave the option disabled if the visitor is to use the mouse or the touchpad or touchscreen for the signature.

Print visitor pass

This module prints a visitor pass. To upload a PDF layout for the respective language, select the language and press *Upload new layout*.

- *Send PDF to visitee* and *Send PDF to visitor*: Specify whether the issued visitor pass is sent by E-Mail to the visitor or to the person visited in PDF format.
- *Save PDF in database*: Specify whether the visitor pass is linked to the visitor master record.
- *Enable automatic printing:* If this option is enabled, the Visitor Pass will be printed automatically via the network printer selected in the *Printer* field once registration is complete. In the *Width (mm) and Height (mm)* fields, enter the width and height at which the printout is to be produced. Leave the fields blank if you want the printout to be based on the size of the paper format. The *Orientation* field specifies whether the printout should be in landscape or portrait format.
- *Not visible:* Enable this option if the visitor pass should only be printed, but not displayed during the process.

You can find a sample layout for a visitor pass here: SampleVisitorPassLayout.xml

XML View

This module displays a PDF with the information that the visitor has entered (e.g. name, E-Mail address). To upload a PDF layout for the respective language, select the language and press *Upload new layout*.

- *Send PDF to visitee* and *Send PDF to visitor*: Use this option to specify whether the PDF should be sent by email to the visitor and/or to the person visited.
- *Save PDF in database*: Use this option to specify whether the PDF should be linked to the visitor master record.
- *Not visible*: Specify whether the created PDF is displayed in the registration process.
- *Accept*: Specify whether the visitor must confirm the information in the displayed PDF.
- *Enable automatic printing:* If this option is enabled, the generated PDF will be printed automatically via the network printer selected in the *Printer* field once registration is complete. In the *Width (mm) and Height (mm)* fields, enter the width and height at which the printout is to be produced. Leave the fields blank if you want the printout to be based on the size of the paper format. The *Orientation* field specifies whether the printout should be in landscape or portrait format.

You can find a sample layout in XML format here: SampleVisitorPassLayout.xml

End

This module displays a final text and sets the visit to either “Upcoming” or “Present”.

- *Generate QR-Code*: Use this option to specify whether a QR-Code should be generated for the visit.
- *Upcoming/ Present*: Select the status for the visit.
- *Message display duration (seconds)*: Use this option to specify how long the text should be displayed. Enter a whole number.
- *Translate*: Press this button to set the text that will be displayed in the respective language at the end of the registration process.

E-Mail

Use this module to specify the subject line and layout for the E-Mails that are to be sent to the attended and visiting party at the end of the registration process.

- Press E-Mail *Subject Visitor / E-Mail Subject Visitee*, and enter the text that should be used as the subject for the E-Mail in the respective language.
- Press E-Mail *Layout Visitor / E-Mail Layout Visitee*, select a language and press *Upload new layout* to upload an E-Mail layout for this language.

Sample layouts for E-Mails in XML format:

- Visitor information: email_visitor_registration_visitor.xml
- Visitee information: email_visitor_registration_visitee.xml

CI

This module allows you to customise the appearance of the visitor self-registration to match your company's CI.

You can use the *Upload Logo* button to display your own logo within the visitor self-registration. This appears in the process in the top right-hand corner.

The *Upload Background Image* button allows you to upload a background image, which is displayed in the language selection, registration selection, check-in or check-out steps and at the end of the process.

Use the *Background Color* field to determine the background color of the pages displayed in the process.

Use the *Top Bar Color* field to determine the color of the top bar.

Use the *Set Title* button to define the title that is displayed in the process within the top bar.

Visitor Type

The registration process can be defined separately for visitors or external companies. This module loads the process for a visitor or an external company.

In the *Text* field, you can enter a message that is displayed to visitors during the process, for example, to provide guidance on the actual step.

Restriction Visitees

This module restricts the selectable visitees displayed in the module *Visitor Data* . The restriction is based on person groups.

To create a new person group:

1. Press *Add*.
2. Enter a name and a validity period for the person group.
3. Press *Add criteria*.
4. Select the required criterion from the list field.
5. In the field *From*, select a single value or use both fields to specify a range. You can also specify multiple values for the same criterion (*Add value*).
6. (Optional) Add another criterion with value(s).

Logic of criteria and values

- The values of a criterion are linked logically by OR (one match is sufficient).
- Criteria are linked logically by AND (all criteria must be met).

Site

This module allows selection of the location for which the visitor registers. Define which sites should be available for selection during registration.

In the *Text* field, you can enter a message that is displayed to visitors during the process, for example, to provide guidance on the actual step.

> Access visitor registration using the following URL: https://{server}/janiweb/visit

Quiz

This module allows you to integrate a quiz into the process.

Tab *Check-in*

The check-in is used by visitors who are already registered in the system and for whom a planned visit exists. Upon arrival, the visitor activates their visit by scanning a QR-Code.

Use modules on this tab to define the check-in process. Different processes can be specified for visitors and external companies.

- **Inserting modules:** Drag the required modules in the desired order to the area of the relevant location or press the button with the + to select the corresponding module in the following dialog.
- **Reordering modules:** Drag the modules to the desired position.
- **Editing modules:** Use the edit icon to specify details such as the fields to be displayed for the respective module.
- **Removing modules:** Use the trash icon to remove a module from the process.

Once you have configured a process, you can jump directly to the process via the *Open process* link. This will then open in a new tab.

Button *Copy Configuration*

This button allows you to copy the configuration from the currently selected location to another location. To do this, click the button and then use the Location and Visitor Type drop-down menus to select the location and visitor type to which you wish to apply the configuration. Confirm your selection by clicking the OK button.

Overview of the modules

Visitor data

This module displays the input fields for visitor information. Select which fields are displayed and where they are positioned (*Row*, *Column*, *Width*). You must also specify the client with which the visitor master records are to be created. Use the *Mandatory* column to define whether the field must be filled in.

- Tab *Dynamic Fields*: Here you can define up to 20 dynamic fields. For each dynamic field, specify whether it should be a list field (drop-down), a date field, a checkbox or a free text field.
- Tab *Dynamic Fields - Visits*: Specify here which fields should be displayed that are directly linked to the visit. To define the name for a field, press *Translate*. Enter the names for the respective languages and press *Save*.

In the *Text* field, you can enter a message that is displayed to visitors during the process, for example, to provide guidance on the actual step.

Signature

This module prompts the visitor to sign. Press *Set Signature Pad Text* to define the text to be displayed in addition to the signature field for the respective language.Activate the option *Use external signature pad* if an external signature pad is connected. Leave the option disabled if the visitor is to use the mouse or the touchpad or touchscreen for the signature.

XML View

This module displays a PDF with the information that the visitor has entered (e.g. name, E-Mail address). To upload a PDF layout for the respective language, select the language and press *Upload new layout*.

- *Send PDF to visitee* and *Send PDF to visitor*: Use this option to specify whether the PDF should be sent by E-Mail to the visitor and/or to the person visited.
- *Save PDF in database*: Use this option to specify whether the PDF should be linked to the visitor master record.
- *Not visible*: Specify whether the created PDF is displayed in the registration process.
- *Accept*: Specify whether the visitor must confirm the information in the displayed PDF.
- *Enable automatic printing:* If this option is enabled, the generated PDF will be printed automatically via the network printer selected in the *Printer* field once registration is complete. In the *Width (mm) and Height (mm)* fields, enter the width and height at which the printout is to be produced. Leave the fields blank if you want the printout to be based on the size of the paper format. The *Orientation* field specifies whether the printout should be in landscape or portrait format.

You can find a sample layout in XML format here: SampleVisitorPassLayout.xml

E-Mail

Use this module to specify the subject line and layout for the E-Mails that are to be sent to the attended and visiting party at the end of the process.

- Press E-Mail *Subject Visitor / E-Mail Subject Visitee*, and enter the text that should be used as the subject for the E-Mail in the respective language.
- Press E-Mail *Layout Visitor / E-Mail Layout Visitee*, select a language and press *Upload new layout* to upload an E-Mail layout for this language.

Sample layouts for E-Mails in XML format:

- Visitor information: email_visitor_registration_visitor.xml
- Visitee information: email_visitor_registration_visitee.xml

PDF View

This module displays a PDF to the visitor. Select a language and press *Upload new PDF* to upload a PDF for that language.

- *Send PDF to visitee* and *Send PDF to visitor*: Use this option to specify whether the PDF should be sent by E-Mail to the visitor and/or to the person visited at the end of the process.
- *Save PDF in database*: Use this option to specify whether the PDF should be linked directly to the visitor master record.

Print visitor pass

This module prints a visitor pass. To upload a PDF layout for the respective language, select the language and press *Upload new layout*.

- *Send PDF to visitee* and *Send PDF to visitor*: Specify whether the issued visitor pass is sent by E-Mail to the visitor or to the person visited in PDF format.
- *Save PDF in database*: Specify whether the visitor pass is linked to the visitor master record.
- *Enable automatic printing:* If this option is enabled, the Visitor Pass will be printed automatically via the network printer selected in the *Printer* field once registration is complete. In the *Width (mm) and Height (mm)* fields, enter the width and height at which the printout is to be produced. Leave the fields blank if you want the printout to be based on the size of the paper format. The *Orientation* field specifies whether the printout should be in landscape or portrait format.
- *Not visible:* Enable this option if the visitor pass should only be printed, but not displayed during the process.

You can find a sample layout for a visitor pass here: SampleVisitorPassLayout.xml

Visitor Type

The registration process can be defined separately for visitors or external companies. This module loads the process for a visitor or an external company.

In the *Text* field, you can enter a message that is displayed to visitors during the process, for example, to provide guidance on the actual step.

Quiz

This module allows you to integrate a quiz into the process.

End

This module displays a final text and sets the visit to either “Upcoming” or “Present”.

- *Generate QR-Code*: Use this option to specify whether a QR-Code should be generated for the visit.
- *Upcoming/ Present*: Select the status for the visit.
- *Message display duration (seconds)*: Use this option to specify how long the text should be displayed. Enter a whole number.
- *Translate*: Press this button to set the text that will be displayed in the respective language at the end of the registration process.

> Access visitor registration using the following URL: https://{server}/janiweb/visit

Tab *Check-out*

Check-out is used by visitors who are already registered in the system and who have an active visit. Upon departure, the visitor checks out by scanning their QR-Code.

Drag the module *Self-Checkout* to the area of the respective site. Use the edit icon to set a farewell text and the display duration in seconds.

> Access visitor registration using the following URL: https://{server}/janiweb/visit

Once you have configured a process, you can jump directly to the process via the *Open process* link. This will then open in a new tab.

Button *Copy Configuration*

This button allows you to copy the configuration from the currently selected location to another location. To do this, click the button and then use the Location and Visitor Type drop-down menus to select the location and visitor type to which you wish to apply the configuration. Confirm your selection by clicking the OK button.

Tab *Visitor Types*

You have the option of creating different visitor types, which you can use to configure different processes for egistration, check-in and check-out for each visitor type. By default, there are the visitor types *Visitor* and *Contractor*.

To add a new visitor type, use the *Add* button. Then set the name for the visitor type using the *Translate* button. Use the option in the *Default* column to define the visitor type as which new visitors are created in the standard system. You can delete a visitor type again using the *bin icon*.

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