

Visitor 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 `janicloud.de/drakos/outest.risc`. The application interface has a dark blue header and a sidebar on the left. The sidebar menu includes: Firmen, Besucher, Besuchervoranmeldung (highlighted), Besuche, QR-Code, and Einstellungen. The main content area is titled 'Besuchervoranmeldung' and contains a form for registering a visitor. The form has two tabs: 'Speichern' (selected) and 'Neuer Besucher'. The form fields are as follows:

| Besuch | | | |
|---------------|-----------------------|-----------------------|----------|
| Uhrzeit Start | Firma | Besucher | |
| Uhrzeit Ende | Besuch von 27.11.2024 | Besuch bis 27.11.2024 | Besucher |
| Standort | Besuchsgrund | | |
| Kennzeichen | Parkberechtigung | | |

At the bottom of the browser window, a taskbar shows several open tabs: 'Jan', 'Zonenstatus Personen', 'Einstellungen', 'Anwesenheits-Tableau', 'Einstellungen', 'Firmen', 'Besucher', and 'Besuchervoranmeldung'. The current time displayed is 27.11.2024 14:52:36.

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*.

TIPS

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

Revision #2

Created 27 November 2024 09:57:18 by DRAKOS

Updated 21 March 2025 07:50:07 by Jochen Dornheim