

Visits

Use the menu item *Visits* to find out which employees have received which visitors and when.

Visitor Name	Visitor Per	Visitor Bac	Visitee Name	Visitee Per	Company	Site	Reason for	First booki	Arrival time	Leaving time	Licence Plate	Parking perm	Chip number	Time from	Time to
Leo Schumac...	B10071		Darius Dietrich	A3003		Hannover			09/29/2025 13:19:11						
Leo Schumac...	B10071		Darius Dietrich	A3003		Hannover									
Matthias Poc...	B10070	9003	Darius Dietrich	A3003	Drakos ...				09/29/2025 13:15:55						
Leo Schumac...	B10069		Darius Dietrich	A3003	Drakos ...	Hannover	Besuch		09/29/2025 10:24:16						

Creating the report

- Specify the time period for which you want to generate the report (*From* – *To*). Or press *Today*, *Yesterday* or *Last week* to quickly generate a report for the corresponding period.
- (Optional) Use the additional fields to narrow the report.
- Press *Run* to start the report.

Further options with the report

- **Select columns to display:** Press the gear icon. Select which columns you want to display and in which order. Arrange the columns using the mouse or the arrow icons. Press *Apply* to adopt the changes.
- **Search in columns:** Enter text or numbers in the search field (magnifying glass icon) of a column to search for names, personnel numbers, or other criteria. The entries take effect

immediately: the list only displays hits.

- **Export the entire list:** Press the download icon. Select the format in which you want to export the list. The export files are downloaded or displayed depending on the browser/operating system settings. For details on the available export formats, see the [General > Export Formats](#) chapter of this manual.
- **Save report:** For details on saving reports, see the chapter [General > Custom Reports](#).

Button *Reset Selection*

Press *Reset Selection* to reset all fields to their initial value.

Revision #3

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