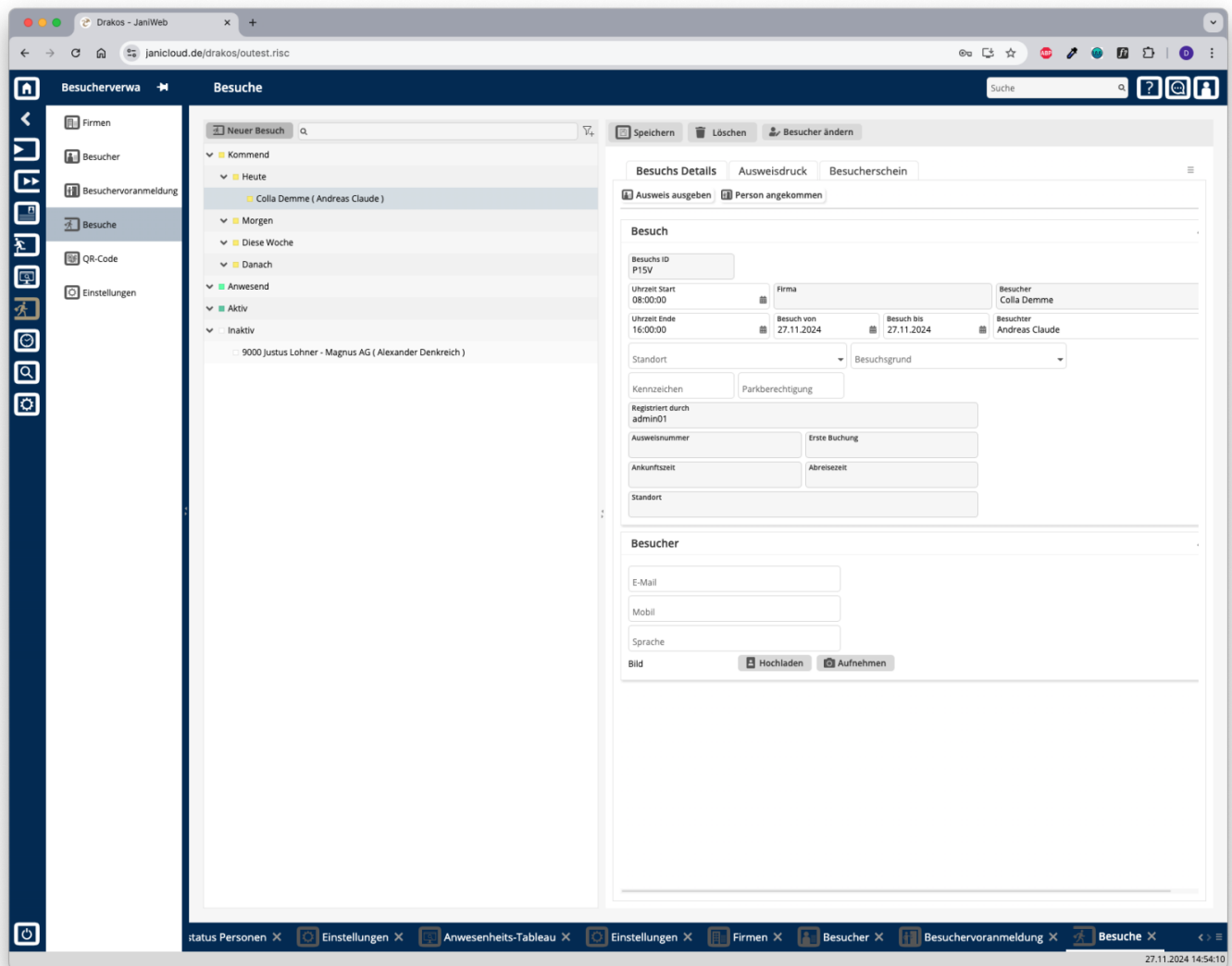


# Visits

The menu item *Visits* provides you with a list of all registered visits, sorted by *Upcoming*, *Ongoing*, *Active* and *Inactive*. Here you can create, edit, start or end visits.



## List of visits

Select a visit to display details.

## Button *New Visit*

Press *New Visit* to create a new visit. Enter all the required information and press *Save*. The visit then appears under *Upcoming*.

**Create visitor:** If the person expected for the visit does not yet exist in the system, you can create them as a visitor here. To do this, press *New Visitor*.

## Button *Save*

You can change the details of the selected visit. Press *Save* to save the changes.

## Button *Delete*

You can delete visits listed under *Upcoming* at any time. To do this, press *Delete*. A confirmation dialog will appear.

## Buttons *Issue Badge* and *Person arrived*

When the expected visit arrives, select it under *Upcoming*. Then carry out one of the following steps:

- Press *Issue Badge* to assign the visitor an *Badge* from a list. Badges highlighted in red are still in use, badges highlighted in green are ready to be issued.
- Press *Person arrived* to mark the visit as active without issuing an badge.

The visitor is now marked as *Present*.

## Buttons *Return Badge* and *Person left*

To mark a visit as finished or absent, select it under *Present*. Then carry out one of the following steps:

- If an badge has been issued, press *Return Badge*.

- If no badge has been issued, press *Person left*.

The visit is now marked as *Active*. If necessary, you can mark active visits as *Present* again by pressing *Person arrived/Issue Badge* again. Visits remain *Active* until the day entered as the end of the visit has passed.

## Inactive visits

Visits whose end date has already passed, but for which a badge has not yet been returned, appear as *Inactive*. Inactive visits can either be terminated or reactivated.

You can print a badge or visitor's pass with the stored information at any time using the tabs *Badge Printing* or *Visitor Pass*.

# Button *Edit Visitor*

Press *Edit Visitor* to add missing information or adjust existing information.

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## TIPS

You can specify which fields are displayed for a visit via the menu item *Settings* for visitor management.

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