ID VisitControl

ID VisitControl Module Reception

Reception module documentation

The Reception module can be used to register and pre-register visitors and visitor groups, the attendance list can be called up and you can quickly see if and which visitors are in your company.

The Reception module allows you to log all visits and stays of your guests. This allows you to view the visitor history at any time.

The intuitive menu navigation enables your reception to register your visit quickly and easily and allows you to print out your visitor badges directly. Master data maintenance is also carried out via the reception module of the visitor software.

ID VisitControl Reception of company visitor management enables you to use all core functions and represents the central cockpit of your visitor management. The reception module can be integrated in your company as a single-user version or as a multi-user version, depending on the number of visitors.
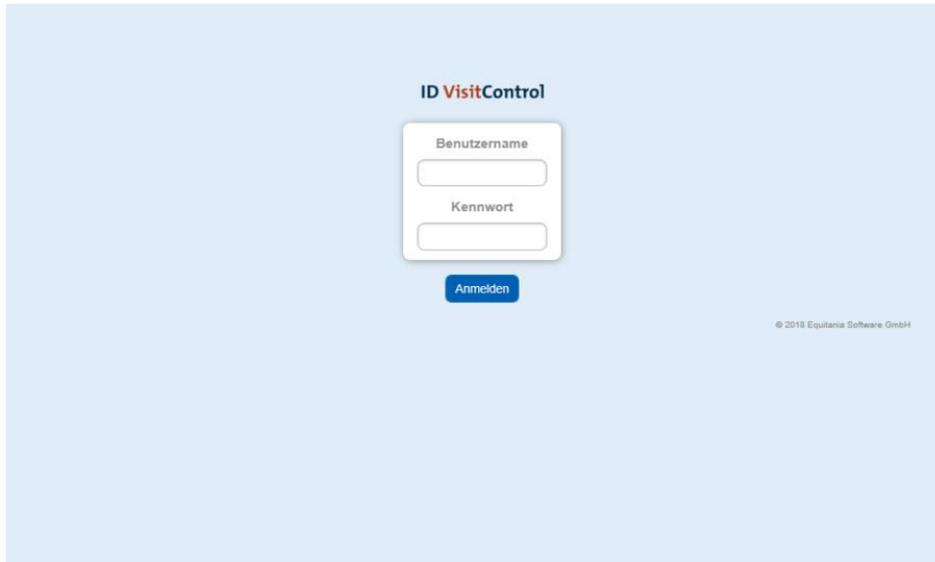
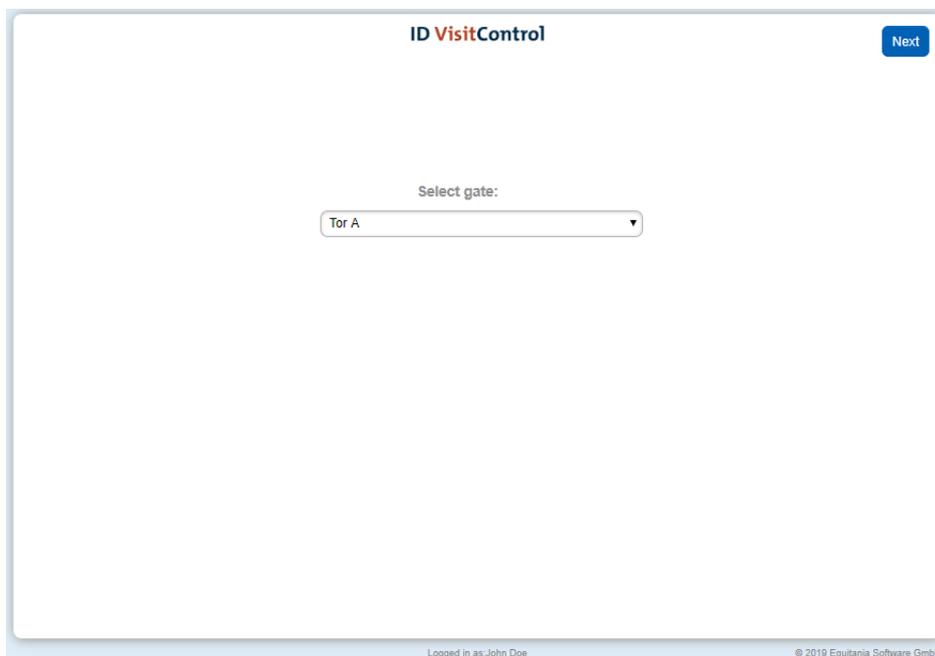Below you will find detailed documentation on how to use ID VisitControl.

Inhaltsverzeichnis
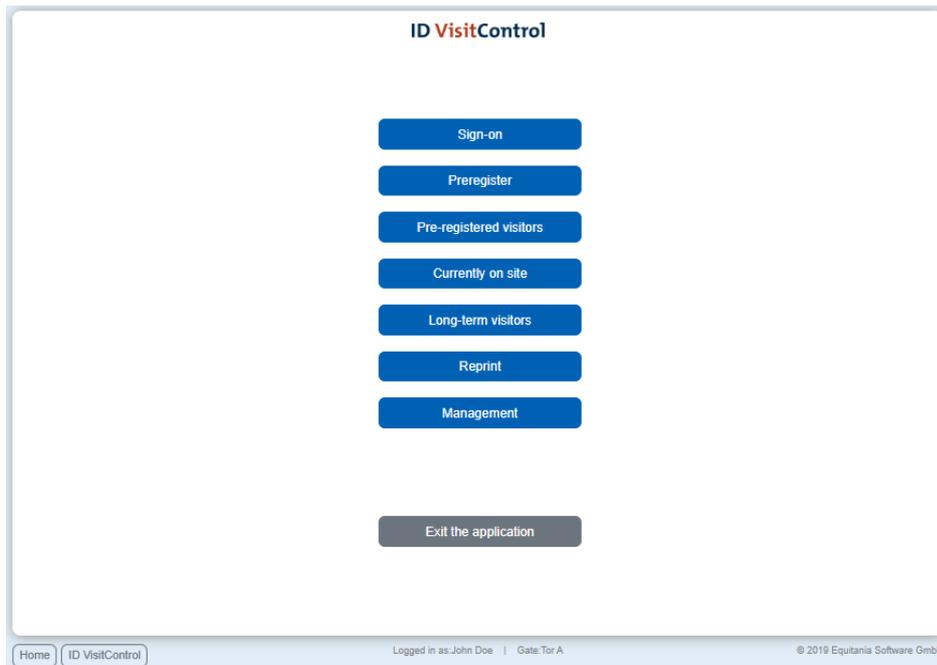
Login and main menu - Module Reception

In the following documentation we will explain how to log into the visitor software ID VisitControl with your user.

Please enter your user name and password on the **login screen**.
Benutzername = Username
Kennwort = Password

You can select the desired gate from the drop-down menu in the gate selection. The visitor is registered at this gate. Click **Next** to open the main menu.

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In the main menu you can select the actions you want. Below the selection mask you can switch to the main menu at any time with the button **Home**.

Visitor Registration - Module Reception

Register your visit or visitor groups quickly and easily with intuitive menu navigation. Create a new visitor in the software or access existing data.

The following documentation explains in detail how to register your visitors, visitor groups and multi-visitors in your visitor management ID VisitControl.

- Single visitor registration - Module reception
- Group registration - Module reception
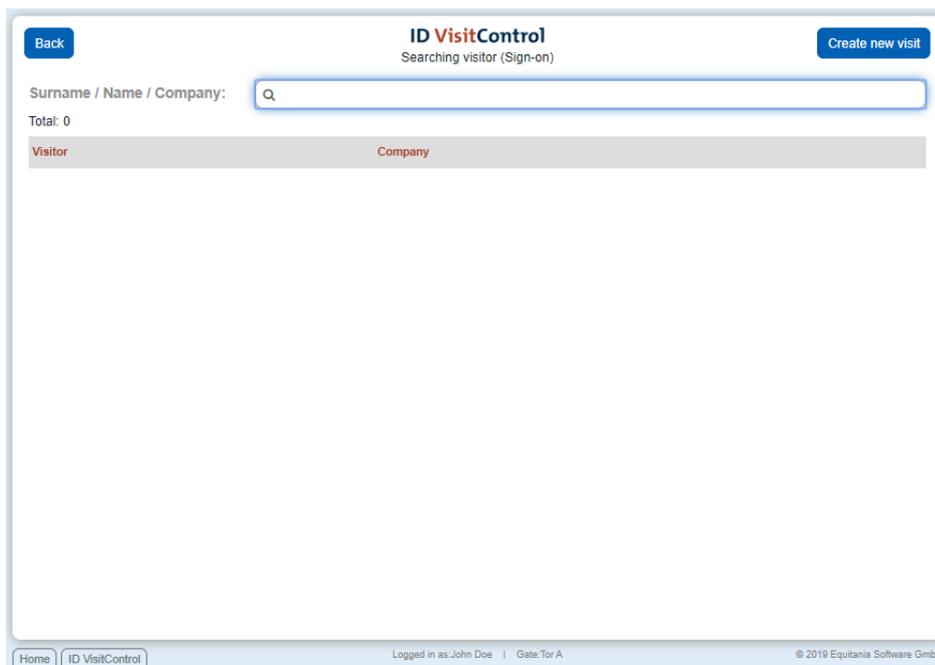- Multi-visitor registration - Module reception

Single visitor registration - Module reception

Here you will find a detailed explanation of the single visitor registration in ID VisitControl.

First click on the button Sign-on.
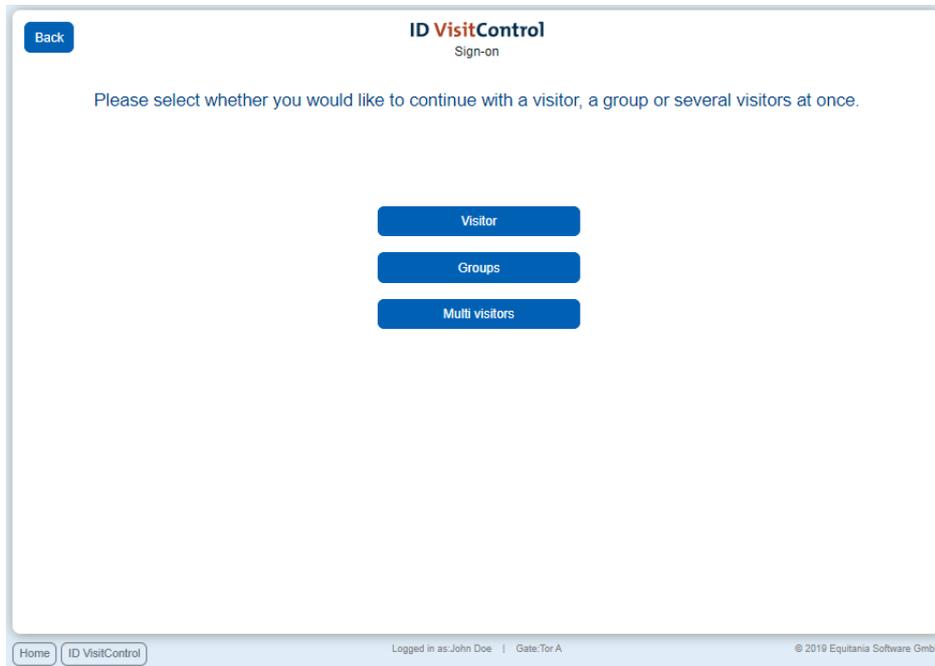
Here you can now select individual or group visitor registration. In this case, click on the Single visitor button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

Enter your search term for example "muster" in the field surname / first name / company. To execute the search, simply press the Enter key. If you find something under your searched term, you can click on the button **New**

visit to create a new visit with the existing data. If your search does not show any results, click on the button **Create new visit** in the upper right corner.

Here you can fill in the desired fields. The fields marked with a red star * are mandatory. These fields must be filled in. Not filled mandatory fields are marked red.
The input fields "Company" and "Employee" automatically show contents after entering the first letter.
If you click on the **Add company** button, you will be taken to the company administration and can immediately create the new company. After confirming the box, the company is automatically entered in the input field.

When you have entered all the required information, click on **Confirm** in the top right-hand corner.

Each visitor can be assigned a long-term visit. This means that the visitor will be displayed in a separate list after he/she logs out later and you don't have to fill in all the data repeatedly and can simply log in the visitor.

The button **Next** takes you to the label selection page.
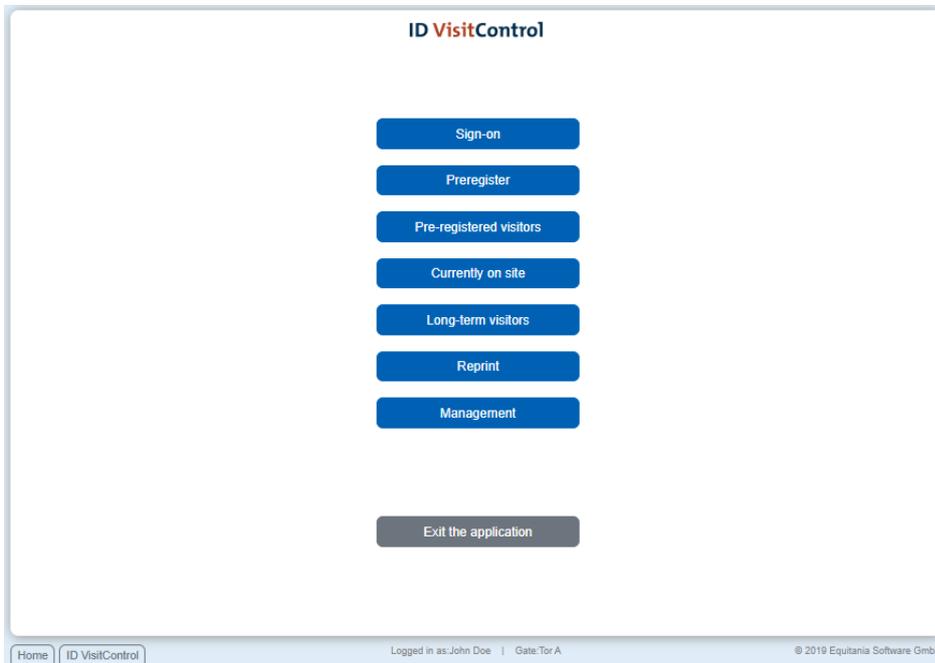

You can select the appropriate badge here. Click on the button **Register&Print** to register the visitor and print the badge at the same time. You can also just register the visitor. Click the **Register** button in the upper right corner. The registration was successful and the visitor is now automatically in your visit list.
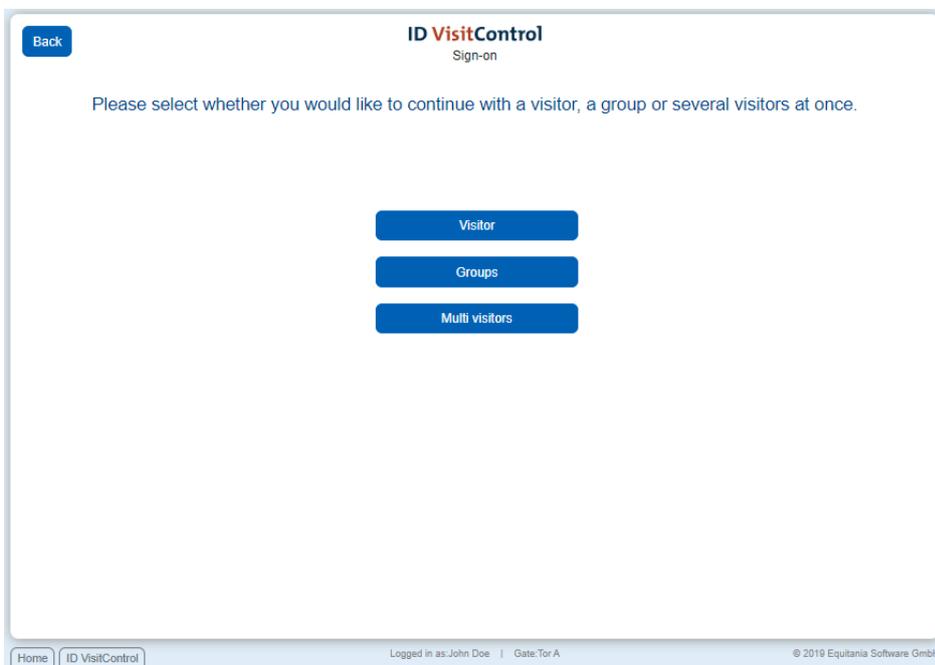
ID VisitControl

The registration was successful

Done

Next registration

You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration.**

Group registration - Module reception

Here you will find a detailed explanation of the group visitor registration in ID VisitControl as well as a short video tutorial. (You will find an english subtitle in the video)

First click on the button Sign-on.

Here you can now select individual or group visitor registration. In this case, click on the **Groups** button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

Enter your search term for example "muster" in the field surname / first name / company. To execute the search, simply press the Enter key. If you find something under your searched term, you can click on the button **New visit** to create a new visit with the existing data. If your search does not show any results, click on the button **Create new group visit** in the upper right corner.

Here you can fill in the desired fields. The fields marked with a red star * are mandatory. These fields must be filled in. Not filled mandatory fields are marked red.
The input fields "Group" and "Employee" automatically show contents after entering the first letter.

If you click on the **Add company** button, you will be taken to the company administration and can immediately create the new company. After confirming the box, the company is automatically entered in the input field.

When you have entered all the required information, click on **Confirm** in the top right-hand corner.

Click the **Create new visitor** button to create the individual visitors to the group.

When you have created all visitors, go to **Done.**

The button **Next** takes you to the label selection page.

You can select the appropriate badge here. Click on the button **Register&Print** to register the visitor and print the badge at the same time. You can also just register the visitor. Click the **Register** button in the upper right corner. The registration was successful and the visitor group is now automatically in your visit list.
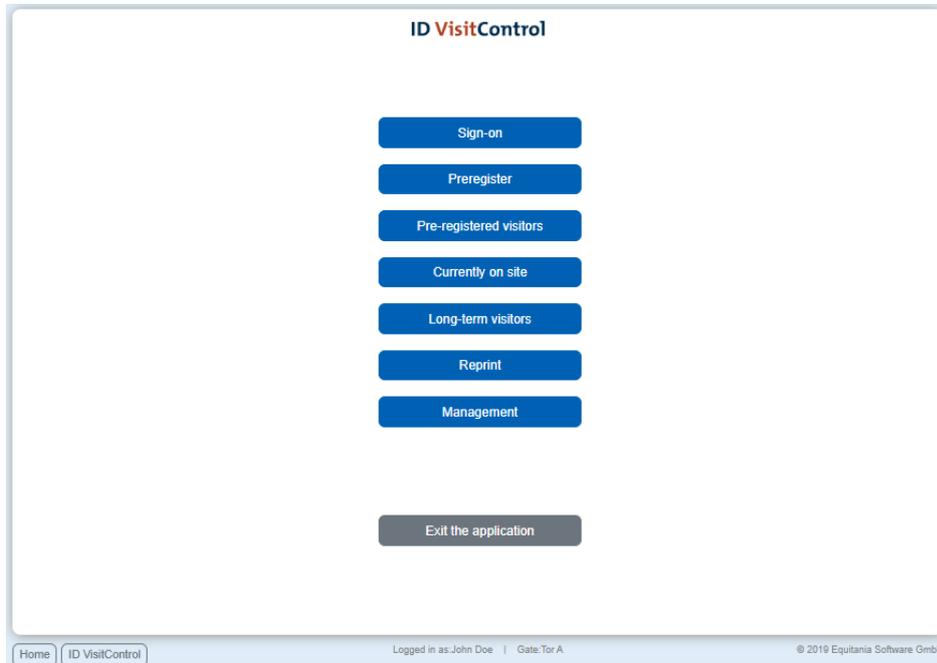

You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration.**
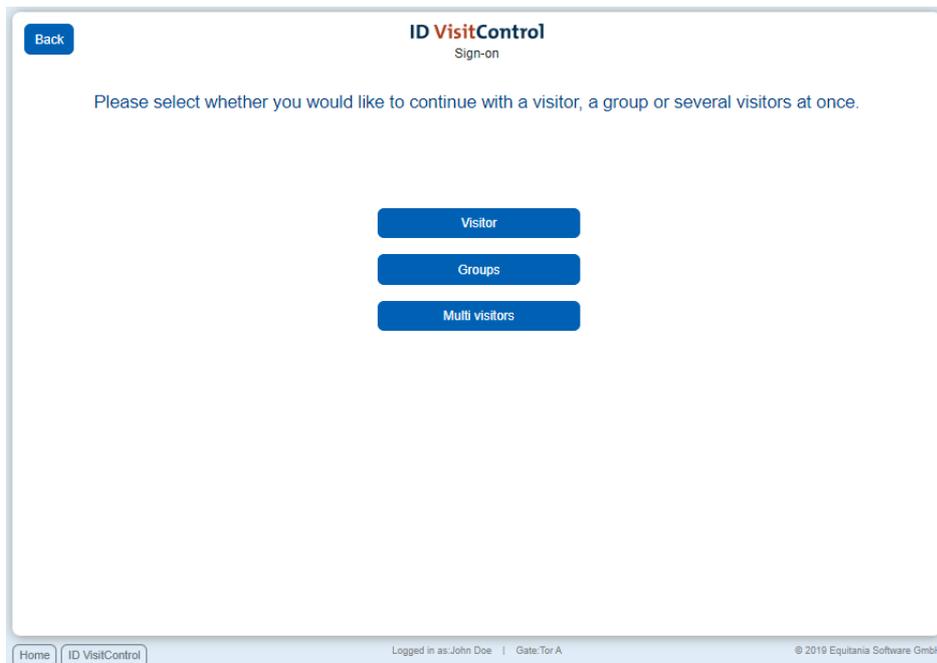
Multi-visitor registration - Module reception

Here you will find a detailed explanation of the single visitor registration in ID VisitControl as well as a short video tutorial. (You will find an english subtitle in the video)

First click on the button Registration.

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First click on the button Sign-on.

Back

ID VisitControl
Sign-on

Please select whether you would like to continue with a visitor, a group or several visitors at once.

Visitor

Groups

Multi visitors

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Here you can now select individual or group visitor registration. In this case, click on the **Multi visitors** button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

Enter your search term for example muster in the field surname / first name / company. To execute the search, simply press the Enter key. Please add the desired visitors by clicking on the **Add** button. On the right side you will see the visitors you have selected.

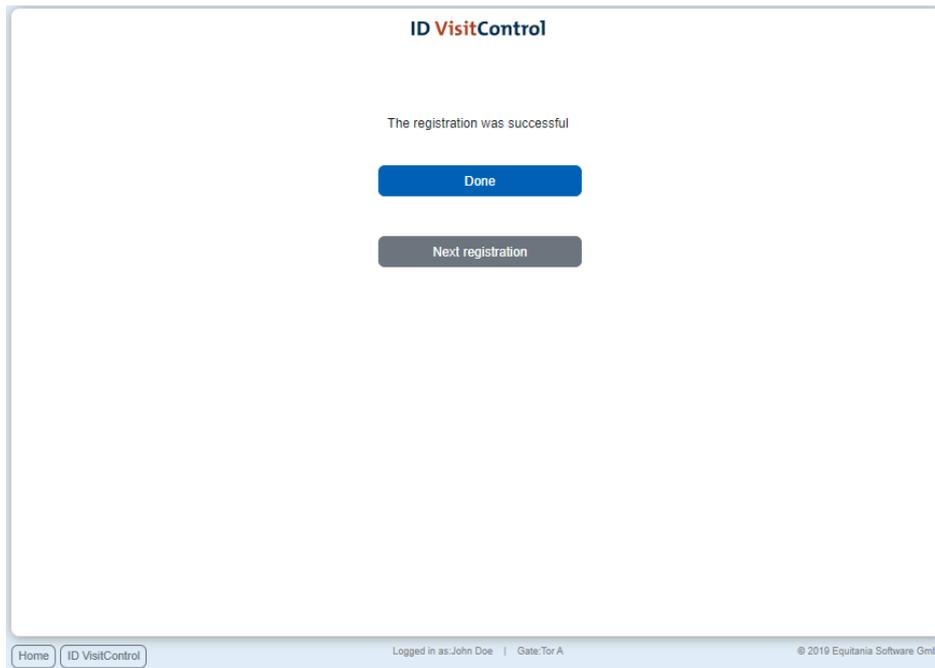Clicking the **Next** button takes you to the next page.

Here the desired fields can be filled in. The fields marked with a red star * are mandatory. These fields must be filled in. Not filled mandatory fields are marked red.
The input field "Employee" automatically displays contents after entering the first letter.
If you click on the **Add company** button, you will be taken to the company administration and can immediately create the new company. After confirming the box, the company is automatically entered in the input field.

The button **Next** takes you to the label selection page.

You can select the appropriate badge here. Click on the button **Register&Print** to register the visitor and print the badge at the same time. You can also just register the visitor. Click the **Register** button in the upper right corner. The registration was successful and the visitor group is now automatically in your visit list.

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ID VisitControl

The registration was successful

Done

Next registration

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You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration.**

Visitor pre-registration - Module Reception

Register your visitors before the guest arrives. As a result, you can shorten waiting times, relieve your reception staff and make the necessary preparations.

In the following documentation we explain in detail how to pre-register your visitors, visitor groups and multi-visitors in your visitor management ID VisitControl.

- Pre-registration of single visitors - Module Reception
- Pre-registration of a group of visitors - Module Reception
- Pre-registration of multi visitors - Module Reception

Pre-registration of single visitors - Module Reception

Here you will find a detailed explanation of the single visitor pre-registration in ID VisitControl as well as a short video tutorial. (You will find an english subtitle in the video)
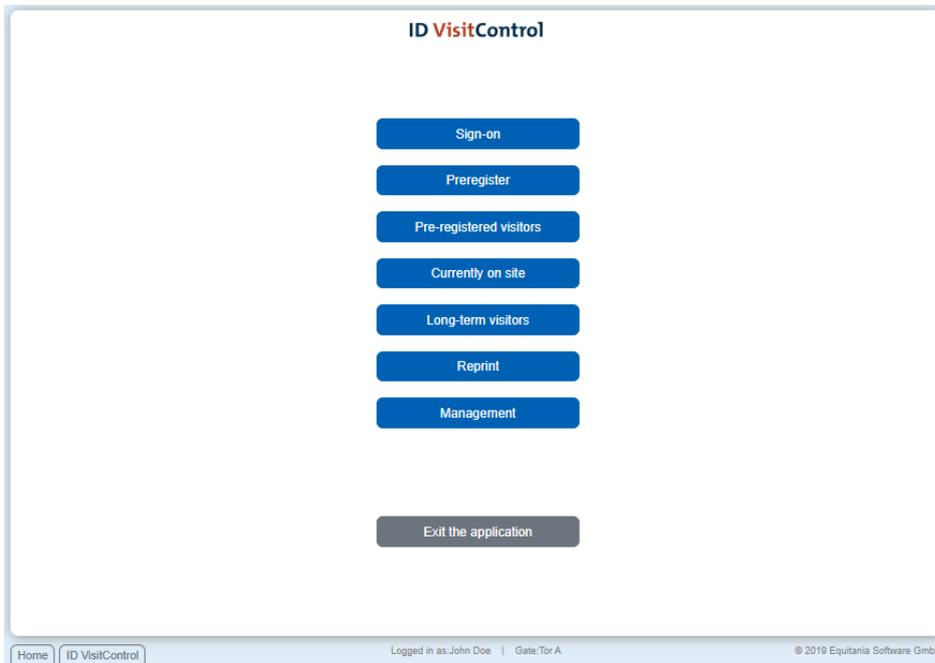
First click on the button **Preregister**.
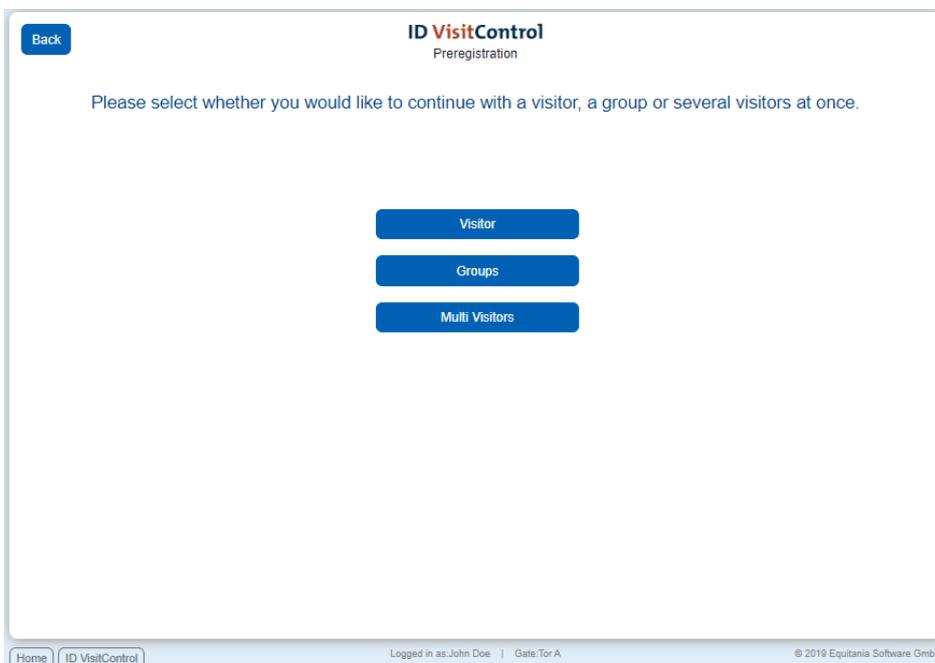
Here you can now select individual or group visitor pre-registration. In this case, click on the **Visitor** button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

Enter your search term for example "muster" in the field surname / first name / company. To execute the search, simply press the Enter key. If you find something under your searched term, you can click on the button **New visit** to create a new visit with the existing data. If your search does not show any results, click on the button **Create new visit** in the upper right corner.

Here you can fill in the desired fields. The fields marked with a red star * are mandatory. These fields must be filled in. Not filled mandatory fields are marked red.
The input fields "Company" and "Employee" automatically show contents after entering the first letter.
If you click on the **Add company** button, you will be taken to the company administration and can immediately create the new company. After confirming the box, the company is automatically entered in the input field.

When you have entered all the required information, click on **Confirm** in the top right-hand corner.

Now you can set a date for your visit. (Unlike normal registration, when pre-registering, you can set a date as "Arrival time" that is in the future.)

Each visitor can be assigned a permanent visit. This means that the visitor will be displayed in a separate list after he/she logs out later and you do not have to fill in all the data repeatedly and can simply log in the visitor.

On the following page, deposited PDF documents (instructions) can be displayed.

The button **Next** takes you to the label selection page.

You can select the appropriate badge here. Click on the button **Preregister&Print** to register the visitor and print the badge at the same time. You can also just register the visitor. Click the **Preregister** button in the upper right corner.

The registration was successful and the visitor is now automatically in your visit list.

You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration.**

Pre-registration of a group of visitors - Module Reception

Here you will find a detailed explanation of the group visitor preregistration in ID VisitControl as well as a short video tutorial. (You will find an english subtitle in the video)

First click on the button **Previsitor.**

Here you can now select individual or group visitor preregistration. In this case, click on the **Groups** button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

Enter your search term for example "muster" in the field surname / first name / company. To execute the search, simply press the Enter key. If you find something under your searched term, you can click on the button **New visit** to create a new visit with the existing data. If your search does not show any results, click on the button **Create new group visit** in the upper right corner.

Here you can fill in the desired fields. The fields marked with a red star * are mandatory. These fields must be filled in. Not filled mandatory fields are marked red.
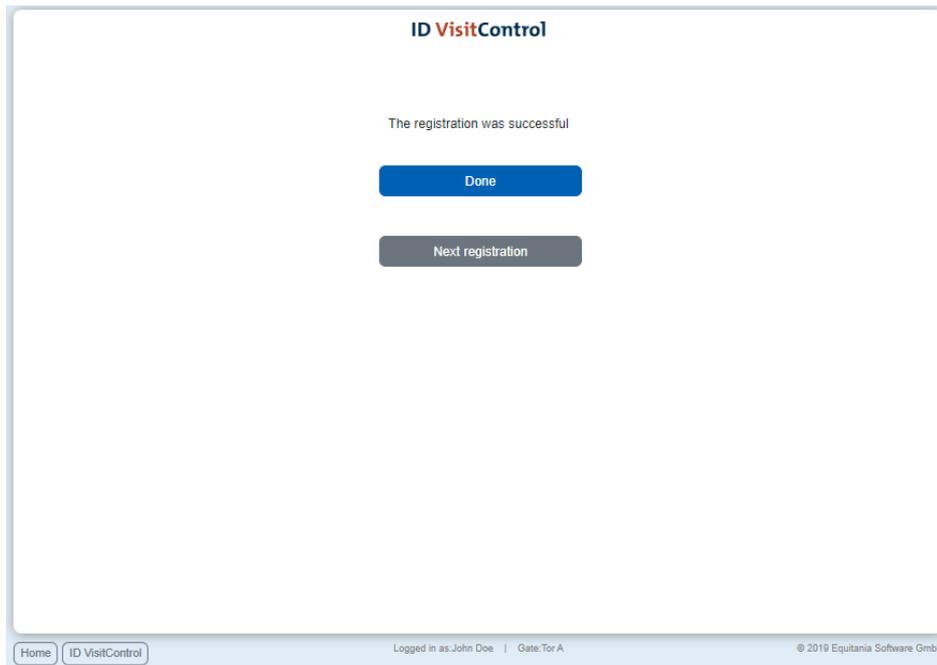
The input fields "Group" and "Employee" automatically show contents after entering the first letter.

If you click on the **Add company** button, you will be taken to the company administration and can immediately create the new company. After confirming the box, the company is automatically entered in the input field.

When you have entered all the required information, click on **Confirm** in the top right-hand corner.

Now you can set a date for your visit. (Unlike normal registration, when pre-registering, you can set a date as "Arrival time" that is in the future.)
Each visitor can be assigned a permanent visit. This means that the visitor will be displayed in a separate list after he/she logs out later and you do not have to fill in all the data repeatedly and can simply log in the visitor.

Click the **Create visitor** button to create the individual visitors to the group.

When you have created all visitors, go to **Done.**

On the following page, deposited PDF documents (instructions) can be displayed.

The button **Next** takes you to the label selection page.

You can select the appropriate badge here. Click on the button **Preregister&Print** to register the visitor and print the badge at the same time. You can also just preregister the group. Click the **Preregister** button in the upper right corner.

The registration was successful and the visitor group is now automatically in your visit list.
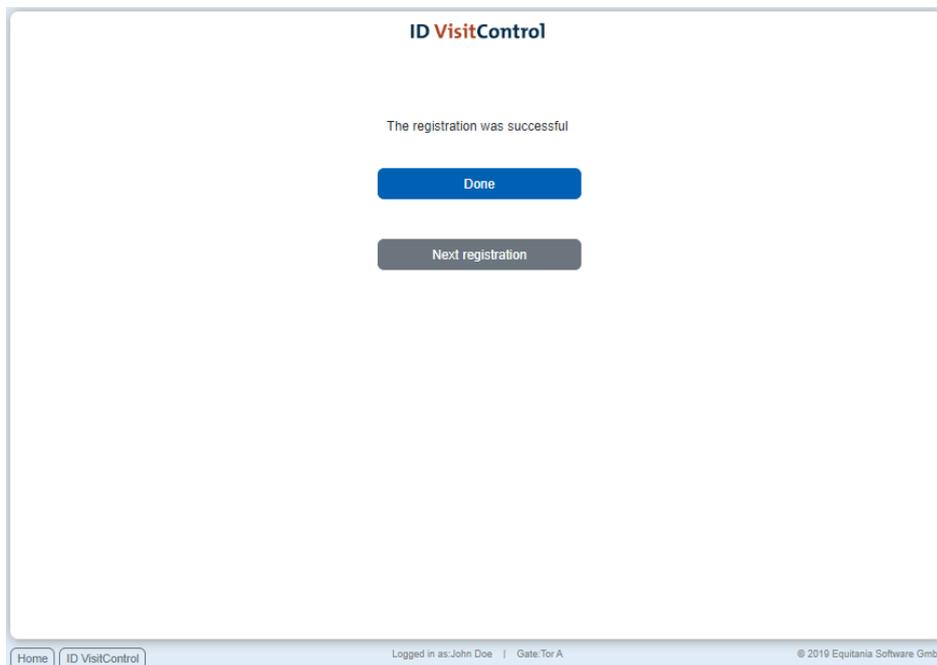

You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration.**

Pre-registration of multi visitors - Module Reception

Here you will find a detailed explanation of the Multi visitor pre-registration in ID VisitControl as well as a short video tutorial. (You will find an english subtitle in the video)
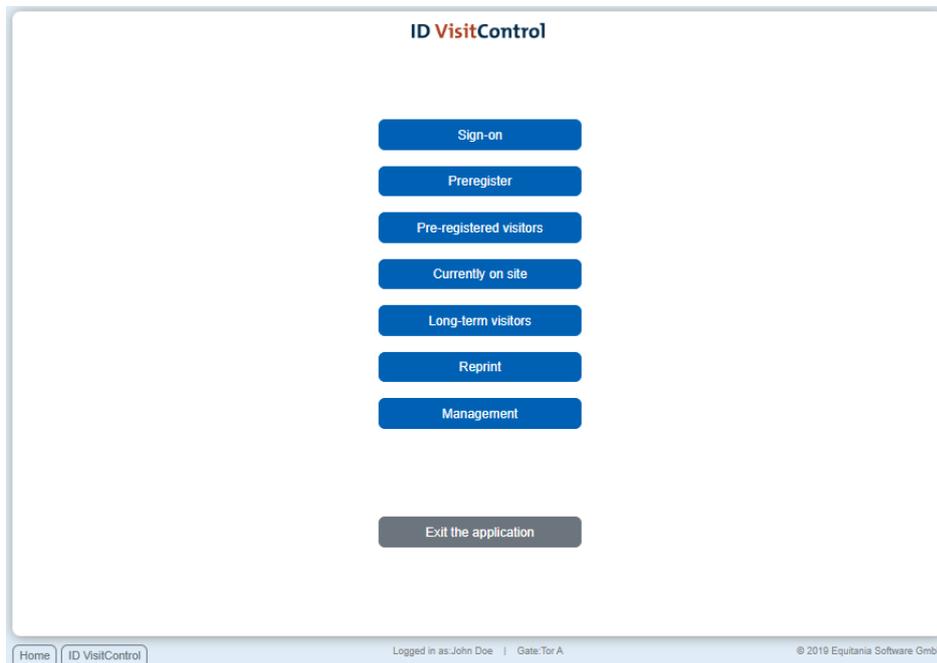
First click on the button **Preregister**.
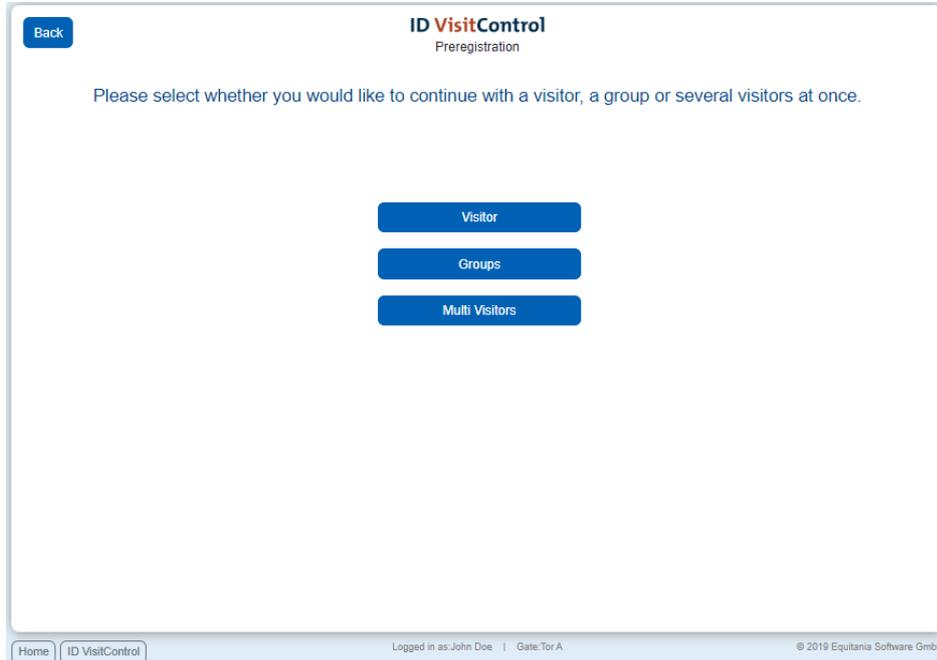
Here you can now select individual, group visitor or multi visitor pre-registration. In this case, click on the **Multi Visitor** button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

ID VisitControl
Searching Multi visitors (Preregistration)

Back | Next

Surname / Name / Company [Q]

Total: 0

Visitor	Company		Visitor	Company

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ID VisitControl
Searching Multi visitors (Preregistration)

Back | Next

Surname / Name / Company [Q |]

Total: 2

Visitor	Company		Visitor	Company	
Tester, Anne	Test Company, Any State	Add	Musterfrau, Marion	Equitania Software GmbH, Pforzheim	Remove
Test, Tester	Tester GmbH, Teststadt	Add	Mustermann, Max	Equitania Software GmbH, Pforzheim	Remove

Home | ID VisitControl   Logged in as:John Doe | Gate:Tor A   © 2019 Equitania Software GmbH

Enter your search term for example muster in the field surname / first name / company. To execute the search, simply press the Enter key. Please add the desired visitors by clicking on the **Add** button. On the right side you will see the visitors you have selected.
Clicking the **Next** button takes you to the next page.

Here the desired fields can be filled in. The fields marked with a red star * are mandatory. These fields must be filled in. Not filled mandatory fields are marked red.
The input field "Employee" automatically displays contents after entering the first letter.
If you click on the **Add company** button, you will be taken to the company administration and can immediately create the new company. After confirming the box, the company is automatically entered in the input field.

The button **Next** takes you to the label selection page.

You can select the appropriate badge here. Click on the button **Preregister&Print** to register the multi visitor and print the badge at the same time. You can also just preregister the multi visitor. Click the **Preregister** button in the upper right corner.
The registration was successful and the visitor is now automatically in your visit list.

ID VisitControl

The registration was successful

Done

Next registration

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You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration.**

(You will find an english subtitle in the video)

Pre-registered visitors - Module Reception

You can find pre-registered visitors with a click in a list. From this page you can quickly access other pages and work quickly and easily.

In the following documentation, we explain detailed steps to the list of pre-registered visitors in the reception module.
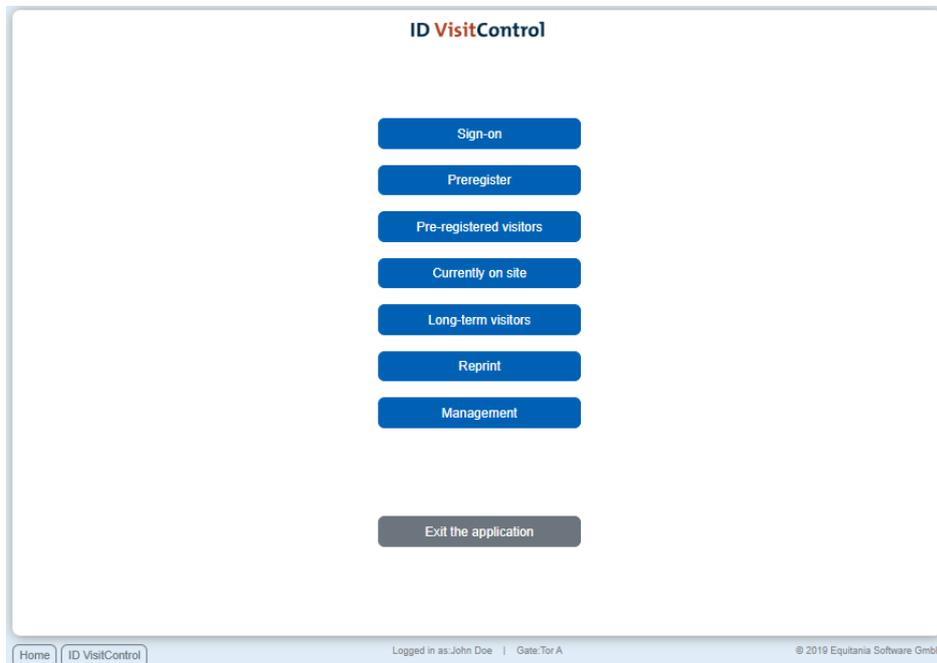
First click on the **Pre-registered visitor** button.
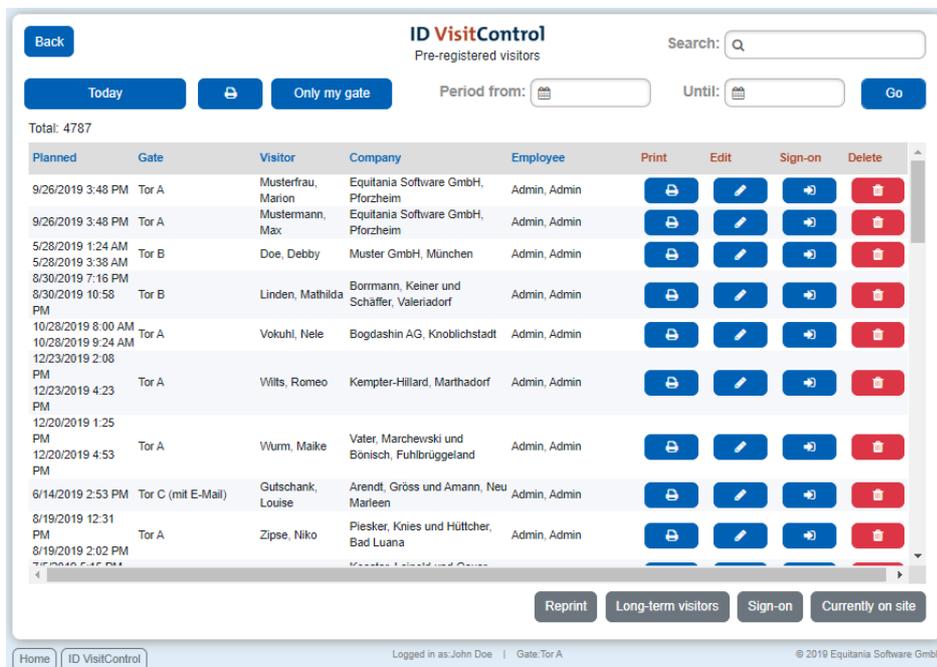
Here you have the choice to reprint a label without registering a new visit. With the button reprint you reach the selection page which visitor and which category you would like to print again.

Click on the print icon.
In the search field you can search for visitors, companies, groups and employees.
To return to the Pre-registered page, click **Back** at the top left.

You can also simply register a **long-term visitor** here.

Here you can register the indicated long-term visitors by clicking on **Sign-on.**
To return to the pre-registered page, click **Back** in the upper left corner.

You can register a new visitor. To do this, simply click on the **Sign-on** button.
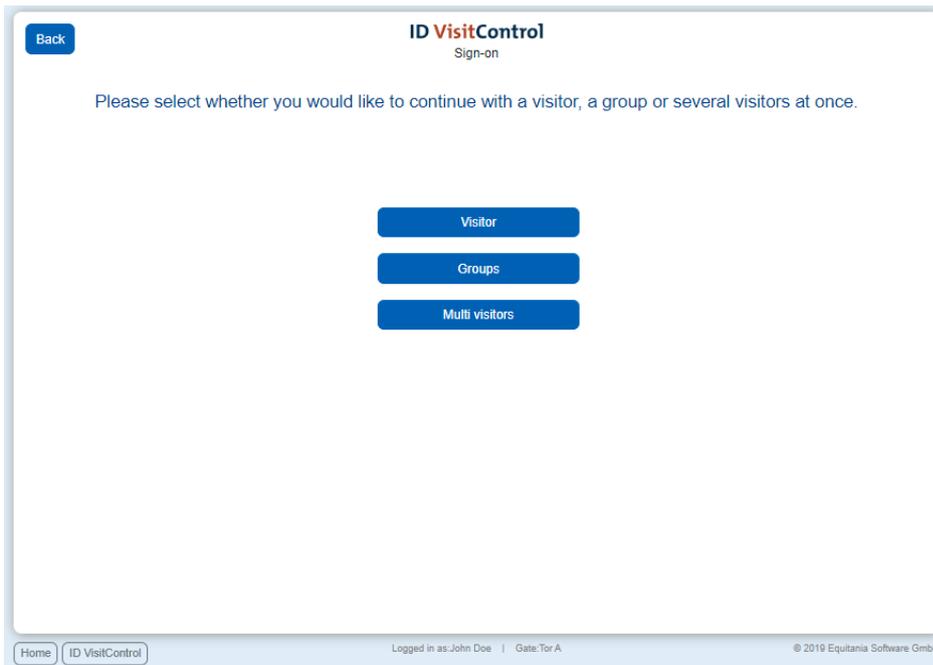
Here you can now select individual, group visitor or multi visitor registration. Proceed as described in the registration procedure.
By clicking on the **Back** button you will return to the main menu.
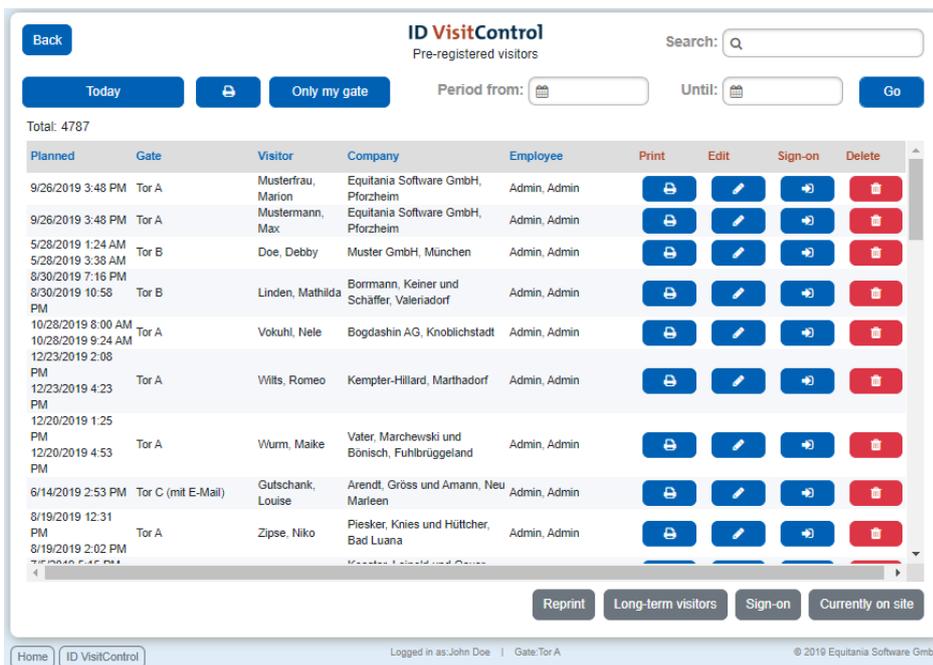
The button **Currently on site,** brings you to the list of all visitors who are currently in the house.

You can unsubscribe visitors by clicking on the **Logout icon**.
To return to the Pre-registered page, click **Back** at the top left.

You have different choices for each visitor. For example, you can print the visitor's label again by clicking on the **print symbol.**
You can change a visitor's data by clicking on the **editing icon.**

When you have changed or added all the required information, click **Next** in the upper right corner.

To return to the main menu, click the **Back** button.

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Currently on site - Module Reception

Find out quickly who is currently on site. This can also provide a quick overview in emergency situations

In the following documentation, we explain detailed steps on how to use the Currently on site list as well as a short video tutorial. (You will find an english subtitle in the video)
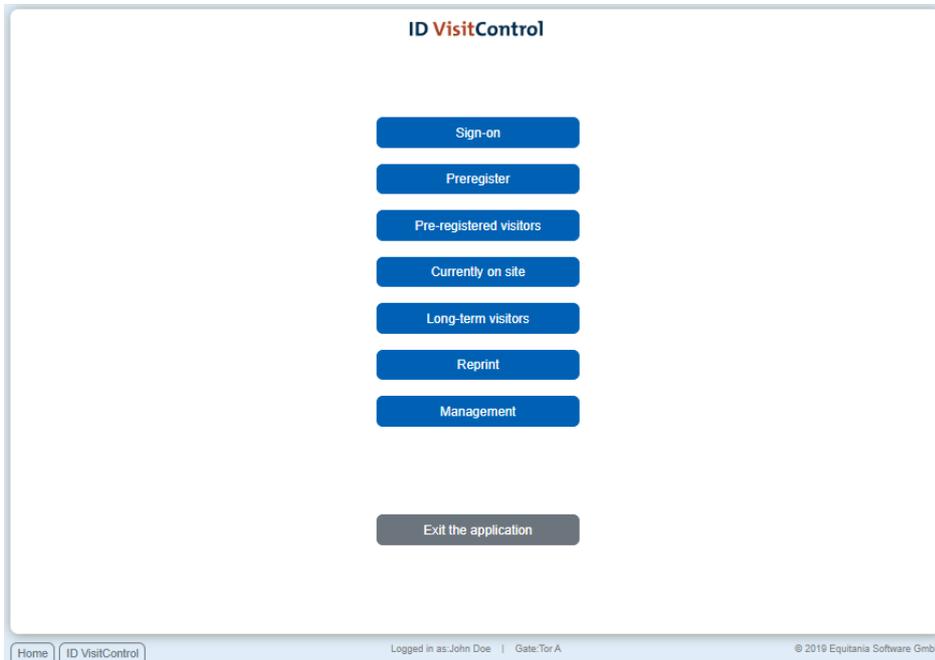
First click on the **Currently on site** button.
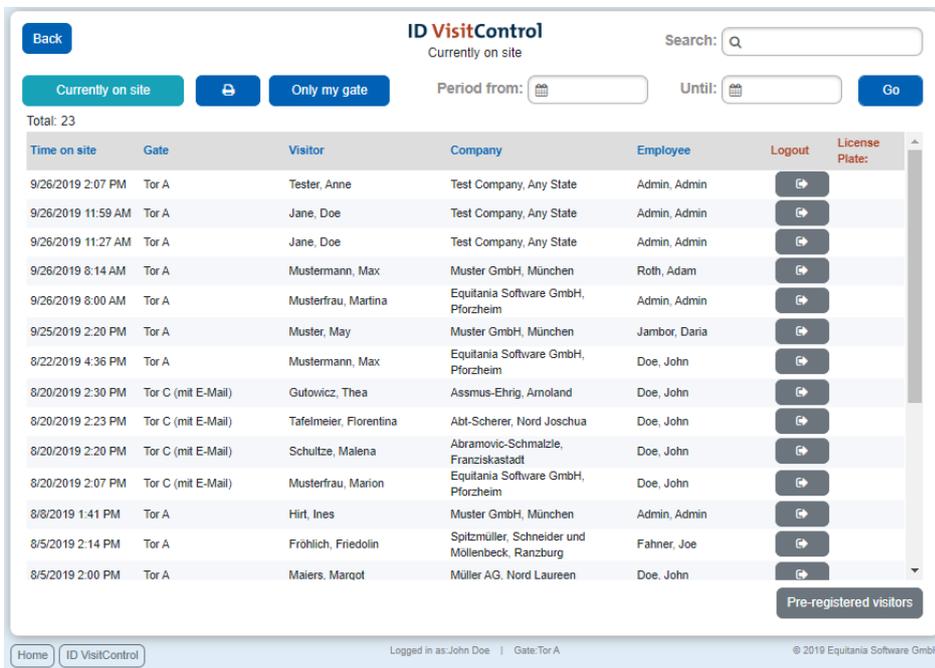
You can unsubscribe visitors by clicking on the **Logout icon.**
To return to the main menu, click Back at the top left.

Sign-on long-term visitors - Module Reception

For visitors who are recurring over a longer period of time, you can specify a long-term visit.

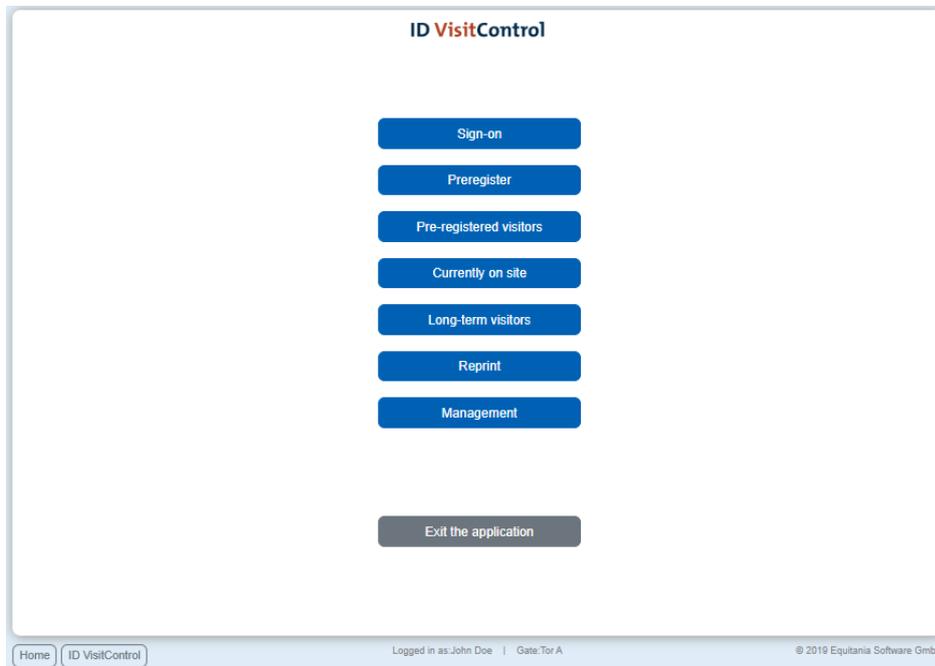The following documentation explains in detail how to register a permanent visitor in the Reception module.

First click on **Long-term visitors.**
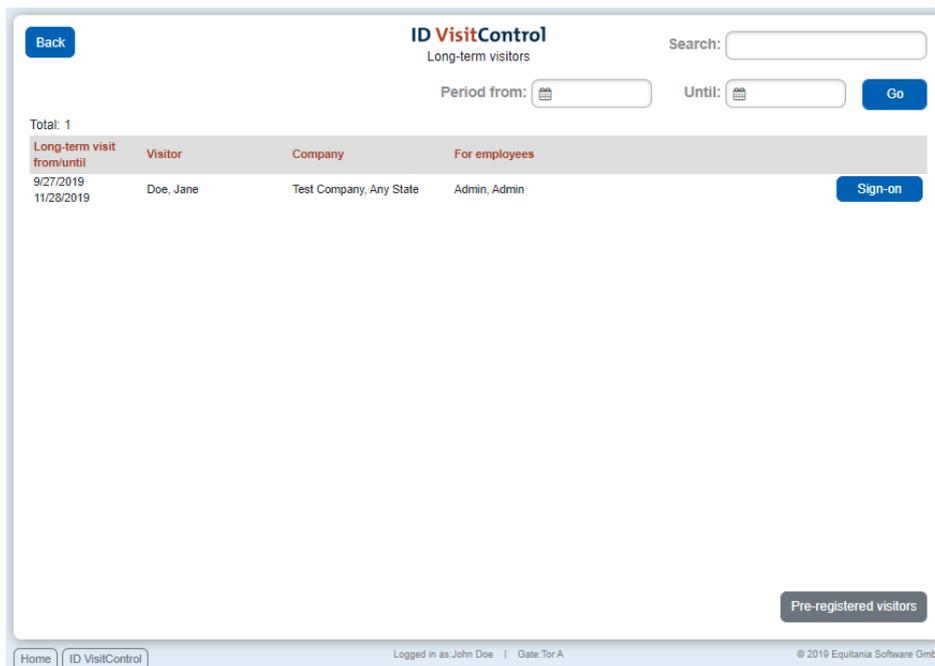
If a permanent visit date was created during registration and the visitor wants to enter the site again and must be logged in, he is automatically listed in this list.
To register the permanent visitor click on the button **Sign-on**.

With the button **Back** you get back to the main menu.

Reprint

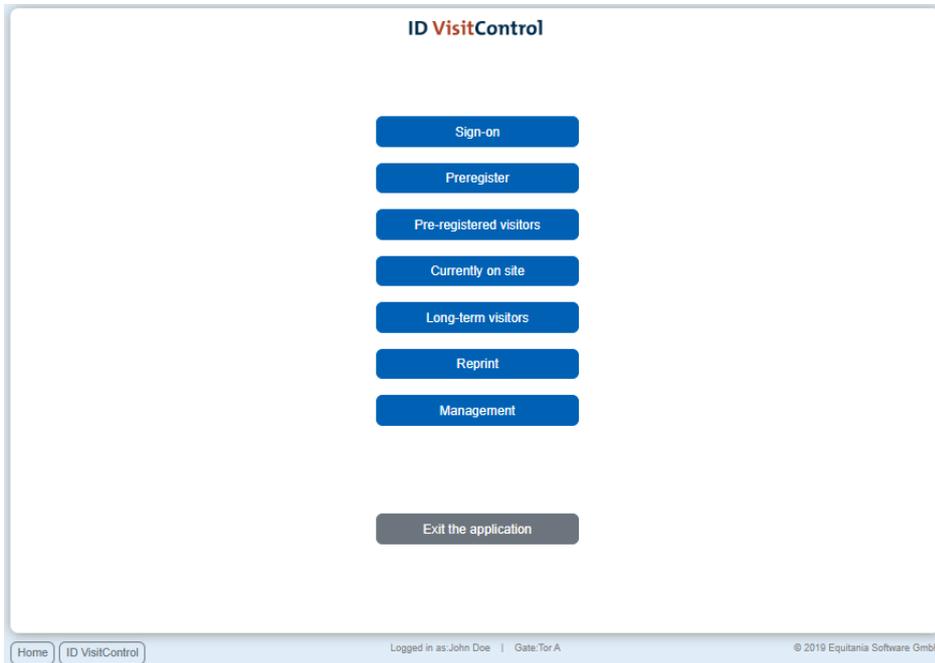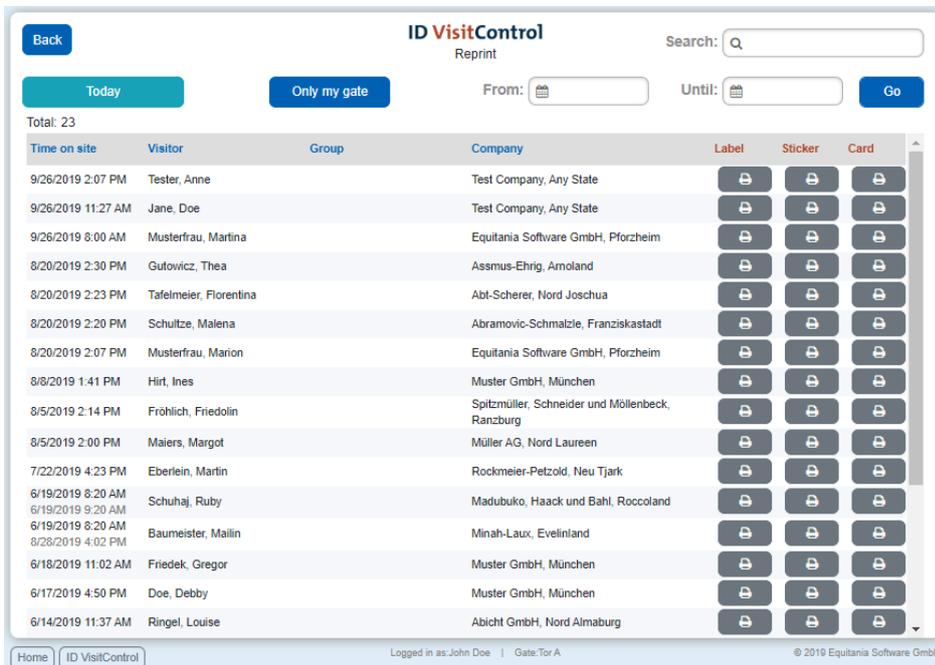The following documentation explains in detail how to create a reprint of a visitor badge as well as a short video tutorial. (You will find an english subtitle in the video)

First click on the **Reprint** button.

You have by default all visitors for today in the list you see. However, you can change the date accordingly. For example, enter your search term in the Search field at the top right. To execute the search, just press the Enter key.

Time on site	Visitor	Group	Company	Label	Sticker	Card
9/26/2019 2:07 PM	Tester, Anne		Test Company, Any State	🖶	🖶	🖶
9/26/2019 11:27 AM	Jane, Doe		Test Company, Any State	🖶	🖶	🖶
9/26/2019 8:00 AM	Musterfrau, Martina		Equitania Software GmbH, Pforzheim	🖶	🖶	🖶
8/20/2019 2:30 PM	Gutowicz, Thea		Assmus-Ehrig, Arnoland	🖶	🖶	🖶
8/20/2019 2:23 PM	Tafelmeier, Florentina		Abt-Scherer, Nord Joschua	🖶	🖶	🖶
8/20/2019 2:20 PM	Schultze, Malena		Abramovic-Schmalzle, Franziskastadt	🖶	🖶	🖶
8/8/2019 1:41 PM	Hirt, Ines		Muster GmbH, München	🖶	🖶	🖶
8/5/2019 2:17 PM 8/5/2019 3:42 PM	Mehrwert, Anna		Ackermann, Ahrenberg und Rietmüller, Pohledorf	🖶	🖶	🖶
8/5/2019 2:14 PM	Fröhlich, Friedolin		Spitzmüller, Schneider und Möllenbeck, Ranzburg	🖶	🖶	🖶
8/5/2019 2:00 PM	Maiers, Margot		Müller AG, Nord Laureen	🖶	🖶	🖶
8/5/2019 1:50 PM 8/5/2019 3:42 PM	Mehrwert, Anna		Meier-Be AG, Würzburg	🖶	🖶	🖶
8/5/2019 1:35 PM 8/5/2019 1:36 PM	Maiers, Margot		Müller AG, Nord Laureen	🖶	🖶	🖶
9/26/2019 11:59 AM	Jane, Doe	TestGroup / 2	Test Company, Any State	🖶	🖶	🖶
9/26/2019 8:14 AM	Mustermann, Max	Mustergruppe / 1	Muster GmbH, München	🖶	🖶	🖶
9/25/2019 2:20 PM	Muster, May	Test / 1	Muster GmbH, München	🖶	🖶	🖶
8/22/2019 4:36 PM	Mustermann, Max	Testgruppe Excel-Import / 5	Equitania Software GmbH, Pforzheim	🖶	🖶	🖶

Now you will see all visitors who are found within the given date and name.
Select the printer here.
Click the **Back** button to return to the main menu.

ID VisitControl

You can review, change and delete data already entered by visitors at any time and even enter house bans in the master data.

In the following documentation we explain in detail how to manage your visitors, visitor groups and companies in your visitor management ID VisitControl.
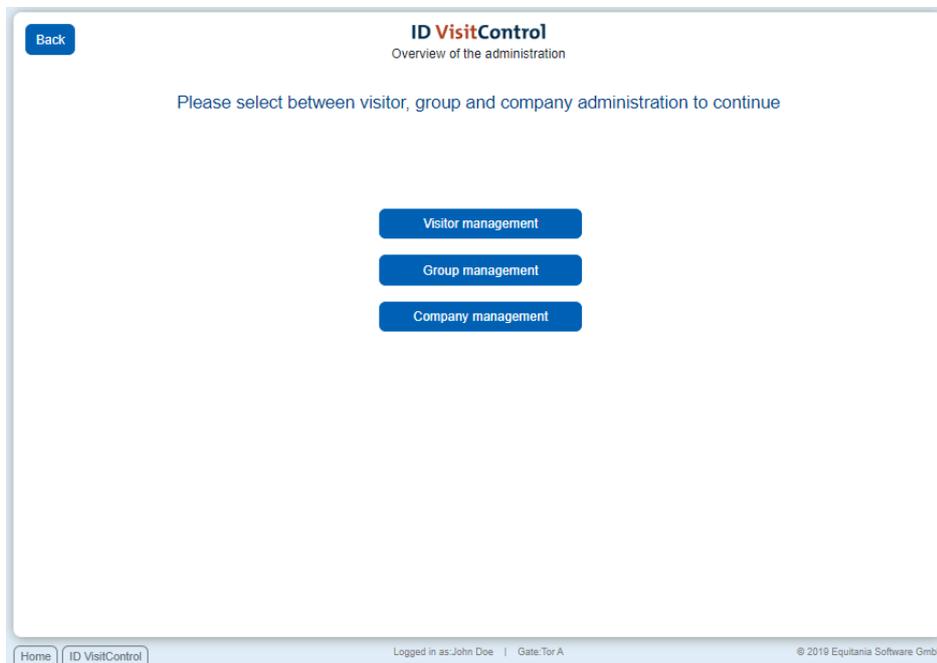
- Visitor Management - Module Reception
- Group Management - Module Reception
- Company Management - Module Reception

The following documentation explains in detail how you can manage single visitors.
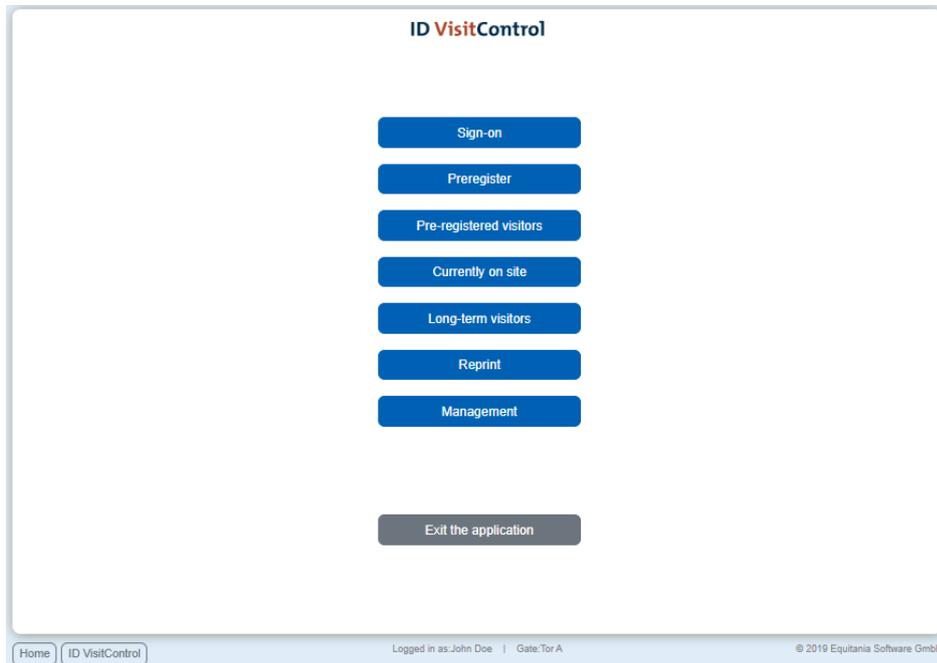
Click **Management**.

You can now choose between visitor, group and company management. Click the **Visitor management** button.

Enter your search term in the Last name / First name / Company field. To execute the search, just press the Enter key.

The persons found are listed in a search results list. With the button **Detailed view** you get to the single view.

The data can now be edited in the detail view. You can also enter a house ban here if necessary. By clicking on **History of the visits** you will be taken to an overview page of previous visits. You can also delete the person directly in the administration. With the button **Confirm** you can save the changes and return to the visitor search.

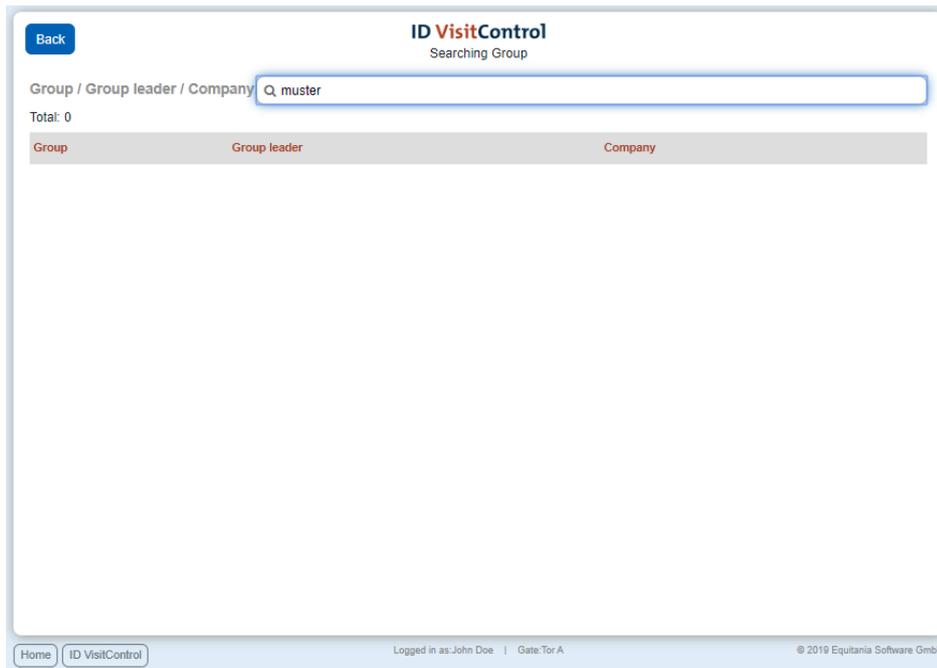## Group Management - Module Reception

The following documentation explains in detail how you can manage group visits.
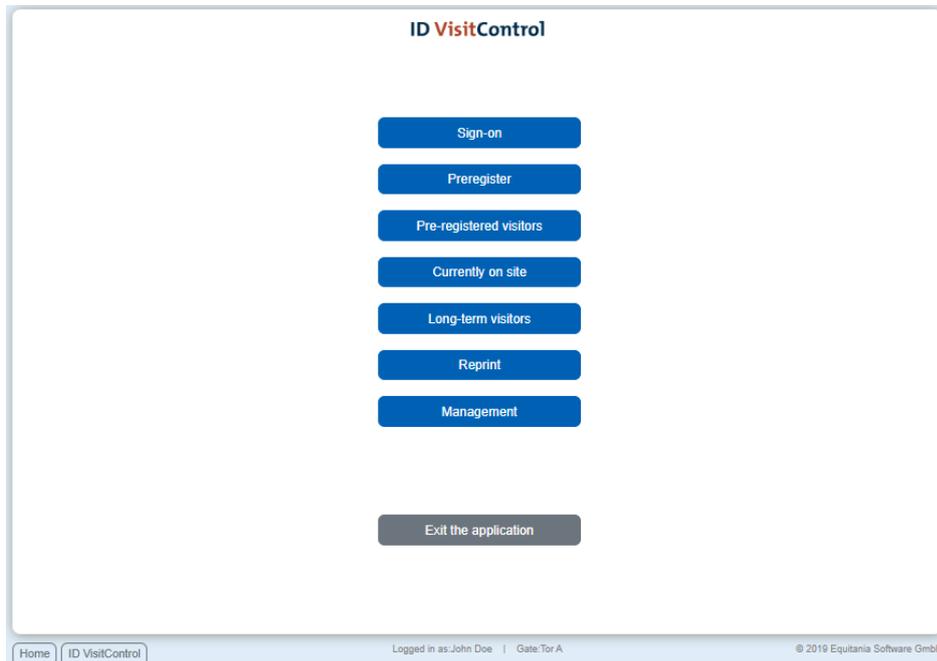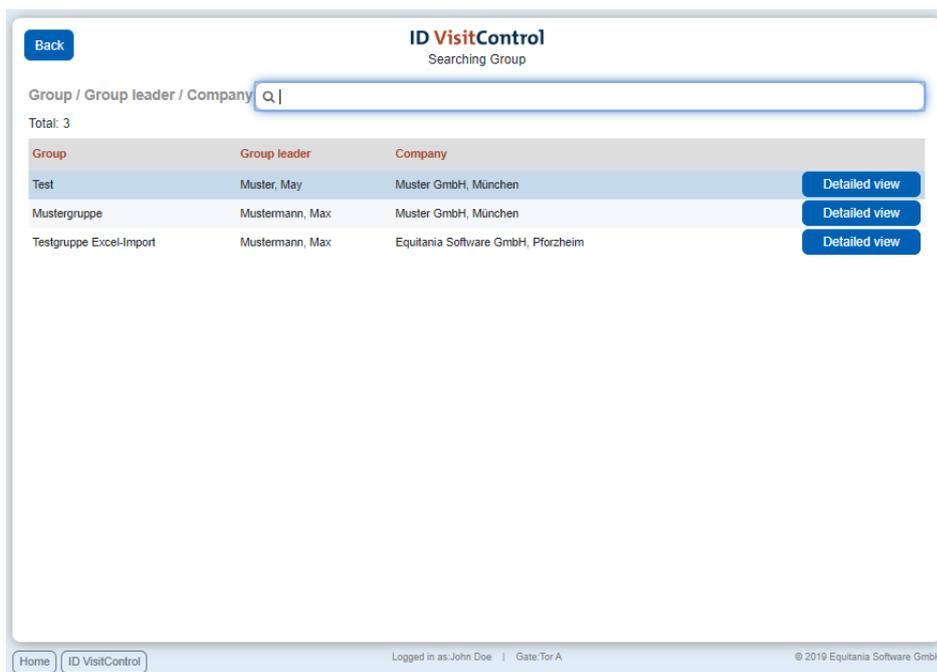

Click **Management**.
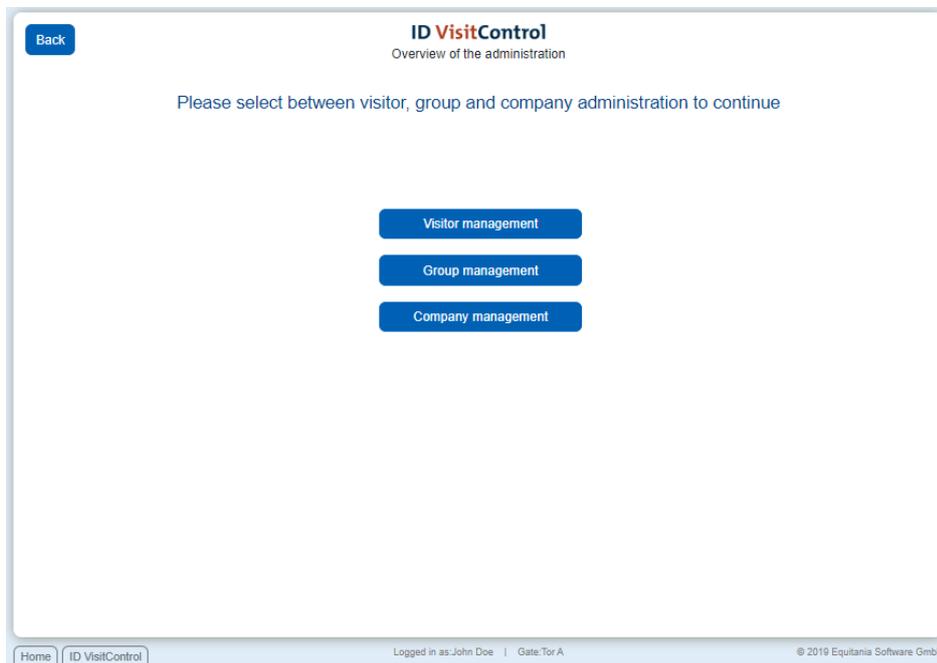
You can now choose between visitor, group and company management. Click the **Group management** button.

Enter your search term in the Last name / First name / Company field. To execute the search, just press the Enter key.

The persons found are displayed in a list. With the button **Detailed view** you get to the single view of a group.

The data can now be edited on the detail page. You can delete the whole group directly in the administration. If you click on the button **History of visits,** you can view the history of all previous visits.

You can press to **back** to return to the detailed view of the group administration.

If you want to add further participants to this group or delete participants, you can do this with the button **Manage visitors.**

By clicking the **Done** button at the top right, you can save the changes and return to the detail page of the group.
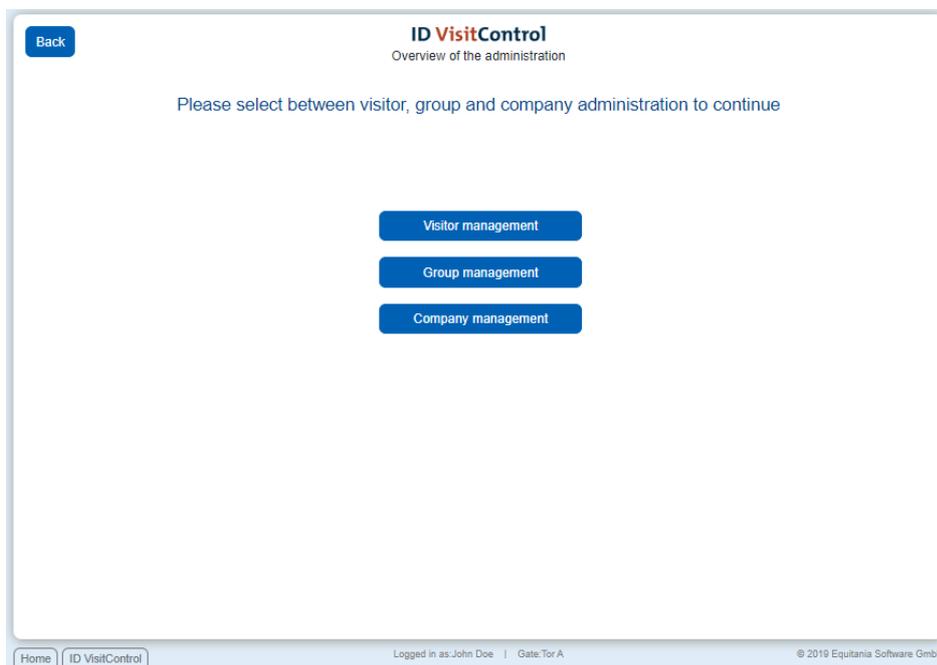
By clicking the **Confirm** button you can save the changes and return to the group search.

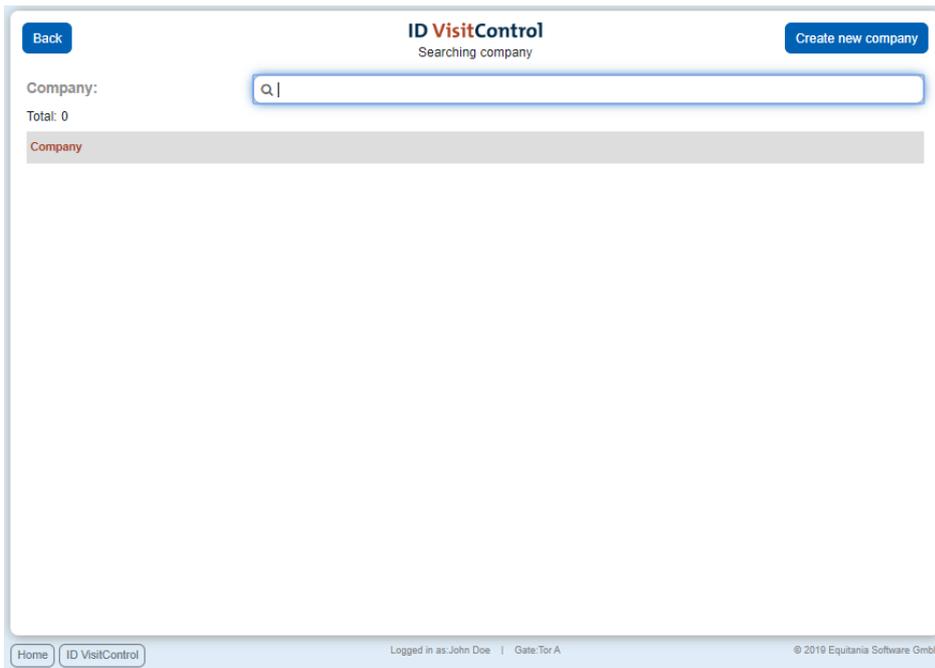## Company Management - Module Reception

The following documentation explains in detail how you can manage companies.
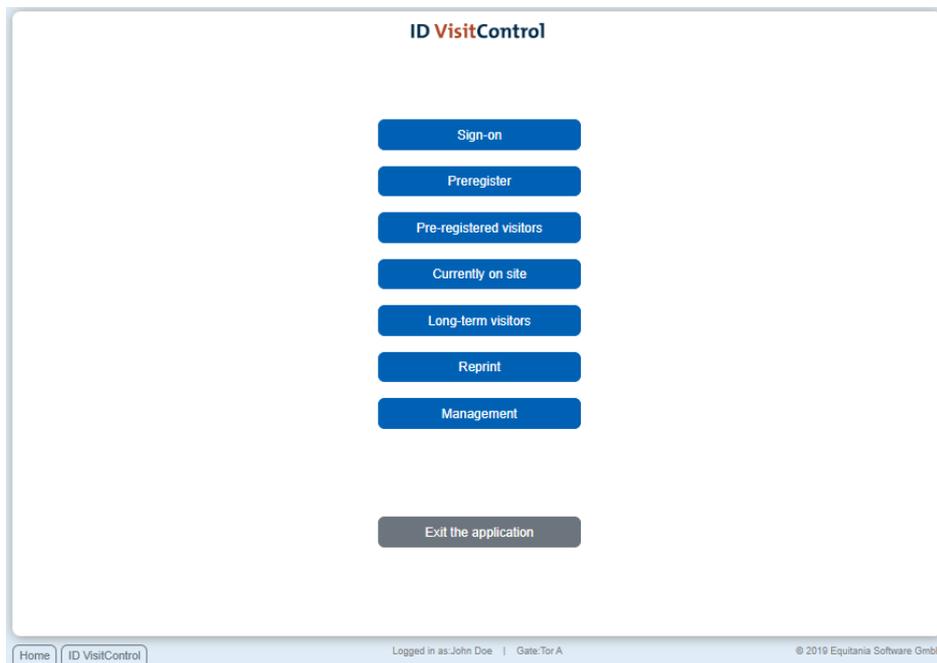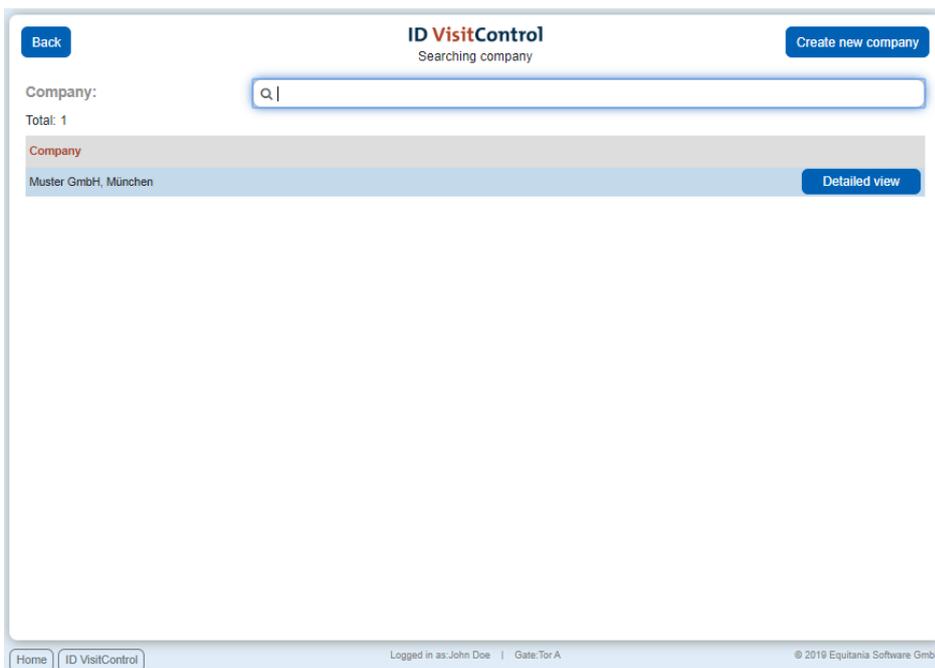

Click **Management**.

You can now choose between visitor, group and company management. Click the **Company management** button.

Enter your search term in the Last name / First name / Company field. To execute the search, just press the Enter key.

The persons found are listed in a search results list. With the button **Detailed view** you get to the single view.

The data can now be edited on the detail page. You can delete the whole company directly in the administration. With the button **Confirm** you can save the changes and return to the company search.