

# 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.

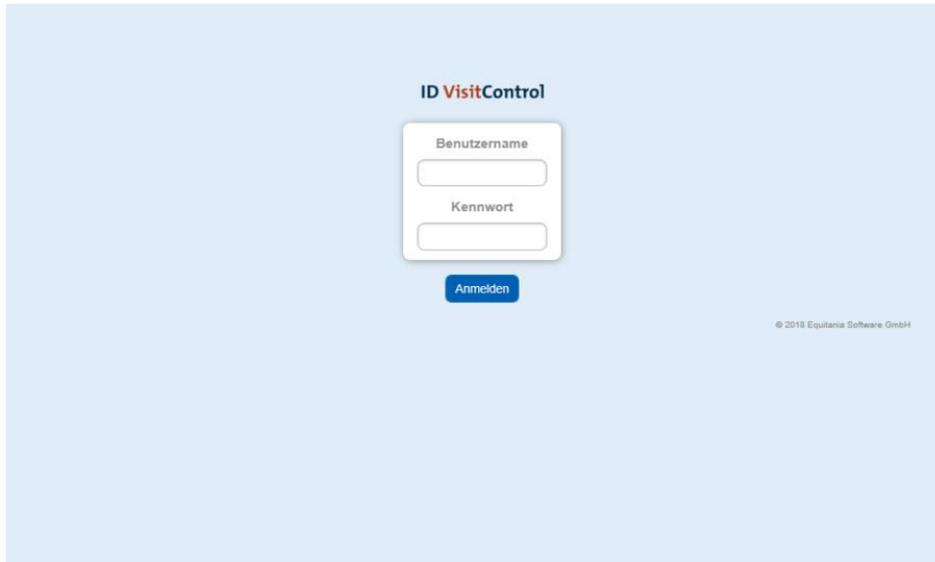
Below you will find detailed documentation on how to use ID VisitControl.

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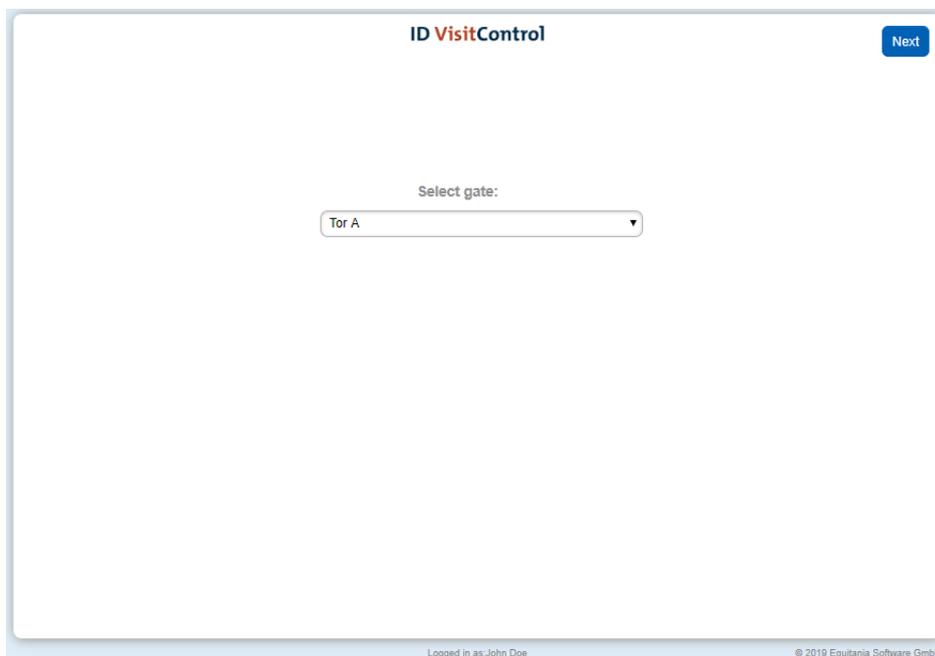
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## Login and main menu - Module Reception

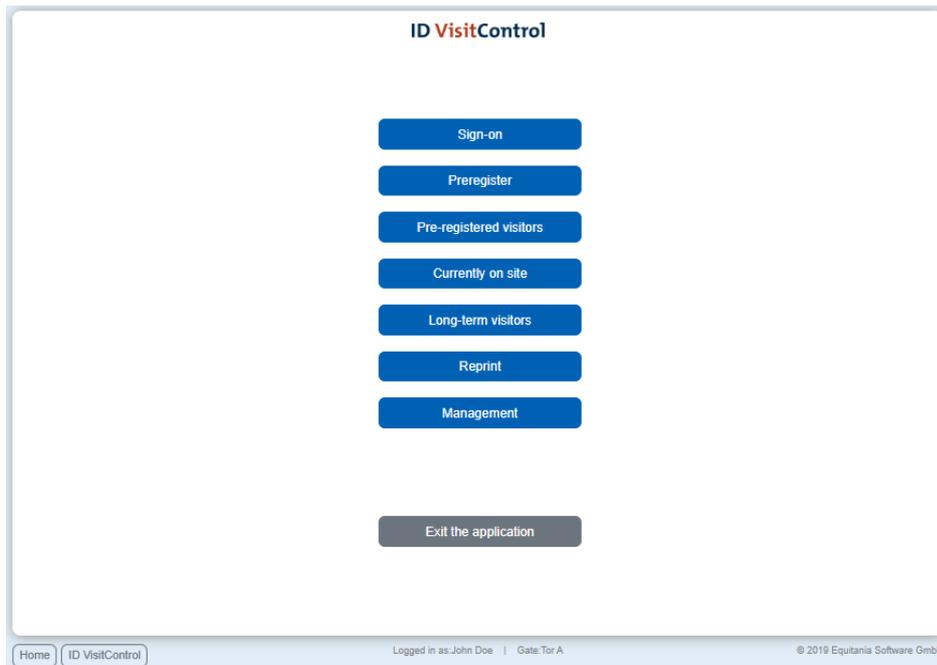
In the following documentation we will explain how to log into the visitor software ID VisitControl with your user.



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.



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.

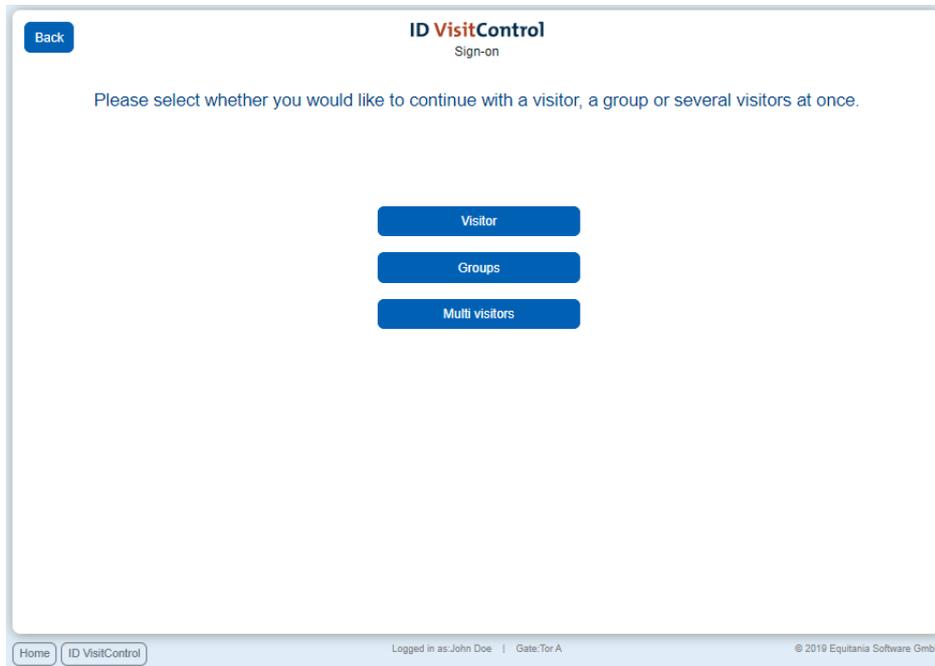
The following documentation explains in detail how to register your visitors, visitor groups and multi-visitors in your visitor management ID VisitControl.

- [Single visitor registration - Module reception](#)
- [Group registration - Module reception](#)
- [Multi-visitor registration - Module reception](#)

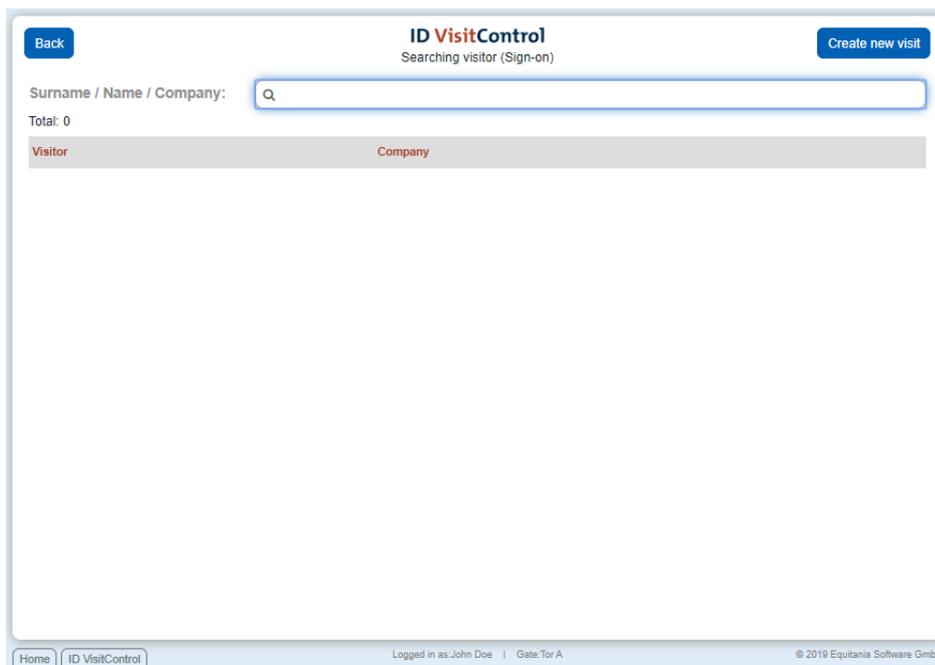
## Single visitor registration - Module reception

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.

The screenshot shows the 'Create new visitor (Sign-on)' form in the ID VisitControl system. The form is titled 'ID VisitControl' and 'Create new visitor (Sign-on)'. It features a 'Back' button on the top left and a 'Next' button on the top right. The form contains several input fields: 'Surname:\*' (red), 'Name:\*' (red), 'Company:\*' (red with a search icon and an 'Add Company' button), 'Phone:', 'E-Mail:', 'License plate:', 'Comment:', 'Arrival time:' (with a calendar icon and a time selector), 'Departure time:' (with a calendar icon and a time selector), 'Employee:\*' (red with a search icon), 'Phone/Department:', 'Car Access:' (toggle with 'X'), 'WLAN:' (toggle with 'X'), and 'GDPR' (toggle with 'X'). There is also an 'Establish long-term visit' section with 'From:' and 'Until:' date pickers. The footer includes 'Home', 'ID VisitControl', 'Logged in as: John Doe | Gate: Tor A', and '© 2019 Equitania Software GmbH'.

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.

The screenshot shows the 'Company data' form in the ID VisitControl system. The form is titled 'ID VisitControl' and 'Company data'. It features a 'Back' button on the top left and a 'Confirm' button on the top right. The form contains several input fields: 'Company:\*' (with 'Test Company' entered), 'Street:' (with 'Any Street' entered), 'Number:' (with '1' entered), 'Postal code:' (with '12345' entered), 'City:\*' (with 'Any State' entered), 'Phone:' (with '1111111' entered), 'Fax:' (with '11111112' entered), 'E-Mail:' (with 'testcompany@doe.com' entered), 'Website:' (with 'testcompany.com' entered), 'Created:', and 'Country' (with a dropdown menu). The footer includes 'Home', 'ID VisitControl', 'Logged in as: John Doe | Gate: Tor A', and '© 2019 Equitania Software GmbH'.

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

**ID VisitControl**  
Create new visitor (Sign-on)

Back Next

Surname:\* Jane Name:\* Doe

Company:\* Test Company, Any State Edit company

Phone:  Category:

E-Mail:

License plate:  Employee:\* Admin Admin

Comment:  Phone/Department: Produktion

Car Access:  WLAN:

Arrival time: 26.09.2019 11:19 Departure time:

GDPR

Establish long-term visit

From:  Until:

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

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.

**ID VisitControl**  
Print

Back Register

Labelprint

**Doe Jane**

Test Company, Any State

Register & print

Stickerprint

**Doe Jane**

Test Company, Any State

26.09.2019

VisitorNo: 3

Register & print

Cardprint

**Doe Jane**

Test Company, Any State

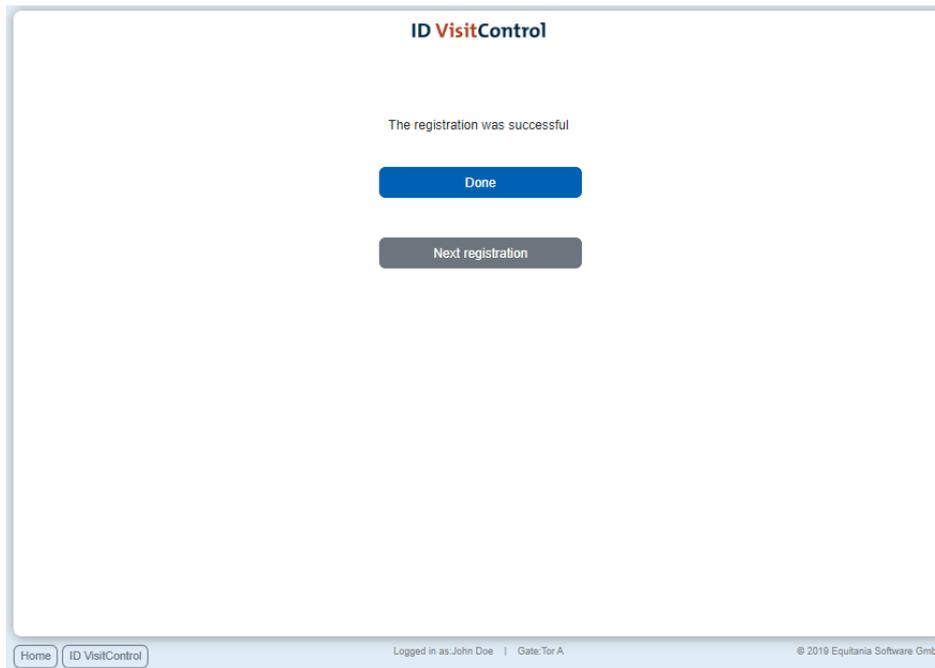
26.09.2019

VisitorNo: 3

Register & print

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

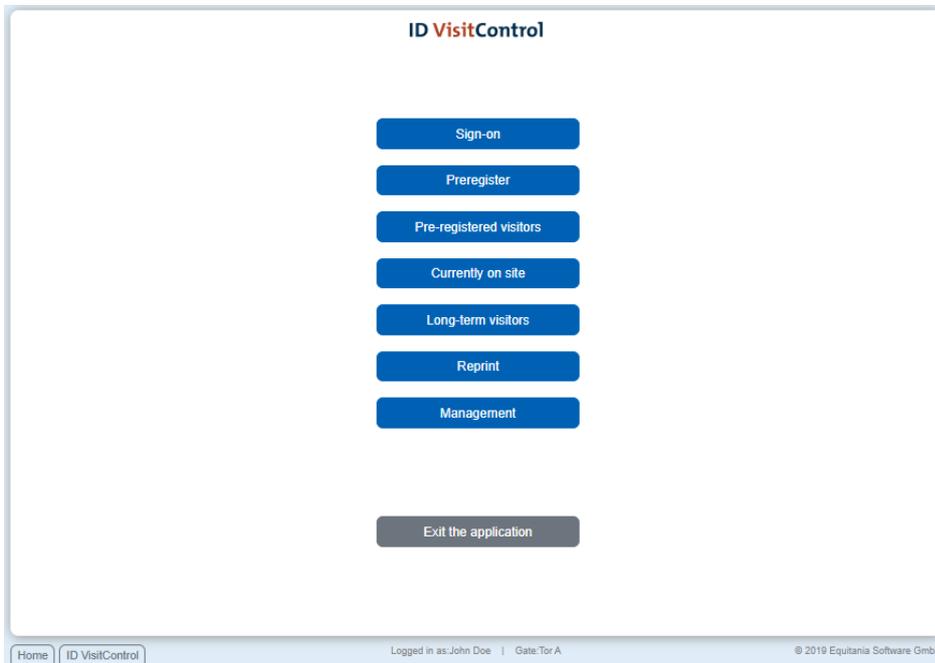
You can select the appropriate badge here. Click on the button **Register&Print** to register the visitor and print the badge at the same time. You can also just register the visitor. Click the **Register** button in the upper right corner. The registration was successful and the visitor is now automatically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



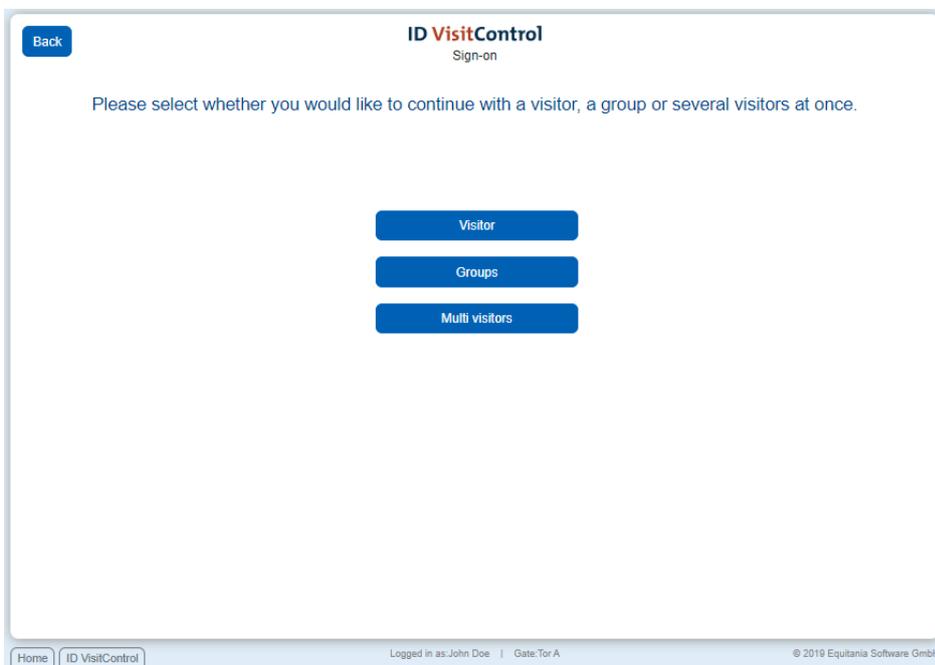
You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration**.

## 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.

**ID VisitControl**  
Company data

Back Confirm

Company:\* Test Company

Street: Any Street Number: 1

Postal code: 12345 City:\* Any State

Phone: 1111111 Fax: 11111112

E-Mail: testcompany@doe.com Website: testcomany.com

Created: 26.09.2019 11:24:12 Country:

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

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

**ID VisitControl**  
Create Group visits (Sign-on)

Back Next

Group:\* TestGroup Number of visitors:\* 0

Comment:

Employee:\* Admin Admin

Phone/Department: Produktion

**Contact details of the group leader**

Surname:\* Jane Name:\* Doe

Company:\* Test Company, Any State Edit company

License plate:

E-Mail:

WLAN:

Car Access:

Arrival time: 26.09.2019 11:53

Departure time:

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

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

Back Done

**ID VisitControl**  
Group member

Surname:  Name:  Append

Surname	Name	Delete participant
Mustermann	Max	<span style="background-color: #ffc107; padding: 2px 5px;">Delete</span>
Musterfrau	Anna	<span style="background-color: #ffc107; padding: 2px 5px;">Delete</span>

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

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

Back Next

**ID VisitControl**  
Create Group visits (Sign-on)

Group:\* TestGroup Number of visitors:\* 2

Comment:

Create new visitor

Employee:\* Admin Admin

Phone/Department: Produktion

**Contact details of the group leader**

Surname:\* Jane Name:\* Doe

Company:\* Test Company, Any State Edit company

License plate:  Phone:

E-Mail:  Category:

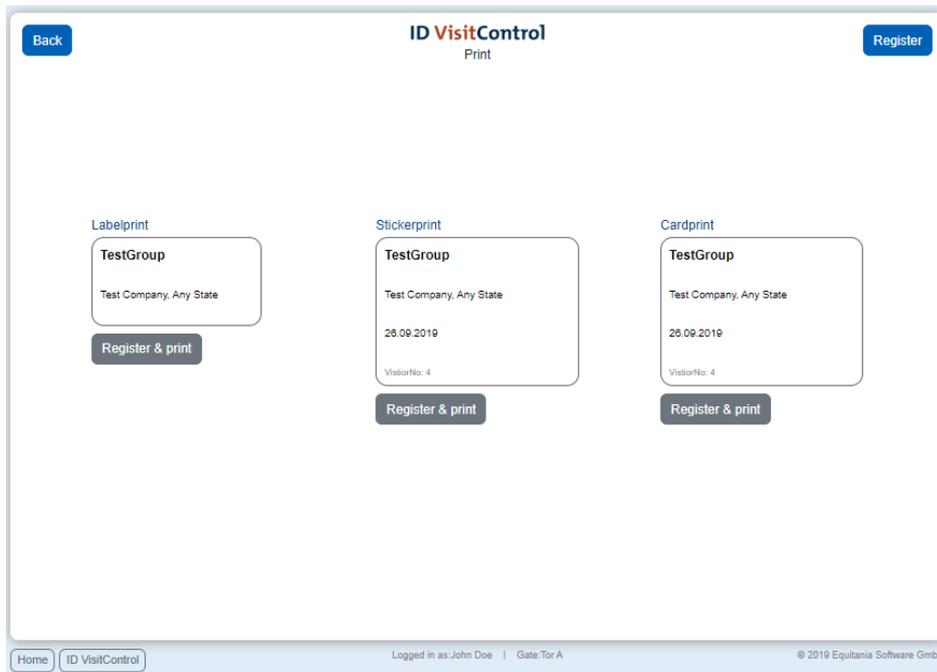
WLAN:

Car Access:

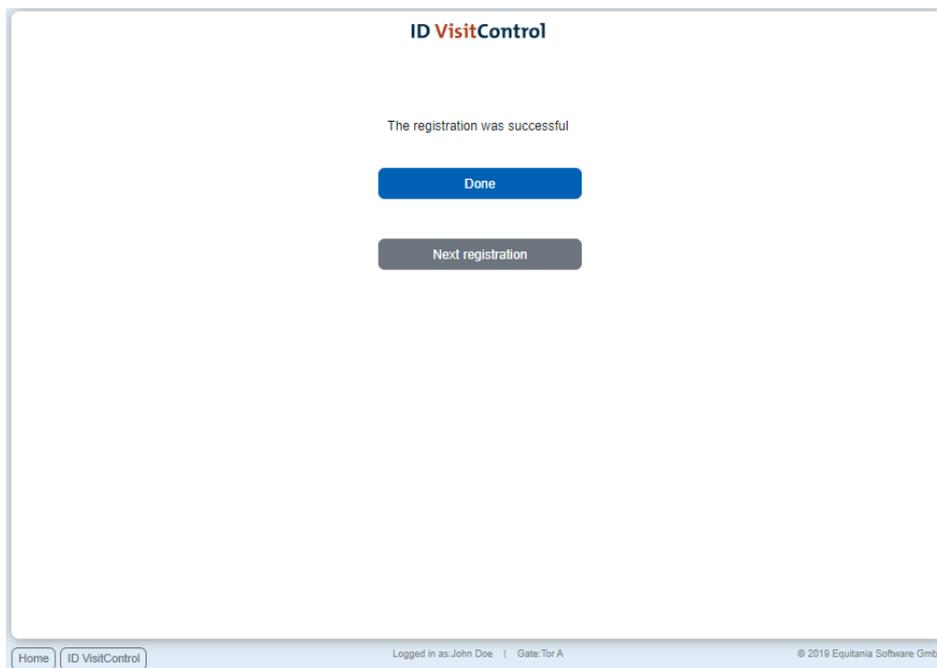
Arrival time: 26.09.2019 11:57 Departure time:

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

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.

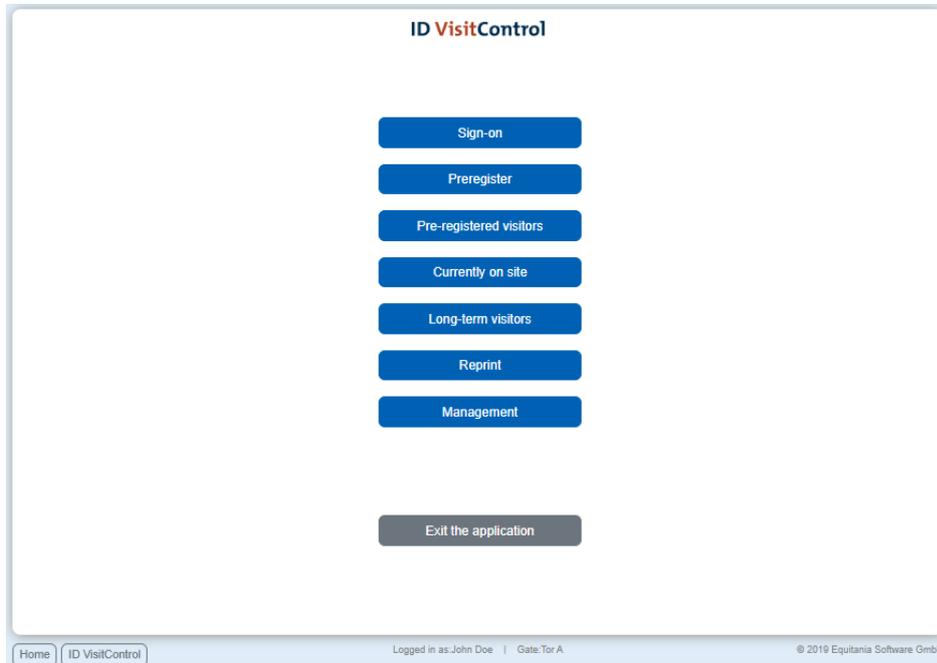


You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration**.

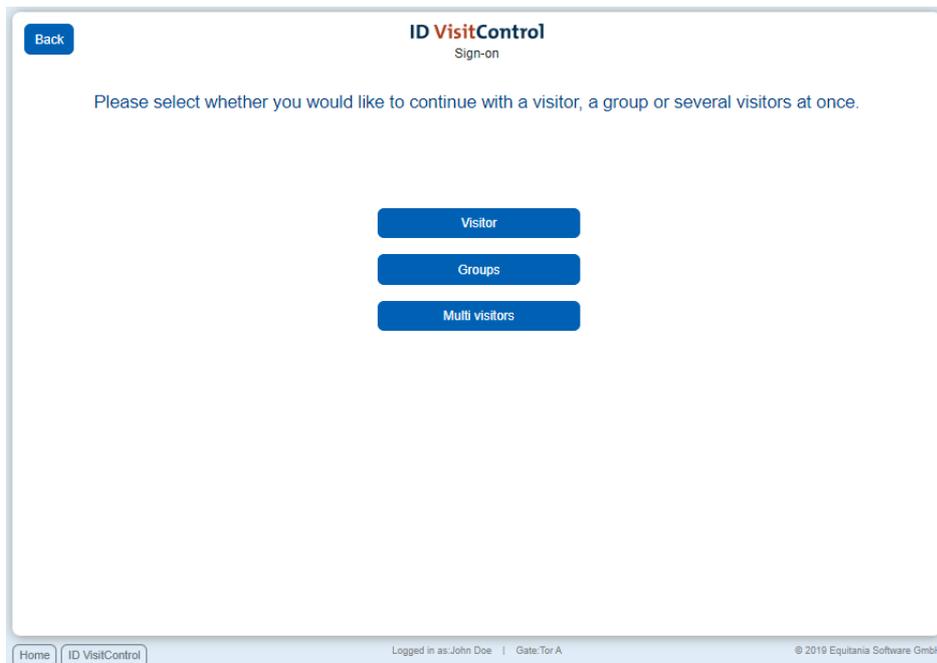
## Multi-visitor registration - Module reception

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.



First click on the button Sign-on.



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.*

**ID VisitControl**  
Searching multi visitors (Sign-on)

Back Next

Surname / Name / Company:

Total: 0

Visitor	Company	Visitor	Company
---------	---------	---------	---------

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

**ID VisitControl**  
Searching multi visitors (Sign-on)

Back Next

Surname / Name / Company:

Total: 2

Visitor	Company	Visitor	Company
Musterfrau, Marion	Equitania Software GmbH, Pforzheim	Tester, Anne	Test Company, Any State
Musterfrau, Martina	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.

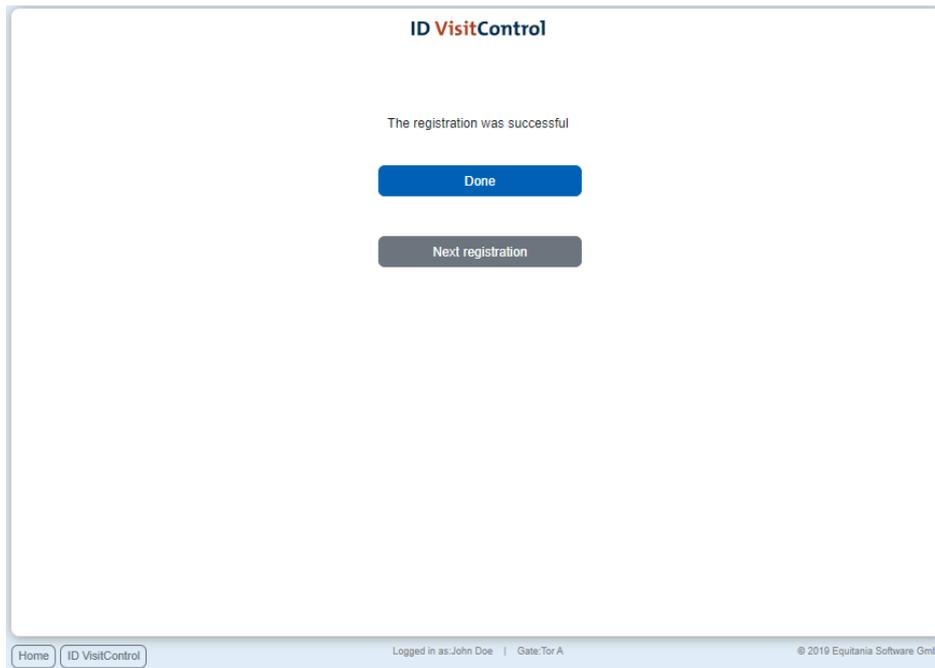
Here the desired fields can be filled in. The fields marked with a red star \* are mandatory. These fields must be filled in. Not filled mandatory fields are marked red.

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 **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**.

## Visitor pre-registration - Module Reception

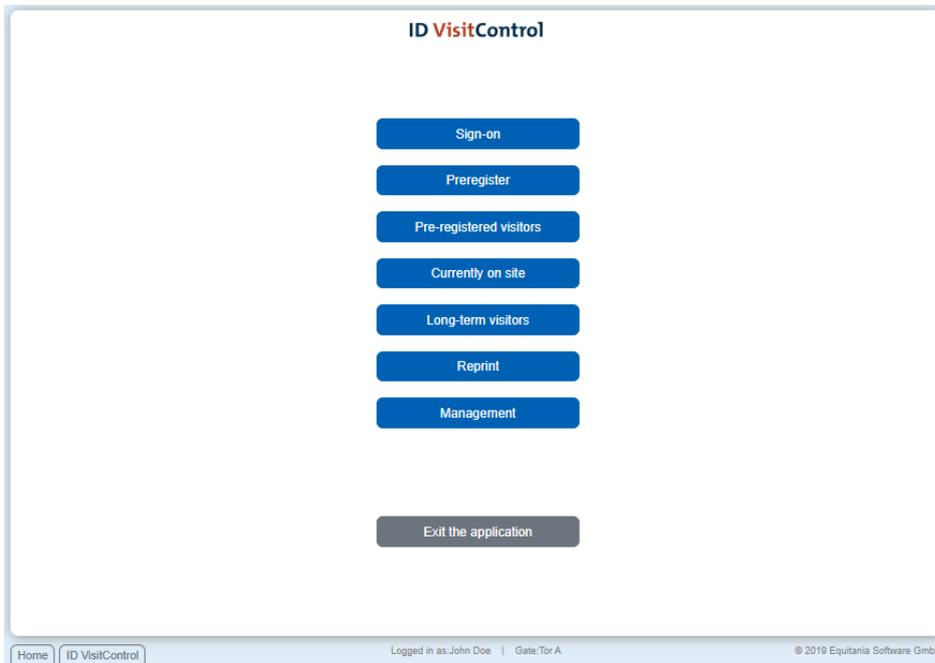
Register your visitors before the guest arrives. As a result, you can shorten waiting times, relieve your reception staff and make the necessary preparations.

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.

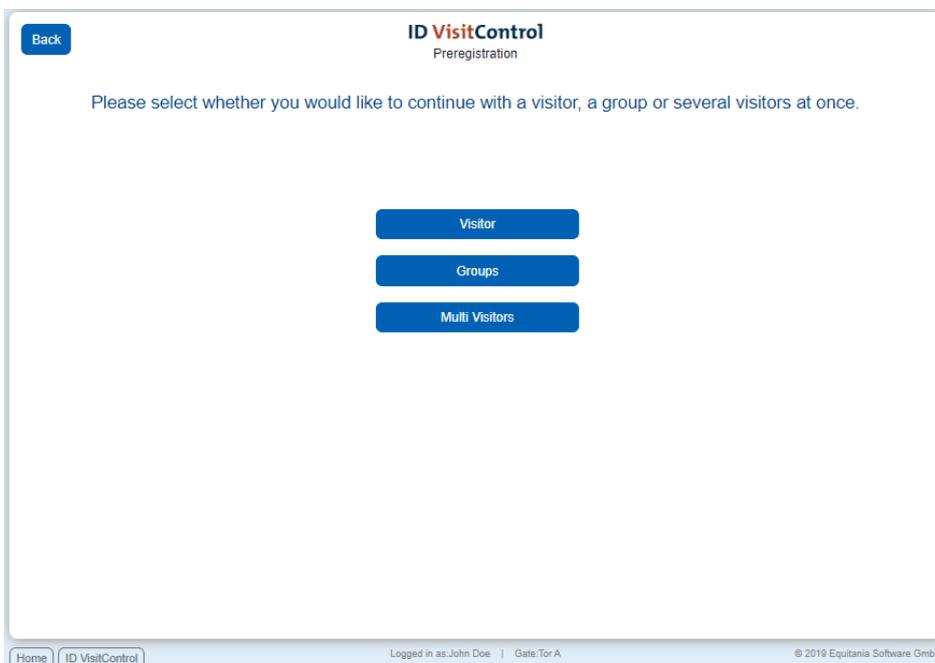
- [Pre-registration of single visitors - Module Reception](#)
- [Pre-registration of a group of visitors - Module Reception](#)
- [Pre-registration of multi visitors - Module Reception](#)

## 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.

**ID VisitControl**  
Company data

Back Confirm

Company:\*

Street:  Number:

Postal code:  City:\*

Phone:  Fax:

E-Mail:  Website:

Created:  Country:

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

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

**ID VisitControl**  
Create new visitor (Sign-on)

Back Next

Surname:\*  Name:\*

Company:\*  Edit company

Phone:  Category:

E-Mail:

License plate:  Employee:\*

Comment:  Phone/Department:

Car Access:  WLAN:

Arrival time:   Departure time:

Establish long-term v  GDPR

From:  Until:

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

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.

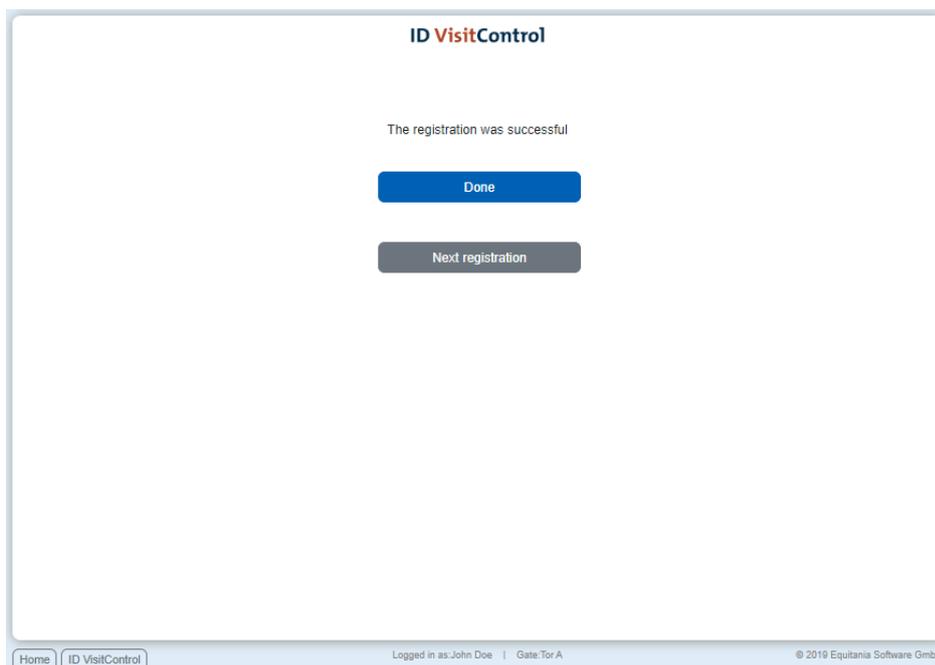
On the following page, deposited PDF documents (instructions) can be displayed.

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.

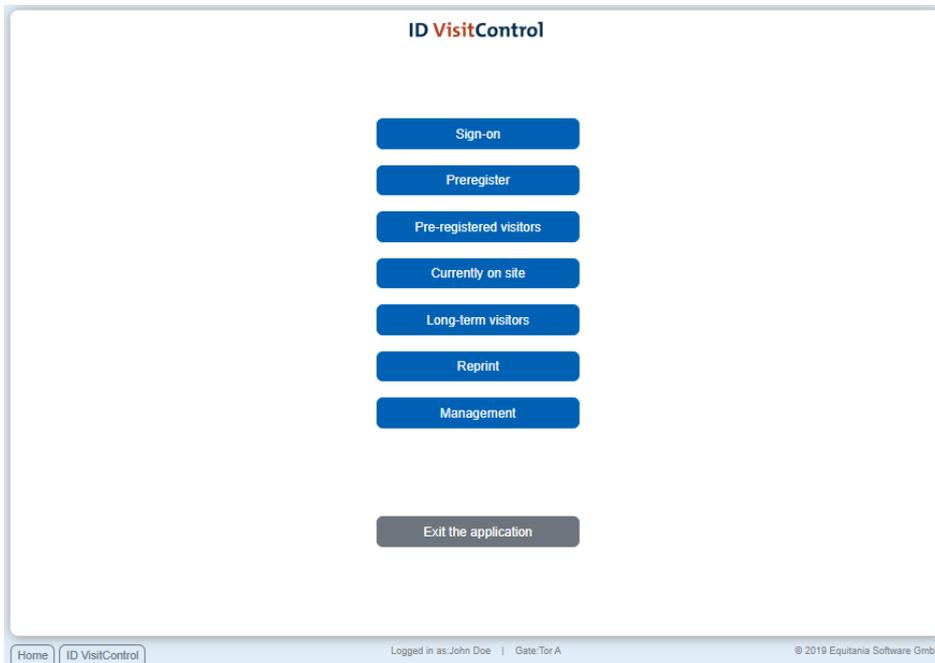
The registration was successful and the visitor is now automatically in your visit list.



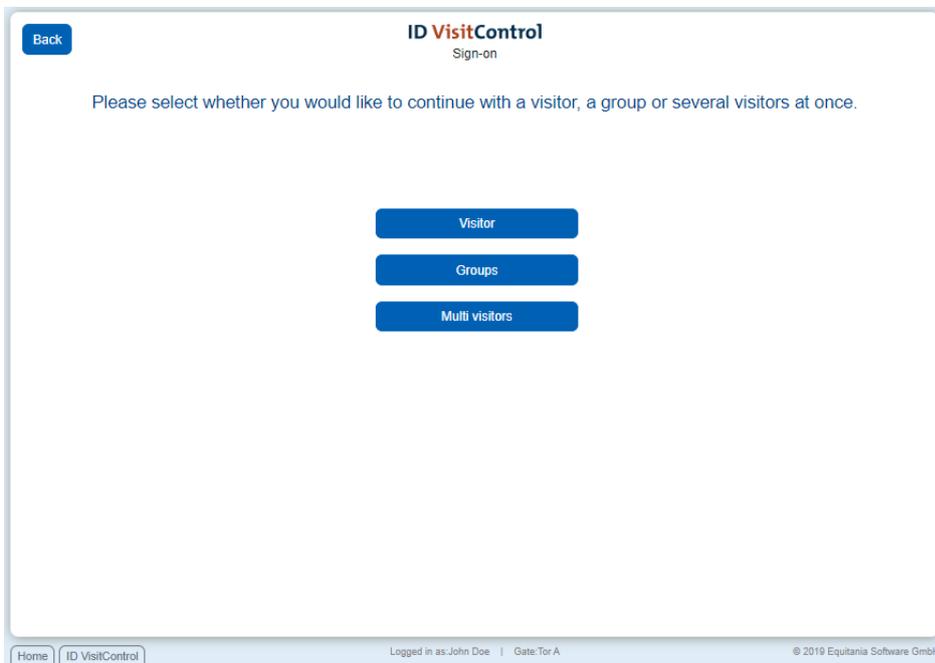
You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration**.

## 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.*

The screenshot shows the 'ID VisitControl' interface for 'Group visit (Preregistration)'. At the top, there is a 'Back' button on the left and a 'Create new group visit' button on the right. Below the header is a search bar labeled 'Group / Group leader / Company' with a magnifying glass icon. Underneath the search bar, it says 'Total: 0'. A table with three columns is visible: 'Group leader', 'Group', and 'Company'. At the bottom of the page, there is a footer with 'Home', 'ID VisitControl', 'Logged in as: John Doe | Gate: Tor A', and '© 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. 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.

The screenshot shows the 'ID VisitControl' interface for 'Create group visit (Preregistration)'. At the top, there is a 'Back' button on the left and a 'Next' button on the right. The form contains several fields: 'Group\*' (with 'TestGroup' entered), 'Total visitors\*' (with '2' entered), 'Comment:', 'Employee:\*' (with a search icon), and 'Phone/Department:'. Below these is a section for 'Contact details of the group leader' with fields for 'Surname:\*', 'Name:\*', 'Company:\*' (with a search icon and 'Add company' button), 'License plate:', 'E-Mail:', 'Phone:', 'Category:', 'WLAN:' (with a toggle switch), 'Car Access:' (with a toggle switch), 'Arrival time:' (with date and time pickers), and 'Departure time:' (with date and time pickers). At the bottom, there is a footer with 'Home', 'ID VisitControl', 'Logged in as: John Doe | Gate: Tor A', and '© 2019 Equitania Software GmbH'.

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.

**ID VisitControl**  
Company data

Back Confirm

Company:\*

Street:  Number:

Postal code:  City:\*

Phone:  Fax:

E-Mail:  Website:

Created: 26.09.2019 11:24:12 Country:

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

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

**ID VisitControl**  
Create group visit (Preregistration)

Back Next

Group\*  Total visitors\*

Comment:

Employee:\*  Create visitor

Phone/Department:

Contact details of the group leader

Surname:\*  Name:\*

Company:\*  Add company

License plate:  Phone:

E-Mail:  Category:

WLAN:

Car Access:

Arrival time:   Departure time:

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

Oktober 2019						
Mo	Di	Mi	Do	Fr	Sa	So
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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.

**ID VisitControl**  
Group member

Back Done

Surname:  Name:  Append

Surname	Name	Delete participant
Doe	Jane	Delete
Doe	John	Delete

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

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

**ID VisitControl**  
Create group visit (Preregistration)

Back Next

Group\* TestGroup Total visitors\* 2

Comment:

Employee:\* Admin Admin

Phone/Department: Produktion

Create visitor

Contact details of the group leader

Surname:\* Doe Name:\* Jane

Company:\* Test Company, Any State Edit company

License plate:  Phone:

E-Mail:  Category:

WLAN:

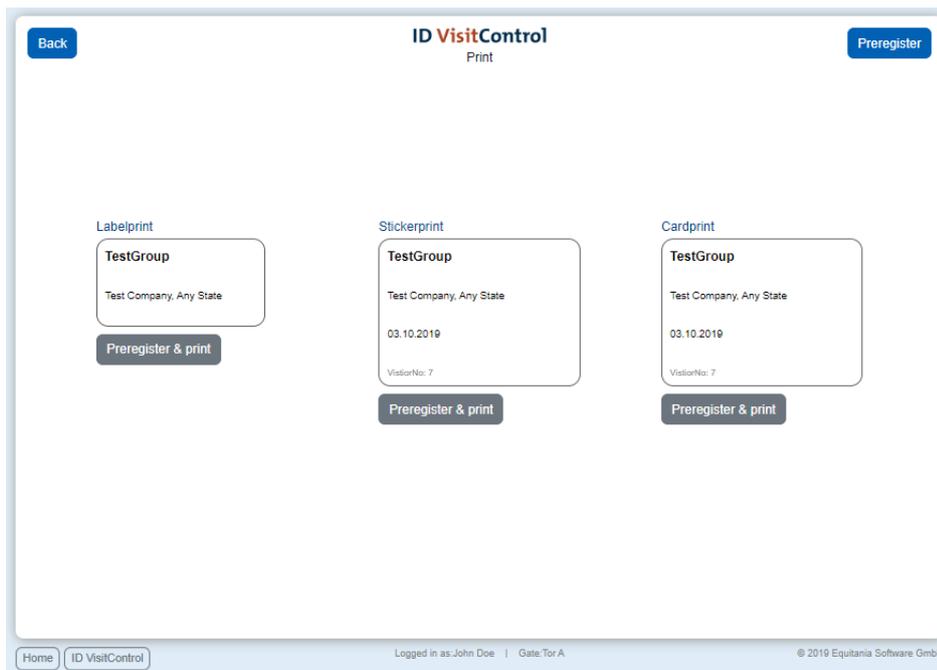
Car Access:

Arrival time: 03.10.2019 15:17 Departure time:

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

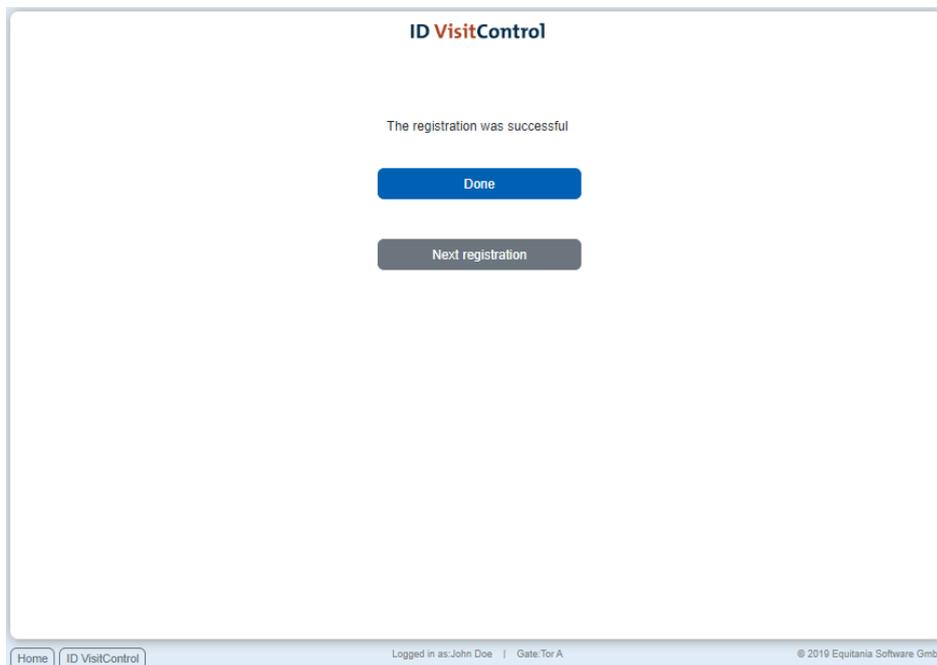
On the following page, deposited PDF documents (instructions) can be displayed.

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.

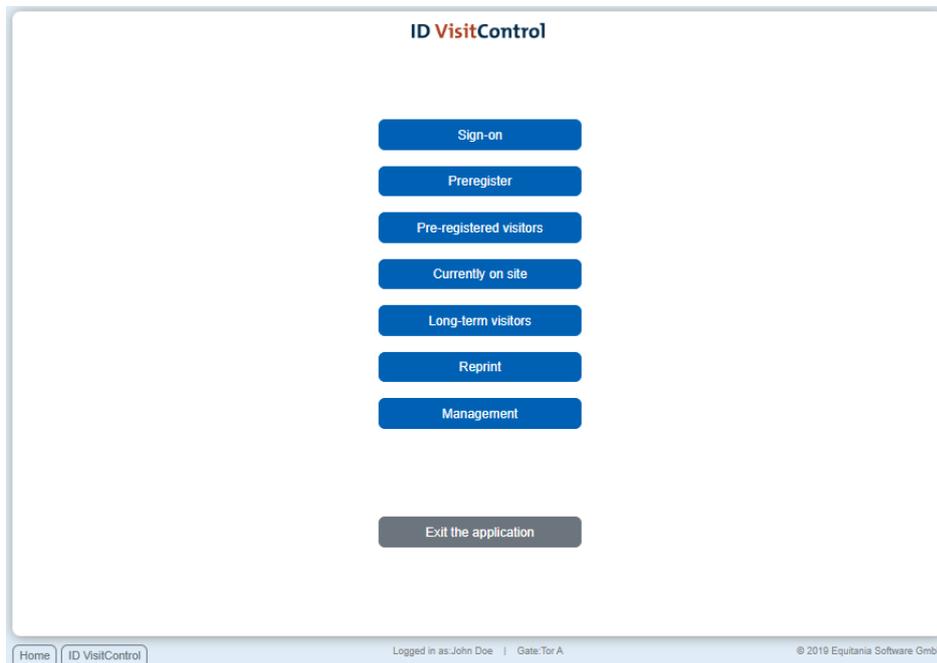
The registration was successful and the visitor group is now automatically in your visit list.



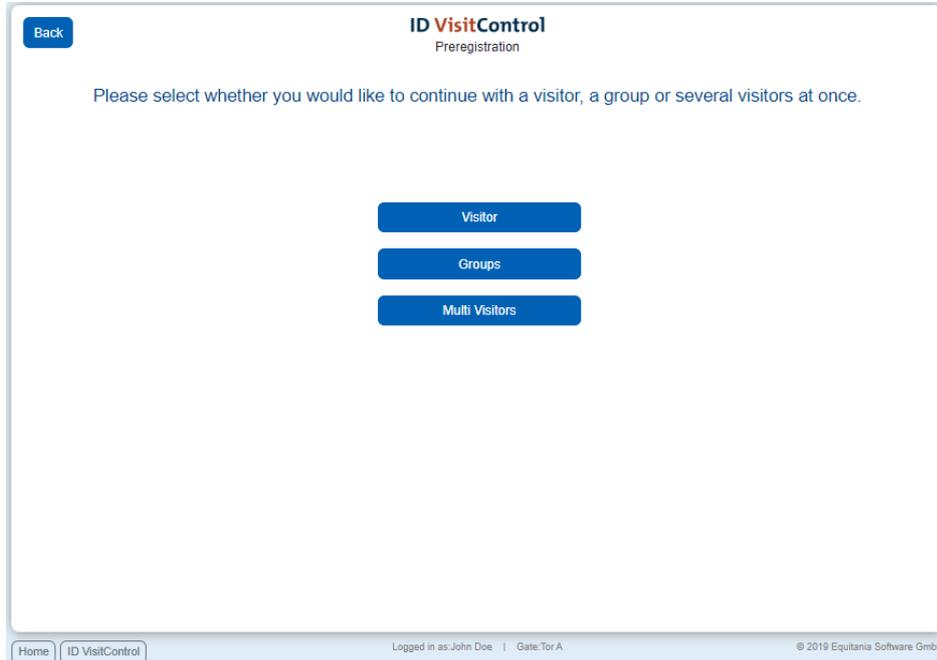
You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration**.

## 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

Total: 0

Visitor	Company	Visitor	Company

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

**ID VisitControl**  
Searching Multi visitors (Preregistration)

Back Next

Surname / Name / Company

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.

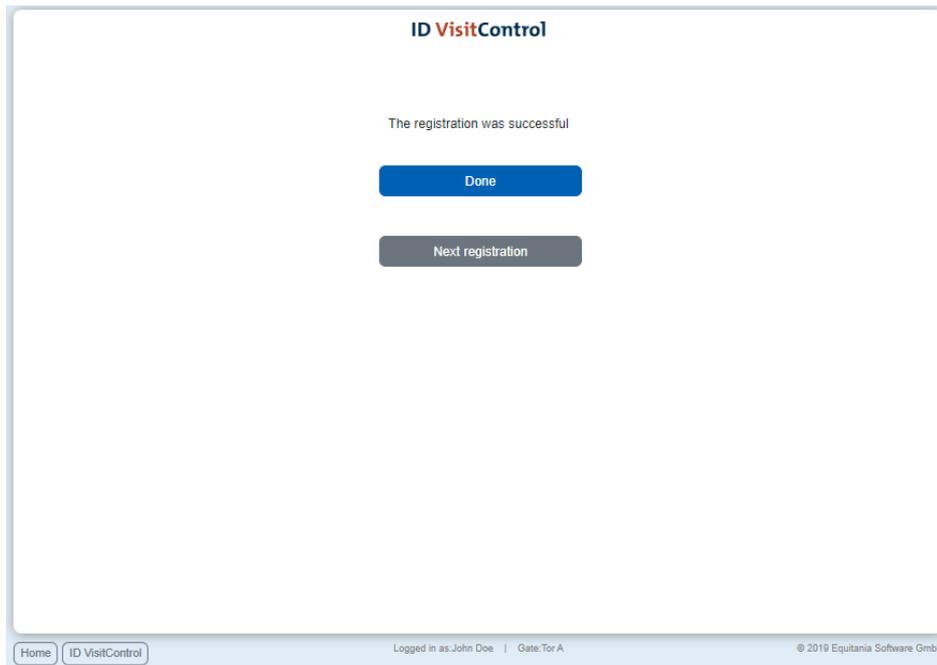
The input field "Employee" automatically displays contents after entering the first letter.

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.



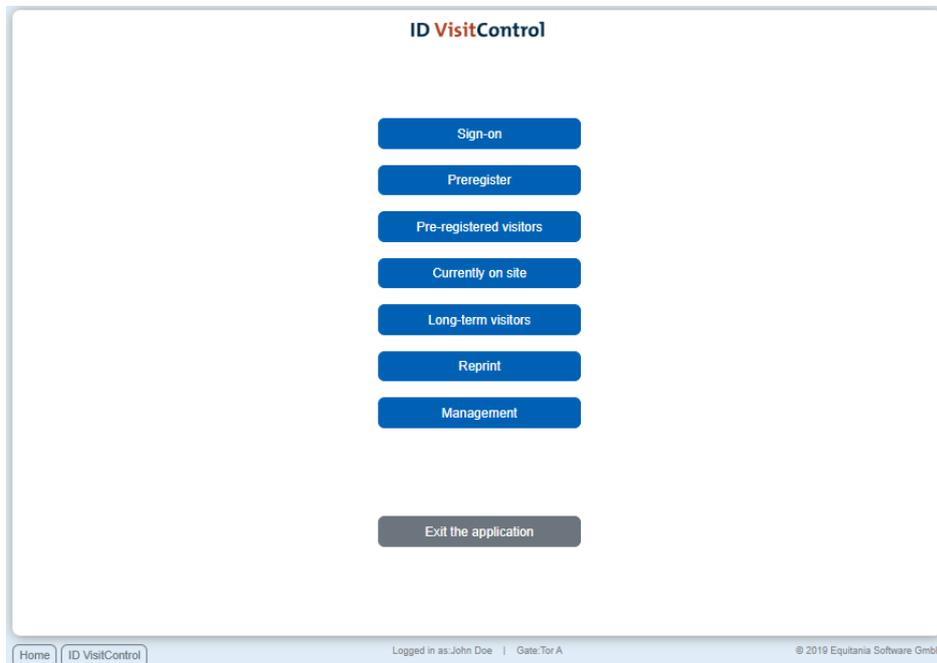
You now have the option of using the **Done** button to go to the main menu or directly restart a process by clicking the Button **Next registration**.

(You will find an english subtitle in the video)

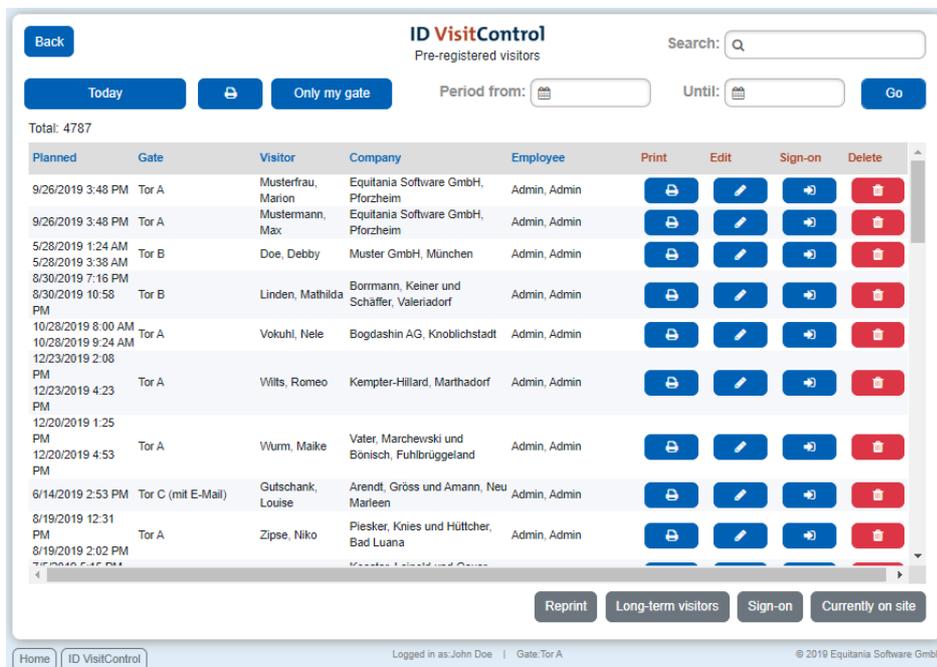
## Pre-registered visitors - Module Reception

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.

**ID VisitControl**  
Reprint

Search:

Today **Only my gate** From:  Until:  **Go**

Total: 23

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, Amoland			
8/20/2019 2:23 PM	Tafelmeier, Florentina		Abt-Scherer, Nord Joschua			
8/20/2019 2:20 PM	Schultze, Malena		Abramovic-Schmatzle, Franziskastadt			
8/20/2019 2:07 PM	Musterfrau, Marion		Equitania Software GmbH, Pforzheim			
8/8/2019 1:41 PM	Hirt, Ines		Muster GmbH, München			
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			
7/22/2019 4:23 PM	Eberlein, Martin		Rockmeier-Petzold, Neu Tjark			
6/19/2019 8:20 AM	Schuhaj, Ruby		Madubuko, Haack und Bahl, Roccoland			
6/19/2019 9:20 AM						
6/19/2019 8:20 AM	Baumeister, Mailin		Minah-Laux, Evelinland			
8/28/2019 4:02 PM						
6/18/2019 11:02 AM	Friedek, Gregor		Muster GmbH, München			
6/17/2019 4:50 PM	Doe, Debby		Muster GmbH, München			
6/14/2019 11:37 AM	Ringel, Louise		Abicht GmbH, Nord Almaburg			

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

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.

**ID VisitControl**  
Pre-registered visitors

Search:

Today **Only my gate** Period from:  Until:  **Go**

Total: 4787

Planned	Gate	Visitor	Company	Employee	Print	Edit	Sign-on	Delete
9/26/2019 3:48 PM	Tor A	Musterfrau, Marion	Equitania Software GmbH, Pforzheim	Admin, Admin				
9/26/2019 3:48 PM	Tor A	Mustermann, Max	Equitania Software GmbH, Pforzheim	Admin, Admin				
5/28/2019 1:24 AM	Tor B	Doe, Debby	Muster GmbH, München	Admin, Admin				
5/28/2019 3:38 AM								
8/30/2019 7:16 PM	Tor B	Linden, Mathilda	Bormann, Keiner und Schäffer, Valeriodorf	Admin, Admin				
8/30/2019 10:58 PM								
10/28/2019 8:00 AM	Tor A	Vokuhl, Nele	Bogdashin AG, Knoblichstadt	Admin, Admin				
10/28/2019 9:24 AM								
12/23/2019 2:08 PM	Tor A	Wilts, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
12/23/2019 4:23 PM								
12/20/2019 1:25 PM	Tor A	Wurm, Maïke	Vater, Marchewski und Bönsch, Fuhbruggeländ	Admin, Admin				
12/20/2019 4:53 PM								
6/14/2019 2:53 PM	Tor C (mit E-Mail)	Gutschank, Louise	Arendt, Gröss und Amann, Neu Marieen	Admin, Admin				
8/19/2019 12:31 PM	Tor A	Zipse, Niko	Piesker, Knies und Hüttcher, Bad Luana	Admin, Admin				
8/19/2019 2:02 PM								

Reprint Long-term visitors Sign-on Currently on site

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

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

**ID VisitControl**  
Long-term visitors

Search:

Period from:  Until:  **Go**

Total: 1

Long-term visit from/until	Visitor	Company	For employees	
9/27/2019 11/28/2019	Doe, Jane	Test Company, Any State	Admin, Admin	<b>Sign-on</b>

**Pre-registered visitors**

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

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.

**ID VisitControl**  
Pre-registered visitors

Search:

**Today**  **Only my gate**  **Go**

Period from:  Until:

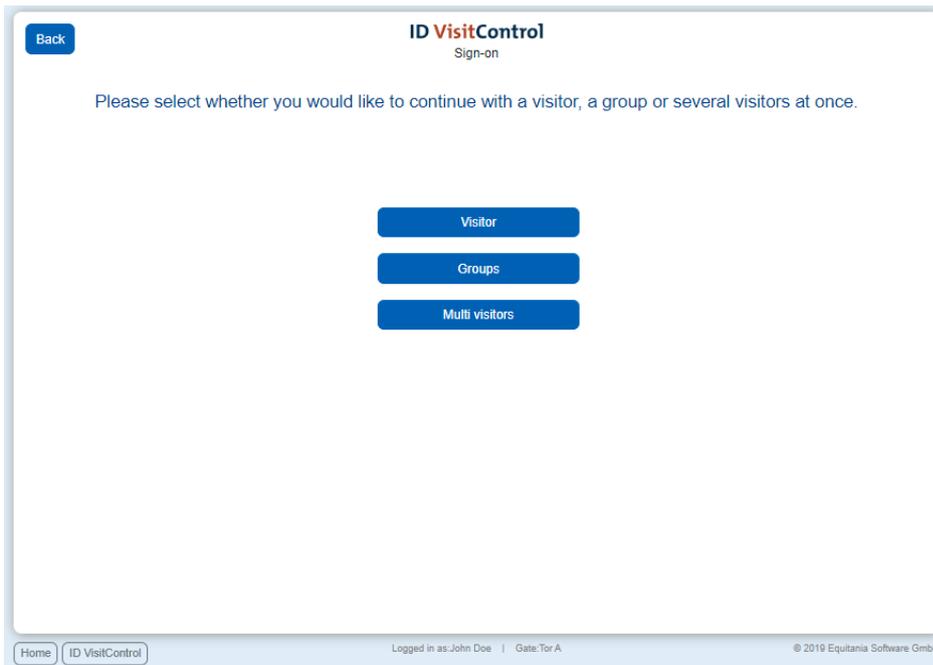
Total: 4787

Planned	Gate	Visitor	Company	Employee	Print	Edit	Sign-on	Delete
9/26/2019 3:48 PM	Tor A	Musterfrau, Marion	Equitania Software GmbH, Pforzheim	Admin, Admin				
9/26/2019 3:48 PM	Tor A	Mustermann, Max	Equitania Software GmbH, Pforzheim	Admin, Admin				
5/28/2019 1:24 AM	Tor B	Doe, Debby	Muster GmbH, München	Admin, Admin				
5/28/2019 3:38 AM	Tor B	Linden, Mathilda	Bormann, Keiner und Schäffer, Valeriodorf	Admin, Admin				
8/30/2019 10:58 PM	Tor B	Vokuhl, Nele	Bogdashin AG, Knoblichstadt	Admin, Admin				
10/28/2019 8:00 AM	Tor A	Wurtsch, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
10/28/2019 9:24 AM	Tor A	Wurtsch, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
12/23/2019 2:08 PM	Tor A	Wurtsch, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
12/23/2019 4:23 PM	Tor A	Wurtsch, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
12/20/2019 1:25 PM	Tor A	Wurtsch, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
12/20/2019 4:53 PM	Tor A	Wurtsch, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
6/14/2019 2:53 PM	Tor C (mit E-Mail)	Gutschank, Louise	Arendt, Gröss und Amann, Neu Marleen	Admin, Admin				
8/19/2019 12:31 PM	Tor A	Zipse, Niko	Piesker, Knies und Hüttcher, Bad Luana	Admin, Admin				
8/19/2019 2:02 PM	Tor A	Zipse, Niko	Piesker, Knies und Hüttcher, Bad Luana	Admin, Admin				
7/5/2019 5:15 PM	Tor A	Pippig, Fabienne	Koester, Leopold und Geyer, Melaniedorf	Admin, Admin				

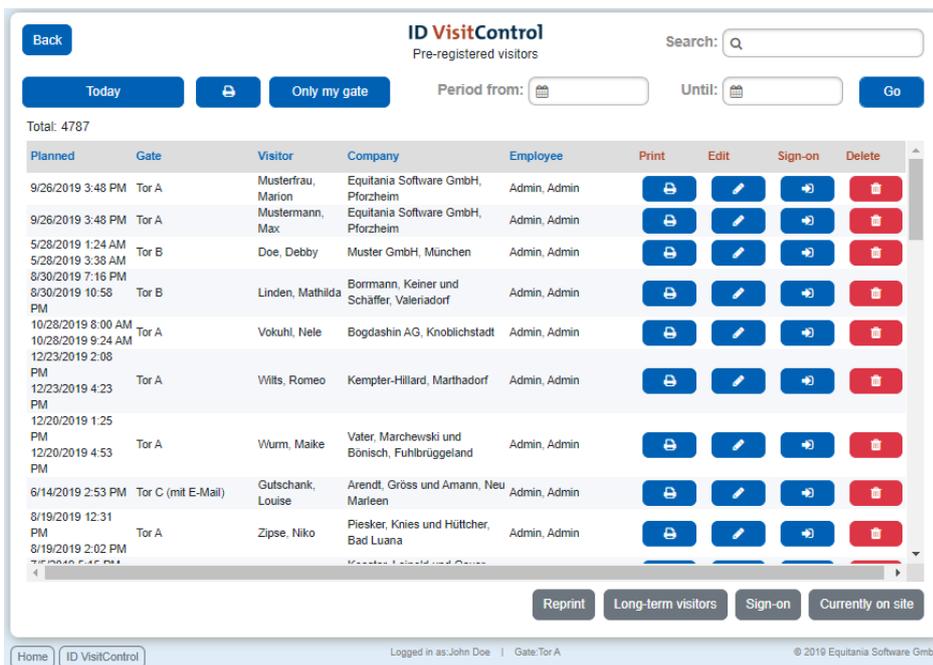
**Reprint** **Long-term visitors** **Sign-on** **Currently on site**

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

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.

**Back** **ID VisitControl** Currently on site Search:

**Currently on site** **Only my gate** Period from:  Until:  **Go**

Total: 23

Time on site	Gate	Visitor	Company	Employee	Logout	License Plate:
9/26/2019 2:07 PM	Tor A	Tester, Anne	Test Company, Any State	Admin, Admin		
9/26/2019 11:59 AM	Tor A	Jane, Doe	Test Company, Any State	Admin, Admin		
9/26/2019 11:27 AM	Tor A	Jane, Doe	Test Company, Any State	Admin, Admin		
9/26/2019 8:14 AM	Tor A	Mustermann, Max	Muster GmbH, München	Roth, Adam		
9/26/2019 8:00 AM	Tor A	Musterfrau, Martina	Equitania Software GmbH, Pforzheim	Admin, Admin		
9/25/2019 2:20 PM	Tor A	Muster, May	Muster GmbH, München	Jambor, Daria		
8/22/2019 4:36 PM	Tor A	Mustermann, Max	Equitania Software GmbH, Pforzheim	Doe, John		
8/20/2019 2:30 PM	Tor C (mit E-Mail)	Gutowicz, Thea	Assmus-Ehrig, Arnoland	Doe, John		
8/20/2019 2:23 PM	Tor C (mit E-Mail)	Tafelmeier, Florentina	Abt-Scherer, Nord Joschua	Doe, John		
8/20/2019 2:20 PM	Tor C (mit E-Mail)	Schultze, Malena	Abramovic-Schmalzie, Franziskastadt	Doe, John		
8/20/2019 2:07 PM	Tor C (mit E-Mail)	Musterfrau, Marion	Equitania Software GmbH, Pforzheim	Doe, John		
8/8/2019 1:41 PM	Tor A	Hirt, Ines	Muster GmbH, München	Admin, Admin		
8/5/2019 2:14 PM	Tor A	Fröhlich, Friedolin	Spitzmüller, Schneider und Möllenbeck, Ranzburg	Fahner, Joe		
8/5/2019 2:00 PM	Tor A	Maiers, Marqot	Müller AG, Nord Lauren	Doe, John		

**Pre-registered visitors**

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

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

**Back** **ID VisitControl** Pre-registered visitors Search:

**Today** **Only my gate** Period from:  Until:  **Go**

Total: 4787

Planned	Gate	Visitor	Company	Employee	Print	Edit	Sign-on	Delete
9/26/2019 3:48 PM	Tor A	Musterfrau, Marion	Equitania Software GmbH, Pforzheim	Admin, Admin				
9/26/2019 3:48 PM	Tor A	Mustermann, Max	Equitania Software GmbH, Pforzheim	Admin, Admin				
5/28/2019 1:24 AM	Tor B	Doe, Debby	Muster GmbH, München	Admin, Admin				
5/28/2019 3:38 AM	Tor B	Linden, Mathilda	Bormann, Keiner und Schäffer, Valeriodorf	Admin, Admin				
8/30/2019 7:16 PM	Tor B	Linden, Mathilda	Bormann, Keiner und Schäffer, Valeriodorf	Admin, Admin				
10/28/2019 8:00 AM	Tor A	Vokuhl, Nele	Bogdashin AG, Knoblichstadt	Admin, Admin				
10/28/2019 9:24 AM	Tor A	Vokuhl, Nele	Bogdashin AG, Knoblichstadt	Admin, Admin				
12/23/2019 2:08 PM	Tor A	Wilts, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
12/23/2019 4:23 PM	Tor A	Wilts, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
12/20/2019 1:25 PM	Tor A	Wurm, Maike	Vater, Marchewski und Bönsch, Fuhlbrüggeland	Admin, Admin				
12/20/2019 4:53 PM	Tor A	Wurm, Maike	Vater, Marchewski und Bönsch, Fuhlbrüggeland	Admin, Admin				
6/14/2019 2:53 PM	Tor C (mit E-Mail)	Gutschank, Louise	Arendt, Gröss und Amann, Neu Marleen	Admin, Admin				
8/19/2019 12:31 PM	Tor A	Zipse, Niko	Piesker, Knies und Hüttcher, Bad Luana	Admin, Admin				
8/19/2019 2:02 PM	Tor A	Zipse, Niko	Piesker, Knies und Hüttcher, Bad Luana	Admin, Admin				

**Reprint** **Long-term visitors** **Sign-on** **Currently on site**

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

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**.

**ID VisitControl**  
Create new visitor (Sign-on)

Back Next

Surname:\*  Name:\*

Company:\*  Edit company

Phone:  Category:

E-Mail:

License plate:  Employee:\*

Comment:

Phone/Department: Produktion

Car Access:  WLAN:

Arrival time:   Departure time:

GDPR

Establish long-term visit

From:  Until:

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

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

**ID VisitControl**  
Pre-registered visitors

Back Search:

Today   Only my gate  Period from:  Until:  Go

Total: 4787

Planned	Gate	Visitor	Company	Employee	Print	Edit	Sign-on	Delete
9/26/2019 3:48 PM	Tor A	Musterfrau, Marion	Equitania Software GmbH, Pforzheim	Admin, Admin				
9/26/2019 3:48 PM	Tor A	Mustermann, Max	Equitania Software GmbH, Pforzheim	Admin, Admin				
5/28/2019 1:24 AM	Tor B	Doe, Debby	Muster GmbH, München	Admin, Admin				
5/28/2019 3:38 AM	Tor B	Linden, Mathilda	Bormann, Keiner und Schäffer, Valeriodorf	Admin, Admin				
8/30/2019 7:16 PM	Tor A	Vokuhl, Nele	Bogdashin AG, Knoblichstadt	Admin, Admin				
10/28/2019 8:00 AM	Tor A	Wills, Romeo	Kempler-Hillard, Marthadorf	Admin, Admin				
10/28/2019 9:24 AM	Tor A	Wurm, Maike	Vater, Marchewski und Bonisch, Fuhlbrüggeland	Admin, Admin				
12/23/2019 2:08 PM	Tor A	Gutschank, Louise	Arendt, Gross und Amann, Neu Marleen	Admin, Admin				
12/23/2019 4:23 PM	Tor A	Zipse, Niko	Piesker, Knies und Hüttcher, Bad Luana	Admin, Admin				
12/20/2019 1:25 PM	Tor A							
12/20/2019 4:53 PM	Tor C (mit E-Mail)							
6/14/2019 2:53 PM	Tor A							
8/19/2019 12:31 PM	Tor A							
8/19/2019 2:02 PM	Tor A							

Reprint Long-term visitors Sign-on Currently on site

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

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

## ID VisitControl

Sign-on

Preregister

Pre-registered visitors

Currently on site

Long-term visitors

Reprint

Management

Exit the application

[Home](#) [ID VisitControl](#)

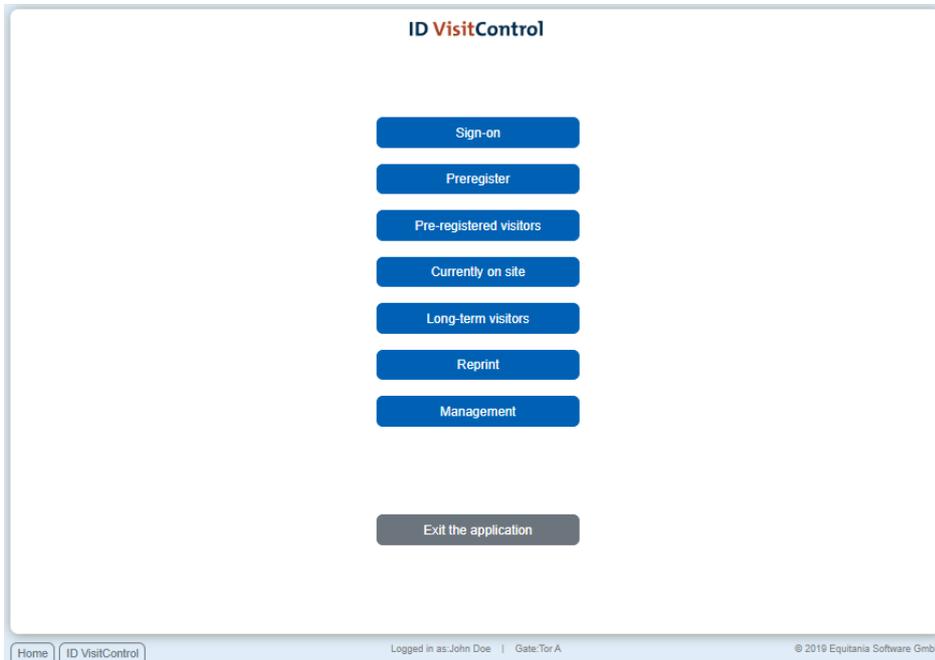
Logged in as: John Doe | Gate: Tor A

© 2019 Equitania Software GmbH

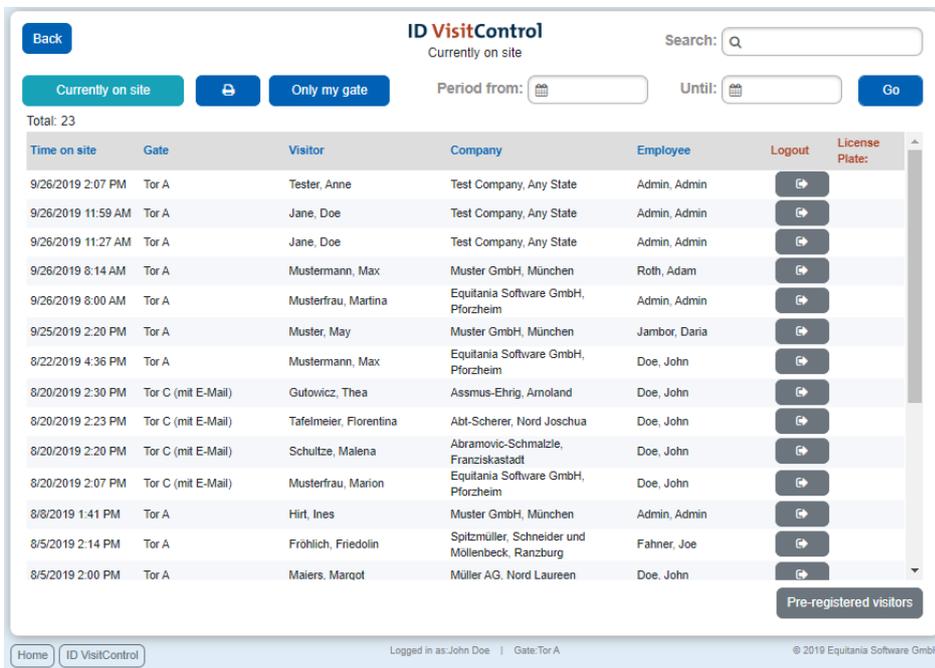
## Currently on site - Module Reception

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.

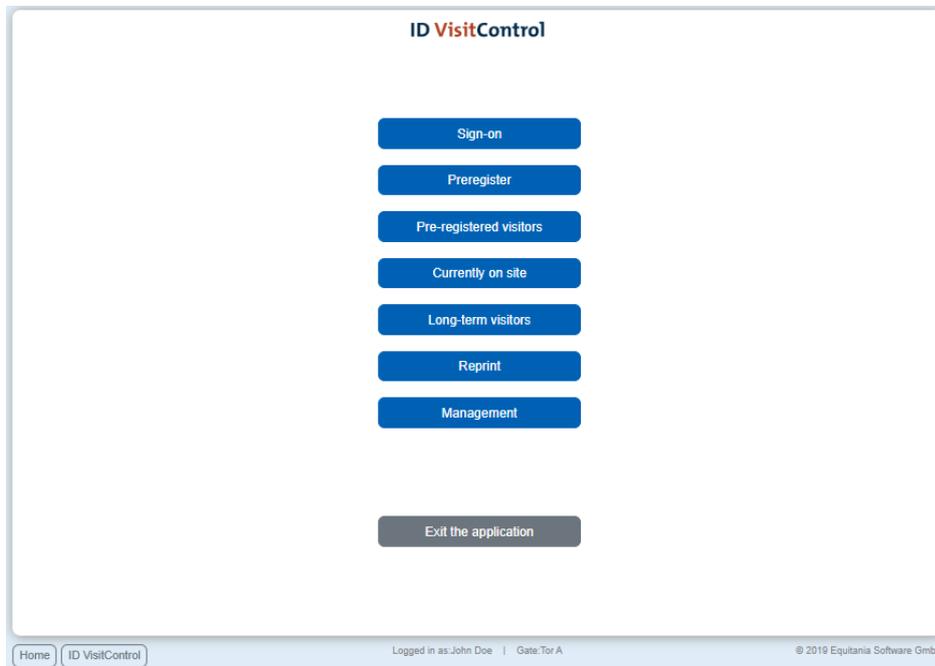


You can unsubscribe visitors by clicking on the **Logout icon**. To return to the main menu, click **Back** at the top left.

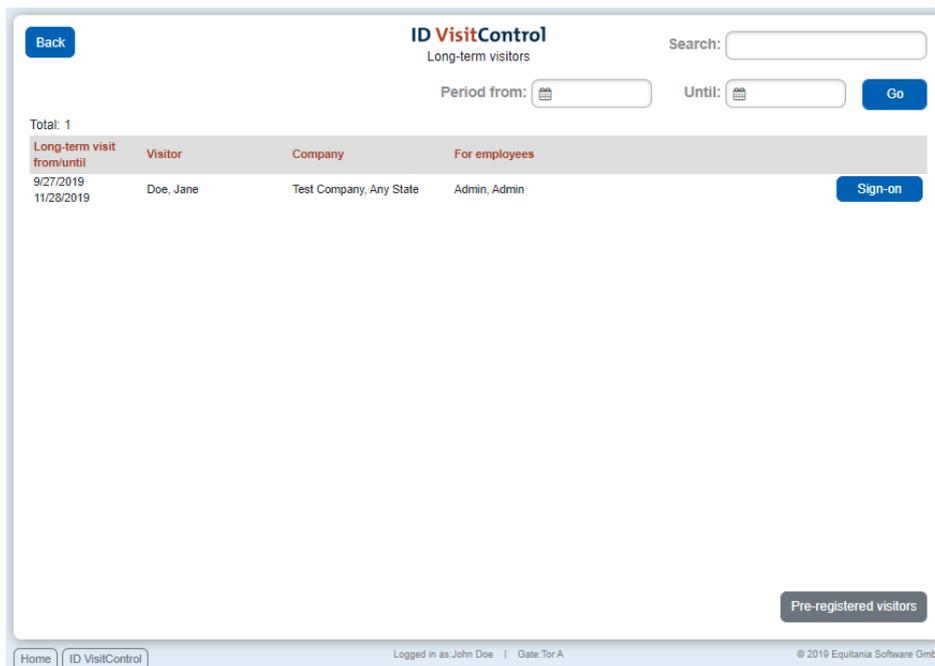
## Sign-on long-term visitors - Module Reception

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**.

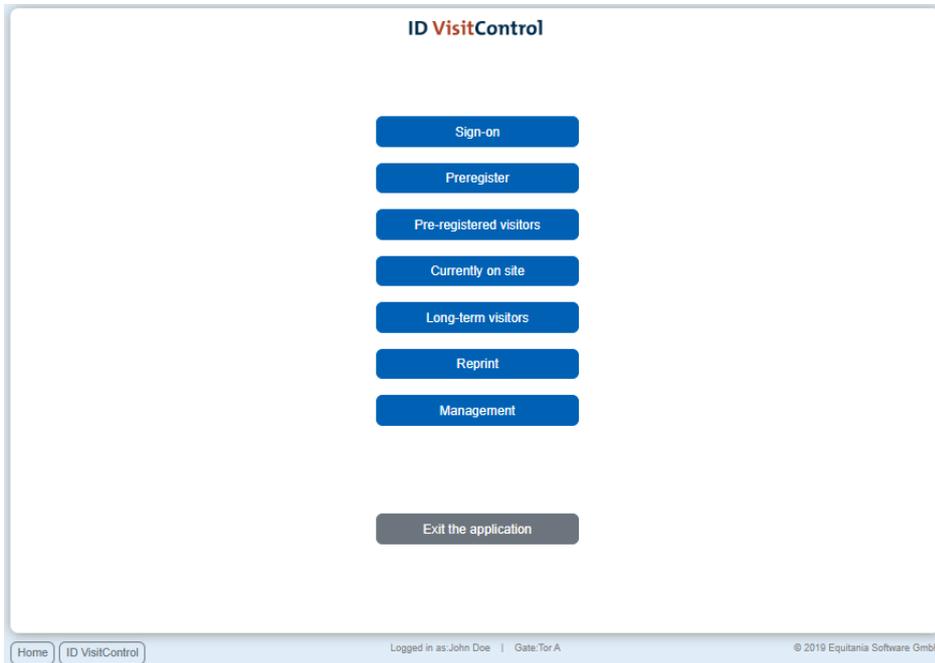


If a permanent visit date was created during registration and the visitor wants to enter the site again and must be logged in, he is automatically listed in this list.  
To register the permanent visitor click on the button **Sign-on**.

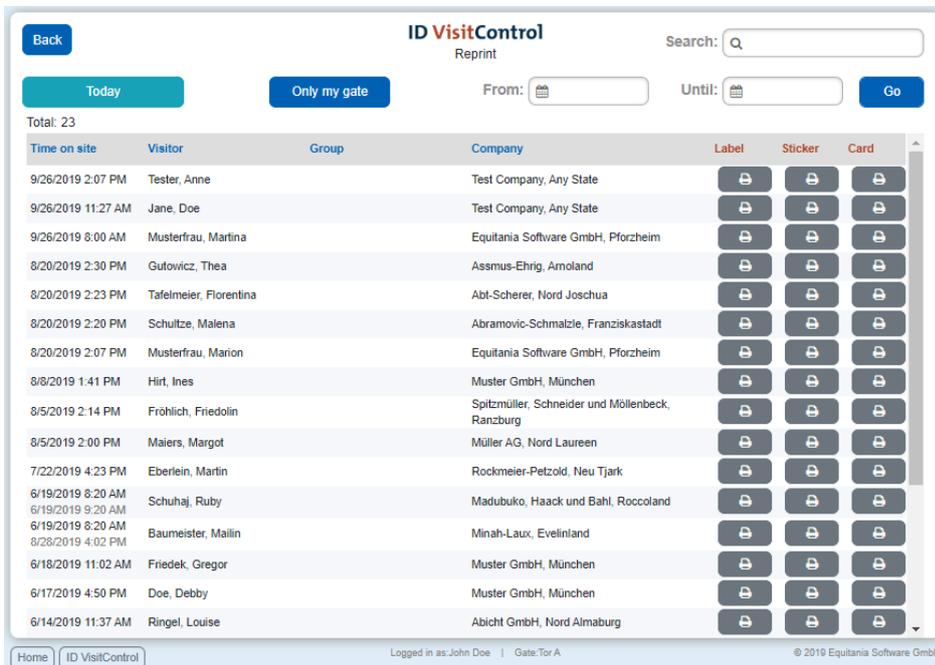
With the button **Back** you get back to the main menu.

## 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.

**Back** **ID VisitControl** Reprint Search:

**Today** **Only my gate** From:  Until:  **Go**

Total: 18

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, Amoland			
8/20/2019 2:23 PM	Tafelmeier, Florentina		Abt-Scherer, Nord Joschua			
8/20/2019 2:20 PM	Schultze, Malena		Abramovic-Schmatzle, Franziskastadt			
8/8/2019 1:41 PM	Hirt, Ines		Muster GmbH, München			
8/5/2019 2:17 PM	Mehrwert, Anna		Ackermann, Ahrenberg und Rietmüller, Pohledorf			
8/5/2019 3:42 PM	Fröhlich, Friedolin		Spitzmüller, Schneider und Möllenbeck, Ranzburg			
8/5/2019 2:14 PM	Maiers, Margot		Müller AG, Nord Laureen			
8/5/2019 2:00 PM	Maiers, Margot		Müller AG, Nord Laureen			
8/5/2019 1:50 PM	Mehrwert, Anna		Meier-Be AG, Würzburg			
8/5/2019 3:42 PM	Mehrwert, Anna		Meier-Be AG, Würzburg			
8/5/2019 1:35 PM	Maiers, Margot		Müller AG, Nord Laureen			
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			

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

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

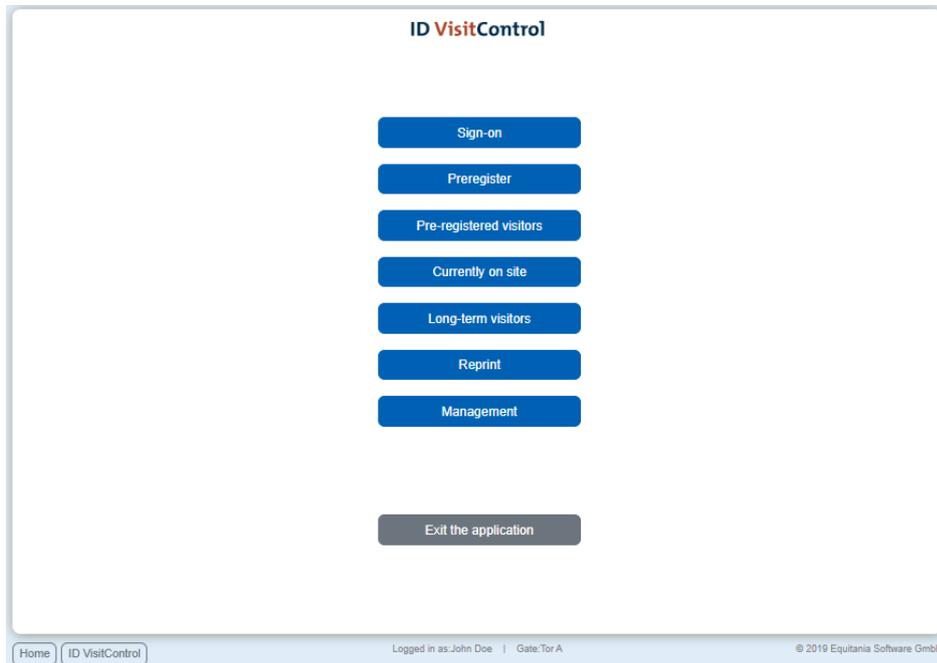
You can review, change and delete data already entered by visitors at any time and even enter house bans in the master data.

In the following documentation we explain in detail how to manage your visitors, visitor groups and companies in your visitor management ID VisitControl.

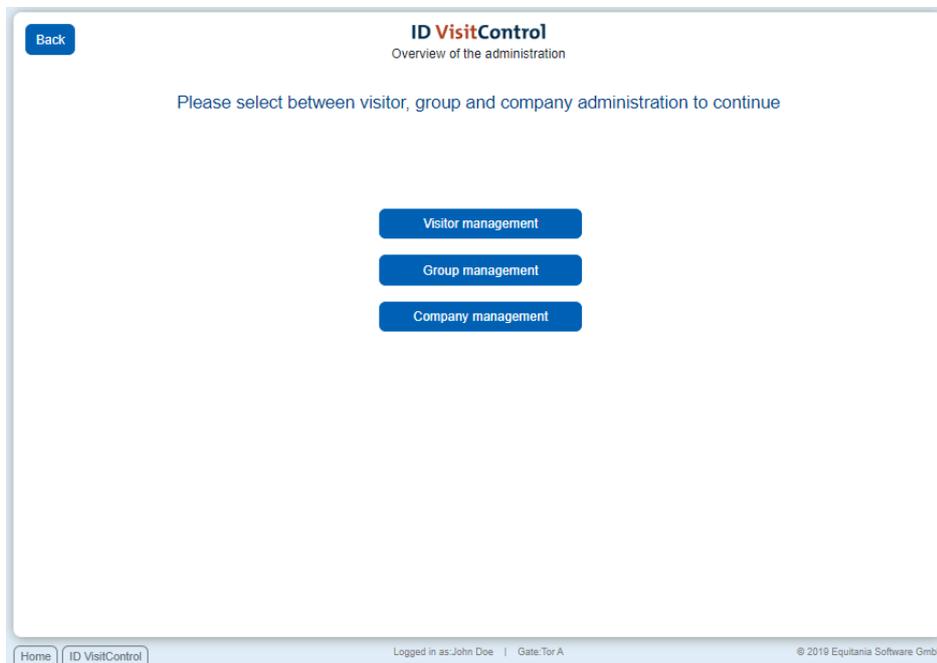
- [Visitor Management - Module Reception](#)
- [Group Management - Module Reception](#)
- [Company Management - Module Reception](#)

## Visitor Management - Module Reception

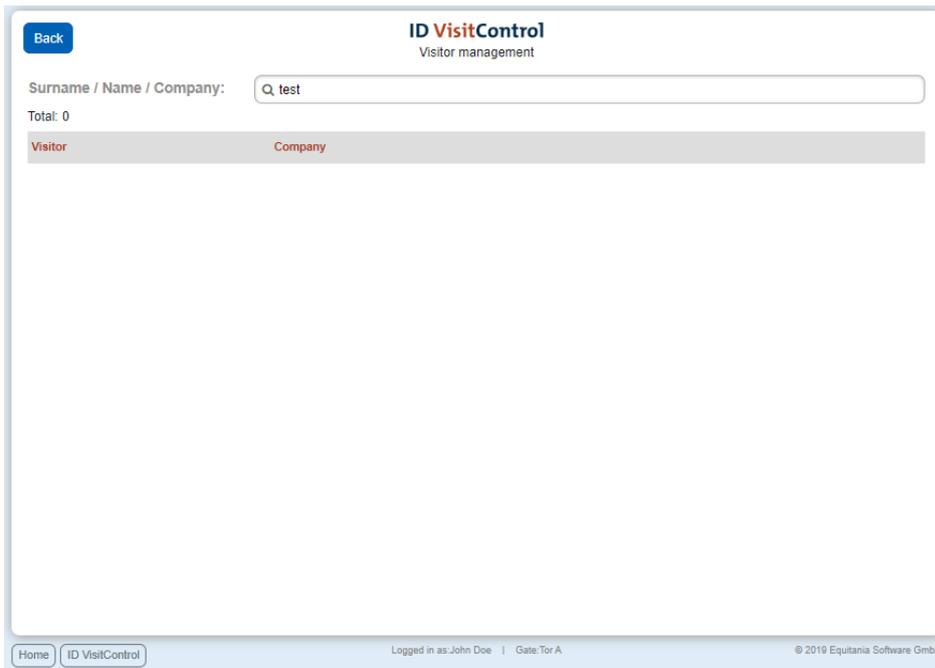
The following documentation explains in detail how you can manage single visitors.



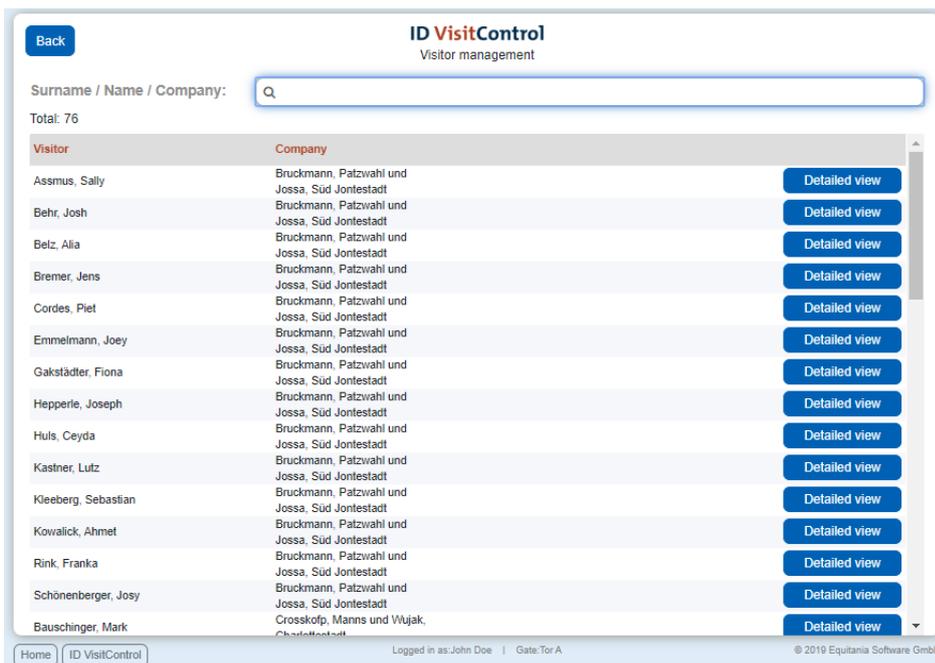
Click **Management**.



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.

Back

**ID VisitControl**  
 Visitor management

Confirm

Surname:\*

Name:\*

E-Mail:

Company:\*  Edit company

Access denied:  X

Long-term visit from:

Instruction on: Reset

Created: 21.05.2019 11:43:57

Missing signature

Phone:

Category:

Until:

Pin: 23517

WLAN:  X

History of the visits  
Delete visitor

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

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.

Back

**ID VisitControl**  
 Visitor management

Surname / Name / Company:

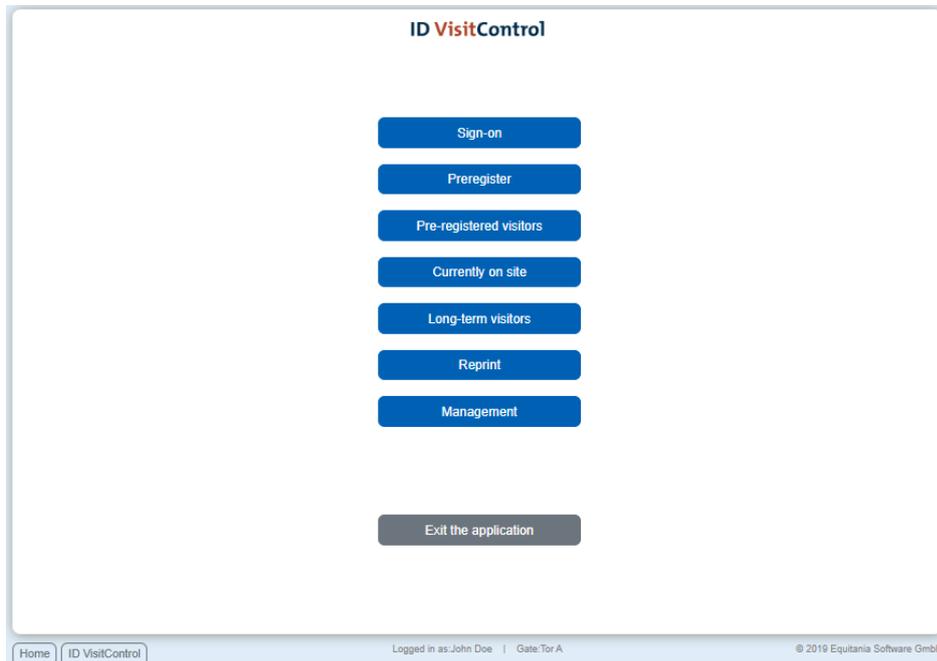
Total: 0

Visitor	Company

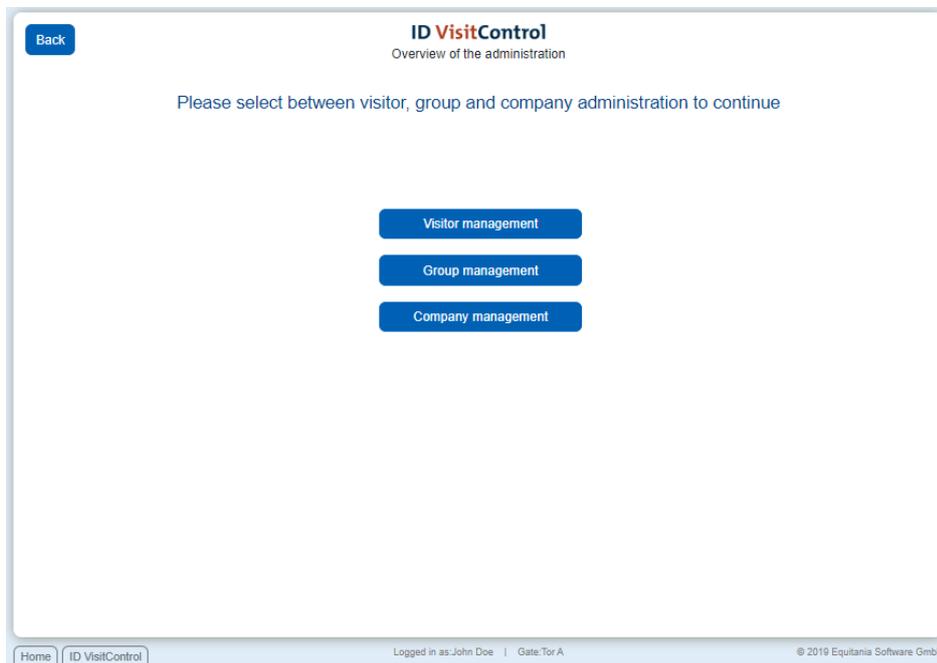
Home ID VisitControl
Logged in as: John Doe | Gate: Tor A
© 2019 Equitania Software GmbH

## Group Management - Module Reception

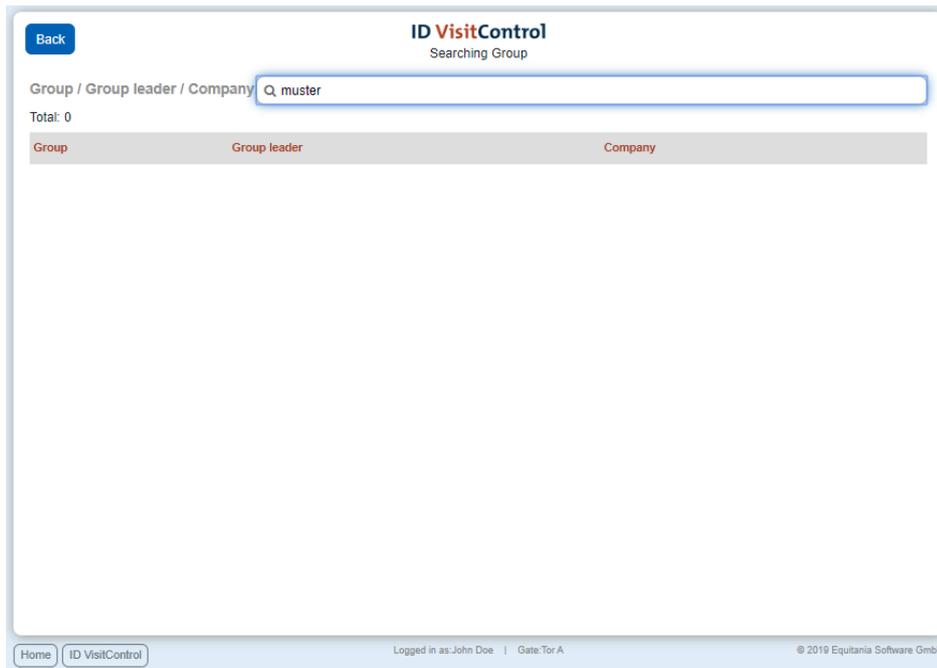
The following documentation explains in detail how you can manage group visits.



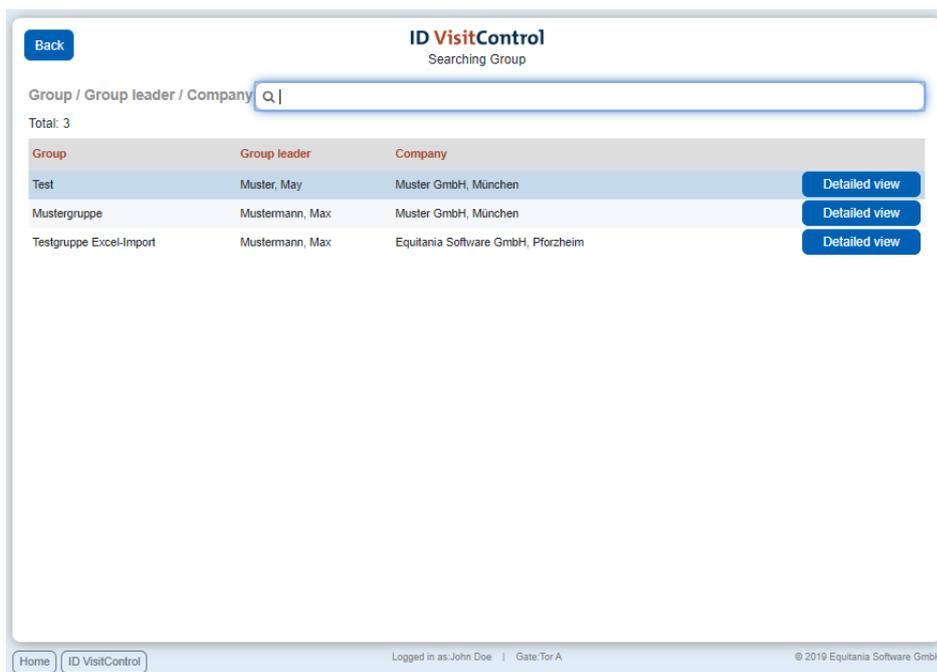
Click **Management**.



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.

Actual coming & going	gate entrance	Gate exit	Employee	Comment	License plate	Car Access
26.09.2019 08:14:34	Tor A		Adam Roth			

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

**ID VisitControl**  
Group management

Group\*  Count of visitors:\*

Category:

Contact details of the group leader

Surname:\*  Name:\*

Company:\*

E-Mail:

Instruction on:

Created: 26.09.2019 08:14:34 WLAN:

Missing signature

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

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

**ID VisitControl**  
Group member

Surname:  Name:

Surname	Name	Delete participant
Mustermann	Max	<input type="button" value="Delete"/>

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

**ID VisitControl**  
Group management

[Back](#) [Confirm](#)

Group\*  Count of visitors:\*

Category:  [Manage visitors](#)

Contact details of the group leader

Surname:\*  Name:\*

Company:\*  [Edit company](#)

E-Mail:

Instruction on:

Created: 26.09.2019 08:14:34 WLAN:

Missing signature

[History of the visits](#)

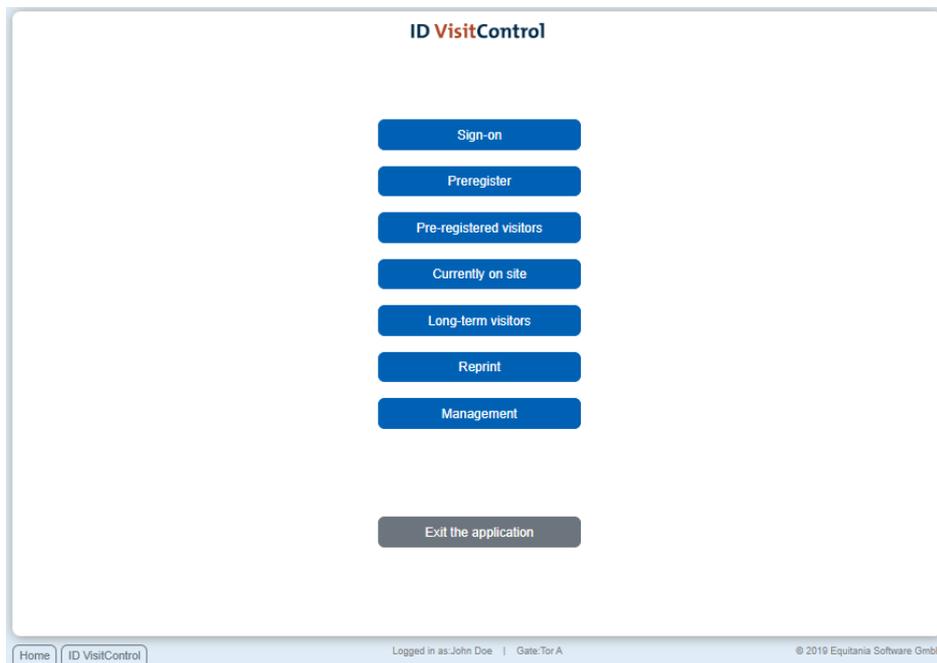
[Delete Group](#)

[Home](#) [ID VisitControl](#) Logged in as: John Doe | Gate: Tor A © 2019 Equitania Software GmbH

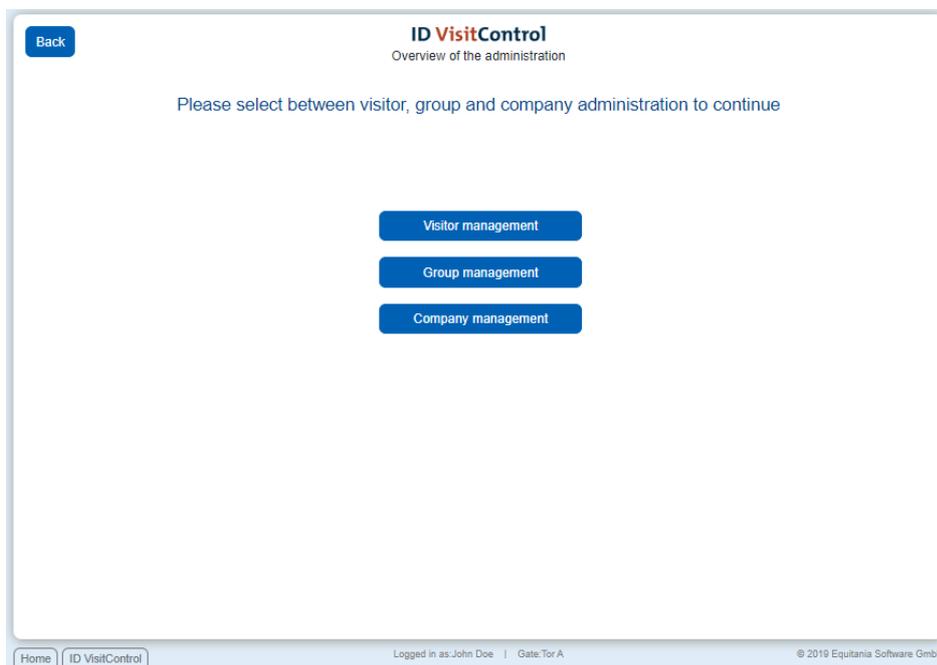
By clicking the **Confirm** button you can save the changes and return to the group search.

## Company Management - Module Reception

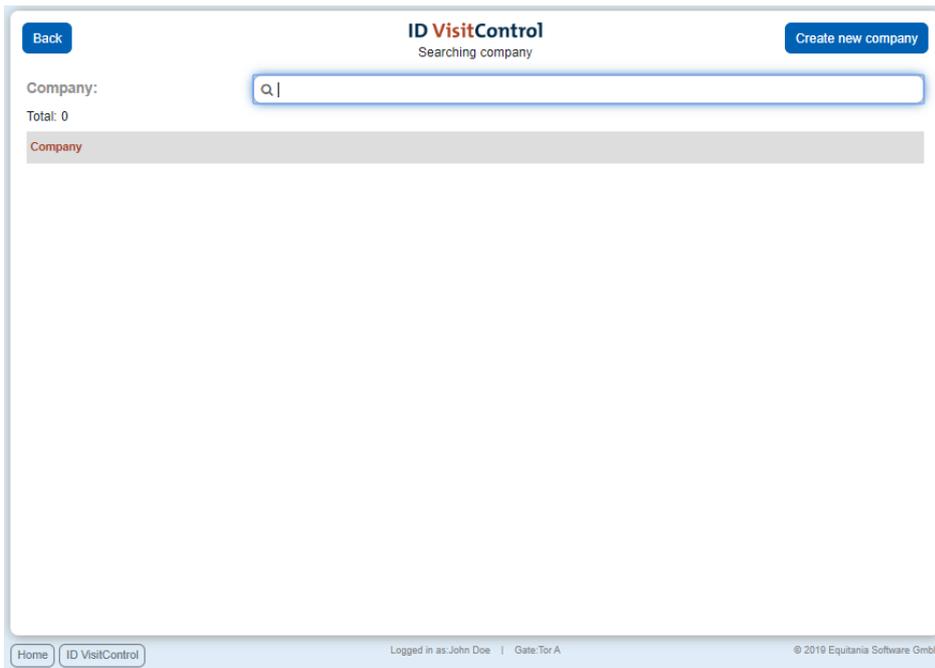
The following documentation explains in detail how you can manage companies.



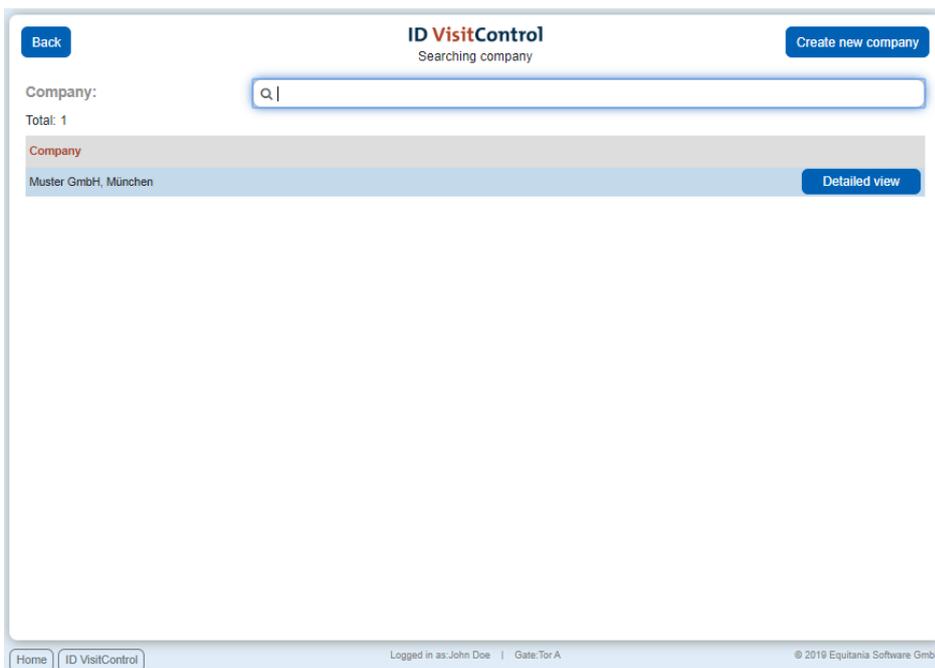
Click **Management**.



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.

[Back](#) **ID VisitControl** [Confirm](#)  
Company data

Company:*	Muster GmbH		
Street:	Musterstraße	Number:	11
Postal code:	11111	City:*	Musterstadt
Phone:	111111111	Fax:	111111112
E-Mail:	Muster@test.com	Website:	mustergmbh.com
Created:	02.05.2019 16:29:14	Country:	<input type="text"/>

[Delete company](#)

[Home](#) [ID VisitControl](#) Logged in as: John Doe | Gate: Tor A © 2019 Equitania Software GmbH

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.