ID VisitControl

ID VisitControl Module Intranet

Intranet module documentation

Via the Intranet module of the visitor management, visitors or visitor groups are pre-registered by the employees of your company themselves, immediately after the appointment has been made.

Each employee can enter planned visits independently in the Intranet module and pre-register a visit. It is not necessary to contact the reception to transmit the data of the guest or to announce a visit.

Thus your employees do not only have an overview of their forthcoming visits, additionally the visitors profit at the time of their arrival by a still faster completion of the registration at the visitor reception and receive fast with few Klicks the visitor identity card. The visitor administration will show at regular intervals a safety instruction, which the visitor must sign. This security instruction can then be handed in digitally at the reception desk using a signature pad.

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

- [Login and main menu - Module Intranet](#)
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Login and main menu - Module Intranet

In the following documentation we will explain how to log into the visitor software ID VisitControl with your user.
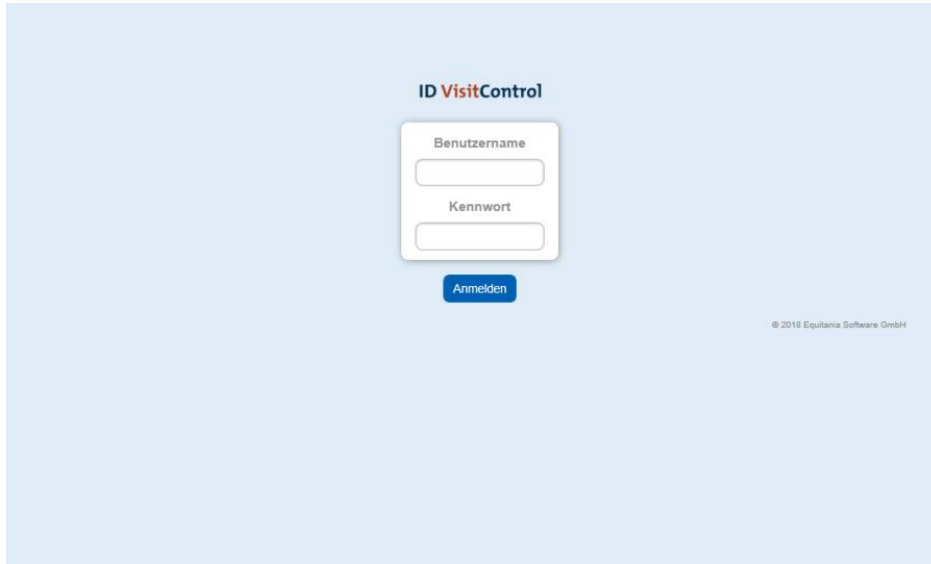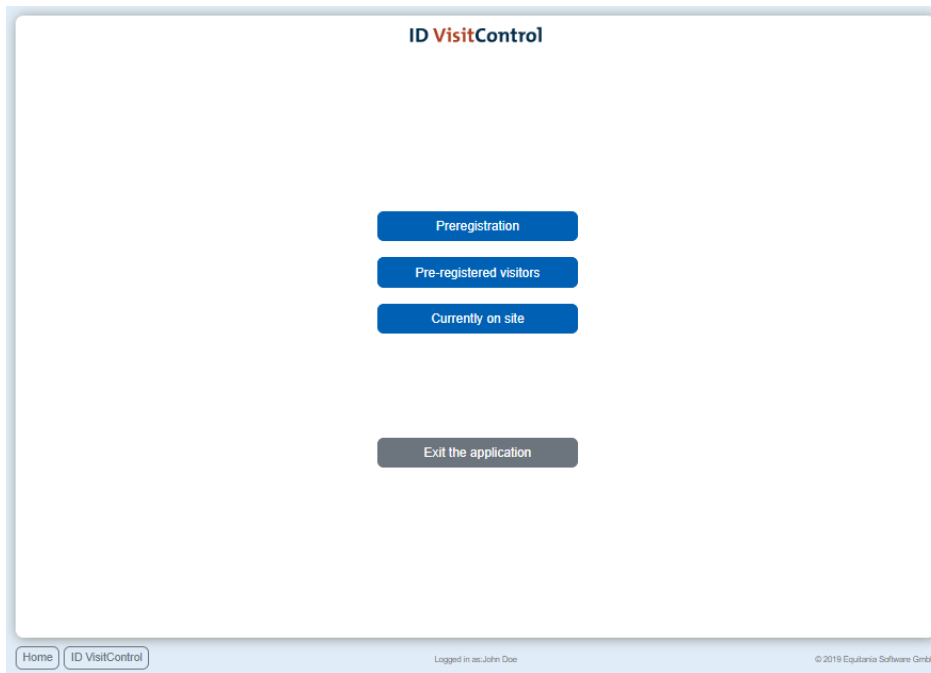
Please enter your user name and password on the **login screen**.
Benutzername = Username
Kennwort = Password

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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Preregistration

Pre-registered visitors

Currently on site

Exit the application

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

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 pre-registration - Module Intranet

Relieve your reception by pre-registering the visit by your employees themselves. The intuitive menu navigation enables your employees to pre-register a visitor quickly and easily.

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.

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

Single visitor pre-registration - Module Intranet

Here you will find a detailed explanation of single visitor pre-registration for the Intranet module in ID VisitControl.
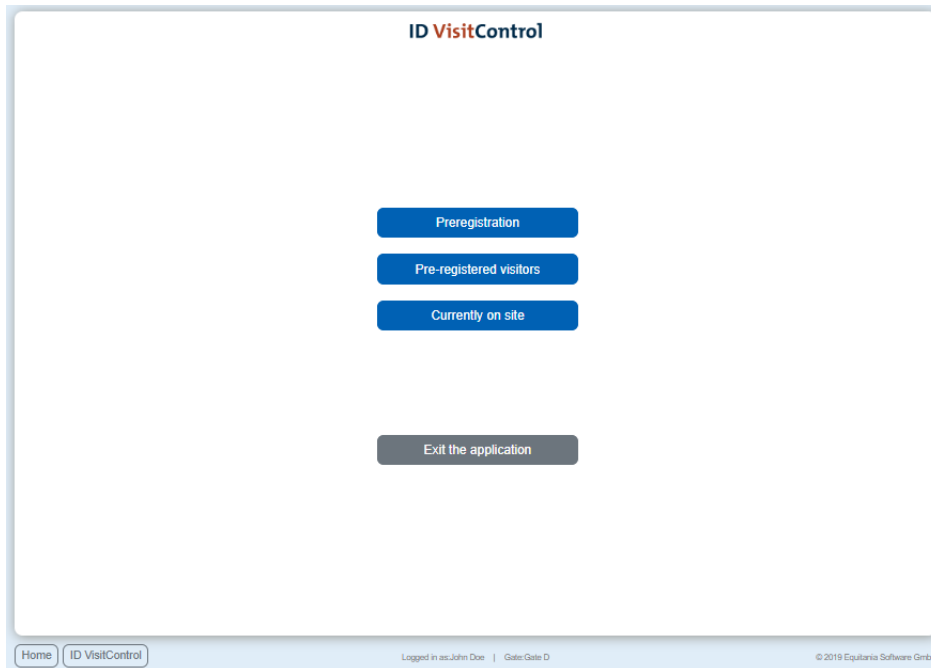
First click on the **Preregistration** button.
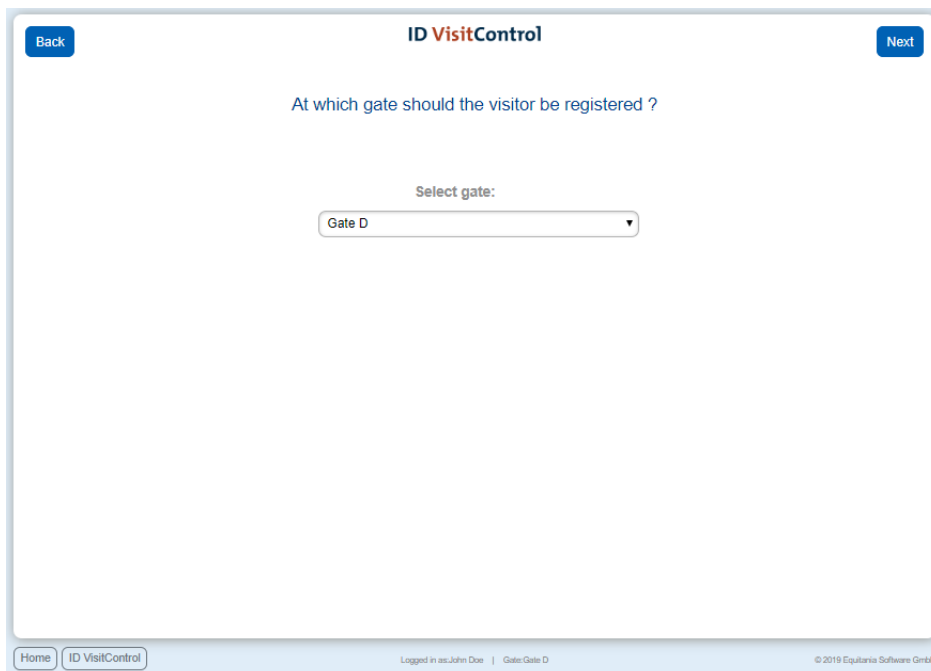
In the gate selection you can select the desired gate in the dropdown menu. The visitor is registered at this gate. Click **Continue** to open the main menu.
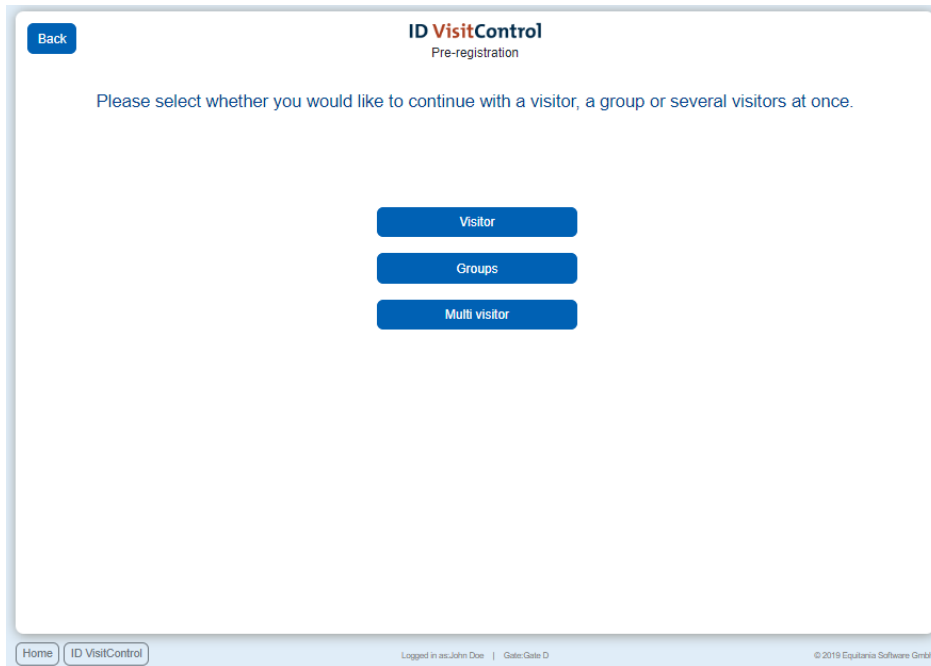
Here you can select individual or group visitor registration. In this case, click on the **visitor** button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

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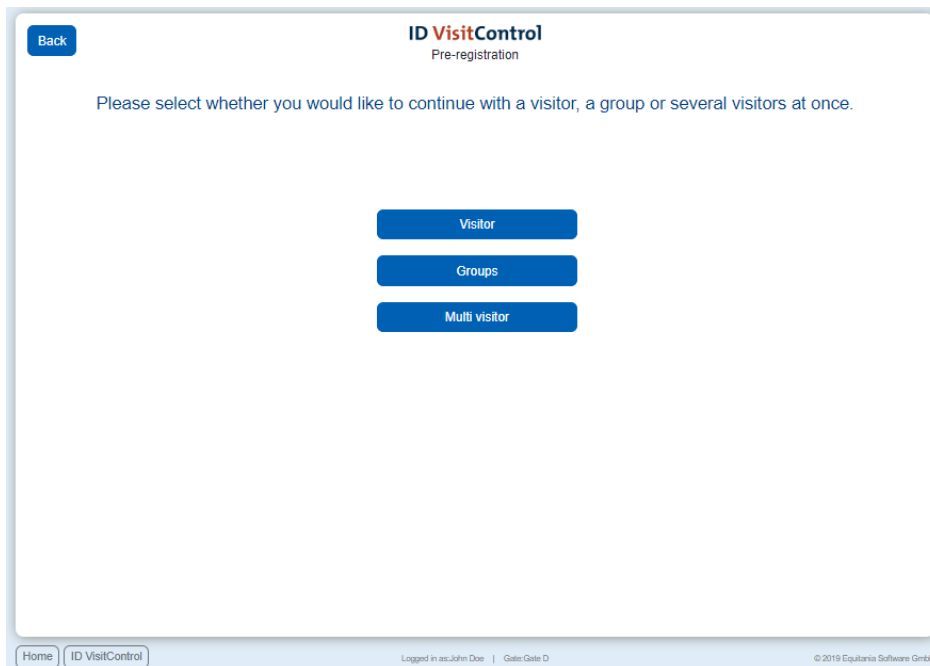 under your searched term, you can click on the button **New visit** to create a new visit with the existing data. If your search does not show any results, click on the button **Create new visit** in the upper right corner.

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.

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.

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 pre-registration - Module Intranet

Here you will find a detailed explanation of group pre-registration for the Intranet module in ID VisitControl.
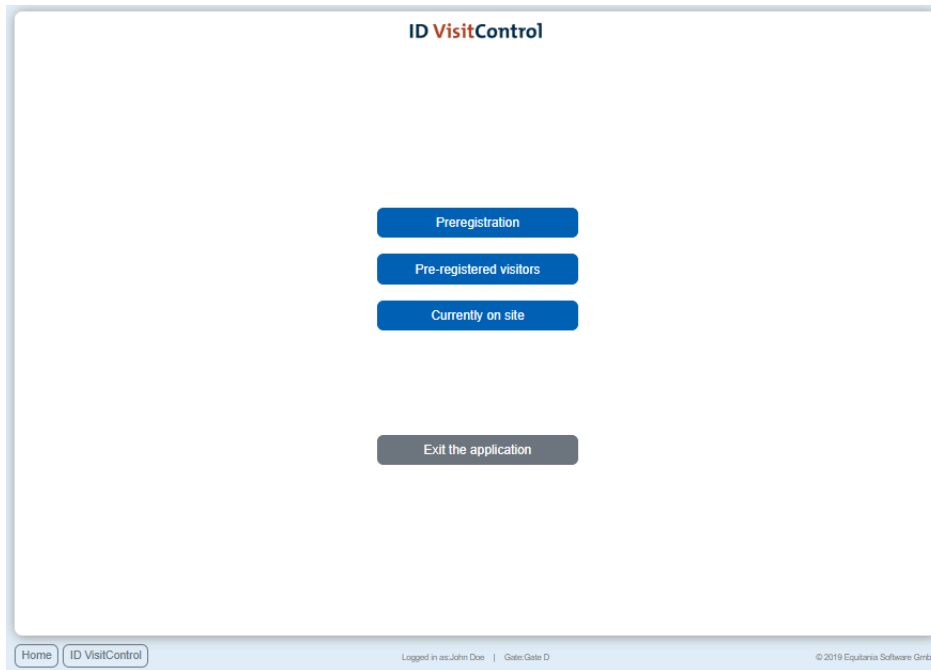
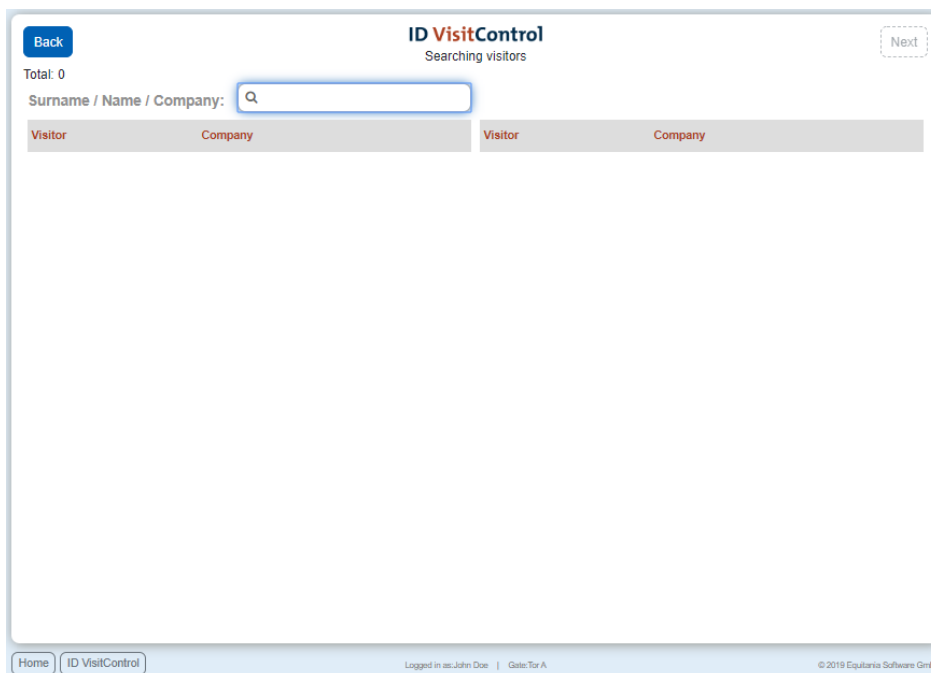First click on the button **Previsitor.**
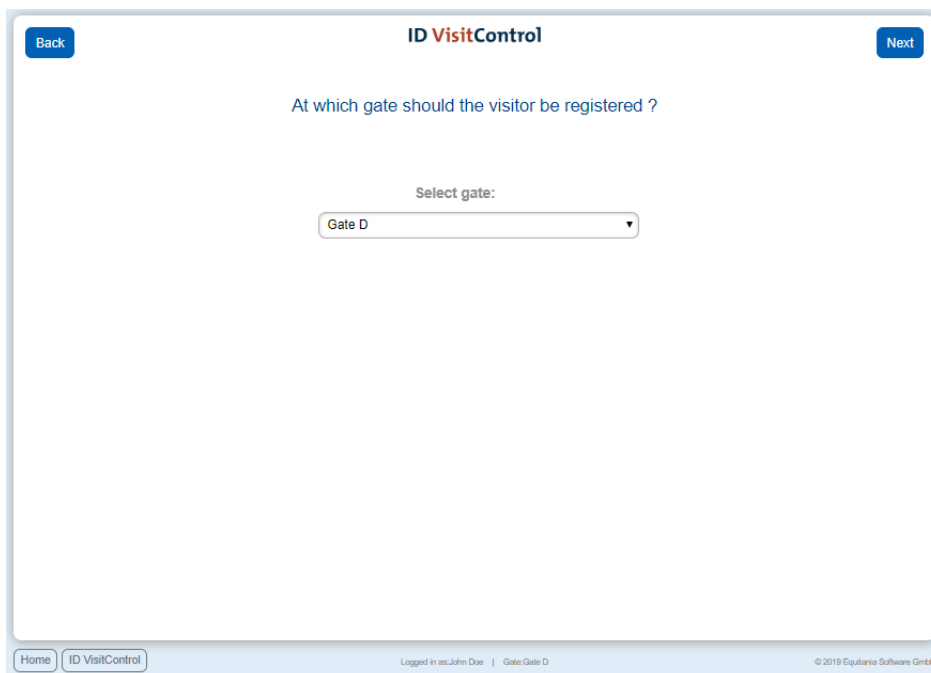
In the gate selection you can select the desired gate in the dropdown menu. The visitor is registered at this gate. Click **Continue** to open the main menu.

Here you can 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 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.

Via the button **Create visitor,** you create the individual visitors of the group.

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

Click **Next** to complete the process.
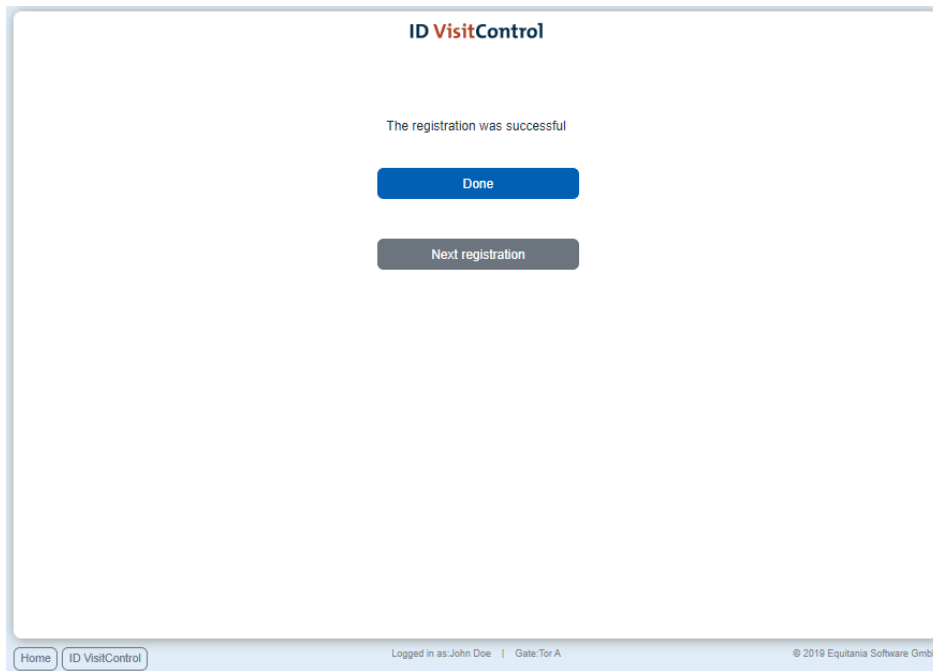
ID VisitControl

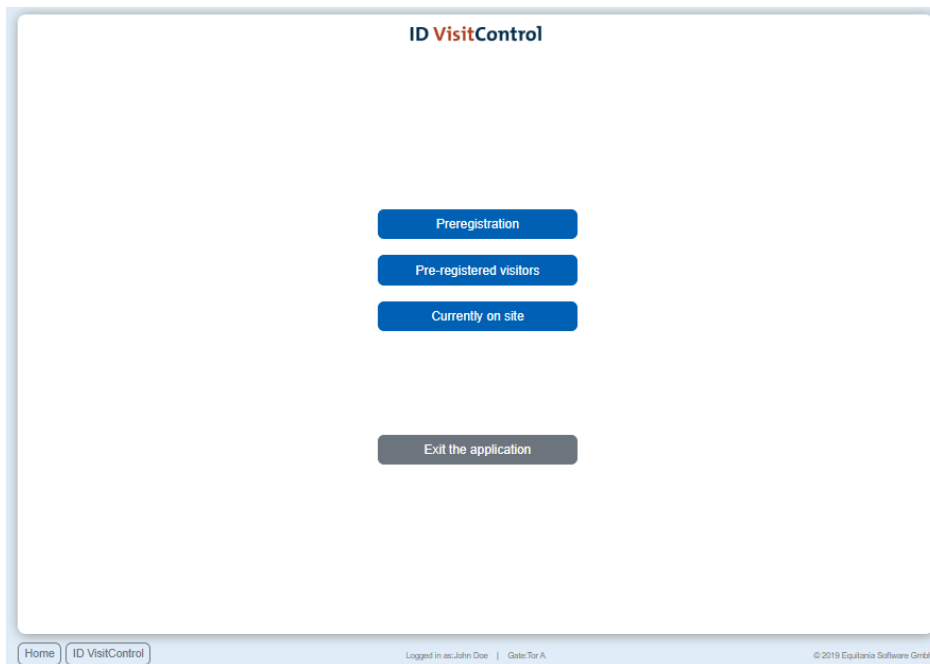The registration was successful

Done

Next registration

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.**

Multi-visitor pre-registration - Module Intranet

Here you will find a detailed explanation of the multi-user pre-registration for the Intranet module in ID VisitControl.

Additional module Multi visitor registration
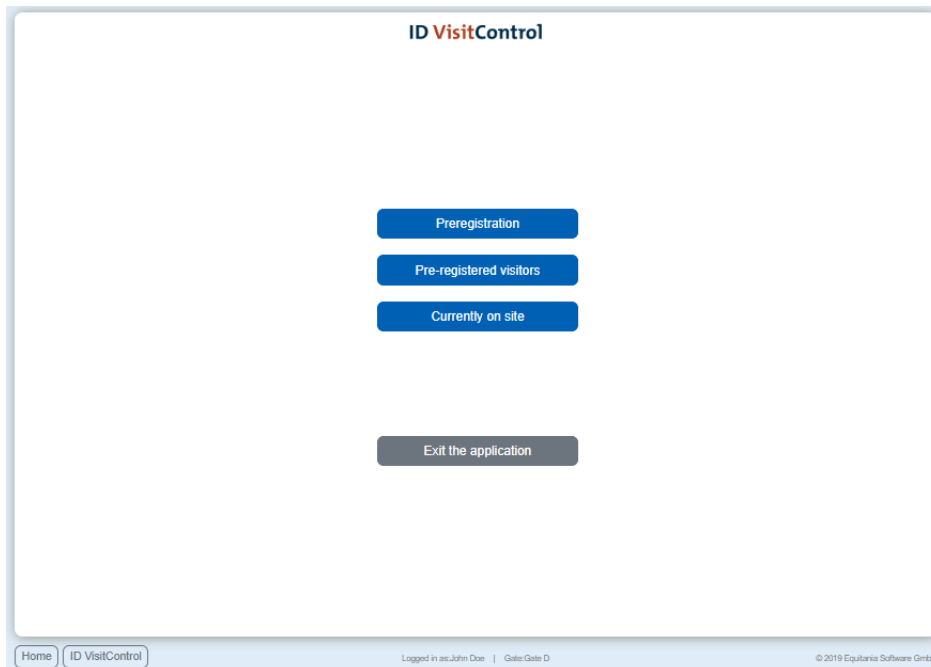
First click on the button **Previsitor.**
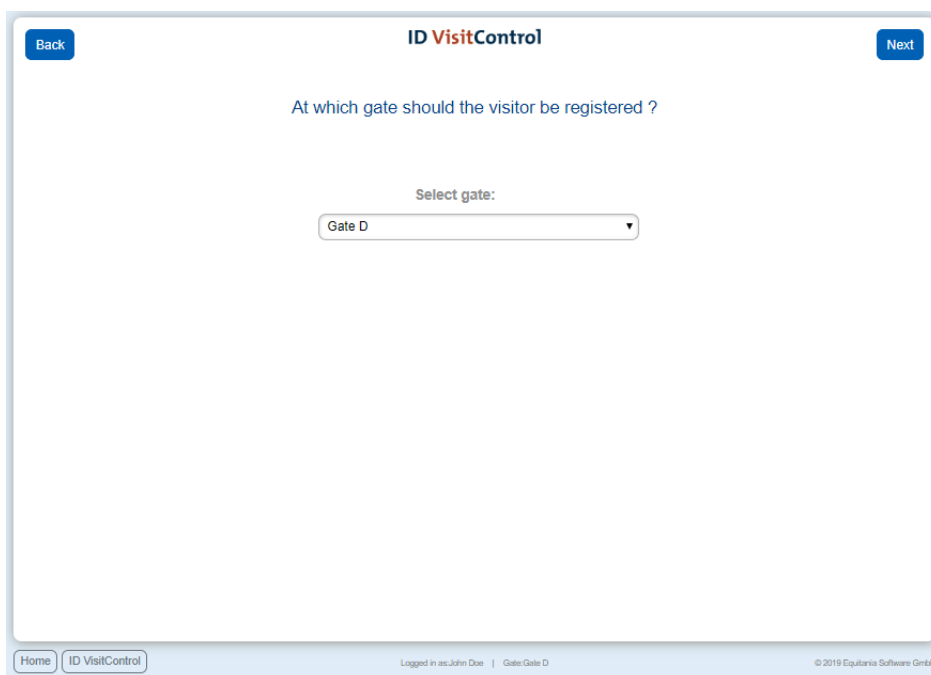
In the gate selection you can select the desired gate in the dropdown menu. The visitor is registered at this gate. Click **Continue** to open the main menu.
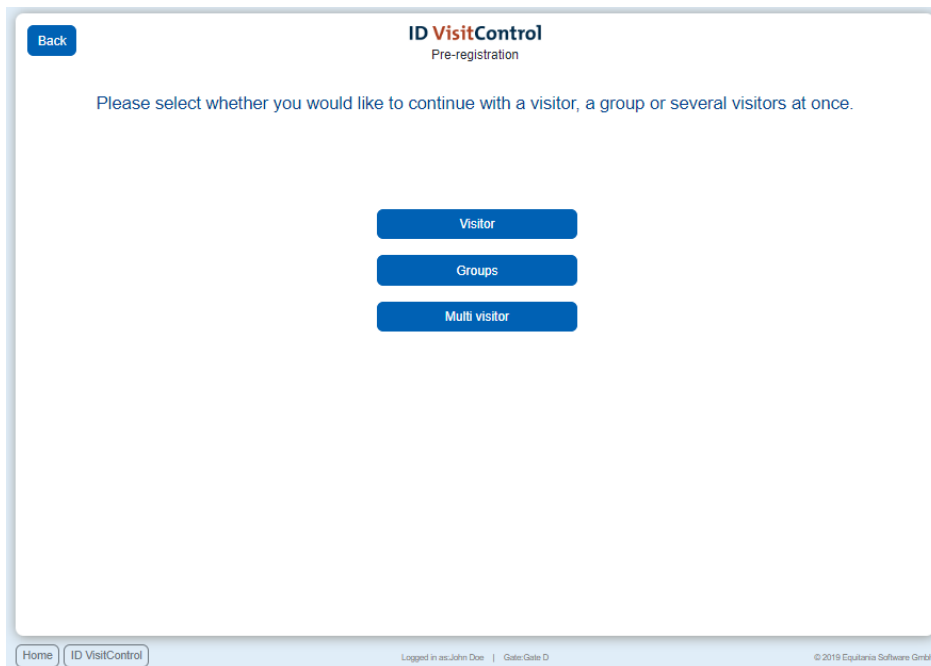
Here you can select individual or group visitor registration. In this case, click on the **Multi visitors** button.
Multi visitor registration is only available if you have licensed the additional module Multi visitor registration.

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.

Click **Next** to complete the process.
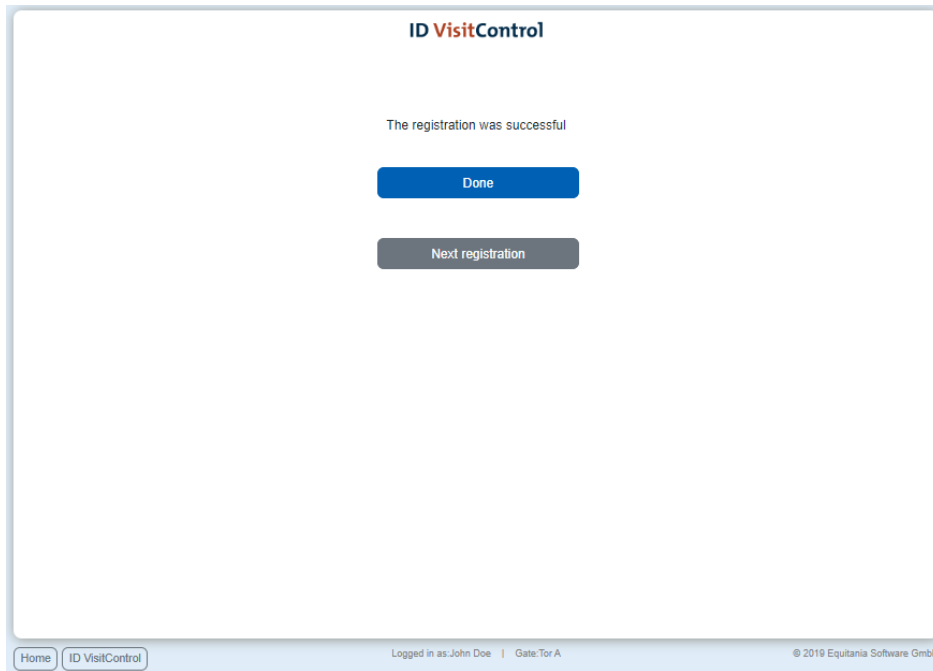
The registration was successful and the visitor is now automatically in your visit list.

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-registered visitors - Module Intranet

Your employees can view their upcoming visits at any time and thus keep an even better overview. They only see the pre-registered visitors for themselves.

In the following documentation, we explain detailed steps to the list of pre-registered visitors in the Intranet module.

First click on the button **Pre registered visitors.**

Behind each visitor you have different choices. You can delete the pre-registration by clicking on the delete icon. You can change a visitor's data by clicking on the edit icon.

Clicking on the button **Next** in the upper right corner takes you back to the list of pre-registered visitors.

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

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Preregistration

Pre-registered visitors

Currently on site
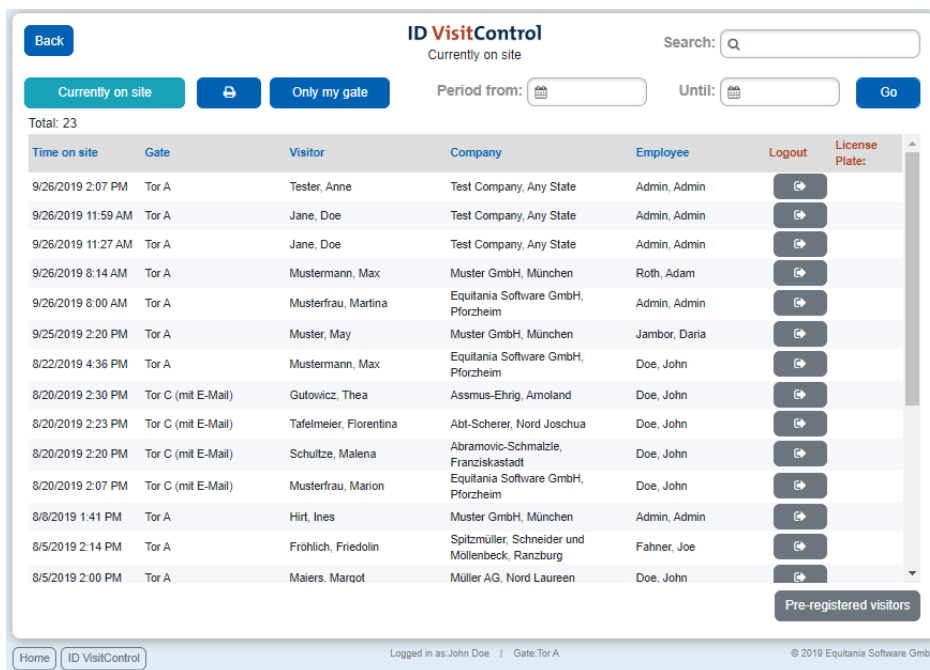
Exit the application
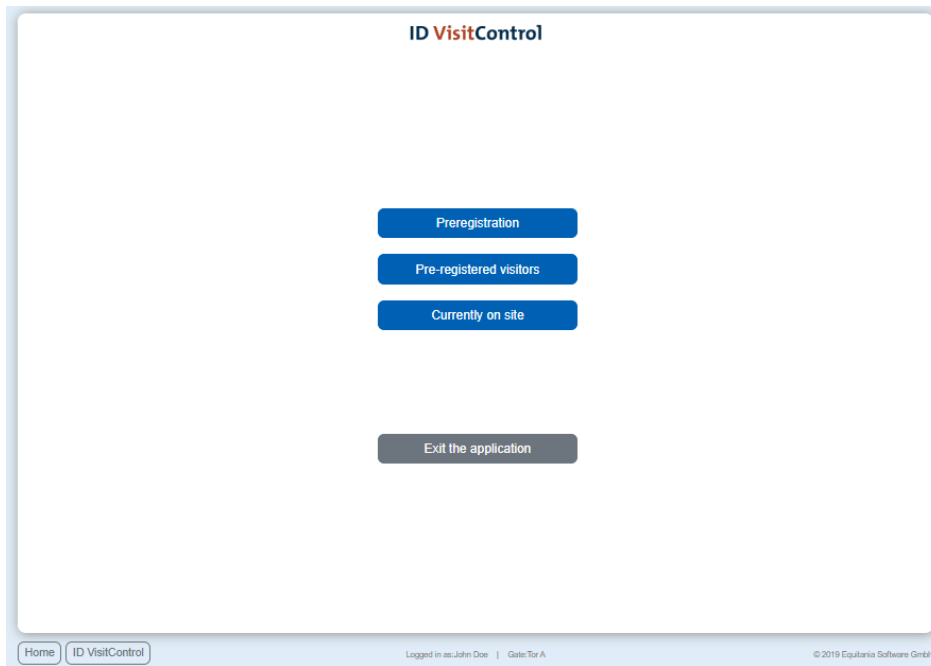
Currently on site - Module Intranet

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.
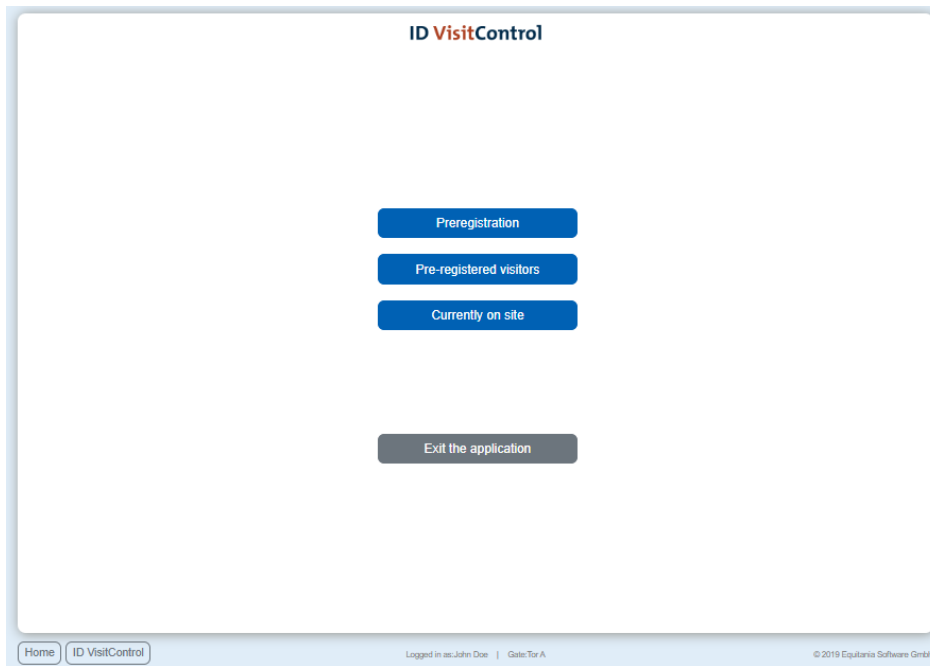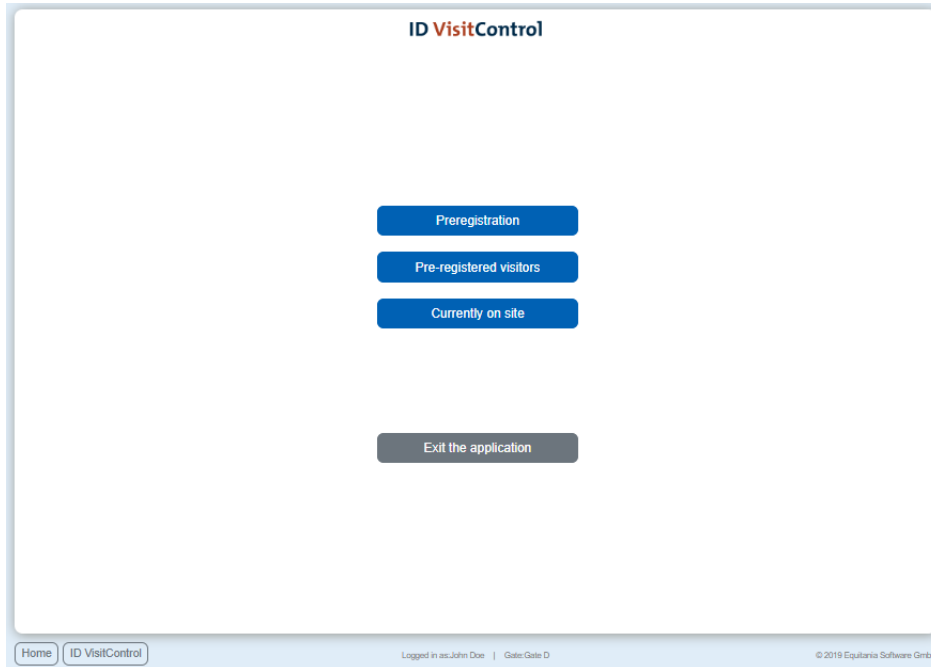

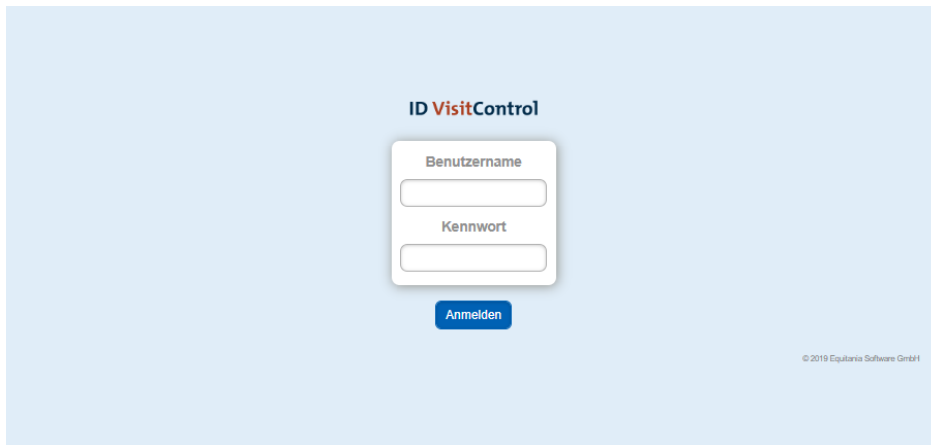First click on the **Currently on site** button.

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

Logout - Module Intranet

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

To log out, first click on the **Exit the application** button.

The page can be closed now.