

ID VisitControl

ID VisitControl - Administration

Documentation Administration

In the administration of ID VisitControl you have the possibility to make many configurations yourself.

For example, if you add new languages, you create a direct connection between your visitor management and your Active Directory. Thus all information of your employees is automatically transferred to the visitor software ID VisitControl or you can manually add new employees at any time. Define individual entrances for your company and extend them flexibly via the administrator page of the visitor software ID VisitControl.

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

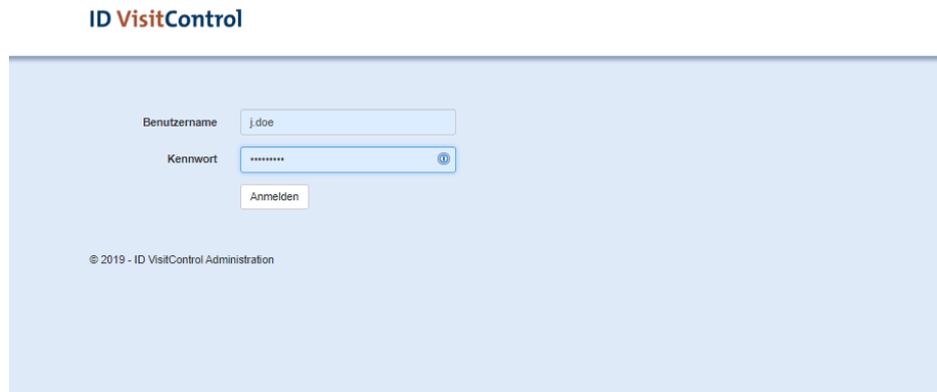
- [Login and main menu - Administration](#)
- [Menu Item LDAP](#)
- [Menu item Employee](#)
- [Menu item Gates](#)
- [Menu item Signature Pad](#)
- [Menu item - Other Settings](#)
- [Menu item - Logoff](#)

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Login and main menu - Administration

In the following documentation, we will explain how to log in to the visitor software ID VisitControl in the Administration module.



Benutzername

Kennwort

Anmelden

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



LDAP Employees Gates Signature Pad Other Settings Logoff

Date of last Version 8/23/2019 8:59:28 AM
Version 3.0.0
Revision 44

Active Sessions 2
Owner Equitania Software GmbH
Database eq_arbeitsplatz
Db-Version 3.0.13
Db-Date 8/9/2019 12:00:00 AM

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In the main menu you can select the desired action.



Menu Item LDAP

Create a direct connection of your visitor management to your Active Directory. All your employees' information is automatically transferred to the visitor software ID VisitControl.

- [LDAP Settings](#)
- [LDAP Sync](#)



LDAP Settings

In the following, we will explain in detail how to manage your access data, set connection parameters and test connections.

First click on the **LDAP** button and then on **Settings**.

The screenshot shows the 'LDAP' settings page in the ID VisitControl administration interface. The page has a light blue background and a white content area. At the top, there is a navigation bar with the 'ID VisitControl' logo and several menu items: 'LDAP', 'Employees', 'Gates', 'Signature Pad', 'Other Settings', and 'Logout'. Below the navigation bar, there are several input fields and checkboxes for configuring LDAP settings:

- Address:** An empty text input field.
- Port:** A text input field containing the value '0'.
- Entrypoint:** An empty text input field.
- Userfilter:** A text input field containing the value 'sn = *'.
- Use SSL:** A checkbox that is currently unchecked.
- Alternate LDAP-Server:** A checkbox that is currently unchecked.
- Login LDAP:** A checkbox that is currently unchecked.

Below these settings is a section titled 'Anmeldung Verzeichnisserver' (Login Directory Server). This section contains a form for testing the LDAP connection:

- Username:** An empty text input field.
- New password:** An empty text input field.
- Repeat password:** An empty text input field.
- Reset password:** A button.
- Windows Directory Service:** A checkbox that is currently unchecked.

At the bottom of the form, there are two buttons: 'Test login' and 'Save'. The footer of the page contains the text '© 2019 - ID VisitControl Administration'.

Now click on the **Test login** access data button.

This screenshot shows the same LDAP settings page as the previous one, but with a red error message displayed: 'Connectiontest failed'. The 'Test login' and 'Save' buttons are still visible below the error message.

If you have changed anything, click the **Save** button to confirm.

LDAP Sync

In the following, we will explain in detail how to enter and update your employees from the Active Directory.

Then click on the **LDAP** selection field and then on **Synch.**

LDAP - Mitarbeiter Pforten Unterschriftenpad - Weitere Punkte - Logoff

ID VisitControl

Einstellungen
Abgleich

Adresse: zentrale.cmc-gruppe.de

Port: 0

Einstiegspunkt: OU=test,DC=zentrale,DC=cmc-gruppe.E

Benutzerfilter: sn = *

SSL verwenden

Alternative LDAP-Server

Anmeldung Verzeichnisserver

Anmeldung Verzeichnisserver

Benutzername: ZENTRALE/test-eq

Neues Passwort: *****

PW wiederholen: *****

Passwort ersetzen

Windows Verzeichnisdienst

Zugangsdaten testen

Speichern

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Here you can see all users of your Active Directory and check if they are active.

Alle Benutzer Neue Benutzer Vorhandene Benutzer Einstellungen

Suche...

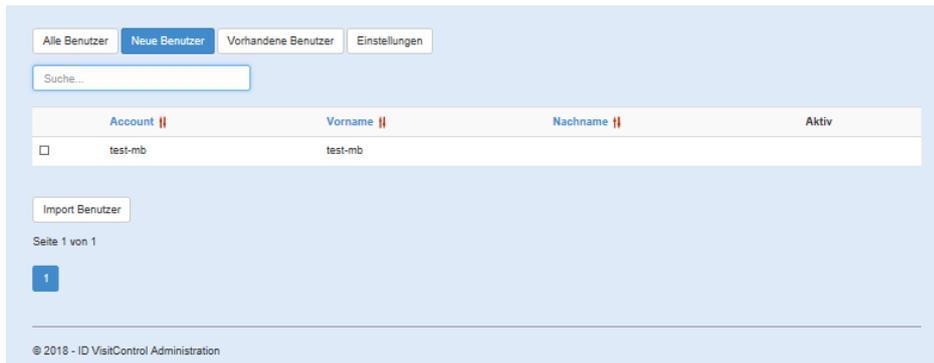
	Account	Vorname	Nachname	Aktiv
<input type="checkbox"/>	test-bv	test-bv		X
<input type="checkbox"/>	test-omc	test-omc		X
<input type="checkbox"/>	test-op	test-op		
<input type="checkbox"/>	test-eq	EQ	Test	X
<input type="checkbox"/>	test-mb	test-mb		

Seite 1 von 1

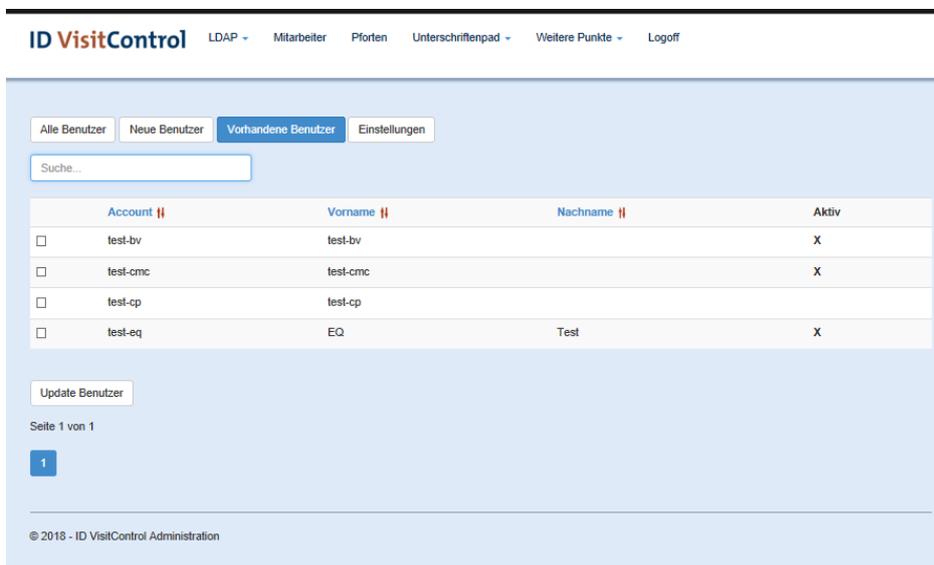
1

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Now click on **New Users**.



Here you can find the employees last entered in the Active Directory but not yet imported into ID VisitControl. To add a user to ID VisitControl, select the user in the list and click the button **Import User**. Now switch to the mask **Existing Users**.



Now click on the button **Update User** to create a current view. Here you can choose between All Users, New Users, Existing Users and Settings. In this case, click on the **Settings** field.

Now switch to the **Settings** mask.



Click **Edit** to adjust the property.

Eigenschaft

Standardwert

Standardwert für Update nutzen

Feld in Benutzertabelle

LDAP-Eigenschaft

Zieltabelle

Angezeigtes Feld

PK in Zieltabelle

Defaultwert

Wert

Wert in LDAP Wert in DB

You now have the choice to update the property or import missing records. To do this, click the respective button. If you have changed something, click on the **Save** button to confirm.

Suche...

Angezeigter Name 	
admin	Bearbeiten Löschen
department	Bearbeiten Löschen
empfang	Bearbeiten Löschen
intranet	Bearbeiten Löschen
is_active	Bearbeiten Löschen
kiosk	Bearbeiten Löschen
login	Bearbeiten Löschen
sprache	Bearbeiten Löschen

Seite 1 von 1

Click on the **New** button in the upper right corner to create a new property.

Eigenschaft
Standardwert
Standardwert für Update nutzen
Feld in Benutzertabelle
LDAP-Eigenschaft
Zieltabelle
Angezeigtes Feld
PK in Zieltabelle
Defaultwert
Wert
Wert in LDAP

|

When you have entered all the details, click the **Save** button.

Suche...

Eigenschaft	
admin	Bearbeiten Löschen
department	Bearbeiten Löschen
empfang	Bearbeiten Löschen
intranet	Bearbeiten Löschen
is_active	Bearbeiten Löschen
kiosk	Bearbeiten Löschen
login	Bearbeiten Löschen
sprache	Bearbeiten Löschen

Seite 1 von 1

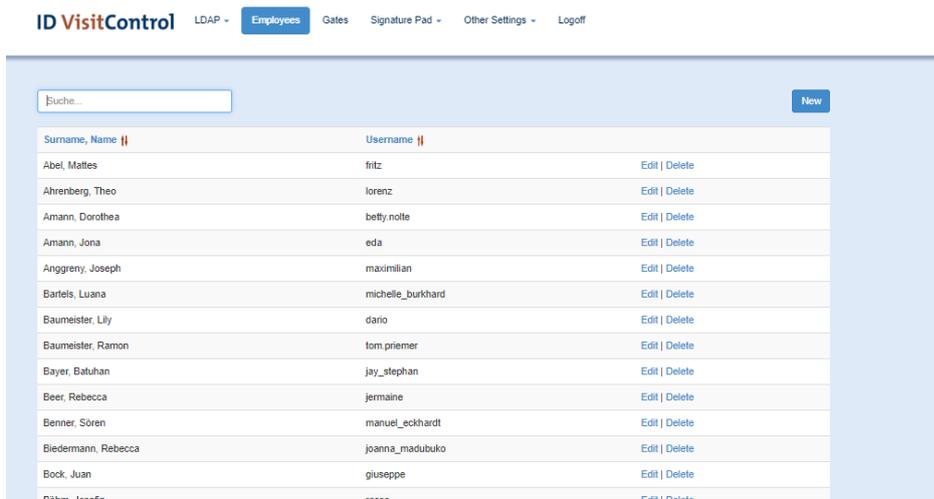
To delete a displayed name, click **Delete**. You will now be asked if you really want to delete the property. With the confirmation of the deletion, the record is deactivated.

Menu item Employee

In the following, we will explain to you how to create employees for your company.



First click on the **Employee** selection field.



Here you will find all employees that you have entered either via your Active Directory or manually. You can manually enter new employees via the **New** button.

Name

Surname

Phone

E-Mail

Department

Language

Gates

Username

New password

PW repeat

Admin

Pool

LDAP Sync

Login User

Empfang

Intranet

Kiosk

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Here you can enter all required data manually. Once you have entered all the necessary data, confirm your entry with the **Save** button.

ID VisitControl LDAP - **Employees** Gates Signature Pad - Other Settings - Logoff

Surname, Name	Username	
Abel, Mattes	fritz	Edit Delete
Ahrenberg, Theo	lorenz	Edit Delete
Amann, Dorothea	belty.nofte	Edit Delete
Amann, Jona	eda	Edit Delete
Anggreny, Joseph	mavimilian	Edit Delete
Bartels, Luana	michelle_burkhard	Edit Delete
Baumeister, Lily	dario	Edit Delete
Baumeister, Ramon	tom.priemer	Edit Delete
Bayer, Batuhan	jay_stephan	Edit Delete
Beer, Rebecca	jermaine	Edit Delete
Benner, Sören	manuel_eckhardt	Edit Delete
Biedermann, Rebecca	joanna_madubuko	Edit Delete
Bock, Juan	giuseppe	Edit Delete
Böhm, Josefin	rocco	Edit Delete

To edit a displayed name, click **Edit**.

Name

Surname

Phone

E-Mail

Department

Language

Gates

Username

New password

PW repeat

Pool

LDAP Sync

Login User

Admin

Empfang

Intranet

Kiosk

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When you have changed all the required data, confirm your entry with the **Save** button.

ID VisitControl LDAP - **Employees** Gates Signature Pad - Other Settings - Logoff

Surname, Name	Username	
Abel, Mattes	fritz	Edit Delete
Ahrenberg, Theo	lorenz	Edit Delete
Amann, Dorothea	betty.nolte	Edit Delete
Amann, Jona	eda	Edit Delete
Anggreny, Joseph	maximilian	Edit Delete
Barfels, Luana	michelle_burkhard	Edit Delete
Baumeister, Lily	dario	Edit Delete
Baumeister, Ramon	tom.priemer	Edit Delete
Bayer, Batuhan	jay_stephan	Edit Delete
Beer, Rebecca	jermaine	Edit Delete
Benner, Sören	manuel_eckhardt	Edit Delete
Biedermann, Rebecca	joanna_madubuko	Edit Delete
Bock, Juan	giuseppe	Edit Delete
Böhm, Josefin	rocco	Edit Delete

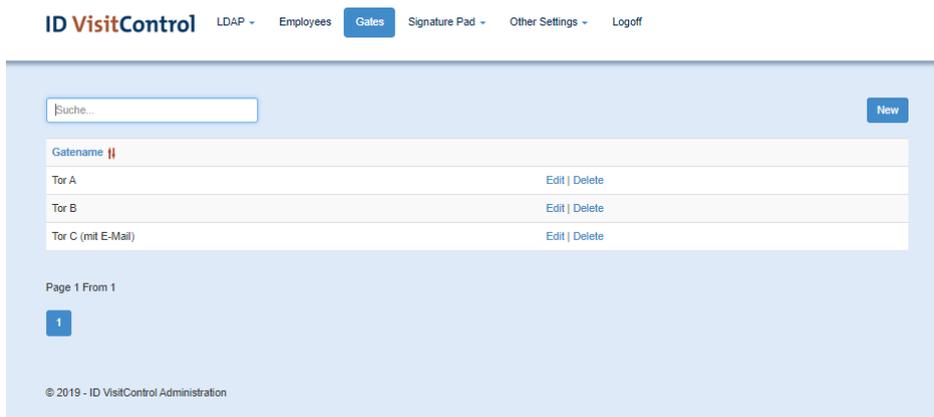
To delete a displayed name, click **Delete**.
 You will now be asked if you really want to delete the property. With the confirmation of the deletion, the record is deactivated.

Menu item Gates

In the following, we will explain to you how to create individual gates for your company.



First click on the selection field **Gates**.



Here you will find all the deposited gates.
Click the **New** button to enter new gates.

[LDAP](#) - [Employees](#) - **[Gates](#)** - [Signature Pad](#) - [Other Settings](#) - [Logoff](#)

Active

Card

Printer selection:

Preview

Active

Configuration

Empfang

Signaturepad

Webcam

Default Email-Template (Preregistration)

Default Email-Template (Sign in)

Default Email-Template (Longterm visitor)

Intranet

Default Email-Template

Kiosk

Show infotext

Default Email-Template

WelcomePage

City

[Save](#) | [Back](#)

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When you have entered all the necessary data, confirm your entry with the **Save** button.

[LDAP](#) - [Employees](#) - **[Gates](#)** - [Signature Pad](#) - [Other Settings](#) - [Logoff](#)

[New](#)

Gatename	
Gate D	Edit Delete
Tor A	Edit Delete
Tor B	Edit Delete
Tor C (mit E-Mail)	Edit Delete

Page 1 From 1

[1](#)

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To edit a gate, click **Edit**.

Printer selection Microsoft XPS Document Writer ▾

Preview

Active

Sticker

Printer selection Microsoft XPS Document Writer ▾

Preview

Active

Label

Printer selection Microsoft XPS Document Writer ▾

Preview

Active

Kiosk

Printer selection Microsoft XPS Document Writer ▾

Preview

Active

Card

Printer selection Microsoft XPS Document Writer ▾

Preview

Active

[Save](#) | [Back](#)

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When you have changed all the required data, confirm your entry with the **Save** button.

ID VisitControl LDAP - Employees **Gates** Signature Pad - Other Settings - Logoff

New

Gatename	
Gate D	Edit Delete
Tor A	Edit Delete
Tor B	Edit Delete
Tor C (mit E-Mail)	Edit Delete

Page 1 From 1

1

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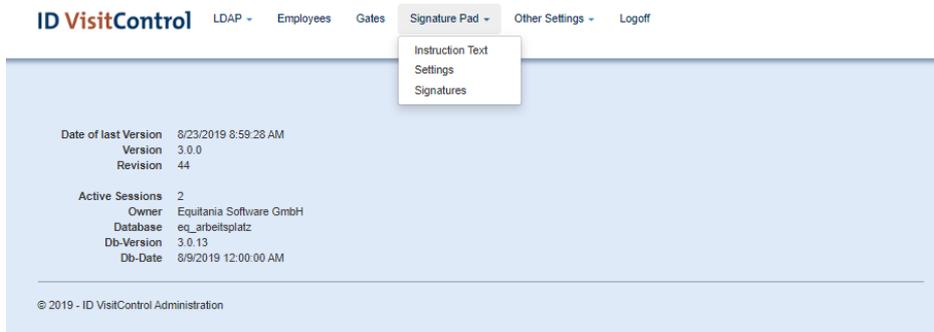
To delete a gate, click **Delete**.

You will now be asked if you really want to delete the property. With the confirmation of the deletion, the record is deactivated.

Menu item Signature Pad

With ID VisitControl we offer you various solutions to integrate your individual security instruction when you register your visit to the company, to change it yourself and to repeat it automatically at regular intervals. You can flexibly determine when your guest has to sign a new instruction and thus ensure that you always have an up-to-date signed security instruction from your visit.

In the following, we explain how you manage your instruction texts and how you view your digital signatures and maintain instruction texts.

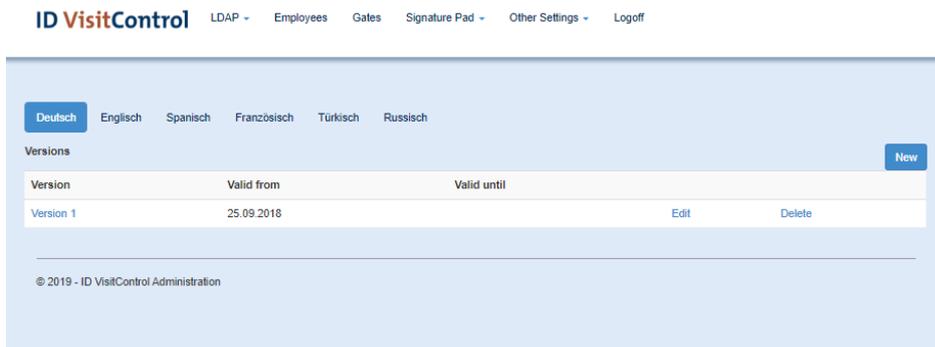


- [Signature Pad - Instruction Text](#)
- [Signature Pad - Settings](#)
- [Signature Pad Signatures](#)

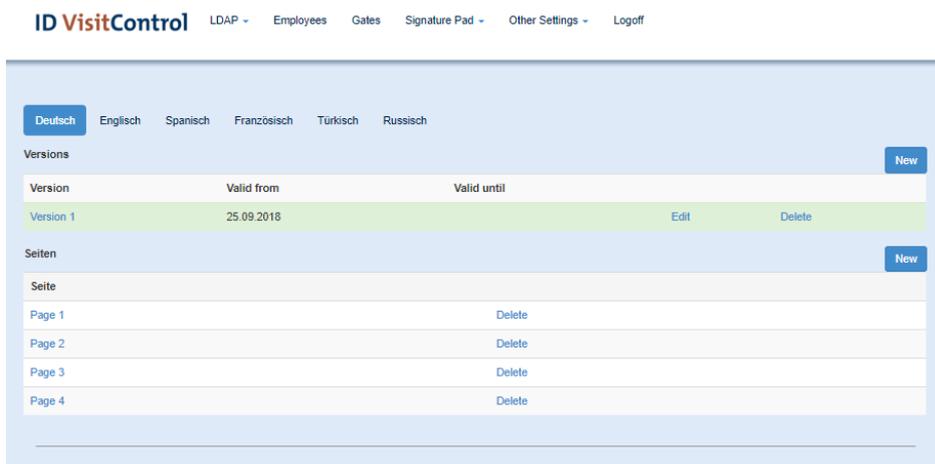
Signature Pad - Instruction Text

In the following, we will explain you in detail how to manage your instruction texts.

First click on the **Signature Pad** button and then on **Instruction Text**.



Now click on "**Version 1**".



To view the individual pages, click on the respective page. Here **page 1**.

Language	Deutsch
Version	1
Page	5

HTML Text Preview

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If you have entered all the necessary data, confirm your entry with the **Save** button.



Signature Pad - Settings

In the following, we explain in detail how to view your digital signatures and how to maintain instruction texts.

First click on the **Signature pad** button and then on **Settings**.

Validity in days

Signatures

[Save](#)

[Edit texts](#)

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Select the respective signature

If you click on the **Edit texts** button, you can open and maintain the signed instruction text.

Deutsch Englisch Spanisch Französisch Türkisch Russisch

Versions [New](#)

Version	Valid from	Valid until		
Version 1	25.09.2018		Edit	Delete

© 2019 - ID VisitControl Administration

Now click on **"Version 1"**.

Deutsch Englisch Spanisch Französisch Türkisch Russisch

Seiten [New](#)

Seite	Delete
Page 1	Delete
Page 2	Delete
Page 3	Delete
Page 4	Delete

© 2019 - ID VisitControl Administration

To view the individual pages, click on the respective page. Here **page 1**.

Deutsch Englisch Spanisch Französisch Türkisch Russisch

Versions New

Version	Valid from	Valid until		
Version 1	25.09.2018		Edit	Delete

Seiten New

Seite	
Page 1	Delete
Page 2	Delete
Page 3	Delete
Page 4	Delete

HTML Text Save

```
<h2>Bitte lesen Sie die Sicherheitsvorschriften durch<br/>und bestätigen diese anschließend mit Ihrer Unterschrift.</h2>
<center><img src=„././IdVisitControl_Empfang/Content/Images/belehrung-icon-kopfschutz.png“ width=“50“>
<img src=„././IdVisitControl_Empfang/Content/Images/belehrung-icon-augenschutz.png“ width=“50“>
<img src=„././IdVisitControl_Empfang/Content/Images/belehrung-icon-ohrschutz.png“ width=“50“>
<img src=„././IdVisitControl_Empfang/Content/Images/belehrung-icon-handschutz.png“ width=“50“>
<img src=„././IdVisitControl_Empfang/Content/Images/belehrung-icon-fusschutz.png“ width=“50“><br/>
Bitte tragen Sie zu Ihrer eigenen Sicherheit und zum Schutz Ihrer Gesundheit<br/>in gekennzeichneten Arbeitsbereichen die entsprechende notwendige Schutzausrüstung.</center>
```

Preview

Bitte lesen Sie die Sicherheitsvorschriften durch und bestätigen diese anschließend mit Ihrer Unterschrift.

Bitte tragen Sie zu Ihrer eigenen Sicherheit und zum Schutz Ihrer Gesundheit in gekennzeichneten Arbeitsbereichen die entsprechende notwendige Schutzausrüstung.

- Im gesamten Verwaltungsbereich und in gekennzeichneten Produktionsbereichen besteht Rauchverbot. Bereiche, in denen Sie rauchen dürfen, sind besonders gekennzeichnet. Das Mitbringen und der Genuss von alkoholischen Getränken bzw. sonstigen berauschenden Mitteln sind untersagt.
- Das Betriebsgelände darf auch nicht in betrunkenem oder angetrunkenem Zustand sowie unter dem Einfluss von Drogen betreten werden.
- Das Betätigen und die Inangasetzung von Maschinen und Anlagen ist verboten.
- Fotografieren bzw. Filmen ist auf dem gesamten Betriebsgelände nur nach Absprache gestattet.
- Parken ist nur auf den mit "Besucher" gekennzeichneten Flächen vor dem Hauptverwaltungsgebäude gestattet.

Eine Schadenersatzpflicht von Firma XY besteht nur für Ansprüche, die durch die Betriebshaftpflichtversicherung gedeckt sind.

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You can change the respective page of the instruction text and confirm with the button **Save**. If you want to delete a page of the instruction text, click on **Delete**. Now you will be asked if you really want to delete the property. With the confirmation of the deletion, the record is deactivated. Or add another page with the button **New**.

Language	Deutsch
Version	1
Page	5

HTML Text Preview

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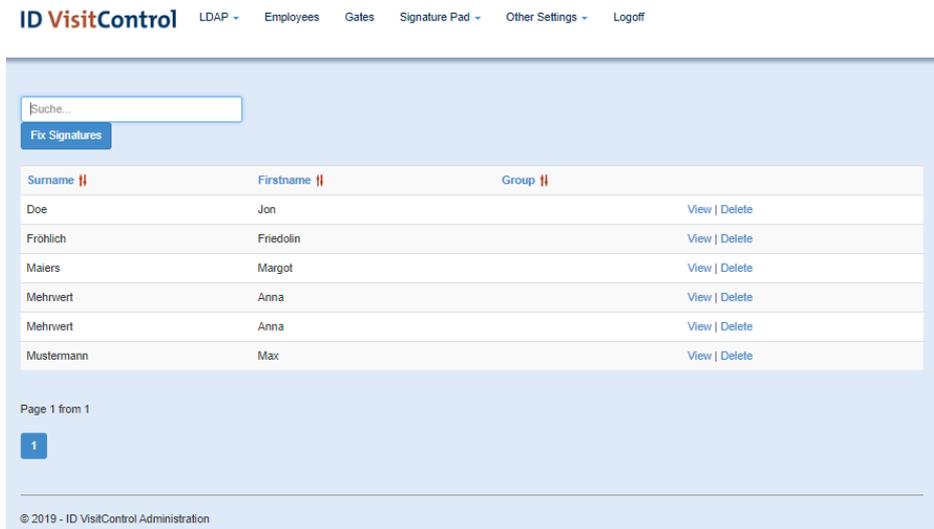
If you have entered all the necessary data, confirm your entry with the **Save** button.



Signature Pad Signatures

In the following we will explain you in detail how you can view and delete your digital signatures.

First click on the **Signature Pad** button and then on **Signatures**.



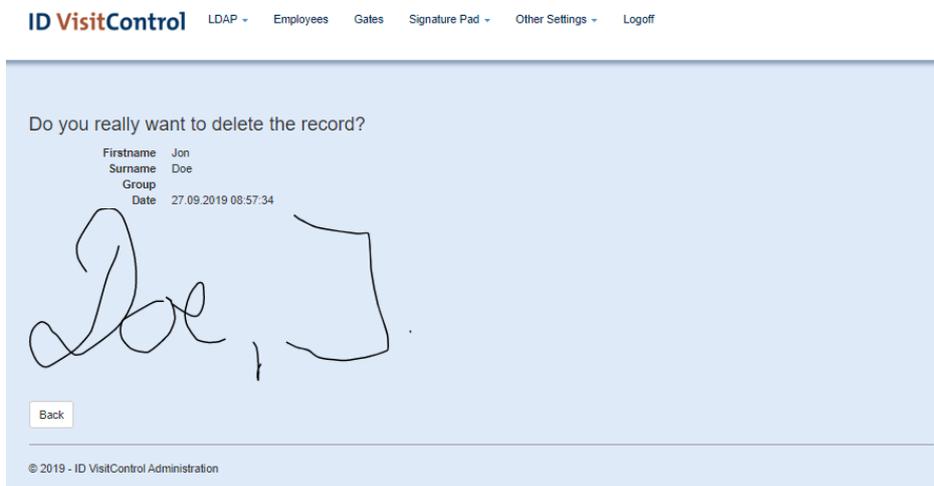
The screenshot shows the ID VisitControl administration interface. At the top, there is a navigation menu with the following items: ID VisitControl, LDAP, Employees, Gates, Signature Pad, Other Settings, and Logoff. Below the navigation menu, there is a search bar with the placeholder text "Suche..." and a button labeled "Fix Signatures". The main content area displays a table with the following columns: Surname, Firstname, and Group. The table contains the following data:

Surname	Firstname	Group
Doe	Jon	
Fröhlich	Friedolin	
Maiers	Margot	
Mehrwert	Anna	
Mehrwert	Anna	
Mustermann	Max	

Below the table, there is a pagination control showing "Page 1 from 1" and a button labeled "1". At the bottom of the page, there is a copyright notice: "© 2019 - ID VisitControl Administration".

You can search for the visitor's name in the search box.

If you want to view the signature, click on **View**.



The screenshot shows the ID VisitControl administration interface. At the top, there is a navigation menu with the following items: ID VisitControl, LDAP, Employees, Gates, Signature Pad, Other Settings, and Logoff. Below the navigation menu, there is a confirmation dialog with the text "Do you really want to delete the record?". The dialog displays the following information:

Firstname: Jon
Surname: Doe
Group: [empty]
Date: 27.09.2019 08:57:34

Below the information, there is a digital signature of "Jon Doe" and a square stamp. At the bottom of the dialog, there is a button labeled "Back". At the bottom of the page, there is a copyright notice: "© 2019 - ID VisitControl Administration".

You will now see the visitor's name, when the signature was given and can look at the signature.

To return, click on the **Back** button.

Suche...

Fix Signatures

Surname	Firstname	Group	
Doe	Jon		View Delete
Fröhlich	Friedolin		View Delete
Maiers	Margot		View Delete
Mehrvort	Anna		View Delete
Mehrvort	Anna		View Delete
Mustermann	Max		View Delete

Page 1 from 1

1

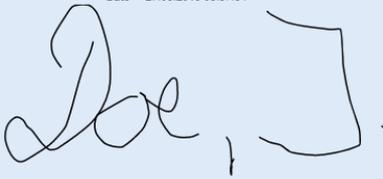
© 2019 - ID VisitControl Administration

If you want to delete the signature, click on **Delete**.

ID VisitControl LDAP - Employees Gates Signature Pad - Other Settings - Logoff

Do you really want to delete the record?

Firstname Jon
Surname Doe
Group
Date 27.09.2019 08:57:34



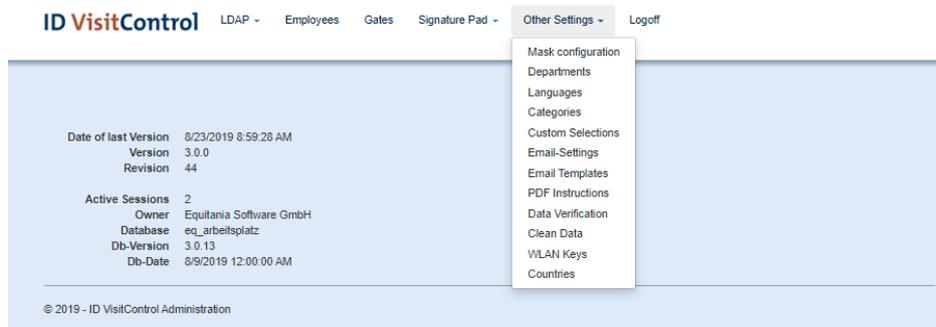
Delete Back

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You will now be asked whether you really want to delete the record. With the confirmation of the deletion, the record is deactivated.

Menu item - Other Settings

Here you get detailed insights into the configurations of masks, departments, languages and categories.



The screenshot displays the ID VisitControl administration interface. The top navigation bar includes the logo and menu items: LDAP, Employees, Gates, Signature Pad, Other Settings (selected), and Logoff. A dropdown menu for 'Other Settings' is open, listing the following options: Mask configuration, Departments, Languages, Categories, Custom Selections, Email-Settings, Email Templates, PDF Instructions, Data Verification, Clean Data, WLAN Keys, and Countries. On the left side of the main content area, system information is displayed in two sections:

Date of last Version	8/23/2019 8:59:28 AM
Version	3.0.0
Revision	44

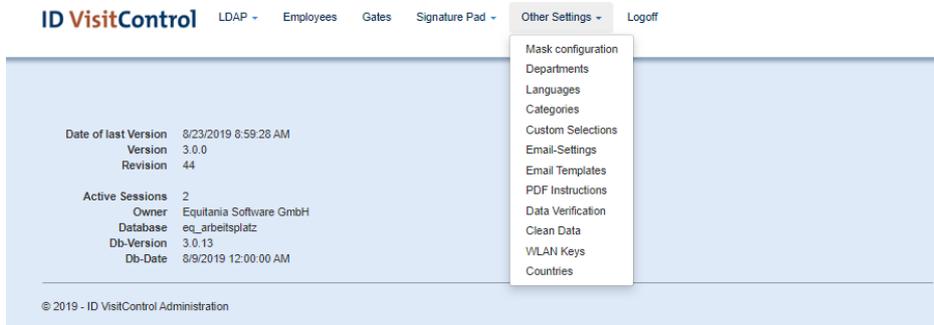
Active Sessions	2
Owner	Equitania Software GmbH
Database	eq_arbeitsplatz
Db-Version	3.0.13
Db-Date	8/9/2019 12:00:00 AM

At the bottom left, the copyright notice reads: © 2019 - ID VisitControl Administration

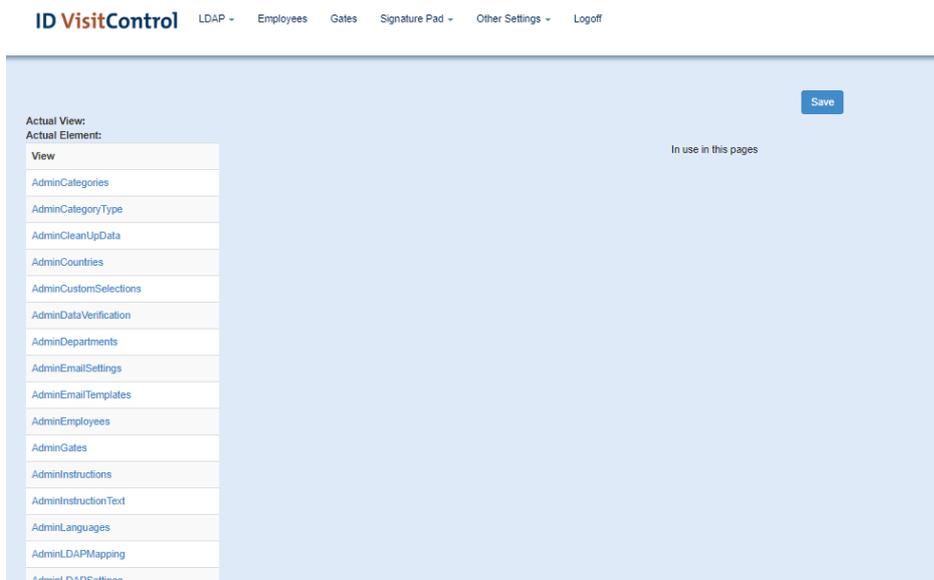
- [Other Settings mask configuration](#)
- [Other Settings Departments](#)
- [Other Settings - Language](#)
- [Other Settings Categories](#)
- [Other Settings Custom Selections](#)
- [Other Settings Email-Settings](#)
- [Other Settings - Email Templates](#)
- [Other Settings PDF Instructions](#)
- [Other Settings Data Verification](#)
- [Other Settings Clean Data](#)

Other Settings mask configuration

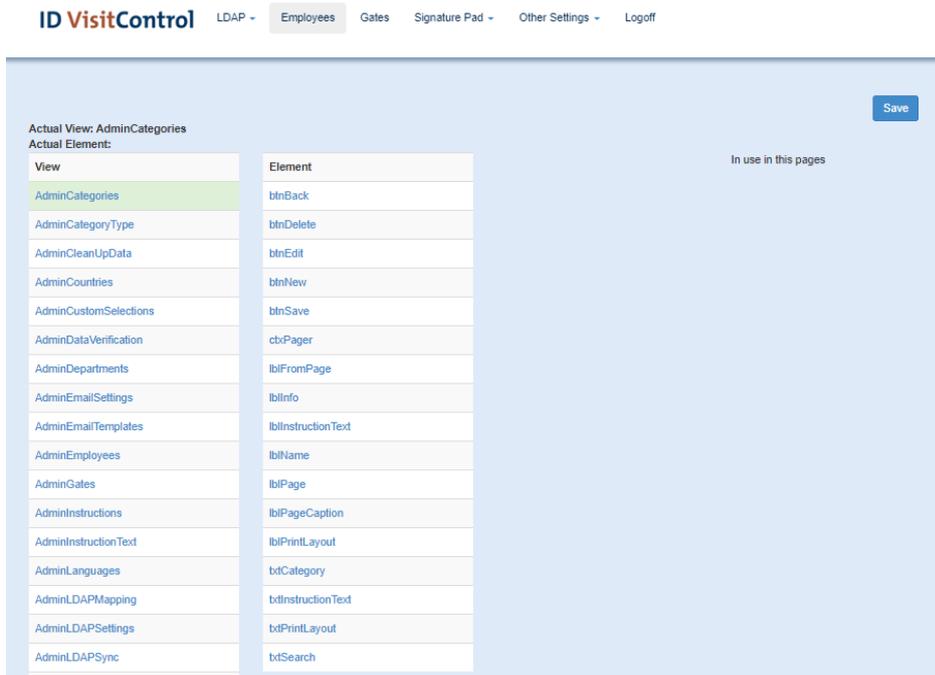
In the following we will explain how to configure the individual masks in your visitor software ID VisitControl.



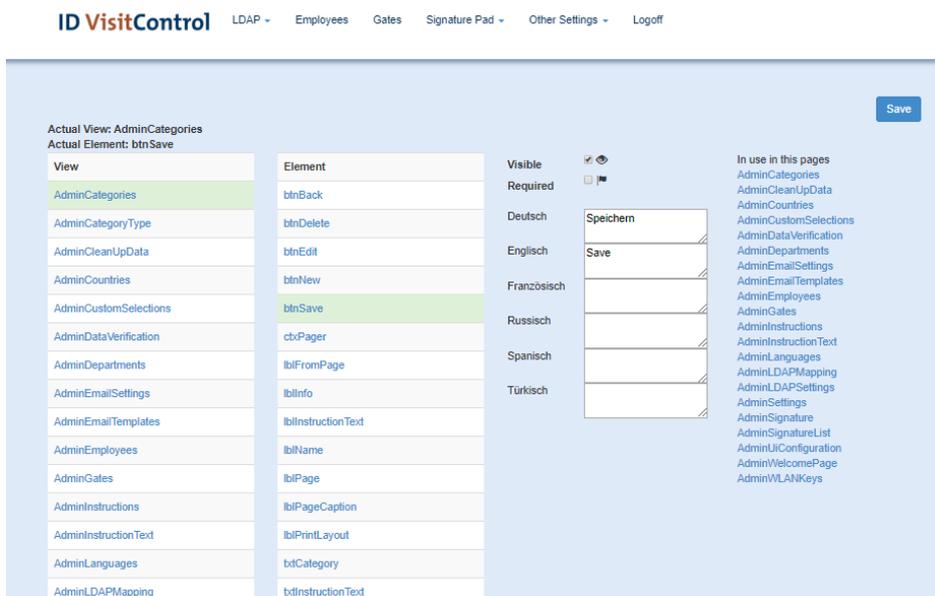
First click on the button **Other Settings** and then on **Mask configuration**.



In the left column, select the object you want to edit. Here now **Admin Categories**.



A further column opens with all editing options for your selected object. Now click on any object to open and change it. Here now **btnSave**.



You have the possibility to mark a field as a mandatory field and you can decide whether a field should be visible for the user by checking the box in the respective field.

You can also add the translation in the desired languages. To do this, simply write the translation of the German word in the respective field.

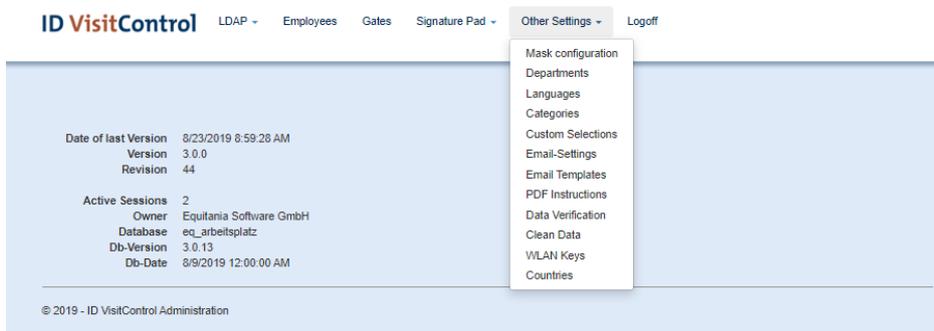
Click on the **Save** button in the upper right corner to confirm your changes.

In the right column **Used in following masks**, you will find all pages on which the element **btnSave** is still used. Click for example on AdminDepartments.

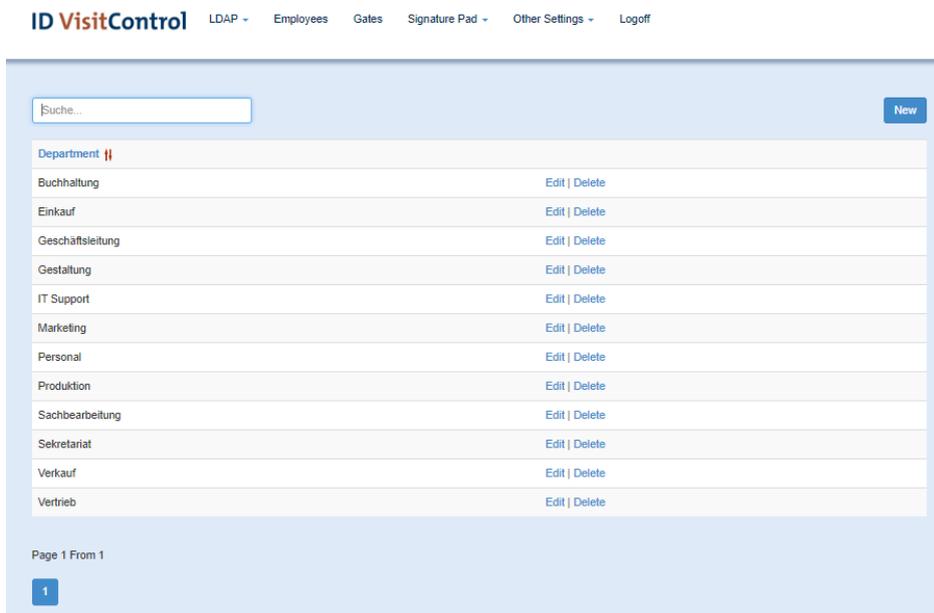
When you have changed or inserted all the required information, confirm this with the **Save** button.

Other Settings Departments

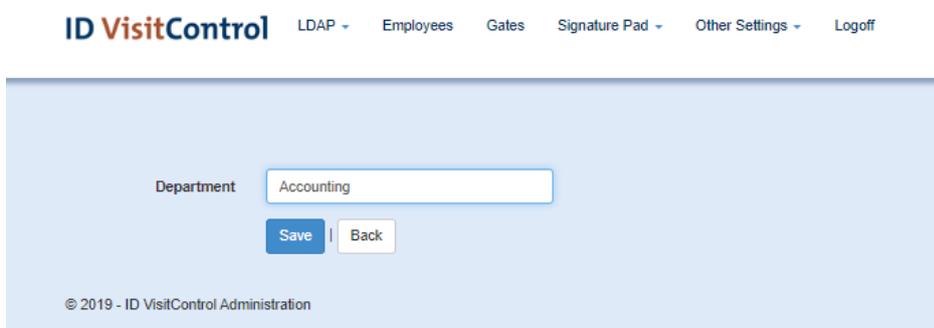
In the following we will explain how to configure the individual departments in your visitor software ID VisitControl.



First click on the button **Other Settings** and then on **Departments**.



Here you can create a new department with the button **New**.



Enter the name of the department and confirm with **Save**.

Suche... New

Department	
Accounting	Edit Delete
Buchhaltung	Edit Delete
Einkauf	Edit Delete
Geschäftsleitung	Edit Delete
Gestaltung	Edit Delete
IT Support	Edit Delete
Marketing	Edit Delete
Personal	Edit Delete
Produktion	Edit Delete
Sachbearbeitung	Edit Delete
Sekretariat	Edit Delete
Verkauf	Edit Delete
Vertrieb	Edit Delete

Page 1 From 1

1

To delete a department, click on **Delete**. You will now be asked whether you really want to delete the property. With the confirmation of the deletion, the record is deactivated.
 To edit a department, click on **Edit**.

ID VisitControl LDAP - Employees Gates Signature Pad - Other Settings - Logoff

Department

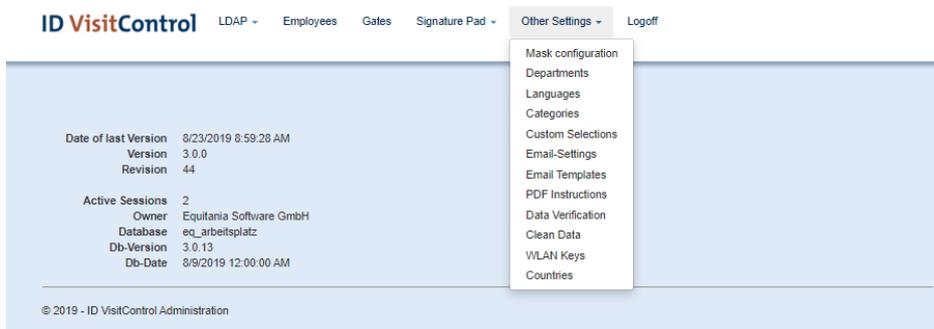
|

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You can now change the name and confirm with **Save**.

Other Settings - Language

In the following we will explain how to configure the individual languages in your visitor software ID VisitControl.

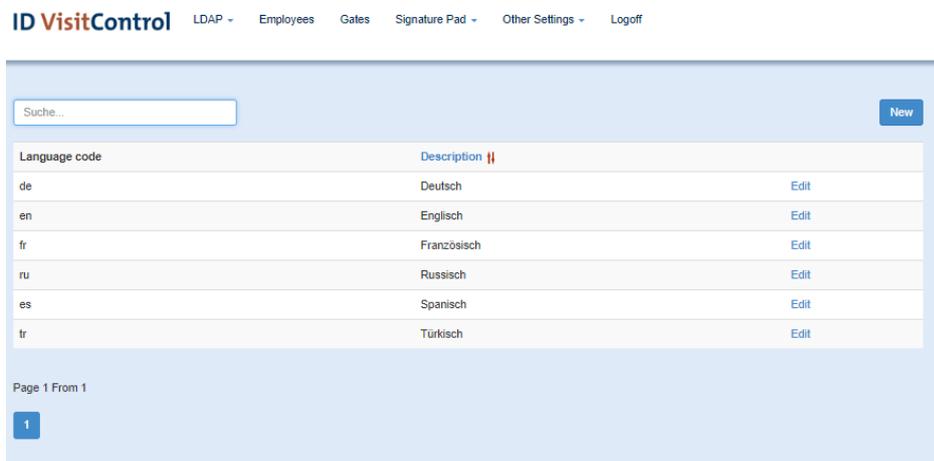


The screenshot shows the ID VisitControl administration interface. The top navigation bar includes 'ID VisitControl', 'LDAP', 'Employees', 'Gates', 'Signature Pad', 'Other Settings', and 'Logoff'. The 'Other Settings' menu is open, displaying a list of options: Mask configuration, Departments, Languages, Categories, Custom Selections, Email-Settings, Email Templates, PDF Instructions, Data Verification, Clean Data, WLAN Keys, and Countries. The background page displays system information:

Date of last Version	8/23/2019 8:59:28 AM
Version	3.0.0
Revision	44
Active Sessions	2
Owner	Equitania Software GmbH
Database	ec_arbeitsplatz
Db-Version	3.0.13
Db-Date	8/9/2019 12:00:00 AM

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First click on the button **Other Settings** and then **Languages**.



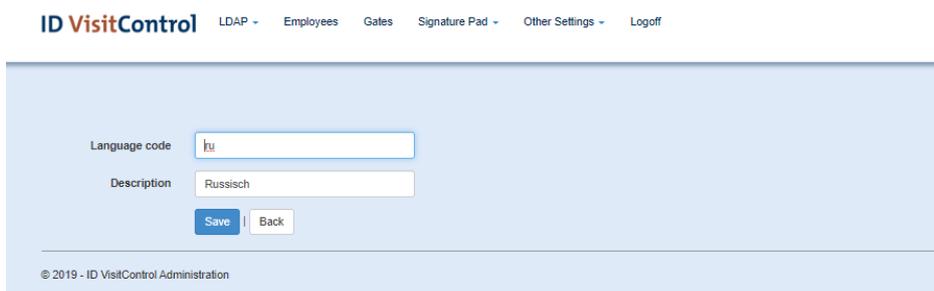
The screenshot shows the 'Languages' section in the ID VisitControl administration interface. It features a search bar with the text 'Suche...' and a 'New' button. Below is a table listing existing languages:

Language code	Description	
de	Deutsch	Edit
en	Englisch	Edit
fr	Französisch	Edit
ru	Russisch	Edit
es	Spanisch	Edit
tr	Türkisch	Edit

Page 1 From 1

1

If you need more languages you can click on the button **New**.



The screenshot shows the 'New Language' form in the ID VisitControl administration interface. It includes a 'Language code' field with the value 'ru' and a 'Description' field with the value 'Russisch'. There are 'Save' and 'Back' buttons at the bottom.

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Enter the language abbreviation and the name of the language and confirm with **Save**.

Suche... New

Language code	Description	
de	Deutsch	Edit
en	Englisch	Edit
fr	Französisch	Edit
ru	Russisch	Edit
es	Spanisch	Edit
tr	Türkisch	Edit

Page 1 From 1

1

If you want to change the respective name or the language abbreviation of the respective language, click on **Edit**.

ID VisitControl LDAP Employees Gates Signature Pad Other Settings Logoff

Language code

Description

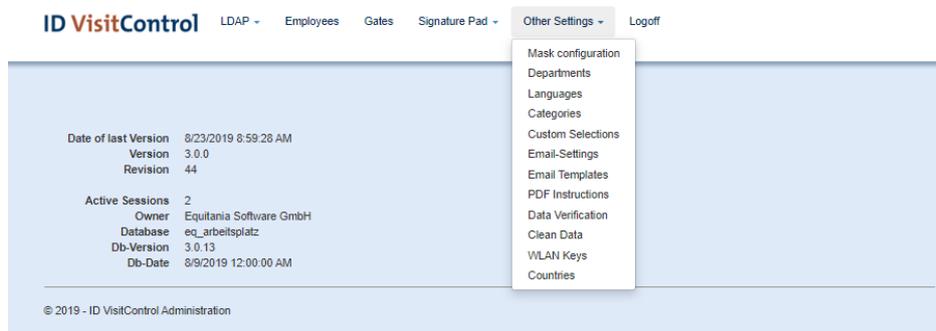
[Save](#) [Back](#)

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You can now change the language abbreviation and the name and confirm with **Save**.

Other Settings Categories

In the following we will explain how to configure the individual categories in your visitor software ID VisitControl.

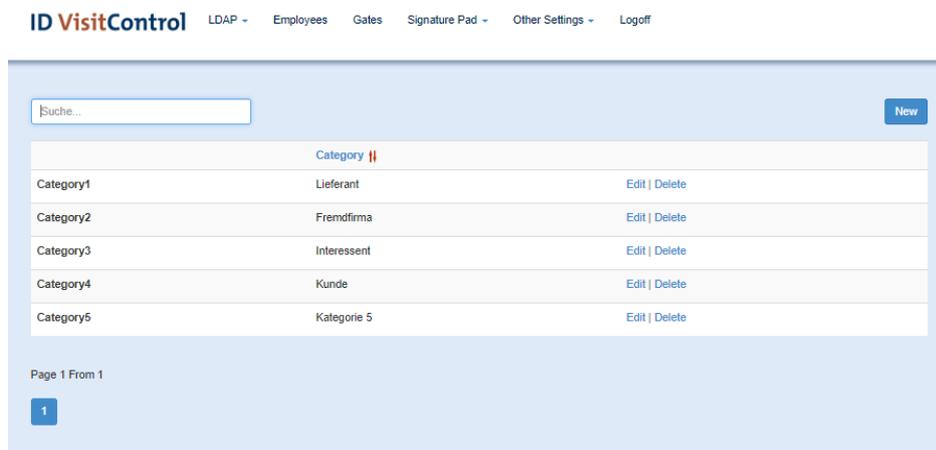


The screenshot shows the ID VisitControl administration interface. The top navigation bar includes 'LDAP', 'Employees', 'Gates', 'Signature Pad', 'Other Settings', and 'Logoff'. The 'Other Settings' menu is open, displaying a list of options: Mask configuration, Departments, Languages, Categories, Custom Selections, Email-Settings, Email Templates, PDF Instructions, Data Verification, Clean Data, WLAN Keys, and Countries. On the left side, system information is displayed:

Date of last Version	8/23/2019 8:59:28 AM
Version	3.0.0
Revision	44
Active Sessions	2
Owner	Equitania Software GmbH
Database	eq_arbeitsplatz
Db-Version	3.0.13
Db-Date	8/9/2019 12:00:00 AM

© 2019 - ID VisitControl Administration

First click on the button **Other Settings** and then **Categories**.



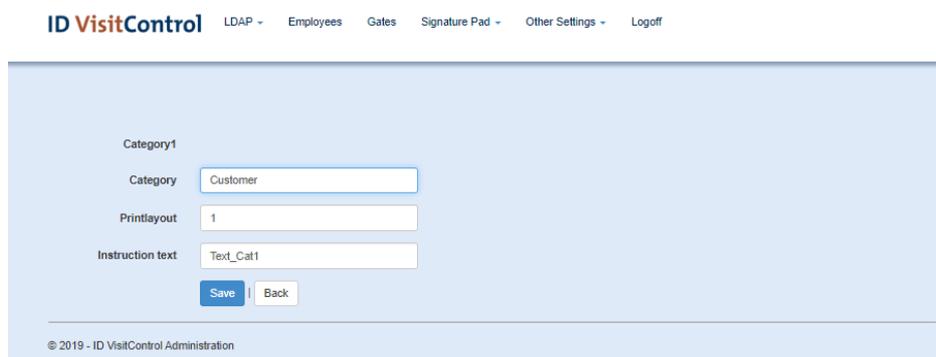
The screenshot shows the ID VisitControl administration interface with the 'Categories' page. The top navigation bar includes 'LDAP', 'Employees', 'Gates', 'Signature Pad', 'Other Settings', and 'Logoff'. A search bar is present with the text 'Suche...'. A 'New' button is located in the top right corner. The main content area displays a table of categories:

Category	Category	
Category1	Lieferant	Edit Delete
Category2	Fremdfirma	Edit Delete
Category3	Interessent	Edit Delete
Category4	Kunde	Edit Delete
Category5	Kategorie 5	Edit Delete

Page 1 From 1

1

If you want to create a new category, click on the button **New**.



The screenshot shows the ID VisitControl administration interface with the 'New Category' form. The top navigation bar includes 'LDAP', 'Employees', 'Gates', 'Signature Pad', 'Other Settings', and 'Logoff'. The form fields are:

- Category1
- Category: Customer
- Printlayout: 1
- Instruction text: Text_Cat1

Buttons: Save, Back

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Enter the category, the print layout and the instruction text and confirm with **Save**.

Suche... New

	Category 	
Category1	Lieferant	Edit Delete
Category2	Fremdfirma	Edit Delete
Category3	Interessant	Edit Delete
Category4	Kunde	Edit Delete
Category5	Kategorie 5	Edit Delete

Page 1 From 1

1

Delete a category by clicking on "**Delete**". You will now be asked if you really want to delete the property. With the confirmation of the deletion, the record is deactivated.
Edit a category by clicking on **Edit**.

Category1

Category

Printlayout

Instruction text

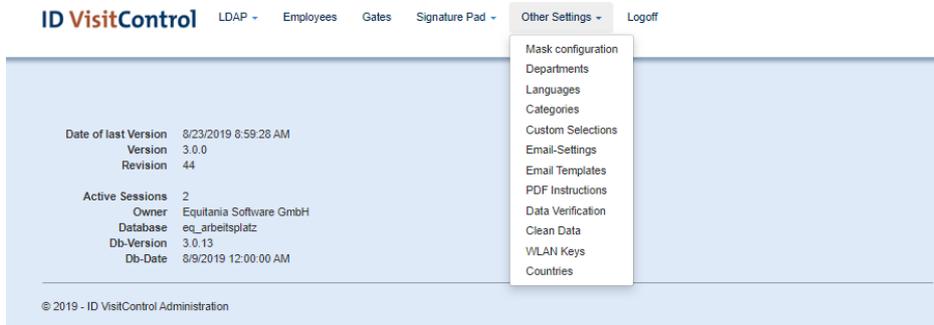
Save Back

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Enter the category, the print layout and the instruction text and confirm with **Save**.

Other Settings Custom Selections

In the following we will explain how to edit your e-mail settings in your visitor software ID VisitControl.

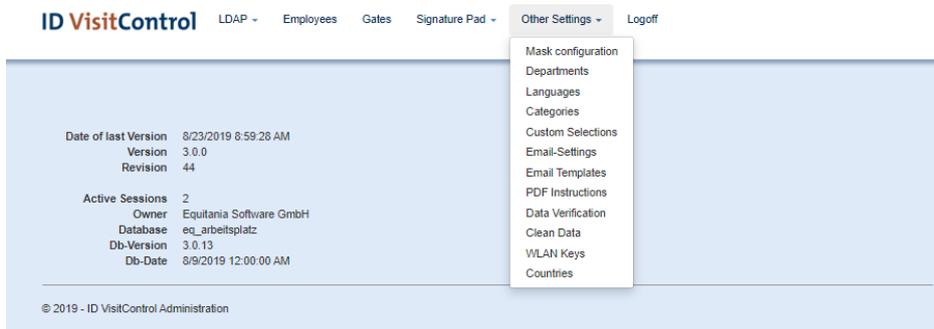


First click on the button **Other Settings** and **Custom Selections**.

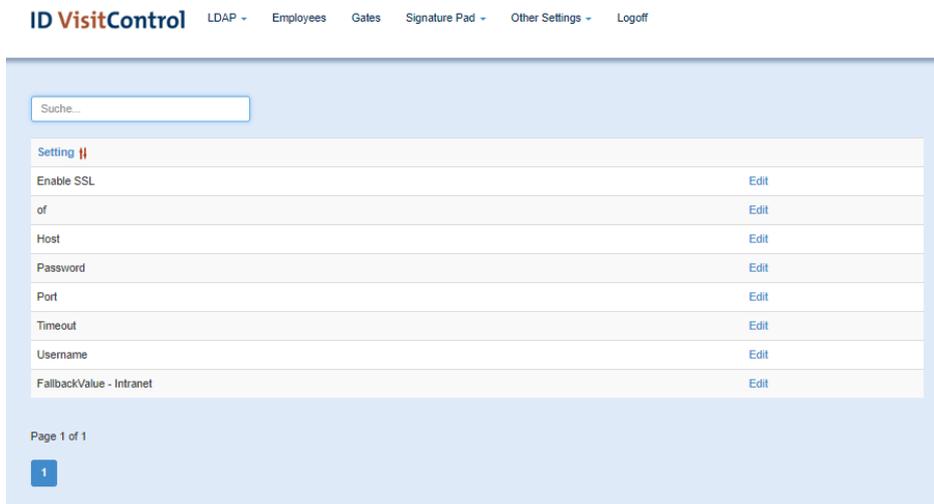


Other Settings Email-Settings

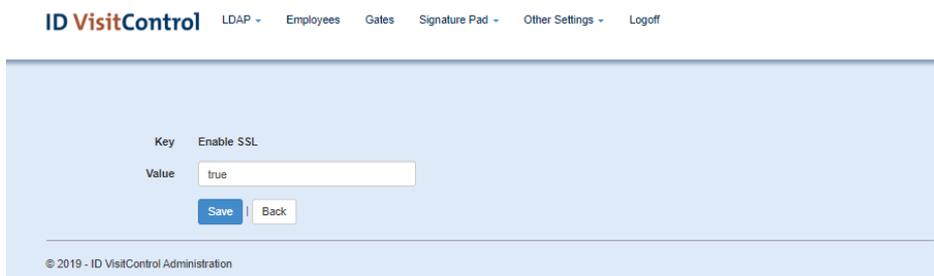
In the following we will explain how to edit your e-mail settings in your visitor software ID VisitControl.



First click on the button **Other Settings** and **Email-Settings**.



To edit a setting in the e-mail settings, click on **Edit** in the respective field.



You can now change the setting and confirm with **Save**.

Other Settings - Email Templates

Other Settings E-mail templates are used to configure the Office add-on module.

The additional module Office extends the reception, the intranet and also the kiosk by the possibility to send e-mails with necessary information at the end of a process.

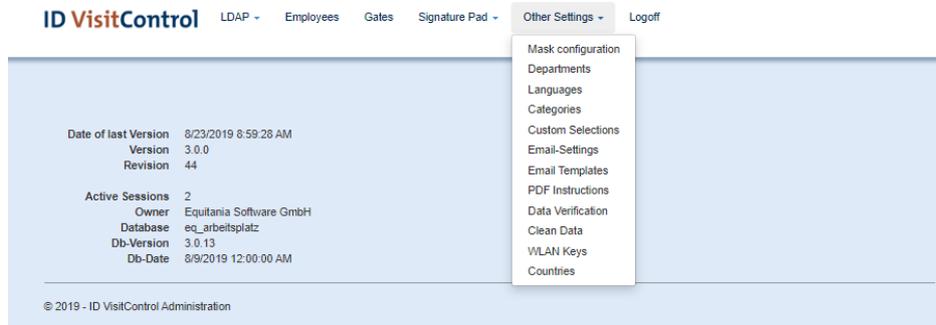
You can send a maximum of 3 mails per process. You also have the option of including a further selection field in the registration mask of the reception and intranet, whereby you can send further mails in addition to the automatically sent mails.

This is a setting for the Office add-on module.

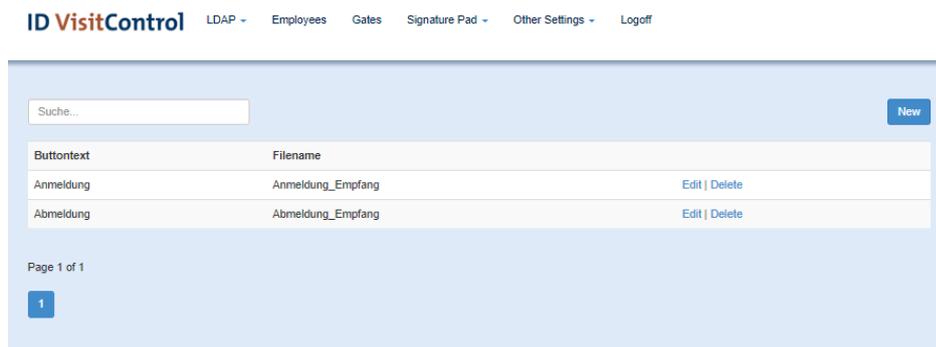
Here we explain how you can create, edit and delete your e-mail templates.

Other Settings PDF Instructions

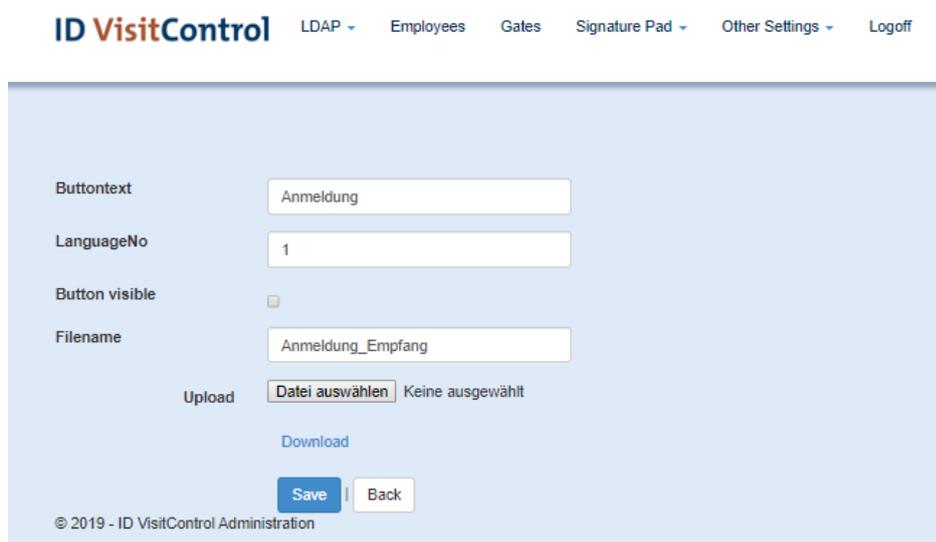
In the following we will explain how to configure the PDF Instructions in your visitor software ID VisitControl.



First click on the button **Other Settings** and **PDF Instructions**.



Here you can create a new PDF instruction with the button **New**.



Enter the **button text** and further information and confirm with **Save**.

The screenshot shows the ID VisitControl administration interface. At the top, there is a navigation bar with the logo and menu items: LDAP, Employees, Gates, Signature Pad, Other Settings, and Logoff. Below the navigation bar is a search field labeled 'Suche...' and a 'New' button. The main content area displays a table with two columns: 'Buttontext' and 'Filename'. The table contains two rows of data. The first row has 'Anmeldung' in the 'Buttontext' column and 'Anmeldung_Empfang' in the 'Filename' column, with 'Edit | Delete' links to the right. The second row has 'Abmeldung' in the 'Buttontext' column and 'Abmeldung_Empfang' in the 'Filename' column, also with 'Edit | Delete' links. Below the table, it says 'Page 1 of 1' and there is a pagination button labeled '1'.

Buttontext	Filename	
Anmeldung	Anmeldung_Empfang	Edit Delete
Abmeldung	Abmeldung_Empfang	Edit Delete

If you want to change the respective PDF instruction, click on **Edit**.

The screenshot shows the ID VisitControl administration interface in edit mode. The navigation bar is the same as in the previous screenshot. The main content area is a form with the following fields: 'Buttontext' with the value 'Abmeldung', 'LanguageNo' with the value '1', 'Button visible' with an unchecked checkbox, and 'Filename' with the value 'Abmeldung_Empfang'. Below these fields is an 'Upload' section with a 'Datei auswählen' button and the text 'Keine ausgewählt'. There is also a 'Download' link. At the bottom of the form are 'Save' and 'Back' buttons. The footer of the page reads '© 2019 - ID VisitControl Administration'.

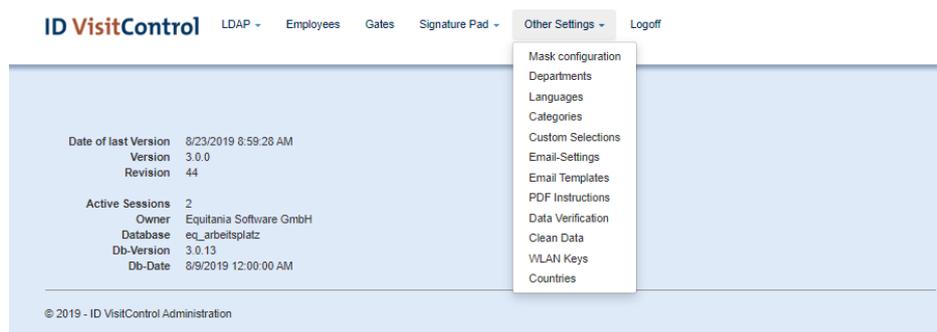
You can now change the PDF instruction and confirm with **Save**.

Other Settings Data Verification

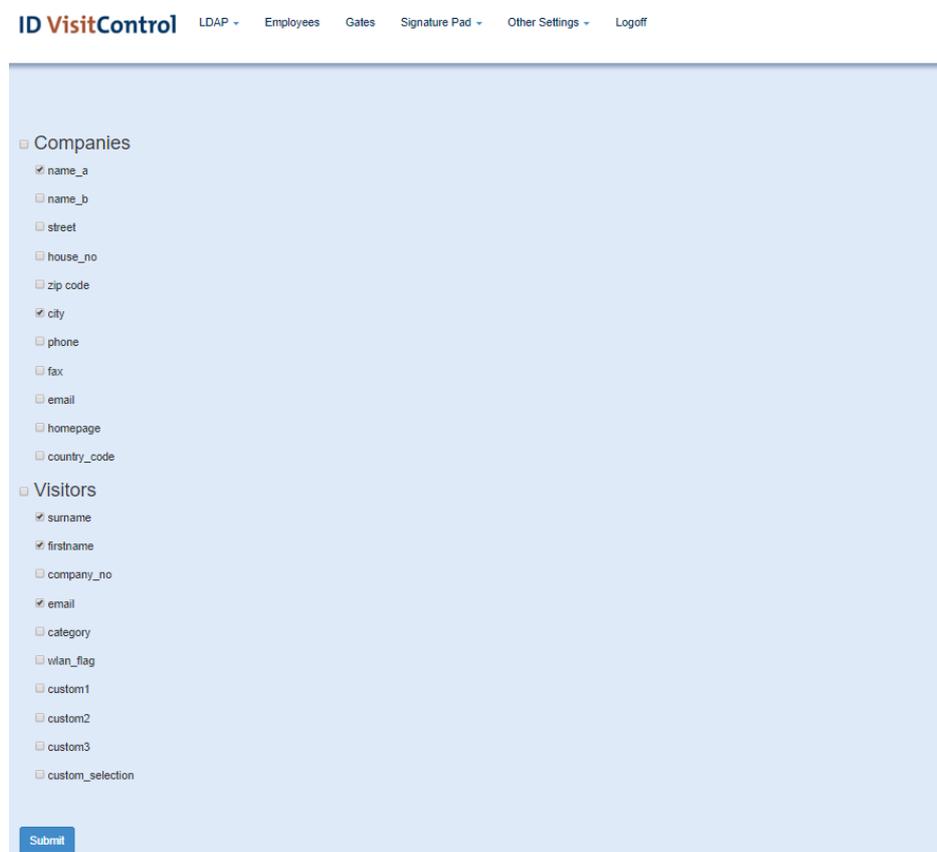
ATTENTION: Please make sure that you back up your data before activating data verification. After performing the data verification, the lost data cannot be recovered.

In the administration the visitor management ID VisitControl offers you the possibility to define settings for the solution of different data. These settings can be used not only in the sense of the EU data protection basic regulation, but also for your own comfort and simplification of everyday work.

If there is a large number of visitors, it can often happen that employees in your company create a company or visitors several times in your visitor administration. To keep your visitor software up to date, you can activate data verification.



Click on **Other Settings** and then select **Data Verification**.



By default, you start at the Companies item:

Depending on how detailed the data maintenance takes place in your company, you can select the fields to be compared by the system. To do this, check the box next to each field.

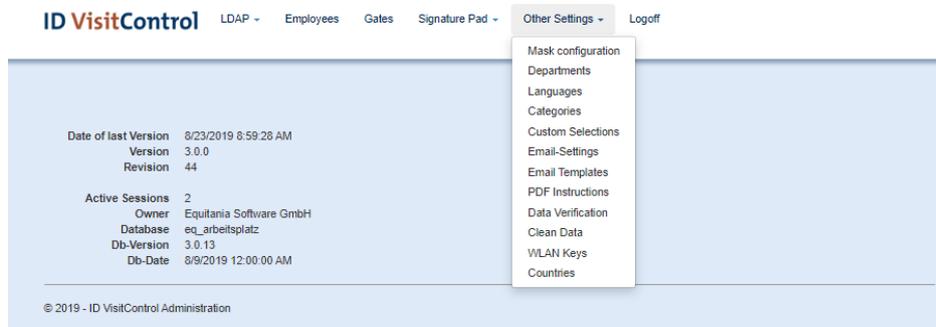
The visitor system ID VisitControl now compares the name_a and the location with each other, as selected here in the example. If a company with the same name and the same location exists twice in your system, the data is merged with each other and linked to form a company.

The same happens with the point Visitors. In this example, the last name and e-mail address are compared. Visitors that are duplicated with these two criteria are also merged into one visitor.

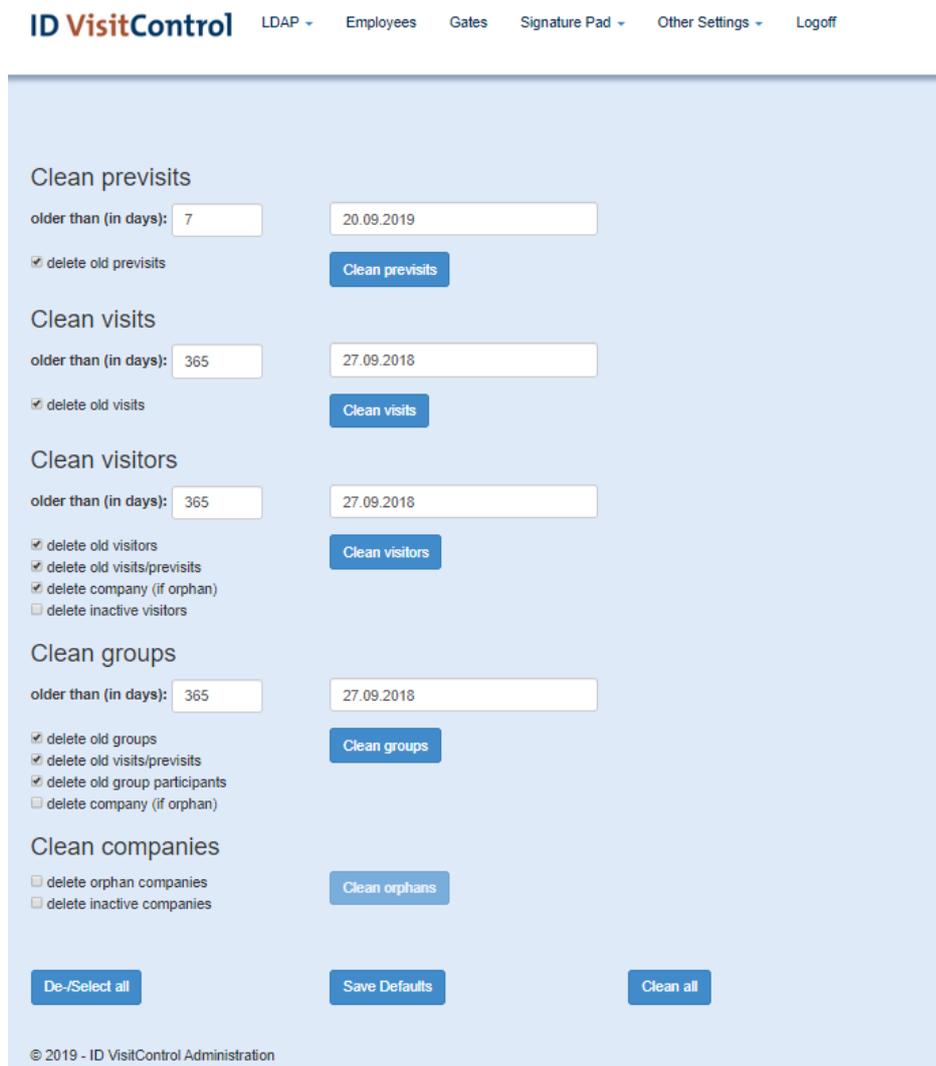
Other Settings Clean Data

ATTENTION: Please make sure that you back up your data before activating data cleansing. After performing the data cleaning, the lost data cannot be recovered.

Since you as a company are obliged to implement the requirements of the EU data protection basic regulation, you will now see some functions of the visitor administration ID VisitControl and how you can automatically clean visitor data with a few settings, depending on the company and data protection regulation.



Click on **Other Settings** and then select **Clean Data**



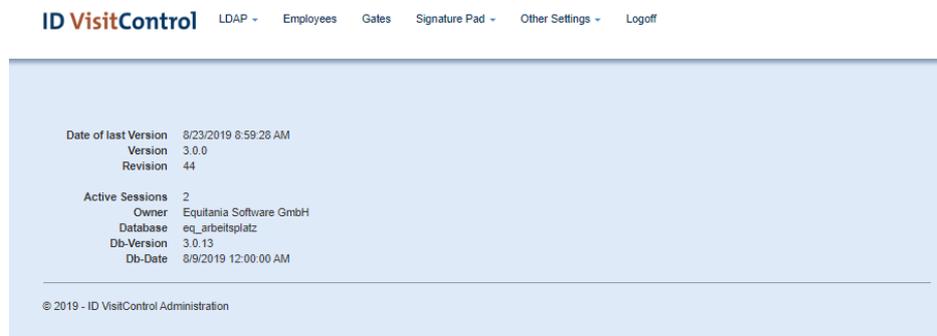
In the administration the visitor management ID VisitControl offers you the possibility to define settings for the solution of different data. These settings are not only in the sense of the EU data protection basic regulation, but also for your own comfort and simplification of everyday work.

The cleaning up of the pre-registered means here a deletion of the pre-registrations which were not converted into a registration, because for example a visitor did not come. You can simply specify when the visitor data is to be cleansed, so that you do not have to click through the data manually to delete it.

You can also easily specify the cleanup of visits that actually took place without having to manually delete data here. In the area of visitor cleansing and group cleansing, you also have extensive options.

Menu item - Logoff

The following documentation explains how to log out of the visitor software ID VisitControl in the Administration module.



To log out, first click on **Logoff**.

The page can now be closed.