



help



report



time



booking



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# Manual

## Artologik® EZ-Visit

Plug-in for EZbooking version 3.2

## **Artologik® EZbooking and EZ-Visit**

EZbooking, your web based application for the reservation of rooms and objects, can now be customised by adding one or several plugins. EZ-Visit is an add-on function for registration of the organisation visitors. Scheduled visitors are registered in EZbooking EZ-Visit and the reception can check the booking system for what visitors to expect during the day.

## **The Advantages of EZ-Visit are Many**

EZ-Visit is an add-on function for EZbooking and it is delivered as a plug-in that is easily integrated into your EZbooking installation. With this add-on you can easily register guests and visitors separately or in connection to making a reservation in EZbooking. The reception clerks will know exactly whom to expect and can make the preparations needed. They can also print name tags on a label printer directly from the software. Unannounced visitors are consequently also easily registered and provided with name tags.

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## Visitor Registration

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Registrations of visitors can be made in connection to making a reservation in EZbooking or separately by using the link "Visitor" in the menu. Only users with the user role "Reception" and "Administrator" can access all user's registered visitors. All other users can only view their own registrations.

### Visitor Registration in Connection to Bookings

Make a reservation in the calendar as usual. The visitor symbol will now show as a silhouette image to the right in the information field of your booking. If you hold the cursor over this symbol the word Visit registration will show up. If there already are registered visitors connected to the booking, the number of registrations will be shown in brackets next to the symbol.

1. Click the visitor symbol to register a visitor. The registration page will now open.
2. Enter the time for when the visitor is expected and information about the recipient. Click "Add visitor" to add information about the visitors. The date will automatically be set to the same as the booking.
3. Click "save".
4. You can now see the total number of visitors in brackets next to the symbol in the field of your booking.

### Visitor Registration in Connection to a Recurrent Booking

Recurrent visitors connected to recurrent bookings are easiest made in connection to making the recurrent reservation. If you only want to register visitors on some of the dates within the recurrent booking, you enter via the calendar of the object concerned on every specific date and register as explained in the paragraph above.

To make one or many visitor registrations in connection to registering a recurrent booking you click the link "Add visitor" at the bottom of the page "Recurrent bookings". A separate window is opened for adding the visitor.

1. Click the button "Add visit" to register a visitor. The registration page will now open.
2. Enter the time for when the visitor is expected and information about the recipient. Click "Add visitor" to add information about the visitors. The date will automatically be set to the same as the booking.
3. Click "save".

4. Close the window. You will not be able to view or edit this registration until you have completed and registered the recurrent booking the visitor is connected to.

## Separate Visitor Registration

Click the link "Visitor" in the right hand menu and then the link "Register". Enter the time for when the visitor is expected and the names of the visitor and the visited person, then save.

## View and Edit Registered Information

Click the link "Search" in the right hand menu to display all your registered visitors for a specified period of time. To change the time period, change dates in the selection box on the top of the page and click "View".

1. Search and find the registration you wish to edit using the search page in the Visitor menu. If you have registered the visitor in connection to making a booking, you can also see for which object the booking was made.
2. Click the visitors name to edit the registered information.
3. Do the editing you want to do and then click save.

## Reports > Visits

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Users with the user role administrator and/or reception have access to "Visitors report".

### Visitors Report

1. Click on "Reports" in the menu to access and click the sub menu "Visitors report". A summary of todays registered visitors are displayed, starting with the first visitor of the day.
2. Change date in the selection boxes or by using the buttons "Next", "Previous" and "Today".
3. Click "Update" to see if there are more visitors registered since you entered the page.
4. The name of the visitor as well as on the on visited person and the time of visit are displayed for every registered visitor. Click the print symbol next to every registered visitor to print this information on a label printer to use for, for example, name tags.

### Unannounced Visitors

Unannounced visitors are easily registered on the top of this page. Enter the name of the visitor and the visited person. Then click "Add visitant". The time of the registration will be saved as the time for the visit. This way even unexpected visitors can be provided with name tags and be included in the

statistical reports. This function can also be used if you want to print name tags, using a label writer, for any other purpose.