



EZ-Visit – Registration of visitors

EZ-Visit is an additional function to EZbooking which is easily integrated in the program. With EZ-Visit you can register guests and visitors in various ways: in advance, connected to a booking, separately or when an unannounced visitor arrives. In that way the receptionist is able to keep track of visitors and can also get visitor reports.

The receptionist role

Users with the role 'Receptionist' or 'Administrator' are allowed to see the visitors of all users. By the registration of planned visitors, the receptionists will know exactly who is expected each day. Thus, all necessary preparations can be done as for instance printing the name tags directly from the program with the help of a label printer. It is also possible to have the company logo on these visitor tags.

Register visitors

Visitors to a booking are registered through an icon in the booking window. The information which needs to be filled out for a visitor is: first name, last name and phone number. As soon as visitors are

registered for a booking, the number of visitors will be shown in brackets next to the visitor icon. Visitors can also be added to a recurrent booking, and are then automatically registered for all bookings of the recurrent booking.

It is also possible to register visitors separately without a connection to a booking. This can be made in advance for planned visits or when the person arrives. This way unannounced visitors can get a name tag and the visitor statistics will be correct.

You can import lists of visitors as txt files and visitors imported from the same file will be connected in the visitor lists.

Reports

Seeing the list of expected visitors per day is of greatest interest to those working at the reception desk. To provide this overview, there is a report in EZ-Visit showing the visitors per day. Additionally, there is also a possibility to produce a list showing all visitors during a given period of time.

The screenshot displays the EZbooking software interface. On the left is a navigation menu with options: Calendar, Booking, My bookings, Search, Order, Visits, Reports, Administration, and Manual. The main window is titled 'Visitor Registration' and contains the following fields:

- Date of visit: Automatically set to the same date and time as for the booking
- Purpose: Automatically set to the same object as for the recurrent booking
- Recipient:
 - First name: Elizabeth
 - Family name: Hart
 - Department: [empty]
 - Internal address: [empty]
 - Phone number: 020 66 78 56 90
 - E-mail: elizabeth@artisan.com
- Visitor:
 - First name: Julianne
 - Family name: Knowles
 - Company: Artologik
 - Comment: [empty]

An 'Unannounced visitors' dialog box is open in the foreground, prompting the user to enter visitor information. It includes fields for Recipient (First name, Last name) and Visitor (First name, Last name), and an 'Add visitor' button. Below the dialog, a 'Visits for' section shows a table for the date 2013-07-16:

Time	Recipient	Visitor
08:00	Elizabeth Hart	George Richards

An 'Update' button is located at the bottom right of the visits section.