



# Visitor Management – Add Visitors via Web.

The following steps will guide you through how to add Visitors directly from the MSite Dashboard.

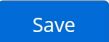
1. Click the “**Add New Visitor**” option from the “**Workers**” section of the taskbar
2. Enter the **visitor information** and capture their **profile picture**
3. If using **visitor cards**, choose the temporary card to assign
4. Then, click [Save](#) to complete the process

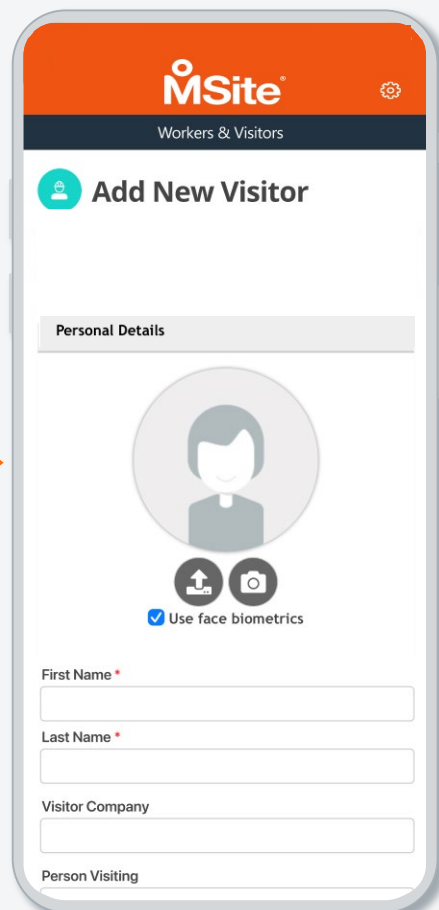
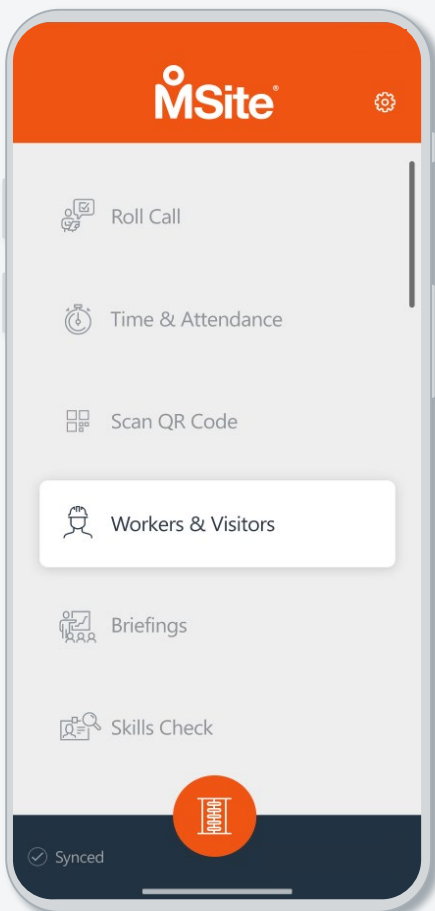
The Visitor will now be able to access site via the normal process.



# Visitor Management – Add Visitors via App.

The following steps will guide you through how to add workers via the Supervisor App.

1. When on the Supervisor App, select “**Workers and Visitors**”
2. Select the “**Add +**” option in the top right and select “**Add Visitor**” from options that appear
3. If assigning a “**Temporary Visitor Card**”, this is done whilst completing the visitor profile
4. Next, fill in all **required fields** and click  to complete the profile



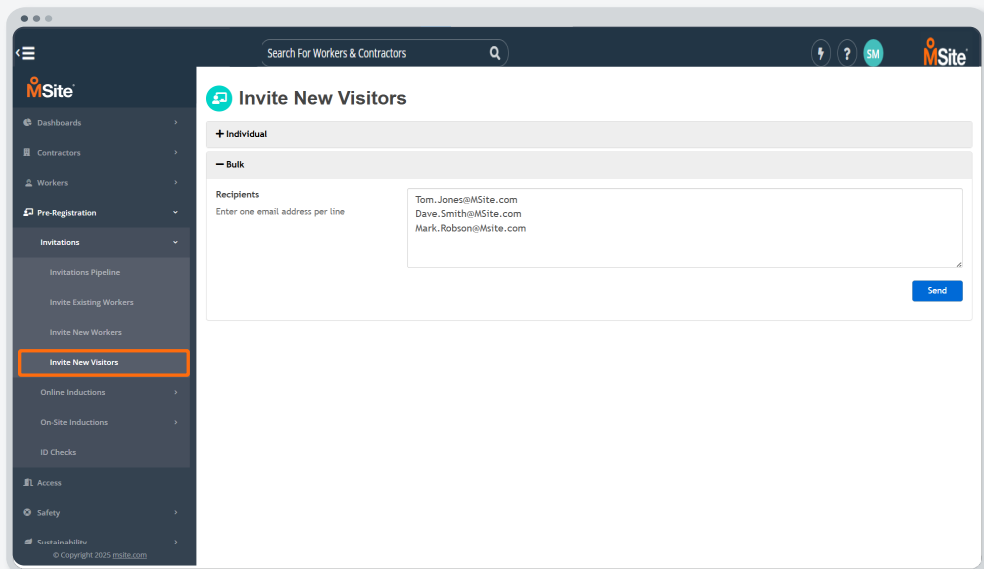


# Visitor Management – Pre-Registration.

The following steps will guide you through how to add Visitors using the Pre-Registration option within MSite.

1. Select, **Pre-Registration** ➡ **Invitations** ➡ **Invite New Visitor**
2. If inviting a sole visitor, enter their **Name** and **Email** address. If inviting multiple visitors, you can send a **bulk invitation**, requiring just their email addresses
3. Next, select the **Project / Site** that they are visiting and click [Save](#)

The visitor will now receive an **email** to **complete** their profile prior to arriving at site.





# Visitor Management FAQ's.

**Q.** How long will the Visitor profile be linked to the site once associated.

**A.** The profiles are automatically unassociated at the end of each day.

**Q.** How long will the Visitor Card be linked to a profile?

**A.** The cards are automatically removed from profiles at the end of each day.