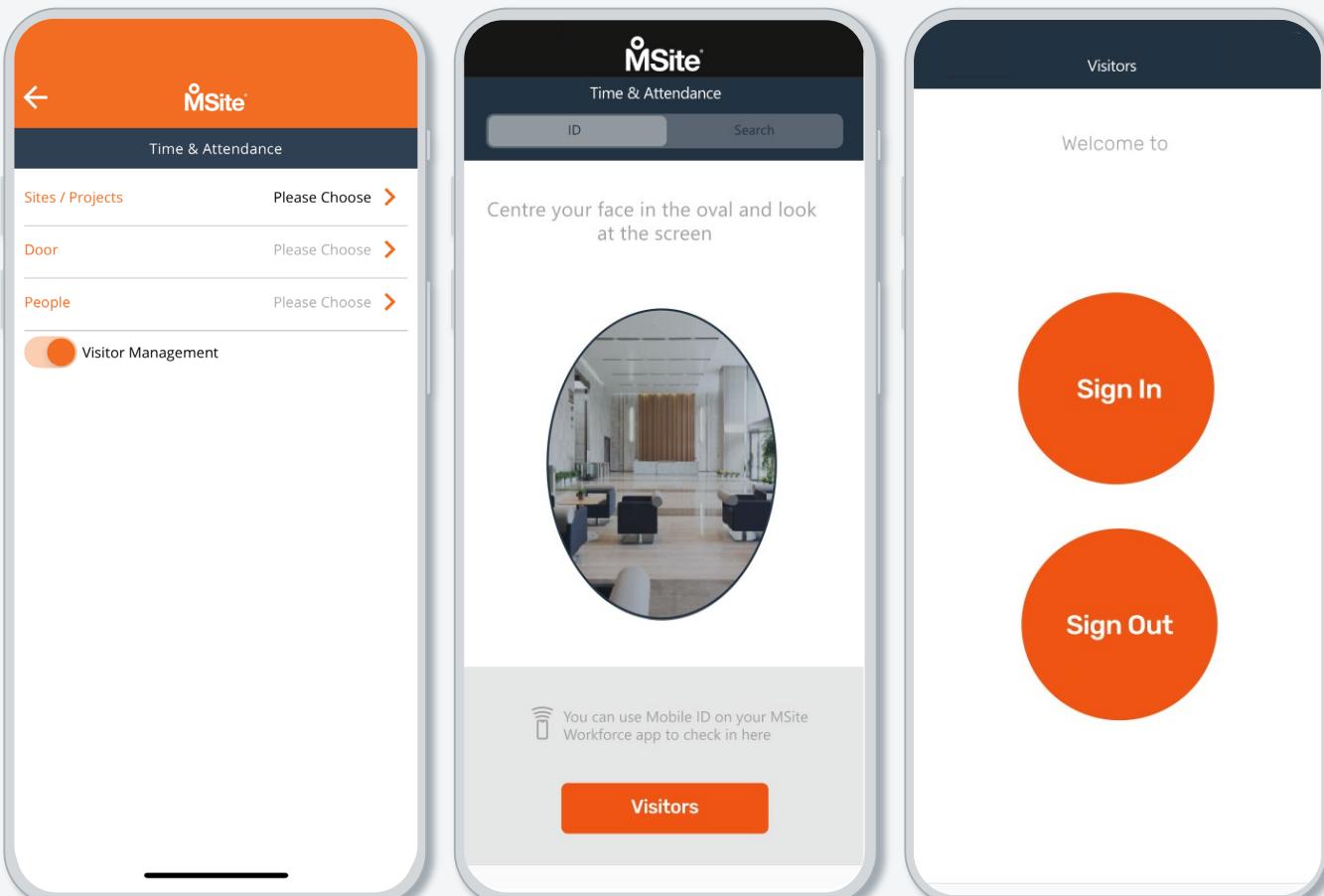


Visitor Management – Sign In via App.



The following steps will guide you through how to sign in as a visitor on the Face Mini or Supervisor App in Kiosk Mode.

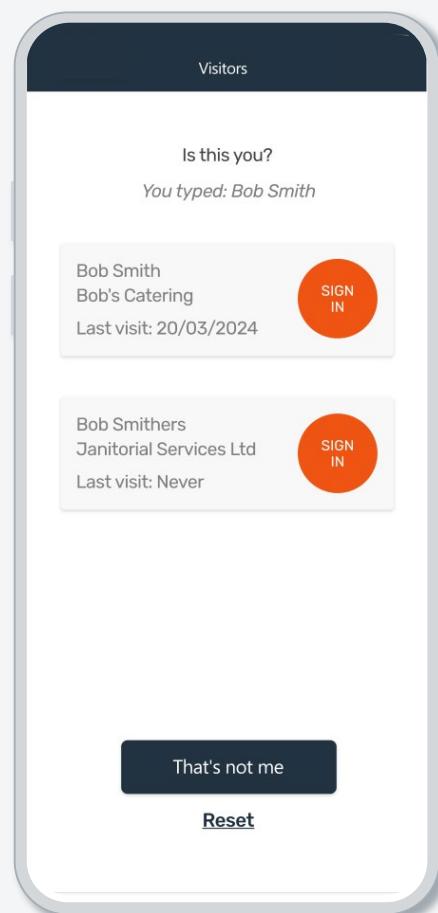
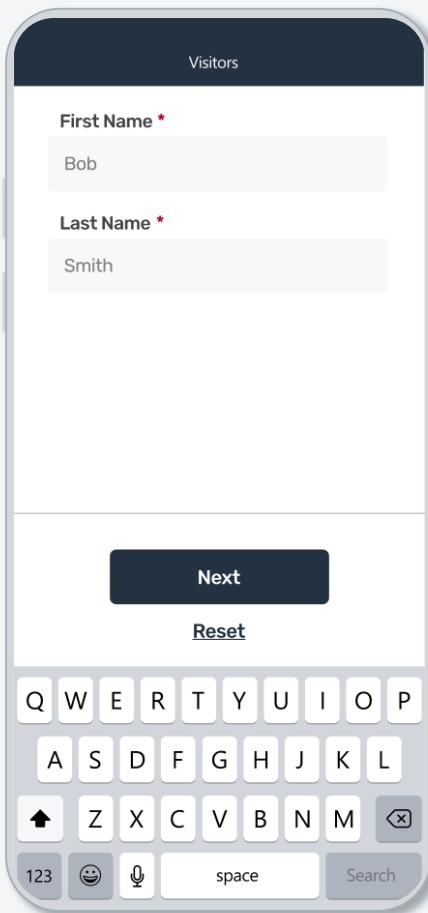
1. When setting up the Supervisor App for **Access & Attendance**, ensure the “**Visitor Management**” toggle  is on when selecting the site and door. Once in **Kiosk Mode**, the visitor is greeted with the face capture screen along with a “**Visitors**” option at the bottom.
2. Select the  option and select either “**Sign In**” or “**Sign Out**”, you will need to then consent to privacy statements



Visitor Management – Sign In via App.



4. If the **visitor doesn't have a picture** on their profile, they can sign in by typing in their name
5. MSite will find any **partial matches** to the entered name & present the options
6. If the correct profile is displayed, click on "**Sign In**". If not, then select That's not me
7. You will now be directed to a screen to enter the **visitor information**



Visitor Management – Sign In via App.



8. If the visitor **doesn't have a profile**, they will need to enter their name & company
9. This will then have created a **profile** that the visitor can log in with
10. The visitor can now start the **sign in process**

Visitors

First Name *

Last Name *

Next

Reset

Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
↑	Z	X	C	V	B	N	M	⌫	
123	😊	🔊	space	Search					

Visitors

First Name *

Last Name *

Company *

Next

Reset

Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
↑	Z	X	C	V	B	N	M	⌫	
123	😊	🔊	space	Search					

[Learn More](#)

Be safe. Be productive. **Be one.**