

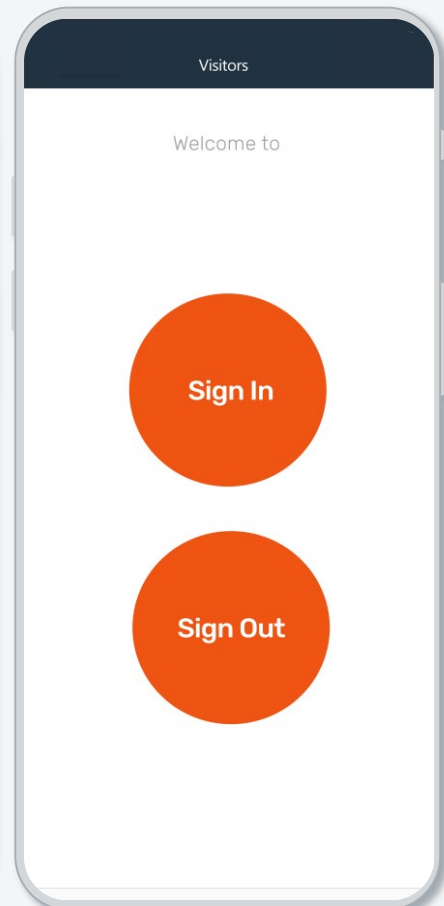
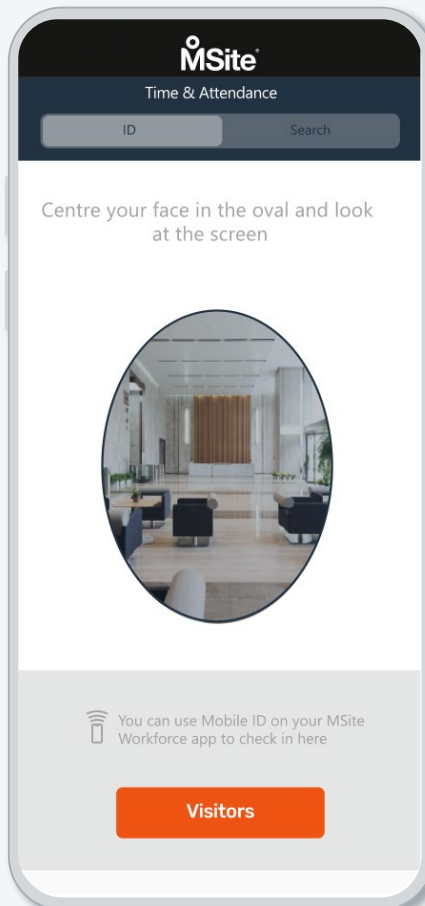
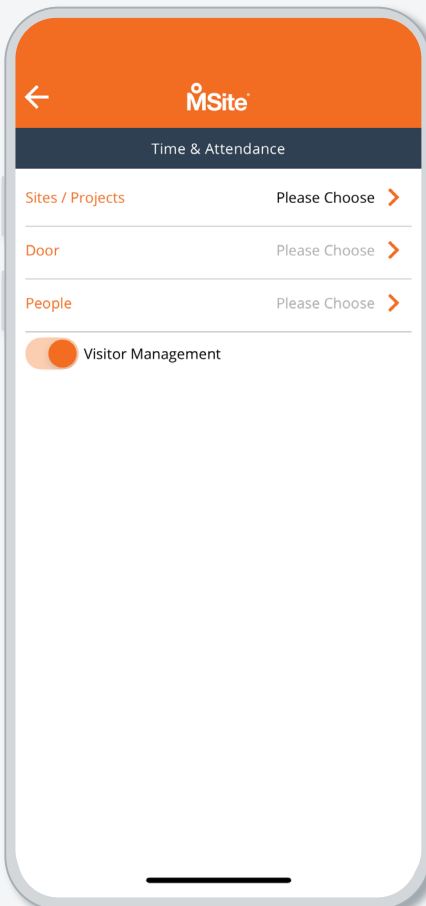




Visitor Management – Sign In via App.

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





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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**

Visitors

First Name *

Bob

Last Name *

Smith

Next

[Reset](#)

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Visitors

Is this you?

You typed: Bob Smith

Bob Smith

Bob's Catering

Last visit: 20/03/2024

SIGN
IN

Bob Smithers

Janitorial Services Ltd

Last visit: Never

SIGN
IN

That's not me

[Reset](#)



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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 *

Bob

Last Name *

Smith

Next

[Reset](#)

Visitors

First Name *

Bob

Last Name *

Smith

Company *

Next

[Reset](#)