

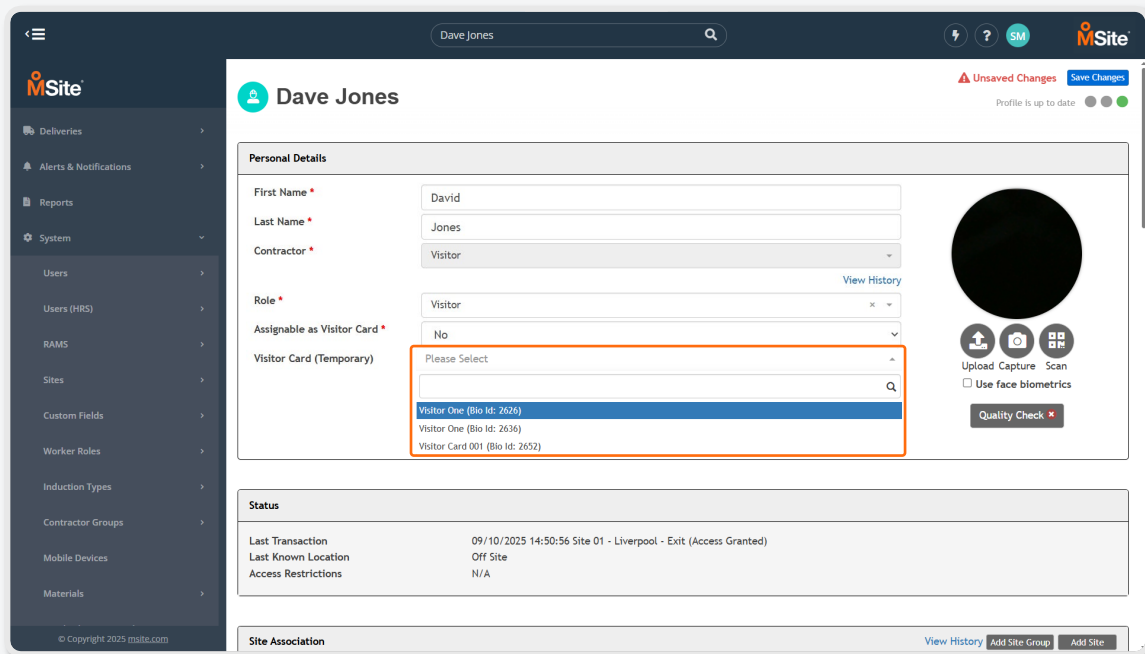


Assigning Visitor Cards.

Visitor Cards can be assigned to site visitor profiles, enabling card access to site. This will be utilised if **biometric access** is not deployed on site for visitors, or the visitor **does not** give biometric consent.

To link a visitor card to a site visitor profile, follow the below steps.

1. Search for and open the site visitor's MSite **profile**
2. Select the desired visitor card from the **"Visitor Card (Temporary)"** dropdown list
3. Click, **Save Changes** to **complete** the process.



The screenshot shows the MSite user profile for Dave Jones. The 'Visitor Card (Temporary)' dropdown is highlighted with an orange box, showing a list of available cards: 'Visitor One (Bio Id: 2626)', 'Visitor One (Bio Id: 2636)', and 'Visitor Card 001 (Bio Id: 2652)'. The 'Save Changes' button is visible in the top right corner.

The link between visitor's profile and visitor cards is removed automatically at the end of each day.