

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 'Personal Details' section of a visitor profile for 'Dave Jones'. The 'Visitor Card (Temporary)' dropdown is open, showing a list of available cards. The card 'Visitor One (Bio Id: 2626)' is selected and highlighted with an orange border. The interface includes a sidebar with navigation links like 'Deliveries', 'Alerts & Notifications', 'Reports', 'System', 'Users', 'Users (HRIS)', 'RAMS', 'Sites', 'Custom Fields', 'Worker Roles', 'Induction Types', 'Contractor Groups', 'Mobile Devices', and 'Materials'. A bottom footer notes '© Copyright 2025 msite.com'.

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