



DAMSTRA

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# Log on Questionnaire-Visitor Host

PRODUCT: EPP

VERSION:

AUTHOR:

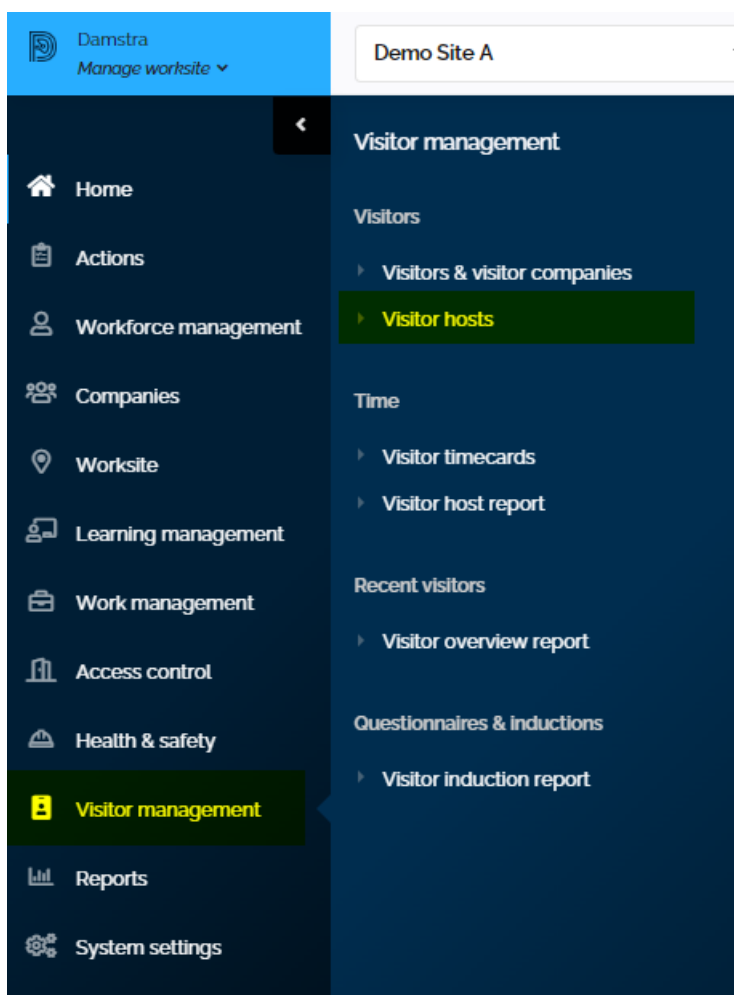
APPROVED BY:

## Log on Questionnaire - Visitor Host

Visitor Management allows worksite users to create and edit visitor information, expire visitor access, and manage and maintain visitor hosts to control over worksite access.

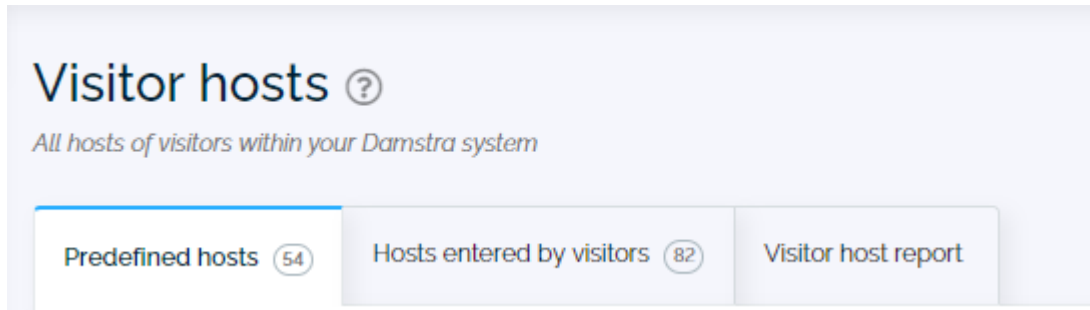
When visiting a site, visitor completes visitor induction and questionnaire, and select a visitor host (who they are visiting). Visitor host management notifies the visitor host via SMS and/or email that their visitor has arrived and can be picked up. It is a tool that ensures the safety of all people who enter a worksite.

Visitor host page can be accessed via the left-sided navigation by clicking Visitors --> Visitor host menu item.



This feature allows level 3 users to manage and monitor who people are visiting on site for the selected worksite(s). The following information is displayed when viewing visitor hosts:

1. Predefined Hosts
2. Hosts entered by visitors
3. Visitor host report



## 1. Predefined hosts

Predefined hosts are shown as options for visitors to select from when logging on at a worksite where manually entering a host isn't allowed. This feature allows level 3 users to manage and create the predefined hosts for the worksite(s) that they have access to. The following information is displayed on the report:

- Name
- Employee ID
- Email
- Mobile number

Predefined hosts

Predefined hosts are shown as options for visitors to select from when logging on at a worksite where manually entering a host isn't allowed

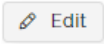
Showing 1-50 of 184

Filter by name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	Employee ID	Email	Mobile number
Brad Doo	No employee ID	name@email.com	123456789

Showing 1-50 of 184

### Notes:

- Click  Edit to change employee id, email address and mobile number.

Edit predefined host
✕


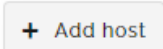
Name  
[Host name]

Employee ID *(optional)*

Email

Mobile number

[Back](#)

- Click  to delete the host.
- Click  to add a new host.

Add predefined host
✕

Name

Email

Mobile number

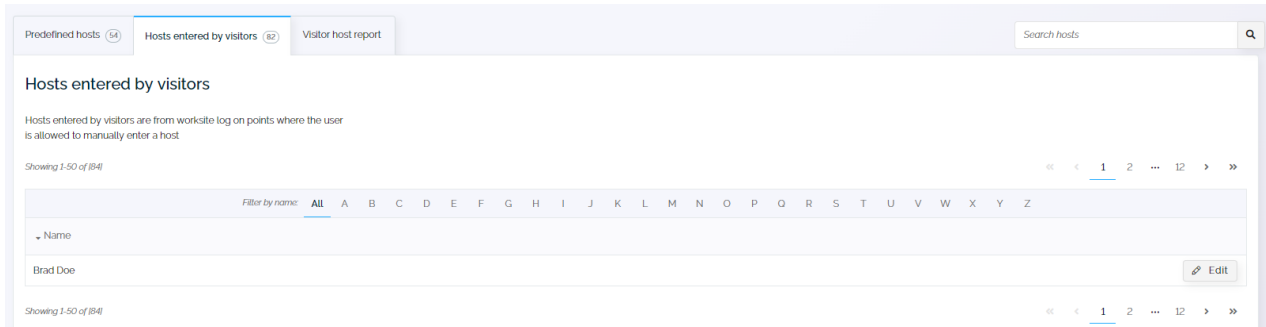
[Back](#)

- Click « ‹ › » to navigate to the next page or the previous page of the report displayed on the screen.


## 2. Hosts entered by visitors

Hosts entered by visitors are from worksite log on points where the user is allowed to manually enter a host. This feature allows level 3 users to view and edit hosts entered by visitors for the worksite(s) that they have access to. The following information is displayed on the report:

- Name
- Edit



Notes:

- Click  Edit to edit host name entered by visitors.

✕
Edit host entered by visitors

Name

[Host name]

[Back](#)
Update

- Click « ‹ › » to navigate to the next page or the previous page of the report displayed on the screen.

### 3. Visitor host report

The visitor host report allows users to generate a report showing the visitor hosts that have been selected when logging on. The following information is displayed on the report:

Singleton Office

Quick search for employee, company or visitor

Visitor host report

Report options

Date range

01/11/2021 → 24/01/2022

Run report

Host	Visitor	Number of visits	Date of visit	Check in time	Check out time
Dean Harper	ONE_TEST	1	2/12/2021	13:06:49	
Dean Harper	TEST_TEST	1	18/11/2021	15:27:46	
Dean Harper	TEST_TEST	1	21/12/2021	11:02:56	
STAR CRES	FAOUR_OMAR	1	4/01/2022	17:04:48	
TEST	TEST_TEST	1	2/11/2021	09:23:31	

Download

### 1. Worksite selector

This section located on the top left of the page allows users to select the worksite that they wish to run a report on.

### 2. Report options

This section allows users to run reports based on the following search criteria:

- Date range  
There is no date range limit to run the report.

### 3. Generated report

The generated report will display the following information:

- Host
- Visitor name
- Number of visits
- Date of visit
- Check in time
- Check out time

Note:

- Click on **Download** button to export the generated report into excel or CSV
- Click on display options located on the left of the generated report to apply filters on the report by terminal or company name
- Click **« < > »** to navigate to the next page or the previous page of the report displayed on the screen.