# VRS – Visitor Registration System – Quick start guide

## 1. Account Setup

Login to the admin at www.visitorregistration.com.au/login
1. Go to Account (right-hand top bar menu).
2. In the Company Details tab you may want to update the subscriber name to that of your organisation as that is what will appear on the home page of the VRS App.
3. Also in the Company Details tab update your time zone (Click the Edit button top right).
4. Here you can also enter in any terms and conditions that your visitors will agree to as they sign in. Some basic terms and conditions are available here.
5. In the App Theme Settings add your logo (jpg or png file). Be sure to hit the Blue Update button down the bottom.

## 2. Forms

A form is made up of fields visitors fill out as they sign in...
1. Go to Forms (sidebar menu).
2. Let's edit the existing form rather than starting from scratch (Click the Edit button).
3. Check Require Signature & Require Photograph.
4. Click the Radio Buttons button.
5. The radio buttons are now added to the preview pane.
6. Click on the radio buttons so they are highlighted in blue. The Field Settings tab shows on the left hand side.
7. Under Label enter Reason.
8. Under Options enter Meeting, Interview, Training & Other (or something similar).
9. Click Update.

## 3. Visitor Types

A Visitor Type is the role a visitor selects when they sign in (e.g.: Visitor, Contractor, Staff etc.) ...
1. Go to Visitor Types (sidebar menu).
2. Let's edit the existing form rather than starting from scratch (Click the Edit button).
3. Select Visitor Specified radio button.
4. Set code length to 6.
5. Select None in the Sign out Form dropdown.
6. Select blue Update button at bottom of page.

## 4. Download

1. Launch the App Store by tapping the icon on the iPad's screen.
2. To find the VRS App, type "VRS" in the search bar on the upper right corner.
3. The VRS App will be listed
4. Tap the cloud icon to download. You may be prompted to sign in using an Apple ID.

5. Activate your iPad

1. Open the VRS App onto your iPad.
2. Enter your account email and password.
3. Hit SUBMIT
4. Your iPad is now activated.
Return to the VRS admin
5. Go to Terminals (sidebar menu).
6. Your iPad will be listed here


6. Sign in & Out

1. You will now be able to sign in and out.
2. Visitor data collected by the iPad is sent to the online admin account where you can see who's on site, generate reports and much more.