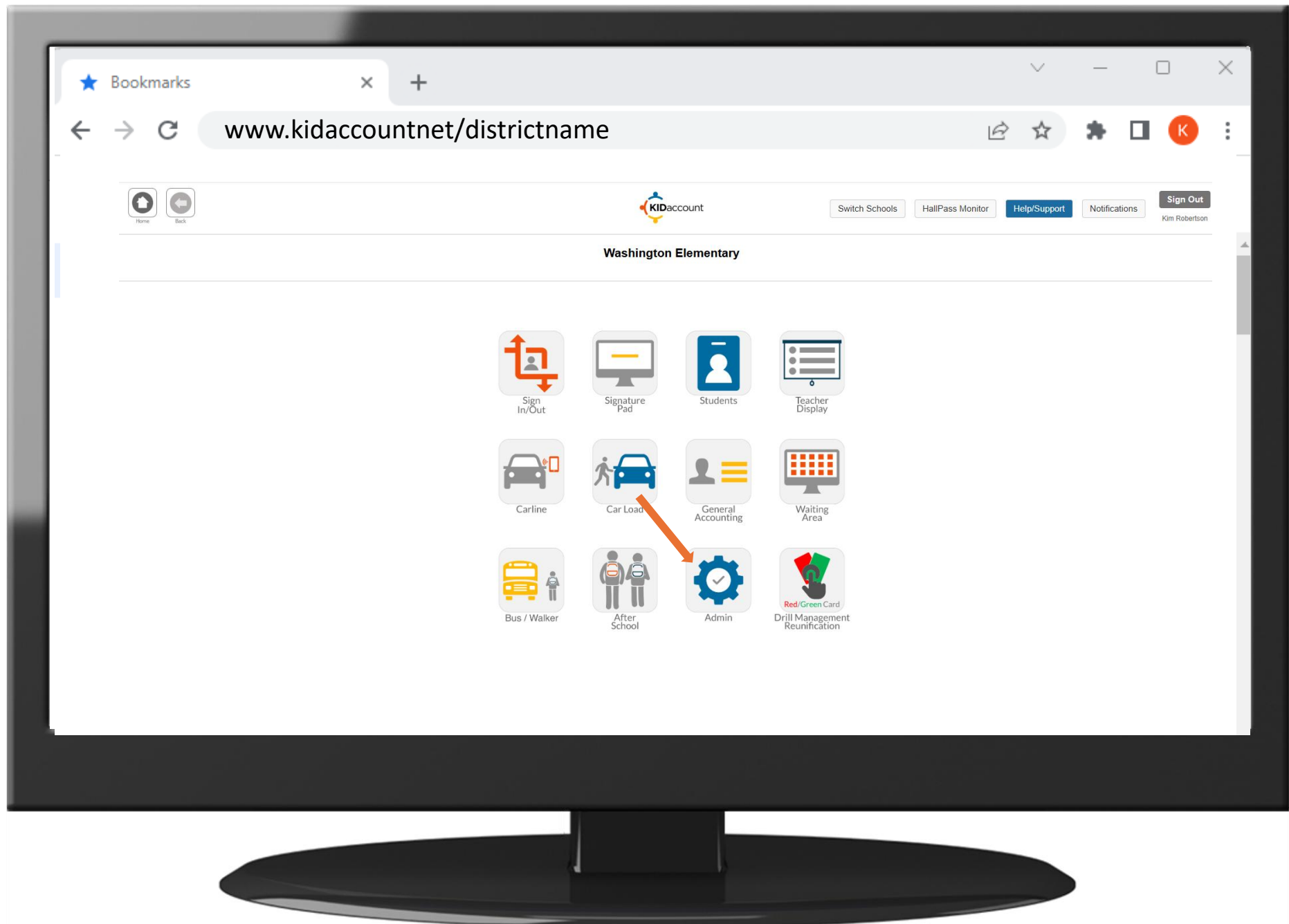


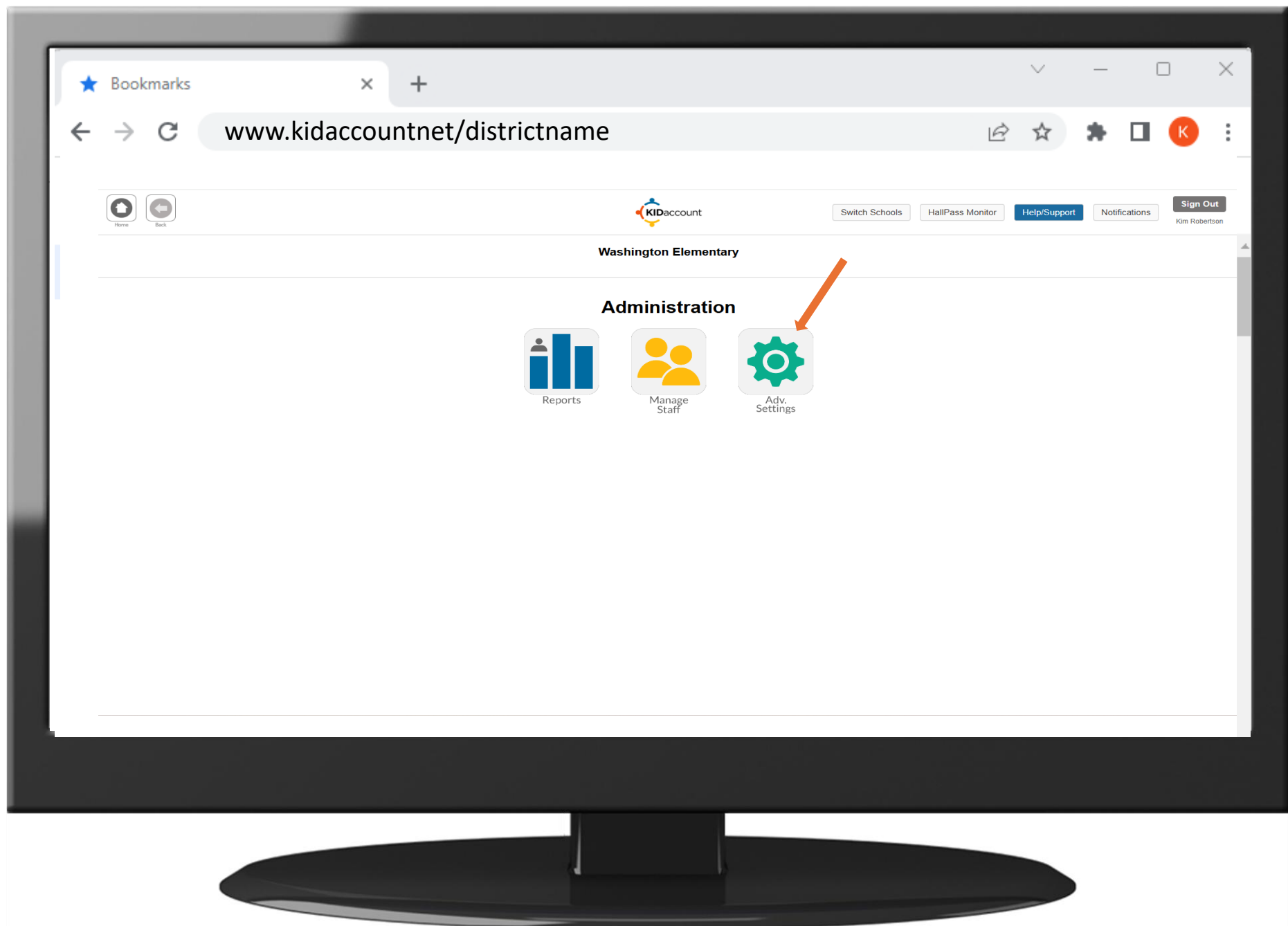


Visitor Management System: Customizing Visitor Reasons

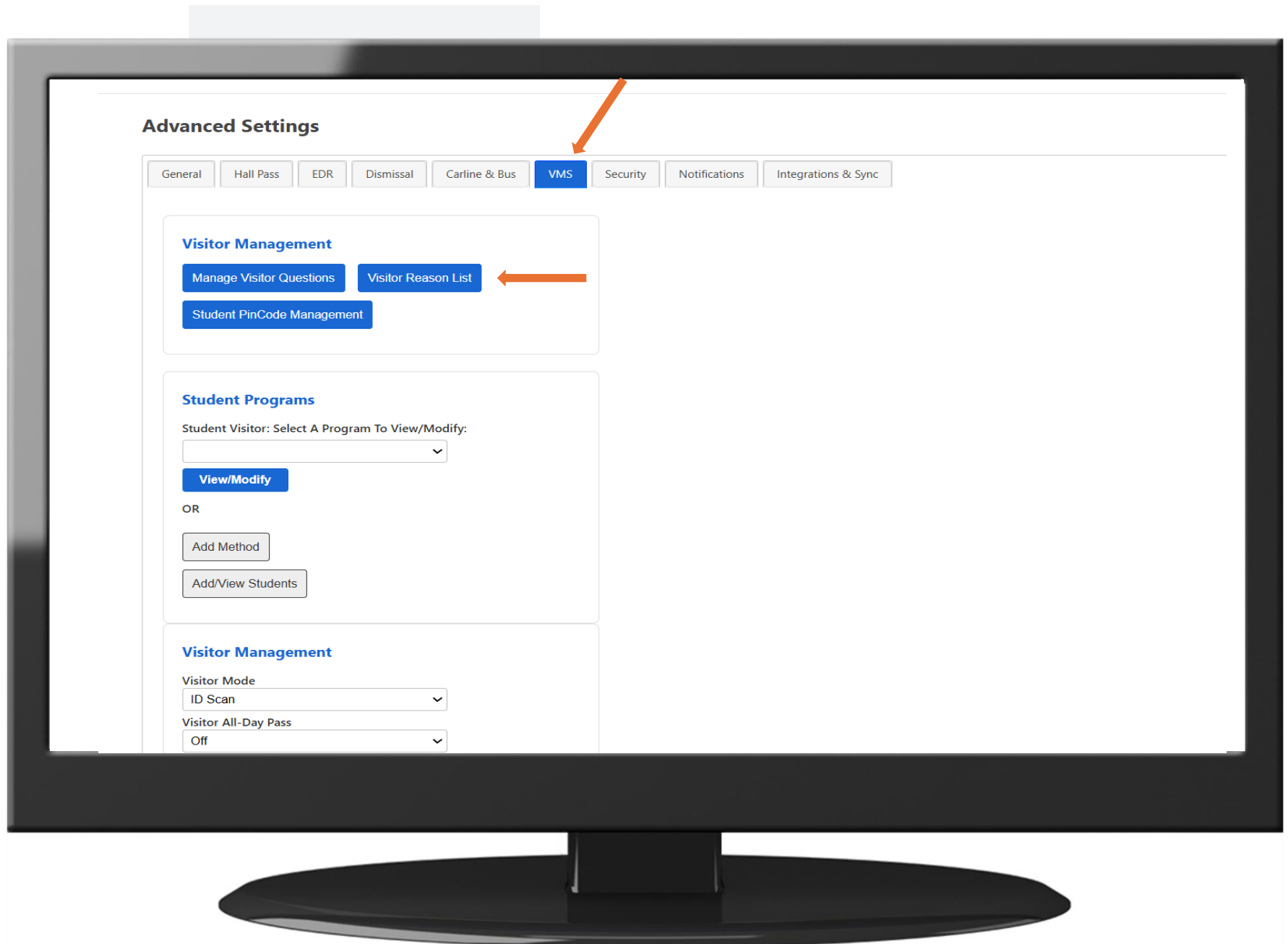
From the Homepage, click on the Admin icon.



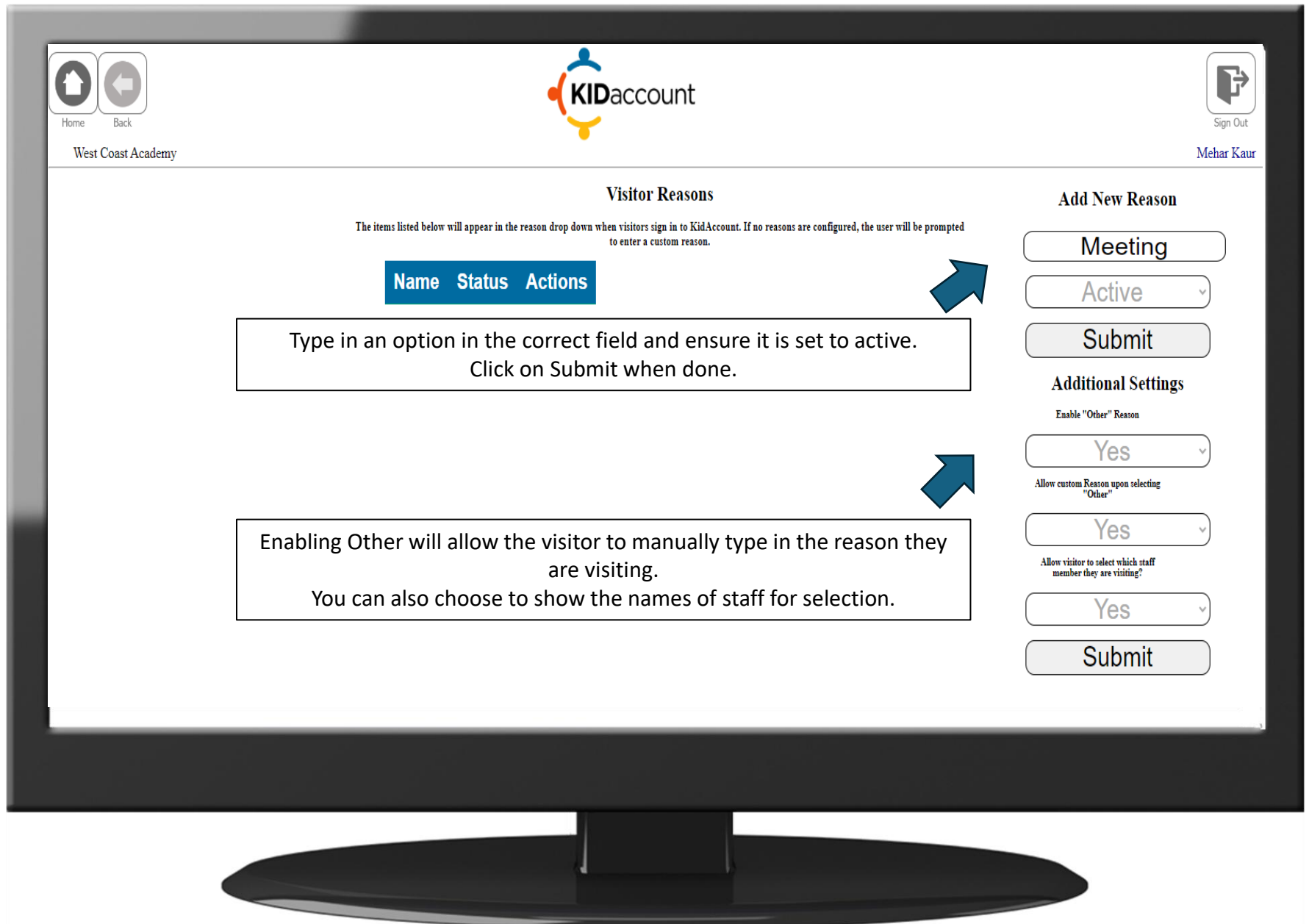
Next, click on the Advanced Settings button.



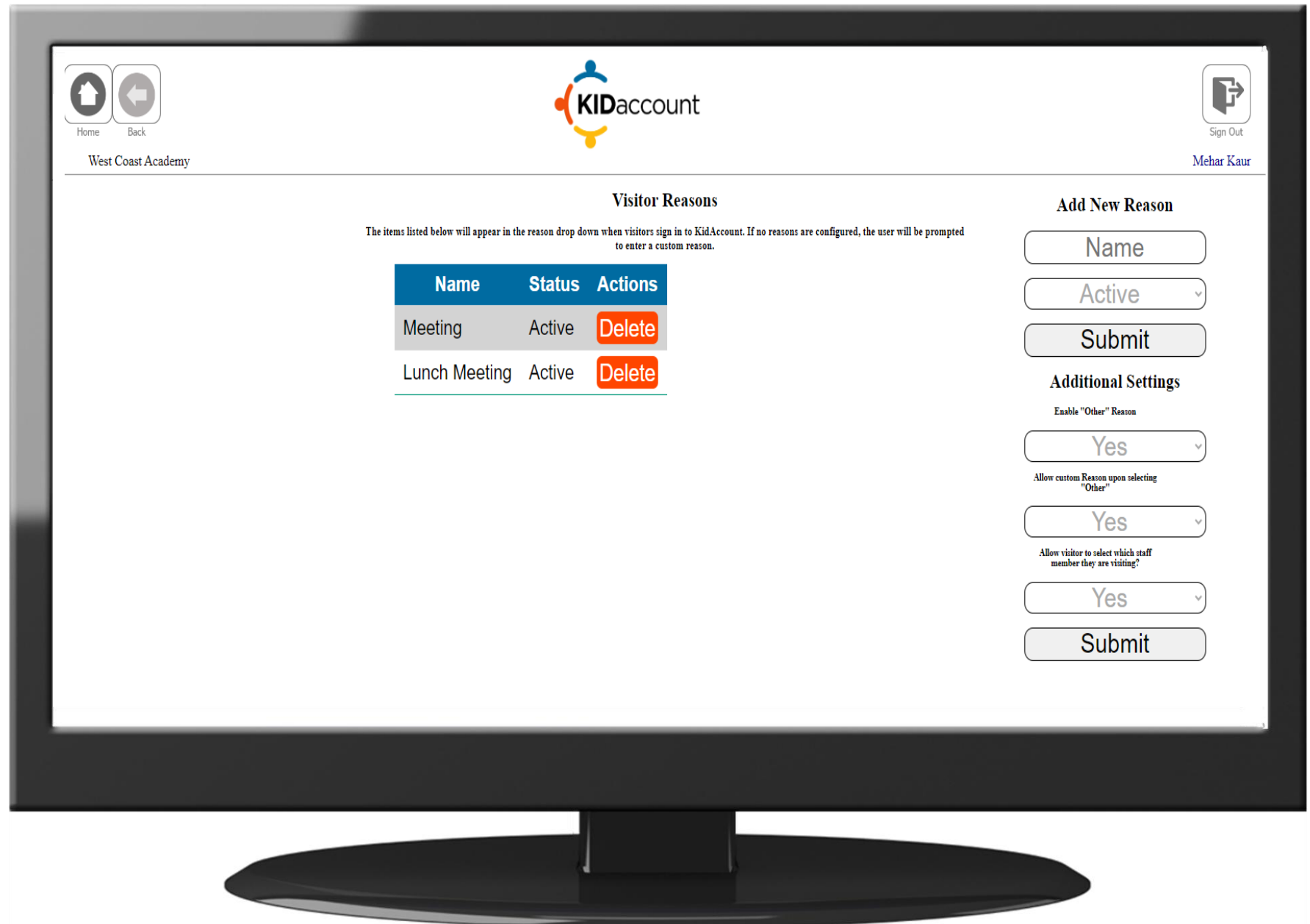
Select the VMS tab and then select the “Visitor Reason List” button.



Customize your Visitor reasons. You may add as many reasons as you need. Delete or edit these at any time. You also have the option to enable “Other” as a reason and allow visitor to type in the reason or not. Choose if you want visitors to choose which staff they are there to visit. If you enable Express VMS, visitors will only scan ID and take photo. They will not have the option to add the reason for visit or staff.



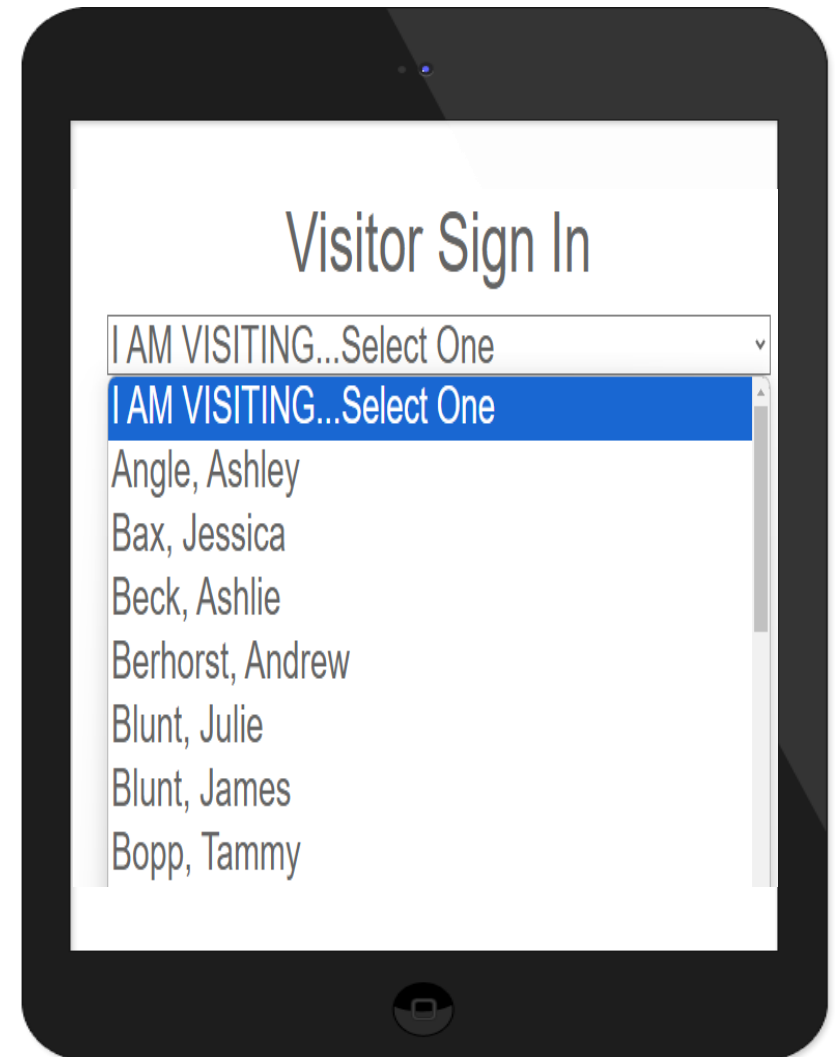
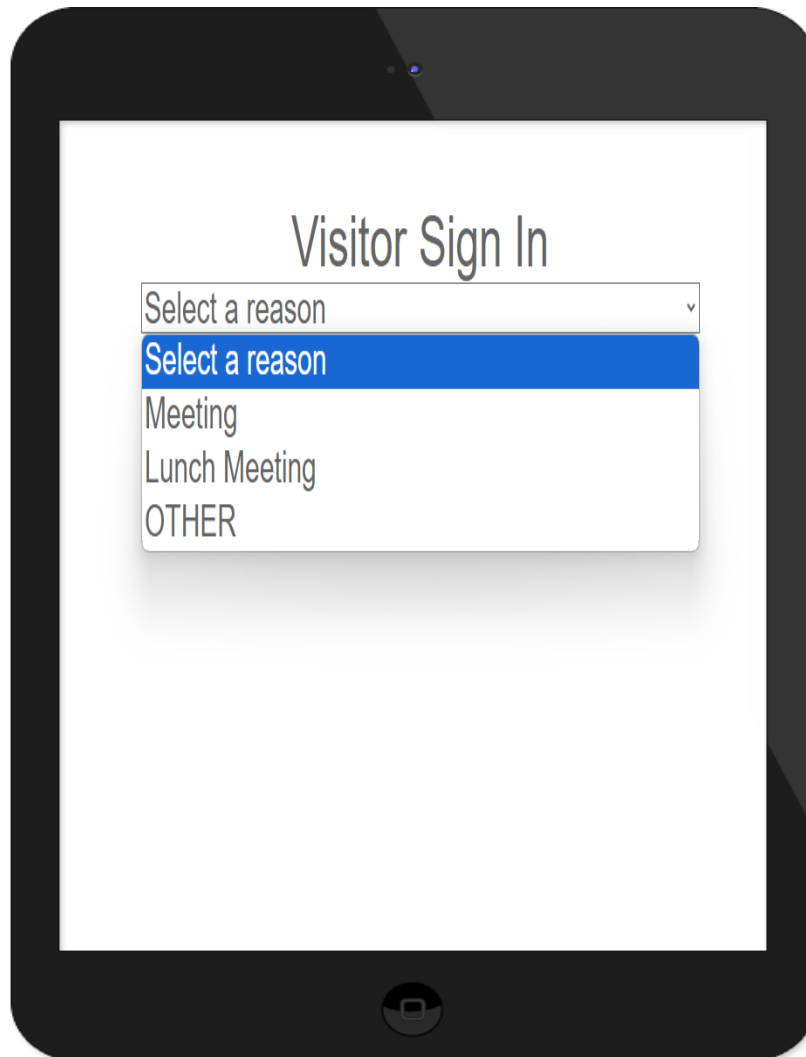
You will see the list of visitor reasons. Edit or delete a reason at any time.



View from Kiosk with Configurations

When a visitor is on the reason screen, they will see a dropdown with all reasons you have customized.

On the next screen, they can choose the staff member they are visiting if you have this feature enabled.



THANK YOU

This concludes the visitor custom reason user guide. Please contact us with any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount.

