

http://www.keepntrack.com/supportcenter/index.php/KeepnTrack_Kiosks:_Attended_Kiosk:_Visitor_Sign_In

KeepnTrack - Front Office: Visitor Sign In/Out

Wondering how to sign visitors in and out of your facility? Watch here to learn how.

Front Office: Visitor Sign-In/Out

From the KeepnTrack Kiosk, choose the option that says Visitor. To sign a visitor in, click Sign In.

You will need to fill in the visitor's full name, including middle name or initial, and their date of birth.

Press <enter> on your keyboard, or click on Continue. If this visitor does not have a record, you will fill in additional information to create a visitor record. For now let's give her an ID and press Continue.

Then choose an Activity to sign them in to.

To sign out, click the Visitor button, choose Sign Out. It will ask for the visitor's full name. Press Continue, and it will sign that person out.

Now let's sign the same visitor in again. This time, type the ID number directly into the command line.

To sign her out, you can also just type the ID number in the command line.

When a Visitor is signed in, their information is checked against a Sex Offender database. For more information, please see the video on the KeepnTrack Sex Offender Check.

For KeepnTrack support, call our Customer Support team at 1-800-320-5830.