VPass
THE ONLY WAY IN

6 Step

Quick Start Guide

You will need:

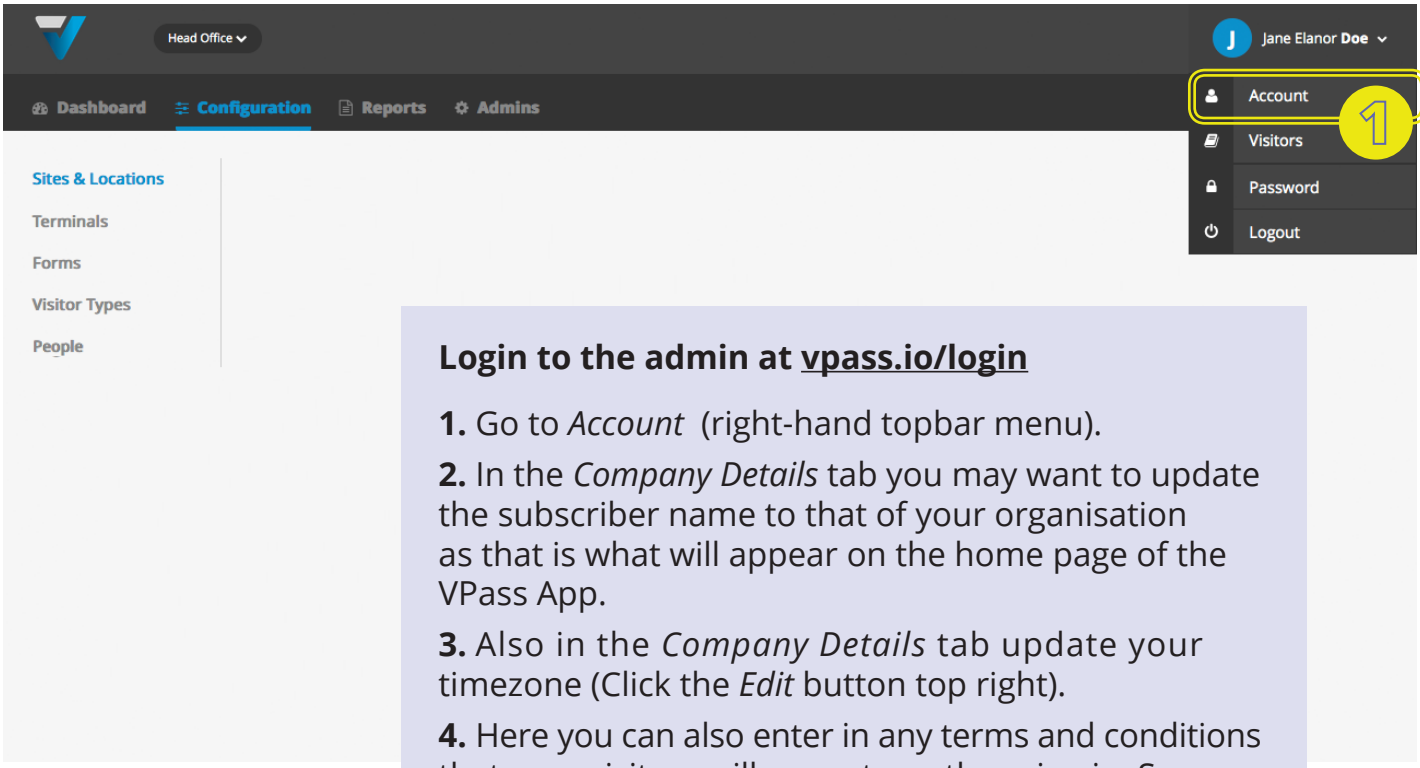
1 x Computer

(To build your VPass App)

1 x iPad

(With Wi-Fi / 3G / 4G)

1 Account Setup



Login to the admin at vpass.io/login

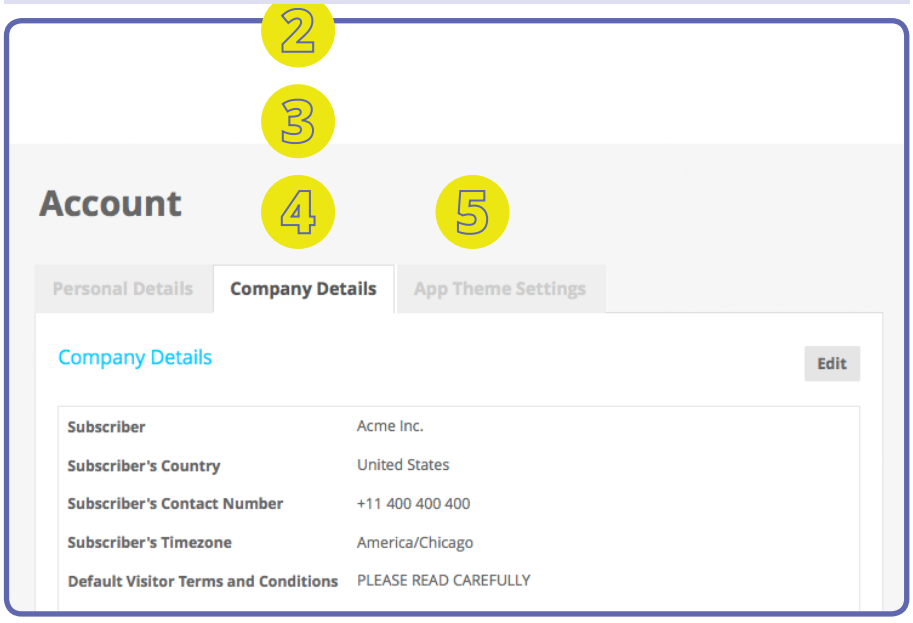
1. Go to *Account* (right-hand topbar menu).

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 VPass App.

3. Also in the *Company Details* tab update your timezone (Click the *Edit* button top right).

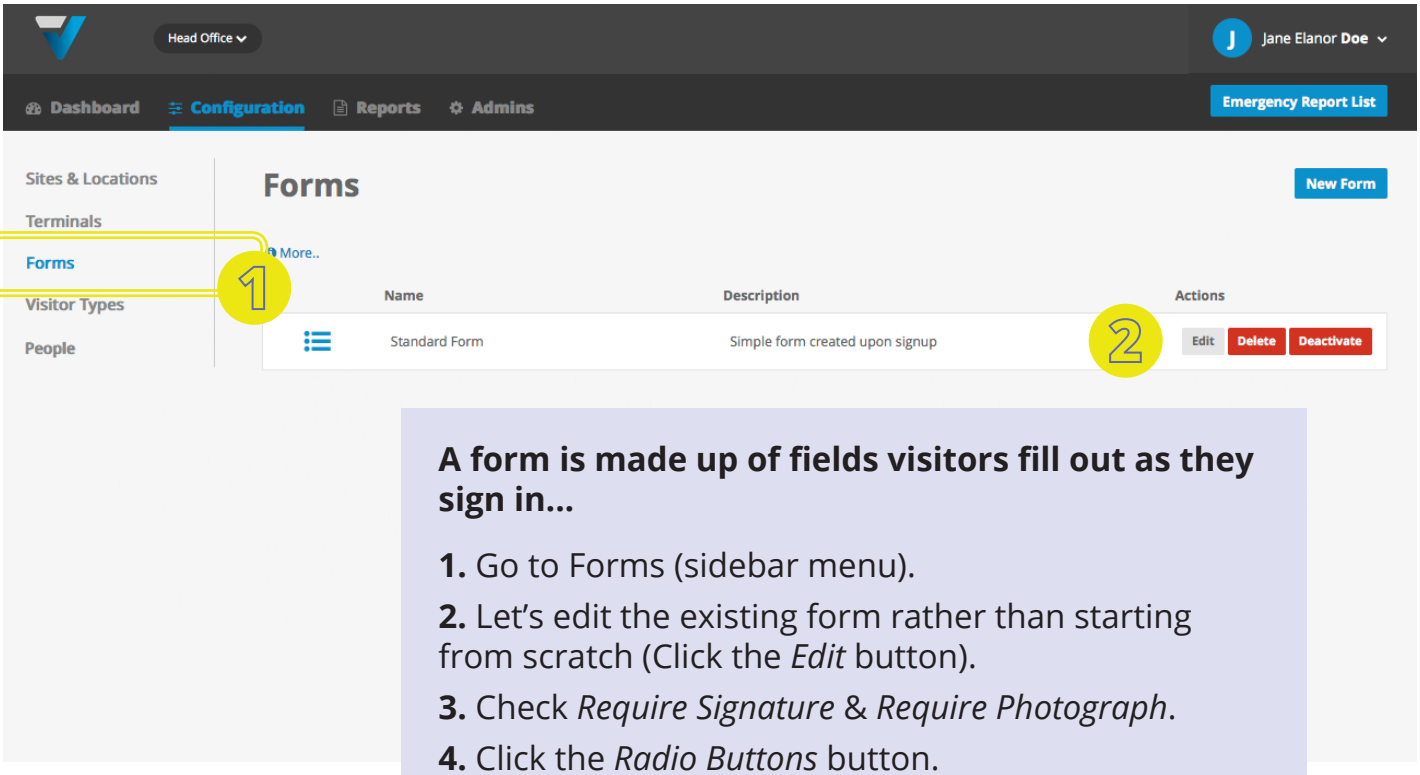
4. Here you can also enter in any terms and conditions that your visitors will agree to as they sign in. Some basic terms and conditions are available here.

5. In the *App Theme Settings* add your logo (jpg or png file). Be sure to hit the Blue *Update* button down the bottom.



Next: Forms

2 Forms



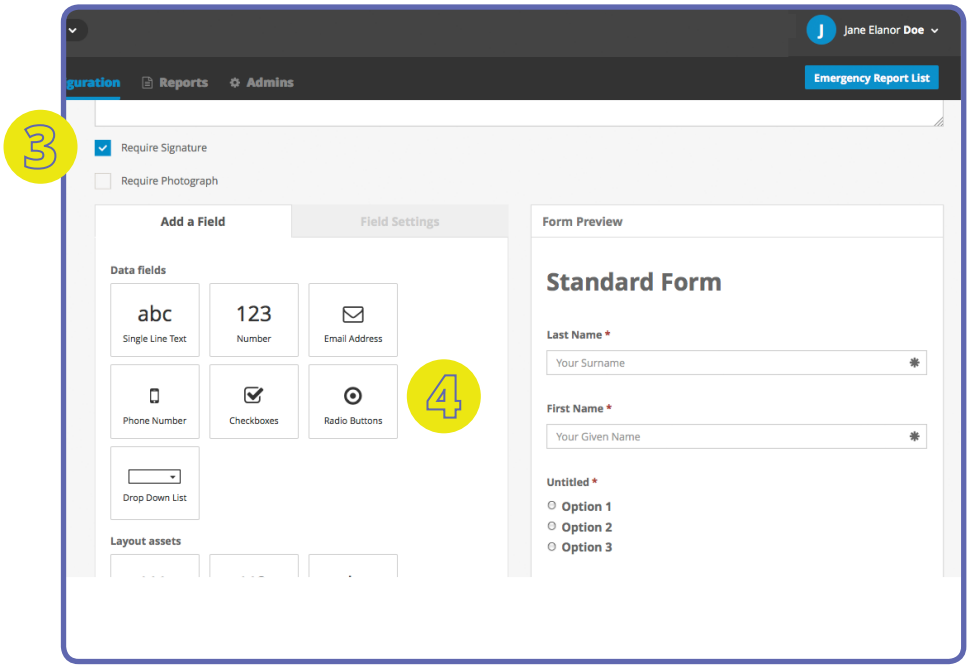
A form is made up of fields visitors fill out as they sign in...

1. Go to Forms (sidebar menu).

2. Let's edit the existing form rather than starting from scratch (Click the *Edit* button).

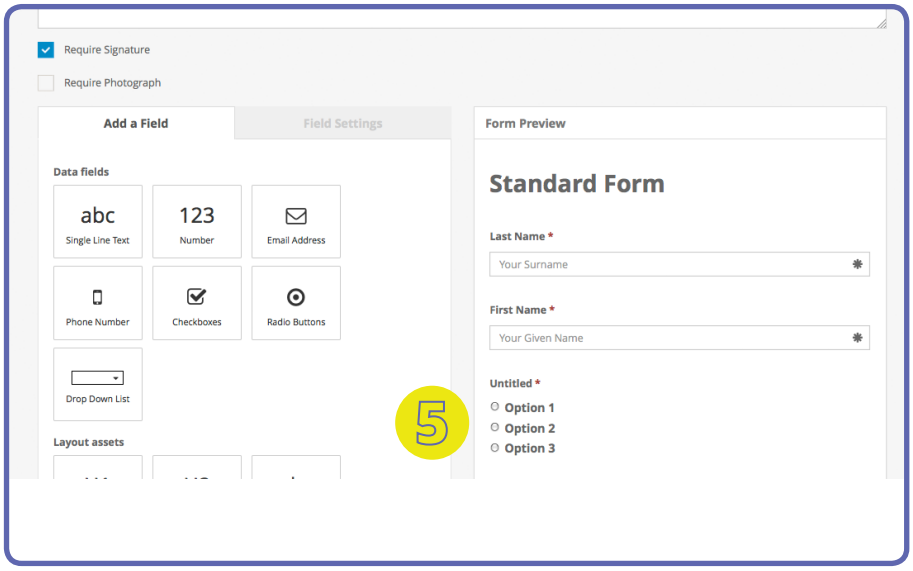
3. Check *Require Signature* & *Require Photograph*.

4. Click the *Radio Buttons* button.

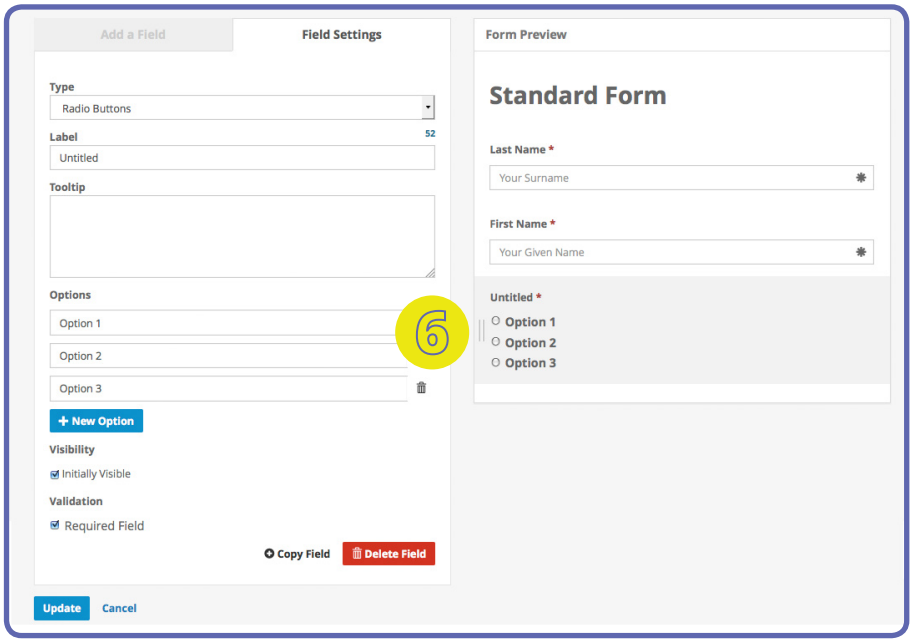


2 Forms (Continued)

5. The radio buttons are now added to the preview pane.



6. Click on the radio buttons so they are highlighted in grey. The *Field Settings* tab shows on the left hand side.

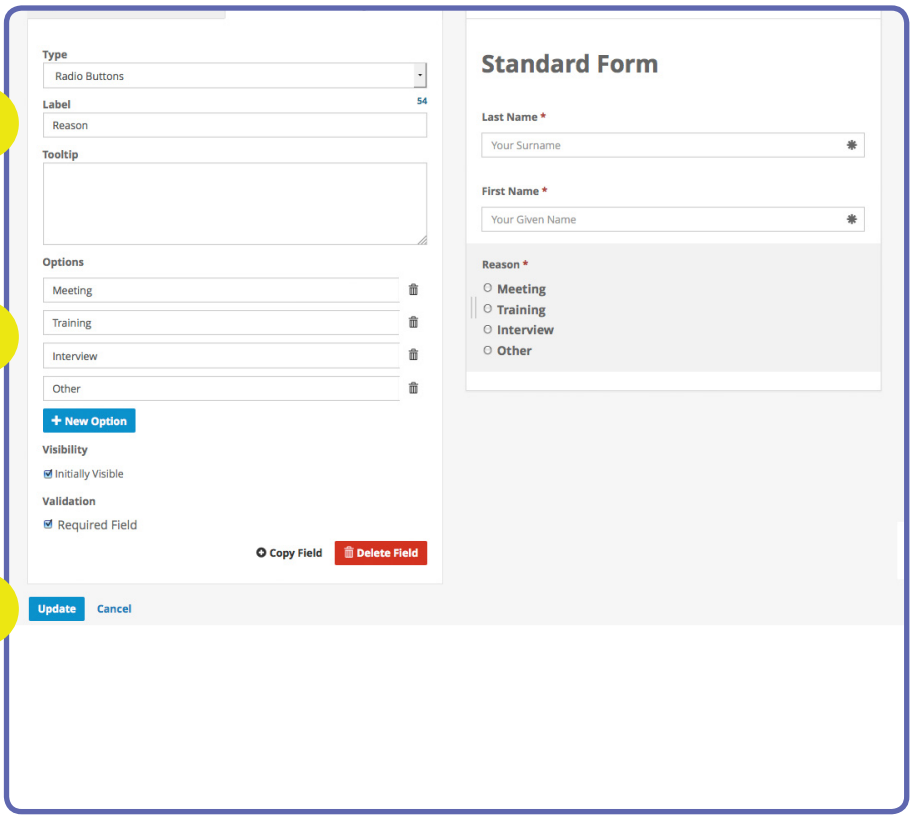


2 Forms (Continued)

7. Under *Label* enter **Reason**.

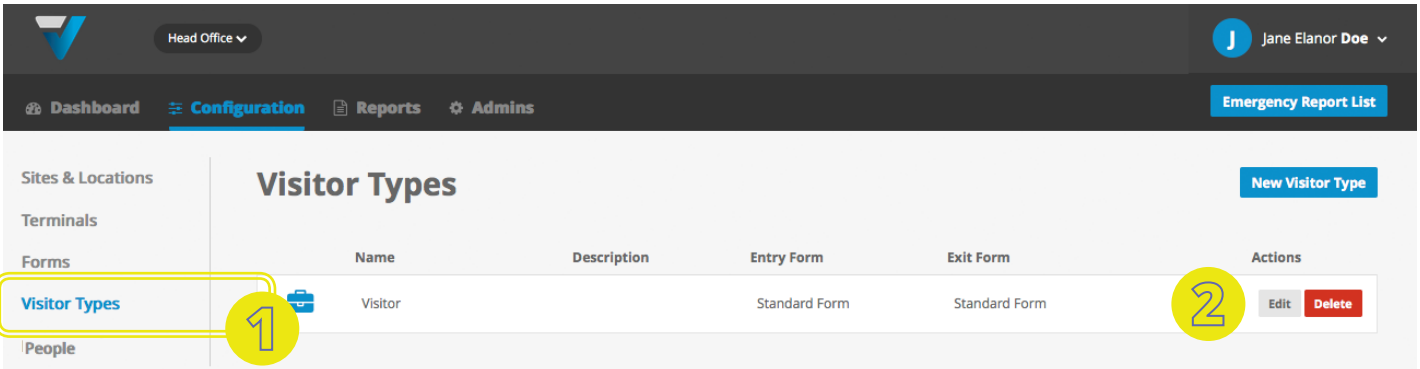
8. Under *Options* enter **Meeting, Interview, Training & Other** (or something similar).

9. Click *Update*.



Next: Visitor Types

3 Visitor Types



A Visitor Type is the role a visitor selects when they sign in (eg: Visitor, Contractor, Staff etc.)...

1. Go to *Visitor Types* (sidebar menu).

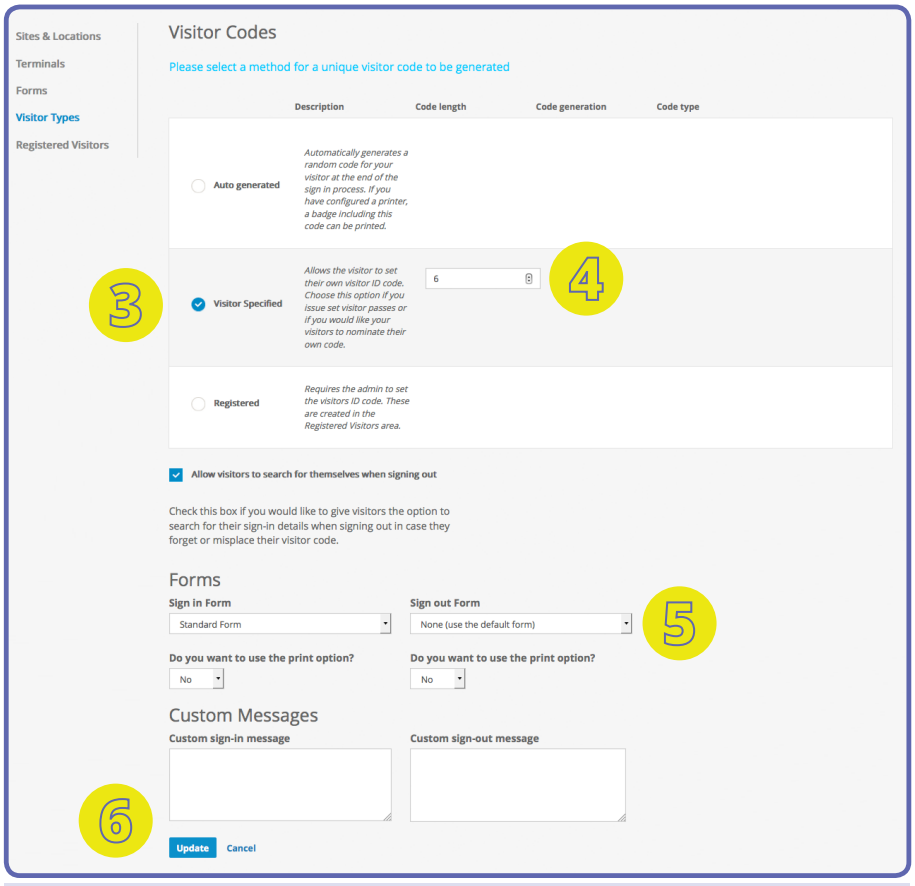
2. Let's edit the existing form rather than starting from scratch (Click the *Edit* button).

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.



Next: Download the VPass App

4 Download

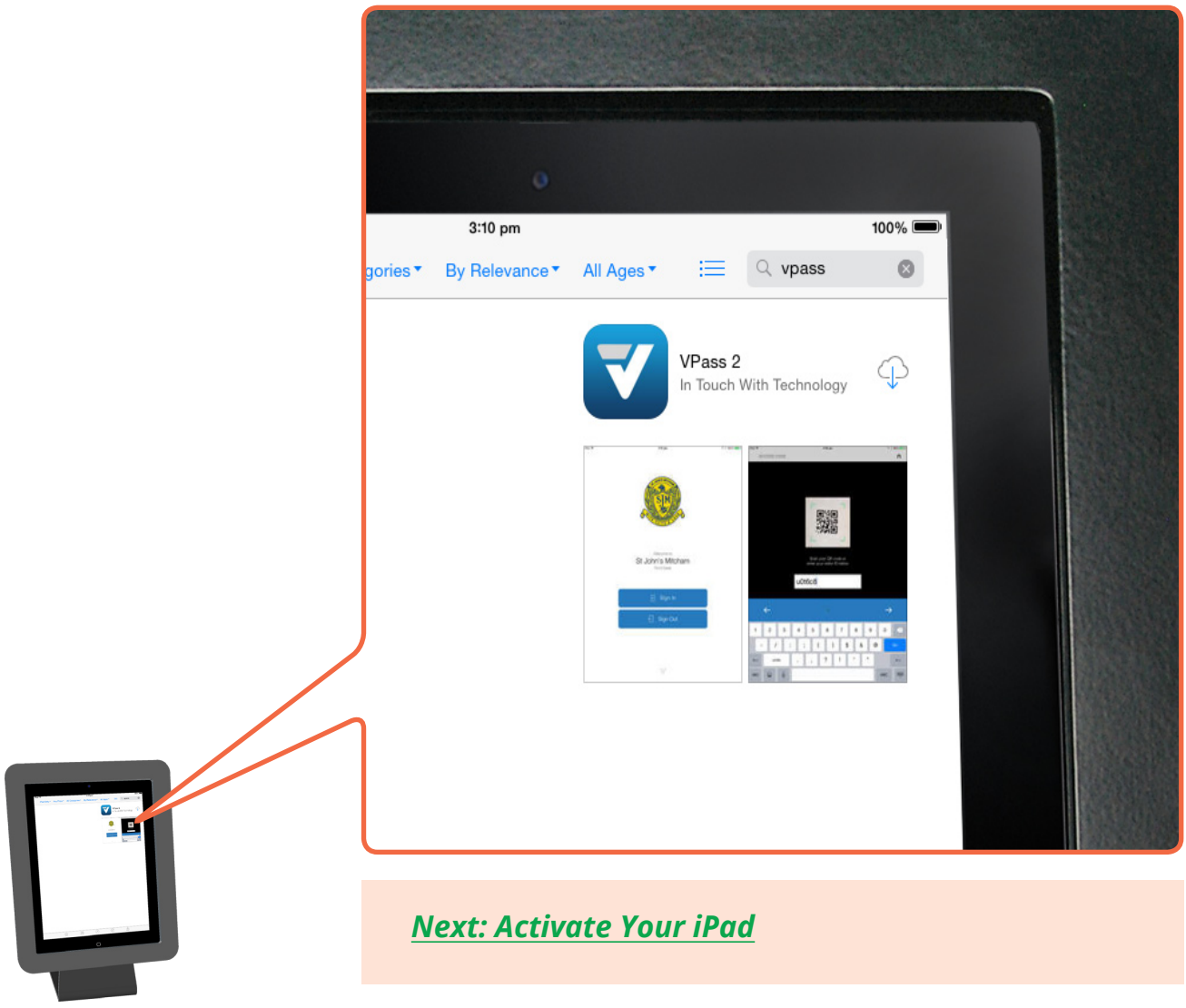
Download on the App Store

1. Launch the *App Store* by tapping the icon on the iPad's screen.

2. To find the **VPass 2** App, type "vpass" in the search bar on the upper right corner.

3. The **VPass 2** App will be listed

4. Tap the cloud icon to download. You may be prompted to sign in using an Apple ID.



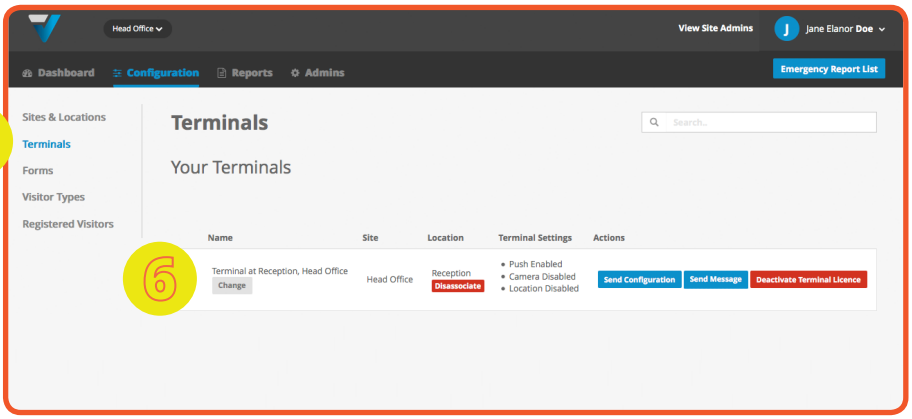
Next: Activate Your iPad

5 Activate your iPad

1. Open the VPass 2 App onto your iPad.
2. Enter your account email and password.
3. Hit *SUBMIT*
4. Your iPad is now activated.

Return to the VPass admin

5. Go to *Terminals* (Configuration sidebar menu).
6. Your iPad will be listed here



Next: Sign In & Out

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.

Support

- Browse Support Articles
- Download Full User Guide
- View Support Videos