



Documentation

iPad

iOS17+

v1.02

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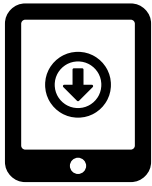
4 [Getting Started Tutorial](#)

5 [Troubleshooting](#)

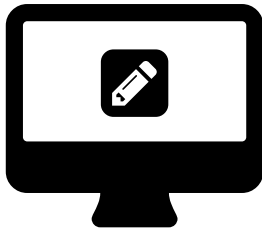
VPass is a cloud-based iPad visitor registration system. To get started, will need to:



Have an iPad connected to Wi-Fi.



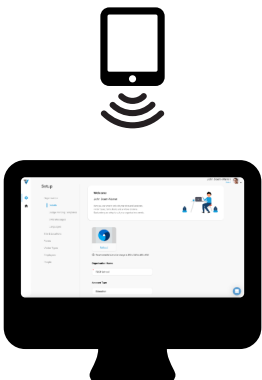
Download the **VPass Kiosk** App from the App Store.



Get online and build your App in your admin account



You're done! Visitors can now sign in and out.



Visitor data collected by the Kiosk is sent to the online admin account where you can see who's on site, generate reports and much more.



Configuring your iPad for VPass

Please refer to the following pages for instructions on how to:

- A. [Provide Wi-Fi/Firewall access](#)
- B. [Download the VPass App from the App Store](#)
(Apple ID required)
- C. [Turn off keyboard auto-correction](#)
- D. [Turn off keyboard auto-lock](#)
- E. [Setup Guided Access \(Optional\)](#)

A Provide Wi-Fi/Firewall Access

Please provide wireless access for the iPad and have the username and password handy.

Also allow the following web sites to have access through your firewall (or restrictions you have in place). The URL's vary according to your location...



Australia / New Zealand:

dashboardapi.vpass.io
itwtapi.vpass.io
visitorapi.vpass.io
visitorapi.vpass.io/chathub
socket.vpass.io
cdn.vpass.io



UK / EU / Africa:

dashboardapi-uk.vpass.io
itwtapi-uk.vpass.io
visitorapi-uk.vpass.io
visitorapi-uk.vpass.io/chathub
socket-uk.vpass.io
cdn-uk.vpass.io



Canada:

dashboardapi-ca.vpass.io
itwtapi-ca.vpass.io
visitorapi-ca.vpass.io
visitorapi-ca.vpass.io/chathub
socket-ca.vpass.io
cdn-us.vpass.io



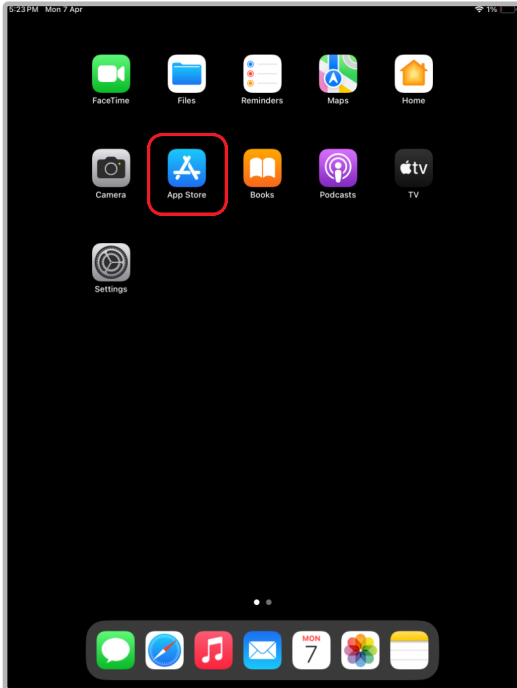
US / Rest of World:

dashboardapi-us.vpass.io
itwtapi-us.vpass.io
visitorapi-us.vpass.io
visitorapi-us.vpass.io/chathub
socket-us.vpass.io
cdn.vpass.io

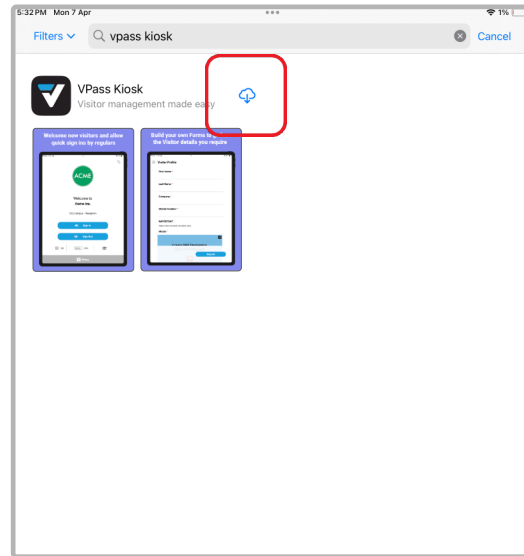
B Download the VPass Kiosk App

Please note that you must be signed in with an *Apple ID* to download the *VPass Kiosk* App to the iPad.

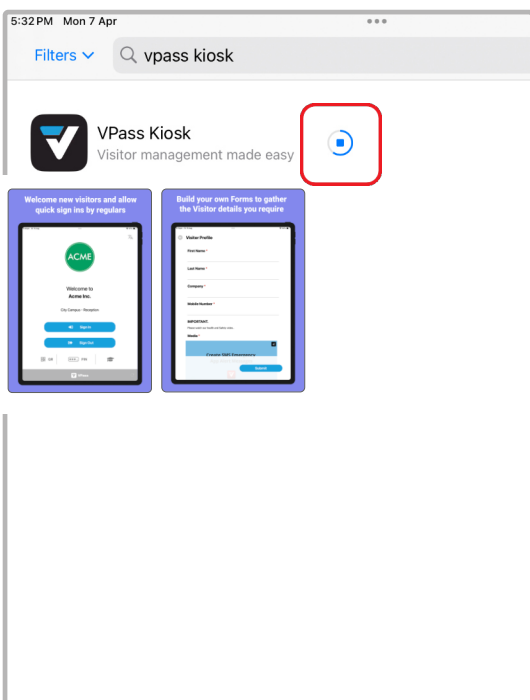
1. Launch the **App Store** by touching the icon on the iPad's screen.



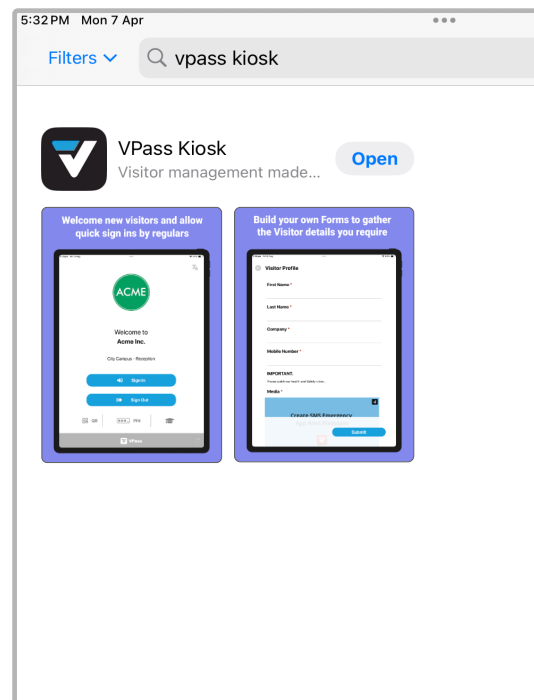
2. To find the **VPass Kiosk** App, type "vpass kiosk" in the search bar.



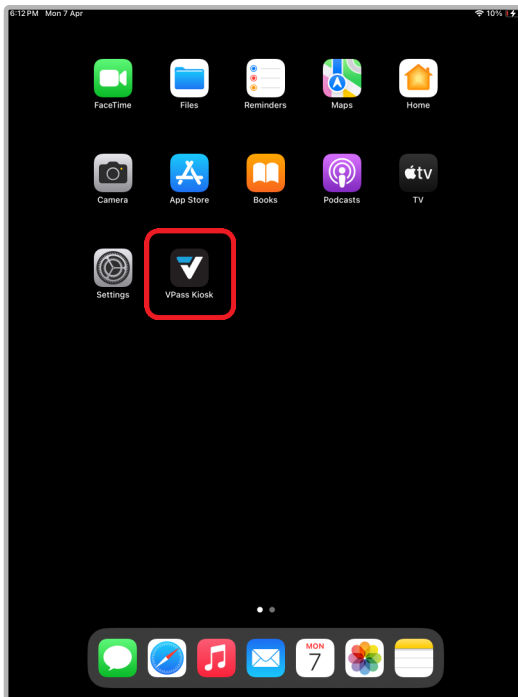
3. Tap the **Download** icon. The **VPass Kiosk** App will download.



4. The download is now successful..



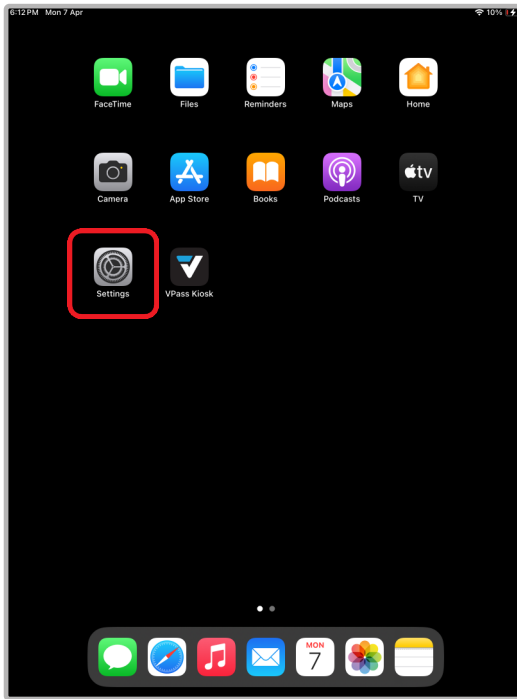
5. The App will appear on your iPad's home screen.



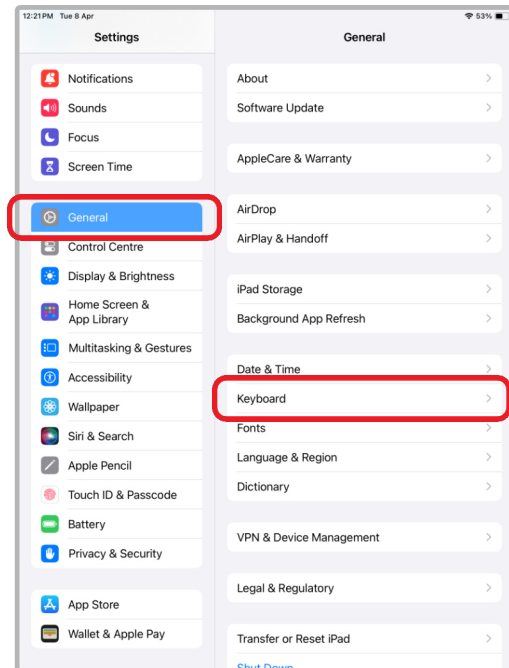
Turn off keyboard auto-correction

This setting is disabled to protect privacy of users who previously registered, by not allowing names and details to pop up as suggestions as a new user enters their details

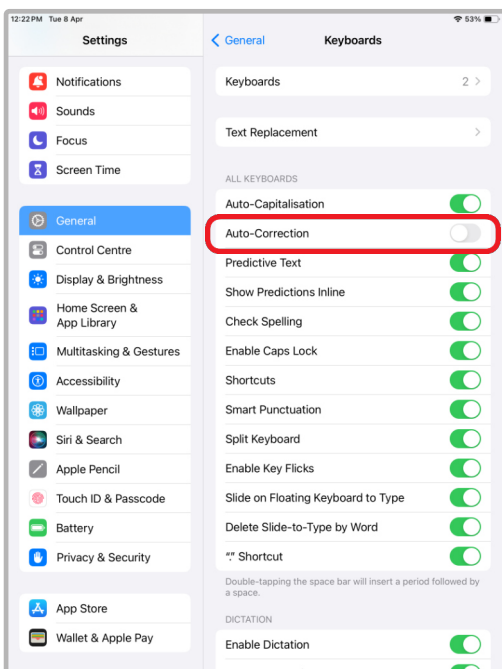
1. Go into your iPad's **Settings** via the icon that looks like gears turning.



2. Next, choose **General** from the left-side menu... and then tap on the **Keyboard** option.



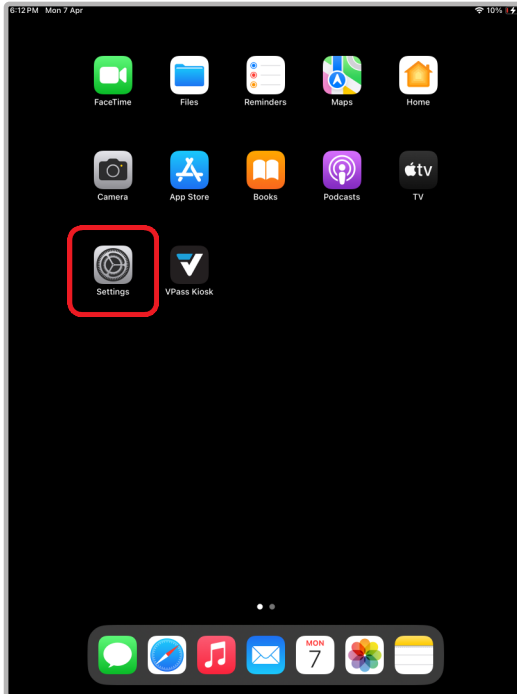
3. Simply toggle off **Auto-Correction**.



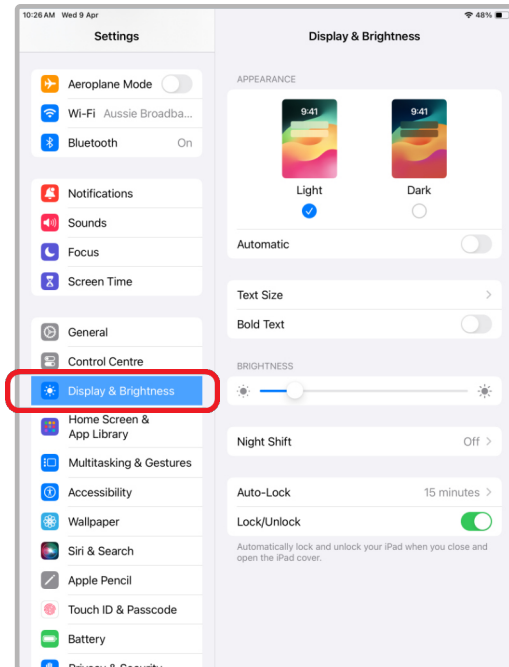
D Turn off keyboard Auto-Lock

This setting is disabled to ensure that the screen never goes to sleep.

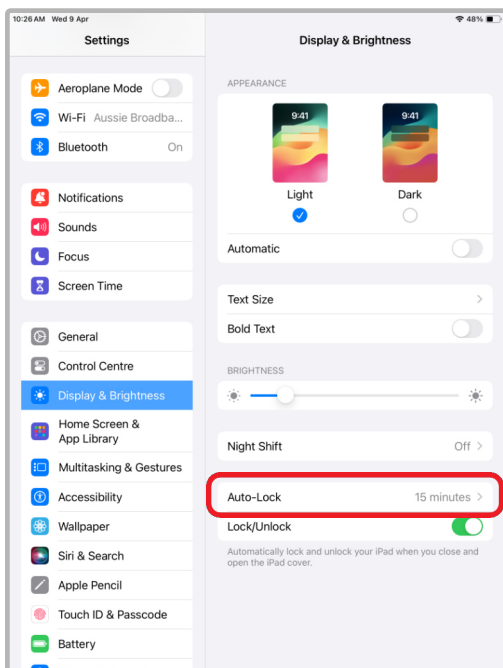
1. Go into your iPad's **Settings** via the icon that looks like gears turning.



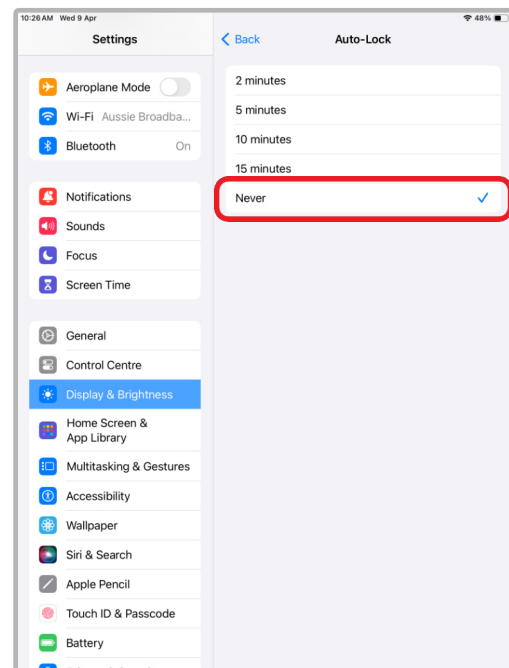
2. Next, choose **Display & Brightness** from the left-side menu.



3. On the right hand side, tap the **Auto-Lock** option.



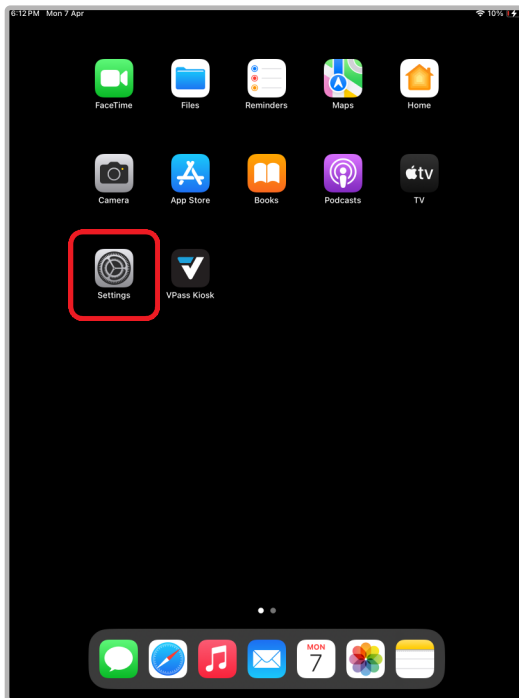
4. Tap on **Never**.



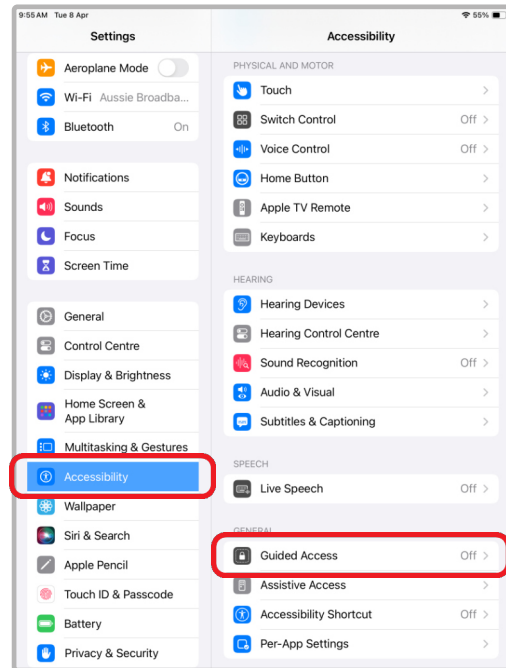
E Setup *Guided Access (Optional)*

Guided Access settings limit the iPad to a single App and disables the hardware buttons

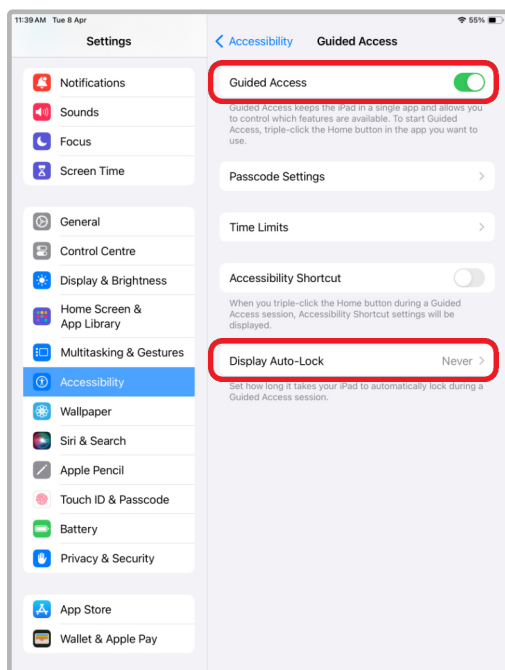
1. In the home screen, tap **Settings** (cog icon).



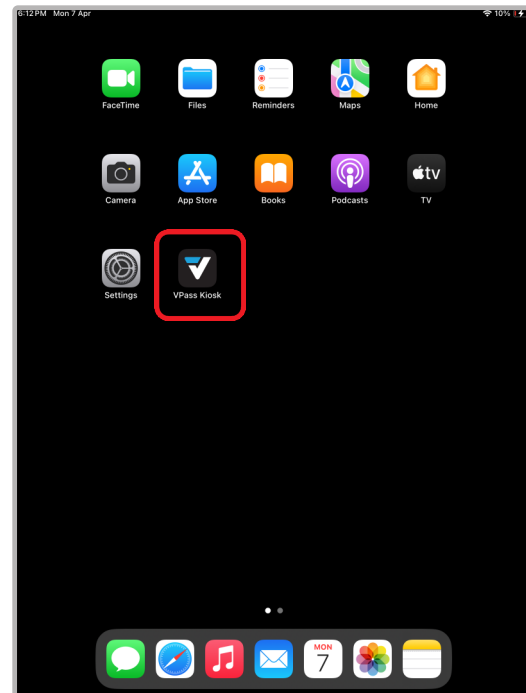
2. Tap **Accessibility** then **Guided Access** (near bottom).



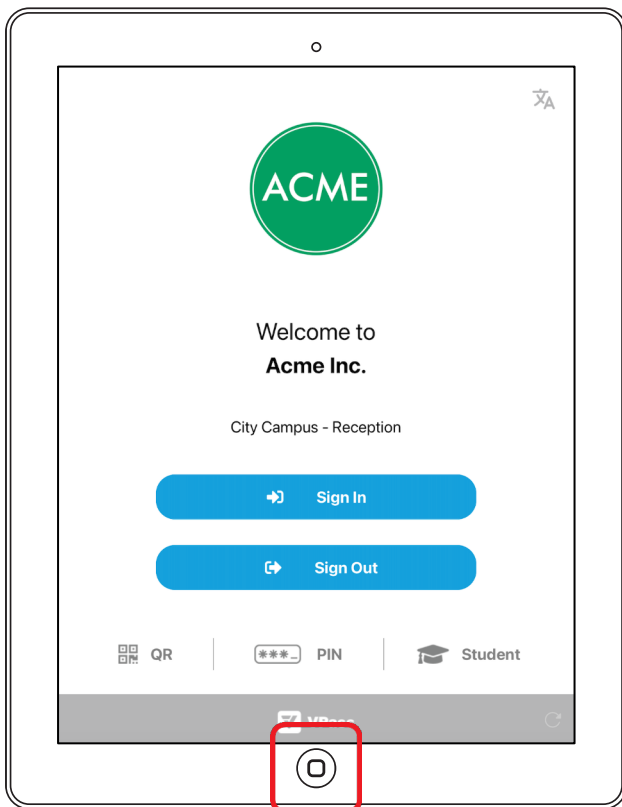
3. Slide the **Guided Access** toggle on and set **Display Auto Lock** to "Never".



4. Return to the home screen and open the **Vpass Kiosk** App.



5. Triple-click the home button.
Guided Access is now enabled.



3 clicks in rapid succession.

TIP: Newer models of iPad's have no home button

If you have an iPad with no home button, for step 5, quickly press the Top button (power button) three times. This will enable (or disable) *Guided Access*.

VPass Admin Tour

"The Dashboard"

A. [The Cog and Home Icons](#)

.....

B. [Organisation](#)

.....

C. [Sites & Locations](#)

.....

D. [Forms](#)

.....

E. [Visitor Types](#)

.....

F. [Employees](#)

.....

G. [People](#)

.....

H. [Account](#)

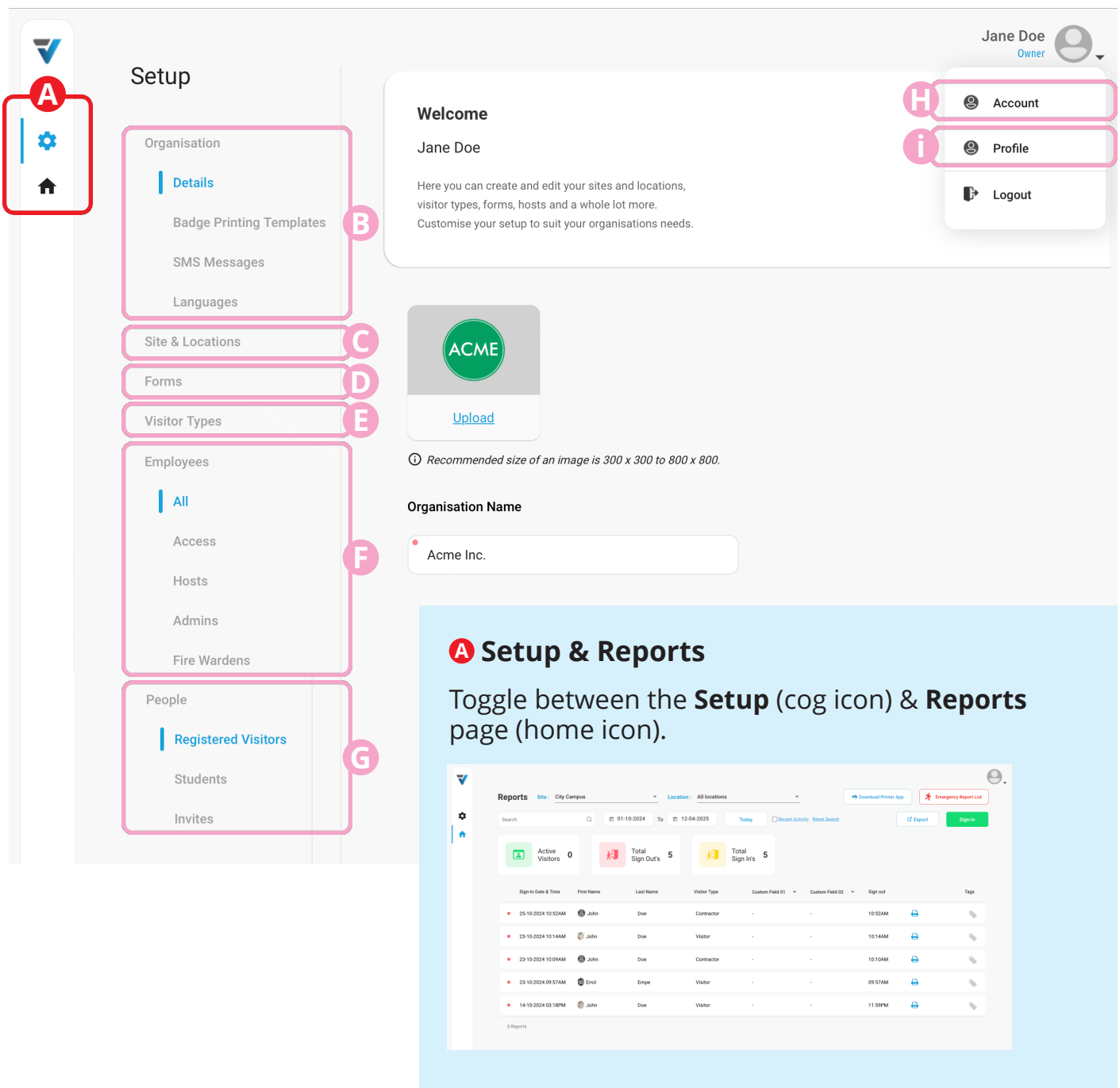
.....

i. [Profile](#)

.....

Login at dashboard.vpass.io

A: The Cog and Home Icons



The screenshot shows the VPass Admin Dashboard. On the left, there is a sidebar with a 'Setup' section (labeled 'A') and a 'Reports' section (labeled 'A'). The 'Setup' section includes links to Organisation Details, Badge Printing Templates, SMS Messages, Languages, Site & Locations, Forms, Visitor Types, Employees (All, Access, Hosts, Admins, Fire Wardens), and People (Registered Visitors, Students, Invites). The 'Reports' section shows a table of reports with columns for Sign-In Date & Time, First Name, Last Name, Visitor Type, Custom Field 01, Custom Field 02, Sign out, and Tags. The table lists several sign-in events for John Doe and Emel Doe.

Setup

Organisation

- Details
- Badge Printing Templates
- SMS Messages
- Languages

Site & Locations

Forms

Visitor Types

Employees

- All
- Access
- Hosts
- Admins
- Fire Wardens

People

- Registered Visitors
- Students
- Invites

Welcome

Jane Doe

Here you can create and edit your sites and locations, visitor types, forms, hosts and a whole lot more. Customise your setup to suit your organisations needs.

ACME

[Upload](#)

Recommended size of an image is 300 x 300 to 800 x 800.

Organisation Name

Acme Inc.

Account

- Account
- Profile
- Logout

Setup & Reports

Toggle between the **Setup** (cog icon) & **Reports** page (home icon).

Reports

Site: City Campus Location: All locations

Download Printer App Emergency Report List

Search 01-10-2024 To 12-04-2025 Today Recent Activity Reset Search Export Sign In

Active Visitors 0 Total Sign Out's 5 Total Sign In's 5

Sign-In Date & Time	First Name	Last Name	Visitor Type	Custom Field 01	Custom Field 02	Sign out	Tags
25-10-2024 10:52AM	John	Doe	Contractor	-	-	10:52AM	
23-10-2024 10:14AM	John	Doe	Visitor	-	-	10:14AM	
23-10-2024 10:09AM	John	Doe	Contractor	-	-	10:10AM	
23-10-2024 09:57AM	Emel	Empe	Visitor	-	-	09:57AM	
14-10-2024 03:18PM	John	Doe	Visitor	-	-	11:59PM	

5 Reports

A: The Cog and Home Icons (Continued)

A Reports Page Overview...

The screenshot shows the VPass Reports page. Callouts highlight the following features:

- Search by First Name, Last Name and Visitor Type**: Points to the search bar.
- Filter by Date Range**: Points to the date range selector (01-10-2024 to 12-04-2025).
- Receive a csv Export of filtered results via email**: Points to the 'Export' button.
- Sign In on behalf of a Visitor**: Points to the 'Sign-in' button.
- Click on a listing to bring up a detail sidebar**: Points to a row in the visitor list.
- Use the Custom Field dropdowns to display additional Form field entries**: Points to the 'Custom Field 01' and 'Custom Field 02' dropdowns.

The page displays a table of visitor reports with the following columns: Sign-In Date & Time, First Name, Last Name, Visitor Type, Custom Field 01, Custom Field 02, Sign out, and Tags. The table shows 5 reports for John Doe and Errol Empe.

Sign-In Date & Time	First Name	Last Name	Visitor Type	Custom Field 01	Custom Field 02	Sign out	Tags
25-10-2024 10:52AM	John	Doe	Contractor	-	-	10:52AM	[Print] [Tag]
23-10-2024 10:14AM	John	Doe	Visitor	-	-	10:14AM	[Print] [Tag]
23-10-2024 10:09AM	John	Doe	Contractor	-	-	10:10AM	[Print] [Tag]
23-10-2024 09:57AM	Errol	Empe	Visitor	-	-	09:57AM	[Print] [Tag]
14-10-2024 03:18PM	John	Doe	Visitor	-	-	11:59PM	[Print] [Tag]

Further Information...

[Export a csv File](#)

[How do I find visitors between a certain date range?](#)

[How do I find a visitor by Last Name?](#)

[Print an Emergency Report List](#)

[Time On Site](#)

[Tag your reports page visitor records](#)

B: Organisation

The screenshot shows the 'Setup' page in the VPass Admin interface. On the left is a sidebar with navigation icons: a checkmark (A), a gear (B), and a home icon. The main content area is titled 'Setup' and contains several sections. The 'Organisation' section is highlighted with a red box (B) and includes 'Details' (selected), 'Badge Printing Templates', 'SMS Messages', and 'Languages'. Below this are 'Site & Locations' (C), 'Forms' (D), and 'Visitor Types' (E). The 'Employees' section (F) includes 'All' (selected), 'Access', 'Hosts', 'Admins', and 'Fire Wardens'. The 'People' section (G) includes 'Registered Visitors' (selected), 'Students', and 'Invites'. On the right, a 'Welcome' message for Jane Doe is shown, followed by a logo upload area with an 'Upload' button and a note about image size. Below that is an 'Organisation Name' field containing 'Acme Inc.'. In the top right corner, a user profile for Jane Doe (Owner) is shown with links for 'Account' (H), 'Profile' (I), and 'Logout'.

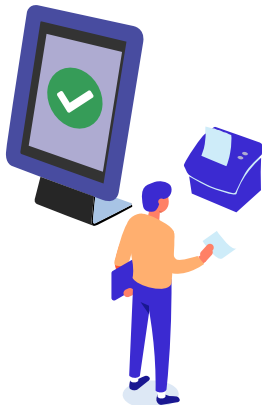
B Organisation

Details: Add logo, Reports page tags, Two Factor - Authentication.

Badge Printing Templates: Choose one of four templates:

SMS Messages: Create SMS messages for Host Notifications, VPass Emergency App, Employee Event Notification.

Languages: Kiosk interface can be translated into a selection of seven languages from 130+ available options.



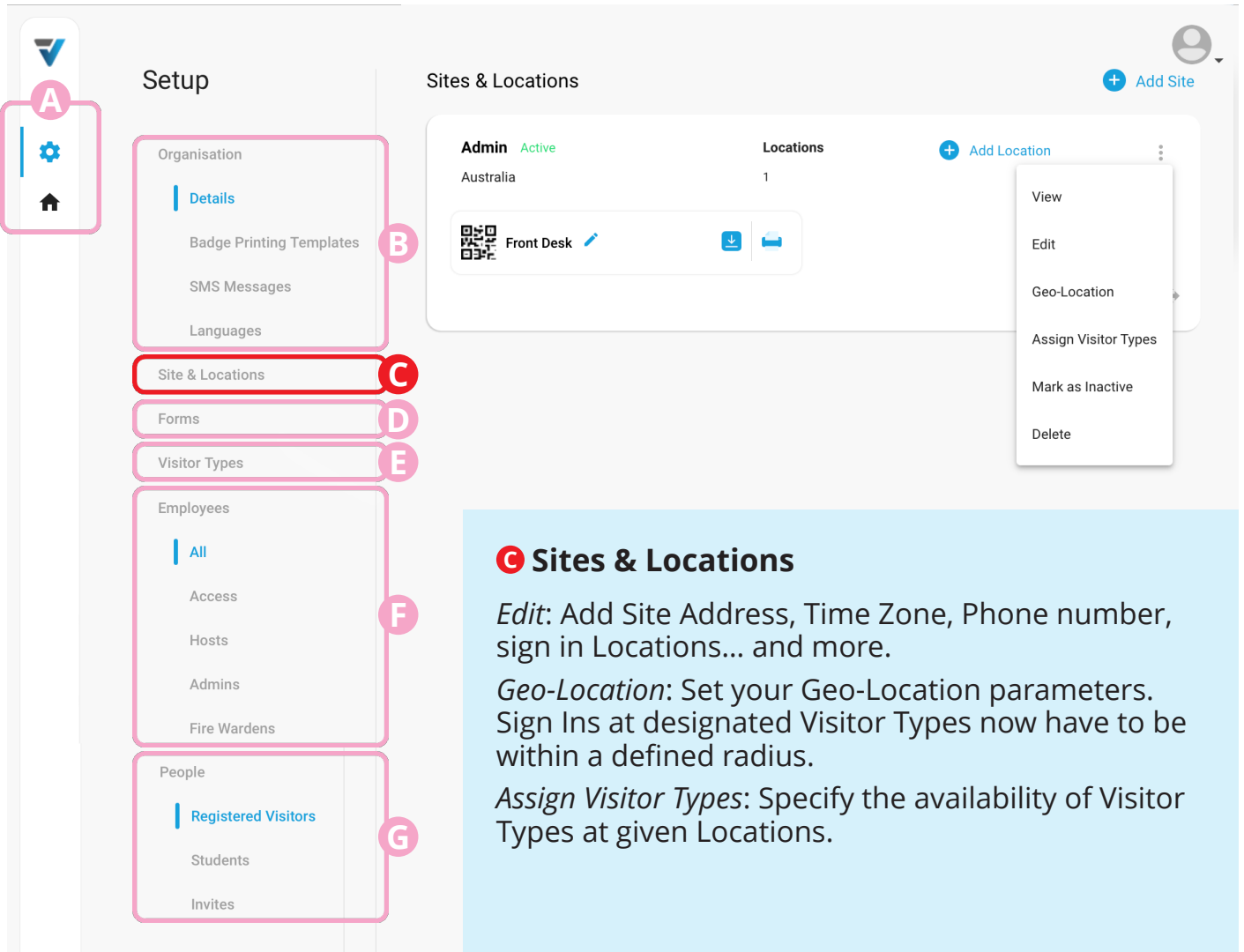
Further Information...

[Add your logo](#)

[Enable SMS Messages \(Emergency App, Employee Host & Event Notification\)](#)

[Languages](#)

C: Sites & Locations



Setup

- Organisation
 - Details
 - Badge Printing Templates
 - SMS Messages
 - Languages
- Site & Locations**
- Forms
- Visitor Types
- Employees
 - All
 - Access
 - Hosts
 - Admins
 - Fire Wardens
- People
 - Registered Visitors
 - Students
 - Invites

Sites & Locations

Admin: Active
Australia

Locations: 1

+ Add Location

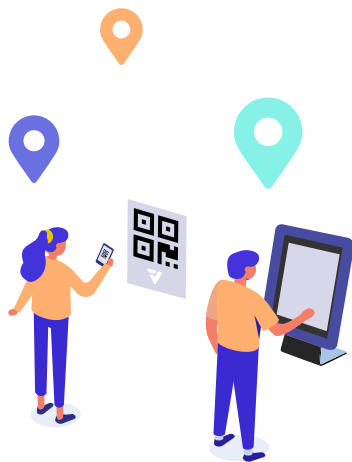
- View
- Edit
- Geo-Location
- Assign Visitor Types
- Mark as Inactive
- Delete

G Sites & Locations

Edit: Add Site Address, Time Zone, Phone number, sign in Locations... and more.

Geo-Location: Set your Geo-Location parameters. Sign Ins at designated Visitor Types now have to be within a defined radius.

Assign Visitor Types: Specify the availability of Visitor Types at given Locations.

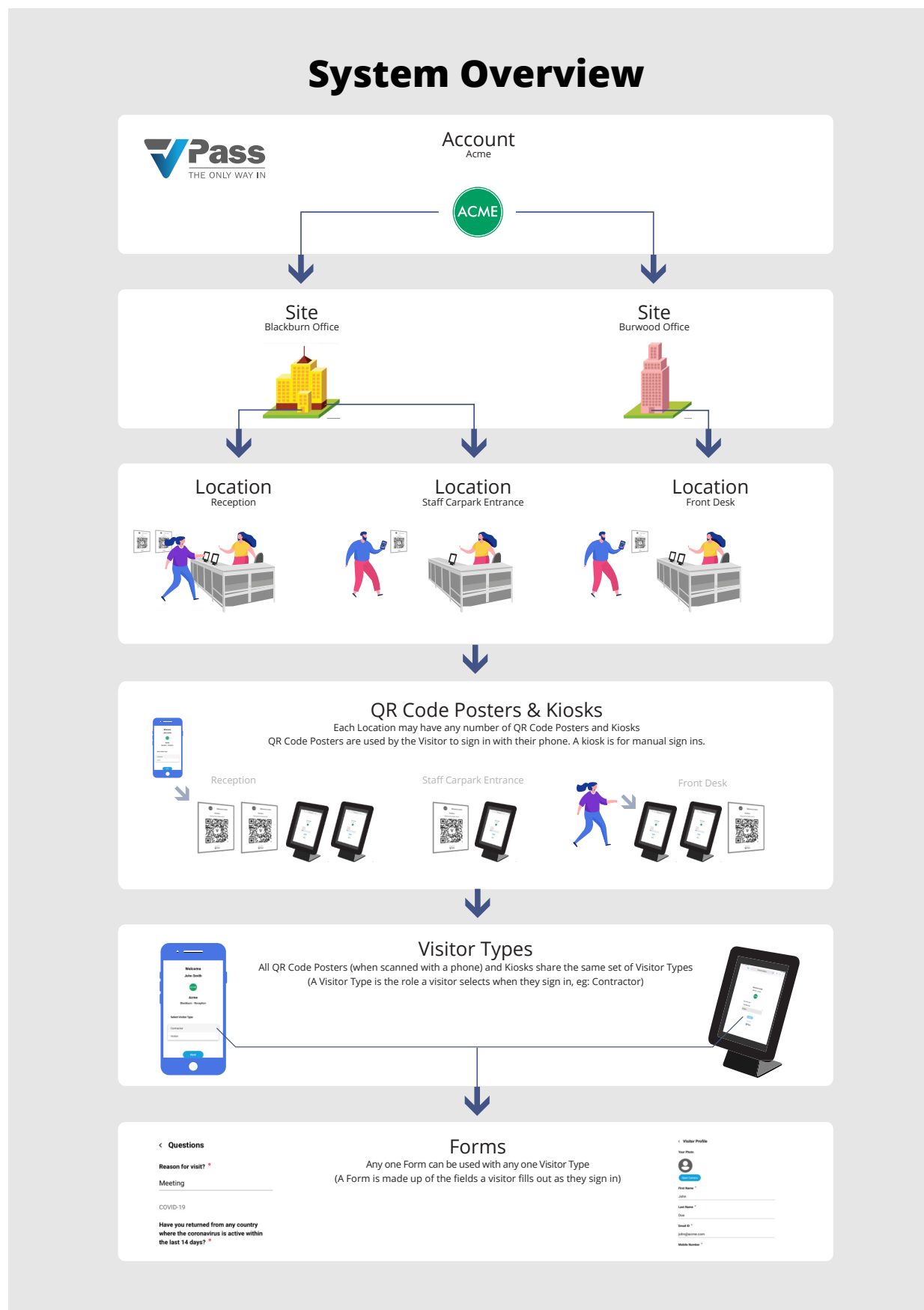


Further Information...

- [Set the Timezone for your Site](#)
- [Add an additional Location to your Site](#)
- [Assign Visitor Types to a Location](#)
- [Download or Print a QR Code Poster](#)
- [Enable Geo-Location for QR Code Posters](#)

VPass System Overview

Sites & Locations, Kiosks, Forms & Visitor Types



D: Forms

Setup

- Organisation
 - Details
 - Badge Printing Templates
 - SMS Messages
 - Languages
- Site & Locations
- Forms**
- Visitor Types
- Employees
 - All
 - Access
 - Hosts
 - Admins
 - Fire Wardens
- People
 - Registered Visitors
 - Students
 - Invites

Forms Search + Add New Form

Build your forms that collect information as visitors sign in. Create different forms for each Visitor Type. Forms are optional for Registered Visitor Types.

Form Name	Visitor Type
Contractor	Contractor
Visitor	Visitor
Late Arrival	Student Attendance

D Forms

Forms, when applied to a *Visitor Type* enable you to capture the information you need from your visitors as they sign in .

A *Form* could be made up of any of the following Elements...

ID Check: Depending on your country, there may be options to collect Child Safety IDs, Car Registration, Driver's Licence and Vaccination Certificates.

Photo Capture: Allows the visitor to take a photo of a document or other item as they sign in.

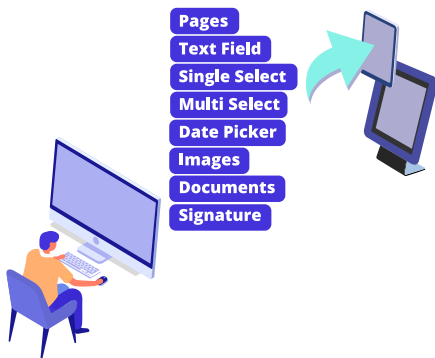
Text Element: Instructional text for the visitor.

Questions: Visitors will enter a response by either typing into a text Field or selecting single or multiple options (dropdown menu, radio buttons, checkbox etc).

Media: Add an image, document or video. The document might be a .pdf or .doc file that the visitor reads on screen.

Signature Pad: Collect the signature of the visitor. This is usually placed at the bottom of a page.

Host: Add a name search field where a visitor can type the name of the person they are visiting and select it.



D: Forms (Continued)

Further Information...

[Create a Form](#)

[Add a Question Field to a Form](#)

[Add a Radio Button or Checkbox Menu to a Form](#)

[Add a Drop-down Menu to a Form](#)

[Add a Document or Image to a Form](#)

[Add a Video to a Form](#)

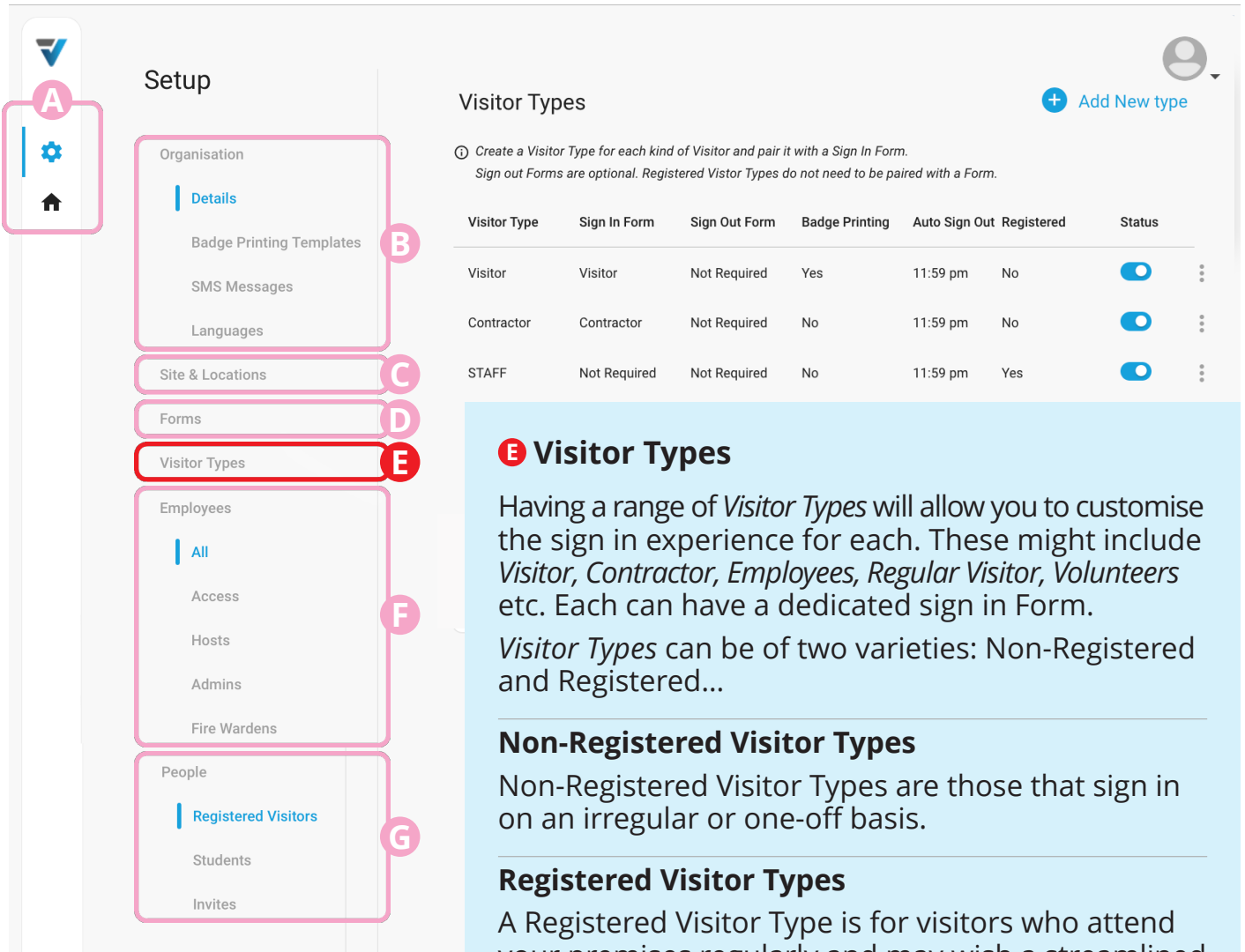
[Add a Document or Image to a Form \(Global Placeholder\)](#)

[Add a Deny Visitor Sign In question to a form](#)

[ID Card Conditional Deny Sign In](#)

[Capture images of documents or ID cards at sign in](#)

E: Visitor Types



The screenshot shows the VPass Admin Setup interface. On the left is a sidebar with navigation icons: a checkmark (A), a gear (B), and a home icon (C). The main area is titled 'Setup' and contains several sections: 'Organisation' (with sub-items: Details, Badge Printing Templates, SMS Messages, Languages), 'Site & Locations' (D), 'Forms' (E), 'Visitor Types' (E), 'Employees' (with sub-items: All, Access, Hosts, Admins, Fire Wardens), and 'People' (with sub-items: Registered Visitors, Students, Invites). The 'Visitor Types' section is highlighted with a red box and labeled 'E'. To the right of the sidebar, the 'Visitor Types' page is shown, featuring a table of visitor types and an 'Add New type' button.

Visitor Types

Create a Visitor Type for each kind of Visitor and pair it with a Sign In Form.
Sign out Forms are optional. Registered Visitor Types do not need to be paired with a Form.

Visitor Type	Sign In Form	Sign Out Form	Badge Printing	Auto Sign Out	Registered	Status
Visitor	Visitor	Not Required	Yes	11:59 pm	No	☒
Contractor	Contractor	Not Required	No	11:59 pm	No	☒
STAFF	Not Required	Not Required	No	11:59 pm	Yes	☒

E Visitor Types

Having a range of *Visitor Types* will allow you to customise the sign in experience for each. These might include *Visitor, Contractor, Employees, Regular Visitor, Volunteers* etc. Each can have a dedicated sign in Form.

Visitor Types can be of two varieties: Non-Registered and Registered...

Non-Registered Visitor Types

Non-Registered Visitor Types are those that sign in on an irregular or one-off basis.

Registered Visitor Types

A Registered Visitor Type is for visitors who attend your premises regularly and may wish a streamlined *Formless* sign in.

TIP: If wishing to use Forms, prior to creating your *Visitor Types*, create a full complement of *Forms*. This will allow you to apply the various sign in *Forms* as you create your *Visitor Types*.



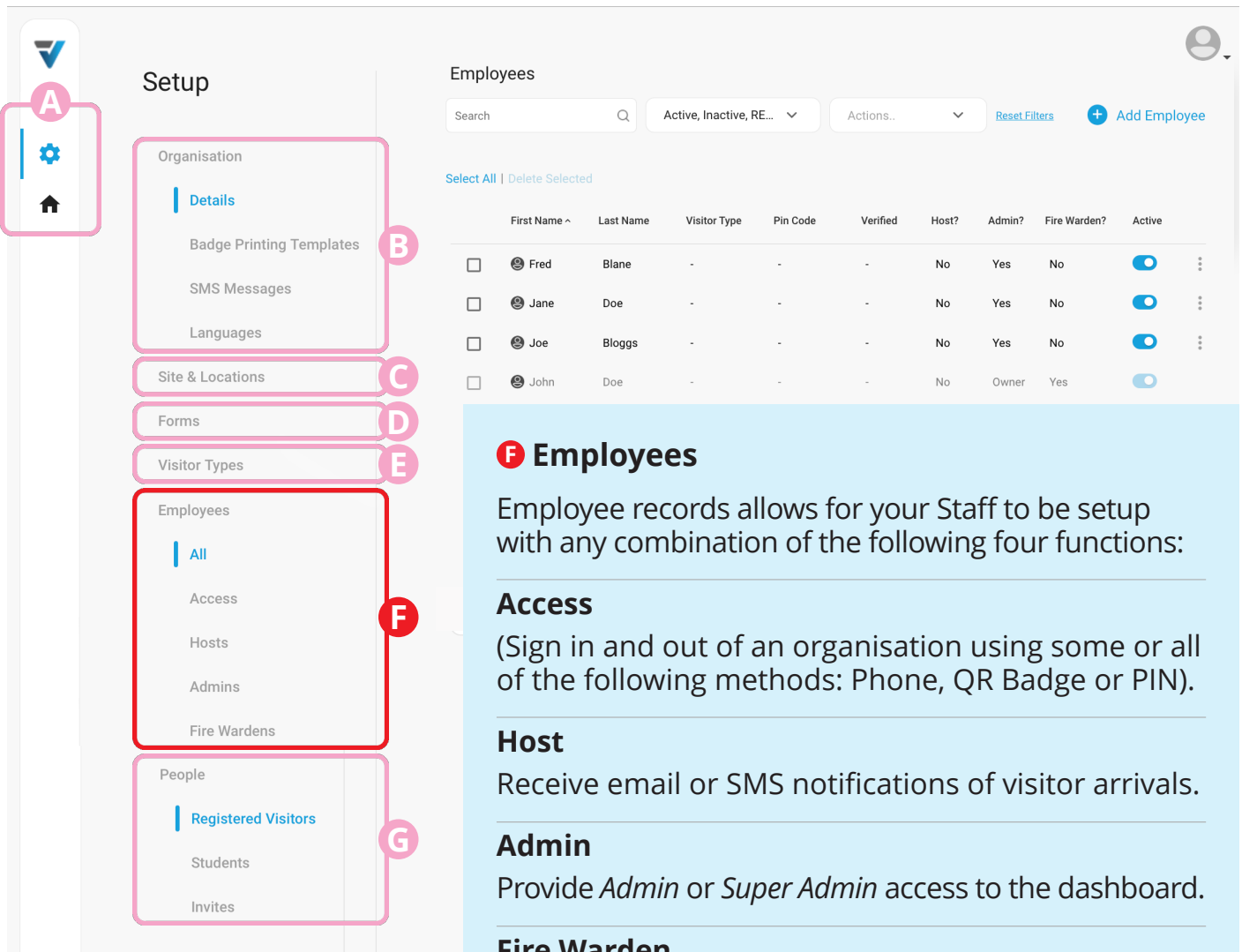
Further Information...

[Create a Visitor Type \(Non-Registered\)](#)

[Create a Visitor Type \(Registered\)](#)

[Add a custom message to your Kiosk at sign in or out](#)

F: Employees



Setup

- Organisation
 - Details
 - Badge Printing Templates
 - SMS Messages
 - Languages
- Site & Locations
- Forms
- Visitor Types
- Employees**
 - All
 - Access
 - Hosts
 - Admins
 - Fire Wardens
- People
 - Registered Visitors
 - Students
 - Invites

Employees

Search [] Active, Inactive, RE... Actions... Reset Filters Add Employee

Select All | Delete Selected

	First Name ^	Last Name	Visitor Type	Pin Code	Verified	Host?	Admin?	Fire Warden?	Active
☐	Fred	Blane	-	-	-	No	Yes	No	☒
☐	Jane	Doe	-	-	-	No	Yes	No	☒
☐	Joe	Bloggs	-	-	-	No	Yes	No	☒
☐	John	Doe	-	-	-	No	Owner	Yes	☒

F Employees

Employee records allows for your Staff to be setup with any combination of the following four functions:

Access
(Sign in and out of an organisation using some or all of the following methods: Phone, QR Badge or PIN).

Host
Receive email or SMS notifications of visitor arrivals.

Admin
Provide *Admin* or *Super Admin* access to the dashboard.

Fire Warden
Can be a dedicated Fire Warden or conjunction with an Admin Function.



Further Information...

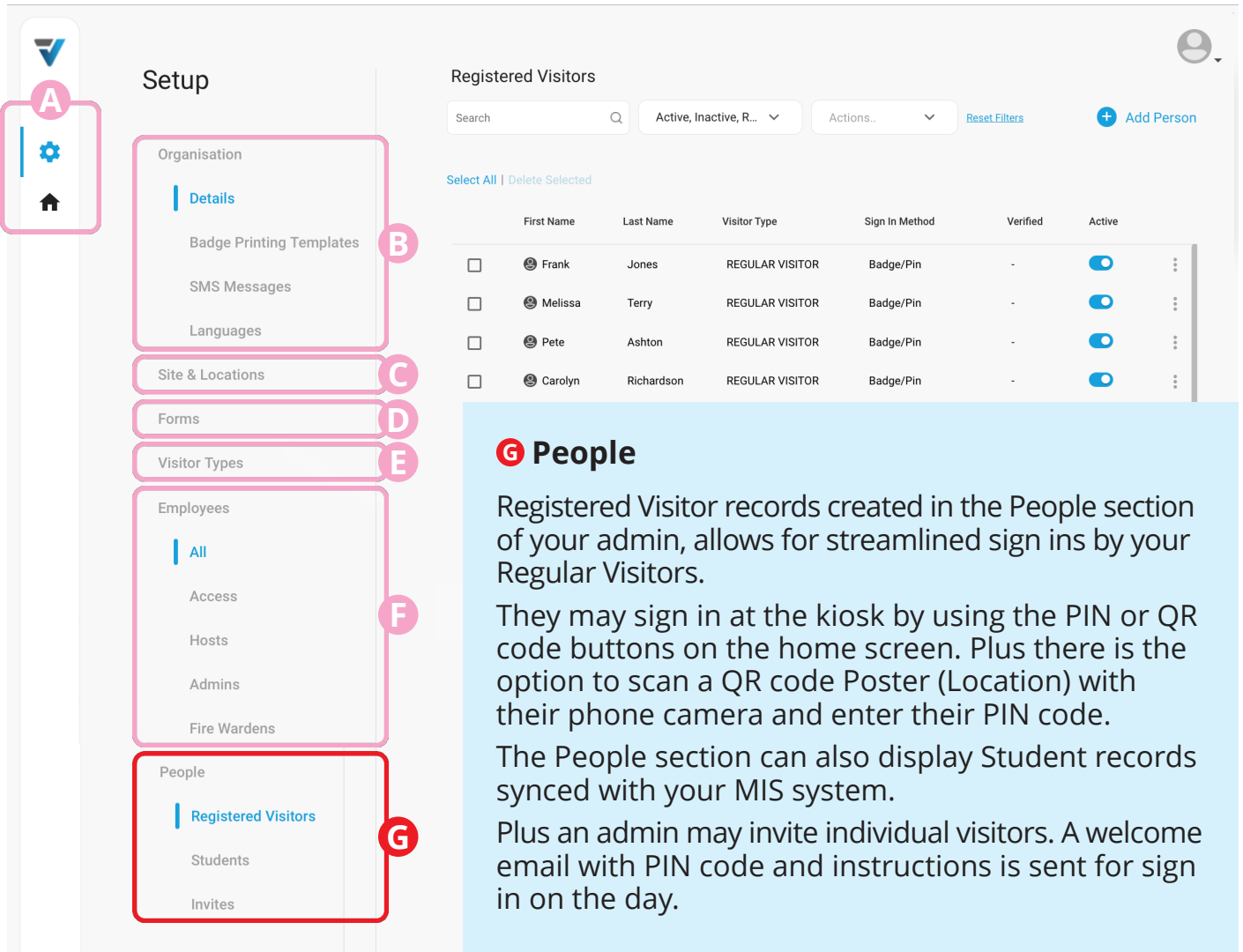
[Setup an Employee as a Registered Visitor \(Access\)](#)

[Create an Employee as an Admin User](#)

[Setup Employees to receive host email and SMS notifications of visitor sign ins](#)

[Allow Employees to receive Event SMS notifications](#)

G: People



Setup

- Organisation
 - Details
 - Badge Printing Templates
 - SMS Messages
 - Languages
- Site & Locations
- Forms
- Visitor Types
- Employees
 - All
 - Access
 - Hosts
 - Admins
 - Fire Wardens
- People
 - Registered Visitors**
 - Students
 - Invites

Registered Visitors

Search [] Active, Inactive, R... Actions... [Reset Filters](#) [+ Add Person](#)

Select All | Delete Selected

	First Name	Last Name	Visitor Type	Sign In Method	Verified	Active
☐	Frank	Jones	REGULAR VISITOR	Badge/Pin	-	☒
☐	Melissa	Terry	REGULAR VISITOR	Badge/Pin	-	☒
☐	Pete	Ashton	REGULAR VISITOR	Badge/Pin	-	☒
☐	Carolyn	Richardson	REGULAR VISITOR	Badge/Pin	-	☒

G People

Registered Visitor records created in the People section of your admin, allows for streamlined sign ins by your Regular Visitors.

They may sign in at the kiosk by using the PIN or QR code buttons on the home screen. Plus there is the option to scan a QR code Poster (Location) with their phone camera and enter their PIN code.

The People section can also display Student records synced with your MIS system.

Plus an admin may invite individual visitors. A welcome email with PIN code and instructions is sent for sign in on the day.

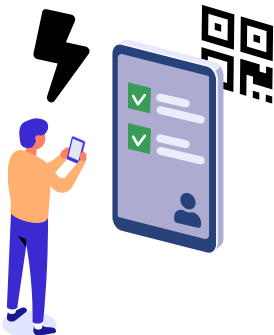
Further Information...

[Create a Registered Visitor \(Phone Sign In\)](#)

[Create a Registered Visitor \(Phone PIN Sign In\)](#)

[Create a Registered Visitor](#)

[Create an Invite](#)



H: Account

The screenshot displays the VPass Admin interface. On the left, a sidebar contains navigation links: a home icon (A), a settings gear (B), and a list of menu items (C, D, E, F, G). The main content area is divided into several sections: 'Setup' with sub-items like Organisation, Details, Badge Printing Templates, SMS Messages, Languages, Site & Locations, Forms, Visitor Types, Employees, and People; 'Enable SMS Messages' with a toggle switch; 'Credit card info' showing a card for John Doem-Warren; 'Add Funds' with a button to add credit; and 'SMS Credit Balance' showing a balance of \$2.45. In the top right corner, a user profile dropdown (H) is visible, showing the user's name 'Jane Doe' and role 'Owner', along with links to 'Account', 'Profile', and 'Logout'.

H Account

Add your credit card details to enable sending of SMS messages.

Such SMS messages may be part of notifications for the VPass Emergency App, Host notifications and/or Employee notifications.

Further Information...

[Enable SMS Messages \(Emergency App, Employee Host & Event Notification\)](#)

[Create SMS Alert Messages](#)

[Setup Employees to receive host email and SMS notifications of visitor sign ins](#)

[Allow Employees to receive Event SMS notifications](#)

i: Profile

The screenshot displays the VPass Admin interface. On the left is a sidebar with a logo and navigation icons. The main area is divided into a 'Setup' section on the left and a 'Profile Info' section on the right. The 'Setup' section contains several expandable menus: 'Organisation' (with sub-items: Details, Badge Printing Templates, SMS Messages, Languages), 'Site & Locations', 'Forms', 'Visitor Types', 'Employees' (with sub-items: All, Access, Hosts, Admins, Fire Wardens), and 'People' (with sub-items: Registered Visitors, Students, Invites). The 'Profile Info' section shows user details for John Doem-Warren, including email, contact number, and organization (TEST School). On the top right, a user profile for Jane Doe (Owner) is shown with a dropdown menu containing 'Account', 'Profile', and 'Logout'. Annotations A through H are placed on the interface: A points to the sidebar navigation; B points to the 'Details' sub-item in the Organisation menu; C points to the 'Site & Locations' menu; D points to the 'Forms' menu; E points to the 'Visitor Types' menu; F points to the 'All' sub-item in the Employees menu; G points to the 'Registered Visitors' sub-item in the People menu; and H points to the 'Profile' option in the Jane Doe dropdown menu.

Setup

- Organisation
 - Details
 - Badge Printing Templates
 - SMS Messages
 - Languages
- Site & Locations
- Forms
- Visitor Types
- Employees
 - All
 - Access
 - Hosts
 - Admins
 - Fire Wardens
- People
 - Registered Visitors
 - Students
 - Invites

Profile Info

First Name: John, Last Name: Doem-Warren, Email Address: ian+ts@itwt.io, Contact Number: 400246999, Organisation: TEST School

Account Menu

- Account
- Profile
- Logout

Profile

Update your Name, Phone Number, Photo and Password.

Admin Login Welcome Emails

Account Owners...

Subject: "Welcome to your VPass account"

Sender: "VPass Support", support@vpass.io

The email contains a link where you will be able to create a password and access the admin.

If you find the link in the email has expired, please contact support@vpass.io and we will resend it.

Super Admins & Admins...

Subject: "Welcome to your VPass account"

Sender: "VPass Support", support@vpass.io

The email contains a link where you will be able to create a password and access the admin.

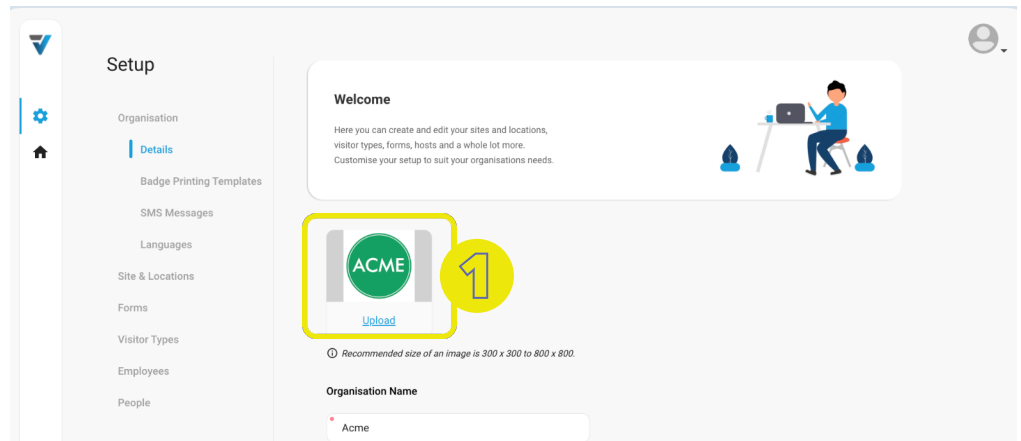
If you find the link in the email has expired, please use the *Forgot Details* link on the login page to do a password reset. Entries of the email address are case sensitive.

Login at:

dashboard.vpass.io

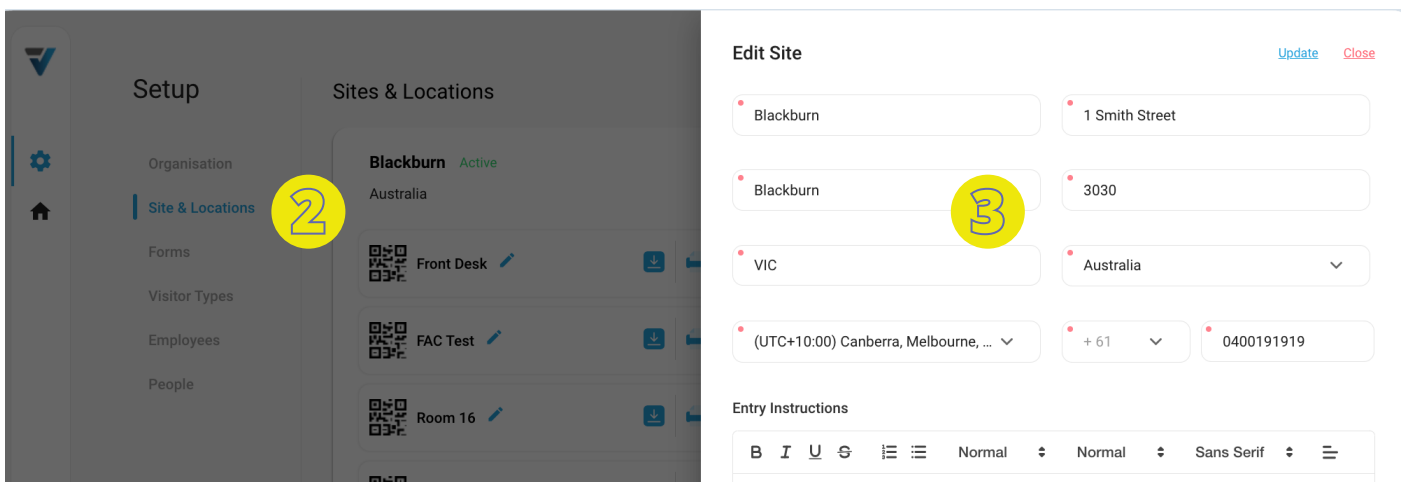
Getting Started Tutorial

Logo, Site & Location Details



Once you have logged in to the admin...

1. Go to the *Cog Icon > Organisation > Details* page and upload your logo. Recommended image size is 800px x 800px.
2. Next, navigate to the *Cog Icon > Sites & Locations* page and use the three dots menu on the right hand side to select *Edit*.
3. Enter your *Site Name*, address, *Time Zone* and *Contact Number*.
4. Scrolling down to the bottom add a Location name eg: "Front Desk".
5. Be sure to hit the blue *Update* button.



Forms

Setup

- Organisation
- Site & Locations
- Forms**
- Visitor Types
- Employees
- People

Forms Search

+ Add New Form

Build your forms that collect information as visitors sign in. Create different forms for each Visitor Type. Forms are optional for Registered Visitor Types.

Form Name	Visitor Type
Demo Form	-

1 total

Edit
Duplicate
Delete

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

1. Go to the *cog icon* > *Forms* page.

Let's Edit the existing *Demo Form* rather than adding a new *Form*.

2. Use the three dots menu and select *Edit*.

3. Rename your Form (pencil icon) to *Visitor*.

4. Remove the *Site Info* page.

< Back

Form Name
Visitor

Preview Save

Pages

- Visitor Profile
- Site Info
- Blank Page

Elements

- ID Check
- Photo Capture
- Text Element
- Questions
- Media
- Signature Pad
- Host

Visitor Profile

Your Photo

First Name

Last Name

Email Address

Site Info

Properties

(Forms Continued)

Scroll down the page and...

5. Toggle **off** the *Email Address* field.

6. Toggle **on** the *Company* field and make it mandatory.

The screenshot shows the Vpass.io form builder interface. On the left, there's a sidebar with 'Pages' (Visitor Profile, Site Info, Blank Page) and 'Elements' (ID Check, Photo Capture, Text Element, Questions, Media, Signature Pad, Host). The main area displays the 'Visitor Profile' form with fields: Last Name, Email Address, Mobile Number, and Company. The 'Email Address' field has a toggle switch turned off, marked with a yellow circle and the number 5. The 'Company' field has a toggle switch turned on, marked with a yellow circle and the number 6. On the right, the 'Properties' panel shows settings for the selected field: Question / Label (Company), Response Type (Text Box), Data Type (Alphanumeric), and Mandatory? (Yes).

7. Drag and drop a *Questions* Form Element onto the *Preview* pane...

The screenshot shows the Vpass.io form builder interface. A blue arrow points from the 'Questions' element in the 'Elements' list to the 'Preview' pane. The 'Questions' element is highlighted with a yellow circle and the number 7. The 'Preview' pane shows the form with the 'Company' field highlighted by a green box.

(Forms Continued)

With the newly added *Question* field selected, use the right hand *Properties* panel to do the following...

- 8.** *Label* the field "Person Visiting".
- 9.** Make the *Response Type* "Radio Button (Single Select)".
- 10.** Under *Options* enter the following comma separated text: "John Doe,Jane Doe,Joe Bloggs".

TIP: Drag & drop Form Elements in to your preferred order...

The screenshot shows the 'Visitor Profile' form in the builder. The 'Person Visiting' field is highlighted with a green border. The 'Properties' panel on the right is open, showing the configuration for this field. Arrows point from the numbered callouts 8, 9, and 10 to the 'Question / Label', 'Response Type', and 'Options' sections respectively. The 'Options' section shows the text 'John Doe,Jane Doe,Joe Bloggs' entered.

Form Name: Visitor

Pages: Visitor Profile, Site Info, Blank Page

Elements: ID Check, Photo Capture, Text Element, Questions, Media, Signature Pad, Host

Visitor Profile: Email Address, Mobile Number, Company, Person Visiting (Single Select Radio Button)

Properties:

- Question / Label:** Person Visiting
- Response Type:** Radio Button (Single Select)
- Options:** John Doe,Jane Doe,Joe Bloggs
- Mandatory?** No (selected), Yes
- Deny Sign In?** No (selected), Yes

- 11.** Finally, drag and drop the *Signature Pad* Form Element onto the *Preview* pane...

The screenshot shows the same form builder interface, but now the 'Signature Pad' element is being dragged from the 'Elements' list to the 'Preview' pane at the bottom of the form. A yellow callout with the number 11 is placed over the 'Signature Pad' element in the preview pane.

Form Name: Visitor

Pages: Visitor Profile, Site Info, Blank Page

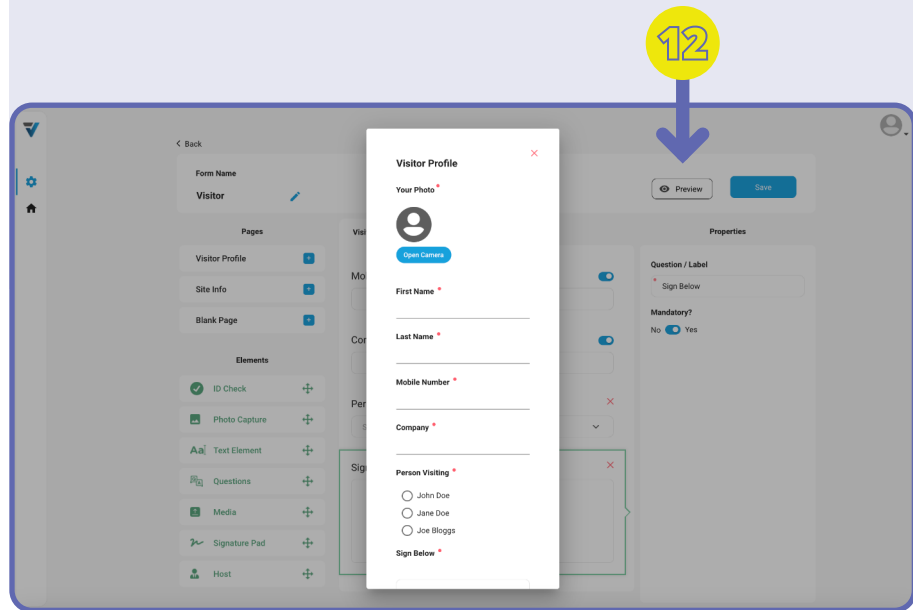
Elements: ID Check, Photo Capture, Text Element, Questions, Media, Signature Pad, Host

Visitor Profile: Email Address, Mobile Number, Company, Person Visiting (Single Select Radio Button)

Signature Pad: (Added to Preview pane)

(Forms Continued)

12. Before saving your *Form*, you may *Preview* it.



Visitor Types

Setup

Visitor Types

+ Add New type

Create a Visitor Type for each kind of Visitor and pair it with a Sign In Form.
Sign out Forms are optional. Registered Visitor Types do not need to be paired with a Form.

Visitor Type	Sign In Form	Sign Out Form	Badge Printing	Auto Sign Out	Registered	Status
Demo Visitor Type	Demo Form	Not Required	No	-	No	☒

1 total

Edit
Delete

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

By default, a non-registered Visitor Type is already created in your account.

1. Go to the admin cog icon > *Visitor Types* page.
2. Use the three dots menu on the right hand side to Edit the listing.
3. Name your Visitor Type "Visitor".
4. Toggle on *Auto Sign Out* and use the time picker to set the time as "23:59".
5. Select *Visitor* as the Sign In Form.
6. Update the changes.

Setup

Visitor Types

Create a Visitor Type for each kind of Visitor and pair it with a Sign In Form.
Sign out Forms are optional. Registered Visitor Types do not need to be paired with a Form.

Visitor Type	Sign In Form	Sign Out Form	Badge Printing	Auto Sign Out	Registered
Demo Visitor Type	Visitor				

1 total

Use Alphanumeric Keyboard for PIN Sign-Ins

Edit Visitor Type Update Close

Visitor

Auto-Print Badge ☐

Sign Out Only ☐

Auto Sign Out ☒

Select Sign In Form Visitor

Select Sign Out Form Select Sign Out Form

Email Notification john@acme.comjane@acme.com

Get notified of Visitor sign ins.

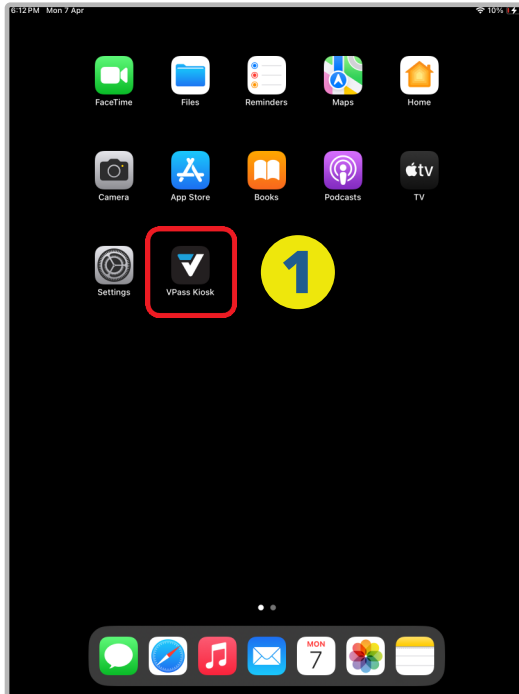
Registered Visitor Type ☐

Update Close

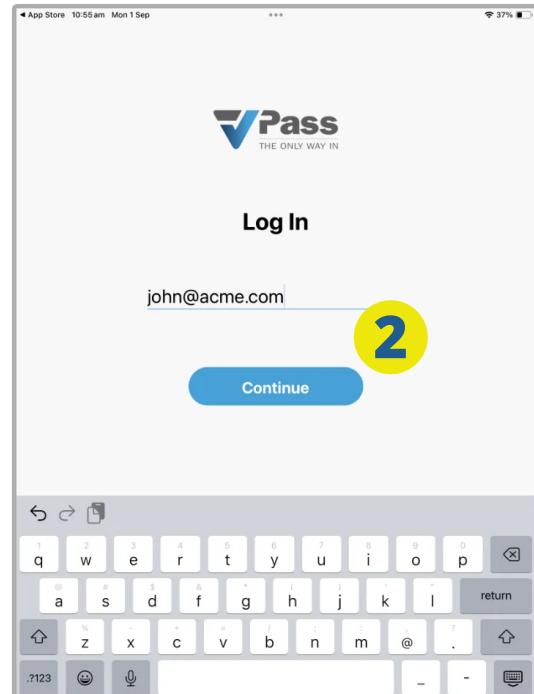
Getting Started Tutorial

Activate the VPass Kiosk App

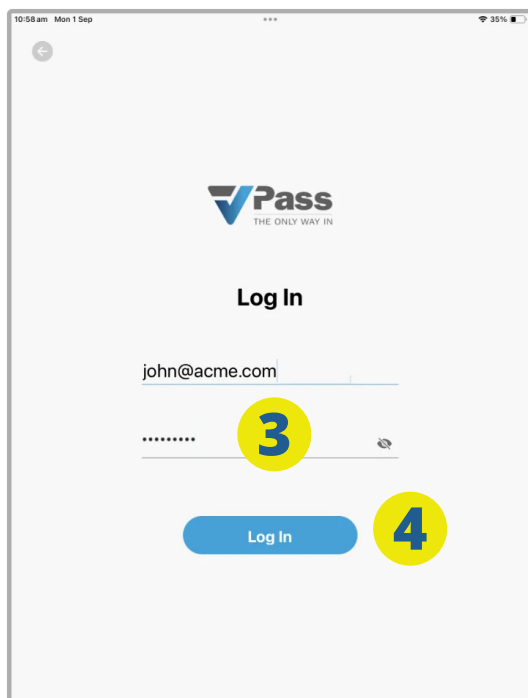
1. Tap the **VPass Kiosk** App.



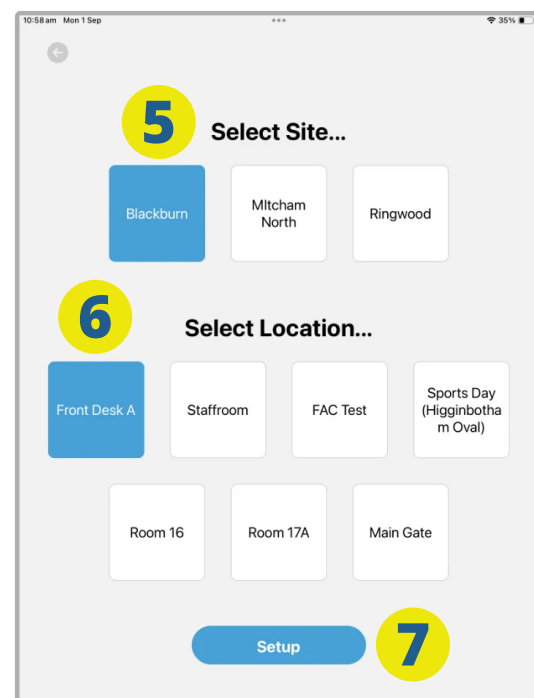
2. Enter your Email Address.



3. Enter your Password. Entries are case sensitive. Next, tap **Log In** (4).

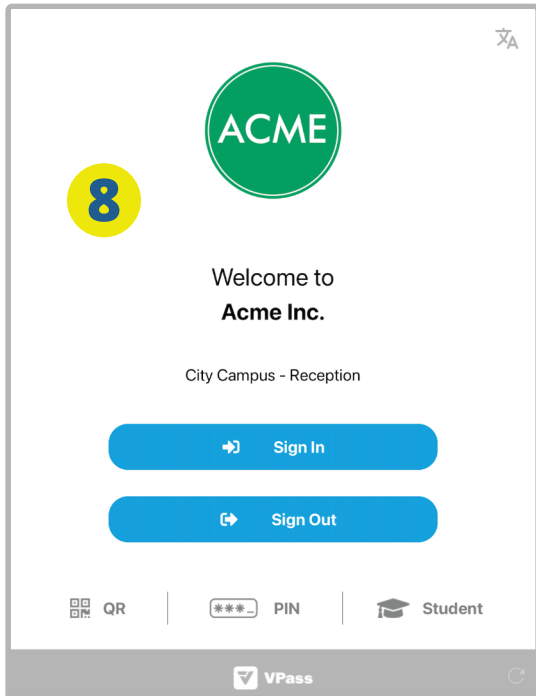


5. Select your *Site & Location* (6)... then tap **Setup** (7).



Activate the VPass Kiosk App

8. The App home screen will now display..



Getting Started Help Articles

[Recommended Account setup procedure](#)

[Add your logo](#)

[Set the Timezone for your Site](#)

[Printer Setup – iPad Kiosk App – Bluetooth](#)

[Printer Setup – iPad Kiosk App – AirPrint \(Wi-Fi\)](#)

[Badge Printing Templates](#)

[Printer Setup – Windows Print App](#)

[Enable SMS Messages \(Emergency App, Employee Host & Event Notification\)](#)

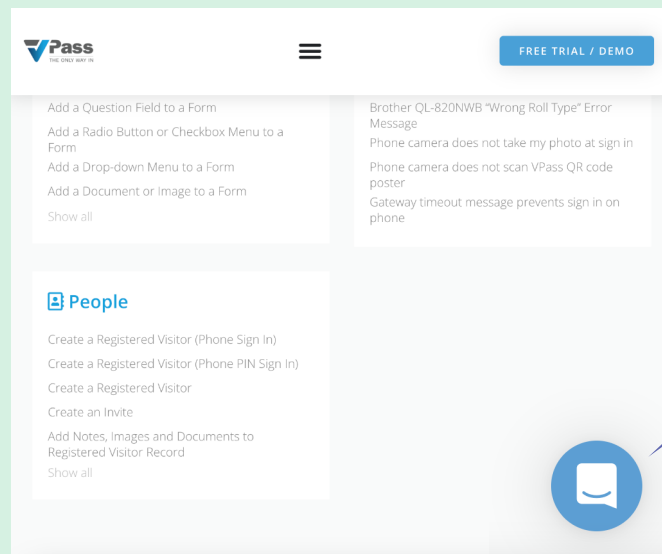
[Add Languages for Visitors using Kiosk and Phone Sign In](#)

[Special Event Management](#)

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Via email support@vpas.io

...or use the chat icon in the bottom right hand corner of your admin:



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