

VisitForm components

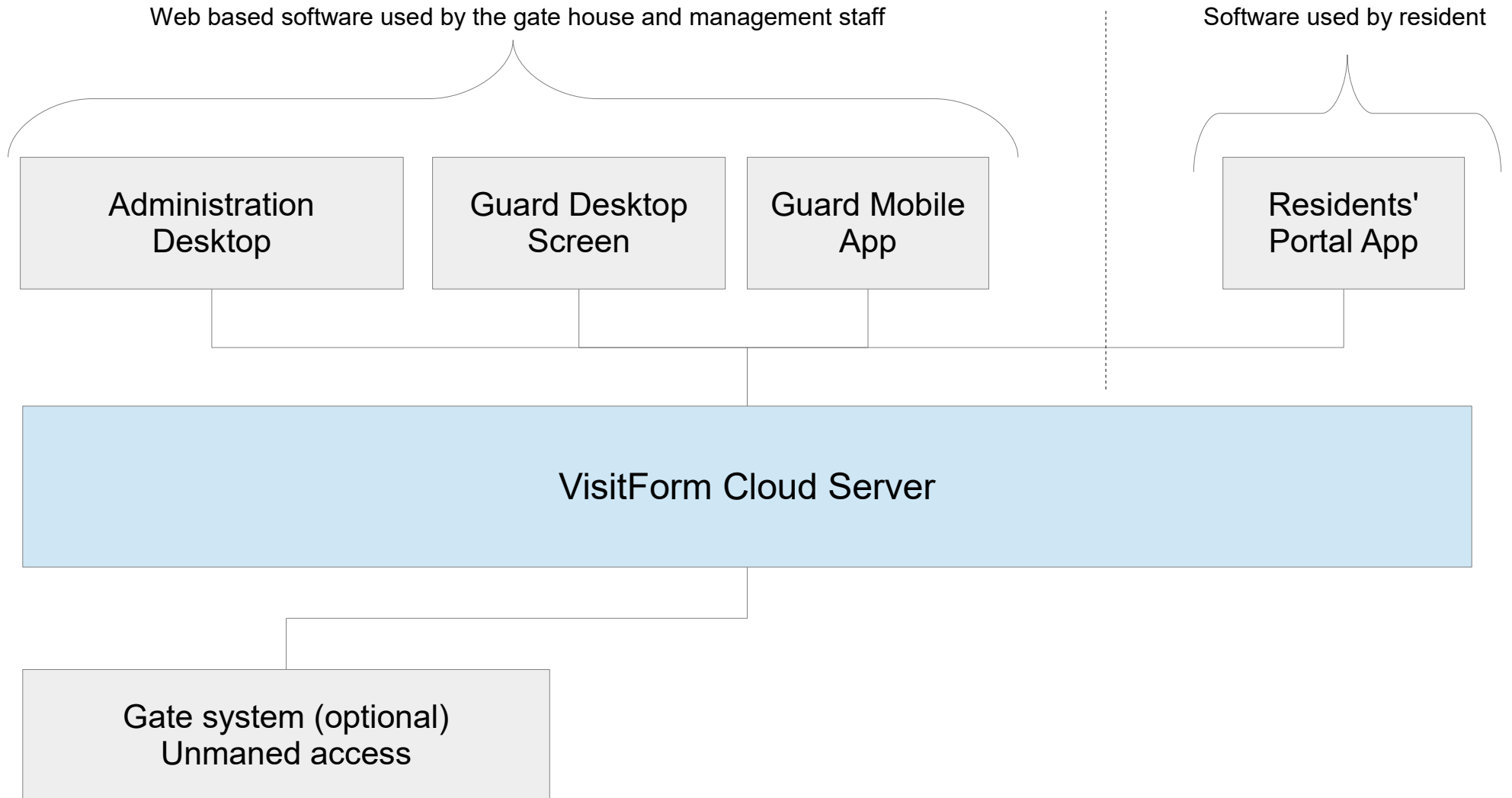


VisitForm

visitform.com

VisitForm components

No installation is needed to use VisitForm. VisitForm is a cloud software and the following components consist of links to web pages. All data is stored in a Microsoft Azure Cloud SQL Database Server located in Eastern United States.



Guard Desktop Screen

VisitForm
Las Palmas
January 27, 2022 | 01:17:32 AM

Info Landscaping for the gatehouse planned for 01/28

Visitor
Vendor

Future Visitor
Future Vendor

▼ Checked in

These are the visitors who are checked in

Search:

	Resident unit	Name	Auto-Admit Name	Allowed	Require call	Plate number	Notified	Phone	Comment	
New visitor →							<input type="checkbox"/>			Check in
Jan-27-2022 12:18:07 AM	106 Las Palmas	Ryann Lewis			no	ABYJ5910	<input checked="" type="checkbox"/>			
Jan-26-2022 11:49:21 PM	306 Las Palmas		Javion Rosales	Allow	yes	ABYN2771	<input type="checkbox"/>			
Jan-26-2022 11:48:38 PM	104 Las Palmas	Alonzo Carr			yes	AAGL2546	<input type="checkbox"/>			
Jan-26-2022 11:48:07 PM	205 Las Palmas		Joyce Reynolds	Allow	no	ABVL9735	<input type="checkbox"/>			
Jan-26-2022 11:47:25 PM	309 Las Palmas	Morgan Berg			no	AATW5727	<input checked="" type="checkbox"/>			
Jan-26-2022 11:46:57 PM	401 Las Palmas		Anton Chandler	Allow	no	ABKN5164	<input type="checkbox"/>			
Jan-26-2022 11:46:37 PM	400 Las Palmas	Oliver Webb			yes	ABOP9858	<input checked="" type="checkbox"/>			
Jan-26-2022 11:46:13 PM	402 Las Palmas	Alan Boyd			no	AAWA8214	<input checked="" type="checkbox"/>			
Jan-26-2022 11:45:42 PM	101 Las Palmas	Kadyn Hatfield			no	AAUU7612	<input type="checkbox"/>			
Jan-26-2022 11:45:20 PM	401 Las Palmas		Jazlynn Marquez	Allow	no	AAJH6287	<input type="checkbox"/>			
Jan-26-2022 11:45:01 PM	405 Las Palmas	Maximillian Velazquez			no	ABNU7365	<input checked="" type="checkbox"/>			
Jan-26-2022 11:44:33 PM	101 Las Palmas	Luca Thompson			no	ABTV7053	<input checked="" type="checkbox"/>			
Jan-26-2022 11:44:23 PM	306 Las Palmas		Nia Fletcher	Allow	yes	AATG3409	<input type="checkbox"/>			
Jan-26-2022 11:43:56 PM	205 Las Palmas		Denise Yu	Allow	no	ABRN8918	<input type="checkbox"/>			
Jan-26-2022 11:42:45 PM	304 Las Palmas	Bryan Hobbs			yes	AB7G8566	<input checked="" type="checkbox"/>			

Show more

Notes

Checked notes

Austin Mueller | [End shift](#)

Guard Desktop Screen

- Bookmarked as a link on the computer in the gatehouse.
- Runs on any browser such as Chrome or Microsoft Edge.
- Only an internet connection is needed for the screen to work.
- Guard logs in by selecting their name and starts their shift
- The guard screen is the main working area for the guards
- Check in visitors and vendors
- Look-up visitor and vendor information
- Register future/pre-registered check-ins and vendors
- See recent check-ins
- Access resident list, tasks and messaging pages

Administration Desktop

VisitForm
Las Palmas | Residents

Residents list
Away log
Auto-Admit
Events
Broadcast

Save

Auto-Admitted / Banned Visitors

These are the visitors that will auto-admitted or banned. Add a new entry by right-clicking in the grid. Delete a row by clicking the row number to select the row and then right click and select delete.

Search:

	Resident Unit	Resident Name	Name	Relationship to resident	Duration	Entry from	Entry to	Banned	Comment	Pass
1	205 Las Palmas	Branson Mathis	Abigail Trujillo	Sister	Permanent			Allow		Create
2	205 Las Palmas	Branson Mathis	Denise Yu	Nanny	Permanent			Allow		Create
3	205 Las Palmas	Branson Mathis	Joyce Reynolds	Friend	Temporary	01/24/2022	02/28/2022	Allow		Create
4	205 Las Palmas	Branson Mathis	Julianne Rodgers	Wife	Permanent			Allow		Create
5	205 Las Palmas	Branson Mathis	Peyton Chen		Permanent			Allow		Create
6	306 Las Palmas	Milagros Sharp	Gilbert Moses		Permanent			Allow		Create
7	306 Las Palmas	Milagros Sharp	Jade Kaiser		Permanent			Allow		Create
8	306 Las Palmas	Milagros Sharp	Javion Rosales		Permanent			Allow		Create
9	306 Las Palmas	Milagros Sharp	Kinley Jacobson		Permanent			Allow		Create
10	306 Las Palmas	Milagros Sharp	Nia Fletcher		Permanent			Allow		Create
11	306 Las Palmas	Milagros Sharp	Teagan Black		Permanent			Allow		Create
12	401 Las Palmas	Colten Ward	Abel Burton		Permanent			Allow		Create
13	401 Las Palmas	Colten Ward	Ada Small		Permanent			Allow		Create
14	401 Las Palmas	Colten Ward	Alaina Jordan		Permanent			Allow		Create
15	401 Las Palmas	Colten Ward	Alina Yu		Temporary	01/10/2022	02/24/2022	Allow		Create
16	401 Las Palmas	Colten Ward	Anton Chandler		Permanent			Allow		Create
17	401 Las Palmas	Colten Ward	Jazlynn Marquez		Permanent			Allow		Create
18	401 Las Palmas	Colten Ward	Josephine Vaughan		Permanent			Banned		Create
19	401 Las Palmas	Colten Ward	Joslyn Molina		Temporary	01/23/2022	02/23/2022	Allow		Create
20										
21										
22										
23										
24										
25										
26										

Start

Las Palmas

Setup

Operation

Messaging

Tasks

Incidents

Residents

Vendors

Planner

Staff

Visit log

Vendor log

Shift log

Reports

Analytics

Administration Desktop

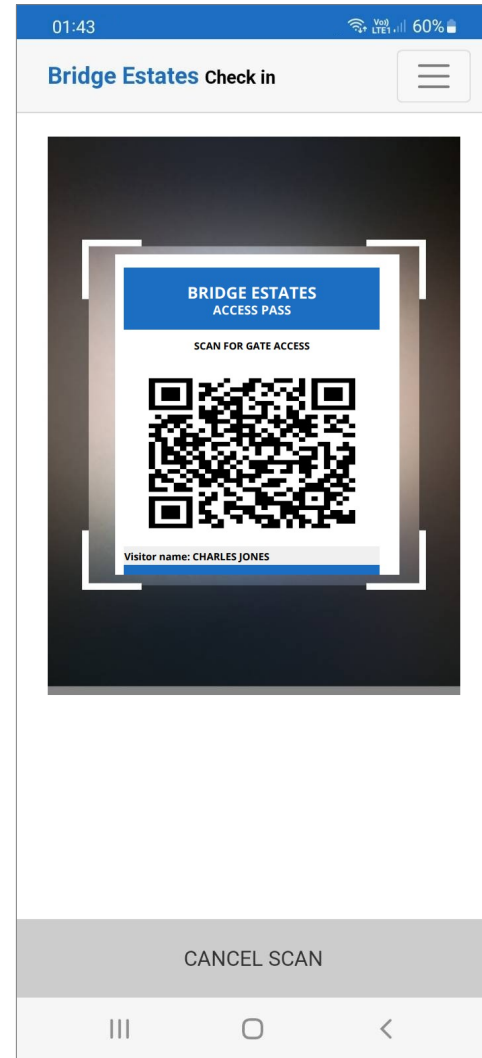
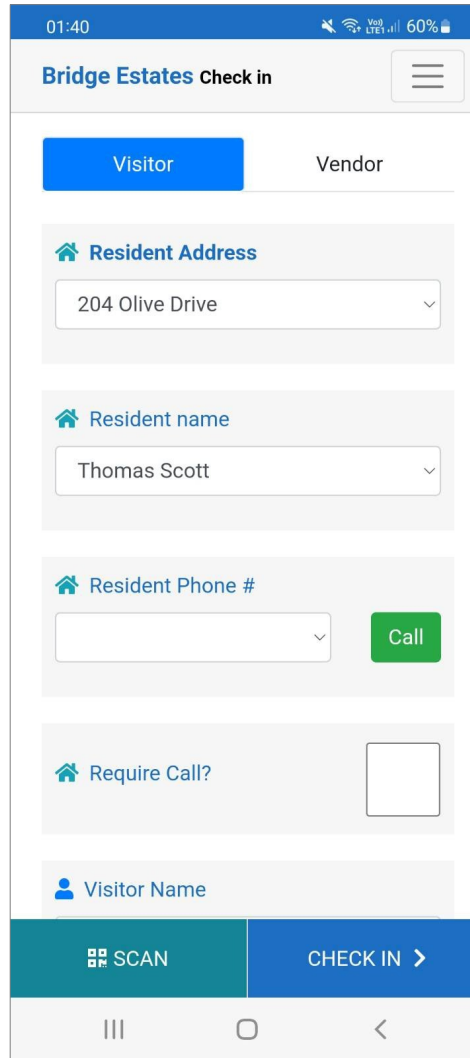
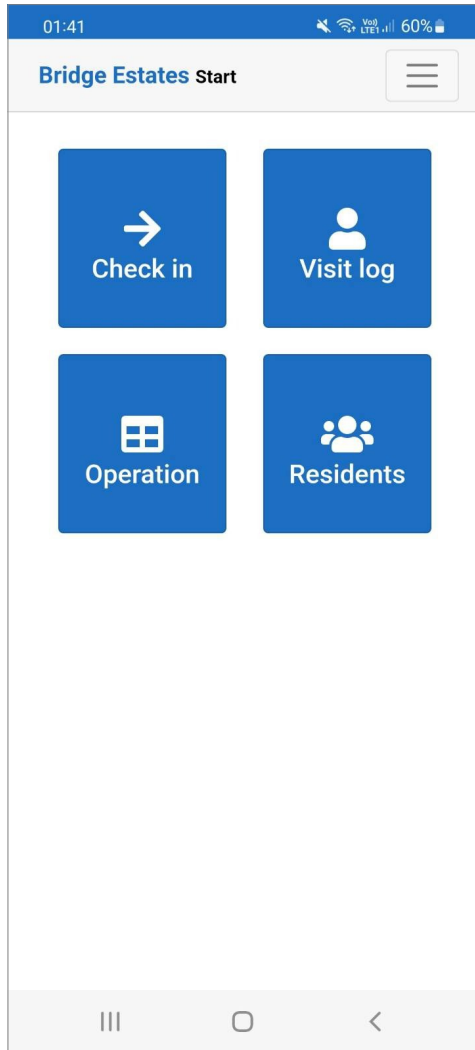
- Bookmarked as a link on the computer in the office and/or the gatehouse.
- Runs on any browser such as Chrome or Microsoft Edge.
- Only an internet connection is needed
- The admin or the guard logs in with the VisitForm account

Below is a few main takeaways for each page:

- **Operation:** send announcement/bulletin entries, manage guard notes, see latest visitor, current guard and current shift time
- **Messaging:** send and receive notifications to the residents with texts and emails. Send broadcast text messages to the whole community
- **Tasks:** handle maintenance and scheduled tasks and community tasks
- **Incidents:** report incidents and manage handled and unhandled incidents
- **Residents:** manage resident list, resident auto-admits, create QR passes, away logs, events and broadcast settings.
- **Vendors:** manage recurring vendors list, vendors auto-admits and vendor types
- **Planner:** plan and schedule guard shifts, community happenings, maintenance and scheduled tasks
- **Staff:** manage guards

- **Visit and vendor log:** see complete visit logs, export and search entries
- **Shifts:** see complete shift logs and shift timeline of the gatehouse, export and search entries
- **Reports:** generate beautiful reports of visits and statistics to present to the board
- **Analytics:** display analytics such as busy hours and visitor count
- **Archive:** display archived information such as bulletins sent and all notifications sent from/to VisitForm
- **Manage:** change settings and manage notification templates of what shall be written in automatic text messages

Guard Mobile App



Guard Mobile App

- Runs on any handheld device such as Android phones and tablets, iPhone and iPads etc.
- Touch friendly with large button interface to use outside of the gatehouse even in cold weather
- Installed/bookmarked on a designated phone or tablet used specifically for check in visitors and vendors
- Only used by staff. The app is not for residents.
- There is no technical limit that the app needs to be used in or near the gatehouse, the app connects via an internet connection to the VisitForm server.

- **Operation:** see status of current shift and latest visitor. See tasks status and announcement/bulletins
- **Check in:** check in visitors and vendors, scan QR codes and get auto-admit statuses
- **Visit log:** visit log for the last 30 days
- **Resident list:** see resident list and click-to-call buttons

Residents' Portal App

- Runs on any handheld device such as Android phones and tablets, iPhone and iPads etc. Or on a desktop browser
- Each resident has a unique Resident Code and PIN issued by the gate house
- Only used by residents

In the Residents' Portal, the resident can do the following:

- **Auto-Admits:** manage visitors and vendors and their access control
- **Away:** manage when they are away and notice the gate house of content to be held during away time
- **Passes:** manage QR-passes and who can enter the gate for the resident
- **Memo:** see memos sent by the gate house
- **Pre-Registration:** register one-time visitor access
- **My Info:** see what information the gate house is using to contact the resident

Gatehouse hardware setup example

- A regular desktop computer and a monitor in the gatehouse with a browser that has the VisitForm guard screen bookmarked on startup
- A designated mobile phone to run the VisitForm App for QR code scanning