

Visitor Log



Visitor Log

Visitor Log is a program to Record Visitors, Staff Create an Event for anyone they have arranged to visit them.

Then the Receptionist knows who to expect and can have their Visitor pass all ready for them.

Other staff also knows who is visiting other staff so they don't get disturbed

They then find the name of the Staff who the Visitor will be visiting by typing the Staff name in the "Search for Staff" box.

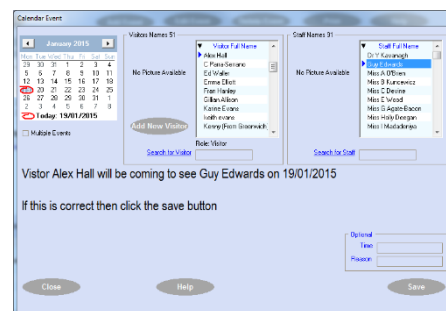
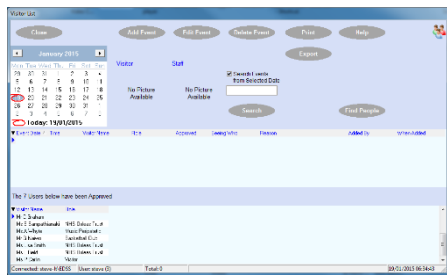
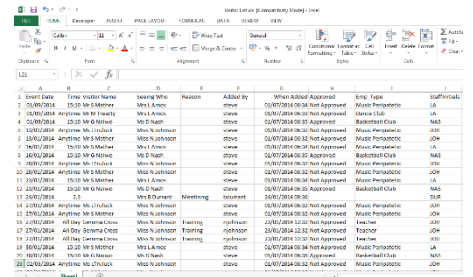
Select a Date of the Visit, and they can Add a time and a reason if they wish (Optional)

The Event will be displayed so you can see if the event is correct.

If the event is correct then click the "Save" button and the event will be saved into the system.

Export:

You can Export the Data to Excel by clicking the "Export" button, the program export the data and then open Excel to show you the data, you can then resave to your documents.



Programs in Hermes

Other Programs in the Hermes Suite:

- After School Club
- Allocation
- Alternative Education
- Asset Manager
- Bookings
- Call Logger
- Confiscated Items
- Controlled Assessment
- Detention
- Forms On Line
- ID Cards
- Learning Identification Sheet
- Network Devices
- Parental Engagement
- Photos
- Seating Plan
- Software Audit
- Stock Control
- User Display
- Visitor Log
- Work Experience

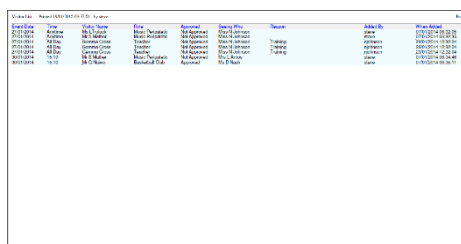
A user will click the "Add Event" button and the Add Event screen will appear. You cans each for a Visitor name by typing part of they name in the box.

If the Visitor name is no on the list then they click the "Add New Visitor" button



They fill in the details and click the "Save" button.

The Visitor name will now appear in the list and the user can then select the visitor name.



This will save time for everyone.

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