# 一、登录页

# Login Page

登录页翻译内容

## 1、导航：

## Navigation:

中文：

1. 首页、
2. 价格、
3. 功能、
4. 产品百科、
5. 下载、
6. 关于、
7. 登录、
8. 注册
9. 访客
10. 人员
11. 公司员工
12. 常驻访客
13. 访客黑名单
14. 通知
15. 自定义设置
16. 前台设置
17. 预约邀请
18. 智能门禁
19. 会议
20. 版权所有 2015-2018 南京访客乐网络科技有限公司. 保留一切权利. [苏ICP备15058768号](http://www.miitbeian.gov.cn/)
21. Homepage
22. Price
23. Functions
24. About Products
25. Download
26. About
27. Login
28. Registration
29. Visitors
30. Personnel
31. Company Employee
32. Resident Visitors
33. Blacklist of Visitors
34. Notification
35. Custom Settings
36. Reception Settings
37. Reservation & Invitation
38. Intelligent Door Access
39. Conference
40. All Rights Reserved 2015-2018. Nanjing Fangkele Network Technology Co., Ltd. reserves its rights. ICP License No. 15058768 by Jiangsu Communications Administration

## 2、管理员登录：

## Administrator Login:

中文：

1. 管理员登录、
2. 您的邮箱、
3. 密码、
4. 登录、
5. 忘记密码、
6. 或者、
7. 企业注册
8. Administrator Login
9. Your Email
10. Password
11. Login
12. Forget Password
13. Or
14. Enterprise Registration

### 2.1忘记密码

### Forget Password

中文：

1. 输入您的电子邮件地址，我们会送您如何重置密码的说明、
2. 验证码、
3. 换个验证码、
4. 发送重置链接、
5. 重置密码的邮件发送失败、
6. 重置密码的邮件已经发送
7. 请输入账户的新密码
8. Please enter your email address and we will send you instructions on how to reset your password.
9. Verification Code
10. Change the verification code
11. Send a reset link
12. Failed to send the email for resetting your password
13. The email for resetting your password has been sent
14. Please enter a new password for your account

## 3、总部管理员：

## Headquarters Administrator:

中文：

1. 总部管理员登录、
2. 超级账号
3. Headquarters Administrator Login
4. Super Account

### 3.1管理员页面

### Administrator Page

中文：

1. 汇总来访数
2. 分公司占比
3. 分公司来访详情
4. Collect the number of visitors
5. Proportion of the branch
6. Details of the branch’s visit

## 4、入驻企业登录：

## Settled Enterprise Login

中文：

1. 入驻企业登录
2. Settled Enterprise Login

## 5、员工登录：

## Employee Login

中文：

1. 员工登录、
2. 手机号、
3. 激活账号
4. Employee Login
5. Phone Number
6. Activate the account

### 5.1忘记密码

### Forget Password

中文：

1. 输入手机号，获取验证码，重置密码、
2. 验证码发送失败、
3. 验证码发送成功、
4. 重新获取、
5. 获取验证码、
6. 验证码检验失败、
7. 请求校验的验证码为空、
8. 请求校验验证码频繁（5分钟内同一个appkey的同一个号码最多只能校验三次）、验证码错误、
9. 重置密码、
10. 已验证手机号、
11. 再次输入密码、
12. Please enter the phone number, get the verification code, and reset your password
13. Failed to send the verification code
14. The verification code has been sent
15. Retrieve
16. Get the verification code
17. Failed to check the verification code
18. The verification code required is empty
19. Frequent request for verification code (the same number in the same appkey can be checked at most three times in 5 minutes). The verification code is wrong.
20. Reset your password
21. This phone number has been verified
22. Confirm Password

### 5.2激活账号

### Activate the account

中文：

1. 激活账号、
2. 员工激活账号失败、
3. 请获取验证码
4. Activate the account
5. Employee failed to activate the account
6. Please get the verification code

### 5.3邀请页面

### Invitation Page

中文：

1. 填写来访者相关信息，即可生成短信邀请函，发送至对方手机。
2. 邀请短信内更多公司相关信息
3. **有效期**
4. **请选择有效期**
5. **天数**
6. **次数**
7. 邀请函链接
8. Please fill in the relevant information of visitors, and then the SMS invitation can be generated and sent to the phone number of the other side.
9. More related information about the company in the SMS invitation
10. Term of validity
11. Please choose the term of validity
12. Days
13. Times
14. Link of the invitation

## 6、前台登录：

## Reception Login

中文：

1. 前台登录、
2. 用户名
3. Reception Login
4. User Name

# 二、注册

# Registration

中文：

1. 马上体验更智能的访客管理系统、
2. 您的真实姓名、
3. 您的公司名、
4. 手机号不能为空、
5. 手机号不能存在空格、
6. 手机号格式不正确,手机号为11位数字、
7. 请填写完整信息、
8. 邮箱存在空格、
9. 邮箱格式不正确、
10. 姓名包含非法字符、
11. 用户名存在空格
12. Immediately experience a more intelligent visitor management system
13. Your real name
14. Your company name
15. Your phone number cannot be empty
16. There cannot be a blank in your phone number
17. Your phone number is not correct. Please enter an 11-digit phone number.
18. Please fill in the complete information
19. There is a blank in your e-mail address
20. Wrong email format
21. The name contains illegal characters
22. There is a blank in the user name

## 1、引导页1

## Guide View 1

中文：

1. 您只需完成以下操作，即可对酷访通进行自定义设置。如需帮助，请点击页面右侧“问题咨询”、
2. 填写公司信息、
3. 提示：公司名备注用于微信以及访客贴纸、
4. 上传公司logo、
5. 支持JPEG、PNG格式，图片将在iPad首屏展示。、
6. 提示：推荐使用背景透明的PNG图片。、
7. 选择图片、
8. 接下来：添加员工
9. You only need to complete the following operations to customize the Cool Visit. For help, please click on the “Consultation” on the right side of the page.
10. Please fill in the information about the company
11. Prompt: The remark of the company name is used for WeChat and visitor stickers
12. Please upload the company’s logo
13. Support JPEG and PNG. The picture will be displayed on the first screen of iPad.
14. Note: It is recommended to choose a PNG picture with transparent background.
15. Choose Picture
16. Next: Add employees

## 2、引导页二

## Guide View 2

中文：

1. 添加员工信息、
2. 添加员工后即能体验我们最强大的功能：自动通知员工有客来访。请至少添加一条员工信息。支持RTX、员工通讯录Excel表格导入，更推荐您尝试手动添加，直接将员工信息录入后台。、
3. 员工姓名、
4. 接下来：登记设置
5. Add employee information
6. After adding the employees, you can experience our most powerful function: to automatically notify the employees of the visitors. Please add at least one piece of employee information. Support RTX and the Excel import of the employee address book. It’s more recommended that you can try to add by hand, and directly enter the employee information into the backstage.
7. Employee name
8. Next: Registration settings

## 3、引导页三

## Guide View 3

中文：

1. 登记内容设置、
2. 您的访客将在iPad页面进行登记，我们为您提供以下登记内容，您可以对其进行个性化设置、
3. 您要拜访的人、
4. 拜访事由、
5. 接下来：通知设置、
6. 个性化设置
7. Registration content setting
8. Your visitors will register on the iPad page. We will provide you with the following registration contents, and you can personalize it.
9. The person you want to visit
10. The reason for your visit
11. Next: Notification settings
12. Personalized settings

## 4、引导页四

## Guide View 4

中文：

1. 通知方式设置、
2. 我们为您提供微信、邮件、钉钉、RTX、短信五种通知方式，点击右侧开关，设置员工接收通知方式、
3. RTX 通知、
4. 当有来宾造访时，通过RTX通知员工、
5. 邮件通知、
6. 如何设置邮件通知、
7. 当有来宾造访时，通过邮件通知员工、
8. 请选择员工在微信服务号中的绑定方式、
9. 默认配置、
10. 默认配置将由系统exchange账号发送通知、
11. 微信通知、
12. 当有来宾造访时，通过微信通知员工、
13. 请选择员工在微信服务号中的绑定方式、
14. 姓名绑定、
15. 邮箱、
16. 钉钉通知、
17. 当有来宾造访时，通过钉钉通知员工、
18. 短信通知、
19. 您总共拥有100条免费短信通知、
20. 接下来：迎接来访者
21. Notification mode setting
22. We will provide you with five modes of notification, WeChat, email, DingTalk, RTX and SMS. Please click on the switch on the right to set up the way the employee receives the notification.
23. RTX notification
24. When there is a visitor, notify employees through RTX
25. Email notification
26. How to set up email notifications
27. When there is a visitor, notify employees by e-mail
28. Please select the way that your employees bind in WeChat service account.
29. Default configuration
30. In the default configuration, notifications will be sent from the exchange account of the system.
31. WeChat notification
32. When there is a visitor, notify employees by WeChat
33. Please select the way that your employees bind in WeChat service account.
34. Name binding
35. Email address
36. DingTalk notification
37. When there is a visitor, notify employees by DingTalk
38. SMS notification
39. You have 100 free SMS notifications in total.
40. Next: Welcome the visitors

## 5、引导页五

## Guide View 5

中文：

1. Pad端设置、
2. 您的访客将在iPad页面进行登记，我们为您提供以下登记内容，您可以对其进行个性化设置、
3. 二维码下载、
4. 本地下载、
5. 请Pad 扫描上侧二维码下载，或者在App Store及本地下载来下载“来访通”客户端、
6. 打开"来访通"，用\*注册邮箱登录使用、
7. 尝试以访客身份登记信息，试运行“来访通”、
8. 更多web端设置，请点击下方“进入后台管理”进行操作。、
9. 如果您需要购买Pad，支架或者打印套装，请进入
10. 信息填写成功
11. Logo图片上传成功
12. 请完善公司名备注
13. 公司名备注过长
14. 添加人员成功
15. Pad terminal settings
16. Your visitors will register on the iPad page. We will provide you with the following registration contents, and you can personalize it.
17. Download by QR Code
18. Local Download
19. Please use Pad to scan the QR Code on the upper side to download, or download the client of “Cool Visit” from App Store and Local Download.
20. Please turn on “Cool Visit” and log in with your registered email address \*
21. Try to register information with the identity of a visitor and try to run the “Cool Visit”.
22. For more web settings, please click "enter background management" below and operate it.
23. If you need to purchase Pad, bracket or print suit, please enter
24. The information has been filled in
25. The Logo picture has been uploaded
26. Please perfect the remark for the company name
27. The remark for the company name is too long
28. The employee has been added

# 三、首页

# Homepage

中文：

1. 访客
2. 签到访客
3. 访客总数
4. 离开人数
5. 正在拜访人数
6. 预约访客
7. 预约总数
8. 签到人数
9. 未到人数
10. 邀请访客
11. 邀请总数
12. 常驻访客
13. 访客总数
14. 搜索访客姓名
15. 暂无查询结果
16. 抱歉，未找到访客记录
17. 数据读取失败
18. 预约时间
19. 随访人员
20. 来访人公司
21. 受访人姓名
22. 受访人手机
23. 受访人公司
24. 来访人姓名
25. 来访人手机
26. 来访时间
27. 离开时间
28. 邀请时间
29. 签出时间
30. 签到时间
31. 受访者：
32. 拜访事由：
33. 备注信息：
34. 来访人数：
35. 请先选择签出记录
36. 账号不存在，请联系管理员
37. 初始化密码请及时修改，以防信息泄露
38. 数据管理
39. Visitors
40. Sign-in visitors
41. Total number of visitors
42. Number of visitors that have left
43. Number of people visiting
44. Reservations
45. Total number of reservations
46. Number of sign-in
47. Number of people absent
48. Visitors invited
49. Total number of invitations
50. Resident visitors
51. Total number of visitors
52. Search the name of the visitor
53. No query results
54. Sorry, no visitor records are found
55. Failed to fetch the data
56. Time of reservation
57. Follow-up personnel
58. Visiting company
59. Name of the interviewee
60. Phone number of the interviewee
61. The interviewee’s company
62. Visitor's name
63. Visitor’s phone number
64. Time of visit
65. Time of departure
66. Time of invitation
67. Time of sign-out
68. Time of sign-in
69. Interviewee
70. Visiting reason
71. Remarks:
72. Number of visitors:
73. Please select the sign-out record first.
74. The account does not exist, please contact the administrator
75. This is the initialized password, so please modify it in time to prevent information leakage.
76. Data management

## 1、搜索页面

## Search Page

1. 搜索条件中，起始时间不能晚于截止时间
2. 拜访者姓名
3. 受访者姓名
4. 拜访事由
5. 门岗
6. 搜索条件中，查询时间3个月以内
7. 搜索条件中，查询时间1年以内
8. 访客数据
9. 请先设置拜访类型
10. 数据读取失败
11. 暂无门岗设置
12. 暂无card图片
13. 被访者联系方式
14. 工作单位
15. 证件号码
16. 证件扫描件
17. 随访人员清单
18. In search terms, the starting time shouldn’t be later than the deadline.
19. Visitor’s name
20. Interviewee’s name
21. Visiting reason
22. Security
23. In search terms, the query time is within 3 months
24. In search terms, the query time is within 1 year
25. Visitor data
26. Please set up the visit type first
27. Failed to fetch the data
28. No security settings
29. No card picture
30. Interviewee’s contact information
31. Work unit
32. Certificate No.
33. Scanning copy of the certificate
34. List of follow-up personnel

# 四、人员

# Personnel

## 1、多企业服务开启员工页面

## Multiple enterprise services turn on the employee page

中文：

1. 导入通讯录
2. 通过Excel导入
3. 表格内需要包含：姓名、邮箱、手机号码
4. 查看模板
5. 上传 表格
6. 编辑专用账号
7. 请填写昵称
8. 请输入关联卡号
9. 批量修改
10. 闸机信息
11. 添加员工
12. 批量发卡
13. 请选择关联闸机组
14. 搜索员工姓名或卡号
15. 是否在Pad端不可搜索
16. 人员姓名长度超过限制
17. 默认接待员工设置成功
18. 所有员工
19. 归类为
20. 编辑完成
21. 关联拜访事由
22. 选择抄送
23. 获取扩展字段失败
24. 你已编辑成功！
25. 子公司列表模式无法编辑专用账号，请在员工列表模式下编辑专用账号
26. 我们将在“您要拜访的人”中，展示您编辑的专用帐号。
27. 示例模板
28. 批量发卡
29. 此功能仅用于批量发卡，过程中将删除原有数据，发卡将持续数分钟！
30. Import the address book
31. Import through Excel
32. The table needs to include: name, email address, phone number.
33. View the template
34. Upload the table
35. Edit special account
36. Please fill in the nickname
37. Please enter the associated card number
38. Batch modification
39. Gate information
40. Add the employee
41. Batch issuance of cards
42. Please choose the associated gate unit
43. Search employee name or card number
44. Whether it is not searchable at the Pad terminal
45. The length of the person's name exceeds the limit
46. The default reception employee has been set
47. All employees
48. Categorized as
49. Editing is completed
50. Associated visiting reason
51. Choose “CC”
52. Failed to get the extended field
53. You have succeeded in editing!
54. In the subsidiary list mode, the special account cannot be edited. Please edit the account in the employee list mode.
55. We will display the special account that you have edited in “the person you want to visit”.
56. Sample template
57. Batch issuance of cards
58. This function is only used for batch issuance of the cards, and the original data will be deleted in the process. The card issuance will last for several minutes.

## 2、多企业关闭员工页面

## Multiple enterprise services turn off the employee page

### 2.1 组织架构

### Organizational Structure

中文：

1. 添加子部门
2. 部门编辑
3. 调整部门
4. 批量删除
5. 下发全部人脸
6. 组织架构
7. 主管
8. 主公司无法编辑
9. 部门名称
10. 上级部门
11. 设置主管
12. 部门列表
13. 选择部门
14. 已选部门
15. 选择人员
16. 已选人员
17. 头像下发成功！
18. 人脸注册失败，请重新注册头像
19. 请填写办公地点
20. 服务期限不能为空
21. 钉钉 同步
22. RTX设置未打开，无法同步通讯录
23. 服务器已处理与RTX的通讯录同步请求
24. RTX设置未打开，无法开启自动同步
25. 钉钉开关已打开，RTX开关无法开启，如若开启RTX，请先关闭钉钉
26. 已设置服务器定时自动同步RTX
27. 已取消服务器定时自动同步RTX
28. 钉钉已打开，无法开启RTX
29. 每天00:00自动同步钉钉
30. 您已经选择钉钉作为导入通讯录的方式，
31. 微应用
32. 如何设置钉钉获取以上信息
33. 钉钉设置未打开，无法同步通讯录
34. 钉钉同步成功
35. 钉钉设置未打开，无法开启自动同步
36. RTX开关已打开，钉钉开关无法开启，如若开启钉钉，请先关闭RTX
37. RTX已打开，无法开启钉钉
38. Add a subsector
39. Department editing
40. Adjust the department
41. Batch deletions
42. Issue all the faces
43. Organizational structure
44. Director
45. The main company is unable to edit it.
46. Department name
47. Superior department
48. Set up the director
49. Department list
50. Select the department
51. Selected department
52. Select the personnel
53. Selected personnel
54. The avatar has been issued
55. Face registration failed, please reregister the avatar.
56. Please fill in the office
57. The term of service cannot be empty.
58. DingTalk synchronization
59. The RTX setting is not turn on, and it is unable to synchronize the address book.
60. The server has processed the request for address book synchronization with RTX.
61. The RTX setting is not turned on and the automatic synchronization cannot be turned on.
62. The DingTalk switch has been turned on and the RTX switch cannot be turned on. If you turn on the RTX, please turn off DingTalk first.
63. The server timing for automatic synchronization of RTX has been set up.
64. The server timing for automatic synchronization of RTX has been cancelled.
65. DingTalk has been turned on and the RTX failed to be turned on.
66. DingTalk will be automatically synchronized at 00:00 every day.
67. You have chosen DingTalk as a way of importing the address book.
68. Micro application
69. How to set up DingTalk to get the above information
70. The setting of DingTalk is not turned on and it is unable to synchronize the address book.
71. It has been synchronized by DingTalk
72. The setting of DingTalk is not turned on, and the automatic synchronization cannot be turned on.
73. The RTX switch has been turned on and the DingTalk switch cannot be turned on. If you turn on the DingTalk, please turn off RTX first.
74. RTX has been turned on and the DingTalk failed to be turned on

### 2.2角色

### Role

中文：

1. 所有角色组
2. 新增角色组
3. 新增角色
4. 角色组编辑
5. 角色编辑
6. 添加成员
7. 暂无员工角色
8. 暂无角色，无法查询员工信息
9. 该角色正在审批流程中被使用，请先在审批流程中解除然后再删除
10. All the role groups
11. New role groups
12. New roles
13. Role group editing
14. Role editing
15. Add members
16. There is no employee role.
17. There is no role available and it is unable to query employee information.
18. The role is being used in the approval process. Please remove it in the approval process before deleting it.

## 3、常驻访客页面

## Resident Visitor Page

### 3.1项目列表

### Project List

中文：

1. 添加项目
2. 添加访客
3. 编辑项目
4. 调整项目
5. 生成访客卡
6. 负责人
7. 负责人手机
8. 工作区域
9. 服务期限
10. 公司名称
11. 项目名称
12. Add a project
13. Add visitors
14. Edit the project
15. Adjust the project
16. Generate a visitor card
17. The person in charge
18. Phone number of the person in charge
19. Working area
20. Term of service
21. Company name
22. Project name

### 3.2公司列表

### Lists of Companies

中文：

1. 公司列表
2. Lists of Companies

## 4、黑名单

## Blacklist

中文：

1. 黑名单开关
2. 黑名单功能打开后，黑名单中的人将无法进行预约，登记操作。
3. 身份证号
4. 手机号与身份证号至少填一项
5. Blacklist switch
6. After the blacklist function is turned on, people in the blacklist will not be able to make an reservation or to register.
7. ID card number
8. Please at least fill in one, phone number or ID card number

# 五、通知

# Notification

中文：

1. 提醒通知
2. 点击右侧开关，设置员工接收通知方式
3. 当有访客签到时，通过微信服务号"来访通"通知员工,员工需提前在服务号使用通讯录中的手机号注册。
4. [如何在手机上设置邮件通知](http://www.coolvisit.top/base/settings-notification.html)
5. 短信通知员工，以及快捷回复时，短信通知访客
6. 当访客在前台Pad签到时，通过语音电话通知受访员工
7. 当有访客签到时，通过钉钉通知员工
8. 当有访客签到时，通过RTX通知员工
9. 如果要开启此项通知方式，请[点击此处](http://www.coolvisit.top/base/emplist.html?dd)设置导入通讯录方式
10. 打开设置 → 邮件、通讯录、日历 → 添加帐户 → Exchange
11. 填写电子邮件和密码
12. 填写邮箱详细参数
13. 打开设置通知 → 邮件 → Exchange，进入界面后打开通知。
14. 至此，设置完成。
15. 打开设置 → 账户 → 添加帐户 → Exchange
16. 请正确填写邮件账号
17. 请正确填写端口
18. Reminder notification
19. Please click on the switch on the right to set up the way the employee receives the notification.
20. When a visitor signs in, notify the employee through the WeChat service account “Cool Visit”. The employee should register with the phone number in the address book on the service account ahead of time.
21. How to set up email notifications on the mobile phone
22. Notify employees by SMS, and notify visitors by SMS when quick reply.
23. When a visitor signs in on the Pad of the Reception notify the interviewed employee through a voice call.
24. Notify the employee by DingTalk when a visitor signs in.
25. Notify the employee through RTX when a visitor signs in.
26. If you want to turn on this notification mode, please click here to set up the mode of importing the address book.
27. Turn on Settings → Mail, Contacts, Calendar→Add Account→Exchange
28. Please fill in the email address and password.
29. Please fill in the detailed parameters of the email.
30. Turn on Settings, Notifications → Mail →Exchange, and turn on the notification after entering the surface
31. At this point, the setting is completed.
32. Turn on Settings → Accounts→Add Account→Exchange
33. Please fill in the correct mail account.
34. please fill in the correct port.

# 六、自定义设置

# Custom Settings

## 1、前台设置

## Reception Settings

中文：

1. 通用设置
2. 企业LOGO
3. 我们将在Pad首屏展示您的企业LOGO
4. 提示：支持JPEG、PNG格式，推荐您使用背景透明的PNG图片
5. 访客登记设置
6. 您可以设置访客所需填写的信息
7. 访客贴纸选择
8. 您可以查看访客贴纸的样式、尺寸及展示内容
9. 打印机型号
10. 黑白打印访客贴纸（适配Brother QL-720NW打印机）
11. 彩色打印访客贴纸
12. 公司形象展示选择
13. 文字展示（6个字以内）
14. 图片展示（建议尺寸168x42px）
15. 访客贴纸打印样式
16. 适用于贴在身上
17. 我要去除“来访通”水印
18. 适用于90\*60mm卡套
19. 尺寸选择
20. 5寸标准相纸
21. 4寸微信相纸
22. 安全协议
23. 点击编辑访问安全协议的内容，访客阅读并勾选“已阅读"后方能进入下一步。
24. Pad设置
25. 曾经来过
26. 访客再次到访时可以只输入手机号完成签到
27. 开启后Pad首页出现“登出”入口，访客离开时点击输入手机号完成签离。
28. 登出开关
29. 团队到访
30. 您可以选择开启该功能，提高团队到访时的接待效率
31. 访客登记设置
32. 您可以自定义设置访客登记的内容
33. 首屏轮播图片
34. 选择2-5张企业形象图片，将在Pad首屏轮播展示
35. 提示：建议上传1536x2048像素的图片
36. 企业颜色
37. 您可以自定义设置Pad客户端的外观颜色
38. 推荐颜色
39. 内置头像设置
40. 当访客在拍照时选择“跳过”时，展示内置头像，您可设置企业形象相关的头像，如果内置头像全部删除，则访客无法跳过拍照流程。
41. 开启后，邀请函中出现“刷脸签到”模块，访客上传照片后，可在前台Pad上的“已预约——刷脸签到”中进行刷脸签到。
42. 刷脸签到
43. 门岗设置
44. 添加门卫操作
45. 工作时间设置
46. 设置工作时间，以便访客在此时间段内才能开门，并在下班后提醒仍有访客未签出。
47. 访客登记设置
48. 创建输入项
49. 创建选择项
50. 调整顺序
51. 安全协议设置
52. 二维码头像
53. 插入链接
54. 推荐您使用背景透明的 png 图片
55. 访客贴纸预览
56. 去除水印功能
57. 彩色打印功能
58. 获取团队拜访功能
59. 访客贴纸设置
60. 团队名称
61. 此信息为必填项
62. 拜访的人
63. 拜访人的联系电话
64. 请填写选择类型标题，最多18个字符
65. 团队人数
66. 输入色值
67. 默认头像
68. 门岗信息设置
69. 时间段设置
70. 上班时间填写
71. 下班时间填写
72. 此信息为必填项，不可修改
73. 签出警卫
74. 这是您自定义添加，必填选择项
75. 这是您自定义添加，必填输入项
76. 请填入二维码链接
77. 团队拜访缺省配置设置成功
78. 推荐您使用背景透明的PNG图片
79. 该头像已经被选定为缺省
80. 缺省头像设置成功
81. General settings
82. Enterprise LOGO
83. We will show your enterprise LOGO on the first screen of the Pad.
84. Prompt: Support the JPEG and PNG. It is recommended to choose a PNG picture with transparent background.
85. Visitor registration setting
86. You may set up the information that the visitor needs to fill in.
87. Selection of visitor sticker
88. You can view the style, size and content displayed of the visitor stickers.
89. Printer model
90. Black and white printing of visitor stickers (suitable for Brother QL-720NW printer)
91. Color printing of visitor stickers
92. Selection of corporate image display
93. Text display (within 6 characters)
94. Picture display (recommended size 168x42px)
95. Printing style of the visitor sticker
96. Applicable for sticking to the body
97. I want to remove the watermark of “Cool Visit”
98. Suitable for 90\*60mm card sleeves
99. Size selection
100. 5-inch standard printing paper
101. 4-inch WeChat printing paper
102. Security protocol
103. Please click on “Edit” to access the contents of the security protocol, and visitors should read and check "Read" before entering the next step.
104. Pad settings
105. You have visited before.
106. Visitors only need to enter the phone number to sign in when they visit again.
107. After turning on, the entry to “Logout” appears on the Pad homepage. Enter the phone number to complete the sign-out when the visitors leave.
108. Logout switch
109. Team visit
110. You can choose to turn on the function to improve the reception efficiency of the team when they visit.
111. Visitor registration setting
112. You can customize the contents of the visitor registration.
113. Carousel pictures on the first screen
114. Select two to five pictures representing corporate image, which will be displayed by carousel on the first screen.
115. Note: Recommend uploading a picture of 1536x2048 pixels
116. Enterprise color
117. You can customize the appearance color of the Pad client.
118. Recommended color
119. Built-in avatar settings
120. Display the built-in avatars when visitors select "Skip" when taking photos. You can set up an avatar related to the corporate image. If all the built-in avatars are deleted, visitors can not skip the photo-taking process.
121. After turning on, there will be a module of “Face swiping to sign in” in the invitation. After uploading the photos, visitors can sign in “Reserved—Sign-in by face swiping” on the Pad of the Reception.
122. Sign in by face swiping
123. Security settings
124. Add guard operations
125. Working time settings
126. Please set up working hours so that visitors can open the door during this time period. Remind that there are visitors who haven’t signed out after work.
127. Visitor registration setting
128. Create the input items
129. Create the options
130. Adjust the order
131. Security protocol settings
132. QR Code avatar
133. Insert a link
134. It is recommended to choose a PNG picture with transparent background.
135. Preview of the visitor sticker
136. Function of removing the watermark
137. Function of color printing
138. Get the function of team visit
139. Settings of the visitor sticker
140. Team name
141. This information is required.
142. Interviewee
143. Phone number of the interviewee
144. Please fill in the selection type heading with up to 18 characters.
145. Number of team members
146. Input color value
147. Default avatar
148. Security information settings
149. Time settings
150. Please fill in the starting time.
151. Please fill in the closing time.
152. This information is required, which cannot be modified.
153. Sign out by guard
154. This is a required option that you customize to add.
155. This is a required entry that you customize to add.
156. Please fill in the link for QR Code.
157. The default configuration of a team visit has been set.
158. It is recommended to choose a PNG picture with transparent background.
159. This avatar has been selected as a default.
160. The default avatar has been set.

## 2、预约邀请

## Reservation & Invitation

中文：

1. 预约授权
2. 开启后，访客预约拜访需要员工在“来访通”服务号中进行授权。
3. 邀请函模板
4. 员工在发送邀请短信时，点击打开邀请函查看具体面谈时间、地点、企业文化等信息，邀请函编辑后可成为所有员工
5. 限制员工修改
6. 邀请函模板限制员工修改开关，开关打开后，员工登录后将不能修改模板
7. 面试模板
8. 商务模板
9. 邀请函内容
10. 书写规范形如:{visitor}来访者名字、{company}公司名称、{empid}预约员工id不可修改
11. 公司地址
12. 停车信息及周边交通
13. 公司简介
14. 前台验证有效期
15. 设置前台验证访客预约信息的时间范围，如果时间未到请让访客等候，过时请让访客重新预约
16. 预约时间前
17. 预约时间后
18. 例如：访客预约时间为10:00,则访客前台验证的时间范围为9:30~10:30。默认验证有效期为当天。
19. 二维码有效期
20. 设置邀请函中二维码开门有效时间
21. 二维码最大使用次数
22. 二维码最长使用时间
23. 二维码签到
24. 开启后，邀请函中出现“二维码”模块，可用于前台PC扫码枪（访客列表页面右侧进入）、手机验证端进行扫描验证。
25. 设置审批流程
26. 根据拜访区域设置审批人，预约需经过审批人审批后方可通过。
27. 面试模板：尊敬的{visitor}
28. 您好！这里是{company}，感谢您对我公司的信任和选择。通过对您简历的认真审核，我们认为您已具备进入下一轮筛选的资格。为了进一步了解，现邀请您参加面试，具体安排如下：
29. 我是{company}的{empid}，很高兴代表我司与您联系。为更好的沟通交流工作事宜，诚挚希望与您进行会面，期待您的来访！
30. 最少配置一种有效方式
31. 设置审批流程
32. 根据拜访区域设置审批人，预约需经过审批人审批后方可通过。
33. Reservation authorization
34. After opening, the visitors need to be authorized to make a reservation in the service account of “Cool Visit”.
35. Invitation template
36. When the invitation message is sent, the employee clicks on the invitation to see the interview time, place, enterprise culture and so on. After the invitation is edited, the invitation will be available for all the employees.
37. Restrict employee modification
38. The invitation template restricts the switch for employee to modify. After the switch is turned on, the employee will not be able to modify the template after login.
39. Interview template
40. Business template
41. The content of the invitation
42. Writing specifications such as: {visitor} visitor name, {company} company name, {empid} reserved employee ID cannot be modified.
43. Company address
44. Parking information and surrounding traffic
45. Company profile
46. Term of validity of the Reception verification
47. Please set up the time range of the Reception to verify the visitor’s reservation information. If the time is not available, please let the visitor wait. Please ask visitors to make a reservation again if they are over time.
48. Before the reservation time
49. After the reservation time
50. For example, when the visitor makes a reservation for 10:00, the time limit for the Reception verification should be 9:30~10:30. The default validation date should be the same day.
51. Validity period of QR Code
52. Please set up the valid time of the QR Code in the invitation.
53. Maximum number of uses for the QR Code
54. Maximum time of use for the QR Code
55. Sign in by the QR Code
56. After opening, the “QR Code” module will appear in the invitation, which can be used for the scanning verification for the PC barcode scanner at the Reception (on the right side of the list of visitors) and the mobile verification terminal.
57. Please set up the approval process.
58. Please set up the approver according to the visit area. The reservation must be approved by the approver before the adoption.
59. Interview template: honorable {visitor}
60. Hello! This is {company}. Thank you for your trust and choice in our company. Through careful examination of your resume, we believe that you have been qualified for the next round of interview. To further understand, now we sincerely invite you to attend the interview. The specific arrangements are as follows:
61. I am {empid} of {company}. I am glad to contact you on behalf of our company. For better communication on work affairs, we sincerely hope to meet with you. Looking forward to your visit!
62. Please configure at least an effective way.
63. Please set up the approval process.
64. Please set up the approver according to the visit area. The reservation must be approved by the approver before the adoption.

### 2.1审批流开关设置

### Switch Settings of Approval Process

中文：

1. 审批流程开关
2. 审批功能打开后，访问申请需要根据审批条件进行多级审批
3. 设置审批条件
4. 增加新区域
5. 区域名称
6. 区域地址
7. 已选审批人
8. 获取角色组失败
9. Switch of the approval process
10. After the approval function is turned on, the application for access must be approved at multiple levels according to the conditions of approval.
11. Please set up the approval conditions.
12. Add a new area
13. Area name
14. Address of the area
15. Selected approver
16. Failed to obtain the role group

## 3、智能门禁

## Intelligent Entrance Guard

中文：

1. 设备管理
2. 设备组员
3. 设备列表
4. 开启日志
5. 设备开启记录
6. 楼宇名称
7. 详细地址
8. 楼宇ID
9. 地址信息
10. 访问权限
11. 使用规则
12. 组名
13. 授权后默认开启
14. 设备名称
15. 设备标识
16. 扩展标识
17. 门号
18. 设备IP
19. 设备端口号
20. 读头编号
21. 设备组分配
22. 时间设置（访客签到后，可在此时间范围内通过微信服务号开启访客门禁。）
23. 操作者名称
24. 操作者类型
25. 设备编码
26. 所属公司
27. Equipment management
28. Equipment crew
29. List of equipment
30. Turn on logging
31. Records of turning on the equipment
32. Building name
33. Detailed address
34. Building ID
35. Address information
36. Access authority
37. Service regulations
38. Group name
39. Default opening after authorization
40. Equipment name
41. Equipment identification
42. Extension identification
43. Door number
44. Equipment IP
45. Equipment port number
46. Read head number
47. Distribution of equipment group
48. Time settings ( visitors can turn on the visitor entrance guard through the WeChat service account within this time limit after signing in.)
49. Name of operator
50. Type of operator
51. Equipment coding
52. The company

# 七、会议

# Conference

中文：

1. 会议名称
2. 发起人
3. 主题
4. 二维码
5. 新增会议
6. 会议名称
7. 会议邀请功能
8. 会议名称长度不超过10个字符
9. Conference title
10. Initiator
11. Theme
12. QR Code
13. New conference
14. Conference title
15. Invitation function of the conference
16. The length of the conference title should be no more than 10 characters

## 会议详情页面

## Page of Conference Details

中文：

1. 发起会议
2. 会议邀请记录
3. 会议内容
4. 预览
5. 表格前三行无法删除,只能清除内容
6. 已发送
7. 已签到
8. 已查看
9. 接受邀请
10. 拒绝邀请
11. 保存模板成功
12. 发送预约成功
13. 至少添加一条来访者信息
14. 表格数据为空或输入不正确
15. 尊敬的客户，您好！
16. 南京移动将于2016年5月13日（周五）下午13:45在紫东创意园会议中心1号会议室举办南京（栖霞）企业信息化推介会，与栖霞区重点园区、企业分享企业信息化建设成功案例，现场最低可享60%业务优惠，更有礼品、万元业务抵金券赠送，诚邀您的光临！
17. 签到步骤
18. Step1：到达会场后出示二维码
19. Step2：工作人员扫码显示座位
20. Step3：根据工作人员引导入座
21. 会议流程
22. 推介会现场分享园区、企业信息化提升的成功案例，针对不同园区、企业提供基于“云、管、端”的全方位针对性信息化解决方案，南京移动本着让利园区和企业，助力政府推动企业信息化水平的原则，推出空前优惠活动，与会园区、企业最高可享受60%的业务优惠，赠送万元信息化业务抵金券，具体会议流程如下：
23. 会议签到（13:40—14:00）
24. 领导致辞（14:00—14:15）
25. 企业信息化产品介绍（14:15—15：00）
26. 企业成功经验分享（15:00—15:40）
27. 签约区答疑签约（15:40—16:00）
28. 公司简介
29. 示例1
30. 交通信息
31. Launch a conference
32. invitation record of the meeting
33. the content of the meeting
34. Preview
35. The first three lines of the table cannot be deleted, only to clear the content.
36. Sent
37. Signed in
38. Viewed
39. Accept the invitation
40. Refuse the invitation
41. The template has been saved
42. The reservation has been sent
43. Add at least one visitor’s information
44. Data in the table is empty or incorrectly entered
45. Dear customer, Hello!
46. Nanjing branch of China Mobile will hold Nanjing (Qixia) enterprise information promotion conference in No. 1 Conference Room, Zi Dong Creative Park Conference Center at 13:45 p.m. on Friday, May 13, 2016. We will share the successful cases of enterprise informatization construction with the key parks and enterprises in Qixia district. Anyone present can enjoy a minimum business account of 60%, and there are gifts, and business coupons which cost tens of thousands of Yuan available. Sincerely invite you to visit!
47. Sign-in steps
48. Step 1: Show your QR Code after arriving at the meeting
49. Step 2: The staff scan the code and show the seat.
50. Step 3: Take the seat guided by the staff
51. Conference process
52. On the promotion conference, we will share the successful cases of the promotion of the parks and enterprises in informatization. And it will also provide some comprehensive and targeted information solutions for different parks and enterprises based on "cloud, pipe and terminal". Nanjing Mobile has launched unprecedented preferential activities in the light of the principles of transferring the interest to the parks and enterprises and assisting the government in promoting the level of enterprise informatization. The parks and enterprises attending the conference can enjoy a maximum business discount, and obtain the coupons for informatization businesses which cost tens of thousands of Yuan. The specific meeting process is as follows:
53. Conference check-in (13:40 - 14:00)
54. The leader's speech (14:00 - 14:15)
55. Introduction of enterprise informatization products (14:15 to 15:00)
56. Sharing of successful experience of the enterprises (15:00 - 15:40)
57. Q&A and signing at the signing area (15:40 - 16:00)
58. Company profile
59. Example 1
60. Traffic information

# 八、账号管理

# Account Management

中文：

1. 账户信息
2. 基本资料
3. 账户安全
4. 前台验证账号
5. 多企业服务模式
6. Account information
7. Basic information
8. Account security
9. Verify the account by the Reception
10. Multi-enterprise service model

## 基本资料

## Basic Information

中文：

1. **公司名称**
2. 订阅邮件
3. **公司简称**
4. 工厂版
5. 商务版
6. 到期
7. 邮件退订成功
8. 邮件订阅成功
9. Company name
10. Email subscription
11. Abbreviation of the company
12. Factory Edition
13. Business Edition
14. Maturity
15. Email has been unsubscribed.
16. Email has been subscribed.

## 账户安全

## Account Security

中文：

1. **原密码**
2. **新密码**
3. **确认新密**码
4. the original password
5. New password
6. Confirm new password

## 前台验证账号

## Account Verification at the Reception

中文：

1. 支持PC、手机端验证
2. **验证端**
3. 验证端账号
4. Support the verification at the PC terminal and mobile terminal
5. Verification terminal
6. Account at the verification terminal

## 4、充值管理

## Recharge management

中文：

1. 短信使用数量
2. 您已使用\*条条短信，还可以免费使用
3. 充值记录
4. 充值金额
5. 订单号
6. 开具发票
7. 发票抬头
8. 发票内容
9. 不列明细
10. 所在地区
11. 详细地址
12. 使用分布
13. 邮政编码
14. 收货人姓名
15. 通知短信
16. 预约短信
17. 快捷回复短信
18. 交易完成
19. 暂无充值记录
20. 开票成功
21. 请先选择要打印发票的订单
22. 充值500元及以上可开票发票
23. 收货人姓名不能为空
24. 短信使用数
25. 支付宝充值
26. 请选择一款套餐进行购买
27. 去支付
28. Amount of SMS used
29. You have used \* messages, and you can still use \_ for free.
30. Recharge record
31. Amount of recharge
32. Order number
33. Issue an invoice
34. Invoice title
35. Contents of the invoice
36. No list of details
37. The area in which you are located
38. Detailed address
39. Distribution of the use
40. Postcode
41. Name of the receiver
42. Notification SMS
43. Reservation SMS
44. SMS for quick reply
45. Deal done
46. No recharge record available
47. The invoice has been issued
48. Please choose the order to print the invoice first.
49. The recharge of 500 Yuan and above can be invoiced.
50. The name of the receiver cannot be empty.
51. Amount of SMS used
52. Recharge by Alipay
53. Please choose and purchase a package.
54. To pay

## 5、多企业服务模式

## Multi-enterprise Service Model

中文：

1. 多企业服务模式
2. 适用于众创空间、物业等办公服务主体，可为入驻企业提供Pad端形象展示和访客管理服务。
3. 您还未添加任何公司
4. 添加公司
5. 下载模板
6. 上传公司
7. 公司企业服务已开启
8. 公司企业服务已关闭
9. 添加入驻企业成功，记得在员工页面添加该企业员工信息！
10. 立即前往
11. 公司信息修改成功
12. 公司信息名称重复
13. 公司信息修改失败
14. 初始化密码
15. 初始化密码成功
16. 请填写楼层号
17. 闸机组最少选一组
18. 暂无设备组，请先添加设备组
19. 存在重复公司
20. 企业信息
21. 提示：支持JPEG、PNG格式；
22. 推荐您使用背景透明的 png 图片
23. 企业联系人信息
24. 房间号
25. 关联闸机组
26. 删除子公司
27. 立刻升级到更高版本，解锁全部功能
28. 获取更高版本
29. 以后再说
30. Multi-enterprise service model
31. It can be applied to maker space, property and other subjects for office services, providing image display and visitor management services at the Pad terminal for settled enterprises.
32. You have not added any company yet.
33. Add a company
34. Download the template
35. Upload the company
36. The company's business service has been turned on.
37. The company's business service has been turned off.
38. The settled enterprise has been added. Remember to add the employee information on the employee page for the enterprise!
39. Immediately to
40. The company's information has been modified.
41. The company’s information title is duplicated.
42. Failed to modify the company's information
43. Initialize the password
44. The password has been initialized.
45. Please fill in the floor number.
46. Please choose at least one gate group.
47. There is no equipment group available, please add an equipment group first.
48. There are duplicate companies.
49. Enterprise information
50. Prompt: support JPEG and PNG.
51. It is recommended to choose a PNG picture with transparent background.
52. Corporate contact information
53. Room number
54. Associated gate group
55. Delete the subsidiary company
56. Upgrade to a higher version immediately to unlock all functions.
57. Get a higher version
58. Maybe later

# 九、历史页

# History Page

中文：

1. 新增审批流程设置
2. 部分功能优化；
3. 门岗设置；
4. 新增访客与黑名单模块；
5. 新增安全协议设置；
6. 新增会议管理，增加会议室、查看会议室预订记录等功能。
7. 员工登录流程优化，员工第一次使用需要激活账户并设置密码；
8. 访客页面增加签到访客、预约访客、邀请访客查看，及当前访客列表搜索功能；
9. 增加批量签出功能。
10. 员工专属链接取消，企业员工可获取初始密码直接登录员工专属页面，进行邀请操作；
11. 入住企业登录，多企业服务模式下的子公司均可登录，进入子公司专属页面，查看来访记录；
12. 优化“自定义设置”项页面布局。
13. 增加会议管理模式；
14. 增加身份证签退功能，修改完善身份证签到流程和方式
15. 修改完善搜索导出功能。
16. 新增身份证扫码签到；
17. 新增访客验证app客户端；
18. 新增开关配置页面；
19. 新增当日访客数统计。
20. 新增二维码扫描签到功能；
21. 新增语音通知、电话控制打印功能。
22. 页面全新改版
23. 新增账户信息-企业服务模式：多企业服务模式，适用于众创空间、联合办公场所、物业、写字楼等类型企业服务者，可为入驻的企业提供前台形象展示和访客管理服务。
24. 新增充值管理功能
25. 短信超出使用限额时，可以购买不同短信包；
26. 查看短信使用分布情况；
27. 开具购买短信订单发票。
28. 新增预约功能
29. 支持向访客发送预约短信，包含预约详情、交通停车等信息
30. 员工可根据模板进行编辑，将邀请函发送给预约访客
31. 访客到访时输入手机后四位，即可快速实现登记。
32. 新增批量预约功能，可通过Excel表格导入多位预约者信息。
33. 新增“钉钉”（如何配置钉钉）通知方式，并支持通过“钉钉”导入员工通讯录；
34. 新增“曾经来过”功能，再次到访的访客只需输入手机号码，即可完成登记。
35. 新增访客贴纸尺寸及更多内容的自定义设置；
36. 新增团队到访功能；
37. 启用全新的来访通logo；
38. 开启短信通知功能；
39. 新增来访信息搜索功能，支持对“拜访事由”的统计分析；
40. 新增专用账号（什么是专用账号）编辑功能；
41. 修改了邮件通知功能，可选择默认配置、SMTP或Exchange；
42. 支持将二维码设置为访客头像；
43. 新增设置访客贴文字功能；
44. 访客页面功能：支持日历查看当天的访客来访信息；
45. 员工页面功能：支持手动添加、RTX或Excel表格导入员工信息，并可进行批量修改；
46. 通知页面功能：提供微信、RTX、邮件三种通知方式，通过开关设置具体接收方式；
47. 自定义设置-企业形象页面：支持企业logo、iPad首屏轮播图、iPad外观颜色及访客头像自定义设置；
48. 自定义设置-访客登记页面：支持访客登记信息自定义设置，可创建输入项及选择项；
49. 配置钉钉
50. 如何设置钉钉获取以下信息
51. 什么是专用账号
52. 专用账号用于绑定拜访事由，当拜访者选择某一个拜访事由后（如图）
53. 输入您要拜访的人时，将会添加一个默认的专用账号（如图：面试管理者），拜访者可以通过此选项，通知到专用账号。
54. Settings of new approval process
55. Partial function optimization
56. Security settings
57. Add the modules for visitors and blacklist
58. Settings for new security protocol
59. Add conference management, increase some functions, such as conference room and view of conference room reservation records;
60. Optimize the employee login process. Employees need to activate their accounts and set passwords for the first time.
61. Add the functions of sign-in visitors, reserved visitors, inviting visitors to view and the search for the current visitor list to the visitor page.
62. Increase the function of batch sign-out.
63. Employees' exclusive links are cancelled. Employees can get the initial password and log in directly to the employee's exclusive page for invitation.
64. The settled enterprises log in. The subsidiary companies in multi-enterprise service model can log in and enter the exclusive page of the subsidiary company to view visitors' records.
65. Optimize the page layout of the "Custom Settings".
66. Increase the mode of meeting management.
67. Increase the function of sign-out by ID card, modify and perfect the sign-in process and mode by ID card.
68. Modify and improve the search and export functions.
69. Add the way of code scanning by ID card.
70. Add the app client for visitor verification.
71. Add the switch configuration page.
72. Add the statistics of the number of visitors on the same day.
73. Add a sign-in function by QR Code scanning.
74. Add the functions of voice notification, and telephone control for printing.
75. New page reversion
76. Add the Account Information - Enterprise Service Model: The multi-enterprise service model is suitable for various types of enterprise service providers, such as maker space, joint office space, property, office building and so on. It can provide the front desk display and visitor management service for the settled enterprises.
77. Add the recharge management function.
78. When SMS exceeds the user quota, different SMS packages can be purchased.
79. Check the distribution of the use of SMS.
80. Issue an invoice for the purchase of SMS order.
81. Add a reservation function.
82. Support sending a reservation SMS to visitors, including reservation details, traffic parking and other information.
83. The staff can edit according to the template and send the invitation to the reserved visitor.
84. When arriving, the visitor can enter the four numbers of his phone number so that he can quickly register.
85. Add a batch reservation function. Multiple reservations can be imported through the Excel table.
86. Add a notification mode of “DingTalk” (how to configure DingTalk), and support the import of employee contacts through “DingTalk”.
87. Add the function of “You have visited before”. Visitors only need to enter the phone number to sign in when they visit again.
88. Add the size of the visitor stickers and more custom settings for the contents.
89. Add the function of team visit.
90. Start using a new logo for “Cool Visit”.
91. Turn on the function of SMS notification.
92. Add the function of visit information search, and support the statistical analysis of “visiting reason”.
93. Add the editing function for the special account (what is a special account).
94. Modify the email notification function, and choose the default configuration, SMTP or Exchange.
95. Support the setting of QR Code as the avatar of the visitor.
96. Add the text function of the visitor sticker.
97. Function of visitor page: Support the calendar to view the visitor information on the same day.
98. Function of employee page: Support the mode of importing employee information through manual operation, RTX or Excel table and batch modification can be done.
99. Function of notification page: Provide three kinds of notification methods by WeChat, RTX and mail, and set a specific receiving mode by the switch.
100. Custom settings - enterprise image page: Support the custom settings for enterprise logo, carousel picture on the first screen of iPad, the color of iPad appearance and visitor avatar.
101. Custom settings - visitor registration page: Support the custom settings for visitor registration information and the entries and options can be created.
102. Configuration of DingTalk
103. How to set the DingTalk to get the following information
104. What is a special account
105. A special account is used to bind the visiting reason, when the visitor chooses a visiting reason (as shown in the figure).
106. When you enter the person you want to visit, you will add a default special account (such as an interview manager in the figure). The interviewee can notify the special account by this option.

## 如何配置钉钉页

## Page of How to Configure DingTalk

中文：

1. 如何配置钉钉
2. 打开官方网站www.dingtalk.com进入登录界面，或者直接访问管理员页面oa.dingtalk.com;
3. 进入管理员页面后，选择微应用，然后点击新增微应用；
4. 填写新增应用表单；
5. 点击设置，获取AngentID；选择微应用设置获取CorpID和CorpSecret
6. How to configure DingTalk
7. Open the official website www.dingtalk.com to enter the login interface, or directly access the administrator page oa.dingtalk.com.
8. After entering the administrator page, select the micro application, and then click on “Add a new micro application”.
9. Fill in the form for the new application;
10. Click on “Settings” to get AngentID; select “Micro application settings” to get CorpID and CorpSecret.

# 十、提示

# Prompts

中文：

1. 所选订单中包含正在开票或者已开票的订单
2. 邀请函暂无模板，请联系管理员设置邀请函模板
3. 发起人不在公司员工列表中,请重新发起会议
4. 短信开关未打开，请在通知页面开启
5. 同步次数超过限定次数
6. 短信使用已超过限额，请先购买短信
7. 手机号已被使用或邮箱被占用
8. 会议进行中，不能取消
9. 该部门已存在
10. The selected orders include the order that is being invoiced or has been invoiced.
11. There is no template for invitations available. Please contact the administrator to set up the invitation template.
12. The initiator is not listed in the company’s employee list. Please initiate the conference again.
13. The SMS switch is not turned on. Please turn it on on the notification page.
14. The times of synchronization exceed the limited number.
15. The use of SMS has exceeded the quota. Please purchase SMS first.
16. The phone number has been used or the email has been occupied.
17. The conference is under way and cannot be cancelled.
18. The Department has already existed.

# 十一.微信/门卫端

# WeChat/Guard Terminal

用户登录

User login

用户名/邮件地址

User name / mail address

密码

Password

请输入验证码

Please enter the verification code

刷新验证码

Refresh the verification code

登录

Log in

退出系统

Log out

登录成功

Login was successful

二维码

QR Code

证件扫描

Certificate scanning

现场预约

On-the-spot reservation

今日访客

Today's visitors

二维码扫描

Scanning by QR Code

扫描证件信息

Scan certificate information

读取证件

Read the certificate

现场预约

On-the-spot reservation

预约信息

Reservation information

您的姓名

Your name

拜访事由

Visiting reason

商务

Business affairs

公务

Official business

私人

Private affairs

其他

Others

您要拜访的人

The person you want to visit

请输入受访人姓名

Please enter the name of the interviewee

您的电话

Your phone number

签到访客

Sign-in visitors

预约访客

Reserved visitors

邀请访客

Invited visitors

常驻访客

Resident visitors

请输入您想搜索的信息

Please enter the information you want to search

访客总数

Total number of visitors

离开人数

Number of visitors that have left

正在拜访人数

Number of people visiting

受访者

Interviewee

手机号

Phone number

签到时间

Sign-in time

签出时间

Sign-out time

没有识别到可用的卡号，请使用姓名查询

The available card number is not identified. Please use the name query.

没有查询到可用的预约记录

No query to the available reservation records

访客签出成功

The visitor has signed out.

请输入完整登记信息

Please enter the complete registration information

访客签到失败

The visitor failed to sign in.

访客签到成功

The visitor has signed in.

该预约尚未到来访时间

The reservation has not yet reached the visit time.

该预约已超过来访时间

The reservation has exceeded the visit time.

该用户已被禁止预约来访

The user has been forbidden to make a reservation for a visit.

请输入正确的手机号码

Please enter the correct phone number.

该手机号尚未关联身份信息

The phone number has not been associated with identity information.

读取错误,请确认读卡器状态

A read error. Please confirm the status of the card reader.

请允许读卡器插件运行

Please allow the card reader plug-in to run.

证件通驱动加载失败,请检查设备

Failed to load the driver for the certificate system. Please check the equipment.

没有查询到常驻访客信息!

No query to resident visitor information!

该访客的常驻权限已到期

The resident authority of the visitor has expired.

常驻访客签入成功

The resident visitor has signed in.

常驻访客已签出

The resident visitor has signed out.

无身份信息，访客请使用身份证扫描登记

No identity information. Dear visitor, please scan the ID card for registration.

请填入正确的来访信息

Please fill in the correct visit information.

现场预约提交成功

On-the-spot reservation has been submitted.

该访客当天预约次数已用完

The reservations for the visitor on the same day have been used up.

一卡通驱动加载失败,请检查设备

Failed to load the driver for the one-card system. Please check the equipment.

获取信息失败,请重试!

Failed to get information, please try again!

网络错误,请联系管理员

Network error, please contact the administrator.

没有查询到可用公司数据

No query to available company data

来访人数

Number of visitors

单人

Individuals

团队

Team

访客您好,请填写预约拜访信息

Dear visitor, please fill in the reservation information for a visit.

您要拜访的公司

The company you want to visit

您要拜访的人 ,

The person you want to visit

您要拜访人的手机号码 ,

Phone number of the person you want to visit

拜访日期 ,

Date of visit

拜访时间 ,

Time of visit

拜访事由 ,

Visiting reason

面试 ,

Interview

拜访人查询成功 ,

The query for the interviewee was successful.

拜访人查询失败 ,

The query for the interviewee failed

请输入随访人员姓名,请以空格分隔姓名 ,

Please enter the names of the follow-up staff. Please separate the names by blanks.

请选择拜访公司 ,

Please choose the visiting company.

请输入拜访人姓名 ,

Please enter the name of the visitor.

请输入正确的拜访人手机号码 ,

Please enter the correct phone number of the visitor.

请填入随行人员名单 ,

Please fill in the list of the follow-up staff.

确认预约 ,

Confirm the reservation.

本日预约次数已用完 ,

The number of reservations today has been used up.

您的预约申请已提交

Your reservation application has been submitted.

# 十二.服务器通知

# Server Notification

您有一个访客到访。

You have a visitor arriving.

请接待。

Please receive.

预约拜访确认通知

Confirmation notification of a reservation for visit

请准时赴约，点击详情查看开门二维码！

Please keep the reservation on time, click the details to see the QR Code to open the door!

二维码有效期：预约时间前12分钟之后

Term of validity for the QR Code: Within 12 minutes before the reservation time

二维码有效期：预约时间后30分钟之前

Term of validity for the QR Code: Within 30 minutes after the reservation time

二维码有效期：预约时间前15分钟到预约时间后30分钟

Term of validity for the QR Code: From 15 minutes before the reservation time to 30 minutes after that

对不起，您的预约被拒绝了。

I’m sorry, your reservation has been rejected.

您有一个拜访申请需要授权

You have an application for a visit that requires authorization.

XX公司的XX需要访问贵公司洽谈业务

XX from XX Company needs to visit your company to negotiate business.

需要访问贵公司参加面试

Need to visit your company for an interview.

请点击详情进行访问授权！

Please click the details for the access authorization!

XX您好，您已签到成功

Hello, XX, you have signed in.

点击详情，获取临时通行钥匙！

Click the details to get the temporary key!

您有新的流程审批任务,请及时处理

You have a new task for process approval. Please deal with it in time.

访客预约审批

Approval of visitor reservation

访客XX于2017/06/08 15:30预约拜访XX

Visitor XX made an appointment to visit XX at 15:30, 2017/06/08.

点击查看审批详情

Click to check the details of the approval.

您的审批已经处理完毕！

Your approval has been processed! Visitor reservation

访客预约

Visitor reservation

# 十三.App

# App

受访人

Interviewee

来访登记

Visiting registration

预约登记

Reservation for registration

结束拜访

End a visit

已经预约

Already reserved

曾经来过

You have visited before

团队来访

Team visit

刷脸成功

Face swiping was successful.

认错人啦

Mistaken identity!

确认登出

Confirm the logout

登出成功

Logout was successful.

拜访时间

Time of visit

确认签到

Confirm the sign-in

拜访人数

Number of visitors

拜访类型

Type of visit

加载失败

Failed to load

刷卡登记

Register by swiping the card

读取成功

Reading was successful.

安全协议

Security protocol

默认接待人

Default receptionist

登录来访通

Log in to “Cool Visit”

已打印成功

Print was successful.

读卡器设置

Card reader settings

XX负责接待

XX is responsible for the reception.

无身份证登记

Non ID registration

抱歉，未能识别

I’m sorry, failed to identify

请输入11位手机号码，例:13813812345

Please enter an 11-digit phone number, for example: 13813812345

点击此处查找您要拜访的人

Click here to find the person you want to visit.

可输入对方的姓名首拼或对方手机号

You can enter the initials of the other person’s name or his/her phone number.

支持中文姓名、拼音、首字母、手机号

Support Chinese names, Pinyin, initials, phone numbers.

敬请在此留影，以便通知XX

Please take a photo here, in order to inform XX

已通知XX您在此处,等他同意后开始打印

We have informed XX that you are here. It will begin printing after he agrees.

登记信息上传中...

Registration information uploading...

预约信息查询中...

In the query for reservation information...

来宾信息查询中...

In the query for visitor information...

来宾您好，请填写以下内容

Dear visitor, hello, please fill in the following contents.

来宾您好，请填写您的手机号码

Dear visitor, hello, please fill in your phone number.

您好，请选择一个访客头像

Hello, please choose a visitor's avatar.

若您已上传过照片，请点击下方图标，体验刷脸签到

If you have uploaded a photo, please click on the icon below to experience the sign-in by swiping the face.

请将面部放入框中进行识别

Please put your face in the frame for identification.

手机号码必须是11位

The phone number must be 11 digits.

找不到该手机号码的访客记录

We did not find the visitor records of the phone number.

未找到此号码相关的预约，请与接待人联系确认

We did not find any reservation for this number. Please contact the receptionist for confirmation.

来访登记相关配置下载中，请稍候

The related configuration of the visiting registration is being downloaded. Please wait a moment

对不起,XX为必选项，请选择一项

Sorry, XX is required, please choose one.

对不起,XX不能为空

Sorry, XX cannot be empty.

对不起,XX中含有非法字符

Sorry, there are illegal characters in XX.

对不起,XX最多72个字符

Sorry, XX has a maximum of 72 characters.

对不起,您输入的邮箱格式有误

Sorry, the format of the email address you entered is incorrect.

对不起,您输入的手机格式有误

Sorry, the format of the phone number you entered is incorrect.

输入1-30以内的数字，超过30人请分批打印

Please enter the number within 1-30. In case of more than 30 persons, please print it in batches

对不起,邮箱最多36个字符

Sorry, the email address is up to 36 characters.

找不到要找的人就选他

If you can't find the one you want, please choose him.

请选择有效的接待人后再提交;若仍有问题请检查网络设置

Please select an effective receptionist and submit it. If there is still a problem, check the network settings, please.

抱歉，暂未获取到接待人列表，请返回上一页再试。

Sorry, I haven't got the list of the receptionist yet. Please go back to the previous page and try again.

您的来访通账号已过期，请前往coolvisit.com续费。

Your account of “Cool Visit” has expired, please renew it on coolvisit.com.

免费版无法使用iPad，请前往coolvisit.com联系客服申请试用。

IPad is not available for the free version. Please go to coolvisit.com and contact customer service for trial.

团队到访相关配置下载中，请稍候。

The related configuration of the team visit is being downloaded. Please wait a moment.

搜索您要拜访的公司（公司名、楼层、门牌号）

Search the company you want to visit (company name, floor number, room number).

登记完成，请知会前台引导接待

When the registration is completed, please notify the reception at the front desk.

打印机出片中，请等待

The printer is outputting the film. Please wait a moment.

蓝牙身份证读卡器已连接

The Bluetooth ID card reader has been connected.

蓝牙身份证读卡器未连接

The Bluetooth ID card reader is not connected.

登录失败，请稍后重试

Login failed, please try again later.

登出失败，请稍后重试

Logout failed, please try again later.

查询来宾信息失败，请稍后重试

Query for guest information failed, please try again later

查询预约信息失败，请稍后重试

Query for reservation information failed, please try again later

查询访客信息失败，请稍后重试

Query for visitor information failed, please try again later

查询公司信息失败，请稍后重试

Query for company information failed, please try again later

打印失败，请联系前台

Print failed, please contact the front desk.

未找到打印机，请联系前台

No printer has been found. Please contact the front desk.

没有预约信息，可现场签到

Without reservation information, you can sign in on the spot.

未找到此人相关的预约，请与接待人联系确认

No reservation is found for this person. Please contact the receptionist for confirmation.

预约登记失败，服务暂不可用

Reservation registration failed. The service is not yet available.

当前网络不可用，即将返回上一步

The current network is not available and is going back to the last step.

身份证读卡器设置

ID card reader settings

来宾您好，请刷身份证

Dear guest, hello, please swipe your ID card.

已预约的访客请把身份证放在读卡器上等待2秒

For the reserved visitor, please put your ID card on the card reader for 2 seconds.

未到预约时间范围

Not yet the range of the reservation time

超过预约时间范围

Beyond the range of the reservation time