**Help/Frequently Asked Questions (FAQs)**

**Interface**

1. How do I open the secondary form to select my meeting aim?

After you’ve filled out the previous fields, you can select the meeting aim button under the ‘Meeting With’ dropdown, and a second form will open with different meeting types, where you can select the aim of your meeting.

(689 people found this helpful)

1. How will we implement clearing the fields once the visitor has signed in?

By implementing the clearFields (); function under the sign in button, the users’ fields will be cleared once they successfully sign in, and their data will be transferred to the Visitors on Site section of the form.

(Only visible to developers)

1. I have selected the wrong meeting aim, am I able to change it or clear my selection?

Yes. If you reopen the Meeting Aim popup form the same way, you will be able to change your selection, or if you wish to clear it, press the cancel button, and the label on the button will return to it’s original state, “Meeting Aim”.

(327 people found this helpful)

**Security**

1. How can we implement clearing visitors’ data once they leave the establishment?

Once the user has attended their meeting and their details are displayed under the Visitor’s On Site section, we will implement a button under the section to clear the listbox, so that there is room for future scheduled meetings, and the previous meetings will no longer be displayed.

(Only visible to developers)

1. Will others be able to view my data during my meeting?

Your personal data is securely kept in the system until the end of your meeting. It is not visible to the public, only to staff responsible for contacting you in case of emergency or rescheduling. Only your meeting details are displayed, so that users can see there are meetings in progress, and whether their scheduled meeting may be delayed or the person they are to meet with is still with someone else.

(436 people found this helpful)