**User Instruction Manual**

**For Visitor Registration Application**

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This document will explain the steps to operate and maintain the Visitor Registration Application.

1. After opening the application, a form will appear requesting details regarding you and your scheduled meeting. To begin, fill out the first field with your first name. If this field is left empty, and you attempt to sign in, a prompt will appear, asking that you input a valid entry into the field.
2. Once you enter your first name, a second field will request your surname. If this field is empty, you will receive the same prompt as the first field when attempting to sign in, that you enter a valid surname. This is so our team can identify that you are the right person attending the meeting.
3. Then, there will be a field requesting a phone number, so our team can contact you regarding your meeting in case there is a cancellation or rescheduling due to any issues that may arise prior to the meeting. If this field doesn’t contain a valid phone number, a prompt will appear, asking for a valid phone number to be entered.
4. Lastly, there will be a field requesting an email address, again so our team can contact you if necessary. If this field doesn’t contain a valid email address, a prompt will appear, asking for a valid email address to be entered.
5. Once your personal and contact details are entered, the next section of the form contains information regarding meeting details. To begin, fill in the date of your scheduled meeting, by clicking on the date displayed. A dropdown menu will appear, with a calendar, and the default date selected as the current day (at the time of your sign in). To select your meeting date, simply click on the date that your meeting is scheduled for, and the dropdown will close automatically, and display the selected date.
6. To enter the time of your meeting, you can type in the text box below the label ‘Time’, or select the arrows to input your meetings scheduled time.
7. To inform us who your meeting is with, you may type in the text box below the label ‘Meeting With’ or select the arrow pointing down at the end of the text box and select from the list.
8. To select the aim of your meeting, click the button with the label ‘Meeting Aim’, and a popup form will appear, where you can select from 4 different meeting aims. To select the aim of your meeting, click one of the single-choice options, and select ‘OK’. The popup will disappear, and the original label ‘Meeting Aim’ will be replaced with your selection. If you decide not to select any or press the ‘Cancel’ button instead of ‘OK’, the popup will disappear and the ‘Meeting Aim’ label will remain the same.
9. Once you have filled in these fields, you may select the ‘Sign In’ option at the bottom of the form. If all fields are valid, your meeting details will be displayed on the right-hand section of the form, your full name, the time of your meeting, the staff member you are meeting with, and the aim of the meeting.

At the same time, your personal, contact, and meeting detail fields will be cleared, and the only visible data will be that your meeting is near or in progress, so the next person that comes to sign in won’t have to clear the fields in the form.

1. At the end of the meeting, you, or the receptionist is able to clear the meeting from the in-progress section, by clicking on the lines of text that they wish to remove and deleting them.