Site Access Management

Dashboard   Users   Visitors
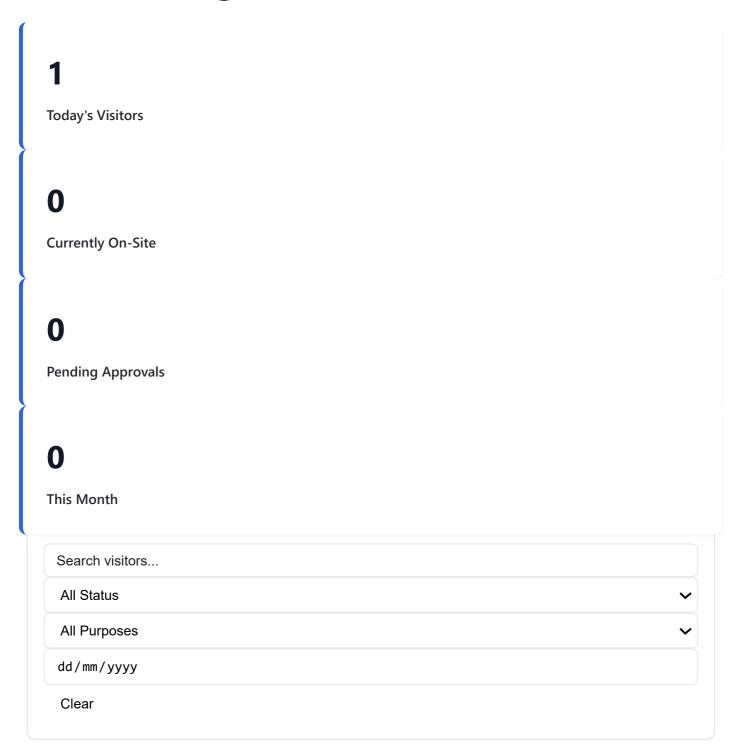
JG   **John Guard**
      Security Guard   [Logout]

Visitor Management   Register New Visitor

1

Today's Visitors

0

Currently On-Site

0

Pending Approvals

0

This Month

Search visitors...

All Status ⌄

All Purposes ⌄

dd / mm / yyyy

Clear

Visitors

Name	ID Number	Company	Host	Purpose	Status	Check-in	Actions
Ephantus Karanja	1234	N/A	Eric Muga IT	Meeting	Approved	Not checked in	Actions Check In

- [1](#)

Register New Visitor

First Name *

Last Name *

Email

Phone Number *

ID/Passport Number *

Company/Organization

Host Employee *

Host Department *

Select Department   ⌄

Purpose of Visit *

Select Purpose   ⌄

Expected Date *

26/09/2025

Expected Time *

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Vehicle Number

e.g., KCA 123A

Visitor Photo

| Choose File | No file chosen

Notes

Additional notes about the visit...

☑ Auto-approve visitor (Security Guard privilege)

Cancel   Register Visitor

Visitor Actions