



Start your free trial today

No credit card required. All you need to get started is an iPad
to help greet visitors as they arrive in your office.

Email address

Password

Confirm password

Let's go!

Have questions? We're here to help!

info@enterapp.co 1.800.123.4567



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No credit card required. All you need to get started is an iPad
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Email address

sollai@acmeindustries.com



Password

.....



Confirm password

.....



Let's go!

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Setup progress



Account information

First Name

Last Name

Phone Number

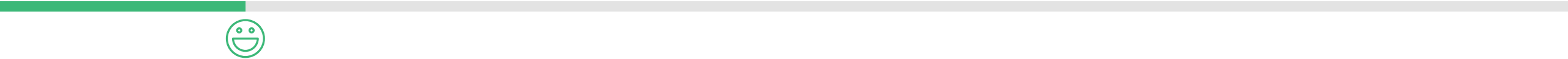
Company Name

Set up my account

Have questions? We’re here to help!

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Setup progress



Account information

First Name

Sollai

Last Name

Carter

Phone Number

076-224-1917

Company Name

Acme Industries

Set up my account

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Setup progress



iPad setup

[I'll set up my iPad later](#)

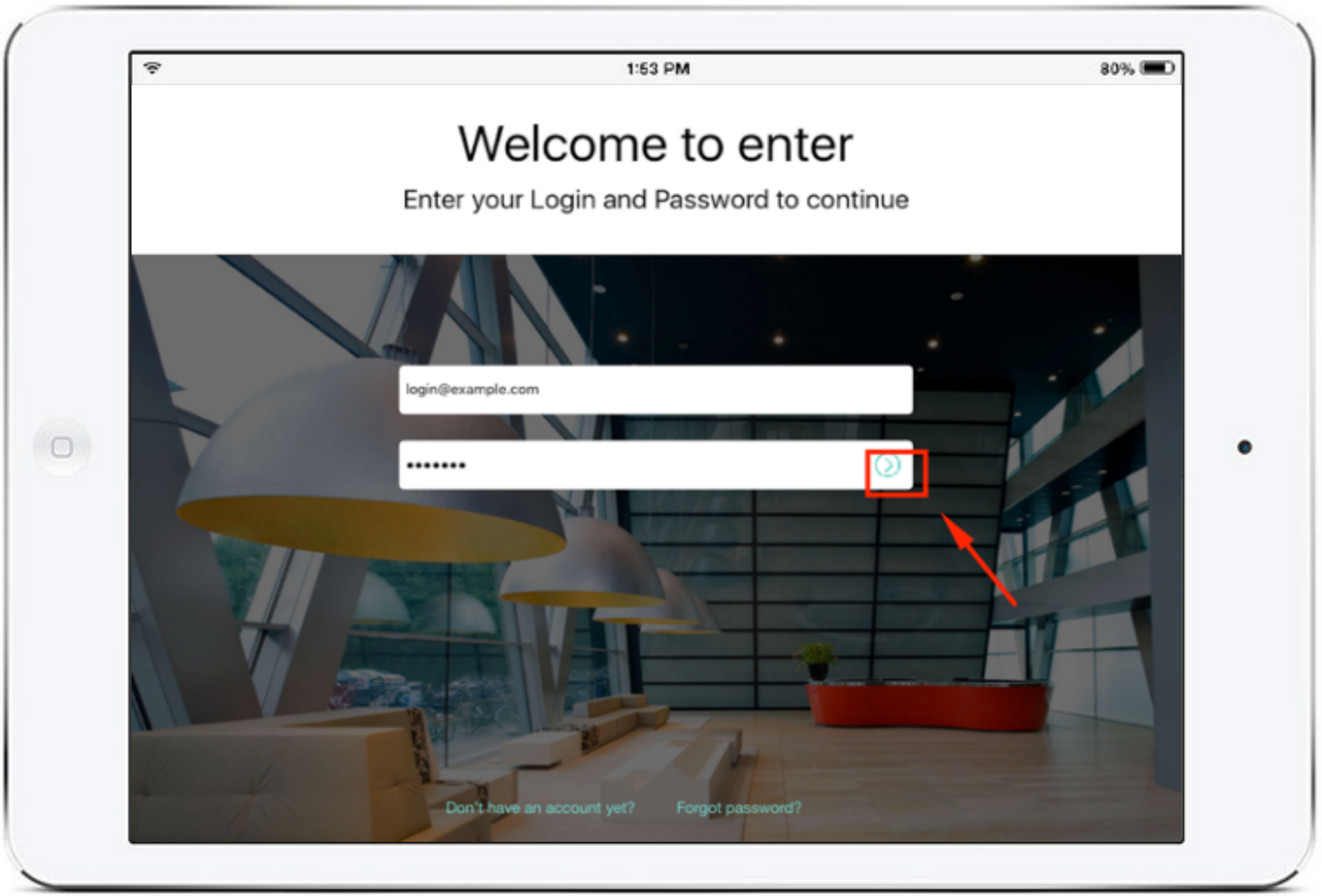
1

Step 1. Find “**enter app**” in the App Store and install it.



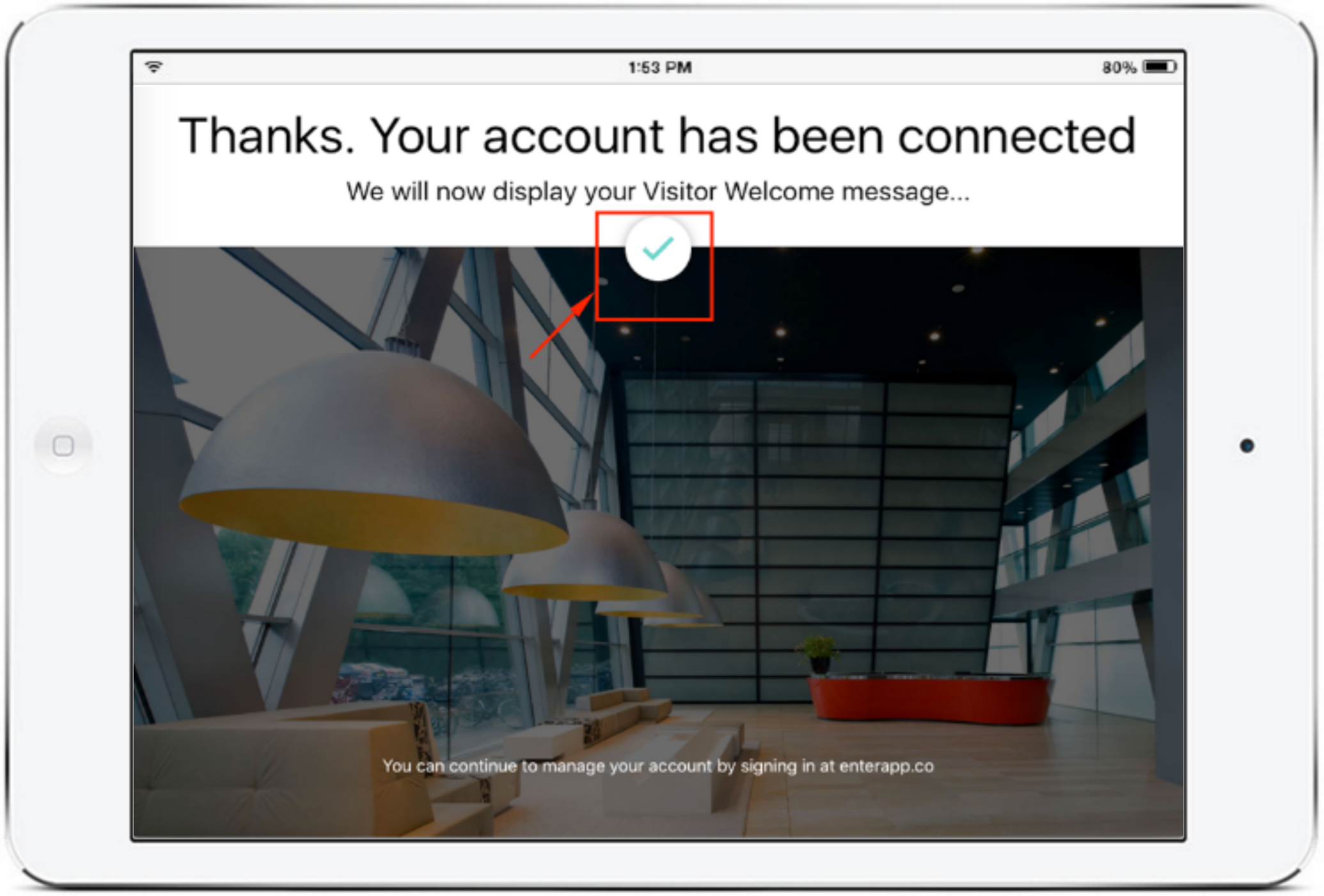
2

Step 2. Open the app and enter your **account details**.



3

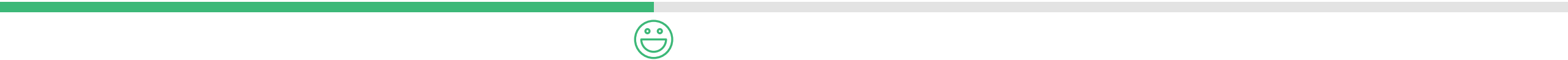
Step 3. Great! Press the green checkmark to finish setup.



Continue to Add People

Have questions? We're here to help!
support@enterapp.co 1.800.123.4567

Setup progress



Add People

Add via email

Enter the email addresses of the people you want to invite below. You can copy and paste a list, or enter one at a time.

Each person will be able to add their name, mobile phone and picture.

One at a time

Paste a bunch

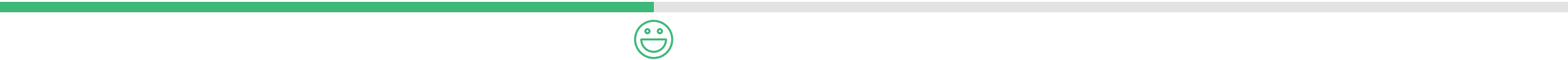
Or

- Upload a .csv
- Do this later

Save and continue

Have questions? We’re here to help!
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Setup progress



Add People

Add via email

Enter the email addresses of the people you want to invite below. You can copy and paste a list, or enter one at a time.

Each person will be able to add their name, mobile phone and picture.

One at a time

Paste a bunch

caroline@acmeindustries.com

petar@acmeindustries.com

Save and continue

Or

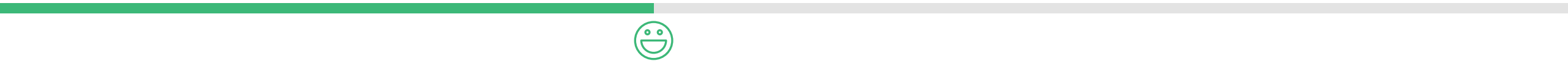
Upload a .csv

Do this later

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Add People

Add via email

Enter the email addresses of the people you want to invite below. You can copy and paste a list, or enter one at a time.

Each person will be able to add their name, mobile phone and picture.

One at a time

Paste a bunch

jerry@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com,email@acmeindustries.com

Or

Upload a .csv

Do this later

Save and continue

Have questions? We’re here to help!

info@enterapp.co 1.800.123.4567

Setup progress



Import from a .csv file

Need help structuring your file? [Download a sample CSV template.](#)

Select your .csv file:

Import

Have questions? We're here to help!
info@enterapp.co 1.800.123.4567

Setup progress



Import from a .csv file

Need help structuring your file? [Download a sample CSV template.](#)

Select your .csv file: **companyemails.csv**

Import

Have questions? We’re here to help!
info@enterapp.co 1.800.123.4567



Setup progress



Confirm

Nice! You successfully added 28 records.

2 records had issues, correct or delete them below:

- 
- 

28 people were successfully added

-
-
-
-
-
-
-

Continue

Have questions? We're here to help!
info@enterapp.co 1.800.123.4567



Confirm

Nice! You successfully added 28 records.

2 records had issues, correct or delete them below:

☒ **johns@acmeindustries.com**

28 people were successfully added

caroline@acmeindustries.com

petar@acmeindustries.com

hemda@acmeindustries.com

mirelena@acmeindustries.com

cassiemarco@acmeindustries.com

cassiegriffith@acmeindustries.com

ionut@acmeindustries.com

Continue

Have questions? We're here to help!

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Setup progress



Notification Settings

When a visitor checks-in, notify using

- ☒ Text
- ☐ Slack
- ☐ Hipchat

The notification should say:

A guest is here to see you

Display an option for deliveries

ON

The notification should say:

Default

Save and continue

Have questions? We’re here to help!

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Setup progress



Notification Settings

When a visitor checks-in, notify using

☒ Text

☒ Slack

Slack token 

98HD9CM123BN

Slack channel name

We recommend creating a new channel named 'enter' [How?](#)

Bot name

☐ Hipchat

The notification should say:

Display an option for deliveries

☐

ON

The notification should say:

Save and continue

Have questions? We're here to help!

info@enterapp.co 1.800.123.4567

Setup progress



Notification Settings

When a visitor checks-in notify using



Explanation of what a Slack token is and where to put it.



Slack token 

98HD9CM123BN

Slack channel name

We recommend creating a new channel named 'enter'

Bot name

☐ Hipchat

The notification should say:

Display an option for deliveries

☐

ON

The notification should say:

Save and continue

Have questions? We're here to help!

info@enterapp.co 1.800.123.4567

Setup progress



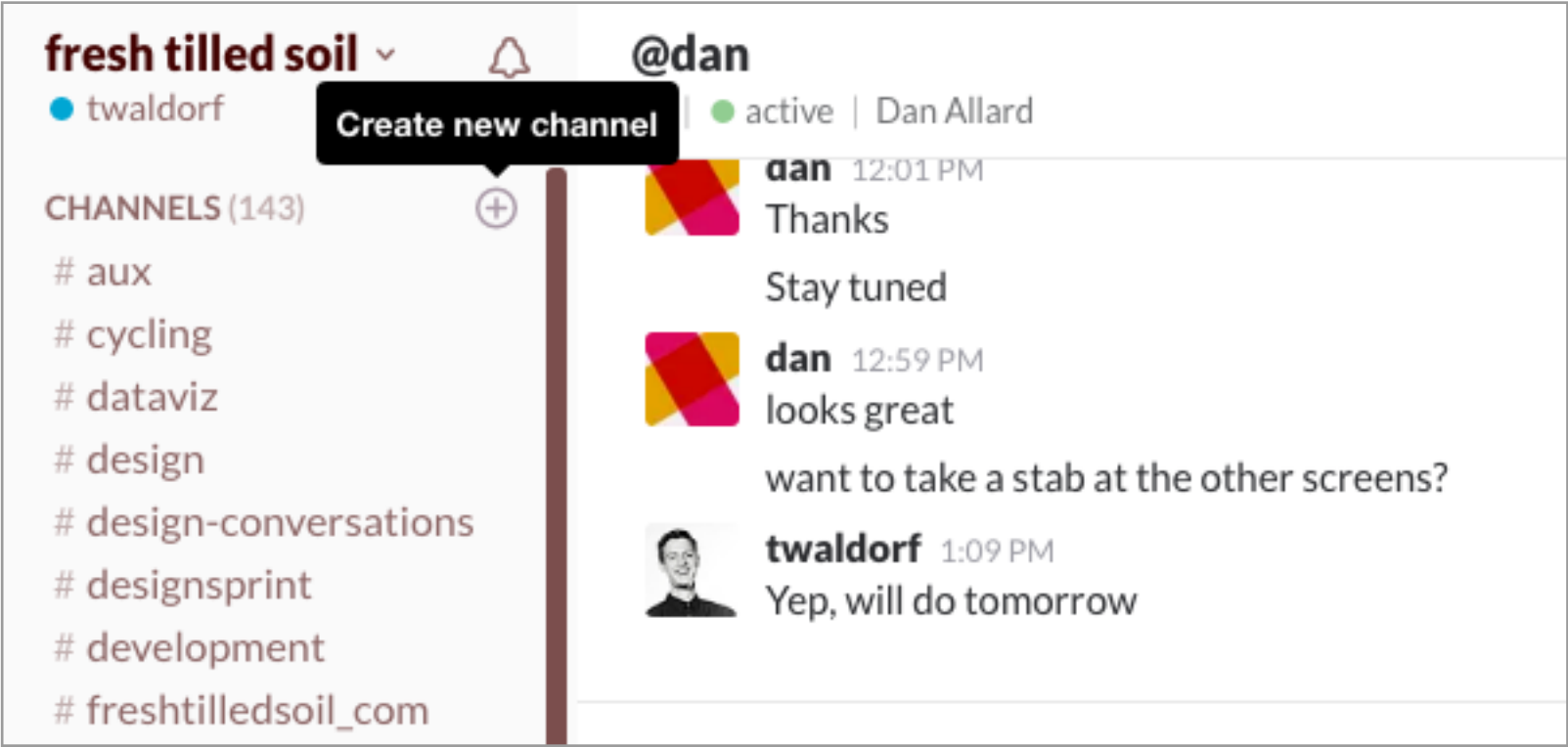
Notification Settings

When a visitor checks-in, notify using

Text

Creating Slack channels

Add a new channel to your Slack team by clicking on the small ⊕ icon by the CHANNELS label.



Got it

The notification should say:

Default

Save and continue

Have questions? We're here to help!

info@enterapp.co 1.800.123.4567

Setup progress



Welcome screen

Message style

☒ Static ☐ Time-of-day

Static message

Message settings

Title of company selection screen

Title of person selection screen

Default message shown after selecting a person

Default message shown after selecting multiple people

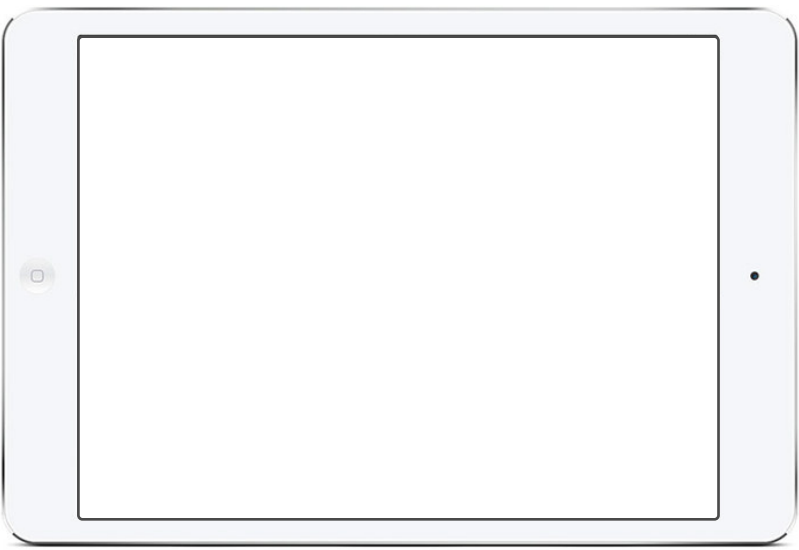
Final message completing the check-in

Check-in rules

- ☐ Require Visitors To Provide Their Name
- ☐ Require Visitors To Provide Their Email
- ☐ Require Visitors To Take A Picture Of Themselves

Company Logo

Select an image file



This is where the message will appear

Save and continue

Have questions? We’re here to help!
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Setup progress



Welcome screen

Message style

☐ Static ☒ Time-of-day

Daytime hours start at

Daytime message

Daytime hours end at

After-hours message



This is where the message will appear

Message settings

Title of company selection screen

Title of person selection screen

Default message shown after selecting a person

Default message shown after selecting multiple people

Final message completing the check-in

Check-in rules

- ☐ Require Visitors To Provide Their Name
- ☐ Require Visitors To Provide Their Email
- ☐ Require Visitors To Take A Picture Of Themselves

Company Logo

Select an image file

Save and continue

Have questions? We’re here to help!

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Setup progress



Ok, great!

Put your iPad in a prominent place where your visitors can easily interact with it and you’re ready to rumble!

Save and finish

Have questions? We’re here to help!

info@enterapp.co 1.800.123.4567

Setup progress



Ok, great!

Don't forget to set up your iPad!

[View setup instructions](#)

Save and finish

Have questions? We're here to help!

info@enterapp.co [1.800.123.4567](tel:18001234567)

iPad Settings

You have 1 connected iPad.

- ✔ “Cara’s Office Ipad” 16gb iPad Mini

[View setup instructions](#)