

Sign up

Account info

iPad setup

Add People

Notifications

Welcome messages

Overview

# Sign up for a free trial

Single company	Multi company
\$99 <sub>/mo</sub>	\$299 <sub>/mo</sub>

email

password

Sign up

# Account information

Confirm password

✓

First name

Last name

Phone number (for SMS)

Company name

Company logo

File requirements subtext

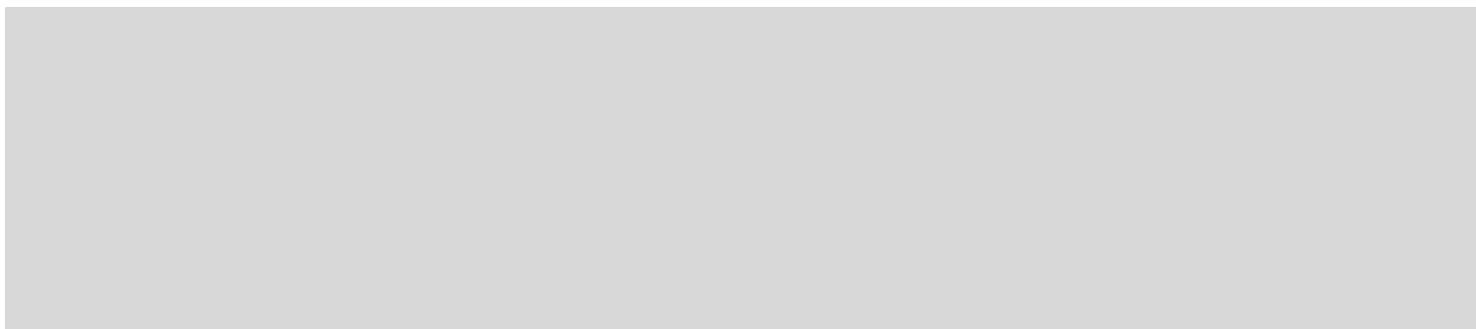
Browse

Set up my account

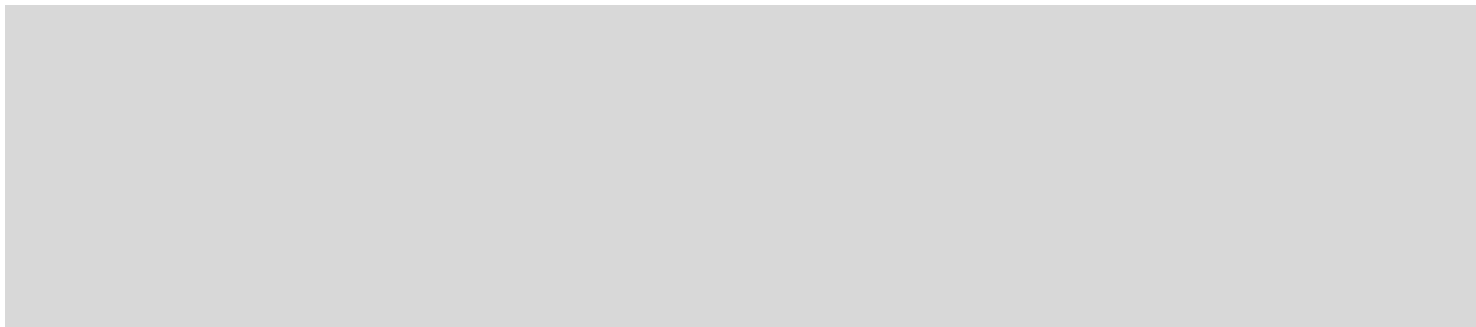
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# iPad setup

1. Download the app on the app store.

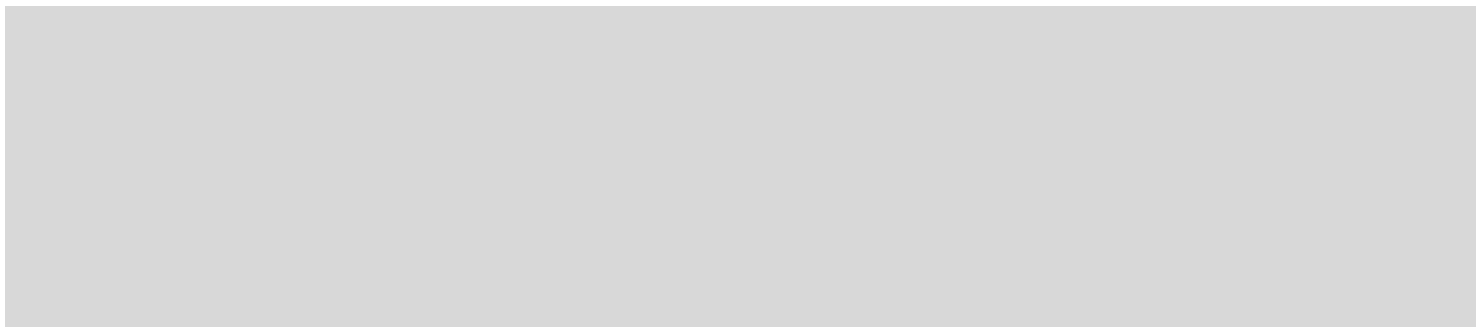


2. Open the Enter application

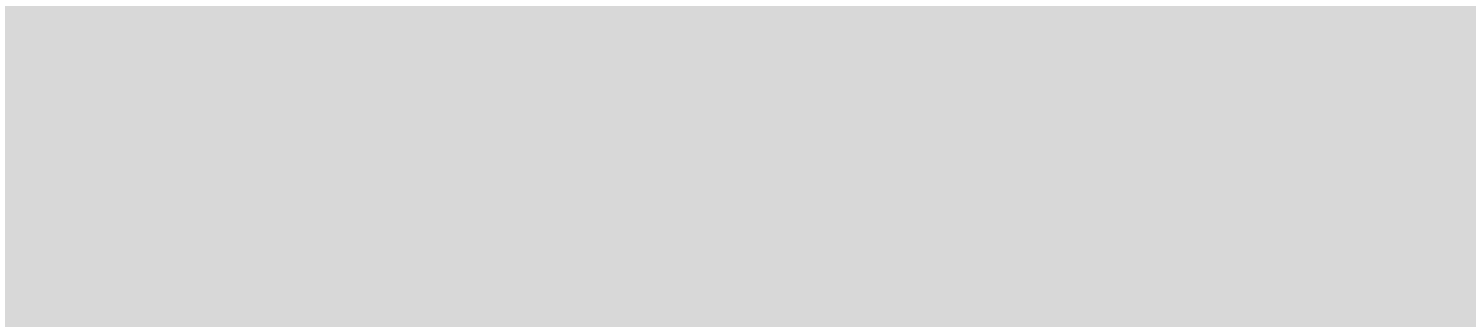


3. Enter your login information

[Forgot your password?](#)

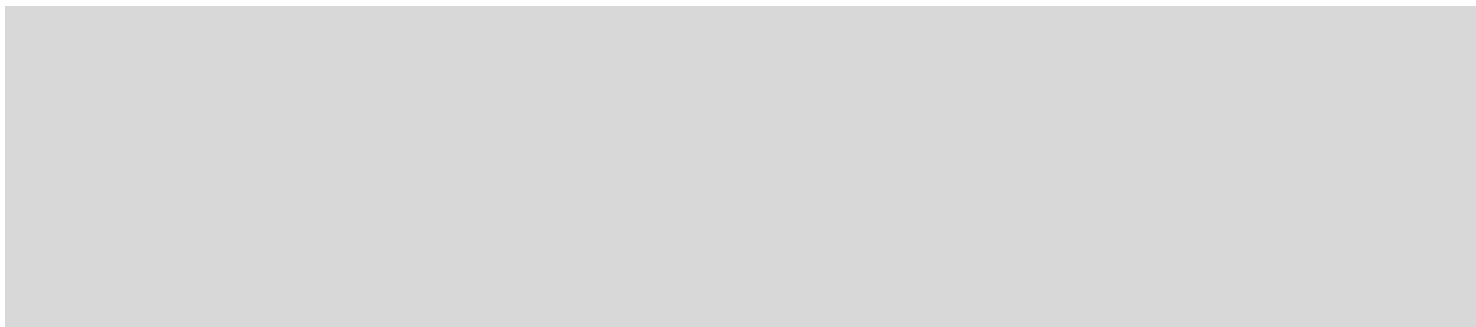


4. Tap the checkmark icon



5. Your iPad is connected!

[Having trouble? Contact support.](#)



Continue set up

Next: add people

# Add people

Invite 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.

Behavior: automatically parse email addresses to one per line (like a typical tag field behavior pattern) and dynamically add lines as needed.

Send invitations

Or

Upload a .CSV

Add manually

Save and continue

Next: notification settings

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# Notification settings

When a visitor checks in, notify using

☒ Text

☒ Slack

Slack settings

Token

Bot name

☐ Hipchat

The notification should say:

Default notification

Display an option for deliveries

**ON** ☐

The notification should say:

Delivery notification message

Save

Next: welcome screen settings

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# Import from a .CSV

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

Select your CSV file:

Choose file

Import

[Back to: add people](#)

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# Welcome screen

Message style

- ☒ Static    ☐ Based on time-of-day

Static message

Message settings

Title of company selection screen

Default message

Title of person selection screen

Default message

Default message shown after selecting a person

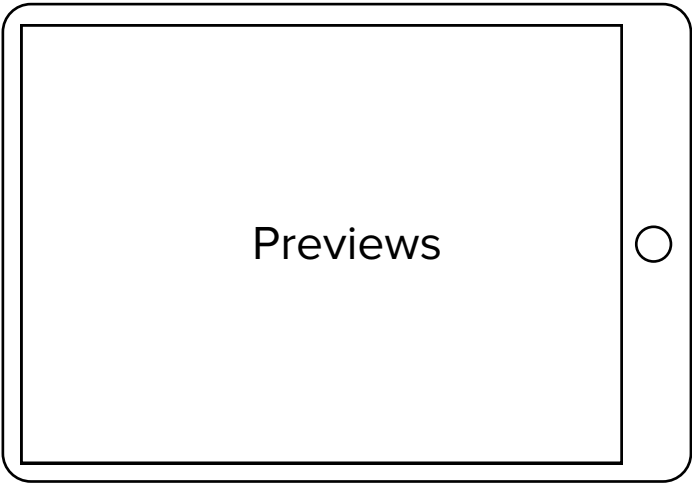
Default message

Default message shown after selecting multiple people

Default message

Final message completing the check-in

Default message



Check-in rules

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

Finish



# Welcome screen

## Message style

- ☐ Static
- ☒ Daytime and after-hours messages

Daytime hours start at 

7:30AM

Daytime message

Default message

Daytime hours end at 

5:00PM

After-hours message

Default message

## Message settings

Title of company selection screen

Default message

Title of person selection screen

Default message

Default message shown after selecting a person

Default message

Default message shown after selecting multiple people

Default message

Final message completing the check-in

Default message



## Check-in rules

- ☐ Require Visitors To Provide Their Name
- ☐ Require Visitors To Provide Their Email
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Finish