



Template Description: Visitor Sign-In Sheet

Document Date: 2026-02-17

Document Control

Version	Owner	Approved By	Effective Date	Classification
1.0	Administration Team	Operations Manager	2026-02-17	Internal Use

1. Purpose

This template standardizes physical visitor registration at NabtaTech reception and aligns sign-in data with the digital visitor log workbook for audit, security, and reporting consistency.

2. Source Workbook Reference

Source file: NabtaTech_Visitor_Log_2026_7824e3d4429641b9a78ad9a80ea7a0e9.xlsx

Primary worksheet: Daily Visitor Log

3. Included Sign-In Fields

Field	Usage
Date	Captured during reception check-in and verified by front desk staff.
Badge Number	Captured during reception check-in and verified by front desk staff.
Visitor Name	Captured during reception check-in and verified by front desk staff.
Company	Captured during reception check-in and verified by front desk staff.
Contact Phone	Captured during reception check-in and verified by front desk staff.
Email	Captured during reception check-in and verified by front desk staff.
Person To Meet	Captured during reception check-in and verified by front desk staff.
Department	Captured during reception check-in and verified by front desk staff.
Purpose Of Visit	Captured during reception check-in and verified by front desk staff.
Check-In Time	Captured during reception check-in and verified by front desk staff.
Check-Out Time	Captured during reception check-in and verified by



NabtaTech Solutions

	front desk staff.
--	-------------------

4. Operational Use

- Print daily and keep at reception desk for manual fallback logging.
- Use one row per visitor and maintain badge traceability.
- Reconcile paper entries with the digital workbook at end of day.
- Archive signed sheets according to internal documentation policy.