

EasyVisit

Manual



Document History

Version	Changes	Date
0.1	Initial Version	26.04.2020

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Introduction

EasyVisit is your digital visitor list. This document will give you detailed information about installation, configuration and the usage of EasyVisit.

Support

If you run into any problems, please create a issue on GitHub

<https://github.com/ozzi-/easyvisit/issues>

Requirements

The following components are required for running Easy Visit:

- Webserver
Apache 2.4 and lighttpd have been tested
- PHP7
- MySQL Database

Minimum system requirements – Tablet:

- Resolution of 1200 x1080
- Android or iOS operating system with recent Chrome, Firefox or Safari Browser

Minimum system requirements – Browser:

- Resolution of 1280x1024
- Recent Chrome, Firefox or Safari Browser

Installation

Installation is performed as such:

1. Unzip the release ZIP file
2. Copy the unzipped files to your web root folder
i.E. /var/www/html/easyvisit
3. Create a host
This varies depending your webserver
4. Open a browser and open the IP / hostname of your server
5. You will be greeted by the EasyVisit Installer

6. The first step will check, if all required PHP extensions are installed and if the read & write privileges are in order.

EasyVisit Installation

Please read the [End User License Agreement \(EULA\)](#) before continuing.

Step 1 - Checking PHP extensions & required directories

✓ All PHP extensions are installed

Continue

7. Now enter the credentials of a MySQL that can be used to create a dedicated EasyVisit user as well as import the database schema.

EasyVisit Installation

Step 2 - MySQL DB Setup and Backups

Enter your MySQL user with sufficient privileges in order to create and initialize the database and the connection details.

If you are using a custom port, append :port to the input field.

Enter password for MySQL user 'easyvisit'

Enter the path to where you wish to save EasyVisit backups.
This directory shall be read and writeable to the user your webserver is running as and **not** inside of the www folder.

Continue

8. The setup should take a few seconds only

EasyVisit Installation

Step 3 - Creating DB & Backup Path

✓ Connected to DB

Starting import

✓ Successfully imported DB and created user

✓ Successfully set MySQL DB in includes/config.php

Continue

9. Congratulations, the setup is done.

EasyVisit Installation

Congratulations, the basic installation has completed successfully.
You can now login with the created admin user with the password **changeme**.
You should change the password as soon as possible.

Further configuration can be performed, when logged in as admin, under [Configuration](#).
This includes settings such as language, password policy, setting up LDAP logins and branding.

For security reasons, all installation files will be deleted automatically.

[Continue to the EasyVisit App](#)

Note: You can login with the user «admin» and the password «changeme». Please change the password as soon as possible.

Trouble Shooting during the Installation

Missing PHP Extensions

The EasyVisit Installer will tell you if any PHP extensions are missing.

On Linux systems with **aptitude**, install the missing extensions as such:

```
# apt-get install php-{extension}
```

On Linux systems with **yum**, install the missing extensions as such:

```
# yum install php-{extension}
```

On Windows systems, extensions are placed in «extension_dir» as *php_*.dll* files.

Missing privileges

The user running the webserver, requires read & write privileges in the installation folder as well as the user specified backup folder.

On Linux systems, this might be done as following:

```
# chown -R www-data:www-data /var/www/html/easyvisit
```

```
# chown -R www-data:www-data /opt/easyvisitbackup
```

MySQL

When configuring the MySQL settings, some problems may arise.

Entering wrong connection details:

Step 3 - Creating DB & Backup Path

Warning: mysqli_connect(): php_network_getaddresses: getaddrinfo failed: No address associated with hostname in **/var/www/html/fda/installer.php** on line 120

Warning: mysqli_connect(): (HY000/2002): php_network_getaddresses: getaddrinfo failed: No address associated with hostname in **/var/www/html/fda/installer.php** on line 120

Error connecting to MySQL server: php_network_getaddresses: getaddrinfo failed: No address associated with hostname

[Back](#)

Entering wrong credentials:

Step 3 - Creating DB & Backup Path

Warning: mysqli_connect(): (HY000/2002): Connection refused in **/var/www/html/fda/installer.php** on line 120

Error connecting to MySQL server: Connection refused

[Back](#)

Configuration & Operation

All configuration is done through the menu item «Settings», here you can configure everything from themeing to security settings.

Note: The menu item is only available to EasyVisit administrative users.

Backups

Backups contain all data (i.E. visitor check-ins) as well as the software itself including all settings.

Updates

This one click updates are still work in progress.

Logs

A detailed log on all operations are written to syslog (Linux) or event log (Windows).

Example log:

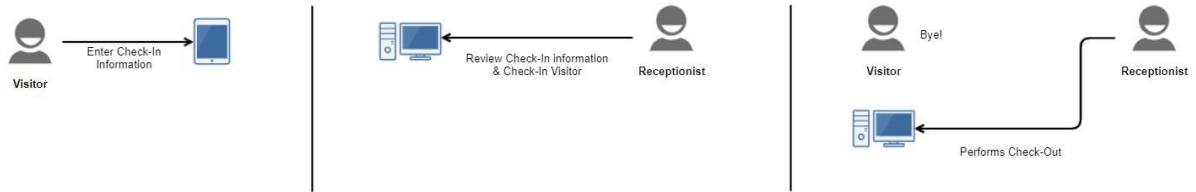
```
Aug  7 10:10:30 serv easyvisit[26626]:  
2018/08/07 10:10:30- 172.16.10.71-LDAP login attempt with wrong password OR  
unknown username = test123
```

```
Aug  7 10:13:12 serv easyivisit[26626]:  
2018/08/07 10:13:12-user@172.16.10.71-7 changed Mobile to +41775345894
```


Usermanual

Workflow

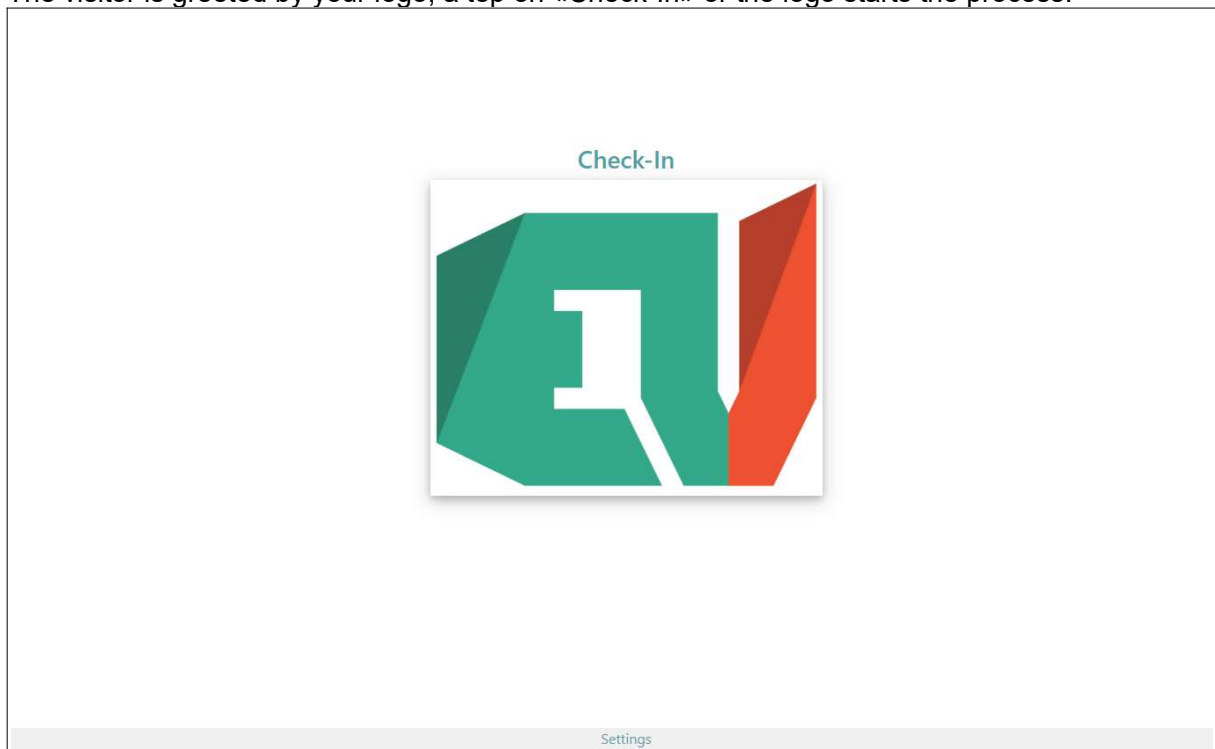
The following workflow is given by EasyVisit:



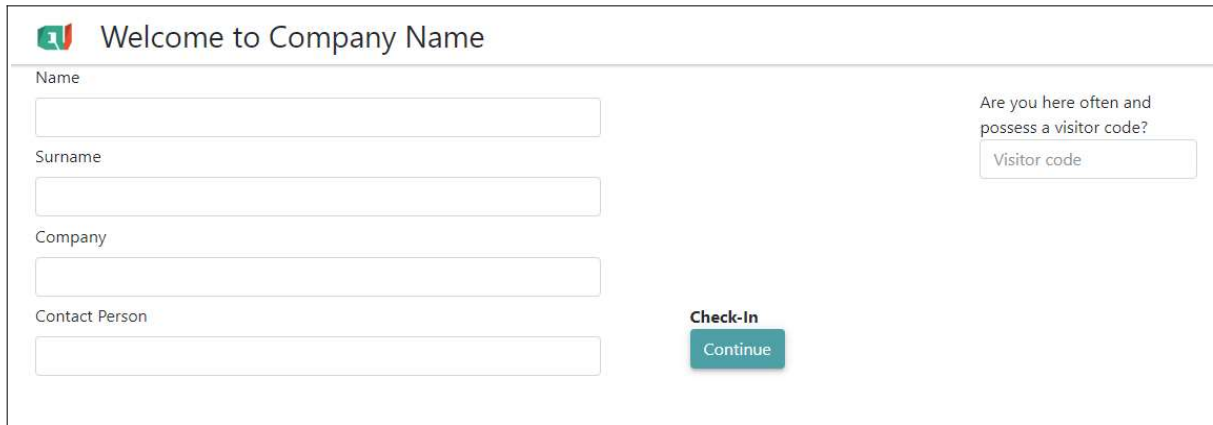
Visitor

Check-In

The visitor is greeted by your logo, a tap on «Check-In» or the logo starts the process.

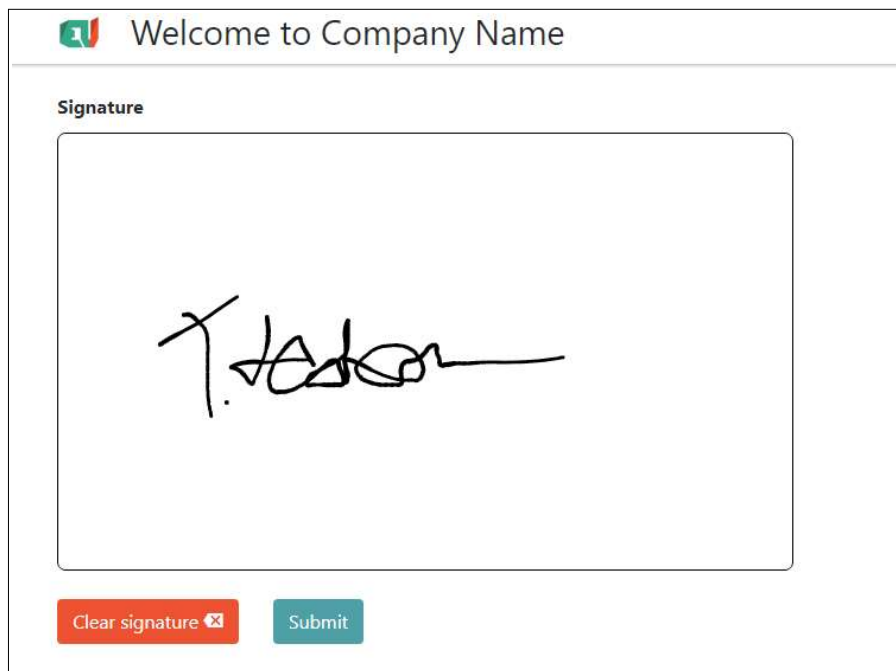


The visitor can now fill out his name, surname, company and contact person.
If the visitor has a visitor code, he can use said code instead of filling out his details.



The image shows a digital form titled "Welcome to Company Name" with a logo on the left. The form contains four input fields stacked vertically on the left: "Name", "Surname", "Company", and "Contact Person". On the right side, there is a question "Are you here often and possess a visitor code?" followed by a "Visitor code" input field. At the bottom right, there is a "Check-In" button with a "Continue" label inside it.

The visitor can now give his signature using a finger or a pen.



The image shows a digital form titled "Welcome to Company Name" with a logo on the left. The form has a section labeled "Signature" with a large rectangular box for a signature. Inside the box, there is a handwritten signature in black ink. Below the signature box, there are two buttons: a red "Clear signature" button with an eraser icon and a teal "Submit" button.

Check-Out

The Check-Out is performed by the receptionist or the the visitors contact person. The visitor does not have to Check-Out himself.

Receptionist

Check-In

The menu item «Check-In» is updated automatically according to the amount of visitors waiting for Check-In.



Clicking on «Check-In» the information of the visitor is shown. They can be edited if required. Confirming Check-In finishes the process.

The screenshot shows the EasyVisit Check-In form. At the top, there are navigation links: Visitors, Check-In (highlighted with a blue circle), Check-Out, Management, Settings, and Logout. Below the navigation bar, there is a header: 'Check-In - 2020-04-27 - 14:04'. The form contains several input fields: 'Name' (Tom), 'Surname' (Test), 'Company' (Testing Inc.), 'Contact Person' (Jeff), and 'Identifier' (a dropdown menu). To the right of these fields is a large text area for a signature, which contains a handwritten signature. Below the signature area is a checkbox labeled 'ID checked'. At the bottom of the form, there are two buttons: 'Delete Check-In' and 'Check-in visitor'.

The visitor is now listed in the visitor list. Furthermore, the menu item «Check-Out» now shows, that one visitor is currently checked-in.

The screenshot shows the EasyVisit visitor list. At the top, there are navigation links: Visitors, Check-In, Check-Out (highlighted with a blue circle), Management, Settings, and Logout. Below the navigation bar, there is a header: '2020-04-27' and 'Receptionist: admin'. The table below shows the list of visitors. The table has 8 columns: Name, Company, Contact Person, ID checked, Identifier, Check-in, Check-Out, and Signature. There is one row of data for 'Tom Test'.

Name	Company	Contact Person	ID checked	Identifier	Check-in	Check-Out	Signature
Tom Test	Testing Inc.	Jeff	☒		14:04 - admin Badge	-	

Below the table, there is an 'Export' button.

Check-Out

Clicking on «Check-Out» will show any currently checked-in visitors and the option to do the check-out.

The screenshot shows the EasyVisit web application with the 'Check-Out' menu item highlighted in the top navigation bar. Below the navigation bar, the date '2020-04-27' is displayed. A table lists the currently checked-in visitors. The table has five columns: Name, Company, Contact Person, Check-In, and Check-Out. One visitor, 'Tom Test' from 'Testing Inc.' with contact 'Jeff', is listed with a check-in time of '14:04'. In the 'Check-Out' column, there is a text input field containing '15:10' and a 'Check-Out' button.

Name	Company	Contact Person	Check-In	Check-Out
Tom Test	Testing Inc.	Jeff	14:04	<input type="text" value="15:10"/> <button>Check-Out</button>

Visitor Lists

EasyVisit makes it easy to create daily visitor lists, export said lists as PDF or to searching for visitors.

The screenshot shows the 'Visitors' menu item highlighted in the top navigation bar. The main area displays a table of visitor counts by date. The table has two columns: Date and Visitor Count. Two rows are shown: '2020-04-27' with a count of '1' and '2020-04-24' with a count of '2'. To the right of the table, there is a date input field set to '27/04/2020' and a 'Show visitor history' button. Below the table, there is a search section with input fields for Name, Surname, and Company, and a 'Search' button.

Date	Visitor Count
2020-04-27	1
2020-04-24	2

Management

The menu item «Management» contains the following six tabs.

User Management

This tab allows you to manager your EasyVisit users.

Note: The functionality of this tab is dependant on the current users privileges and the login method configured under «Settings».

The screenshot shows the 'User Management' tab selected in the top navigation bar. Below the navigation bar, there are several tabs: 'User Management', 'Devices', 'Change password', 'Contact person', 'Fast Check-In', and 'Identifier'. A search bar is located on the right. Below the search bar, there is a table with columns: Username, Created, Status, and Admin. One user, 'admin', is listed with a creation date of '2017-01-01'. The 'Status' column has a 'Deactivate' button, and the 'Admin' column has a 'Remove admin privileges' button. At the bottom left, there is a 'Page 1 / 1' indicator and an 'Add receptionist' button.

Username	Created	Status	Admin
admin	2017-01-01	<button>Deactivate</button>	<button>Remove admin privileges</button>

Devices

This tab allows you to manage your devices (i.E. your reception iPad).

The screenshot shows the 'Devices' tab selected in the top navigation bar. Below the navigation bar, there are several tabs: 'User Management', 'Devices', 'Change password', 'Contact person', 'Fast Check-In', and 'Identifier'. Below the tabs, there is a table with columns: Device name and Status. Two devices are listed: 'ipad2' with a status of 'Activate device' and 'ipad1' with a status of 'Device active'. Both rows have a 'Delete device' button. At the bottom left, there is a 'Register device' button.

Device name	Status
ipad2	<button>Activate device</button> <button>Delete device</button>
ipad1	<button>Device active</button> <button>Delete device</button>

Change password

This tab allows you change EasyVisit user passwords.

Note: The functionality of this tab is dependant on the current users privileges and the login method configured under «Settings».

[User Management](#) [Devices](#) [Change password](#) [Contact person](#) [Fast Check-In](#) [Identifier](#)

Password Policy

- Minimum length: 7
- Minimal count of numbers: 2
- Minimal count of capital letters: 1
- Minimal count of special characters: 1

Change password for
admin

Password:

Repeat password:

[Change password](#)

Contact person

Here contact persons are managed, they will be shown in a dropdown to the visitors when checking-in.

Note: Add e-mail addresses or mobile numbers to notify your employees when visitors check-in.

[User Management](#) [Devices](#) [Change password](#) [Contact person](#) [Fast Check-In](#) [Identifier](#)

Search

Name			
Joseph J. Grady	Remove	Change E-Mail address	Change mobile number
William G. Borba	Remove	Change E-Mail address	Change mobile number

Page 1 / 1
[+ Add contact person](#)

Fast Check-In

Fast Check-In allows reoccurring visitors to skip entering their details by providing them a visitor code.

[User Management](#) [Devices](#) [Change password](#) [Contact person](#) [Fast Check-In](#) [Identifier](#)

Search

Code	Name	
☞	Philip Hamil (Hamil Consulting)	Remove

Page 1 / 1
[+ Add fast check-in visitor](#)

Identifier

Identifiers help you to link any visitor badges or keys to visitors that have been provided with them during check-in.

[User Management](#) [Devices](#) [Change password](#) [Contact person](#) [Fast Check-In](#) [Identifier](#)

ID	Description		
IEN-3303-047	Badge Yellow	Visitor history	Remove
IEN-3303-048	Badge Yellow	Visitor history	Remove
IEN-3303-051	Badge Blue	Visitor history	Remove

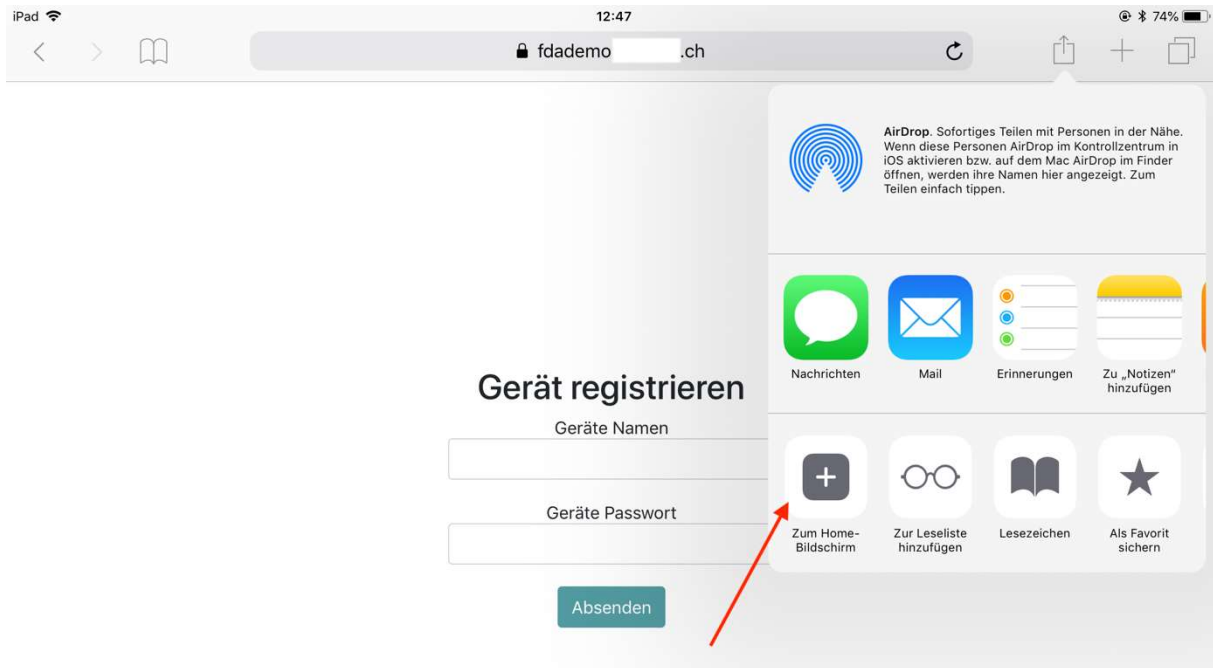
[+ Add identifier](#)

EasyVisit App – iOS

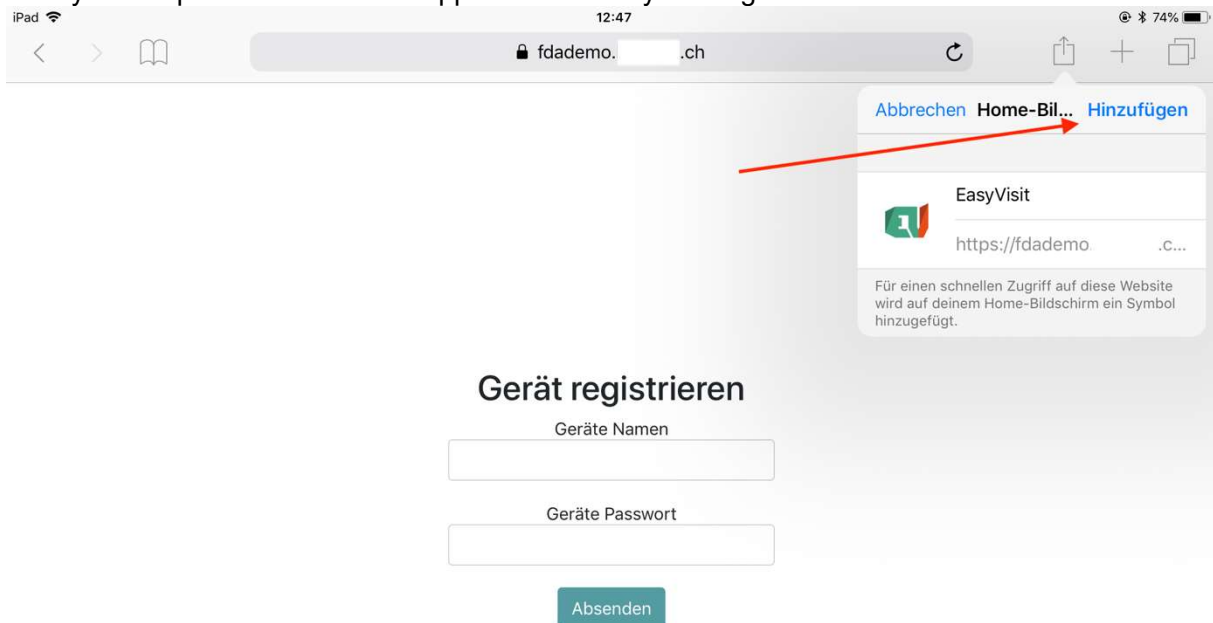
In order to use EasyVisit as an iOS App, open Safari with the URL of EasyVisit appended «tablet.php», i.E. `easyvisit.company.com/tablet.php`.

Here use the context menu «Add to Homescreen».

Note: For this feature to work as intended, EasyVisit needs to be reachable via HTTPS.



Now you can pick a name for the app and finalize by clicking «Add».



The app shortcut is now created on the home screen, on the first run, you will have to enter the device credentials.

