

Kiosk Sign In and Out

Signing in and out using a kiosk

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How does a user sign in using a kiosk?

Go to the kiosk and you will see a display similar to the one below. Select the relevant button that applies (Visitor, Contractor, Staff). Example screen below.



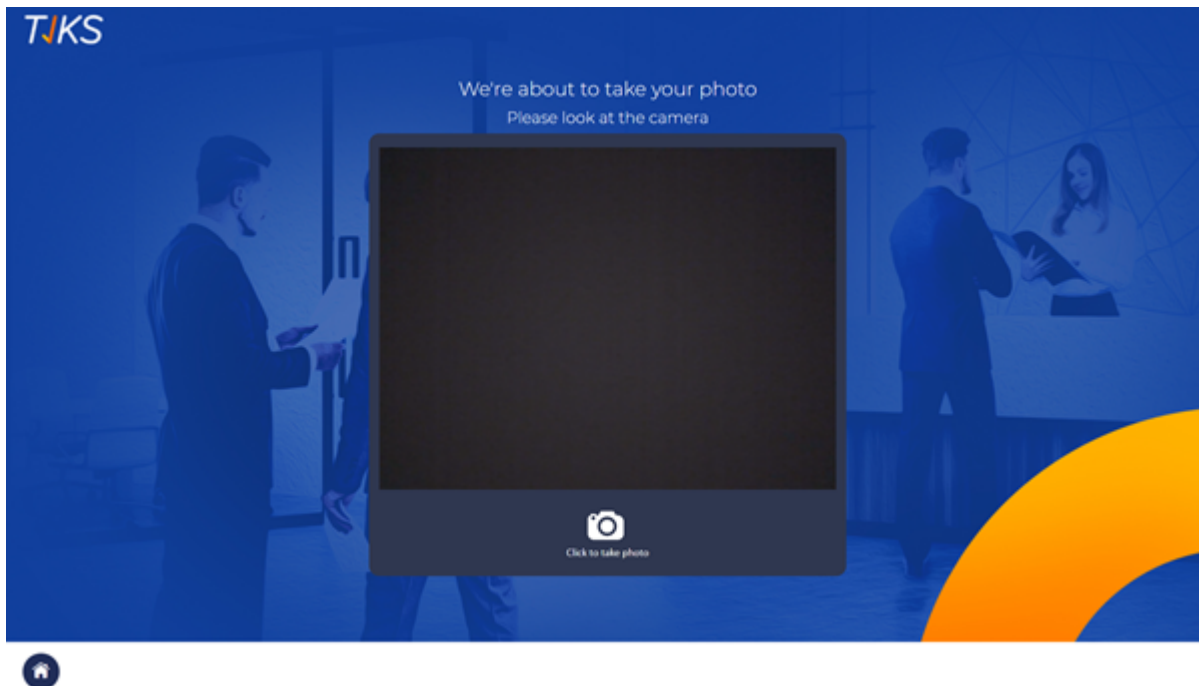
The user will be presented with a COVID-19 screening acknowledgement.



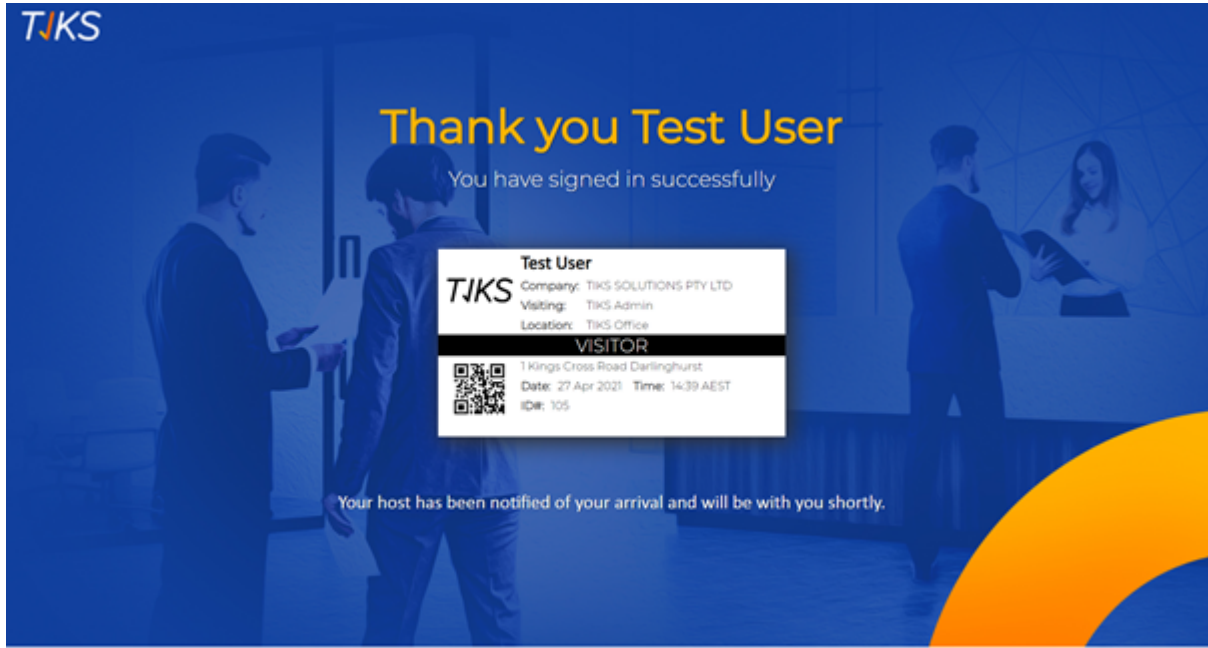
Then enter all required fields and continue. The user will be prompted for mandatory fields.



The system will then take the user's photo if photo is enabled.



The system will issue a printed badge (if a printer is attached to the system)



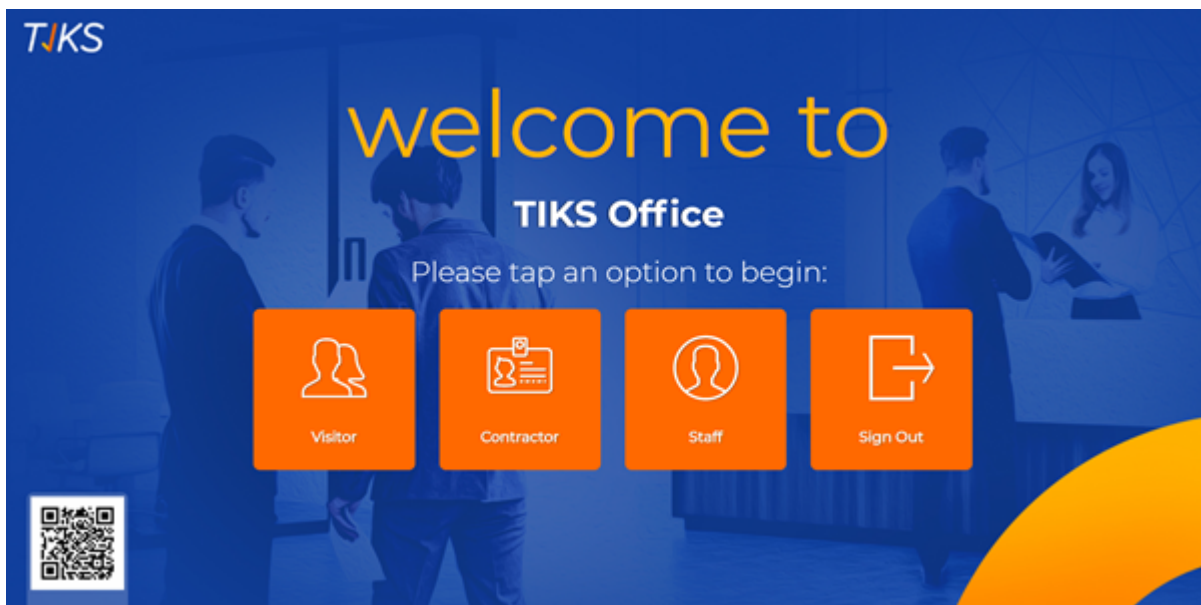
An alert will be sent to the host to notify that their visitor has arrived

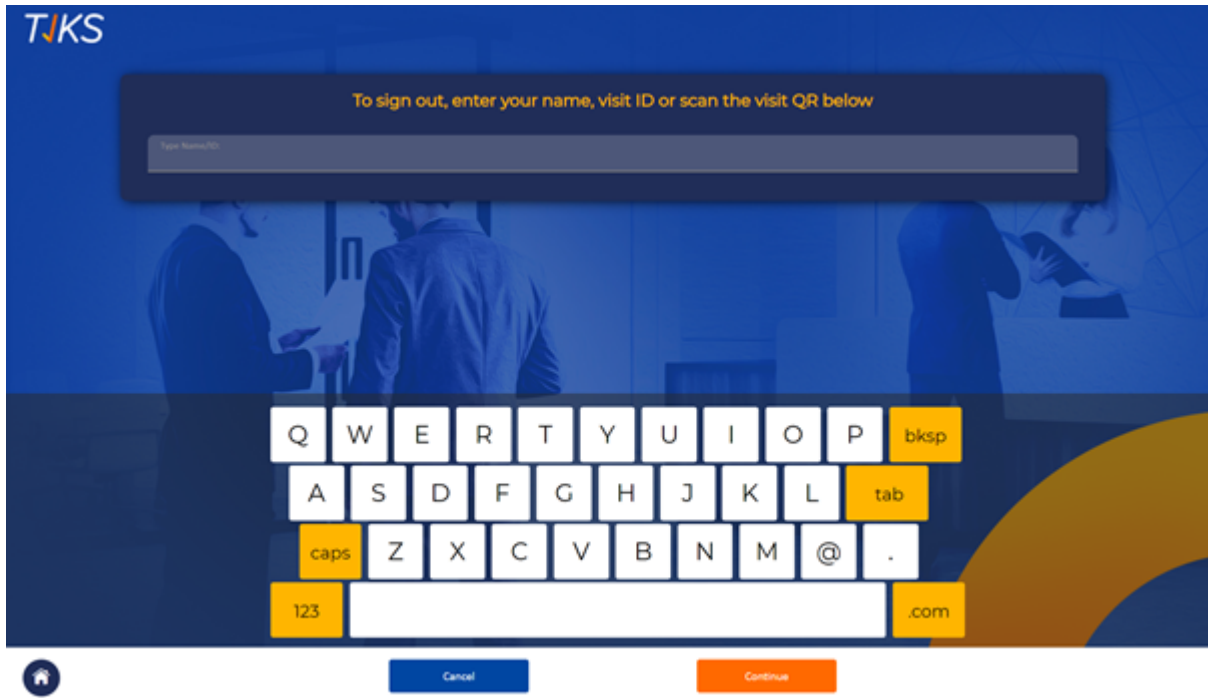
The visitor will receive an email confirmation from the system (if this feature is enabled).

Depending on the configuration the visitor may be shown policies to acknowledge and/or a COVID-19 acknowledgement.

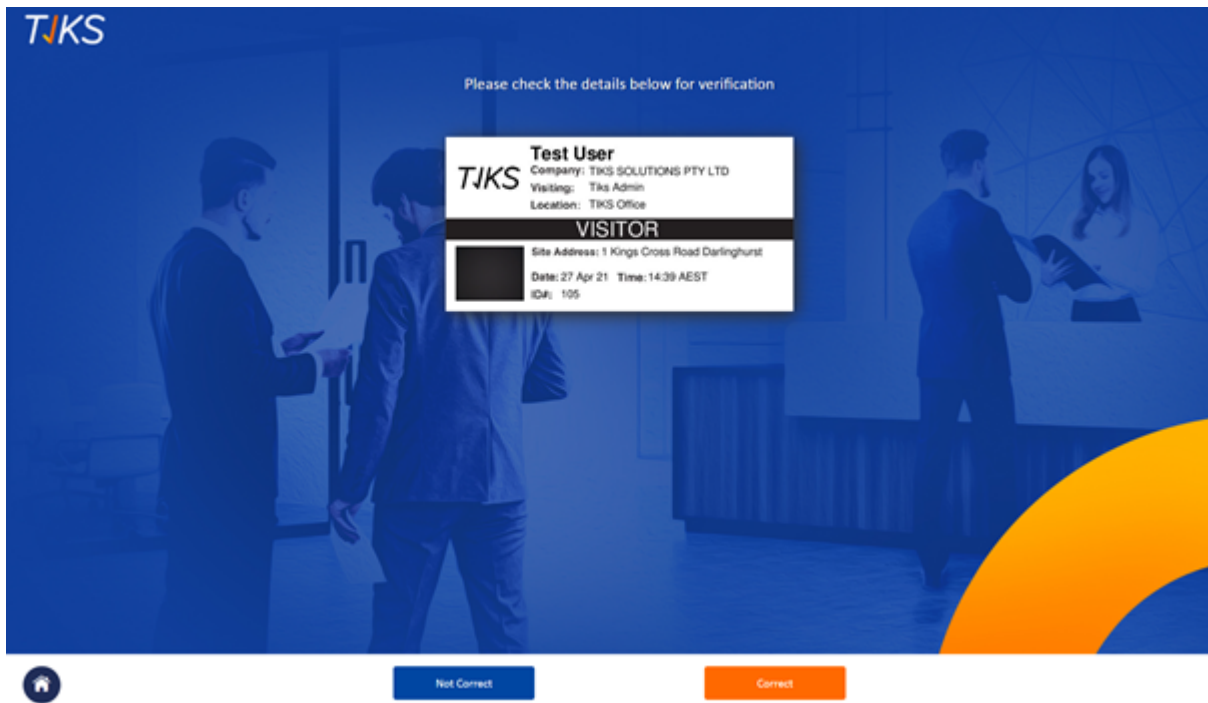
How does a user sign out using the kiosk?

To sign out select "Sign Out" button on the kiosk or scan their printed pass (QR code) on the kiosk scanner.





The user will then confirm their details are correct.



The user will then be signed out.

Thank you for visiting TIKS
You have now been signed out.

