

# Pre-Register

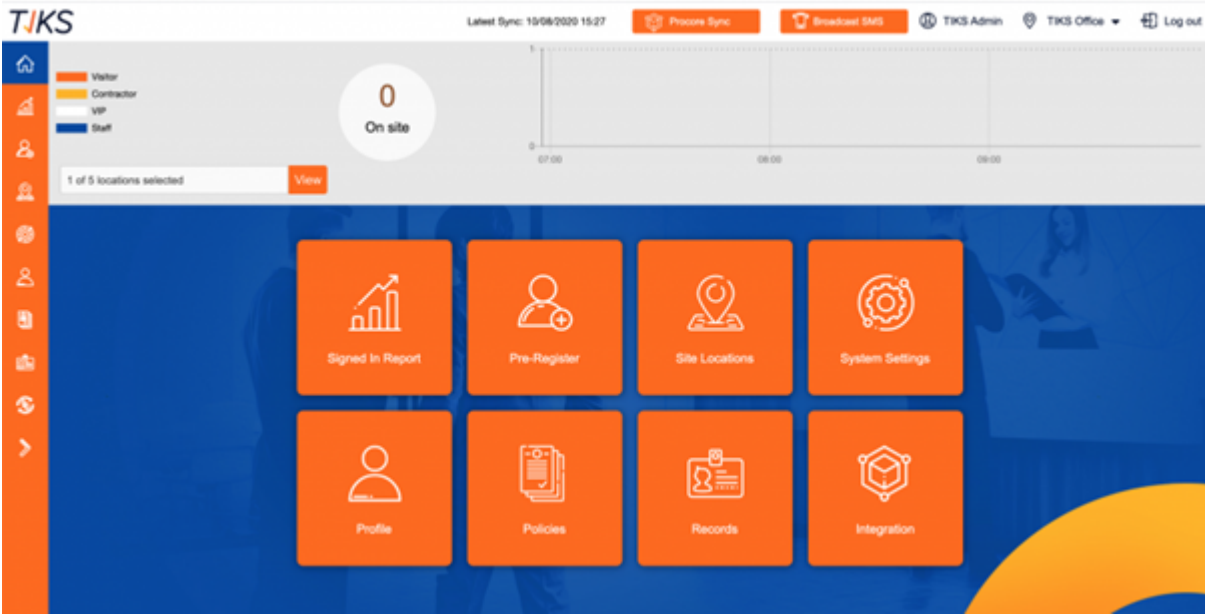
How the pre-register function operates

- [What is the pre-register function?](#)
- [How do I pre-register a visitor?](#)
- [What does my pre-registered visitor receive?](#)
- [How do I bulk register a group of users?](#)

# What is the pre-register function?

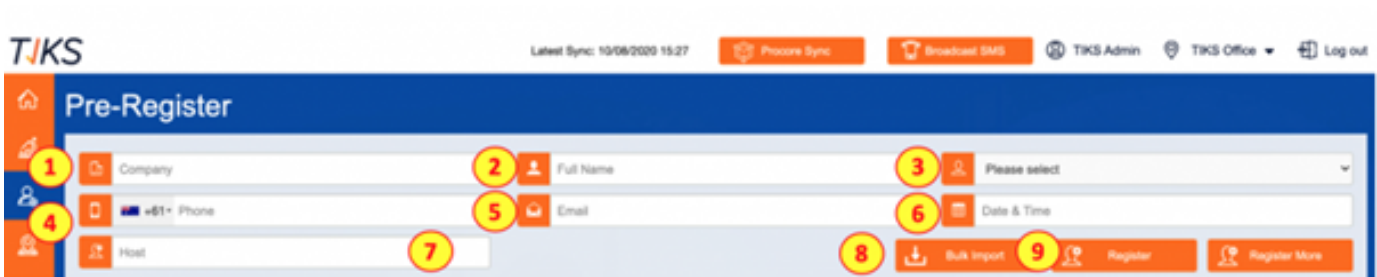
This allows you to send the visitor details of their visit, this is a good reminder to the visitor and allows them to view important site information before arriving on site. If you pre-register a user, it can also make their sign in process faster as their details will be pre-populated in the TIKS system and so will auto-fill some details when the visitor is signing in.

Pre-register can be accessed from the home page (dashboard) by selecting the "Pre-register" tile.



# How do I pre-register a visitor?

Select the Pre-Register tile from the dashboard.



Use the pre-register form to pre-register visitors by completing the following details;

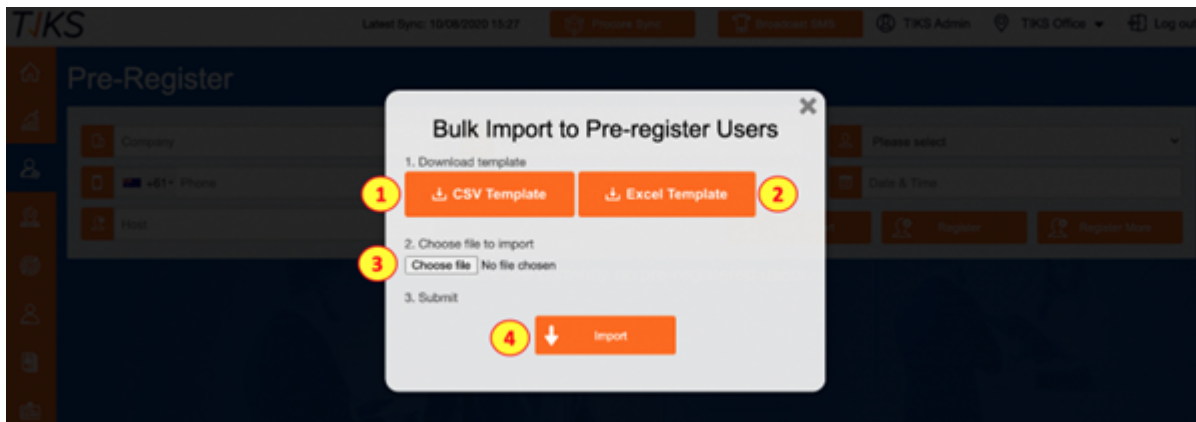
1. **Company:** This is the company the visitor belongs to.
2. **Full Name:** This is the full name of the visitor.
3. Chose if you are either a **Visitor, Contractor, Staff, VIP** - if you set the visitor as a VIP, they will not need to view induction content and they can skip the taking of a photograph when signing in.
4. **Phone:** Phone number and country code of the user.
5. **Email:** This is the email address of the visitor, ensure there are no typo's, as this will be where the badge and induction content will be sent.
6. **Visit Date & Time:** This is the approximate time the visitor will arrive on site.
7. **Host:** The visitor will need to indicate who their host is to access the site.
8. **Bulk Register:** Bulk register is simply pre registering a group of visitors all at once, this is useful if you have many visitors you would like to pre register.
9. **Register:** Once all of the fields have been filed out, click register.

# What does my pre-registered visitor receive?

A pre-registered visitor will receive an email with their visitor pass details and also a link to any inductions they need to complete prior to attending site.

# How do I bulk register a group of users?

The bulk register function is pre-registering a group of visitors all at once, this is useful if you have many visitors you would like to pre-register. Click “Bulk Import” to register a group of users.



Click “Bulk Import” then it gives you the options of downloading a CSV or Excel Template, you will need to fill out **one** with the user information and import to the platform.

1. **CSV Template:** This allows you to download a CSV Template, you will then need to fill this out with the user information.
2. **Excel Template:** This allows you to download a Excel Template, you will then need to fill this out with the user information.
3. **Choose File:** Choose the CSV or Excel file that you want to import.
4. **Import:** Import the user information.