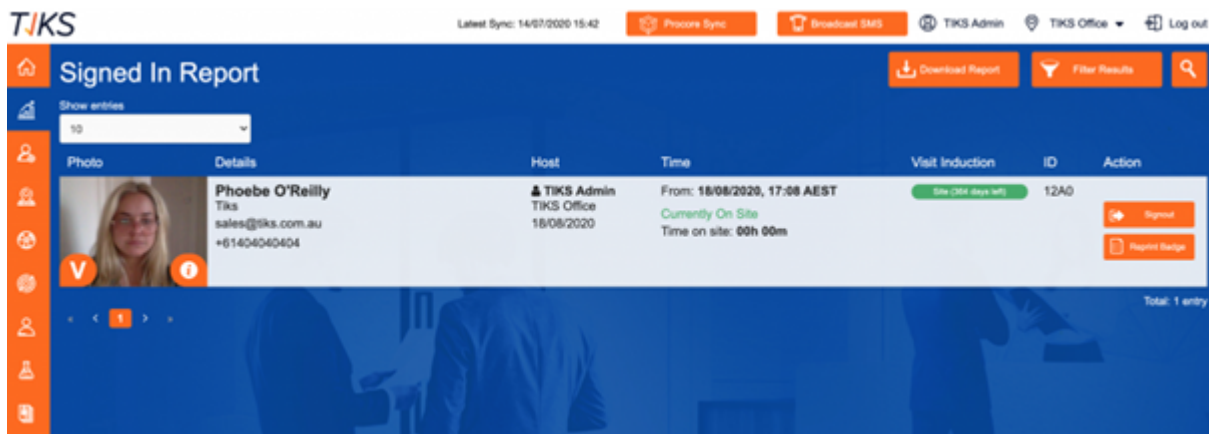# What do the buttons in the Action column do?

The **'Signout'** button allows an Admin user to sign that particular visitor out. If that person has already signed out, the button will be greyed out, and you will not be able to select it.

The **"Reprint Badge"** button allows you to reprint a visitor's badge if you have a printer attached to your system.