

Inviting visitors in the new portal

The Visitor Management portal allows you to register visitors upfront so they can pick up a badge at the reception desk.

Logging in to the Portal

The host portal can be accessed at <https://htc-vmh.cardyourself.com>.

When you aren't logged in yet you will be redirected to the login page:

Login

To use the application, you must log in. You will be redirected to the desired page.

 Username*

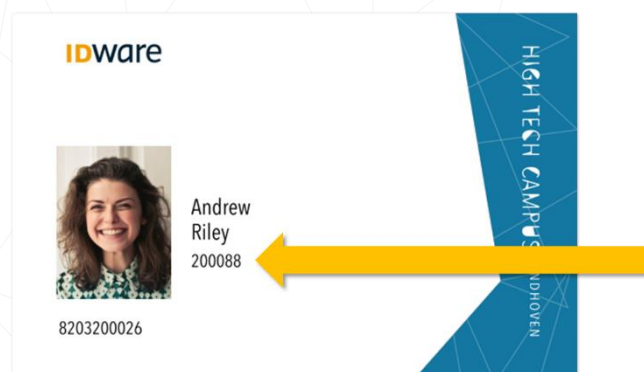
 Password*

☐ Stay logged in on this computer

LOGIN

[Password forgotten?](#)

Use your badge person number (6-digit code on your badge) as your username to log in. On the new badge, this number appears under your name.




Before you can log in, you must first set a password. This can be done by clicking on the "Password forgotten" link. Fill in your email address in the next screen and you will receive a link via email with which you can set a new password.

Password reset

Please enter your new password.

Length must be greater than 8
1 special characters !"#\$%&'()*+,-./:;<=>?@
1 capital letter
1 lower case



RESET

Note that only the special characters indicated are supported.

Making an Appointment

You can create an appointment directly from the host portal by clicking the "+Appointment" button in the top right. Making an appointment consists of three steps:

Step 1: Appointment Details

In the first screen you can fill out the appointment details such as the subject of the appointment and the start and end dates. Note that a visitor badge will only stay active for up to 2 weeks after it has been issued by the reception. Please request a personal badge for visitors who require access for a longer period.

The start and end time of a badge determines when the visitor badge will work. Visitors can enter with their visitor badge from half an hour before the start until half an hour after the end of their appointment, but only between 06:30 and 19:00.

Add appointment

1 Appointment details

2 Appointment locations

3 Visitors


Appointment Details

Subject *

Visit


Start Date *

22/12/2022



Start Time *


08:00 am



☐ All day


End Date *


22/12/2022



End Time *

08:30 am



 MAKE RECURRING

☒ Creating the appointment for yourself?

Activate the checkbox if you want to create an appointment for yourself.

Owner

Menno Bell

Host

Menno Bell

Remarks

DISCARD

NEXT

Click the 'Make Recurring' button to make the appointment recurring (daily/weekly/monthly) up to a specific end date.

Deselect the 'Creating the appointment for yourself?' to make the appointment on behalf. Note that you have to search and select a host before you can continue.

Use the 'Remarks' field to provide additional information for the reception, such as the phone number of the host/contact person.

Click the 'Next' button to continue to the next step.

Step 2: Appointment Locations

In the second screen you specify where the visitor receives their visitor badge and to which locations they need have access to.

The screenshot shows a mobile application interface for adding an appointment. On the left, a sidebar titled 'Add appointment' contains three steps: 1. Appointment details, 2. Appointment locations (highlighted with a dark blue circle), and 3. Visitors. The main content area is titled 'Appointment Locations'. It features a 'Reception' dropdown menu with 'Receptie HTC 05' selected. Below this is a list of locations, with one entry visible: 'HTC 05 AI Innovation Centre' with a house icon and a close button. A 'VIEW DETAILS' link is below the location name. To the right of the list is a large blue button with a white plus sign and the text 'ADD LOCATION'. At the bottom of the screen are three buttons: '< BACK', 'DISCARD', and 'NEXT'.

Select in the drop down menu the reception where the visitor will be received.

Click on the 'Add Location' button to select a location for the meeting and to where the visitor will be granted access to. Multiple locations may be chosen.

Please be aware that you only see the receptions and locations that were assigned to your organization.

Step 3: Visitors

In the final step you add the visitors to the appointment.

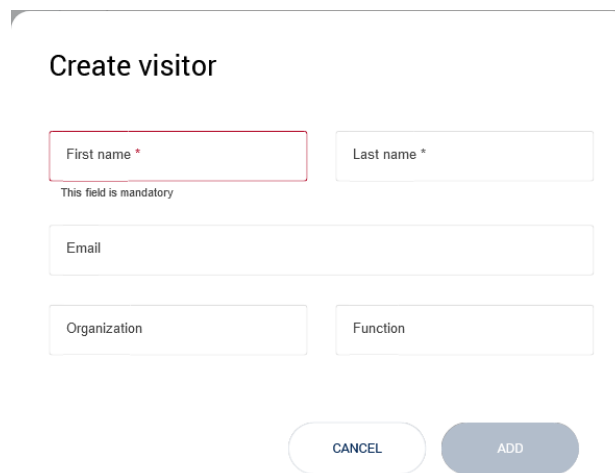
The screenshot shows a web interface for adding an appointment. On the left is a sidebar titled 'Add appointment' with three steps: 1. Appointment details, 2. Appointment locations, and 3. Visitors (which is the active step, indicated by a dark blue circle). The main area is titled 'Visitors' and contains a search bar labeled 'Search visitors'. To the right of the search bar is a button labeled '+ NEW VISITOR'. Below this button is a dropdown menu with two options: 'Invite visitor' (with an envelope icon) and 'Create visitor' (with a plus icon). In the center of the main area, it says 'No visitors selected' and 'Please add visitors to be invited'. At the bottom left of the main area is a '< BACK' button. At the bottom right are two buttons: 'DISCARD' and 'SAVE'.

There are three ways to add visitors to the appointment:

Er zijn drie mogelijkheden om bezoek aan een afspraak toe te voegen:

1. Previously registered visitors can be added by selecting them through the search bar.
2. New visitors can be invited with their email address. They will receive a link through which they can register themselves. To do so, click the "+ New Visitors" button and choose "Invite Visitor".

3. New visitors can be registered immediately. To do so, click the “+ New Visitors” button and choose “Create Visitor”. The following screen is shown:



The screenshot shows a web form titled "Create visitor". It contains five input fields: "First name *" (highlighted with a red border and a red asterisk), "Last name *", "Email", "Organization", and "Function". Below the "First name" field, there is a small text label that reads "This field is mandatory". At the bottom of the form, there are two buttons: "CANCEL" and "ADD".

You need to provide at least the first and last name of the visitor. When the email field is left blank, a fictional email address will be generated. Note that if a real email address is registered, the visitor will receive a confirmation of the appointment and a map of the campus.

Click on the “Save” button to save the appointment.