OnSite

MODULE DATASHEET · B ONSITE

Visitor Management

Who the visitor is, whom they came to see, when they came in and left: visitors in one list, their movements in a searchable log.

Visitor and host | ID document | Entry QR code | Movement log

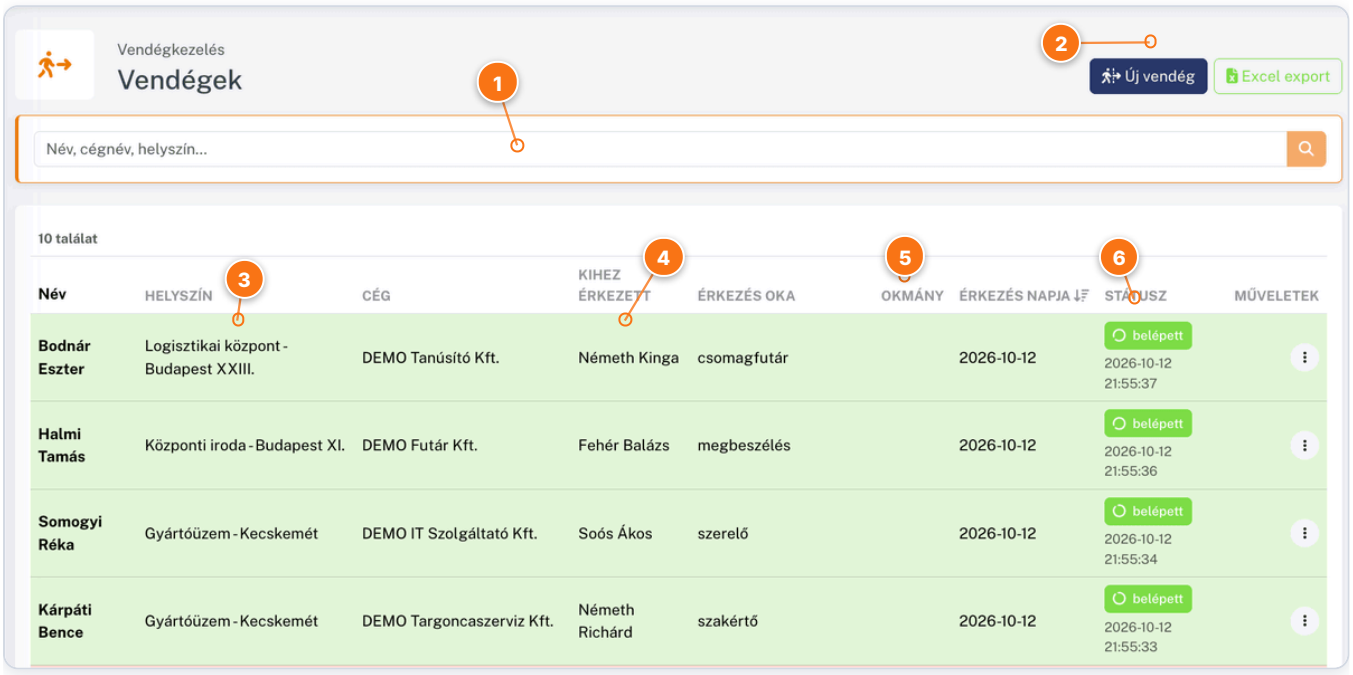
Who it is for: gatehouse, reception, site manager
What it shows: the Vendégek (Visitors) list, the visitor path from registration to the movement log, and the fields you can set
Prepared by: B Consulting Kft. · bonsite.hu
Version: 1.0 · 13 October 2026 · screenshots use demo data

The Vendégek (Visitors) list

Visitor and host
You record the visitor and the person they came to see. The Kihez érkezett (Visiting) field can be switched on or off and made mandatory.

ID document can be mandatory
You can require the ID document type and number to be entered.

Movements in a log
The visitor's entries and exits go into the log in time order, with the site.



1. **Search**: name, company name or site
2. **Új vendég (New visitor) button**: register a new visitor
3. **Site**: where the visitor arrived
4. **Kihez érkezett (Visiting)**: the host's name
5. **Okmány (ID document)**: the document details, when switched on
6. **Status**: belépett (in) or kilépett (out), with the time

Narrow it down: in the search box you find a visitor by name, company name or site.

What is this view for?

The Visitor Management menu is the **register of visitors** arriving at the site: who came, from which company, to see whom, and whether they are in or out. You register a new visitor with the Új vendég (New visitor) button.

Screenshots come from the demo licence interface; the companies and names in them are fictitious.

The visitor's path

1
Register visitor and host
You register the visitor and the person who receives them.

2
ID document can be mandatory
You can set that the visitor must provide an ID document.

3
Entry QR code by e-mail
If the e-mail field is switched on, the visitor receives the entry QR code by e-mail.

4
Movement log
The visitor's movements go into a log, and you can look them up at any time.

What can you set in the module?

Host field
In the module settings you can switch the Kihez érkezett (Visiting) field on or off and make it mandatory.

Document type and number
You can show the document type and number separately, and make each of them mandatory separately.

E-mail field
Switching on the e-mail field makes the visitor receive a message. It names the employee who registered the visitor.

Movement log and report

Movements on the visitor card
On the visitor card, the Mozgások (Movements) list shows entries and exits in time order, with the site.

Visitor report with date filter
You can run a visitor report filtered to a period.

Visitor and truck gate report
The Reports menu also has a visitor and truck gate report.

Who does what

Employee registering visitors
daily use

- Registers the visitor and the host
- Enters the document details when mandatory
- Their name appears in the visitor's e-mail

Settings manager
module settings

- Switches the host, document and e-mail fields on or off
- Makes the document mandatory

Report viewer
overview

- Views the visitor list and the movements
- Runs the visitor report with a date filter

The above is the typical split. Roles are set per function inside the module.

How does it connect to other modules?

Reports
The visitor and truck gate report is in the Reports menu, together with the other reports.

Truck Gate Management
Both visitor and truck gate traffic have reports, and the overall statistics show the daily average of both.

See it in action

Request an online demo of the Visitor Management module, run with your own site processes.

bonsite.hu/kapcsolat
info@bonsite.hu
+36 70 627 7193

Host
recorded with the visitor

ID document
can be made mandatory

QR code
by e-mail, if the e-mail field is on

Movement log
searchable