Visitor Management & Sign

User Guide · Odoo 18.0 & 19.0

Pre-register visitors, print badges, notify hosts, evacuation roll-call

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1. Overview

Visitor Management & Sign-in ==========

Replace the paper visitor book with a structured front-desk workflow:

* Pre-register expected visitors with host, company, purpose and arrival window. * One-click check-in / check-out from reception, with auto-generated badge codes. * Host notification (in-app activity + chatter) the moment a visitor signs in. * Live "who is on site" dashboard and a one-click evacuation roll-call list for fire-safety wardens. * GDPR retention: a scheduled job anonymises visitor personal data after a configurable number of days while keeping aggregate counts.

UK note: built with GDPR data-minimisation and fire-safety roll-call in mind.

2. Installation

Open Apps, click Update Apps List, search for “Visitor Management & Sign” (technical name **gb_visitor_management_sign_in**) and press Install. The module supports Odoo 18.0 and 19.0, Community and Enterprise.

3. Menus & Navigation

After install the following menus become available:

- Visitors
- Visitors
- On Site Now
- Invitations
- Evacuation Roll-call
- Configuration
- Sites

4. Feature & Data-Model Reference

The app implements the following records and engines:

Model	Purpose
gb.visitor.invitation	Visitor Invitation
gb.visitor	Visitor
gb.visitor.site	Visitor Site / Location
gb.visitor.evacuation.wizard	Evacuation Roll-call Wizard

5. Typical Workflow

1. Open the app's Configuration menu and set up the master data / policies it needs.
2. Create the main operational record from its primary menu.
3. Use the action buttons on the form (e.g. Confirm / Compute / Post / Generate) to run the engine.
4. Review the results in the list, pivot and report views; export or post where applicable.

6. Support

Email **support@pokutsoft.com** or visit **https://pokutsoft.com**. Please include your Odoo version (18.0 / 19.0) and the module technical name.