

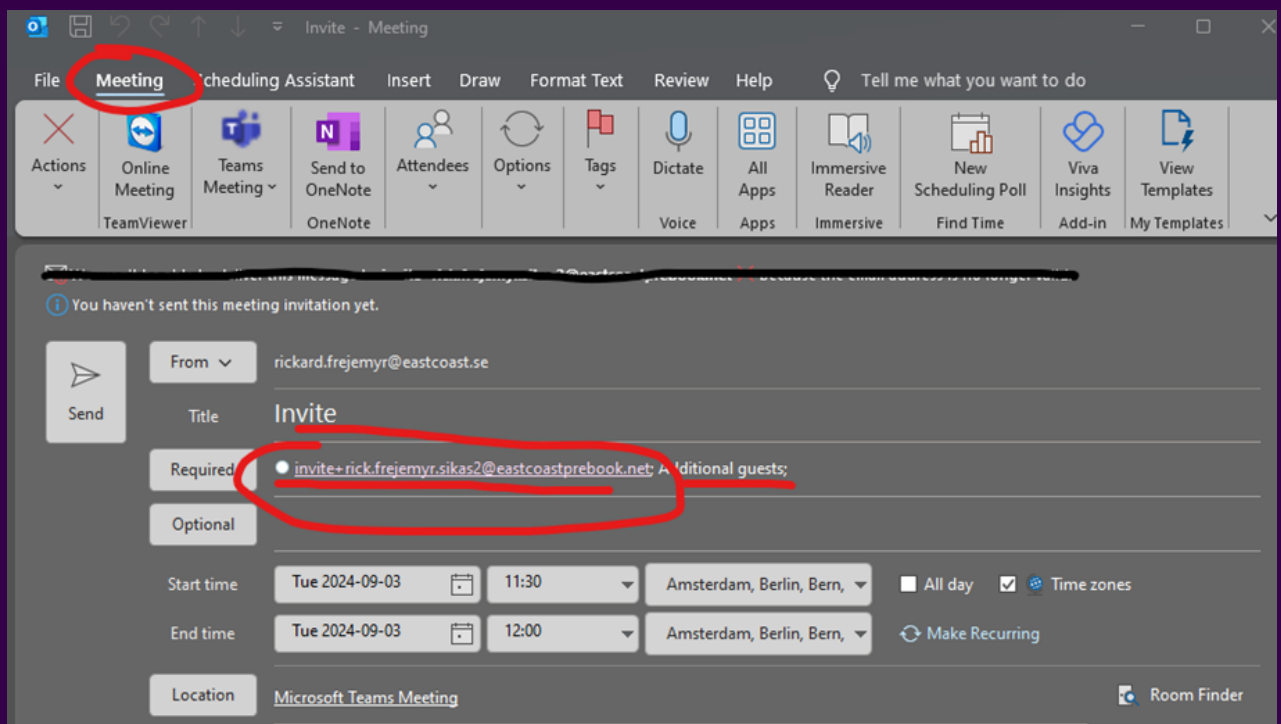
Guide

# Express Check-in

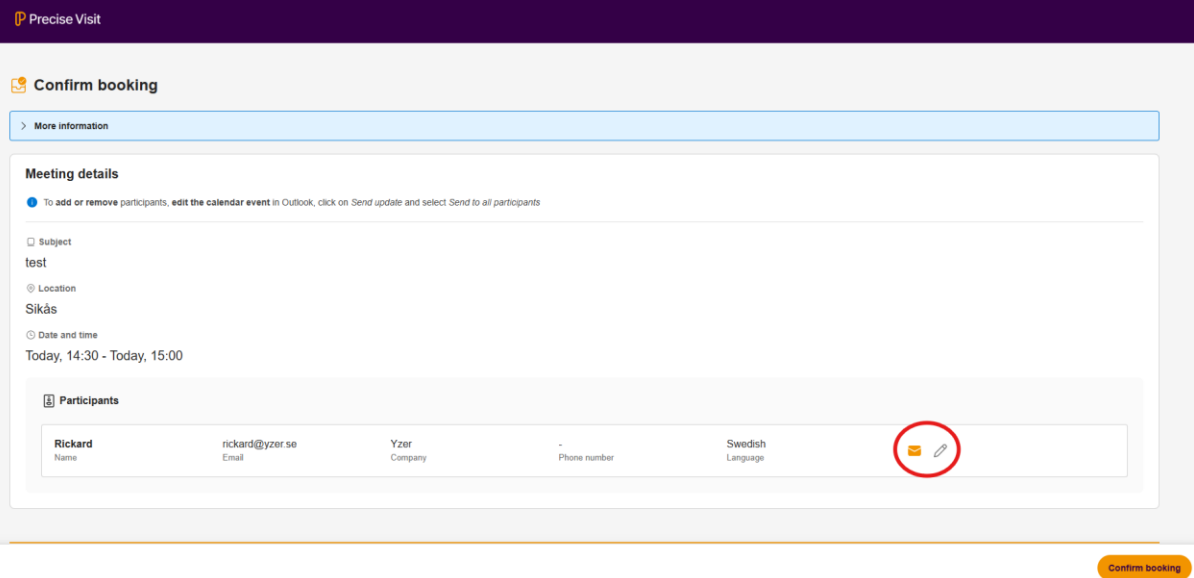
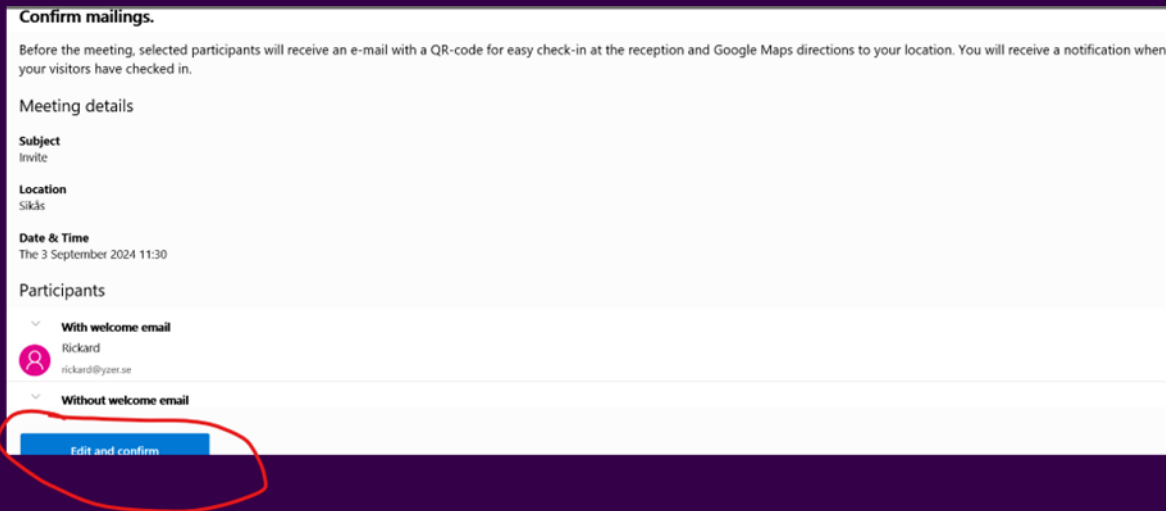
This is the workflow for Precise Visit Express Check-In, where you pre-book your guests via Outlook.

## How does it work?

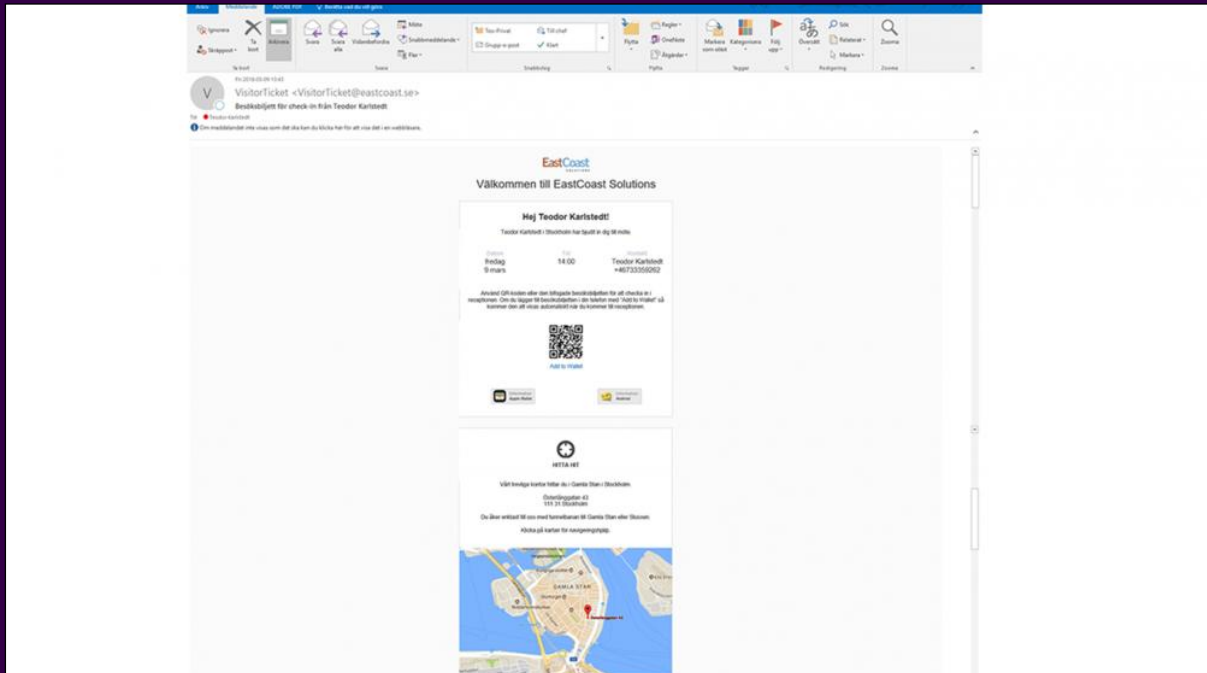
1. Add the specific booking address you have been sent by Precise ([Insert booking address here](#)) to your calendar booking and a welcome email with a visit ticket for Check-in will automatically be sent to the meeting participants.



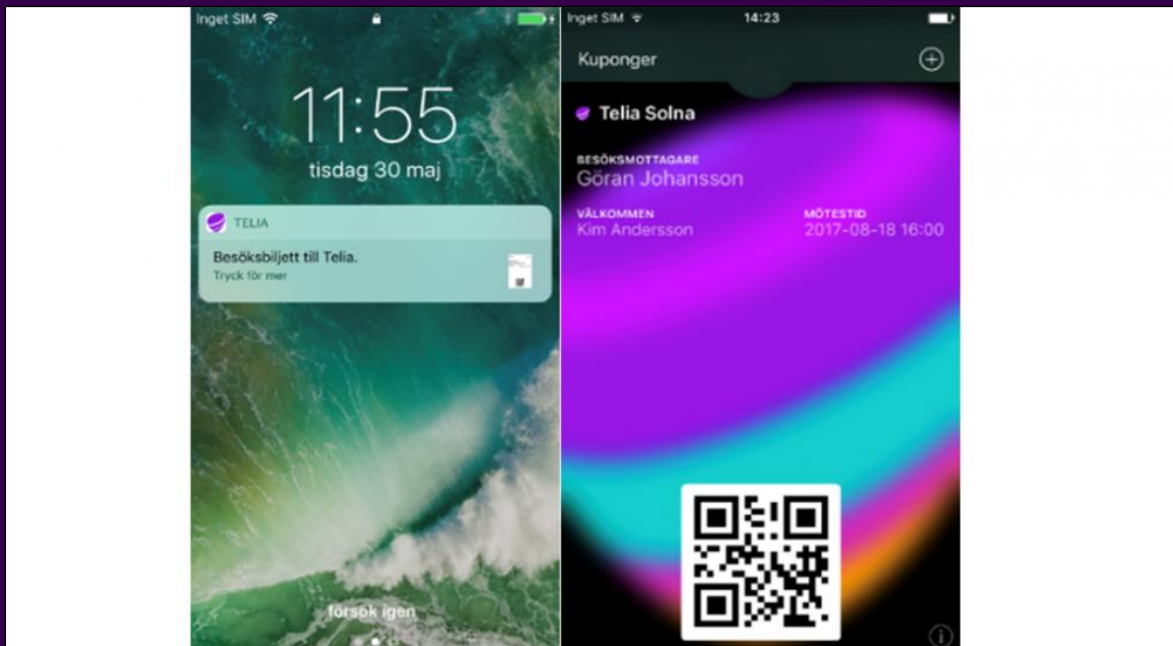
2. Shortly after the meeting has been booked, you will receive an email asking you to confirm the booking. You also have the option to edit information and change which meeting participants should receive a welcome email and whether it should be sent in another language. If you don't confirm, welcome email will be sent anyway to guests 24H before meeting (or if you have set another time for this)



3. Meeting participants receive a neat and informative welcome email with directions and QR code for smooth check-in.



4. The QR code can be added to Apple Wallet on your phone (or equivalent for Android) for easy access upon arrival at the reception.



5. Upon arrival, the QR code is used to check in on the iPad. If you have the function **Access**, you can also the front/speed gate where there is a QR reader.

In connection with check-in, a visitor badge is printed, and a notification is sent to you as the recipient/host. You can respond to this notification and warn the visitor that you are on your way (or another response if you are unable to attend).

