Creating a **COVID - 19** Visitor Safety Questionnaire

1. On your chosen PC, Mac, or other device, access your Dashboard and click on ‘Configure System’ followed by ‘Sign in Types’ tab.

2. Click on the ‘Induction (Health and Safety COVID-19)’ tab and complete the relevant information on the form as required.

3. Add your individual company questions by using the question drop down pages as shown here and then press ‘Update Changes’

4. An example of the question and response shown on your iPad

5. An example response sent to the expectant host

_Note:_ You can enable any visitor not answering the set questions correctly from accessing your site.

Click [www.visitusreception.com](http://www.visitusreception.com)
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_Sorry, due to the Coronavirus restrictions now in place we would ask that you return home and self isolate._