

Request a visit from the app/webapp

Request a visit

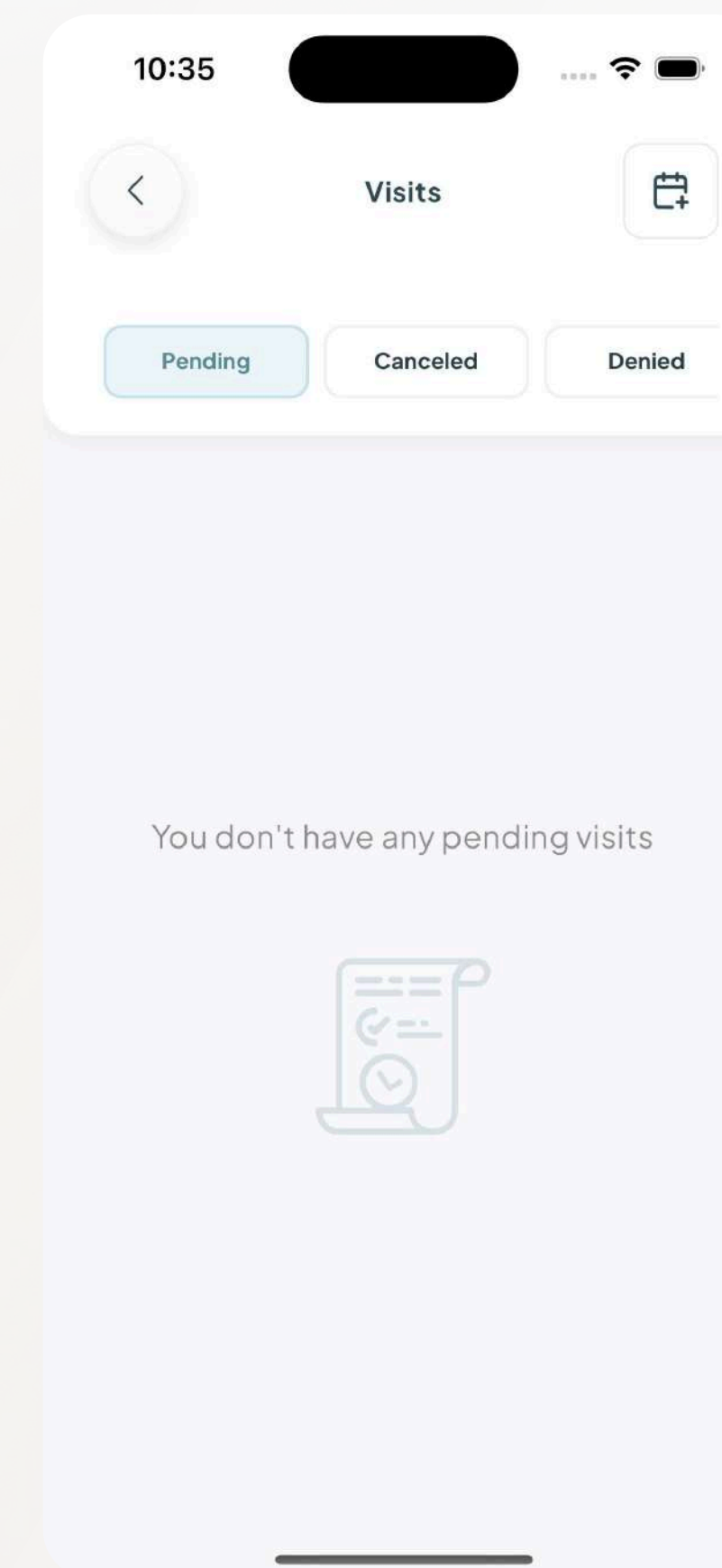
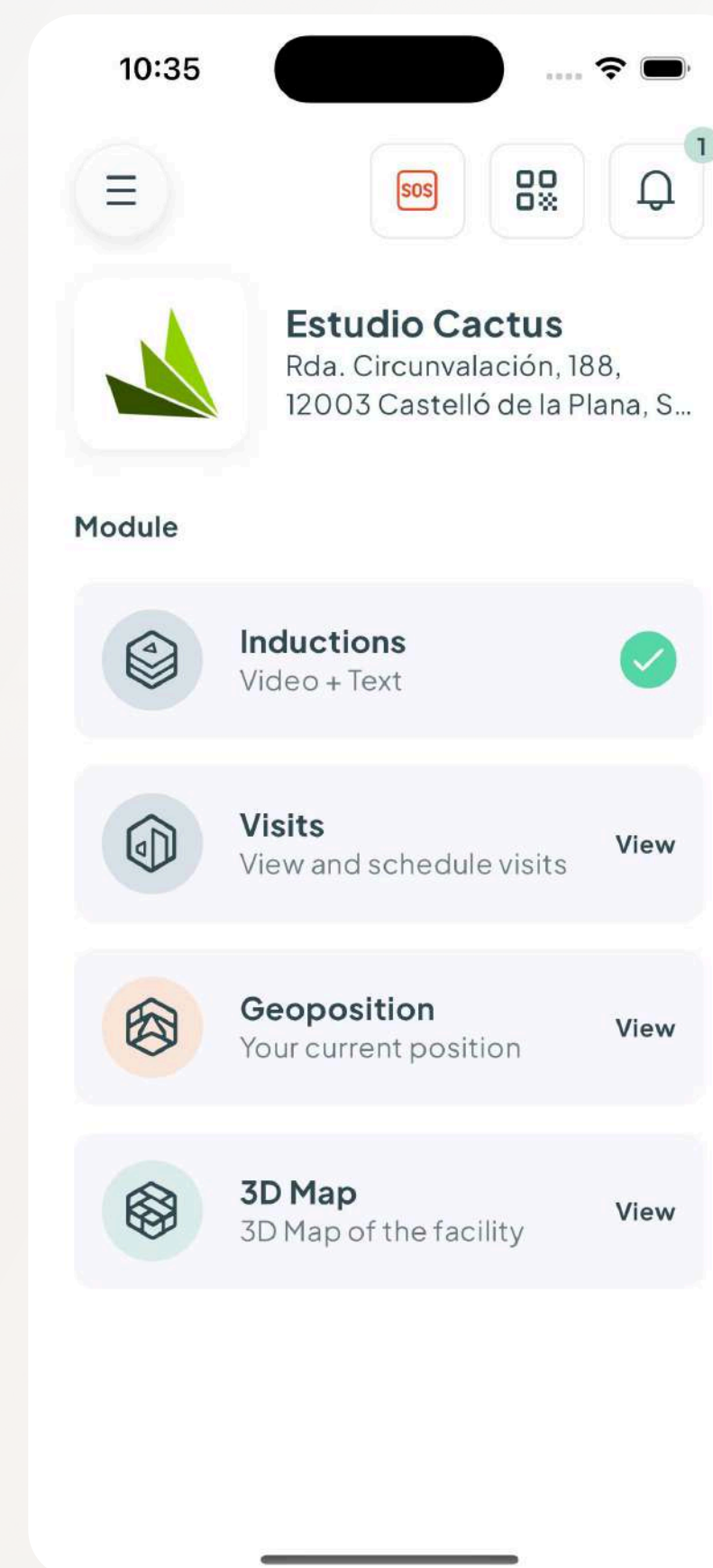
1. Click on the visits module

In this screen you will see the status of your requests.

- **Approved:** requests that have been approved by the host.
- **Pending:** requests pending of approval.
- **Canceled:** requests that you have canceled.
- **Denied:** requests that have been denied by the host.
- **Expired:** requests that have neither been approved nor denied.

2. Create a request

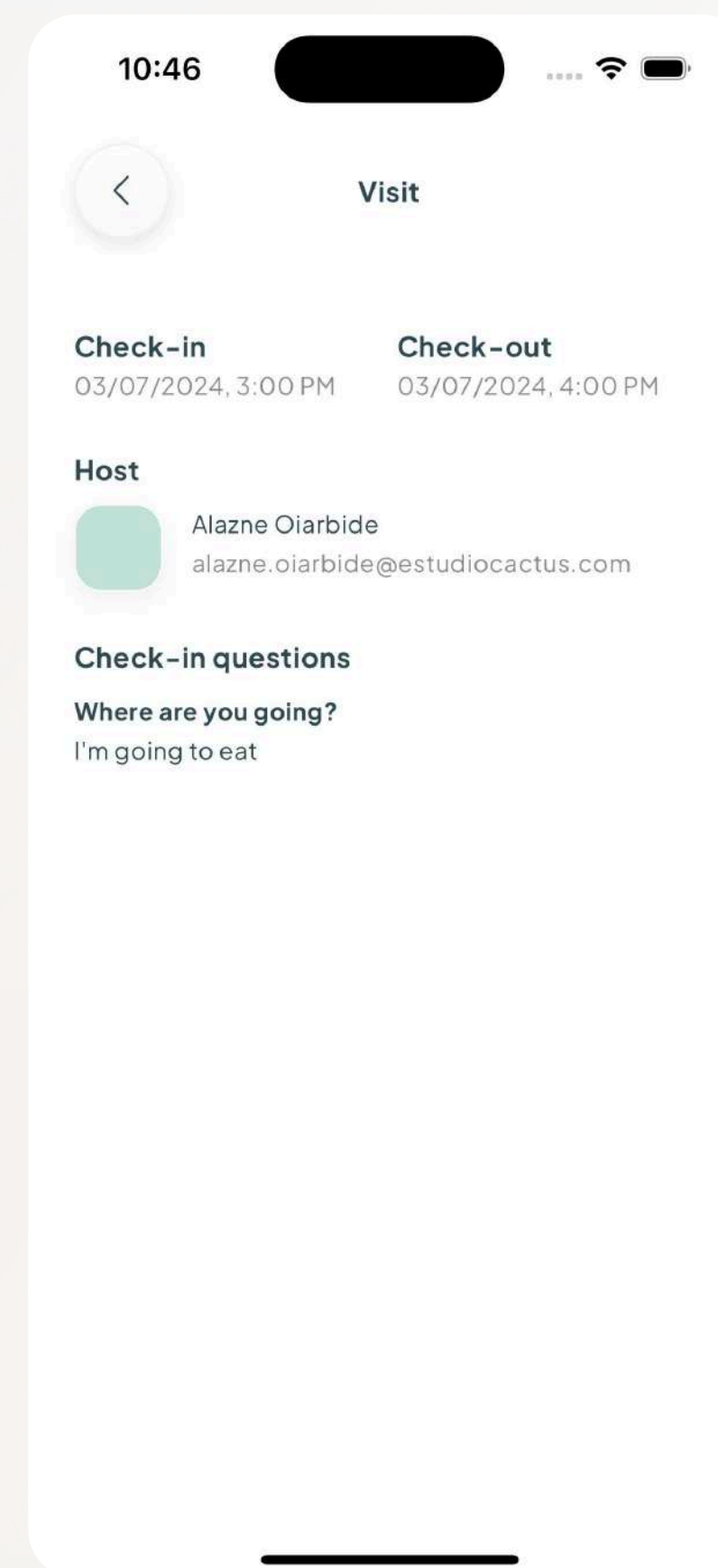
Click on the calendar icon at the top right of the screen and fill in the relevant data, such as the date, check-in and check-out time, the host and any extra information required by the terminal. Once the request is made, it will be moved to Pending.



Request a visit

3. Details of the visit

By clicking on a visit, you will be able to see the details of the visit.



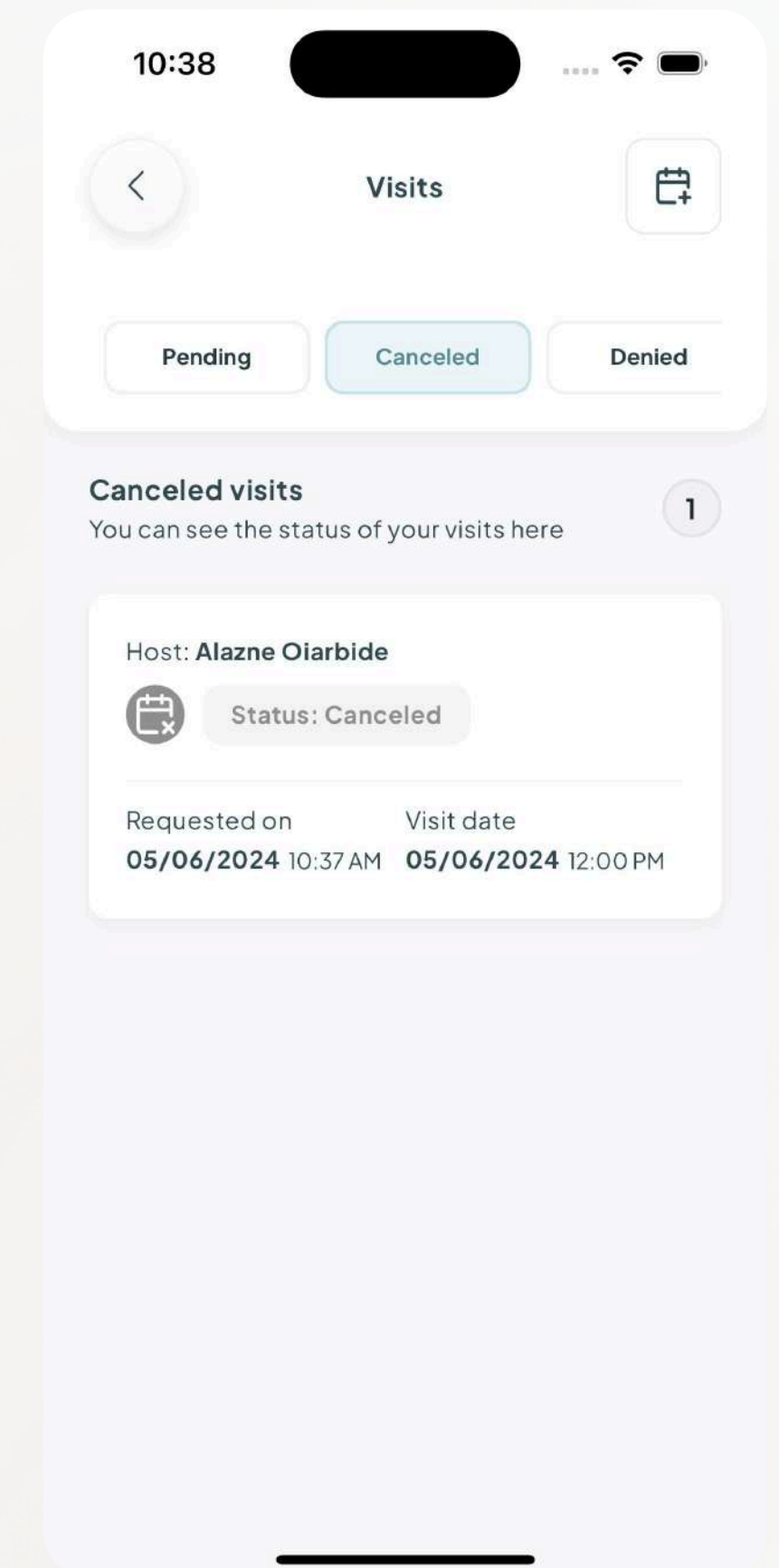
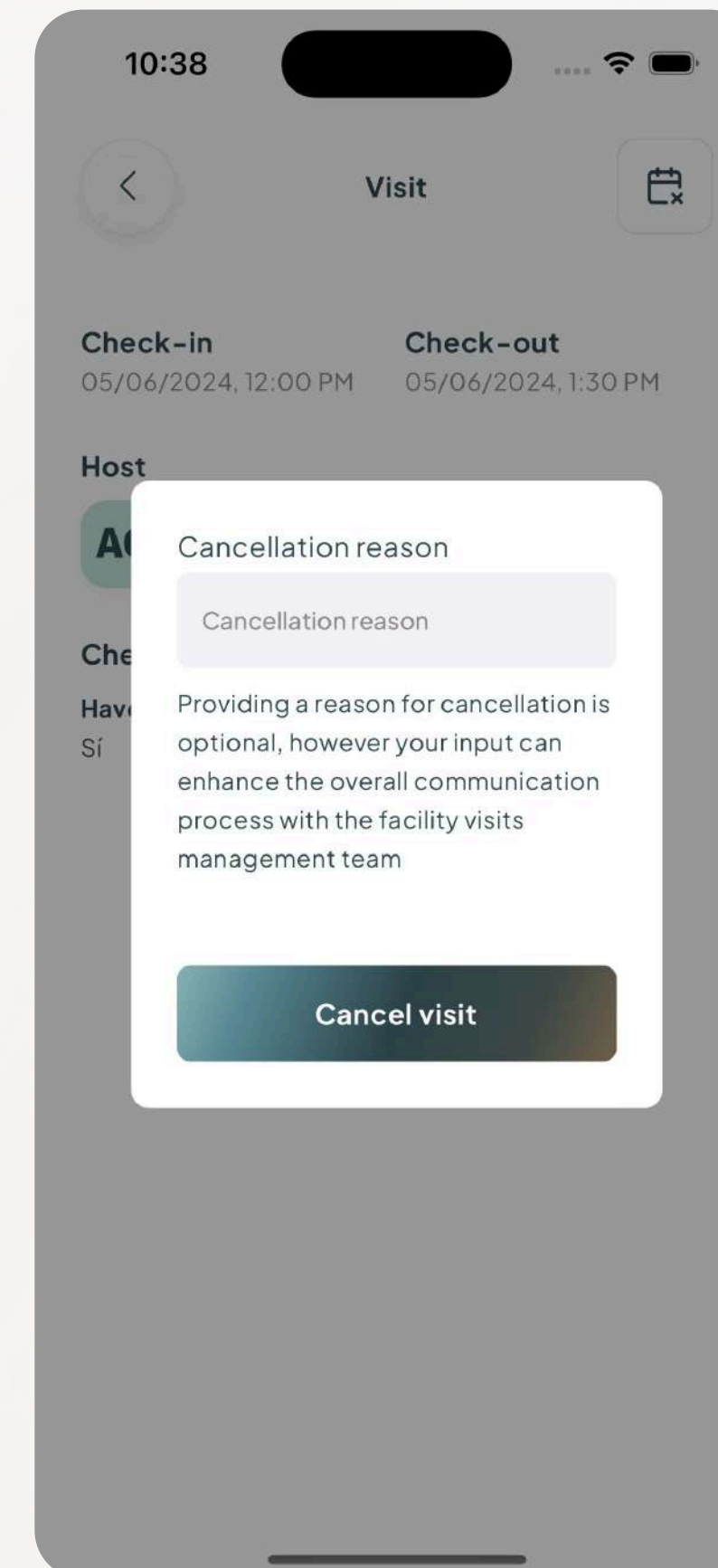
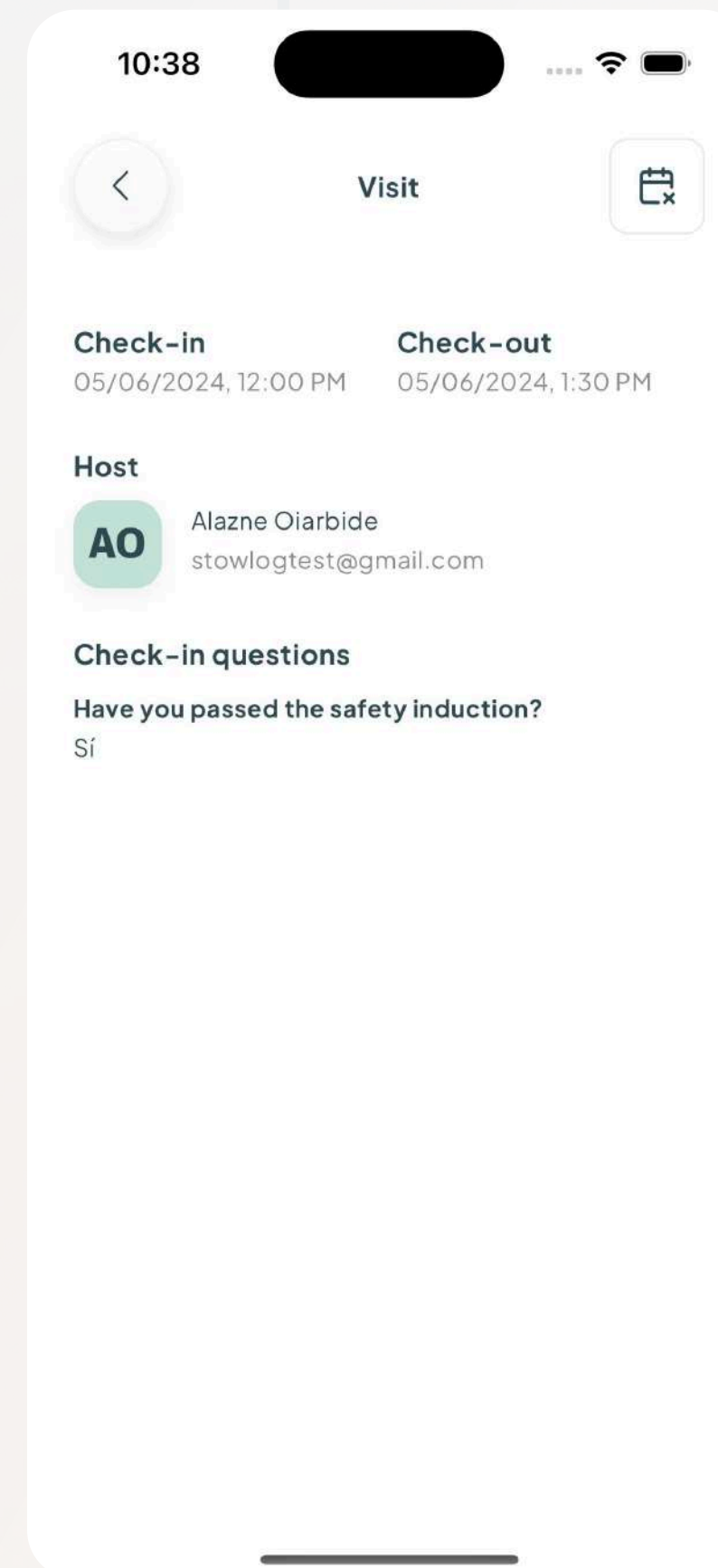
Cancel a request

4. Cancel a visit request

If your request is pending approval, you can cancel it by clicking on the icon at the top right.

You can type in the option to cancel the request.

The visit will be moved to the Canceled tab.

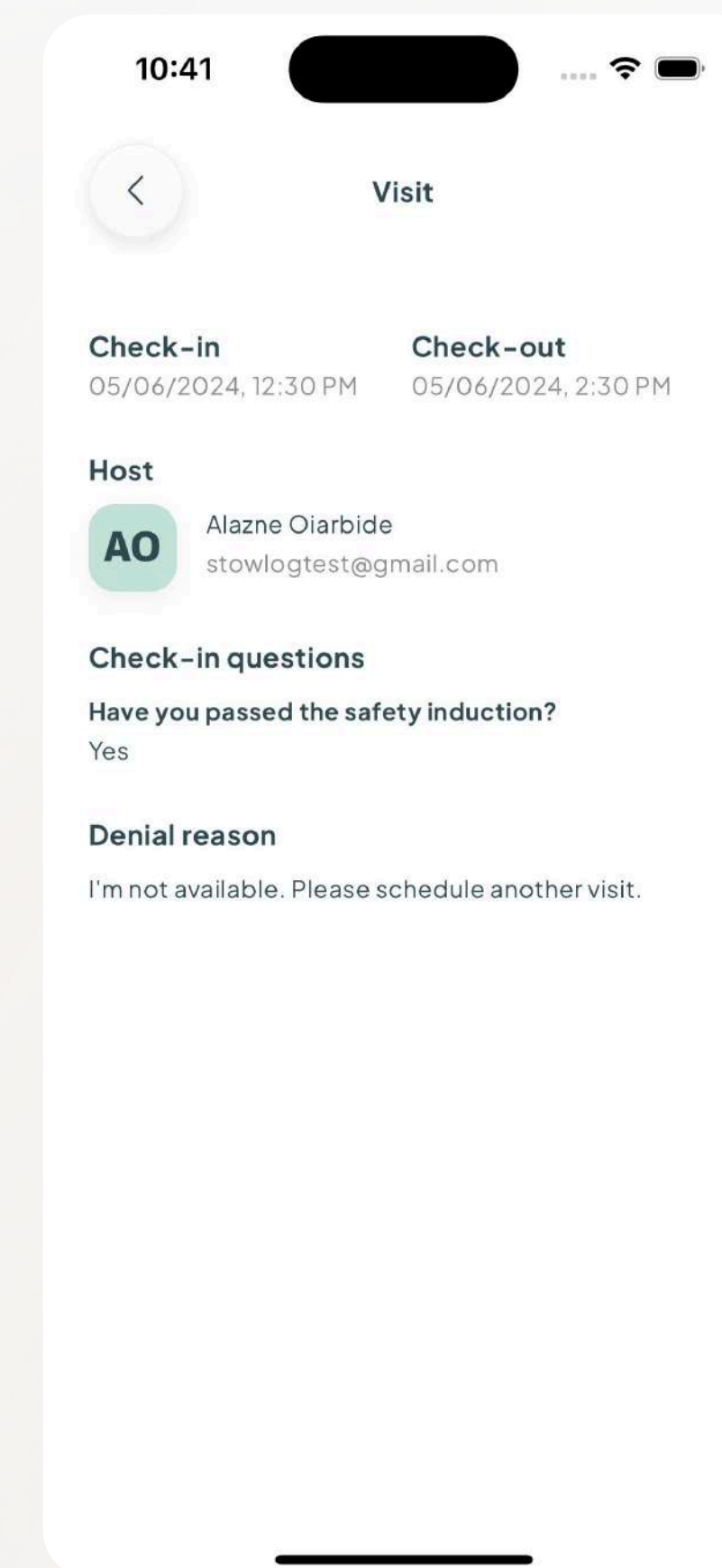
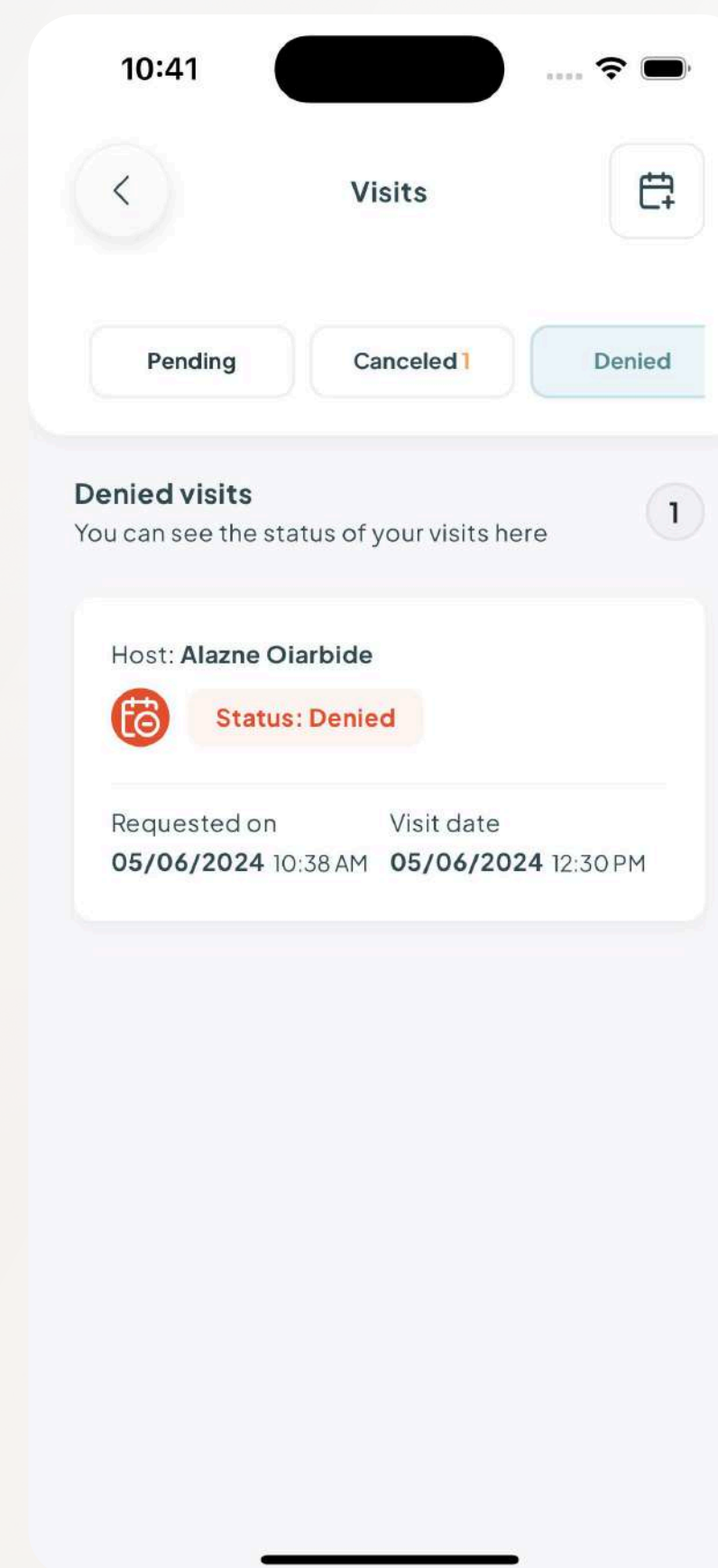


Denied request

5. View reason for denial

If your request has been denied by the host, the visit request will go to the Denied tab.

By clicking on the card, you will be able to see the reason why the host denied your request.



Emails / Push notifications

6. Instant and continuous communication

When a request changes its status, you will be notified via push notification and email.

When the visit request is approved by the host, you will receive the summary of your visit by email, the option to add it to the calendar, and the QR code to make the check-in faster.

The QR code is always available in the app.

