

View oratory visits

Review the general visitor register and prepare a new arrival without saving it.

6 min · Available with the listed permissions · 2026-09-21

Before you begin

- ✓ Select the correct oratory and check your scope.

1 STEP 1 OF 3 · 2 MIN

Open the oratory

The Overview separates activities from the general visitor register. Visits covers volunteers, parents and guests; enrolled attendance remains in each activity module.

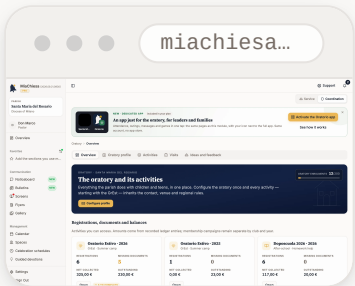


Fig. 1 The general register is separate from activity attendance.

2 STEP 2 OF 3 · 2 MIN

Review the register

Open Visits. Choose the day, search by name or enable Present now only. Each row shows arrival, departure or Present; Export CSV downloads the filtered day.

Future days cannot be selected. Past days remain available for reference.

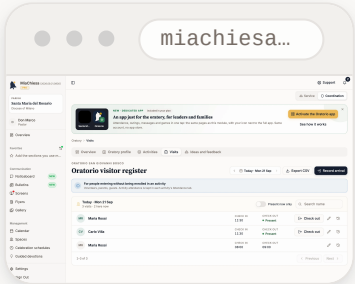


Fig. 2 Filters, times and status show who entered the oratory.

3

STEP 3 OF 3 · 2 MIN

Prepare an arrival

With management access, select Record arrival. Search existing people or enter a visitor's first and last name.

The capture fills in a guest but does not select Check in at: no arrival is saved.

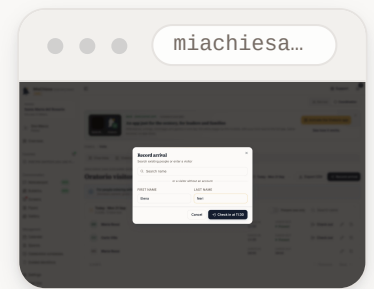


Fig. 3 The visitor details are prepared, but the arrival has not been recorded.

What you have achieved

- ✓ Review the general visitor register and prepare a new arrival without saving it.