

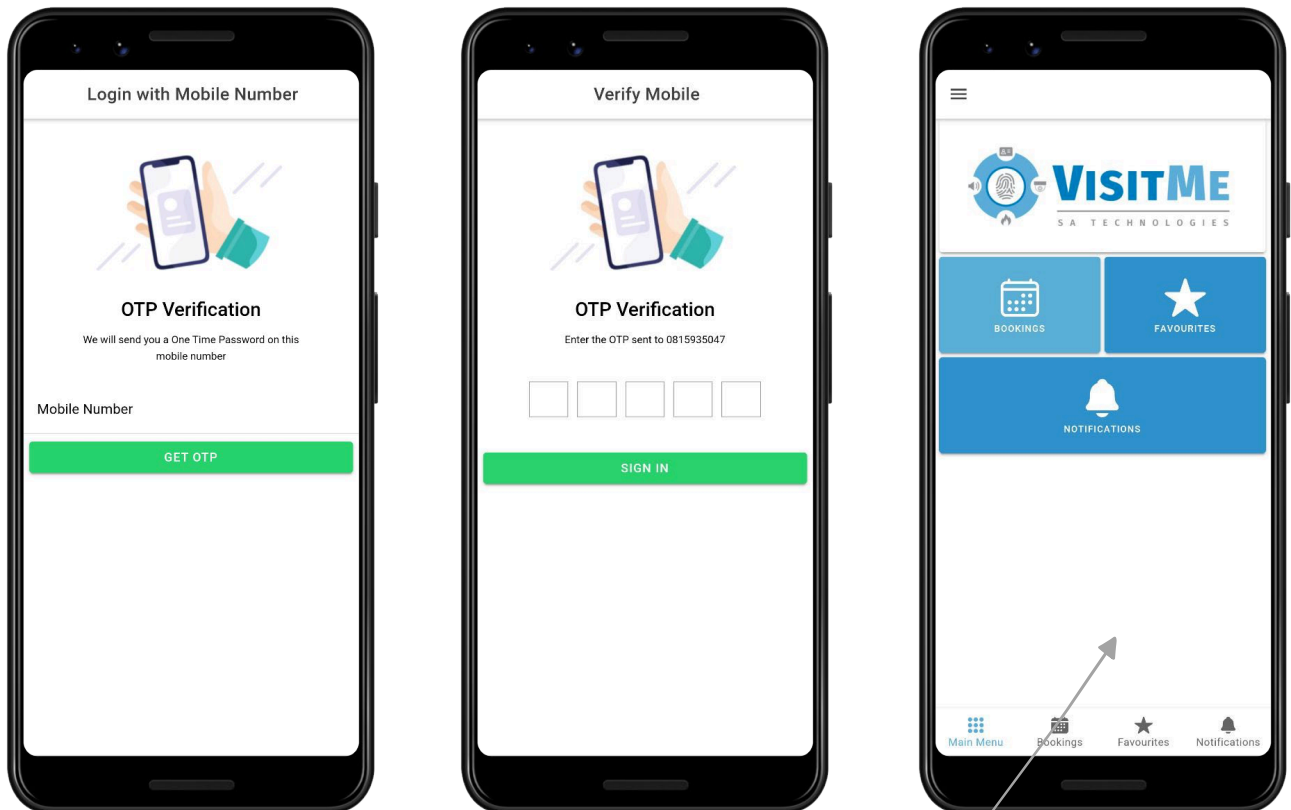


**VISITME**  
SA TECHNOLOGIES

# Resident Mobile App *Manual*

# How do I register?

- 1 Download and install the VisitMeplus app from the app store on your phone:  
Hauwei app store  
Google play store  
Apple store
- 2 Open the app and login with your mobile number.
- 3 An OTP will be sent to your phone number, please open the message .
- 4 Enter the OTP and Click on the Sign in message which will then take you to your app home screen.

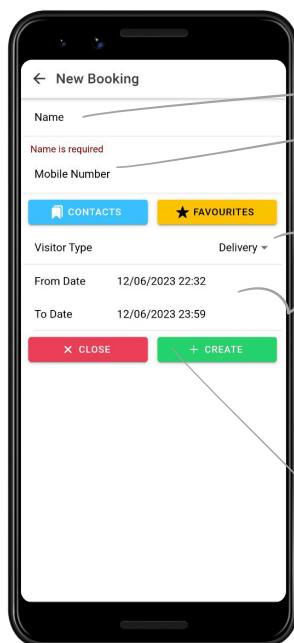
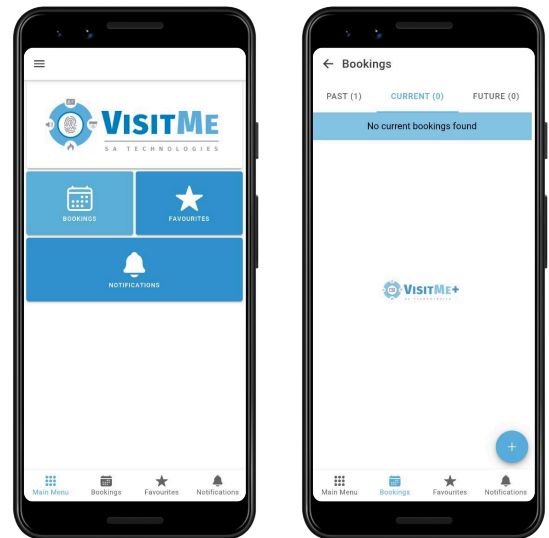


This is your App Home screen

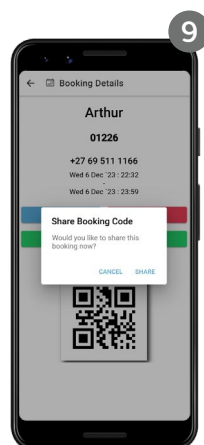
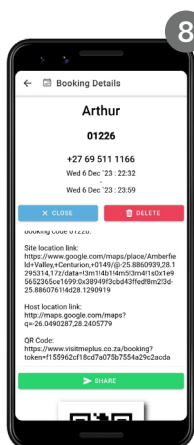


# How to create a booking for a visitor?

- 1 Open your VisitMe mobile app.
- 2 On the home screen click the Bookings button.
- 3 To create a new booking, click on the + button in the right bottom corner.



- 4 Fill in your  
→ Visitor's name  
→ Visitor's Mobile number or click on the **Blue contacts button** to choose from your phone's contacts or click on the **Yellow Favourites button** if you have saved them to your favourites on the app.
- 5 Choose your Visitor type, you can choose between  
▶ Deliver or ▶ Extended Visitor or ▶ Visitor Daily
- 6 Select your visitor's visiting time period here. "From date" from when should their Booking be valid for them to enter and "To date" until when should their booking be valid for entry.
- 7 Check that all your information has been filled in and then Click on the green **+ Create button**.



Check the details again and click on the green **share button** Confirm that you would like to share the booking code on the pop-up.

Your visitor will then receive the Booking code which they can then use at the gate.

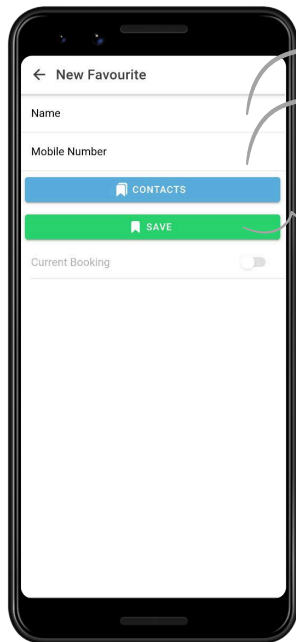
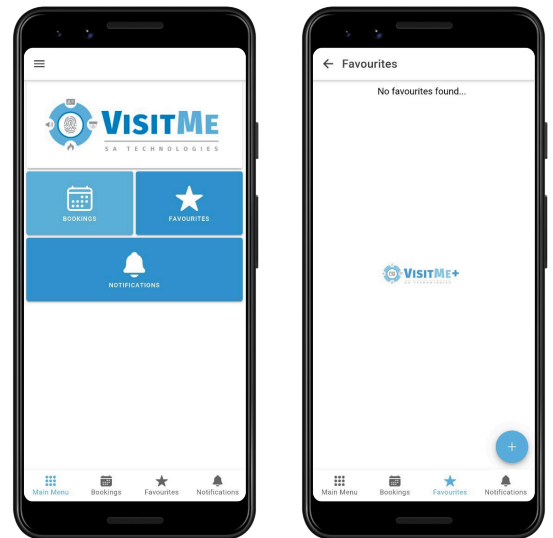


When you go to your bookings after, you will see the booking you have made will show either in Past, Current or future.

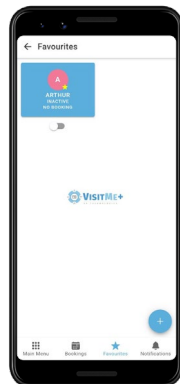


# How do I save a favourite Visitor?

- 1 Open your VisitMe mobile app.
- 2 On the home screen click the Favourites button.
- 3 To create a new favourite, click on the + button in the right bottom corner.



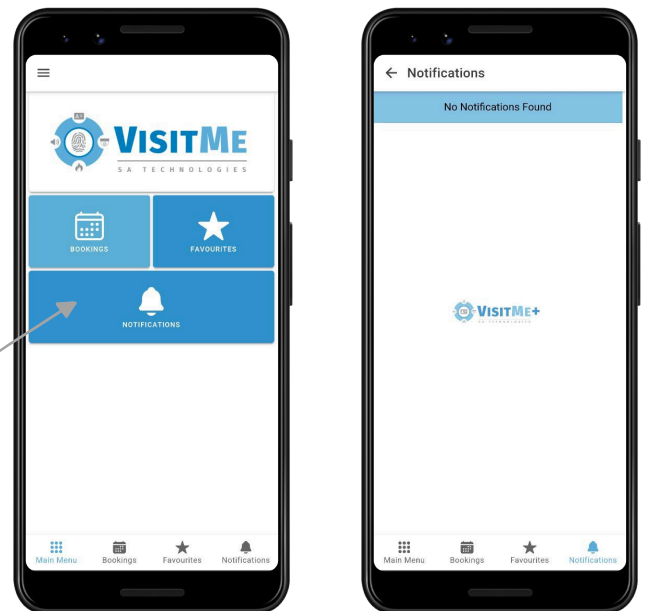
- 4 Fill in their name here
- 5 Fill in their Mobile number here or click on the **Blue contacts** to choose from your phone's contacts.
- 6 Click on the **green save button.**



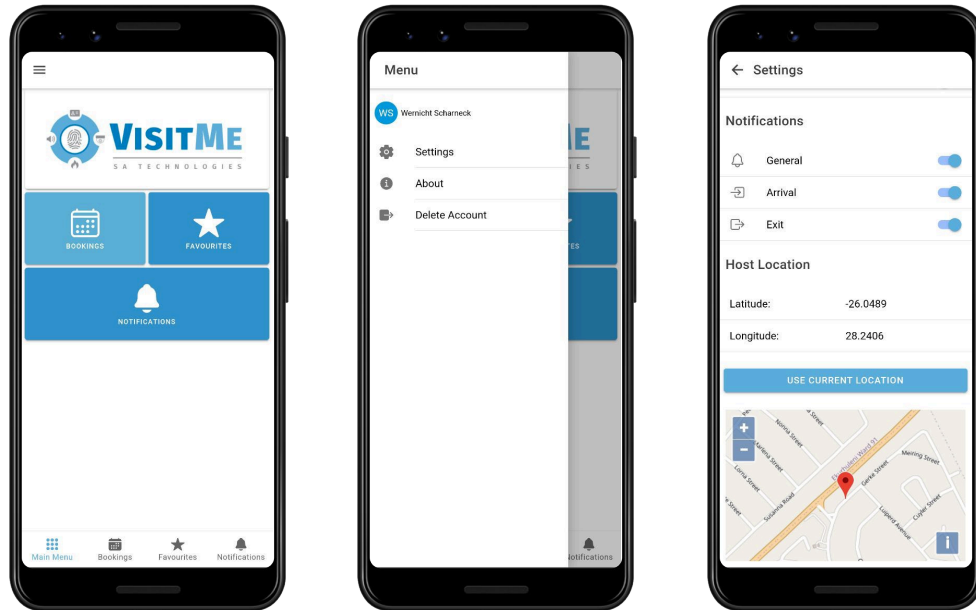
When you go to your favourites after, you will see they will appear on the screen for you to easily book them again.

# Check Notifications

- 1 To view all your Notifications click on the Notifications button on the Home screen.



# How do I change my settings?



- 1 To change some of your App settings, click on the Burger menu in the top left corner of the Home screen.
- 2 The side menu will then come in, from there click on the settings button.