



VISITOR KIOSK SOFTWARE MANUAL

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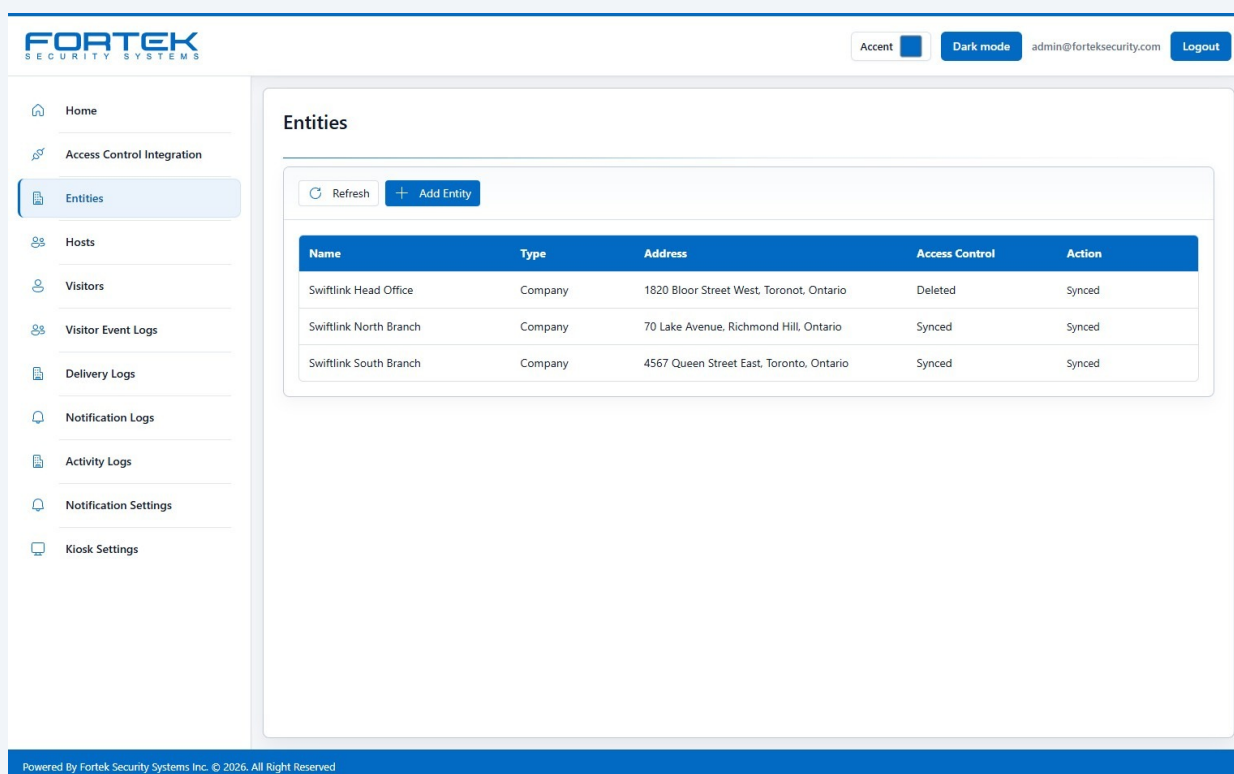
How to Add Entities in the Kiosk Admin Portal

Learn how to manage entities—whether synchronized automatically from Fortek Unify or created manually. This guide provides a clear walkthrough for navigating the admin portal and accurately inputting entity details.

1 Navigate to the **Entities** menu on the left sidebar.

- **With Integration:** If Fortek Unify integration is enabled, detailed entity information will automatically sync and display here.

- **Without Integration:** If no integration is configured, you can manually add multiple entities directly by clicking on "+Add Entity".

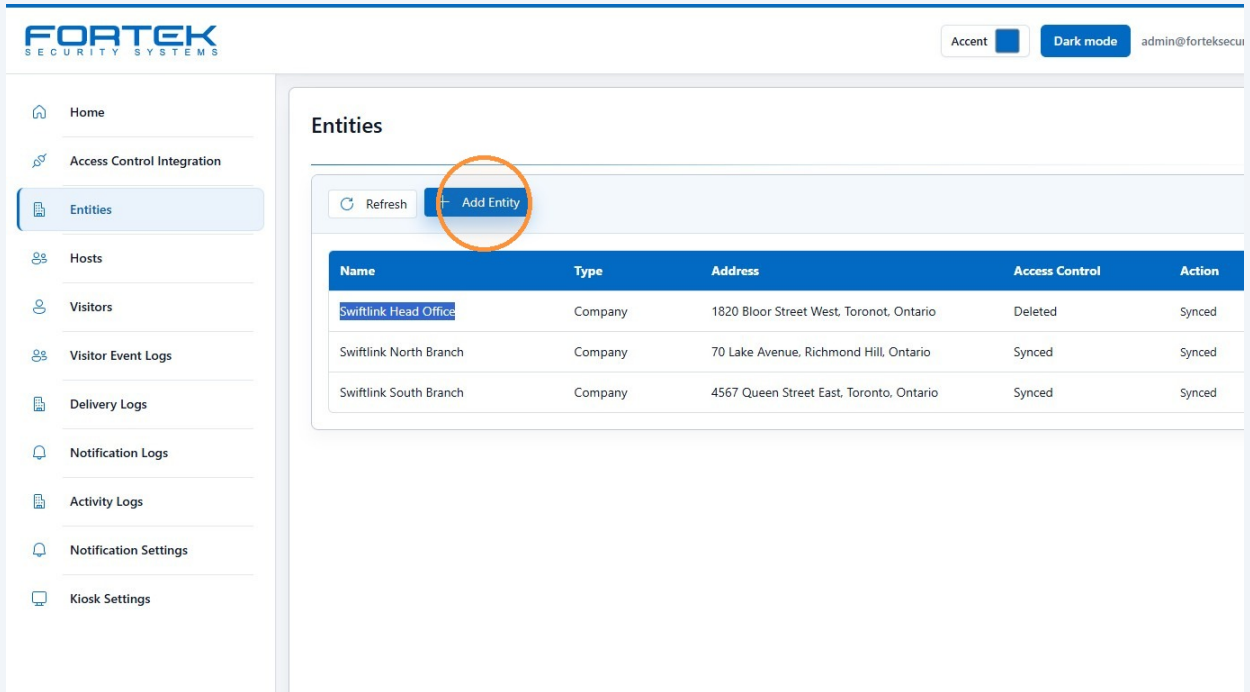


The screenshot shows the Fortek Security Systems Admin Portal. The left sidebar contains the following menu items: Home, Access Control Integration, **Entities** (highlighted), Hosts, Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main content area is titled "Entities" and features a "Refresh" button and a "+ Add Entity" button. Below these buttons is a table with the following data:

Name	Type	Address	Access Control	Action
Swiftlink Head Office	Company	1820 Bloor Street West, Toronto, Ontario	Deleted	Synced
Swiftlink North Branch	Company	70 Lake Avenue, Richmond Hill, Ontario	Synced	Synced
Swiftlink South Branch	Company	4567 Queen Street East, Toronto, Ontario	Synced	Synced

At the bottom of the page, there is a footer that reads: "Powered By Fortek Security Systems Inc. © 2026. All Right Reserved".

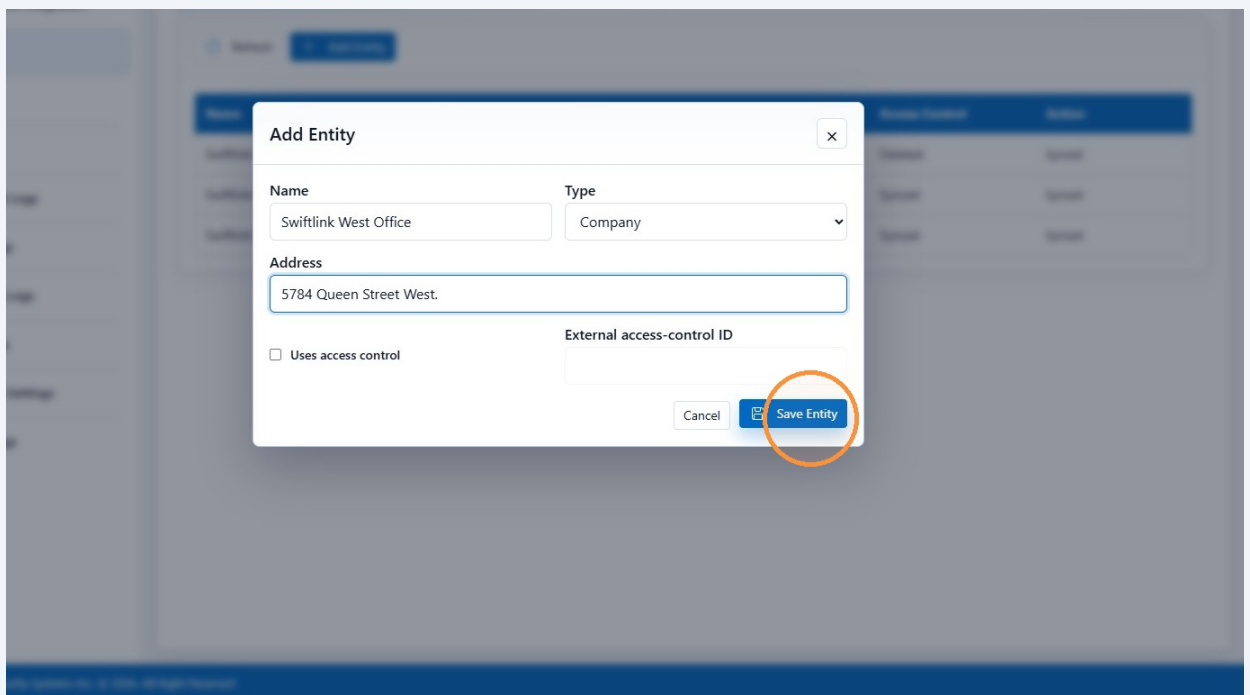
2 Click Add Entity



The screenshot shows the Fortek Security Systems web interface. On the left is a sidebar menu with options: Home, Access Control Integration, **Entities** (highlighted), Hosts, Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main content area is titled 'Entities' and contains a 'Refresh' button and a circled 'Add Entity' button. Below these is a table with the following data:

Name	Type	Address	Access Control	Action
Swiftlink Head Office	Company	1820 Bloor Street West, Toronot, Ontario	Deleted	Synced
Swiftlink North Branch	Company	70 Lake Avenue, Richmond Hill, Ontario	Synced	Synced
Swiftlink South Branch	Company	4567 Queen Street East, Toronto, Ontario	Synced	Synced

- ## 3
- Enter the **Entity Name** (e.g., *Swiftlink West Office*).
 - Select or enter the **Entity Type** (e.g., *Company, Residential or Commercial, Coworking Space, Hotel*) and the **Address**.
 - Click **Save Entity** to complete the operation.



The screenshot shows the 'Add Entity' modal form. It contains the following fields and controls:

- Name:** Text input field containing 'Swiftlink West Office'.
- Type:** Dropdown menu with 'Company' selected.
- Address:** Text input field containing '5784 Queen Street West'.
- Uses access control:** A checkbox that is currently unchecked.
- External access-control ID:** An empty text input field.
- Buttons:** 'Cancel' and 'Save Entity' (circled in orange).

How to Configure Host Visibility in the Visitor Kiosk

Learn how to configure host management settings and visibility rules in the admin panel. This guide explains how to select entities, manage synced or manual hosts, and apply bulk visibility updates across your organizational hierarchy.

1 navigate to **Hosts** from the left navigation menu.

- Select your desired **Entity** from the dropdown menu.

- **With Fortek Unify Integration:** All system users will automatically synchronize and populate in the list. Set users to **Searchable** if you want them reachable by visitors, and ensure their email address and phone number are up to date in Fortek Unify.

- **Without Integration:** Click **Add Host** to manually create users by entering their name, email, and phone number.

The screenshot displays the Fortek Security Systems admin interface. On the left is a navigation menu with options like Home, Access Control Integration, Entities, Hosts (selected), Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main content area is titled 'Hosts'. At the top of this area is an 'Entity' dropdown menu, which is circled in orange and shows 'Swiftlink South Branch' as the selected option. Below the dropdown, there's a summary bar indicating '0 selected', '6 of 6 shown', and a 'Filters' button. To the right of this bar are buttons for 'Refresh', 'Manage Kiosk Visibility', and '+ Add Host'. The main part of the interface is a table with the following columns: Name, Entity, Hierarchy, Email, Phone, Kiosk Visibility, and Source. The table contains six rows of host data:

Name	Entity	Hierarchy	Email	Phone	Kiosk Visibility	Source
Jhon Smith	Swiftlink South Branch	Employees > Staff	jhon@gmail.com	4168963625	Searchable	Synced
Kendal Lee	Swiftlink South Branch	Employees > Staff	kendal@gmail.com	6478964531	Hidden	Synced
Michael Poler	Swiftlink South Branch	Maintenance > Electricians	michael@gmail.com	6478964512	Searchable	Synced
Peter Robinson	Swiftlink South Branch	Employees > Staff	peter@gmail.com	4169632569	Hidden	Synced
Richard Rehn	Swiftlink South Branch	Employees > Locksmith	richard@gmail.com	5149663214	Searchable	Synced
Vanessa Robertson	Swiftlink South Branch	Employees > Accounting	vanessa@gmail.com	4165218937	Searchable	Synced

At the bottom of the page, there is a footer that reads: 'Powered By Fortek Security Systems Inc. © 2026. All Right Reserved'.

2 Click Host Menu on the Kiosk Visibility status for Vanessa Robertson.

The screenshot displays the 'Hosts' management page in the Fortek Security Systems interface. The left sidebar contains navigation options: Home, Access Control Integration, Entities, Hosts (selected), Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main content area shows a table of hosts for the 'Swiftlink South Branch' entity. The table has columns for Name, Entity, Hierarchy, Email, Phone, Kiosk Visibility, Source, and Actions. The 'Kiosk Visibility' column for Vanessa Robertson is highlighted with a red circle, showing a 'Searchable' status.

Name	Entity	Hierarchy	Email	Phone	Kiosk Visibility	Source	Actions
Jhon Smith	Swiftlink South Branch	Employees > Staff	jhon@gmail.com	4168963625	Searchable	Synced	
Kendal Lee	Swiftlink South Branch	Employees > Staff	kendal@gmail.com	6478964531	Hidden	Synced	
Michael Poler	Swiftlink South Branch	Maintenance > Electricians	michael@gmail.com	6478964512	Searchable	Synced	
Peter Robinson	Swiftlink South Branch	Employees > Staff	peter@gmail.com	4169632569	Hidden	Synced	
Richard Rehm	Swiftlink South Branch	Employees > Locksmith	richard@gmail.com	5149863214	Searchable	Synced	
Vanessa Robertson	Swiftlink South Branch	Employees > Accounting	vanessa@gmail.com	4165218937	Searchable	Synced	

3 Bulk Operations & Visibility Settings If integrated with Fortek Unify, users automatically maintain their organizational hierarchy (e.g., Department and Position in a Corporate Entity, or Organization in a Coworking Space).

To update kiosk visibility for multiple users at once:

1. Open the visibility configuration menu for a host.
2. Under **Apply To**, choose the target level for the update:
 - **Individual Host:** Applies changes only to the selected user.
 - **Hierarchy (Department, Position, etc.):** Applies changes across an entire group or tier within the entity structure.
3. Select your desired visibility setting (**Searchable** or **Hidden**) and click **Apply Visibility**.

The screenshot shows the 'Kiosk Search Visibility' dialog box. The 'Apply to' dropdown is set to 'Hierarchy' and is circled in orange. Below it, the 'Hierarchy' dropdown is set to 'Employees > Accounting'. The 'Target' field also shows 'Employees > Accounting'. Under 'Set kiosk visibility', the 'Hidden' button is selected. The 'Hosts affected' count is 1. At the bottom are 'Cancel' and 'Apply Visibility' buttons.

Kiosk Search Visibility

Apply to
Hierarchy

Hierarchy
Employees > Accounting

Target
Employees > Accounting

Set kiosk visibility
Searchable Hidden

Hosts affected 1

Cancel Apply Visibility

This screenshot shows the same 'Kiosk Search Visibility' dialog box, but the 'Hierarchy' dropdown is now set to 'Maintenance > Electricians' and is circled in orange. The 'Target' field now shows 'Maintenance > Electricians'. The 'Hidden' button remains selected under 'Set kiosk visibility', and the 'Hosts affected' count is still 1.

Kiosk Search Visibility

Apply to
Hierarchy

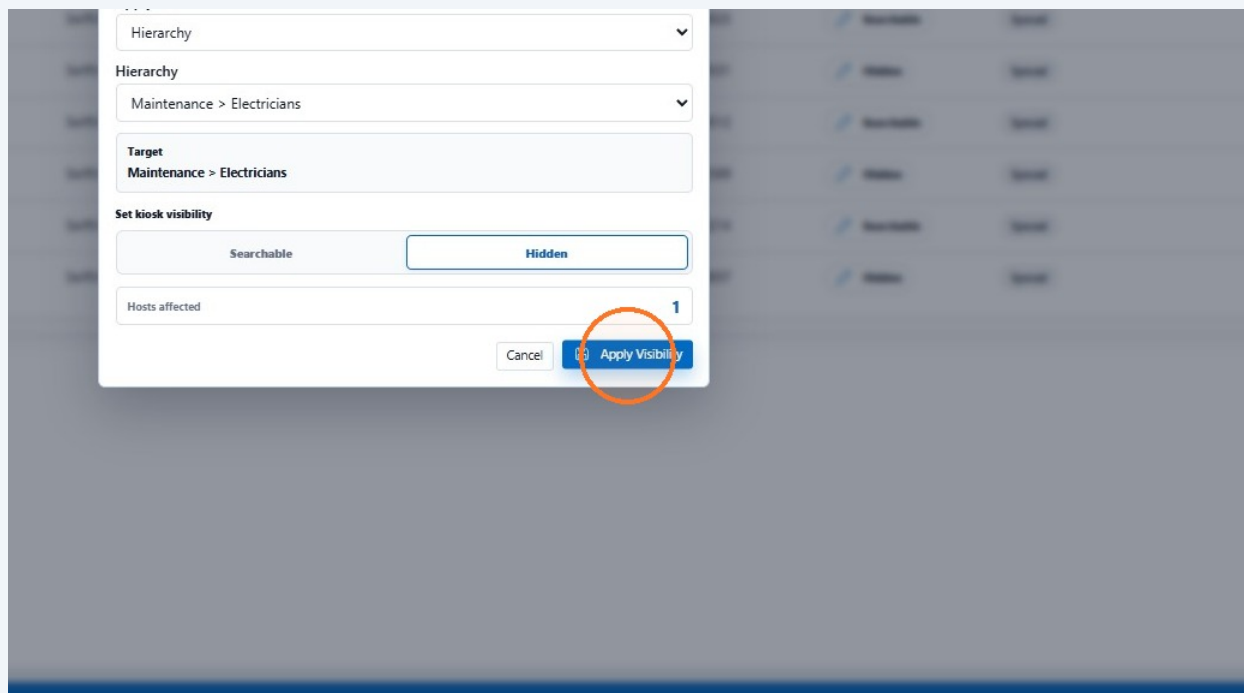
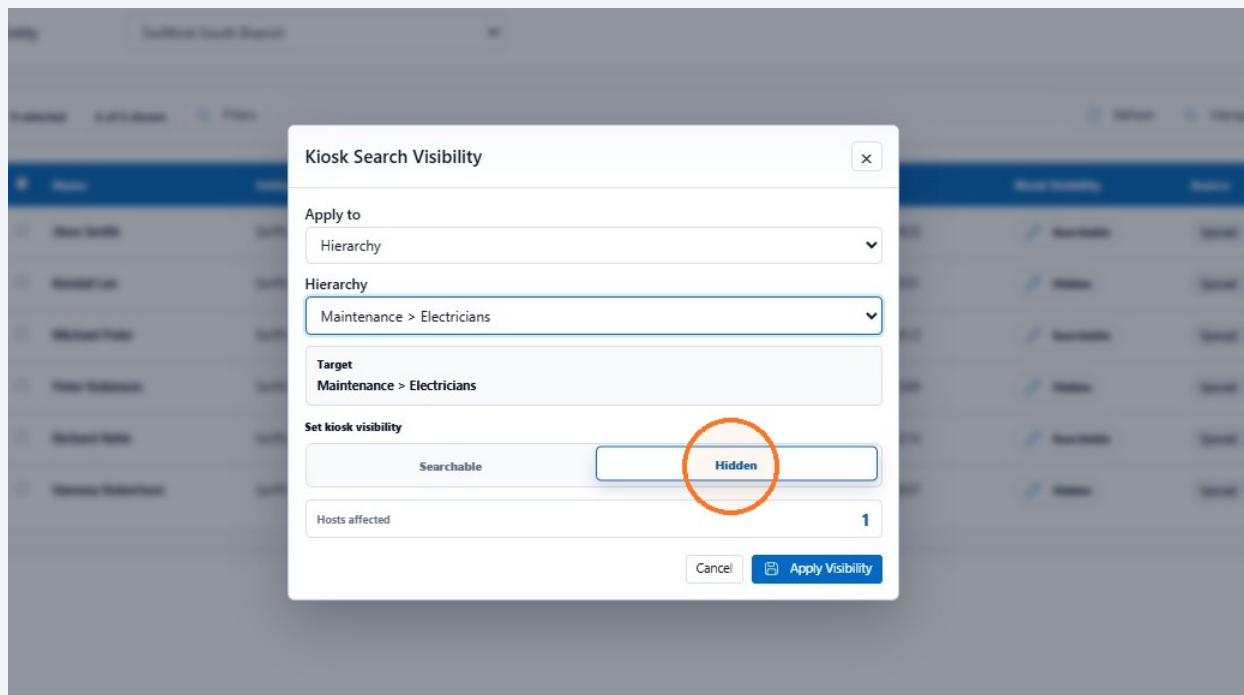
Hierarchy
Maintenance > Electricians

Target
Maintenance > Electricians

Set kiosk visibility
Searchable Hidden

Hosts affected 1

Cancel Apply Visibility





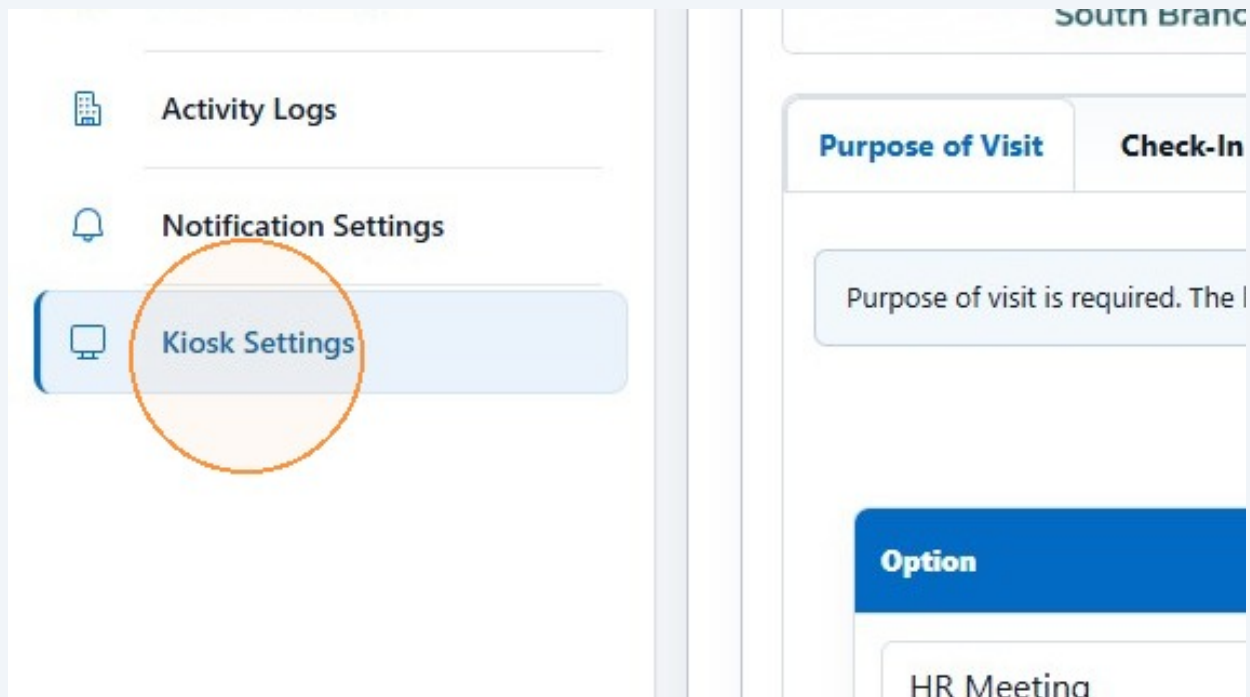
How to Configure Kiosk Settings

Learn how to customize your kiosk settings and manage visitor check-in fields. This guide covers how to enable check-out options, set required fields, and configure badge printing settings for a streamlined visitor experience.

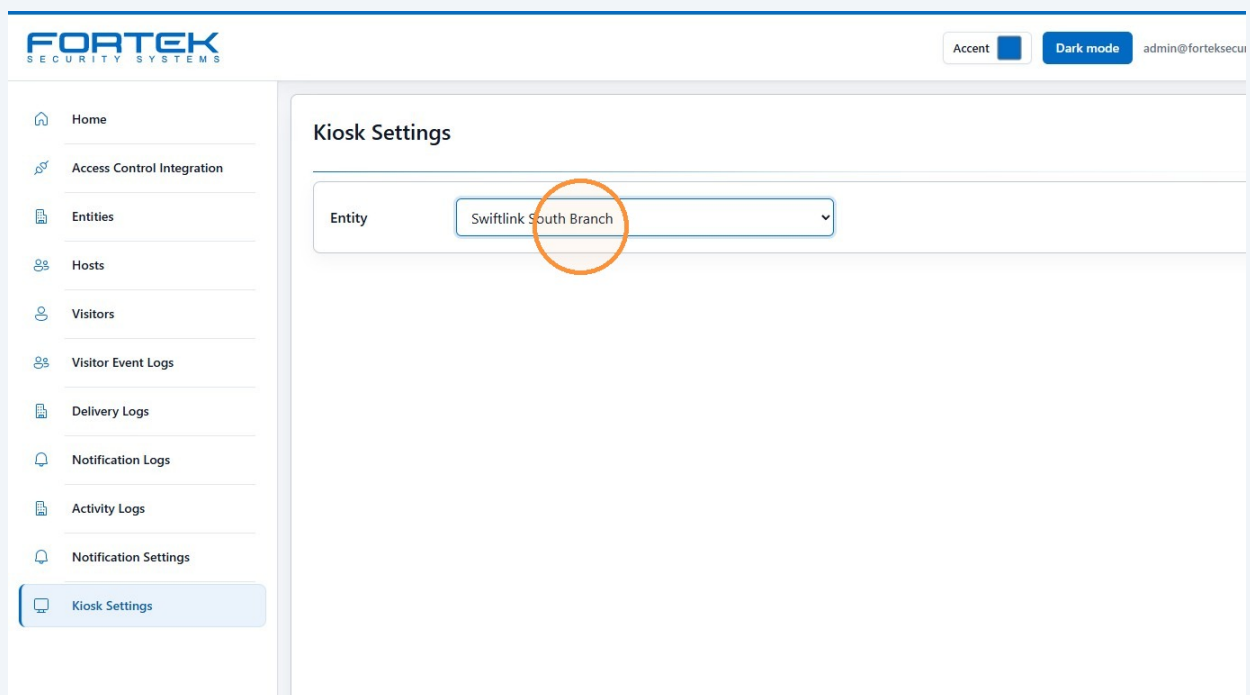
1 Enter Login Credentials Into the Kiosk URL and click Login

A screenshot of the Fortek Security Systems login interface. At the top center is the Fortek Security Systems logo. Below the logo are two input fields: 'Email *' with the text 'admin@forteksecurity.com' and 'Password *' with masked characters. To the right of the password field is a blue 'Login' button, which is circled in orange. The entire login form is centered within a light blue rectangular frame.

2 Select **Kiosk Settings** from the left navigation panel



3 Select your desired **Entity** from the dropdown menu



4 Toggle or check **Enable Kiosk**.

Click **Choose File** to upload the entity logo, which will display on the Visitor Kiosk screen.

FORTEK
SECURITY SYSTEMS

Accent Dark mode admin@forteksecurity.com Logout

Home
Access Control Integration
Entities
Hosts
Visitors
Visitor Event Logs
Delivery Logs
Notification Logs
Activity Logs
Notification Settings
Kiosk Settings

Kiosk Settings

Entity: Swiftlink South Branch

Kiosk Print Settings

☒ Enabled ☒ Enable check-out

Kiosk logo
SWIFTLINK LOGISTICS South Branch  **Choose File** No file chosen

Purpose of Visit Check-in Fields

Purpose of visit is required. The kiosk always includes Other and asks the visitor to enter text when selected.

+ Add Purpose

Option	Actions
HR Meeting	 Remove

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5 **Enable Check-Out:** Select this option to record visitor check-out dates and times.

Note: A QR code scanner installation is required for this feature.

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SECURITY SYSTEMS

Accent Dark mode admin@forteksecurity.com Logout

Entity: Swiftlink South Branch

Kiosk Print Settings

☒ Enabled ☒ Enable check-out

SWIFTLINK LOGISTICS
South Branch

Kiosk logo: Choose File No file chosen

Purpose of Visit Check-In Fields

Purpose of visit is required. The kiosk always includes Other and asks the visitor to enter text when selected.

+ Add Purpose

Option	Actions
HR Meeting	Remove

Save Kiosk Settings

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6 Configure Purpose of Visit

Add the available purpose options for visitors to select from a dropdown list during check-in.

To add additional visit purposes, click **+ Add Purpose**.

Note: At least one Purpose must be configured.

The screenshot displays the 'Kiosk' configuration page for 'SWIFTLINK LOGISTICS South Branch'. The interface includes a sidebar with navigation links: Logs, Settings, and a highlighted 'Kiosk' section. The main content area has tabs for 'Kiosk' and 'Print Settings'. Under the 'Kiosk' tab, there are checkboxes for 'Enabled' and 'Enable check-out', both of which are checked. A 'Kiosk logo' section shows the company logo and a 'Choose File' button with the text 'No file chosen'. Below this, the 'Purpose of Visit' tab is active, showing a message: 'Purpose of visit is required. The kiosk always includes Other and asks the visitor to enter text when selected.' A blue button with a plus sign and the text '+ Add Purpose' is circled in orange. Below this, a table lists the configured purpose options:

Option	Actions
HR Meeting	Remove

At the bottom right of the configuration area is a 'Save Kiosk Settings' button. The footer of the page reads 'Fortek Security Systems Inc. © 2026. All Right Reserved'.

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Enter the description for the new purpose option (e.g., *Maintenance*). Repeat this step for each visit purpose you want to make available.

Kiosk **Print Settings**

☒ Enabled ☒ Enable check-out

SWIFTLINK LOGISTICS South Branch 

Kiosk logo
 No file chosen

Purpose of Visit **Check-In Fields**

Purpose of visit is required. The kiosk always includes Other and asks the visitor to enter text when selected.

Option	Actions
HR Meeting	Remove
Maintenance	Remove

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8

Click the **Check-In Fields** tab to configure additional information to collect from visitors, besides their name.

*Note: **Visitor Name** is displayed and required by default.*

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Accent Dark mode admin@forteksecurity.com Logout

Home
Access Control Integration
Entities
Hosts
Visitors
Visitor Event Logs
Delivery Logs
Notification Logs
Activity Logs
Notification Settings
Kiosk Settings

Kiosk Settings

Entity: Swiftlink South Branch

Kiosk **Print Settings**

☒ Enabled ☒ Enable check-out

SWIFTLINK LOGISTICS
South Branch

Kiosk logo: Choose File No file chosen

Purpose of Visit **Check-In Fields**

Full Name and Purpose are fixed kiosk fields. Add custom fields here for anything else visitors should provide.

+ Add Field

Field	Type	Show	Required	Actions

Save Kiosk Settings

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9

Click **+ Add Field** to create a new row. Enter the label for the information you want to collect from visitors, such as *Company Name*, *Phone Number*, or *Vehicle License Plate*.

FORTEK
SECURITY SYSTEMS

Entities
Hosts
Visitors
Visitor Event Logs
Delivery Logs
Notification Logs
Activity Logs
Notification Settings
Kiosk Settings

Kiosk Settings

Entity: Swiftlink South Branch

Kiosk **Print Settings**

☒ Enabled ☒ Enable check-out

SWIFTLINK LOGISTICS
South Branch

Kiosk logo: Choose File No file chosen

Purpose of Visit **Check-In Fields**

Full Name and Purpose are fixed kiosk fields. Add custom fields here for anything else visitors should provide.

+ Add Field

Field	Type	Show	Required	Actions
	Text	☒ Show	☐ Required	Options Remove

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10

Type the new field name (e.g., *Company Name*), then check the **Required** box if visitors must complete this field to check in.

The screenshot shows the 'Kiosk Settings' interface. On the left is a sidebar with navigation links: Entities, Hosts, Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings (selected). The main area has tabs for 'Kiosk' and 'Print Settings'. Under 'Kiosk', there are checkboxes for 'Enabled' and 'Enable check-out'. Below these is a 'Kiosk logo' section with a 'Choose File' button and 'No file chosen' text. The 'Check-In Fields' tab is active, showing a message: 'Full Name and Purpose are fixed kiosk fields. Add custom fields here for anything else visitors should provide.' Below this is a table with columns: Field, Type, Show, Required, and Actions. The first row has 'Company Name' in the Field column, 'Text' in Type, 'Show' checked in Show, and 'Required' checked in Required (highlighted with an orange circle). The Actions column contains 'Options' and 'Remove' buttons. A '+ Add Field' button is at the top right of the table. A 'Save' button is at the bottom right.

Field	Type	Show	Required	Actions
Company Name	Text	☒ Show	☒ Required	Options Remove

11

Click **+ Add Field** again to create additional rows for any other required fields.

This screenshot is similar to the previous one, showing the 'Kiosk Settings' interface. The 'Check-In Fields' tab is active. The '+ Add Field' button is highlighted with an orange circle. The table below it shows the 'Company Name' field with 'Required' checked. The 'Save Kiosk Settings' button is at the bottom right.

Field	Type	Show	Required	Actions
Company Name	Text	☒ Show	☒ Required	Options Remove

12 Enter the label for the new field (e.g., *Phone Number*).

Select the **Required** checkbox if visitors must complete this field to check in.

The screenshot displays the 'Kiosk Settings' interface. On the left is a sidebar with navigation links: Entities, Hosts, Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings (selected). The main content area has two tabs: 'Kiosk' and 'Print Settings'. The 'Kiosk' tab is active, showing a 'Swiftlink Logistics South Branch' logo and a 'Kiosk logo' upload section. Below this, there are two tabs: 'Purpose of Visit' and 'Check-in Fields'. The 'Check-in Fields' tab is selected, displaying a table of fields. The table has columns: Field, Type, Show, Required, and Actions. The first field is 'Company Name' (Text type, Show checked, Required checked). The second field is an empty text input (Text type, Show checked, Required unchecked). An orange circle highlights the 'Required' checkbox for the second field. At the bottom right of the main content area is a 'Save' button. The footer of the interface reads 'Powered By Fortek Security Systems Inc. © 2026. All Right Reserved'.

Field	Type	Show	Required	Actions
Company Name	Text	☒ Show	☒ Required	Options Remove
	Text	☒ Show	☐ Required	Options Remove

13

Enter the Label of the new field and select if the field is mandatory for the visitor to complete.

Swiftlink Logistics South Branch

Enabled ☒ Enable check-out ☒

Kiosk logo No file chosen

Purpose of Visit **Check-In Fields**

Full Name and Purpose are fixed kiosk fields. Add custom fields here for anything else visitors should provide.

[+ Add Field](#)

Field	Type	Show	Required	Actions
Company Name	Text	☒ Show	☒ Required	Options Remove
Phone Number	Text	☒ Show	☐ Required	Options Remove

[Save Kiosk Settings](#)

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Click Save Kiosk Settings.

Swiftlink Logistics South Branch

Enabled ☒ Enable check-out ☒

Kiosk logo No file chosen

Purpose of Visit **Check-In Fields**

Full Name and Purpose are fixed kiosk fields. Add custom fields here for anything else visitors should provide.

[+ Add Field](#)

Field	Type	Show	Required	Actions
Company Name	Text	☒ Show	☒ Required	Options Remove
Phone Number	Text	☒ Show	☒ Required	Options Remove

[Save Kiosk Settings](#)

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15 Click Print Settings tab

FORTEK
SECURITY SYSTEMS

Accent ☐ Dark mode ☒ admin@forteksecu

Home
Access Control Integration
Entities
Hosts
Visitors
Visitor Event Logs
Delivery Logs
Notification Logs
Activity Logs
Notification Settings
Kiosk Settings

Kiosk Settings

Kiosk settings saved.

Entity: Swiftlink South Branch

Kiosk **Print Settings**

☒ Enabled ☒ Enable check-out

SWIFTLINK LOGISTICS
South Branch

Kiosk logo
Choose File No file chosen

Purpose of Visit **Check-In Fields**

Purpose of visit is required. The kiosk always includes Other and asks the visitor to enter text when selected.

+ Add Purpose

16 Enable Print badge on check-in.

SECURITY SYSTEMS

Home
Access Control Integration
Entities
Hosts
Visitors
Visitor Event Logs
Delivery Logs
Notification Logs
Activity Logs
Notification Settings
Kiosk Settings

Kiosk Settings

Kiosk settings saved.

Entity: Swiftlink South Branch

Kiosk **Print Settings**

☐ Print badge on check-in

Printer address

Badge size
62mm * 5m

Printer port
9100

Reset to Default Print Sample Badge

Save

- 17 Click the **Printer address** field and enter the printer's IP address.

Note: The printer must be connected to the same network (Wi-Fi or Ethernet) as the visitor web server. Port and badge size settings are pre-configured for the Brother QL-820NWB.

The screenshot shows the 'Kiosk Settings' interface. On the left is a sidebar with navigation links: 'rol Integration', 'Logs', 'is', 'Logs', 'i', 'Settings', and 'js'. The main content area is titled 'Kiosk Settings' and includes a green confirmation bar that says 'Kiosk settings saved.' Below this, there is a dropdown menu for 'Entity' set to 'Swiftlink South Branch'. Two tabs, 'Kiosk' and 'Print Settings', are visible, with 'Print Settings' being the active tab. Under 'Print Settings', there is a checked checkbox for 'Print badge on check-in'. The 'Printer port' is set to '9100' and the 'Badge size' is '62mm * 5m'. The 'Printer address' field is empty and highlighted with an orange circle. At the bottom left of the settings area are two buttons: 'Reset to Default' and 'Print Sample Badge'. At the bottom right is a blue button labeled 'Save Kiosk Settings'.

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Click **Print Sample Badge** to test that the printer is properly communicating and printing correctly.

The screenshot shows the Fortek Security Systems web interface. The left sidebar contains a menu with options: Home, Access Control Integration, Entities, Hosts, Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings (which is highlighted). The main content area is titled 'Kiosk Settings'. At the top, it says 'Kiosk settings saved.' Below this, there's a dropdown menu for 'Entity' set to 'Swiftlink South Branch'. There are two tabs: 'Kiosk' and 'Print Settings', with 'Print Settings' being the active tab. Under 'Print Settings', there's a checkbox 'Print badge on check-in' which is checked. To its right is a text field for 'Printer address' containing '192.168.2.128'. Below the checkbox is a text field for 'Printer port' containing '9100'. To its right is a text field for 'Badge size' containing '62mm * 5m'. At the bottom of the settings section, there are two buttons: 'Reset to Default' and 'Print Sample Badge'. The 'Print Sample Badge' button is circled in orange. At the bottom right of the main content area, there is a blue button labeled 'Save Kiosk Settings'.

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Click Save Kiosk Settings.

This screenshot shows the same Fortek Security Systems web interface as the previous one, but after the 'Print Sample Badge' action. The 'Kiosk Settings' page now displays a green message at the top: 'Sample badge queued for printing. Print job #1019.' The settings fields remain the same. The 'Print Sample Badge' button is still visible. The 'Save Kiosk Settings' button at the bottom right is now circled in orange, indicating the next step in the process.

How to Configure Visitor Kiosk Access Control Integration

This guide provides simple instructions for navigating to your local management interface and locating the Access Control settings. Follow these steps to successfully reach the integration menu for your security hardware.

- 1 Go to the kiosk Management URL, Enter credentials and Click Login

A screenshot of the Fortek Security Systems login interface. It features the company logo at the top, followed by two input fields: 'Email *' with the value 'admin@forteksecurity.com' and 'Password *' with masked characters. A blue 'Login' button is positioned to the right of the password field and is circled in orange.

2 Prerequisites

> **Network Requirement:** Ensure the Access Control web server is on the same network as the Kiosk web server before proceeding with configuration.

Step-by-Step Configuration

1. Enable & Configure Integration

- Navigate to the **Access Control Integration** section in your Kiosk Management portal.
- Toggle or select the option to **Enable** the integration.
- Input the required server details:
 - **Fortek Unify URL:** Enter the full URL path for your Fortek Unify server.
 - **Credentials:** Provide the authorized **Username** and **Password**.

2. Set Synchronization Frequency

- **Sync Interval (Minutes):** Enter your preferred synchronization frequency in minutes.

> **How Syncing Works:** Once saved, all updates and changes made within the access control database will automatically synchronize with the Visitor Module at the interval specified.

3. Save Changes

- Click **Save Settings** at the bottom of the interface to apply and activate the configuration.

The screenshot displays the 'Access Control Integration' configuration page in the Fortek Security Systems portal. The interface includes a sidebar with navigation options like Home, Access Control Integration, Entities, Hosts, Visitors, Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main configuration area contains the following fields:

- Enabled:** A checkbox that is currently checked.
- URL:** A text field containing 'http://localhost:8080/'.
- Username:** A text field containing 'admin@forteksecurity.com'.
- Password:** A password field with masked characters.
- Sync interval minutes:** A text field containing '15'.

At the bottom right of the configuration area, there are two buttons: 'Sync Now' and 'Save Settings'. The 'Save Settings' button is highlighted with an orange circle. A success message at the bottom of the configuration area reads: 'Success 2026-08-13 7:09 PM Synced 2 entities and 7 hosts.'

Footer text: Powered By Fortek Security Systems Inc. © 2026. All Right Reserved



How to View and Manage Delivery Logs

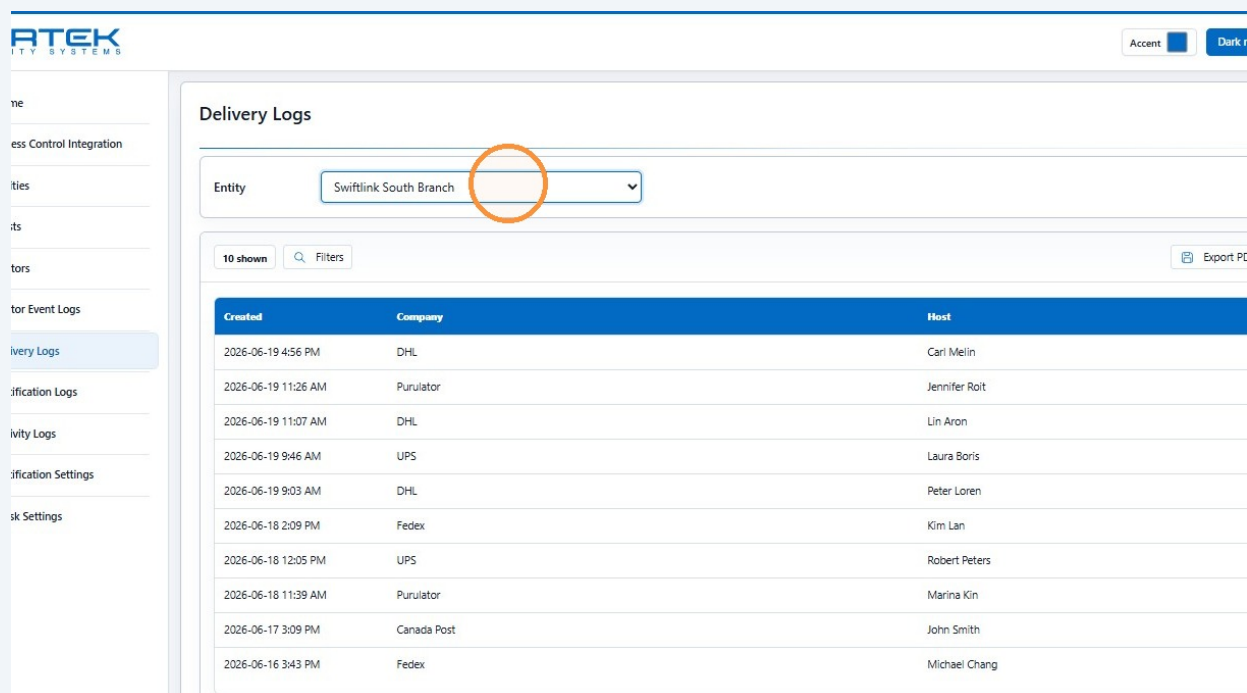
Learn how to access, search, and export delivery logs within your administration dashboard. This guide walks you through filtering records by courier or date range and exporting reports to PDF or Excel.

1 From the main menu, select **Delivery Logs**.

The screenshot displays the Fortek Security Systems administration dashboard. On the left sidebar, the 'Delivery Logs' menu item is highlighted with a red circle. The main content area shows the 'Delivery Logs' page for the 'Swiftlink South Branch' entity. The page includes a table with columns for 'Created', 'Company', and 'Host'. The table lists 10 records, each with a timestamp, a courier company, and a user name. At the top right of the table, there are buttons for 'Export PDF', 'Export Excel', and 'Refresh'. The footer of the dashboard indicates it is powered by Fortek Security Systems Inc. © 2026. All Rights Reserved.

Created	Company	Host
2026-06-19 4:56 PM	DHL	Carl Melin
2026-06-19 11:26 AM	Purulator	Jennifer Roit
2026-06-19 11:07 AM	DHL	Lin Aron
2026-06-19 9:46 AM	UPS	Laura Boris
2026-06-19 9:03 AM	DHL	Peter Loren
2026-06-18 2:09 PM	Fedex	Kim Lan
2026-06-18 12:05 PM	UPS	Robert Peters
2026-06-18 11:39 AM	Purulator	Marina Kin
2026-06-17 3:09 PM	Canada Post	John Smith
2026-06-16 3:43 PM	Fedex	Michael Chang

2 Select the target entity from the **Entity** dropdown menu.



ATEK CITY SYSTEMS

Delivery Logs

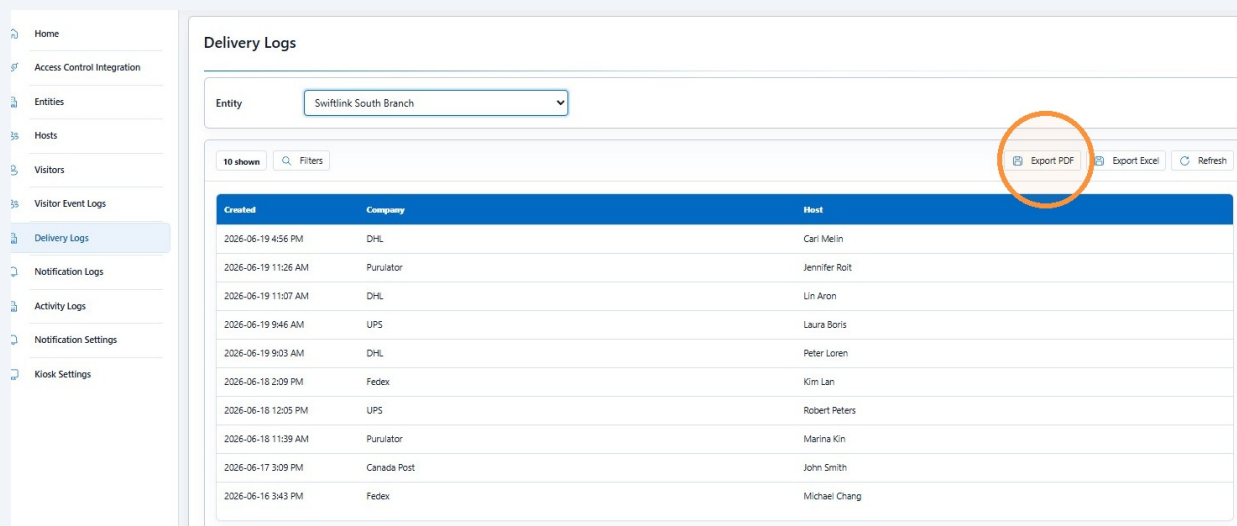
Entity: Swiftlink South Branch

10 shown Filters Export PDF

Created	Company	Host
2026-06-19 4:56 PM	DHL	Carl Melin
2026-06-19 11:26 AM	Purulator	Jennifer Roit
2026-06-19 11:07 AM	DHL	Lin Aron
2026-06-19 9:46 AM	UPS	Laura Boris
2026-06-19 9:03 AM	DHL	Peter Loren
2026-06-18 2:09 PM	Fedex	Kim Lan
2026-06-18 12:05 PM	UPS	Robert Peters
2026-06-18 11:39 AM	Purulator	Marina Kin
2026-06-17 3:09 PM	Canada Post	John Smith
2026-06-16 3:43 PM	Fedex	Michael Chang

3 The delivery logs are displayed in descending order by date and time, so the most recent delivery appears at the top.

To generate a report, click **Export PDF** or **Export Excel**.



ATEK CITY SYSTEMS

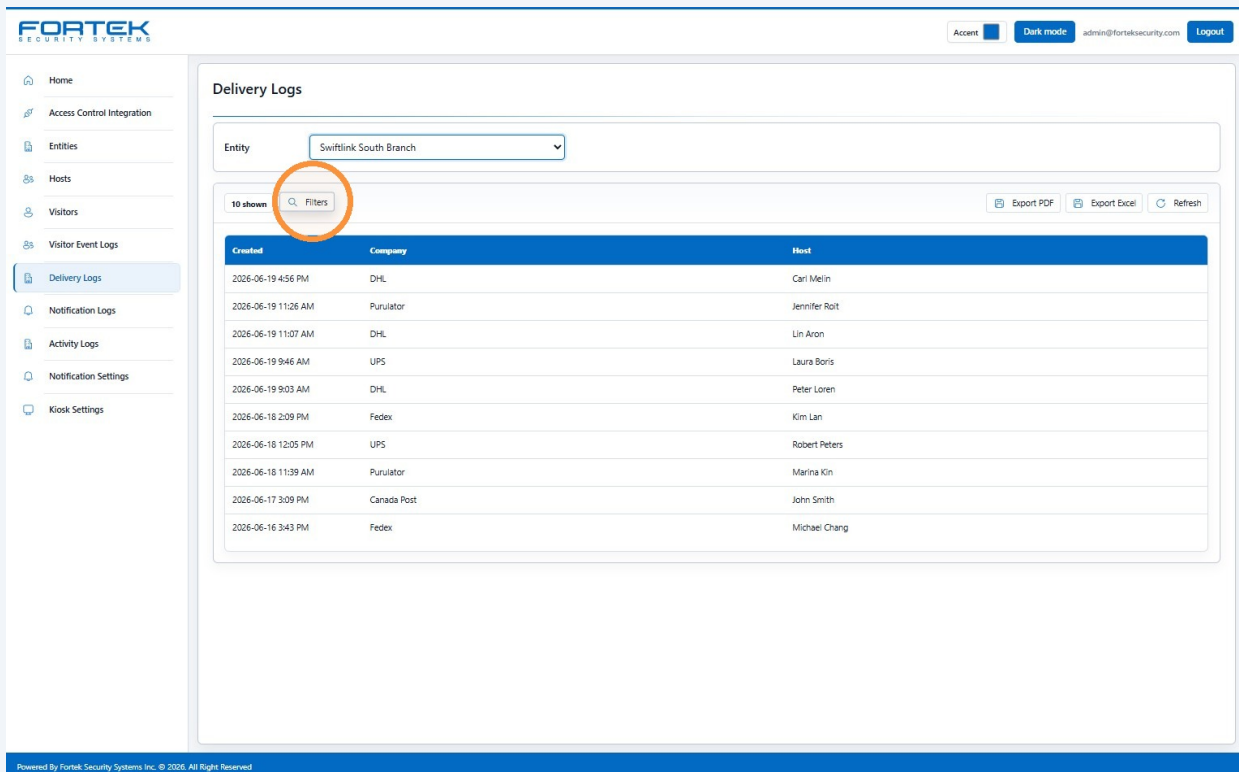
Delivery Logs

Entity: Swiftlink South Branch

10 shown Filters Export PDF Export Excel Refresh

Created	Company	Host
2026-06-19 4:56 PM	DHL	Carl Melin
2026-06-19 11:26 AM	Purulator	Jennifer Roit
2026-06-19 11:07 AM	DHL	Lin Aron
2026-06-19 9:46 AM	UPS	Laura Boris
2026-06-19 9:03 AM	DHL	Peter Loren
2026-06-18 2:09 PM	Fedex	Kim Lan
2026-06-18 12:05 PM	UPS	Robert Peters
2026-06-18 11:39 AM	Purulator	Marina Kin
2026-06-17 3:09 PM	Canada Post	John Smith
2026-06-16 3:43 PM	Fedex	Michael Chang

- 4 To filter the report by delivery date/time, host name, or courier name, click **Filters**.

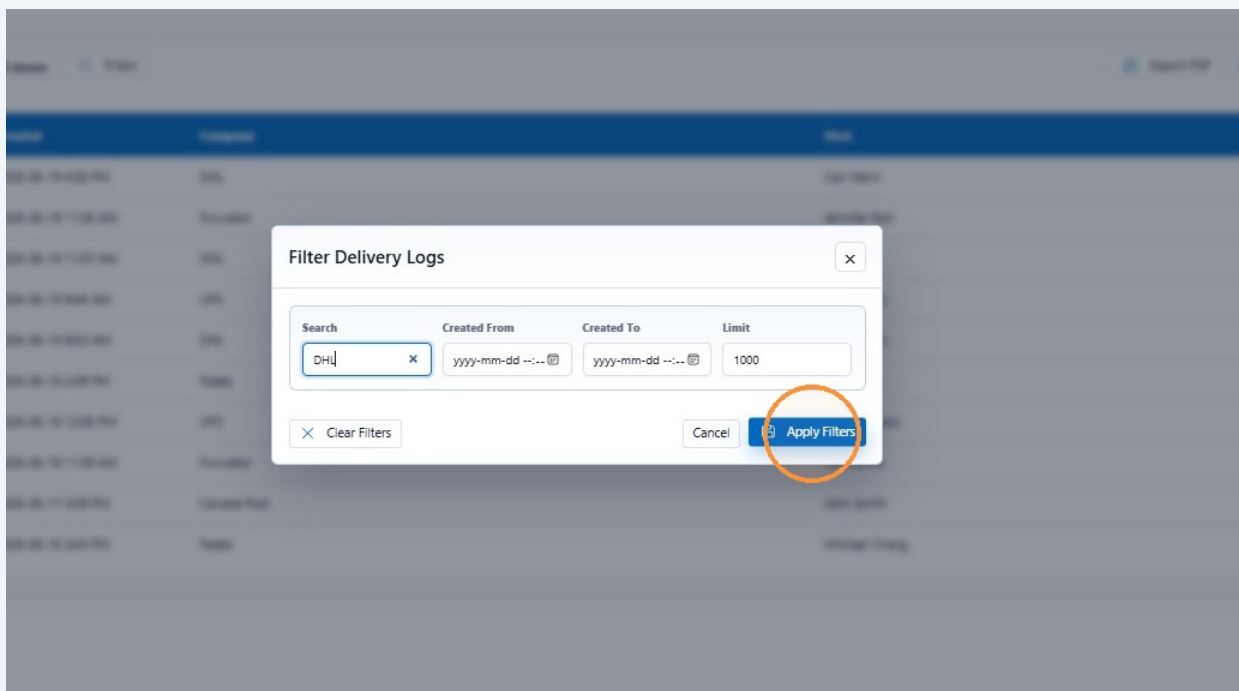


The screenshot shows the Fortek Security Systems interface. On the left is a sidebar with navigation links: Home, Access Control Integration, Entities, Hosts, Visitors, Visitor Event Logs, Delivery Logs (selected), Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main content area is titled 'Delivery Logs'. At the top, there is a dropdown menu for 'Entity' set to 'Swiftlink South Branch'. Below this, there is a '10 shown' indicator and a 'Filters' button circled in orange. To the right of the 'Filters' button are three buttons: 'Export PDF', 'Export Excel', and 'Refresh'. Below these buttons is a table with three columns: 'Created', 'Company', and 'Host'. The table contains 10 rows of data.

Created	Company	Host
2026-06-19 4:56 PM	DHL	Carl Mein
2026-06-19 11:26 AM	Purulator	Jennifer Rolt
2026-06-19 11:07 AM	DHL	Lin Aron
2026-06-19 9:46 AM	UPS	Laura Boris
2026-06-19 9:03 AM	DHL	Peter Loren
2026-06-18 2:09 PM	Fedex	Kim Lan
2026-06-18 12:05 PM	UPS	Robert Peters
2026-06-18 11:39 AM	Purulator	Marina Kin
2026-06-17 3:09 PM	Canada Post	John Smith
2026-06-16 3:43 PM	Fedex	Michael Chang

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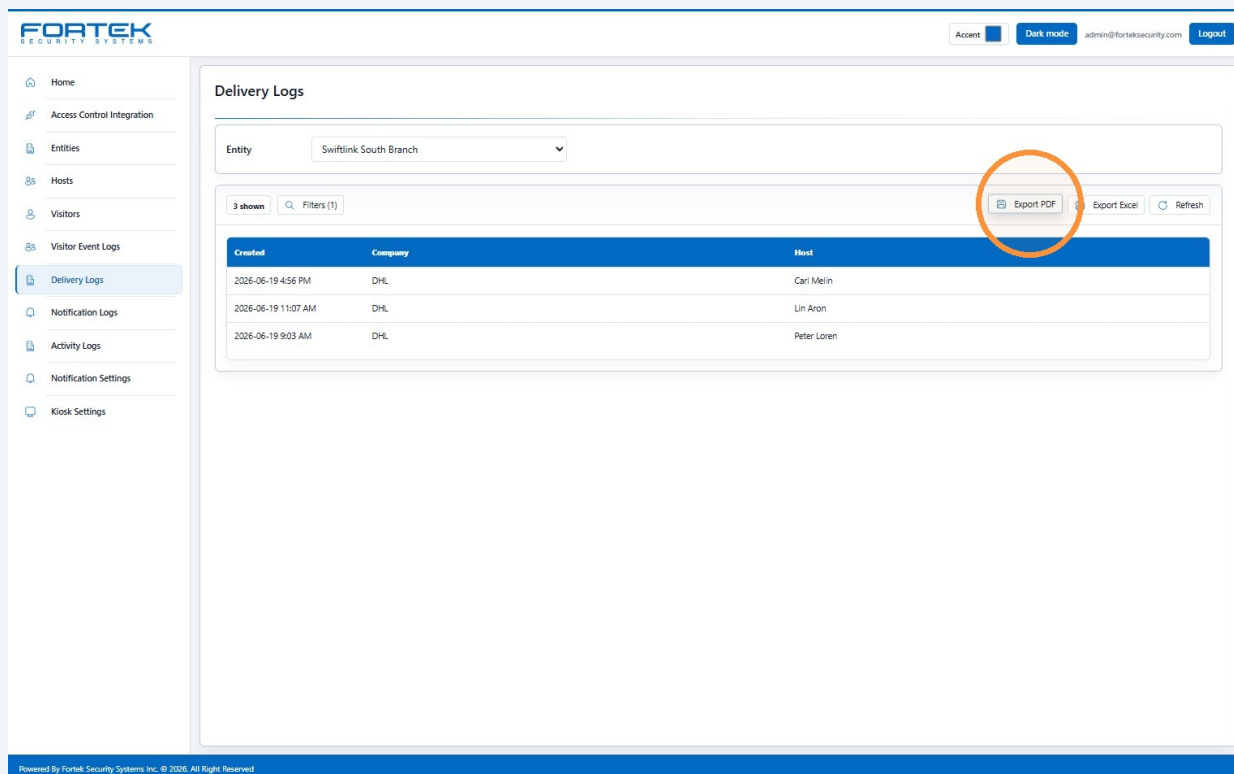
- 5 Enter your criteria—for example, searching for *DHL* under courier—then click **Apply Filters**.



The screenshot shows a 'Filter Delivery Logs' dialog box overlaid on the delivery logs table. The dialog box has a title bar with a close button (X). Inside, there are four input fields: 'Search' (containing 'DHL'), 'Created From' (with a date picker), 'Created To' (with a date picker), and 'Limit' (set to '1000'). Below these fields are three buttons: 'Clear Filters', 'Cancel', and 'Apply Filters' (circled in orange).

6

The filtered results will display on the screen. To download the data, click **Export PDF** or **Export Excel**.



The screenshot shows the Fortek Security Systems web application. The left sidebar contains a menu with options: Home, Access Control Integration, Entities, Hosts, Visitors, Visitor Event Logs, Delivery Logs (selected), Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main content area is titled 'Delivery Logs'. It features a dropdown menu for 'Entity' set to 'Swiftlink South Branch'. Below this, there are buttons for '3 shown', 'Filters (1)', 'Export PDF' (circled in orange), 'Export Excel', and 'Refresh'. A table displays the log data with columns 'Created', 'Company', and 'Host'.

Created	Company	Host
2026-06-19 4:56 PM	DHL	Carl Mein
2026-06-19 11:07 AM	DHL	Lin Aron
2026-06-19 9:03 AM	DHL	Peter Loren

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Viewing and Managing Visitor Logs

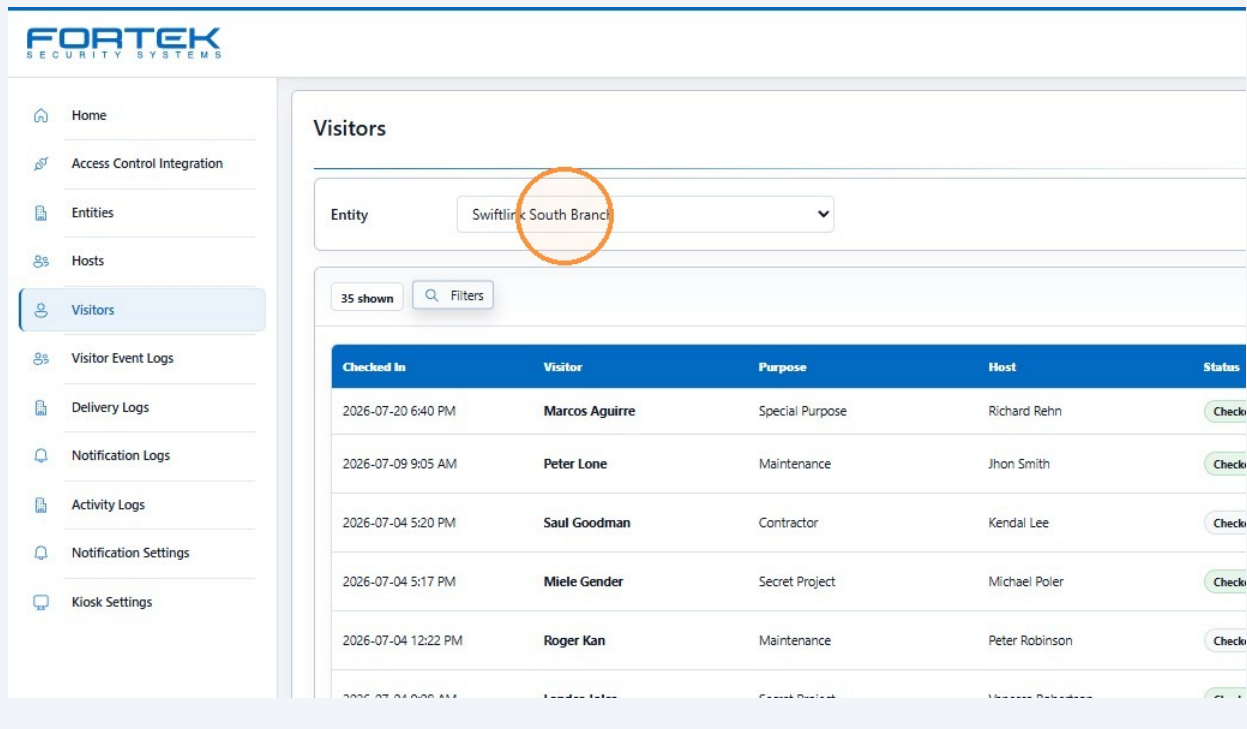
Follow these steps to navigate your admin dashboard, search for specific guest records, and generate visitor reports.

1 Navigate on the left menu and click on Visitors menu

The screenshot shows the Fortek Security Systems admin dashboard. The left sidebar menu has the 'Visitors' option highlighted with a red circle. The main content area displays the 'Visitors' page for the 'Swiftlink South Branch' entity. The page includes a table with 35 records, showing visitor details such as Checked In time, Visitor name, Purpose, Host, Status, Badge, and Details. The table is filtered to show 35 records.

Checked In	Visitor	Purpose	Host	Status	Badge	Details
2026-07-20 6:40 PM	Marcos Aguirre	Special Purpose	Richard Rehn	Checked In	VD862CE688C14E69	Company Name: Caca
2026-07-09 9:05 AM	Peter Lone	Maintenance	Jhon Smith	Checked In	VECC10C920CD843C1	7e28c6951ea4839ad9707bdafec3f4: Hyfly
2026-07-04 5:20 PM	Saul Goodman	Contractor	Kendal Lee	Checked Out	V0E7C3AFAE3244DDF	7e28c6951ea4839ad9707bdafec3f4: Genesys
2026-07-04 5:17 PM	Miele Gender	Secret Project	Michael Poler	Checked In	V053E0B549D594FE	7e28c6951ea4839ad9707bdafec3f4: Locardi
2026-07-04 12:22 PM	Roger Kan	Maintenance	Peter Robinson	Checked Out	VE7C7636EE2E14D7A	7e28c6951ea4839ad9707bdafec3f4: Ffr
2026-07-04 9:08 AM	Lander Joler	Secret Project	Vanessa Robertson	Checked In	VA73768EA83A14DA9	7e28c6951ea4839ad9707bdafec3f4: Saranga
2026-06-30 4:40 PM	Ester Li	Contractor	Kendal Lee	Checked In	VCF67FD6CF974167	7e28c6951ea4839ad9707bdafec3f4: Yt
2026-06-25 8:24 PM	Alma Holen	Secret Project	Kendal Lee	Checked Out	V444FC2CC85674DC7	7e28c6951ea4839ad9707bdafec3f4: Fortek
2026-06-24 4:54 PM	Marian Rader	Contractor	Richard Rehn	Checked Out	VB6BA0B6E2ED04655	7e28c6951ea4839ad9707bdafec3f4: calafate
2026-06-24 12:07 PM	Leen Yo	Secret Project	Richard Rehn	Checked In	VE42BD13A10A749A4	7e28c6951ea4839ad9707bdafec3f4: Hoku
2026-06-23 9:35 PM	Saul Goodman	Maintenance	Jhon Smith	Checked In	VB515F0E1A23D47EF	7e28c6951ea4839ad9707bdafec3f4: Penchila

2 Select the desired entity from the **Entity** dropdown menu

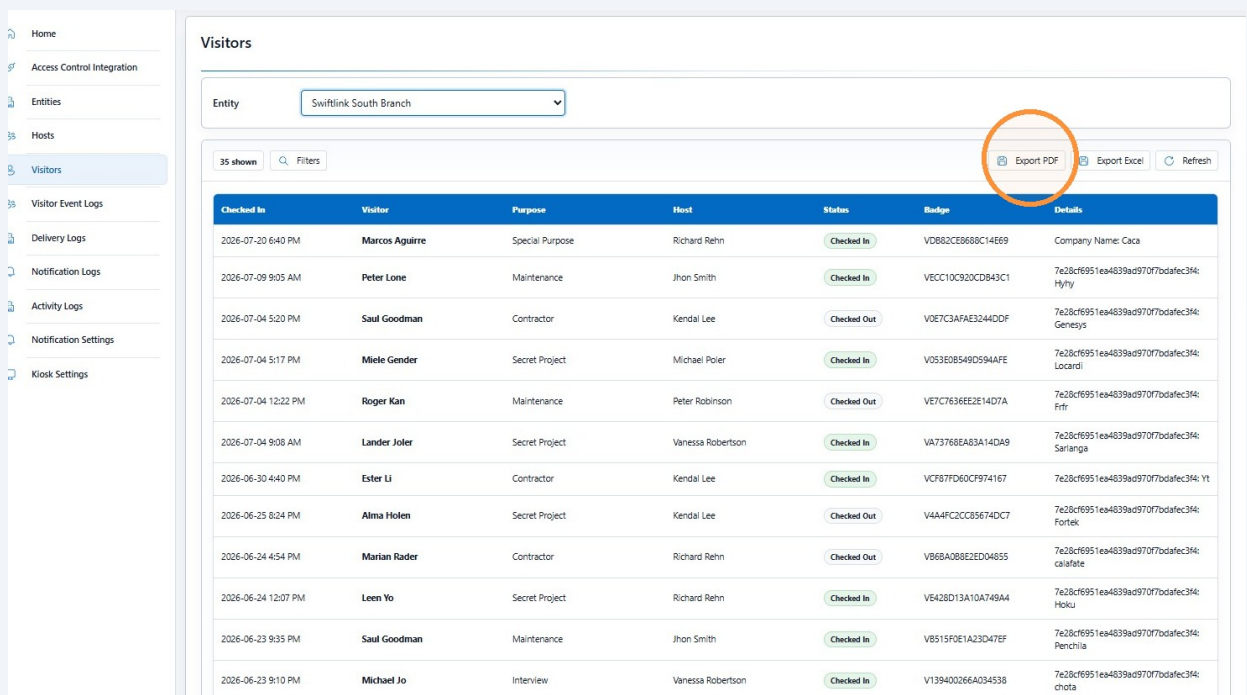


The screenshot shows the Fortek Security Systems interface. On the left is a sidebar with navigation links: Home, Access Control Integration, Entities, Hosts, Visitors (highlighted), Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main area is titled 'Visitors'. At the top, there is an 'Entity' dropdown menu with 'Swiftlink South Branch' selected, highlighted by an orange circle. Below this, there are buttons for '35 shown' and 'Filters'. The main content is a table with columns: Checked In, Visitor, Purpose, Host, and Status. The table lists several visitors, including Marcos Aguirre, Peter Lone, Saul Goodman, Miele Gender, and Roger Kan.

Checked In	Visitor	Purpose	Host	Status
2026-07-20 6:40 PM	Marcos Aguirre	Special Purpose	Richard Rehn	Check
2026-07-09 9:05 AM	Peter Lone	Maintenance	Jhon Smith	Check
2026-07-04 5:20 PM	Saul Goodman	Contractor	Kendal Lee	Check
2026-07-04 5:17 PM	Miele Gender	Secret Project	Michael Poler	Check
2026-07-04 12:22 PM	Roger Kan	Maintenance	Peter Robinson	Check

3 The visitor list is displayed in descending order by check-in date and time, so the most recent check-in appears at the top.

To generate a report, click **Export PDF** or **Export Excel**.



The screenshot shows the Fortek Security Systems interface. On the left is a sidebar with navigation links: Home, Access Control Integration, Entities, Hosts, Visitors (highlighted), Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main area is titled 'Visitors'. At the top, there is an 'Entity' dropdown menu with 'Swiftlink South Branch' selected. Below this, there are buttons for '35 shown' and 'Filters'. The main content is a table with columns: Checked In, Visitor, Purpose, Host, Status, Badge, and Details. The table lists several visitors, including Marcos Aguirre, Peter Lone, Saul Goodman, Miele Gender, Roger Kan, Lander Joler, Ester Li, Alma Holen, Marian Rader, Leen Yo, Saul Goodman, and Michael Jo. The 'Export PDF' button is highlighted with an orange circle.

Checked In	Visitor	Purpose	Host	Status	Badge	Details
2026-07-20 6:40 PM	Marcos Aguirre	Special Purpose	Richard Rehn	Checked In	VB882CE888C14E69	Company Name: Caca
2026-07-09 9:05 AM	Peter Lone	Maintenance	Jhon Smith	Checked In	VECC10C920CD843C1	7e28cf6951ea4839ad9707bdaefc34a: Hlyny
2026-07-04 5:20 PM	Saul Goodman	Contractor	Kendal Lee	Checked Out	V0E7C3FAE3244DDF	7e28cf6951ea4839ad9707bdaefc34a: Genesys
2026-07-04 5:17 PM	Miele Gender	Secret Project	Michael Poler	Checked In	V053E0B549D594AF	7e28cf6951ea4839ad9707bdaefc34a: Locardi
2026-07-04 12:22 PM	Roger Kan	Maintenance	Peter Robinson	Checked Out	VE7C7636E2E14D7A	7e28cf6951ea4839ad9707bdaefc34a: Ffr
2026-07-04 9:08 AM	Lander Joler	Secret Project	Vanessa Robertson	Checked In	VA73768EA83A14DA9	7e28cf6951ea4839ad9707bdaefc34a: Sarianga
2026-06-30 4:40 PM	Ester Li	Contractor	Kendal Lee	Checked In	VC787FD60CF974167	7e28cf6951ea4839ad9707bdaefc34a: Yt
2026-06-25 8:24 PM	Alma Holen	Secret Project	Kendal Lee	Checked Out	V444FC2C85674DC7	7e28cf6951ea4839ad9707bdaefc34a: Fortek
2026-06-24 4:54 PM	Marian Rader	Contractor	Richard Rehn	Checked Out	V068A088E2ED04655	7e28cf6951ea4839ad9707bdaefc34a: calafate
2026-06-24 12:07 PM	Leen Yo	Secret Project	Richard Rehn	Checked In	V5428D13A10A749A4	7e28cf6951ea4839ad9707bdaefc34a: Hoku
2026-06-23 9:35 PM	Saul Goodman	Maintenance	Jhon Smith	Checked In	V8515F0E1A23D47EF	7e28cf6951ea4839ad9707bdaefc34a: Penchila
2026-06-23 9:10 PM	Michael Jo	Interview	Vanessa Robertson	Checked In	V13940026A034538	7e28cf6951ea4839ad9707bdaefc34a: chota

4 To search for specific visitor logs or a single record, click the **Filters** tab

The screenshot shows the 'Visitors' page in a web application. On the left is a sidebar with navigation links: Home, Access Control Integration, Entities, Hosts, Visitors (highlighted), Visitor Event Logs, Delivery Logs, Notification Logs, Activity Logs, Notification Settings, and Kiosk Settings. The main content area is titled 'Visitors' and features a dropdown menu for 'Entity' set to 'Swiftlink South Branch'. Below this is a table of visitor logs. Above the table, there are buttons for 'Export PDF', 'Export Excel', and 'Refresh'. A 'Filters' button, circled in orange, is located above the table's header. The table has columns: Checked In, Visitor, Purpose, Host, Status, Badge, and Details. It displays 15 records with various visitor names, purposes, and hosts.

Checked In	Visitor	Purpose	Host	Status	Badge	Details
2026-07-20 6:40 PM	Marcos Aguirre	Special Purpose	Richard Rehn	Checked In	VDB82CE688C14E69	Company Name: Caca
2026-07-09 9:05 AM	Peter Lone	Maintenance	Jhon Smith	Checked In	VECC10C320CDB43C1	7e28cf6951ea4839ad9707bdaefc34a: Hyhy
2026-07-04 5:20 PM	Saul Goodman	Contractor	Kendal Lee	Checked Out	VOE7C3FAE3244DDF	7e28cf6951ea4839ad9707bdaefc34a: Genesis
2026-07-04 5:17 PM	Miele Gender	Secret Project	Michael Poier	Checked In	V053E0B549D0594AF6	7e28cf6951ea4839ad9707bdaefc34a: Locardi
2026-07-04 12:22 PM	Roger Kan	Maintenance	Peter Robinson	Checked Out	VE7C7636EE2E14D7A	7e28cf6951ea4839ad9707bdaefc34a: Ffrf
2026-07-04 9:08 AM	Lander Joler	Secret Project	Vanessa Robertson	Checked In	VA73760EA63A14DA9	7e28cf6951ea4839ad9707bdaefc34a: Sarianga
2026-06-30 4:40 PM	Ester Li	Contractor	Kendal Lee	Checked In	VC787D60CF974167	7e28cf6951ea4839ad9707bdaefc34a: Yt
2026-06-25 8:24 PM	Alma Holen	Secret Project	Kendal Lee	Checked Out	V444FC2C85674DC7	7e28cf6951ea4839ad9707bdaefc34a: Fortek
2026-06-24 4:54 PM	Marian Rader	Contractor	Richard Rehn	Checked Out	VB68A0B8E2ED04655	7e28cf6951ea4839ad9707bdaefc34a: calafate
2026-06-24 12:07 PM	Leen Yo	Secret Project	Richard Rehn	Checked In	VE428D13A10A749A4	7e28cf6951ea4839ad9707bdaefc34a: Hoku
2026-06-23 9:35 PM	Saul Goodman	Maintenance	Jhon Smith	Checked In	VB515F0E1A23D47EF	7e28cf6951ea4839ad9707bdaefc34a: Penchila
2026-06-23 9:10 PM	Michael Jo	Interview	Vanessa Robertson	Checked In	V13940026A034538	7e28cf6951ea4839ad9707bdaefc34a: chota

5 Filter the list by **Visitor Name**, **Host Name**, **Status**, or a specific **Checked-in Date Range (From/To)**

The screenshot shows a 'Filter Visitors' dialog box overlaid on a blurred background of the visitor log table. The dialog box contains the following fields and controls:

- Visitor name:** A text input field with the placeholder 'Search visitor'.
- Host name:** A text input field with the placeholder 'Search host', which is circled in orange.
- Status:** A dropdown menu currently showing 'All statuses'.
- Checked In From:** A date input field with a calendar icon, showing 'yyyy-mm-dd -- --'.
- Checked In To:** A date input field with a calendar icon, showing 'yyyy-mm-dd -- --'.
- Buttons:** 'Clear Filters', 'Cancel', and 'Apply Filters' (highlighted in blue).

6 Click on Apply Filters

