

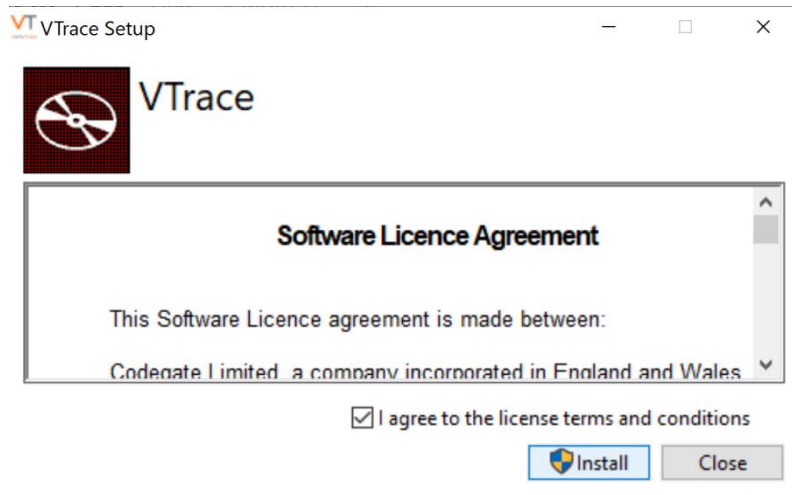
VT race

VisitorTrace

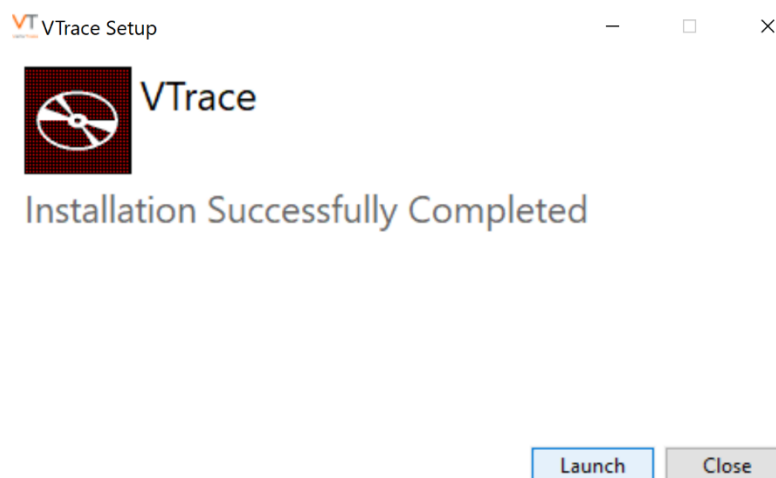
Installation Guide

Installation & Account Creation

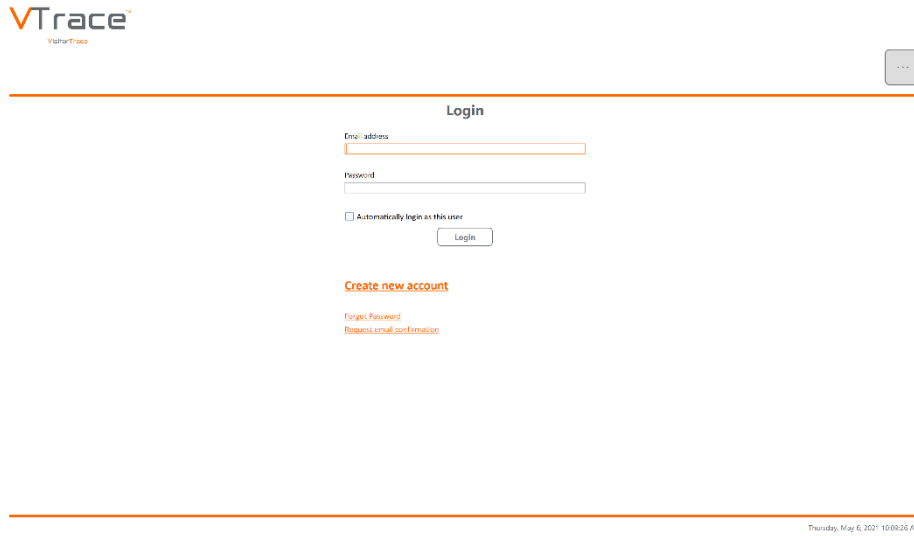
1. *Download* VTRACE Client installer here and *Save* in an accessible location.
2. *Run* the installer on the required PC.
3. *Select* Install.



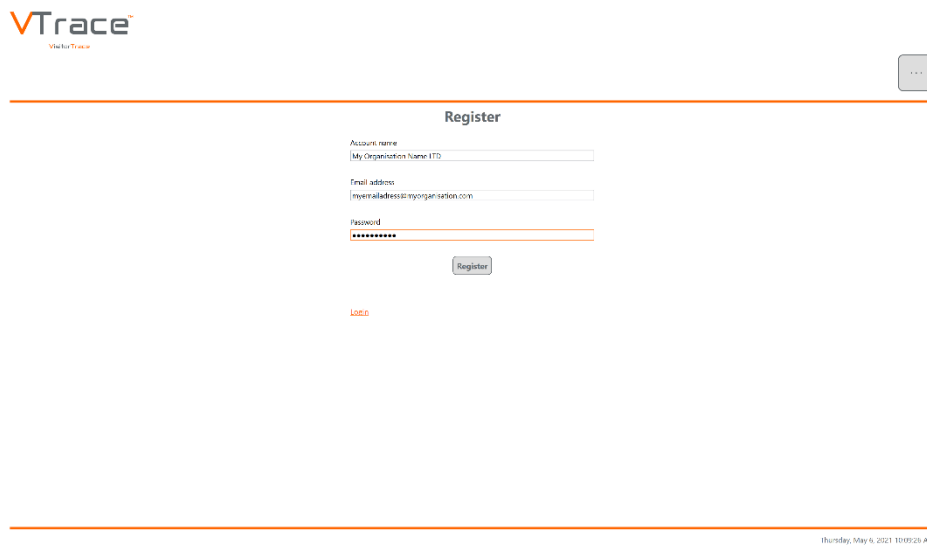
4. *Launch* VTRACE client



5. *Select* 'Create new account'



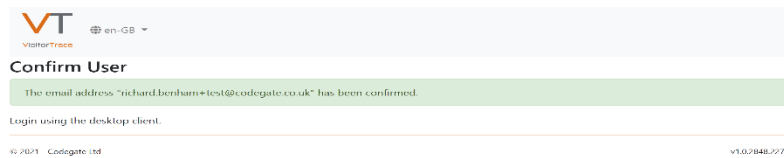
6. Enter required details



7. An email will be sent to confirm account.



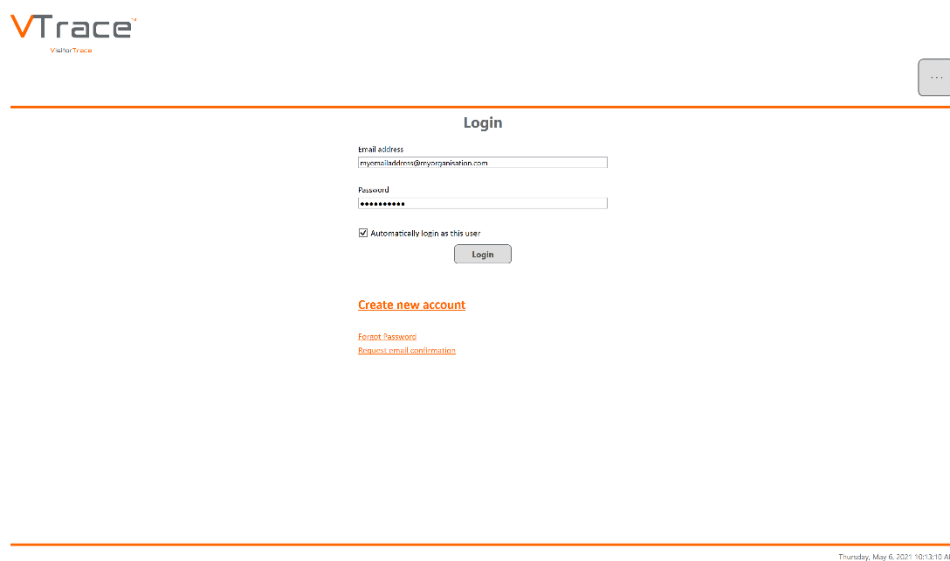
8. Selecting the link within the email will provide confirmation.



9. To complete setup *open* and *login* to the VTRACE desktop client. To open the application either:

- Use 'Click here to open application' link
- Launch from desktop VTRACE ICON
- Windows Start Menu > Programs Codegate > VTRACE
- Windows 10 search box - Search VTRACE and select.

10. *Login.*



11. Set GDPR Retention. This is the number days your organisation will retain personal information *if* the user (Visitor/Staff) does not wish for data to be retained indefinitely. Set to zero to delete the information when the person signs out. A value must be set but can be amended in GDPR settings as required. You can select uncheck and disable this option if it is not applicable e.g. an organisation outside of Europe may not wish to use this feature.



Setup

You must specify a value for the GDPR Retention before you can use this application.

GDPR Retention
The number of days to retain personal information if the user does not wish for data to be retained indefinitely. Set to zero to delete the information when the person signs out.

Days

[Continue](#)

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- Complete the details of your organisation e.g. name, address, telephone number, website etc. The name is the only mandatory field, but the detail can be used to automate/mail-merge Visitor/Staff emails etc, so more detail provides a more tailored experience. This can be amended/updated in Organisation settings.



Setup Organisation Details

You must enter at least the organisation name to continue.

Organisation Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Main Telephone Number

Main Email Address

Main Website Address

[Continue](#)

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- Initial setup is complete and you should see your VTRACE Dashboard. This system is now ready to use, but can easily be tailored and branded further via settings.



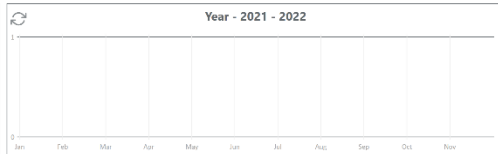
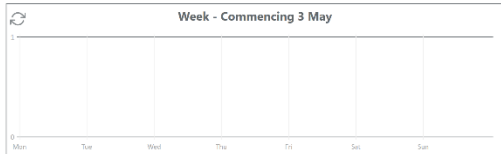
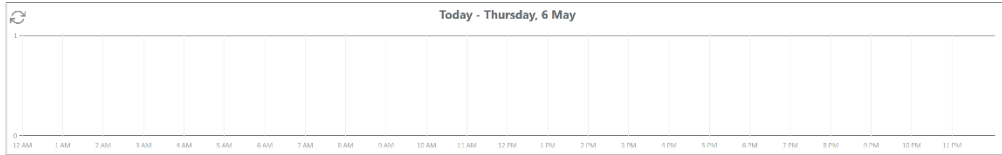
Visitors Staff ...

Dashboard

Attendance

Visitors

Staff



Who's Signed In Now Emergency Print Emergency Email

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For further guidance please contact the VTRACE team at Codegate Ltd

Email: support@vtrace.co.uk

Telephone: 01235 831125