Flexopus

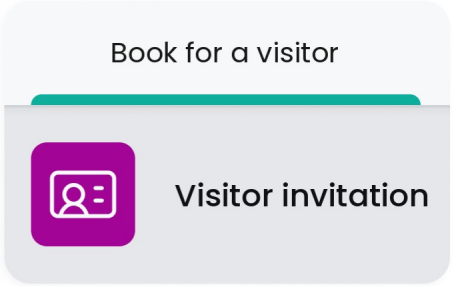
Inviting visitors in 4 steps

How to manage your visitors in Flexopus quickly and easily.

1

Open “Visitor invitation”

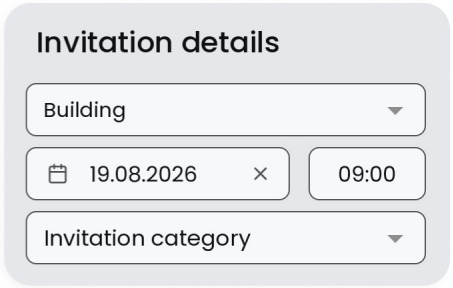
Under “Book”, switch to the “Book for a visitor” tab.



2

Fill in invitation details

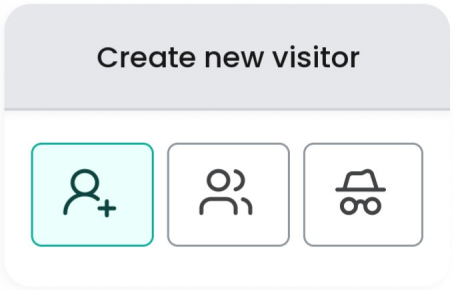
Open the form and enter all required details.



3

Add visitors

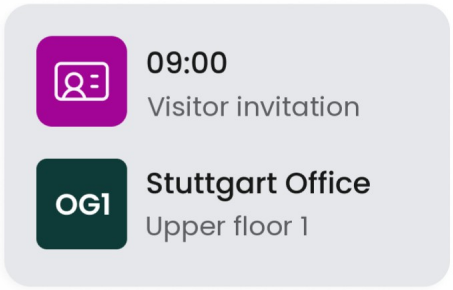
Create a new visitor or select an existing one.



4

Confirm invitation

Review the details and send the invitation.



Notes

- Visitors receive a confirmation email with all details.
- Multiple visitors can be invited at the same time.
- Invitations can be edited and updated afterwards.
- Visitors can check in on their own when they arrive.

Source: Flexopus Help Center - Visitor Registration for Users