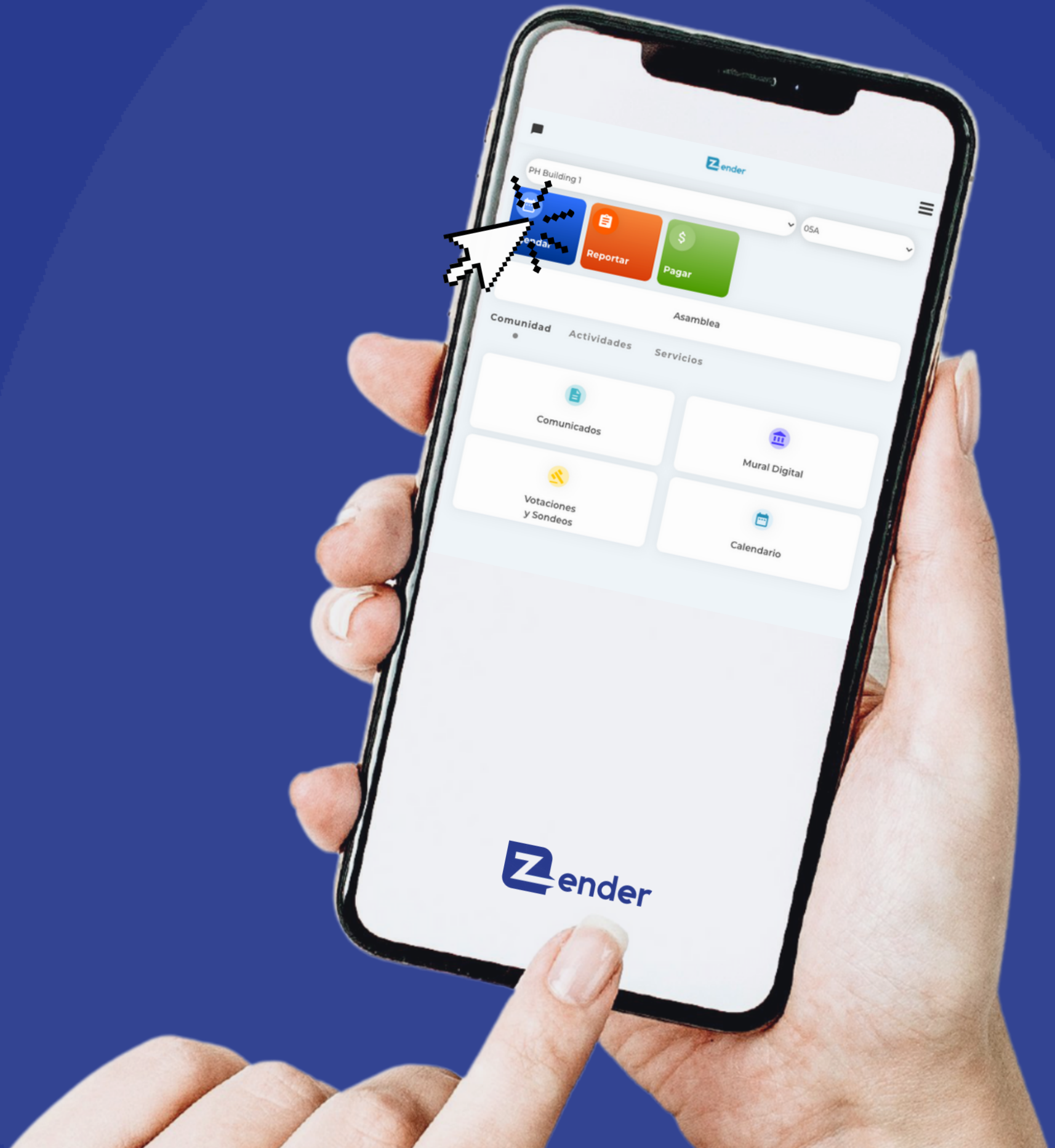


ZENDER 2.0

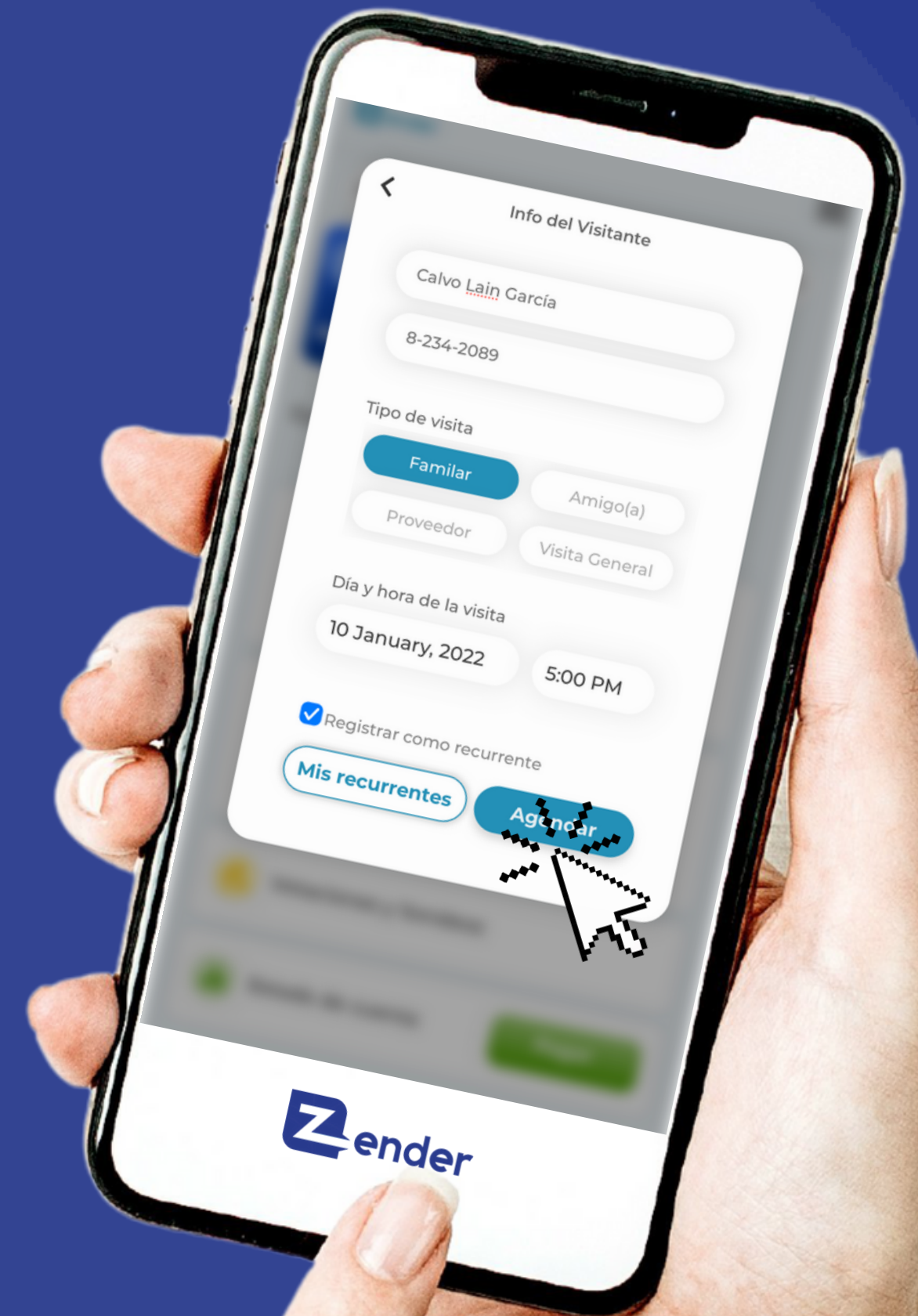
How do I register visitors?

VISITORS



How do I register visitors?

1. Press the "**Agendar**" (Schedule) button.
2. Presss the "**Visita**" (Visitor) icon.
3. Enter this information:
 - Nombre Completo (First & Last Name)
 - Cédula (Number of passport or Panamanian ID)
 - Tipo de visita (type of visitor): Familiar (family) Amigo(a) (Friend), Proveedor (Supplier or Service Provider), or Visita General (General Visitor)
 - Día y hora del la visita (date and hour of expected arrival)



How do I register visitors?

4. Click on the "Agendar" (Schedule) button.

5 . A QR code (Código QR) will be displayed.

6. Click on the "Copiar código QR " (Copy the QR code) button.

7. You will see a message: "¡Copiado!" (Copied)

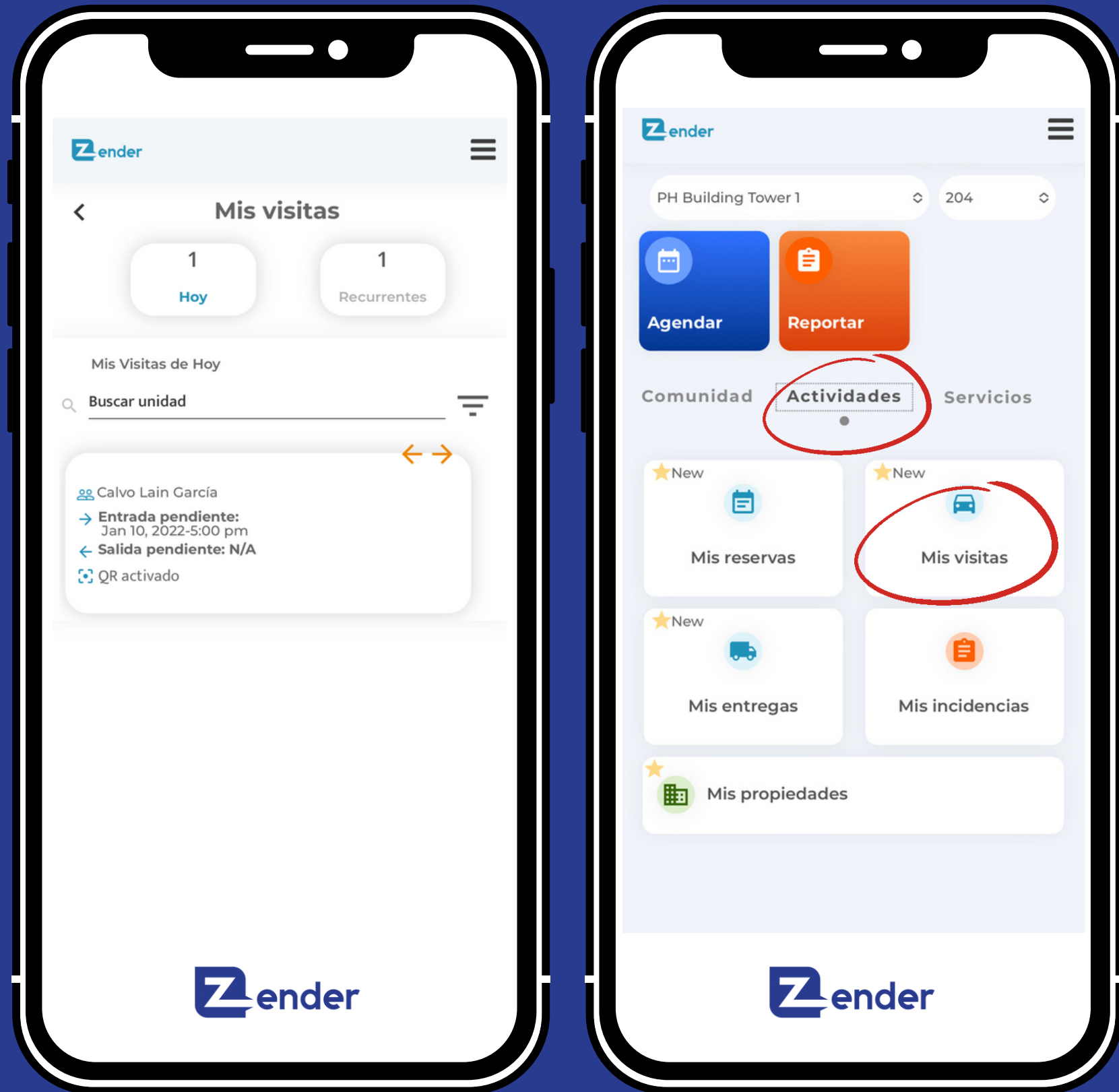
8. You can then send the link to your visitor by pasting it.





9. When your visitor arrives, the security guard can scan the QR code.

10. To review your scheduled visits, click on "Ver Mis Visitas".



11. From the Home Page, you can also review your visitors by clicking on "**Actividades**," (Activities) and then clicking on "**Mis Visitas**" (My visitors).

NOTE: To get to the Home Page, you can click on the three horizontal lines in the upper right-hand corner and select Home.

FOR MORE INFORMATION, CONTACT:



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