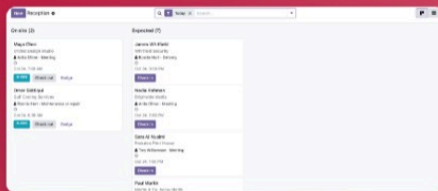


Visitor Management

A guide to visitor management: registering visits, the invitation, the reception board, badges, the blacklist, the log and the access rights.

1. Start here

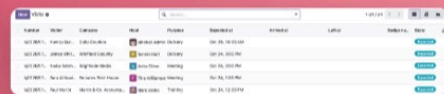
In plain words: A visitor arrives and nobody knows whom he came to see. **Visitor Management** gives the reception a **board of today's visits**: a visit is **pre-registered** by the host or the reception, the visitor gets an **invitation**, the reception **checks him in** with one click, a **badge with a QR code** is printed, and the **host is told** at once. A visitor who is not welcome is **refused** at the check-in, and every visit stays in a **log**.



Who is here, who is coming



A badge with a QR code

A screenshot of a web application interface showing a log of visits. It features a table with columns for 'VISITOR', 'HOST', 'STATUS', 'PHONE', 'EMAIL', 'DATE', and 'TIME'. The table contains several rows of visit data, including names, phone numbers, and timestamps. A 'Log' button is visible in the top right corner.

VISITOR	HOST	STATUS	PHONE	EMAIL	DATE	TIME
10111111	10111111	10111111	10111111	10111111	10111111	10111111
10111111	10111111	10111111	10111111	10111111	10111111	10111111
10111111	10111111	10111111	10111111	10111111	10111111	10111111
10111111	10111111	10111111	10111111	10111111	10111111	10111111
10111111	10111111	10111111	10111111	10111111	10111111	10111111

Every visit, in the log

The reception board, the badge and the log of the visits.

Tip: It is made for the reception desk: three clicks per visitor, no paper register.

2. What you get

Feature	What it does
Pre-registration	The host (or the reception) registers the visit: who, when, why, how many people, the car plate and the items brought.
Invitation	One button sends the visitor an email with the host, the place, the hour and the reference to show at the reception.
Reception board	Today's visits in columns: on site and expected. Check in and check out in one click.
Badge	A small badge with the visitor, the company, the host, the date, a QR code and a badge number (B-001...).
Host told	When the visitor arrives the host gets a message and an activity: 'Maya Chen is at the reception'.
Blacklist	A visitor can be marked Not welcome, with the reason: the check-in is refused.
Visitors	Name, company, phone, email, ID number and photo; the visits of each visitor.
Overstay and no-show	A visit still on site after its end shows in red; visits that never came are marked automatically.
Analysis	The visits by day, purpose and host in a graph and a pivot table.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	none other than Discuss (mail), installed with Odoo
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_visitor_management.zip` ; unzip it to get the folder `taqnix_visitor_management` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Visitor Management** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_visitor_management --stop-after-init
```

5. Register a visit

In plain words: **Visitors** → **All visits** → **New**, or **My visitors** → **New** if you are a host. Choose or create the **visitor** (name, company, email), choose the **host** (you, by default), the **purpose**, the **expected hour** and the end, and note the number of **people with the visitor**, the **vehicle plate** and the **items** brought. Press **Send the invitation** to email the visitor the address, the hour and the reference.

VisitorsReceptionMy visitorsAll visitsVisitorsAnalysis

1641My Company

NewReception

QTYTodaySearch...

On site (2)

Maya Chen

Orchid Design Studio

Anita Oliver · Meeting

Oct 24, 7:00 AM

B-089

Check out

Badge

Omar Siddiqui

Gulf Cooling Services

Ronnie Hart · Maintenance or repair

Oct 24, 5:00 AM

B-090

Check out

Badge

Expected (7)

James Whitfield

Whitfield Security

Ronnie Hart · Delivery

Oct 24, 3:00 PM

Check in

Nadia Rahman

Brightside Media

Anita Oliver · Meeting

Oct 24, 2:00 PM

Check in

Sara Al Nuaimi

Emirates Print House

Tina Williamson · Meeting

Oct 24, 1:00 PM

Check in

Paul Martin

Martin & Co. Accountants

Marc Demo · Training

Oct 24, 12:00 PM

Check in

Victor Kane

Unknown Traders

Mitchell Admin · Meeting

Oct 24, 11:00 AM

Check in

Not welcome

Lena Fischer

Bluepeak Consulting

The reception board: who is on site, who is expected.

VisitorsReceptionMy visitorsAll visitsVisitorsAnalysis

1641My Company

NewVisitsV/2026/0168

1/1<>

Check outPrint the badge

ExpectedOn siteLeft

V/2026/0168

VisitorMaya Chen

CompanyOrchid Design Studio

HostAAnita Oliver

PurposeMeeting

Expected atOct 24, 7:00 AM

Expected untilOct 24, 10:00 AM

Arrived atOct 24, 7:00 AM

Badge numberB-089

CompanyMy Company

Items broughtLaptop and a sample book

People with the visitor1

Vehicle plate

NotesAnything the reception should know

Send messageLog noteActivity

1

Planned Activities

A

Today: "Maya Chen is at the reception" for Anita Oliver

✓ Mark Done✎ Edit✕ Cancel

Today

OdooBot

9:45 AM

Maya Chen (Orchid Design Studio) has arrived and waits at the reception. Badge B-089.

OdooBot

9:45 AM

Visit created

A visit on site: badge number, arrival time, the message to the host.

VISITOR

Maya Chen

Orchid Design Studio

Visiting **Anita Oliver**

Meeting

24/10/2026 07:00



B-089

V/2026/0168

The badge with its QR code.

Tip: Print the badge on a small label printer: the page is 70 x 100 mm.

7. Visitors who are not welcome

In plain words: Open the visitor and tick **Not welcome**, then write the **reason**. From then on his visits show a red **Not welcome** label, and **Check in** is refused with the reason. Untick it to welcome him again.

The screenshot shows the Odoo Visitors interface. At the top, there's a navigation bar with tabs: Visitors, Reception, My visitors, All visits, Visitors, and Analysis. On the right, there are notification icons for 16 messages and 41 events, and a user profile for 'My Company'. Below the navigation bar, there's a 'New' button and a dropdown menu showing 'Visitors' and 'Victor Kane'. To the right of this, there's a 'Visits' button showing '1' visit. The main content area displays the profile for 'Victor Kane'. It includes fields for 'Company' (Unknown Traders), 'Phone' (+971 50 555 0111), and 'Email' (victor@example.com). There's also a section for 'ID or passport number', 'Last Visit', 'Not welcome' (checked), 'Reason' (Entered the offices without a badge and refused to leave.), and 'Company' (My Company). A red diagonal label 'NOT WELCOME' is placed over the visitor's photo. At the bottom, there's a 'Send message' button and a 'Log note' button. Below these, there's a chat log showing a message from 'OdooBot' at 9:45 AM: 'Visitor created'.

A visitor who is not welcome, with the reason.

8. The log and the analysis

In plain words: **All visits** is the log: every visit with its arrival and departure and the time on site. A visit that took place cannot be deleted. **Analysis** shows the visits by day, by purpose and by host; use the pivot for a host or a month.

Visitors

Reception

My visitors

All visits

Visitors

Analysis

New

Visits

Q

Search...

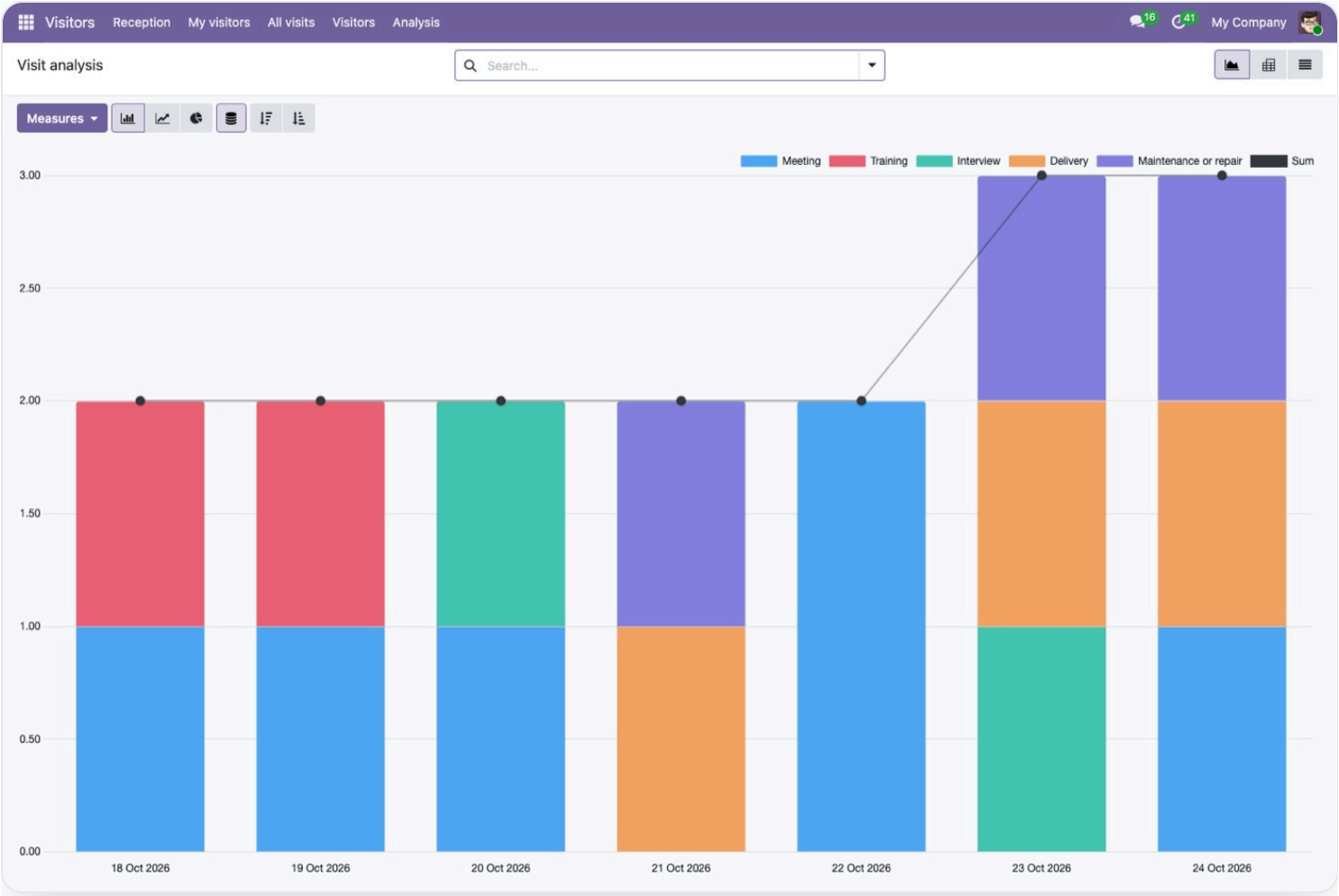
1-24 / 24

<

>

☐	Number	Visitor	Company	Host	Purpose	Expected at	Arrived at	Left at	Badge nu...	State	
☐	V/2026/01...	Hamza Qur...	Delta Couriers	 Mitchell Admin	Delivery	Oct 25, 10:00 AM				Expected	
☐	V/2026/01...	James Whit...	Whitfield Security	 Ronnie Hart	Delivery	Oct 24, 3:00 PM				Expected	
☐	V/2026/01...	Nadia Rahm...	Brightside Media	 Anita Oliver	Meeting	Oct 24, 2:00 PM				Expected	
☐	V/2026/01...	Sara Al Nuai...	Emirates Print House	 Tina Williamsor	Meeting	Oct 24, 1:00 PM				Expected	
☐	V/2026/01...	Paul Martin	Martin & Co. Accounta...	 Marc Demo	Training	Oct 24, 12:00 PM				Expected	
☐	V/2026/01...	Victor Kane	Unknown Traders	 Mitchell Admin	Meeting	Oct 24, 11:00 AM				Expected	
☐	V/2026/01...	Lena Fischer	Bluepeak Consulting	 Mitchell Admin	Interview	Oct 24, 11:00 AM				Expected	
☐	V/2026/01...	Karim Hadd...	Northwind Logistics	 Tina Williamsor	Meeting	Oct 24, 10:00 AM				Expected	
☐	V/2026/01...	Maya Chen	Orchid Design Studio	 Anita Oliver	Meeting	Oct 24, 7:00 AM	Oct 24, 7:00 AM		B-089	On site	
☐	V/2026/01...	Omar Siddi...	Gulf Cooling Services	 Ronnie Hart	Maintenance or re...	Oct 24, 5:00 AM	Oct 24, 5:05 AM		B-090	On site	
☐	V/2026/01...	Hamza Qur...	Delta Couriers	 Marc Demo	Delivery	Oct 24, 3:00 AM	Oct 24, 3:00 AM	Oct 24, 3:25 AM	B-088	Left	
☐	V/2026/01...	Paul Martin	Martin & Co. Accounta...	 Ronnie Hart	Interview	Oct 23, 9:00 AM	Oct 23, 9:05 AM	Oct 23, 11:14 AM	B-087	Left	
☐	V/2026/01...	James Whit...	Whitfield Security	 Ronnie Hart	Maintenance or re...	Oct 23, 9:00 AM	Oct 23, 9:05 AM	Oct 23, 10:32 AM	B-081	Left	
☐	V/2026/01...	Karim Hadd...	Northwind Logistics	 Tina Williamsor	Delivery	Oct 23, 9:00 AM	Oct 23, 9:05 AM	Oct 23, 9:50 AM	B-075	Left	
☐	V/2026/01...	Maya Chen	Orchid Design Studio	 Anita Oliver	Meeting	Oct 22, 8:00 AM	Oct 22, 8:05 AM	Oct 22, 9:39 AM	B-082	Left	
☐	V/2026/01...	Lena Fischer	Bluepeak Consulting	 Mitchell Admin	Meeting	Oct 22, 8:00 AM	Oct 22, 8:05 AM	Oct 22, 8:57 AM	B-076	Left	
☐	V/2026/01...	Hamza Qur...	Delta Couriers	 Marc Demo	Delivery	Oct 21, 7:00 AM	Oct 21, 7:05 AM	Oct 21, 8:46 AM	B-083	Left	
☐	V/2026/01...	Omar Siddi...	Gulf Cooling Services	 Ronnie Hart	Maintenance or re...	Oct 21, 7:00 AM	Oct 21, 7:05 AM	Oct 21, 8:04 AM	B-077	Left	
☐	V/2026/01...	Karim Hadd...	Northwind Logistics	 Mitchell Admin	Meeting	Oct 20, 9:00 AM	Oct 20, 9:05 AM	Oct 20, 10:53 AM	B-084	Left	
☐	V/2026/01...	Nadia Rahm...	Brightside Media	 Anita Oliver	Interview	Oct 20, 9:00 AM	Oct 20, 9:05 AM	Oct 20, 10:11 AM	B-078	Left	
☐	V/2026/01...	Lena Fischer	Bluepeak Consulting	 Tina Williamsor	Training	Oct 19, 8:00 AM	Oct 19, 8:05 AM	Oct 19, 10:00 AM	B-085	Left	

The log of the visits.

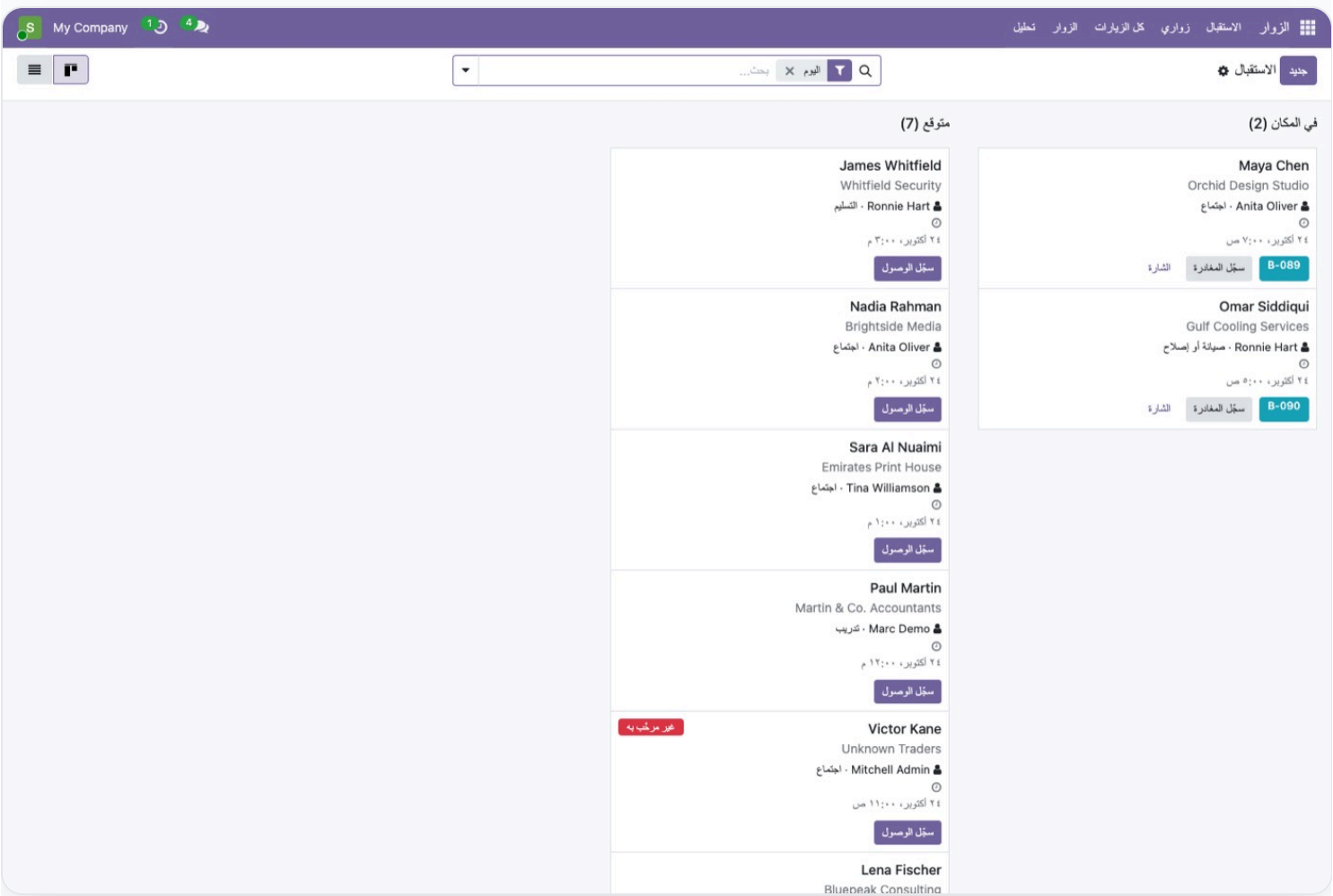


The visits by day and purpose.

9. Who can do what

Who	Can
Every internal user (host)	Register visits and visitors, send invitations, see and cancel the visits he hosts or made.
Reception (group Visitors: reception)	See all the visits and visitors, check in and out, print the badges, mark visits as not welcome.
Administrators	Everything the reception can do.

10. Arabic and right to left



The reception board in an Arabic interface.

11. Limits

Limit	Detail
No kiosk	The visitor does not check in by himself on a tablet: the reception does it.
No ID scan	The ID number is typed; the photo is uploaded.
Email only	The invitation is an email: no SMS or WhatsApp.
The badge is printed from the browser	Use the print dialog; the page size is 70 x 100 mm.

12. For developers

In plain words: Skip this chapter if you only use the module.

```
visitor = env['taqnix.visitor'].create({'name': 'Karim Haddad', 'company_name': 'Northwin
visit = env['taqnix.visit'].create({'visitor_id': visitor.id, 'host_id': env.user.id, 'pu
                                     'expected_start': '2026-11-02 10:00:00', 'expected_en
visit.action_send_invitation()
visit.action_check_in()  # reception only: badge number, the host is told
visit.badge, visit.state
```

13. Troubleshooting

Problem	What to do
Only the reception can check visitors in and out	Add the user to the group Visitors: reception (Settings → Users).
... is not welcome: ...	The visitor is blacklisted: open the visitor and untick Not welcome if he is welcome again.
The visit does not appear on the board	The board shows today's visits in the time zone of your user: check the time zone in your preferences, or remove the Today filter.
... has no email address	Write the email on the visitor before sending the invitation.

14. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_visitor_management`. The visitors and the visits are kept.

15. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Visitors and visits; pre-registration by the host or the reception
- Invitation email in the language of the host

- Reception board of today's visits; check in and check out
- Visitor badge (70 x 100 mm) with a QR code and a badge number
- The host is told on arrival; blacklist with a reason
- Overstay, no-show cron, visit analysis; Arabic translation, automated tests