

# ADMIN MANUAL

**CONFIRM YOUR ACCOUNT ...**

**YOUR ADMIN DASHBOARD ...**

**HOW TO CREATE AND UPLOAD HOSTS ...**

**HOW TO INSTALL BADGE PRINTER ...**

**CONFIRM  
YOUR ACCOUNT ...**

BYGUEST

# STEP 1

## SET A PASSWORD ...

BmyGuest has created a user account for you with administrator permissions. We need you to confirm it.

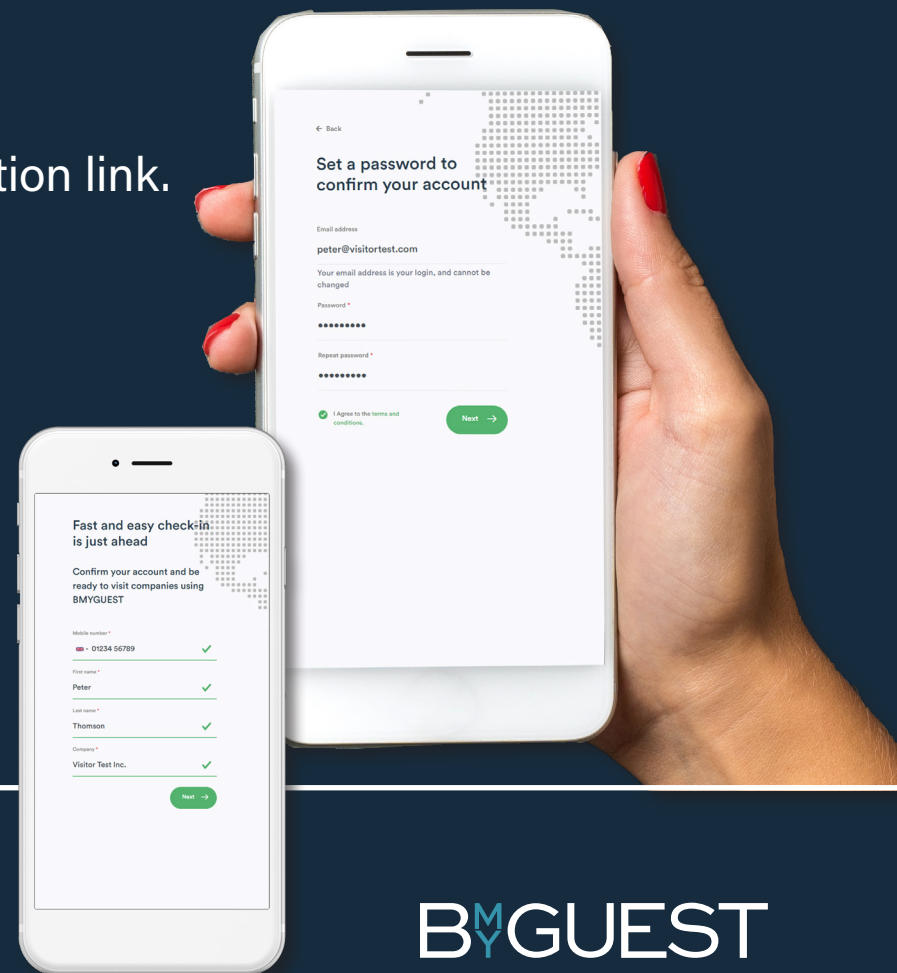
Find the email BmyGuest sent you and click the confirmation link.

- Set a password
- Accept Terms and Conditions

If you cannot find the email go to [app.bmyguest.eu](http://app.bmyguest.eu) and register with your email address.

### PLEASE NOTE:

- Click 'Back' to check that your personal data is correct



BYGUEST

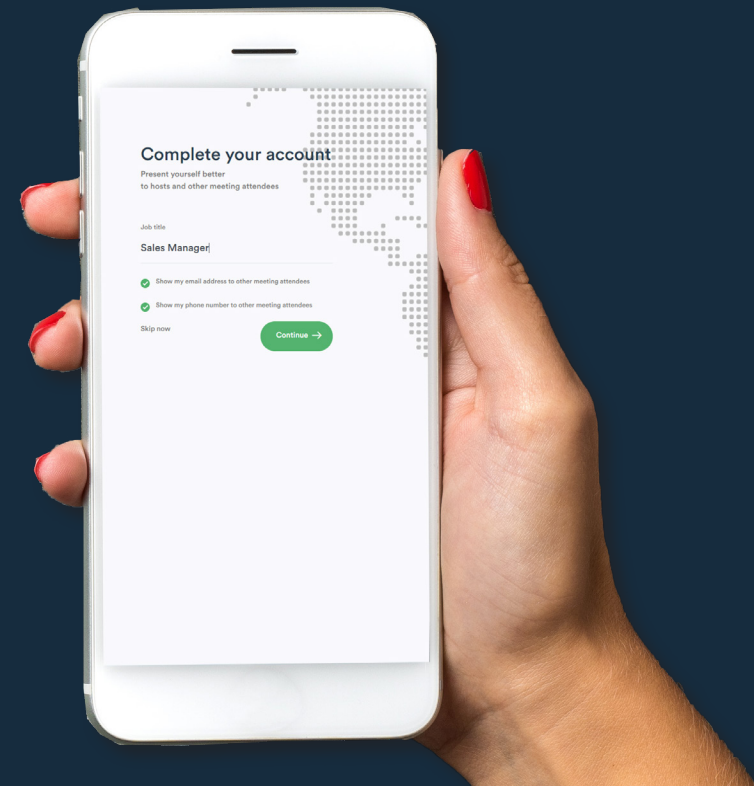
# STEP 2

## COMPLETE YOUR ACCOUNT ...

- Fill in your Job Title

### PLEASE CHECK THE BOXES (OR DON'T):

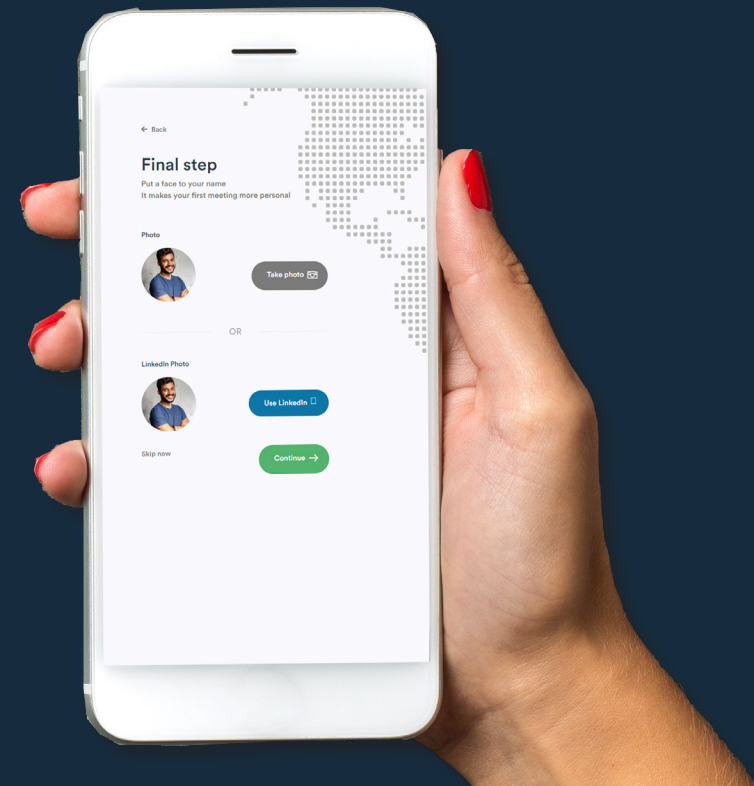
- ✓ Show your email to other meeting attendees
- ✓ Show your phone number to other meeting attendees



# STEP 3

## PUT A FACE TO YOUR NAME ...

- Please snap a photo **or...**
- Select a photo from your library **or...**
- Upload your photo from LinkedIn



# STEP 4

## YOU'RE ALL SET ...

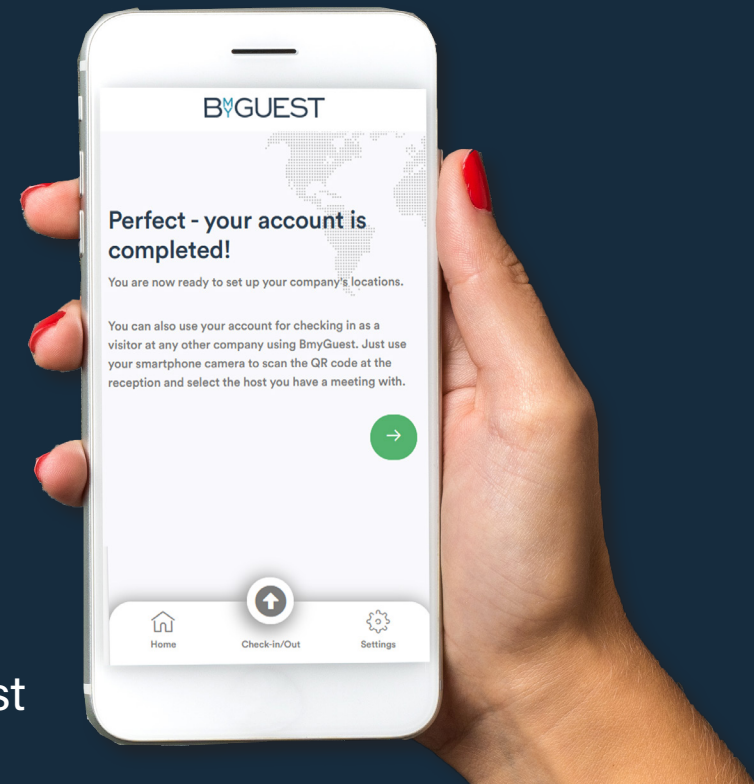
Your account is now confirmed and you are ready to operate as an administrator. Set and complete your company locations and upload hosts.

### PLEASE NOTE

Your admin dashboard is only available on your pc/mac and not on your smartphone

You can also use your personal account for checking in as a visitor at any other company using BmyGuest

✓ Just scan the QR code at the reception and select your host



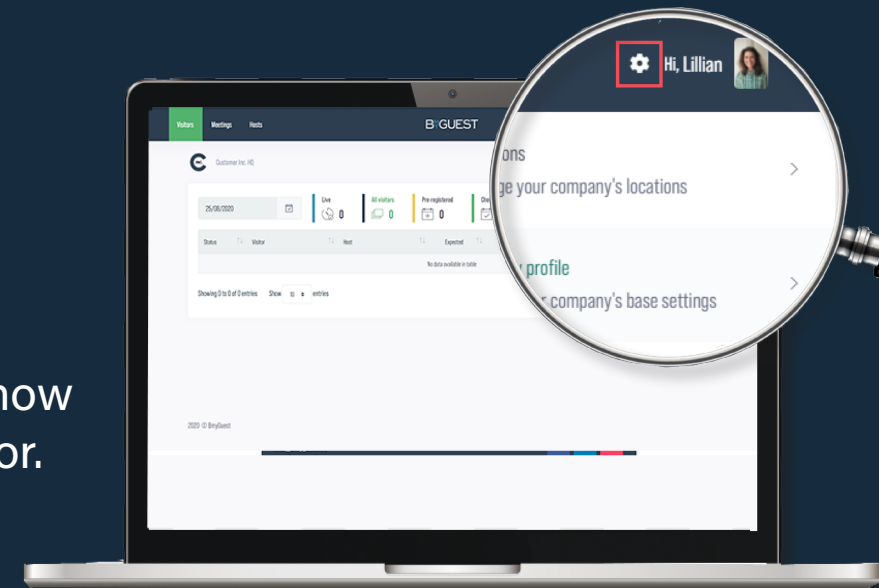
# ADMIN DASHBOARD ...

# STEP 1

## SETTINGS WHEEL ...

Log in to your BmyGuest account on you pc/mac. You are now in your company dashboard as the BmyGuest administrator.

- Click the settings wheel in the top right corner
  - ✓ Access to location settings
  - ✓ Access to Company Profile
  - ✓ Access to Integrations



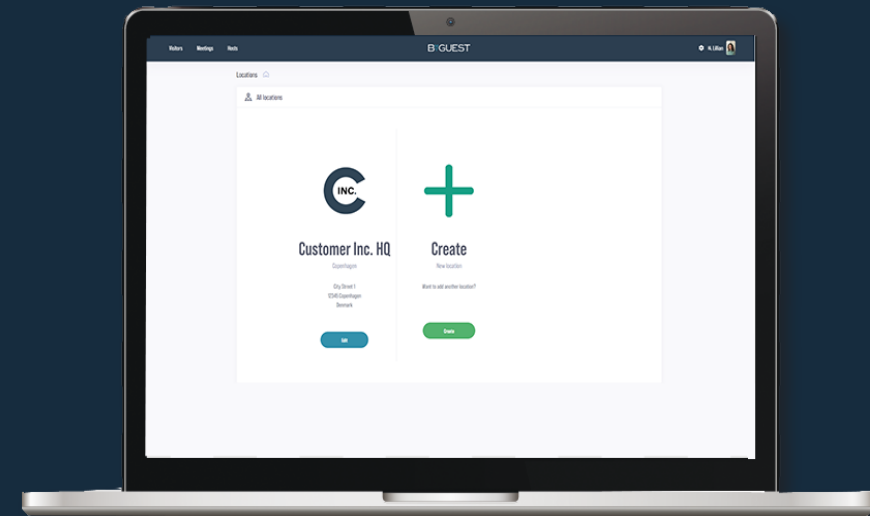


# STEP 2

# LOCATIONS ...

## LOCATIONS

- Here you have access to:
  - ✓ Your main location
  - ✓ Add new location



# STEP 3

## GENERAL SETTINGS ...

Click edit on your main location and start adding information:

- Logo and background image
- Add receptionists (names from host list are available)
- Set your preferences and set your geo location

### IMPORTANT

Since you have not yet uploaded any hosts you can't add receptionists just yet. Come back to this point later ...

### PLEASE NOTE

This is also where you find your unique location QR code. Your company's visitors use this for checking in.



# STEP 4

## QR BOARD ...

All visitors check in by scanning a unique QR code when they arrive at your company.

### COOL IMPRESSIONS LAST

Be sure to order your cool and professional QR board in wood/metal/acrylic etc. by writing [info@bmyguest.eu](mailto:info@bmyguest.eu). You can design your own board or use our templates. Either way it will make a lasting and professional impression on all your visitors.



BMYGUEST

# STEP 5

## CUSTOM PAGES / EMAILS ...

### CUSTOM CHECK-IN MESSAGE

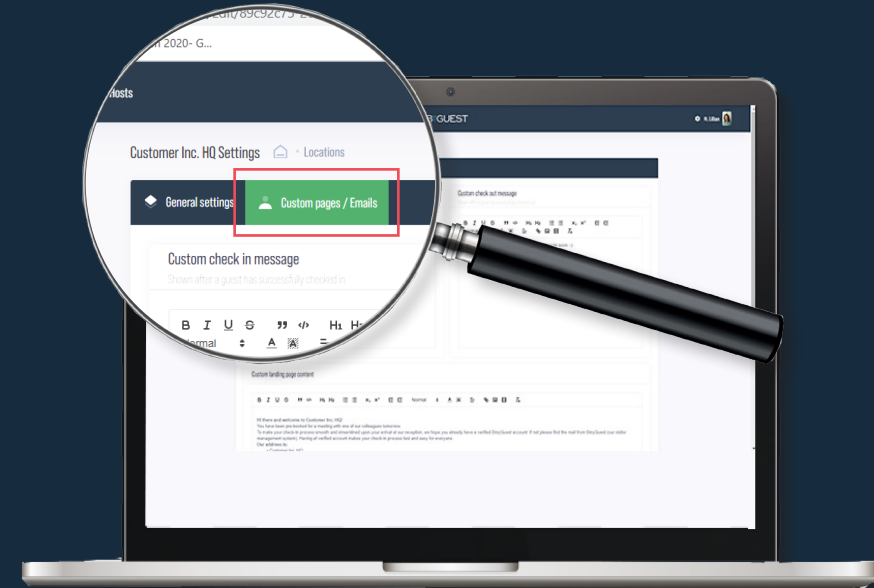
- Write a check-in message for your visitors.  
They see it when they have successfully checked in

### CUSTOM CHECK-OUT MESSAGE

- Write a check-out message for your visitors.  
They see it when they have successfully checked out

### CUSTOM LANDING PAGE CONTENT

- Up to 24 hours prior to a meeting all pre-registered visitors receive an email with a link to this landing page (should you choose to enable this feature).  
Give them some practical info i.e. directions, parking info, etc.



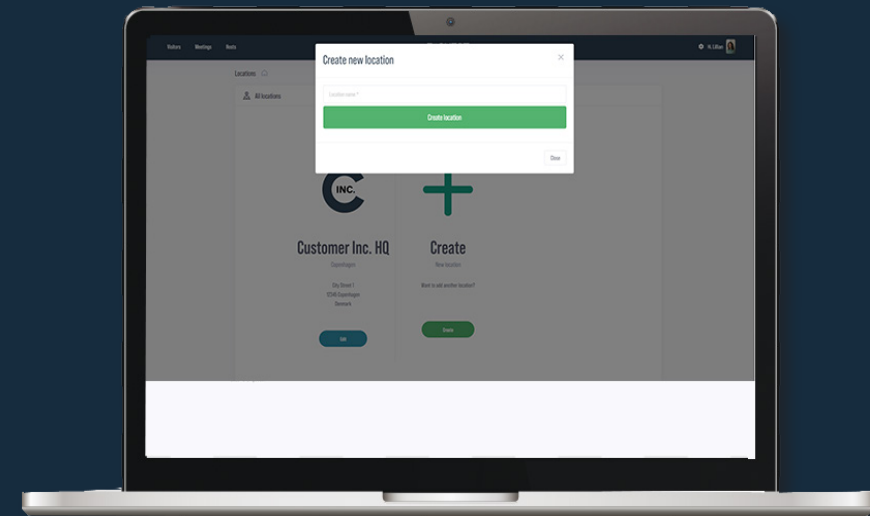
# STEP 6

## MULTIPLE LOCATIONS ...

### ADD NEW LOCATION

If you have more than one company location you can add them here

- Click 'create' and enter your new location name and 'create location'



# STEP 7

## ADD NEW LOCATION ...

### GENERAL SETTINGS (SEE STEP 3)

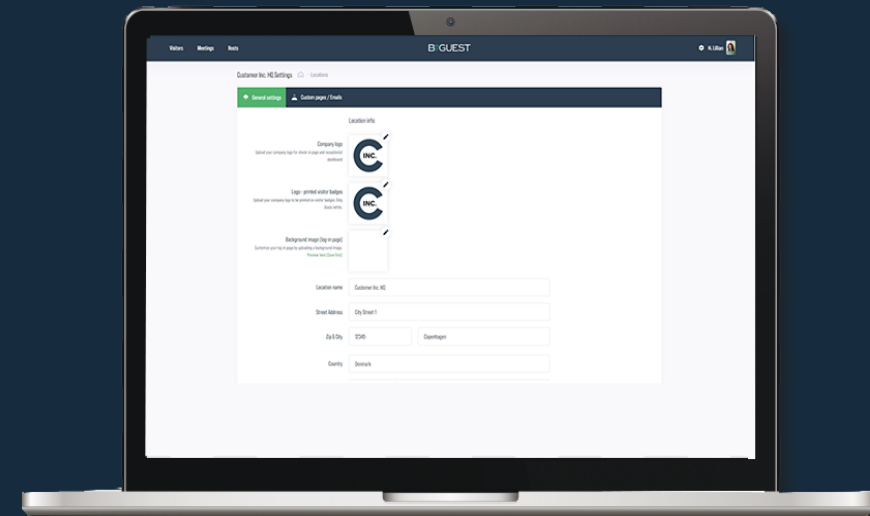
Fill in your company logo, address, receptionists, preferences, geo location etc.

### PLEASE NOTE

This is also where you find your unique location QR code. Your company's visitors use this for checking in.

### CUSTOM PAGES (SEE STEP 5)

- Fill in check-in message, check-out message and 24-hour email landing page



# STEP 8

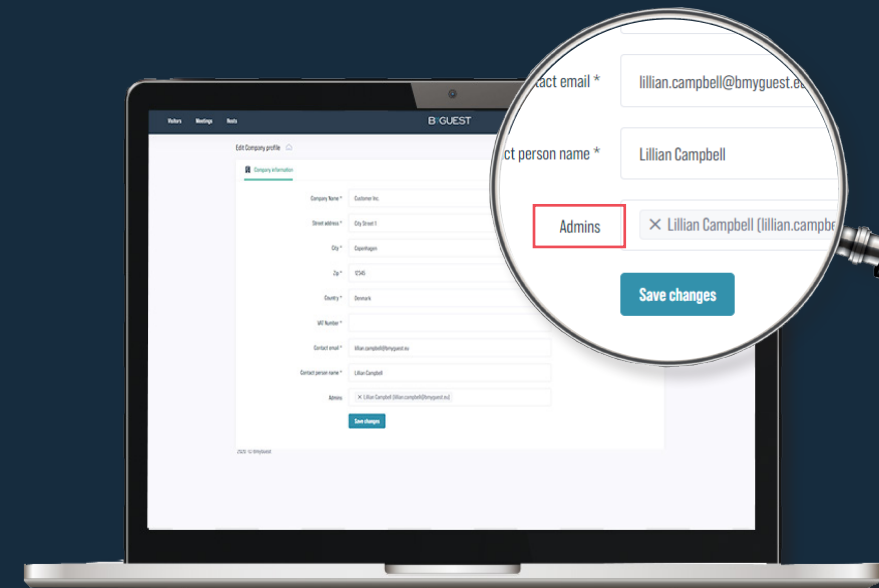
## COMPANY PROFILE ...

### VERIFY AND EDIT YOUR COMPANY PROFILE

Click the settings wheel and choose 'Company profile.'  
Please check that all your company information is correct.

### ADD NEW ADMIN

- Here you can add more administrators
- Go to the admins field and type the name (all names from the host list are available)



# HOW TO CREATE AND UPLOAD HOSTS ...



# STEP 1

## HOSTS ...

As a system administrator you can create and upload hosts in BmyGuest. You can do it manually, import from a CSV file or sync your hosts with your organization's Azure AD.

### PLEASE NOTE

Receptionists can create hosts manually or upload from a CSV file as well ...

### IMPORTANT INFORMATION!

All new hosts automatically receive a welcome email from BmyGuest asking them to confirm and complete their user account in order to get access to the full functionality.

**PLEASE ENCOURAGE THEM TO DO SO!**

# STEP 2

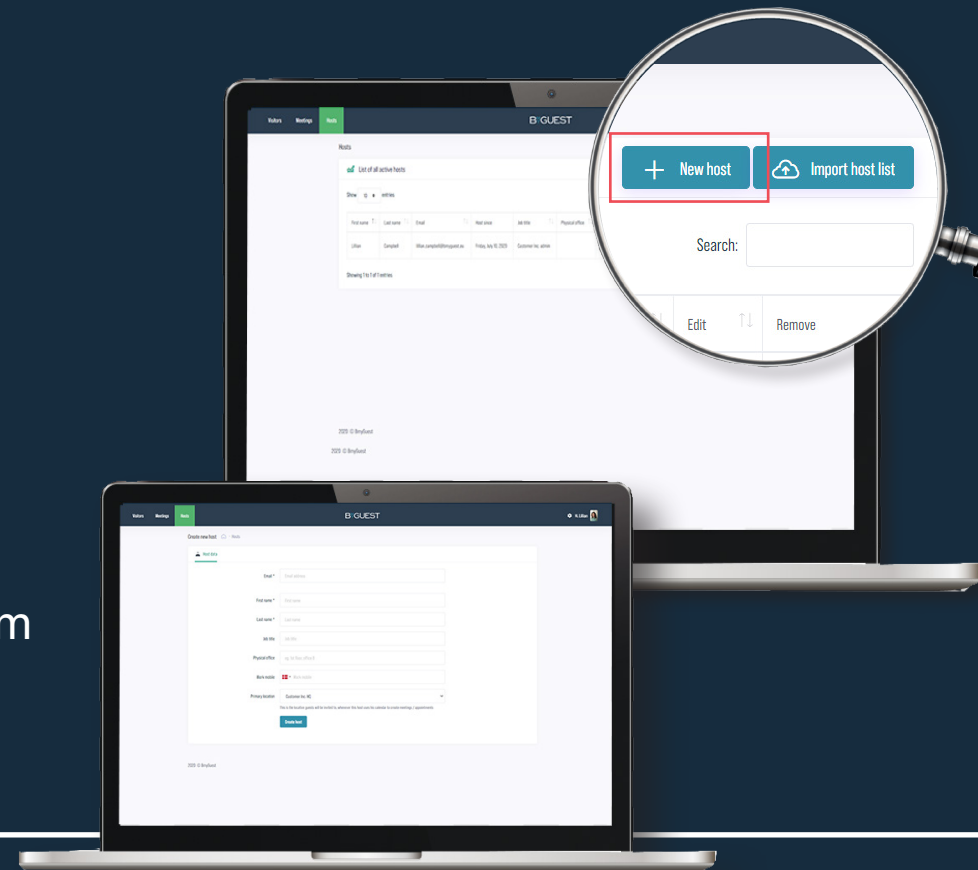
## CREATE HOSTS ...

### CREATE HOSTS MANUALLY

- Click 'New host' and fill in the fields
- Add the host's primary location
- 'Create host'

### PLEASE NOTE

If the email address is already in the BmyGuest system (i.e. user has been a visitor in another company using BmyGuest) you will be notified.



# STEP 3

## IMPORT FROM A CSV FILE ...

### HOW TO CREATE THE CSV FILE

You can upload all hosts in one take by creating and uploading a CSV file in a specific format. Ask your IT-guys to create the file for you with the following format:

firstname;lastname;email;phonecountrycode;phone;jobtitle;physicaloffice;primarylocationName

### EXAMPLE

Michael;Skinner;Michael.Skinner@bmyguest.eu;45;70605301;CEO;Office 2.1;BMG Copenhagen

firstname;lastname;email;phonecountrycode;phone;jobtitle;physicaloffice;primarylocationName  
Michael;Skinner;Michael.Skinner@bmyguest.eu;45;70605301;CEO;Office 2.1;BMG Copenhagen  
Amy S.;Ince;AmyS.Ince@bmyguest.eu;45;70605301;Founder;Office 2.2;BMG Copenhagen  
Cameron;Roberts;Cameron.Roberts@bmyguest.eu;45;70605301;Manager;Office 2.3;BMG Copenhagen  
Lillian;Campbell;Lillian.Campbell@bmyguest.eu;45;70605301;Team Leader;Office 2.4;BMG Copenhagen  
Audrey;Lambert;Audrey.Lambert@bmyguest.eu;45;70605301;CFD;Office 2.5;BMG Copenhagen  
Paul;James;Paul.James@bmyguest.eu;45;70605301;Marketing Coordinator;Office 2.6;BMG Copenhagen

# STEP 4

## CSV FORMAT TIPS ...

### REQUIRED FIELDS

- Email
- FirstName
- LastName
- PhoneCountryCode (Only if 'phone' is filled)

### PLEASE NOTE

The order in which you create the different fields is not important. You can also leave unrequired fields blank. However ... It is important that you call the fields the exact same names as defined in Step 3. If 'PrimaryLocationName' is left blank, location will automatically be set to the company's main location.

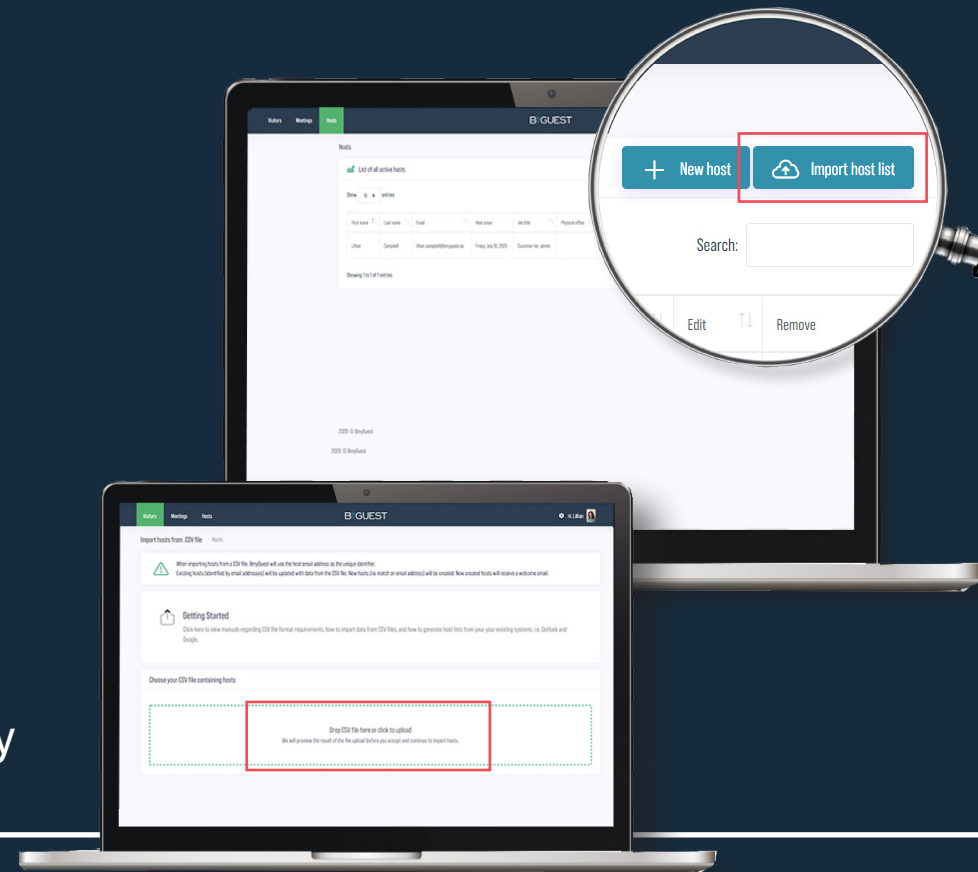


# STEP 5

## UPLOADING THE CSV FILE ...

### GO TO DASHBOARD/HOSTS

- Click 'Import host list'
- Upload your host list/CSV file in BmyGuest
- Check for errors
- Click 'Confirm and start import' when you are ready



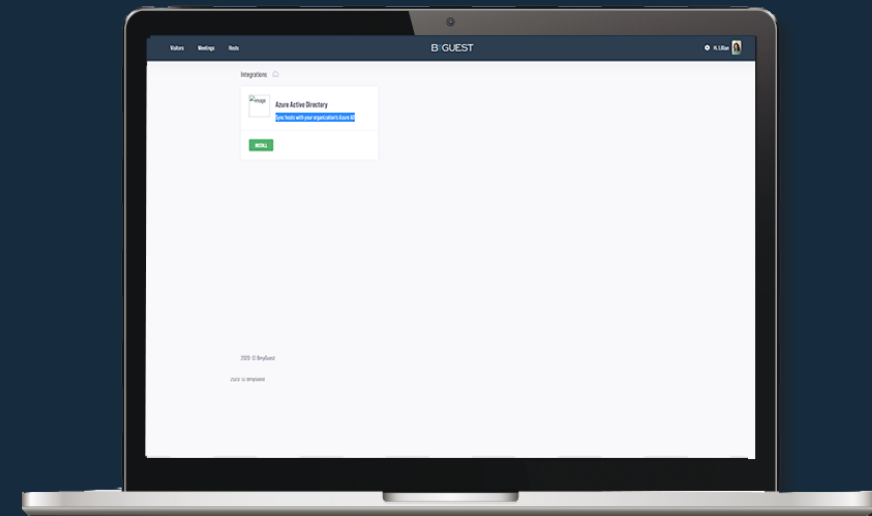
# STEP 6

## AZURE AD HOST IMPORT ...

### AZURE AD INTEGRATION

Click the settings wheel and choose 'Integrations'.  
Use the Azure AD integration tool to sync the BmyGuest host list with your organization's Azure AD.

Please follow our other step-by-step guide on:  
**'How to upload and maintain host lists via Azure AD app'**  
You'll find it under 'Articles and manuals' in our **BmyGuest Helpcenter**



# STEP 7

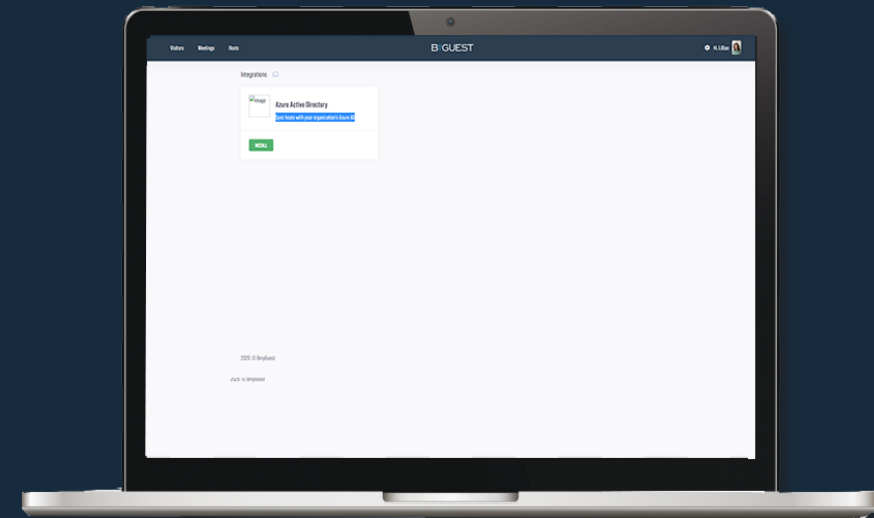
## PLEASE DON'T FORGET ...

### RECEPTIONISTS

You can now add receptionists under  
'Settings Wheel/Locations.'  
You select your receptionists from the host list.

### ADMINISTRATORS

You can now add administrators under 'Settings Wheel/Company profile'  
You select your administrators from the host list.



# **HOW TO INSTALL BADGE PRINTER ...**



# STEP 1

## PRINTER CONNECTION ...

### ZEBRA ZD410 PRINTER

- Plug in the printer and turn it on
- You can connect the printer to your computer using the included USB cable. Read more in the **ZD410 Users Guide**
- Put in the label roll and press the 'feed' button once or twice until the label roll fits



# STEP 2

## INSTALL PRINT DRIVER ...

### ZEBRA WEB BROWSER PRINT DRIVER

- Install the Zebra Web Browser Print Driver by following this link: **Installation file** (do not install other Zebra print drivers)
- Follow this installation guide:  
**Zebra Web Browser Print Driver installation guide**
  - ✓ Installation for Windows: Page 3 - Step 1-12
  - ✓ Installation for Mac: Page 6 Step 1-6

### PLEASE NOTE

Only install the Zebra Web Browser Print Driver on computers directly connected to a Zebra ZD410 printer.

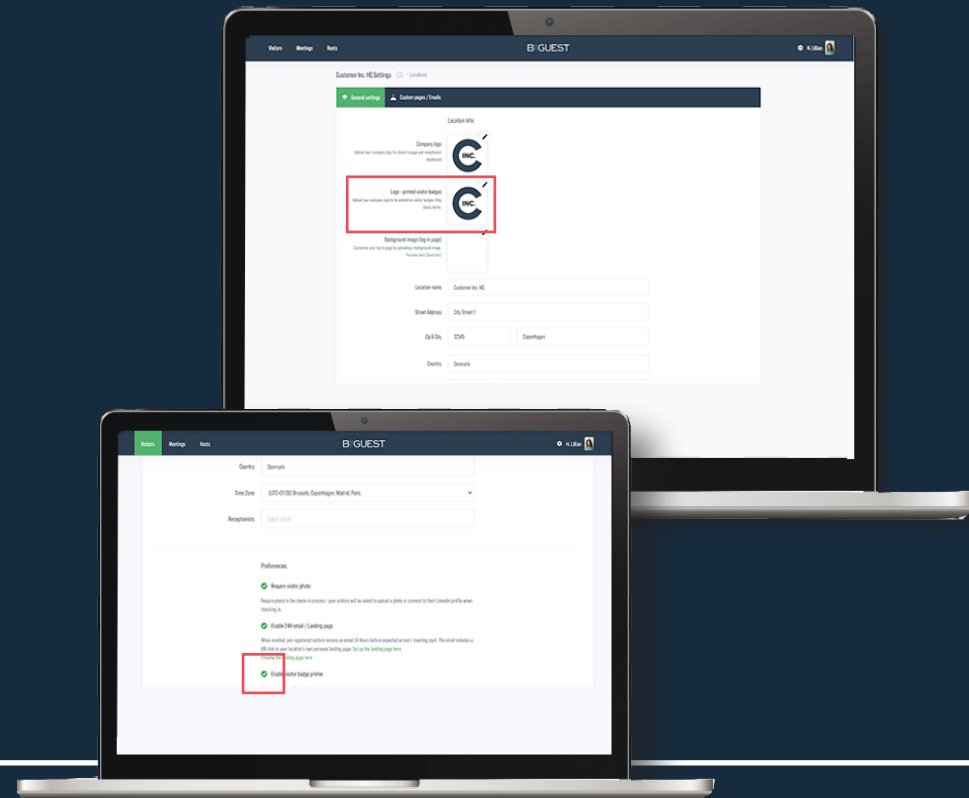


# STEP 2

## ENABLE BADGE PRINTING ...

### GO TO APP.BMYGUEST.EU AND LOG IN

- Choose 'Locations' in the settings wheel
- Go to the right location
- Upload a logo for visitor badges (black/white only)
- 'Enable visitor badge printer' under preferences
- Save changes



# STEP 3

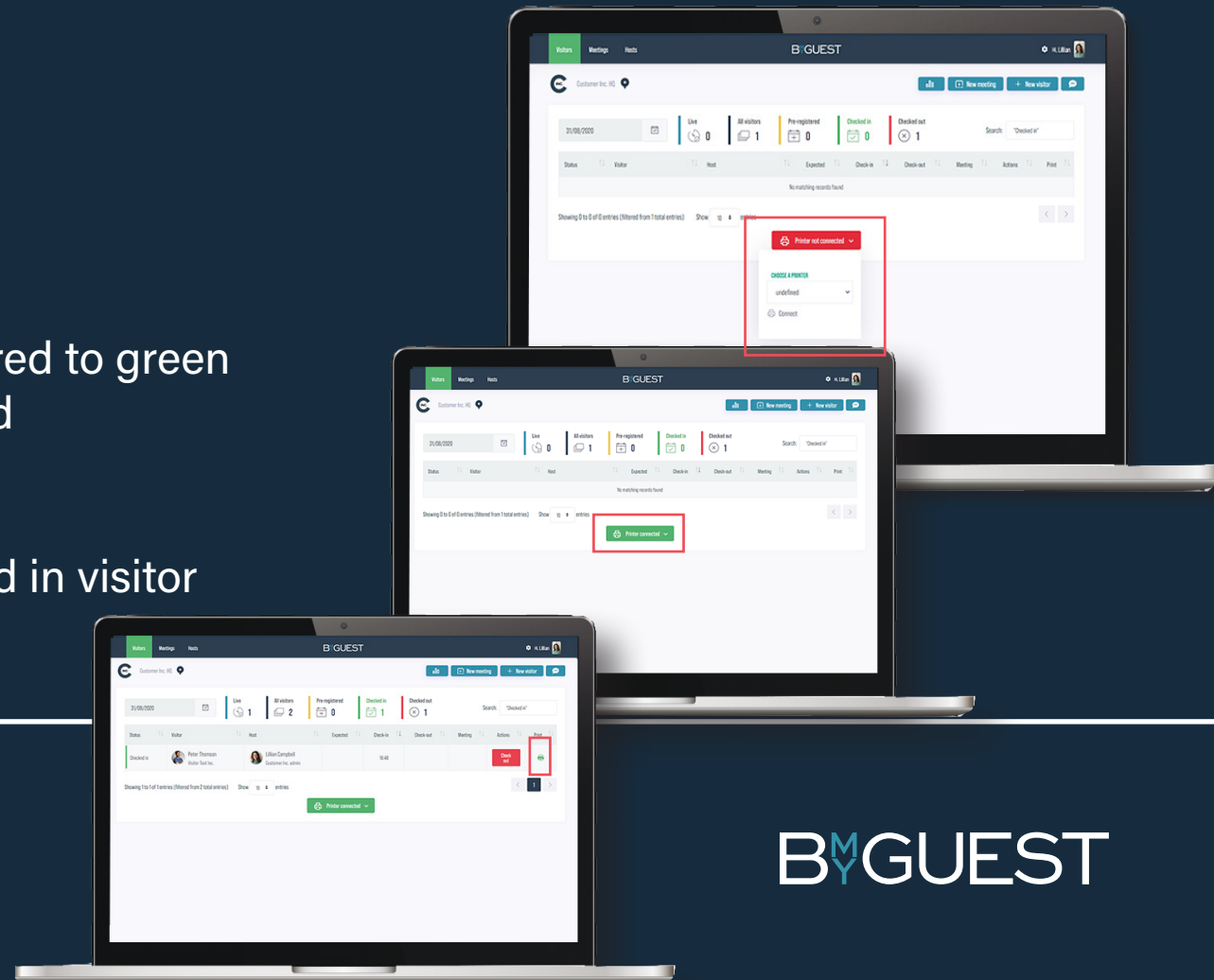
## CONNECT TO PRINTER ...

### GO TO DASHBOARD/VISITORS

- Click 'Printer not connected'
- Find printer in the drop down menu
- Click 'Connect'
  - ✓ The printer button changes from red to green and your printer is now connected

### DOUBLE CHECK

Click the printer icon next to a checked in visitor to print a visitor badge.



BYGUEST

# QUESTIONS ...

Feel free to contact us if you have any questions.

**info@bmyguest.eu**

or call us at

**+45 70 60 53 01**

Support related issues

**support@bmyguest.eu**

**BYGUEST**