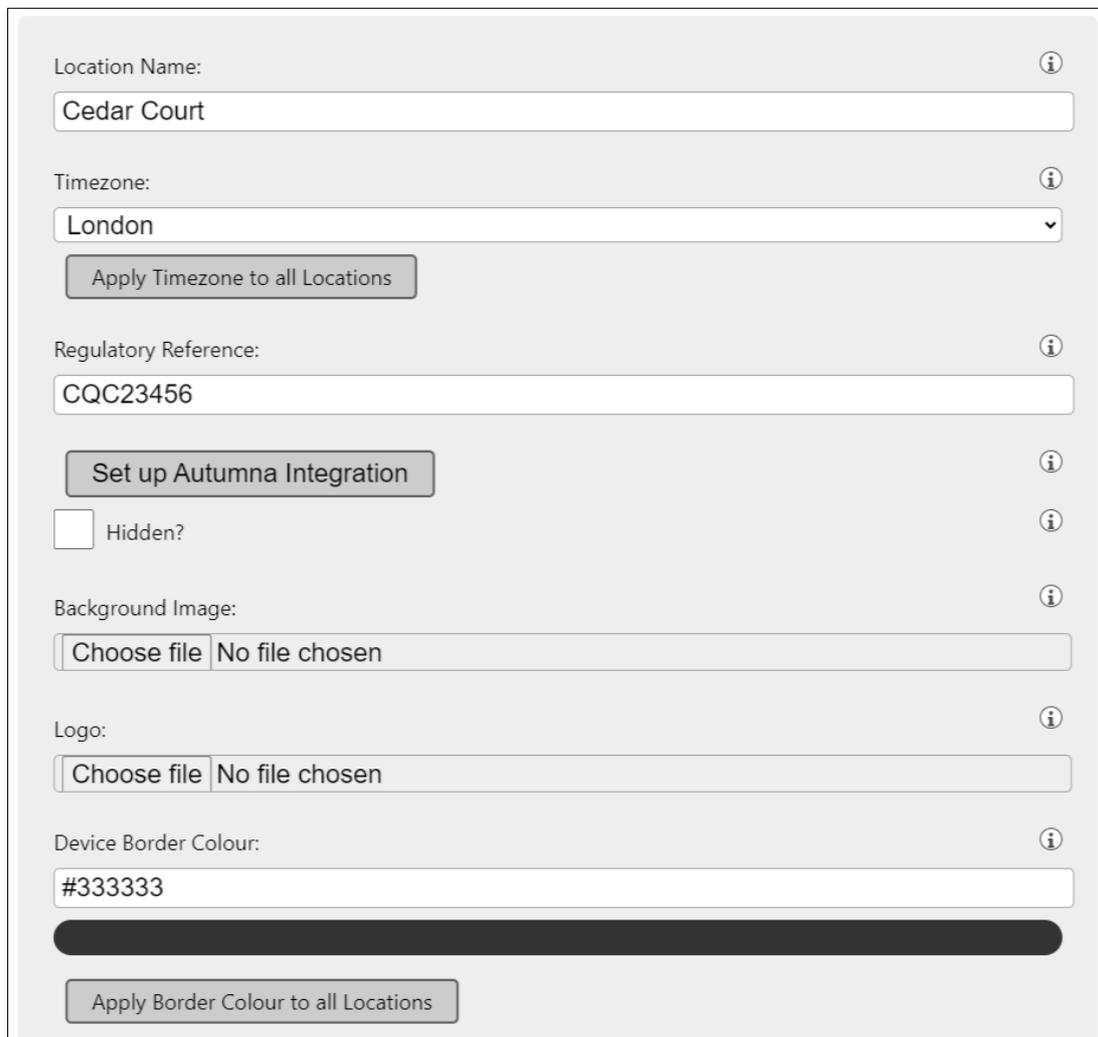# Digital Reception setup guide

This guide is to help you set up your Digital Reception for the first time, covering the first steps you will want to take once you have access to the system. These steps include customising your Location, creating Profiles for visitors, and creating Devices for Digital Reception to be used on.

customising your location

The locations you can use for Digital Reception will be set up for you before you can access the system, but you will be able to customise them; choosing what messages the devices for this location will display when people use it to sign in and out. To edit a location:

- Select the **Locations** tab
- Open the location you wish to customise
- Click **Edit Location** in the top right of the page

The edit panel will appear, and you are free to make changes.

There are several things on here you can update, including:

- **Location Name** – The name of the home
- **Background Image/Logo** – You can upload an image to display on the background of this location's devices, and a logo that appears next to the welcome message
- **Device Messages** – This includes the Welcome Message at the top of the devices, the Help Message in the centre and Thank You messages upon visitors arriving and leaving
- **User Access** – You can choose which users can select this location when setting up Digital Reception on a device

creating profiles

The next step of setup is to create Profiles. Profiles are types of people you want to use Digital Reception to sign in and out, Visitors, Staff, Residents etc. You can have as many profiles as you want, and they can be used at any location, and even at any part of any location. You can have an entrance to a location that allows visitors and a separate entrance that allows staff if you want. To create a profile:

- Open the **Configuration** tab and select **Profiles**
- Click **New Profile** in the top right corner

The new profile panel will appear for you to fill out.

There is a lot that can be filled out at this stage; however, the important parts are right at the top:

- **Profile Name** – What you want to call this profile to identify it
- **Display Name** – How the name appears for people to choose when signing in
- **Categorise as** – What type of visitor they are; this is used in feedback analysis
- **Required Fields** – There are 4 fields that can be filled out when signing in: First Name, Second Name, Email and Phone. You can customise how these fields appear when people sign in, and if they are required, optional, or not used when signing in.

There are additional fields that you can fill out at this stage, such as if the device takes a picture when signing in, what information and messages and displayed when this profile signs in or out and what feedback they can leave when signing out. All this information can be customised after setup, so you can always come back to this later.

creating devices

With your locations and profiles set up, you can then set up your devices which your visitors will be using to sign in and out. You can have multiple devices for each location and can specify which profiles can use these devices. To create a device:

- Open the **Configuration** tab and select **Devices**
- Click **New Device** in the top right of the page

The new device panel will then appear for you to fill out.

There are only a few things to fill out for a device, as most setup is done via the locations and profiles. For the device you need to fill out:

- **Device Name** – What you want to call the device to identify it
- **Location** – Which locations this device is for
- **QR Code Size** – The device can display a QR code for people to scan and sign in; you can choose to display them full size or a smaller, reduced size.
- **Profiles** – Which profiles can use this device to sign in and out. Any profiles you have created will display in a list, and you can use the tick boxes to select which can use this device.

Once these are filled out, click the **Save** button and the device is ready to use. Please check our other guides on how to set up Digital Reception on Android and Apple devices, as well as configuring custom attributes for profiles and the types of feedback that visitors can leave for you.