



HOW TO USE THE PORT OF TAURANGA VISITOR REGISTER

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1) Signing In

<http://www.port-tauranga.co.nz/visitor-register/>

The following screen appears:

Visitor Register

User:

Password:

You will need to contact [Port of Tauranga Reception](#) to get access to the Port of Tauranga Visitor Register.

[Please click here for information on how to use the Port of Tauranga Visitor Register.](#) (in pdf format)

The user types in his User/Password (as provided by the Port of Tauranga - these are case-sensitive) and clicks the "Login" button:

User:

Password:

This brings up a screen showing current (today's) and future arrivals (for that Customer only):

Visitor Register

[Logout](#)

Search:

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Delete Edit Show

2) Creating a New Arrival

Click on the "Create New Arrival" button, the following screen will show up:


Visitor Register

[Logout](#)

Visitor (full name)*:

Visiting (full name)*:

Organization*:

Day Visiting: 

Put in the full name of the visitor and who he's visiting.


Visitor Register

[Logout](#)

Visitor (full name)*:

Visiting (full name)*:

Organization*:

Day Visiting: 

Select the day he is visiting:


Visitor Register

[Logout](#)

Visitor (full name)*:

Visiting (full name)*:

Organization*:


Day Visiting: 

June 2010						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

It then looks like the following:

Visitor Register

[Logout](#)

Visitor (full name)*:	<input type="text" value="Mark Curren"/>
Visiting (full name)*:	<input type="text" value="Martyn McColgan"/>
Organization*:	<input type="text" value="TCT"/>
Day Visiting:	<input type="text" value="2010-06-29"/> 

Click the Save Arrival button and it will save and go back to the list (note that Mark Curren is now at the end. This is in date and visitor name order):

Visitor Register

[Logout](#)

Search:

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Delete Edit Show
Mark Curren	Martyn McColgan	TCT	Sulphur Point	2010-06-29	Delete Edit Show

3) Creating Multiple Arrivals

Click on the "Create Multiple Arrivals" button and put in the full name of the visitor and who he's visiting:

Visitor Register

[Logout](#)

Save Arrivals Cancel

Visitor (full name)*: Jame Carson
 Visiting (full name)*: William
 Organization*: TCT
 Start Day Visiting: 2010-06-25
 End Day Visiting: 2010-06-25

Select the Start and End dates for the visitor:

Visitor Register

[Logout](#)

Save Arrivals Cancel

Visitor (full name)*: Jame Carson
 Visiting (full name)*: William
 Organization*: TCT
 Start Day Visiting: 2010-06-26
 End Day Visiting: 2010-06-29

June 2010						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Save it, and the visitor will be set up for those days:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Show
Jame Carson	William	TCT	Sulphur Point	2010-06-26	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-27	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-28	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-29	Delete Edit Show

4) Viewing Specific Arrivals

Put in part of the visitor's name and click the "Search" button:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search:

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Jame Carson	William	TCT	Sulphur Point	2010-06-26	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-27	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-28	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-29	Delete Edit Show

5) Deleting Shown Arrivals

Click the "Delete Shown" button, a confirmation dialog is shown:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search:

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Jame Carson	William	TCT	Sulphur Point	2010-06-26	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-27	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-28	Delete Edit Show
Jame Carson	William	TCT	Sulphur Point	2010-06-29	Delete Edit Show

Microsoft Internet Explorer

Are you sure you want to do this?
(if in doubt, click Cancel)

If "OK" is chosen, the shown arrivals are deleted:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search:

Visitor	Visiting	Organization	Location	Day Visiting	Actions
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6) Changing an Arrival

Click on the "Edit" link to the right of the name (they have to be done individually):

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown


Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Delete Edit Show
Mark Curren	Martyn McColgan	TCT	Sulphur Point	2010-06-29	Delete Edit Show

Change what is needed (in this case I misspelled Mark Curran's name):

Visitor Register

[Logout](#)

Save Arrival Cancel

Visitor (full name)*:	<input type="text" value="Mark Curran"/>
Visiting (full name)*:	<input type="text" value="Martyn McColgan"/>
Organization*:	<input type="text" value="TCT"/>
Day Visiting:	<input type="text" value="2010-06-29"/> 

And click the "Save Arrival" button:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Delete Edit Show
Mark Curran	Martyn McColgan	TCT	Sulphur Point	2010-06-29	Delete Edit Show

Note that Mark Curran has had his name corrected.

7) Deleting an Arrival

Click on the "Delete" link to the right of the name:

Visitor Register

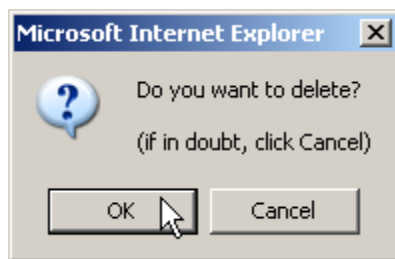
[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Delete Edit Show
Mark Curran	Martyn McColgan	TCT	Sulphur Point	2010-06-29	Delete Edit Show

It comes up with a confirmation:



If you choose "OK" it deletes the person and re-shows the list:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Delete Edit Show

*NOTE: If someone has already arrived or they would have been in yesterday, they can no longer be deleted or changed:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Show

8) Showing Information

Click on the "Show" link in the "Actions" column:


Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Show



You see more information about that user (Mark Birmingham has arrived but not yet departed):

Visitor Register

[Back to List](#) - [Logout](#)

Created: 2010-06-25 11:22:11
Visitor (full name): Mark Birmingham
Visiting (full name): William
Organization: TCT
Location: Sulphur Point
Day Visiting: 2010-06-25
Arrived: 2010-06-25 11:22:11
Departed:

9) Logging Out

Click on the "Logout" link at the top:

Visitor Register

[Logout](#)

Create New Arrival Create Multiple Arrivals

Search: Search Delete Shown

Visitor	Visiting	Organization	Location	Day Visiting	Actions
Mark Birmingham	William	TCT	Sulphur Point	2010-06-25	Show

You then go back to the login screen:

Visitor Register

User:

Password:

Login

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