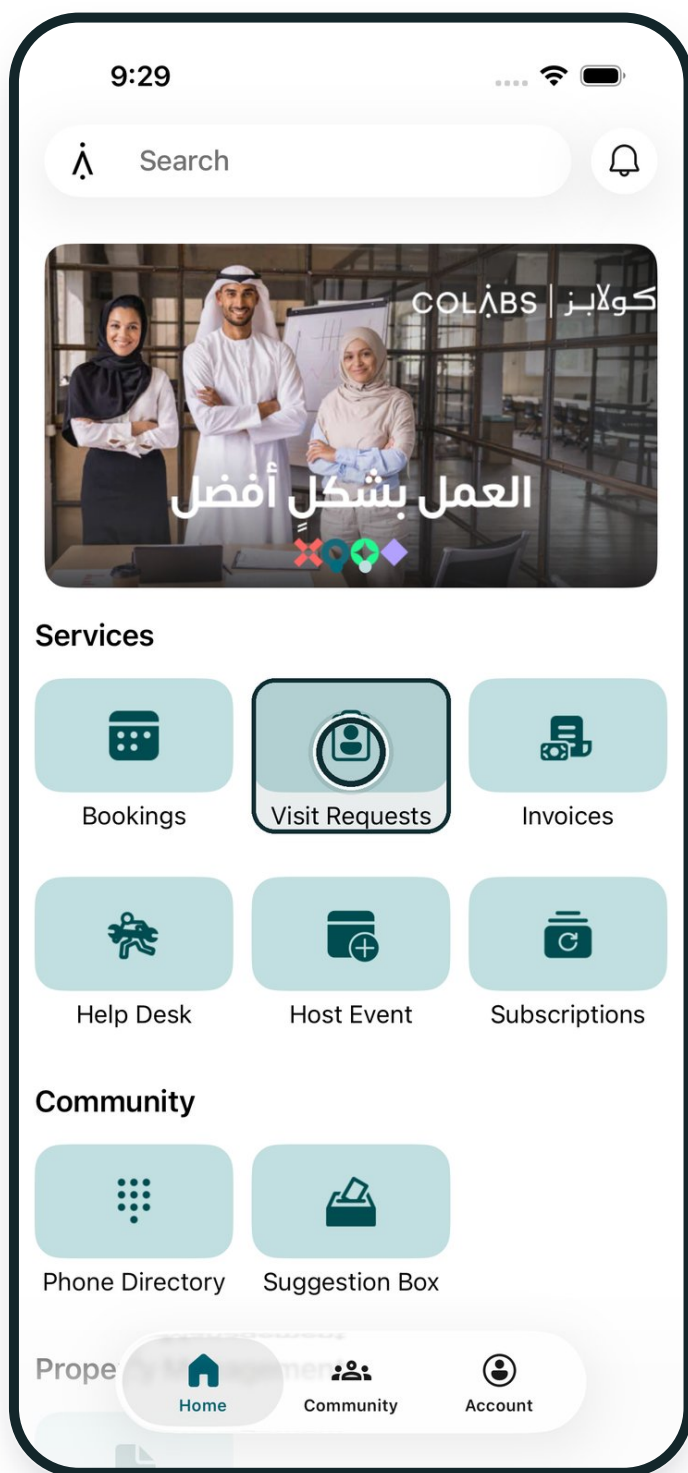


Register a visitor ahead of time

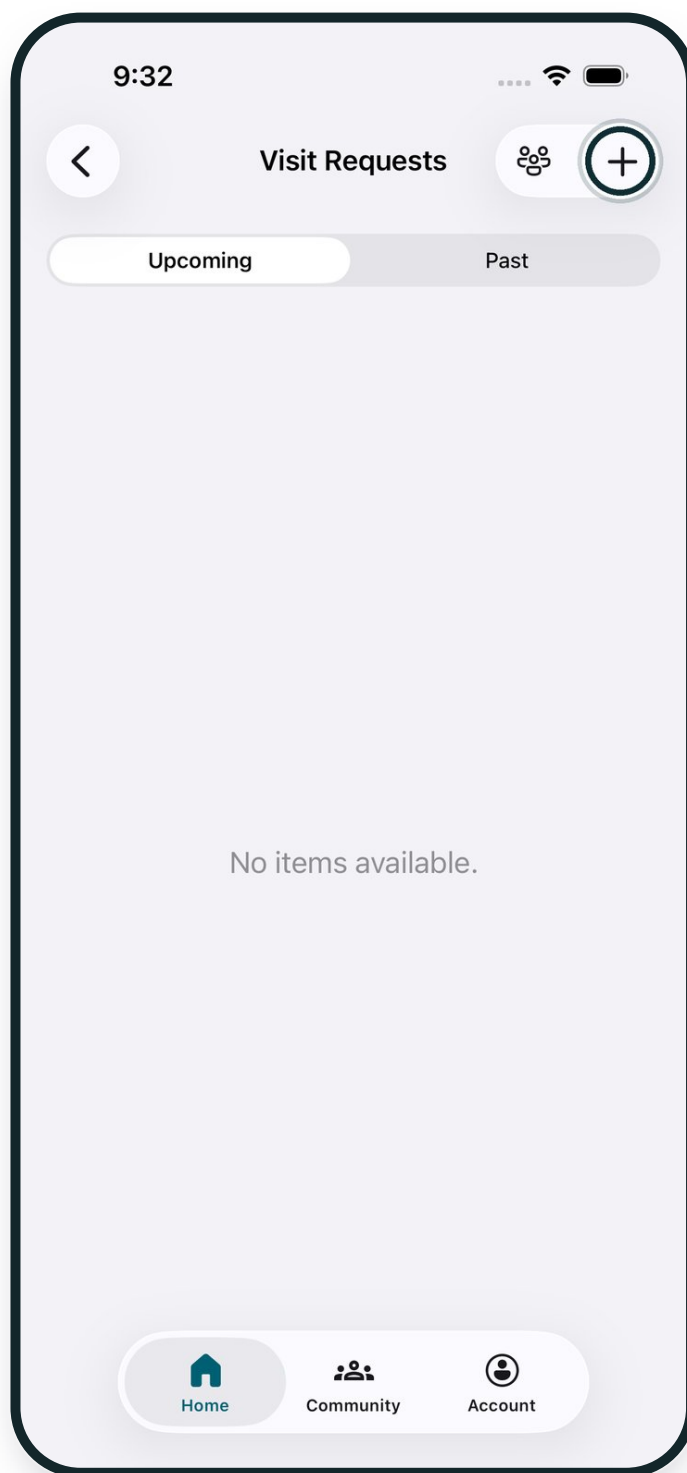
Expecting a guest at Colabs? Register them in the app before they arrive. Choose the type of visit and when it happens, add their details, and they'll receive their visit code by email.

- | | |
|-----------------------------|---------------------------|
| 01 Home | 02 New request |
| 03 Unit | 04 Visit category |
| 05 Choose a category | 06 Arrival |
| 07 End time | 08 Add visitors |
| 09 Choose visitors | 10 Name & email |
| 11 ID type | 12 Issuing country |
| 13 ID number | 14 Save |
| 15 Purpose | 16 Submit |
| 17 Track visits | 18 Saved visitors |



01 HOME

On the home screen, tap **Visit Requests** under Services.



02 NEW REQUEST

Your visits are listed here. Tap **+** at the top right to register a new one.

9:34

< New Visit Request Submit

Unit COLABS Narjis | COLABS Narjis... >

Visit Category Select a Category >

Starts Sep 24, 2026 9:37 PM

Ends Sep 24, 2026 9:37 PM

+ Add Visitors >

Visit Purpose (Optional)

Home Community Account

03 UNIT

Your **unit** is already filled in. Tap it only if you have more than one.

9:34

< New Visit Request Submit

Unit COLABS Narjis | COLABS Narjis... >

Visit Category Select a Category >

Starts Sep 24, 2026 9:37 PM

Ends Sep 24, 2026 9:37 PM

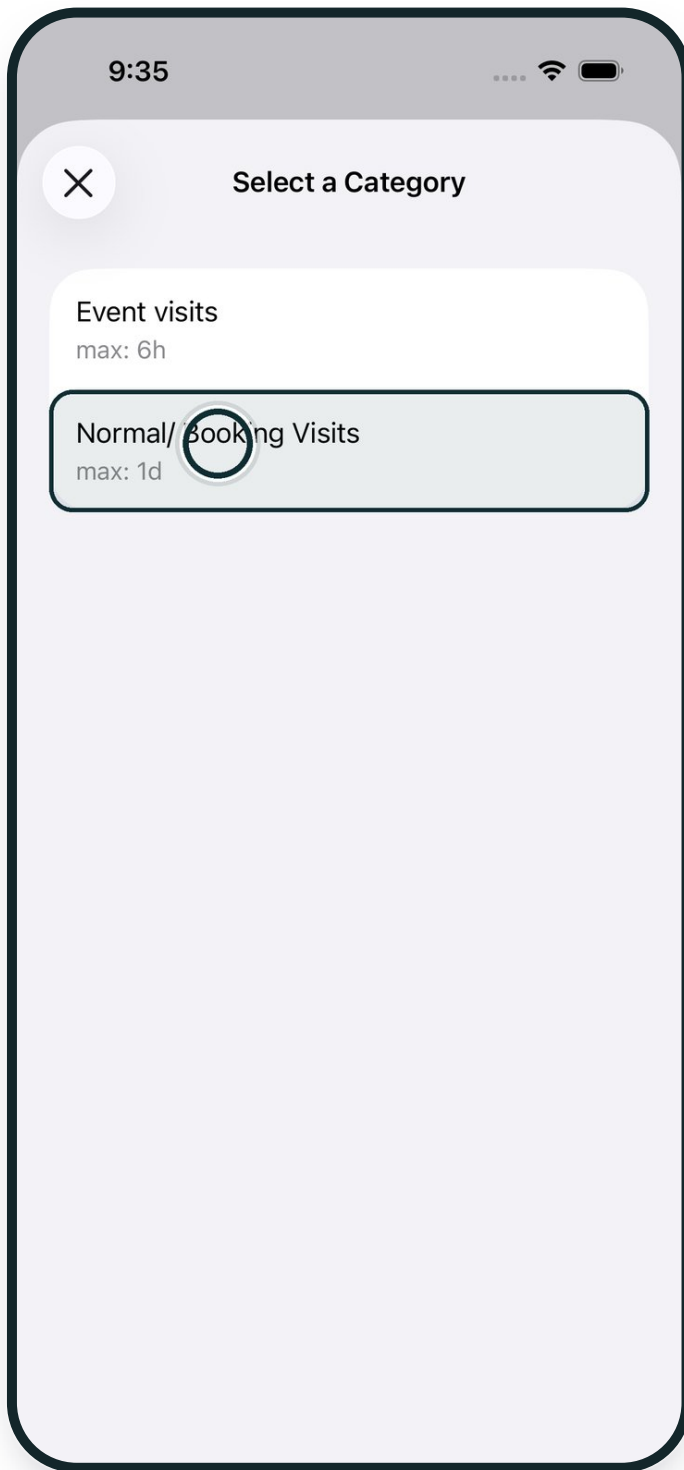
+ Add Visitors >

Visit Purpose (Optional)

Home Community Account

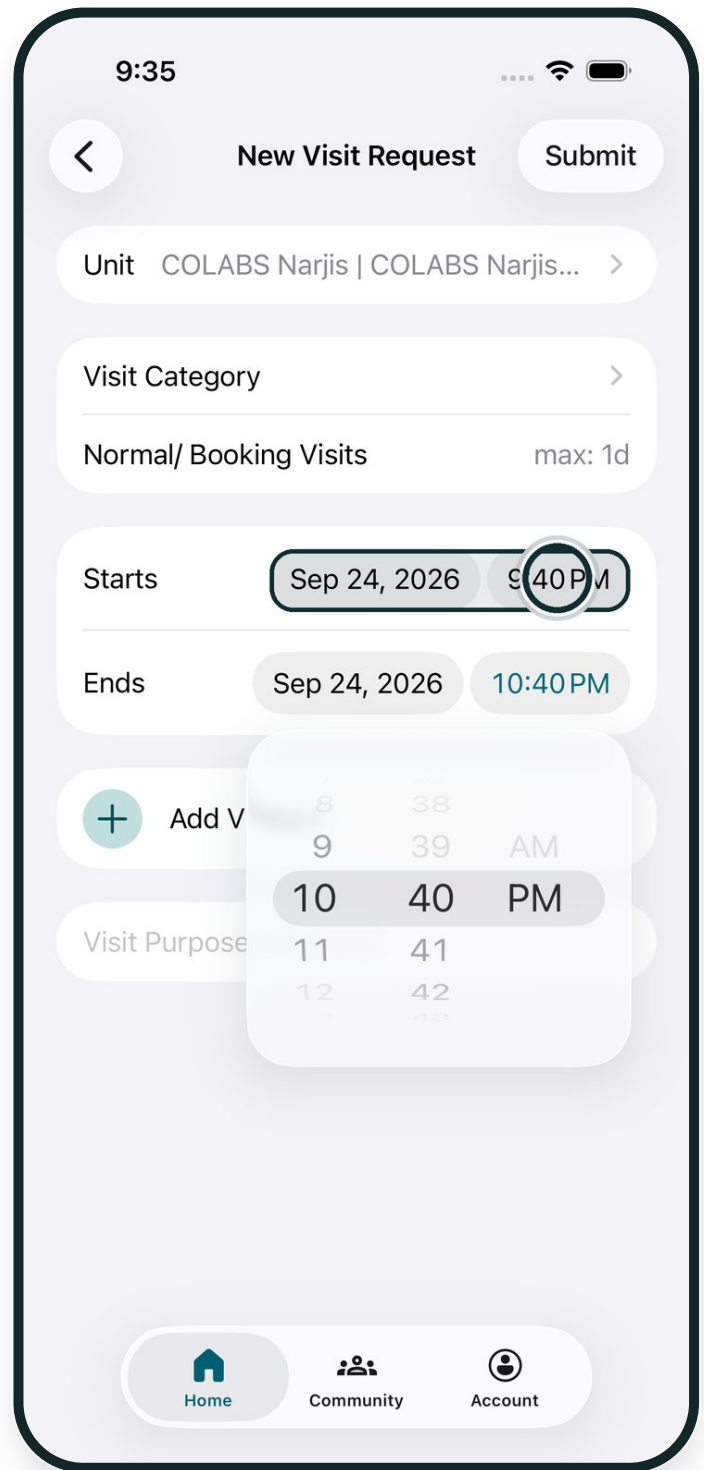
04 VISIT CATEGORY

Tap **Visit Category**.



05 CHOOSE A CATEGORY

Pick the type of visit. **Event visits** last up to 6 hours, **Normal/Booking visits** up to a day.



06 ARRIVAL

Starts is set to now. Tap the date or time to change when your visitor arrives.

9:35

< New Visit Request Submit

Unit COLABS Narjis | COLABS Narjis... >

Visit Category >

Normal/ Booking Visits max: 1d

Starts Sep 24, 2026 9:40 PM

Ends Sep 24, 2026 10:40 PM

+ Add Visitors

Visit Purpose

Home Community Account

07 END TIME

Under **Ends**, tap the time and scroll the wheel to when the visit is over.

9:40

< New Visit Request Submit

Unit COLABS Narjis | COLABS Narjis... >

Visit Category >

Normal/ Booking Visits max: 1d

Starts Sep 24, 2026 9:40 PM

Ends Sep 24, 2026 10:40 PM

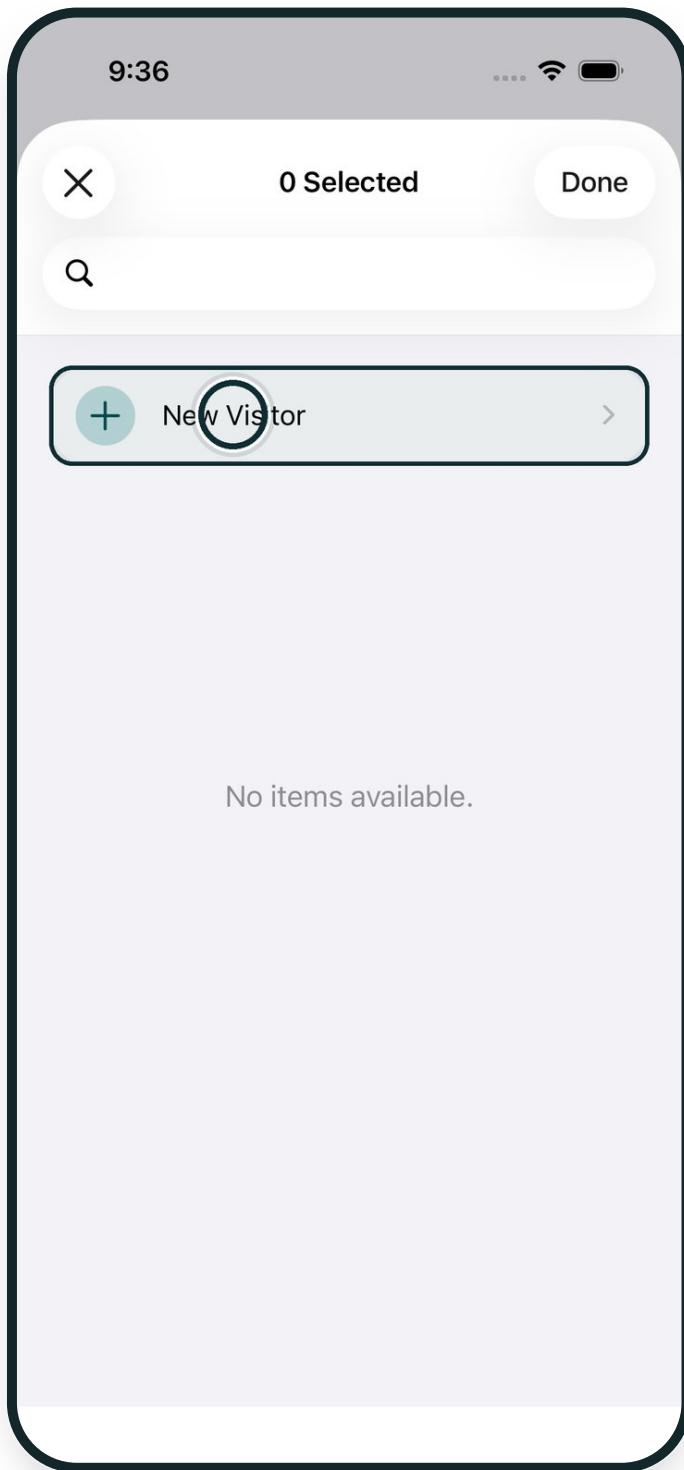
+ Add Visitors >

Project meeting

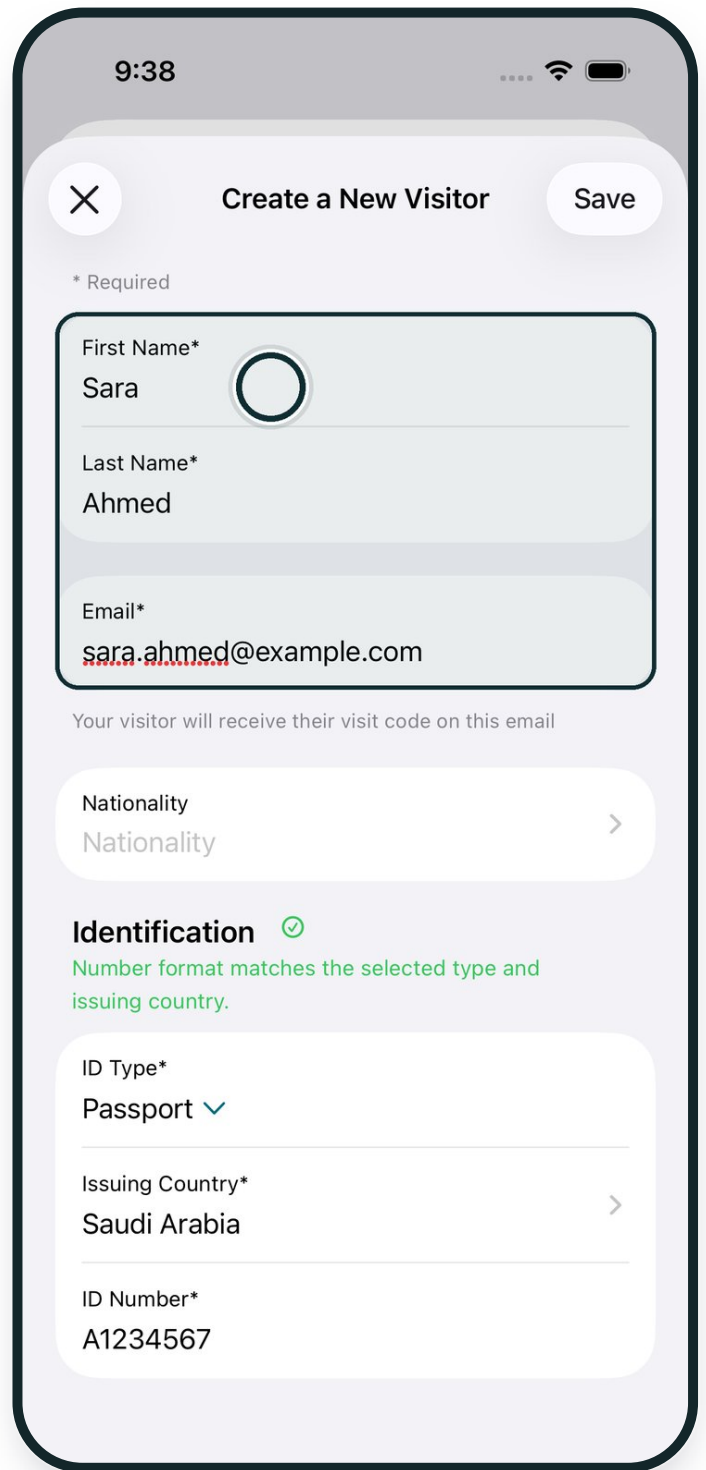
Home Community Account

08 ADD VISITORS

Tap **Add Visitors**.

**09 CHOOSE VISITORS**

Tick visitors you've saved before, or tap **New Visitor** to add someone new.

**10 NAME & EMAIL**

Enter their **name and email**. Their visit code is sent to this address.

9:37

×

Create a New Visitor

Save

* Required

First Name*

Sara

Last Name*

Ahmed

Email*

sara.ahmed@example.com

Your visitor will receive their visit code on this email

Nationality

National ID

Residency

Passport

Issuing Country*

Issuing Country

ID Number*

A1234567

11 ID TYPE

Under Identification, choose the **ID type**: National ID, Residency or Passport.

9:38

Dismiss

Issuing Country

Saudi Arabia

Q Saudi

"Saudi"

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123

EN

Search

12 ISSUING COUNTRY

Tap **Issuing Country**, search for it and select it.

9:38

Create a New Visitor

Save

* Required

First Name*
Sara

Last Name*
Ahmed

Email*
sara.ahmed@example.com

Your visitor will receive their visit code on this email

Nationality
Nationality

Identification ✓
Number format matches the selected type and issuing country.

ID Type*
Passport ✓

Issuing Country*
Saudi Arabia

ID Number*
A1234567

13 ID NUMBER

Type the **ID number**. A green tick confirms it matches the ID type and country.

9:38

Create a New Visitor

Save

* Required

First Name*
Sara

Last Name*
Ahmed

Email*
sara.ahmed@example.com

Your visitor will receive their visit code on this email

Nationality
Nationality

Identification ✓
Number format matches the selected type and issuing country.

ID Type*
Passport ✓

Issuing Country*
Saudi Arabia

ID Number*
A1234567

14 SAVE

Tap **Save**. The visitor is saved for next time. Tick them and tap **Done**.

9:40

< New Visit Request Submit

Unit COLABS Narjis | COLABS Narjis... >

Visit Category >

Normal/ Booking Visits max: 1d

Starts Sep 24, 2026 9:40 PM

Ends Sep 24, 2026 10:40 PM

+ Add Visitors >

Project meeting

Home Community Account

15 PURPOSE

Optional: add a **visit purpose**, such as Project meeting.

9:40

< New Visit Request Submit

Unit COLABS Narjis | COLABS Narjis... >

Visit Category >

Normal/ Booking Visits max: 1d

Starts Sep 24, 2026 9:40 PM

Ends Sep 24, 2026 10:40 PM

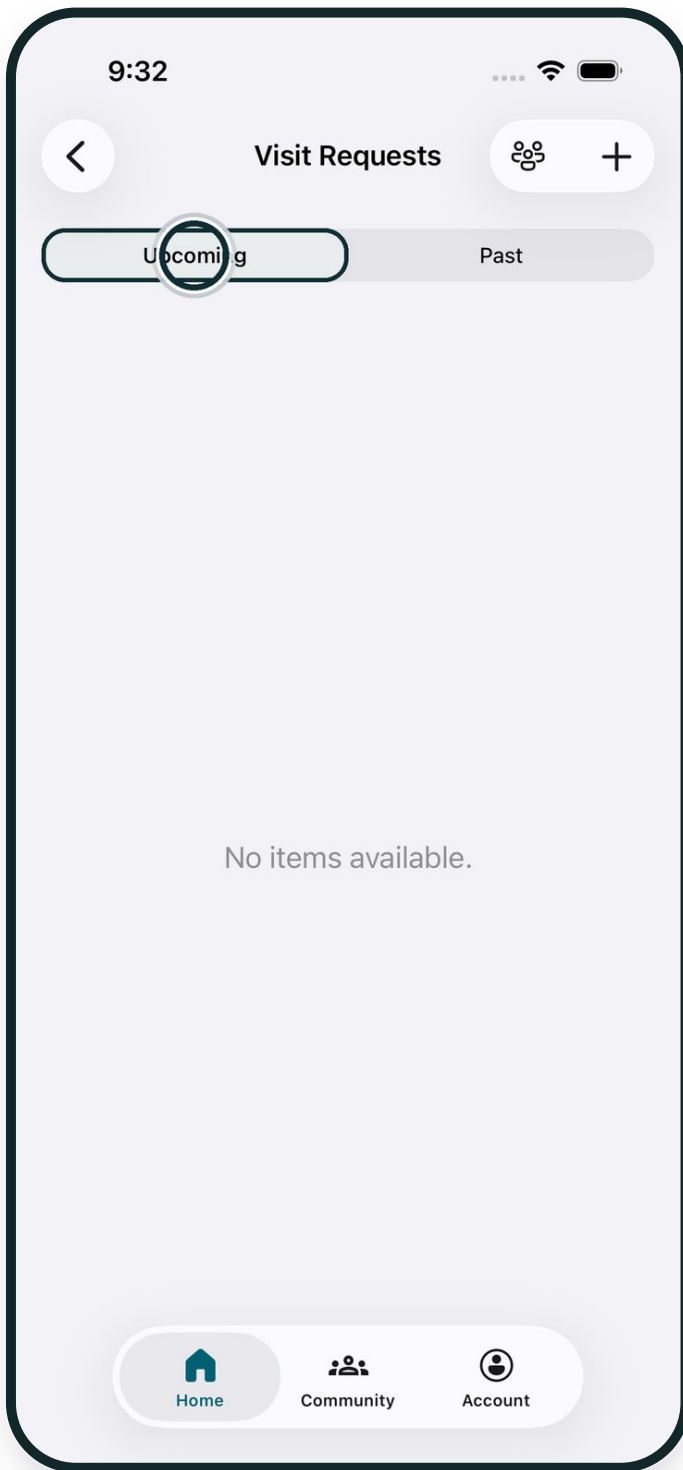
+ Add Visitors >

Project meeting

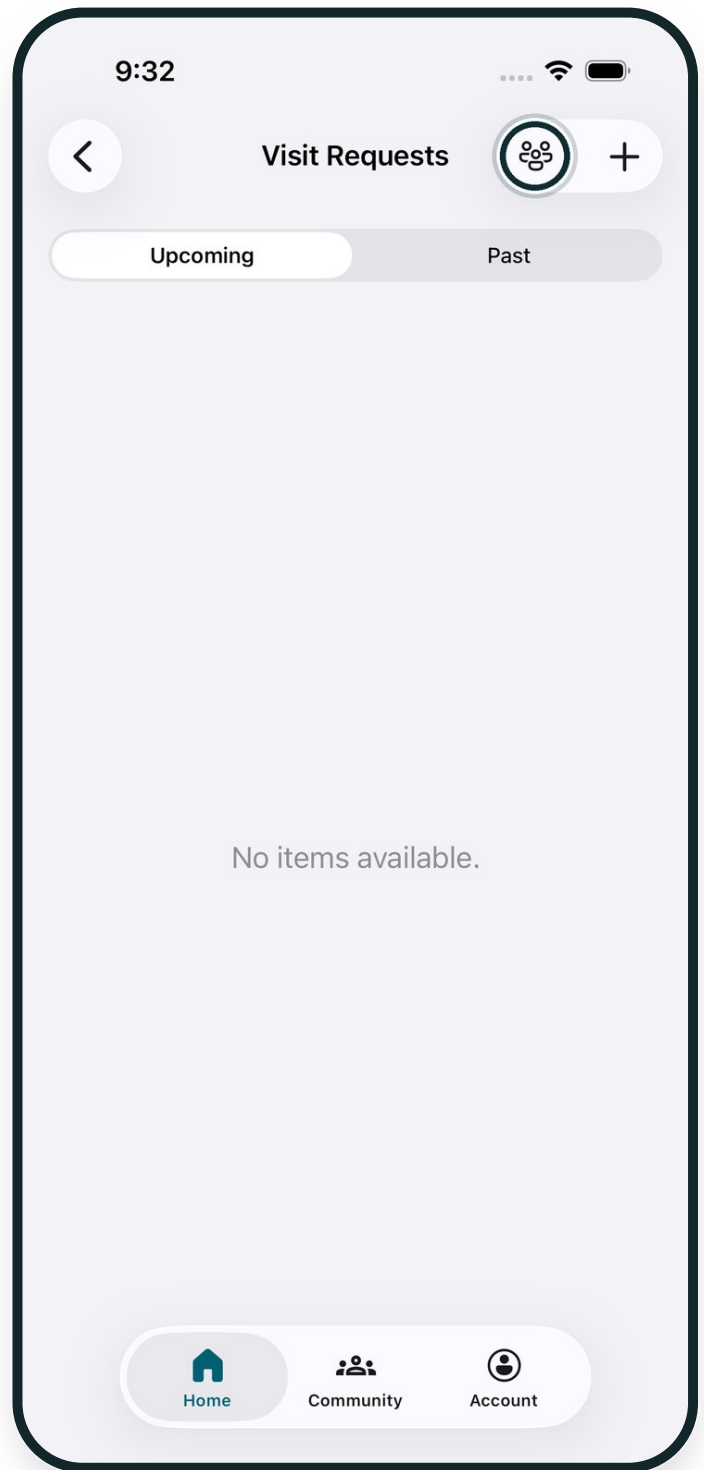
Home Community Account

16 SUBMIT

Tap **Submit** at the top right to send the request.

**17 TRACK VISITS**

Your visit shows under **Upcoming** and moves to Past once it's over.

**18 SAVED VISITORS**

The **people icon** opens your saved visitors, so regular guests can be picked in one tap.

Your visitor is expected

They'll get their **visit code by email**, ready to show at reception.

Double-check the email. That's where the visit code goes.

Pick the right category. Event visits are limited to 6 hours, normal visits to a day.

Bring ID. Your visitor should carry the ID you registered.