Reception overview

Oakwood Office Centre · Reception · 15 October 2026

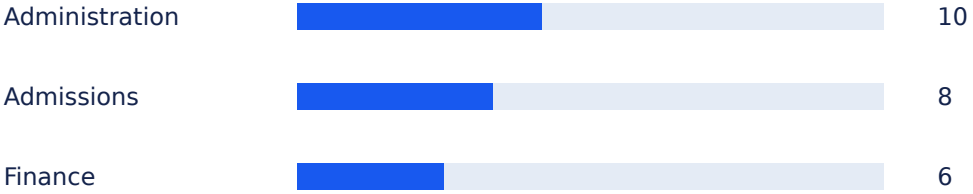
SAMPLE

All departments · 09:00–17:00

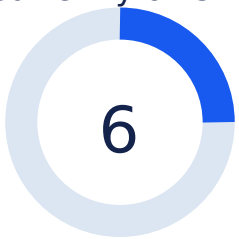
Fictional data

24	18	6	24
Visitors	Checked out	On site	Signed in

Visits by department



Currently on site



6 on site

18 checked out

Visitor signature register

6 illustrative rows shown out of 24 sample visits

Visitor	Host	Time	Signature
Naledi Molefe	M. Nkosi	09:10	
Thabo Radebe	S. Patel	09:13	
Ayesha Khan	K. Ndlovu	09:16	
Lerato Dube	M. Nkosi	09:19	
Daniel Naidoo	S. Patel	09:22	
Zanele Mokoena	K. Ndlovu	09:25	

Fictional names and handwritten sample marks. Not a live register.