Checking In a Visitor

Control Panel > Work Order > Visitor Security

| Work Order - Setu | p <mark>→</mark> My \ | Norkspace - | Docume | |
|-----------------------|-----------------------|------------------------|----------|--|
| Property Inspection C | hecklists | | | |
| Dashboard | | | * | |
| Messages | | | | |
| Tenant Requests | • | | | |
| Preventive Maintenan | ice • | ty | Building | |
| Visitor Security | | Expected List | | |
| COI | • | Arrived List | | |
| Surveys | - F | Groups List | | |
| Property Inspections | • | Restricted Visitors | | |

Notes:

- Use these steps only if a host tenant has already created a Future or Recurring Visit for the visiting
 individual or group.
- If you are checking-in a visitor that is not on the Expected or Groups List, refer to <u>Creating a New Visit</u>, and follow the steps.

Method #1:

- 1. While viewing the Expected List or Groups List locate the individual or group and click Check In.
- 2. You will automatically be prompted to print out the Visitor Badge. However, if you would like to print out the Badge with a photo, proceed to Method #2.

| Property: | All Properties | | | ▼ | | | New Visit | |
|---|---|---------------|----------------------|------|---------------------|----------|-----------|----------------|
| Visitors | | | | | | | | |
| Next 30 Days | • | ~ | Enter keyword | | 🔍 Search 🗙 Rese | | Check In | 白 Print Badges |
| Date 🔺 | | Visitor | | Host | | Property | | |
| Dec 13 at 8:3 Location: Toy Group Size: 2 Arrival Notifi | 8 <u>0 am</u> wer One » 01 » 2 cation: No | Mike 1 105 | Butron / Davis Partn | Ada | m Miedema / Adobe | One | Corporate | Tower |
| Dec 13 at 8:3 Location: Toy Group Size: 3 Arrival Notifi | 8 <mark>0 am</mark> wer One » 01 » 2 cation: No | Kathe 105 | erine Truong / Davis | Ada | m Miedema / Adobe | One | Corporate | Tower |
| Dec 16 at 11: Location: Toy | : <u>00 am</u> wer 2 » 04 | Mike / | / Truong | Ada | m Meade / Turner Se | One | Corporate | Tower |

Method #2:

- 1. Double-click on the visitor's name.
- 2. To add a photo of the visitor that will be printed out on the Badge, click Take Photo.
- 3. Follow the on screen instructions.
- 4. Select the visitor's name from the right pane and click **Check In**.

| Vis | itors | 4 | | | | |
|-----|----------|-------------|--------------|--------------|---------------|-----------------|
| ł | Check In | 👔 Check Out | Print Badges | 🗟 Take Photo | Add Visitor | 🥜 Edit 🥥 Delete |
| | Name | | pany 9 | Status | Badge Printed | Picture |
| | Mike | Truo | ing E | Expected | | |

5. You will automatically be prompted to print out the Badges. If not, click Print Badges.

Note:

• Once a visitor has been Checked In, he/she will automatically be moved to the Arrived List and will no longer be displayed on the Expected or Groups List.