# Checking In a Visitor

**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 **Creating a New Visit**, 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.
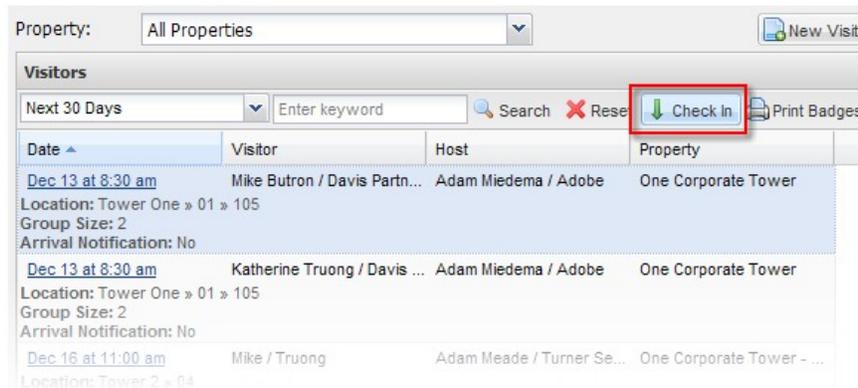


### Method #2:

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**.



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.