



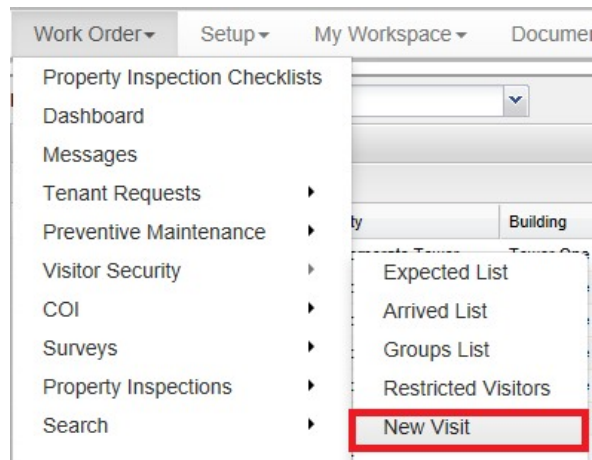


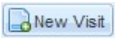
# Adding a New Visit

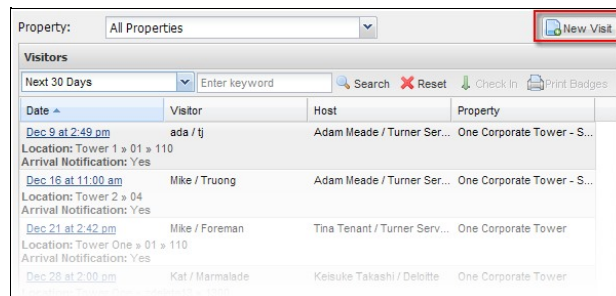
[Work Order](#) > [Visitor Security](#) > [New Visit](#)

## Adding a New Visit:

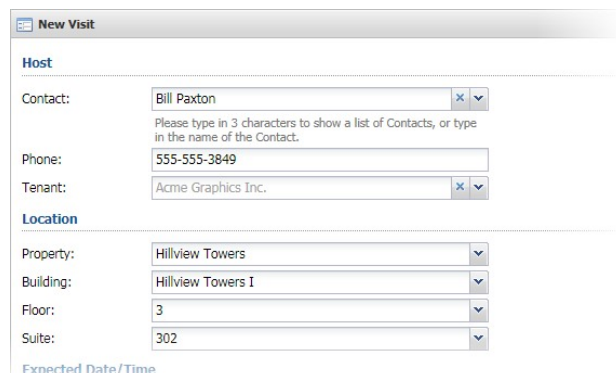
1. Go to **Work Order > Visitor Security > New Visit**.



2. **OR** click on  on the top right when you are viewing one of the [Visitor Security Lists](#) (**Expected List, Arrived List, or Group List**).



3. On the **New Visit** screen under **Host**, enter the name of the **Contact**. Once you have entered the first three letters of the contact's first or last name, you will be presented with a list of possible matches. If no matches exist, the name you enter will be treated as the contact's name.



A screenshot of the 'New Visit' form. The 'Host' section is visible, containing the following fields:

- Contact: Bill Paxton (with a dropdown arrow and a small 'x' icon)
- Phone: 555-555-3849
- Tenant: Acme Graphics Inc. (with a dropdown arrow and a small 'x' icon)

Below the 'Host' section is the 'Location' section, which includes:

- Property: Hillview Towers (dropdown)
- Building: Hillview Towers I (dropdown)
- Floor: 3 (dropdown)
- Suite: 302 (dropdown)

At the bottom of the form, there is a label 'Expected Date/Time'.

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**Note:**

- If a contact was found and selected, the contact's location will be auto-filled.
  - If necessary, you can manually override any of the location information using the drop-down lists provided.
  - Visitors cannot have **Common Areas** (i.e. **Main Lobby**) set as the visit location.
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4. Under **Expected Date/Time** select one of the three choices:




Expected Date/Time

Visitor has Arrived

Future Visit

12/06/2010 9:30 AM

Recurring Visit

5. Under the Visitors section set a **Group size**.
6. Type in the **Name** and **Company** of the visitor.
7. Click on  .

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**Note:**

- Multiple visitors can be added for Group entries.
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8. Click on **Save Visit**.