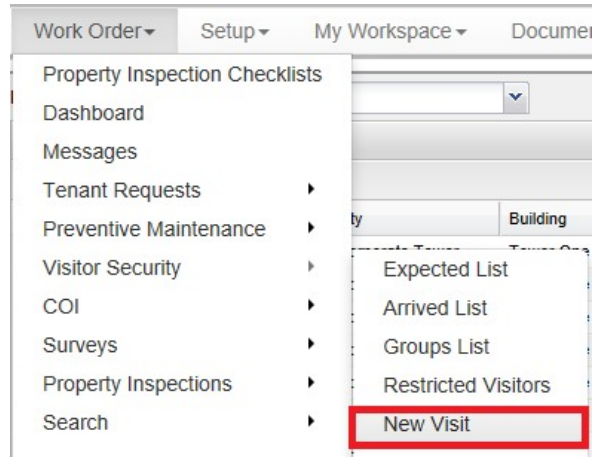


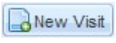
Adding a New Visit

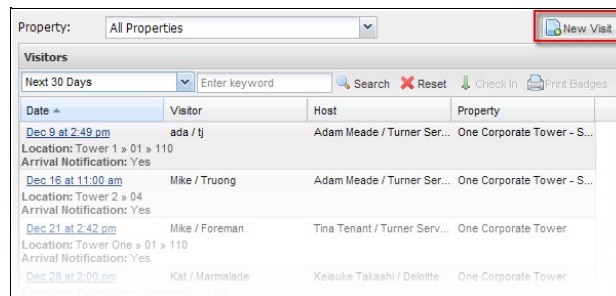
[Work Order](#) > [Visitor Security](#) > [New Visit](#)

Adding a New Visit:

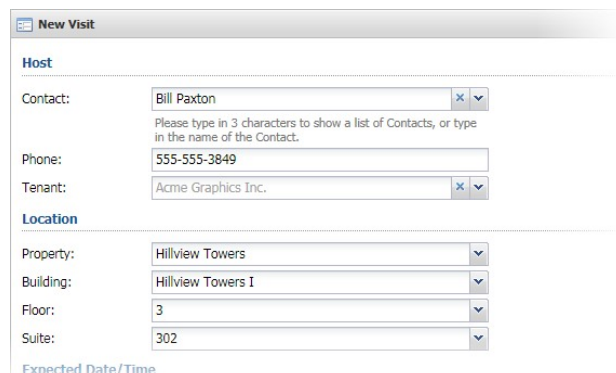
1. Go to **Work Order > Visitor Security > New Visit**.



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 fields for Contact, Phone, and Tenant. The 'Contact' field is populated with 'Bill Paxton'. Below the 'Contact' field, there is a note: 'Please type in 3 characters to show a list of Contacts, or type in the name of the Contact.' The 'Phone' field is populated with '555-555-3849'. The 'Tenant' field is populated with 'Acme Graphics Inc.'. Below the 'Host' section, the 'Location' section is visible, with fields for Property, Building, Floor, and Suite. The 'Property' field is populated with 'Hillview Towers', 'Building' with 'Hillview Towers I', 'Floor' with '3', and 'Suite' with '302'. At the bottom of the form, there is a field for 'Expected Date/Time'.

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.
-

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  .

Note:

- Multiple visitors can be added for Group entries.
-

8. Click on **Save Visit**.