

Editing a Visit

[Control Panel > Work Order > Visitor Security](#)

Edit Visit Details:

1. From any of the three Lists (**Expected**, **Arrived**, **Groups**), navigate to the individual or group you wish to edit and **double-click**.

The screenshot shows the 'Visitors' section of the software. At the top, there's a 'Property:' dropdown set to 'All Properties' and a 'New Visit' button. Below this is a search bar with 'Next 30 Days' and 'Enter keyword' fields, and buttons for 'Search', 'Reset', 'Check In', and 'Print'. The main area is a table with columns: Date, Visitor, Host, and Property. The first row is highlighted with a yellow mouse cursor pointing to it. The first row details are: Date: Dec 13 at 8:30 am, Visitor: Mike Butron / Davis Par..., Host: Adam Miedema / Adobe, Property: One Corporate Tower. Below the table, there are details for the selected visit: Location: Tower One » 01 » 105, Arrival Notification: No. The second row details are: Date: Dec 16 at 11:00 am, Visitor: Mike / Truong, Host: Adam Meade / Turner ..., Property: One Corporate Tower ... Location: Tower 2 » 04, Arrival Notification: Yes. The third row details are: Date: Dec 20 at 8:30 am, Visitor: Mike Butron / Davis Par..., Host: Adam Miedema / Adobe, Property: One Corporate Tower. The fourth row details are: Date: Dec 21 at 2:42 pm, Visitor: Mike / Foreman, Host: Tina Tenant / Turner S..., Property: One Corporate Tower.

Date	Visitor	Host	Property
Dec 13 at 8:30 am	Mike Butron / Davis Par...	Adam Miedema / Adobe	One Corporate Tower
Dec 16 at 11:00 am	Mike / Truong	Adam Meade / Turner ...	One Corporate Tower ...
Dec 20 at 8:30 am	Mike Butron / Davis Par...	Adam Miedema / Adobe	One Corporate Tower
Dec 21 at 2:42 pm	Mike / Foreman	Tina Tenant / Turner S...	One Corporate Tower

2. To edit the visit event details, click **Edit** from the appropriate section of the left-hand pane.

The screenshot shows the left-hand pane of the software. It has four sections: EXPECTED, HOST, LOCATION, and ADDITIONAL INFORMATION. Each section has an 'Edit' button highlighted with a red box. The EXPECTED section shows: Expected: Dec 13, 2010 at 8:30 am. The HOST section shows: Contact: Adam Miedema, Phone: 323.327.1827, Tenant: Adobe, Phone: 323.327.1827. The LOCATION section shows: Property: One Corporate Tower, Building: Tower One, Floor: 01, Suite: 105. The ADDITIONAL INFORMATION section shows: Group Size: 1, Email Notification: No, Notes: (empty).

EXPECTED

Expected: Dec 13, 2010 at 8:30 am

(Edit)

HOST

Contact: Adam Miedema

Phone: 323.327.1827

Tenant: Adobe

Phone: 323.327.1827

(Edit)

LOCATION

Property: One Corporate Tower

Building: Tower One

Floor: 01

Suite: 105

(Edit)

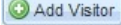
ADDITIONAL INFORMATION

Group Size: 1

Email Notification: No

Notes:

(Edit)

3. To add a visitor to the visit event, click  in the right-hand pane, and fill out the required information about the new individual.

The screenshot shows the 'Visitors' section of the software. At the top, there's a 'Check In' button, a 'Check Out' button, a 'Print Badges' button, a 'Take Photo' button, and a 'Add Visitor' button highlighted with a red box. Below this is a table with columns: Name, Company, Status, Badge Printed, and Picture. The first row is: Name: Mike Butron, Company: Davis Partners, Status: Expected. The second row is: Name: Katherine Truong, Company: Davis Partners, Status: Expected.

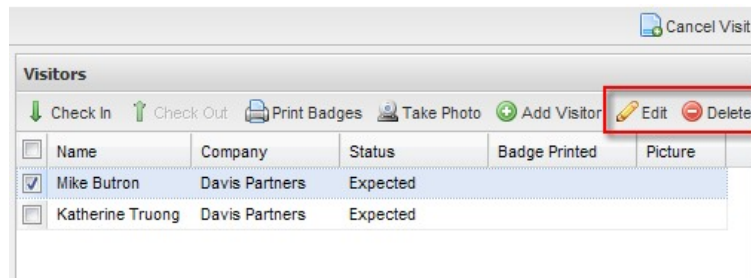
Name	Company	Status	Badge Printed	Picture
Mike Butron	Davis Partners	Expected		
Katherine Truong	Davis Partners	Expected		

Note:

- Depending on how you initially navigated to the Visit Event, upon adding another visitor so that the total number of visitors adds up to at least two, the Visit Event will be added to the **Group List**.
- Click **Save**.

Edit/ Delete Visitor:

- To edit visitor details (i.e. Name, Company) select the individual and click **Edit** or **Delete**.



- Through the pop-up window, make the desired changes and click **Save**.

