

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**.

Date	Visitor	Host	Property
Dec 13 at 8:30 am	Mike Butron / Davis Par...	Adam Miedema / Adobe	One Corporate Tower
Location: Tower One » 01 » 105 Arrival Notification: No			
Dec 16 at 11:00 am	Mike / Truong	Adam Meade / Turner ...	One Corporate Tower ...
Location: Tower 2 » 04 Arrival Notification: Yes			
Dec 20 at 8:30 am	Mike Butron / Davis Par...	Adam Miedema / Adobe	One Corporate Tower
Location: Tower One » 01 » 105 Arrival Notification: No			
Dec 21 at 2:42 pm	Mike / Foreman	Tina Tenant / Turner S...	One Corporate Tower

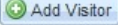
2. To edit the visit event details, click **Edit** from the appropriate section of the left-hand pane.

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.

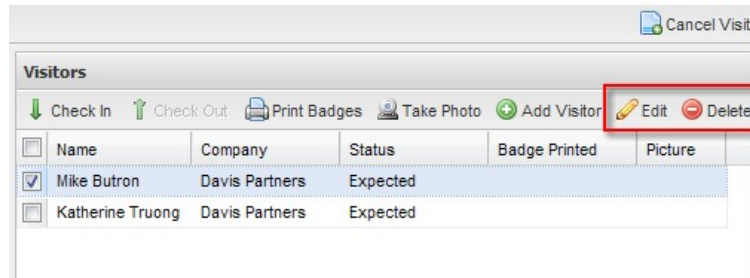
Name	Company	Status	Badge Printed	Picture
<input type="checkbox"/>	Mike Butron	Davis Partners	Expected	
<input type="checkbox"/>	Katherine Truong	Davis Partners	Expected	

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**.
4. Click **Save**.

Edit/ Delete Visitor:

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



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

