

Visitor Search

[Control Panel](#) > [Work Order](#) > [Search](#) > [VS Search](#)

1. Click on **VS Search** from the Search drop-down menu.
2. To search for a desired **Visit Event**, specify the appropriate search preferences by clicking on the drop down menu to show all available options according to:
 - a. Visitor Name
 - b. Visitor Company
 - c. Entered By
 - d. Tenant
 - e. Contact
 - f. Property
 - g. Building
 - h. Date
 - i. Status
 - j. Keywords

Notes:

- At minimum, the **Status** and **Date** must be filled out to complete a search.
- If certain search options do not apply to your preferences, simply leave them blank.

3. Click **Search**
4. Depending on the specified search options, the Visit Events will be displayed according to: **Expected Time**, **Building**, **Visitor(s) Name(s)**, **Host**, **Check-In Status**, and **Check-Out Status**.
5. To open/ view a visit event click on the **Expected Time** associated with the desired visit.

14 record(s) found...

VISITS					
Expected Time	Building	Visitor(s)	Host	Checked-In	Checked-Out
12/28/10 2:00 PM	Tower One	Kat (+1) Marmalade	Keisuke Takashi Deloitte		
12/27/10 8:30 AM	Tower One	Mike Butron (+1) Davis Partners	Adam Miedema Adobe		
12/21/10 2:42 PM	Tower One	Mike (+1) Foreman	Tina Tenant Turner Services		
12/20/10 5:55 AM	Tower One	Mike Butron (+1) Davis Partners	Adam Miedema Adobe		