## 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.

Visitor Name:	Kat Marmalade		Required:	⊙ Year: 2010 ¥ Month: Decer ¥
Visitor Company:	CBRE			O From: To:
Entered by:	Oali		Status:	Any Status
	◯ Tenant			Cancelled Created
	Employee Caster, Daisy	*		or calco
Tenant:	GE			
Contact:	Gary Electric			
Property:	One Corporate Tower	~	Keywords:	
Building:	Tower One	~		

- 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					
<u>12/28/10</u> 2:00 PM	Tower One	Kat (+1) Marmalade	Keisuke Takashi Deloitte							
<u>12/27/10</u> 8:30 AM	Tower One	Mike Butron (+1) Davis Partners	Adam Miedema Adobe							
<u>12/21/10</u> 2:42 PM	Tower One	Mike (+1) Foreman	Tina Tenant Turner Services							
12/20/10 8:30 AM	Tower One	Mike Butron (+1) Davis Partners	Adam Miedema Adobe							