

Visitor Security Reports

Report	Description	Options
Visitor List	This report shows expected visitors where the date expected is within the date range for each property. The visits are grouped by the Host Tenant and date expected and shows each visitor check in and out times. The report also shows a Pre-Authorized Visit column that states if each visitor was entered through the Tenant Website or not. Cancelled visits are not included. The end of the report shows each tenant's total of expected visitors, visitors checked in and out, and Pre-Authorized visitors, as well as percentages for visitors checked in, checked out, and Pre-Authorized.	Data Sorting: Property, Building, Tenant, Date.
Visitor List Summary	This report shows a summary of expected visitors where the date expected is within the date range for each property. The visits are grouped by the Host Tenant and date expected. The report has a Pre-Authorized Visit column that shows totals and percentage of visitors who were entered through the Tenant Website as well as totals and percentages of visitors who have checked in and checked out. Cancelled visits are not included. The end of the report shows each tenant's total of expected visitors, visitors checked in and out, and Pre-Authorized visitors, as well as percentages for visitors checked in, checked out, and Pre-Authorized.	Data Sorting: Property, Building, Tenant, Date.