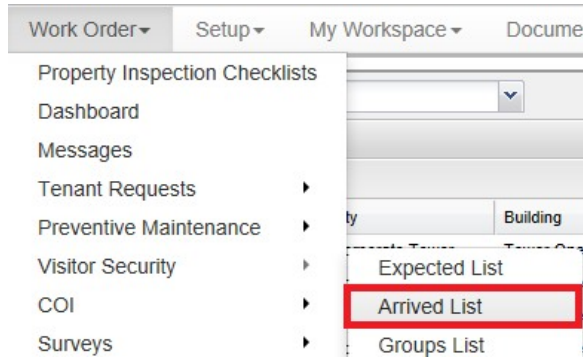


Checking Out a Visitor

[Work Order > Visitor Security](#)

Checking Out a Visitor:

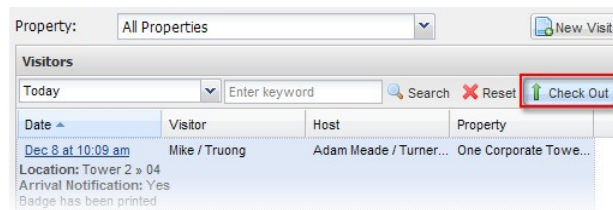
1. Go to **Work Order > Visitor Security > Arrived List**.



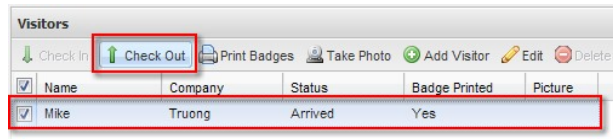
Note:

- After a visitor has been checked in, the visit will have been moved from either the **Groups List** or **Expected List** to the **Arrived List**.
-

2. Locate and select the visitor's name.
3. Click on the **Check Out** button.



4. **OR** double-click on the visitor's name from the list to display the visit event details.
5. Select the visitor's name from the **Visitors** list and click **Check Out**.



6. The status will change from **Arrived** to **Checked Out**. The checked out visitor will no longer be displayed on any of the three lists.