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.

Visitors							
Today		~	Enter keyword		Search 🔀 Reset		1 Check Out
Date 🔺	Visit	Visitor		Host		Property	
Dec 8 at 10:09 Location: Tov Arrival Notific	<u>9 am</u> Mike ver 2 » 04 ation: Yes	/ Tru	iong	Adam Me	ade / Turner	One Corpor	ate Towe

- 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.

Visitors					
👃 Check In	1 Check Out	Print Ba	adges 🔐 Take Photo	🕑 Add Visitor 🏑	Pedit 🥥 Delete
Name	Com	pany	Status	Badge Printed	Picture
🔽 Mike	Truo	ng	Arrived	Yes	

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