





# Restricted Visitors

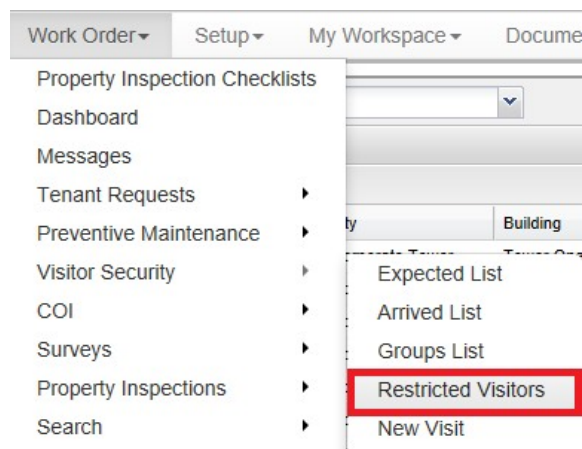
[Work Order](#) > [Visitor Security](#) > [Restricted Visitors](#)

## Restricted Visitors:

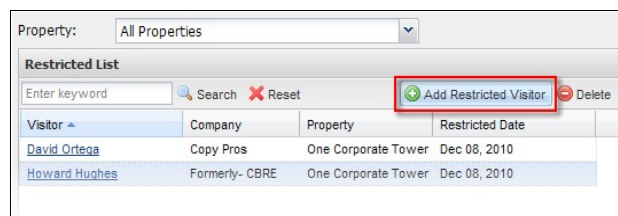
The **Restricted Visitors** list can be used to identify individuals who, for reasons of security, should not be permitted access to properties. Visitor names are compared against the names in the **Restricted Visitors** list and possible matches are flagged in the **Expected List** and on the **Visit Details** screen.

### Adding a Restricted Visitor:

1. Go to **Work Order** > **Visitor Security** > **Restricted Visitors**.



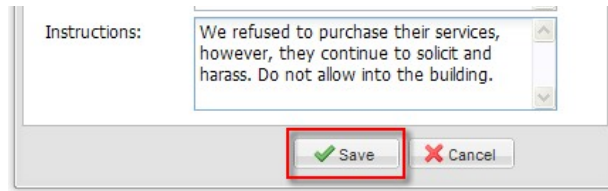
2. Click on **Add Restricted Visitor** on the top right.



3. Fill out all applicable information that would allow your building's front desk or security to prevent an unwanted visitor from entering the building.


A screenshot of the 'Restricted Visitor' form. The fields are filled out as follows:

- Name: David Ortega
- Alias: (empty)
- Company: Copy Pros
- Property: One Corporate Tower (dropdown)
- Requested By: Mike Butron
- Last Updated By: Daisy Caster
- Profile: Male, Lows 30's, tall, dark short black hair, green eyes, slim build.



4. Click on **Save**.

#### Deleting a Restricted Visitor:

1. Go to **Work Order > Visitor Security > Restricted Visitors**.
2. From the **Restricted List**, click on the name of the visitor of whom you wish to remove from the **Restricted Visitors** list.
3. Click on  **Delete** on the top right.
4. Click on **Yes** when the confirmation box pops up.

