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.

Property:	All Pr	Il Properties			
Restricted I	List				
Enter keyword		🔍 Search 💢 Reset		Add Restricted Visitor	
Visitor 🔺		Company	Property	-	Restricted Date
David Ortega		Copy Pros	One Corporate T	Tower	Dec 08, 2010
Howard Hug	hes	Formerly- CBRE	One Corporate T	Tower	Dec 08, 2010

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.

Restricted Visito	or	
Name:	David Ortega	
Alias:		
Company:	Copy Pros	
Property:	One Corporate Tower	*
equested By:	Mike Butron	
ast Updated By:	Daisy Caster	
rofile:	Male, Lows 30's, tall, dark short black hair, green eyes, slim build.	~
		~

Instructions:	We refused to purchase their services, however, they continue to solicit and harass. Do not allow into the building.		
	All Sava	1	

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 Othe top right.
- 4. Click on **Yes** when the confirmation box pops up.

Confirm				×
?	Are you sure	you want	to delete this rest	ricted visitor?
		Yes	No	