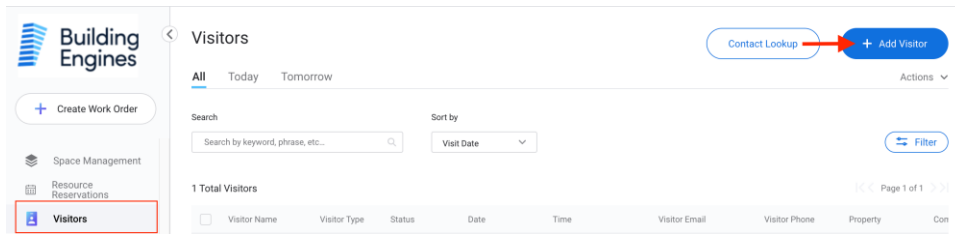


Adding a Visitor

1. Navigate to the Visitors tab and click the blue Add Visitor button in the top right corner of the page.



2. Click the drop downs to select a Property and Company

The 'New Visit' form is shown. The 'Property' dropdown is set to 'Spring District (NE District Way, Bellevue WA)' and the 'Company' dropdown is set to 'Building Engines-JH'. Red arrows point to these two dropdowns. Other fields include 'Floor / Suite' (set to 'Choose Floor or Suite'), 'Visitor Type' (radio buttons for 'Guest' and 'Vendor', with 'Guest' selected), and 'Guest Visitor' (fields for 'First Name' and 'Last Name'). At the bottom, there are 'Save & Check In' and 'Save' buttons.

3. Choose a floor or suite for the visit

The 'New Visit' form is shown. The 'Property' dropdown is set to 'Spring District (NE District Way, Bellevue WA)' and the 'Company' dropdown is set to 'Building Engines-JH'. The 'Floor / Suite' dropdown is highlighted with a red arrow. Other fields include 'Visitor Type' (radio buttons for 'Guest' and 'Vendor', with 'Guest' selected), and 'Guest Visitor' (fields for 'First Name' and 'Last Name'). At the bottom, there are 'Save & Check In' and 'Save' buttons.

4. Select a Visitor type from Guest or Vendor

5. If the Visitor is a **Guest**, enter their first and last name. You can enter email, phone number, company name, and a photo, but these are optional.


New Visit

Visitor Type
 Guest Vendor

Guest Visitor

First Name Last Name

Email (Optional) Mobile Phone (Optional)

Company Name (Optional) Visitor Photo (Optional)  + Add Photo

Visit

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6. If the visitor is a **Vendor**, select the Vendor Company and Vendor Employee from the respective drop downs, then enter the visitor's first and last name. You can enter email, phone number, company name, and a photo, but these are optional.

New Visit


Visitor Type
 Guest Vendor

Vendor Visitor

Vendor Company Vendor Employee

First Name Last Name

Email (Optional) Mobile Phone (Optional)

Company Name (Optional) Visitor Photo (Optional)  + Add Photo

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7. Fill out the Visit information including Date and Host.

New Visit

Visit

Date	From (Optional)	To (Optional)
<input type="text" value="07/12/2021"/>	<input type="text" value="Choose From"/>	<input type="text" value="Choose To"/>
Host	<input type="button" value="All Day"/> <input type="button" value="Custom"/>	
<input type="text" value="Enter Host"/>	Requested For (Optional)	<input type="text" value="Choose Requested For"/>
Instructions (Optional) <input type="checkbox"/> Hide from visitor	Reason for Visit (Optional)	
<input type="text" value="Add instructions here"/>	<input type="text" value="Add reason here"/>	

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8. You can add a time period for the visit, who the request is for, instructions and reason for visit. These are all optional.

9. Once all required information is complete, click the blue Save button at the bottom of the page.

