AWAREMANAGER

Select the 👥 Visitor tab at the top of the screen to go to the Visitor view.

To edit a Visitor request, start by selecting it from the list; the full record will appear to the right. Press the ✏️ icon appearing above it to open the record in Edit mode.

The fields you see are based on your system setup; contact your system administrator if you have any questions.

Visitor Request

51723 32566

Created: May 20, 2015 1:09PM | Entered By: MB | Status: Requested

Close Edit Mode

* First Name
Johnathan

* Last Name
Ayers

* Contact
Bonnie Marko

* Contact Phone Number
555-555-5555

* Visitor Type
Building Visitor

Upload Files *image, pdf, or document*
CHOOSE

Files
JohnathanAyers.jpg 🗑️

* Expected Date
05/31/2015 | 12 : 00 PM
HH   MM

* Expiration Date
06/03/2015 | 12 : 00 AM
HH   MM

Call on Check In
Yes

Instructions
Lorem ipsum dolor sit amet, consectetur adipiscing elit. In venenatis, nulla non finibus blandit, elit sem euismod ipsum, non facilisis sapien erat ac felis. Aenean a auctor nulla. Donec a lacinia tortor. Phasellus at felis sem. Sed vulputate in metus a tristique. Aliquam finibus sapien velit, eu ullamcorper leo fermen in. Donec vitae fringilla augue, in tempor diam.

Save   Clear

The following are some guidelines when editing Visitor requests:

- Fields prefaced with * are mandatory and must be filled in
- Press **Save** to save your changes
- Press **Clear** to revert back to the values that were last saved for the request
- Press **Close Edit Mode** to cancel out of editing. You will be prompted to confirm this action.
- When Editing Visitor requests, some fields will be linked fields, and some will be free-form text fields. Linked fields will contain a drop down menu from which you can select by pressing the arrow. These fields may constrain other choices based on your selection.
- You can upload files by clicking "Choose". You can also delete attached files by selecting the 🗑️ icon
- The ℹ️ icon located at the top right is for informational purposes