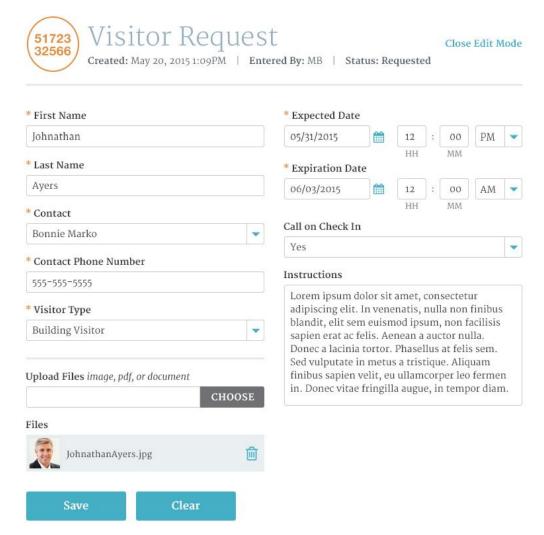


Select the Visitor tab at the top of the screen to go to the Visitor view.

To edit a Visitor request, start by selecting it from the list; the full record will appear to the right. Press the con 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.



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 icon located at the top right is for informational purposes