

**Administration**

The Gateway desktop application allows users to submit and review requests for Work and Visitors. This document focuses on the administration of Visitor-specific features.

By selecting the Portal Visitor Fields tab within a permission group record, you have the ability to define which Visitor-related fields appear in the Gateway desktop application. For each field you can specify the following:

- Field Name: adding a field name will enable that field to appear in Gateway
- Division: select the division you want the field to appear in (selecting Global will make that field available across all divisions)
- Persistent: this will save your selection within that specific field name for the duration of your current session (For example: if you select “Vendor” under Visitor Type, this will automatically be selected if you enter another Visitor request while still logged in to Gateway)
- Mandatory: requires the field to be filled out before the Visitor request can be submitted
- Add: check this box if you want this field available during entry
- Edit: check this box if you want this field available when editing Visitor requests
- View: check this box if you want this field to be visible when viewing Visitor requests

Field Name	Division	Persistent	Mandatory	Add	Edit	View	Search	List
Expected Date	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expiration Date	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Call On Check In	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entered By	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Host: Contact	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Host: Phone	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entered Date	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructions	Global	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

All linked fields included will appear as drop-downs/lists to the user. For any linked fields, you can specify which values will be available to the end users by assigning Web Text to these fields. Any fields without web text will not appear as an option in the drop-down menus in Gateway.

Web Text:

Portal Description:

To further constrain what values can be seen in Gateway on an individual basis, Access Groups can be assigned to each user. For more information, please see the reference on Access Groups.