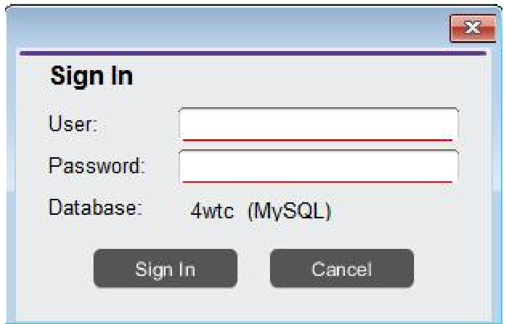
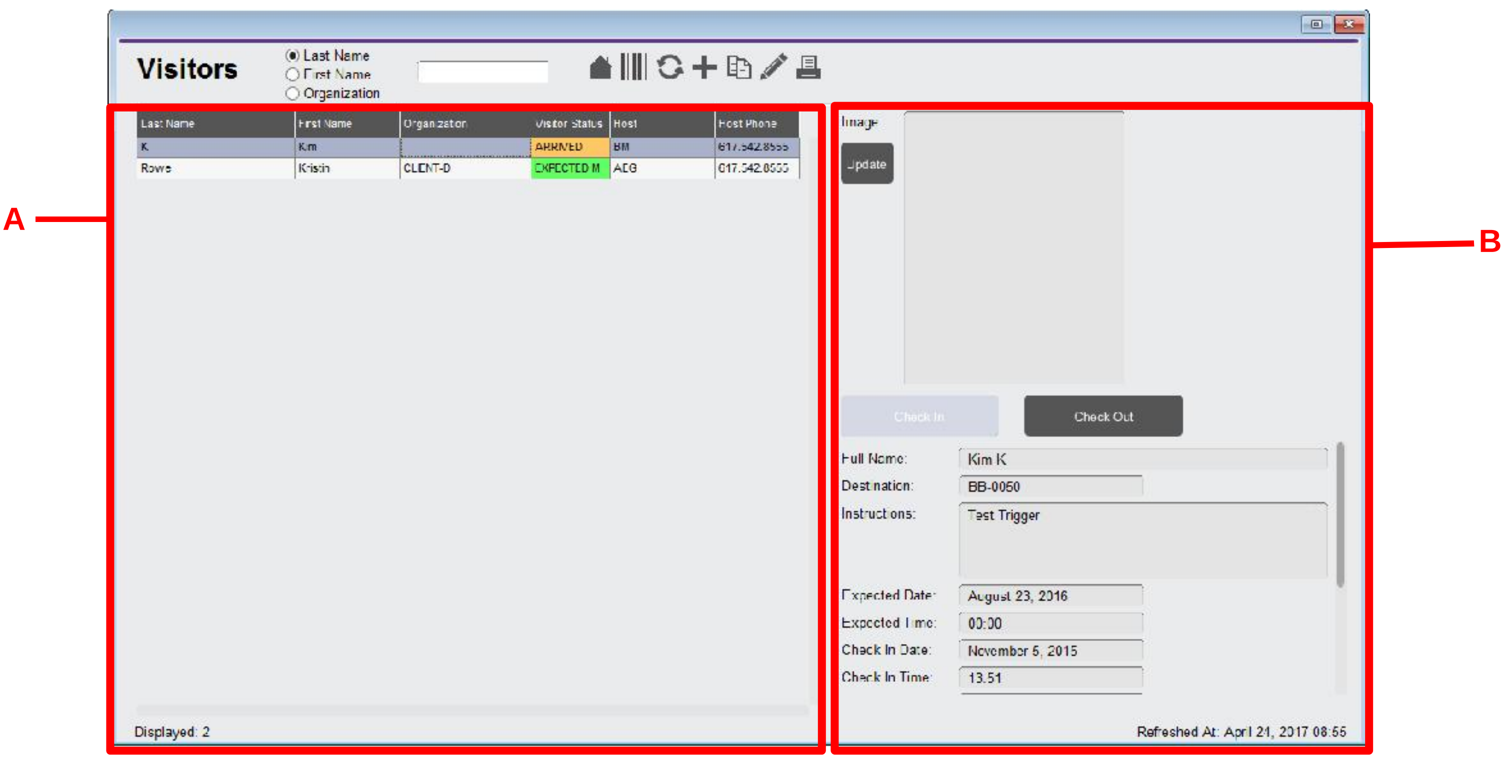
Checking In Visitors

1. Click on the AwareManager icon on your desktop.

2. You will then be prompted to **Sign In** to the program using your Security credentials.



3. After you sign in, you will be taken directly to the **Visitor Console**. This is where Visitors will be **Checked In** and **Checked Out.**

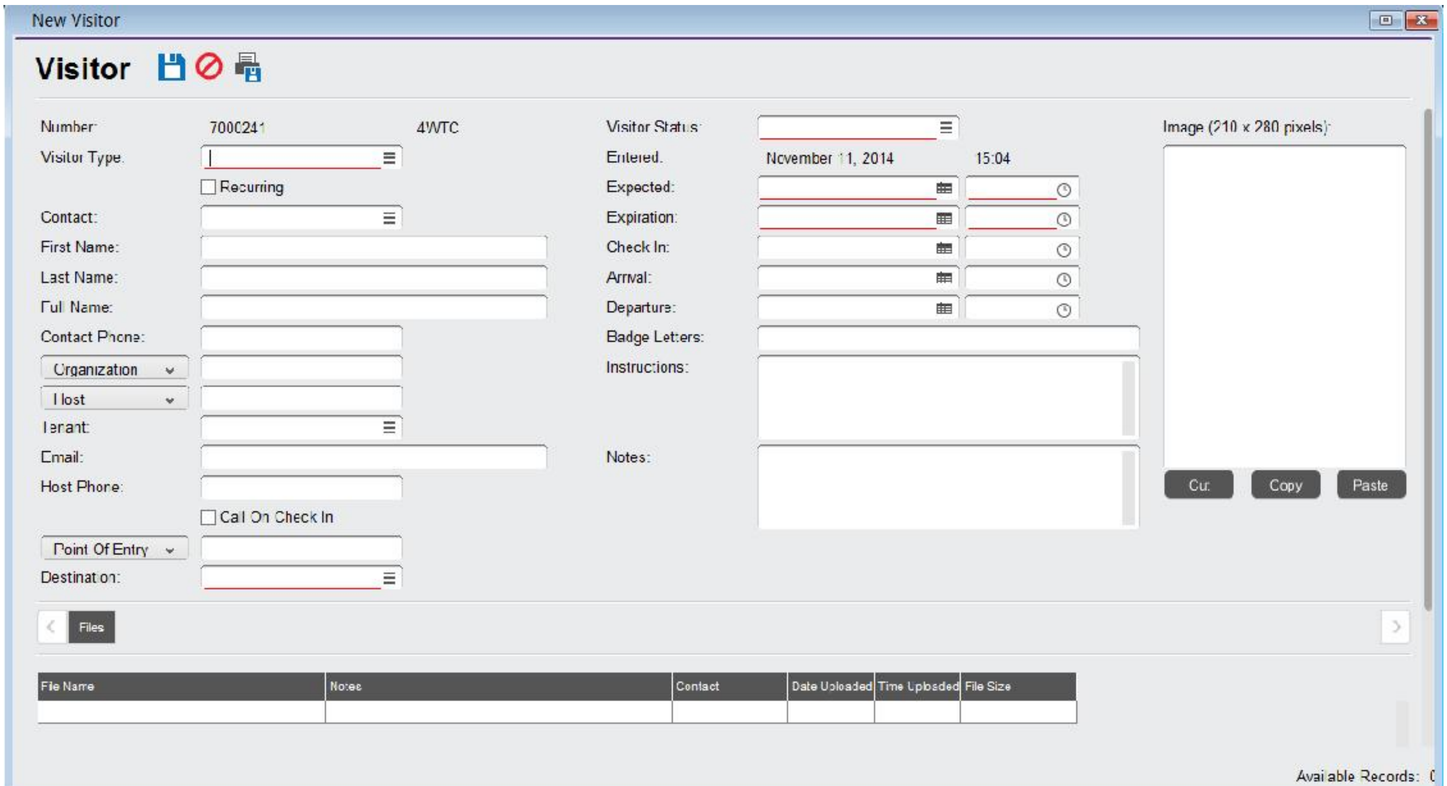


A. The left side of this window will list all of the **Expected Visitor** records that will be arriving on the premises.

B. When you select one of the records from your Expected Visitor list, the information pertaining to that record will appear on the right hand side. To make searching for a visitor more convenient, you may filter the list by clicking the triangle that appears beside each field name. Additionally, you can search for a first name, last name, or organization by selecting the appropriate field and typing in the search bar above the list. Once you have selected the Visitor record and reviewed the information, click on **Check In** and the badge will print automatically.

Adding a Visitor

1. If you do not see the Visitor record in your Expected list, you have the ability to **Add** a record from the Visitor Console by clicking on the  icon. The New Visitor screen will appear as shown below.



2. Here, you will be prompted to add specific information pertaining to the Visitor. Any fields that you see underlined in red are **mandatory fields** and if left blank, you will not be able to save the Visitor record.
   a. **Visitor Type** – You have two choices for Visitor Type: **VISITOR** and **VISITOR-R**. VISITOR should be used for someone who will be accessing the building for just the day. VISITOR-R should be used if someone will on-site for multiple days.
   b. **First**, **Last** and **Full Name** are required for the name to appear on the badge.

c. **Organization** – If you click on this field title, you will get see a drop down list that includes Tenant and Vendor. Select **Tenant** or **Vendor** and enter the appropriate record.

d. **Host** – If you click on this field title, you will get a drop down list that includes Host and Contact. If you know the specific individual that the Visitor is here to see, select **Contact** and enter the appropriate record. This will default the Host Tenant, Host Email and the Host Phone Number.

e. **Point of Entry** – This field will automatically populate with information once you have selected a Visitor Type.

f. **Destination** – Choose the correct **Unit** record in which the Visitor will be going.

g. **Visitor Status** – This field will automatically populate to **Expected**, once the Visitor Type has been selected.

h. **Expected Date/Time** – These fields will automatically populate to the **Current Date/Time** once the Visitor Type has been selected.

i. **Expiration Date/Time** – If you **click** on the Expiration Date field and hit the **Tab** button on your keyboard, the Expiration Date/Time will automatically populate.

3. Once you have gone through those steps, you can click on the **Save** icon  and you will be taken back to the Visitor Console screen where you will then be able to Check In that Visitor.

Checking Out Visitors

1. In the Visitor Console, click on the **Check Out** button and the Visitor record will be changed from an Arrived status to a **Departed** status. You will know that the Visitor record has been successfully checked out when that button is shaded gray.