

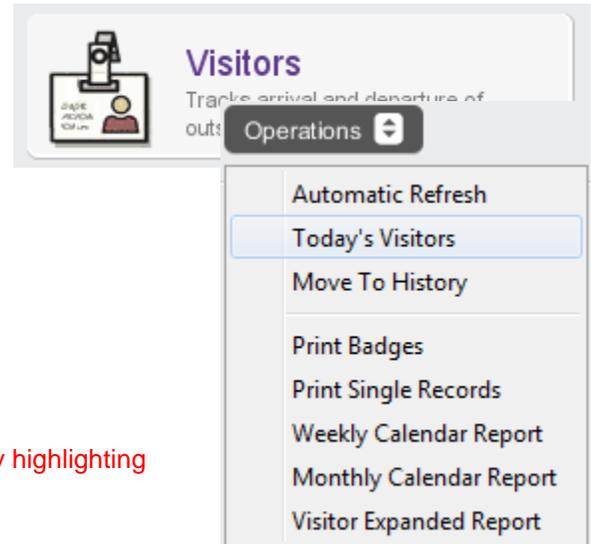
**Checking in Visitors**

1. **Sign Into** the AwareManager JXT.
2. Right-click on the **Visitors** icon, select **Open With No Records**.

The Visitor List window will open.

3. On the Operation menu, select **Today's Visitors**.

The list of Visitors expected for the day will open.



**Note:** you can check in and print badges for multiple visitors at a time by highlighting more than one line in the list view

4. Using one of the techniques described below, locate and highlight the Visitor to check in.
5. Click on the **Visitor Status** pencil to edit/change.

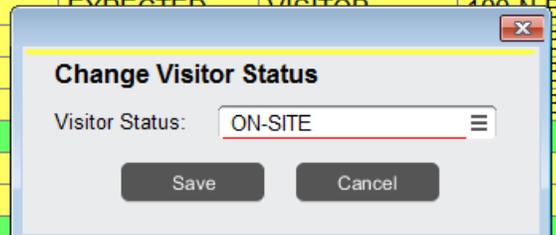
The Change Visitor Status window will open.

**Visitor List** [Home] [Add] [Edit] [Delete] [Filter] [Search] [Refresh] [Print] [Export] [Operations]

| Number | Full Name      | Entered Date     | Expected Time | Visitor Status | Visitor Type | Destination     | Instructions |
|--------|----------------|------------------|---------------|----------------|--------------|-----------------|--------------|
| 0100   | Bradford Cox   | October 29, 2010 | 10:00         | ON-SITE        | VENDOR       | 100-N BEAC-0320 |              |
| 0103   | Luol Deng      | November 2, 2010 | 13:00         | ON-SITE        | VISITOR      | 100-N BEAC-01LR | dsadasdasd   |
| 0104   | Dave Shuettner | November 2, 2010 | 00:00         | EXPECTED       | VISITOR      | 100-S BEAC-01   |              |
| 0106   | Frank Dividemo | November 2, 2010 | 01:00         | EXPECTED       | VISITOR      | 100-N BEAC-02LR |              |

6. Change the Visitor Status to **CHECKED IN** or **ON-SITE**.
7. Click on the Save button to save.

|      |                  |                   |       |          |         |          |
|------|------------------|-------------------|-------|----------|---------|----------|
| 0104 | Dave Shuettner   | November 2, 2010  | 00:00 | EXPECTED | VISITOR | 100-S BE |
| 0106 | Frank Dividemo   | November 2, 2010  | 01:00 | EXPECTED | VISITOR | 100-N BE |
| 0107 | Corey Chenevert  | November 2, 2010  | 01:00 | EXPECTED | VISITOR | 100-N BE |
| 0108 | I-Fan Chen       | November 8, 2010  | 01:00 |          |         | BE       |
| 0109 | Brandon Jennings | November 10, 2010 | 06:00 |          |         | BE       |
| 0114 | Maureen Doran    | December 2, 2010  | 10:00 |          |         | BE       |
| 0119 |                  | December 17, 2010 | 15:24 |          |         |          |
| 0133 | I-Fan Chen       | January 12, 2011  | 12:53 |          |         |          |
| 0134 | I-Fan Chen       | January 12, 2011  | 12:53 |          |         |          |
| 0151 | Adrian Gonzalez  | January 12, 2011  | 13:21 |          |         |          |



There are many techniques for sorting and searching for Visitors

### Sort the List by any of the Column Headings

Click the column heading and the list will sort by that value.

Frequent sorts: Last name, First Name, Host Name, Tenant.

| Number | Full Name ▲      | Entered Date      | Expected Time | Visitor Status | Visitor Type | Destination     | Instructions |
|--------|------------------|-------------------|---------------|----------------|--------------|-----------------|--------------|
| 0100   | Bradford Cox     | October 29, 2010  | 10:00         | ON-SITE        | VENDOR       | 100-N BEAC-0320 |              |
| 0109   | Brandon Jennings | November 10, 2010 | 06:00         | EXPECTED       | VISITOR      | 100-N BEAC-01LR |              |
| 0175   | Chuck D          | April 14, 2011    | 02:00         | EXPECTED       | VENDOR       |                 | an enemy to  |
| 0169   | Corey Chenevert  | April 4, 2011     | 17:00         | EXPECTED       | VISITOR      | 100-N BEAC-0200 | Say yeah     |

The Triangle indicates the sort order (click it to toggle the views):



Ascending



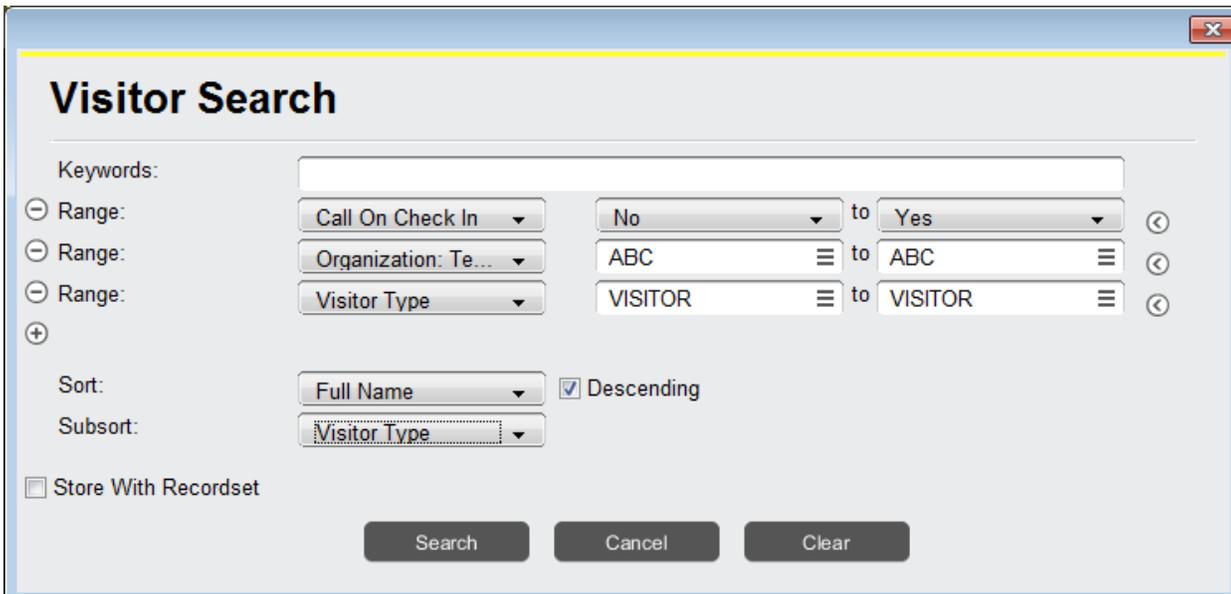
Descending

### Expanded Search

Open your Search window by clicking on the Magnifying glass.

| Date    | Expected Time | Visitor Status |
|---------|---------------|----------------|
| 9, 2012 | 16:42         |                |
| 7, 2011 | 14:52         | EXPECTED       |

You can enter in multiple criteria to search including: Visitor Type, and Client. You can designate a Sort and Subsort.



**Visitor Search**

Keywords:

Range:   to

Range:    to

Range:    to

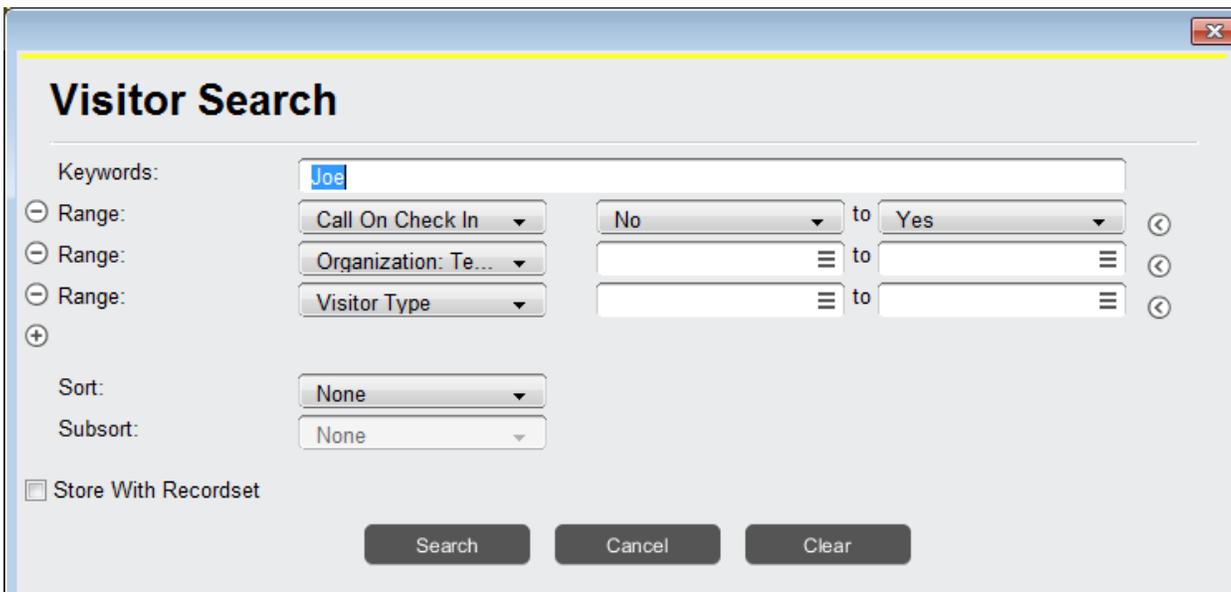
Sort:   Descending

Subsort:

Store With Recordset

### Key Word Search

You can also enter in a single word to search by (such as first name or last name).



**Visitor Search**

Keywords:

Range:   to

Range:    to

Range:    to

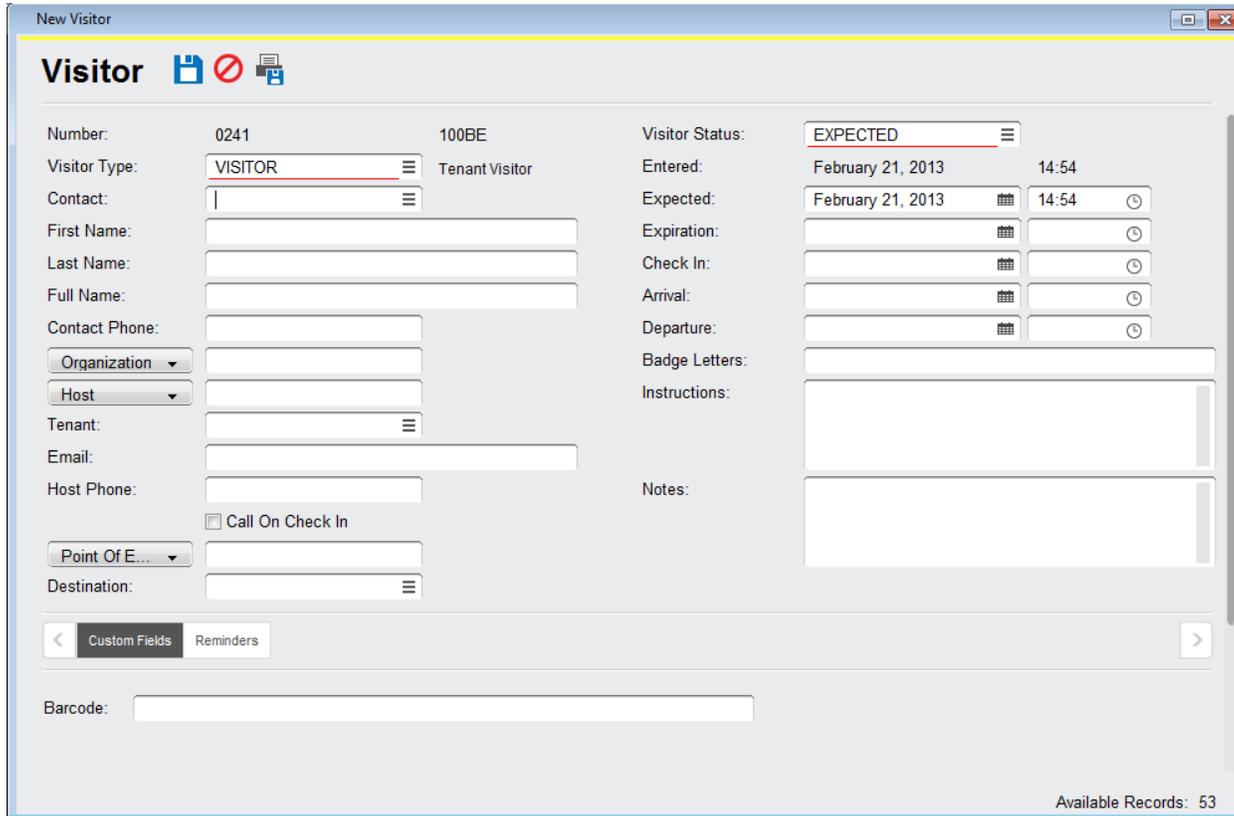
Sort:

Subsort:

Store With Recordset

## Visitor Entry

To add a visitor click the **+** icon at the top of the Visitor List:



The screenshot shows a 'New Visitor' form with the following fields and values:

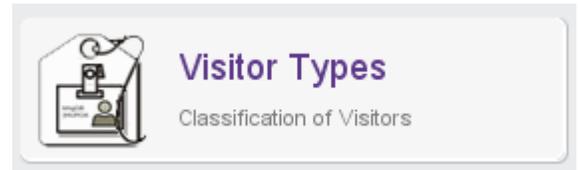
- Number:** 0241, 100BE
- Visitor Status:** EXPECTED
- Visitor Type:** VISITOR (dropdown), Tenant Visitor
- Entered:** February 21, 2013, 14:54
- Expected:** February 21, 2013, 14:54
- Expiration:** (calendar icon), (clock icon)
- Check In:** (calendar icon), (clock icon)
- Arrival:** (calendar icon), (clock icon)
- Departure:** (calendar icon), (clock icon)
- Badge Letters:** (text input)
- Instructions:** (text area)
- Notes:** (text area)
- Call On Check In:**
- Point Of E...:** (dropdown)
- Destination:** (dropdown)
- Organization:** (dropdown)
- Host:** (dropdown)
- Tenant:** (dropdown)
- Email:** (text input)
- Host Phone:** (text input)
- Barcode:** (text input)

At the bottom right of the form, it says 'Available Records: 53'.

**Visitor Types**

Categories of Visitors can be added as client sees fit.

Common Examples:

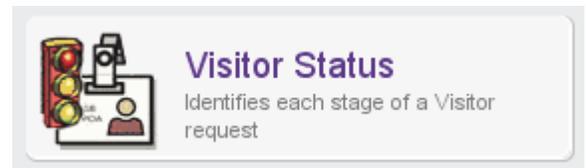


| <b>Code</b> | <b>Description</b>        |
|-------------|---------------------------|
| CONTRACTOR  | Contractor                |
| VISITOR     | Building Visitor (Tenant) |
| MESSENGER   | Messenger                 |
| VENDOR      | Vendor                    |

**Visitor Status**

Indicates the current status of the Visitor, can be added as client sees fit.

Common Examples:



| <b>Code</b> | <b>Description</b>                            | <b>Color Alert</b> |
|-------------|---|--------------------|
| DENYACCESS  | The visitor is not allowed on the property    | Red                |
| EXPECTED    | The visitor is expected to arrive             | Yellow             |
| ON SITE     | The visitor has checked in and is on-site     | Green              |
| CANCELLED   | The visitor is not coming                     | None               |
| CHECK OUT   | The visitor has checked out/left the building | None               |