Checking in Visitors
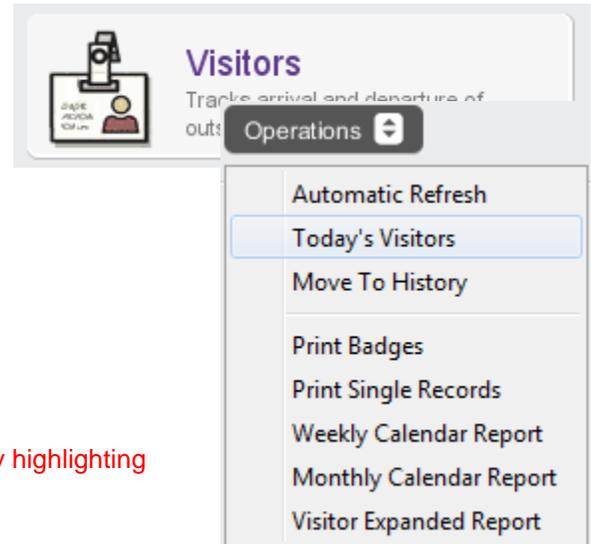
1. **Sign Into** the AwareManager JXT.

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.

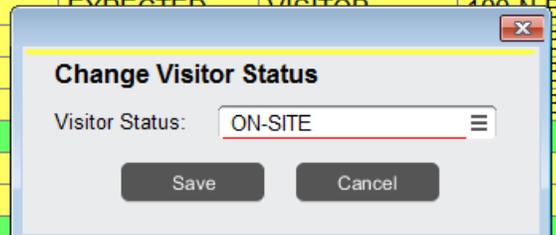5. Click on the **Visitor Status** pencil to edit/change.

   The Change Visitor Status window will open.

Visitor List

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			
0108	I-Fan Chen	November 8, 2010	01:00			
0109	Brandon Jennings	November 10, 2010	06:00			
0114	Maureen Doran	December 2, 2010	10:00			
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			

Change Visitor Status

Visitor Status: ON-SITE

Save   Cancel

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):
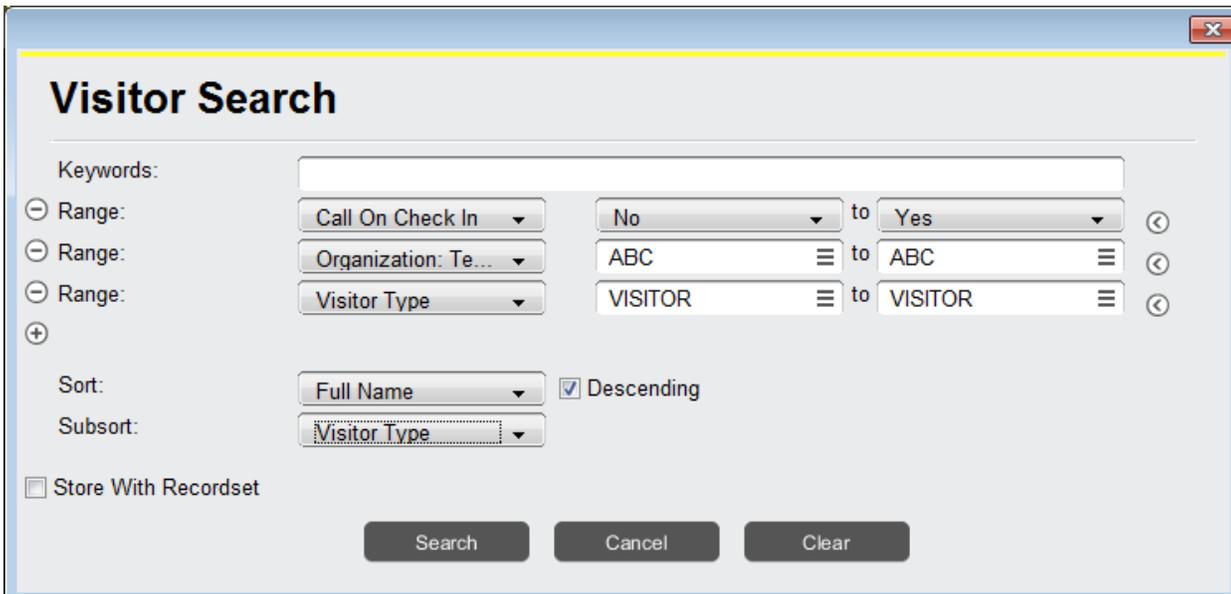
▲ **Ascending**

▼ **Descending**

Expanded Search

Open your Search window by clicking on the Magnifying glass.

Date	Expected Time	Visitor Status
29, 2012	16:42	
7, 2011	14:52	EXPECTED

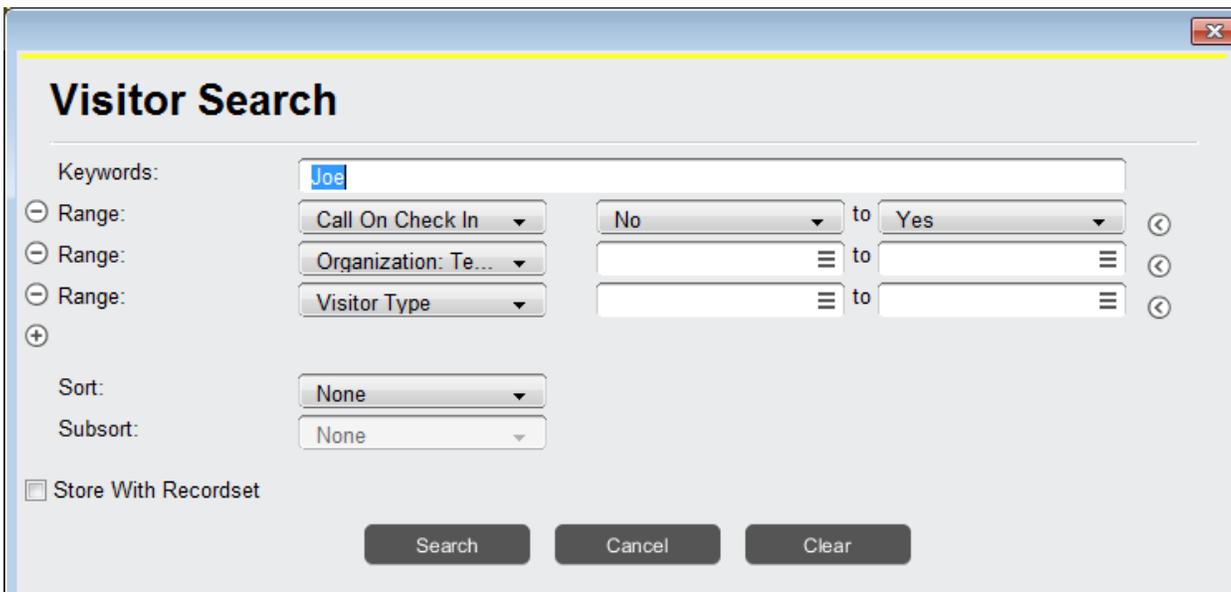You can enter in multiple criteria to search including: Visitor Type, and Client. You can designate a Sort and Subsort.

Key Word Search

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

A W A R E M A N A G E R

Visitor Entry

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

Visitor Types

Categories of Visitors can be added as client sees fit.
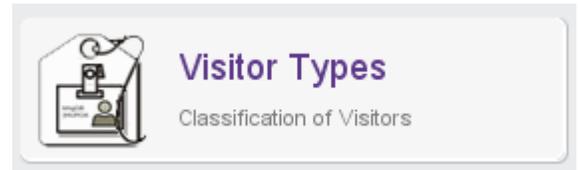
Common Examples:
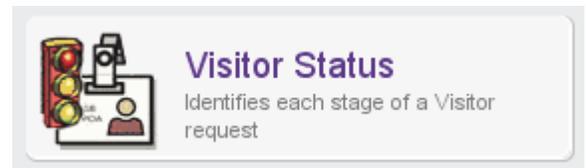
Code	Description
CONTRACTOR	Contractor
VISITOR	Building Visitor (Tenant)
MESSENGER	Messenger
VENDOR	Vendor

Visitor Status

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

Common Examples:

Code	Description	Color Alert
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