

Add Visitors (Bulk Entry)

From the Visitor entry screen you have the option to add Visitor requests individually or in Bulk entry. This can be done by manually adding names or by copying names from a list and pasting them into the bulk entry field.

Names should be entered in the format of 'First name Last name' with one entry per each line. The first value will always be recognized as the 'First name' and the second value will always be recognized as the 'Last name'. Each line should be separated with a line break.

Complete any additional fields as necessary and press 'Submit' button to complete the request. The fields you see are based on your system setup; contact your system administrator if you have any questions

The following are some items to note when adding Bulk Entry Visitor requests:

- Fields prefaced with * are mandatory and must be filled in
- If you see a file link at the bottom of the entry window, you may upload one or more files along with your request. This is helpful if, for instance, if you would like to attach a photo of the Visitor.
- Press **Save** to enter your request. You will see a Visitor Request Number as an indicator that the request was successfully received. In addition, you may get an email confirmation as well.
- Press **Clear** to clear out the values you have entered and start with a blank screen
- The  icon located at the top right is for informational purposes