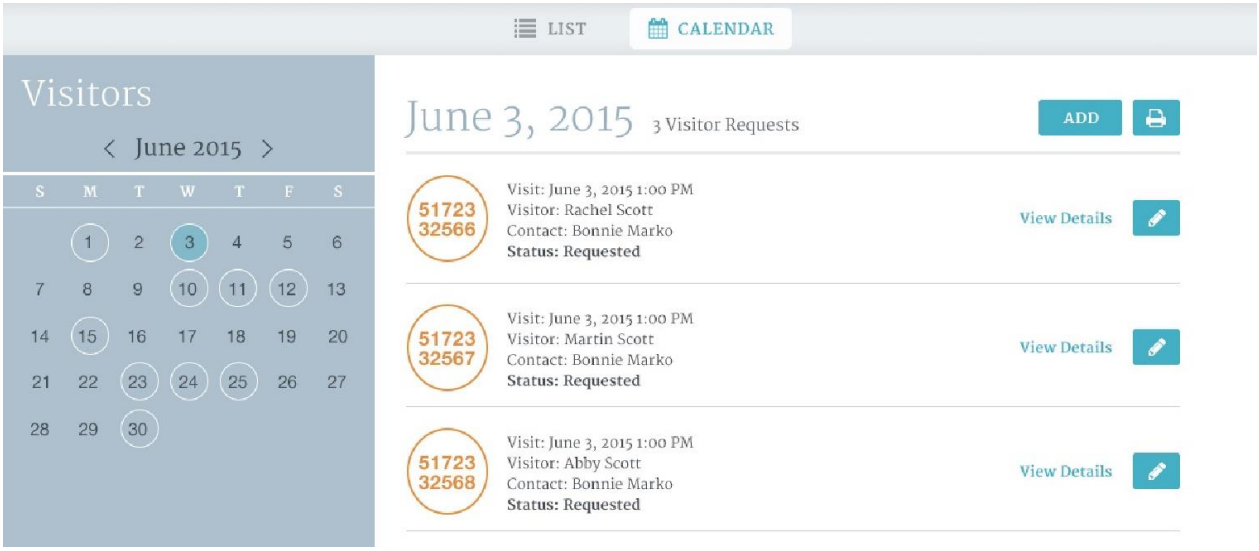
Dashboard

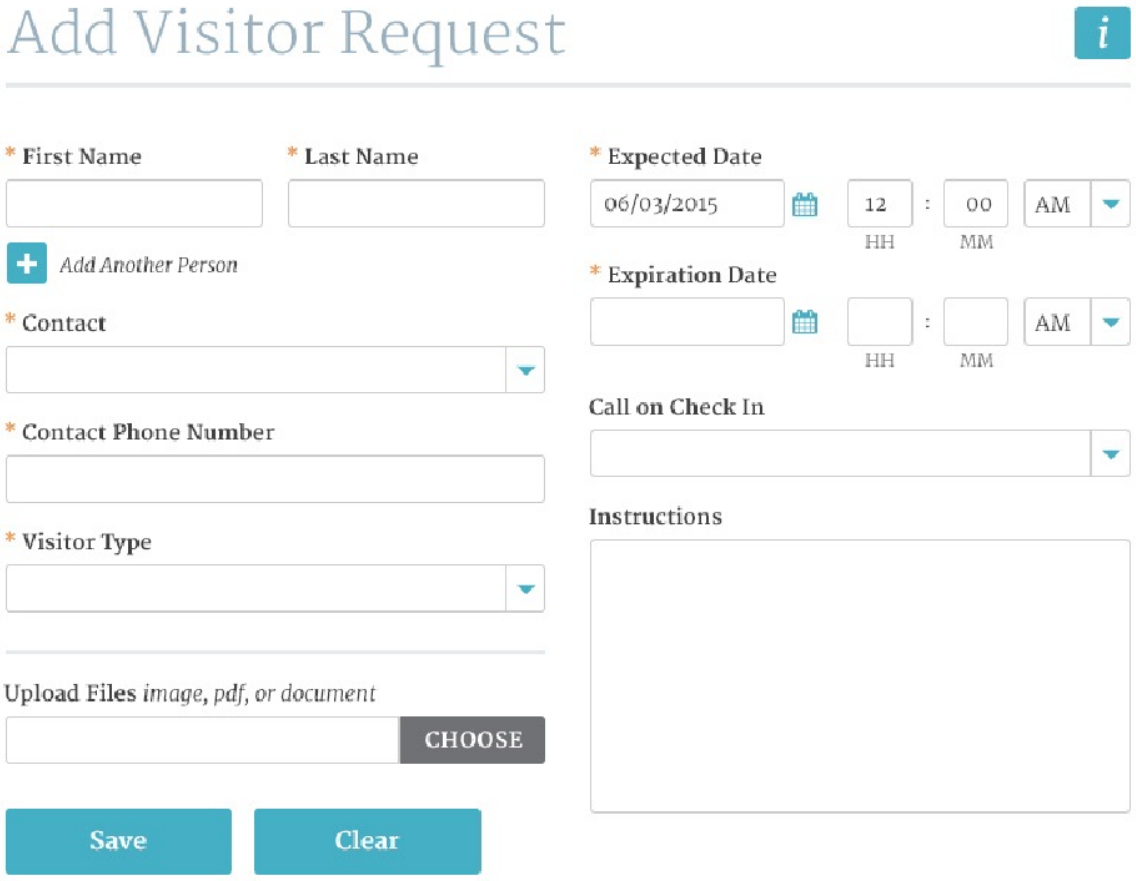
You can add Visitor requests directly from the Dashboard by going to the “Visitor” panel below the notices section. Press the **Add** button to submit a request (see details below). After your request is submitted, you will remain on this screen.

Visitors

By selecting the Visitors option, you will be brought to the Visitor screen. From here you have to option to add Visitor requests from both the List view as well as from the Calendar view.



Click the ‘Add’ button to add a Visitor request. Complete any fields as necessary when submitting Visitor requests. 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 Visitor requests:

- Fields prefaced with * are mandatory and must be filled in. Please note – you also MUST include an expiration time. The expiration date/time should be set to the latest this visitor should be allowed in the building.
- 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 *i* icon located at the top right is for informational purposes