


**Dashboard**

You can view a summary of the total expected Visitors for the current day from the Dashboard by going to the “Visitor” panel below the notices section.

**Visitors**

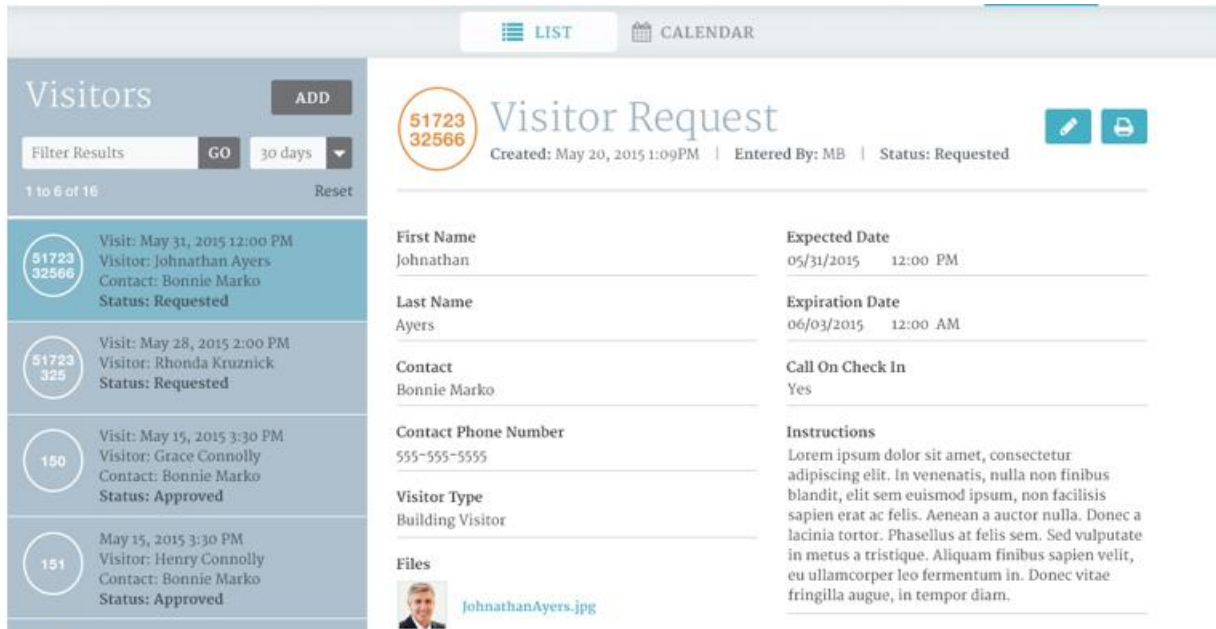
You can also select the  **Visitors** tab at the top of your screen to view the full Visitor list. From here you will have the option to view the Visitors in either a List or Calendar view.

The **List** option will display the following details for each record: Number, Date/Time Expected, Visitor, Host, and Status. Initially, it will show all Visitors that have been entered in the last 30 days.

From the Visitor List, you can search on Visitors in a variety of ways:

- By selecting from the dropdown menu, you can search for visitors expected over the next 7, 14, 30 or 60 days. Selecting an option from the drop down will automatically constrain your list based on the time frame selected.
- The Filter field at the top of the list allows you to further narrow down your results using a keyword search on the list fields (date excluded). Only those with matching text will be displayed in the list after selecting ‘Go’.

Click on any record in the Visitor List to view its full details in the pane to the right.



The screenshot shows the 'Visitors' section of the software. On the left, there is a list of visitor records. Each record includes a circular icon with a number, a visit date and time, the visitor's name, the contact name, and the status. The first record is highlighted in blue. On the right, a detailed view of a 'Visitor Request' is shown for record 51723. This view includes fields for First Name, Last Name, Contact, Contact Phone Number, Visitor Type, Expected Date, Expiration Date, Call On Check In, and Instructions. A small profile picture of Johnathan Ayers is also visible.

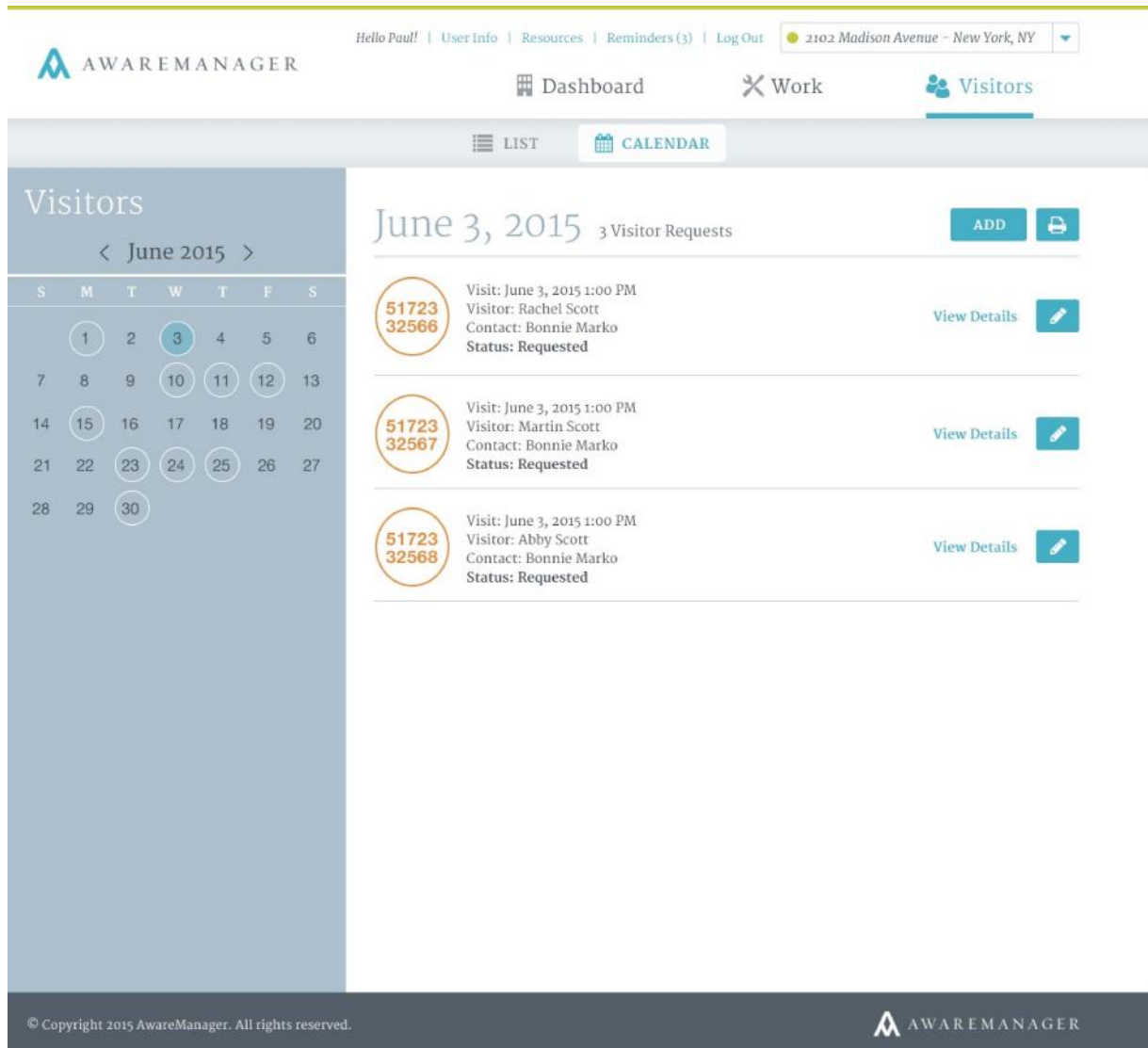
Record #	Visit Date/Time	Visitor Name	Contact	Status
51723 32566	May 31, 2015 12:00 PM	Johnathan Ayers	Bonnie Marko	Requested
51723 325	May 28, 2015 2:00 PM	Rhonda Kruznick	Bonnie Marko	Requested
150	May 15, 2015 3:30 PM	Grace Connolly	Bonnie Marko	Approved
151	May 15, 2015 3:30 PM	Henry Connolly	Bonnie Marko	Approved

Field	Value
First Name	Johnathan
Expected Date	05/31/2015 12:00 PM
Last Name	Ayers
Expiration Date	06/03/2015 12:00 AM
Contact	Bonnie Marko
Call On Check In	Yes
Contact Phone Number	555-555-5555
Visitor Type	Building Visitor
Instructions	Lorem ipsum dolor sit amet, consectetur adipiscing elit. In venenatis, nulla non finibus blandit, elit sem euismod ipsum, non facilisis sapien erat ac felis. Aenean a auctor nulla. Donec a lacinia tortor. Phasellus at felis sem. Sed vulputate in metus a tristique. Aliquam finibus sapien velit, eu ullamcorper leo fermentum in. Donec vitae fringilla augue, in tempor diam.

By Selecting the **Calendar** option you will be brought to the Calendar view. From here, you can quickly view the days on which Visitors are expected as noted by a circle around the date. By selecting a date you will see all of the expected visitors for that date. The same summary details are displayed for each record: Number, Date/Time Expected, Visitor, Host, and Status.

Select an individual record to view its details in full.



The screenshot displays the AwareManager interface in the 'Visitors' section. At the top, there is a navigation bar with 'Dashboard', 'Work', and 'Visitors' tabs. Below this, there are 'LIST' and 'CALENDAR' buttons. The main content area is split into two parts: a calendar on the left and a list of visitor requests on the right. The calendar shows the month of June 2015, with the 3rd of June highlighted. The list of requests for June 3, 2015, contains three entries, each with a visitor ID, name, contact, and status. Each entry has a 'View Details' button and an edit icon.

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Date	Time	Visitor	Contact	Status
June 3, 2015	1:00 PM	Rachel Scott	Bonnie Marko	Requested
June 3, 2015	1:00 PM	Martin Scott	Bonnie Marko	Requested
June 3, 2015	1:00 PM	Abby Scott	Bonnie Marko	Requested

If you have questions about the details that are visible in View or Edit mode, please contact your Client Manager.