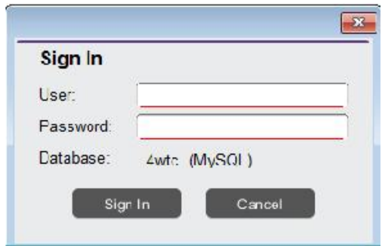
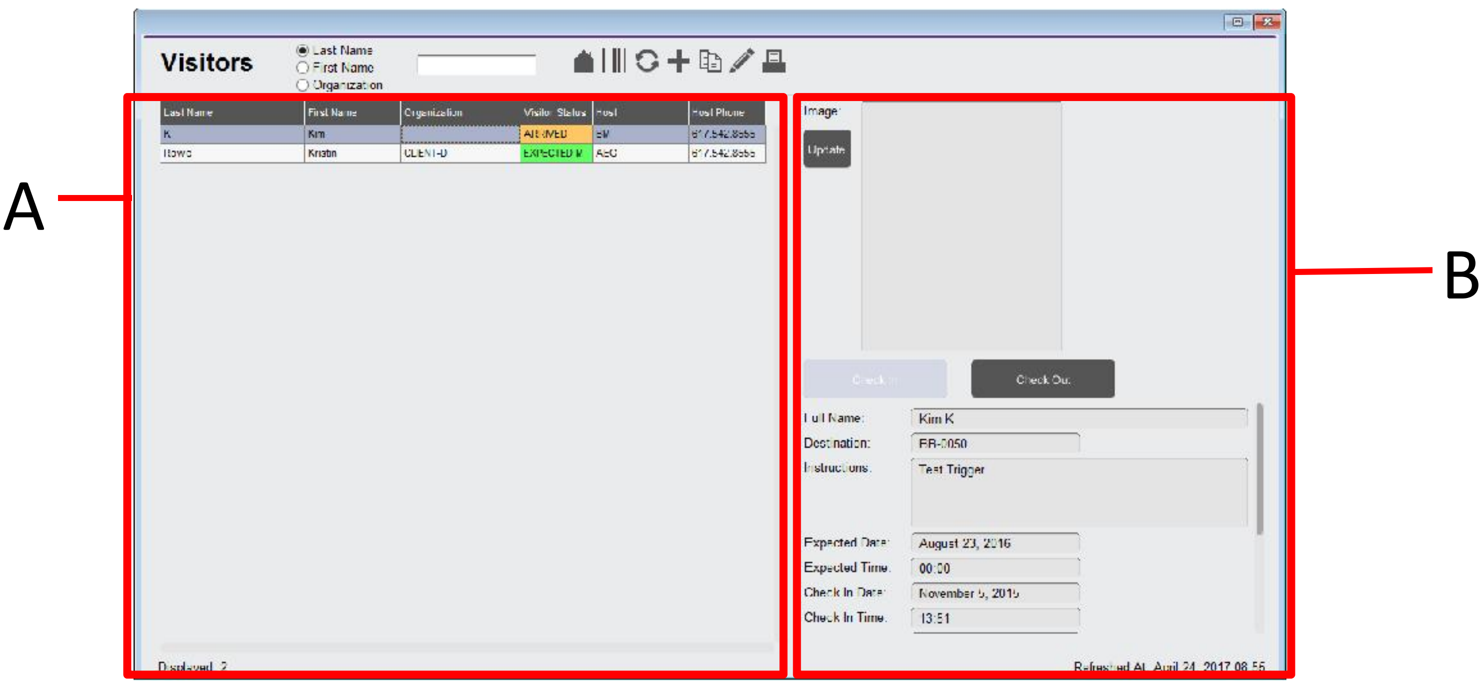
Checking In Visitors

1. **Click** on the AwareManager icon on your desktop.

2. You will then be prompted to **Sign In** to the program using your Security credentials.



3. After you sign in, you will be taken directly to the **Visitor Console**. This is where Visitors will be **Checked In** and **Checked Out.**

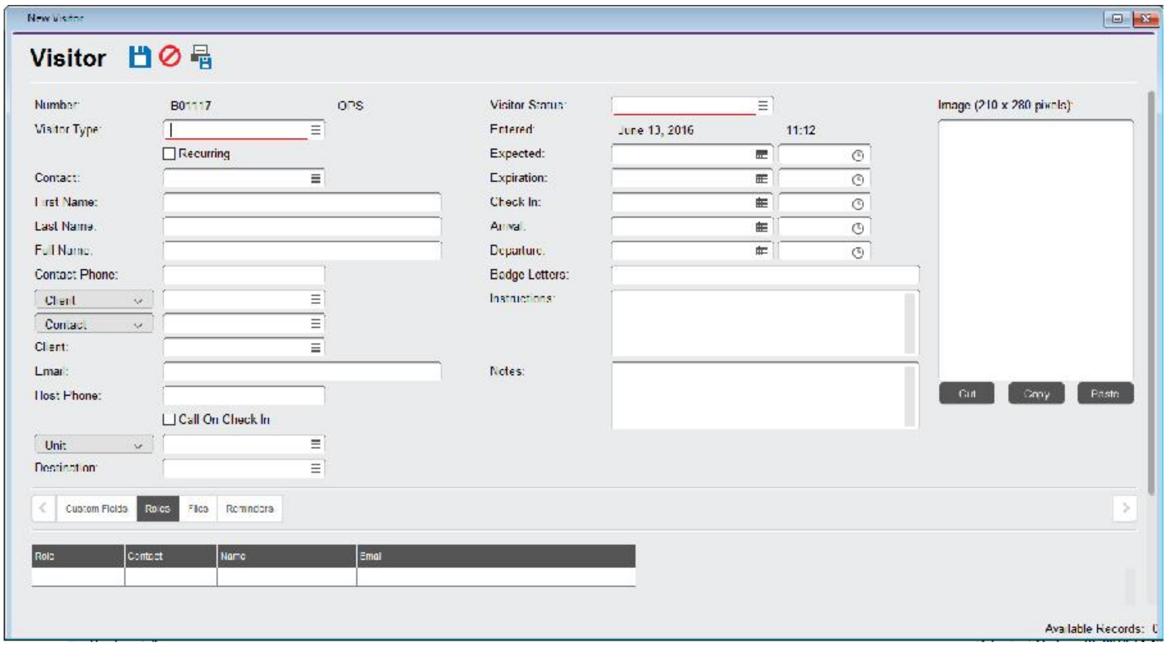


A. The left side of this window will list all of the **Expected Visitor** records what will be arriving at 4 World Trade Center.

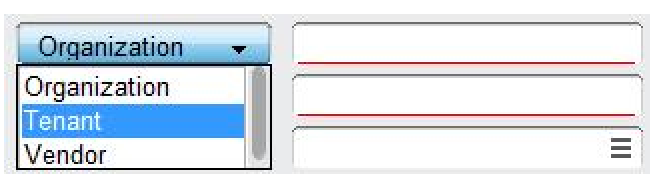
B. When you select one of the records from your Expected Visitor list, the information pertaining to that record will appear on the right hand side. Once you have selected the Visitor record and reviewed the information, click on **Check In** and the badge will print automatically and the Visitor will be granted access to walk through the turnstile.

Adding a Visitor

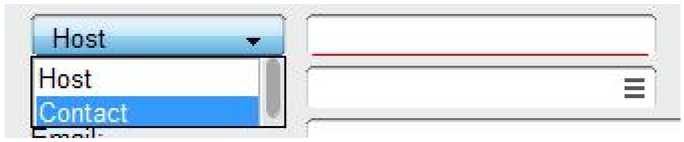
1. If you do not see the Visitor record in your Expected list, you have the ability to **Add** a record from the Visitor Console by clicking on the  icon. The New Visitor screen will appear as shown below.



2. Here, you will be prompted to add specific information pertaining to the Visitor. Any fields that you see underlined in red are **mandatory fields** and if left blank, you will not be able to save the Visitor record.
   a. <u>Visitor Type</u> – You have two choices for Visitor Type: **VISITOR** and **VISITOR-R**. VISITOR should be used for someone who will be accessing the building for just the day. VISITOR-R should be used if someone will on-site for multiple days.
   b. **Visitor First**, **Visitor Last** and **Visitor Full Name** are required for the name to appear on the badge.
   c. <u>Organization</u> – If you click on this field title, you will get see a drop down list that includes Tenant and Vendor. Select **Tenant** or **Vendor** and enter the appropriate record.



d. Host – Please select the dropdown and change the field to **Contact**.



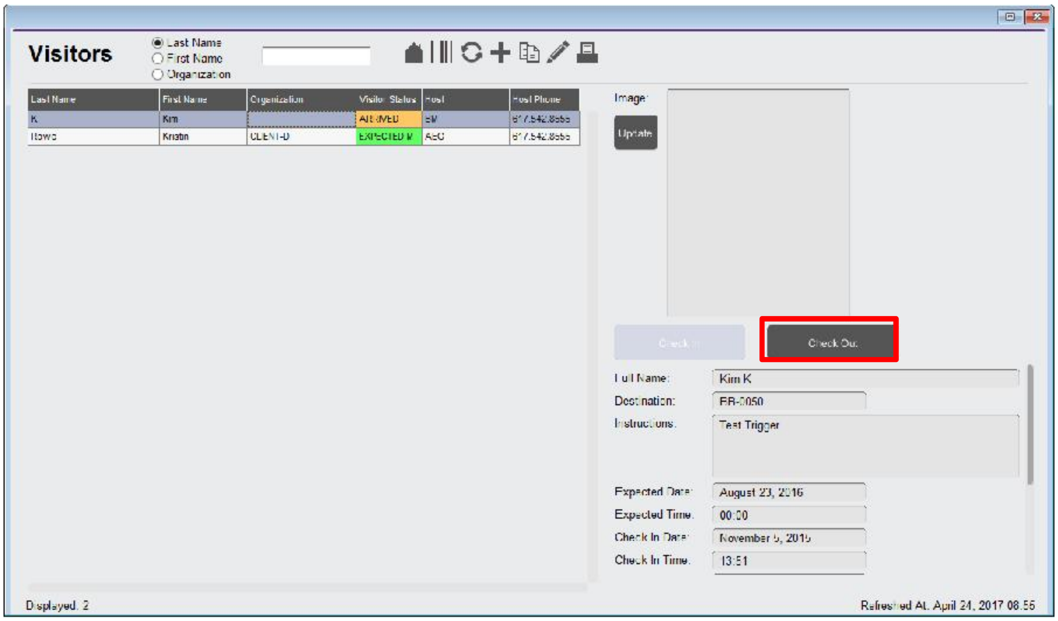
If you know the specific individual that the Visitor is here to see, select and enter the appropriate record. If you are unsure of the Host Contact or they don't have a record in the AwareManager, enter the **Contact** as **SECURITY1**.

e. Point of Entry – This field will automatically populate with information once you have selected a Visitor Type.
f. Destination – Choose the correct **Unit** record in which the Visitor will be going.
g. Visitor Status – This field will automatically populate to **Expected**, once the Visitor Type has been selected.
h. Expected Date/Time – These fields will automatically populate to the **Current Date/Time** once the Visitor Type has been selected.
i. Expiration Date/Time – If you **click** on the Expiration Date field and hit the **Tab** button on your keyboard, the Expiration Date/Time will automatically populate.

3. Once you have gone through those steps, you can click on the Save icon  and you will be taken back to the Visitor Console screen where you will then be able to Check In that Visitor.

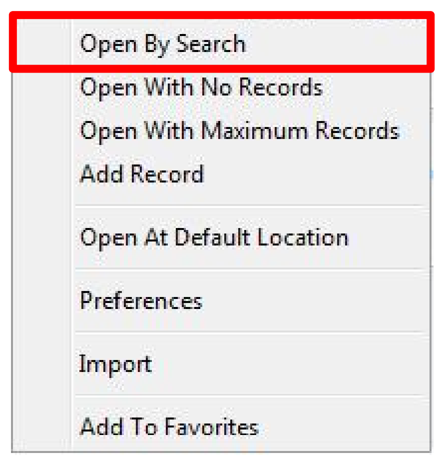
Checking Out Visitors

1. In the Visitor Console, click on the **Check Out** button and the Visitor record will be changed from an Arrived status to a **Departed** status. You will know that the Visitor record has been successfully checked out when that button is shaded gray.



Searching for Visitors

1. Right-click on the **Visitor** icon, and select *Open By Search*.



2. You can enter in multiple criteria to the search including:
   Visitor Type, **Organization: Tenant**, and **Expected Date**.
   Here, you can also designate a *Sort* and *Subort* based upon
   the columns that you already have saved in your Visitor List view.