A AWAREMANAGER
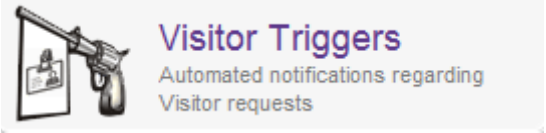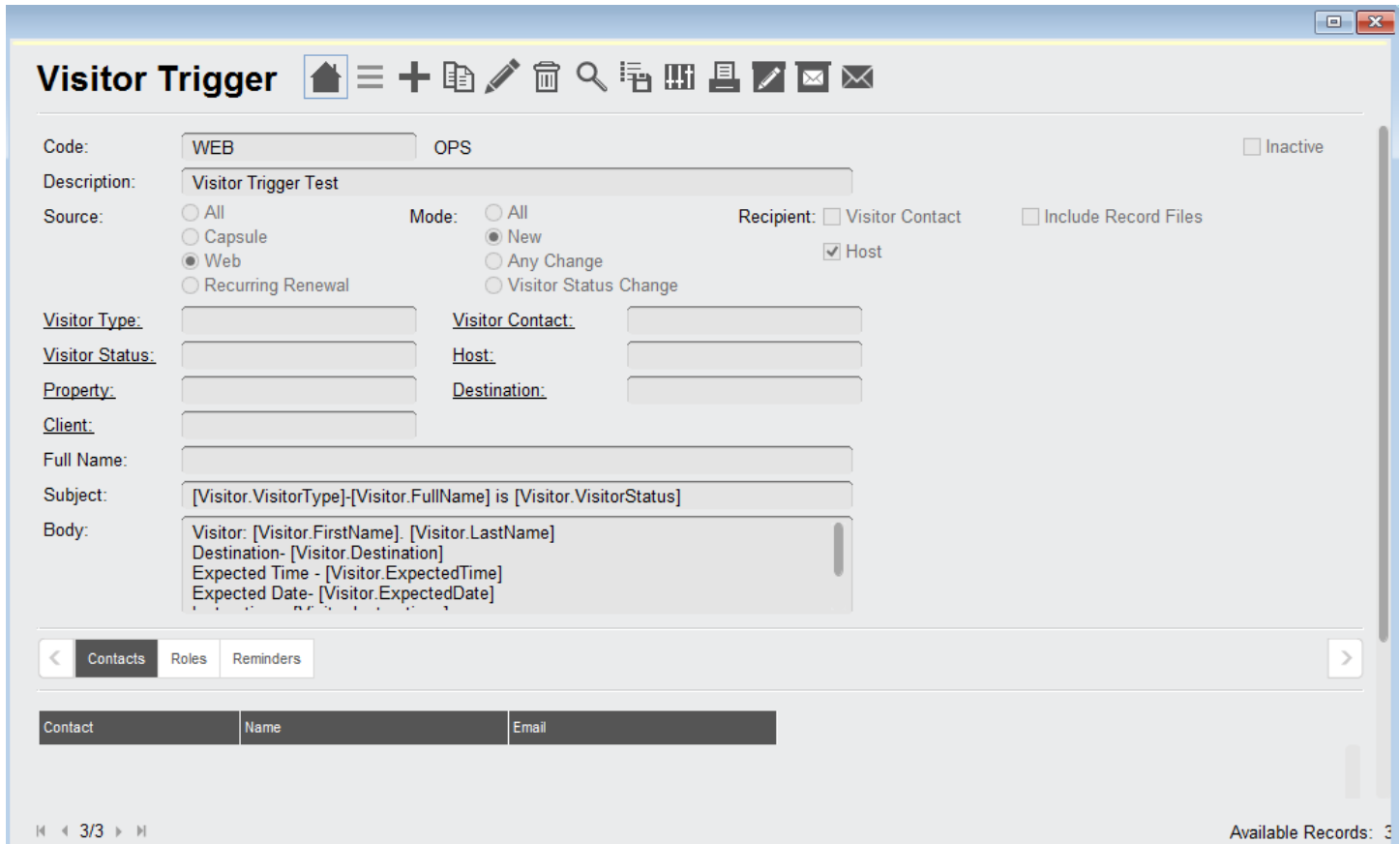
The Visitor Trigger capsule allows you to send automated emails based on Visitor records added into AwareManager or through the AwareManager Portal.

Visitor Triggers
Automated notifications regarding Visitor requests

This trigger will send out emails to the Visitor Contact and Host for any new records or changes initiated through AwareManager Portal (Source = Web).

Visitor Trigger

Field	Value
Code:	WEB OPS
Description:	Visitor Trigger Test

Source:
- ○ All
- ○ Capsule
- ● Web
- ○ Recurring Renewal

Mode:
- ○ All
- ● New
- ○ Any Change
- ○ Visitor Status Change

Recipient: ☐ Visitor Contact   ☑ Host   ☐ Include Record Files

☐ Inactive

Field	Value	Field	Value
Visitor Type:		Visitor Contact:	
Visitor Status:		Host:	
Property:		Destination:	
Client:			
Full Name:			

Subject: [Visitor.VisitorType]-[Visitor.FullName] is [Visitor.VisitorStatus]

Body:
Visitor: [Visitor.FirstName]. [Visitor.LastName]
Destination- [Visitor.Destination]
Expected Time - [Visitor.ExpectedTime]
Expected Date- [Visitor.ExpectedDate]

Contacts   Roles   Reminders

Contact	Name	Email

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Available Records: 3

Source

- **All** – a trigger will be created by all work orders entered either by Capsule, Maintenance or the Web.

- **Capsule** – a trigger will be created only by work orders entered directly into the Work capsule.

- **Web** – Visitor records entered via the web (AwareManager Portal)

  Recurring Renewal – The system will automatically create a record for the visitor each day, until the expiration date is reached.

Mode

- **All** – a trigger will be created if the Visitor record is new to the system, has any change or a Visitor Status change.

- **New** – a trigger will be created if the Visitor record is new to AwareManager.

- **Any Change** – a trigger will be created if there is any change made to the Visitor record.

- **Visitor Status Change** – a trigger will be created if there is a change in the Visitor Status.

Recipient

- **Visitor Contact** – the Contact linked as the visiting person.

- **Host** – the linked Contact hosting the Visitor.

Include Record Files – If selected, when the trigger is dispatched for a record, any files linked to that record (via the Files tab) will be sent as attachments to that email.

Contacts tab – you can also enter specific contacts into the Detail List.

Notes:

- If the default terminology has been changed the trigger must reference the original AwareManager term (i.e. Client = Tenant).

- All fields must be entered in square brackets and be prefaced with the capsule name (e.g. **[Visitor.NumberValue]**).

AWAREMANAGER

Terms for Visitor Fields

These may be added to the Visitor Trigger in the **Subject** or **Body** fields.

Arrival Date: [Visitor.ArrivalDate]

Arrival Time: [Visitor.ArrivalTime]

Badge Letters: [Visitor.BadgeLetters]

Call On CheckIn: [Visitor.CallOnCheckIn]

Check In Date: [Visitor.CheckInDate]

Check In Time: [Visitor.CheckInTime]

Client: [Visitor.Client]

Contact: [Visitor.Contact]

Contact Phone: [Visitor.ContactPhone]

CustomField01: [Visitor.CustomField01]

Departure Date: [Visitor.DepartureDate]

Departure Time: [Visitor.DepartureTime]

Arrival Date: [Visitor.ArrivalDate]

Arrival Time: [Visitor.ArrivalTime]

Badge Letters: [Visitor.BadgeLetters]

Call On Check In: [Visitor.CallOnCheckIn]

Destination: [Visitor.Destination]

Email: [Visitor.Email]

EnteredBy: [Visitor.EnteredBy]

Entered Date: [Visitor.EnteredDate]

Entered Time: [Visitor.EnteredTime]

Expected Date: [Visitor.ExpectedDate]

Expected Time: [Visitor.ExpectedTime]

Expiration Date: [Visitor.ExpirationDate]

Expiration Time: [Visitor.ExpirationTime]

First Name: [Visitor.FirstName]

Full Name: [Visitor.FullName]

Host Phone: [Visitor.HostPhone]

Instructions: [Visitor.Instructions]

Last Name: [Visitor.LastName]

Notes: [Visitor.Notes]

Number Value: [Visitor.NumberValue]

Organization: [Visitor.Organization]

Point Of Entry: [Visitor.PointOfEntry]

Source: [Visitor.Source]

Visitor Status: [Visitor.VisitorStatus]

Visitor Type: [Visitor.Type}