

Add Visitor: One-Time Visitor vs Recurring Visitor

When clicking add visitor, under Standard Entry, you will see a toggle option between **One-Time Visitor** and **Recurring Visitor**. Clicking Recurring Visitor will bring up additional options. The first drop down is to choose the frequency. You'll see a list of Daily, Weekly, or Monthly. Depending on which of those three options you select, different details will

appear. Build out the frequency as you need for your visitor, and then set the expiration date to the end of when this guest will be visiting, similarly to most other calendar apps. Then you can fill out the rest of the details as you normally would, like the Visitor Name, Contact Info, etc. Once you're happy with the record, click save. At that point, the system will generate a separate Visitor record for each time your guest should be arriving.

For example, if you have entered a Recurring Visitor record to arrive every Monday for five weeks, you will get five visitor records after hitting save. What this means is that each of those visits will be viewable on the calendar page right away!

The One-Time Visitor option should only be used for Visitors who are expected for a single visit – a same day visit should list the guests Expected Date & Time, with the Expiration Date listed for the same day and the time should be set to 11:59pm.

A few things to keep in mind, this feature is not yet available for the bulk entry option of submitting visitors, although you can add multiple people to the standard entry form.

For any questions, please submit a ticket with our support desk by emailing client_services@awaremanager.com or reach out via phone at 617-542-8555.

Close Add Mode

Add Visitor



Standard Entry Bulk Entry

Enter on Behalf of

One-Time Visitor Recurring Visitor

Repeat Weekly ▼

Every weeks on

Sunday Monday Tuesday Wednesday Thursday Friday
 Saturday

< June 2018 >						
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