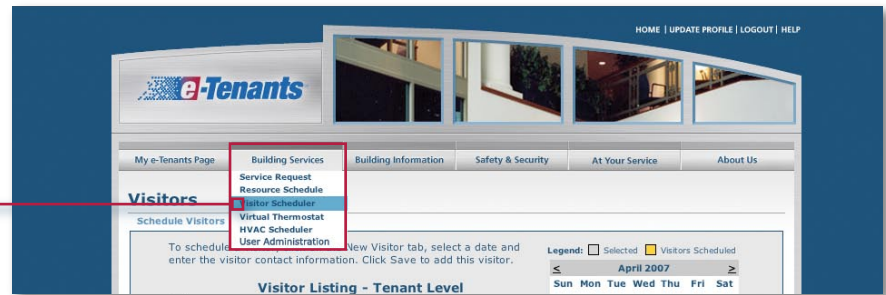


Once a visitor has been scheduled, you may edit their schedule by using the **Visitor Scheduler** located in the Building Services drop-down menu.

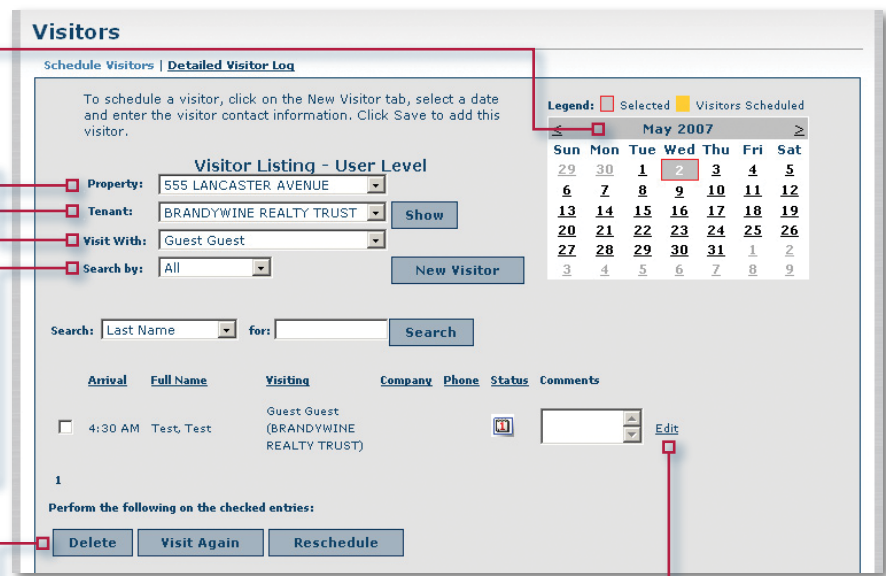
### STEP 1

Click the **Visitor Scheduler** in the Building Services drop-down menu.



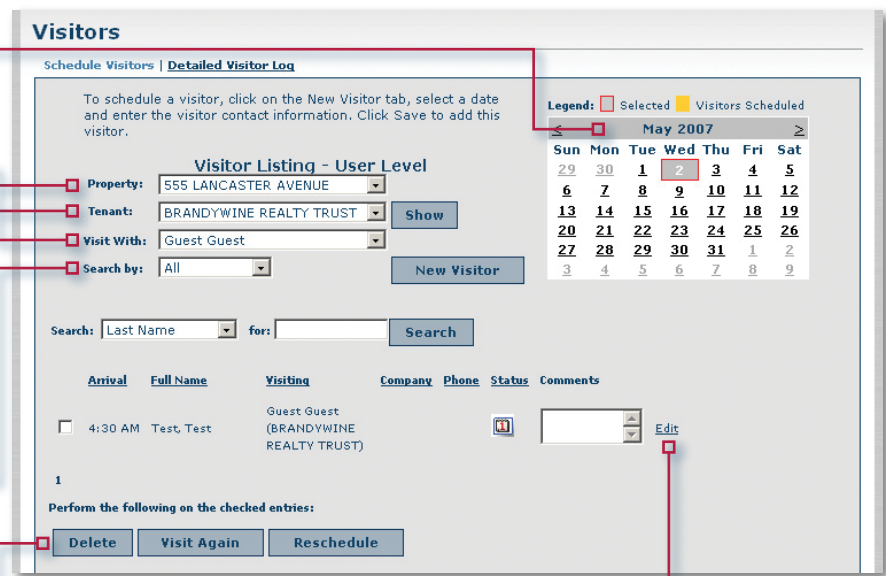
### STEP 2

Using the calendar, select the appropriate date.



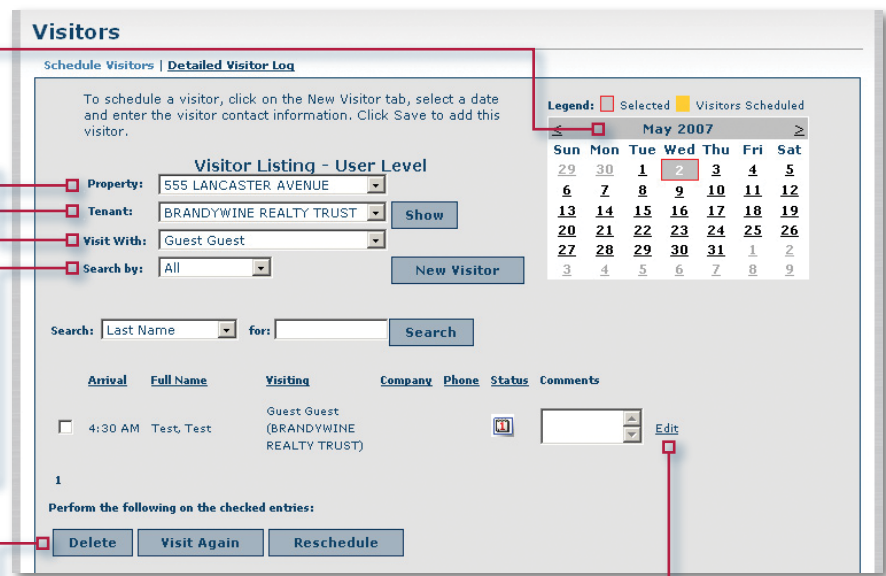
### STEP 3

Confirm your building and company, then choose the meeting person's name using the drop-down boxes.



### STEP 4

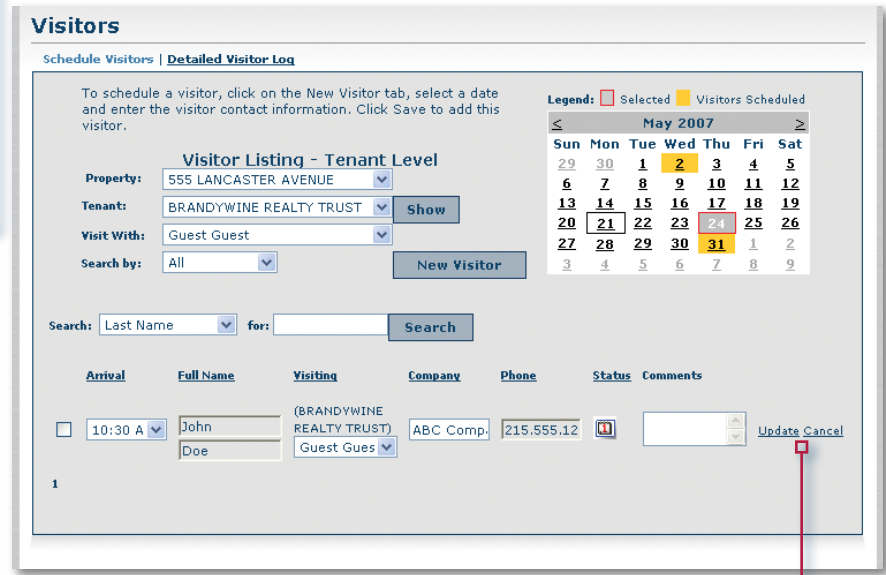
Using the **Search By** drop-down box, select either "Scheduled", "Checked-in", "Checked-out", or "All", depending on your search criteria.



### STEP 5

A list of scheduled visitors will appear. You can delete the visit, schedule the visitor to visit again, or reschedule the visit by checking the appropriate visitor and clicking either the **Delete** button, **Visit Again** button, or **Reschedule** button.

or, You can click the **Edit** link located to the right of the scheduled visitor.



### STEP 6

If you clicked the Edit link, make changes to the appropriate fields and click the **Update** link when you are finished.

