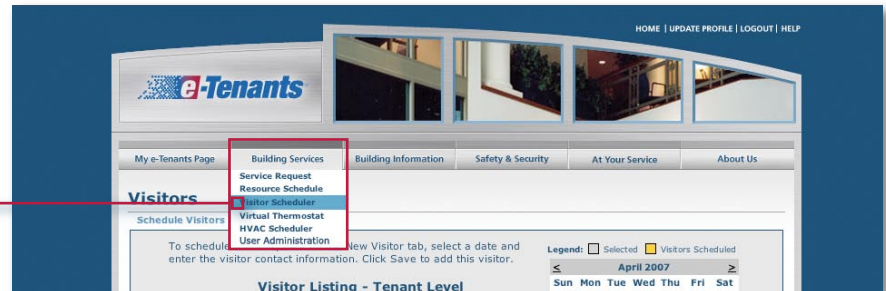


The **Visitor Scheduler** is used in controlled-access buildings. It enables you to schedule visitors for yourself or others within your company. This function can be accessed by clicking on Visitor Scheduler in the Building Services drop-down menu.

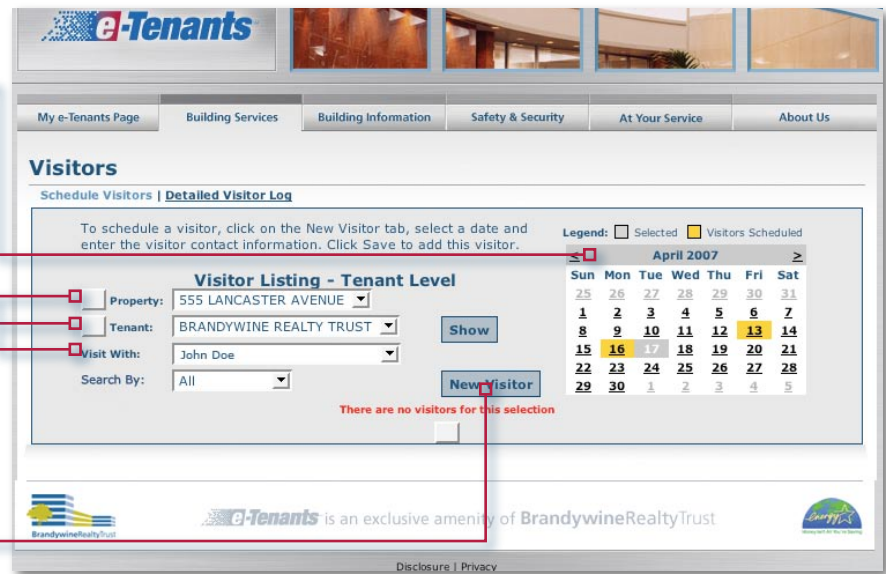
STEP 1

Click **Visitor Scheduler** in the Building Services drop-down menu. (If Visitor Scheduler does not appear in the drop-down menu, this function may not be available in your building.)



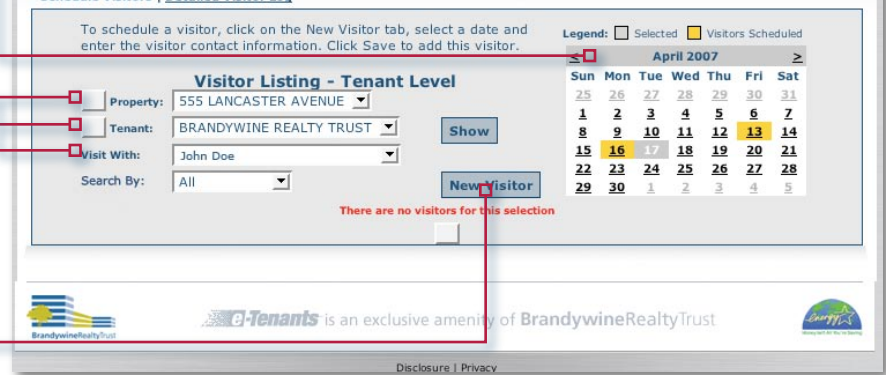
STEP 2

Using the calendar, choose the date your visitor will be arriving.



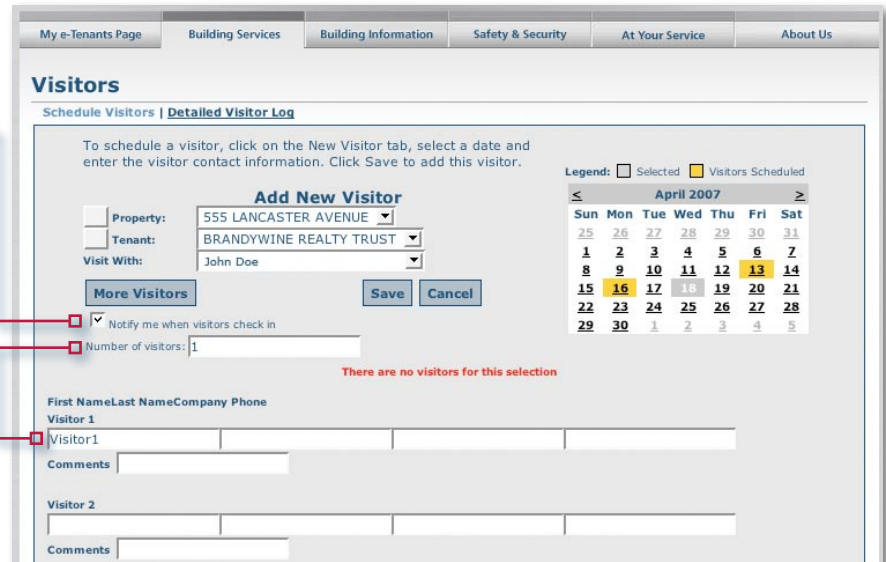
STEP 3

Confirm your building and company, then choose the name of the person your visitor will be meeting with. (Only registered eTenants members will appear in this list.)



STEP 4

Click the **New Visitor** button to display additional items.



STEP 5

Check the box if you would like to be notified when the visitor arrives.

Notify me when visitors check in

STEP 6

Type in the number of visitors that will be arriving for the meeting or event.

Number of visitors: 1

Type each visitor's first name, last name, and any comments, such as "may be accompanied by another person".

continue to the next page ...

The screenshot shows a web-based interface for scheduling visitors. It features three visitor entry forms (Visitor 4, 5, and 6), each with a 'Comments' field. Below these is a section for scheduling parameters: 'Start Time' (5:30 AM) and 'End Time' (6:00 AM) are selected from dropdown menus. An 'Until' field is present with a calendar icon. A 'Repeat the visit' checkbox is checked. The frequency is set to 'Every' with a 'Day' dropdown, and the schedule is 'First' of each 'Month'. 'Save' and 'Cancel' buttons are at the bottom. Red callout boxes with lines pointing to the interface provide instructions for steps 7 through 10.

STEP 7

Choose the time your visitor will be arriving and the anticipated time of departure. (The departure time can be an estimate.)

STEP 8

Check the **Repeat the Visit** box if the visitor will be coming back regularly.

STEP 9

Specify the schedule for repeated visits. (You will need to enter an end date in the **Until** box.)

STEP 10

When you are finished, click the **Save** button.