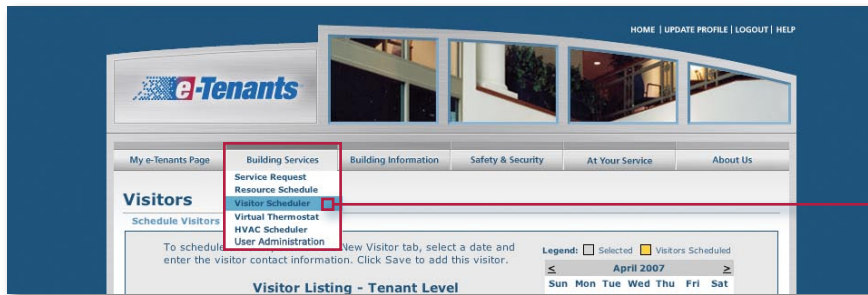
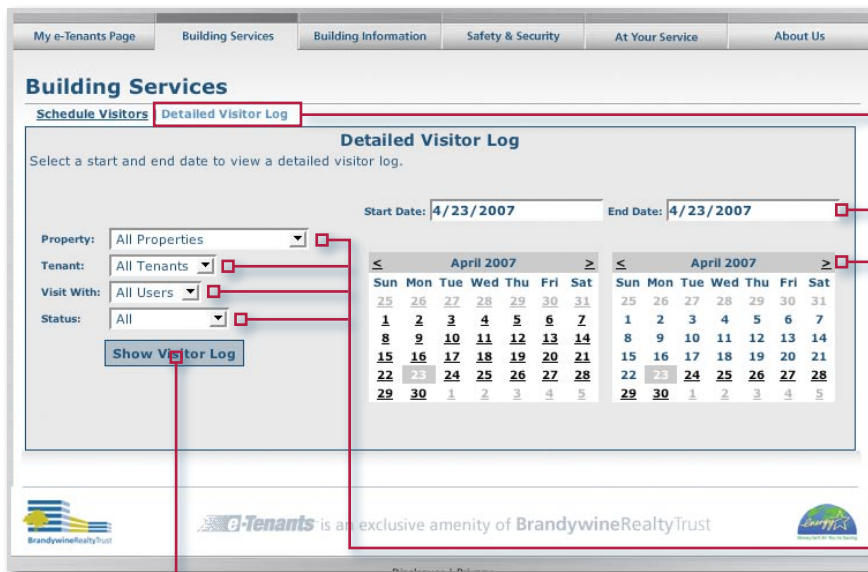


You can view a detailed log of visitors between the dates that you choose using the **Visitor Scheduler**, located in the Building Services drop-down menu.



### STEP 1

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

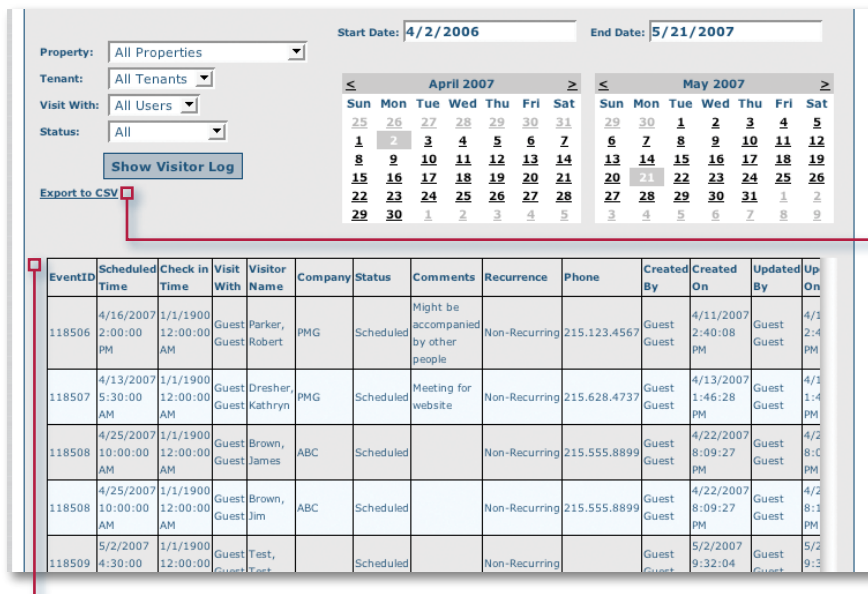


### STEP 2

Click the **Detailed Visitor Log** link at the top of the Visitor Scheduler screen.

### STEP 3

Using the calendar or date text boxes above the calendar, choose a start date and an end date for the visitor log.



### STEP 4

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

### STEP 5

Click the **Show Visitor Log** button to view all the visitors meeting your search criteria.

### STEP 6

A list of visitors that meet your search criteria will appear on the bottom half of the screen.

Click the **Export to CSV** link to e-mail the visitor log in CSV format to your e-mail address.

Use the horizontal scroll bar to view all the information in the visitor log.