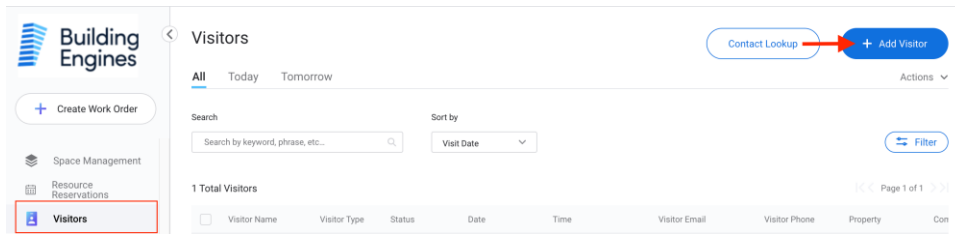


Adding a Visitor

1. Navigate to the Visitors tab and click the blue Add Visitor button in the top right corner of the page.



2. Click the drop downs to select a Property and Company

The 'New Visit' form is shown. The 'Property' dropdown is set to 'Spring District (NE District Way, Bellevue WA)' and the 'Company' dropdown is set to 'Building Engines-JH'. Red arrows point to these two dropdowns. Other fields include 'Floor / Suite', 'Visitor Type' (Guest selected), and name fields.

3. Choose a floor or suite for the visit

The 'New Visit' form is shown. The 'Floor / Suite' dropdown is selected, with a red arrow pointing to it. The 'Property' and 'Company' dropdowns remain selected. The 'Visitor Type' is still 'Guest'.

4. Select **Guest** as Visitor type.

5. If the Visitor is a **Guest**, enter their first and last name. You can enter email, phone number, company name, and a photo, but these are optional.

New Visit

Visitor Type
 Guest Vendor

Guest Visitor

First Name Last Name

Email (Optional) Mobile Phone (Optional)

Company Name (Optional) Visitor Photo (Optional)

Visit

[< Back](#)

6. If the visitor is a **Vendor**, please notify the Property Team via e-mail at TSR@200wmadison.com.

7. Fill out the Visit information including Date and Host.

New Visit

Visit

Date

From (Optional) To (Optional)

Host

Requested For (Optional)

Instructions (Optional) Hide from visitor

Reason for Visit (Optional)

[< Back](#)

8. You can add a time period for the visit, who the request is for, instructions and reason for visit. These are all optional.

9. Once all required information is complete, click the blue Save button at the bottom of the page.

