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How to View Notes by Changing & Saving the Grid Layout

Note:

You can view the notes that are entered into the Visitor Watch Pre-Registration web page from the Visit Details & Visitor List screens.

Visit Details

Click on Edit, then scroll through the Notes. When you have read the Notes click Save before proceeding.

The screenshot shows the 'Visitor Watch - Database: VisitorWatch50' application window. The 'Visit Details' tab is active, displaying a form for Julie Johnson. The 'Notes' field is highlighted with a red box and contains the text: 'Julie Johnson will be here on January 9 to see Bill Stirling.' The 'Edit' button at the bottom of the form is also highlighted with a red box. Other fields include Visitor Name, Visitor Company, Classification, Employee/Host Name, Title, Department, Notification Type, Arrival Date, Arrival Time, Long Term Date, Phone No., Host Email, Building No., Floor No., Room No., Location, Parking No., Pass Style, How Notified, and Gate Designator.

Visitor List

You can view the Notes on the Visitor List by scrolling using the right arrow.

The screenshot displays the 'Visitor Watch - Database: VisitorWatch50' application window. The 'Visitor List' tab is active, showing a table with the following data:

	All	Pending	Arrived				
Visitor Name	Visitor Company	Host Name	Job Title	Department	Arrival Date	Arrival Time	Longterm Date
▶ Johnson, Julie	All-Star ID	Younghans, Bernard	Manager	Sales	1/9/2007	1/1/1900 5:30:00	1/9/2007
Test, Visitor	All-Star ID	Host, Test	Director	IT	1/9/2007		

The interface includes a menu bar (File, Edit, Record, Utility, Reports, View, Help), a toolbar with various icons, and a navigation bar at the bottom with buttons for 'Add Visit', 'Contractor', 'Equipment', 'Edit', 'Save', 'Filter', 'Quick Find', 'Find Visits', and 'Print'. The status bar at the bottom indicates 'Filtered By Today', '1/9/2007', '5:15 PM', and 'INS NUM CAPS'. A red box highlights the right arrow button in the bottom right corner of the window, indicating its function for scrolling through the list.

You may have to resize the columns & rows so that you can read all of the notes.

Visitor Watch - Database: VisitorWatch50

File Edit Record Utility Reports View Help

Visit Details Visitor List

All			Pending				Arrived	
Arrived	Printed	Phone No	BuildingNo	Location	ParkingNo	Authorizing	HowNotified	Notes
<input type="checkbox"/>	<input type="checkbox"/>	800-831-5771	415				WEB PRE-REGISTRATION	Julie Johnson will be here on January 9 to see Bill Stirling. Please call either Bill at Ext. 5349 or his assistant, Keisha Byron at Ext. 5350.
<input type="checkbox"/>	<input type="checkbox"/>	973-537-0700	415					

Find Filter All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

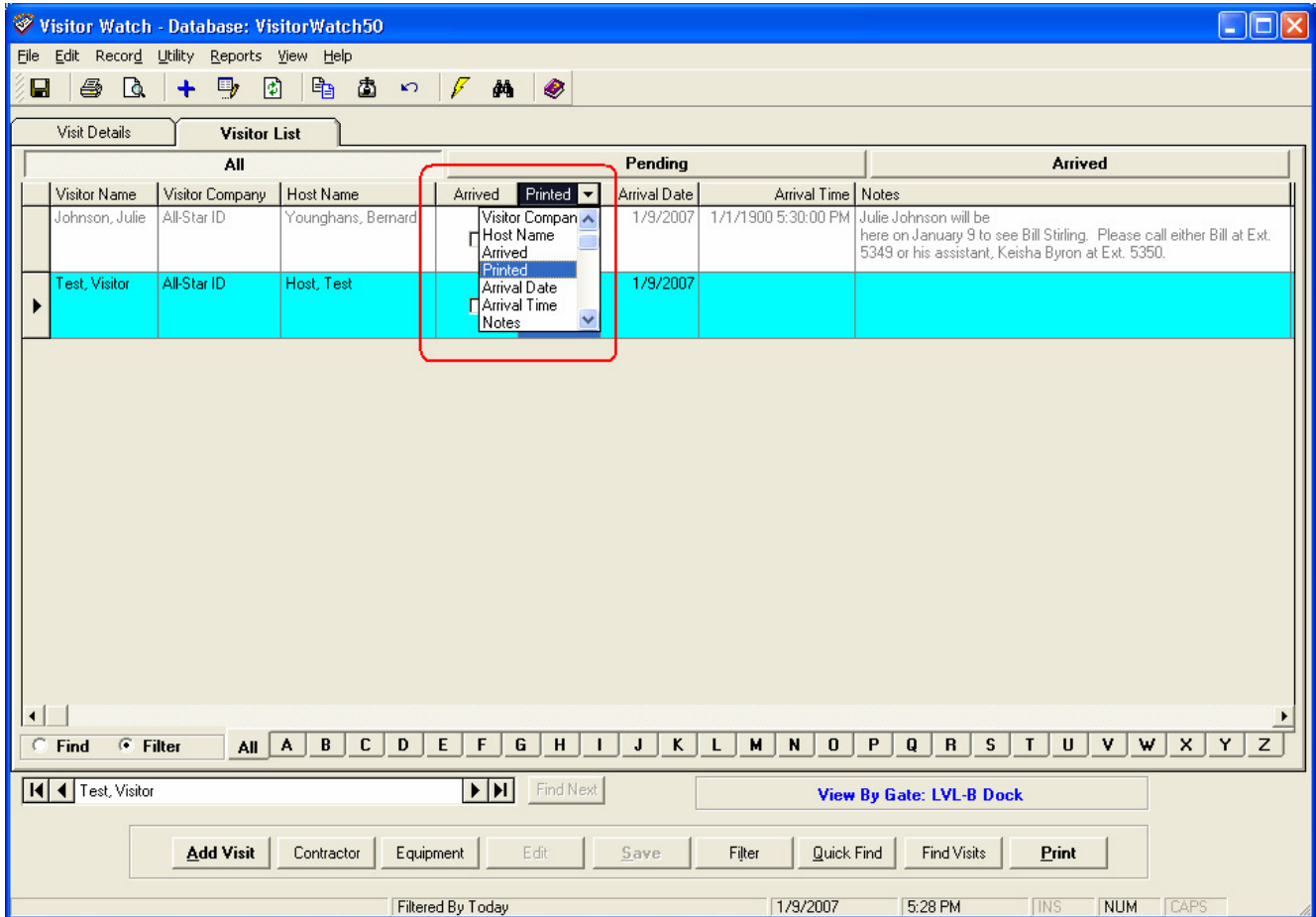
Johnson, Julie Find Next View By Gate: LVL-B Dock

Add Visit Contractor Equipment Edit Save Filter Quick Find Find Visits Print

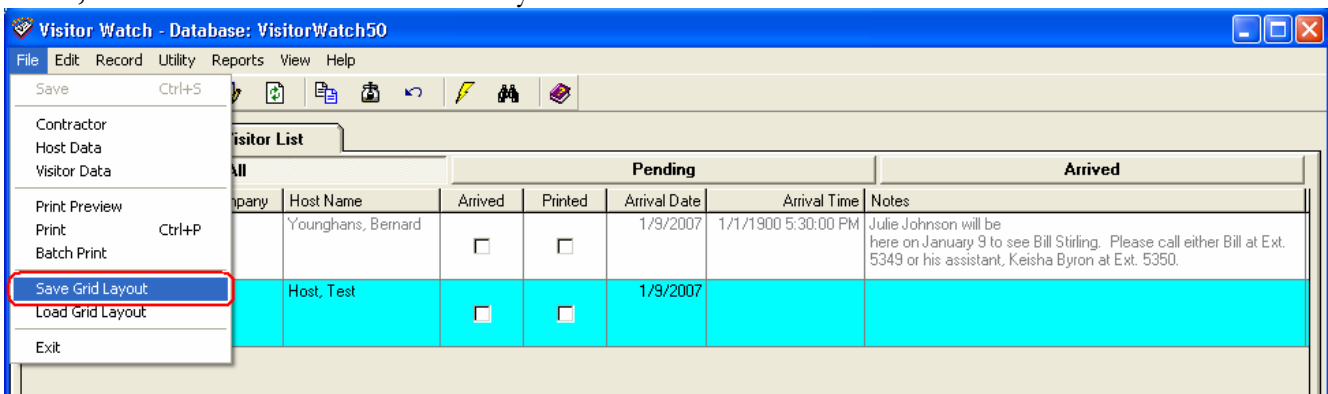
Filtered By Today 1/9/2007 5:21 PM INS NUM CAPS

You can customize the Visitor List's Grid Layout.

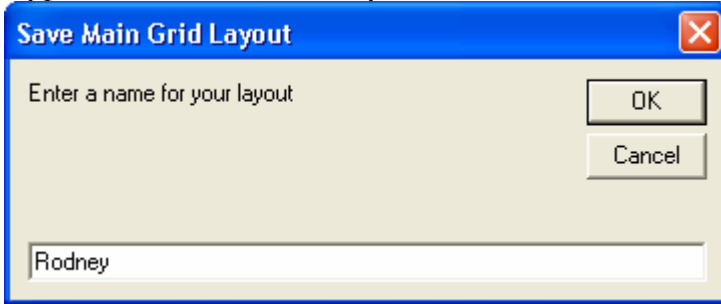
First, resize the columns & rows to your liking. Choose the columns order that you would like.



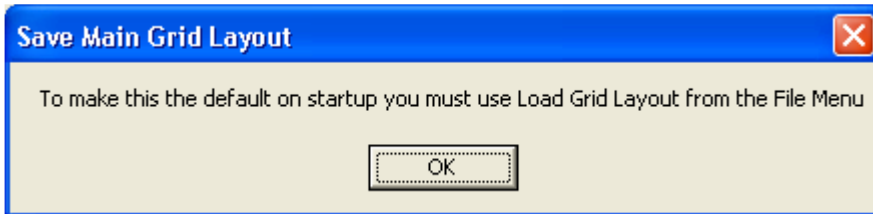
Next, click on File → Save Grid Layout



Type in a name for the layout, then click OK.



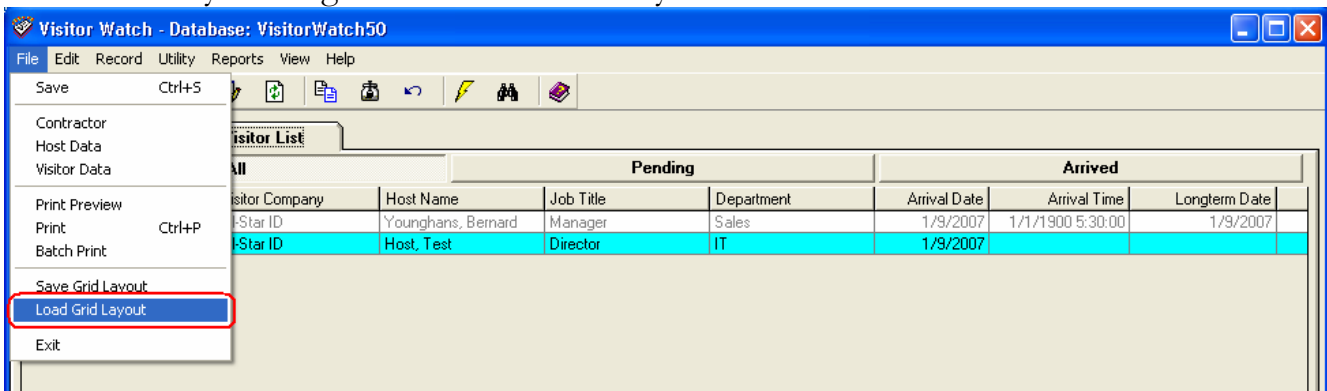
Click OK on this box.



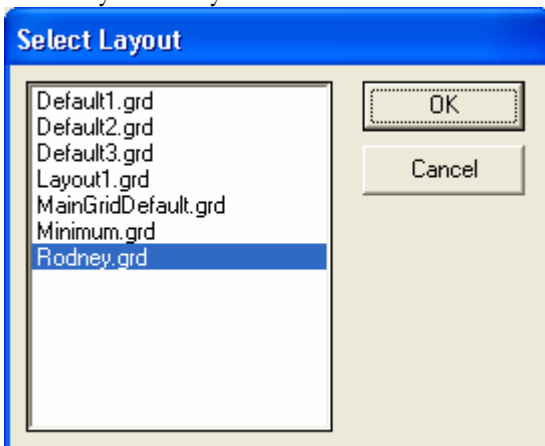
If you choose to load the Grid Layout before exiting that Grid Layout will be the new default and will load automatically the next time Visitor Watch is started.

If you are sharing the Visitor Watch workstation, you may want to leave the default and load your Grid Layout each time you login.

You do this by clicking File → Load Grid Layout



Select your Layout and click OK



Visitor Watch - Database: VisitorWatch50

File Edit Record Utility Reports View Help

Visit Details **Visitor List**

All			Pending		Arrived		
Visitor Name	Visitor Company	Host Name	Arrived	Printed	Arrival Date	Arrival Time	Notes
Johnson, Julie	All-Star ID	Youngmans, Bernard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/9/2007	5:49:25 PM	Julie Johnson will be here on January 9 to see Bill Stirling. Please call either Bill at Ext. 5349 or his assistant, Keisha Byron at Ext. 5350.
▶ Test, Visitor	All-Star ID	Host, Test	<input type="checkbox"/>	<input type="checkbox"/>	1/9/2007		

Find Filter All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Test, Visitor Find Next View By Gate: LVL-B Dock

Add Visit Contractor Equipment Edit Save Filter Quick Find Find Visits Print

Filtered By Today 1/9/2007 5:49 PM INS NUM CAPS