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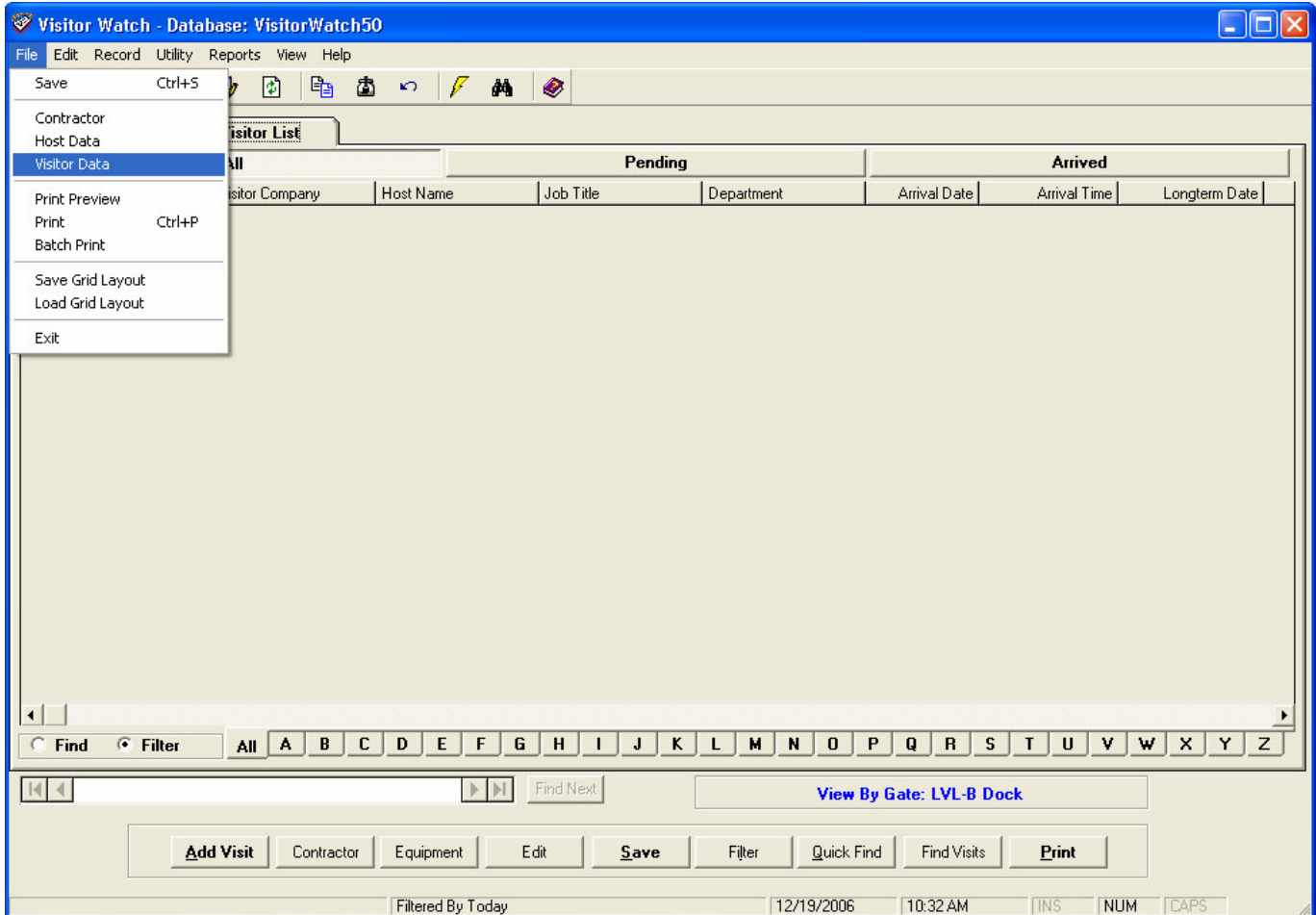
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www.visitorwatch.com
info@visitorwatch.com



How to Ban a Visitor

1. Login to VisitorWatch with an admin or supervisor username.
2. Go File → to Visitor Data.



3. Insert or Find a record.

Visitor Management System - Visitor Data Edit

File Edit Record Frequent-Visitor View

Visitor Info Additional Info

Dr./Mr./Ms.

First Name

Last Name

Company

Title

Phone

Not Allowed

Reason Not Allowed

Special

Special Notes

VisitorID	FirstName	LastName	Company	ot_Allowed	r_Attention	Reason_Not_Allowed	Visitor_Notes
13	Eumir	Abela	US Security Associates	False	False		
14	Greg	Allman CPP	MCPO	False	False		
15	William	Armstrong	Adams Resptory Care	False	False		
16	John	Bermudez		False	False		
121	Linda	Birnbaum	Access Systems	False	False		
17	Chief Joe	Bober	NJTP	False	False		
18	Marc	Bognar	DayZim	False	False		
19	Sal	Bonfiglio CPP	Honeywell	False	False		
20	Carolyn	Boniface	Wyndham Worldwide	False	False		
139	Vincent	Bove CPP	Speaker	False	False		

Eumir Abela US Security Associates Find Next

Insert Edit Save Undo Find Photo Exit

4. Click Edit, and then select the Not Allowed box and type in a reason.

Visitor Management System - Visitor Data Edit

File Edit Record Frequent-Visitor View

Visitor Info Additional Info

Dr./Mr./Ms. [Dropdown]
First Name: Marc
Last Name: Bogнар
Company: DayZim
Title: [Empty]
Phone: [Empty]

Not Allowed
Reason Not Allowed: CALL SECURITY x5555
Special
Special Notes: [Empty]

VisitorID	FirstName	LastName	Company	ot_Allowed	r_Attention	Reason_Not_Allowed	Visitor_Notes
13	Eumir	Abela	US Security Associates	False	False		
14	Greg	Allman CPP	MCPD	False	False		
15	William	Armstrong	Adams Resptory Care	False	False		
16	John	Bermudez		False	False		
121	Linda	Birnbaum	Access Systems	False	False		
17	Chief Joe	Bober	NJTP	False	False		
18	Marc	Bognar	DayZim	True	False		
19	Sal	Bonfiglio CPP	Honeywell	False	False		
20	Carolyn	Boniface	Wyndham Worldwide	False	False		
139	Vincent	Bove CPP	Speaker	False	False		

Find Next

Insert Edit Save Undo Find Photo Exit

5. Click Save and then Exit.

Visitor Management System - Visitor Data Edit

File Edit Record Frequent-Visitor View

Visitor Info Additional Info

Dr./Mr./Ms.

First Name

Last Name

Company

Title

Phone

Not Allowed

Reason Not Allowed

Special

Special Notes

VisitorID	FirstName	LastName	Company	ot_Allowed	r_Attention	Reason_Not_Allowed	Visitor_Notes
13	Eumir	Abela	US Security Associates	False	False		
14	Greg	Allman CPP	MCPD	False	False		
15	William	Armstrong	Adams Resptory Care	False	False		
16	John	Bermudez		False	False		
121	Linda	Birnbaum	Access Systems	False	False		
17	Chief Joe	Bober	NJTP	False	False		
18	Marc	Bognar	DayZim	True	False	CALL SECURITY	
19	Sal	Bonfiglio CPP	Honeywell	False	False		
20	Carolyn	Boniface	Wyndham Worldwide	False	False		
139	Vincent	Bove CPP	Speaker	False	False		

Find Next

Insert Edit **Save** Undo Find Photo **Exit**

6. Now you will see the following screen if that visitor is looked up. Also, employees will not be able to pre-register the visitor using the web page.

The screenshot shows a software interface titled "Lookup Visitor Record". On the left, there is a form with the following fields: "Title/Salutation" (a dropdown menu), "First Name" (text box with "Marc"), "Last Name" (text box with "Bognar"), "Company" (text box with "DayZim"), "Street", "City", "State", and "Zip / Postal". Below this form, a red banner reads "VISITOR NOT ALLOWED SEE BELOW". Underneath the banner is a text box containing "CALL SECURITY x5555".

On the right side of the main window, a blue-bordered dialog box titled "Visitor Not Allowed" is open. It contains the text "Enter a over ride user name and password to allow this visitor." followed by "User Name:" and "Password:" labels, each with an adjacent text input field. At the bottom of the dialog are "OK" and "Cancel" buttons.

At the bottom of the main window, there are several buttons: "Signature", "Photo", "License", and "Equipment". Below these is a status bar that says "One Visitor Found". At the very bottom, there are buttons for "Help", "Clear Entry Fields", "Lookup Visitor", "Ok", and "Cancel".