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How to Delete a Visitor Record

1. Login to Visitor Watch with a username that has the appropriate permissions.
2. Go File → to Visitor Data.

The screenshot shows the 'Visitor Watch - Database: VisitorWatch50' application window. The 'File' menu is open, displaying options such as 'Save', 'Contractor', 'Host Data', 'Visitor Data', 'Print Preview', 'Print', 'Batch Print', 'Save Grid Layout', 'Load Grid Layout', and 'Exit'. The 'Visitor Data' option is highlighted. The main window area shows a 'Visitor List' table with columns for 'Visitor Company', 'Host Name', 'Job Title', 'Department', 'Arrival Date', 'Arrival Time', and 'Longterm Date'. The table is divided into 'Pending' and 'Arrived' sections. At the bottom, there is a status bar showing 'Filtered By Today', '12/19/2006', '10:32 AM', and 'INS NUM CAPS'.

3. Click on the Find button.

The screenshot shows a software window titled "Visitor Management System - Visitor Data Edit". The window has a menu bar with "File", "Edit", "Record", "Frequent-Visitor", and "View". Below the menu bar are two tabs: "Visitor Info" (selected) and "Additional Info".

The "Visitor Info" tab contains several input fields:

- Dr./Mr./Ms. (dropdown menu)
- First Name (text box with "Test")
- Last Name (text box with "Visitor")
- Company (text box with "All-Star ID")
- Title (text box)
- Phone (text box)

On the right side of the form, there are checkboxes and text boxes:

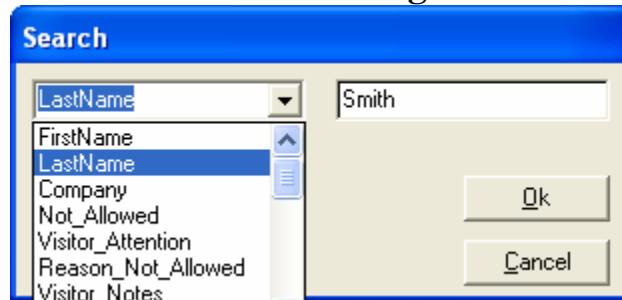
- Not Allowed
- Reason Not Allowed (text box)
- Special
- Special Notes (text box)

Below the form is a table with the following columns: VisitorID, FirstName, LastName, Company, ot_Allowed, r_Attention, Reason_Not_Allowed, and Visitor_Notes. The table contains 10 rows of data, with the first row (ID 13) and the last row (ID 9) highlighted in cyan.

At the bottom of the window, there is a search bar containing the text "Test Visitor All-Star ID" and a "Find Next" button. Below the search bar is a toolbar with buttons for "Insert", "Edit", "Save", "Undo", "Find", "Photo", and "Exit". A red arrow points to the "Find" button.

VisitorID	FirstName	LastName	Company	ot_Allowed	r_Attention	Reason_Not_Allowed	Visitor_Notes
13	John	Smith	ABC Co.	False	False		
12	John	Smith	All-Star ID	False	False		
1	Test	Visitor	All-Star ID	False	False		
2	Test	Visitor01	All-Star Id	False	False		
3	Test	Visitor02	All-Star Id	False	False		
4	Test	Visitor03	All-Star Id	False	False		
5	Test	Visitor04	All-Star Id	False	False		
6	Test	Visitor05	All-Star Id	False	False		
8	Test	Visitor07	All-Star Id	False	False		
9	Test	Visitor08	All-Star Id	False	False		

4. Drop down the box on the left and choose the field you would like to search by. Then, type in the value in the box on the right. Click Ok.



5. That will bring you to the first visitor that meets the search criteria; in this case it brought up the first visitor with the last name Smith. If that is not the visitor you would like to delete, click on the Find Next button until you find the visitor you are looking for. Once you have found the visitor, select the record, click on the Record menu and then click Delete. Click Yes to confirm and then click on the Exit button.

