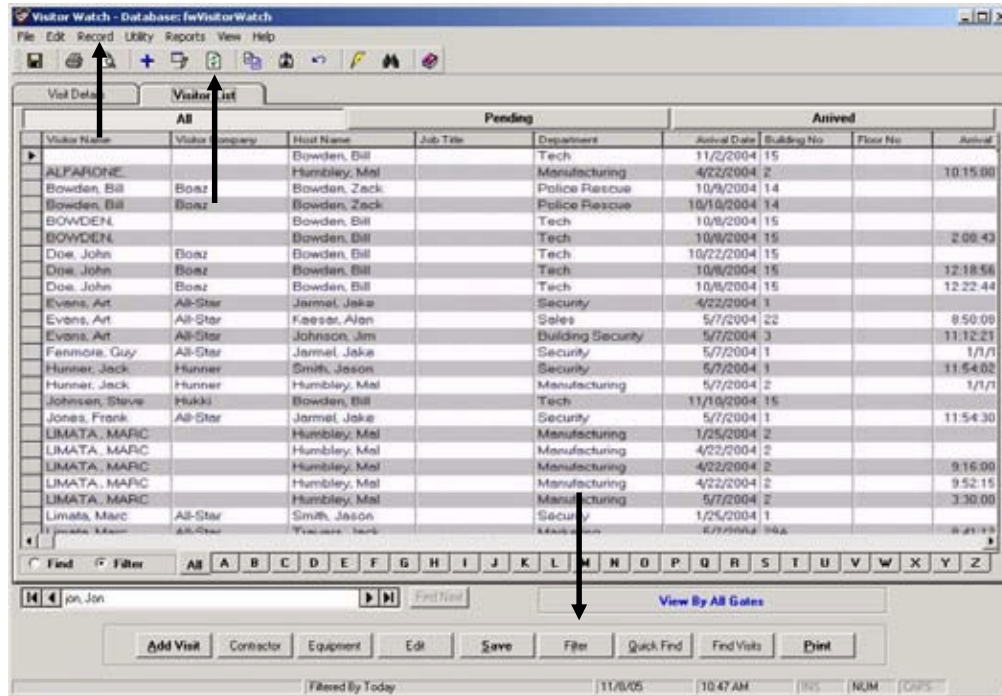


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### Viewing and Printing Pre-Registered Visitors (Cont.)

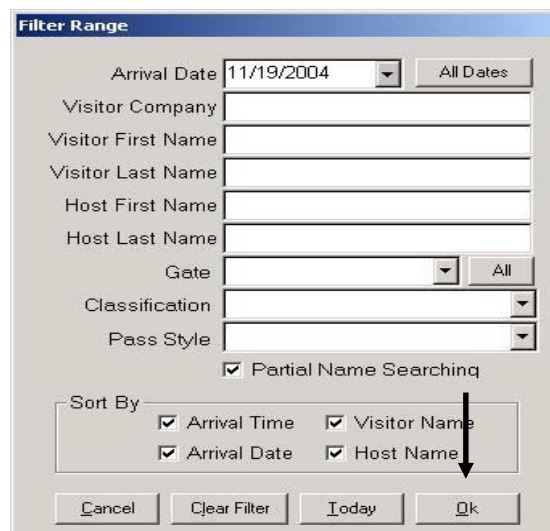
To view or print a selected visitor, click next to the visitor’s name to move the cursor arrow. Then select the print button at the bottom of the screen. If a select group of visitor’s needs to be printed use the filter shown below.

**Note:** this list will need to be refreshed from time to time to view the most up to date information to do so click the Record menu button and then select Refresh option, or click the refresh button on the tool bar.



### 3.1.1 Using the Filter

Use this filter to select the visitor(s) that need to be printed. The visitor(s) list can be filtered by company name, visitor name, host name, arrival time and arrival date. Once selected, use the print button shown in diagram 3.1(Cont.).

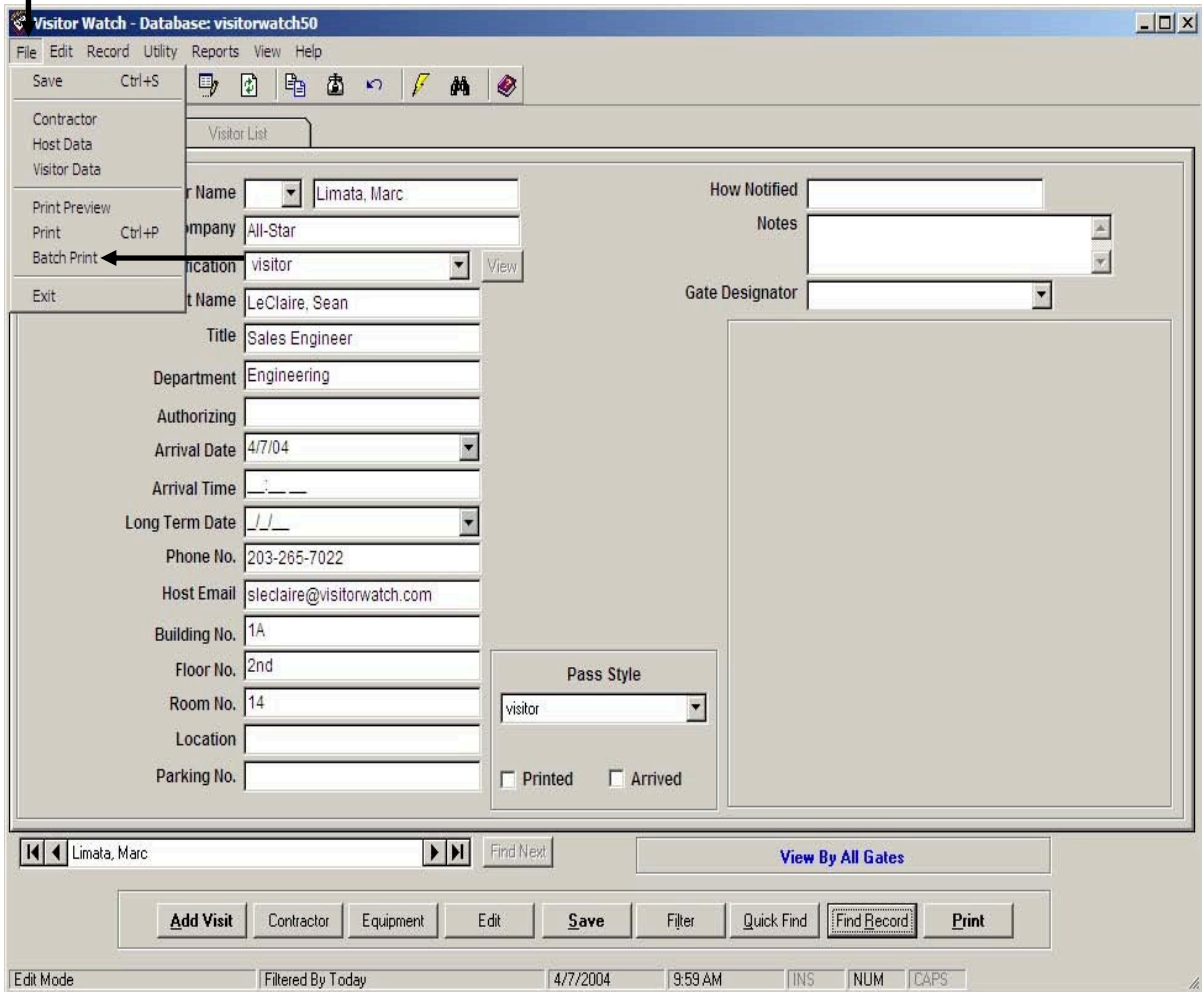


# Visitor Watch –User Guide

## 4.1 Batch Printing Badges

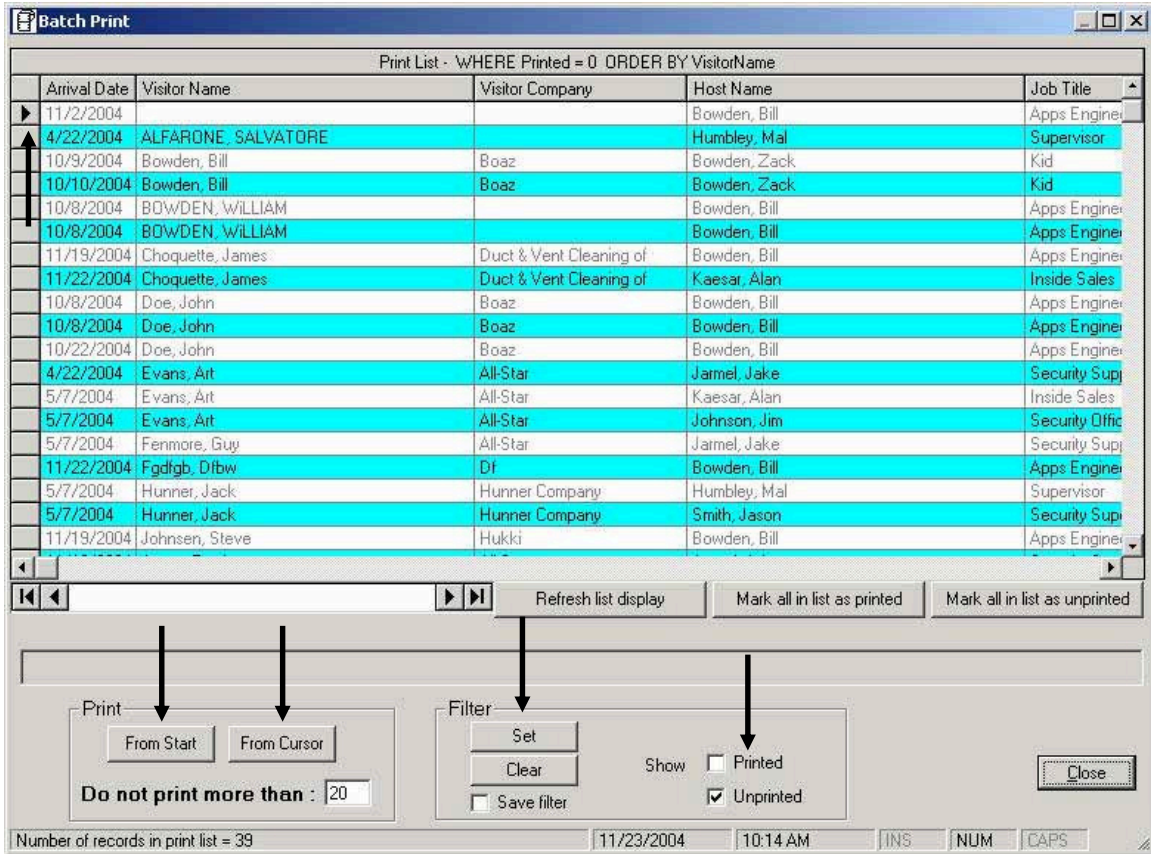
Visitor Watch™ allows for the printing of groups of badges.

To use the batch printing option, click File on the main menu and scroll down to and select Batch Print. The batch print screen will display. Please see the diagram on the next page.



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To print the entire list click the From Start button or to print from a specific record to the end of the list click next to the visitor’s name to move the cursor and then click the From Cursor button.



It is also possible to specify the number of badges that will print at one time by changing the Do Not Print More Than quantity. The default is 20.

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### 4.2 Filter for Batch Printing

If the list has too many items or only certain badges need to be printed the list can be filtered by clicking the Set button in the Filter selection as shown in the diagram on the previous page. Then in the filter dialog box that appears enter the filter conditions. Please see diagram below.

This will allow the Batch Print list to be filtered by department, job titles, and several other fields. Clearing the filter shows all badges that are unprinted. If the printed box in the diagram on the previous page is checked the printed badges display as well.

**Filter for batch print**

Arrival Date 11/15/2004 All Dates

Visitor Company

Gate

Classification

Pass Style

Department

How Notified

(Use % for wildcard - e.g. Comp%)

Sort By  Arrival Time  
 Visitor Name

Cancel Ok