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## How to Edit an Appointment

1. From the Visitor List tab, select the appointment you want to edit and click on the Visit Details tab.

The screenshot shows the 'Visitor Watch - Database: VisitorWatch50' application window. The 'Visitor List' tab is active, displaying a table of visitor appointments. The 'Visit Details' tab is highlighted with a red box. The selected row for 'Smith, John' is also highlighted with a red box. Below the table, the 'Find' and 'Filter' buttons are visible, along with a search bar containing 'Smith, John'. At the bottom, there are 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', '4/19/2007', '3:09 PM', 'INS', 'NUM', and 'CAPS'.

All		Pending		Arrived			
Visitor Name	Visitor Company	Host Name	Visitor Arrived	Arrival Date	Arrival Time	Longterm Date	Notes
Evans, Art	ALL-STAR ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007	12:00:00 AM	12:00:00 AM	
FL&RM, Test	All-Star ID	Host, Test	<input type="checkbox"/>	4/19/2007	1/1/1900 4:00:00 PM	4/19/2007	
Gun, Tommy	Boxer	Host, Test	<input checked="" type="checkbox"/>	4/19/2007	10:45:37 AM		
Jordan, Mike	Bulls	Butler, Lisa	<input type="checkbox"/>	4/19/2007			
Linehan, Jackie	ALL-STAR ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007	12:00:00 AM	12:00:00 AM	
NEWTON, RODNEY	ALL-STAR ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007			
NEWTON, RODNEY	ALL-STAR ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007			
Ortiz, Dave	All-Star ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007	12:00:00 AM	4/30/2007	
SAMPLE, SUSAN	ALL-STAR ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007	12:00:00 AM	12:00:00 AM	
SAMPLE, TERMESSEE		Butler, Lisa	<input type="checkbox"/>	4/19/2007			
Smith, John	All-Star Id	Butler, Lisa	<input type="checkbox"/>	4/19/2007	1/1/1900 4:00:00 PM	4/19/2007	
Smith, Lany	All-Star ID	Host, Test	<input checked="" type="checkbox"/>	4/19/2007	10:25:21 AM	4/27/2007	
Visitor, Test	All-Star Identification	Host, Test	<input type="checkbox"/>	4/19/2007	1/1/1900 2:00:00 PM	4/19/2007	
Visitor, Test	All-Star	Host, Test	<input type="checkbox"/>	4/19/2007	1/1/1900 2:00:00 PM	4/19/2007	
Younghans, Bernie	All-Star ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007	12:00:00 AM	12:00:00 AM	
Younghans, Bernie	ALL-STAR ID	Butler, Lisa	<input type="checkbox"/>	4/19/2007	12:00:00 AM	12:00:00 AM	

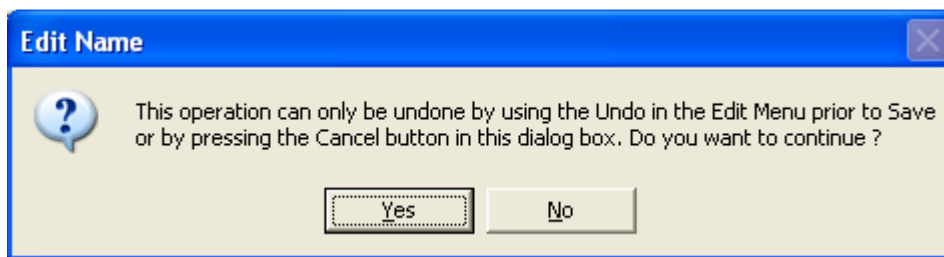
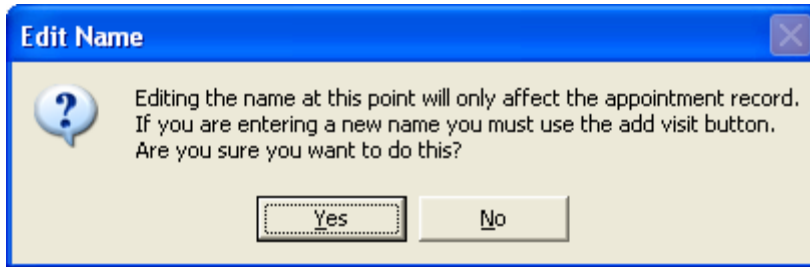
- Click on the Edit button near the bottom of the screen and then click on the field you want to edit (usually Visitor Name or Visitor Company).

The screenshot shows the 'Visitor Watch - Database: VisitorWatch50' application window. The 'Visit Details' tab is active, displaying a form for a visitor named John Smith. The 'Visitor Name' and 'Visitor Company' fields are highlighted with a red box. The 'Edit' button in the bottom toolbar is also highlighted with a red box. The form includes fields for Visitor Name, Visitor Company, Classification, Employee/Host Name, Title, Department, Authorizing, Arrival Date, Arrival Time, Long Term Date, Phone No., Host Email, Building No., Floor No., Room No., Location, Plate No., How Notified, Notes, Gate Designator, and Pass Style. The bottom toolbar contains buttons for Add Visit, Contractor, Equipment, Edit, Save, Filter, Quick Find, Find Visits, and Print. The status bar at the bottom shows 'Edit Mode', 'Filtered by today', '4/19/2007', '3:20 PM', and system icons for INS, NUM, and CAPS.

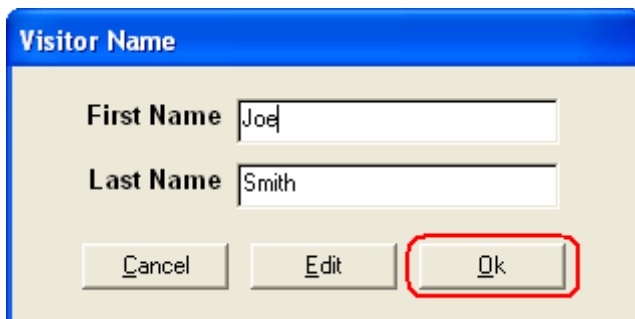
- The Visitor Name edit box appears. Click on the Edit button.

The screenshot shows the 'Visitor Name' edit dialog box. It has a blue title bar and contains two text input fields: 'First Name' with the value 'John' and 'Last Name' with the value 'Smith'. At the bottom, there are three buttons: 'Cancel', 'Edit', and 'Ok'. The 'Edit' button is highlighted with a red box.

- Two confirmation boxes appear. Read through the messages and be sure that you understand you are only changing that appointment and not the visitor's record. To continue click yes on both dialog boxes.



- The Visitor Name edit box is now in edit mode. Make the necessary changes and then click Ok.



- Click on the Save icon or the Save button near the bottom of the screen. This forces the save on the server but will not refresh the client cache. Next, click on the Print Preview icon.

The screenshot shows the 'Visitor Watch' application window with the following details:

- Visitor Name:** Smith, Joe
- Visitor Company:** All-Star Id
- Classification:** (Dropdown menu)
- Employee/Host Name:** Butler, Lisa
- Title:** Manager
- Department:** Sales
- Authorizing:** (Empty field)
- Arrival Date:** 4/19/07
- Arrival Time:** 04:00 pm
- Long Term Date:** 4/19/07
- Phone No.:** 800-831-5771
- Host Email:** RNewton@visitorwatch.com
- Building No.:** 415
- Floor No.:** 2
- Room No.:** 201
- Location:** (Empty field)
- Plate No.:** (Empty field)
- How Notified:** WEB PRE-REGISTRATION
- Notes:** (Text area)
- Gate Designator:** Main Gate
- Pass Style:** Visitor
- Printed:**
- Arrived:**

At the bottom of the window, the 'Save' button is highlighted with a red box. Other buttons include 'Add Visit', 'Contractor', 'Equipment', 'Edit', 'Filter', 'Quick Find', 'Find Visits', and 'Print'. The status bar at the bottom shows 'Edit Mode', 'Filtered by today', '4/19/2007', '3:40 PM', 'INS', 'NUM', and 'CAPS'.

7. The preview will probably show the old information, however the Print Preview action will refresh the client cache. Exit out of the Print Preview window and click Print to print the badge with the updated information.



Visitor Watch - Database: VisitorWatch50

File Edit Record Utility Reports View Help

Visit Details Visitor List

Visitor Name: Smith, Joe

Visitor Company: All-Star Id

Classification: [View]

Employee/Host Name: Butler, Lisa

Title: Manager

Department: Sales

Authorizing: [ ]

Arrival Date: 4/19/07

Arrival Time: 04:00 pm

Long Term Date: 4/19/07

Phone No.: 800-831-5771

Host Email: RNewton@visitorwatch.com

Building No.: 415

Floor No.: 2

Room No.: 201

Location: [ ]

Plate No.: [ ]

How Notified: WEB PRE-REGISTRATION

Notes: [ ]

Gate Designator: Main Gate

Pass Style: Visitor

Printed  Arrived

Smith, John Find Next View By All Gates

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

Filtered by today 4/19/2007 5:01 PM INS NUM ICAPS

