

Visitors

Step 1: Log into TEKControl & click this Visitors button.

Step 2: Click on "search" and type in the visitor's name.

Search

OR

Use your mouse to scroll through the list.

Step 3: Click on this button at the right side of your visitor's name.

...

This page shows you how to:

- **Edit or delete your visitors**
- **Send ePasses to existing visitors in Step 5 (including yourself!)**

Step 4: Click "Edit"

This will open the same window as you see when you enter a new visitor, but their information already appears.

Click on **Delete** to delete this visitor from your list. This also removes them from the lists Guards reference **AND** deactivates any outstanding passes

- Edit
- Delete
- Deny Visitor
- History

Step 5: You can change anything about your visitor, including the TYPE (Permanent, Temporary, Resident, etc). Be sure to click **Save** when you finish.

Or

You can re-send an ePass to the selected visitor/Resident by simply doublechecking the phone number or email and then clicking "Save and Send E-Pass"

(For Permanent Visitors and Residents, you do not need to update the Schedule Date)

First Name *	Sebastian	Last Name *	Freeman
Company	Thompson Mill Guardhouse	Destination *	Host Address
Additional Destination		Type *	Employee/Staff/Assistant
Schedule Date *	<input type="text"/> <input type="checkbox"/> Add Time	Contact Email	<input type="text"/>
Contact Phone	7709650849	Notes	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Save and Send E-Pass"/>	
<input type="button" value="Deny Visitor"/>		<input type="button" value="Cancel"/>	

ePasses sent to Residents and Permanent Visitors last for two weeks and must then be re-sent.

Duplicating and sending multiple copies of an ePass violates the community's Rules & Regulations, and is subject to a fine of \$50.00 per occurrence.

