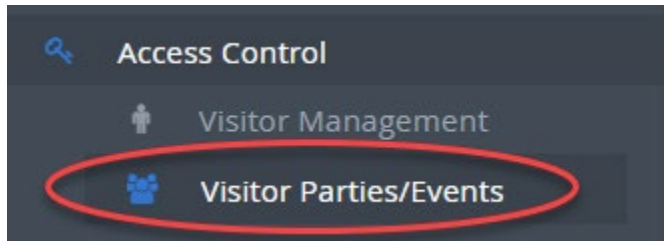


How to add and edit visitors in a party

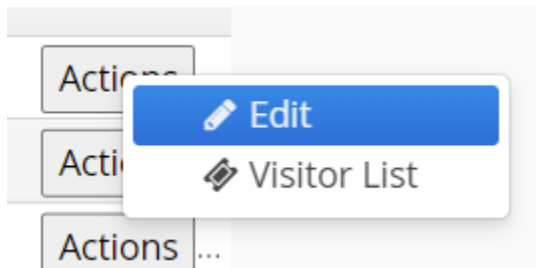
1. Login to TEKControl using the following URL: <https://webapp.tekcontrol-site.com/>
 - a. Username: DDSales
 - b. Current Password: Security1 (it will make you change this when you log in the first time)
2. Click Access Control
3. Click Visitor Parties / Events



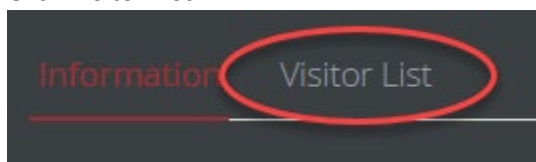
4. Click Actions on the Party you want to edit

Host Name	Name	Start Date	
Garmon, Mollie	DD Party	05/16/2022 15:25	Actions ..

5. Choose Edit



6. Click Visitor List



To add a visitor

- a. Enter First Name
- b. Enter Last Name
- c. Enter Phone
- d. Enter Email
- e. Or Select Existing Visitor
- f. Click Add Visitor(s) for each name
- g. Click Save or Save and Send E-Pass

To remove a visitor

- a. Click Remove next to the visitor's name

b. Click Save

Information **Visitor List**

First Name: Last Name: Email: Phone

Existing Visitors:
--Select Existing Visitor--

...Select File To Import Visitors **Download CSV Template**

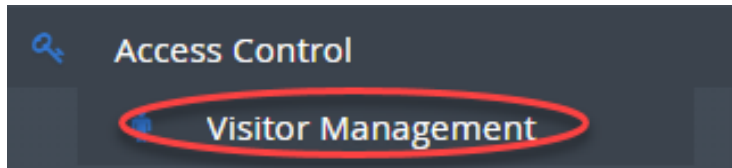
Add Visitor(s)

First Name	Last Name	Email	Phone	
Paul	McCartney			Remove
John	Lennon			Remove

Save
Save and Send E-Pass
Cancel

To make changes to the visitor

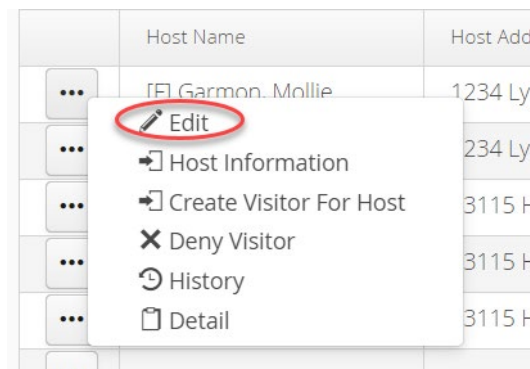
1. Click Access Control
2. Click Visitor Management



- 3.
4. Click the ellipsis next to the Visitor you need to edit

	Host Name	Host Address	Visitor Name
...	[F] Garmon, Mollie	1234 Lyons	McCartney, Paul and Linda

5. Click Edit



6. Make any changes needed
7. Click Save