

ADD A VISITOR - MORE IN GROUP

If you are scheduling more than one visitor for the same date and time and purpose, click on the “*More in Group*” button located at the bottom of the screen. This will display the **MORE IN GROUP** page (Figure 1).

Enter the First Name, Last Name, Company Name or Relationship, for each visitor in the group or click “*Browse*” to upload a .csv file.

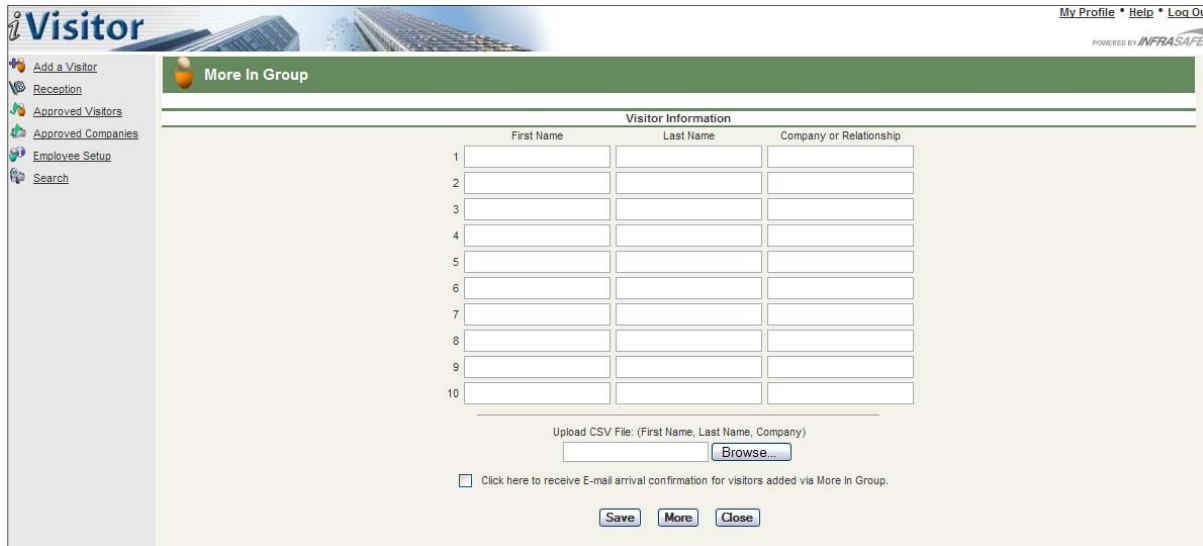


Figure 1

Excel (.csv) File Instructions

The Excel (.csv) file must follow these guidelines (Figure 2)

- The first name must be in the first column (column A).
- The last name must be in the second column (column B).
- The company name must be in the third column (column C).
- Delete any blank rows or columns in the data range.
- Do not include middle initials or middle names.
- If a name has an apostrophe or any other special character, type it without the apostrophe (i.e., O'hare is entered as Ohare).

	A	B	C
1	Sharon	Smith	ABC Co.
2	Julia	Ford	DEF Co.
3	Carla	Ohare	HJ Co.
4	Larry	Duke	KLM Co.
5	Janet	Jones	MNO Co.
6	Stanita	Gerson	PQR Co.
7	Charles	Lawson	STV Co.
8	Stacy	Field	WXY Co.

Figure 2

- The Excel spreadsheet must be saved as a CSV (comma separated values) file.
- To save an Excel spreadsheet with a .csv extension:
 - In Excel, select File, Save As.
 - The Save As dialog box displays.
 - In the *File Name* box, type a name for the file.
 - In the *Save In* box select a location to save the file.
 - In the *Save As Type* box, use the drop down arrow to select CSV (Comma delimited) (*.csv).