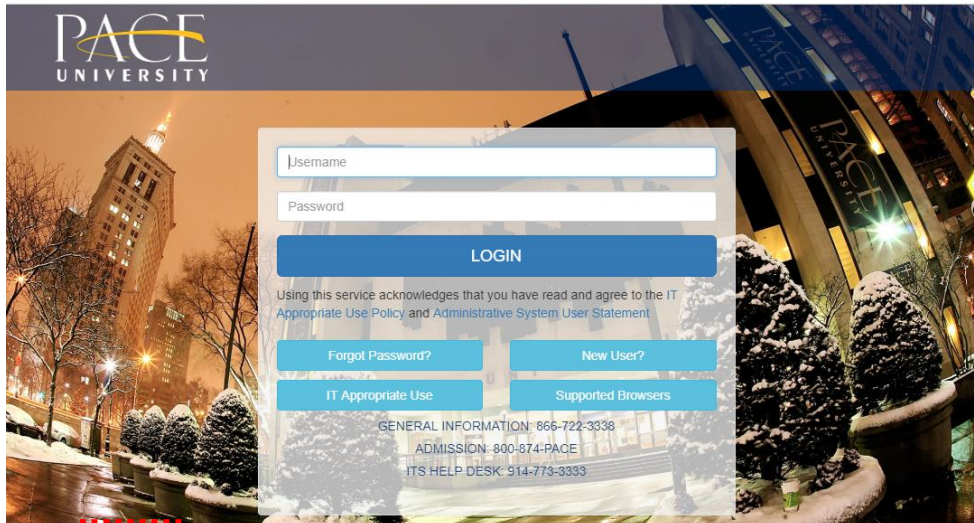


## Splan Visitor

Navigate to the Splan Visitor URL directly: <https://visitors.splan.com/splan-ui/#provider/pace>, or access the system via the Pace Portal. The user will be directed to the login page:



23bc

My Dashboard

New Visitor

Visitors Upload

My Profile

Please use From Date or To Date from Advanced search to get data from last 1 year

### Welcome

You have no visitors today.

Pending Visits 0

Previous Visits 0

Search visitors

Advance Search

All Pending Visits Previous Visits

+ New Visitor

Member Id	Name	Email	Host / Sponsor	Meeting Date & Time	Location Name	Representing Company	Latest Status	Action
⚠ You don't have any upcoming visits scheduled								

## Login



The **New Visitor** tab enables an employee to schedule a visit. Click the **New Visitor** tab from the left navigation menu to register a visit. The **New Visitor Registration** form will open:

The form is titled "New Visitor Registration" and is divided into two main sections: "Visitor Information" and "Visit Information".

**Visitor Information:**

- First Name \* (text input)
- Last Name \* (text input)
- Representing Company (text input)
- Email (text input)
- Mobile Number (text input)

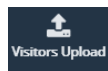
**Visit Information:**

- Location Name \* (dropdown menu, currently showing "-- Select --")
- Whom you are meeting? \* (text input with search icon)
- Start Date (text input, showing "04-05-2019")
- End Date (text input, showing "04-05-2019")
- Start Time (text input, showing "8:56 AM")
- End Time (text input, showing "9:55 AM")
- Reason for Visit (text input, showing "Reason for Visit")
- Comments (text input)

At the bottom left is a "Cancel" button. At the bottom right, there are two buttons: "+ Add Another Visitor" (highlighted with a red dashed border) and "Save".

- Enter the required information in the fields and click **Save** to register a visitor.
- Click **+Add Another Visitor** to add another user.

## Visitors Upload



The **Visitors Upload** tab enables an employee to register multiple visitors at the same time. Complete the basic visitor details: First Name, Last Name, Email, and Mobile Number. Click the **Basic Upload** button to upload multiple visitors. This feature is a 4-step process to be followed.

The form is titled "Upload Visitors" and has a sub-section for "Basic Upload".

**Basic Upload:**

- Use basic upload if you have group of visitors meeting with only one employee.
- Use basic upload if you have group of visitors coming on same date.
- Basic upload template will have basic visitor information like first name,last name,email...

At the bottom left is a "Cancel" button. At the bottom right, there is a "Basic Upload" button (highlighted with a red dashed border).

## Step 1: Download Link (Sample visitor Template)

Download the CSV file from the link and save the file on your local machine. Enter the basic details of the visitors. The basic details include

- First Name
- Last Name
- Email Id
- Mobile Number


## Step 2: Upload Visitors

Click **“Upload”** and attach the file. Once the file is successfully uploaded, a pop-up message will be displayed on the screen as shown.

Click **“Next”** for further process.

## Step 3: Add Visit Information

Enter the Visit Information details and click **“Next”**.

 The fields marked \* indicates mandatory fields.







## Step 4: Preview and Submit

All Visitors information along with date and time of the visit can be previewed on the following screen.

Request Data Center Access : Upload Visitors

1 Step-1:Download link (sample visitor template) 2 Step-2 : Upload Visitors 3 Step-3 : Add Visit Information 4 Step-4: Preview and Submit

Group Names:

First Name	Last Name	Email	Visiting Date	Whom you are meeting?	Action
Ben	Stokes		01-20-2019 11:22 AM	Paul Neumann ( p.neumann )	 
Eoin	Morgan		01-20-2019 11:22 AM	Paul Neumann ( p.neumann )	 
Joe	Root		01-20-2019 11:22 AM	Paul Neumann ( p.neumann )	 

Show 10 entries Showing 1 to 3 of 3 entries

Visit Information

Location Name: Los Angeles Whom you are meeting?: Paul Neumann ( p.neumann )

Start Date: 01-20-2019 End Date: 01-20-2019



Reason for Visit: Reason for Visit Representing Company: Representing Company

Comments: Comments Duration(In Minutes): 60

Country: -- Select -- Visit Type: -- Select --

Cancel Save

The employee can also edit and delete a specific visitor

- Click on the Edit  icon under Actions tab to edit a specific visitor. Upon editing the visit detail, click **Update** and **Save**. The visitors will be registered.
- Click on the Delete  icon under Actions tab to delete a specific visitor. Upon deleting the visitor, click **Update** and **Save**. The visitors will be registered.