Splan Visitor
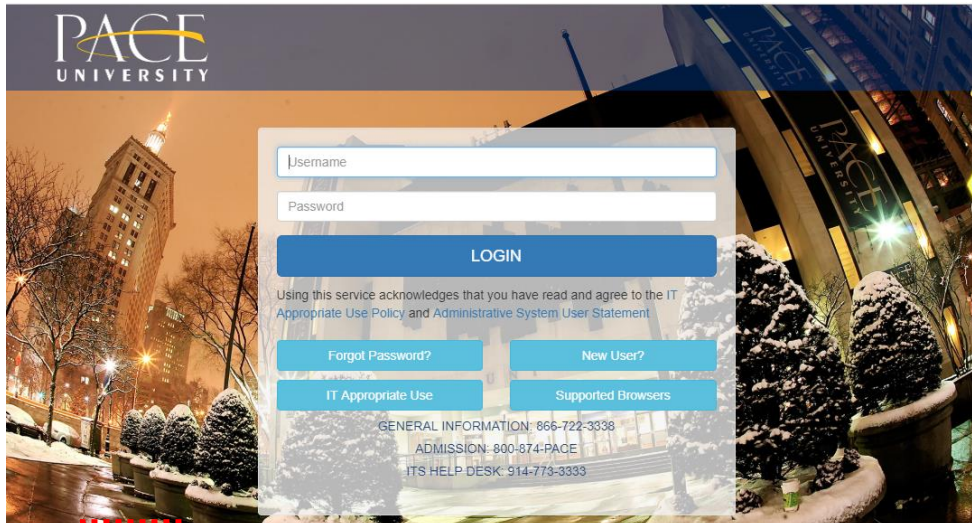
Navigate to the Splan Visitor website, or access the system via the Pace Portal. The user will be directed to the login page:

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:

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

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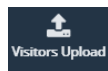
The **Visitors Upload** tab enables an employee to register multiple visitors at the same time. Complete the basic visitor details: First Name, Last Name, Email, and Mobile Number. Click the *Basic Upload* button to upload multiple visitors. This feature is a 4-step process to be followed.

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.

The employee can also edit and delete a specific visitor

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