


LOG VISITS

This area allows you to add a visit between a person detained and an authorized visitor.



FROM THE MENU: Detention, Log Visits

You can also

Log Visit
Thomas Ian Ellis (File# 10)

Type:* Date/time: 

Authorized visitors
Select the visitors to log for the above visit type and date

Visitor	File #	Age	Visitor type	Relation	Photo
<input checked="" type="checkbox"/> Carol Dunlevy		58	Relative	Mother	
<input type="checkbox"/> John Ellis		23	Relative	Brother	
<input type="checkbox"/> Kathleen Ellis		20	Relative	Sister	

- **Type:** Select the type of visit.
- **Date/time:** Enter the date and time of the visit. You can type the letter T to add the current date and time. You can leave the field empty and the system will add the date and time you UPDATE. Or, you can click on the calendar image at the end of the field to choose the date and time.
- **Visitor:** Select the visitor. If the person visiting is NOT on the list, you must first authorize them to visit. [How?](#) If there is a photo attached to the PERSON DETAIL of the visitor, it will be displayed. This is very helpful for identification purposes.

Click the **Update** button to save your work.