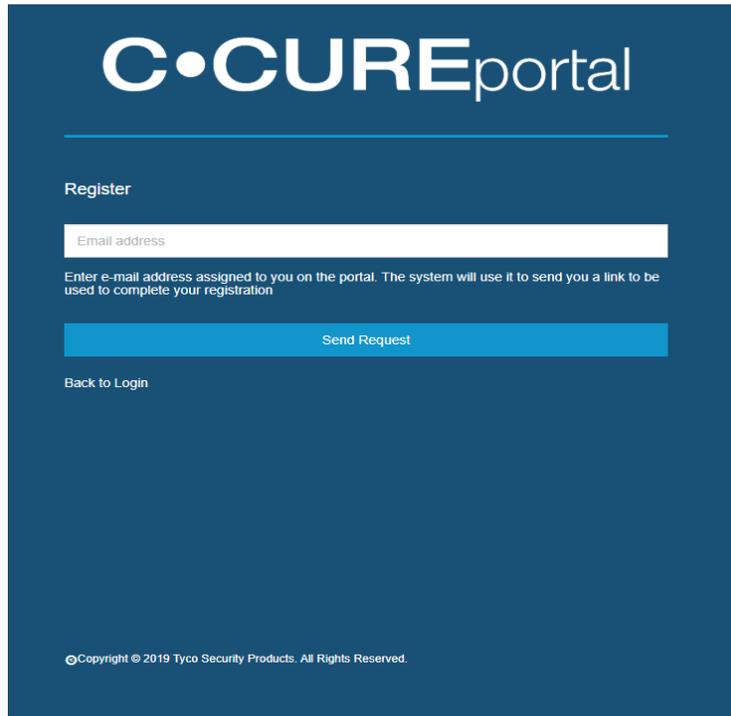345
CALIFORNIA

VISITOR MANAGEMENT ACCESS

1. To register in CCure 9000 VMS enter the URL https://visitor.345cal.com/ccure_portal into your web browser. You will then be directed to the main page of the portal. At the first visit to the portal select **"Register"**.

2. The window below will appear asking you to enter your email address. Then select **"Send Request"**.
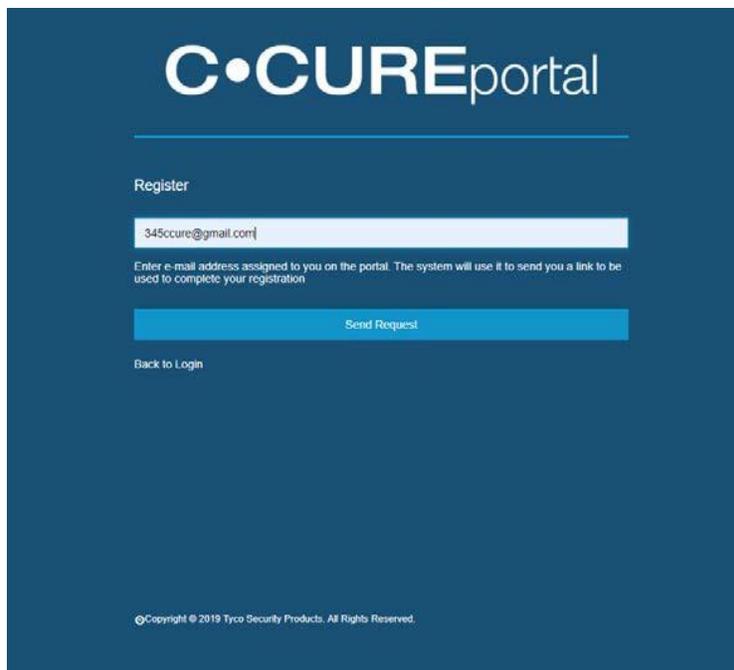
3. Upon selecting "**Send Request"** this window will pop-up confirming that an email was sent to the email address you entered with further instructions. Use the URL from the email to complete the registration.

This is a sample of the email you will receive. Please check your junk mail if you do not receive it within 10 minutes.

4. The URL will redirect you to the CCure Portal, asking you to enter your email and create a password to complete the registration. Then select "**Send Request"**
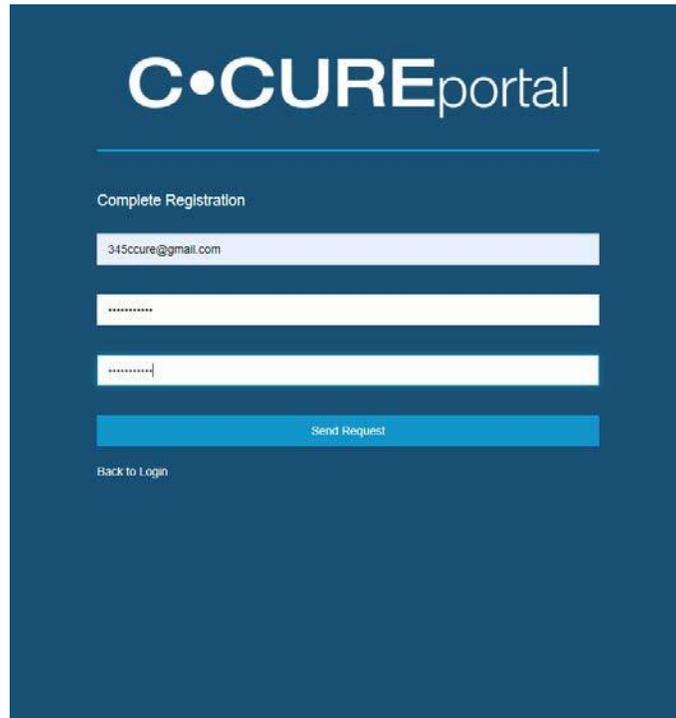
5. You will be redirected to the main login page. Enter your email and password and select sign in.
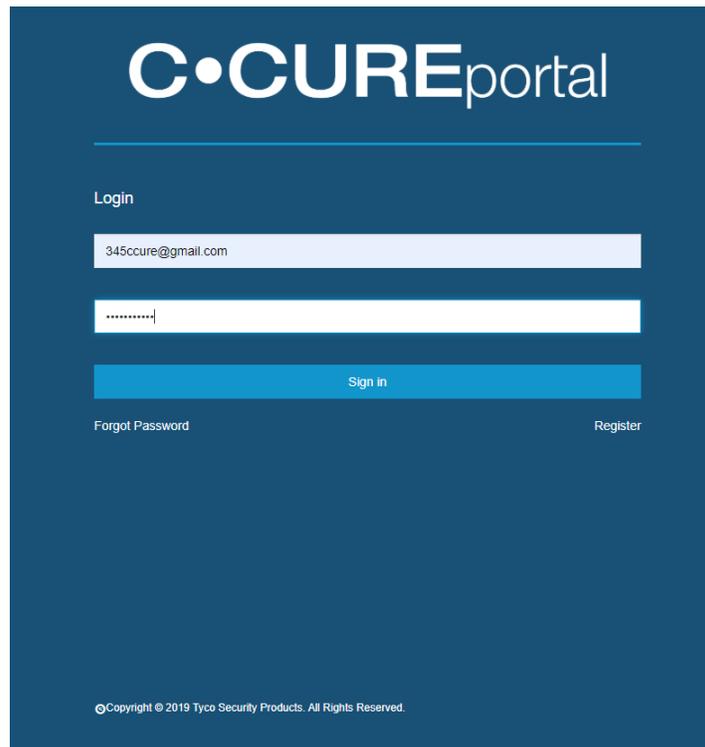
6. At this stage you will be logged in and able to register visitors. Select your company name (in our example Cushman and Wakefield below).

7. The calendar with your company visitors (if any) will appear. The display can be changed to "Day" "Week" or "Month". To register a new visitor, select "**New Visit**" at the top right of the page.

8. A new page will be displayed with "**Visit Site**", this is your company. Select "**Visit Template**". This is the template of the visitor badge for your company. Select the date and time of the visit and select "**Add Visitor**".

9. At the first visitor registration select "**Create New Visitor**" and enter the first and last name of the visitor. If a visitor was previously registered his/her name will appear in a drop-down window. You can add has many visitors as you want in one registration but remember all visitors must be present to check in. Registration of multiple visitors will be designated a group of visitors; it is not for a single visitor.

10. You also can add more than one host like in the example below.

Nov 5, 2019 10:30 AM

(2 visitors) *(modified)*		🗑 ↩ 💾 💾
Visit Site	Cushman and Wakefield-FL04	📍
Visit Template	Cushman and Wakefield Visit Template	☰
Start Time	11/5/19 📅	10:30 AM ⊘
End Time	11/5/19 📅	11:30 AM ⊘
Add Visitor	Enter Visitor Name or email	
	Doe, John	Edit ▾
	Doe, Jeanne	Edit ▾
Add Host	Enter host name or email	
	BOHIN, JEAN-MARC jmbohin@345cal.com	View ▾
	Murphy, Michael mmurphy@345cal.com	View ▾
Details		❯

11. A feature of CCure is the ability to send documents to the visitor before the visit (a meeting agenda for example). Make sure to enter the visitor's email address by selecting "**Edit**" next to the name of the visitor and enter his/her email as below. Then select "**Submit**".

Visitor Details   ✓ ✖

Last Name*	Doe
First Name*	John
Email Address	jdoe@gmail.com

Submit

12. By selecting "**Details**" at the bottom of the page you have the possibility to create a "**Visit Name**" (it could be the name of the meeting for example) as well as entering a description. You can enter "Visitor Instructions" as well as "Host Instructions" and "**Attach Document**" to be sent to the visitor or host. To save the visitor registration and send document make sure that all parties have their email address entered in the visit and select at the top right of the registration page when you are ready to complete the registration. If there is no document to be send, select to save the registration.
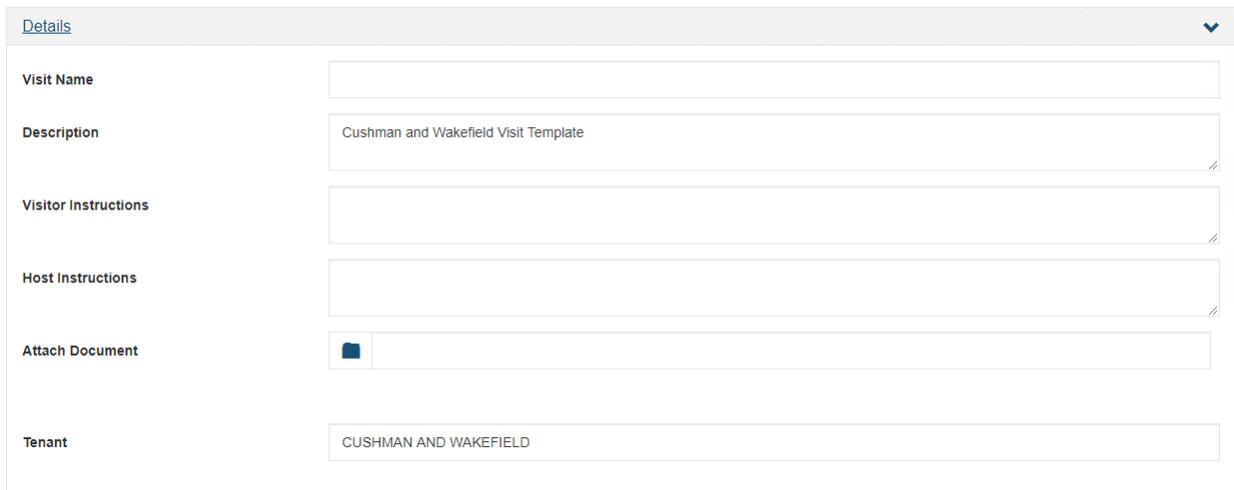
Details	⌄
Visit Name	
Description	Cushman and Wakefield Visit Template
Visitor Instructions	
Host Instructions	
Attach Document	📁
Tenant	CUSHMAN AND WAKEFIELD

At their arrival all visitors MUST check in with Security at the lobby desk. A picture ID will be requested. Upon verification of the registration Security will allow access and assign an elevator to the visitor.

It is important to note that Lobby Security will check for registration of all visitors and **will deny access** if the person is not registered as a visitor. To expedite access of your visitor, please, make sure to register them in advance. In the event of an unexpected or unregistered visitor, Lobby Security will contact your office before authorizing access.

Access to the building via the main lobby entrance will be authorized only to employee and visitors. All vendor/contractor must access the property via the loading dock on Pine Street and register with Security.