Group File Upload to EasyLobby

1. Type name and company of guest in excel as shown below.

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1	1 • : $\times \checkmark f_x$ First Name									
1	А	В	С	D	E	F				
	First Name	Last Name	Company							
	Joe	Smith	ABC							
	David	Berry	ABC							
	Harry	Noth	ABC							

2. Save File as .csv

Save As							×
🕽 🔵 🗢 📙 🕨 Mark Mil	ller 🕨 Dropbox 🕨			▼ 4⁄7	Search Dropbox		م
Organize 🔻 New fold	er					•	?
Microsoft Excel	Name	 Date modified 	Туре	Size			
	😹 Hertz Indianapolis 111 Monument, LLC	9/18/2017 9:12 AM	File folder				
🙀 Favorites	😹 Jeff Reynolds	9/12/2017 2:33 PM	File folder				
🚺 Downloads 📃	😹 Mark Miller	8/3/2017 9:26 AM	File folder				
😌 Dropbox	湯 S&K Photos of Building Exterior	8/10/2015 1:10 PM	File folder				
🝊 OneDrive	😹 Salesforce Building Info	9/8/2017 12:19 PM	File folder				
📃 Recent Places	😹 Scott Wood	8/9/2017 3:08 PM	File folder				
📃 Desktop	😹 Utility Management Corporation	3/17/2017 9:24 AM	File folder				
	😹 Website_Salesforce Tower Indy	8/11/2017 11:36 AM	File folder				
🥽 Libraries							
Documents							
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Pictures							
File name:							
Save as type: CSV (Comma delimited)							
Authors: Mark	tag	Title: Add a title					
Hide Folders				Tools 🔻	Save	Cance	-
y Flide Folders					5570	cunce	

3. Go to eAdvance website, Click on Visitor and group upload

e Advance visitor Manage Admin	
	Group File Upload
	Registration Information Reason: [Select One] * Clearance: [Select One]
	* Clearance: (Select One) * Arrival Date: 9/18/2017 Departure Date: 9/18/2017 Departure Time: 12:00 AM Departure Time: 12:00 AM
	Group Upload File: Browse
	Remember this group Group Name: Submit Clear * Required Fields

4. Fill out First Name, Last Name, Reason for Visit, Time, Site, Arrival Date and Time, Departure Date and attach your csv file and submit.