

# External Guests

External guests are all other types of guests who are not Chrome River users at the University. Searching for external guests who are already in the system is the same process described for Internal Guests, with recent guests denoted by a clock icon.

The screenshot shows a 'Guests' interface. At the top, there is a header 'Guests'. Below it, a table lists guests. The first row shows 'Internal' with a close icon, 'Jack Jensen' (University of Virginia), and two boxes containing '100%' and '0.00'. Below this, there is a search bar with a dropdown menu 'Ext...' and the text 'Search for Name, Job Title, or Company Name'. The search results list three guests: 'Jeff Jones' (Training Director, Duke University), 'Don Sierzega' (Training Development Manager, Duke University), and 'Jeff Jones'. At the bottom of the search results, there is a button '+ Add New External Guests?' which is circled in red.

## Add New Guest

If the external guest is not in the system, tap **+ ADD NEW EXTERNAL GUESTS**. Multiple fields will appear to capture the new guest's information. You cannot tap **ADD** until information has been entered into every field.

## Guests

Internal

×

**Jack Jensen**

*University of Virginia*

100 %

0.00

100 %

0.00

External

First Name

Last Name

Title

Company Name

Add

Cancel