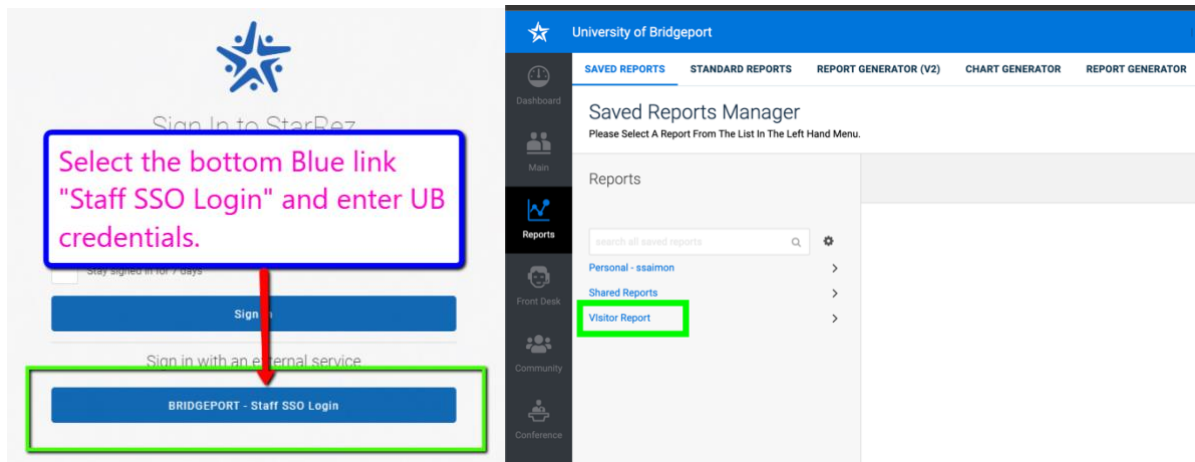
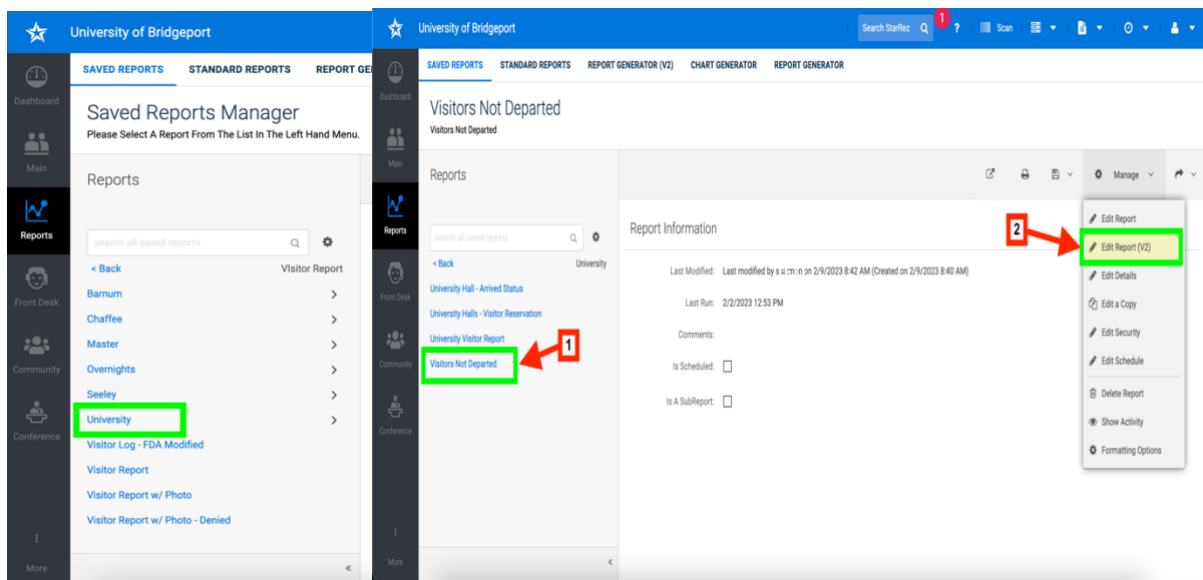


Signing in Reoccurring Visitors

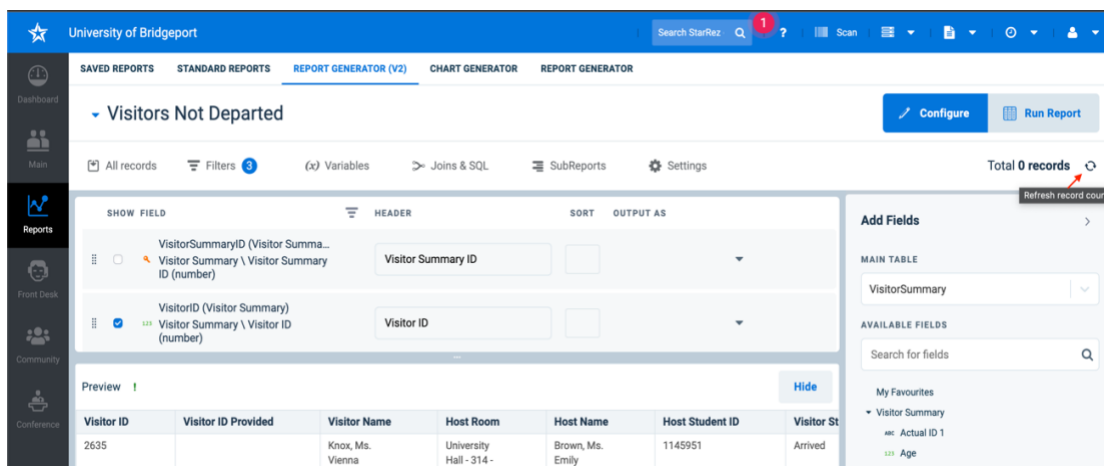
Log into StarRez Web: <https://bridgeport.starrezhousing.com/StarRezWeb>



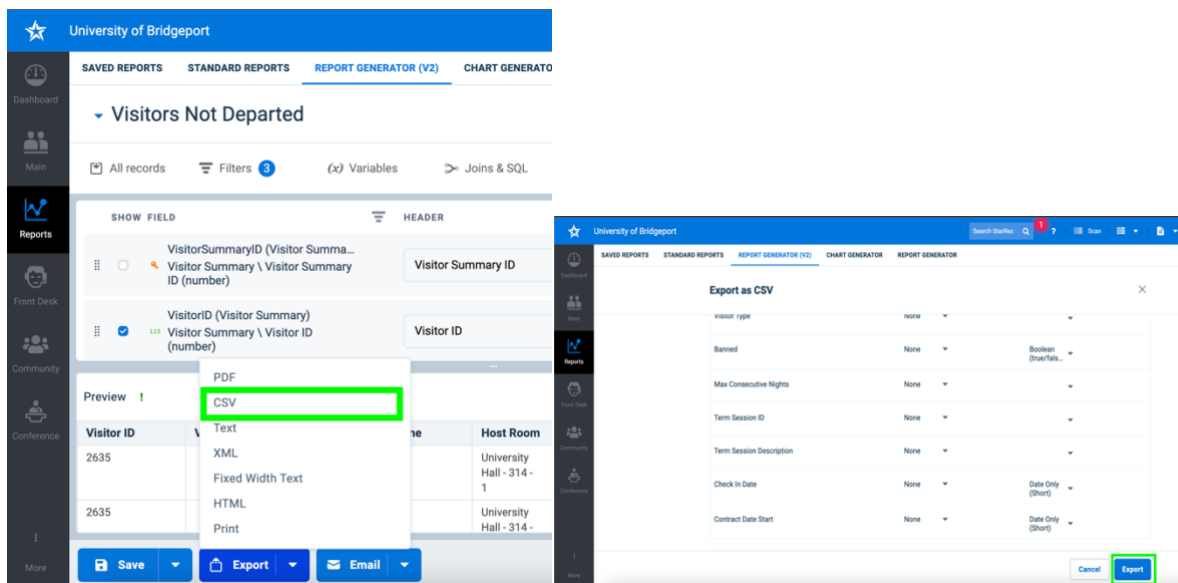
In Reports tab, go to the visitor Report->your Building (here University is selected). Then click on the following steps 1,2 in red box(picture below) to open the report.



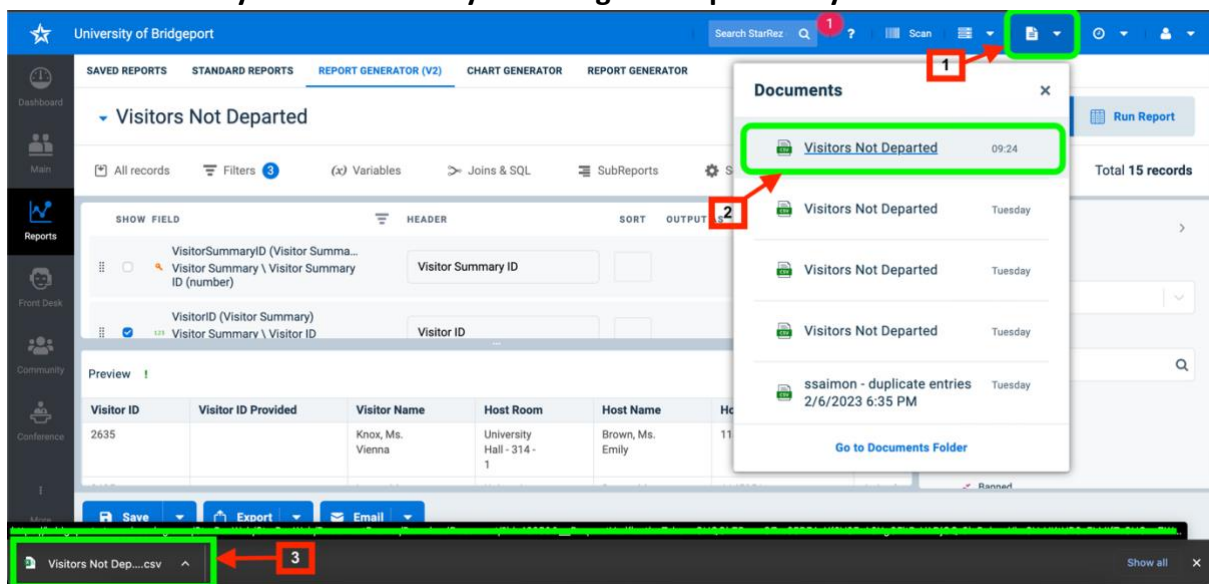
Once you open the report make sure the refresh button is pressed to get correct records



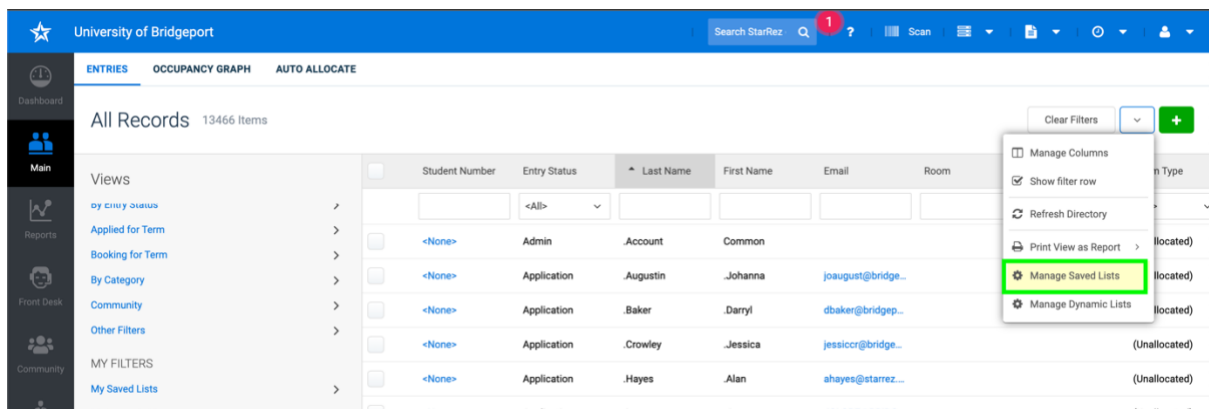
Click on Export to export the csv file



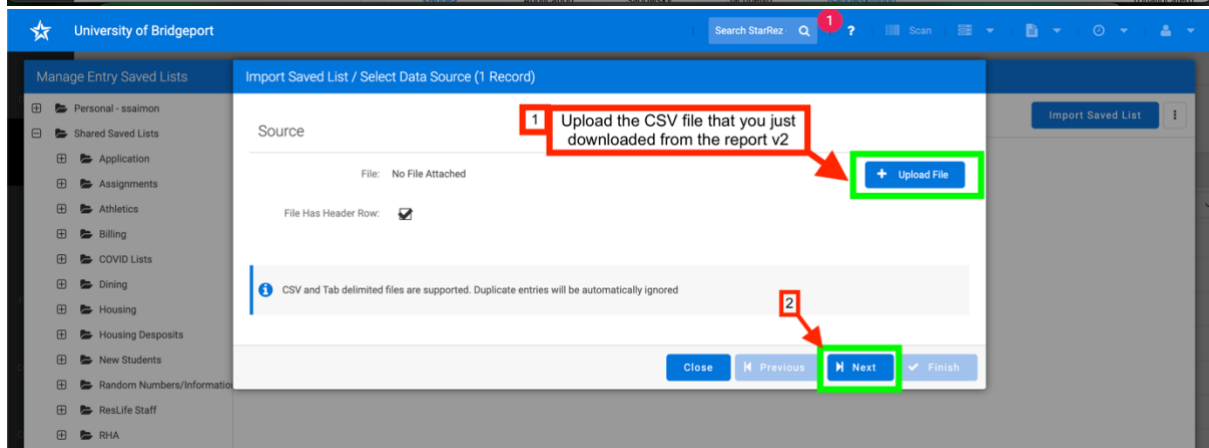
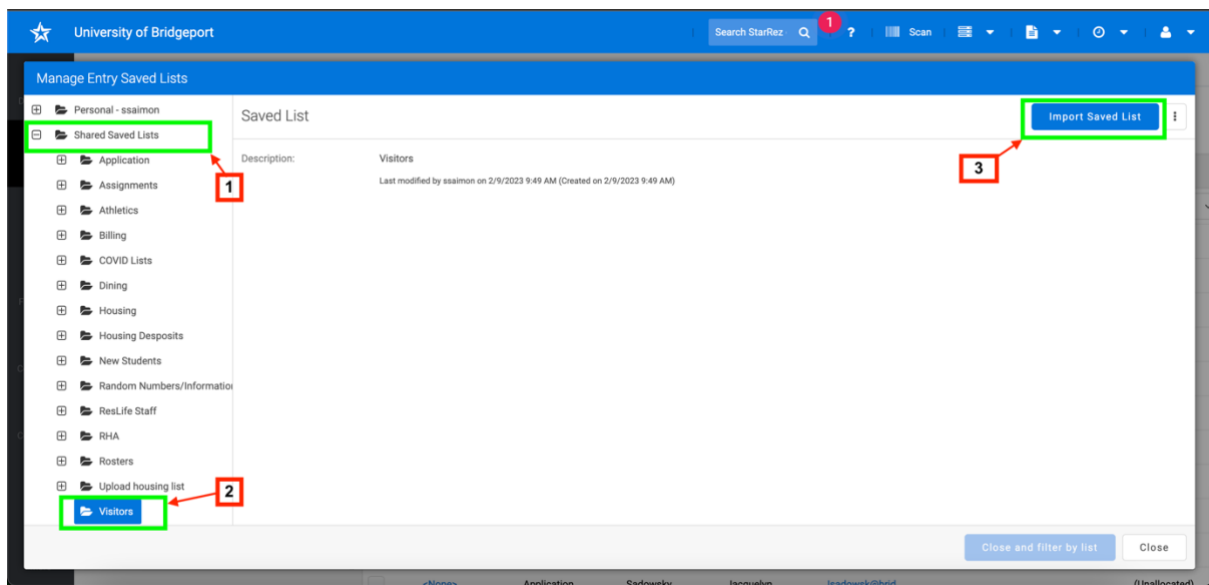
Download csv to your local drive by following the steps orderly in red box.



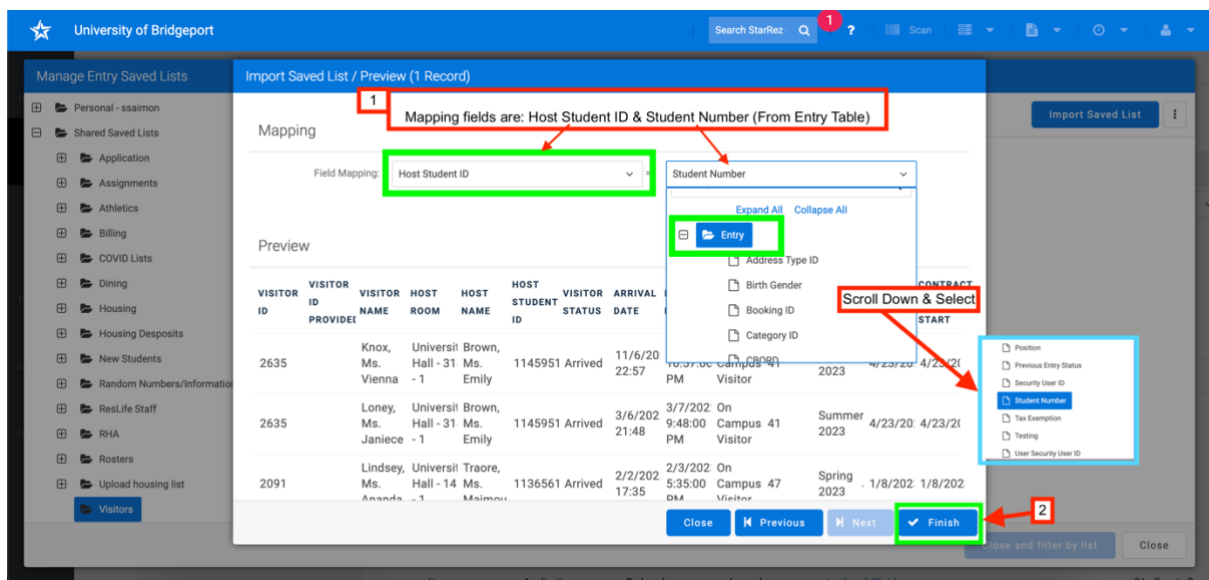
Now go to Main Tab (Right) Press the down arrow and click to manage Saved Lists to make your Filter based on the CSV file information.



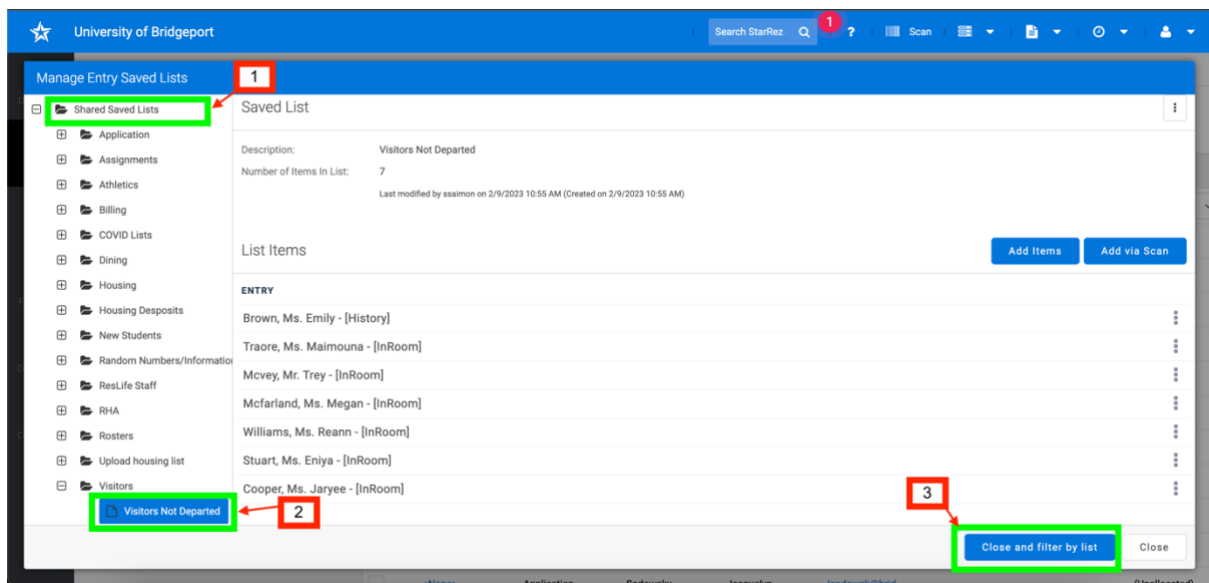
Follow the steps in orderly to import the csv to the Visitors directory in Shared saved list



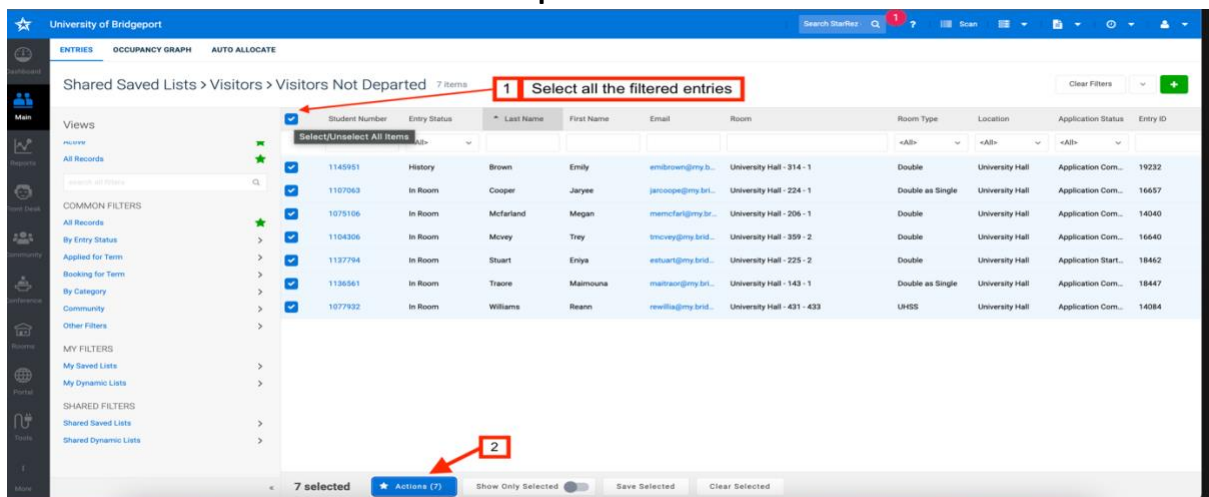
Here make sure you map the fields correctly: Left & Right Dropdown to Host Student ID, Student Number respectively.



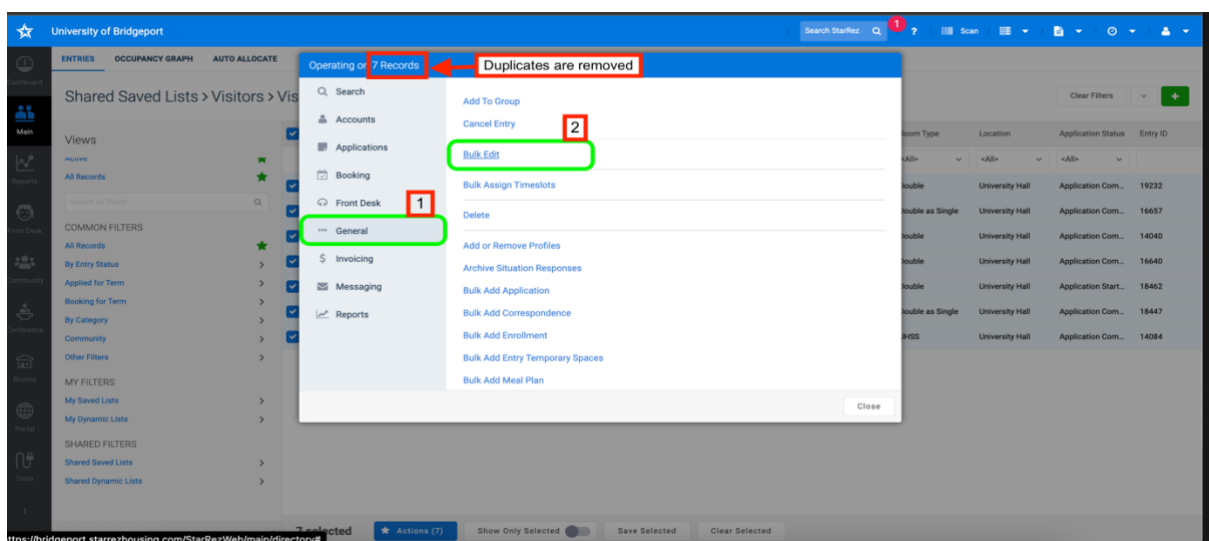
Now select the filter you created and click close and filter by list to get the filtered list.



Select all Entries and click on Actions to proceed to bulk edit.

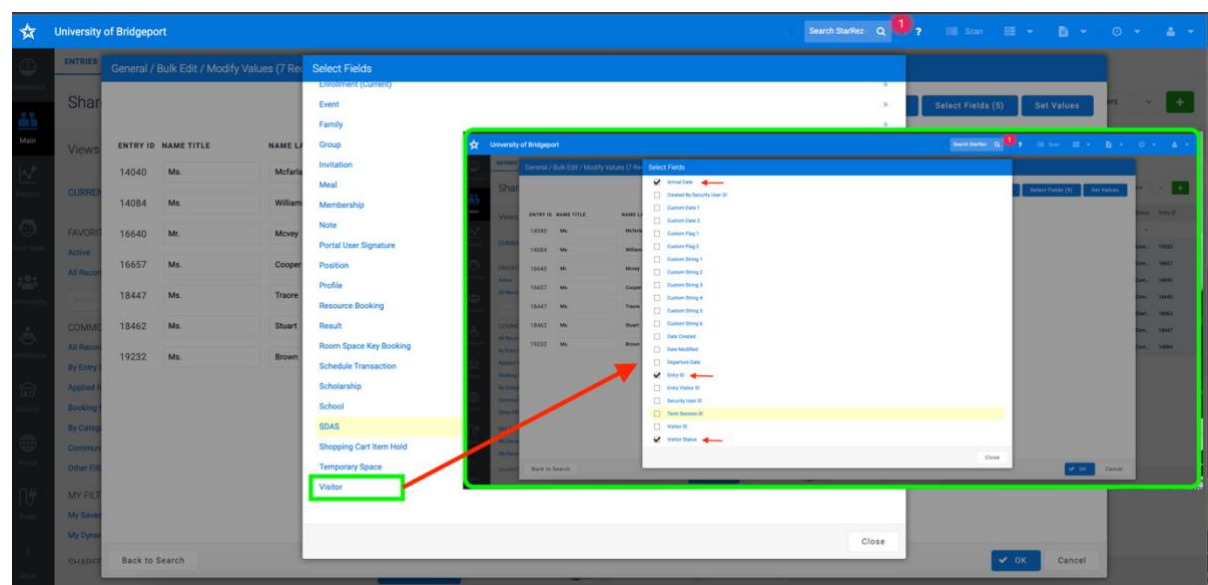


Go to Bulk Edit from general tab.



The screenshot shows the University of Bridgeport database interface. At the top, there's a navigation bar with the university name and a search bar. Below this, a sidebar on the left contains various icons for navigation. The main content area displays a table of search results with columns: ENTRY ID, NAME TITLE, NAME LAST, NAME FIRST, and DATE OF BIRTH. The table contains 7 records. A modal window titled 'General / Bulk Edit / Modify Values (7 Records)' is open on the right. It has three buttons: 'Select Criteria (0)', 'Select Fields (5)', and 'Set Values'. A red box highlights the 'Select Fields (5)' button with the text 'Step 1' and 'Add the columns that you want to check before bulk editing'. At the bottom of the modal, there are 'Back to Search', 'OK', and 'Cancel' buttons.

ENTRY ID	NAME TITLE	NAME LAST	NAME FIRST	DATE OF BIRTH
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001
14084	Ms.	Williams	Reann	Tue, 9 Jun 2001
16640	Mr.	Mcvey	Trey	Sun, 21 Jul 2002
16657	Ms.	Cooper	Jaryee	Wed, 14 Nov 2001
18447	Ms.	Traore	Maimouna	Tue, 24 Jun 2003
18462	Ms.	Stuart	Eniya	Thu, 12 Jun 2003
19232	Ms.	Brown	Emily	Wed, 21 Apr 1999



Once you added the fields you view the data under those columns. Even though we filtered the list from the generated report. During the bulk edit your hosts will be filtered but the criteria that we used in report won't work here. So, you have to add the criteria again here in bulk edit. Follow the below steps to for the exact criteria that you need to add. Criteria field are Arrival Date and Arrival Status.

Watch the records that we are having are all the visit history of the hosts that we filtered from csv. In bulk edit we have to set criteria for the filtered host again using select Criteria

ENTRY ID	NAME TITLE	NAME LAST	NAME FIRST	DATE OF BIRTH	ARRIVAL DATE	VISITOR STATUS	VISITOR ID	ENTRY VISITOR ID
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Sat, 1 Feb 2020 3:23 PM	Departed	Ferri, Ms. Samantha	1022
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Wed, 10 Mar 2021 6:54 PM	Departed	Burawski, Ms. Kaite	3895
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Sun, 14 Mar 2021 1:09 PM	Departed	Burawski, Ms. Kaite	3923
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Tue, 23 Mar 2021 8:51 PM	Departed	Ferri, Ms. Samantha	3978
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Sun, 28 Mar 2021 4:13 PM	Departed	Schiebe, Ms. Samantha	4027
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Wed, 7 Apr 2021 9:12 PM	Departed	Bish, Samirah	4111
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Sat, 21 Aug 2021 8:20 PM	Departed	Lifrieri, Ms. Erin	4332
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Mon, 23 Aug 2021 7:23 PM	Departed	Hughes, Ms. Alexandra	4348
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Fri, 17 Sep 2021 8:20 PM	Departed	Lifrieri, Ms. Erin	4538
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Fri, 17 Sep 2021 8:21 PM	Departed	Dill, Ms. Irene	4539
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Fri, 29 Oct 2021 8:07 PM	Departed	Saccoccio, Ms. Olivia	4699
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Fri, 29 Oct 2021 8:34 PM	Departed	Lifrieri, Ms. Erin	4702
14040	Ms.	McFarland	Megan	Wed, 4 Jul 2001	Mon, 17 Jan 2022 8:21 PM	Departed	Pham, Ms. Emily	4706

Arrival Date is less than or equal to 1 day ago (use the relative date type to set that). Follow the steps in the red box orderly.

Criteria 1: Step 1

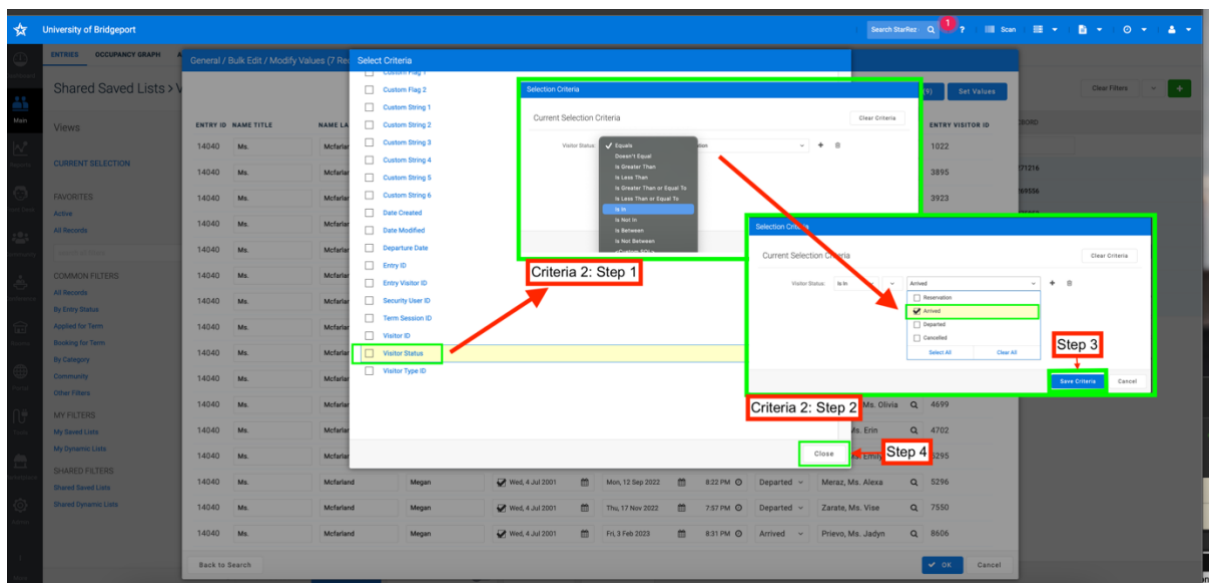
Criteria 1: Step 2

Criteria 1: Step 3

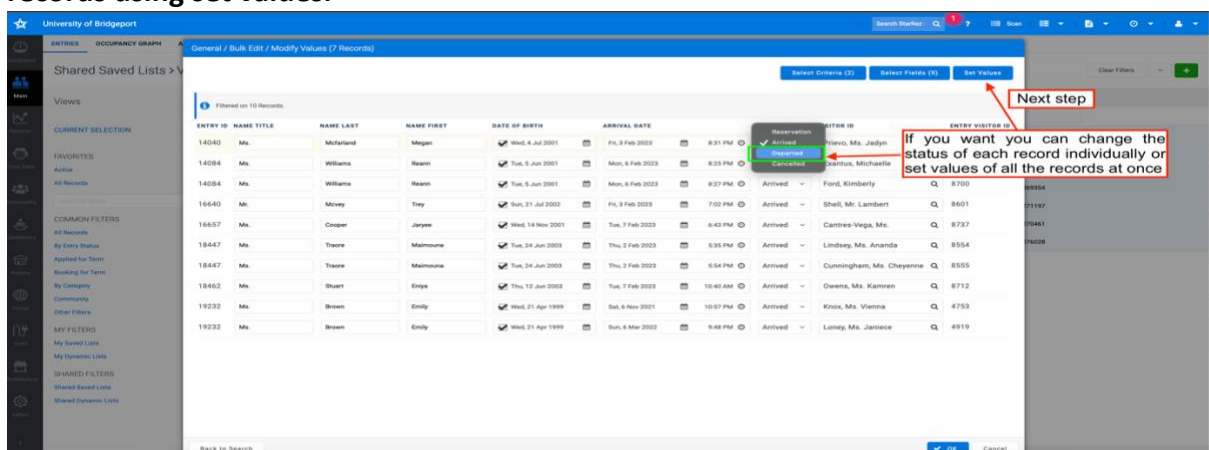
Criteria 1: Step 4

Step 5

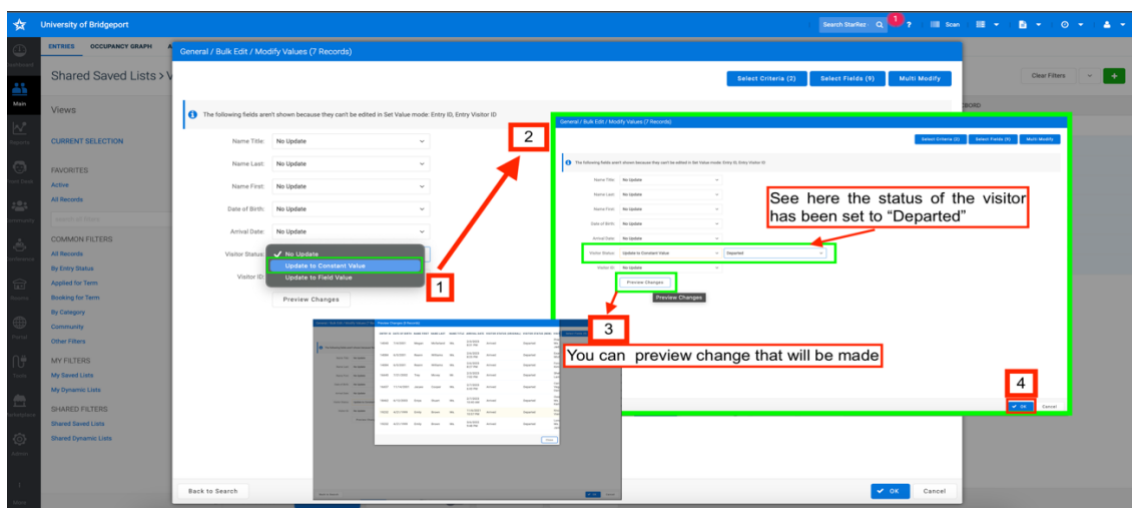
For Arrival status set criteria to “is in” -> “Arrival” using the following steps in red boxes.



Once you set the criteria you can depart the records manually or set status for all filtered records using set values.

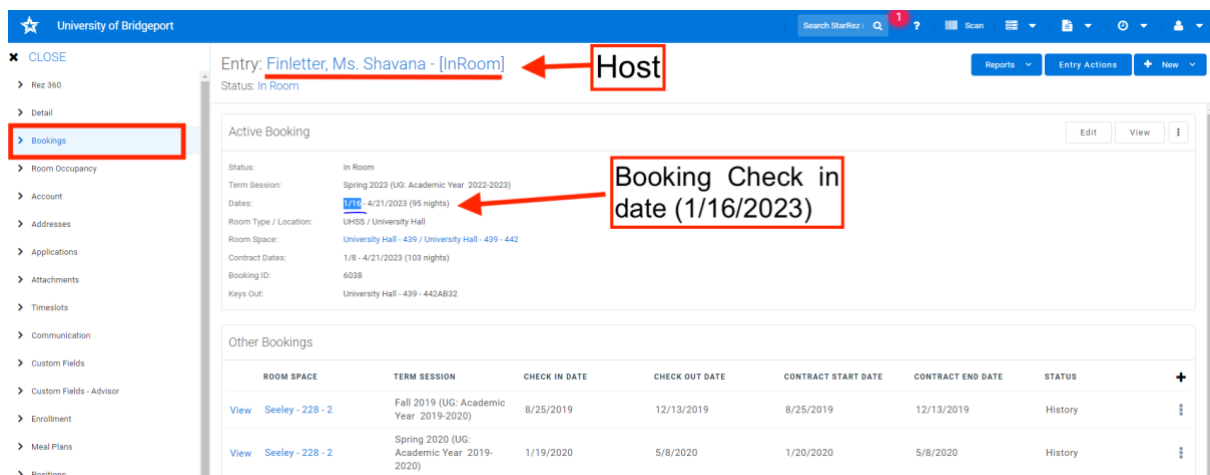
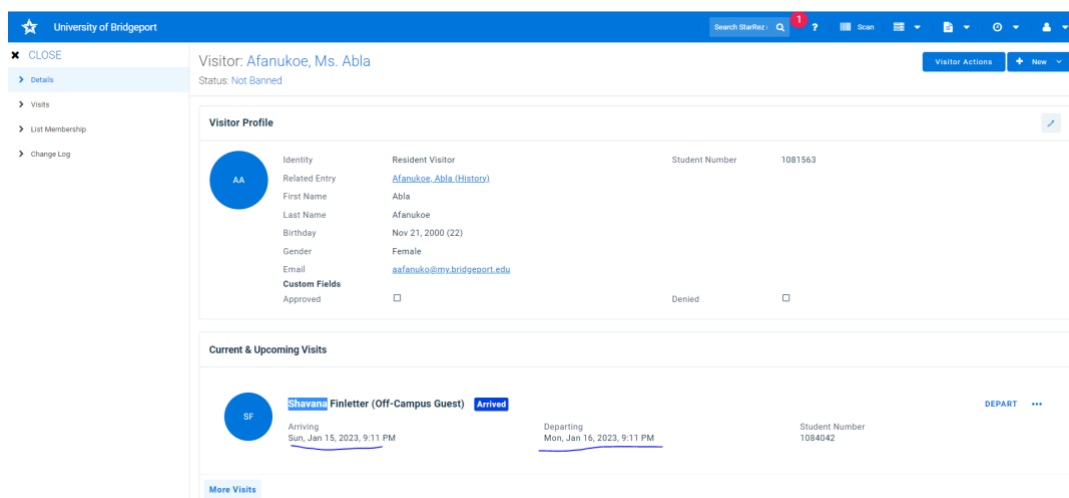
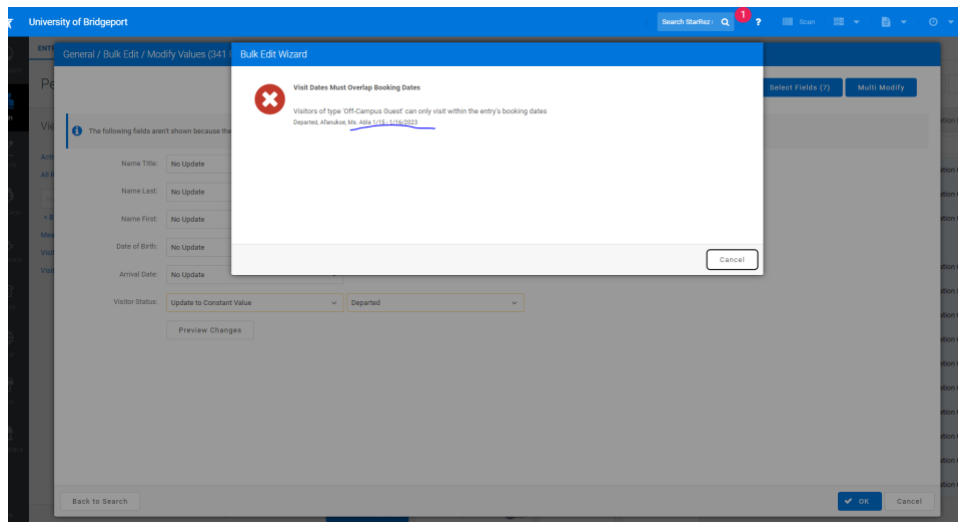


Follow these steps below to set the constant value to arrival status of all records to “Departed”.



You may encounter some errors when proceeding to the final submission. Check out the errors and solution to the following errors.

Error 1: This error is because the Visitor Afanukoe, Ms. Abia Checked in on 01/15/23 whereas the host was not in room in that time. Most Probably the host's check in date was not put correctly in the StarRez. **Solution:** update the booking check in date of that host to that visitor's check in date (Assumption).



Error 2: One host have more than 2 visitors in the Starrez. Try to check out the out-dated visitors manually. If you get error while departing them call Reslife IT.

Finally, you will be able to complete the departing all filtered. To check go back to the report V2 and refresh the count you should see 0 count.

The screenshot shows the 'University of Bridgeport' Report Generator interface. The report is titled 'Visitors Not Departed'. A red box highlights a text instruction: 'Finally go back to your report and check that the changes were made successfully. * Remember to REFRESH the record count'. An arrow points from this box to a green box labeled 'Total 0 records'.

SHOW FIELD	HEADER	SORT	OUTPUT AS
Visitor Status	Visitor Status		
Arrival Date	Arrival Date	1 ↑	
Departure Date	Departure Date		Encrypted Field
Visitor Type	Visitor Type		
Banned	Banned		Boolean (true/false)

Preview 1

Visitor ID	Visitor ID Provided	Visitor Name	Host Room	Host Name	Host Student ID	Visitor Status	Arrival Date	Departure Date	Visitor Type	Term Session ID
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Buttons: Save, Export, Email

Right sidebar: Add Fields, My Favourites, Visitor Summary, Actual ID 1, Age, Banned, Email, Friendly Name, Gender, Gender Abbreviation, Gender Description, ID Number, ID Type, Identity Known, Name First, Name Last, Visitor Entry ID, Visitor Entry Name, Visitor Entry Preferred First Name, Visitor Entry Preferred Friendly Name, Visitor Entry Preferred Full Name.

We are hoping that in future we don't need to use this bulk departing the outdated arrivals if regular report checking and take actions to those who are responsible for the outdated arrivals.

Thank you!