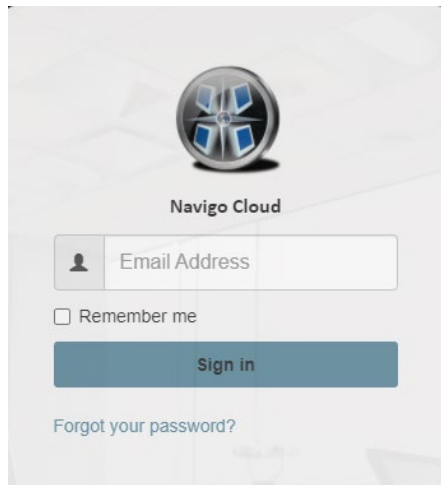


Navigo Instructions

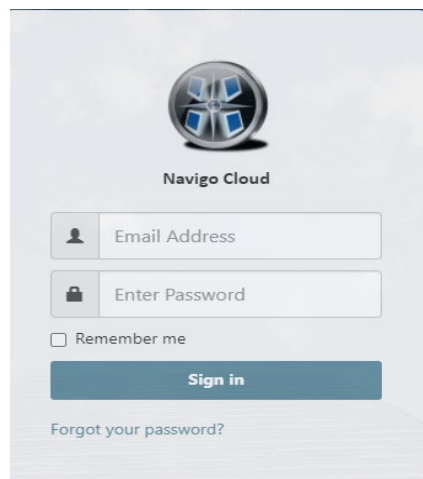
To Log in:

1. Go navigocloud.com
2. You will be asked to enter your email address associated with your profile.



The screenshot shows the Navigo Cloud login interface. At the top center is a logo of a car wheel with the text "Navigo Cloud" below it. Below the logo is a text input field with a person icon on the left and the placeholder text "Email Address". Underneath the input field is a checkbox labeled "Remember me". Below the checkbox is a blue button with the text "Sign in". At the bottom of the form is a link that says "Forgot your password?".

3. Enter password on next screen



The screenshot shows the same Navigo Cloud login interface as the previous one, but with an additional input field. Below the "Email Address" field is a text input field with a lock icon on the left and the placeholder text "Enter Password". Below this field is a checkbox labeled "Remember me". Below the checkbox is a blue button with the text "Sign in". At the bottom of the form is a link that says "Forgot your password?".

4. Once at the main screen, select **NEW RESERVATION** to access the scheduling tab

New Reservation

Reporting

Today's Reservations

Show 10 entries

Search:

Visitor / Company	Last Check-In	Last Check-Out	Company / Building	Host	Arrival	Departure

Showing 1 to 4 of 4 entries

Previous 1 Next

Download as CSV

- 5. Once at the Scheduling tab, use the quick entry tab to schedule a single visitor. Enter the visitor information and press create reservation to schedule

Schedule A Visitor

Quick Visitor Entry | Advanced Visitor Entry

First Name required Last Name required

Company Name

Phone Number Email Address

Arrival Date Arrival Time

Departure Date Departure Time

Email me when visitor checks in.
 Email the reservation to the guest.

Create Reservation

6. Advanced Entry Tab

This tab can be used to

- Schedule multiple visitors
- Schedule a large group
- Attach special instructions
- Send notification email to multiple people if necessary

Schedule A Visitor ✕

[Quick Visitor Entry](#) **Advanced Visitor Entry**

Visitors [+ Add multiple names](#)

First Name required Last Name required

Company Name

Phone Number

Email Address

Email the reservation to the guest.

[+ Add additional visitor](#)

Reservation For:

Company/Building
Hines (1180 Peachtree) ▼

Host
1180 lobby ▼ [+ Add](#)

Send Notification Emails to
Enter multiple addresses separated by , or ;

Guard Special Instructions

Arrival Date: 09/30/2021 📅 Arrival Time: 8:30 AM 🕒

Departure Date: 09/30/2021 📅 Departure Time: 5:00 PM 🕒

Email me when visitor checks in.

[Create Reservation](#)