

Creating A Visitor Pass in LiveText

- Click the **Tools and References** tab.
- In the Tools and References, click the **Visitor Passes** tab.
- In the Visitor Passes window, click the **Create** button.
- Enter a title and description in the create window.
 - The title is the name you assign to the visitor pass.
 - In the description area you can list the documents or describe the purpose of the pass.
- Click **Save**
- You will see your visitor pass in the list. Notice no documents are listed yet.
- Write down the visitor pass number so you can give it to your visitor.

To add documents:

- Click on the **Documents** tab.
- Open the document you want your visitor to view.
- Click on the **Share** button.
- In the share window, click on **Advanced sharing options**.
- In the Advanced sharing window, click on the **Visitors** tab.
- Click the down arrow in **Choose Visitor**.
- You will see the list of visitors that you have created. Select the visitor with whom you want to share the document.
- Click **Add**.

Your visitor pass will now be listed as a viewer of the document, and you may share the visitor pass number with whomever you wish to view your documents.

Go back to **Tools and References** and click **Visitor Passes** to view the activity.

Be sure to delete your visitor pass when you no longer want to share you documents.