Attaching Attendees to a Portal Request

Once you see that you have a request you will want to “Approve” the request:

Once approved you will see a different view:

You will notice that there are no attendees when the user makes their initial request. This is something that administrators will have to add onto the booking.
You can find this information in the Additional Information Field.

With this list in hand you can move over to the Attendees section.

Click on the icon that looks like a link to attach attendees.

Once the Attach screen appears you can search for the name of the attendee.

Select the name of the first attendee and click “Select and Close”
Repeat for each attendee.

Your attendee will now appear on the booking and will appear in COVID tracing reports.

You can now return to the main screen to complete your approval.