

How to create a Visitor Pass

A Visitor's Pass can be created to share documents with members outside of the LiveText community (e.g. prospective employers, friends or family). After you've created a Visitors Pass one or more of your documents can be added (attached) to a pass. Visitor Passes can be shared with one or more visitors. *Visitors can only access documents shared with the specific pass you give them access to.*

The visitors will have access to all attachments and images associated with your document(s). If you have created a discussion board, visitors can participate. Visitors will have to log into LiveText with their pass code in order to see updates and additions to any discussion boards they participate in.

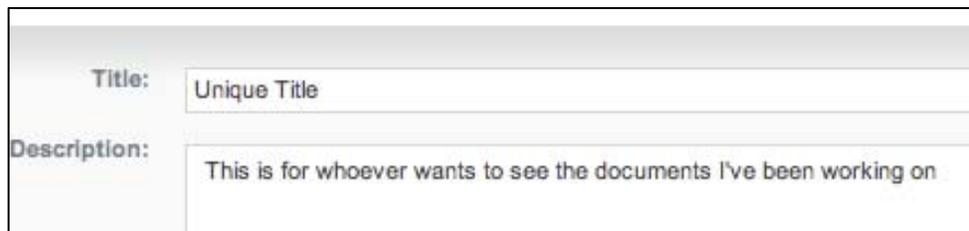
You will be able to view the tracking status of each Visitor's Pass, including the date and time that each document was viewed. You will not be able to see who viewed the documents.

Create a Visitor Pass

1. Click on the **Tools** tab.
2. Click the **Visitor Pass** tab.
3. Click the **New** button.



4. Give your Visitor Pass a unique title, usually the name of the visitor, group or location and create a description. Descriptions should include the purpose of the pass, the date it was created, and any other information about why the individuals have access to this document.

A screenshot of the Visitor Pass creation form. The 'Title' field contains the text 'Unique Title'. The 'Description' field contains the text 'This is for whoever wants to see the documents I've been working on'.

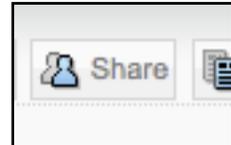
5. Click the **Save** button.
6. Below you will see your Visitor Pass listed with your description, unique Visitor Pass code consisting of letters and numbers and the number of documents associated with this key. This code is case sensitive. To add documents see, **Add LiveText Documents to a Visitor Pass.**

Add LiveText Documents to a Visitor Pass

Once you have completed your professional portfolio you will want to share this document with others who may not have LiveText accounts. In order to share documents with non-LiveText members you will first have to create a **Visitor Pass**. Once the Visitor Pass has been created, you can “add” your document(s) to a specific pass. Only those individuals who have the pass key you provide to them will be able to access your work. Multiple pass keys can be created for different uses.

1. Select and open the document you would like to add to a **Visitor Pass**.

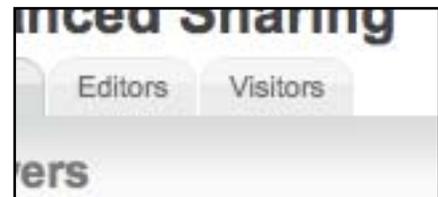
2. Click the **Share** button located above the page title on the center left side.



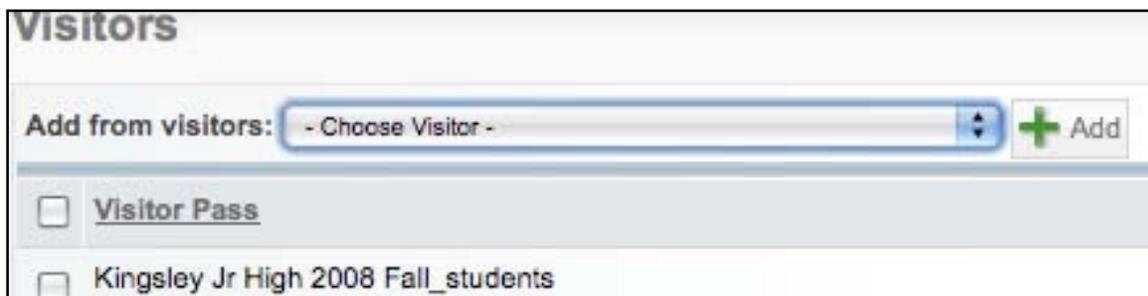
3. Click on **Advanced Sharing Options** located in the lower left hand corner of the pop up box.



4. Click on the **Visitors** tab.



5. Choose the visitor pass title from the **Add from visitors** drop down menu you want to associate your document with.



6. Once the visitor pass title is chosen, click on the **Add** button.
7. Click on **Save & Finish**

To confirm your document has been added to the pass:

1. Click on the **Tools** tab>**Visitor Passes**
2. To the right of the Title click on the **Documents** button
3. You will see the document(s) you have associated with this pass listed.
4. Click on the **Track Visits** tab to see the dates of visits to your document.

Access Documents with a Visitor Pass

In order for individual who are not LiveText users to access your work you will need to provide to them the visitors pass key you created and the directions below. It is a good idea for you to test your pass key code before providing it to others. Instruct the users to:

1. Go to LiveText.com
2. On the right side of the screen notice the Visitor Pass Area login on the ride side of the page. Type in the key code provided to you here. The key codes are case sensitive.
3. Click on **Visitor Login**.



There will be a list of documents for your review. Click on the appropriate document and view it!

