

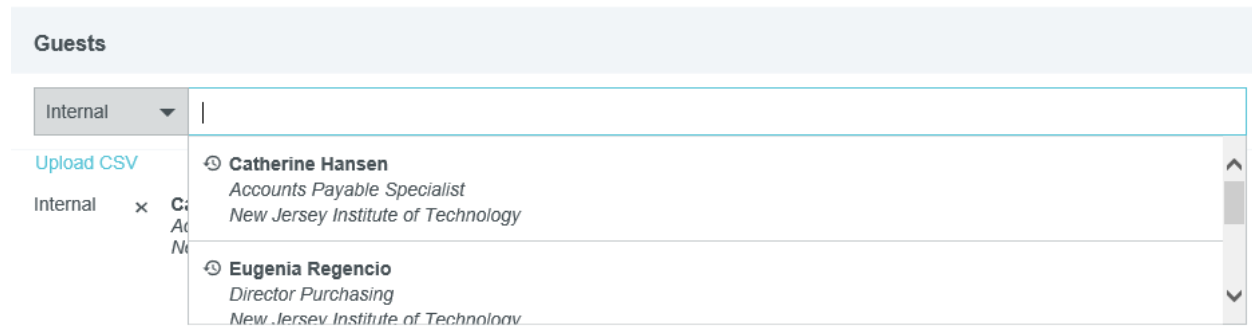
Guest Selector

Certain expense items, like meals and events, include the option to distinguish between internal and external guests. The guest selector appears at the bottom of the expense entry screen. It automatically adds the expense owner as a guest, eliminating the possibility of counting him or her twice.

Internal Guests

Internal guests are those who are University employees.

Tapping the Guests field opens the Guest Selection pane. Recently selected guests will be listed at the top. As you begin to type a name into the search bar, a list of all guests will appear in the lower half of the screen. Use the scroll bar to navigate through the list, if necessary. Then tap the desired name to select it.

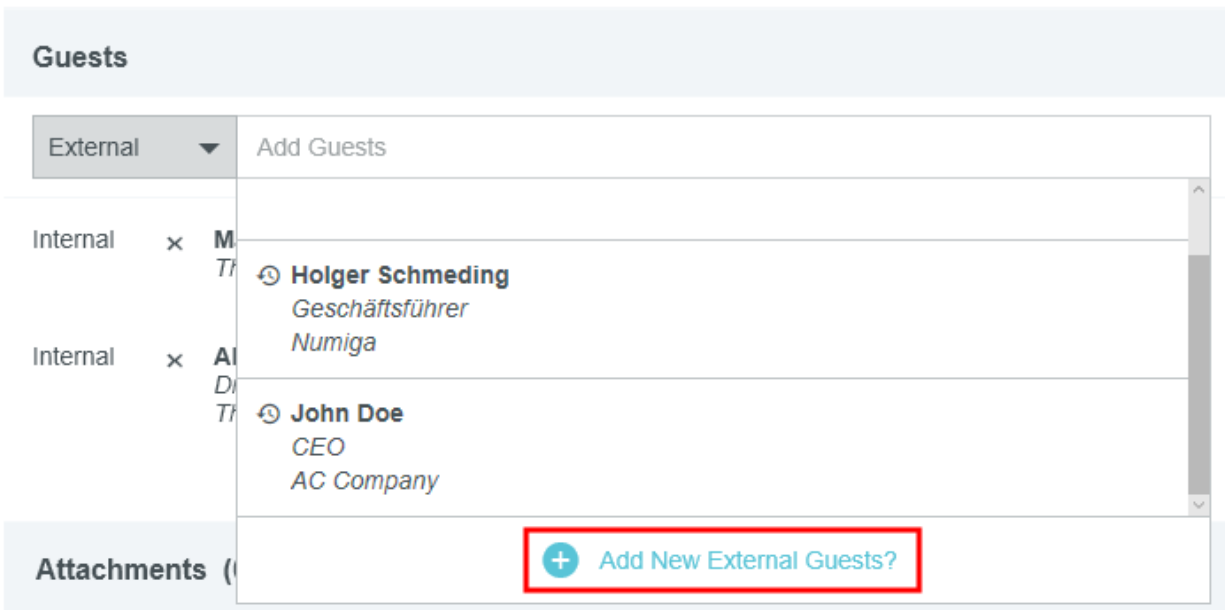


The screenshot shows the 'Guests' selection pane. At the top, there is a dropdown menu set to 'Internal'. Below it is a search bar. On the left side, there is a list of recently selected guests, including 'Internal x Catherine Hansen' and 'Internal x Eugenia Regencio'. The main area displays a list of search results for internal guests:

- Catherine Hansen**
Accounts Payable Specialist
New Jersey Institute of Technology
- Eugenia Regencio**
Director Purchasing
New Jersey Institute of Technology

External Guests

External guests are not University employees. Searching for external guests who are already in the system is the same process described for Internal Guests, with recent guests denoted by a clock icon.



The screenshot shows the 'Guests' selection pane with the dropdown menu set to 'External'. The search bar contains the text 'Add Guests'. The left sidebar shows recently selected guests, including 'Internal x M...' and 'Internal x A...'. The main area displays a list of search results for external guests:

- Holger Schmeding**
Geschäftsführer
Numiga
- John Doe**
CEO
AC Company

At the bottom of the pane, there is a button labeled '+ Add New External Guests?' which is highlighted with a red box.

Add New Guest

If the external guest is not in the system, tap **+ADD NEW EXTERNAL GUESTS**. Multiple fields will appear to capture the new guest's information. You cannot tap **ADD** until the information has been entered into every field.

Guests

External

Internal × **Marcus Seuser**
The Crane Company