USER MANUAL

VERSION 1.05.01.20

15950 NORTH DALLAS PARKWAY, 4TH FLOOR, DALLAS, TX 75248
800.269.2650
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Part I: Installation Instructions

1.1 Hardware and Operating System Requirements

<table>
<thead>
<tr>
<th>Hardware Requirement</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU – Pentium</td>
<td>IV or above</td>
</tr>
<tr>
<td>O.S – Windows</td>
<td>Windows 7+ 32/64 bit with .Net Framework 4.6.1+</td>
</tr>
</tbody>
</table>

Installation Process

1. Before beginning the installation process make sure the user that is signed into the computer has Administrator rights.
2. Open a browser and navigate to www.starthallpass.com
3. Enter the credentials sent from Hall Pass
4. Click “Launch” to download the Hall Pass application
5. Click to download the Hall Pass Hardware Manager
6. Right click the file and extract the contents.
7. Right click the extracted file and “Run as Administrator”
8. Select the “Update Hardware” button to install the hardware drivers

Fig 1.1.a – Installation Process
Part II: Introduction

2.1 PURPOSE & SCOPE OF THE APPLICATION

One of the major challenges in our society is protecting our schools and educational facilities, the safety of these institutions is a cornerstone in communities across the country.

To help ensure students are learning in a secure environment Hall Pass will verify each visitor’s Identity, flag potential predators to your predetermined office staff, and alert the proper authorities.

Identity records are stored in our data center which can be conveniently accessed and printed at the touch of a button. Utilizing our automated screening process ensures a secure educational experience while maintaining a safe atmosphere to work and learn.

2.2 KEY FEATURES

The key features of Hall Pass are:

1. Scanning the Driver License of the visitor (Any government issued ID may be substituted based on the school’s procedures – ID card, Green Card, Military ID, Border Work Card, Passport)

2. Integrating Radio Frequency Identification (RFID) with the visitor or faculty

3. Printing badges

4. Creating School Restricted List (SRL)

5. Accessing Sex Offender Registry (SOR)

6. Performing Criminal Search

7. Exporting Data/Reports in PDF and Excel format

8. Implementing Role based Security

9. Maintaining master data

10. Sending alarms for HITS
Part III: Working with the application

3.1 Login Module

The first-time user will receive their login credentials via email from alert@hallpassid.com. After entering the activation code in the activation window the user will be redirected to the Terms and Conditions page. The user can access Hall Pass after reading and accepting the Terms and Conditions.

3.1.1 Login Screen

Hall Pass can be opened by clicking the shortcut icon on the desktop to display the welcome page. Users can input their assigned credentials to log in. Clicking the “Close” button will sign the user out and close the application.

Fig 3.1a – Login Screen
3.1.2 **Forgot Password**

Users can retrieve a forgotten password in the Forgot Password screen.

![Forgot Password Screen](image)

An email containing the login credentials will be sent to the email address associated with the user. If the user no longer has access to the email address contact the District Admin to retrieve login credentials. If further assistance is needed from Hall Pass Customer Service, the District Admin will need to contact Hall Pass Customer Service to validate the user has permissions to access Hall Pass and requires assistance with login.

Cancel button will redirect user to login screen.
3.1.3 WELCOME SCREEN

After a successful login the Welcome screen will be displayed along with the other tabs the user has authorized access to. Contact the District Admin if there are user restrictions that the user feels are in error.
3.1.4 SELECTING SCHOOL

If a user has been assigned to more than one school the user can select the Hall Pass tab and will be prompted to select which school to operate in.

![Select School Pop-up](image)

Fig 3.1d – Select School Pop-up

After selecting the school users can access Hall Pass functions pertaining to the selected school.
### 3.2 Hall Pass Tab

The Hall Pass Tab contains important functions for the successful operation of Hall Pass.

![Hall Pass Tab Overview](image)

#### Overview of Hall Pass Tab Options:

- **Hall Pass** – Main Hall Pass screen to check in/out visitors
- **Visitor History** – Detailed search function of all visitors
- **Visitors Restriction** – Create a Visitor Restriction List
- **SOR List** – Search all 50 states Sex Offender Registry databases at anytime
- **Criminal Data** – Run a full Criminal History report (Extra charge per search)
- **Background**
- **Messenger** – Integrated Messenger feature to quickly message Hall Pass Users
- **Events** – Easily create events, add attendees, and quickly mass print badges or export list of attendees
3.2.1 Hall Pass - Search Previously Scanned Visitor

Under the Hall Pass Tab select Hall Pass to open the search feature. Users can use the left panel to search for visitors who have been previously scanned into the system.

Fig 3.2b - Hall Pass Search Screen

- The blue panel on the left is used to search for previous visitors. Search fields must contain a minimum of two (2) characters, partial and full name searches can also be performed. All results will populate in the list panel.

Advanced Search

- When running reports for Visitors, Students, Faculty or Volunteers users can use the advanced search option to narrow the search parameters.
Fig 3.2c - Search Results will be displayed with columns to add notes, attach/detach RFID, and details about each visitor (status, photo, check-in time, name, destination, and purpose)

**ATTACH RADIO FREQUENCY IDENTIFICATION (RFID)**

To attach an RFID click on the red cross 🔄 to the left of the visitor’s name. A pop-up will display a prompt to scan any unassigned RFID key.

Fig 3.2d – Attach RFID Pop-up
**DETACH RFID**

To detach an existing RFID, click on the Green check.

![Hall Pass Confirmation](image)

Are you sure you want to detach this RFID for this faculty?

- **Yes**
- **No**

Fig 3.2e – Detach RFID Pop-up

Click 'Yes' to detach the RFID.

**Note:** RFIDs may be re-used by assigning them to another visitor or faculty member.
3.2.1.1 Hall Pass - Scan/Print Badge for New/Existing Visitor

Last Scanned Details

Under the Hall Pass Tab select Hall Pass and conduct a search for a previously scanned visitor. Select a visitor to display their information including full name, date of birth, and photo (if available). Users can update visitor information, check-out a visitor, or print a new badge by selecting ‘Print Badge.’

Fig 3.2f – Visitor Search Results
Visitor Information Buttons:

**Manual Entry Button:** Users can manually input the visitor's information by clicking on Manual Entry. This can be used if no scannable ID is present. (i.e. Passport books, temporary IDs, etc.)

**Duplicate Entry Error:** This message will display for visitors with the same first/last name. Examine visitor log for potential duplicates, if none are found then select ‘Proceed As A New Visitor.’

**Scan Button:** This will scan the Driver License of the visitor and populate the data (First Name, Last Name, DOB, ID picture).

**Error Message:** If the scanner is not connected to the system, this error message will appear.

"The scanner is not connected to the PC. Please try again." See Figure 3.2g.

![Visitor Search Results with Error Message](image)

Fig 3.2g – Visitor Search Results with Error Message

Image displays error message received when attempting to scan. If scanner is plugged up but is not working, please check your drivers or re-plug the scanner.

**Note:** Scanning will only be done by clicking the ‘Scan’ button.
**Print Badge Button:** The following actions will be performed when Print Badge is clicked:

1. Validate mandatory fields.
2. Check School Restricted List and prompt user for further action.
3. Check Sex Offender Registry and prompt user for further action.
4. Print the Badge

**Validate mandatory fields**

An asterisk (*) is displayed next to the fields required before a badge may be printed. Failure to provide information for these fields will result in an error.

![Fig 3.2h – Visitor Search Results with Mandatory Field Error](image-url)
3.2.2 Visitor History

Under the Hall Pass Tab select Visitor History to display a list of all visits to the school and search by date and/or name. Use the Advanced Search to narrow the search parameters by status, purpose of visit, and/or destination.

![Fig 3.2i – Visitor History Screen](image-url)
Once the search parameters have been identified, click ‘View’ to display visitor history. Each Visitor entry will provide status of the visit, check-in and check-out time, destination and purpose of the visit. Visitor History can be exported to Excel or PDF.

![Visitor History Search Results](image)

To export the search results select the export format and function then click 'Export.'

![Export Option](image)
SCHOOL RESTRICTED LIST

If a visitor is found in the School Restricted List (SRL) a pop up will display:

![Visitor Restriction Warning]

“Compare the information from the scanned “Visitor” on the left to the “Visitor Restriction List” (SRL) information on the right to designate visitor status.”

We have found the following possible matches for the selected visitor in the Visitor Restriction List.

Fig 3.2l – Visitor Restriction Warning

Proceed by selecting one of the following options in accordance to your school's protocol:

**Cancel SRL & Proceed** - override the SRL check and allow printing.

**Confirm and Proceed** - confirm the Visitor and allow Sex Offender Registry (SOR) check, a badge will be printed. Alarm will be sent to the alarm list for the given school.

**Confirm and Stop** - stop further processing and send alarm to the alarm list for the given school.
After checking in a new visitor an updated list of all current visitors checked in to the facility will appear.

![Updated Visitor List](image)

**Fig 3.2m – Updated Visitor List**

**Note:** For visitors checking in via RFID, badges will only be printed if the school has selected the ‘Print Badge’ option for all RFID check-ins. The previously Scanned Visitor’s list will be refreshed upon check-in.
**VISITOR LIST**

Under Hall Pass Tab select Visitors List to display all visitors who have entered the facility within the chosen search parameters. Users can narrow the search parameters by using the advanced search button.

![Visitor List](image)

**Fig 3.2n - Visitor List**
SEX OFFENDER Registry (SOR) Details

!!! Sex Offender Registry Warning !!!

Scanned Picture

<table>
<thead>
<tr>
<th>First Name</th>
<th>ROJELIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>HERNANDEZ</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>07/01/1988</td>
</tr>
<tr>
<td>Age</td>
<td>33</td>
</tr>
</tbody>
</table>

Offender Registry Photo

<table>
<thead>
<tr>
<th>First Name</th>
<th>ROJELIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Name</td>
<td>CRUZ</td>
</tr>
<tr>
<td>Last Name</td>
<td>HERNANDEZ</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>07/01/1988</td>
</tr>
<tr>
<td>Age</td>
<td>33</td>
</tr>
</tbody>
</table>

"Compare the information from the scanned "Visitor" on the left to the "Sex offender Registry" (SOR) information on the right to designate visitor status."

Cancel Alert & Clear  Alert & Print Badge  Alert & Stop Visitor

We have found the following possible matches for the selected visitor in the Sex Offender Registry

<table>
<thead>
<tr>
<th>View</th>
<th>Photo</th>
<th>Offenses</th>
<th>Last Name</th>
<th>Middle Name</th>
<th>First Name</th>
<th>Suffix</th>
<th>Date of Birth</th>
<th>Alias Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢</td>
<td>🟢</td>
<td>1</td>
<td>HERNANDEZ</td>
<td>CRUZ</td>
<td>ROJELIO</td>
<td>II</td>
<td>07/01/1988</td>
<td>0</td>
</tr>
<tr>
<td>🟢</td>
<td>🟢</td>
<td>1</td>
<td>HERNANDEZ</td>
<td>ROJELIO</td>
<td></td>
<td></td>
<td>07/01/1988</td>
<td>1</td>
</tr>
</tbody>
</table>

Fig 3.2o - SOR Warning will be displayed when a visitor on the SOR attempts to check in to the facility.
When a SOR hit comes up, users can click the lens icon to view the details of the offence, a second screen will pop up to display the complete SOR details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Driving License Expiry Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>RODRIGO CRUZ HERNANDEZ</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SSN number</th>
<th>Sex Offender Regester Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>19660701</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Sex Offender Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>19660701</td>
<td>TWO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Sex Offender Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Citizenship</th>
<th>Offense Count</th>
<th>Body Build</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driving License</th>
<th>Hair Color</th>
<th>Complexion</th>
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<tbody>
<tr>
<td></td>
<td>BRO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driving License State</th>
<th>Eye Color</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BRO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>5'08</td>
<td>155</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>[SOC] [SOC_RT3: 70] [SOC_RW1] [SOC_ENDING_REGISTRATION] [SOC_TYPE] [SOC_ENDING_REGISTRATION_DATE]</td>
</tr>
<tr>
<td>[VERIFICATION_OF_REGISTRATION_PERIOD] [QUARTERLY] [DISCHARGED] [EVENT] [CHANGE_OF_STATUS] [EVENT_DATE: 2011121]</td>
</tr>
<tr>
<td>[ORIGINATING_AGENCY: IDENTIFIER] [SOC_ID: 70] [SOC_ADDRESS: PREDEFINED] [SOC_ABSCONE] [LATITUDE_NUMBER]</td>
</tr>
<tr>
<td>[LONGITUDE_NUMBER] [SOC_CONTINUITY] [SOC_IMPLEMENTATION] [SOC_DESIGNATION] [SOC_ISSUER] [SOC_ADDRESS]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alias Details</th>
<th>Last Name</th>
<th>Middle Name</th>
<th>First Name</th>
<th>Suffix</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>HERNANDEZ</td>
<td></td>
<td>CRUZ</td>
<td>RODRIGO</td>
<td></td>
<td>19660701</td>
</tr>
<tr>
<td>CRUZ</td>
<td></td>
<td>RODRIGO</td>
<td></td>
<td></td>
<td>19660701</td>
</tr>
<tr>
<td>HERNANDEZ</td>
<td></td>
<td>CRUZ</td>
<td>RODRIGO</td>
<td></td>
<td>19660701</td>
</tr>
</tbody>
</table>

Fig 3.2p - Details of a SOR Registrant
### 3.2.3 Visitor Restriction

Under the Hall Pass Tab select Visitor Restriction to control which visitors are restricted from entering the school.

To add a visitor to the list, click Add New. Visitors can be added to the list with optional expiration dates and documentation. When a visitor on the School Restriction List (SRL) checks into the school Hall Pass will display a pop-up screen very similar to the SOR screen and display alert buttons prompting the user to take further action.

**Visitor Restriction List**

Users can search the SRL by name, gender, date of birth, and/or status.

![School Restricted List Search Results](image)

*Fig 3.2q – School Restricted List Search Results*
**ADD NEW SRL**

To add a new record, click on the "Add New" button and complete the fields, and upload an image.

![Add Visitor Restriction](image)

Fig 3.2r – Add new visitor restriction screen
**RESTRICTED VISITOR DETAILS**

To view the Restricted Visitor details, click on the Lens Image.

---

**View Visitors Restriction**

**Name:** Bob Vance

**Date of Birth:**

**Gender:**

**Schools:**

- N Middle School
- S Elementary
- S Middle School
- W Elementary (Selected)
- W Middle School

---

*Fig 3.2s – Pop up of Visitor Restriction Details*
If an SRL is attached to a visitor the 'Show More Details' button will appear and users can see the full details of the SRL.

![Visitor Restriction details]

Fig 3.2t – Pop up of details displayed when 'Show More Details' is clicked
**VIEW HISTORY**

To view the history of the Restricted visitor, navigate to the History Report column and click the image of the book next to the corresponding name. A view history screen will display, to exit click the close button.

![Fig 3.2u – Click the book symbol (circled in red toward the right of the screen) to view a history report.](image-url)
<table>
<thead>
<tr>
<th>Restricted By</th>
<th>Restricted Date</th>
<th>Comments</th>
<th>Is Active?</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Admin</td>
<td>3/7/2022 11:43:41 AM</td>
<td>Not able to check out Alex per attached court order</td>
<td>Active</td>
</tr>
<tr>
<td>Basic User</td>
<td>10/30/2012 12:28:07 AM</td>
<td>Is allowed to enter lunchroom</td>
<td>InActive</td>
</tr>
<tr>
<td>Basic User</td>
<td>10/30/2012 12:25:53 AM</td>
<td>replaced 2022-03-07 11:43:41 Must not be able to go to lunchroom</td>
<td>InActive</td>
</tr>
</tbody>
</table>

Fig 3.2v - View History Report
3.2.4 **Sex Offender Registry**

Under the Hall Pass Tab navigate to SOR List to access a screen which will allow the user to search facility visitors and staff against the Sex Offender Registry.

![Image of SOR List screen](image)

Fig 3.2w – Search results for visitors and staff on the SOR.
**SOR Details**

To view the complete details listed by the SOR, click on the Lens Image button next to the visitor.

To view all cases for the visitor, click on the link next to 'Offense Count.'

---

### SOR Offense Details

<table>
<thead>
<tr>
<th>Name</th>
<th>STEVEN WAYNE MILLER</th>
<th>Driving License Expiry Year</th>
<th>Sex Offender Register Date</th>
<th>Sex Offender Risk Level</th>
<th>Sex Offender Classification</th>
<th>Body Build</th>
<th>Complexion</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>19870817</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>MALE</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving License</td>
<td>PTC674</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving License State</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td>WHITE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status Remarks</td>
<td>[PICTURE_DATE:20130602]</td>
<td><img src="https://state.sor/lin/ncd.gov/offenderdetails.asp?xtid=300754" alt="Picture" /></td>
<td>[OTHER ADDRESS:][SCHOOL ADDRESS:][EMPLOYER ADDRESS:]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Offence Detail

<table>
<thead>
<tr>
<th>Offense Date</th>
<th>Conviction Date</th>
<th>Offense Degree</th>
<th>Arrest Agency</th>
<th>Conviction Location</th>
<th>Offense Level</th>
<th>Offense Location</th>
<th>Offense Statue</th>
<th>Disposition Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fig 3.2x – Complete details of a SOR registrant**
3.2.5 BACKGROUND

Under the Hall Pass Tab select Background to open a screen which will redirect to Compudatacheck.com via a browser window. Criminal history reports are separate from the SOR searches and require additional fees. Contact District Admin for more information and authorization to perform this service.

Please reach out to support for more information.

Note: Users must have login credentials to access Compudatacheck.com

Fig 3.2y – Access Background information at compudatacheck.com
3.2.6 Messenger

Under the Hall Pass tab navigate to Messenger, the integrated messaging system which easily relays information to all users. To create a new message click "Create new Message". Simply create a message and send it out. If the user is not logged in at the time the message was created, the message will be displayed when the user logs into Hall Pass.

Fig 3.2z – View of Messenger screen and previous messages.

Fig 3.2aa – View of a message being displayed at login.
3.2.7 Events

Under the Hall Pass tab navigate to Events to view all events. To create a new event click “Add Event.” Users will be able to add attendees to an event, print badges for all attendees, and export of a PDF or EXCEL spreadsheet of all attendees.
Fig 3.2dd - View of Add Attendees screen. Users can select from Visitors, Volunteers, Faculty, and Students. Select multiple attendees by clicking the check boxes. Select all attendees by clicking the blue ‘Check’ or deselect all attendees by clicking the blue ‘Uncheck.’
3.3 **Schools Tab**

Under the School tab navigate to the Schools option to view details of authorized schools. Administrators will be able to see all the schools in the district and can edit basic information for each school.

![Fig 3.3a – District Admin view of schools](image-url)
**VIEW SCHOOL DETAILS**

To view complete information for the selected school, click on the 'Edit' icon next to the school.

![Edit School Interface](Image)

To view complete information for the selected school, click on the 'Edit' icon next to the school.

**Fig 3.3b - Add and edit school information from this screen**
3.3.1 BILLING CONTACTS

Under the School tab navigate to Billing Contacts to view the Billing Contacts list. Click on the lens image to view more details about a specific contact.

Fig 3.3c – Billing Contact screen
VIEW BILLING CONTACT

When a user clicks on the lens image next to a billing contact a new window will open and display details such as address, email, phone number, and any comments attached to the contact.

![View Billing Contact](image)

**View Billing Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Tech Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>123 Street, State USA</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:testtech@test.org">testtech@test.org</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td>1234567890</td>
</tr>
<tr>
<td>Priority</td>
<td>PRIMARY</td>
</tr>
<tr>
<td>Comments</td>
<td>Handles all tech issues</td>
</tr>
</tbody>
</table>

Fig 3.3d – Pop up of Billing Contact details
**ADD NEW BILLING CONTACT**

To add a new billing contact navigate to the School tab, select Billing Contacts, and click on the ‘Add Billing Contact’ icon at the top of the screen. A new screen will prompt the user to attach the contact to a school and fill in contact information. Users can also provide comments and more details about the billing contact.

![Add Billing Contact](image)

Fig 3.3e – Add new Billing Contact screen
### 3.3.2 Alarm Contact

Under the School tab navigate to Alarm Contacts to open a list of all Alarm Contacts for the selected schools. Users can add or edit contacts from this screen.

![Alarm Contact screen](image)

---

Fig 3.3f – Alarm Contact screen
**ADD ALARM CONTACT**

From the Alarm Contact screen, click on the 'Add New User' button to open up a new screen. Provide the contact information, select which alarm sources the contact will receive, and the contact method to receive the alarm (alarm types.) If there are multiple schools the user must indicate which school(s) the contact will receive alerts from.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Mobile</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alarm Types**
- [ ] Email
- [ ] SMS

**Alarm Sources**
- [ ] Visitor Restriction Alarm
- [ ] Sex Offender Registry Alarm
- [ ] Instant Alarm
- [ ] Messenger
- [ ] Questionnaire

**Comments**

**Select District**
- Westville District

**Schools**
- Available Schools
  - W Elementary
  - S Elementary
  - W Middle School
  - N Elementary
  - S Middle School
  - N Middle School
  - E Elementary
  - E Middle School
  - Adams
  - Dave School

**Assigned Schools**

Hold the CTRL key to select multiple items or to deselect a selected item.

Fig 3.3f – Add Alarm Contact screen
### 3.3.3 DESTINATION

Under the Schools tab navigate to Destinations to display all school destinations. The Admin has the ability to create new Destinations for their facility.

![School Destinations screen](image-url)

**Fig 3.3g - School Destinations screen**
**Add School Destination**

To add a new school destination, click the ‘Add New’ button on the bottom of the Destinations screen. Adding destinations helps to facilitate accurate reports and gives the user the ability set up contacts for each destination. For example: If a destination for Assistant Principals Office is created with the Assistants Principals contact information, when a visitor checks in to see the Assistant Principal, the Assistant Principal will be notified that the visitor is there to see them.

User may also create Destinations with a limit of visitors for specific days. These are "Controlled Destinations". These Controlled Destinations will allow Users to only allow a certain number of visitors to that destination.

The user has the option to add Destination Contacts for new or existing Destinations.

**Note:** Phone is for SMS (text) notifications.
3.3.4 Visiting Purpose

Under the Schools tab navigate to Visiting Purposes. Adding Purposes can help facilitate accurate reports, the user can create new Visiting Purposes by clicking on Add New.

![Visiting Purposes screen](image)

To edit or delete visiting purposes click the pencil icon or the red X icon.
**ADD VISITING PURPOSE**

To add a new visiting purpose, the user must select the school that the purpose is for and the name of the purpose. Check the boxes to indicate where the purpose will be visible: in Hall Pass, in Kiosk mode, or both.

![Add/EditPurpose pop-up](image)

- **School**: W Elementary
- **Name**: 

- **Show in Hall Pass?**
- **Show in Kiosk?**

Note: To deactivate, uncheck both boxes.

![Fig 3.3j – Pop up to Add or Edit Purpose](image)
3.3.5 **STUDENT REASONS**

Under the Schools tab navigate to Student Reasons. Users can create, sort and edit reasons for student check in and out. Adding Student Reasons can help facilitate accurate student reports.

To add a new Student Reason, Click the “Add New” button on the bottom of the screen. Input the name of the reason and select the checkboxes for where you want the reason to appear. Then click “Save”.

![View of Add/Edit Reason](image3.3l.png)

![View of Student Reasons](image3.3k.png)
3.4 USER TAB

NOTE: User Tab is visible to Admins only

USER LIST

Navigate to the User Tab on the Hall Pass toolbar to see a list of all application users. To add a new user, click on ‘Add New User.’ A separate screen will pop up enabling the addition of a new user.

Fig 3.4a – User list displays all application users
**ADD/EDIT USER**

An admin can create a new user from this screen, assign the user a school from the list, and assign a user group (Super User, Basic User, etc). The Admin can also customize user rights to add or remove rights beyond their group rights.

Fig 3.4b – Admin view of the add or edit user screen
After inputting the new user's basic information, the Admin can select which schools the user can access by clicking on the school name and using the arrow button to add the schools to the users assigned school(s). The Admin can assign user rights by choosing a group from the drop-down menu on the right and clicking the check box to select or de-select options.

![Admin view of Add/Edit User screen with user rights selected](image-url)
3.5 Faculty Tab

3.5.1 Faculty Management

Under the Faculty tab navigate to Faculty Management to view information on faculty members. From this screen users can edit basic information about Faculty, allow badge printing on check in, assign RFIDs, and update the image associated with a Faculty member. Users can also export the searched faculty list to a PDF or EXCEL spreadsheet.

Fig 3.5a – View of faculty information after searching for a specific faculty member.
3.5.2 Faculty Reports

Under the Faculty tab navigate to Faculty Reports to view detailed information on faculty check in and check out. Users can search specific date ranges as well as purposes or destinations, add/edit check-in/out information, and also export to PDF or EXCEL.

![Fig 3.5b – View of faculty check-ins withing a specific date range.](image)
3.5.3 Faculty Check In

Under the Faculty tab navigate to Faculty Check In/Out to search for a faculty member and log their visit.

![Image of Faculty Check In/Out interface]

**Fig 3.5c – View of a faculty member after searching**

Once a faculty member is selected, user will be prompted with a pop-up in the bottom right of the screen. User can then select Destination and Purpose (if applicable), and select Check In to log the visit.

![Image of pop-up with options to select to log visit]

**Fig 3.5d – View of pop-up and options to select to log visit.**
3.6 STUDENT

3.6.1 STUDENT MANAGEMENT

Under the Student tab navigate to Student Management to view and edit basic information about a student. Users can Add or Delete student information, add notes to the student, and manage guardians for the selected student.

Fig 3.6a – View of information about a selected student.
3.6.2 STUDENT REPORTS

Under the Student tab navigate to Student Reports to view detailed reports on student attendance. Users can search by a specific student, date range, teacher, and absence type (excused or unexcused). To edit attendance information click on 'Visit Count'. The information can be exported to PDF and various forms of EXCEL.

![Fig 3.6b – View of student attendance by a specific date range.](image-url)
3.6.3 Student Check In
Under the Student Tab navigate to Student Check In to log a student visit. From this screen the user can search for a student and select the reason for the Check In/Out or Tardy. Users can also select the guardian that is associated with this visit, mark the absence as Excused or Unexcused, and, if applicable, print a badge or paper slip.

Fig 3.6c – View of selected student and options to log the visit.
3.6.4 MULTIPLE STUDENT CHECK IN/OUT/TARDY

Under the Hall Pass Tab navigate to the Hall Pass, from this screen users can search for a Guardian/Visitor and click on the “Student” button. Users can select multiple linked students from the left column to check in or out. The guardian/visitor can also check in/out students that are not linked by searching for students in the middle column. This allows a one-time check in/out of a student without linking them to a guardian (i.e. babysitter, family friend etc.). Students who have been checked in or out by a non-linked guardian will have an “***” next to the visitor’s name in the student reports to easily identify a one-time check in/out.

Fig 3.6d – View of Student pop up from the Hall Pass Screen after selecting a visitor and clicking “Student”.
3.7 **Volunteer**

3.7.1 **Volunteer Management**

Under the Volunteer tab navigate to Volunteer Management to search the volunteer list and edit information for each volunteer. The list of volunteers can be exported to a PDF or EXCEL spreadsheet. To upload a bulk list of volunteers download the template file and provide all required information.

![Fig 3.7a – View of the Volunteer Management screen](image)
3.7.2 **Volunteer Reports**

Under the Volunteer tab navigate to Volunteer Reports to run detailed searches of all volunteers that have been checked in or out. Searches can be narrowed down to the purpose and/or destination of volunteer visit. The report will show the number of visits by each volunteer and provide options to edit or export.

![Fig 3.7b – View of volunteers and number of visits within the provided search parameters.](image-url)
3.7.3 VOLUNTEER CHECK IN

Under the Volunteer tab navigate to Volunteer Check In to quickly check in any approved volunteers. Search by first and last name to find an existing volunteer. Once a volunteer is selected a pop up will appear in the bottom right corner of the screen to allow check in, then destination and purpose can be selected.

![List view of volunteers by search criteria](image1)

![View of volunteer pop-up when a volunteer is selected](image2)
3.8 **My Account Tab**

Navigate to the My Account Tab on the Hall Pass toolbar. From here users can update basic account information as well as change their login password. To change user rights and permissions, or available schools, please contact the district administrator.

![Image of the My Account Tab on the Hall Pass toolbar](image-url)
3.9 QUESTIONNAIRE

District Administrators have the ability to create and manage the Pre-screening questionnaire.

1. From the Hall Pass menu select “Questionnaire”

2. Select “Add” and the Add Question pop up will appear:

   ![Add Question Pop-up](image-url)
3. Select which school(s) to activate for this question

4. In the *Quiz Text* box, type in one question. e.g., "Have you been sick in the last 7 days?"

5. Under the *Quiz Options*, type in the answer choices:
   
   a. Check the "Fail Answer?" box if the answer choice will cause a failure in the questionnaire.

6. Under *Applicable For*, select which demographic will see the question and in which mode(s) it will be displayed.

7. When finished adding answer options click, "Add Quiz"

To remove a question:

1. Select the edit icon next to the question

2. Deselect the "Is Active" box
Part IV: Support

**INSTALLATION PROCESS**

1. The user that is signed into the computer must have *Administrator rights*.
2. Open a browser and navigate to [www.starthallass.com](http://www.starthallass.com)
3. Enter the credentials sent from Hall Pass
4. Click "Launch" to download the Hall Pass application
5. Click to download the *Hall Pass Hardware Manager*
6. Right click the file and *extract* the contents.
7. Right click the extracted file and "*Run as Administrator*"
8. Select the "*Update Hardware*" button to install the hardware drivers

---

![Fig 4a – Installation Guide](image)

FREQUENTLY ASKED QUESTIONS:

Why does the scanner stop working after a set amount of time?

Option 1: Open **Power Options** (within Control Panel) to change settings **Turn Off Hard-Disk, System Standby** and **System Hibernates** to **Never**. Then select the **Hibernate** tab and disable **Hibernate**.

Option 2: Open the **Device Manager** (right click on **My Computer** and then select **Properties**, select the **Hardware** tab and then select the **Device Manager** button).

1. In the **Device Manager** go to the section titled **Universal Serial Bus Controllers** and click the + sign.
2. Double left click the first **USB Root Hub** and select the **Power Management** tab.
3. Uncheck the box **Allow the computer to turn off this device to conserve power**.
4. Uncheck the same box on all root hubs with steps 2 and 3.

Scanner not pulling all information or incorrect information.

1. Open the lid to the scanner
2. Ensure that the glass is **clean** and **free** from debris
Moving scanner to another PC

Scanners are assigned to a specific PC, when moving the scanner, the code must be reset so it can be assigned to another PC.

1. Have your **HP scanner code** ready (located on the bottom of the scanner).
2. Contact **support** via phone, (800)269-2650 or via email, support@hallpassid.com. Please provide support with your scanner code requesting the scanner be reset.
3. Once support has reset the code, user can **activate** the machine on a new PC.

Printer has a significant delay in printing.

1. Open hidden icons on taskbar.
2. **Right click** on DYMO.DLS.Printing.Host and click **Exit**.
3. **Right click** on **Taskbar** and go to **Task Manager**.
4. Select **Startup, Disable DYMO.DLS.Printing.Host**

Printer not spooling badges

**Option 1.**

A. Ensure that the **power cable** is the supplied DYMO power cable. Power cable connection is a “L” shaped.

**Option 2.**

A. Ensure the roll of badges is loaded correctly. Badges should be **facing down** when exiting the printer.

**Option 3.**

A. **Unplug** the power cable from the back of the printer. **Hold down** the **Blue Button** on the front of the printer. **Plug in** the power cable while holding the front button. **Release** the front button.
Part V: Kiosk Manual

5.1 INTRODUCTION
Kiosk is a fully customizable mode that enables self-service function of the Hall Pass system by campus visitors, volunteers, and students. This manual will provide instructions on the set-up of Kiosk mode by campus staff.

Kiosk mode also works with RFID and Barcode scanning for quick and easy entry/exit.

5.2 SETUP
A new user will need to be created to have access to Kiosk mode. From the USER tab on the Hall Pass toolbar, select ADD USER.

Enter in the basic information for the Kiosk User and select the checkbox next to IS KIOSK USER to activate Kiosk mode.

Select which School(s) the Kiosk mode will function in.

By default Hall Pass, Student, Faculty and Volunteer will be selected in the right pane. You can select or deselect these options to customize Kiosk mode. For example, if all options are selected Kiosk mode will show options for Visitors, Students, Faculty and Volunteer. Alternatively, if only the Faculty option is selected then Faculty will be the only option available in the Kiosk mode. See fig. 5.3a for an example of how Kiosk mode will display for self-serve users.

Fig 5.2a – new user setup
5.3 Settings
The following sections will provide settings information for Kiosk mode including Visitor, Students, Faculty, and Volunteer setup options and usage.

5.3.1 Kiosk Settings
The main page of Kiosk will display only the options you selected when creating the Kiosk user.

For the display below Kiosk mode was setup with all options available.

Circled in red, the cogwheel in the top right corner will allow the Kiosk user to input login credentials to access and edit Kiosk settings.

![Kiosk mode display](image)

Fig. 5.3a – Kiosk mode display
The login credentials to access Kiosk settings are specific to Kiosk Mode and will be different from the username and password used to login to the primary Hall Pass application.

![Login to access Kiosk settings](image)

Fig. 5.3b – Login to access Kiosk settings

The Kiosk setting menu will allow the user to customize how Kiosk mode functions.

![Kiosk Settings for all pages](image)

Fig. 5.3c – Kiosk Settings for all pages
5.3.2 Visitor Settings

**Fig. 5.3d – Kiosk settings for Visitors**

**Visitor Check-in**
- Enable – Allow visitor check-in through Kiosk
- Check-in (print badge) – Will print a badge upon check-in
- Check-in (no badge) – Will not print a badge upon check-in

**New Visitor**
- Enable – Allows new visitors who have not been to the building before to check-in
- ID Scan – Allows scanning of an ID for a new visitor to check-in
- Manual Entry – Allows a new visitor to manually enter their information for check-in

**Visitor Check-Out**
- Enable – Allows checked-in visitors to check-out via Kiosk

**Student Check-In**
- Enable – Allows a visitor to also check-in a student at the same time
- Always Print Visitor Badge – Prints a visitor badge regardless of options selected by Visitor

- Show Print Option – Asks visitors if they need to print a badge for entry

**Student Check-Out**
- Enable – Allows option for a visitor to check-out a student via Kiosk
- Always Print Visitor Badge – Prints a visitor badge regardless of options selected by visitor
- Show Print Option – Asks visitors if they need to print a badge for entry

**Student Note**
- Enable – Shows student notes in Kiosk mode

**Student Reasons**
- Enable – Shows student reasons in Kiosk mode

**Destinations**
- Shows Hall Pass destinations in Kiosk mode

**Purposes**
- Shows Hall Pass purposes in Kiosk mode
5.3.3 STUDENT SETTINGS

Fig. 5.3e – Kiosk settings for Students

**Excused / Unexcused** - Default setting for student check-in

**Print Excused/Unexcused on Badge/Paper** - Prints a badge/slip for Students

**Print Option** - Select which option(s) need to have a badge printed and which format to print (badge or paper)

**Student Permissions** - Select which option a student can use when using Kiosk mode.

**Student Note** - show student notes in Kiosk mode

**Student Reasons** – show student reasons in Kiosk mode

**Student Guardians** – show a list of approved guardians for the student in Kiosk mode

**Search Options** – select how students will input information
5.3.4 **Volunteer Settings**

![Hall Pass Kiosk Settings](image)

Select how you want Volunteers to enter their information for check-in:

**Destinations** – enable destination to be selected when checking-in

**Purposes** – enable purpose to be selected when checking-in

Fig. 5.3f – Kiosk settings for volunteer
### 5.3.5 Faculty Settings

**Fig. 5.3g – Kiosk settings for Faculty**

Select how you want Faculty members to enter their information for check-in

**Destinations** – Show Hall Pass Destinations in Kiosk mode for Faculty

**Purposes** – Show Hall Pass Purposes in Kiosk mode for Faculty
5.4 Check-In

Fig. 5.4

Check-in screen allows visitors and students to check in or out.
5.5 Destinations

Destinations allow a visitor to select the appropriate destination for their visit. The selection will be logged and viewable in the Visitor History Reports (accessed in the live view section of Visitors on the Hall Pass screen).

Destinations can be enabled or disabled in the settings cogwheel of the Hall Pass Kiosk.
5.6 Print Badge

Visitors will be presented with the Print Badge screen once all mandatory options have been selected.

When the visitor selects Check-In the visit will be logged and a badge will be printed.

No Badge Option  – Navigate to the settings cogwheel of the Hall Pass Kiosk to disable the option to print a badge at Check-In.
5.7 QUESTIONNAIRE

If the Questionnaire feature is enabled, the questions will be displayed in Kiosk mode. The Visitor must select an option to proceed. If their selection is deemed a "Fail" answer, they will be instructed to visit to nearest User manned station.

For directions on how to set up the questionnaire, please visit section 3.9 on page 63-64 of the manual.
CUSTOMER SERVICE

Hall Pass Support:

800-269-2650 / Support@HallPassID.com

Hall Pass Customer Support is available to help if there are questions about the program or if an issue arises.