



HALL PASS

USER MANUAL

VERSION 1.05.01.20

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Part I: Installation Instructions

1.1 HARDWARE AND OPERATING SYSTEM REQUIREMENTS

Hardware Requirement	Version
CPU - Pentium	IV or above
O.S - Windows	Windows 7+ 32/64 bit with .Net Framework 4.6.1+

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

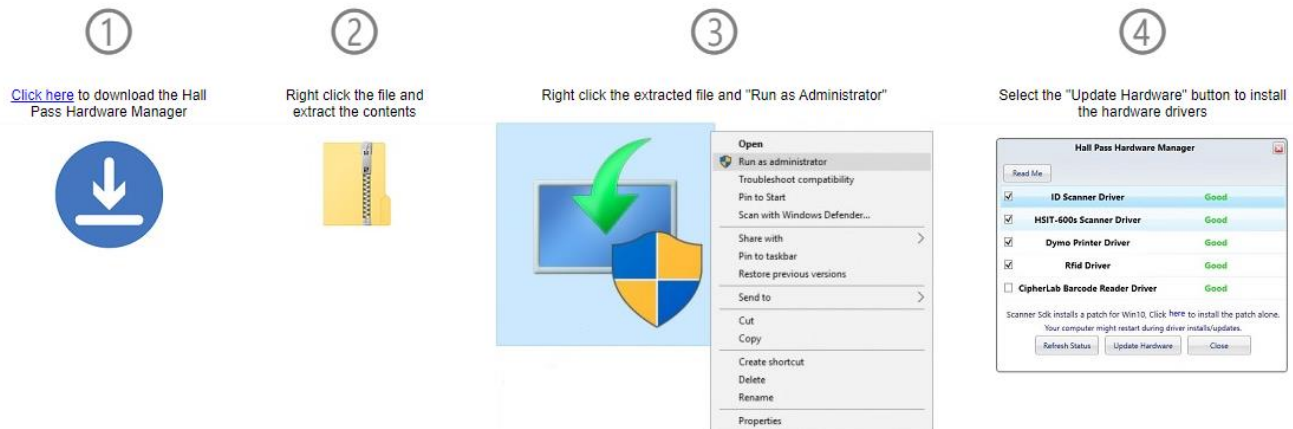


Fig 1.1.a – Installation Process

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.

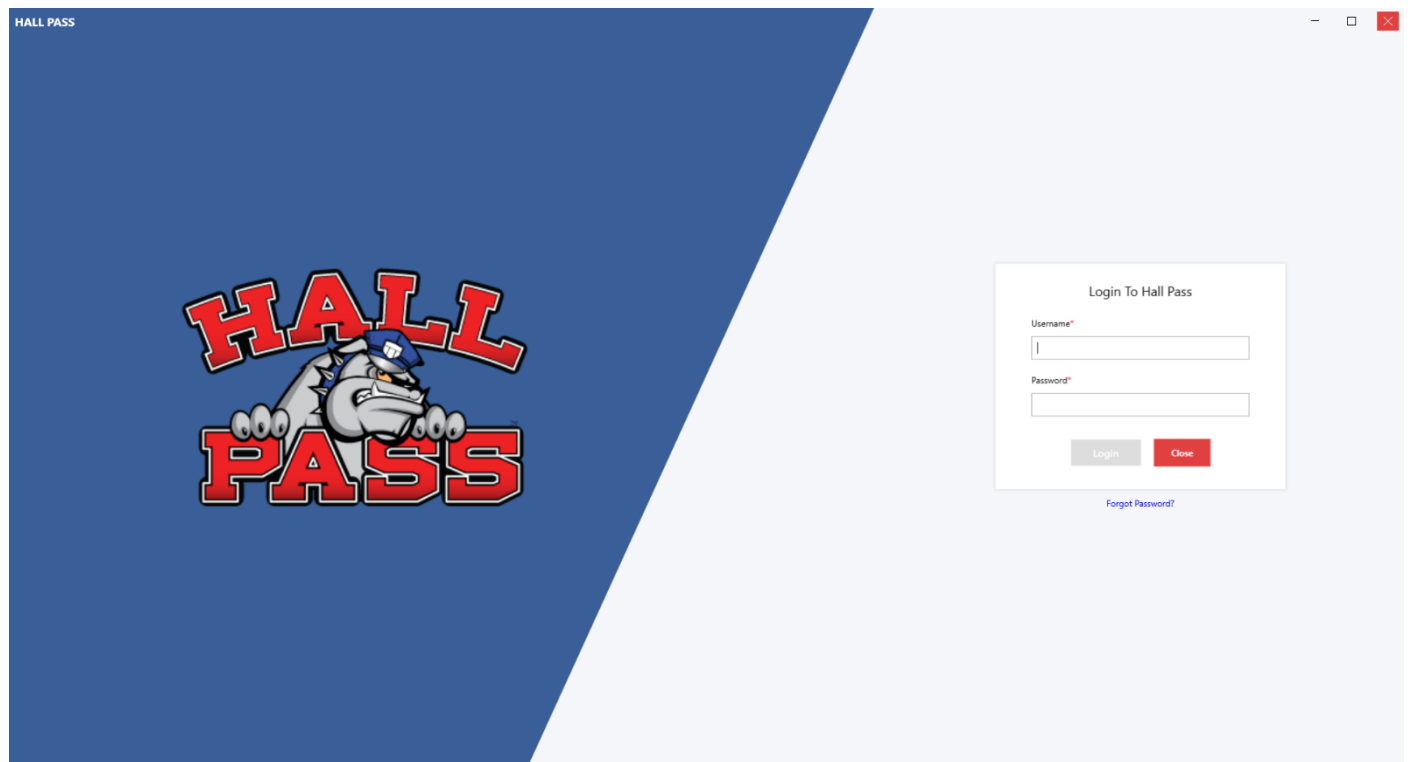


Fig 3.1a - Login Screen

3.1.2 FORGOT PASSWORD

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

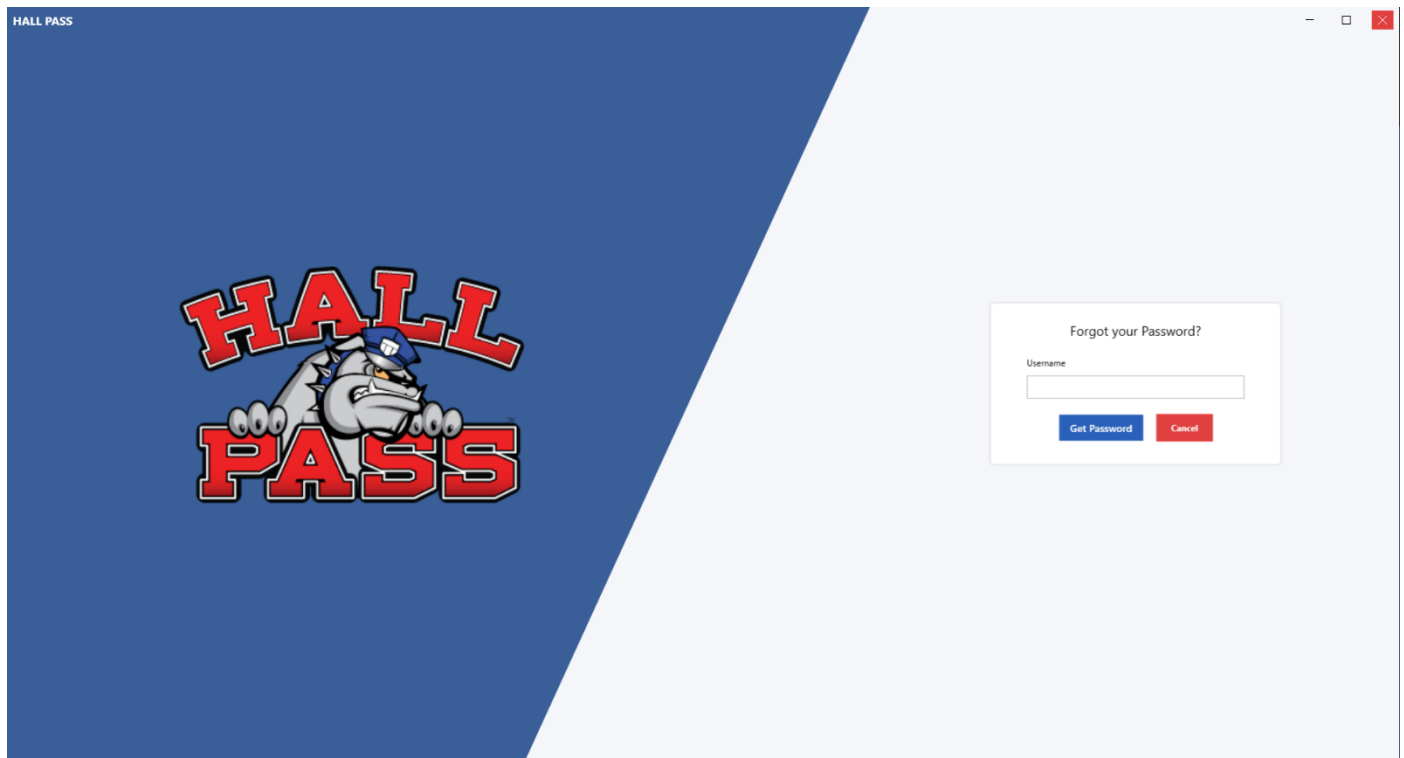


Fig 3.1b – Forgot Password Screen

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

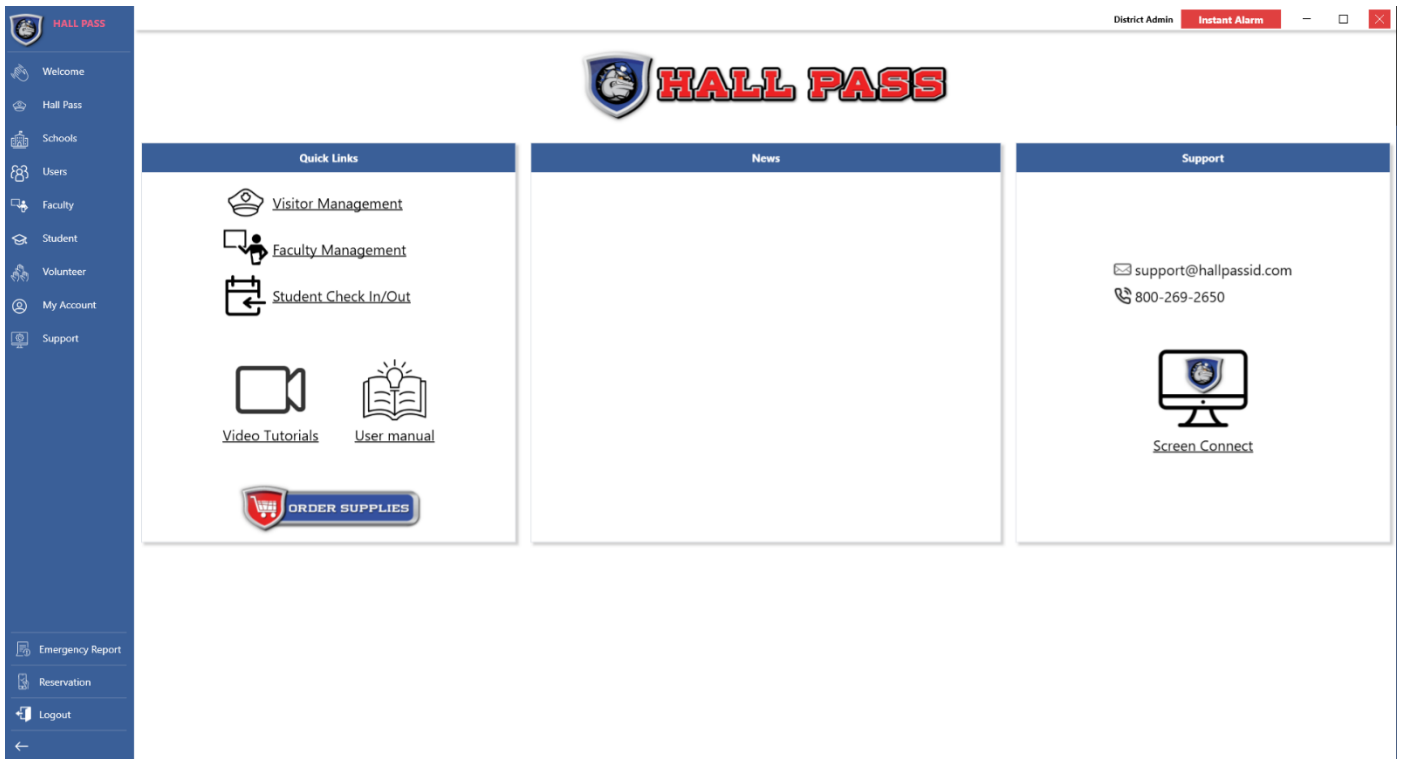
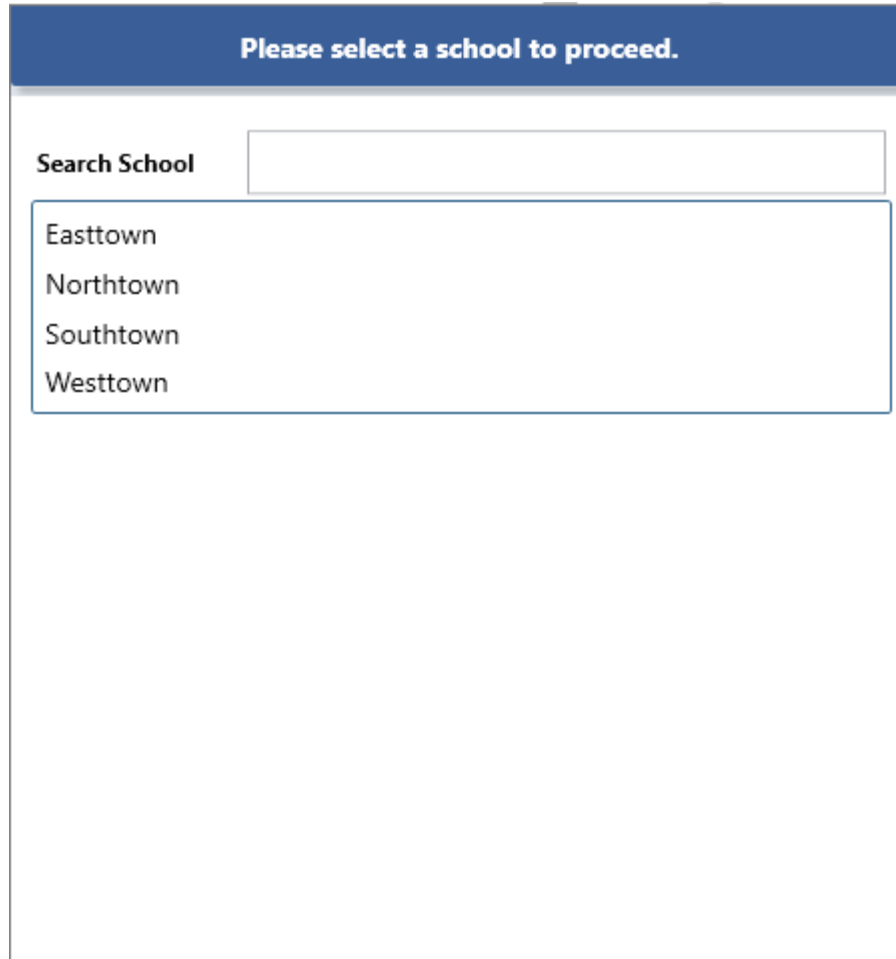


Fig 3.1c – Welcome Screen

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.



Please select a school to proceed.

Search School

- Easttown
- Northtown
- Southtown
- Westtown

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.

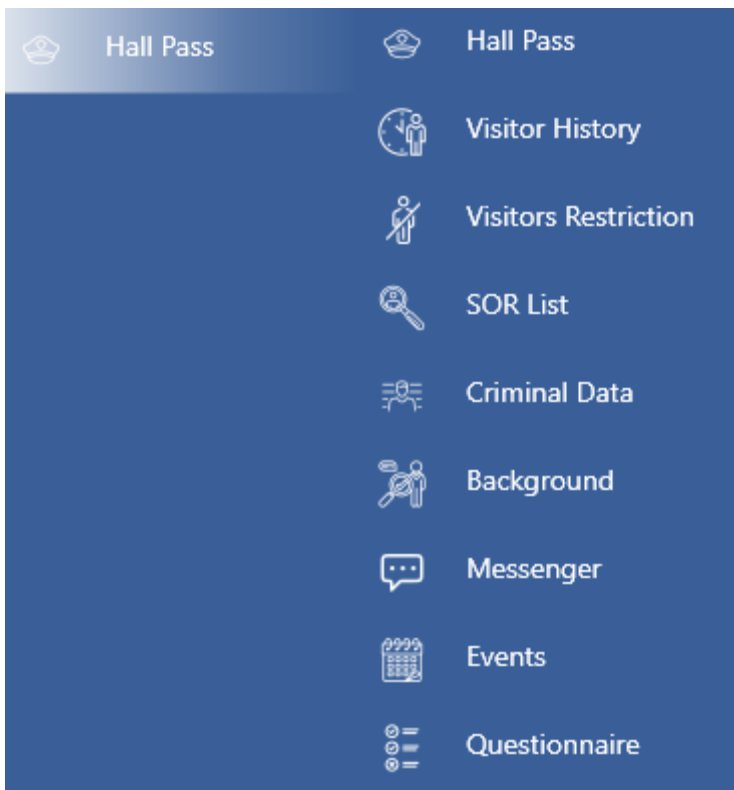


Fig 3.2a – Hall Pass Tab Overview

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

Background – Run a full Criminal History report (Extra charge per search)

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.

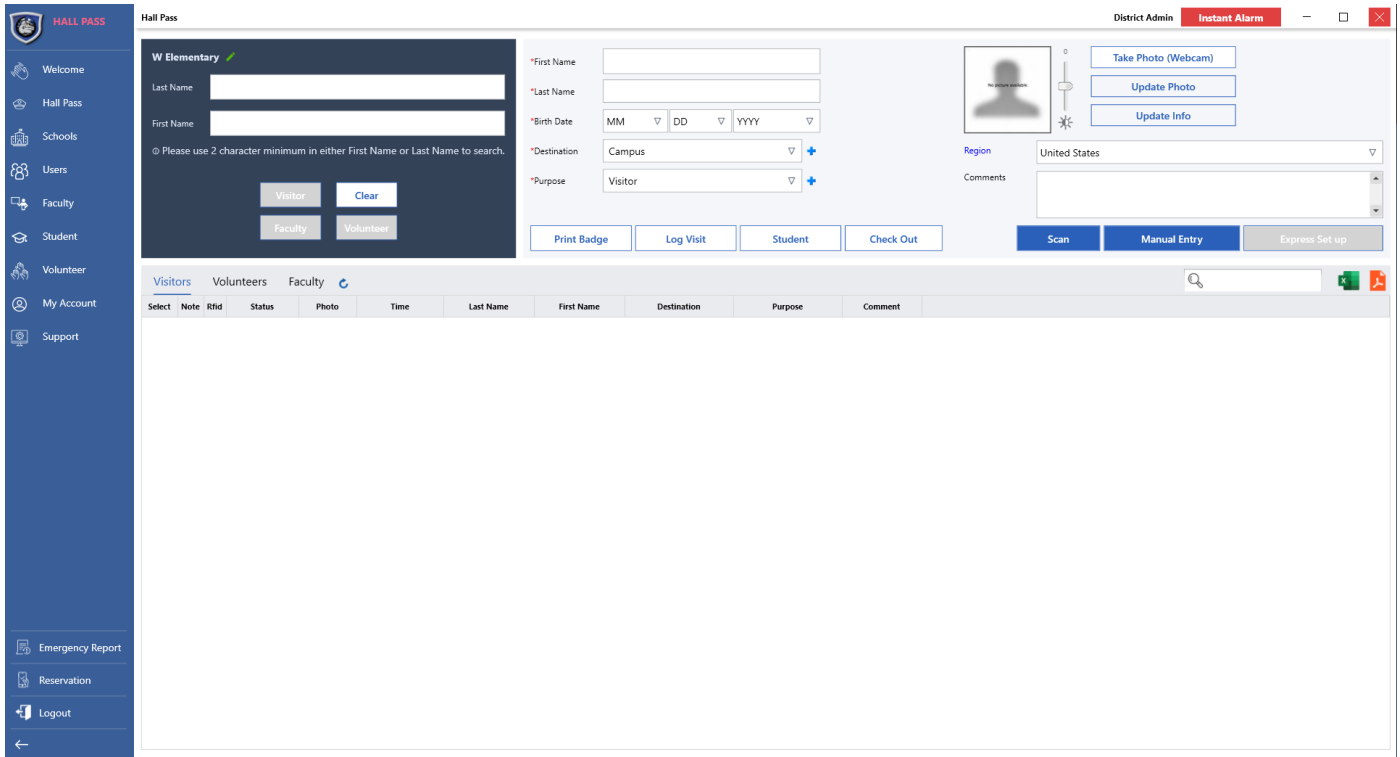


Fig 3.2b – Hall Pass Search Screen

- 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.

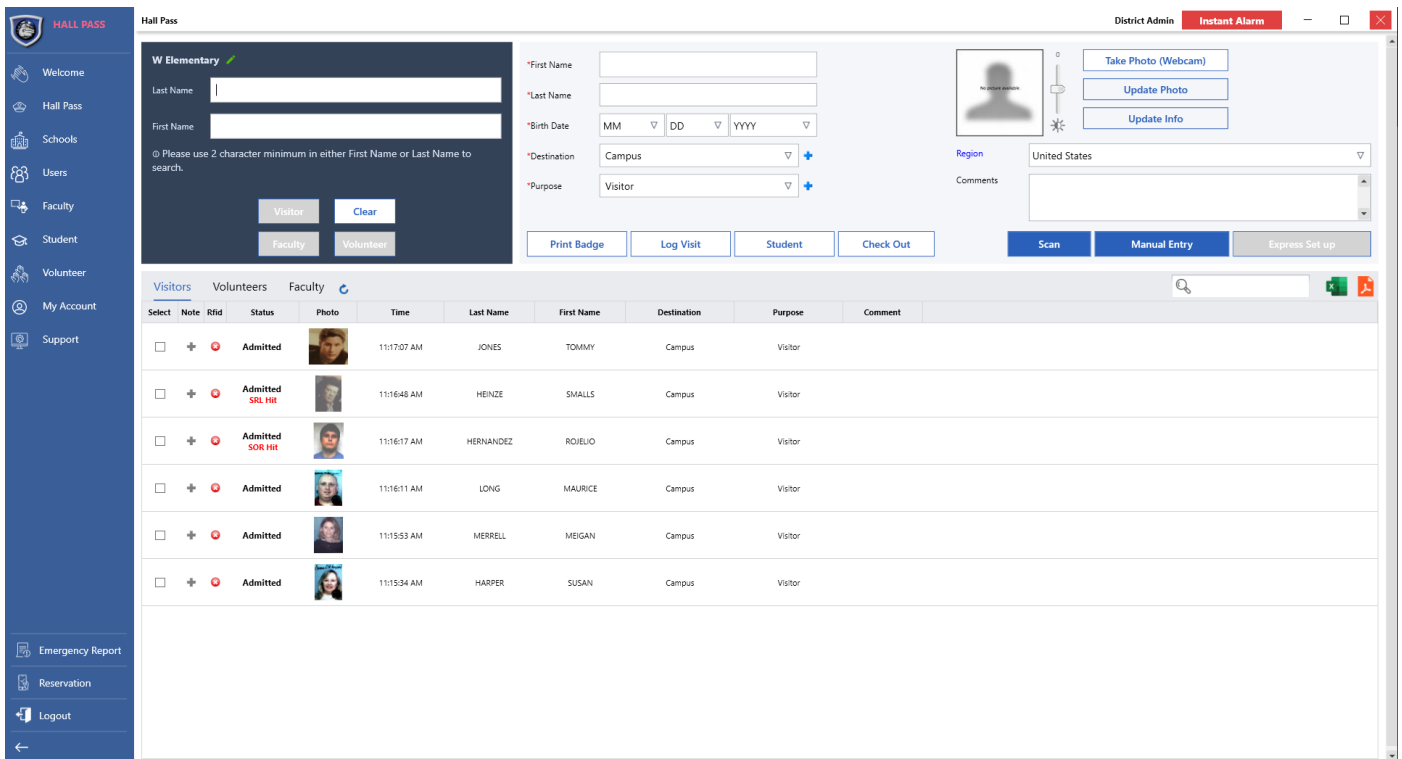


Fig 3.2c - Search Results will be displayed with columns to add notes, attach/detach RFID, and details about each visitor (status, photo, check-in time, name, destination, and purpose)

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.

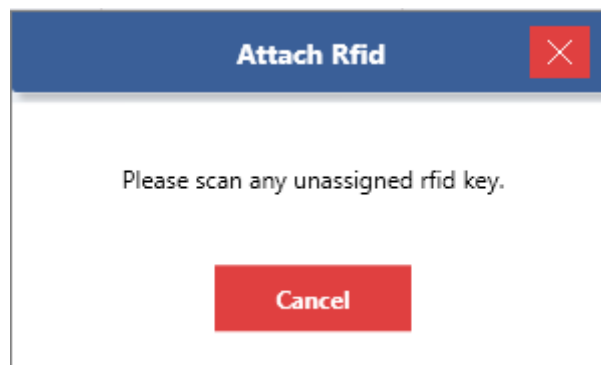



Fig 3.2d - Attach RFID Pop-up

DETACH RFID

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

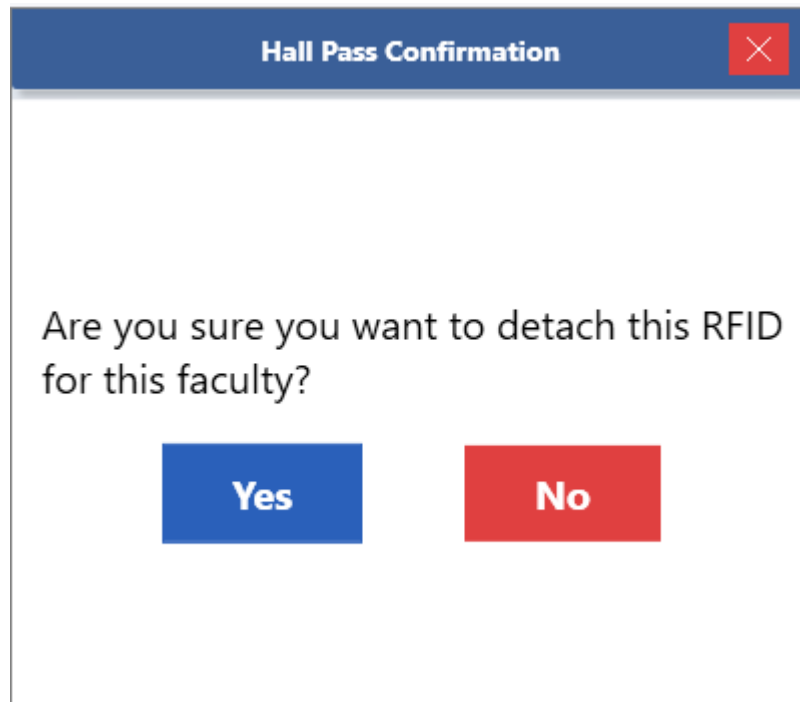


Fig 3.2e - Detach RFID Pop-up

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.'

The screenshot displays the Hall Pass application interface. On the left is a navigation sidebar with options like Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, and Support. The main content area is titled 'Hall Pass' and shows search filters for 'W Elementary'. Search criteria include Last Name (JONES), First Name (TOMMY), Birth Date (3/11/1970), Destination (Campus), and Purpose (Visitor). Action buttons include 'Print Badge', 'Log Visit', 'Student', and 'Check Out'. A visitor profile for Tommy Jones is shown with a photo and options to 'Take Photo (Webcam)', 'Update Photo', and 'Update Info'. Below this is a table of search results:

Select	Note	Rfid	Status	Photo	Time	Last Name	First Name	Destination	Purpose	Comment
<input checked="" type="checkbox"/>			Admitted		11:17:07 AM	JONES	TOMMY	Campus	Visitor	
<input type="checkbox"/>	+		Admitted SRL HIT		11:16:48 AM	HENZE	SMALLS	Campus	Visitor	
<input type="checkbox"/>	+		Admitted SOR HIT		11:16:17 AM	HERNANDEZ	ROELJO	Campus	Visitor	
<input type="checkbox"/>	+		Admitted		11:16:11 AM	LONG	MAURICE	Campus	Visitor	
<input type="checkbox"/>	+		Admitted		11:15:53 AM	MERRELL	MEIGAN	Campus	Visitor	
<input type="checkbox"/>	+		Admitted		11:15:34 AM	HARPER	SUSAN	Campus	Visitor	

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.

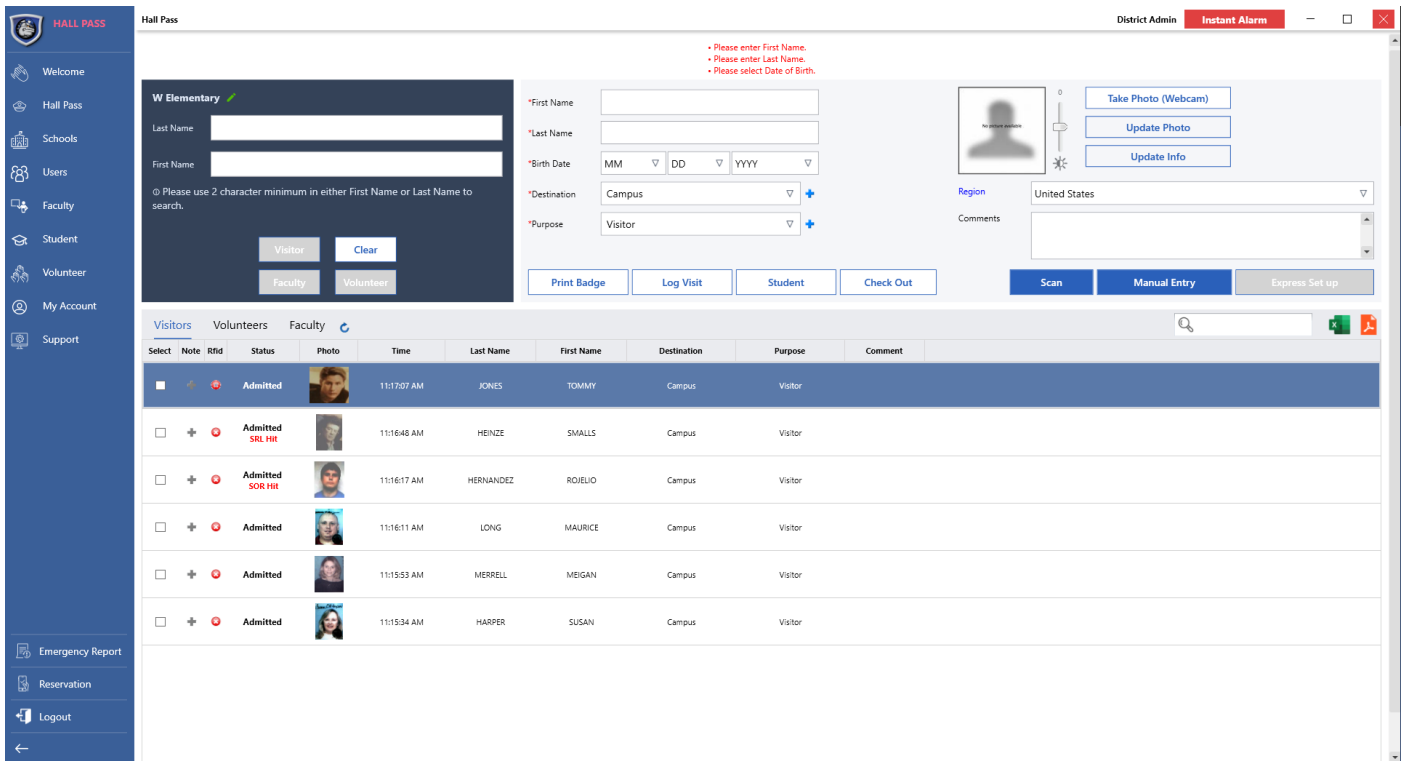


Fig 3.2g – Visitor Search Results with Error Message

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.

The screenshot shows the Hall Pass web application interface. At the top, there is a navigation menu on the left and a header with 'District Admin' and 'Instant Alarm'. The main content area is divided into a search form on the left and a registration form on the right. The search form is for 'W Elementary' and has fields for Last Name and First Name. The registration form has fields for First Name, Last Name, Birth Date, Destination, Purpose, Region, and Comments. A red error message is displayed at the top right of the registration form: '*Please enter First Name.', '*Please enter Last Name.', and '*Please select Date of Birth.'. Below the forms is a table of visitor search results. The table has columns for Select, Note, Rfid, Status, Photo, Time, Last Name, First Name, Destination, Purpose, and Comment. The table contains five rows of visitor data, all with a status of 'Admitted'.

Select	Note	Rfid	Status	Photo	Time	Last Name	First Name	Destination	Purpose	Comment
<input type="checkbox"/>			Admitted		11:17:07 AM	JONES	TOMMY	Campus	Visitor	
<input type="checkbox"/>			Admitted SRL HH		11:16:48 AM	HENZE	SMALLS	Campus	Visitor	
<input type="checkbox"/>			Admitted SOB HH		11:16:17 AM	HERNANDEZ	ROJELIO	Campus	Visitor	
<input type="checkbox"/>			Admitted		11:16:11 AM	LONG	MAURICE	Campus	Visitor	
<input type="checkbox"/>			Admitted		11:15:53 AM	MERRELL	MEIGAN	Campus	Visitor	
<input type="checkbox"/>			Admitted		11:15:34 AM	HARPER	SUSAN	Campus	Visitor	

Fig 3.2h – Visitor Search Results with Mandatory Field Error

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.

The screenshot shows the 'Visitor History' interface. On the left is a navigation sidebar with options like Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, Support, Emergency Report, Reservation, and Logout. The main area has search filters for 'Select School(s)', 'Last Name', 'First Name', 'Start Date', and 'End Date'. Below these are checkboxes for 'Show Current Visitors' and 'Advance Search', along with 'Current Visitors' and 'Search' buttons. At the top right, there are 'EXCEL/CSV (List)', 'Export', and 'View Report Status' buttons. The main content is a table of visitor records.

Status	Photo	Last Name	First Name	Visit Date	School Name	Purpose	Destination	Comment
Admitted		JONES	TOMMY	03/07/2022 11:17:07 AM	W Elementary	Visitor	Campus	
Admitted SRL HIT		HEITZE	SMALLS	03/07/2022 11:16:48 AM	W Elementary	Visitor	Campus	
Admitted SOR HIT		HERNANDEZ	ROJELIO	03/07/2022 11:16:17 AM	W Elementary	Visitor	Campus	
Admitted		LONG	MAURICE	03/07/2022 11:16:11 AM	W Elementary	Visitor	Campus	
Admitted		MERRELL	MEIGAN	03/07/2022 11:15:53 AM	W Elementary	Visitor	Campus	
Admitted		HARPER	SUSAN	03/07/2022 11:15:34 AM	W Elementary	Visitor	Campus	
Admitted SOR HIT		HERNANDEZ	ROJELIO	03/07/2022 10:37:08 AM Check-Out 11:14:33 AM	W Elementary	Visitor	Campus	
Admitted		COVALT	NATHAN	03/07/2022 10:35:55 AM Check-Out 11:14:37 AM	W Elementary	Visitor	Campus	
Admitted SRL HIT		MOBLEY	MATTHEW	03/07/2022 10:32:09 AM Check-Out 11:14:37 AM	W Elementary	Visitor	Campus	
Admitted SOR False Positive		HERNANDEZ	ROJELIO	03/07/2022 10:31:56 AM	W Elementary	Visitor	Campus	
Admitted QSA HIT		MOBLEY	BELINDA	03/07/2022 10:28:42 AM Check-Out 11:14:37 AM	W Elementary	Visitor	Campus	
Admitted		MOBLEY	BELINDA	03/07/2022 10:27:49 AM	W Elementary	Visitor	Campus	
Admitted		MOBLEY	BELINDA	03/07/2022 10:27:37 AM	W Elementary	Visitor	Campus	
Admitted		MOBLEY	BELINDA	03/07/2022 10:27:10 AM	W Elementary	Visitor	Campus	

Fig 3.2i – Visitor History Screen

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.

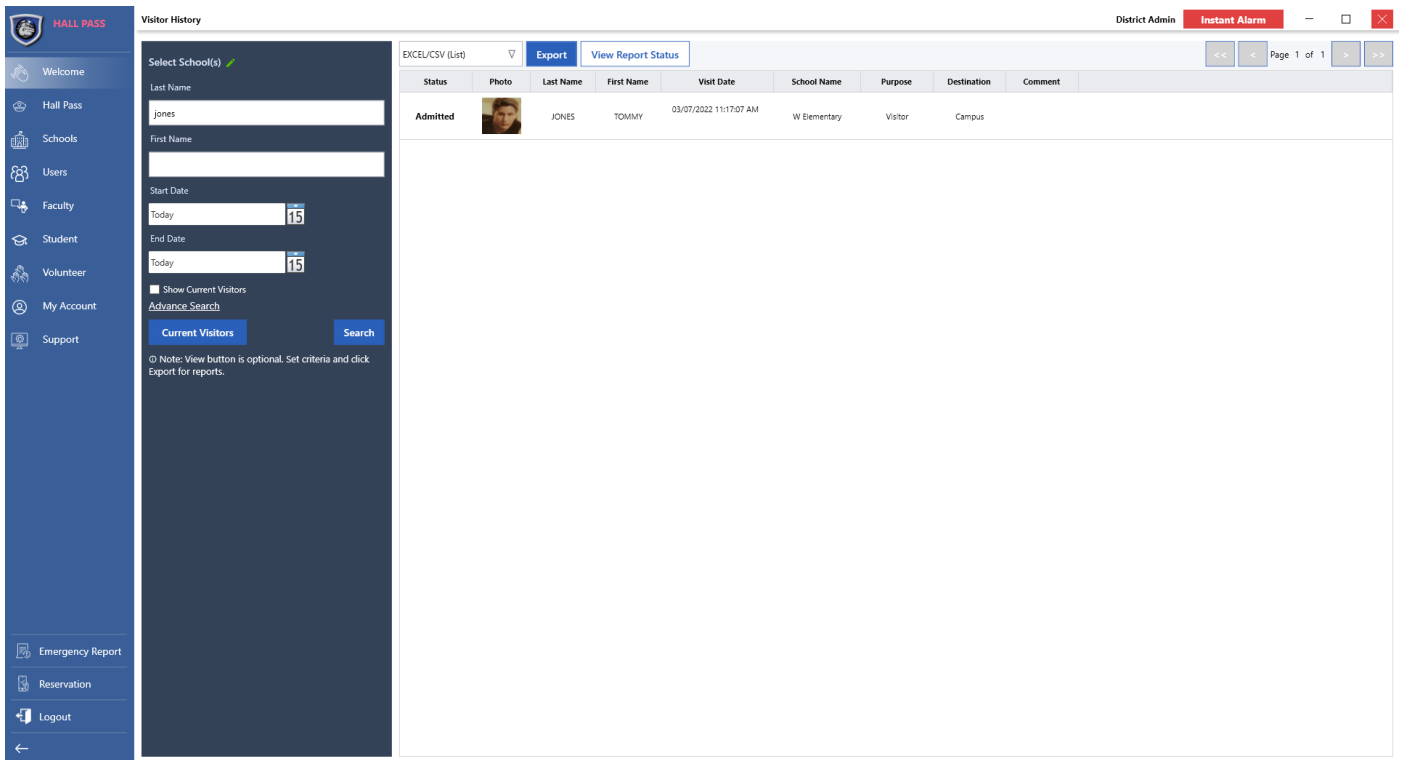


Fig 3.2j – Visitor History Search Results

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

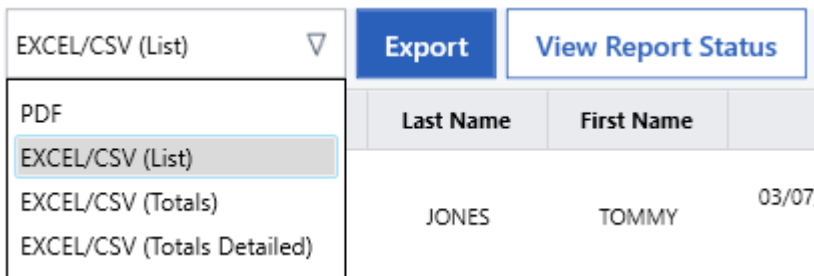


Fig 3.2k – Export Option

SCHOOL RESTRICTED LIST

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

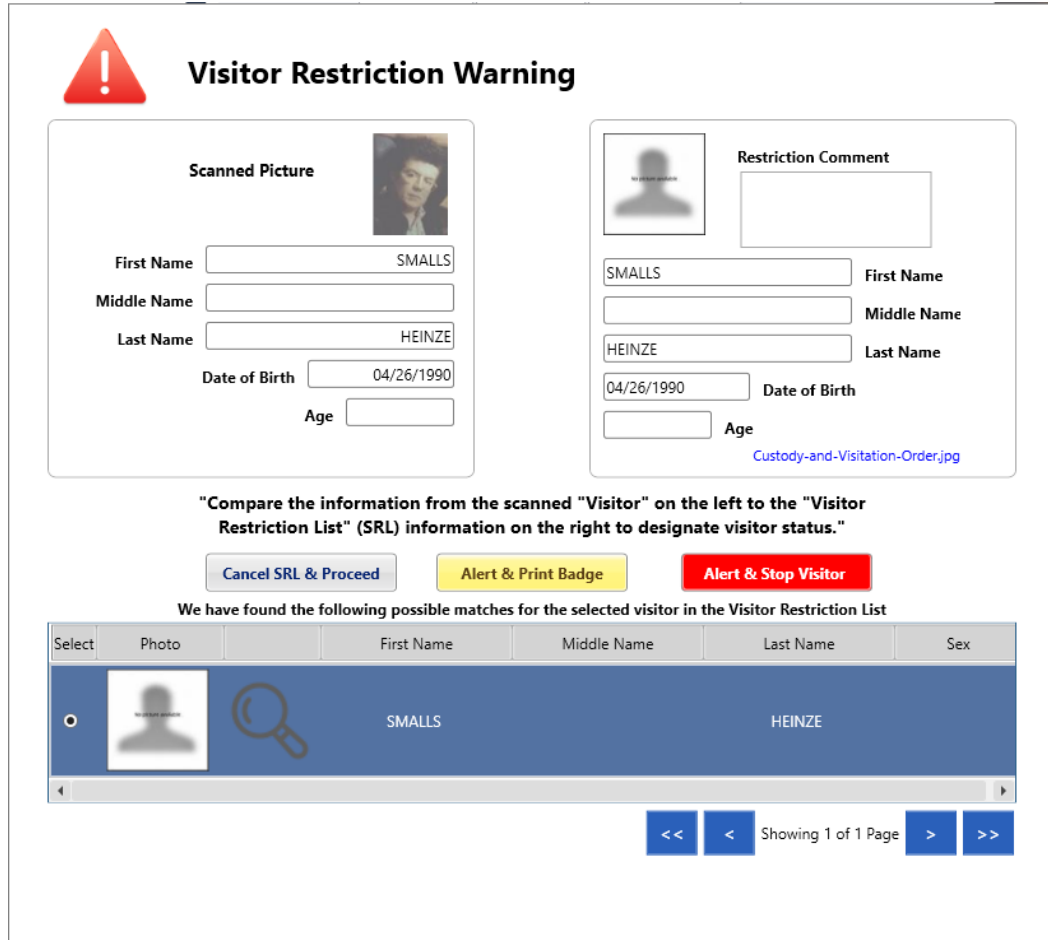


Fig 3.2I – Visitor Restriction Warning

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.

The screenshot shows the Hall Pass web application interface. On the left is a navigation menu with options like Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, and Support. The main area is titled 'W Elementary' and contains a search form for Last Name and First Name, with buttons for Visitor, Faculty, and Volunteer. To the right is a registration form with fields for First Name, Last Name, Birth Date (MM/DD/YYYY), Destination (Campus), and Purpose (Visitor). There are also buttons for 'Print Badge', 'Log Visit', 'Student', and 'Check Out'. On the far right, there is a photo upload section with 'Take Photo (Webcam)', 'Update Photo', and 'Update Info' buttons, along with a 'Region' dropdown set to 'United States' and a 'Comments' text area. Below the form is a table of current visitors.

Select	Note	Rfid	Status	Photo	Time	Last Name	First Name	Destination	Purpose	Comment
<input type="checkbox"/>	+	<input checked="" type="checkbox"/>	Admitted <small>SQL False Positive</small>		11:24:08 AM	HEINZE	SMALLS	Campus	Visitor	
<input type="checkbox"/>	+	<input checked="" type="checkbox"/>	Admitted		11:17:07 AM	JONES	TOMMY	Campus	Visitor	
<input type="checkbox"/>	+	<input checked="" type="checkbox"/>	Admitted <small>SQL Hit</small>		11:16:17 AM	HERNANDEZ	ROELJO	Campus	Visitor	
<input type="checkbox"/>	+	<input checked="" type="checkbox"/>	Admitted		11:16:11 AM	LONG	MAURICE	Campus	Visitor	
<input type="checkbox"/>	+	<input checked="" type="checkbox"/>	Admitted		11:15:53 AM	MERRELL	MEIGAN	Campus	Visitor	
<input type="checkbox"/>	+	<input checked="" type="checkbox"/>	Admitted		11:15:34 AM	HARPER	SUSAN	Campus	Visitor	

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.

The screenshot displays the 'Visitor History' interface. On the left is a sidebar with navigation options: Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, Support, Emergency Report, Reservation, and Logout. The main area contains search filters for 'Select School(s)', 'Last Name', 'First Name', 'Start Date', and 'End Date'. Below these are checkboxes for 'Show Current Visitors' and 'Advance Search', along with 'Current Visitors' and 'Search' buttons. A note states: 'Note: View button is optional. Set criteria and click Export for reports.' The right side features a table with columns: Status, Photo, Last Name, First Name, Visit Date, School Name, Purpose, Destination, and Comment. The table lists 15 visitor records with various statuses like 'Admitted', 'SOR False Positive', 'SOR HI', and 'SOR QSA HI'.

Status	Photo	Last Name	First Name	Visit Date	School Name	Purpose	Destination	Comment
Admitted SOR False Positive		HEINZE	SMALLS	03/07/2022 11:24:06 AM	W Elementary	Visitor	Campus	
Admitted		JONES	TOMMY	03/07/2022 11:17:07 AM	W Elementary	Visitor	Campus	
Admitted SOR HI		HEINZE	SMALLS	03/07/2022 11:16:48 AM	W Elementary	Visitor	Campus	
Admitted SOR HI		HERNANDEZ	ROELIO	03/07/2022 11:16:17 AM	W Elementary	Visitor	Campus	
Admitted		LONG	MAURICE	03/07/2022 11:16:11 AM	W Elementary	Visitor	Campus	
Admitted		MERRELL	MEGAN	03/07/2022 11:15:53 AM	W Elementary	Visitor	Campus	
Admitted		HARPER	SUSAN	03/07/2022 11:15:34 AM	W Elementary	Visitor	Campus	
Admitted SOR HI		HERNANDEZ	ROELIO	03/07/2022 10:37:06 AM Check-Out 11:14:33 AM	W Elementary	Visitor	Campus	
Admitted		COVALT	NATHAN	03/07/2022 10:35:55 AM Check-Out 11:14:37 AM	W Elementary	Visitor	Campus	
Admitted SOR HI		MOBLEY	MATTHEW	03/07/2022 10:32:09 AM Check-Out 11:14:37 AM	W Elementary	Visitor	Campus	
Admitted SOR False Positive		HERNANDEZ	ROELIO	03/07/2022 10:31:56 AM	W Elementary	Visitor	Campus	
Admitted QSA HI		MOBLEY	BELUNDA	03/07/2022 10:28:42 AM Check-Out 11:14:37 AM	W Elementary	Visitor	Campus	
Admitted		MOBLEY	BELUNDA	03/07/2022 10:27:49 AM	W Elementary	Visitor	Campus	
Admitted		MOBLEY	BELUNDA	03/07/2022 10:27:37 AM	W Elementary	Visitor	Campus	

Fig 3.2n - Visitor List

SEX OFFENDER REGISTRY (SOR) DETAILS

Sex Offender Registry Warning

Scanned Picture

First Name

Middle Name

Last Name

Date of Birth

Age

Offender Registry Photo

TX

ROJELIO First Name

CRUZ Middle Name

HERNANDEZ Last Name

07/01/1988 Date of Birth

33 Age Level

"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

<<
<
Showing 1 of 2 Page
>
>>

View	Photo	Offenses	Last Name	Middle Name	First Name	Suffix	Date of Birth	Alias Search
		1	HERNANDEZ	CRUZ	ROJELIO	II	07/01/1988	0
		1	HERNANDEZ		ROJELIO		07/01/1988	1

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.

SOR Registrant Details
✕

Name	II ROJELIO CRUZ HERNANDEZ	Driving License Expiry Year	
SSN number		Sex Offender Register Date	
Date of Birth	19880701	Sex Offender Risk Level	TWO
Gender	M	Sex Offender Classification	
Citizenship		Offense Count	1
Driving License		Hair Color	BRO
Driving License State		Eye Color	BRO
Race	W	Height	508
Ethnicity	H	Weight	155



No picture available

Status Remarks

[[CO:][SHOE_SIZE: 110][SHOE_WIDTH: UNK][SUMMARY_ENDING_REGISTRATION_TYPE: LIF][SUMMARY_ENDING_REGISTRATION_DATE:]
 [VERIFICATION_OF_REGISTRATION_PERIOD: QUARTERLY][DISCHARGED: N][EVENT: CHANGE OF STATUS][EVENT_DATE: 20111121]
 [ORIGINATING_AGENCY_IDENTIFIER: TX0680200][ADDRESS_PREDEFINED_VALUE: ABSCONDED][LATITUDE_NUMBER:]
 [LONGITUDE_NUMBER:][EDUCATION_PREDEFINED_VALUE: NONE][EMPLOYEE_FLAG:][STUDENT_FLAG:][CAMPUS_NAME:]
 [INSTITUTION_TYPE:][INSTITUTION_NAME:][EMPLOYER_NAME:][WORK_ADDRESSES: , ;][LICENSE_ISSUER_NAME:]
 [LICENSE_DESCRIPTION:][DATE_OF_PHOTO: 20111121]

Alias Details

Last Name	Middle Name	First Name	Suffix	Date of Birth
HERNANDEZ		CRUZ		19880701
CRUZ		ROJELIO		19880701
HERNANDEZ		ROJELIO		19880701

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.

The screenshot shows the 'Visitors Restriction' page in the Hall Pass system. On the left is a sidebar with navigation links: Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, Support, Emergency Report, Reservation, and Logout. The main area contains a search form with fields for 'Select School(s)', 'Last Name', 'First Name', 'Gender', 'Date of Birth' (with month, day, and year dropdowns), 'Status', and a 'Search' button. Below the search form is a table of restricted visitors. The table has columns for View, Edit, Status, Last Name, First Name, Middle Name, Date of Birth, Gender, and History Report. The table contains 15 rows of visitor data.

View	Edit	Status	Last Name	First Name	Middle Name	Date of Birth	Gender	History Report
			Jain	Amit		06/03/1962	M	
			Alexander	Avery		11/18/1976	M	
			Ray	Beth				
			Vance	Bob				
			Wizard1	Bob1		01/01/1970	M	
			Wizard1	Bob1		01/01/1970	M	
			Day	Charlie				
			Jo	Dave		01/02/1965	M	
			Miller	David		04/04/1964	M	
			Jones	David				
			Jones	David				
			Jones	David				
			Hughes	France		01/01/1960		
			Hughes	France		01/01/1960		
			Johnson	Hus				
			Idiot	harper	the			
			Floe	Henrik				
			Floe	Henrik				

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

*First Name

Middle Name

*Last Name

Date of Birth MM ▾ DD ▾ YYYY ▾

Gender Select ▾

Expire Date (Optional) Show Calendar 15

Specify Your Comment

Upload File **Browse**
(Size Limit upto 5 MB)

Select District Westville District Check All


*Schools

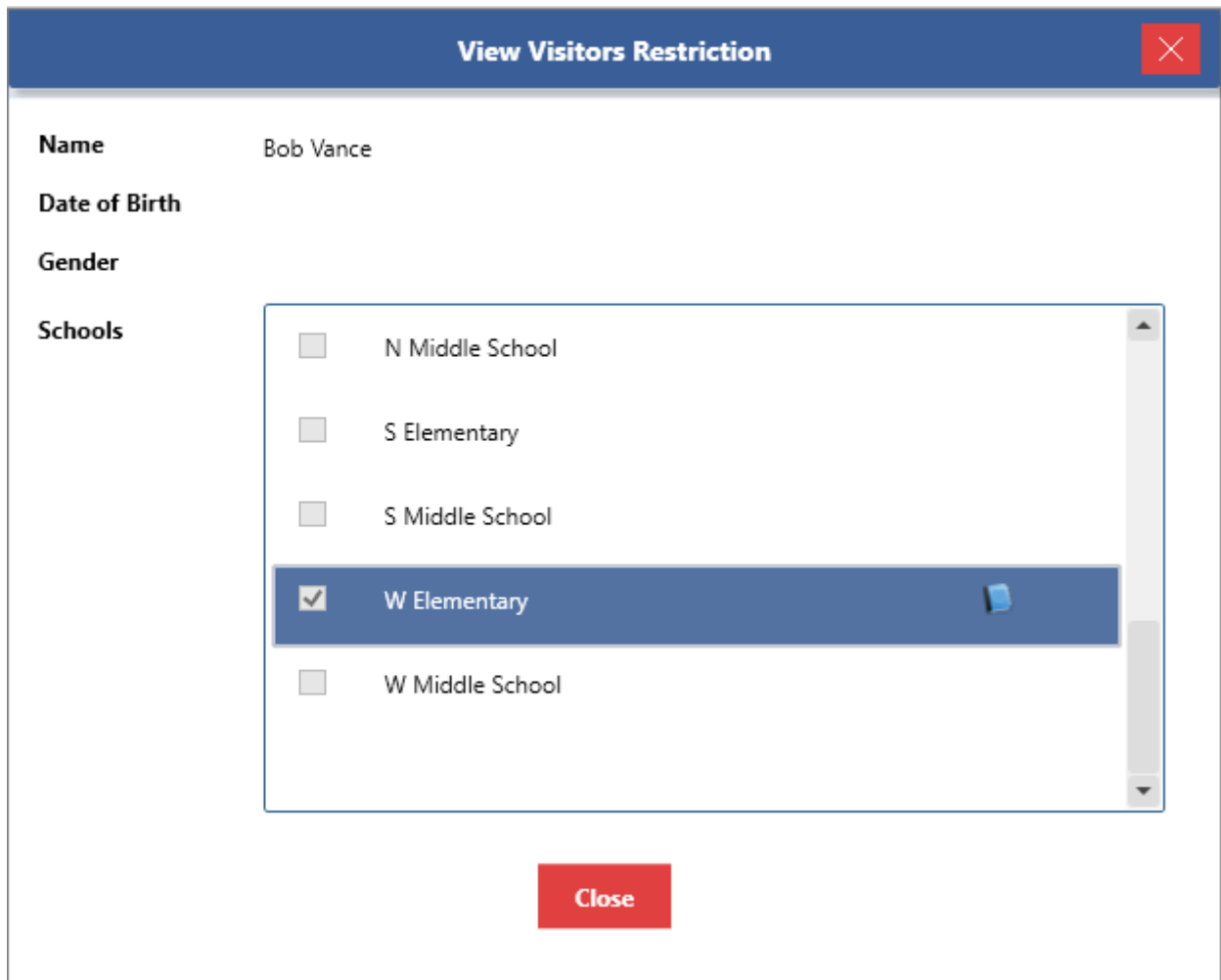
- Adams
- Dave School
- Dave Test School 1001
- Dave Test School 1002
- Dave Test School 1003
- Dave Test School 1004
- E Elementary
- E Middle School
- N Elementary
- N Middle School
- S Elementary
- S Middle School
- W Elementary
- W Middle School

Add **Cancel**

Fig 3.2r – Add new visitor restriction screen

RESTRICTED VISITOR DETAILS

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



The screenshot shows a pop-up window titled "View Visitors Restriction" with a red close button in the top right corner. The window displays the following information:

- Name:** Bob Vance
- Date of Birth:**
- Gender:**
- Schools:** A list of schools with checkboxes:
 - N Middle School
 - S Elementary
 - S Middle School
 - W Elementary
 - W Middle School

A red "Close" button is located at the bottom center of the window.

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.

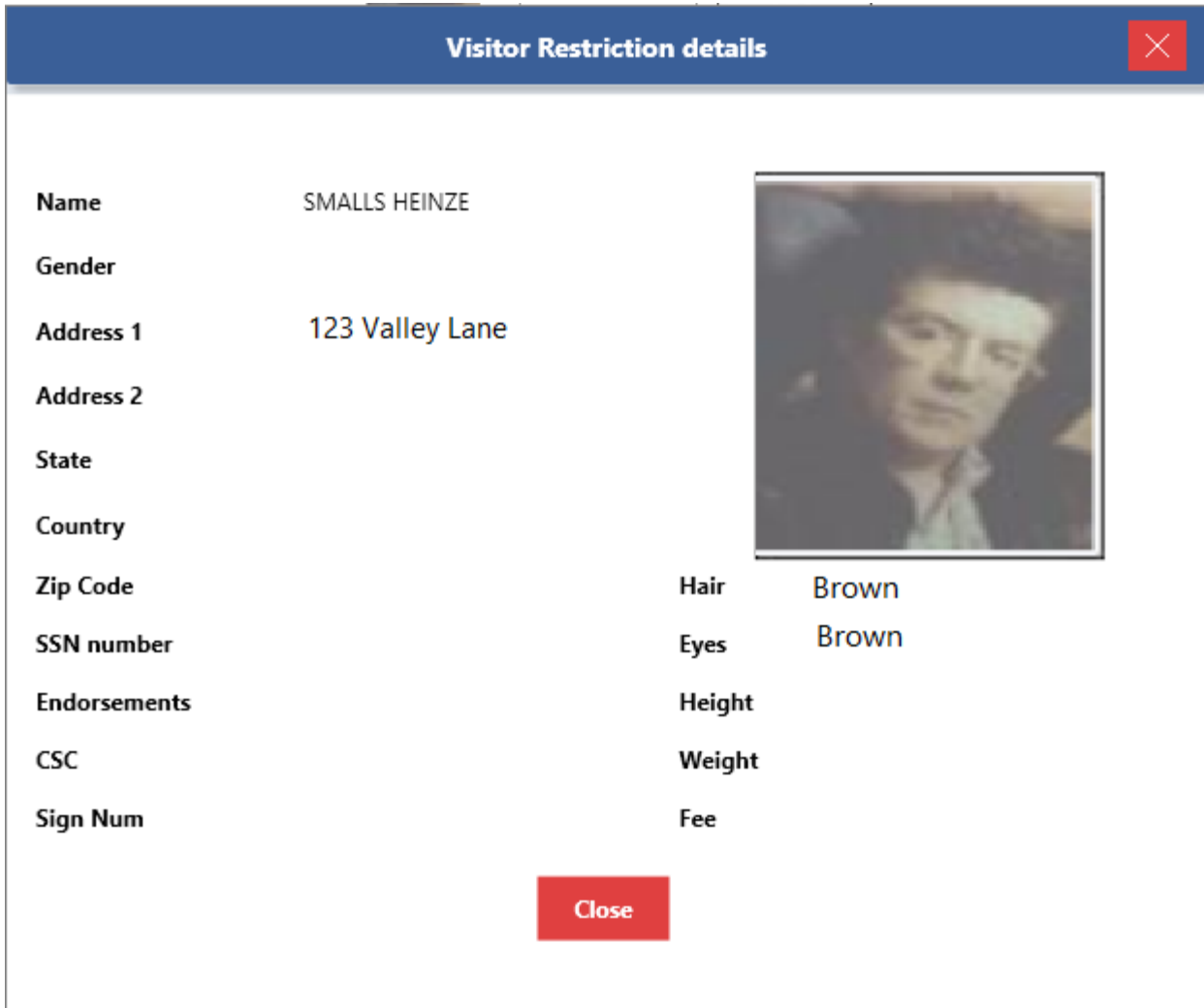


Fig 3.2t - Pop up of details displayed when 'Show More Details' is clicked

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.

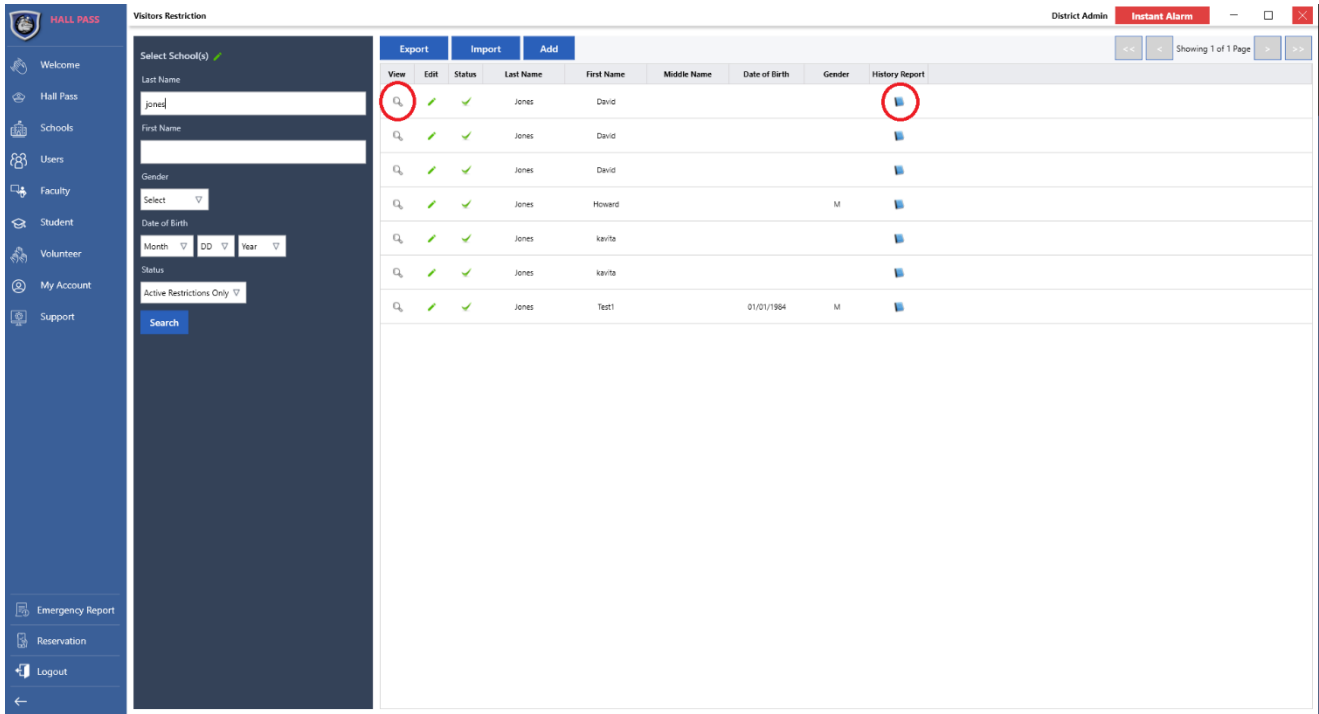


Fig 3.2u – Click the book symbol (circled in red toward the right of the screen) to view a history report.

View History✕

<< < Showing 1 of 1 Page > >>

Restricted By	Restricted Date	Comments	Is Active?
District Admin	3/7/2022 11:43:41 AM	Not able to check out Alex per attached court order	Active
Basic User	10/30/2012 12:28:07 AM	Is allowed to enter lunchroom	InActive
Basic User	10/30/2012 12:25:53 AM	replaced 2022-03-07 11:43:41 Must not be able to go to lunchroom	InActive

Close

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.

The screenshot shows the 'SOR List' interface. On the left is a navigation menu with options: Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, Support, Emergency Report, Reservation, and Logout. The main search area includes fields for Last Name (filled with 'miller'), First Name (filled with 'steven'), and Date of Birth (Month, Day, Year dropdowns). A 'Search' button is below these fields. The search results are displayed in a table with the following columns: View, Photo, Offenses, Last Name, Middle Name, First Name, Suffix, Date of Birth, and Alias Search.

View	Photo	Offenses	Last Name	Middle Name	First Name	Suffix	Date of Birth	Alias Search
		1	MILLER	WAYNE	STEVEN		06/17/1987	0
		0	MILLER	A	STEVEN		07/13/1957	0
		13	MILLER	L	STEVEN		12/06/1984	0
		1	MILLER	LEONARD	STEVEN		04/17/1951	0
		1	MILLER	RAY	STEVEN		06/15/1990	0
		1	MILLER	MICHAEL	STEVEN		00/00/1963	0
		0	MILLER	W	STEVEN		06/17/1987	0

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  next to the visitor.

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

SOR Offense Details ✕

Name	STEVEN WAYNE MILLER	Driving License Expiry Year	
SSN number		Sex Offender Register Date	
Date of Birth	19870817	Sex Offender Risk Level	
Gender	MALE	Sex Offender Classification	
Citizenship		Offense Count	1
Driving License	PTC674	Hair Color	BROWN
Driving License State		Eye Color	BLUE
Race	WHITE	Height	509
Ethnicity		Weight	321
Status Remarks	[PICTURE_DATE:20150602] [URL:HTTPS://STATE.SOR.DPS.MS.GOV/OFFENDERDETAILS.ASPX?DISPLAY=MAIN&ID=380754] [OTHER ADDRESS:;][SCHOOL ADDRESS:;][EMPLOYER ADDRESS:;]		



Body Build

Complexion

Offence Detail

Offense Date	Conviction Date	20070313	Offense Degree
Arrest Agency	Conviction Location	KANKAKEE IL	Offense Level
Offense Location	Offense Statue	SECTION 45-33-23(G)(XVII)	Disposition Date
Court	Victim Age		Sentence
Case Number	Victim Gender		Release Date

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 Compuatacheck.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 Compuatacheck.com

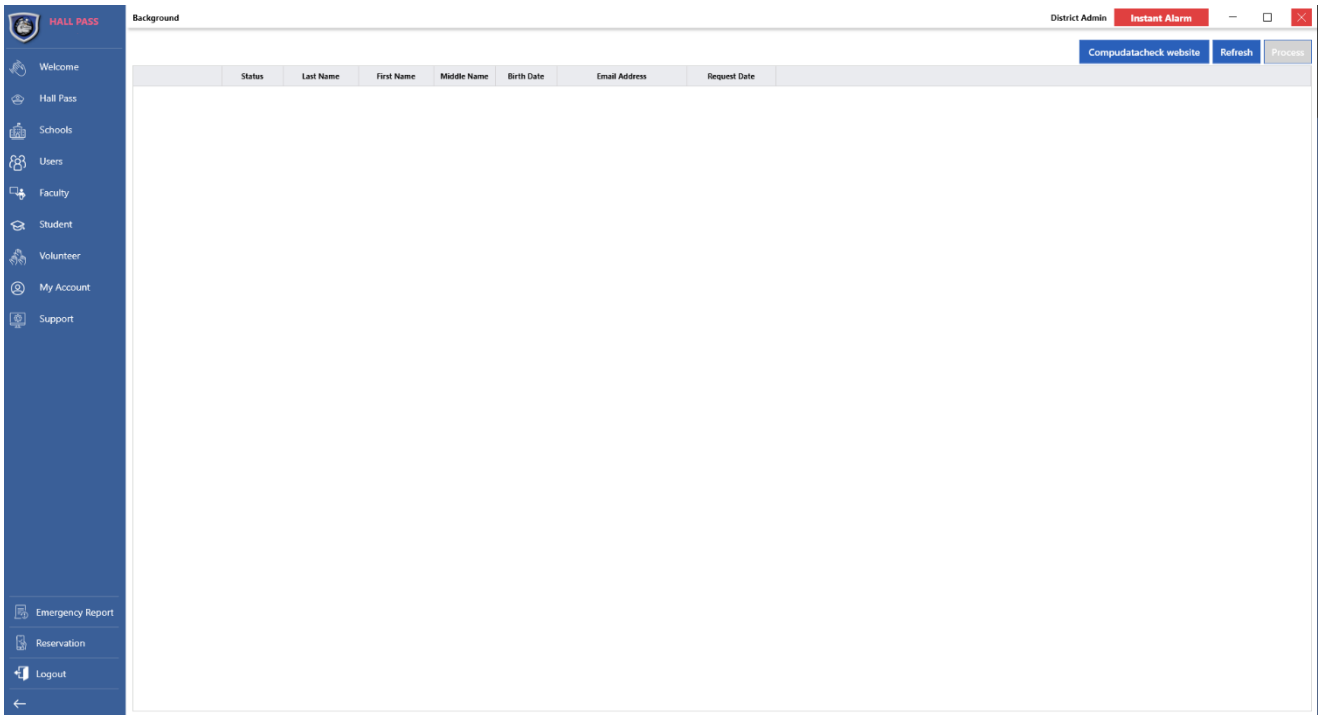


Fig 3.2y – Access Background information at compuatacheck.com

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.

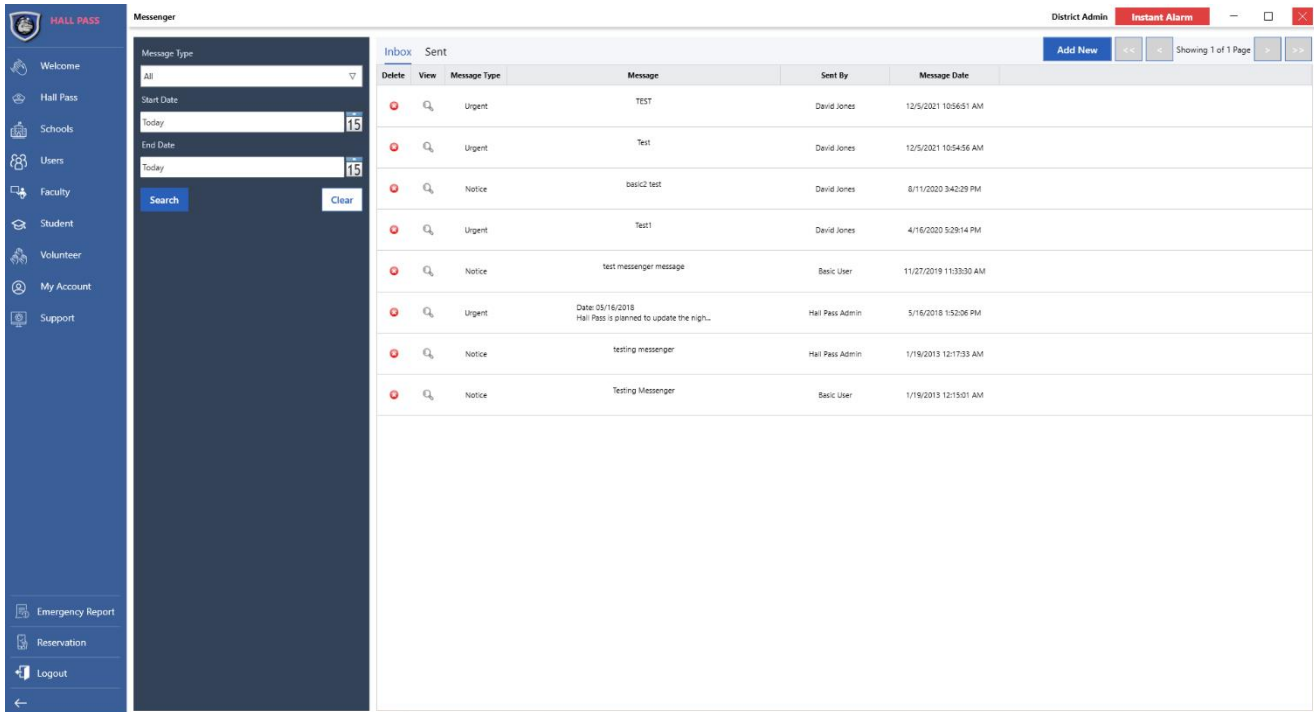


Fig 3.2z – View of Messenger screen and previous messages.

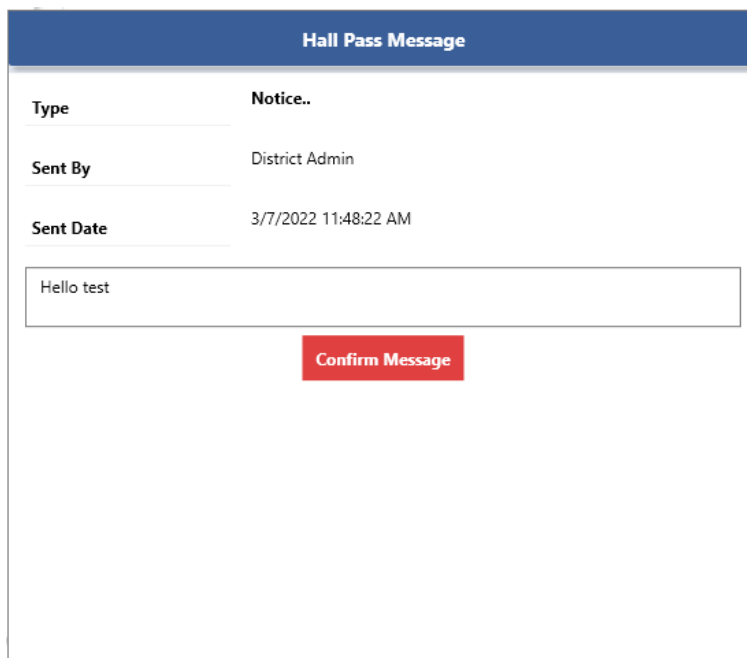


Fig 3.2aa – View of a message being displayed at login.

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.

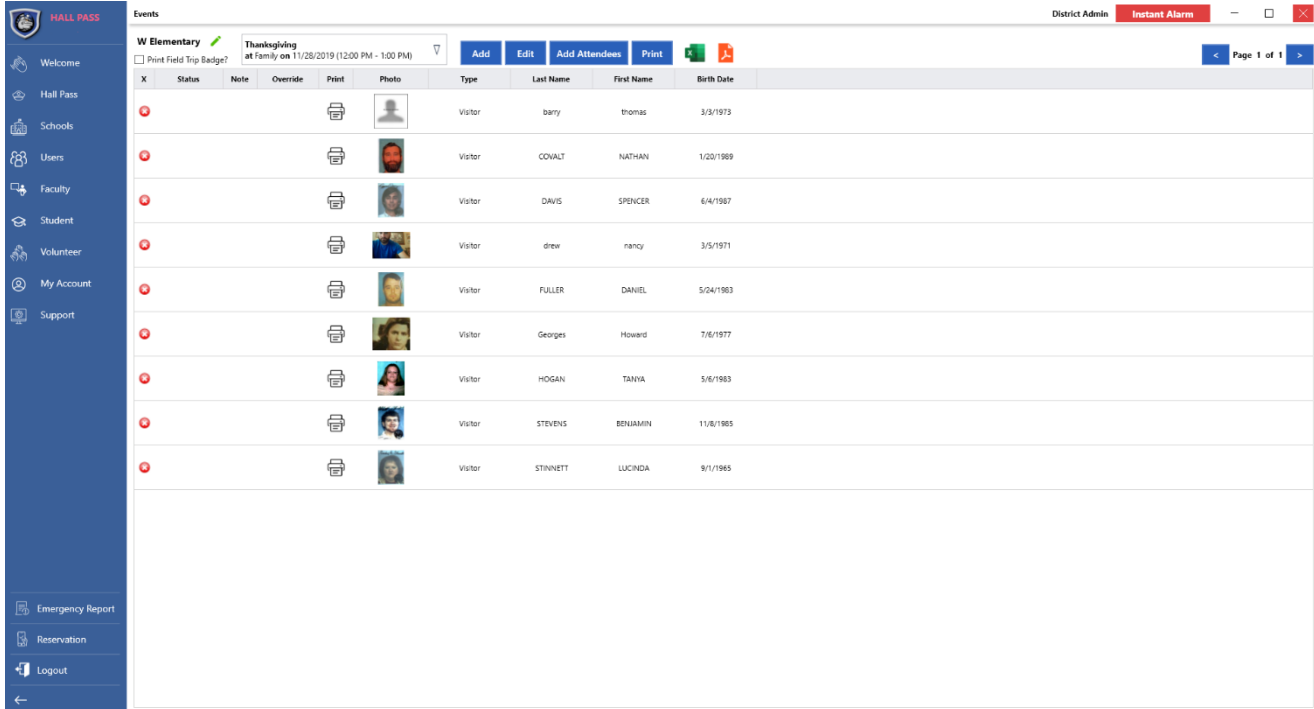


Fig 3.2bb – View of an event with all attendees

The screenshot shows the 'Event Add Edit' form. It contains the following fields and controls:

- * Event Name**: Text input field.
- * Destination**: Text input field.
- * Event Date**: Text input field with a 'Show Calendar' button and a date picker showing '15'.
- Start Time**: Time selection controls (00 : 00 : 00 AM) with up/down arrows.
- End Time**: Time selection controls (00 : 00 : 00 AM) with up/down arrows.
- Field Trip:** Section header.
- Chaperone Name**: Text input field.
- Chaperone number**: Text input field.
- Save**: Blue button.
- Cancel**: Red button.

Fig 3.2cc – View of required information for creating an event

Add Attendees✕

Visitors Volunteers Faculty StudentsAdd to EventClose

< Page 1 of 2 >







Check / UnCheck All	Photo	Last Name	First Name	
<input type="checkbox"/>		DANIELS	JAKE	
<input type="checkbox"/>		day	charlie	
<input type="checkbox"/>		DAY	JESSICAs	
<input type="checkbox"/>		DOE	JOHN	
<input type="checkbox"/>		DUCK	DAFFY	
<input type="checkbox"/>		GRAY	ROBERT	

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.

Edit	School Code	School Name	School District	State	Phone Number	Status
✓	ARWD10101	Adams	Westville District	Arkansas	316-973-2650	True
✓	sdn010	Dave School	Westville District	Wisconsin	+45 91977652	True
✓	DaveTestSchool1001	Dave Test School 1001	Westville District	Arkansas	316-973-2650	True
✓	DaveTestSchool1002	Dave Test School 1002	Westville District	Arkansas	316-973-1750	True
✓	DaveTestSchool1003	Dave Test School 1003	Westville District	Arkansas	316-973-4800	True
✓	DaveTestSchool1004	Dave Test School 1004	Westville District	Texas	316-973-1900	True
✓	20008	E Elementary	Westville District	Arkansas	555-456-7898	True
✓	20009	E Middle School	Westville District	Arkansas	800-269-2650	True
✓	20005	N Elementary	Westville District	Arkansas	800-888-4512	True
✓	20007	N Middle School	Westville District	Arkansas	548-456-7897	True
✓	20003	S Elementary	Westville District	Arkansas	555-555-8556	True
✓	20006	S Middle School	Westville District	Arkansas	555-456-7897	True
✓	20002	W Elementary	Westville District	Arkansas	1-800-269-2650	True
✓	20004	W Middle School	Westville District	California	800-269-2650	True

Fig 3.3a – District Admin view of schools

VIEW SCHOOL DETAILS

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

Edit School
✕

***Select District**

***School Code**

***School Name**

Address 1

Address 2

***Select Country**

***Select State**

Zip Code

***Phone Number**

Email

Website



Cost Per Hit (in USD)

Questionnaire applicable for:

Visitor	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?
Faculty	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?
Volunteer	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?
Student	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?

Print Badge? Time-Sensitive Badge? BarCode Badge?

Student Photo? Student Rfid? Is Active?

(Please note - Any change will require a re-login.)

Save
Cancel

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.

The screenshot displays the 'Billing Contacts' screen. On the left is a dark blue sidebar with navigation icons and labels: Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, Support, Emergency Report, Reservation, and Logout. The main content area is titled 'Billing Contacts' and includes a search form with 'Select School(s)' and input fields for 'Last Name' and 'First Name'. Below the form is a 'Contact type' dropdown menu and a 'Search' button. To the right is a table with the following data:

View	Edit	Delete	School Name	Last Name	First Name	Middle Name	Address	Email	Phone Number	Priority	Comments
			Adams	Company	Tech		123 Street, State USA	testtech@test.org	1234567890	PRIMARY	Handles all tech issues
			W Elementary	Team	IT			supportteam@test.org	1234578960	PRIMARY	
			W Elementary	test	test			welementary@weethville.k1		PRIMARY	
			W Middle School	Billing Contact	Test		Address 1	team@contact.com	9191919191	PRIMARY	Comments
			W Elementary	Billing	Lunch			lunch@billing.com		PRIMARY	food equipment

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.

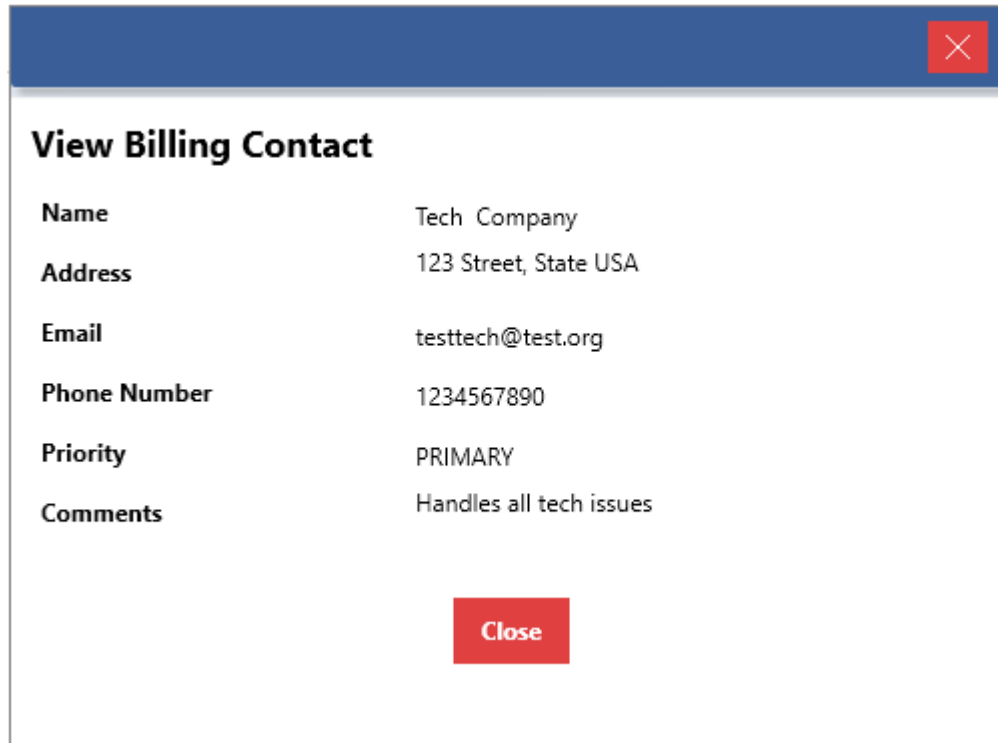
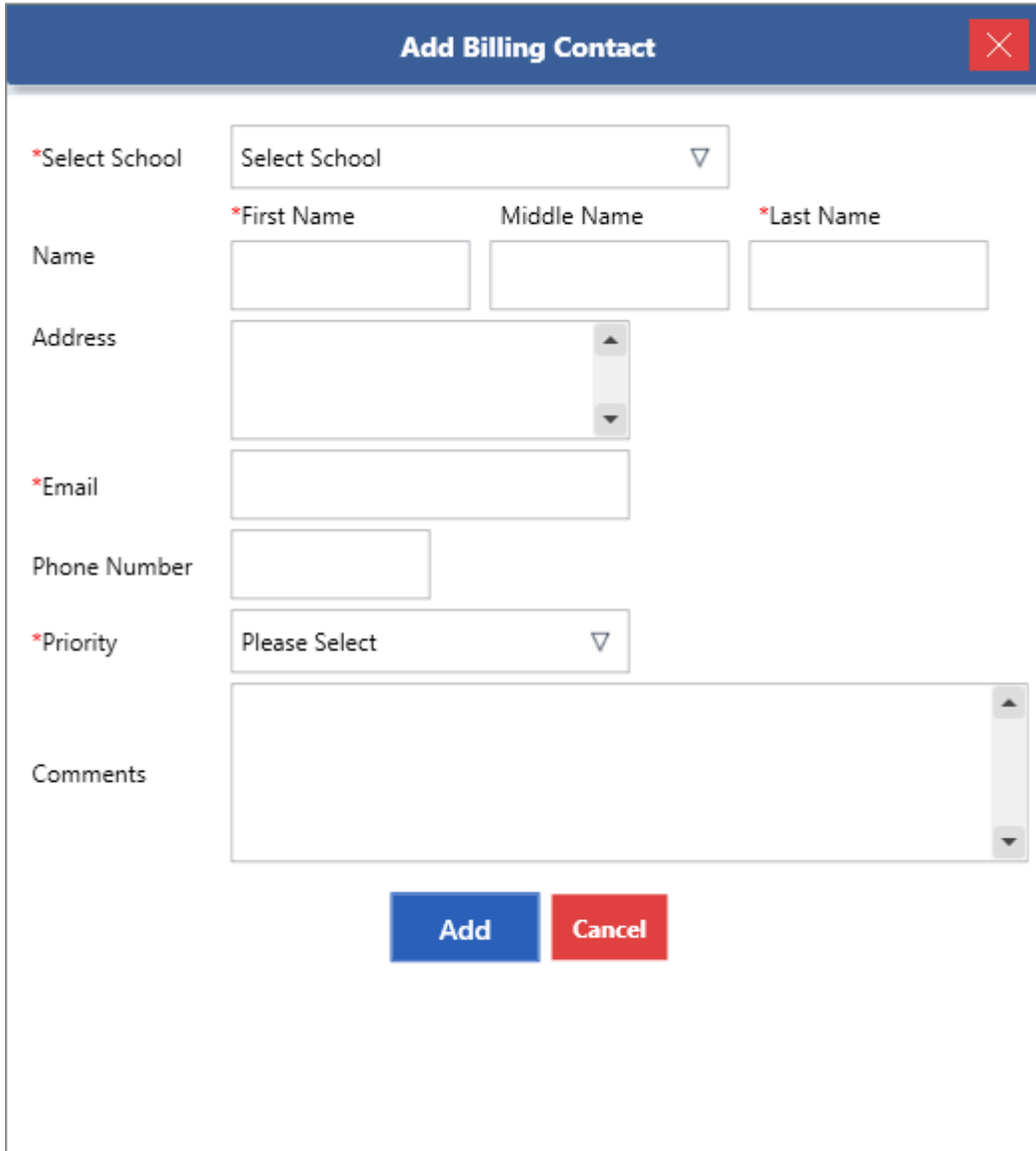


Fig 3.3d - Pop up of Billing Contact details

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.



The screenshot shows a mobile application screen titled "Add Billing Contact" with a red close button in the top right corner. The form contains the following fields:

- *Select School:** A dropdown menu with "Select School" as the placeholder text.
- Name:** Three input fields labeled ***First Name**, **Middle Name**, and ***Last Name**.
- Address:** A single input field with a vertical scrollbar on the right side.
- *Email:** A single input field.
- Phone Number:** A single input field.
- *Priority:** A dropdown menu with "Please Select" as the placeholder text.
- Comments:** A large text area with a vertical scrollbar on the right side.

At the bottom of the form, there are two buttons: a blue "Add" button and a red "Cancel" button.

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.

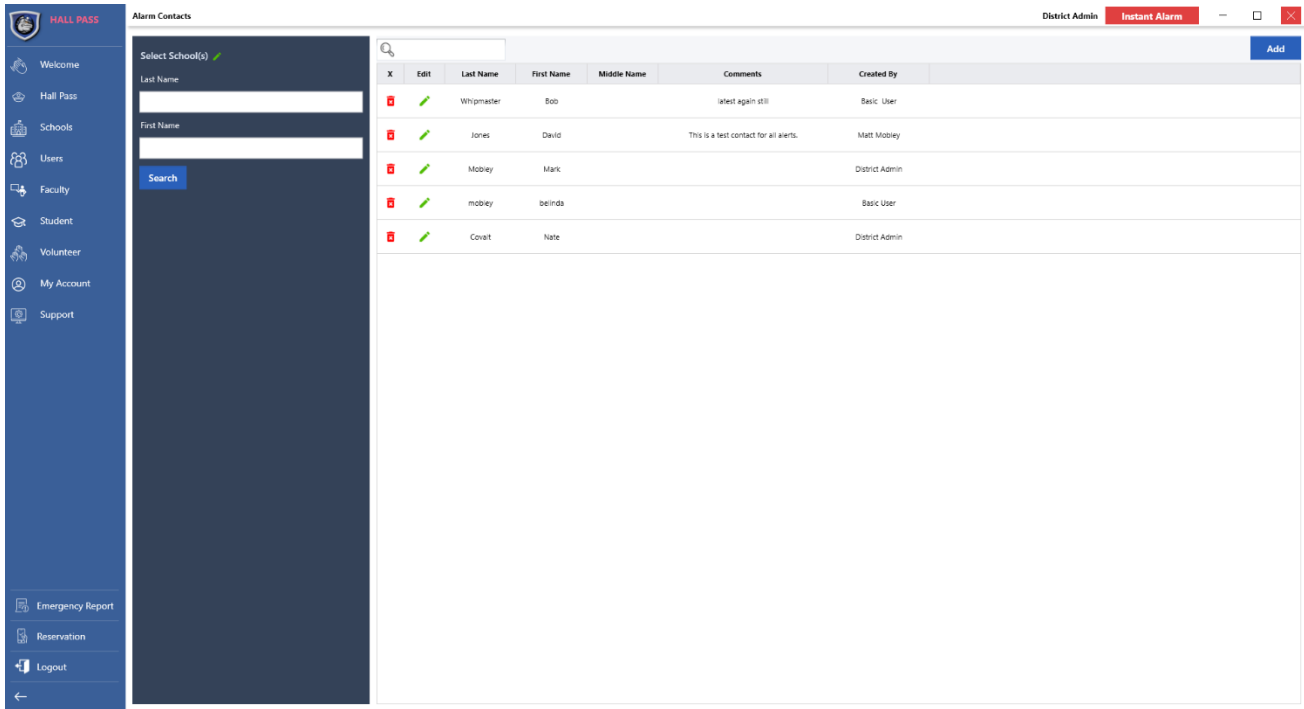
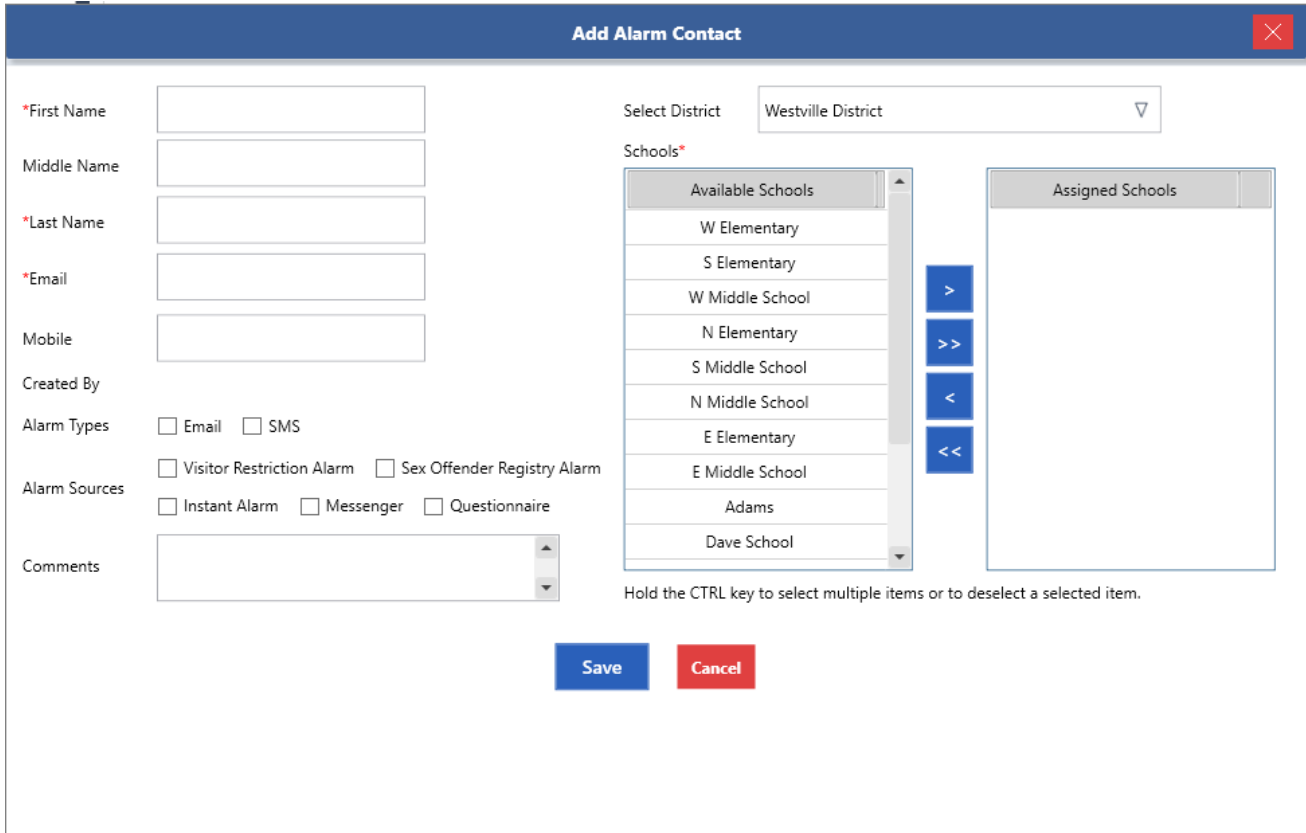


Fig 3.3f – Alarm Contact screen

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.



Add Alarm Contact

*First Name

Middle Name

*Last Name

*Email

Mobile

Created By

Alarm Types Email SMS

Alarm Sources Visitor Restriction Alarm Sex Offender Registry Alarm
 Instant Alarm Messenger Questionnaire

Comments

Select District

Schools*

Available Schools	Assigned Schools
W Elementary	
S Elementary	
W Middle School	
N Elementary	
S Middle School	
N Middle School	
E Elementary	
E Middle School	
Adams	
Dave School	

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

Save **Cancel**

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.

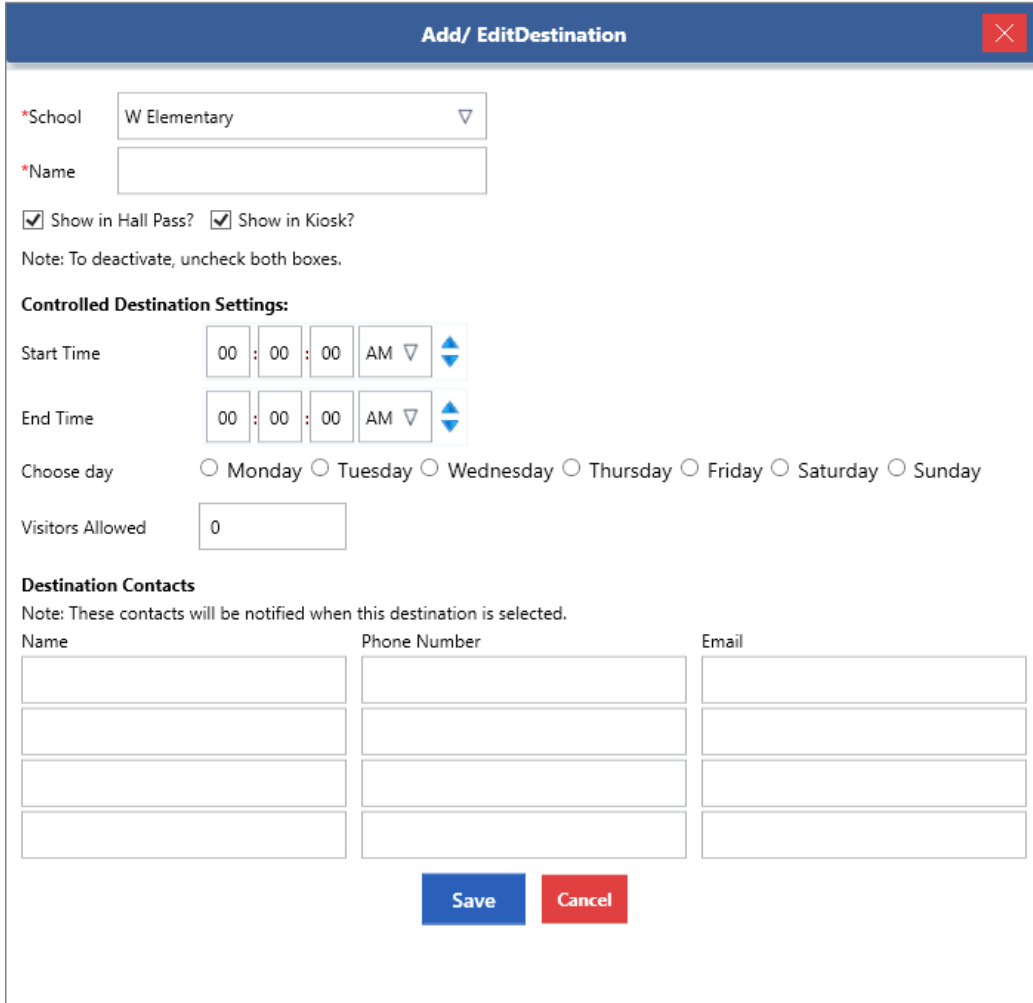
Edit	X	Sort Order	Name	School Name	Created By	Status	Change Status
			Campus	W Elementary	Admin, Hall Pass	Standard & kiosk	Standard Only Kiosk Only Both
			AG Building	W Elementary	Admin, District	Standard & kiosk	Standard Only Kiosk Only Both
			Library	W Elementary	Admin, District	Standard & kiosk	Standard Only Kiosk Only Both
			Gym	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Destination 222nd	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			MR. SCOTT'S OFFICE	W Elementary	Admin, District	Standard & kiosk	Standard Only Kiosk Only Both
			New Destination2	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Destination	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Lunch Room-1	W Elementary	Test School, Aiken ISD	Standard	Standard Only Kiosk Only Both
			Gregg Office	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Lunch Room	W Elementary	Mobley, Mark	Standard	Standard Only Kiosk Only Both
			Parent Visit	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Playground	W Elementary	User, Basic	Standard & kiosk	Standard Only Kiosk Only Both
			Kindergarten	W Elementary	User, Basic	Standard & kiosk	Standard Only Kiosk Only Both
			Mrs. Smiths	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			First Grade	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Mrs. Jones Room	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Mr. Suma	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both

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.



Add/ EditDestination

*School: W Elementary

*Name: [Empty]

Show in Hall Pass? Show in Kiosk?

Note: To deactivate, uncheck both boxes.

Controlled Destination Settings:

Start Time: 00 : 00 : 00 AM

End Time: 00 : 00 : 00 AM

Choose day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Visitors Allowed: 0

Destination Contacts

Note: These contacts will be notified when this destination is selected.

Name	Phone Number	Email
[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]

Save Cancel

Fig 3.3h – Add and Edit School Destinations

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.

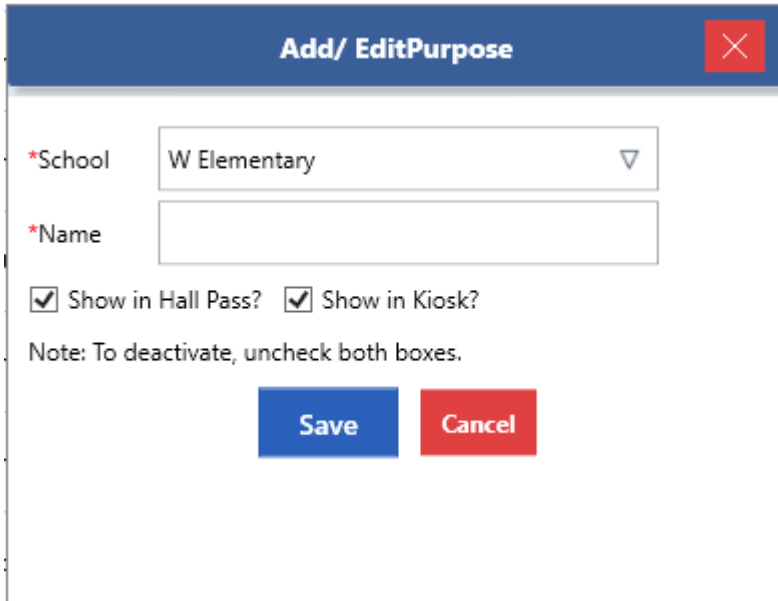
Edit	X	Sort Order	Name	School Name	Created By	Status	Change Status
			Visitor	W Elementary	Admin, Hall Pass	Standard & kiosk	Standard Only Kiosk Only Both
			REACH MENTOR	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Purpose Scheduler	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			Rudie Purpose1	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			General	W Elementary	Admin, Hall Pass	Standard	Standard Only Kiosk Only Both
			Drop Off Student	W Elementary	Admin, Hall Pass	Standard	Standard Only Kiosk Only Both
			Student Check Out	W Elementary	Admin, Hall Pass	Standard	Standard Only Kiosk Only Both
			Substitute	W Elementary	User, Basic	Standard & kiosk	Standard Only Kiosk Only Both
			Temp. Faculty	W Elementary	Admin, Hall Pass	Standard	Standard Only Kiosk Only Both
			Temp. Student	W Elementary	Admin, Hall Pass	Standard	Standard Only Kiosk Only Both
			Food Delivery	W Elementary	Mobley, Mark	Standard	Standard Only Kiosk Only Both
			Intern	W Elementary	Admin, Hall Pass	Standard	Standard Only Kiosk Only Both
			Helping Teacher	W Elementary	Admin, Hall Pass	Standard	Standard Only Kiosk Only Both
			Contractor	W Elementary	User, Basic	Standard & kiosk	Standard Only Kiosk Only Both
			Volunteer	W Elementary	Admin, Hall Pass	Standard & kiosk	Standard Only Kiosk Only Both
			New Purpose	W Elementary	User, Basic	Standard	Standard Only Kiosk Only Both
			TELLTALE	W Elementary	Admin, District	Standard & kiosk	Standard Only Kiosk Only Both
			HELPER	W Elementary	Admin, District	Standard & kiosk	Standard Only Kiosk Only Both

Fig 3.3i – Visiting Purposes screen

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

*School

*Name

Show in Hall Pass? Show in Kiosk?

Note: To deactivate, uncheck both boxes.

Save **Cancel**

Fig 3.3j - Pop up to Add or Edit Purpose

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.

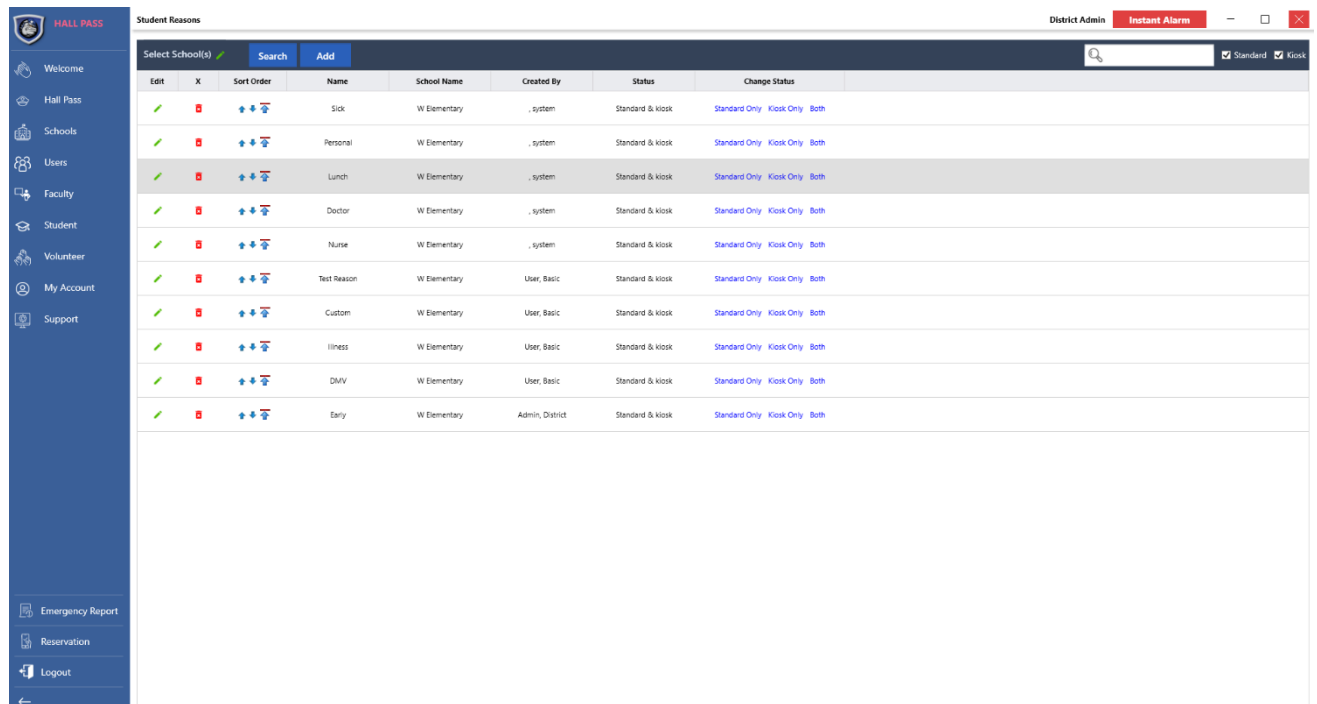


Fig 3.3k – View of Student Reasons

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”.

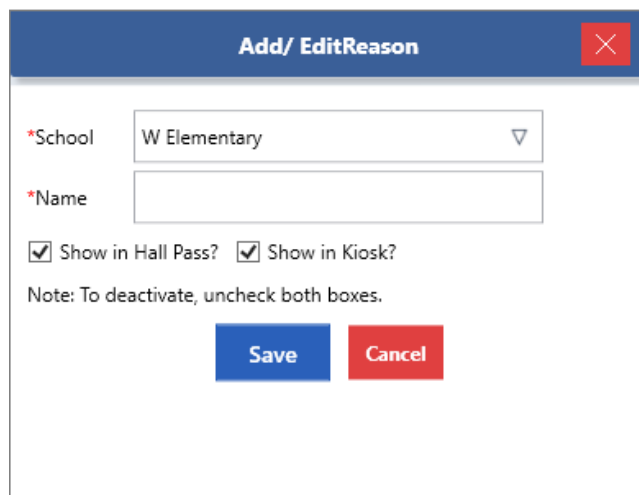


Fig 3.3l – View of Add/Edit Reason

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.

The screenshot shows the 'Users' tab in the Hall Pass application. On the left is a navigation sidebar with options like Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, and Support. The main area contains a search form with fields for 'Last Name', 'First Name', and 'Login', and a 'Search' button. To the right is a table of users with the following columns: View, Edit, Login Name, Last Name, First Name, Work Phone, Email, Group Name, and Is Active?. The table lists 15 users, including roles like Administrator, District Administrator, and Principal.

View	Edit	Login Name	Last Name	First Name	Work Phone	Email	Group Name	Is Active?
		basic13	13-13	Basic	800-269-2650	davidonesact@gmail.c	Basic	Active
		basic001	2001	BASIC	903747996	NCOVALT@HALLPASSD	Administrator	Active
		basic6	6	basic	ad	ncovalt@hallpassid.com	Basic	Active
		admin	Admin	District	800-269-2650	development@hallpassi	District Administrator	Active
		tech	admin	tech	555-1212	tech@example.com	Administrator	Active
		have-alarm	alarm	have	555-1212	havealarm@hallpassid.co	Basic	Active
		no-alarm	alarm	no	555-1212	no-alarm@hallpassid.co	Principal	Active
		ncovalt	covalt	rate	903747996	ncovalt@hallpassid.com	District Administrator	Active
		csnatesi	Georghou	Alexi	213-867-2612	Alexi@carc-reader.com	Basic	Active
		kioskhp	hp	kiosk	083420932	ncovalt@hallpassid.com	Kiosk	Active
		basic10	Jones	David	9212483747	davidonesact@gmail.c	Basic	Active
		basic100	Jones	David	9212483747	mpmohley@hallpassid.c	District Administrator	Active
		basic101	Jones	David	9212483747	davidonesact@gmail.c	District Administrator	Active
		basic102	Jones	David	9212483747	davidonesact@gmail.c	Basic	Active
		basic11	Jones	David	999999999	davidonesact@gmail.c	Basic	Active
		basic12	Jones	David	324325325245	davidonesact@gmail.c	Basic	Active
		basic14	Jones	David	+4591977652	davidonesact@gmail.c	Basic	Active
		basic15	Jones	David	9212483747	development@hallpassi	Administrator	Active

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.

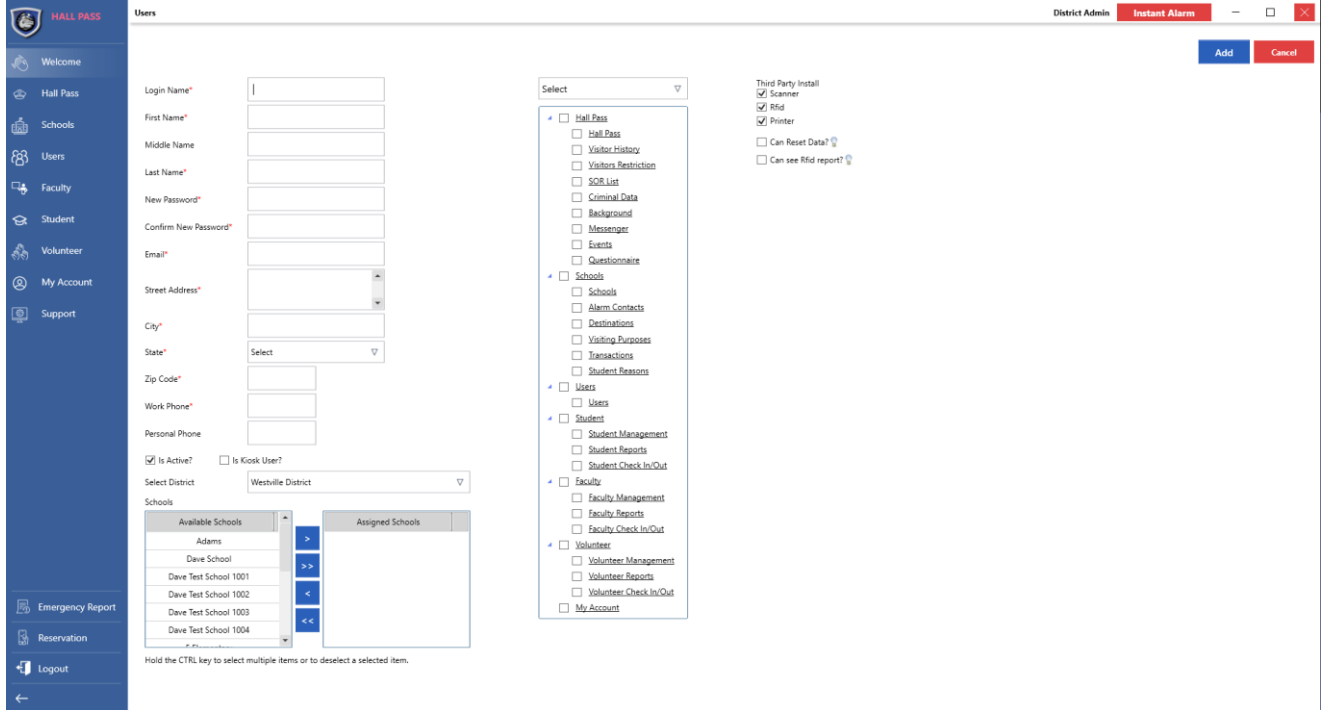


Fig 3.4b – Admin view of the add or edit user screen

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.

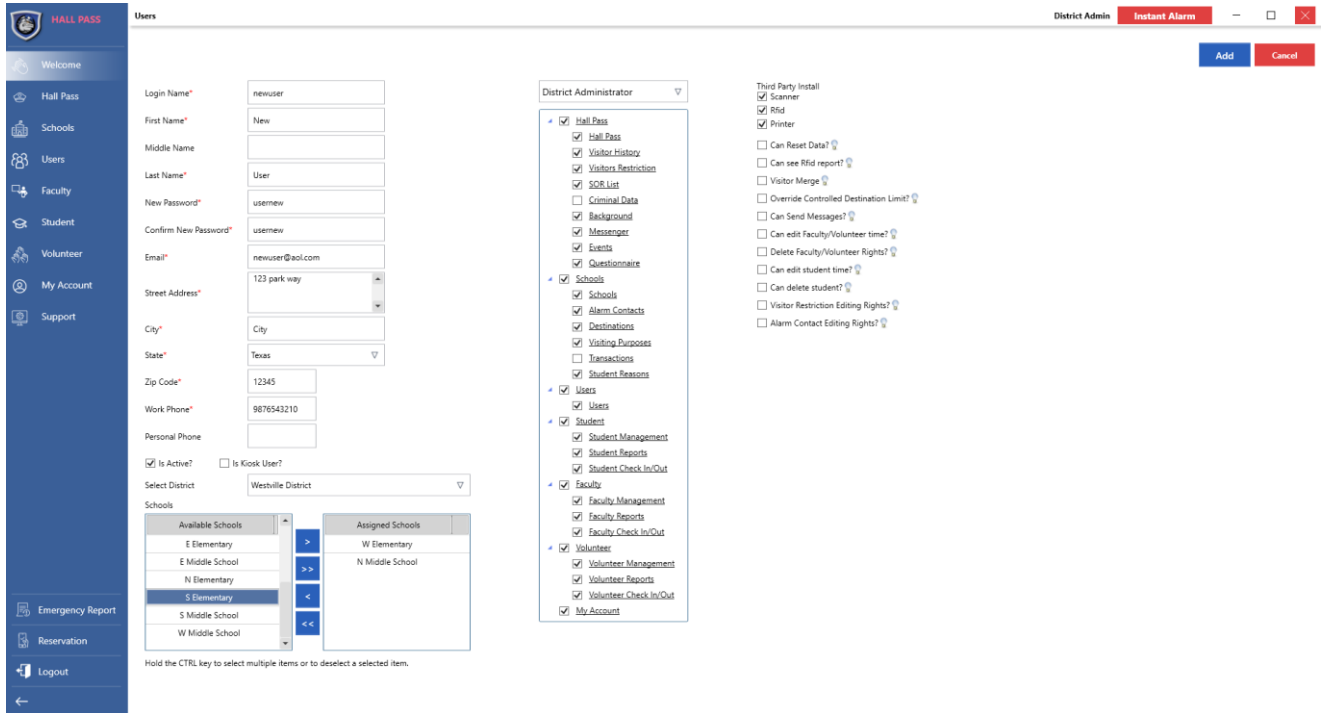


Fig 3.4c – Admin view of Add/Edit User screen with user rights selected

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.

The screenshot displays the 'Faculty Management' interface. On the left is a navigation sidebar with options: Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, Support, Emergency Report, Reservation, and Logout. The main area is titled 'Faculty Management' and contains a search form with fields for 'Last Name' and 'First Name', a 'Select School(s)' dropdown, and a 'Search' button. Below the search form are buttons for 'Manual Entry', 'Scan', 'Save', 'Delete', 'Excel/Csv Upload', and 'Faculty List Export'. The right side of the form shows details for a selected faculty member: Employee Number (emp-394), Birth Date (YYYY MM DD), First Name (Lillian), Middle Name, Last Name (Saulsberry), Phone Number (1-999-394), and Comments (Counselor). There is also a photo upload section and a 'Print Badge?' checkbox. A table below the form lists faculty members:

Photo	Last Name	First Name	Middle Name	Comments	Employment	Type
	Saulsberry	Lillian		Counselor	Hourly	Faculty
	Sauren	Maureen		test	Salary	Faculty

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.

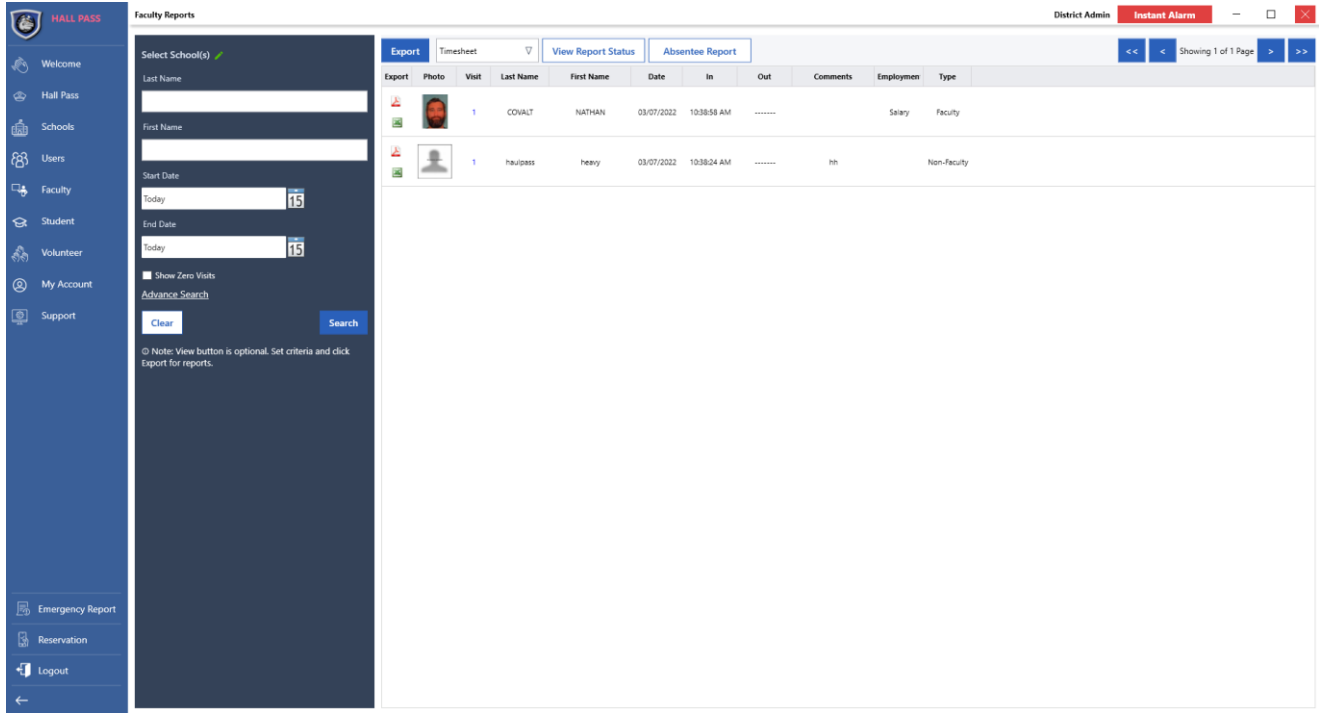


Fig 3.5b – View of faculty check-ins withing a specific date range.

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.

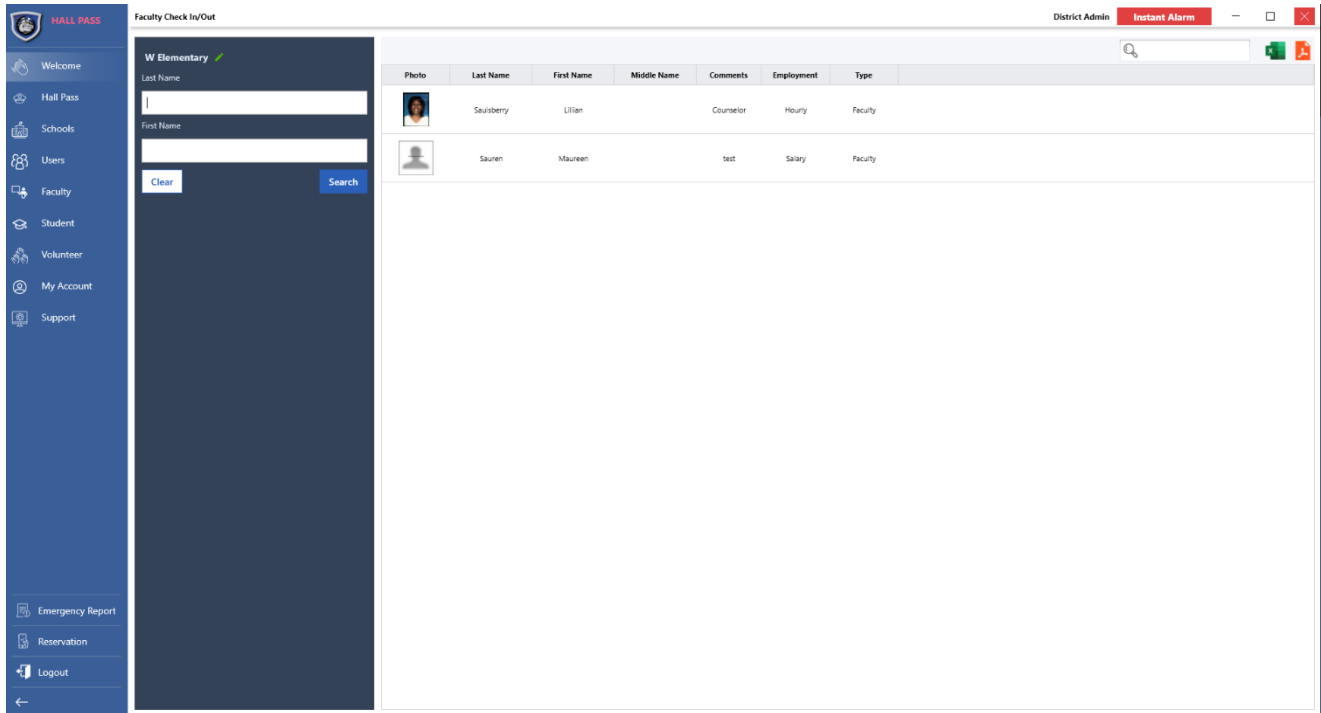


Fig 3.5c – View of a faculty member after searching

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.

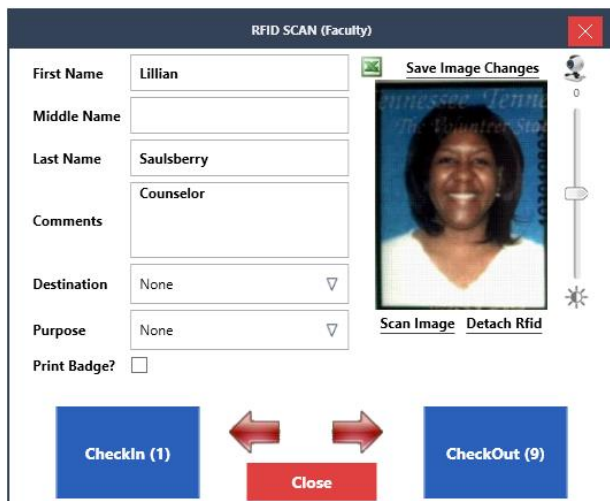


Fig 3.5d – View of pop-up and options to select to log visit.

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.

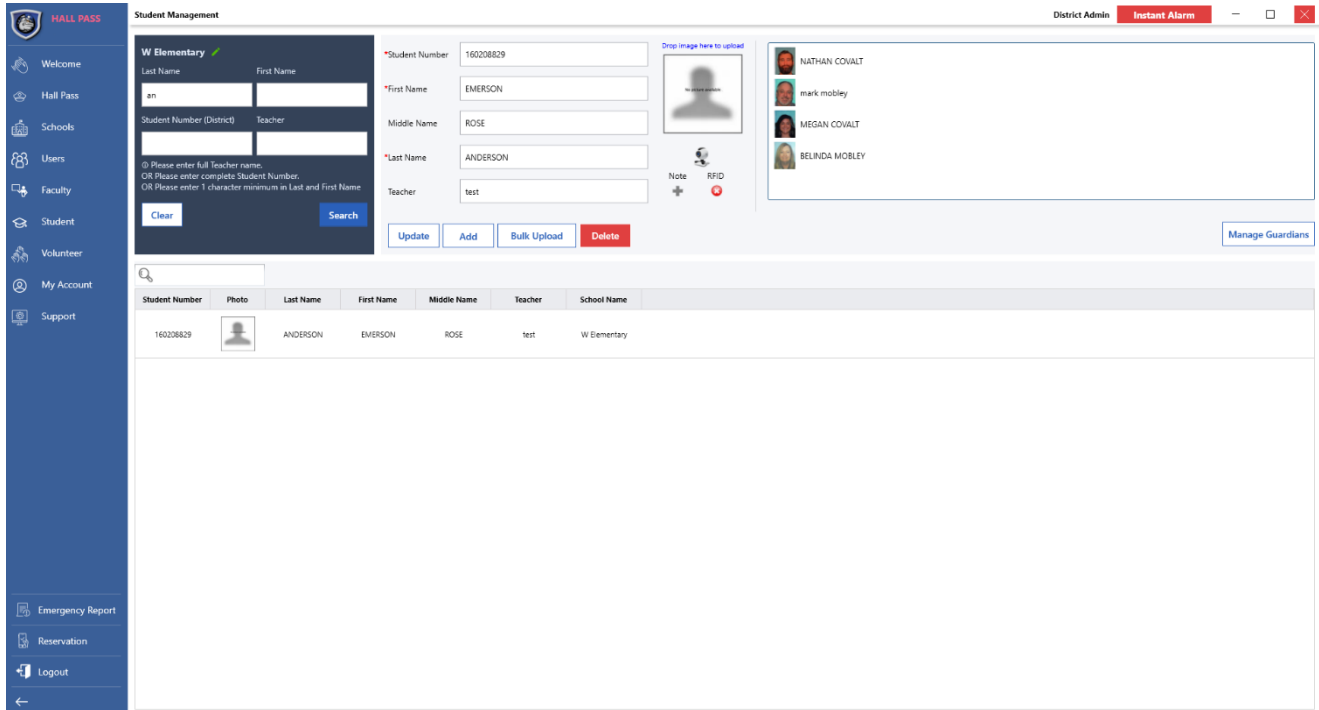


Fig 3.6a – View of information about a selected student.

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.

The screenshot shows the 'Student Reports' interface. On the left is a navigation sidebar with options like 'Welcome', 'Hall Pass', 'Schools', 'Users', 'Faculty', 'Student', 'Volunteer', 'My Account', 'Support', 'Emergency Report', 'Reservation', and 'Logout'. The main area is titled 'Student Reports' and includes a search filter on the left with fields for 'Last Name', 'First Name', 'Start Date', and 'End Date'. Below these are checkboxes for 'Show Zero Visits' and 'Only Show My School', along with an 'Advanced Search' section. The main table displays student attendance records with columns for Student Number, X, Photo, Last Name, First Name, Middle Name, Teacher, Visit Time, and School Name. The table contains five rows of data.

Student Number	X	Photo	Last Name	First Name	Middle Name	Teacher	Visit Time	School Name
160209149	1		MEIR	SOPHIA	MILAN		03/07/2022 12:14:08 PM	W Elementary
160209157	1		HART	COOPER	BLAKE		03/07/2022 12:13:50 PM	W Elementary
160209108	1		HARRIS	KOBE	BRANT		03/07/2022 12:13:43 PM	W Elementary
160208829	2		ANDERSON	EMERSON	ROSE	test	03/07/2022 12:13:33 PM	W Elementary
160209167	5		HARRIS	ELIJAH	ROY		03/07/2022 10:43:05 AM	W Elementary

Fig 3.6b – View of student attendance by a specific date range.

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 Teacher 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.

The screenshot shows the 'Student Check In/Out' interface. On the left is a navigation menu with options like Welcome, Hall Pass, Schools, Users, Faculty, Student, Volunteer, My Account, and Support. The main area is titled 'Student Check In/Out' and shows a search for 'W Elementary'. The search results display a table with columns for Student Number, Photo, Last Name, First Name, Middle Name, Teacher, and School Name. The first row is selected, showing student BRACKIN, KENNADI SUE at W Elementary. To the right of the table, there are form fields for the selected student, including a dropdown for 'Teacher' (set to 'Lunch'), a dropdown for '-Guardian-', and checkboxes for 'Excused' and 'Unexcused'. There are also buttons for 'Check In', 'Check Out', 'Tardy', and 'Multiple'. At the top right, there are options for 'Print Tardy', 'Print Check-In', and 'Print Check-Out', each with checkboxes for 'Badge' and 'Paper'. A 'Temp Student Badge' button is also present.

Student Number	Photo	Last Name	First Name	Middle Name	Teacher	School Name
<input type="checkbox"/> 160208854		BRACKIN	KENNADI	SUE		W Elementary
<input type="checkbox"/> 160208820		BRANCH	MICHAEL	ANTHONY		W Elementary
<input type="checkbox"/> 160209165		BRODELL	RYLAN	BLAKE		W Elementary
<input type="checkbox"/> 160208542		BROOKS	DALTON	SHEA		W Elementary
<input type="checkbox"/> 160209164		BRYANT	ELIJAH	ALEXANDER		W Elementary

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.

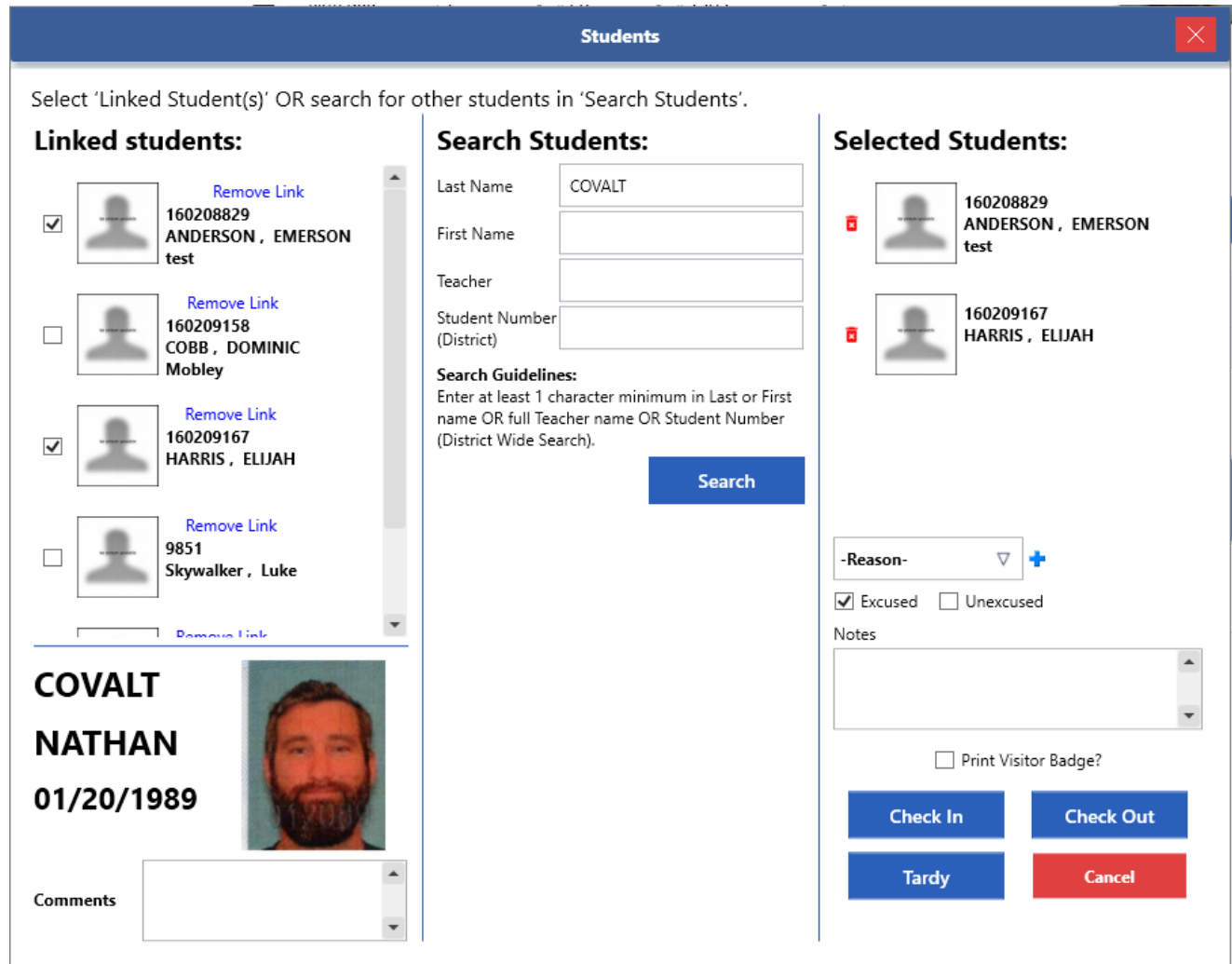


Fig 3.6d – View of Student pop up from the Hall Pass Screen after selecting a visitor and clicking “Student”.

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.

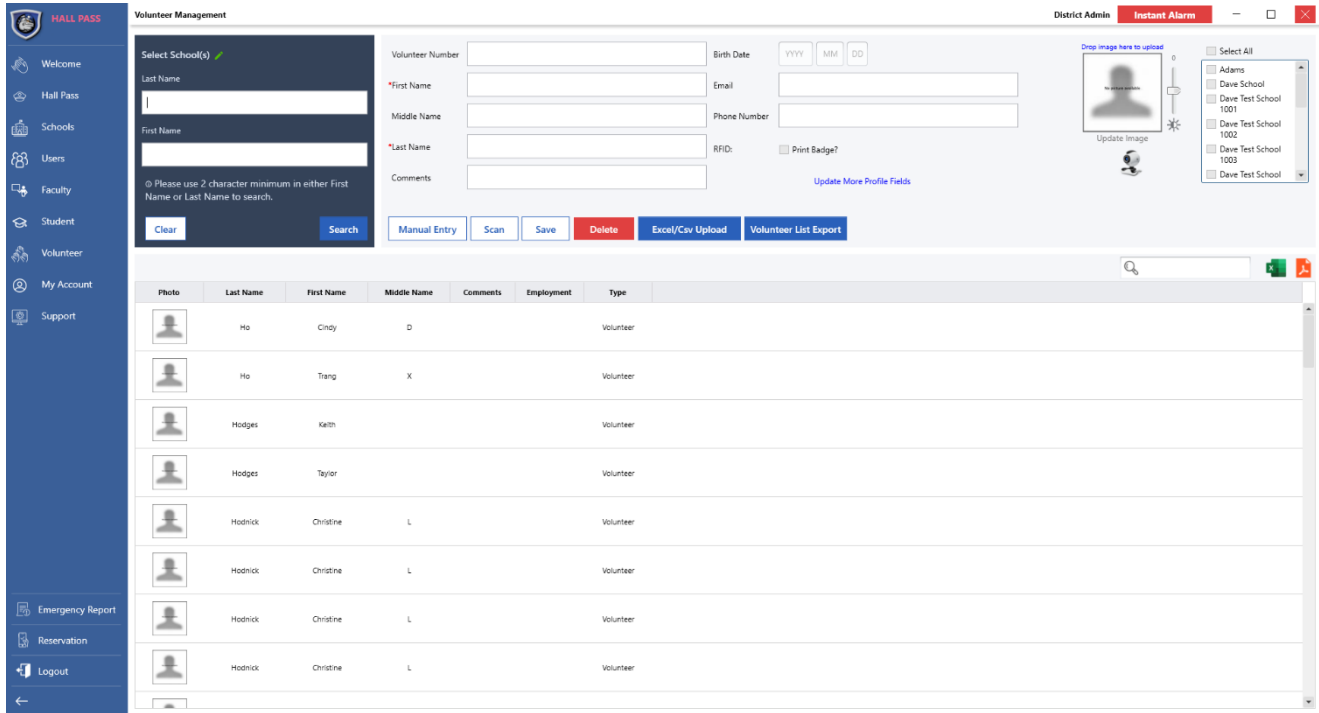


Photo	Last Name	First Name	Middle Name	Comments	Employment	Type
	Ho	Cindy	D			Volunteer
	Ho	Trang	X			Volunteer
	Hodges	Keith				Volunteer
	Hodges	Taylor				Volunteer
	Hodnick	Christine	L			Volunteer
	Hodnick	Christine	L			Volunteer
	Hodnick	Christine	L			Volunteer
	Hodnick	Christine	L			Volunteer

Fig 3.7a – View of the Volunteer Management screen

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.

The screenshot displays the 'Volunteer Reports' interface. On the left is a navigation sidebar with options like 'Welcome', 'Hall Pass', 'Schools', 'Users', 'Faculty', 'Student', 'Volunteer', 'My Account', and 'Support'. The main area is divided into a search filter panel and a data table.

Search Filter Panel:

- Select School(s)
- Last Name:
- First Name:
- Start Date: Today 15
- End Date: Today 15
- Show Zero Visits
- Advance Search
-

Data Table:

Export	Photo	Visit	Last Name	First Name	Date	In	Out	Comments	Employment	Type
		1	Kohler	Heather	03/07/2022	12:17:53 PM	-----			Volunteer
		1	Andersen	Emma	03/07/2022	12:17:42 PM	-----			Volunteer
		1	Heeler	Sophie	03/07/2022	12:17:33 PM	-----			Volunteer
		1	Ho	Trang	03/07/2022	12:17:26 PM	-----			Volunteer
		1	COVALT	NATHAN	03/07/2022	10:44:11 AM	11:19:08 AM	testingggg		Volunteer

Fig 3.7b – View of volunteers and number of visits within the provided search parameters.

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.

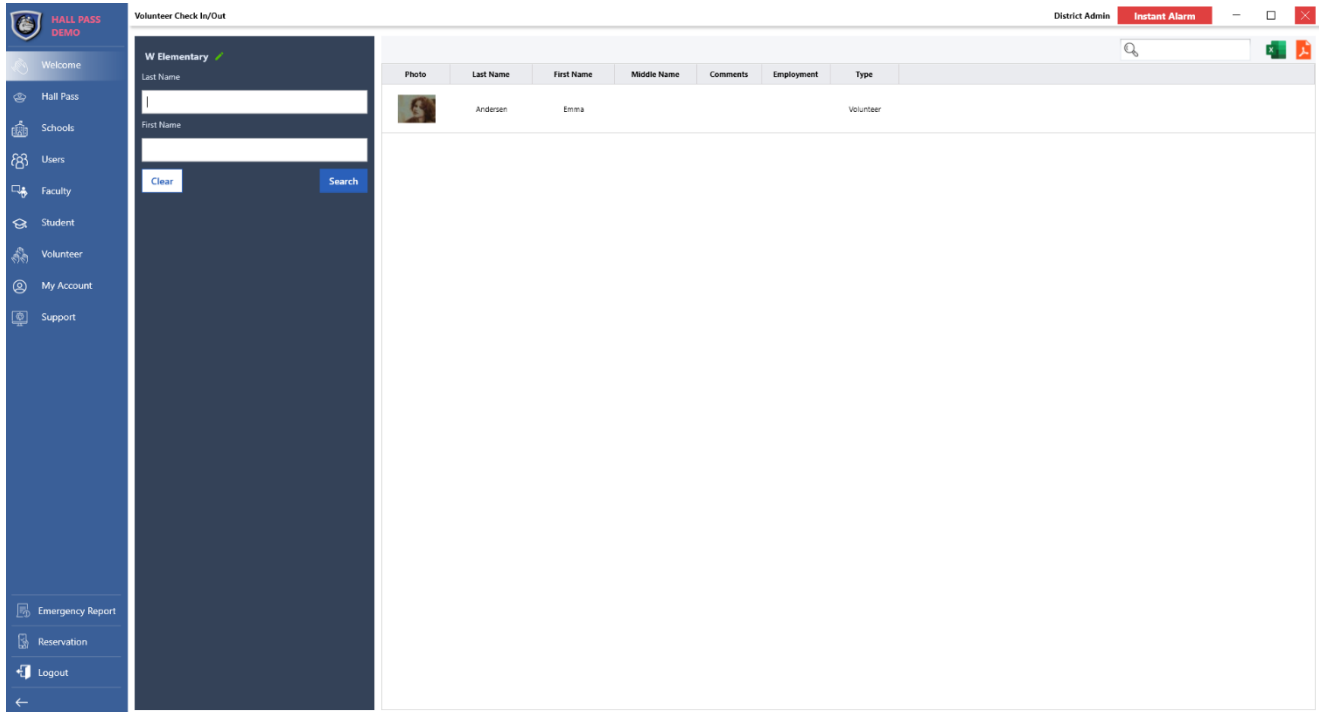


Fig 3.7c – List view of volunteers by search criteria

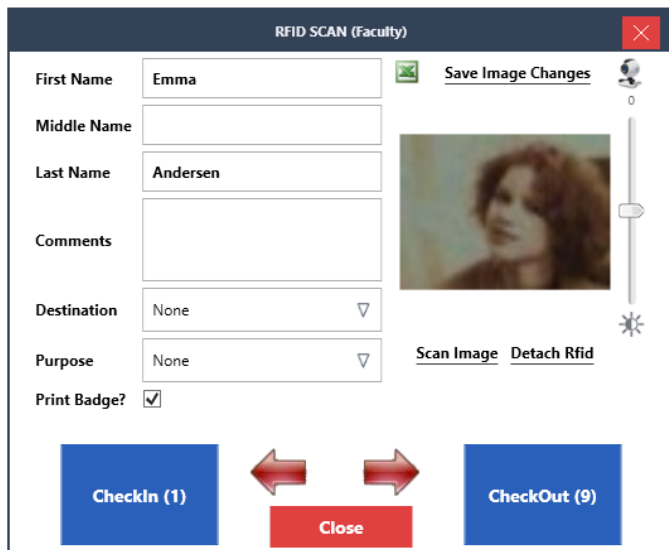


Fig 3.7d – View of volunteer pop-up when a volunteer is selected

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.

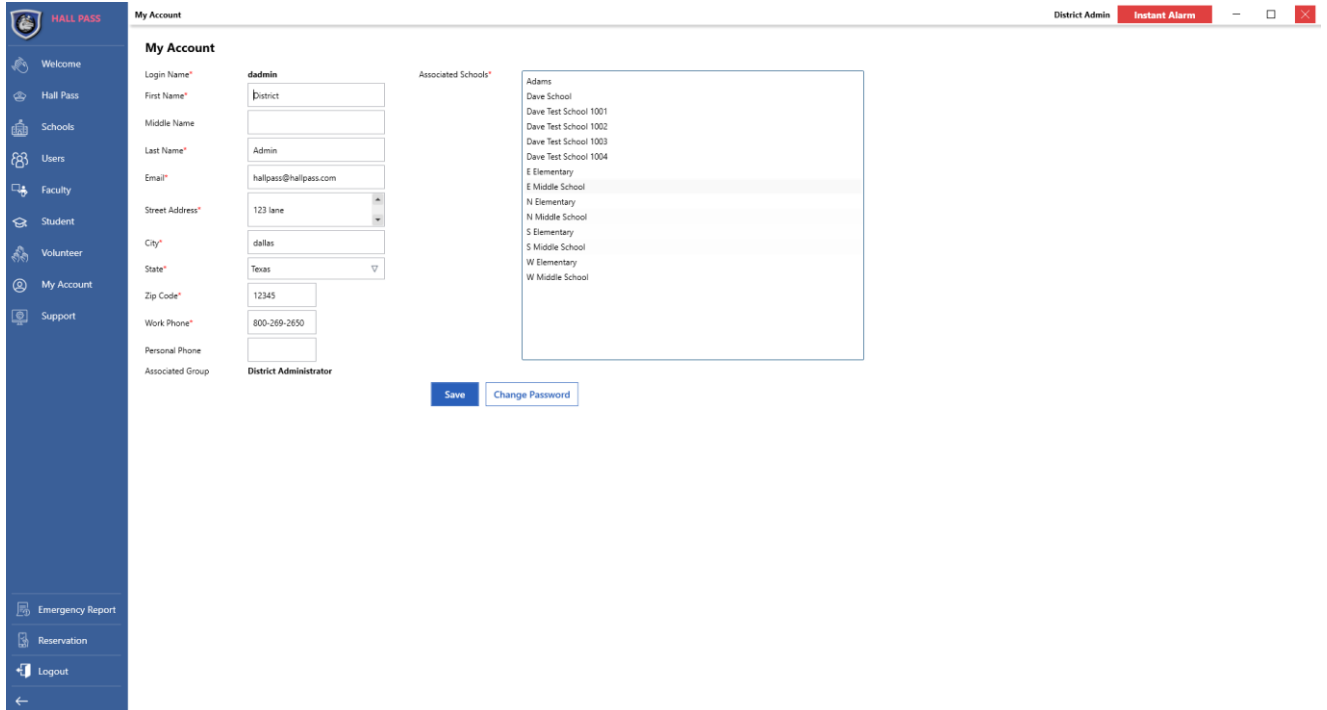
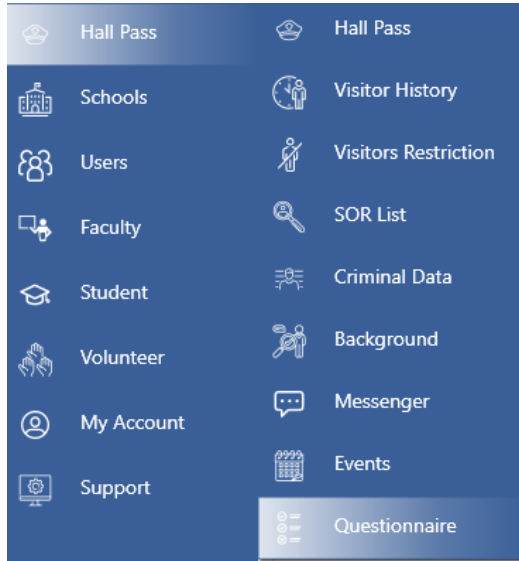


Fig 3.8a – Account Screen

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
✕

Westville District

All Schools

W Elementary

S Elementary

W Middle School

N Elementary

Quiz Text

Quiz Options:

Option 1	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Fail Answer?
Option 2	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Fail Answer?
Option 3	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Fail Answer?
Option 4	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Fail Answer?
Option 5	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Fail Answer?

Applicable for:

Visitor	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?
Faculty	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?
Volunteer	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?
Student	<input checked="" type="checkbox"/> Hall Pass Standard?	<input checked="" type="checkbox"/> Hall Pass Kiosk?

Is Active?

Add Quiz
Cancel

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.starhallpass.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

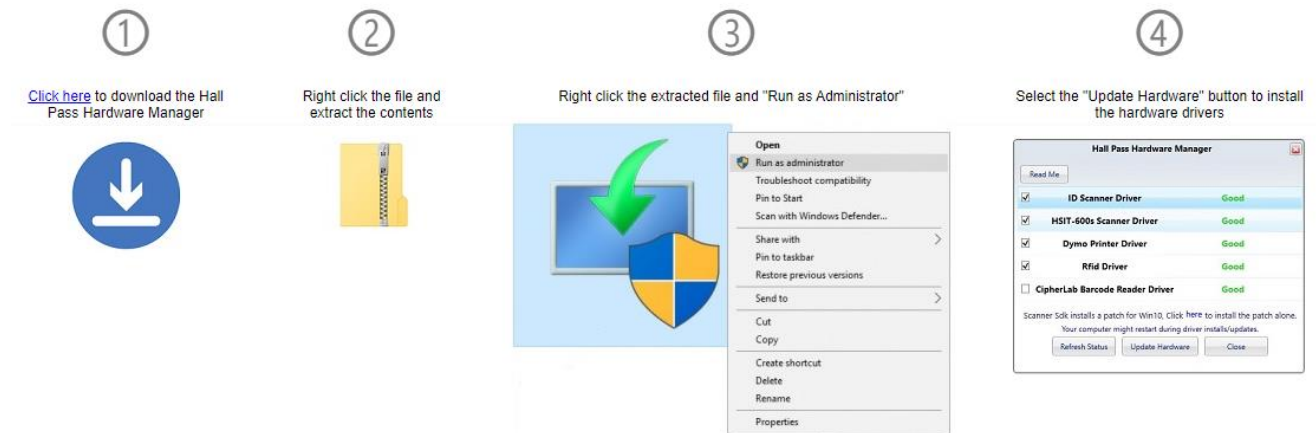


Fig 4a - Installation Guide

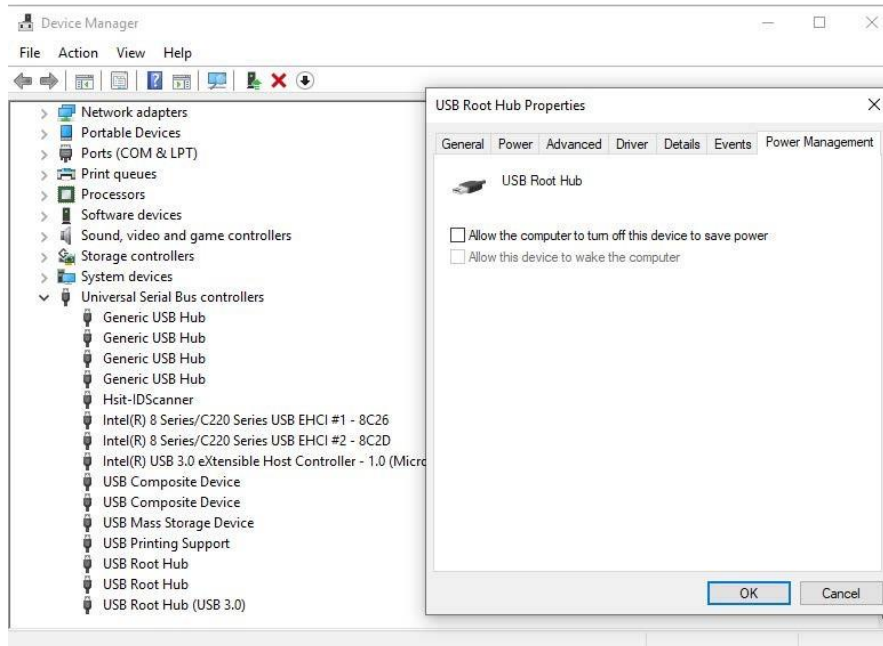
FREQUENTLY ASKED QUESTIONS:

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**.⁷

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.

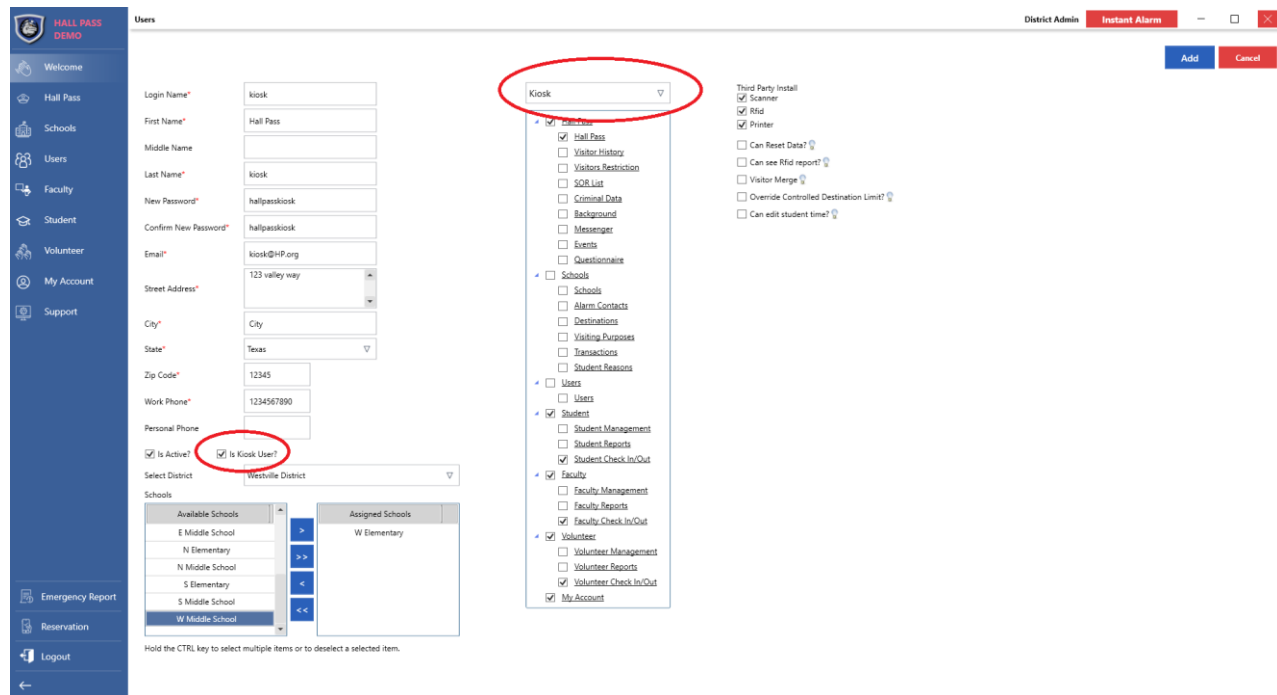


Fig 5.2a - new user setup

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.

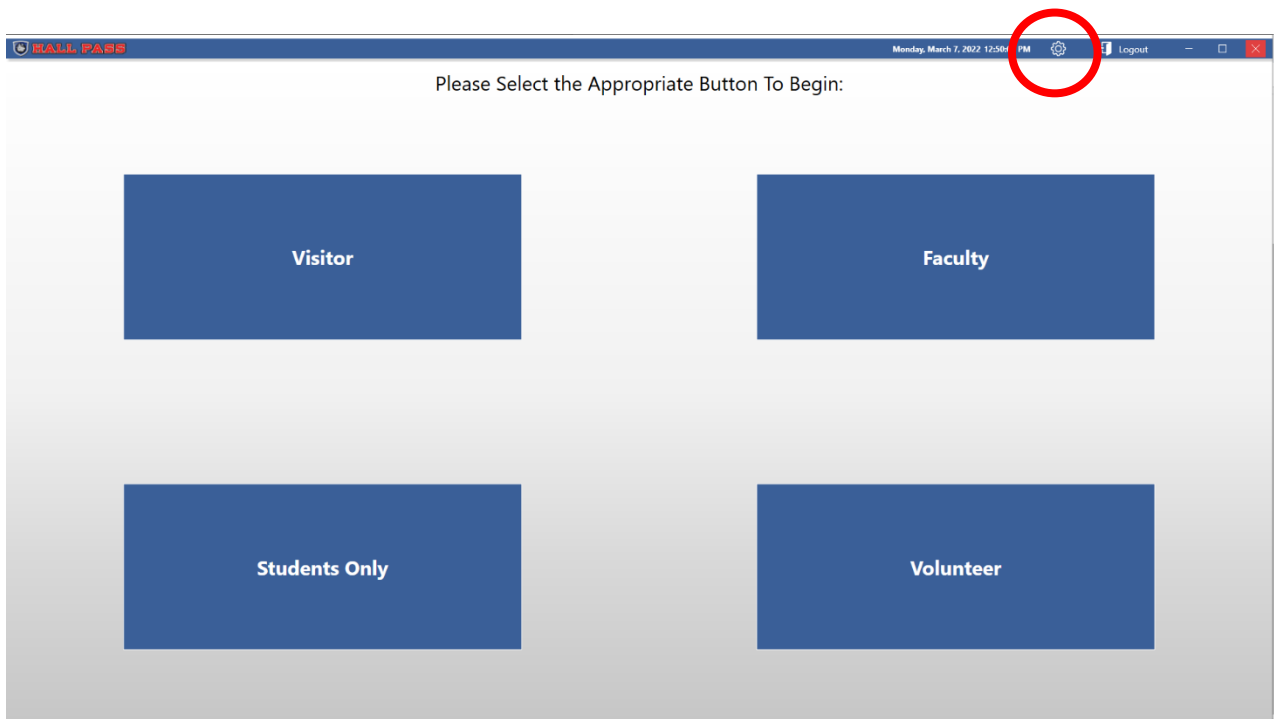


Fig. 5.3a – Kiosk mode display

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.

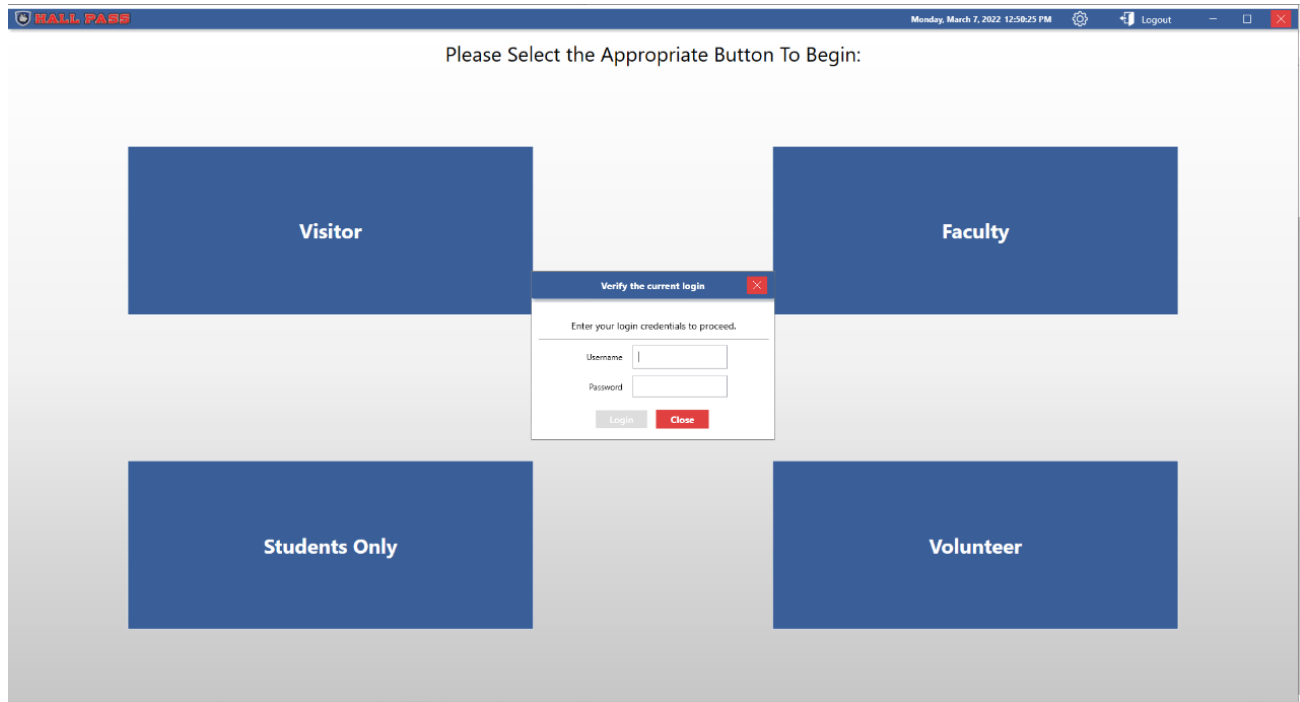


Fig. 5.3b – Login to access Kiosk settings

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

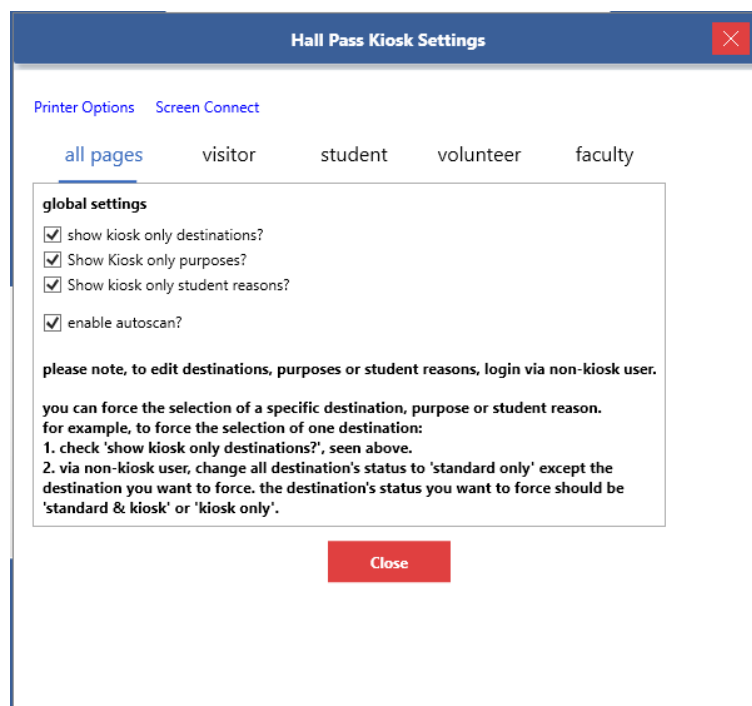


Fig. 5.3c – Kiosk Settings for all pages

5.3.2 VISITOR SETTINGS

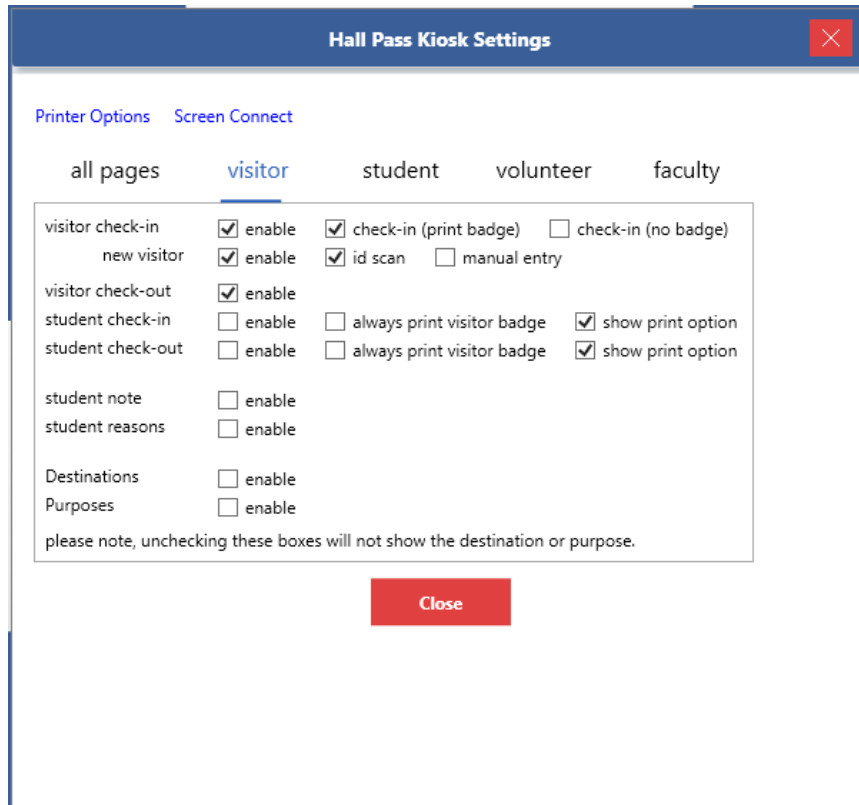


Fig. 5.3d – Kiosk settings for Visitors

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

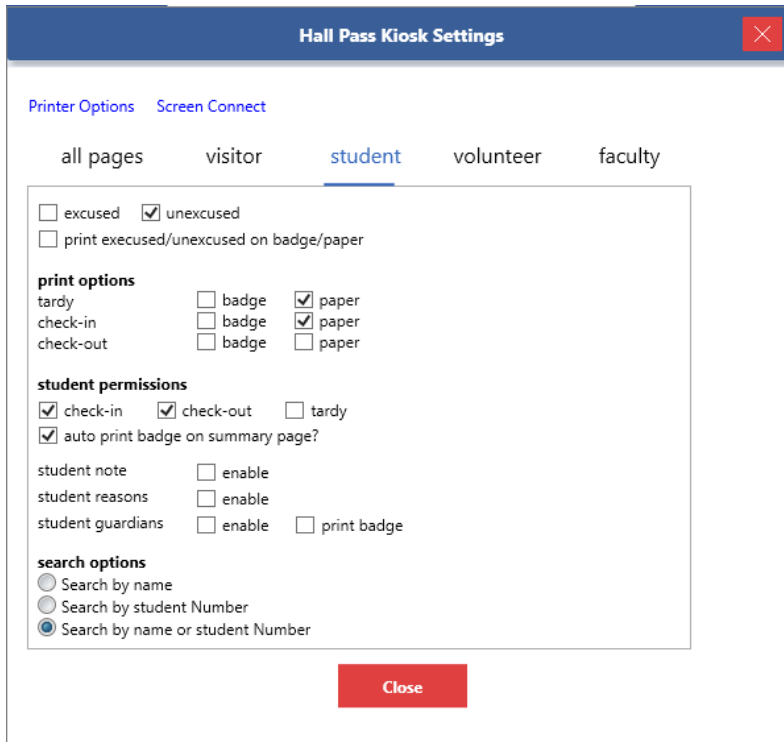


Fig. 5.3e – Kiosk settings for Students

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

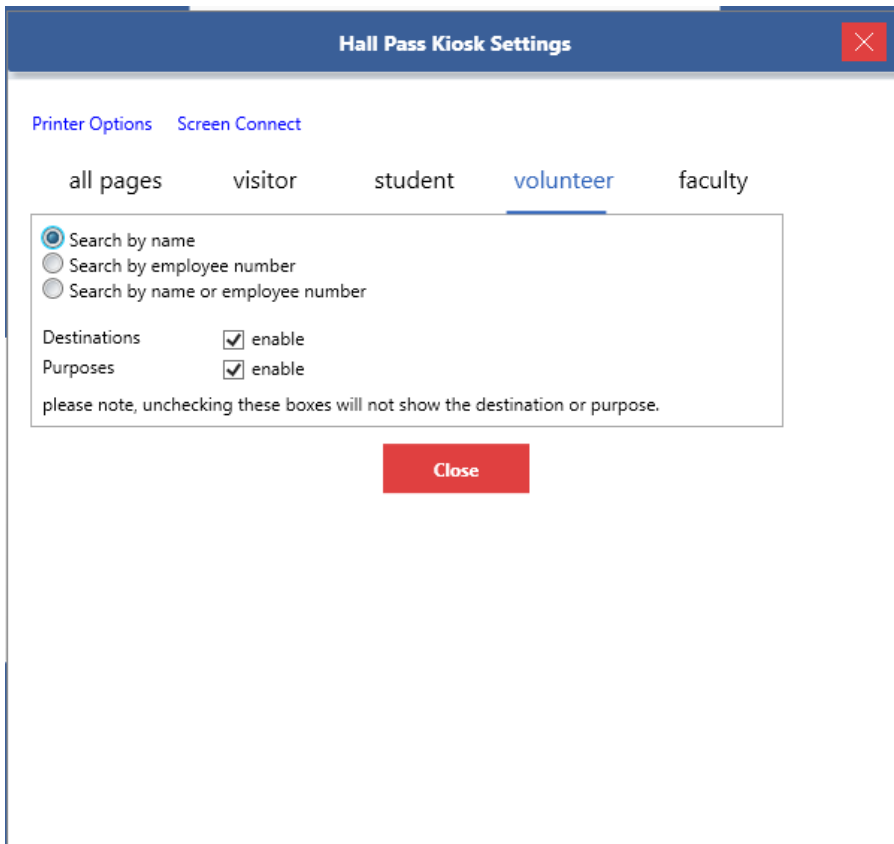


Fig. 5.3f – Kiosk settings for volunteer

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

5.3.5 FACULTY SETTINGS

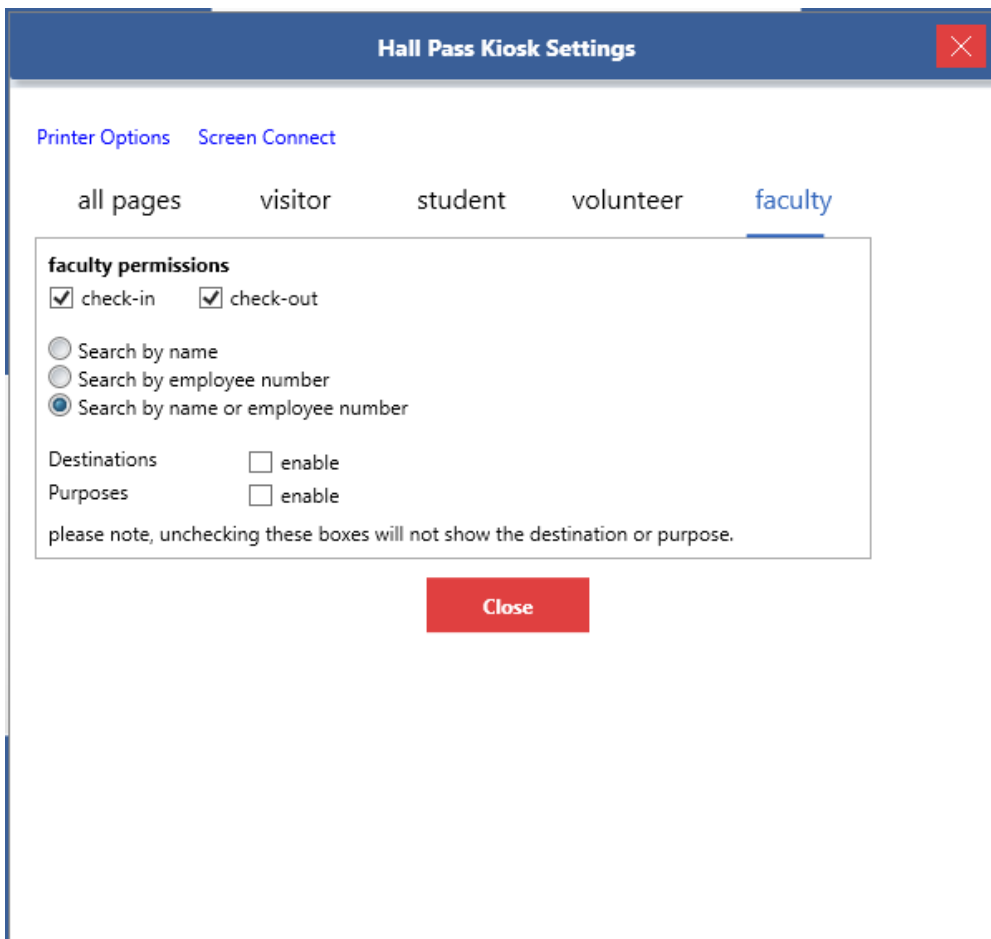


Fig. 5.3g – Kiosk settings for Faculty

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

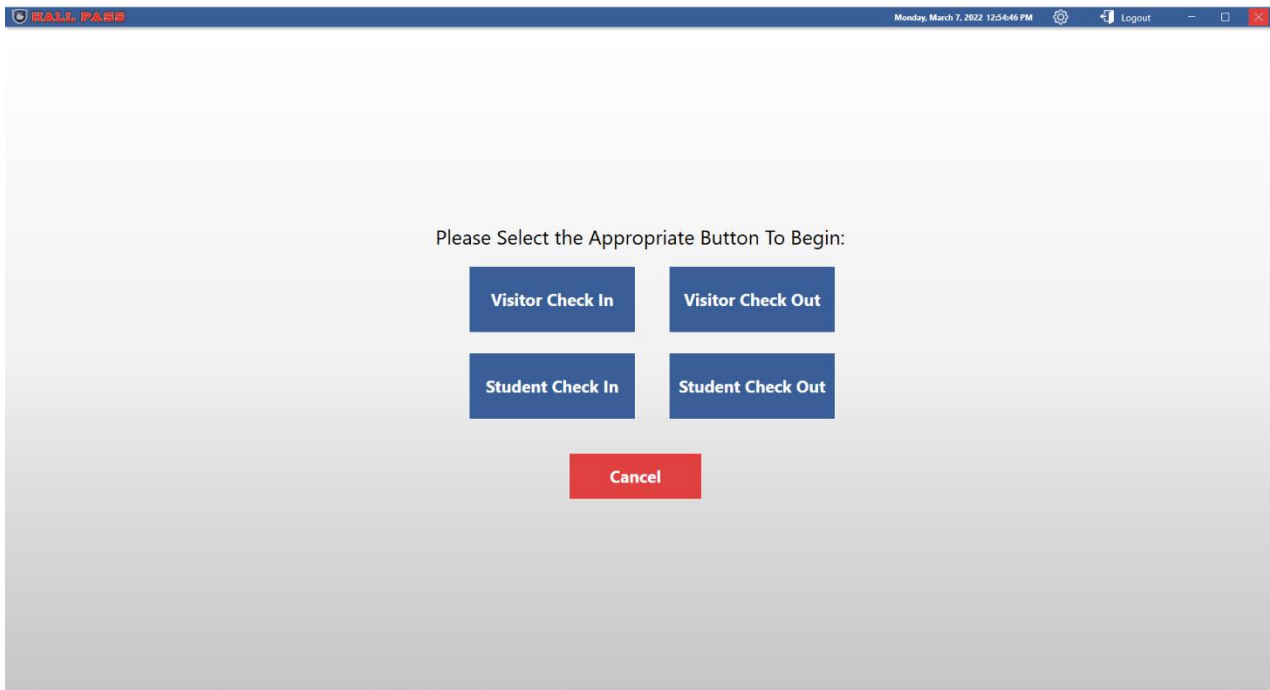


Fig. 5.4

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

5.5 DESTINATIONS

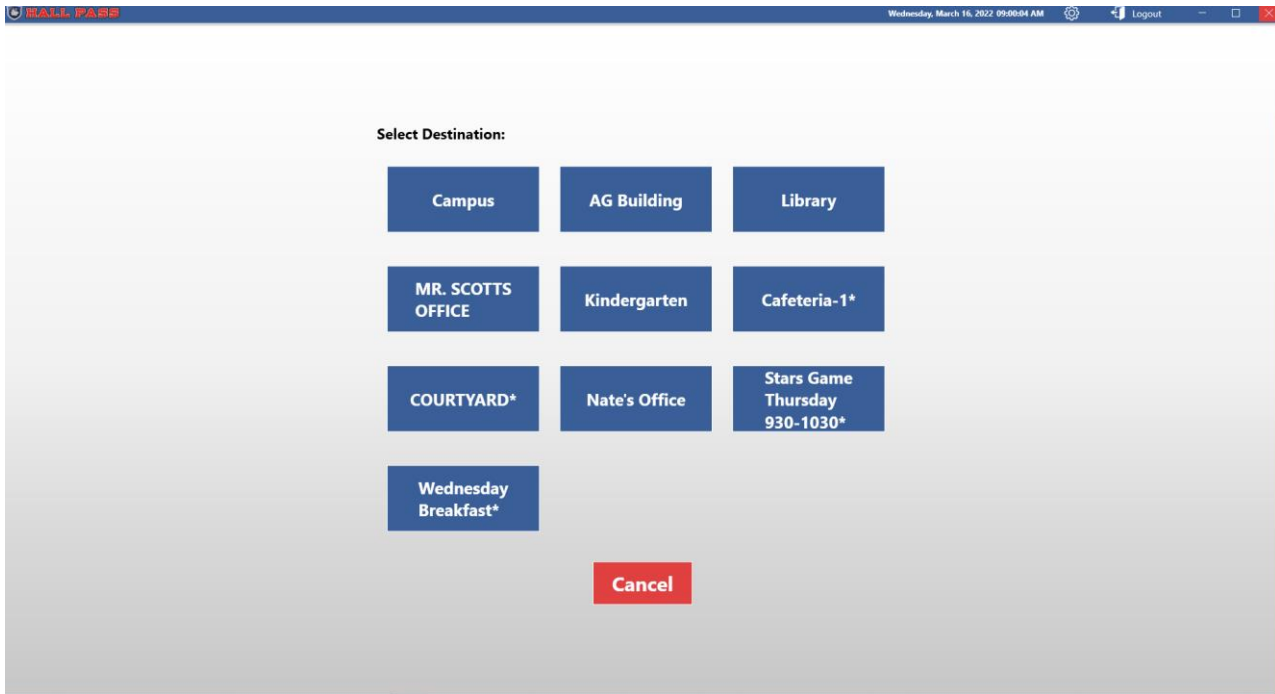
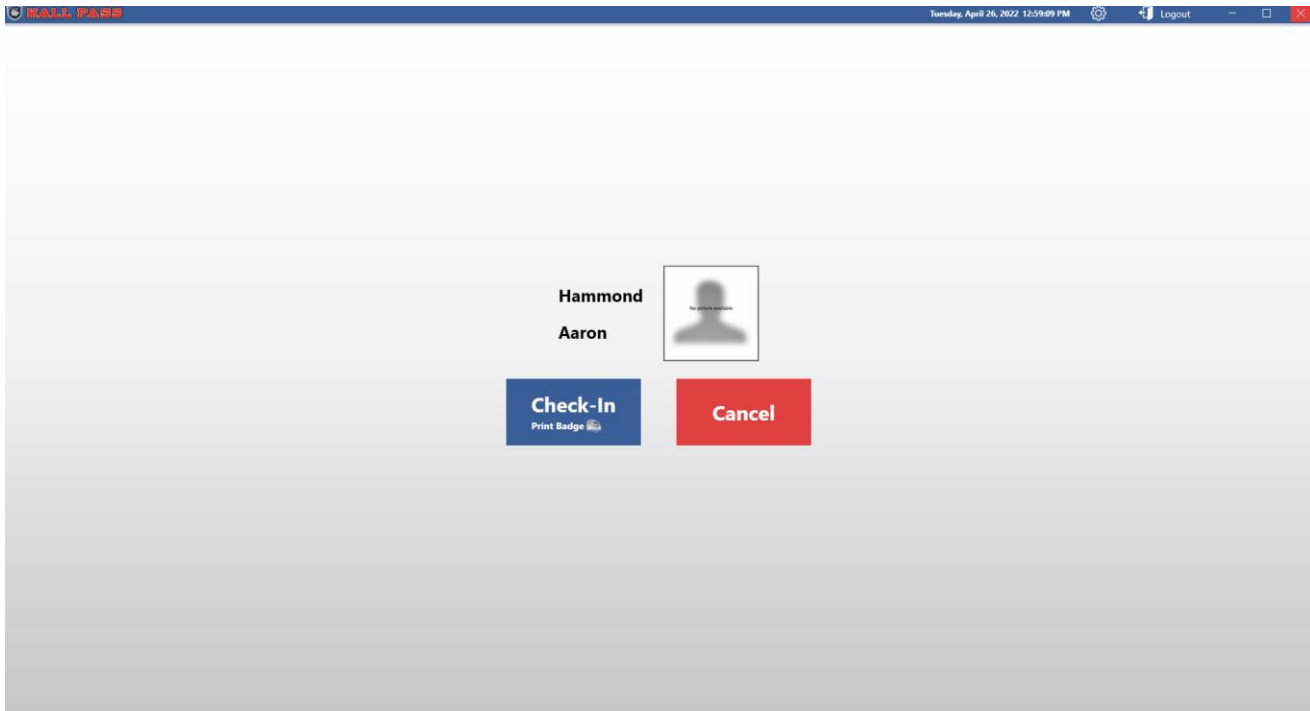


Fig. 5.5

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

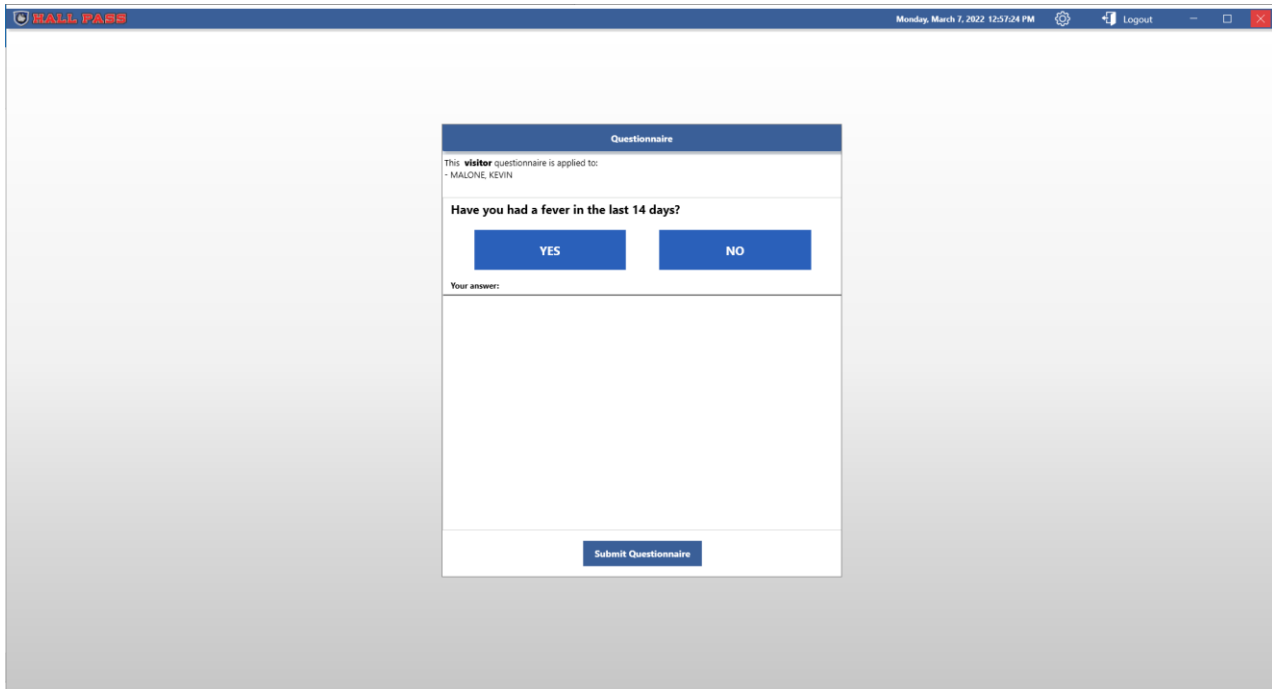


Fig. 5.7

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.