Visitor Management System

User Manual Guideline

Version 1.0.0.1

HALL PASS

Corporate Office

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Part I: Installation Instructions

1.1 Hardware Interface

<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 2003 Server, XP, Vista</td>
</tr>
</tbody>
</table>

1.2 Software Interface

Following Applications should be installed on the WEB server:

- Framework: .Net 3.5
- Operating System: Windows 2003 Server, XP, Vista
- Database: Microsoft Sql Server 2005 Standard Edition
- Programming Language: C#
- WCF and WPF
- Code Versioning: Visual Source Safe (VSS)
- IDE: Visual studio 2008 (developer edition)

Client computers must have .net Framework 3.5 with sp1 installed along with the drivers for the Scanner, Printer and RFID devices.
Part II: Introduction

2.1 Purpose & Scope of the Application

Keeping schools and educational facilities safe is a major challenge in society today. To help ensure students are learning in a secure environment, Hall Pass will verify each visitor’s identity and flag potential predators to your office and the proper authorities. These identity records are stored in our datacenter which can be conveniently accessed and printed at the touch of a button. By utilizing our automated screening process, Hall Pass provides a more secure educational experience and maintains a safe working and learning atmosphere.

2.2 Key Features

Hall Pass is a WPF windows application with WCF integration. Some of the salient features include:

1. Scanning the Driver License of the visitor.
2. Integrating RFID with the visitor.
3. Printing badge.
4. School Restricted List.
5. Sex Offender Registry.
6. Criminal Search.
7. Export Data/Reports in PDF and Excel format.
9. Maintaining master data.
10. Sending alarms for HITS.
Part III: Working with the application

3.1 Login Module

3.1.1 Login screen

This screen will navigate authorized users to the welcome page.

Users can login to the application by entering an assigned Username and Password, then clicking on the login button.

Close button will close the application.

The first time user will receive the activation code via email. After entering the activation code in the activation window, the user will be redirected to the Terms and Conditions page. After accepting the terms and conditions, the user can access Hall Pass.
### 3.1.2 Forgot Password

In case user has forgotten his/her password, he/she can recover the same using this screen.

Once user enters his/her email registered to the application, an email regarding user’s authentication info will be sent to users email id (supplied by administrator at the time of user’s creation).

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

After successful login, user will be redirected to the welcome screen along with the other tabs user has authorized access.

3.2 Hall Pass Tab

3.2.1 Selecting School

On Hall Pass tab, if a user has been assigned to more than one school, user will be prompted to select from school list.

Select School

After selecting the School, user can print badge by scanning new/existing visitor.
3.2.2 Search Previously Scanned Visitor.

This screen facilitates user to search Existing Visitor.

Fig 1.4 H

- User can search visitor for selected school with the help of simple search criteria (Last Name, First Name)

**Advanced Search -**

- User can also search by passing start Date, End Date, number of records per page and records with photos only, then click submit button. The below screen will appear.
Previously Scanned Visitors grid enables the following tasks:

**Lens Image Click**

User can click on the Lens Image to view the Visitor Details.

This screen displays the Visitor Details.
**Attach RFID**
On Red Image (cross) Click this message will appear. If you haven’t scanned any RFID key to assign.

![Hall Pass](image)

Please scan any RFID key to assign.

Else system will prompt to attach scanned RFID key to selected visitor.

**Detach RFID**
On green Image (tick) Click, the following message will appear.

![Detach RFID Key](image)

Are you sure, you want to detach RFID for this visitor?

Click on yes will detach the RFID key from selected visitor.
Display Visits Details
Click on Visits columns to view the details of all visits made by the visitor in selected school.

This Screen displays all the visits made by a particular visitor along with their details.
3.2.3 Scan/Print Badge New/Existing Visitor.

**Last Scanned Details**

User can double click on the previously scanned visitor to populate the data for badge Print. Refer to below figure.

This screen shows the (First Name, Last Name, DOB, Gender and State). On double click.
BUTTONS

**Manual Entry Button:** This will clear populated data and allow user to do the manual entry for visitor.

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

**Error Message:** If scanner is not connected to the system, this error message will appear. “The scanner is not connected to the PC. Please try again.” Refer to below figure.

![Error Message Image](image)

This screen shows the error message on scan button click.

Scanning will also be done on click of scanner button. If scanner is not working, please check your drivers or re-plug the scanner.

**Print Badge Button:** Hall Pass will perform following actions before printing badge:

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
Refer below figure

This screen displays the mandatory fields on click of Print Badge button.
Checks School Restricted List.

This screen will pop up in case visitor is found in School Restricted List.

Click on the “Cancel SRL & Proceed” button to cancel the SRL check and allow printing.

Click on the “Confirm and Proceed” button to confirm the Visitor and allow SOR check and then Badge Print. Alarm will be sent to the alarm list for the given school.

Click on the “Confirm and Stop” Button to stop further processing. Alarm will be sent to the alarm list for the given school.
After checking all the conditions, this final screen will appear.

If the visitor is scanned via RFID, a badge will be printed only if the Visitor’s school has checked the option for printing badges for RFID visitors. The previously Scanned Visitor’s list will be refreshed.
3.3 Visitor Tab

3.3.1 Visitor List

User can use simple/advanced search to search visitor list from authorized schools. By default, grid will be loaded for all authorized schools by visit date in descending order.
**Lens Image click**

User can view the complete details on image click. Refer to below figure.

This screen displays the complete visitor detail.
3.4 Visitor Restriction Tab

3.4.1 Visitor Restriction List

This screen facilitates the user to use search criteria to filter the SRL (School Restricted List) records.

This screen displays the list of restricted visitors of selected schools.
3.4.2 Add New SRL

To add a new record, click on the “Add New” button.

This screen allows the user to add new restricted visitor.
Lens Image Click
To view the Restricted Visitor details (which school has restricted) click on the Lens Image.

This screen displays the details of the restricted visitor. Close Button will close the screen.
“Show More Details” button will appear in case SRL has been bind to any visitor & will facilitate user to view full details of SRL as below:

![Show Visitor Restriction Detail](image)

This screen show the complete details of the restricted visitor.
**View History**
To view the history, click on the book image.

This screen shows the restricted history of the selected visitor.

Close button will close the screen.
3.5 Criminal Tab

3.5.1 Criminal List

This screen facilitates user to search the visitor in the criminal database.

This screen will appear on Criminal tab click.
**Export Button:** Generates the report in PDF/Excel Format.

This screen shows the Criminal Records on the basis of search criteria.

Click on the Lens Image to view the details of a particular criminal. Refer to figure below.
3.5.2 Criminal Details
This screen shows the details of a particular criminal. User can export this particular criminal into PDF/Excel format.
3.6 Sex Offender Registry

3.6.1 SOR List

This screen facilitates the user to search the visitor on the SOR list by passing the search parameters and clicking on the submit button. Refer to figure below.

This screen shows the List of Visitors found in SOR List.
### 3.6.2 SOR Details
User can view the complete details of the SOR Visitor by clicking on the Lens Image next to the visitor’s photo.

![SOR Details Image]

<table>
<thead>
<tr>
<th>Name</th>
<th>JR DAVID JACKSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>19670220</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>19670220</td>
</tr>
</tbody>
</table>

**Driving License Details**

<table>
<thead>
<tr>
<th>Driving License State</th>
<th>Race</th>
<th>Eye Color</th>
<th>Hair Color</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INDIAN (AMERICAN OR ALASKAN NATIVE)</td>
<td>BROWN</td>
<td>BLACK</td>
<td>5'11</td>
<td>220</td>
</tr>
</tbody>
</table>

**Sex Offender Information**

<table>
<thead>
<tr>
<th>Sex Offender Register Date</th>
<th>Sex Offender Risk Level</th>
<th>Sex Offender Classification</th>
<th>Status Remarks</th>
</tr>
</thead>
</table>

This screen displays the complete details of the SOR Visitor.

On click of link, user can view all cases for the SOR Visitor.
3.7 Transaction Tab

3.7.1 Transaction Report

This screen facilitates user to generate criminal transaction report depending on the search criteria on Export button click.

This screen enables user to generate report on Export button Click for selected criteria.
This screen shows the generated report in PDF format.
3.8 Background Tab

3.8.1 Background tab.

This screen facilitates the user to go CompuDataCheck.com.
3.9 My Account Tab

3.9.1 My Account

This screen facilitates the user to update their account information.
3.10 User Tab (Visible to admin only)

3.10.1 User List

This screen displays all the application users.

This screen shows all the users. Admin can edit user details on Edit image click.

Add New button will redirect admin to Add New User screen
3.10.2 Add/Edit User

This screen facilitates the admin to create new user. The admin can assign the school from the list of schools as well as assign the Group (SuperUser, BasicUser, etc.) to the user. Admin can even inherit user rights over group rights.
This screen facilitates user to edit user information.
### 3.11 Groups Tab

#### 3.11.1 Group List

This screen will facilitate Master Admin to create/edit/view groups.

---

![Hall Pass User Manual Guide](image)

**Groups**

<table>
<thead>
<tr>
<th>View</th>
<th>Edit</th>
<th>Group Name</th>
<th>Welcome Text</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td></td>
<td>Super User</td>
<td>Welcome to HallPass Super User.</td>
<td>Active</td>
</tr>
<tr>
<td>/</td>
<td></td>
<td>Guest User</td>
<td>Welcome to HallPass. You are appointed as guest user. Good luck.</td>
<td>Active</td>
</tr>
<tr>
<td>/</td>
<td></td>
<td>Test</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>/</td>
<td></td>
<td>Finance</td>
<td>This is Finance group</td>
<td>Active</td>
</tr>
<tr>
<td>/</td>
<td></td>
<td>Test</td>
<td>Testing</td>
<td>Active</td>
</tr>
</tbody>
</table>

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3.11.2 Add/Edit Group.

This Screen facilitates Admin to create new Group and assign application rights.

Add Button: will save the New Group.
Cancel Button: send back to Group screen.

To View the details of a particular group, click the Lens Image.
This screen facilitates the Admin to the details of a particular group.
3.12 Schools Tab

3.12.1 Schools List

This screen will facilitate User to view their authorized school details.
### 3.12.2 View School Details

This screen will facilitate User to view complete information of selected school.
3.12.3 Add New School (only Admin can add new school)

This screen facilitates Admin to create new school.
3.13 Billing Contacts Tab

3.13.1 Billing Contacts List

This screen will facilitate User to view the Billing Contacts list.

To view details of billing contact, click on the Lens Image.
### 3.13.2 View billing contact

This screen will facilitate user to view selected billing contact details.

![View Billing Contact](image-url)
3.13.3 Add New Billing Contact

This screen will facilitate user to add new billing contact.
3.14 Alarm Contact Tab

3.14.1 Alarm contact List

This screen will facilitate user to view list of alarm contact details.

This screen will facilitate user to edit/delete/add new alarm contact.
3.14.2 Add Alarm Contact

This screen will facilitate user to add new alarm contact.
### 3.15 Destination Tab

#### 3.15.1 Destination List

This screen will facilitate the user to view list of school destinations.

![Destination Tab Screenshot](image)

<table>
<thead>
<tr>
<th>Id</th>
<th>Delete</th>
<th>School Name</th>
<th>Destination Name</th>
<th>Sort Order</th>
<th>Status</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Beck-One Library</td>
<td>Library</td>
<td>0</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>St. Stephens Campus</td>
<td>Campus</td>
<td>1</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Kingwood High School Campus</td>
<td>Campus</td>
<td>1</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Test School Named Campus</td>
<td>Campus</td>
<td>1</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>TestSchool3 Campus</td>
<td>Campus</td>
<td>1</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>TestSchool4 Campus</td>
<td>Campus</td>
<td>1</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Foster Elementary Campus</td>
<td>Campus</td>
<td>1</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Foster Elementary Campus</td>
<td>Campus</td>
<td>1</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Test School Named 1st floor</td>
<td>1st floor</td>
<td>2</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Foster Elementary The Cut-Through</td>
<td>The Cut-Through</td>
<td>0</td>
<td>Active</td>
<td>Raleiah Kumar</td>
</tr>
</tbody>
</table>

Add New Destination | Cancel

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3.15.2 Add School Destination

This screen will facilitate the user to add new school destination.
3.16 Visiting Purpose Tab

3.16.1 Visiting Purpose List

This screen will facilitate the user to view list of visiting purposes.

User can edit/delete the visiting purposes.
3.16.2 Add Visiting Purpose

This screen will facilitate the user to add new visiting purposes.
Part IV: Support

4.1 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.

Option 4: ONLY IF RUNNING WINDOWS XP (Pre SP2) Download the below patch from Microsoft and install it. Once installation is successful restart your computer.

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