



**SENTRAL  
EDUCATION**

## **Visitors Module Admin Guide**

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## 1 Introduction

Visitors Module is in direct link with the Kiosk Module which provides the visual interface for self-check-in. Within the Visitor's Module, you will be able to set up the types of information displayed when a Visitor checks in using the Kiosk interface.

**Note:** Visitors signed into the school will display in the Evacuation Summary Report.

Apart from this, there is also the ability to setup a generic sign-in as well as a quick code sign-in for all Regular Visitors. At the end of the check-in, visitors can be issued a Visitors badge that can be worn while they are on the school premises, and the school will have a digital record of all visitors check in and out date details.

**Note:** Please refer to the Kiosk Implementation and User Guides for Kiosk Setup.

## 2 Considerations, Dependencies and Pre-Requisites

To successfully set up the Visitor's module, the Administrator will be required to consider and complete pre-requisite setup in both **Sentral Setup** and **Attendance-Kiosk Setup**. This section highlights the key areas and provides step by step guide on how this can be done.

### 2.1 Roles and Responsibilities

The Visitor module is linked to the Attendance module for setting up service accounts. Administration of the Attendance module enable to the setup of the Visitor module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module.

### 2.2 School Start and End time (COG)

The official school start and end time should be set within the Cog Wheel settings to match the times that your school will be reporting against. These start and end times affects the Check in and Out for the Visitor module.

Actual detailed Attendance times for different days and year groups are setup under **Attendance Setup - > School Times**.

### 2.3 Term Dates & Holidays (COG)

It is important to configure the term dates and holidays including staff development/training days where regular teaching is impacted for students. Completing this ensures that Sentral Visitor module will know when school is open.

### 2.4 Sentral Setup- Manage Service Accounts (COG)

Service Accounts are a special type of user account which are designed to be used for specific functions. The most common example would be for a dedicated student attendance or Visitor kiosk, which requires a user account for logging on to Sentral and audit logging purposes but should not have any access to other parts of the system.

This is accessed via the **Sentral Cog Wheel > Manage Service Accounts**.

**Manage Service Accounts** + New Service Account

**Service Accounts** are a special type of user account which are designed to be used for specific designated functions. The most common example would be for a dedicated student attendance kiosk, which requires a user account for logging on to Sentral and audit logging purposes, but should not have any access to other parts of the system.

Name	Username	Restricted Function	Options
Not Provid Kiosk <b>Attendance</b>	Kiosk	Attendance Kiosk <span style="font-size: 0.8em;">▼</span>	<span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">✎ Edit</span>
Not Provid Visitor <b>Visitor</b>	Visitor	Attendance Kiosk <span style="font-size: 0.8em;">▼</span>	<span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">✎ Edit</span>

✔ Save Levels
Be sure to click 'Save' after changing any default access levels.

## 2.5 Attendance- Kiosk Setup

The following is a description of the setup for each area in the Attendance setup. These details will guide you through the critical configurations you need to setup in Attendance. Settings that are not explained in this guide can be configured without explanation or configured later. This is accessed by **Attendance > Setup Attendance > Kiosk Setup**.

In the **Kiosk Setup** you will be able to see three main sections and a brief description of them are listed below.

- **Student Scanning (Optional):** Enables you to select whether you would like Visitors to input a WWCC.
- **Menu Configuration (Optional):** Used to create pre-determined tabs at login under Visitor.
- **Kiosk Configuration (Mandatory):** Adding the **Visitor Tab (Profile)** into the main display menu of the Kiosk. Each Profile is required to have a unique Profile Name for use with Shortcuts.

**Note:** A visitor and student kiosk can be setup on the same device.

## 3 Setup Visitor

This area will cover the setup area for the Visitor Module so you can track all school visitors electronically as they come into your school.

**General**

**Induction**  
Induction

**Slip Printing**  
Change default printer settings used to print slips.

**Check-In**  
Check-In

**Check-Out**  
Check-Out

**Visitors**

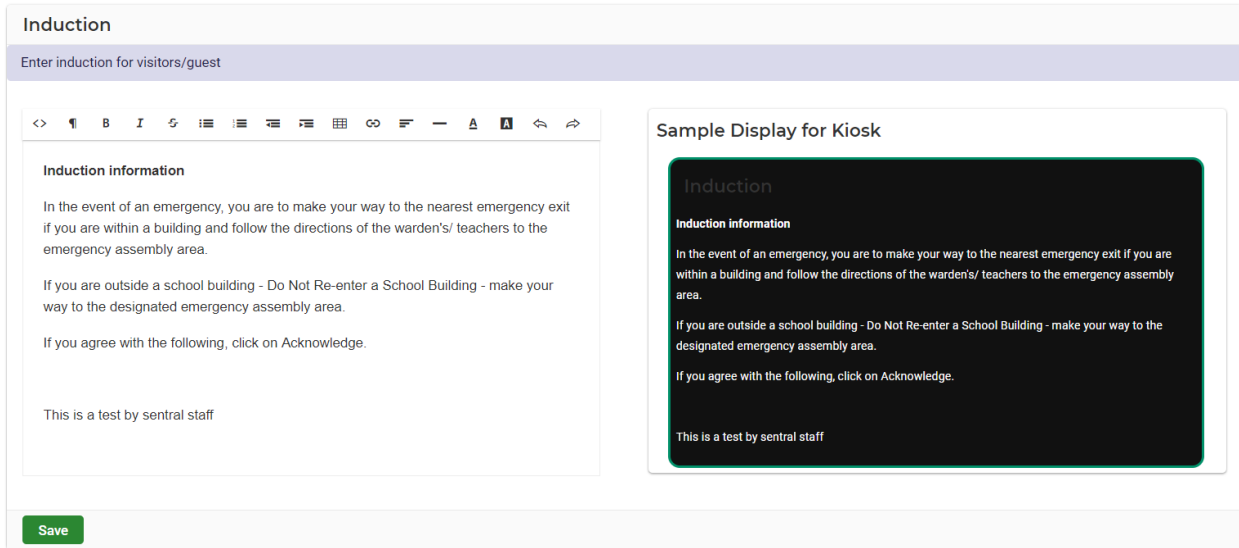
**Passes for Regular Visitors**  
Passes for Regular Visitors

**Visitors Kiosk Message**  
Visitors Kiosk Message

**Slip Printing**  
Visitors Slip Printing

### 3.1 General - Induction

This is where you will enter text that the Visitors will see when they first try and sign into Visitors. Once you have entered the information you require to appear on the screen, click on **Save** Button.



### 3.2 General - Check-In

**Enable Camera** If you have a camera enabled on the computer that the Kiosk is running, select Yes or No to enable.

**Enable Virtual Keyboard** if you have a virtual keyboard enabled on the computer that the Kiosk is running, select Yes or No to enable.

**Pass numbers** are generated when visitors check in. A pass number is the concatenation of *Prepend Text* and *Append Number*.

**Prepend Text** is specified below as a maximum of 3 characters and/or digits and will be the start of the pass number and may be left blank.

**Append Number** is specified below as a numeric value and will be used to create the first pass number - incremented by one from then on.

**Note:** The following Prepend Text and Append Number may only be modified at the start, and not changed once visitor check-in is in us

### 3.3 General - Check Out

At the end of the day there maybe Visitors who have not checked out. You may choose to automatically check out these visitors at the designated time of your preference.

Select your check out preference- Yes/No, then click to adjust time you wish for this to happen then click on **Save** Button.

### 3.4 General – Slip Printing

In this section you will be required to choose the appropriate **Slip Printing Settings** such as **Slip Print Layout** and **Slip Print Method**. Once you have selected from the drop-down list the settings required click on **Save** Button.

### Slip Printing Settings

**Slip Print Layout**

**Regular Visitor Passes** ⓘ

Sticker Printer ▼

**Visitor Check-ins** ⓘ

Sticker Printer ▼

Controls the layout of the slips that Sentral generates.

- **Receipt Printer** is formatted for a receipt printer. e.g. Epson TM-88IV/V.
- **Sticker Printer** is formatted for a sticker printer. e.g. Brother QL-570.

**Slip Print Method**

**Regular Visitor Passes** ⓘ

Java Applet (requires Java Ir) ▼

**Visitor Check-ins** ⓘ

Java Applet (requires Java Ir) ▼

Controls the method of printing the slips that Sentral generates.

- **HTML (manual printing)** printing prints a web page directly using your browser. For help with setting this up correctly, you may refer to this [article in the Help Centre](#).
- **Java Applet (requires Java in browser)** printing uses an inline application which runs in your browser. Most major internet browsers are moving away from allowing Java applets to be run in browsers, which affects the ability for this method of automatic slip printing to work.

Save

### 3.5 Visitors – Passes for Regular Visitors

Visitor IDs are generated when visitors are created by administrators. The first visitor number cannot be changed once a visitor is created. Once you have entered the settings required click on **Save** Button.

### 3.6 Visitors Kiosk Message

This message will appear on the screen once the Visitor has filled out all necessary details, before clicking **Acknowledge**. Below are some descriptions of what each section offers. Once you have entered the information you require to appear on the screen, please click on **Save** Button.

**Visitor Kiosk Messages**

Visitors Kiosk Confirm Messages

**Check In Message:**

Your checkin will be completed and a Visitors label will be printed when you click Finish

test

Tick and save to revert back to the default confirmed check in message  
The confirmed check in message will appear on the final check in page below a "Thank you" message.

**Label Message:**

Please ensure the Visitor Label is visible whilst you are on school premises

Tick and save to revert back to the default label message  
The label message will appear on the final check in page below a check out reminder message.

Save

This is how it appears in the Kiosk:

Induction

Induction information

In the event of an emergency, you are to make your way to the nearest emergency exit if you are within a building and follow the directions of the warden's/ teachers to the emergency assembly area.

If you are outside a school building - Do Not Re-enter a School Building - make your way to the designated emergency assembly area.

If you agree with the following, click on Acknowledge.

This is a test by sentral staff

Back

Acknowledge

### 3.7 Slip Printing

In this section you will be required to choose the appropriate **Slip Printing Settings** such as **Slip Print Layout** and **Slip Print Method**. Once you have selected from the drop-down list the settings required click on **Save Button**.

Slip Printing Settings

**Slip Print Layout**

<b>Regular Visitor Passes</b> ⓘ	<b>Visitor Check-ins</b> ⓘ
Sticker Printer ▼	Sticker Printer ▼

Controls the layout of the slips that Sentral generates.

- **Receipt Printer** is formatted for a receipt printer, e.g. *Epson TM-88IV/V*.
- **Sticker Printer** is formatted for a sticker printer, e.g. *Brother QL-570*.

**Slip Print Method**

<b>Regular Visitor Passes</b> ⓘ	<b>Visitor Check-ins</b> ⓘ
Java Applet (requires Java ir ▼	Java Applet (requires Java ir ▼

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**Save**

## 4 Appendix A: Summary Checklist

So, you have scanned the detailed document and are wondering what is next? This table gives you a road map in concise, easy to read steps of how to get your Visitors module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>General - Induction</i>	General Induction Message	As required
<i>General - Check-In/Check-Out</i>	Check-In and Check-Out Details	As required
<i>General - Slip Printing</i>	Default printer settings used to print slips	As required
<i>Visitor Passes for Regular Visitors</i>	The Prepend Text and Pass Number	Once Off
<i>Visitors Kiosk Message</i>	Visitor Kiosk Message	As required
<i>Visitors – Slip Printing</i>	Default printer settings used to print slips	As required