Visitors Admin Guide

September,2025

SENTRAL

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Getting started

Overview

The Visitors module is linked to the Kiosk module, which provides the visual interface for self-check-in.

Information displayed

You can set up the types of information displayed when a visitor checks in using the Kiosk interface.

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

Sign-in options

You can also set up a generic sign-in, and a quick code sign-in for all Regular Visitors.

Visitors badge

At the end of the check-in, visitors can be issued a Visitors badge to wear while they are on the school premises, and your school will have a digital record of the check-in and check-out date details for all visitors.

> **Note:** Refer to the **Kiosk Admin Guide** and **User Guide** for Kiosk Setup.

Considerations, dependencies and prerequisites

Overview

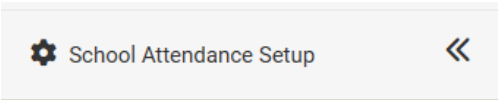
To successfully set up the Visitor's module, your school's Sentral administrator will be required to consider and complete prerequisite setup in both **Sentral Setup** and **Attendance Kiosk Setup**.

School start and end times

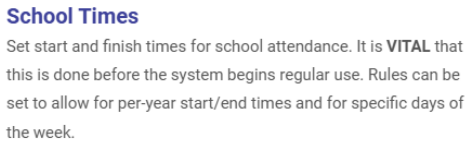
Overview

The official school start and end time should be set within the Setup to match the times that your school will be reporting against. These start and end times affect Check-in and Check-out for the Visitors module. Actual detailed School Attendance times for different days and year groups can be set up using the steps below:

1. Go to **School Attendance Setup**.



2. Select **School Times**.



Roles and responsibilities

Overview

For Service Account Setup, the Visitors and School Attendance modules are connected. Setting up the Visitors module is made possible by the administration of the Attendance module. As a result, your school will be in charge of establishing staff access levels, which will dictate what they are able to do within the module.

Term dates and holidays

Overview

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 Visitors module will know when school is open.

Steps

Follow these steps to view the term dates and holidays.

1. Select **Setup** and choose **Term Dates and Holidays**.

   Term dates and Holidays for the current year display. The default display is the Month View.

2. Do any of the following:
   a. Set year-specific holidays if your students have different start dates at the beginning of the year.
   b. Import holidays.

      With this method, you generate a 'Holidays Import Document' that you can fill in and then import as a CSV file.
   c. Edit term dates to suit your school's situation.

Service accounts

Overview

Service Accounts are a special type of user account 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.

For details, see **Manage service accounts**

Kiosk setup in the School Attendance module

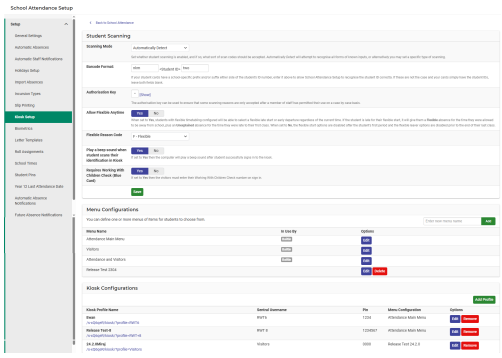
Overview

Use the information in this topic to configure Kiosk settings in School Attendance Setup.

The kiosks can allow students to swipe on and off for late arrivals, early departure, sick bay, incursions, flexible timetabling, as well as visitor sign-in/out. You have the option of setting up multiple profiles for use around your school.

Steps

1. Select the menu icon and choose **School Attendance** in the Attendance group.
2. Select **Setup** and choose **School Attendance Setup**
3. Select **Kiosk Setup**.



4. Consider the options for **Kiosk Setup**.

   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)

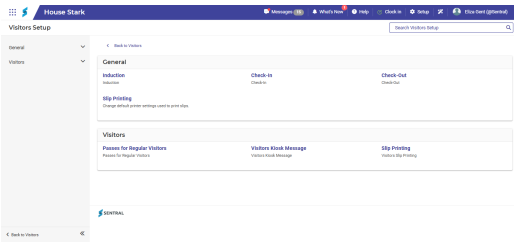
   Adding the **Visitor tab (Profile)** into the main display menu of the Kiosk. Each profile is required to have a unique profile name for use with shortcuts.

> **Tip:** You can set up a visitor and student kiosk on the same device.

Configure Visitors

Overview

Use the information in this section to set up the Visitors module so you can track all school visitors electronically as they come into your school.



Configure Induction settings

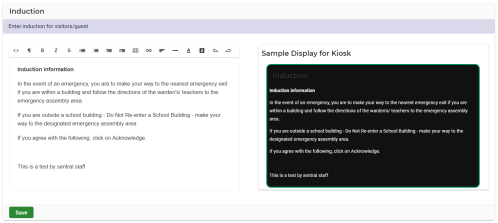
Overview

Use the information in this topic to enter text that the visitors to your school will see when they first try and sign into Visitors.

Steps

1. Select the menu icon and choose **Visitors** in the School Admin group.
2. Select **Setup**and choose **Visitors Setup**
3. Select **General** in the left menu and choose **Induction**.

   The Induction screen displays.



4. Entered induction information that will display on the screen.
5. Select **Save**.

Configure Check-In settings

Overview

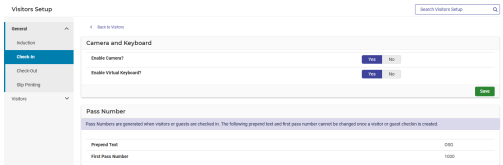
Use the information in this topic to configure Check-In settings

Pass numbers

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

Steps

1. Select the menu icon and choose **Visitors** in the School Admin group.
2. Select **Setup**and choose **Visitors Setup**
3. Select **General** in the left menu and choose **Check-In**.



4. Under Camera and Keyboard:
   a. Specify whether to enable the camera.

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

   b. Specify whether to enable the virtual keyboard.

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

   c. Select **Save**.
5. Under Pass Number:
   a. Specify 'Prepend Text' to use as the start of your school's pass numbers.

      This is specified as a maximum of three characters and/or digits and will be the start of the pass number. It may be left blank.

   b. Specify the 'Append Number' for your school's pass numbers.

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

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

Check out

Overview

At the end of a school day, there maybe visitors who have not checked out. Use the information in this topic to configure settings for this situation.

Steps

1. Select the menu icon and choose **Visitors** in the School Admin group.

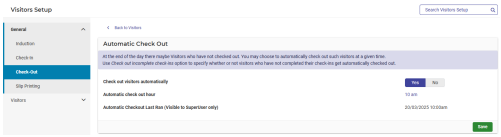
   The Visitors home screen displays.

2. Select **Setup** and choose **Visitors Setup**.

   The Visitors Setup screen displays.

3. Select **General** in the left menu and choose **Check-Out**.

   The Automatic Check Out screen displays.



4. Choose whether to automatically check out visitors who have not checked out.
5. Specify a time for the automatic checkout.
6. Select Save.

Configure slip printing

Overview

Use the information in this topic to configure slip printing settings.

There are two menu options for slip printing:

- Under General - use this menu option to change default printer settings used to print slips. This applies to all kiosk audiences (students and visitors).
- Under Visitors - use this menu option to configure settings related to visitors only.

Steps

1. Select the menu icon and choose **Visitors** in the School Admin group.

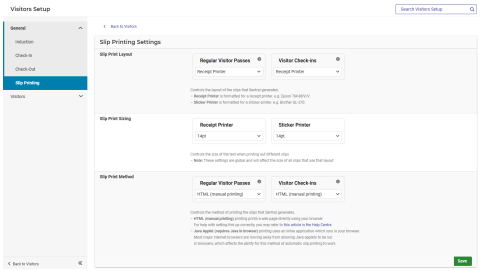
   The Visitors home screen displays.

2. Select **Setup** and choose **Visitors Setup**.

   The Visitors Setup screen displays.

3. Do one of the following, depending on whether you want to configure slip printing for all kiosk audiences (students and visitors) or just visitors.
   a. Select **General** in the left menu and choose **Slip Printing**.
   b. Select **Visitors** in the left menu and choose **Slip Printing**.

   The Slip Printing Settings screen displays.



4. Select options for Slip Print Layout.

   These settings control the layout of the slips that Sentral generates.

5. Select options for Slip Print Sizing.

   These settings control the size of the text when printing out different slips. These settings are global and will affect the size of all slips that use the selected layout.

6. Select options for Slip Print Method.

   These settings control the method of printing the slips that Sentral generates.

   - HTML (manual printing) printing prints a web page directly using your browser.
   - 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.

7. Select Save.

Visitor kiosk messages

Overview

Use the information in this topic to manage the confirmation message that visitors to your school see on the screen once they've completed details requested for check-in.

Steps

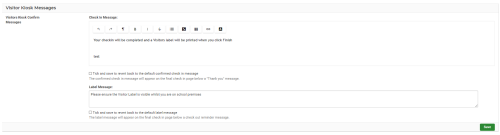
1. Select the menu icon and choose **Visitors** in the School Admin group.

   The Visitors home screen displays.

2. Select **Setup** and choose **Visitors Setup**.

   The Visitors Setup screen displays.

3. Select **Visitors** in the left menu and choose **Visitors Kiosk Message**.



4. Under Check in Message, do one of the following:

   a. Update the default message to suit your school's situation. Use the local toolbar to format the content, add an image, or add a link.

   b. Select the checkbox to use the default confirmed check-in message.

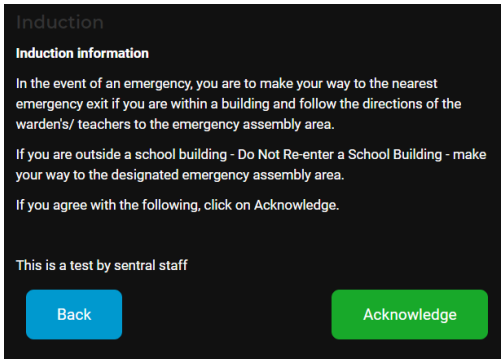
   The confirmed check-in message will appear on the final check-in page below a 'Thank you' message.

5. Under Label Message, do one of the following:

   a. Update the default message to suit your school's situation.

   b. Select the checkbox to use the default label message.

   The label message displays on the final check in page below a check out reminder message.



6. Select **Save**.

Visitor passes for regular visitors

Overview

Visitor IDs are generated when visitors are created by administrators. The first visitor number cannot be changed once a visitor is created.

Steps

1. Select the menu icon and choose **Visitors** in the School Admin group.
2. Select **Setup** and choose **Visitors Setup**
3. Select **Visitors** in the left menu and choose **Passes for Regular Visitors**.
4. Enter prepend text.

   This is the letters or wording that will display in front of visitor numbers.
5. Enter the first visitor number to be used.
6. Select **Save**.

   The prepend text and first visitor number cannot be changed once a visitor is created.