



**SENTRAL  
EDUCATION**

**Visitors Module User Guide**

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# Visitors

## Target Audience

- Administration Staff

## Content

- Learn how the Visitors Module functions
- Monitor Visitors
- Create regular visitors

## Overview

Staff will learn how access the Visitors Module and the functionality of it.


Visitors Module allows self-check-in for school visitors such as parents who come to help with reading groups, teacher meetings, or trades people who come for maintenance. It also allows administration staff to provide regular visitors with bar codes that allows quick check-ins. At the end of the check-in visitors are issued with Visitors badges that can be worn while they are on the school premises, and the school has a record of who visits, and when.

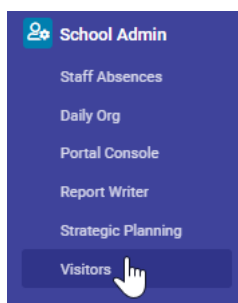
## Accessing the Visitors Module

The following procedure is to teach office staff the functionality of the Visitors Module and setting up Visitors.

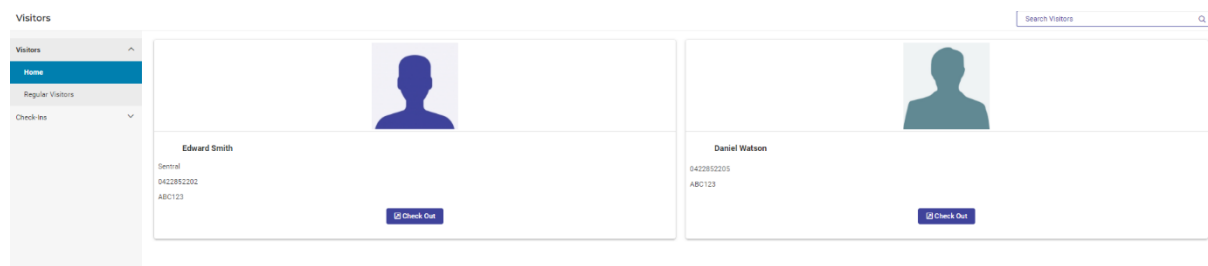
The Visitors Module allows you to create and manage a digital kiosk for any visitors that come into your school.

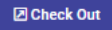
**Note:** This must be set up in the **Attendance Module** under **Attendance Setup** and **Kiosk Setup** prior to this function.

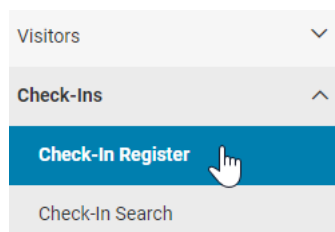
1. Select the Sentral **Waffle Icon**  in the top left corner of the screen, the modules display, then going to the **School Admin** group that includes **Visitors**.



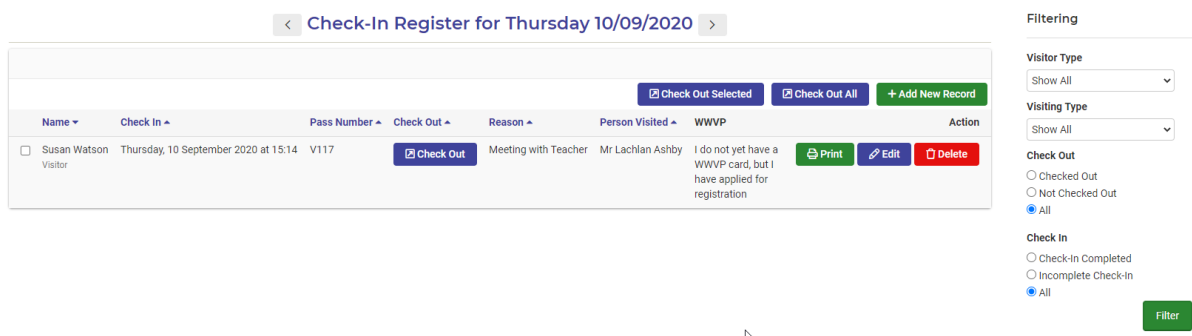
The Visitors Home screen displays any visitors currently signed into the Visitors Module. A user/visitor photo may also be available.



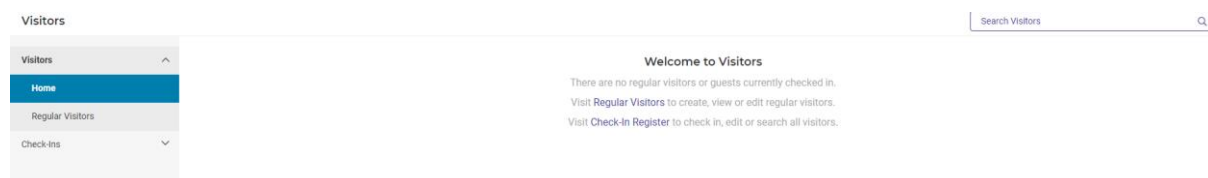
2. To Manually sign a visitor out of the Visitor's Register, below the visitor's details, click on the blue **Check Out**  button.
3. To view all the Check Ins and Out for the day, select **Check-In Register** option on the left-hand side from the **Check Ins** menu option.



The **Check-In Register** screen is displayed.



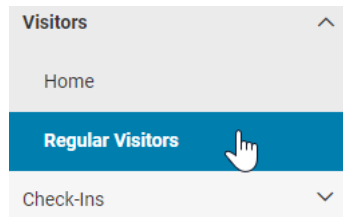
**Note:** If this is the first time you are accessing the Visitors Module, the home screen may display as below.



## How to setup Regular Visitors


The following procedure is to teach office staff the how-to setup regular visitors in the Visitors Module.

1. To create regular visitors, select **Register Visitors** option on the left-hand side from the **Visitors** menu option.




The **Regular Visitors Register** screen is displayed.

Regular School Visitors						<a href="#">+ Add New Record</a>
Name ▾	Pass Code ▾	Company ▾	Mobile ▾	Inducted ▾	Check-In Status ▾	Search...
Darren Webber	R1001	Empire	0422111222	No	Checked Out	<a href="#">Action ▾</a>
Luke Skywalker	999	Sentral	0422852205	No	Checked Out	<a href="#">Action ▾</a>
Susan Jacobs	R1002	Spotless	047125896	No	Checked Out	<a href="#">Action ▾</a>

2. To add a regular visitor, select the green **+ Add New Record**  Button on the top right-hand side.

The **Regular School Visitors** screen displays.

A screenshot of a registration form for regular school visitors. The form has a light green background and contains the following fields: 'First Name \*', 'Surname \*', 'Company', 'Mobile \*', 'WWCC \*', 'Car Registration', and 'WWVP Status \*'. The 'WWVP Status \*' field is a dropdown menu with the text 'Choose a Status...'. At the bottom left is a green 'Save' button, and at the bottom right is a grey 'Close' button. A note at the top left says 'Please note fields with \* are mandatory'.

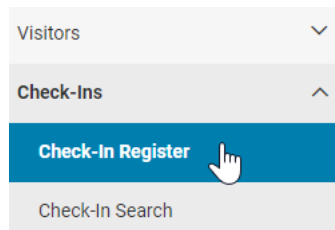
3. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
4. To save the visitor details, select the green **Save**  button at the bottom of their details.

The screen refreshes with the new Visitor.

# Check-In Register

Within this area you can view which visitors are checked into the Register for a particular day.

1. To create regular visitors, select **Check-In Register** option on the left-hand side from the **Check-Ins** menu option.



The check-In Register for the current day displays.

< Check-In Register for Thursday 10/09/2020 >

Name	Check In	Pass Number	Check Out	Reason	Person Visited	WWVP	Action
<input type="checkbox"/> Susan Watson Visitor	Thursday, 10 September 2020 at 15:14	V117	<input type="checkbox"/> Check Out	Meeting with Teacher	Mr Lachlan Ashby	I do not yet have a WWVP card, but I have applied for registration	<input type="checkbox"/> Check Out Selected <input type="checkbox"/> Check Out All <input type="button" value="+ Add New Record"/> <input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Filtering

Visitor Type: Show All

Visiting Type: Show All

Check Out:  Checked Out  Not Checked Out  All

Check In:  Check-in Completed  Incomplete Check-In  All

2. If a visitor is still showing as not checked out, you can select the visitor and click on **Check Out Selected** or **Check Out All** Buttons.



A Message will pop up to confirm you wish to checkout visitor.

Check Out ×

Are you sure you want to check-out this visitor/guest?

3. Click the blue **OK**  button to confirm.

The screen refreshes and the visitor is signed out.

Name	Check In	Pass Number	Check Out	Reason	Person Visited	WWVP	Action
<input type="checkbox"/> Susan Watson Visitor	Thursday, 10 September 2020 at 15:14	V117	<input checked="" type="checkbox"/> Checked Out 19:38	Meeting with Teacher	Mr Lachlan Ashby	I do not yet have a WWVP card, but I have applied for registration	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

4. To view a particular day, click on the link as displayed below and the calendar will pop up where you can select a day.

< [Check-In Register for Thursday 10/09/2020](#) >

Name	Check In	Pass Number	Check Out	Reason	Person Visited	WWVP	Action
<input type="checkbox"/> Darren Webber	Thursday, 10 September 2020 at 19:45					I do not yet have a WWVP card, but I have applied for registration	<a href="#">Print</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> Susan Jacobs	Thursday, 10 September 2020 at 19:46				Meeting with Teacher	I have a valid ACT WWVP card	<a href="#">Print</a> <a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> Susan Watson	Thursday, 10 September 2020 at 15:14	V117	<input checked="" type="checkbox"/> Checked Out 19:38	Meeting with Teacher	Mr Lachlan Ashby	I do not yet have a WWVP card, but I have applied for registration	<a href="#">Print</a> <a href="#">Edit</a> <a href="#">Delete</a>

Sep 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**Filtering**

**Visitor Type**  
Show All

**Visiting Type**  
Show All

**Check Out**  
 Checked Out  
 Not Checked Out  
 All

**Check In**  
 Check-In Completed  
 Incomplete Check-In  
 All

Filter

## To Manually Check in a Visitor

- From the Visitors Home screen, you can either click on the hyperlink **Check-In Register** or from the left-hand menu select **Check-Ins > Check-In Register**.

Visit [Check-In Register](#) to check in, edit or search all visitors.



Visitors ▼

Check-Ins ▲

Check-In Register 👉

Check-In Search

The check-In Register for the current day displays.

< [Check-In Register for Thursday 10/09/2020](#) >

Name	Check In	Pass Number	Check Out	Reason	Person Visited	WWVP	Action
<input type="checkbox"/> Susan Watson	Thursday, 10 September 2020 at 15:14	V117	<a href="#">Check Out</a>	Meeting with Teacher	Mr Lachlan Ashby	I do not yet have a WWVP card, but I have applied for registration	<a href="#">Print</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Filtering**

**Visitor Type**  
Show All

**Visiting Type**  
Show All

**Check Out**  
 Checked Out  
 Not Checked Out  
 All

**Check In**  
 Check-In Completed  
 Incomplete Check-In  
 All

Filter

- Click on the green **+ Add New Record** button.
- Select the type of **Visitor** you are checking in.

Visitors - Check In

Guest

Regular Visitor

Clear Form

Visitors - Check In

Guest
  **Regular Visitor**

Please note fields with \* are mandatory

First Name \*

Surname \*

Company

Mobile \*

WWCC

Car Rego:

Meeting With

Choose a staff member... ▾

Reason

Estimated Departure Time

Select a time... ▾

Visitor Type:

Visitor
  Contractor
  Volunteer

Inducted:

Yes
  No

WWVP Status \*

Choose a Status... ▾

Visitors - Check In

Guest
  Regular Visitor

Choose Regular Visitor

Susan Jacobs ▾

Meeting With

Choose a staff member... ▾

Reason

WWCC

Estimated Departure Time

Select a time... ▾

Visitor Type:

Visitor
  Contractor
  Volunteer

WWVP Status \*

I have a valid ACT WWVP can ▾

WWVP Registration Number \*

123456789

WWVP Registration Expiry \*

2026-02-05

**Guest Visitor**  Guest

**Regular Visitor**  Regular Visitor

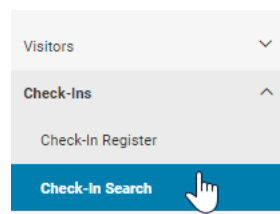
- Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
- To save the visitor details, select the green **Save**  button at the bottom of their details.

The screen refreshes with the new Visitor.

## Check-In Search

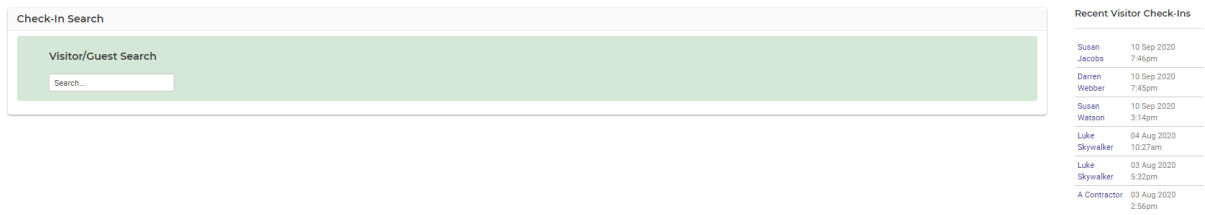
You can also search a Visitor to view their check-in details.

- On the left-hand menu, select **Check-Ins > Check-In Search**.





The Check-In Search screen displays.

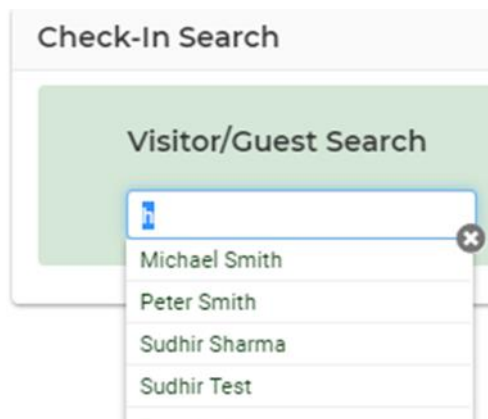


You can search for a visitor/guest and it displays the recent **Visitor Check-ins** on the right side of the screen.

- To view more details, click on the name.



- To search for a visitor type in their name in the search field and select from the drop-down list.



Their details will display below.

Check In	Pass Number	Checked Out	Reason	Person Visited
Edward Smith	Monday, 3 August 2020 at 14:48	V115	✔ Checked Out	Mr Flynn Brunton

# Kiosk – Using the Kiosk

## Target Audience

- Administration Staff

## Content

Within this course staff will learn how to:

- Use the Kiosk
- Access the Kiosk via URL and Pin
- Trouble Shooting – Java – User
- Connecting your Kiosk


## Overview

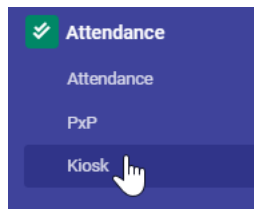
Staff will learn how to use the Kiosk for the front office.

## Using the Kiosk

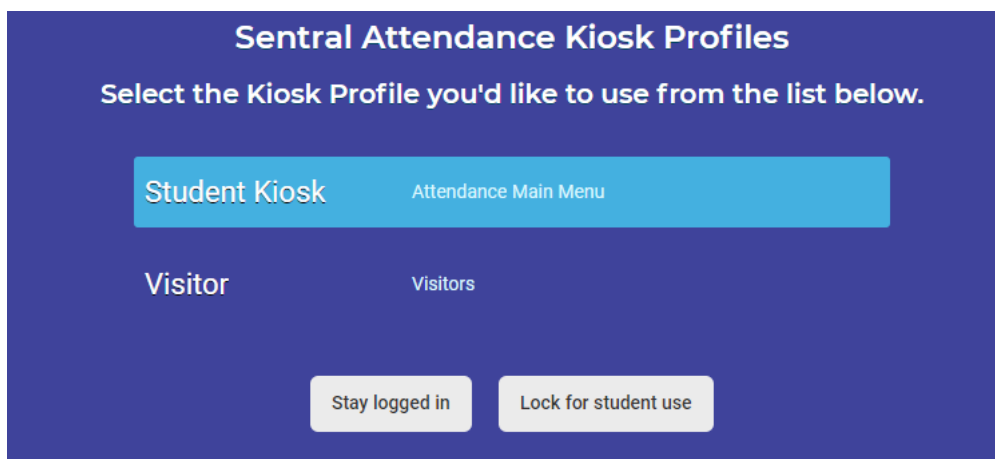
The following procedure is to teach office staff how to use the Kiosk.

**Note:** please be aware that some of these screenshots have come from different menus and profiles. This is to demonstrate the different ways the Kiosk is used.

1. Select the **Sentral** Waffle Icon  in the top left corner of the screen, the modules display. Select **Kiosk** under the **Attendance Group**.



The Sentral Attendance Kiosk Profile screen displays.



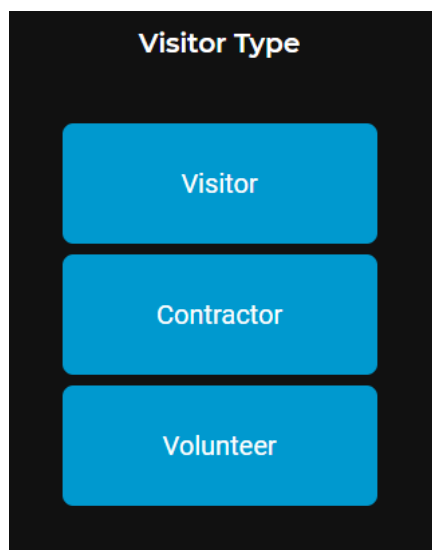
2. Select the **Visitor Kiosk** and click on **Stay Logged in**.

The Visitor Kiosk menu displays.



## Check-In

1. To check a visitor in, click on the blue **Check-In** button.
2. Select the type of **Visitor** you wish to check-in.



The Visitor Personal Details screen displays.

The screenshot shows a form titled "Visitors - Personal Details" with a subtitle "Please note fields with \* are mandatory". The form contains six text input fields: "First Name\*", "Surname\*", "Organisation Name", "Mobile\*", "WWCC", and "Car Rego:". At the bottom, there are two buttons: a blue "Cancel" button and a green "Next" button.

3. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

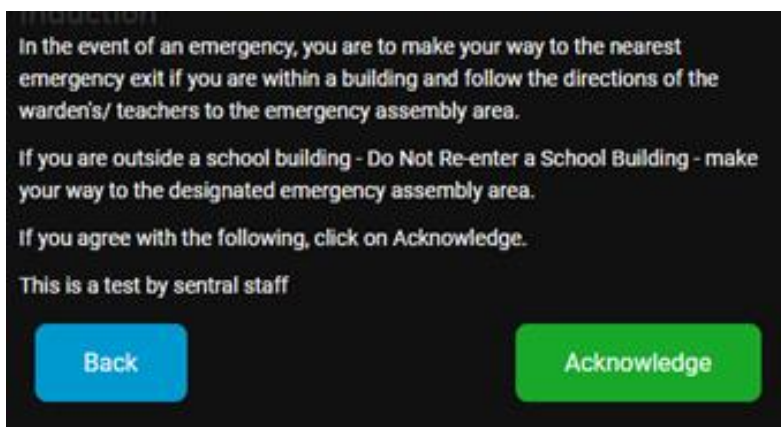
4. Click on the green **Next**  button.

The screenshot shows a form titled "Visitors". It contains three input fields: "Meeting With" with the value "Mr Lachlan Ashby", "Expected Departure" with the value "16:00", and a toggle box for "Have you completed an induction in the last 12 month?". The toggle box has two options: "Induction Needed" (selected) and "Induction Completed". At the bottom, there are two buttons: a blue "Back" button and a green "Next" button.

5. Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.

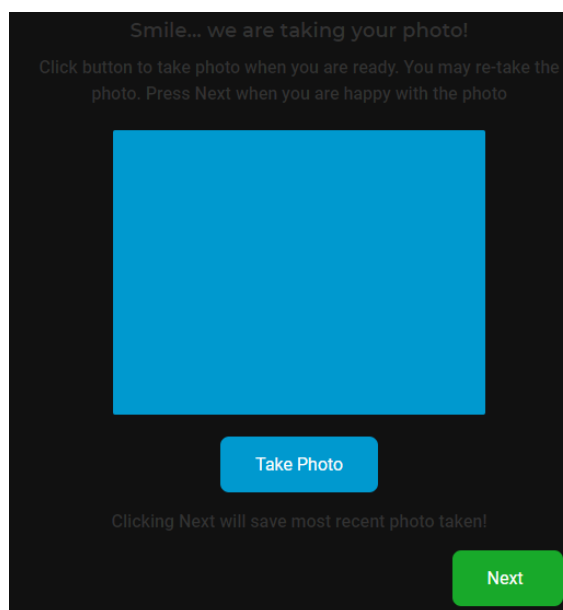
6. Click on the green **Next**  button.

The Induction Message displays on the screen.



7. Click on the **Acknowledge**  button.

If you have the **Camera** set-up you will be prompted to take a photo.



8. Click on the green **Next**  button.

You are then prompted with the Working With Vulnerable People (WWVP) registration status.

**What is your Working With Vulnerable People (WWVP) registration status?**

Please note fields with \* are mandatory

Status\*

[Back](#) [Next](#)

9. Select from the drop-down, fill in the details and click on the green **Next** button.



The following screen displays, confirming the visitor is signed in.

Thank you David Brown

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

1 2 3  
4 5 6

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

You will need to **Check Out** upon leaving the school

[Finish](#)

10. Click on the green **Finish** button.



11. A pop-up window will display for you to print the slip for the Visitor and a Thank you message confirming your pass number.

**Thank you** ×

Your pass number is V120. You will need to check out using this number.

Please collect you visitor pass form the front office staff.

Have a great day! Thank you for visiting.

[OK](#)

12. Click the blue **Ok** button to confirm.



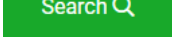
## Register Visitor Check-In

1. To check a regular visitor in, click on the blue **Registered Visitor > Check-In** button.

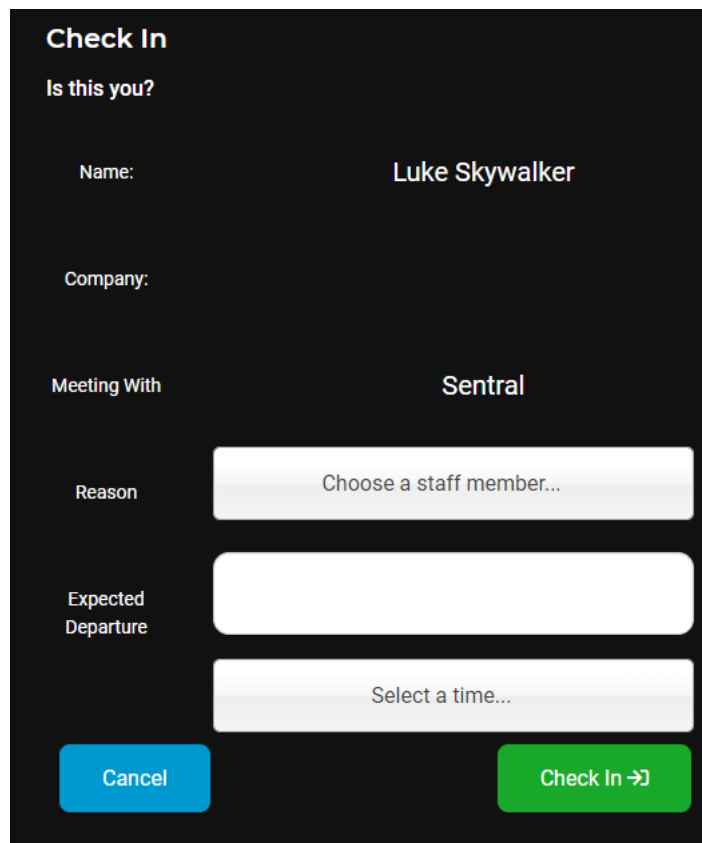
The Check-In screen displays.




The screenshot shows a dark-themed interface titled "Check In". On the left, the text "Visitor ID Number:" is displayed. To its right is a large white rounded rectangular input field. Below the input field are two buttons: a blue "Cancel" button on the left and a green "Search" button with a magnifying glass icon on the right.

2. Enter the Visitor Id Number and click on **Search**  button.

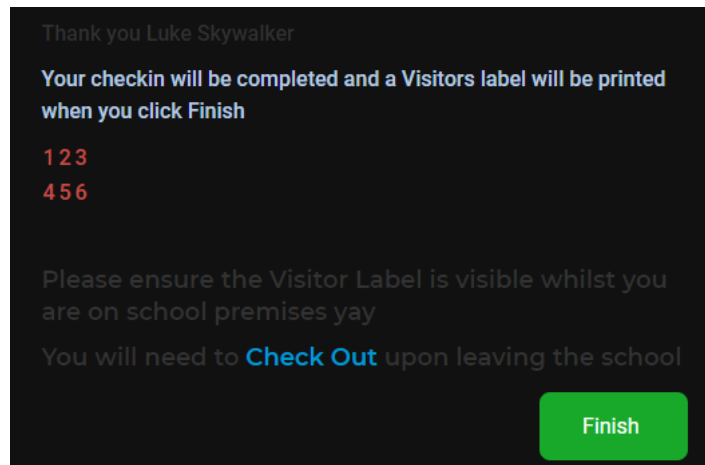
The screen updates with the regular visitor.




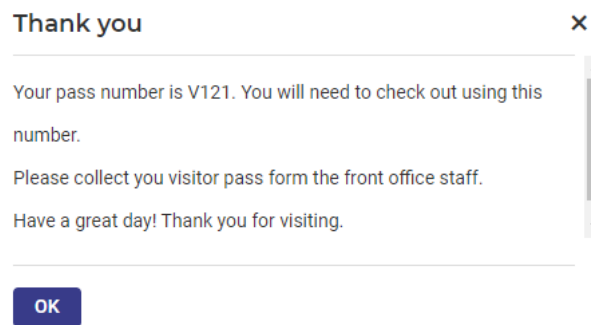
The screenshot shows the "Check In" screen after a search. The title "Check In" is at the top. Below it is the question "Is this you?". The "Name:" field is filled with "Luke Skywalker". The "Company:" field is empty. The "Meeting With" field is filled with "Sentral". Below these are three input fields: "Reason" with a dropdown menu showing "Choose a staff member...", "Expected Departure" with an empty field, and another dropdown menu showing "Select a time...". At the bottom are two buttons: a blue "Cancel" button on the left and a green "Check In →" button on the right.

3. Select from the drop-down, fill in the details and click on the green **Next**  button.

The following screen displays, confirming the visitor is signed in.



4. Click on the green **Finish**  button.
5. A pop-up window will display for you to print the slip for the Visitor and a Thank you message confirming your pass number.



6. Click the blue **Ok**  button to confirm.

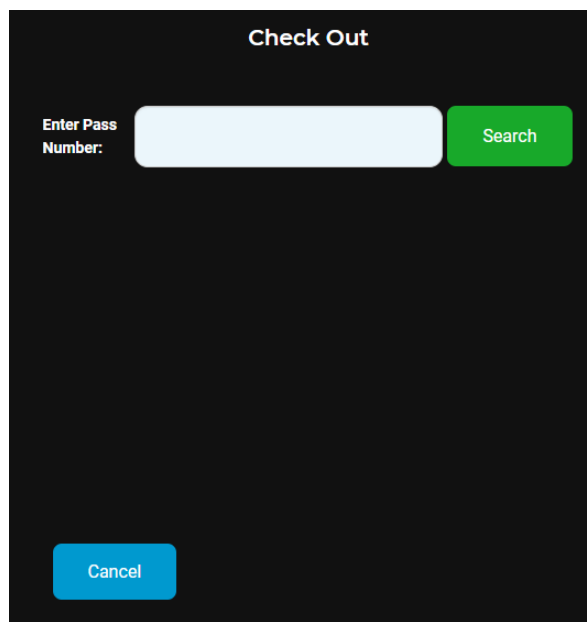
## Check-Out

1. To check a visitor out, click on the blue **Check-Out** button.





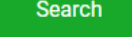
The Checkout Visitor screen displays.

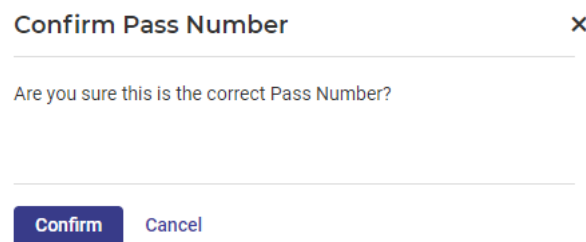


Check Out

Enter Pass Number:  Search

Cancel

2. Enter the **Pass Number** and click on the green **Search**  button. A pop-up window displays, confirming this is the correct pass number.



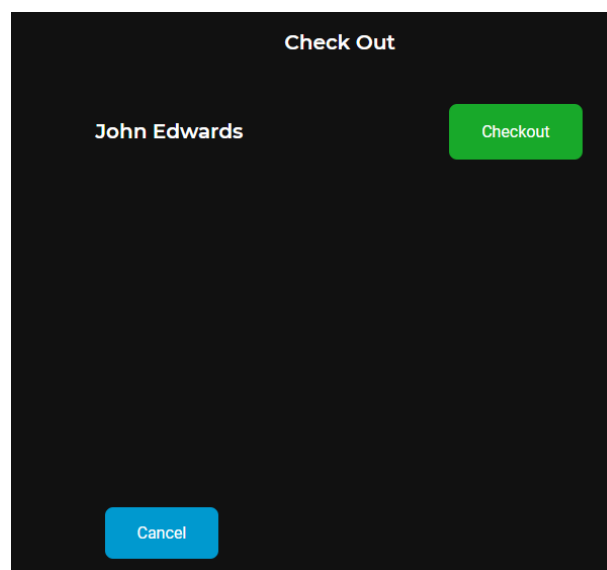
Confirm Pass Number ×

Are you sure this is the correct Pass Number?

Confirm Cancel

3. Click on the blue **Confirm**  button.

The Check Out screen displays with the visitor selected.



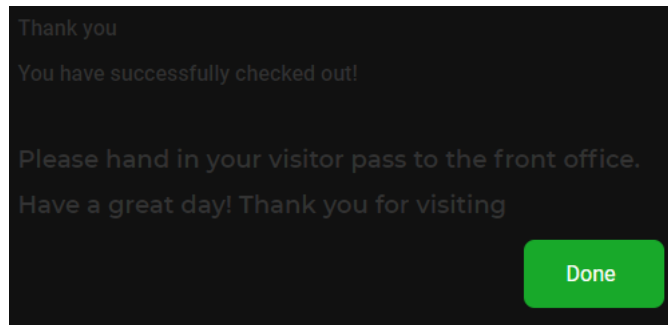
Check Out

John Edwards Checkout

Cancel

- Click on the green **Checkout**  button.


A pop-up window will display confirming the Visitor has been signed out.

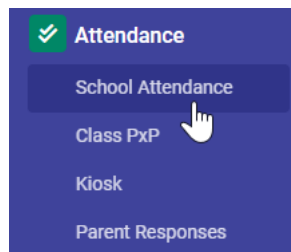


- Click on green **Done**  button.

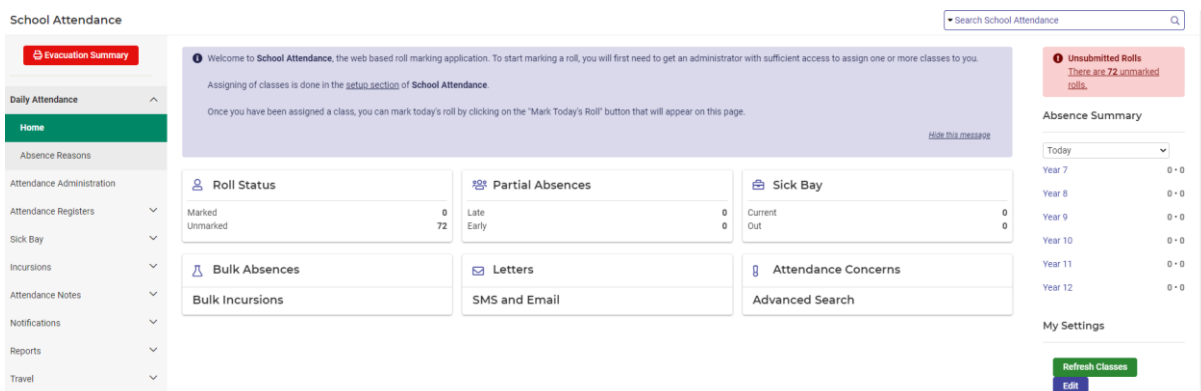
## Evacuation Summary

The red **Evacuation Summary** button used in **School Attendance Module** is used to create a report listing all students, staff and visitors who are currently absent or partially absent from school.

- Select the **Sentral** Waffle Icon  in the top left corner of the screen, the modules display. Select **Attendance** under **Attendance group**.



The Attendance Home screen displays.



- Click on the red **Evacuation Summary**  button in the top left-hand corner.

3. The report will prepare to print where you can **View in Browser** or **Download Report**.

## Glossary of Terms

Item	Description	Type
<b>Firstname</b>	enter the first name for the visitor, this is a mandatory field	text
<b>Surname</b>	enter the surname for the visitor, this is a mandatory field.	text
<b>Company</b>	enter the company name for the visitor.	text
<b>Mobile</b>	enter the mobile number for the visitor.	text
<b>Car Registration</b>	enter the car registration for the visitor	text
<b>WWCC</b>	Working with Children Check	text