

Dowling-Douglas Co.

Identification Solutions & Digital Imaging Systems

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VISITOR TRACKING User Guide



DUVAL COUNTY SCHOOLS

ANNMARI SURITA

Visitor Type
Vendor

Destination
Admin Meeting

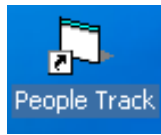
7/13/2009 12:11 PM



132

ISSUING VISITOR PASSES

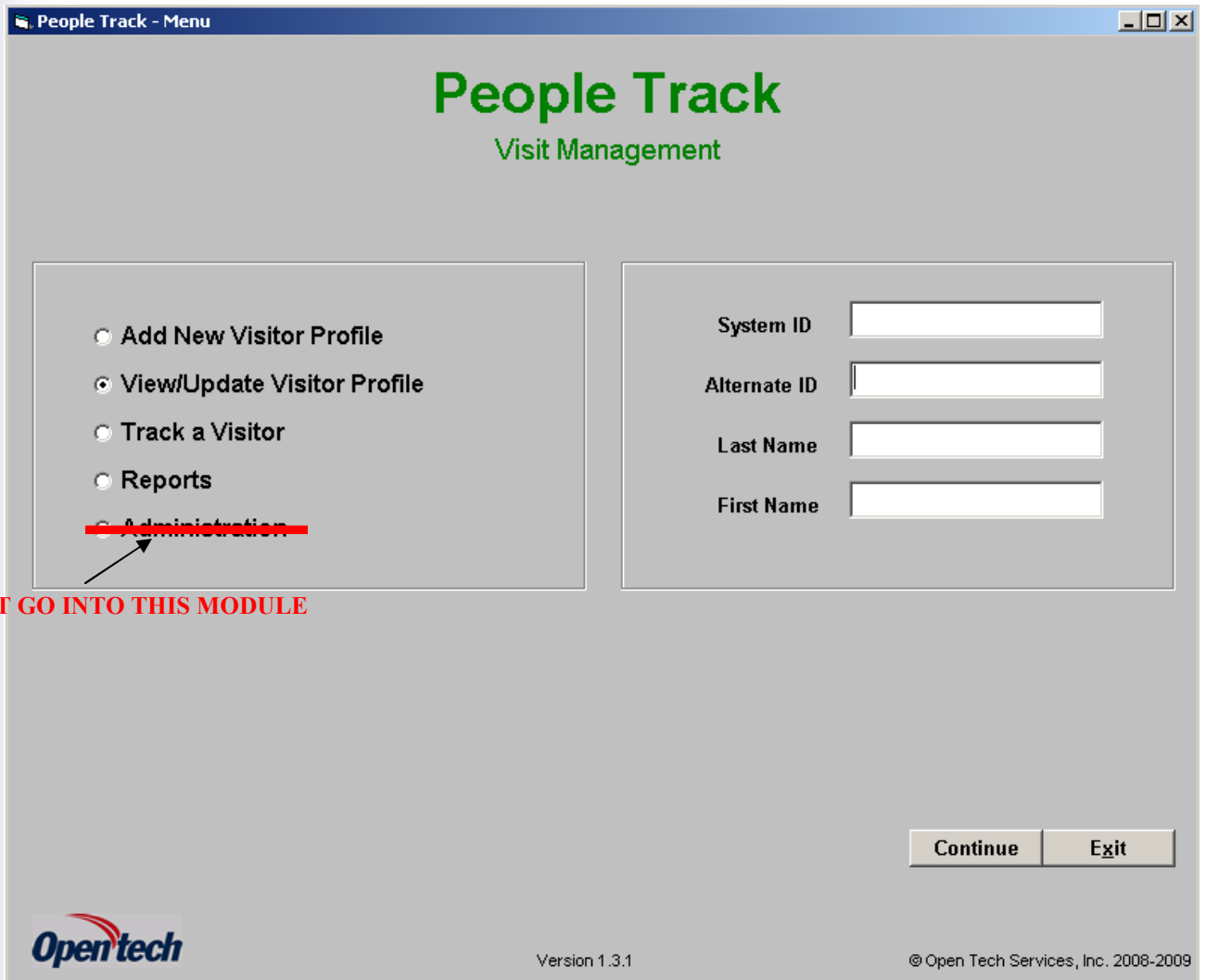
A. Open PeopleTrack



B. The Main Menu appears.

The system is defaulted to 'View/Update Visitor Profile'.

This screen can be minimized when not in use.

A screenshot of a Windows application window titled "People Track - Menu". The window has a grey background and a blue title bar. At the top center, the text "People Track" is displayed in a large green font, with "Visit Management" in a smaller green font below it. On the left side, there is a list of menu items, each with a radio button: "Add New Visitor Profile", "View/Update Visitor Profile" (which is selected), "Track a Visitor", "Reports", and "Administration". The "Administration" item is crossed out with a red line, and a red arrow points to it from the text "DO NOT GO INTO THIS MODULE" located to the left of the window. On the right side, there are four input fields labeled "System ID", "Alternate ID", "Last Name", and "First Name". At the bottom right, there are two buttons: "Continue" and "Exit". At the bottom left, the "Open tech" logo is visible. At the bottom center, the text "Version 1.3.1" is displayed. At the bottom right, the text "© Open Tech Services, Inc. 2008-2009" is displayed.

DO NOT GO INTO THIS MODULE

D. Ask the visitor if they have been scanned at the school:

If the answer is NO:

- i. Ask them to place their license on the camera, and to press the purple button.
- ii. Select [Add New Record]



If the answer is YES: there are two ways to search

Either search on last name:

- i. Move the cursor to the last name field.
- ii. Type in the visitor's last name.
(The system can also search on a partial last name)
- iii. Select [Continue]

Or search on their database number:

- i. Move the cursor to the System ID field.
- ii. Type in the visitor's number.
(this is the number that appears below their photo on the visitor label. Some visitors will remember their number and start to use it)
- iii. Select [Continue]

E. Check that their last name is spelled correctly

F. Select their Classification (if applicable).

People Track - Add New Visitor Profile

People Track
Visit Management

System ID: Alternate ID: Status: Active Classification:

First Name: ANNMARI MI: Last Name: SURITA Gender: F Driver's License #: S630-000-65-871-0

Miscellaneous:

Address Info | Contact Info | Miscellaneous Info | Vehicle Info

Company Address:

Company:

Address 1: 4222 WOODMERE ST

Address 2:

City: JACKSONVILLE State: FL Zip: 32210-2141

Enroll Date: 7/13/2009

Expiration Date:

Date of Birth: 10-11-65

Last Visit Date:

Visitor Notes: As of 9/15/2009 Custody Issue re: Jeffrey Surita ---Parent allowed to visit, not allowed to pickup

Background Check | Save | **Track** | Cancel

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For example:

If they are a parent and DO NOT volunteer, select "Parent"

If they volunteer, select their volunteer group.

- If you want to perform a background check on the visitor, see page 6
- If you wish to place a note on their record that will be viewable anytime their record is called up, enter that info in the 'Visitor Notes'.

G. Select [Track]

H. Select the reason for today's visit.

I. Select the "destination" of the visitor.

J. Select [Print] to print a label

K. Select [Arrive] to log the date and time into the database.

- If you are tracking volunteer hours, ask them to stop on their way out to let you know they are leaving.

L. The system automatically returns to the main menu.

People Track - Track a Visitor

People Track

Visit Management

AUTHORIZED

System ID: 4 Alternate ID: Status: Active Classification:

First Name: ANNMARI MI: Last Name: SURITA Driver's License #: S630-000-65-871-0

Miscellaneous:

Visitor Info:

Company:

Address: 4222 WOODMERE ST

City: JACKSONVILLE State: FL Zip: 32210-2141

Contact Info:

Work Phone: ext.: Supervisor Name:

Alternate Phone: ext.: Supervisor Phone: ext.:

E-mail:

Visitor Notes: As of 9/15/2009 Custody Issue re: Jeffrey Surita —Parent allowed to visit, not allowed to pickup

Enroll Date: 7/13/2009

Expiration Date:

Date of Birth: 10/11/1965

Last Visit Date:

Buttons: Print, Arrival, Departure, View Driver's License, Cancel

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H

I

J

K

Tracking a Volunteer Out for the Day:

From the Main Menu, use the last name field to call up the person's record

1. Select [Continue]
2. Select [Track]
3. Select [Departure]

People Track
Visit Management

System ID: A Alternate ID: Status: Active Classification:

First Name: ANNMARI MI: Last Name: SURITA Driver's License #: S630-000-65-871-0

Miscellaneous: Visitor Type: Vendor

Visitor Info: Destination: Main Office

Company: Address: 4222 WOODMERE ST

City: JACKSONVILLE State: FL Zip: 32210-2141

Contact Info: Work Phone: ext.: Supervisor Name:

Alternate Phone: ext.: Supervisor Phone: ext.:

E-mail:

Enroll Date: 7/13/2009

Expiration Date:

Date of Birth: 10/11/1965

Last Visit Date:

Visitor Notes: As of 9/15/2009 Custody Issue re: Jeffrey Surita —Parent allowed to visit, not allowed to pickup

Buttons: Print, Arrival, **Departure**, View Driver's License, Cancel

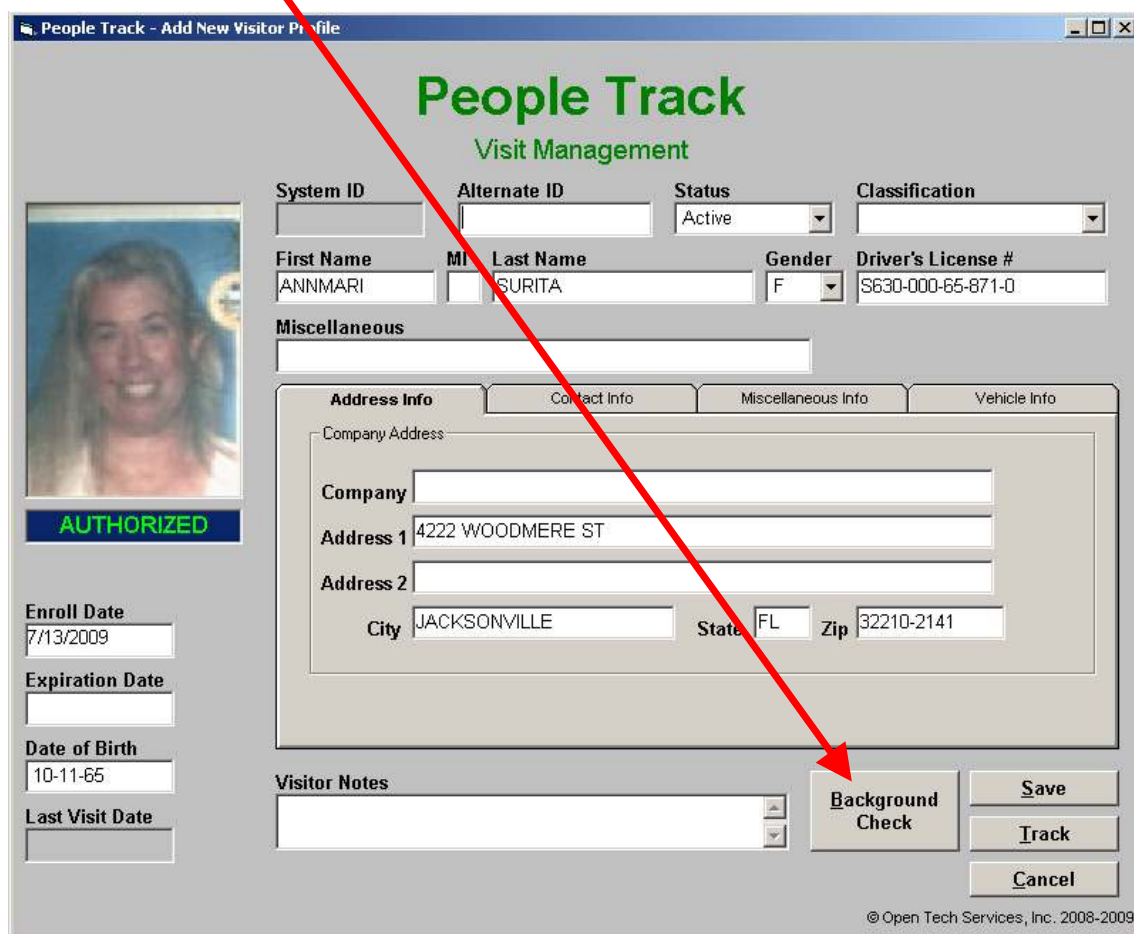
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Please note it is important that if you are tracking volunteer hours, that as volunteers are enrolled that they are 'Classified' as volunteers (page 3, step F), and the reason for their visit on each day is selected properly (page 4, step H).

PERFORMING A BACKGROUND CHECK

Check with your Principal on your school's Background Check Procedure

1. Open the PeopleTrack software.
2. Move the cursor to the last name field.
3. Type the last name of the visitor.
4. Select [Continue]
5. Select [Background Check]. This will take you the United States Department of Justice National Sex Offender Website.



The screenshot shows the 'People Track - Add New Visitor Profile' window. The title bar reads 'People Track - Add New Visitor Profile'. The main heading is 'People Track Visit Management'. The form contains the following fields:

- System ID: [Empty]
- Alternate ID: [Empty]
- Status: Active (dropdown)
- Classification: [Empty]
- First Name: ANN MARI
- MI: [Empty]
- Last Name: SURITA
- Gender: F (dropdown)
- Driver's License #: S630-000-65-871-0
- Miscellaneous: [Empty]
- Address Info: Company Address section with fields for Company, Address 1 (4222 WOODMERE ST), Address 2, City (JACKSONVILLE), State (FL), and Zip (32210-2141).
- Enroll Date: 7/13/2009
- Expiration Date: [Empty]
- Date of Birth: 10-11-65
- Last Visit Date: [Empty]
- Visitor Notes: [Empty]
- Buttons: Background Check, Save, Track, Cancel.

A red arrow points from the 'Background Check' button to the 'Last Name' field.

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6. Follow the prompts on the website.
7. If the visitor has a hit on the website, open the file(s) to view the website's photo of the offender to confirm it is the person visiting the school.

BACKGROUND CHECK CONTINUED

If the visitor is not an offender:

- i. Select [Cancel].

If it is confirmed that the visitor is an offender:

Check with your Principal on your school's Background Check Procedure

- i. Select 'Restricted' from the Status Menu.

People Track - View/Update Visitor Profile

People Track

Visit Management

System ID: 4, Alternate ID: , Status: Restricted, Classification:

First Name: ANNMARI, MI: , Last Name: SURITA, Gender: F, Driver's License #: S630-000-65-871-0

Miscellaneous:

Address Info | Contact Info | Miscellaneous Info | Vehicle Info

Company Address:

Company: , Address 1: 4222 WOODMERE ST, Address 2: , City: JACKSONVILLE, State: FL, Zip: 32210-2141

Enroll Date: 7/13/2009, Expiration Date: , Date of Birth: 10/11/1965, Last Visit Date:

Visitor Notes: As of 8/28/2009 on offender website

Buttons: DENIED, RESTRICTED, Background Check, Save, Track, Cancel

ii. If required, place a note in "Visitor Notes"

iii. Then select [Save]. (you will not see the red restricted note under the photo until the next time this person is scanned, or looked up)

RUNNING REPORTS

1. Select 'Reports'
2. Select [Continue]

People Track - Menu

People Track

Visit Management

- Add New Visitor Profile
- View/Update Visitor Profile
- Track a Visitor
- Reports**
- Administration

System ID

Alternate ID

Last Name

First Name

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Version 1.3.1

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3. Select from the list of reports
(notice the Options available for each report type)

Visitor Listing—shows a list of all visitors that match your selections from Options.

Expiration Report— shows a list of all expired visitors that match your selections from Options. This will only work if you enter an expiration date at step C.


Visit History by Date—shows a list of all visitors that match your selections from Options.

Visitor History by Visitor Type—shows a list of visitors that match your options.

Visit History by Destination—shows a list of visitors that match your options.

Visit History by Visitor—shows one persons visits that match your options.

The screenshot shows a dialog box titled "Reports". On the left, under the "Reports" heading, there is a list of radio buttons for different report types. "Visit History by Visitor Type" is selected. On the right, under the "Options" heading, there are four dropdown menus: "Classification" (set to "All"), "Visitor Type" (set to "Parent"), "From Date" (set to "7 /13/2009"), and "To Date" (set to "7 /13/2009"). At the bottom right, there are "OK" and "Cancel" buttons.

4. Select [OK] to view the report.
5. Select the Print Report icon to print to paper.
If the reports are not in a format you prefer, they can be exported by selecting the Export Report icon  and making selections on the pop-up screens.
6. When finished printing, close the report window to return to the Report Screen.
7. When finished with reports altogether, select [Cancel] once to return to the main menu.