Batch Printing

The Batch Printing feature enables users to run a batch of visitors through the sex offender and custom alert checks, and then print their badges in advance of a school event where many visitors are expected to sign in for the same event at the same time.

Using this feature speeds up the sign in process for an event and helps prevent a long line of visitors at the Front Desk. When the visitors arrive, you simply look at their ID and hand them their badge.

While running the batch, if one or more visitors are flagged with an offender or custom alert, the user can view the alerts and decide if the person is a match. If they are a match, no badge is created and they will not be signed in at the time designated in the Batch Detail.

Add Batch Print Job

Perform the following steps to add and execute a batch print job.

1. Select the school from the Building Selector (you must select a specific building).
2. From the navigation menu, select **Modules > Visitors** and then click the **Batch Printing** tab.

3. Click **Add Batch**.

4. Enter the following information on the **Batch Detail** workspace (asterisk * indicates a required field):

- **Batch Name*** – Enter a name for the batch job.
- **Batch Description** – Enter a description for the batch job.
- **Sign-In Date/Time*** – Click the 📅 icon to select the sign-in date and then click the 🕐 icon to select the sign-in time.
- **Sign-Out Date/Time*** – Click the 📅 icon to select the sign-out date and then click the 🕐 icon to select the sign-out time.
  Note: The **Sign-In Date** and **Sign-Out Date** must be the same date.
- **Destination/Reason*** – Select where the person is going in the building or the reason for the visit from the drop-down list. You can also enter a custom value in the text field.

5. Click **Save**.
6. In the **Visitor List** area on the **Batch Detail** workspace, click **Add Visitor**.

   Note: You can only add visitors to the batch if they have previously signed in and have an official record in the Raptor system.

7. Enter the visitor's name in the text box and then click **Find**.
8. In the search results, click **Select** next to the visitor's name.

9. On the **Visitor Detail** workspace, click **Add Person**.
10. Repeat Step 6 through Step 9 for all visitors to be added to the batch.
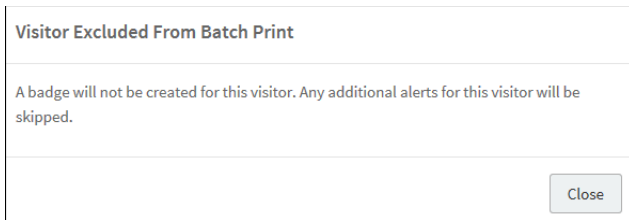
Execute Batch Printing

You can execute and print the batch from either the **Batch Printing** workspace or the **Batch Detail** workspace.

1. Use one of the following methods to execute and print the batch:
   - From the **Current Batches** area on the **Batch Printing** workspace, click the 🖨 icon in the **Options** column to execute the batch.
   - From the **Visitors List** area on the **Batch Print Details** workspace, click **Print Batch Now**.

     The following confirmation dialog displays.

2. Click **Continue**.
3. If a Possible Offender alert displays for any of the visitors in the batch, review the information and determine if it is a match. If the visitor is a match to an offender or custom alert, the badge will not be printed and the following dialog displays.

Visitor Excluded From Batch Print

A badge will not be created for this visitor. Any additional alerts for this visitor will be skipped.

Close

4. Click **Close** to exit the dialog and continue with the batch printing.

When all the badges have printed, a dialog displays indicating the **Batch printing is complete** and displays how many badges were printed.

Batch printing is complete

2 out of 3 visitor badges were printed.
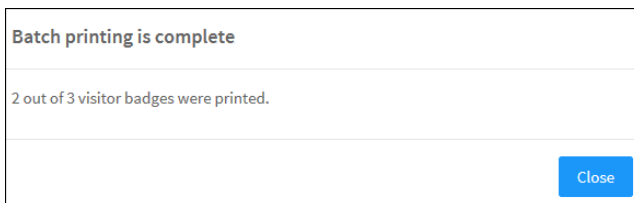
Close

5. Click **Close** to exit the dialog.

On the date and at the time specified in the Batch Print **Sign-In Date/Time**, the visitors will be automatically signed in to the Raptor system.

On the date and at the time specified in the Batch Print **Sign-Out Date/Time** field, the visitors will be automatically signed out.