

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.

The screenshot displays the 'Visitors' management interface. At the top, there are navigation tabs: 'All Visitors', 'Currently Signed In', 'Delayed Entry', 'Batch Printing' (which is selected), and 'Reports'. Below the tabs, there is a '+ Add Batch' button. The main content area is divided into two sections: 'Current Batches' and 'Completed Batches'. The 'Current Batches' section shows a table with columns: Details, Name, Sign-In D..., Sign-Out..., Printed, Not Print..., Alert Match, Status, and Options. Below the table, it states 'There is no data to show here' and includes a pagination control showing '0' items per page. The 'Completed Batches' section shows a table with columns: Details, Name, Sign-In Date/Time, Sign-Out Date/Time, Visitor Count, Status, and Options. A single row is visible for a 'PTA Meeting' on '05/04/16 7:00 PM' to '05/04/16 9:00 PM' with a 'Visitor Count' of '3' and a 'Status' of 'Completed'. A 'Clone' button is visible in the 'Options' column for this row.

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.

Details	First Name	Last Name	ID Number	Date Of Birth	Status	Status Date	Options
	Susan	Doyle	****3518	04/11/1957	Not Printed	08/02/2016	 
	Joe	Black	1234	02/26/1980	Not Printed	08/02/2016	 
	John	Doe		01/01/1981	Not Printed	08/02/2016	 

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.

The screenshot shows the 'Visitors' workspace with a navigation bar containing 'All Visitors', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', and 'Reports'. Below the navigation bar is a breadcrumb trail: 'Batch Printing > Batch Detail > Visitor Detail'. A search bar with 'Quick Find...' and a 'Find' button is present. The main form area contains a placeholder for a visitor's photo on the left. To the right of the photo are several input fields: 'First Name' (containing 'Sam'), 'Middle Name' (empty), 'Last Name' (containing 'Smith'), 'Date Of Birth' (containing '04/04/1959'), 'ID Type' (containing 'Driver License'), and 'ID Number' (containing '**3456'). At the bottom left of the form are 'Add Person' and 'Cancel' buttons.

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

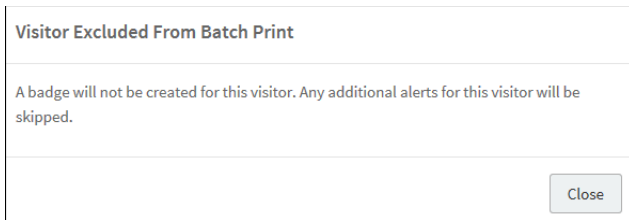
You can execute and print the batch from either the **Batch Printing** workspace or the **Batch Detail** workspace.

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.

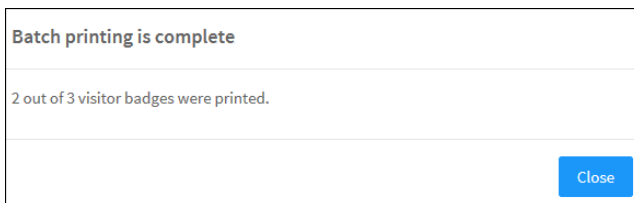
The dialog box is titled 'Print Confirmation'. It contains a single line of text: 'School Event will be the destination / reason displayed on the visitor badges.' At the bottom right of the dialog are 'Cancel' and 'Continue' buttons.

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.



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.



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.