

## Delayed Sign In and Sign Out (Visitors)

If you are unable to sign in or sign out due to equipment issues or internet connection issues, you can use the Delayed Entry feature to manually enter the sign-in and sign-out date and time. This feature allows users to record the actual sign-in and sign-out times but the entry is delayed until the system is available.

1. Select the school from the Building Selector (you must select a specific building to use the delayed entry feature).
2. From the navigation menu, select **Modules > Visitors** and click the **Delayed Entry** tab.
3. If the person has previously been scanned into Raptor, enter their **First Name** or **Last Name** in the text field, click **Find** and then select the person from the search results.

The screenshot shows the 'Visitors' interface with the 'Delayed Entry' tab selected. At the top, there are navigation tabs: 'All Visitors', 'Currently Signed In', 'Delayed Entry', 'Batch Printing', and 'Reports'. Below the tabs is a search bar with a 'Quick Find...' input field, a 'Find' button, and a 'Manual Entry' button. The main form area contains a profile picture placeholder on the left. To the right of the picture are input fields for 'First Name \*', 'Middle Name', and 'Last Name \*'. Below these are 'Date Of Birth \*' (with a calendar icon), 'ID Type' (a dropdown menu), and 'ID Number'. There is also an 'Official Record' checkbox with an information icon. At the bottom of the form, there are 'Sign-In Date/Time \*' and 'Sign-Out Date/Time' fields, both with calendar icons. Below these is a 'Destination / Reason \*' dropdown menu and a 'Notes' text area. At the very bottom are 'Submit' and 'Cancel' buttons.

4. If the person has not previously been entered into Raptor, click **Manual Entry** and enter the following information (asterisk \* indicates a required field):
  - **First Name\***
  - **Last Name\***
  - **Date of Birth\*** – Click the  icon and select the date and year.
  - **ID Type** – Select the type of government-issued ID that was used for identification (for example, Driver License or Passport).

- **ID Number** – Enter the identification number associated with the government-issued ID Type.
- **Official Record** – Select this check box if the visitor record should become a permanent record in the Raptor system.
- **Sign-In Date/Time\*** – Click the  icon to select the date and then click the  icon to select the time that the person actually signed in.
- **Sign-Out Date/Time** – If the system was still down when the person signed out, click the  icon to select the date and then click the  icon to select the time that the person actually signed out.

**Note:** The **Sign-In Date** and **Sign-Out Date** must be the same date.

- **Destination/Reason\*** – Specify the purpose for the visit. You can select a pre-defined destination/reason from the drop-down list or enter another destination/reason in the text field.

**Note:** If you manually enter the person's information, their information will not be found using the Find feature on future visits until their ID has been scanned into Raptor.

5. Click **Submit**.

A *Delayed Entry Successful* message displays in the lower right corner of the screen.