



Raptor University

Raptor System Kiosk Training

Instructor:

Learning Objectives

Kiosks provide self service sign in and sign out functionality for visitors, contractors, students, staff and volunteers. This webinar teaches how to perform the following functions within the Raptor System:

- Launching Kiosk
- Sign In/Sign Out Methods
 - Visitors
 - Contractors
 - Students
 - Staff
 - Volunteer
- Exiting Kiosk

Agenda

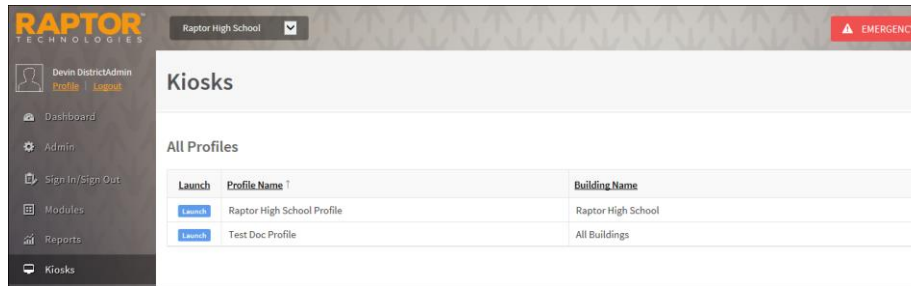
Kiosks provide self service sign in and sign out functionality for visitors, contractors, students, staff and volunteers. The webinar is organized as follows:

- Launching Kiosk
- Sign In/Sign Out Methods
- Exiting Kiosk

Launching Kiosk

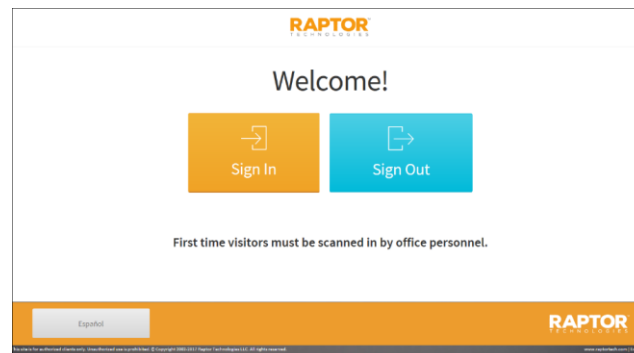
Users with the *Can Launch Kiosks* permission can launch the kiosk selecting **Kiosks** in the navigation menu. You can also launch the Kiosk from **Admin > Kiosk Settings**.

Note: You must have a building selected in the Building selector to launch the Kiosk.



1. From the navigation menu, select **Kiosks** and select the building from the Building Selector.
2. On the Kiosk **All Profiles** workspace, click **Launch** for the specific Kiosk Profile you want to open.

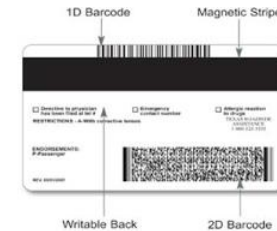
Note: In the lower left corner of the kiosk, the user can select to display the kiosk in English or Español (Spanish).



Kiosks – Sign In/Sign Out Methods

You can use the Kiosk to sign in and sign out visitors, students, staff, contractors and volunteers. If the kiosk is equipped with a scanner, you can use your student or staff ID, or government-issued ID to sign in and sign out of Raptor.

Refer to the table to determine which sign-in and sign-out method is available:



Module	Type Name or ID Number	Scan 1D Barcode	Scan 2D Barcode	Scan 1D Barcode on Badge (Sign Out)
Visitor Sign In/Sign Out	Yes (Name)	No	Yes*	Yes**
Contractor Sign In/Sign Out	No	No	Yes*	Yes**
Student Sign In/Sign Out	Yes (ID)	Yes	No	Yes**
Student Sign In/Sign Out (By Guardian)	Yes (Name)	No	No	No
Staff Sign In/Sign Out	Yes (ID)	Yes	Yes*	Yes**
Volunteer Sign In/Sign Out	Yes (Name)	No	Yes*	Yes**
*The <i>Activate Barcode Scanner</i> feature must be enabled.				
** The <i>Display 1D Barcode on Badge</i> feature must be enabled to print the 1D barcode on the badge, and the <i>Activate Barcode Scanner</i> feature must be enabled to sign out using the barcode on the badge.				

Kiosks – Sign In Visitor

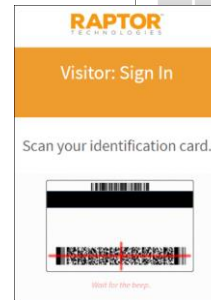
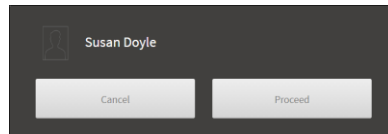
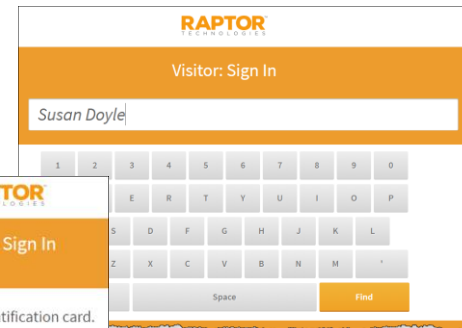
Visitors can sign in via the kiosk by scanning the 2D barcode that is on their government-issued ID or by entering their name.

1. On the Kiosk Welcome screen, click **Sign In** and then select **Visitor**.

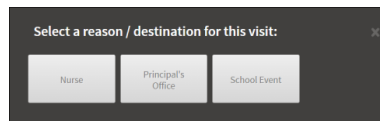


Note: The visitor must have previously been scanned into the Raptor system or have an official record to scan license.

2. Select a sign in method: **Type in Name** or **Scan License**.
3. Use the keyboard to enter your name and then click **Find**, or scan the barcode on the back of your ID.
4. Click **Proceed** or select your name if there are multiple names returned.



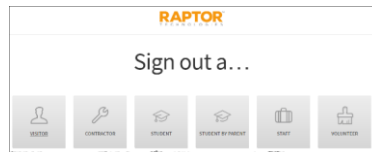
5. Click the reason for sign in and then click **OK** on the *Sign In Successful* dialog. A visitor badge is printed.



Kiosks – Sign Out Visitor

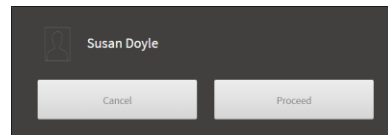
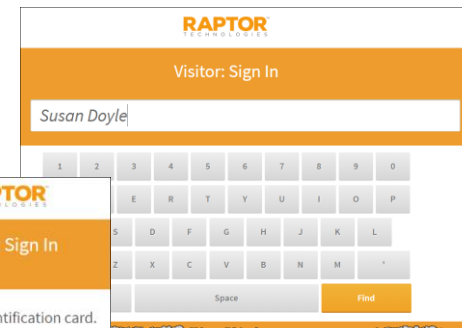
Visitors can sign in via the kiosk by scanning the 2D barcode that is on their government-issued ID or by entering their name.

1. On the Kiosk Welcome screen, click **Sign In** and then select **Visitor**.

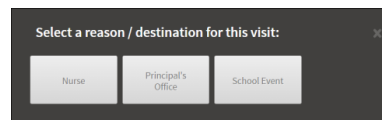
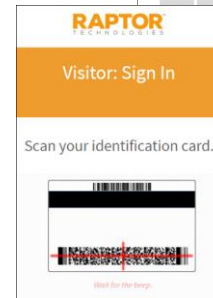


Note: The visitor must have previously been scanned into the Raptor system or have an official record to scan license.

2. Select a sign in method: **Type in Name** or **Scan License**.
3. Use the keyboard to enter your name and then click **Find**, or scan the barcode on the back of your ID.
4. Click **Proceed** or select your name if there are multiple names returned.



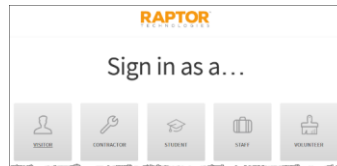
5. Click the reason for sign in and then click **OK** on the *Sign In Successful* dialog. A visitor badge is printed.



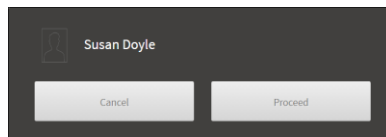
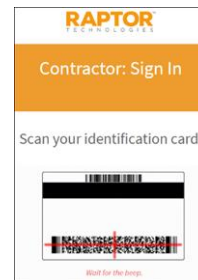
Kiosks – Sign In Contractor

Contractors must have previously been scanned into the Raptor system with a government-issued ID to sign in via the Kiosk by scanning the 2D barcode on their ID.

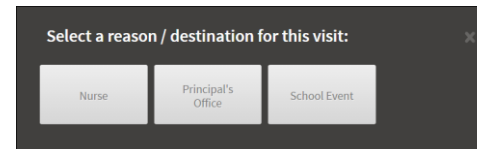
1. On the Kiosk Welcome screen, click **Sign In** and then select **Contractor**.



2. Scan your government-issued ID.
3. On the search results dialog, click **Proceed**.



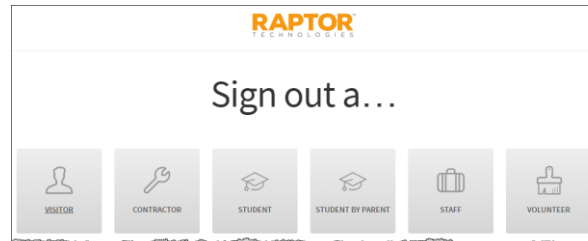
4. Click the reason for sign in and then click **OK** on the *Sign In Successful* dialog. A badge is printed.



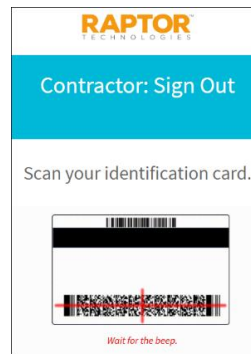
Kiosks – Sign Out Contractor

Contractors can sign out by scanning the 1D barcode that is printed on their badge or the 2D barcode on their government-issued ID.

1. On the Kiosk Welcome screen, click **Sign In** and then select **Contractor**.



2. Scan your government-issued ID.
3. On the search results dialog, click **Proceed** to sign out.

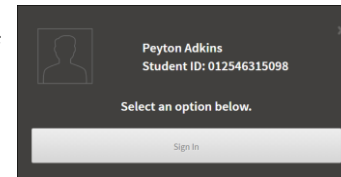


Kiosks – Sign In Student

Students can sign in via the kiosk by scanning their student ID or entering their student ID number.

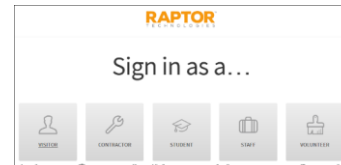
Scan 1D Barcode

1. On the Kiosk Welcome screen, scan the 1D barcode on the back of your student ID using the barcode scanner and then click **Sign In**.
2. On the **Select a Reason** dialog, click the reason for sign in.
3. Click **OK** on the *Badge is printing* dialog (if printing enabled) or on the *Sign in successful* dialog (if printing disabled).

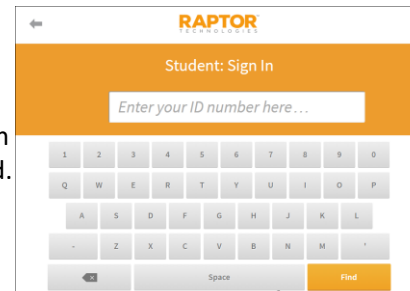
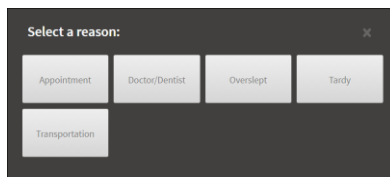


Enter Student ID

1. On the Kiosk Welcome screen, click **Sign In** and select **Student**.
2. Enter the **Student ID number** in the text box and click **Find**.
3. On the search results dialog, click **Proceed**.



4. On the **Select a Reason** dialog, click the reason for sign in and then click **OK** on the *Sign In Successful* dialog and a tardy pass is printed.



Kiosks – Sign Out Student

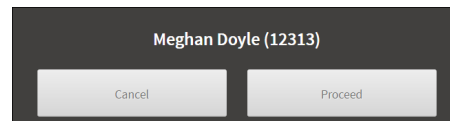
Students can sign out via the kiosk by scanning their student ID or by entering their student ID number.

Scan 1D Barcode

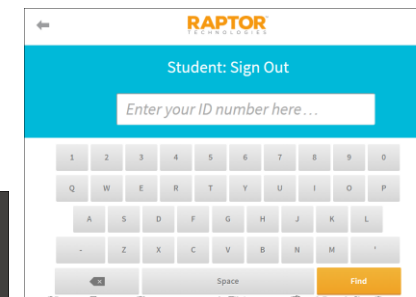
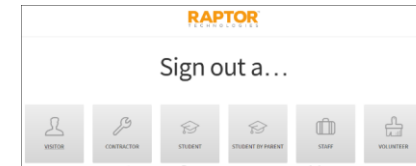
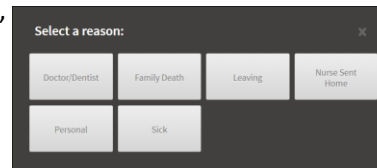
1. On the Kiosk Welcome screen, scan the 1D barcode on the back of your student ID using the barcode scanner and then click **Sign Out**.
2. On the **Select a Reason** dialog, click the reason for sign out.
3. Click OK on the Sign out successful dialog and an early dismissal pass is printed (if printing enabled).

Enter Student ID

1. On the Kiosk Welcome screen, click **Sign In** and select **Student**.
2. Enter the **Student ID number** in the text box and click **Find**.
3. On the search results dialog, click **Proceed**.



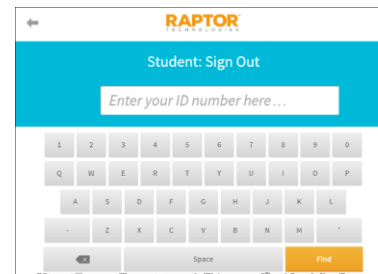
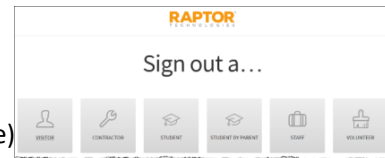
4. On the **Select a Reason** dialog, click the reason for sign in.
5. Click **OK** on the *Sign In Successful* dialog and a tardy pass is printed.



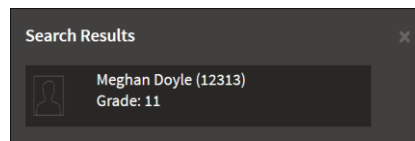
Kiosks – Sign Out Student By Parent

Parents or guardians can sign out students via the kiosk by entering their name.

1. On the Kiosk Welcome screen, click **Sign Out** and select **Student By Parent**.
2. Enter the parent's **First Name, Last Name, First** and **Last Name** (or first 3 characters of First or Last Name) and then click **Find**.
3. Click **Proceed** on the search results dialog that displays the parent's or authorized person's name.



4. The search results displays the student's name that you are signing out. Click the **Student's name** to continue.
5. On the **Select a Reason** dialog, click the reason for sign in.



6. Click **OK** on the *Sign In Successful* dialog and an early dismissal pass is printed.

Kiosks – Sign In Staff

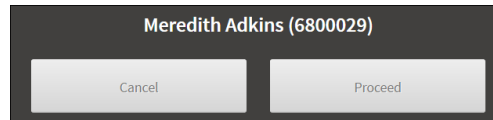
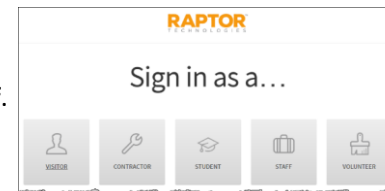
Staff members can sign in via the kiosk by scanning staff ID or entering their staff ID number.

Scan 1D Barcode

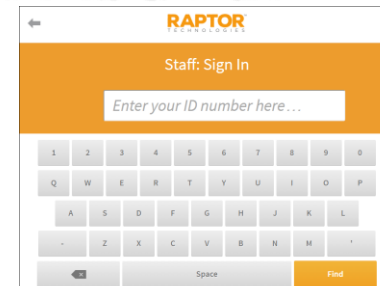
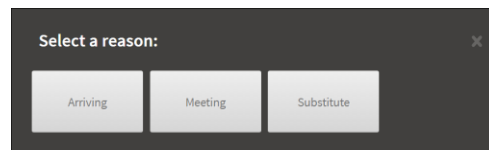
1. On the Kiosk Welcome screen, scan the 1D barcode on the back of your staff ID using the barcode scanner and then click **Proceed**.
2. On the **Select a Reason** dialog, click the reason for sign in and then click **OK** on the *Sign in successful* dialog.

Enter Student ID

1. On the Kiosk Welcome screen, click **Sign In** and select **Staff**.
2. Enter the **Staff ID number** in the text box and click **Find**.
3. On the search results dialog, click **Proceed**.



4. On the **Select a Reason** dialog, click the reason for sign in and then click **OK** on the *Sign In Successful* dialog.



Kiosks – Sign Out Staff

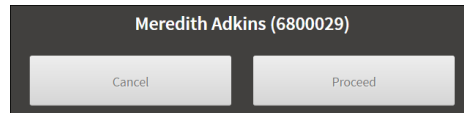
Staff members can sign out via the kiosk by scanning staff ID or entering their staff ID number.

Scan 1D Barcode

1. On the Kiosk Welcome screen, scan the 1D barcode on the back of your staff ID using the barcode scanner and then click **Proceed**.
2. On the **Select a Reason** dialog, click the reason for sign out and then click **OK** on the *Sign out successful* dialog.

Enter Staff ID

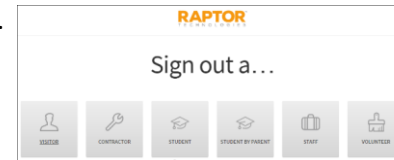
1. On the Kiosk Welcome screen, click **Sign Out** and select **Staff**.
2. Enter the **Staff ID number** in the text box and click **Find**.
3. On the search results dialog, click **Proceed**.



Meredith Adkins (6800029)

Cancel Proceed

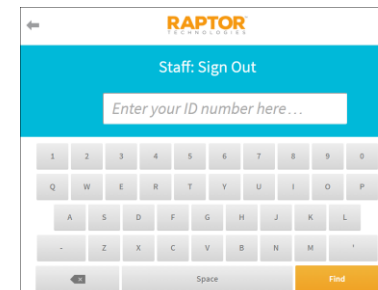
4. Click **OK** on the *Sign In Successful* dialog.



RAPTOR TECHNOLOGIES

Sign out a...

SELECTOR CONTRACTOR STUDENT STUDENT BY PARENT STAFF VOLUNTEER



RAPTOR TECHNOLOGIES

Staff: Sign Out

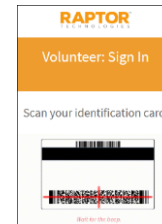
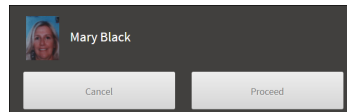
Enter your ID number here...

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
- Z X C V B N M ,
← Space Find

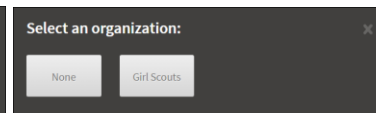
Kiosks – Sign In Volunteer

Volunteers can sign in via the kiosk by scanning the 2D barcode that is on their government-issued ID or by entering their name. If *Activate Secure Kiosk* is enabled, volunteers can only sign in by scanning the 2D barcode on their government-issued ID.

1. On the Kiosk Welcome screen, click **Sign In** and then select **Volunteer**.
2. Select a sign in method: **Type in Name** or **Scan License**.
Note: The volunteer must have previously been scanned into the Raptor system or have an official record to scan license.
3. Enter your name and click **Find**, or scan the barcode on the back of your ID.
4. Click **Proceed** or select your name.



5. Click the function and organization.

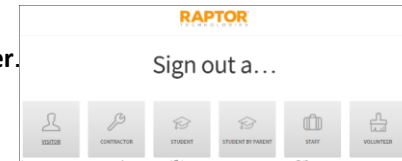


6. Click **OK** on the *Sign In Successful* dialog and a badge is printed.

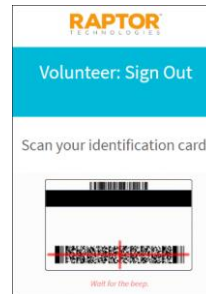
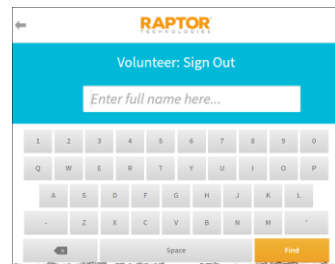
Kiosks – Sign Out Volunteer

Volunteers can sign out by scanning the 1D barcode that is printed on their volunteer badge or the 2D barcode on their government-issued ID, or by entering their name.

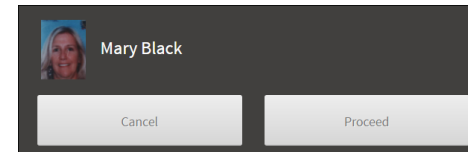
1. On the Kiosk Welcome screen, click **Sign Out** and then select **Volunteer**.
2. Select a sign in method: **Type in Name** or **Scan License**.



3. Enter your name and click **Find**, or scan the barcode on the back of your ID.



4. On the search results dialog, click **Proceed**.
5. Click **OK** on the *Sign Out Successful* dialog.



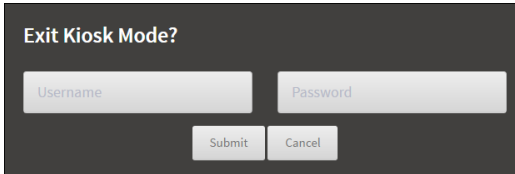
Kiosks – Exiting Kiosk

Note: Any Raptor user can exit the Kiosk, however, only users with the *Can Manage Kiosks* or *Can Launch Kiosks* permission can exit the Kiosk and return to the **Kiosk** workspace.

1. To exit the Kiosk, click the **Exit Kiosk** link in the lower right corner of the **Kiosk Welcome** page.

www.raptortech.com | **Exit Kiosk**

The Exit Kiosk Mode dialog displays.

A dark gray dialog box titled "Exit Kiosk Mode?". It contains two input fields: "Username" and "Password". Below these fields are two buttons: "Submit" and "Cancel".

Exit Kiosk Mode?

Username Password

Submit Cancel

2. Enter your **Username** and **Password**, and then click **Submit**.

If you enter a Username and Password that do not have permissions to launch or manage the Kiosk, you will be returned to the **Raptor Login** screen.

Enter the **Username** and **Password** for an account that does have permissions to exit the Kiosk and then click **Log In to Raptor**, or click **Go to Dashboard** to be taken back to the Dashboard workspace in the Raptor Console.

Raptor Support Center

The Support menu item in the navigation menu launches the Raptor Support Center where you can find Self Help Resources for using Raptor.

The screenshot shows the Raptor Support Center interface. At the top, there's a header "Raptor Support Center". Below it, the page is divided into two main sections: "Self Help Resources" and "Contact Us".

Self Help Resources: This section contains five tiles with icons and labels: "GETTING STARTED" (with a right-pointing arrow icon), "KNOWLEDGE BASE" (with a lightbulb icon), "PRODUCT NEWS" (with a megaphone icon), "RAPTOR UNIVERSITY" (with a graduation cap icon), and "COMMUNITY" (with an icon of two people).

Contact Us: This section includes a blue button labeled "Send Email To Support". Below it, the text reads: "Support Phone: (713) 880-8902. Choose option 2." and "Support Email: support@raptorware.com".

Raptor Live Support: This section has a heading "Raptor Live Support" followed by the text: "Are you on the phone with us right now? Enter the code provided by the support engineer to start the support session." Below this text are two input fields: "Name" (containing the text "Devin DistrictAdmin") and "9-Digit Code". At the bottom of this section is a blue button labeled "Start Support Session".

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1-877-TRAPTOR 713-880-8902 www.raptortech.com

Contact Us Via Email

To contact the Raptor Support team through email:

1. Click **Send Email To Support**.
2. Complete the information on the form and then click **Send**.

Contact Us

Raptor Technologies Support

Email: support@raptortech.com

Call: 877-7RAPTOR (877-772-7867) Option #2

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