Raptor University

Raptor System Staff Module

Instructor:

Learning Objectives

The Staff Module is used to manage the staff who enter your building. This webinar gives instruction on the following topics within the Staff Module:

- Staff Module
  - Add Staff
  - Import Staff
  - Import Staff Photos
  - View and Modify Staff Details
  - Sign In Staff
  - View Sign-In/Sign-Out History
- Currently Signed In Staff
  - View Sign-In Information
  - Modify Destination/Notes
  - Print or Reprint Badge
  - Sign Out Staff
- Delayed Sign In and Sign Out
- Staff Reports

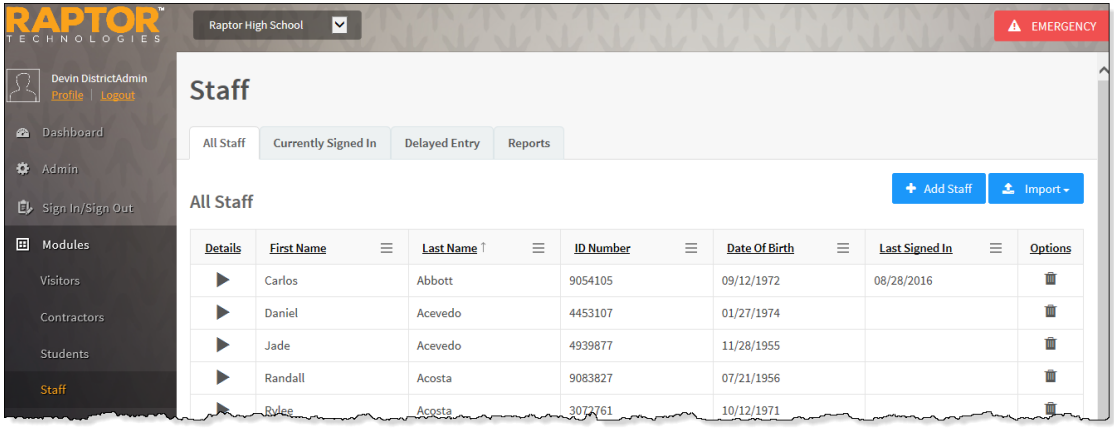
Agenda

The Staff Module is used to manage the staff who enter your building. The webinar is organized as follows:

- All Staff
  - Add Staff
  - Import Staff
  - Import Staff Photos
  - View and Modify Staff Details
  - View Sign-In/Sign-Out History
- Currently Signed In Staff
  - View Sign-In Information
  - Modify Destination/Notes
  - Print or Reprint Badge
  - Sign Out Staff
- Delayed Sign In and Sign Out
- Staff Reports

Staff Workspace

You can manage the staff to the building using the **Staff** workspace. Select **Modules > Staff** in the navigation menu and then click the tab in the **Staff** workspace for the tasks you want to perform.



Administrators with the *Can Manage Staff* permission can use the **All Staff** tab to view a list of all staff members or those for a selected building. From this workspace, you can also:

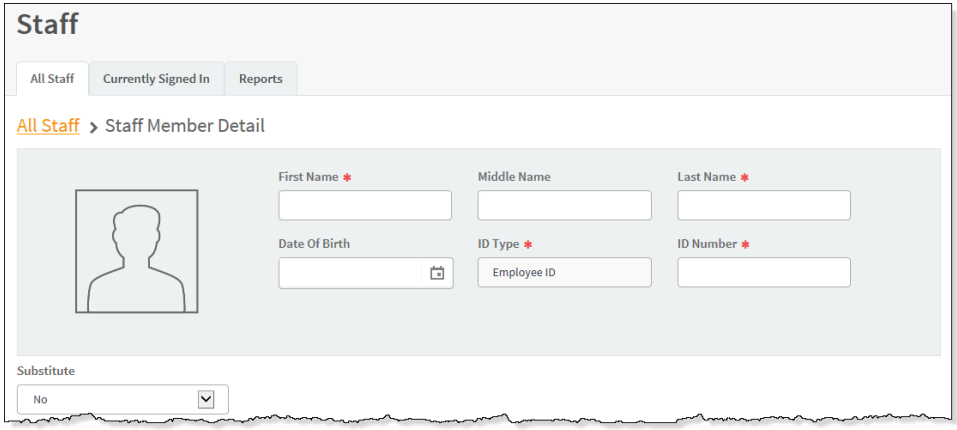
- Add Staff Members
- Import Staff
- Import Staff Photos
- Delete Staff Members
- View and Modify Staff Details

Add Staff

You can add staff one at a time (manually) or import all staff information using the import utility (see Import Staff).

Perform the following steps to manually add a staff member:

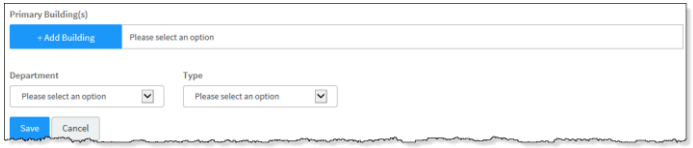
1. In the navigation menu, select **Modules > Staff**.
2. From the Building selector, select All Buildings or a specific school.
3. On the **All Staff** workspace, click **Add Staff**.



Add Staff, cont.

4. Enter the following information (* indicates required field):
   - **First Name*** – Enter the staff member's first name.
   - **Middle Name** – Optionally enter the staff member's middle name.
   - **Last Name*** – Enter the staff member's last name.
   - **Date of Birth** – Click the icon and select the staff's date of birth from the calendar.
   - **ID Type*** – This field is *read only* and is set to Employee ID.
   - **ID Number*** – Enter the number that is on the Employee ID.

     Note: If the 1D barcode reader is used for staff sign-in and sign-out on the Kiosk, the barcode ID is referenced from the ID Number field (the staff member's ID Number is the same as the 1D barcode on their staff ID card). The ID number must be unique.
5. From the **Substitute** drop-down list, select **Yes** or **No** to indicate whether the staff member is a substitute teacher.
6. In the **Primary Building(s)** field, click **Add Building** and select the building the staff member is associated with. The user can select one, multiple or no buildings.
7. Select their **Department** from the drop-down list.
8. Select the **Type** of staff member from the drop-down list.
9. Click **Save**.



Import Staff

The Import Staff utility enables you to import a list of staff members into the Raptor system. It also includes the ability for unattended import of staff by creating a manifest file that includes information about the field mapping and file to be imported.

Notes: To use the import feature, you must first create an Excel spreadsheet or comma delimited file that contains the required information. The use of special characters in an Excel formatted import file may cause unexpected results.

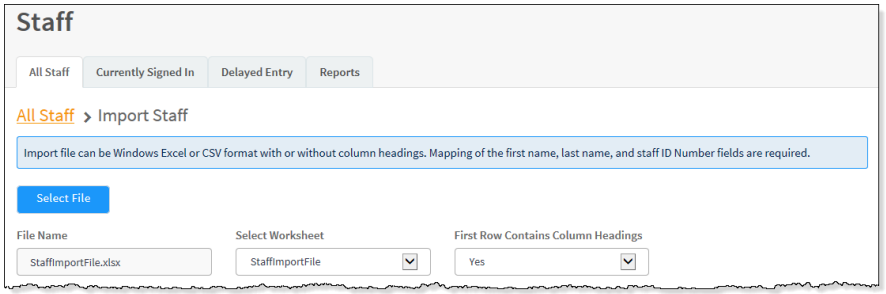
Perform the following steps to import a list of staff into Raptor:

1. In the navigation menu, select **Modules > Staff**.
2. From the Building selector, select All Buildings or a specific school.
3. On the All Staff workspace, click Import Staff.
4. Click **Select File** and navigate to the location where the file is saved on your computer.
5. Select the **Excel** or **CSV** file and click **Open**.

The file can contain the following Staff information to be imported:

- First Name*
- Last Name*
- Middle Name
- Date of Birth
- ID Number*
- Substitute – if not imported, value defaults to No
- Department
- Type

*Indicates required information.

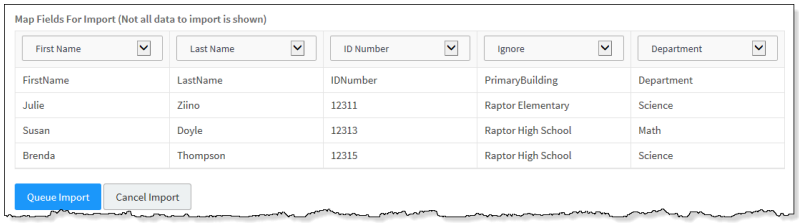


RAPTOR TECHNOLOGIES

Import Staff, cont.

6. If you used Excel and the file contains multiple worksheets, choose the worksheet that contains the staff information from the **Select Worksheet** drop-down list.
7. If the first row of the worksheet contains column headings, select **Yes** from the **First Row Contains Column Headings** drop-down list. Otherwise, select **No**.
8. Map each of the columns to be imported by selecting the appropriate field in the drop-down menu above each column that displays. **First Name**, **Last Name**, and **ID Number** are required columns.

   Note: The columns with **Ignore** selected will not be imported.



9. If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.
10. Click **Queue Import**.

    A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

    When the import has completed processing, an email will be sent to the email address of the user indicating the number of records successfully imported and any error that may have occurred.

Import Staff Photos

Staff photos can be imported to display in their staff detail information. You can import a single staff photo or multiple staff photos.

Note: To use this feature, you must first create a compressed zip file that contains the staff photos you want to import.

- The staff photos should be approximately 640 x 480 pixels (H x W) and saved as a .jpg file.
- The file name should be the staff's ID number (for example, 1234567.jpg).
- Staff photo files must be in a compressed zip format. The maximum size of the zip file is 50 GB.

Perform the following steps to import staff photos:

1. In the navigation menu, select **Modules > Staff**.
2. From the Building selector, select All Buildings or a specific school.
3. On the **All Staff** workspace, click **Import > Staff Photos**.
4. Click **Select Files**.
5. Navigate to the zipped file, select it and click **Open**.
6. If you want to create a manifest file to schedule automatic imports, click **Save Manifest** and save the file. You can then schedule the imports using a scheduling utility.
7. Click **Queue Import**.

   A message displays in the lower right corner of the screen stating that the import job was successfully added to the import queue for processing.

   When the import has completed processing, an email will be sent to the email address of the user indicating the number of photos successfully imported and any error that may have occurred.

View and Modify Staff Details

To view or modify the details about a specific staff member:

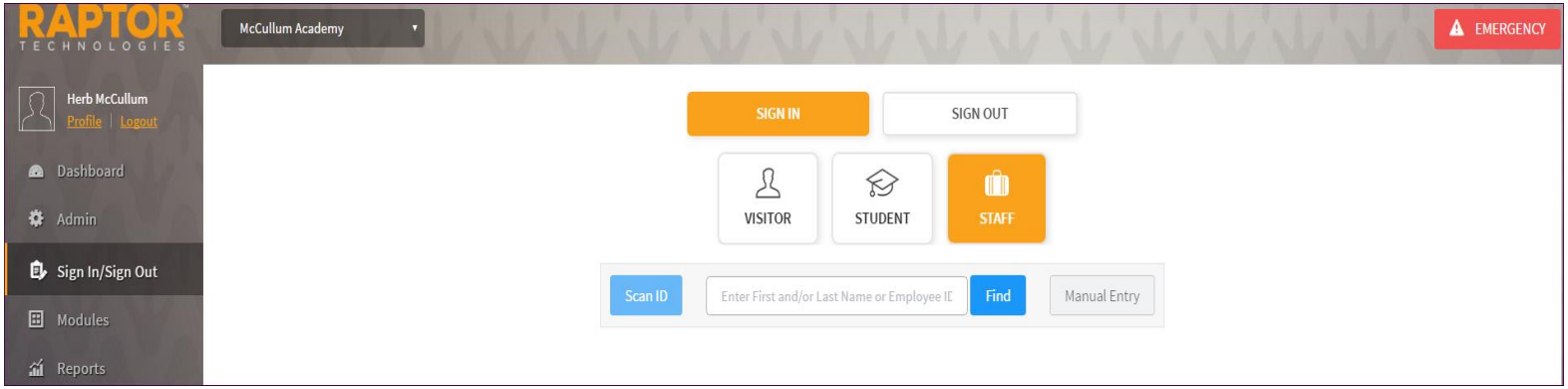
1. In the navigation menu, select **Modules > Staff**.
2. From the Building selector, select All Buildings or a specific school.
3. On the **All Staff** workspace, click the▶ icon to expand the **Staff Detail** and view the information in the staff member's record.
4. If you want to modify the staff record, click **Edit** and modify the information

5. Click **Save** to update the record.

Sign-In Procedures - Staff

Use the **Sign In/Sign Out** workspace to sign in and sign out people entering and leaving your building.

1. Select **Sign In/Sign Out** in the navigation menu. By default, the **Sign In** button is selected.
2. Click the **Staff** button.



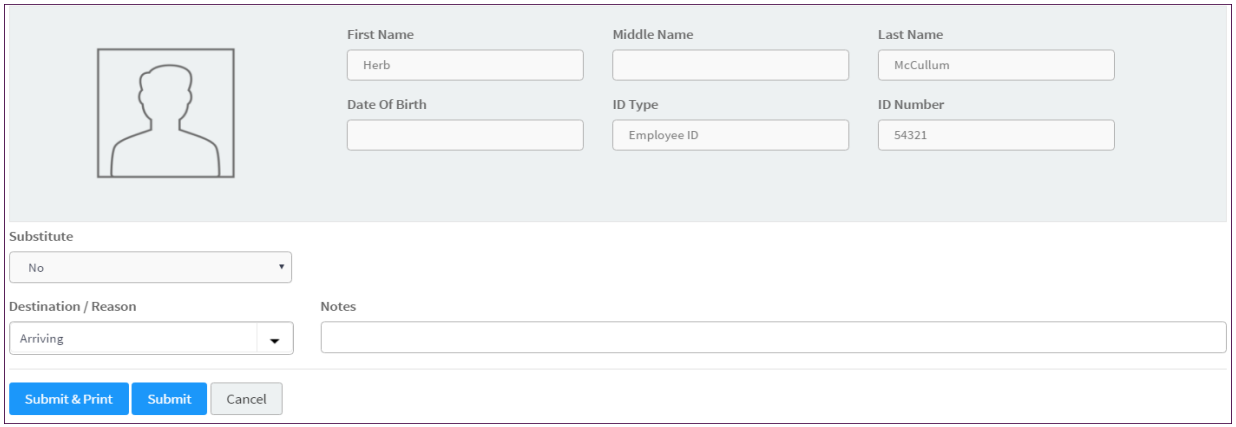
Sign In – Staff

3. In the **Find** text box, type the **First Name** and/or **Last Name** and then click **Find**.

   If the system finds the exact match during the search, the person's information displays.

4. If the system returns multiple matches, find the name in the Search Results list and then click **Sign In** next to the name of the person you are signing in.

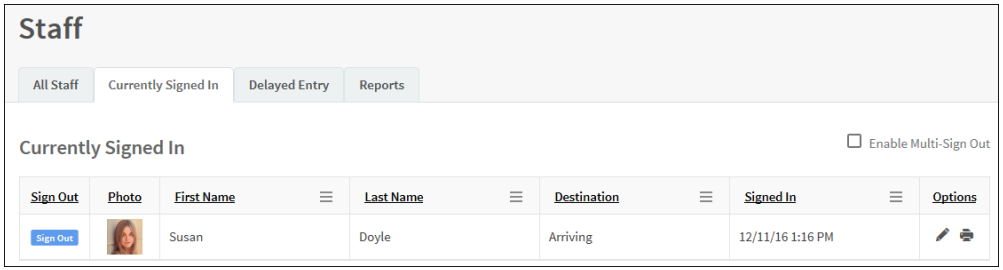
5. From the **Destination/Reason** drop-down list, select the purpose for the visit or enter another destination/reason in the text field. Click **Submit & Print** to sign in and print a badge, or click **Submit** to enter the information into the system without printing a badge.



RAPTOR TECHNOLOGIES

Currently Signed In Staff

Use the **Currently Signed In** tab to view all staff sign in and sign out activity for the current day. You can also perform the following tasks from this tab.



View Sign-In Information

View the staff who are currently signed in, their photo, the sign in date and time, and the destination/reason for the sign in.

Modify Destination/Notes

Modify where the staff is in the building or the reason for the sign in, and any notes:

1. In the **Options** column, click the icon and select a new **Destination** from the drop-down list or enter it in the text field.
2. Enter or modify the **Notes** field, if necessary.
3. Click the icon to save your changes. If you want to cancel your changes, click the icon.

Note: If you change the Destination, they will be signed out and then immediately signed in with the new destination. This information will display in the Sign In/Sign Out history for the staff.

Currently Signed In Staff, cont.

Print or Reprint Badge

If a staff member has lost their badge or changed their destination, or the printer has malfunctioned, you can reprint their badge.

In the **Options** column, click the icon to print or reprint the badge.

Sign Out Staff

You can sign out a single staff member or multiple staff members:

- To sign out a single staff member, click **Sign Out** next to their name.

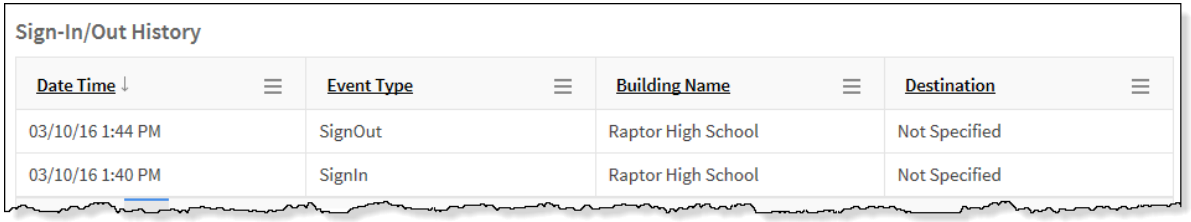
  If a sign-out reason is required, enter the reason for signing out in the dialog box.
- To sign out multiple staff members, select the **Enable Multi-Sign-Out** check box in the upper right corner, select the check box next to all the staff to be signed out, and then click **Sign Out**.

  To return to single sign-out mode, clear the **Enable Multi-Sign-Out** check box.

View Sign In/Out History

The **Sign In/Out History** area of the **Staff Detail** workspace displays a log of sign in and sign out events for the selected staff member.

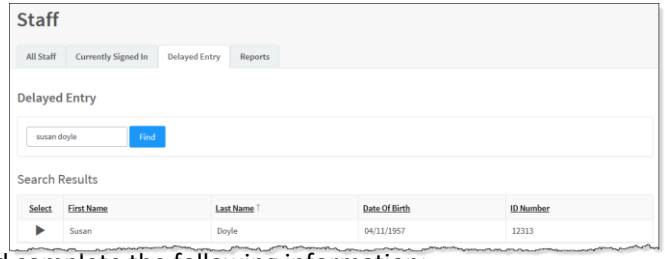
By default, the Date/Time, Event Type, Building Name and Destination columns display. From the column menu, you can also choose to display the Event Method and Notes columns.



Delayed Sign In and Sign Out

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 or sign-out date and time. This feature allows users with the *Can Sign In Staff* permission to record the actual sign-in or sign-out times but the entry is delayed until the system is available.

Note: This feature is not visible at the All Buildings level.

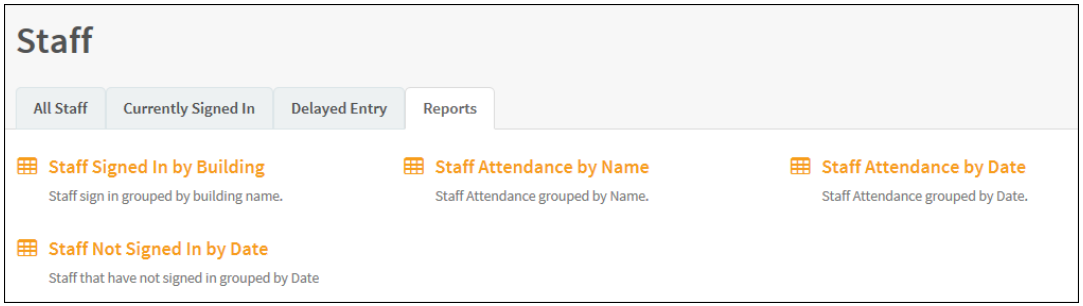


1. Select the school from the Building selector.
2. From the navigation menu, select **Modules > Staff** and then click the **Delayed Entry** tab.
3. Enter the **First Name**, **Last Name** or **Staff ID** in the text field, and click **Find**.
4. Select the person from the search results and complete the following information:
   - **Sign-In/Sign-Out Date/Time** – Click the icon to select the date and then click the icon to select the time that the student actually signed in or signed out.
   - **Destination/Reason** – From the drop-down list, select the reason the student is signing in or signing out.
5. Click **Submit**.

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

Staff Reports

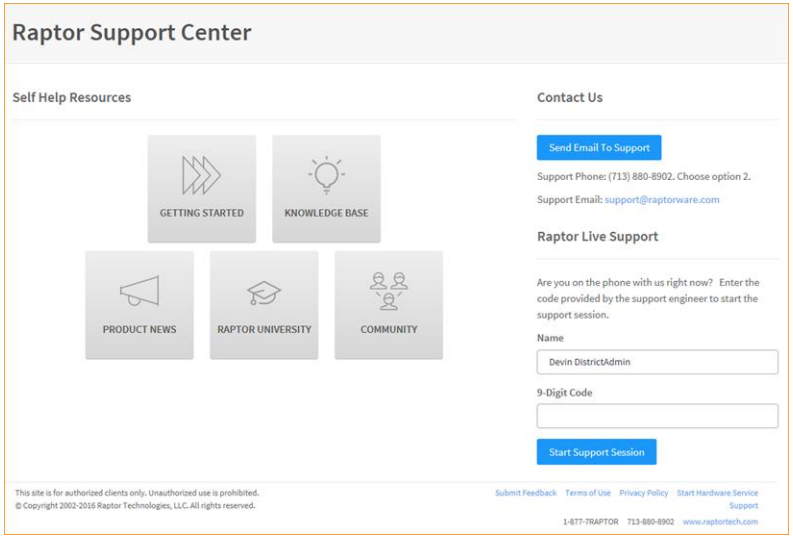
Use the **Reports** tab to run reports for staff activity. The following Staff reports are available:



- **Staff Signed In by Building** – Staff sign-in and sign-out details grouped by building; also includes destination/reason.
- **Staff Attendance by Name** – Staff sign-in and sign-out details grouped by name; also includes total time and building name.
- **Staff Attendance by Date** – Staff sign-in and sign-out details grouped by sign-in date; also includes ID number, building, destination and total time.
- **Staff Not Signed In by Date** – Staff that have not signed in grouped by date; also includes ID number and building name.

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.



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

Version: January 6, 2017

RAPTOR TECHNOLOGIES