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# Identakid Web Manager User Guide

— Ident-A-Kid Services of America —

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# Welcome to the Cloud! We're glad you're here!

With our new online Web Manager, you will be able to run reports and make changes to your Identakid system without the need for a locally installed program! Our Web Manager is compatible with version 3 of the Identakid software and can be accessed through any web browser on any device (Smartphone, tablet, laptop.) This is very convenient if you aren't at your desk throughout the day and need access to your check in system!

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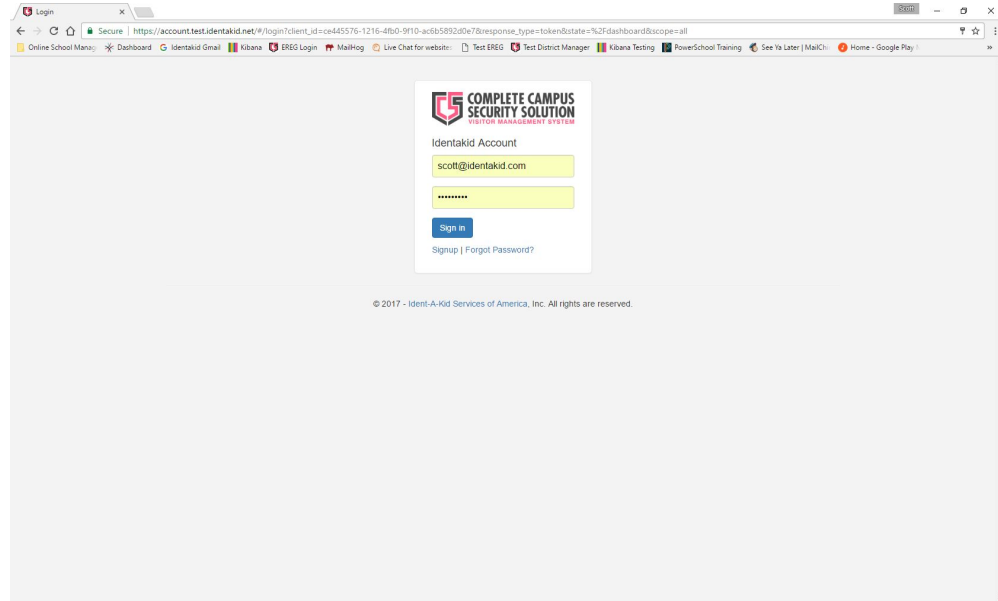
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# We have lift-off!

To access the Web Manager open a web browser and navigate to <https://school.ccssvm.com>....you will see a screen similar to the one to the right.

You will need to have an account set up prior to accessing this page.

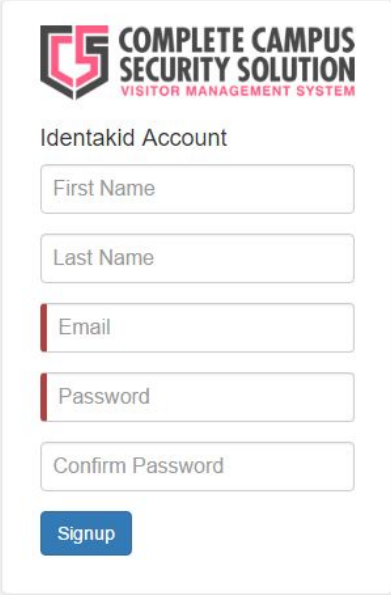
When an upgrade to version 3 takes place, or a new installation of version 3 happens, the email address used for registration will automatically receive an invite to create an account.



# Account Creation

If you received an email invite, click the link within that email to be brought to the screen you see here. Fill out this information to complete your account setup.

If you did not receive an email invite, contact our tech department for assistance.



The screenshot shows a web form for creating an Identakid account. At the top is the logo for 'COMPLETE CAMPUS SECURITY SOLUTION VISITOR MANAGEMENT SYSTEM'. Below the logo is the title 'Identakid Account'. The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. The 'Email' and 'Password' fields have red vertical bars on their left sides. At the bottom of the form is a blue 'Signup' button. Below the form, there is a copyright notice: '© 2017 - Ident-A-Kid Services of America, Inc. All rights are reserved.'

**COMPLETE CAMPUS  
SECURITY SOLUTION**  
VISITOR MANAGEMENT SYSTEM

Identakid Account

First Name

Last Name

Email

Password

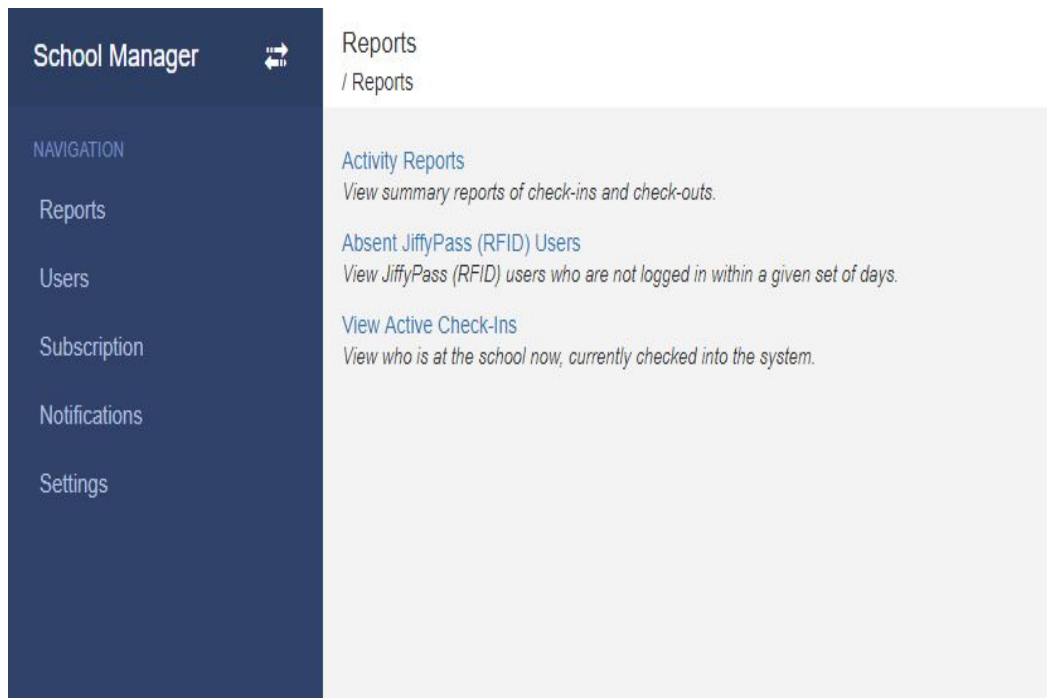
Confirm Password

Signup

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# Landing Page

Once you login, you will see a navigation pane on the left side of this page; shown here.



# Landing Page (Cont)

You will also notice the reporting settings in the middle of the page shown here. We will go over each of these options in the next few slides.

There are three reporting options listed here; [Activity Reports](#), [Absent RFID Users Report](#) and [View Active Check-ins](#).

## Reports

[Home](#) / [Reports](#)

### [Activity Reports](#)

*View summary reports of check-ins and check-outs.*

### [Absent JiffyPass \(RFID\) Users](#)

*View JiffyPass (RFID) users who are not logged in within a given set of days.*

### [View Active Check-Ins](#)

*View who is at the school now, currently checked into the system.*

# Activity Reports

The Activity Reports option will take you to your reporting filters page shown here.

Activity reports allow you to customize the type of report you would like to view, including date range, badge name, additional information or number of occurrences. This allows you to view or export the exact report that you need, when you need it.

This page will allow you to view the report directly (Card view or Table view) or export the report as a CSV/TSV(Excel) or PDF file.

## Activity Report

[Home](#) / [Reports](#) / [Activity](#)

<input type="text" value="03/29/2017"/>	<input type="text" value="Additional Info"/>
<input type="text" value="03/29/2017"/>	<input type="text" value="Occurrences"/>
<input type="text" value="Name"/>	<input data-bbox="1400 535 1825 556" type="text" value="Login Time"/>
<input type="text" value="Badge Name"/>	<input type="checkbox"/> Show Images
<input data-bbox="904 682 1058 722" type="button" value="Card View"/>	<input data-bbox="1072 682 1174 722" type="button" value="Export"/>



# Absent RFID Users Report

The absent RFID users report will show you what staff members did not check in on a certain date that you specify. Like previous reports, this can also be viewed directly in your browser or exported for easy printing.

## Absent RFID User Report

[Home](#) / [Reports](#) / Absent RFID User Report

☐ Exclude District RFID Users☒ Exclude Duplicates[View](#)[Export](#)

Card ID	Badge Name	Name	Absent Date

# View Active Check Ins

## Checkin Report

Home / Reports / Checkin Report

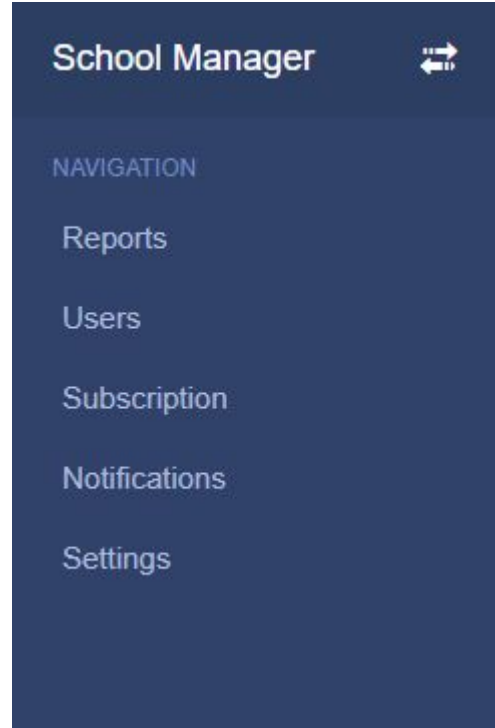
ViewExport ▾

ID	Badge Name	Name	Checkin Time

To view any active check ins, click the **View Active Check Ins** button and specify a date and name (optional) and press **View** or **Export**.

# Users

The next option we want to discuss is the **Users** section of the School Manager.



# User Management

User Management allows you to specify users, via email address, that you would like to have access to the online Web Manager. You can also assign them a role such as admin or user.

**Admin roles** have access to reporting, settings, adding users, notifications and subscription status.

**User roles** have access to reporting, subscription status and notifications.

**Director roles** have unrestricted access to all settings.

The **Actions** section allows you to delete or resend the invite to a specific user.

**IMPORTANT NOTE:** Do not forward an invite you receive to another user, invite them through the User Management page instead.

## User Management

Home / User Management

Invite

Name	Email	Status	Roles	Actions
You	scott@identakid.com	active	admin x +	

# Subscription Page

This page allows you to view your Identakid licensing information along with school and local director/national office contact information.

You can also download your license code and school number if needed.

## Subscription

[Home](#) / [Subscription](#)

### e-Reg Customer Profile

Name: Emily Fellouzis  
e-Reg Username: officedistrict  
Email: emfellouzis@gmail.com  
Additional Email:  
Phone: 727-576-8258

### School Information

School Name: IDK Tech Room  
Address: , FL 34452  
RegistrationID: OEIQD1265A9EA45DDC8D4D67

### Registration Information

License Code: EA7BY76404703B89BC79EF137  
School Account Number: 0A761EF2  
District Account Number: E7A2314A

### [Download](#)

*Use registration information to register the Client Application*

### Support Contact

Name: National Office  
Phone: 800-890-1000 Option 2  
Email: support@identakid.com

### Current License

License Status: active  
Expires: 03/16/2019 (716d)

# Notifications

This section allows you to view all received notifications concerning sexual offender checks that have been done on your system. By clicking on [VIEW](#) you can quickly view the information of the person checking in, and approve or deny the check in based off of the information provided. (Next slide.)

Notifications  
Home / Notifications

Hi Scott  
IDK Tech Room

Refresh Settings

Message ID	Message Type	User	Handled By	Status	Created At	Message
1b3acd0	Sexual Offender Check	King, Bob	Client Application	Canceled	02/16/2017, 11:00 AM	<a href="#">View</a>

<< < 1-1 of 1 >

# Notifications (cont)

## Soc Message

[Home](#) / [Notifications](#) / [Soc Message](#)

### User Details

No Image

Name: Bob King

Date of Birth: 07/27/1970

App Location: IDKScott

Created At: 02/16/2017, 11:00 AM

Checkin Method: None

Add. Info: Auditorium, Lost and Found, ALISf

### Response

Status: Cancel

Handled By: Client Application

Responded At: 02/16/2017, 11:00 AM

Comment: Handled by Client Application

[Back to messages](#)

### Sex Offender Registry



Name: KING,BOBBY

Date of Birth: 12/08/1970

Status:

# Settings Page

The final section of the Web Manager is the Settings page shown here! This page is where you will find all of your settings for your check in system including [General Settings](#), [Badge Settings](#), [Notification Settings](#) and [Import/Export Settings](#). It also contains the records of any preloaded lists you may have.

Settings

/ Settings

Manage Global Settings

[General Settings](#)

*Organization name, Director information and Graphic image.*

[Badge Settings](#)

*Manage Badge Settings*

[Notification Settings](#)

*Subscribe to Alert types and set Notification methods.*

[Import / Export Local Manager Settings](#)

*Import/Export Default Settings.*

Manage Preloaded Lists

[NoGo List](#)

*Manage NoGo List*

[RFID Users List](#)

*Manage RFID Users List*

[Pre-Approved Visitors SOC List](#)

*Manage Pre-Approved Visitor List for Sex Offender Check*

[Students List](#)

*Manage Students List*

[Preloaded Lists](#)

*Manage other pre-defined or preloaded list*



# General Settings

## General Settings

Home / Settings / General Settings

### Info

#### Director Name

#### Director Phone

#### District Email

### Graphic

#### Main Graphic

#### Main Graphic URL

☒ Active Internet Links☐ Notifications Enabled

General settings include your local **Director name, phone number** and **email address**.

It also includes the **Main Graphic** settings, which allows you to change the logo on the Identakid main check in screen, such as a school logo. This logo can also be a hyperlink to a webpage on your choosing.

The **Active Internet Links** option makes that hyperlink clickable.

The **Notifications Enabled** option will enable/disable notifications for SOC and NOGO checks.

# Badge Settings

The badge settings page allows you to fully customize each badge.

We will go over these options on the next few screens.

## Badge Settings

[Home](#) / [Settings](#) / [Badge Settings](#)

### [Global Badge Settings](#)

*Set name capture format and checkout settings.*

[Configure individual badges - title, additional information, description](#)

---

#### 1: VISITOR

*Visitante*

#### 2: Early Departure

#### 3: VOLUNTEER

*Voluntario*

#### 4: TARDY

#### 5: STAFF

#### 6: SUBSTITUTE

#### 7: county employee

[Go Back](#)

# Customizing Badges

When clicking on a badge on the Badge Settings screen you will see a page similar to the one shown.

**Display** - Set badge title, description, preloaded lists, message board info and name label prefix

**Auto Logout** - Display auto logout method (Ex. Automatically logout all Staff members at 5pm)

**Additional Information** - Customize different information that may be required to check in. (Ex. Reason for visit)

## VISITOR

Home / Settings / Badge Settings / VISITOR

### Display

Set badge title, description, pre-loaded list etc.

### [Auto logout](#)

Display Auto logout method. Ex. Automatically check out staff after 5pm.

Configure individual additional information - title, description, answers

1: reason

2: Title

3: Title

4: Title

[Go Back](#)

### Main

#### Title

VISITOR

#### Description

Visitante

#### Display Buttons

Check In Only

☒ Badge Enable

### [Name Options](#)

#### Name Label Prefix

STUDENT

☐ Allow No Name

### [Preloaded Name Options](#)

#### Pre-loaded Category to Load

Preloaded List

☐ Enable Freeform Entry

[Save](#)

[Go Back](#)

#### Message Board

Please remember to checkout in office and leave your badge

# Customizing Badges (cont)

Main

Title

Description

Display Buttons

☒ Badge Enable

Name Options

Name Label Prefix

☐ Allow No Name

Preloaded Name Options

Pre-loaded Category to Load

☐ Enable Freeform Entry

Message Board  

Please remember to checkout in office and leave your badge

## Auto Logout - VISITOR

Home / Settings / Badge Settings / VISITOR / Auto Logout

☒ None ☐ Absolute ☐ Relative

Auto Logout At

## reason - VISITOR

Home / Settings / Badge Settings / VISITOR / reason

Title

☒ Required

☒ Printed

☒ Displayed

☐ Display at Check Out

☒ Freeform Entry

# Customizing Additional Information

You can have each badge you create require up to 4 pieces of additional information about the check in, such as “Reason for Visit” or “Person you are Visiting”. As we can see here, we have additional information set up for our Visitor button, asking for a Reason for visit. You will see a few options listed below the Title.

Reason - Visitor  
/ [Settings](#) / [Badge Settings](#) / [Visitor](#) / Reason

Title

Reason

☒ Required

☒ Printed

☒ Displayed

☐ Display at Check Out

☒ Freeform Entry

Add preloaded answers for your users to select when checking in for a quicker check in process.

Answers

[Save](#) [Go Back](#)

# Customizing Additional Information (cont)

These options are:

**Required** - This information is required before a check in can be completed.

**Printed** - Will print on the badge.

**Displayed** - This means this additional info field will be displayed on the check in screen. If you do not use Additional Info, you can uncheck this to not display during the check in.

**Display at Checkout** - Same as the Display option, only displays the info on the check out screen.

**Freeform Entry** - Allows the user checking in to type out their answer, instead of a predefined list of “**Answers**”, which we will go over on the next slide.

Reason - Visitor

[/ Settings](#) / [Badge Settings](#) / [Visitor](#) / Reason

Title

Reason

☒ Required

☒ Printed

☒ Displayed

☐ Display at Check Out

☒ Freeform Entry

Add preloaded answers for your users to select when checking in for a quicker check in process.

Answers

Save

[Go Back](#)

# Customizing Additional Info (cont)

The Answers section allows you to customize the list of answers that a user completing a check in would need to select. Some of our answers listed here include Lunch, Meeting, Special Event, etc. You can click Add New to add any answer you like.

Answers - REASON - VISITOR  
/ Settings / Badge Settings / VISITOR / REASON / Answers

Hi Scott  
IDK Tech Room

[Add New](#) [Refresh](#) [Go Back](#)

Search

[delete all](#) | [import](#) | [export](#)

Answer	Last Modified	Actions
Lost and Found	01/21/2016, 09:06 AM	<a href="#">Edit</a>
Lunch	01/21/2016, 09:06 AM	<a href="#">Edit</a>
Meeting	01/21/2016, 09:06 AM	<a href="#">Edit</a>
Special Event	01/21/2016, 09:06 AM	<a href="#">Edit</a>
Student Teacher Conference	01/21/2016, 09:06 AM	<a href="#">Edit</a>
Vendor	01/21/2016, 09:06 AM	<a href="#">Edit</a>
Walk to class	01/21/2016, 09:06 AM	<a href="#">Edit</a>

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# Notification Settings

Notification settings allow you to enable different types of notifications, including sexual offender and nogo alerts and denials, either via email or as a message directly in your web browser, smartphone or tablet.

## Notification Settings

Home / Notification Setting

### Alert Types

- ☒ Sexual Offender Check
- ☒ Nogo
- ☒ Sexual Offender Check Denial
- ☒ Nogo Denial

### Notification Methods

- ☒ Email (scott@identakid.com)
- ☒ Web School Manager

(Try test message [here](#))



# Global Badge Settings

Global badge settings will contain options that apply to ALL badges. These options include settings for General, Checkout and Nogo.

Global Badge Settings  
Home / Settings / Badge Settings / Global Badge Settings

General

Name Capture Method  
Default

☐ Hide Middle Name Placeholder

☐ Force Uppercase

☒ Include RFID Users at Check-in

☒ Auto Snap

Checkout

Check Out Button Title  
Exit

☒ Skip Quick-Check-out Form at Check Out

Nogo

NoGo Match Message  
Please see an administrator.

NoGo Override Initials (Comma Separated)  
Idk, IDK

[Save](#) [Go Back](#)

# General Settings

## General

### Name Capture Method

Default ▼



Hide Middle Name Placeholder



Force Uppercase



Include RFID Users at Check-in



Auto Snap

**Name Capture Method** - Default setting will require a format of Last, First Middle all in one text box when checking in. Capture Box setting will separate the First Middle and Last names into separate fields.

**Hide Middle Name Placeholder** will remove the requirement of a Middle name when checking in.

**Force Uppercase** will force all uppercase letters.

**Include RFID Users at Check-in** will add all RFID users to a drop down menu under their respective badge, allowing them to sign in without a keyfob.

**Auto Snap** enabled will auto snap the webcam image when a user clicks the Check In button.

# Checkout Settings

**Check Out Button Title** - Allows you to change the red checkout button text.

**Skip Quick Check Out Form** - Allows you to skip the quick badge ID check out screen.

Checkout

Check Out Button Title

☒ Skip Quick-Check-out Form at Check Out

# Nogo Settings

Nogo

NoGo Match Message

Please see an administrator.

NoGo Override Initials (Comma Separated)

idk, IDK

**Nogo Match Message** - Allows you to customize the text that appears when someone is flagged as an offender or is on the Nogo list.

**Nogo Override Initials** - This is where you will set an override password used to continue a check in and allow or deny the person entrance.

# RFID Users List

The RFID Users List allows you to create and manage RFID users. As we can see here, we have five current users, with an option to Add New, Delete All or Import/Export the list.

[Add New](#)[Refresh](#)[Go Back](#)

[delete all](#) | [import](#) | [export](#)

Name	Badge Type	Card ID	Fields	Source	Changed At	Actions
five, five		0004404647		School	07/07/2017, 02:22 PM	<a href="#">Edit</a>   <a href="#">Delete</a>
four, four		0004407874		School	07/07/2017, 02:22 PM	<a href="#">Edit</a>   <a href="#">Delete</a>
one, one		0004414359		School	07/07/2017, 02:22 PM	<a href="#">Edit</a>   <a href="#">Delete</a>
three, three		0004400542		School	07/07/2017, 02:22 PM	<a href="#">Edit</a>   <a href="#">Delete</a>
two, two		0004410165		School	07/07/2017, 02:22 PM	<a href="#">Edit</a>   <a href="#">Delete</a>

[<<](#) [<](#) 1-5 of 5 [>](#)

# RFID Users List (cont)

Clicking on Add New will bring you to a screen similar to the one shown. Here you can add their name and Card ID along with any other additional information you may need. Once you are done, just click Save to save your changes.

## Add New - RFID User List

[/ Settings](#) / [RFID User List](#) / Add New

Badge Type

Field 2

Field 2

First Name

First Name

Field 3

Field 3

Middle Name

Middle Name

Field 4

Field 4

Last Name

Last Name

Field 5

Field 5

Card ID

Card ID

Field 6

Field 6

Field 1

Field 1

Field 7

Field 7

Save

Clear Form

Go Back

# RFID User Import

Importing an existing RFID user list will make adding users much easier. Instead of manually entering each user, you can create a CSV document that can be imported into your Identakid software.

When importing, be sure to click Local Manager v3.0 under File Version, then just click Browse to locate your CSV file and Upload.

Import - RFID User List  
[/ Settings](#) / [RFID User List](#) / Import

File Version

Local Manager v3.0 ▼

Browse

Choose File

Upload

[Go Back](#)

# RFID User Export

If you need to add multiple users to a list that already exists, exporting that list, then adding your new users is the quickest and easiest way.

Exporting a list works the same as importing. Be sure to select Local Manager v3.0 under File Version, then click Export File.

Export - RFID User List  
[/ Settings](#) / [RFID User List](#) / Export

File Version

Local Manager v3.0 ▼

Export File

[Go Back](#)



# Preapproved Visitors List

The preapproved visitors list is a group of users that have successfully passed our sexual offender check and have been added here. This will allow those users to quickly check in if they frequent the school, without the need to scan their Driver's License every time. They simply select their name from the drop down, confirm their birthdate and receive their badge.

Pre-Approved Visitors SOC List

[Settings](#) / Pre-Approved Visitors SOC List

Refresh

[Go Back](#)

Name	Date of Birth	Fields
King, Bob	01/01/1970	
Angelosanto, Gregjohn	06/09/1970	

# Students List

The Students List is primarily used for Powerschool integration. This list has specific fields that are not present in any other preloaded list, such as Student ID. For more information on Powerschool integration, give us a call!

Student List

/ Settings / Student List

Add New

Refresh

[Go Back](#)

Search

Name	Student ID	SIS Student ID	Fields	Changed At
Bumanglag, Antoinette	9900130133			06/27/2017, 02:57 PM
Sun, Kailee	9900129800			06/27/2017, 02:57 PM
Savea, Raylee	9900129799			06/27/2017, 02:57 PM
Bautista, Shayla	9900130132			06/27/2017, 02:57 PM
Saito, Gazelle	9900129798			06/27/2017, 02:57 PM
Olione, Nalani	9900129797			06/27/2017, 02:57 PM
Kenolio, Danny	9900129796			06/27/2017, 02:57 PM

# Contact Us

If you need further assistance, please contact us via the contact info below.

**Phone:** 1800-890-1000

**Email:** [support@identakid.com](mailto:support@identakid.com)

**Fax:** 727-576-8258

**Online:** We have support via Web Chat available 8:30am EST to 5:00pm EST