

PassagePoint

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Part



1 Introduction to PassagePoint

In this Section

- [Logging in to Your PassagePoint Software](#)

What is PassagePoint™ Software?

PassagePoint visitor badging and lobby security software represents many years of pioneering product development. It was conceived to meet customer requests for computerized visitor logs and temporary visitor badges, and has evolved into the most comprehensive visitor management software available. In the EDU edition, PassagePoint has been tailored for the educational environment. Features added for schools include Megan's Law sex offender searches and managing parental custody info in Watch Lists.

How the PassagePoint Software Can be Used

- To sign in and badge walk-up visitors
- To pre-register individuals and groups
- To check visitor names against national sex-offender lists
- To track visitors through your facility
- To view and print visit reports

And much more! The latest version of PassagePoint gives you even more control in verifying, registering, and badging visitors than earlier versions. It's also simpler to use with new tools, design wizards, and other features. No other visitor management product offers such functionality, speed, ease-of-use, and scalability.

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1.1 Logging In to Your PassagePoint Software

PassagePoint™ software accommodates various users and passwords. When PassagePoint software is launched, a login screen appears which allows users to enter their user name and password. Both fields are case sensitive.

Your organization's system administrator or IT manager assigns a user name and password to

Related Topics

- [Introduction to PassagePoint Software](#)

you. Follow the steps below to log in to your PassagePoint software.



IMPORTANT! A PassagePoint Client license must be available in order for you to log in. Client licenses are shared based on concurrent client connections. If you cannot log in, contact your system administrator or IT manager. If your organization's maximum number of users are logged into the system at one time, you must wait until someone else logs off the system.



To log in to your PassagePoint software:

1. Launch PassagePoint software using one of the following methods:
 - Double-click the PassagePoint software icon on your desktop
 - Select PassagePoint from the Windows™ Start menu.
 - Double-click the PassagePoint application icon in the PassagePoint folder (usually in the C:\Program Files directory) in Windows™ Explorer.A dialog box displays the message, "Connecting to server" and then the User Login window appears.
2. Enter your user name and password. Click "Login." A dialog box displays the message, "Loading Client..." and PassagePoint opens.



Note: If you are unable to log in after a specified number of attempts, or if your account is expired, your user account is disabled. Once disabled, an administrator must reactivate the account in User Accounts.



Note: If you experience any difficulties opening PassagePoint, see your system administrator or IT manager.

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1.2 Understanding PassagePoint Windows

PassagePoint™ software offers many windows to meet your different needs. Depending on your version of the software and the configuration for your user role, you may not see all of the features described in this manual. See your system administrator or IT manager if you need

Related Topics

- [Introduction to PassagePoint](#)

additional features.

The table below lists some PassagePoint windows (in bold) and the purpose for the windows.

Screen:	Purpose:
Visit Center > Pre-Registration > Today Pre-Reg	View pre-registered visitors scheduled to arrive today
Visit Center > Pre-Registration > Tomorrow Pre-Reg	View pre-registered visitors scheduled to arrive tomorrow
Visit Center > Pre-Registration > Search	View all pre-registered visitors (current or historical)
Visit Center > Pre-Registration > Pre-Reg Entry	Create a pre-registered visitor entry
Visit Center > Extended Auth > Authorized	View all extended authorization visitors who are currently authorized to visit
Visit Center > Extended Auth > Expired	View all extended authorization visitors whose authorization is expired
Visit Center > Extended Auth > Search	View all extended authorization visitors (current or historical)
Visit Center > Extended Auth > Ext Auth Entry	Create an extended authorization visitor entry
Visit Center > Rapid Registration > Pending	Sign in pre-registered visitors scheduled to arrive today
Visit Center > Rapid Registration > Authorized	Sign in extended authorization visitors authorized to arrive today or view all extended authorization visitors

	authorized to arrive today or on future dates
Visit Center > Rapid Registration > Active	View all visitors currently signed in to your PassagePoint system
Visit Center > Rapid Registration > Today	View all visitors who signed in or out of your PassagePoint system today
Visit Center > Rapid Registration > Search	View all entries in the PassagePoint software (directory and visitor names)
Visit Center > Rapid Registration > Visit Entry	Create and sign in a walk-in visitor entry
Visit Center > Early Dismissal > Today's Dismissals	View today's early dismissals
Visit Center > Early Dismissal > Search Dismissals	View all early dismissals
Visit Center > Early Dismissal > Dismissal Entry	Create an early dismissal entry
Visit Center > Checkpoint > Pending	Record that a pre-registered visitor passed a checkpoint
Visit Center > Checkpoint > Authorized	Record that an extended authorization visitor passed a checkpoint
Visit Center > Checkpoint > Active	View all visitors currently signed in to your PassagePoint system
Visit Center > Checkpoint > Search	View all entries in the PassagePoint

	software
Visit Center > Checkpoint > Visit Entry	Create a checkpoint visitor entry
Visit Center > Visit History > Today	View records of today's visitors
Visit Center > Visit History > Yesterday	View records of yesterday's visitors
Visit Center > Visit History > Search	View records of all visitors, current and historical
Directory Center > Directory > Today's Hosts	View all directory names who are scheduled to receive visitors today
Directory Center > Directory > Today's Directory Sign-In	View all directory names who signed in today
Directory Center > Directory > Search	View all directory names
Directory Center > Directory > Directory Entry	Create a directory entry
Security Center > Watch List > Internal List	View all internal watch-list names
Security Center > Watch List > Search	View all watch-list names
Security Center > Watch List > Watch List Entry	Create an internal watch-list entry
Security Center > External Lists > Sex Offender Search	Search the external sex offender database for a specific name

Part



2 Visitor Management and Badging

In this Section

- | | |
|---|---|
| <ul style="list-style-type: none">• Adding Pre-Registration Visitors• Adding Extended Authorization Visitors• Adding Walk-In Visitors | <ul style="list-style-type: none">• Signing-In Visitors• Using Checkpoints• Visit History• Searching Names• Early Dismissal |
|---|---|

Many companies and organizations prefer to register visitors and groups before their arrival dates. This option is especially helpful for corporate events, group meetings, and tours. Advanced registration makes the sign-in process much faster and less taxing for both visitors and front desk personnel. You can choose to print visitor badges when you register the visitor or print badges as visitors arrive.

The flexibility of PassagePoint™ software gives you two options for advanced registration:

- [Pre-Registration](#) - intended for short-term visits by visitors with specific arrival dates and times. Examples of this type of visitor include a job interviewee, a guest speaker, and parents attending a parent/teacher conference. The visitor's name appears on the pending list the day(s) the visitor is expected to visit. If the visitor fails to appear on the scheduled date, the record is marked as a "No Show."
- [Extended Authorization](#) - intended for repeat visitors for whom arrival dates are open-ended and usually frequent. These visitors are typically well-known to your staff, for example a copier repair person, vending machine person, or parent volunteer. The visitor's name appears on the authorized list every day until the authorization expires.

You can also [register visitors as they arrive](#).

Group registration is also easy using Pre-Registration or Extended Authorization.

Although Pre-Registration visitors can be registered for extended periods of time, the disadvantage is that the names show up on the Pending tabbed page day after day. You may find it more useful to register such visitors using the Extended Authorization feature to cut down on the size of the pending list, so it is easier to find the less frequent visitor names.

Records created in the Visitor Center appear on Evacuation Reports since they are considered visitors, regardless of the category assigned to them when the record is created.

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2.1 Adding Pre-Registered Visitors

Pre-registered visitors, sometimes referred to as Pending visitors, are people you expect to arrive at specific times and dates. A person visiting for the purpose of a job interview is an example of a visitor whose arrival date and time are usually known in advance. A visitor registered using the Pre-Registration feature is automatically marked as a "No Show" if they do not arrive on the designated date.

Related Topics

- [Visitor Management and Badging](#)

If the visitor plans frequent visits with flexible arrival dates, you may prefer to use the [Extended Authorization](#) feature.

Any PassagePoint™ user can pre-register visitors at a PassagePoint workstation. PassagePoint also offers an option to pre-register visitors from desktop computers using a standard web browser. See your system administrator or IT manager for additional information about these web features.

When a visitor is pre-registered, the information is stored in PassagePoint. The day before the arrival date, the visitor's name appears on the "Tomorrow Pre-Reg" tabbed page. On the arrival date the visitor's name appears on the "Today" tabbed page. The visitor's name also appears on the "Pending" tabbed page in the Rapid Registration section. If the visitor does not sign in before the visit time expires, their status automatically changes to "No Show" and PassagePoint software removes their name from the pending list.

Follow the steps below to [add pre-registered visitors](#) or to [add a group of pre-registered visitors](#).



CAUTION! When you enter a visitor record, if a dialog box opens displaying "Possible Name Matches," you should select each name and view the information to determine if any of the names represent the visitor you are about to enter. Follow your organization's protocol before proceeding.

Adding a Pre-registered Visitor



To add a pre-registered visitor:

1. Open the Visit Center and click "Pre-Registration." The Pre-Registration section opens. Several tabbed pages are available:
 - Today Pre-Reg - This tabbed page lists visitors authorized to visit

your facility on the current date.

- Tomorrow Pre-Reg - This tabbed page lists visitors authorized to visit your facility the day after the current date.
- Search - This tabbed page allows you to search all pre-registered visitors, current or historical, based on user-specified criteria.
- Pre-Reg Entry - This tabbed page allows you to create a new pre-registered visitor.
- New - This is a button that creates a new Pre-Reg Entry tabbed page every time you click it.

2. Do one of the following:

- If the person has previously been a visitor to your facility, click the Search tab and search for their name. Select the name and click "Register a New Visit." The visitor's record displays.
- If the person does not have a visitor record, click the "Pre-Reg Entry" tab to create a new visitor record.

Note: If you are in the process of adding another visitor and must create a new visitor record, click "New." A new Pre-Reg Entry tabbed page appears.

3. In the Visitor Info section, enter all necessary information. Note that required fields have a pink background. You may use the Capture options to enter information from select documents. See "[Capturing and Scanning Information](#)" for additional information.

Note: If a popup window opens and displays "Possible Name Matches," review each name to determine if any record is a match to the name you are entering. Follow your organization's protocol.

4. [Search the Sex Offender watch list](#), if required by your organization. Follow your organization's protocol.

5. In the Host Info section, enter the first and last name of the person hosting the visitor.

6. In the Parents/Other Contacts section, enter the first name, last name, and phone number for each contact. Click the "Add Another" button. The information moves from the fields to the display box. Continue adding contacts until you finish.

7. In the Visit Info section, near the bottom of the screen, fill in the following fields:

- Destination - In the drop-down box, select the location for the visit.
- Purpose of Visit - In the drop-down box, select the purpose of the visit.
- Arrival Instructions - In the drop-down box, select a specific action

to be taken by the staff when the visitor arrives.

- Security Level - In the drop-down box, select either "Escort Required" or "No Escort Required."
- Special Instructions - In the display box, type any special instructions you want the the staff to perform when the visitor arrives.
- Start Time - In the drop-down box, select in the calendar control the date and time the visit is expected to begin.
- End Time - In the drop-down box, select in the calendar control the date and time the visit expires.

8. In the Visit Info section near the bottom of the page, select the Print Badge option if you want to automatically print the visitor badge when you finish. Clear this check box option if you do not want to print the badge at this time.

Note: You can print the badge later or when the visitor arrives.

9. Select the necessary badge design in the Badge Design drop-down box.
10. Click the "Save Pre-Reg" button at the bottom of the page when you finish entering the information. The visitor record saves and the name appears in all appropriate lists on the designated dates. For example, if the start date is tomorrow, the new visitor's name appears in the list on the tabbed page "Tomorrow Pre-Reg." On the arrival date, the name appears on the Pending list in the Rapid Registration section.

Note: If you selected the Print Badge option, the badge prints at the designated printer when you save the record.

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Adding a Group of Pre-registered Visitors

You can register members of a group using a single entry page. All common information remains in the fields so you do not have to re-enter it for each member. For example, the group name, host name, and contact names are common to all visitors in the group and do not need to be re-entered for each visitor. Watch-list searches are conducted on each individual name, as you enter the name. Each group member appears individually in all appropriate lists and you [sign in the visitors](#) individually or as a group. If you view the full record of any group member, the other group members display in that record so it is easy for you to find the names of other members and select multiple names to sign in at once.



To add a group of pre-registered visitors:

1. Open the Visit Center and click "Pre-Registration." The Pre-Registration section opens. Several tabbed pages are available:
 - Today Pre-Reg - This tabbed page lists visitors authorized to visit your facility on the current date.
 - Tomorrow Pre-Reg - This tabbed page lists visitors authorized to visit your facility the day after the current date.
 - Search - This tabbed page allows you to search all pre-registered visitors, current or historical, based on user-specified criteria.
 - Pre-Reg Entry - This tabbed page allows you to create a new pre-registered visitor.
 - New - This is a button that creates a new Pre-Reg Entry tabbed page every time you click it.
2. Do one of the following:
 - If the group or a member of the group has previously visited your facility, click the Search tab and search for the first or last name of the group member. Select the name and click "Register a New Visit." The visitor's record displays.
 - If no one in the group has a visitor record, click the "Pre-Reg Entry" tab to create a new visitor record.

Note: If you are in the process of adding another visitor and must create a new visitor record, click "New." A new Pre-Reg Entry tabbed page appears.

3. In the Group Name field, enter the name of the group you are registering. This information remains in the field for all visitors registered from this page.
4. In the Host Info section, enter the first and last name of the person hosting the visitor group. This information remains in the field for all visitors registered from this page.
5. In the Parents/Other Contacts section, enter the first name, last name, and phone number for each contact for the group. Click the "Add Another" button in this section. The information moves from the fields to the display box. Continue adding contacts until you finish. This information remains in the field for all visitors registered from this page.
6. In the Visit Info section, near the bottom of the screen, fill in the following fields. This information remains in the field for all visitors registered from this page.
 - Destination - In the drop-down box, select the location for the visit.
 - Purpose of Visit - In the drop-down box, select the purpose of the

visit.

- Arrival Instructions - In the drop-down box, select a specific action to be taken by the staff when the visitor arrives.
- Security Level - In the drop-down box, select either "Escort Required" or "No Escort Required."
- Special Instructions - In the display box, type any special instructions you want the the staff to perform when the visitor arrives.
- Start Time - In the drop-down box, select in the calendar control the date and time the visit is expected to begin.
- End Time - In the drop-down box, select in the calendar control the date and time the visit expires.

7. In the Visitor Info section, near the top of the screen, enter all necessary information for the first visitor. Note that required fields have a pink background. You may use the Capture options to enter information from select documents. See "[Capturing and Scanning Information](#)" for additional information.

Note: If a popup window opens and displays "Possible Name Matches," review each name to determine if any record is a match to the name you are entering. Follow your organization's protocol.

8. [Search the Sex Offender watch list](#), if required by your organization. This search must be conducted while the name is displayed in the First Name and Last Name fields. Follow your organization's protocol.
9. Click the "Add Another" button under the visitor display box in the upper left-hand corner of the screen. The visitor name appears in the visitor display box.
10. Repeat Steps 7-9 for each member you must add to the group.
11. In the Visit Info section near the bottom of the page, select the Print Badge option if you want to automatically print visitor badges when you finish. Clear this check box option if you do not want to print badges at this time.

Note: You can print the badges later or when the visitors arrive.

12. Select the necessary badge design in the Badge Design drop-down box. This design is used to print the badges for all members of the group.
13. Click the "Save Pre-Reg" button at the bottom of the page when you finish entering the information for all group members. The visitor record saves and the names appear in all appropriate lists on the designated dates. For example, if the start date is tomorrow, the visitor names

appear in the list on the tabbed page "Tomorrow Pre-Reg." On the arrival date, the name appears on the Pending list in the Rapid Registration section.

Note: If you selected the Print Badge option, the badges print at the designated printer when you save the record.

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2.2 Adding Extended Authorization Visitors

Extended authorization visitors, sometimes referred to as Authorized visitors, are people with open-ended arrival times over extended time periods. A vending machine service person is an example of a visitor you may want to register using the Extended Authorization window. Since arrival dates and times may vary, extended authorization visitors are not marked as "No Shows" if they do not arrive on a specific date.

Related Topics

- [Visitor Management and Badging](#)

Any PassagePoint™ user can add extended authorization visitors at a PassagePoint workstation. If your company has an Intranet and adds the optional Web Pre-Registration module, users can register extended authorization visitors from their desktop computers using a standard web browser. See your system administrator or IT manager for additional information about these web features.

If the visitor does not require frequent admittance you may prefer to use the [Pre-Registration](#) feature.

When a visitor is given extended authorization, the visitor's name appears on the "Authorized" tabbed page in both the Extended Auth section and the Rapid Registration section. The name appears every day for which the visit is authorized. When the authorization time expires, the name is removed from all "Authorized" tabbed pages and is placed on the "Expired" tabbed page in the Extended Auth section.

Follow the steps below to [register an extended authorization visitor](#) or to [register a group of extended authorization visitors](#).



CAUTION! When you enter a visitor record, if a dialog box opens displaying "Possible Name Matches," you should select each name and view the information to determine if any of the names represent the visitor you are about to enter. Follow your organization's protocol before proceeding.

Adding an Extended Authorization Visitor



To register an extended authorization visitor:

1. Open the Visit Center and click "Extended Auth." The Extended Authorization section opens. Several tabbed pages are available:
 - Authorized - This tabbed page lists visitors currently authorized to visit your facility, whose expiration date has not passed.
 - Expired - This tabbed page lists visitors previously authorized to visit your facility but the expiration date has passed.
 - Search - This tabbed page allows you to search all extended authorization visitors, current or historical, based on user-specified criteria.
 - Ext Auth Entry - This tabbed page allows you to create a new extended authorization visitor.
 - New - This is a button that creates a new Ext. Auth Entry tabbed page every time you click it.
2. Do one of the following:
 - If the person has previously been a visitor to your facility, click the Search tab and search for their name. Select the name and click "Register a New Visit." The visitor's record displays.
 - If the person does not have a visitor record, click the "Ext Auth Entry" tab to create a new visitor record.

Note: If you are in the process of adding another visitor and must create a new visitor record, click "New." A new Ext Auth Entry tabbed page appears.

3. Enter all necessary information in the Visitor Info section. Note that required fields have a pink background. You may use the Capture options to enter information from select documents. See "[Capturing and Scanning Information](#)" for additional information.

Note: If a popup window opens and displays "Possible Name Matches," review each name to determine if any record is a match to the name you are entering. Follow your organization's protocol.

4. [Search the Sex Offender watch list](#), if required by your organization. Follow your organization's protocol.
5. In the Host Info section, enter the first and last name of the person hosting the visitor.
6. In the Parents/Other Contacts section, enter the first name, last name,

and phone number for each contact. Click the "Add Another" button. The information moves from the fields to the display box. Continue adding contacts until you finish.

7. In the Visit Info section, near the bottom of the screen, fill in the following fields:
 - Destination - In the drop-down box, select the location for the visit.
 - Purpose of Visit - In the drop-down box, select the purpose of the visit.
 - Arrival Instructions - In the drop-down box, select a specific action to be taken by the staff when the visitor arrives.
 - Security Level - In the drop-down box, select either "Escort Required" or "No Escort Required."
 - Special Instructions - In the display box, type any special instructions you want the the staff to perform when the visitor arrives.
 - Valid From - In the drop-down box, select in the calendar control the date and time the visit is expected to begin.
 - Valid To - In the drop-down box, select in the calendar control the date and time the visit expires.
8. In the Visit Info section near the bottom of the page, select the Print Badge option if you want to automatically print the visitor badge when you finish. Clear this check box if you do not want to print the badge at this time.

Note: You can print the badge later or when the visitor arrives.

9. Select the necessary badge design in the Badge Design drop-down box.
10. Click the "Save Extd Auth" button when you finish entering the information. The visitor record saves and the name appears on all appropriate lists on the designated dates. For example, if the start date is August 28, 2007, the new visitor's name appears on the Authorized tabbed page beginning on August 28, 2007. The name also appears on the Authorized tabbed page in the Rapid Registration section.

Note: If you selected the Print Badge option, the badge prints at the designated printer when you save the record.

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Adding a Group of Extended Authorization Visitors

You can register members of a group using a single entry page. All common information remains in the fields so you do not have to re-enter it for each member. For example, the group name, host name, and contact names are common to all visitors in the group and do not need to be re-entered for each visitor. Watch-list searches are conducted on each individual name, as you enter the name. Each group member appears individually in all appropriate lists and you [sign in the visitors](#) individually or as a group. If you view the full record of any group member, the other group members display in that record so it is easy for you to find the names of other members and select multiple names to sign in at once.



To add a group of extended authorization visitors:

1. Open the Visit Center and click "Extended Auth." The Extended Authorization section opens. Several tabbed pages are available:
 - Authorized - This tabbed page lists visitors currently authorized to visit your facility, whose expiration date has not passed.
 - Expired - This tabbed page lists visitors previously authorized to visit your facility but the expiration date has passed.
 - Search - This tabbed page allows you to search all extended authorization visitors, current or historical, based on user-specified criteria.
 - Ext Auth Entry - This tabbed page allows you to create a new extended authorization visitor.
 - New - This is a button that creates a new Ext. Auth Entry tabbed page every time you click it.
2. Do one of the following:
 - If the group or a member of the group has previously visited your facility, click the Search tab and search for the first or last name of the group member. Select the name and click "Register a New Visit." The visitor's record displays.
 - If no one in the group has a visitor record, click the "Ext Auth Entry" tab to create a new visitor record.

Note: If you are in the process of adding another visitor and must create a new visitor record, click "New." A new Ext Auth Entry tabbed page appears.

3. In the Group Name field, enter the name of the group you are registering. This information remains in the field for all visitors registered from this page.
4. In the Host Info section, enter the first and last name of the person hosting the visitor group. This information remains in the field for all visitors registered from this page.

5. In the Parents/Other Contacts section, enter the first name, last name, and phone number for each contact for the group. Click the "Add Another" button. The information moves from the fields to the display box. Continue adding contacts until you finish. This information remains in the field for all visitors registered from this page.
6. In the Visit Info section, near the bottom of the screen, fill in the following fields. This information remains in the field for all visitors registered from this page.
 - Destination - In the drop-down box, select the location for the visit.
 - Purpose of Visit - In the drop-down box, select the purpose of the visit.
 - Arrival Instructions - In the drop-down box, select a specific action to be taken by the staff when the visitor arrives.
 - Security Level - In the drop-down box, select either "Escort Required" or "No Escort Required."
 - Special Instructions - In the display box, type any special instructions you want the the staff to perform when the visitor arrives.
 - Valid From - In the drop-down box, select in the calendar control the date and time the visit is expected to begin.
 - Valid To - In the drop-down box, select in the calendar control the date and time the visit expires.
7. In the Visitor Info section, near the top of the screen, enter all necessary information for the first visitor. Note that required fields have a pink background. You may use the Capture options to enter information from select documents. See "[Capturing and Scanning Information](#)" for additional information.

Note: If a popup window opens and displays "Possible Name Matches," review each name to determine if any record is a match to the name you are entering. Follow your organization's protocol.

8. [Search the Sex Offender watch list](#), if required by your organization. This search must be conducted while the name is displayed in the First Name and Last Name fields. Follow your organization's protocol.
9. Click the "Add Another" button under the visitor display box in the upper left-hand corner of the screen. The visitor name appears in the visitor display box.
10. Repeat Steps 7-9 for each member of the group.
11. In the Visit Info section near the bottom of the page, select the Print Badge option if you want to automatically print visitor badges when you finish. Clear this check box option if you do not want to print badges at

this time.

Note: You can print the badges later or when the visitors arrive.

12. Select the necessary badge design in the Badge Design drop-down box. This design is used to print the badges for all members of the group.
13. Click the "Save Extd Auth" button at the bottom of the page when you finish entering the information for all group members. The visitor record saves and the names appear in all appropriate lists on the designated dates. For example, the visitor names appear in the list on the tabbed page "Authorized," in the Rapid Registration section, as long as the visit dates are valid.

Note: If you selected the Print Badge option, the badges print at the designated printer when you save the record.

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2.3 Adding Walk-In Visitors

Sometimes it is necessary to add a visitor to your PassagePoint™ system when they arrive for the visit. If the visitor is not registered in advance you may add them by following the steps below.

Related Topics

- [Visitor Management and Badging](#)



CAUTION! When you enter a visitor record, if a dialog box opens displaying "Possible Name Matches," you should select each name and view the information to determine if any of the names represent the visitor you are about to enter. Follow your organization's protocol before proceeding.



To add a walk-in visitor:

1. Open the Visit Center and click "Rapid Registration." The Rapid Registration section opens. Several tabbed pages are available:
 - Pending - This tabbed page lists visitors registered through the Pre-Registration process and scheduled for a visit on the current date.
 - Authorized - This tabbed page lists visitors registered through the Extended Authorization process who are authorized to visit on the current date.
 - Active - This tabbed page lists visitors currently signed in to the

system.

- Today - This tabbed page lists all visitors who signed in or signed out of your system on today's date.
- Search - This tabbed page allows you to search all all visitor and directory names, current or historical, based on user-specified criteria.
- Visit Entry - This tabbed page allows you to create a new visitor record, if the visitor is not registered in advance.
- New - This button creates a new Visit Entry tabbed page every time you click it.

2. Do one of the following:

- If the person has previously been a visitor to your facility, click the Search tab and search for their name. Select the name and click "Register a New Visit." The visitor's record displays.
- If the person does not have a visitor record, click the "Visit Entry" tab to create a new visitor record.

Note: If you are in the process of adding another visitor and must create a new visitor record, click "New." A new Visit Entry tabbed page appears.

3. Enter all necessary information in the Visitor Info section. Note that required fields have a pink background. You may use the Capture options to enter information from select documents. See "[Capturing and Scanning Information](#)" for additional information.

Note: If a popup window opens and displays "Possible Name Matches," review each name to determine if any record is a match to the name you are entering. Follow your organization's protocol.

4. [Search the Sex Offender watch list](#), if required by your organization. Follow your organization's protocol.

5. In the Host Info section:

- Select in the Category drop-down box the category to which the host belongs.
- Enter the first and last name of the host.
- Select the "Send E-mail Notification" check box if you want the PassagePoint software to send the host an email when the visitor signs in.

6. In the Visit Info section, near the bottom of the screen, fill in the following fields:

- Destination - In the drop-down box, select the location for the visit.
- Purpose of Visit - In the drop-down box, select the purpose of the visit.

- Valid Thru - In the drop-down box, select in the calendar control the date and time the visit expires.
 - Security Level - In the drop-down box, select either "Escort Required" or "No Escort Required."
7. In the Visit Info section near the bottom of the page, select the Print Badge option if you want to automatically print the visitor badge when you finish.
 8. Select the necessary badge design in the Badge Design drop-down box.
 9. Click the "Sign In" button when you finish entering the information. The visitor record saves and the name appears on the Active and Today tabbed pages in the Rapid Registration section.

Note: If you selected the Print Badge option, the badge prints at the designated printer.

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2.4 Signing In Visitors

You can sign in individual visitors or, if the visitors were registered as a group you can sign them in as a group or sign in selected members of the group.

If the visitor is not registered in advance but must sign in, see "[Adding Walk-In Visitors](#)."

Follow the steps below to [sign in a single registered visitor](#) or to [sign in a group of visitors](#).



CAUTION! When you sign in a visitor, if a dialog box opens displaying "Possible Name Matches," you should select each name and view the information to determine if the name represents the visitor you are about to sign in. Follow your organization's protocol before proceeding.

Signing In a Previously-Registered Visitor

Related Topics

- [Visitor Management and Badging](#)



To sign in a previously-registered visitor:

1. Open the Visit Center and click "Rapid Registration." The Rapid Registration section opens. Several tabbed pages are available:
 - Pending - This tabbed page lists visitors registered through the Pre-Registration process and scheduled for a visit on the current date.
 - Authorized - This tabbed page lists visitors registered through the Extended Authorization process who are allowed to visit on the current date.
 - Active - This tabbed page lists visitors currently signed in to the system.
 - Today - This tabbed page lists all visitors who signed in or signed out of your system on today's date.
 - Search - This tabbed page allows you to search all all visitor and directory names, current or historical, based on user-specified criteria.
 - Visit Entry - This tabbed page allows you to create a new visitor record, if the visitor is not registered in advance.
 - New - This button creates a new Visit Entry tabbed page every time you click it.
2. Select one of the following tabbed pages:
 - Pending - if you know the visitor was registered in advance using the Pre-Registration feature
 - Authorized - if you know the visitor was registered in advance using the Extended Authorization feature

Note: If you do not know how the visitor was registered or you cannot easily find the visitor name, see "[Using the Search Function.](#)" Once you find the name you can then locate it in the Pending tabbed page (for Pre-Registered visitors) or Authorized tabbed page (for Extended Authorization visitors).

3. On the Pending or Authorized tabbed page, select the visitor name and click the "Print Badge" button if you must print a badge for the visitor.
4. On the Pending or Authorized tabbed page, select the visitor name and click the "Sign-In" button.

Notes:

If you are on the Pending tabbed page, the name disappears because the visitor is now active and is no longer pending.

If you are on the Authorized tabbed page, the name remains in the list if their authorization period has not expired.

If you do a search on the Search tabbed page, the Source column designation for the visitor is "Active," indicating that the visitor is on the premises.

If you select the "Active" tabbed page, the name appears in the list, indicating that the visitor is signed in to your PassagePoint system.

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Signing In a Group of Registered Visitors



To sign in a group of registered visitors:

1. Open the Visit Center and click "Rapid Registration." The Rapid Registration section opens. Several tabbed pages are available:
 - Pending - This tabbed page lists visitors registered through the Pre-Registration process and scheduled for a visit on the current date.
 - Authorized - This tabbed page lists visitors registered through the Extended Authorization process who are allowed to visit on the current date.
 - Active - This tabbed page lists visitors currently signed in to the system.
 - Today - This tabbed page lists all visitors who signed in or signed out of your system on today's date.
 - Search - This tabbed page allows you to search all visitor and directory names, current or historical, based on user-specified criteria.
 - Visit Entry - This tabbed page allows you to create a new visitor record, if the visitor is not registered in advance.
 - New - This button creates a new Visit Entry tabbed page every time you click it.
2. Select one of the following tabbed pages:
 - Pending - if you know the group was registered in advance using the Pre-Registration feature
 - Authorized - if you know the group was registered in advance using the Extended Authorization feature

Note: If you do not know how the group was registered or you cannot easily find the individual visitor names, see "[Using the Search Function](#) ." Once you find the name of one of the group members you must sign in, you can then locate it in the Pending tabbed page (for Pre-

Registered visitors) or Authorized tabbed page (for Extended Authorization visitors).

3. On the Pending or Authorized tabbed page, select the visitor name and click the "View Full Record" button. The record for that group member opens.

Note: The names of the other group members are listed in the display box in the upper left-hand corner of the screen.

Place a check mark in the check box next to the name of each group member you must sign in.

Note: The names that are not checked will not be signed in at this time but remain available for sign in until the visit time expires.

4. Click the "Sign In" button

Notes:

If you are on the Pending tabbed page, the name disappears because the visitor is now active and is no longer pending.

If you are on the Authorized tabbed page, the name remains in the list if their authorization period has not expired.

If you do a search on the Search tabbed page, the Source column designation for the visitor is "Active," indicating that the visitor is on the premises.

If you select the "Active" tabbed page, the name appears in the list, indicating that the visitor is signed in to your PassagePoint system.

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2.5 Early Dismissal

Sometimes it may be necessary to allow students to leave school before the end of the school day. You may use PassagePoint™ software to keep a record of the person picking up the student.

Related Topics

- [Visitor Management and Badging](#)

Follow the steps below to [create a record of an early dismissal](#) or to [view today's early dismissals](#).



CAUTION! When you enter an early dismissal record, if a dialog box opens displaying "Possible Name Matches," you should select each name and view the information to determine if any of the names represent the visitor you are about to enter. Follow your

organization's protocol before proceeding.

Creating an Early Dismissal Entry



To create an early dismissal entry:

1. Open the Visit Center and click "Early Dismissal" The Early Dismissal section opens. Several tabbed pages are available:
 - Today's Dismissals - This tabbed page lists visitors who picked up early dismissal students on the current date.
 - Search Dismissals - This tabbed page allows you to search all early dismissals, current or historical, based on user-specified criteria.
 - Dismissal Entry - This tabbed page allows you to create a new early dismissal entry.
 - New - This is a button that creates a new Early Dismissal Entry tabbed page every time you click it.

2. Click the "Dismissal Entry" tab to display a new early dismissal tabbed page.

Note: If you are in the process of adding another early dismissal entry and must create a new dismissal record, click "New." A new Dismissal Entry tabbed page appears.

3. In the Visitor Info section, enter all necessary information about the person picking up the student. Note that required fields have a pink background. You may use the Capture options to enter information from select documents. See "[Capturing and Scanning Information](#)" for additional information.

Note: If a popup window opens and displays "Possible Name Matches," review each name to determine if any record is a match to the name you are entering. Follow your organization's protocol.

4. [Search the Sex Offender watch list](#), if required by your organization. Follow your organization's protocol.
5. In the Host Info section, enter all necessary information about the student who is being dismissed early. Note that required fields have a pink background.
6. In the Visit Info section, near the bottom of the screen, fill in the following fields:
 - Destination - In the drop-down box, select the location for the visit.
 - Purpose of Visit - In the drop-down box, select the purpose of the

visit.

- Valid Thru - In the drop-down box, select in the calendar control the date and time the visit expires.
7. Deselect the Print Badge option near the bottom left-hand corner of the screen since the person picking up the student is not actually signing in.
 8. Click the "Dismiss" button near the bottom right-hand corner of the screen when you finish entering the information. The dismissal record saves and the visitor name appears on the Today's Dismissals list. The student name appears as the host.

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Viewing Early Dismissal Entries



To view early dismissal entries:

1. Open the Visit Center and click "Early Dismissal" The Early Dismissal section opens. Several tabbed pages are available:
 - Today's Dismissals - This tabbed page lists visitors who picked up early dismissal students on the current date.
 - Search Dismissals - This tabbed page allows you to search all early dismissals, current or historical, based on user-specified criteria.
 - Dismissal Entry - This tabbed page allows you to create a new early dismissal entry.
 - New - This is a button that creates a new Early Dismissal Entry tabbed page every time you click it.
2. Click the "Today's Dismissals" tab to display all early dismissal records for today's date.
3. If you do not see the record you need, click the "Search Dismissals" tab to [search for the visitor's name](#). (The visitor is the person picking up the early dismissal student.)

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2.6 Checkpoint

Use the Checkpoint option to create a new visitor record, similar to a Pre-Registered visit, or to record that a specific visitor passed a security

Related Topics

- [Visitor Management and Badging](#)

point. This option is commonly used at stop points, for example a guard house at the entrance to a parking lot.

A visitor who has not yet signed-in to the system must still sign-in using the Rapid Registration option.

Follow the steps below to create a new visit record.

Creating a New Visitor Record in Checkpoint



To create a new visit record in Checkpoint:

1. Open the Visit Center and click Checkpoint. The Checkpoint section opens. Several tabbed pages are available:
 - Pending - This tabbed page lists visitors registered through the Pre-Registration process and scheduled for a visit on the current date.
 - Authorized - This tabbed page lists visitors registered through the Extended Authorization process who are authorized to visit on the current date.
 - Active - This tabbed page lists visitors currently signed in to the system.
 - Search - This tabbed page allows you to search all visitor and directory names, current or historical, based on user-specified criteria.
 - Visit Entry - This tabbed page allows you to create a new visitor record, if the visitor is not registered in advance.
 - New - This button creates a new Visit Entry tabbed page every time you click it.
2. Click the "Visit Entry" tab to display a new, visitor entry page.
3. Enter all necessary information in the Visitor Info section. Note that required fields have a pink background. You may use the Capture options to enter information from select documents. See "[Capturing and Scanning Information](#)" for additional information.

Note: If a popup window opens and displays "Possible Name Matches," review each name to determine if any record is a match to the name you are entering. Follow your organization's protocol.

Special Information fields

Directory records offer sections where you can enter special information.

- Aliases and Nicknames - Enter an alias or nickname for the person and click the "Add Another" button. The information moves from the fields to the display box. Continue adding names until you finish.
 - Parents/Other Contacts - Enter the first name, last name, and phone number for each contact. Select a contact and click the "Capture/Update Photo" button to [capture or view a photo of the contact](#).
4. [Search the Sex Offender watch list](#), if required by your organization. Follow your organization's protocol.
 5. In the Host Info section:
 - Select in the Category drop-down box the category to which the host belongs.
 - Enter the first and last name of the host.
 6. In the Visit Info section near the bottom of the screen, fill in the following fields:
 - Destination - In the drop-down box, select the location for the visit.
 - Purpose of Visit - In the drop-down box, select the purpose of the visit.
 - Security Level - In the drop-down box, select either "Escort Required" or "No Escort Required."
 - Valid Thru
 7. In the Visit Info section near the bottom of the page, select the Print Badge option if you want to automatically print the visitor badge when you finish.
 8. Select the necessary badge design in the Badge Design drop-down box.
 9. Click the "Finish" button at the bottom of the page when you finish entering the information. The visitor record saves and the name appears on the Pending tabbed pages in the Checkpoint section and the Rapid Registration section.

Notes:

If you do a search on the Search tabbed page, the Source column designation for the visitor is "Active," indicating that the visitor is on the premises.

If you select the "Active" tabbed page, the name does NOT yet appear in the list, indicating that the visitor is NOT signed in to your

PassagePoint™ system. The visitor must still sign-in through Rapid Registration.

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2.7 Visit History

Follow the steps below to view records of today's or yesterday's visits to your facility.

Related Topics

- [Visitor Management and Badging](#)



To view historical visit records:

1. Open the Visit Center module and click "Visit History." The Visit History section opens. Several tabbed pages are available:
 - Today - This tabbed page lists all visitors who signed in or signed out of your system today.
 - Yesterday - This tabbed page lists all visitors who signed in or signed out of your system yesterday.
 - Search - This tabbed page allows you to search all visitor and directory names, current or historical, based on user-specified criteria.
2. Click one of the tabs to view the records.

Note: If a record contains a "Date/Time In" but does not contain a "Date/Time Out," the visitor has not yet signed out. If a record does not contain a time entry in either category, that visitor was added to the PassagePoint™ system using the Checkpoint option and is on the premises but has not yet signed in to the system.

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2.8 Searching Names

All of the centers in PassagePoint software include a Search tab to help locate records. You can search for visitors by entering part of the visitor's first or last name or part of the host's first or last name.

Related Topics

- [Visitor Management and Badging](#)

Follow the steps below to search for a name.



IMPORTANT! If you conducted a previous search, those results continue to display on the Search page until you close the PassagePoint software or until you conduct another search. Follow the steps below to refresh the list of names.



To search for a name:

1. Click the "Search" tab in any center. The Search tabbed page displays.
2. Enter text in the Search field if you want to find records that contain specific text in the First Name or Last Name fields of any visitor or directory records. Leave the Search field blank if you want to display all names.
3. Click the Search button. A list of names matching the search criteria displays. If you leave the Search field blank, records for all directory and visitor names display.
4. Click the name you need. Additional information about the record displays.

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3 Directory Management

In this Section

- [Adding Directory Names](#)
- [Importing Directory Names](#)

The Directory Center is the module where you store records for people who are part of your organization and typically are in your facility, for example employees, contractors, and students. The Directory Center is especially useful when looking up employee names and phone numbers. See "[Adding Directory Names](#)" for additional information.

You can also import previously-existing directory data, if necessary. See "[Importing Directory Names](#)" for additional information.

Records created in the Directory Center do not appear on Evacuation Reports since they are NOT considered visitors.

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3.1 Adding Directory Names

Follow the steps below to add a name to the directory.

Related Topics

- [Directory Management](#)
- [Importing Directory Names](#)



To add a name to the directory:

1. Open the Directory Center module. The Directory Center opens. Several tabbed pages are available:
 - Today's Hosts - This tabbed page lists all the directory names of those people who are hosting visitors today.
 - Today's Directory Sign-In - This tabbed page lists all the directory names of those people who signed in or signed out of your system today.
 - Search - This tabbed page allows you to search all directory names, current or historical, based on user-specified criteria.
 - Directory Entry - This tabbed page allows you to create a new

directory name record.

- **New** - This button creates a new Directory Entry tabbed page every time you click it.

2. Click "Directory Entry" to view a new, Directory Entry page.

Note: If you are in the process of adding another record and must create a new Directory Entry page, click "New." A new Directory Entry tabbed page appears.

3. In the Directory Person section, enter all necessary information. Note that required fields have a pink background. You may use the Capture options to enter digital information from select documents. See "[Capturing Information](#)" for additional information.

4. [Search the Sex Offender watch list](#), if required by your organization. Follow your organization's protocol.

5. In the Aliases and Nicknames section, enter an alias or nickname for the person, if any apply, and click the "Add Another" button. The information moves from the fields to the display box. Continue adding aliases until you finish.

6. In the Parents/Other Contacts section, enter the first name, last name, and phone number for each contact. Click the "Add Another" button. The information moves from the fields to the display box. Continue adding contacts until you finish.

Note: If you want to store a photo of the contact person, select the contact and click the "Capture/Update Photo" button. Follow Steps 3-7 of "[Capturing Photos](#)."

7. Click the "Save" button when you finish entering the information. The directory record closes.

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3.2 Importing Directory Names

PassagePoint allows you to import directory data. See your system administrator or IT manager for additional information.

Related Topics

- [Directory Management](#)

Part



4 Capturing and Scanning Information

In this Section

- [Scanning Licenses and Business Cards](#)
- [Scanning Passports](#)
- [Capturing Photos](#)
- [Capturing Signatures](#)

Capturing and scanning information, versus manual entry, is a quick method to enter lots of information about visitors to your facility. It also enables you to store and print photos and signatures, to improve your badging and identification methods.

You can scan driver's licenses, business cards, and passports as well as capture photos and signatures using PassagePoint™ software. Click the links above for additional information.



Note: You must install the necessary hardware and configure the software settings before you scan or capture this type of information. See your system administrator or IT manager for additional information.

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4.1 Scanning Licenses and Business Cards

You may enter directory and visitor information manually or by scanning a driver's license or business card.

You may also scan passports as well as capture photos and signatures. See "[Scanning Passports](#)", "[Capturing Photos](#)," or "[Capturing Signatures](#)" for additional information.

Related Topics

- [Capturing and Scanning Information](#)
- [Visitor Management and Badging](#)
- [Directory Management](#)



Note: You must install the necessary hardware and configure the software settings before you scan or capture this type of information. See your system administrator or IT manager for additional information.



To scan a driver's license or business card:

1. Open a new record and click the ID/License or Business Card icon, depending on the type of document you want to scan. A window opens and displays fields appropriate for the document type you selected to scan. For example, the License Scan Entry window appears if you selected the ID/License icon.

Note: If you scan a document different from the type you select, the correct information may not appear in the desired fields.

2. Scan the document according to the manufacturer's instructions for the scanner connected to the workstation. Within a short amount of time, an image of the document appears and information populates the fields.

Note: If the information populates incorrectly, verify that you scanned the correct document for the icon you clicked. If the document is of the correct type, see your system administrator or IT manager. The scanner may need to be calibrated for differences in state IDs, etc.

3. Review and edit the information if necessary. Most of the information cannot be edited after you save the scanned information.
4. Click the "Save" button when you finish. The Scan window closes and the photo and other information appear in their fields in the record. Return to the appropriate topic within "[Visitor Management and Badging](#)" or "[Directory Management](#)" to continue creating or editing the record.

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4.2 Scanning Passports

You may enter directory and visitor information manually or by scanning a passport

You may also scan driver's licenses and business cards as well as capture photos and signatures. See "[Scanning Licenses and Business Cards](#)," "[Capturing Photos](#)," or "[Capturing Signatures](#)" for additional information.

Related Topics

- [Capturing and Scanning Information](#)
- [Visitor Management and Badging](#)
- [Directory Management](#)



Note: You must install the necessary hardware and configure the software settings before you scan or capture this type of information. See your system administrator or IT manager for additional information.



To scan a passport:

1. Open a new record and click the Passport icon. The Passport Scan Entry window opens.

Note: If you scan a document different from the type you select, the correct information may not appear in the desired fields.

2. Scan the passport according to the manufacturer's instructions for the scanner connected to the workstation. Within a short amount of time, an image of the passport appears and information populates the fields.

Note: If the information populates incorrectly, verify that you scanned the correct document for the icon you clicked. If the document is of the correct type, see your system administrator or IT manager.

3. Review and edit the information if necessary. Most of the information cannot be edited after you save the scanned information.
4. Click the "Save" button when you finish. The Passport Scan Entry window closes and the photo and other information appear in their fields in the record. Return to the appropriate topic within "[Visitor Management and Badging](#)" or "[Directory Management](#)" to continue creating or editing the record.

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4.3 Capturing Photos

You can capture and store photos using a Logitech™ web camera.

Follow the steps below to capture a photo.

Related Topics

- [Capturing and Scanning Information](#)
- [Visitor Management and Badging](#)
- [Directory Management](#)



Note: You must install the necessary hardware and configure the software settings if you plan to capture digital photos. See your system administrator or IT manager for additional information.

Capturing Photos



To capture a photo:

1. Open a record for which you want to capture a photo. See subtopics in "[Visitor Management and Badging](#)" or "[Directory Management](#)" for additional information.
2. Click the photo icon in the Capture section of the record. The Camera Capture window opens.
3. Click "Capture." The Video DataSource window opens and displays a video picture.
4. Ask the visitor to hold still while you capture a still photo. When you are satisfied with the image that displays in the window, click the "Capture" button. The Video DataSource window closes and the photo displays in the Camera Capture window.
5. If you want to crop the photo to remove unnecessary elements from the edges:
 - a. Place your mouse cursor on the left-hand image, in the Select Area to Crop section.
 - b. Left click with your mouse and drag the mouse cursor down and to the right, to draw a dotted rectangle on the image.
 - c. Release the mouse and the cropped image displays in the right-hand portion of the window.
 - d. Repeat Steps **a** - **b** until you are satisfied with the cropped image.
6. Click "Save." The Camera Capture window closes and the photo displays in the the record.
7. Save the record.



Note: When you capture a photo, the new photo replaces the previously-saved photo. If you subsequently scan a driver's license, the driver's photo does NOT replace the image captured by the camera.

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4.4 Capturing Signatures

Your organization may choose to require visitors to sign a visitor agreement, such as a waiver, when the visitor signs in. You can use a signature pad to capture a digital signature for your records. The signature is stored in the PassagePoint system.

Related Topics

- [Capturing and Scanning Information](#)
- [Visitor Management and Badging](#)
- [Directory Management](#)

Follow the steps below to capture a signature.



Note: You must install the necessary hardware and configure the software settings if you plan to capture digital signatures. See your system administrator or IT manager for additional information.

Capturing Signatures



To capture a signature:

1. Open a record for which you want to capture a signature. See subtopics in "[Visitor Management and Badging](#)" or "[Directory Management](#)" for additional information.
2. Click the signature icon in the Capture section of the record. The Signature window opens.
3. Click the drop-down arrow in the Agreement field and select the necessary agreement. The text of the agreement displays in the window.
4. Ask the visitor to sign using the signature pad. The signature appears in the Signature window.

Note: If you or the visitor are not satisfied with the signature, click "Clear" in the Signature window and the visitor can sign again.

5. Click "Accept" in the Signature window.

Note: The text "Agreement Declined" changes to "Agreement Accepted" after you click "Accept."

6. Click the "x" in the upper right-hand corner of the Signature window to close the window. The signature displays in the the record.

7. Save the record.

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5 Security Features

In this Section

- [Internal Watch Lists](#)
- [Importing Internal Watch Lists](#)
- [External Watch Lists](#)

PassagePoint software includes a Security Center where you can create lists of names of people who may require special attention or special actions. For example, you should create a watch list entry for an individual you do not want to admit to your facility. You can include a message indicating the reason they should not be admitted.

Every time a user attempts to create a visit or sign in a visitor with the same last name as a person on the watch list, an on-screen message appears, listing possible name matches. This on-screen notice includes a photo of the watch-list person if you saved a photo in their watch list record.

PassagePoint software is also equipped with the ability to conduct searches in external watch lists.



IMPORTANT! If you want to search external watch lists you may need a subscription. Contact that provider for additional information.

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5.1 Internal Watch Lists

You may want to add names to your organization's internal watch list. These are can be names of people you know require special attention or names of people you do not want to admit to your facility.

When you attempt to create a visit entry or attempt to sign in a visitor through any section of the PassagePoint™ software, a popup window opens if the name is on a watch list.

Follow the steps below to [add a name to the internal watch list](#) or to [delete a name from the](#)

Related Topics

- [Security Features](#)

[internal watch list.](#)

Adding Names to the Internal Watch List



To add a name to the watch list:

1. Open the Security Center and click "Watch List." The Watch List section opens. Several tabbed pages are available:
 - Internal List - This tabbed page lists the names of people currently on your internal watch list.
 - Search - This tabbed page allows you to search all names of people currently on your organization's watch list, based on user-specified criteria.
 - Watch List Entry - This tabbed page allows you to create a new watch list entry.
 - New - This is a button that creates a new Watch List Entry tabbed page every time you click it.

2. Click the "Watch List Entry" tab to view a new, watch list entry page.

Note: If you are in the process of adding another watch list entry and must create a new entry, click "New." A new Watch List Entry tabbed page appears.

3. Enter all necessary information. Note that required fields have a pink background. You may click the "Capture/Update Photo" button to capture a photo. See "[Capturing Photos](#)" Steps 3-7, for additional information.
4. Click "Save" when you finish entering the information. The watch list record saves and the name appears on all appropriate lists on the Internal List tabbed page.

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Deleting Names from the Internal Watch List



To delete a name from the watch list:

1. Open the Security Center and click "Watch List." The Watch List section opens. Several tabbed pages are available:
 - Internal List - This tabbed page lists the names of people currently

on your internal watch list.

- Search - This tabbed page allows you to search all names of people currently on your organization's watch list, based on user-specified criteria.
- Watch List Entry - This tabbed page allows you to create a new watch list entry.
- New - This is a button that creates a new Watch List Entry tabbed page every time you click it.

2. Click the "Internal List" tab to view all watch list entries.

Note: If you are not sure if the name is on the internal watch list, click the "Search" tab and [search for the record](#).

3. Click the name you want to delete from the list and click "View Full Record." The record for the watch list entry opens.
4. Click "Delete." A confirmation window asks you to confirm the deletion. Click "OK." The watch list record closes and the record is removed from the internal watch list.

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5.2 Importing Internal Watch Lists

PassagePoint allows you to import internal watch lists. See your system administrator or IT manager for additional information.

Related Topics

- [Security Features](#)
- [Internal Watch Lists](#)

5.3 External Watch Lists

External watch lists exist on the internet. These lists may require a membership fee in order for you to conduct searches of their database. See your system administrator or IT manager for additional information.

Related Topics

- [Security Features](#)
- [Searching the Sex Offender Watch List](#)

5.4 Searching the Sex Offender Watch List

Your organization may require that you search a sex offender database for all names you enter into your PassagePoint™ system.

Related Topics

- [External Watch Lists](#)

Follow the steps below to search the sex offender database.



IMPORTANT! If you want to search external watch lists you may need a subscription. Contact that provider for additional information.



To search the sex offender database:

1. Do one of the following:
 - Open a record in the Visit Center or the Directory Center. Click the "Sex Offender Search" button. The Sex Offender Search window opens.
 - Open the Security Center and click "External Lists." The Sex Offender Search tabbed page opens.
2. Fill in the following fields:
 - First Name
 - Last Name
 - Date of Birth (optional)

Note: If you are conducting the search in a previously-created record these fields automatically populate with the information contained in the record.

3. Click "Search."
4. A window opens and displays the results of the search. Follow your organization's protocol based on the results.

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