

The next generation of ID Validation

IDetect

SECURITY SYSTEMS

- Detect Fake & Tampered ID's • Reduce Liability Insurance
- Take & Store Picture of Entrant • ABC & Law Enforcement Endorsed
- Secure Admission Fee's • Print & Secure Wrist Bands
- Guest Lists • Rapid Entry = No Lines • Ban Unwanted Entrants
- Automatic Email Retrieval • Attendance Graphs • Membership Functions
- Employee Time Clock • Automatic Telephone Number Retrieval
- Promoter Entry Lists • Limit Entry per Age Group • 24/7 Support
- Vary Admission Fees by Time • Generate Mailing & Historic Info
- Optional Turnstile and Biometric Hand Scanning

ENOUGH SAID...

Handheld User Manual Version 3.4

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1.0 Quick Start

- Plug the IDetect handheld in and allow to charge for 3 hours before the first use
- If you have purchased the **IDetect Handheld Backup Battery** for the IDetect Handheld model 300 then it should already be installed on the back of your handheld. **WHEN INSERTING THE BACKUP BATTERY LEAD INTO THE JACK ON THE IDETECT HANDHELD, BE EXTREMELY GENTLE. DO NOT FORCE THE LEAD ALL THE WAY INTO THE HANDHELD JACK; IT ONLY GOES IN HALF WAY. FORCING THE LEAD INTO THE UNIT COULD DAMAGE THE AC JACK INSIDE THE IDETECT HANDHELD; PLEASE BE GENTLE WITH THIS!!**
- If you received the IDetect camera option with your IDetect model 300 Handheld, then follow these steps:
 - Remove the camera from its carry case, and attach the Velcro side of the camera to the Velcro strip on the top of the handheld. This is located just above the USB, Power, and data ports on the Handheld.
- Push the red button to turn the IDetect Handheld on.
- After the system boots up, the time check window should display. This box is to verify that the system time is correct. If it is not correct then click on NO then go to section 2.2 to set the correct system time.
- The next box to appear is the password and network selection screen.
- The password for the system is '12345'. So using the keyboard on the IDetect Handheld, type in those 5 characters.
- If you click on NETWORK then in the bottom section of the password box select Offline if you are running the Handheld without the Wifi, Client if you are using the Handheld on a wifi network with the XP manager as the Server, or Server if you are again running on a wifi network and this Handheld will be the server. If you have selected **Client**, then type in the IP address that is obtained from the XP Manager in the sign in box. If **Server**, then select an IP address from the drop down box that will fill in after the Handheld is connected to the wireless network. Use this address for all other devices on this network, including the XP Manager, all running in **Client** networking mode. If you do not know what you are running, then select **Offline**. Now either tap on Log In button on the screen, or push the green Enter button.
- You are now ready to scan IDs. Follow the Icons imprinted on the IDetect Handheld to place the IDs into the scanner in the correct manner.
- If an ID is not scannable, you may tap on Non-scannable ID to check the entrant in that way. You can either choose to type in the entrant's Date Of Birth or not. Click on OK whether it has been entered or not.
- If the Checkin screen is clearing too slowly or quickly for your needs, then click on MENU, then from the Main Menu screen on the Handheld, click on the Settings icon, and then click on the Checkin Timeout (Seconds) field. Change this to the amount of second that you want before the currently scanned ID information disappears and the system is ready for the next ID scan. Press SAVE when done.
- Click on the Checkin icon to go back to scan IDs again.

- **DO NOT TURN THE POWER OFF ON THE HANDHELD WITHOUT EXITING IDetect, YOU WILL LOSE SOME DATA. SELECT LOGOUT, AND THEN EXIT BEFORE TURNING THE POWER OFF.**

1.1 Hooking up the Handheld via Wifi to the IDetect System Manager/IDetect Wall Mount System

- Make sure you have a wireless router that has its firewall turned off, and know the name of this wireless network that it is broadcasting.
- Make sure the PC being used (running the IDetect System Manager) has the Firewall turned OFF. If running VISTA, then make sure User Account Control is also turned OFF.
- Obtain the IP Address (Local IP) from the IDetect System Manager from the log on screen of the IDetect System Manager (See Section 3.2.4.3)
- Type this address into the IP Address space in the sign on screen discussed above.

AND/OR

After entering your password upon turning the Handheld on, in the bottom section as discussed above select **Offline** if you are running the Handheld without the Wifi, **Client** if you are using the Handheld on a wifi network with the XP manager as the Server, or **Server** if you are again running on a wifi network and this Handheld will be the server. If you have selected **Client**, then type in the IP address that is obtained from the XP Manager in the sign in box. If **Server**, then select an IP address from the drop down box that will fill in after the Handheld is connected to the wireless network. Use this address for all other devices on this network, including the XP Manager, all running in **Client** networking mode. If you do not know what you are running, then select **Offline**, and then click Proceed.

- Reset the Handheld.
- When the Wifi box opens up on the Handheld make sure your router can be seen in this box. If the Wifi box does not open on the Handheld, then click the network icon on the toolbar of the Windows CE screen at the bottom of the screen to the left of the time. Click on the router then click on **CONNECT**. If your router is encrypted, then obtain the encryption code from your router and type it into the Network Key box in this section. If the Network Key box is grayed out, then uncheck the box preceding **The Key Is Provided Automatically**.
- Click **OK**. Make sure the Status in this box now says the Handheld is **Connected** to your router. Click **OK**.
- Make sure that all Handhelds and IDetect System Manager Systems can be seen on the router by using the router software (See manual for the router you are using).
- In IDetect, go to **Checkin**, and then click on the Wifi antenna at the top of the screen. If all is well, the Icon will report “**Connected**”, and the Handheld is now connected to the IDetect XP Manager/IDetect Wall Mount System. All scans that are **OK TO ENTER** will be sent to the IDetect System Manager/Wall mount, and then to other Handhelds attached to the network.

2.0 System Tools

These tools allow you to navigate the IDetect Handheld very easily.

2.1 Keyboard

If you are entering numbers into the handheld, you can easily use the on screen keyboard that is on the bottom of the handheld screen:



Click on this icon to open the keyboard. Click in the area where you want numbers or letters to be typed, then use the stylus to type in characters much the same way you would use a typical keyboard. If you want a capital letter, click on the Shift key on the Keyboard then click on the letter that you want. If you want characters click on the SHIFT key, or the CTL key for more characters. When you are finished with the keyboard put it away by clicking on the bottom of the screen on the keyboard icon again.

2.2 System Time

Make sure the time and date on the handheld are correct by clicking on the bottom of the screen in the Windows CE Desktop screen on where the time is displayed. The Date/Time properties screen then opens. In this screen select the correct month and year by clicking on the right or left arrows, and the correct day by clicking on the correct day. Make sure your correct time zone is selected by using the down arrow, then clicking on the correct Time Zone. If you want the handheld to automatically adjust for daylight savings, click this checkbox to activate this function. Change the time by clicking on the hour then using the up and down arrow to adjust. Do the same for the minute, seconds and AM/PM.

3.0 System Setup (Management)

The handheld already comes with parameters set to certain settings which are perfect for most clubs. But let's review them anyway. Start by clicking on the Settings Icon from the Main Menu.

3.1 Settings

As stated above, click on SETTINGS from the Main Menu to enter System Setup.

3.1.1 Club Name, Address, Town, State, Zip, and Phone

In this section you will find your club name, address, town, state, zip code, and telephone number. You will notice that these fields cannot be changed. This is because IDetect sets up this information specific to the information you have provided. This is in effect assigning the Handheld to you. If any of this information is inaccurate, please contact IDetect to have it changed.

3.1.2 Machine Name

This is a unique name that you may use to identify this Handheld. This name will appear in Devices in the IDetect System Manager, in the Chat box that come up when you are text chatting with another Handheld or System Manager, as well as in the entrant's data profile stating which Handheld they entered through. This is useful if you are using an IDetect Handheld network and the door in which an entrant entered is needed.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.3 Checkin Timeout (Sec)

This item allows you to enter how many seconds to keep the checkin screen displayed until you can scan the next ID. The default is 5 seconds. This is plenty of time to see the last entrant's displayed information, but not too long so that scanning the next entrant is delayed. Use the scroll arrows to the right of this field to increase or decrease the seconds delay.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.4 License Camera Timeout

This item allows you to enter how many seconds to delay the camera before it takes a picture of the actual license used. The default is 4 seconds. This is plenty of time to place the license in front of the camera, but not too long so that scanning the next entrant is delayed. Use the scroll arrows to the right of this field to increase or decrease the seconds delay.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.5 Age Allowance

This field instructs IDetect what age for entrants is ok or not ok to enter. Use the arrows to the right of the field to increase or decrease the allowed entry age. If you are using the

IDetect custom Wristband function, then the system will print a custom Wristband via the IDetect System Manager, or direct from the Handheld for every entrant who is this age or above. Click on SAVE on the bottom of the screen, then LOGOUT. Exit IDetect and then go back into IDetect for the new settings to take effect.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.6 Visits Until Free Credit

If you are using the IDetect Handheld to collect admission fees, then you could put in this field how many visits an entrant has to complete before receiving a free entry, or a free drink coupon. The number of their visits builds up until this credit is received, at which point their visit count for a free credit resets.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.7 Watchlist Sensitivity

If you are using the IDetect Watchlist feature and you established a Watchlist of Entrants within the IDetect System Manager, then this setting allows the matching of scanned IDs to the Watch list be more or less sensitive. More sensitive will find fewer matches whereas less sensitive will find more.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.8 Support Michigan State IDs

The reason that this option is in the Settings is because Michigan has a very limited information and narrow magnetic strip for scanning. If the Magnetic strip is corrupt or worn out, then a false read can occur leading to some potential reading errors. If you are not planning on scanning Michigan State IDs, then uncheck this box by clicking it with the handheld stylus or your finger. If you do then click this box to place a check in it.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.9 Always Take New Picture

If you are using the IDetect Snap Shot Camera, then you have an option on how it takes pictures upon a scan of an entrant's ID. If you uncheck this box, then if a picture already exists for this entrant, a new picture will not be taken. The user does have the option of retaking the picture, but an automatic new picture will not be taken. This is the more safe option because once you have the picture of the correct owner of an ID, it is best to keep it just in case this entrant's ID is shared by another entrant. This way a new picture of the

entrant sharing an ID will not be taken, and the actual owner of the ID's picture will come up catching the entrant sharing another ID immediately. Put a check in this box if you want to bypass this function, and have a new picture taken every time an entrant enters whether or not they already have an existing picture in the system. If they do, this picture will be overwritten by the new picture being taken.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.10 Free Credit On Birthday

This function has the same effect as Visits Until Free Credit (Section 3.1.6). If it is the entrants birthday, they can receive free admission or a free credit coupon printed immediately for them. Place a check in this box if you want this function, or no check if not.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.11 Facility

This function was developed for our University clients. If you select this function, IDetect will act more as a front gate scanner for a university campus.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.12 Ask For Location

This function was developed for our University clients. If you select this function, IDetect will ask for a building, floor, and room number that the entrant is going to upon the scan of their ID, and store this information in their profile for future reference.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.13 Automatic Print Wristband

If you are using the IDetect custom wrist banding feature, checking this box will print a wristband automatically for all scanned entrants who are OK to enter

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.14 Use Wifi for Wristbands

If you are using the IDetect custom wristbanding feature, and you have selected to print

wristbands in the previous section (3.1.11) then selecting this option will send the signal to print the wristband to the wristband printer via the built in wireless (wifi) card in the Handheld. Do not select this if you want to place the wire right from the wristband printer into the Handheld.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.15 Reduced Wristband Info

If you are using the IDetect custom wristbanding feature, and you have selected to print wristbands in the previous section (3.1.13) then selecting this option will remove the driver's license ID number from printing on the custom wristband. Each drivers license ID number character will be an '*' instead of the corresponding number. Do not select this if you want the wristbands to contain the actual driver's license ID number.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.16 Members Only

If you are using the IDetect Membership function, and you want each person entering your facility to hold a membership, or be asked to purchase one upon entering, then this is where you would signify this. Click in this area to put a check mark for ON or no checkmark for OFF.

Click SAVE to save your changes, CANCEL to ignore your changes.

3.1.17 Charge Money

Enabling this feature will charge each person entering the facility an admission fee that was assigning in PRICES (Section 14.0).

Click SAVE to save your changes, or CANCEL to ignore your changes.

3.1.18 Wifi Entrant Camera Setup (Page 3 of Settings)

The IDetect Handheld allows up to two wifi cameras to be used simultaneously. Please follow the setup on the enclosed CD and manual that came with the camera before continuing in this section. During the camera setup, click on CAMERA SETTINGS to get the IP address of the camera. Save that for later. Also, after the camera setup has completed, go to MAINTENANCE in the camera setup menu. Change the setting for Snapshot URL Authentication to DISABLED. Click on APPLY at the bottom of this section to save this new setting.

If you have only one camera to be used with each Handheld then click on the line after

the word Disabled in the First Camera area to put a check mark and change it to Enabled. The Type should remain at D-Link. For the IP address please click on the keyboard icon at the bottom of the screen and using the on screen keyboard type in the ip address in the line after “IP Address” that the camera software assigned to the camera after the camera setup. Please make sure to include all of the correct syntax of the ip address by using the ‘.’ In between the sets of numbers.

Click SAVE to save your changes, or CANCEL to ignore your changes.

Exit IDetect all the way and turn the Handheld off (Section 17.0). Unplug the power from the camera. Wait a few second then plug the camera back in. Wait until the light on the camera is back to green. After that, turn the IDetect Handheld on and continue until the Checkin screen. You should now see the live video feed from the camera on this screen.

4.0 Check In

This section is where you scan entrant’s IDs, take their picture, the picture of their license, and scan in entrants with non-scannable IDs. If you are using the IDetect Snapshot camera, you should see live video feed above the buttons on the screen. If you do not see this video, make sure the camera is plugged into the USB port on the Handheld. If you do not have the camera attached, exit IDetect, choose the flag in the lower left hand corner of the Windows CE screen, and then select shutdown. Plug the camera in, and then turn the Handheld back on again. Before you scan the ID, make sure the entrant is lined up in the live video screen. Once you scan their ID, the image in the live video feed is automatically captured and stored with their profile.

4.1 Scanning IDs

If you are scanning a barcode license (PDF), push the license into the handheld scanner in the first slot which is just above the screen with the barcode down facing in the direction of the screen. Push the license in and pull it out quickly in one motion. If you are scanning a Magnetic strip license, run the license with the magnetic strip facing down and towards the screen through the scanner in the second slot. Run this license through quickly from left to right or right to left.

After scanning the ID you will see the entrant’s information and picture displayed on the screen. This is some of the information that is stored for this entrant.

4.1.1 Checkin Screen

The checkin screen displays the entrant’s information, whether they can come in or not, for what reason, any messages associated with this entrant, and their picture. Before the screen clears (see section 3.1.3 on Checkin Timeout) you have access to buttons to

process the entrant further.

4.1.1.1 Menu

Click this button to bring up the menu of options that can be performed on this entrant.

4.1.1.1.1 Entrant Details

This option will only work if the current user has signed in with ADMIN status, meaning that he has full permissions to any part of the system. If the user has LIMITED status (as most door people will have), then this function is not active.

Click on this option to see full details for this current entrant. To navigate through DETAILS, see section 8.0.

4.1.1.1.2 Tag a Comment

Click on a comment to tag to this entrant for the next time that he/she enters. Click on the comment then click on SELECT. Click on CANCEL if no comment for this entrant is desired. The comments in RED will cause the next entry of this entrant to be NO ENTRY, the yellow comments to be a WARNING, and the green comments to be OK TO ENTER. Select a duration for this comment then click on ADD so save it to this entrants profile.

4.1.1.1.3 Assign VIP Card

If you have not already done so, get your custom VIP cards from IDetect. What a better way to have your patrons come back to your facility because they have this great looking VIP card with them as a constant reminder to re-visit, plus they are all around town as an advertisement. Once you receive them, assigning them to your patrons is a snap. Click the Assign a VIP Card button after scanning an entrants ID. A box will open requesting you to scan their VIP card. Go ahead and slide the VIP card through the magnetic strip reader of the handheld, then click ASSIGN. Hand this person this VIP card. From now on when they come in, they can hand you their VIP card, and when swiped through the IDetect Handheld, their information with their picture will display on the screen. The picture keeps them from sharing this VIP card with other entrants.

4.1.1.1.4 Report Correction

If you have an ID that did not scan correctly, then click on this option. A box will appear that allows the user to enter in the correct information for the ID that was just scanned. It will have the fields filled in for what the system thinks should be in each field. Correct this information if needed by reading what is on the front of the ID and filling in the

fields in this form which are incorrect or blank. If the name or Date Of Birth is in the correct format but not accurate, this may not be a parsing error, but an actual tampered ID.

4.1.1.1.5 Print Wristband

If you are using IDetect to print custom wristbands you can click this button to re-print a wristband for this entrant in case they lost their previous one, or left to go to another club and removed it.

4.1.1.1.6 Buy Membership

If you are using the Membership function for some or all of your entrants, then clicking this button will allow you to sell a membership to the just scanned entrant. Click this button, then select from the list of pre-defined membership types that were set up in MEMBERSHIPS (Section ???.???.??), then click ADD.

4.1.1.1.7 Retake Photo

This item allows the user to re-take the photo of the currently displayed Entrant. Once this is selected, the live video screen will open allowing the user to line up the entrant in the view, and then capture their new photo.

4.1.1.1.8 Email/Phone

Click this button to enter an entrant's Email and/or telephone number.

4.1.1.1.9 Back To Checkin

Click on this to exit the Option Menu and go back to the entrant's check screen. When the menu was open, the checkin timeout (See section 3.1.3) was disabled. Once you click this option and go back to the checkin screen, the timer is reset and has begun again.

4.1.1.2 Back

Click this button to clear the checkin screen faster than when the timer clears the screen automatically. Click this button to clear the screen to get ready to scan another ID. ID's that are scanned while the previous Checkin screen is still displayed will be ignored.

4.2 Manual Checkin

If you are looking for a previously entered entrant but do not have their ID, but do remember their first or last name, then click in the white section above the words Manual Checkin. Use the keyboard on the screen that pops up to enter any part of their last name or first name. Click on the ENTER key on the on screen keyboard. A list of entrants will come up that match the criteria that you typed in. Click on the entrant that you are looking for from this list. The checkin screen will then appear with this entrant's information much like if you just scanned their ID.

4.3 Non-Scannable IDs

If you are scanning an ID that just will not scan because it is worn out or broken, or it is an ID that has nothing to scan on it, then click on the button that says NonScannable. Using the keyboard at the bottom of the Handheld, type in the 2 digits for the entrant's month of their date of birth, their 2 digit day, and their 2 digit year. Press OK to check them in. Click on OK without entering the Date of Birth to process the entrant without concern for saving their Date of Birth. If you are using the IDetect Snapshot camera then the same process will occur as when you simply scan an ID. Line the non-Scannable entrant up in the live video feed, then click on NonScannable. The entrants picture will be stored with their profile.

4.4 Previous Entrants

Click this button to see a list of all of the previous entrants. Select the date range by clicking the down arrow to the right of the date for "From" and "To". The dates default to the full current date, so if you are looking for previous entrants for the same day then there is no need to select a new date range. Click on the green right arrow button to the right of the date range fields. The list of previous entrants will appear that correspond with the selected date range. Click on the entrant in the list that appears below the date range, then click SELECT to check them in again and see their picture. Click Cancel to return without displaying any previous entrants.

5.0 Previous Entrants

This is the same function as discussed in the previous section (section 4.4), but also appears in the Main Menu screen.

6.0 Search

This item selects the search feature for the Handheld. Once in this area, you will see a listing of all entrants on the bottom grid, and the search criteria above. All of the entrants are currently listed because no search criteria have been applied to this list yet. In the member listing, you will see an edit pencil to the left of each name. Click on this pencil

to edit the information for the selected entrant. Also, the header of each field in the listing can be clicked on to sort the list either ascending or descending for that particular field.

6.1 Search Criteria

In the first field is the data item for an entrant that you desire to search on. The default item in this field is "Name". This is because it is the first item in the list of items. The second field is the condition for the search. "Is" basically means is equal to, "Is Not" is not equal to, "Contains" means this item may have something within it that is equal to the text you will type in, "Starts with" and "Ends with" are self explanatory. Click in the next box to type in the text that you want to find with your search. Click on the keyboard at the bottom of the screen to open the virtual keyboard. Type in your text, then slide the keyboard up by clicking on the top edge of the keyboard and dragging it up, then click on the keyboard icon at the bottom of the screen again to close the virtual keyboard.

6.2 Search Criteria Examples

Some examples of how to use the search are as follows. You are looking for all entrants who have the first name of Bob. Select the item NAME, then CONTAINS, then type the name Bob by using the virtual keyboard. Click SEARCH to begin your search.

You want to find all entrants who live in the town of Woodbridge. Select TOWN for the item, select IS for condition, then type in Woodbridge in the text box using the virtual keyboard. Click SEARCH to begin your search.

These examples can go on forever because the search possibilities are basically limitless. Try your own searches now using the concepts outlined above. You will see how powerful the search engine is.

6.3 Add Condition

If you would like to add another search condition to your search click on this button. This will allow you to add another search filter to your entrant list. Such as find all females who live in the zip code of 90324. For this you would select sex IS F and the next condition ZIP CODE IS 90324. More search conditions can be added to filter the entrant list that much further.

6.4 Clear

This button clears all search conditions to allow you to start again.

Click on BACK to go back to the main menu.

7.0 Grid View

Grid view lists all entrants in a list that can be sorted in any way by clicking on the header for each field at the top of the list. Multiple clicks on the same header will list the entrants in ascending or descending order for that field. Clicking on the pencil to the left of each name will bring up the edit screen or “Details View” (section 8.0) for that particular entrant.

Click in BACK to go back to the main menu.

8.0 Details View

Details view lists all entrants and their details. When first going into this section, the first name in the list alphabetically is displayed with their details. The tabs on the bottom of each entrant categorize the information in groups. The description of each tab follows:

Info1: Lists the entrant’s demographic information with their telephone number, email address, sex, date of birth, and age.

Info2: Lists more of the entrants physical information, their license ID number, VIP Card number, and Walkin status. Walkin status simply is checked if this entrant was originally a non-scannable entry.

Pics: Lists the pictures taken of the entrant and also their signature. The top box is the entrant picture, the second picture is of their actual ID, and the third is their signature capture if they signed the checkin screen.

Vsts: List in detail all of the visits this entrant has done. The date and time of each visit is listed with a tag if they were banned on this particular visit and/or tagged with a comment.

Tags: Lists all of the comments that were tagged to this entrant, with the date that the comment will expire. If you click on the three dots to the right of the second line of REFERENCE, then another comment can be tagged to this entrant. To the left of each comment is a red ‘X’. Click this to delete that particular comment from this entrant.

Membs: This area shows the membership this entrant is currently holding whether it is expired or not.

Click in BACK to go back to the main menu.

8.1 Details View Tool Bar

At the top of the Details View screen is the tool bar to control certain features in this area. The first icon on the left which is a left arrow against a line (|<) moves the control in the area below to the first entrant in the list. The next icon (<) moves control to the previous entrant in the list. The set of numbers tells you what entrant you are currently viewing out of the number for the entire list. The next icon (>) moves the control to the next entrant in the list, and the next (>|) moves control to the last entrant in the list.

8.1.1 Manually Entering an Entrant

Clicking on the '+' icon will create a new blank record that you can manually fill in for an entrant. This could be used as a watch list for an entrant that has not yet ever visited your facility, or a name that you may want to market. Fill in all the fields that you want by using the virtual keyboard (Click on the keyboard icon at the bottom of the screen).

When completed, click on the Diskette icon to save your input, or click the red 'X' to delete all of your input.

8.1.2 Deleting an Entrant

Click the red 'X' to delete the entrant that is currently being displayed. Remember, doing this deletes the entrant permanently and cannot be recovered.

8.1.3 Editing and Saving

After all changes have been made to an entrant in the Entrant Details section, click on the diskette icon before leaving this area or your changes to this entrant will not be saved. You may have added a comment to an entrant in this section, or added an email address. Make sure you click this icon to save your changes.

9.0 Thumbs View

This section displays thumbnails for all entrants that you have taken a picture of. Even for the entrants that there is no picture of, they will be listed as well just without a picture. This is very useful if you are trying to find a previously entered entrant who you would now like to find for banning purposes. Click on the picture to make it bigger for easier viewing.

Once you have found the entrant you are looking for, click on MENU, then TAG A COMMENT to ban this entrant from future entry, or just tag a comment to them that will be displayed the next time they visit. If you want to see details for this entrant, click on SHOW DETAILS which will bring up the Details View (section 8.0) for this selected entrant.

9.1 Thumbs View Search

If you just want to see thumb nail pictures for entrants for a certain time frame, or for any other criteria, then click on the magnifying glass icon at the top of the screen to the left of the current time. The search window will open (section 6.0) with addition of the when visited search at the top. Put in this area the time frame of entrant's thumbnail pictures that you want to view. Click on SEARCH, then the screen will be of just thumbnails that followed your search criteria.

10.0 Comments

This icon is where the comments that get tagged to a returning entrant are defined. When you click on Tag a Comment at the checkin screen menu to tag a comment to an Entrant that has just had his ID scanned, these are the comments that are displayed to select from. Your handheld came with a bunch of comments that IDetect felt you could use. The comments have a colored background which determines the Severity Level. For each of the comments there needs to be a Severity Level defined. Severity Levels go like this:

Green – OK to come in, just a informational comment

Yellow – Warning comment, security personal beware

Red – No Entry comment, such as fighting, or stealing on a previous visit.

Click on a comment and either DELETE the comment, EDIT it, or add another comment. To ADD a comment, click on the virtual keyboard on the bottom of the screen, then type the comment in the white 'Comment' area. Select a severity level color, then click ADD. Close the keyboard by clicking on the keyboard icon again.

11.0 Membership

If your facility sells memberships to it entrants, or is forced to be a membership based club, then you would define your set memberships in this section. Type in the name of the membership, the description if any, the type of membership:

Percentage Off: The percentage off the admission fee if there is one.

Fixed Amount Off: A fixed dollar amount off the admission fee.

Fixed Entry Amount: The exact amount to be charged for admission fee.

The duration until this membership expires, the value, and the price to be charged for this membership if any.

Click on ADD to add this membership to the list of memberships.

12.0 Reports

This area calculates the amount of entrants that entered into your facility either by no criteria, meaning all, by just tonight, or by a defined range that you can select.

13.0 Sync

This is not yet being used and is reserved for future expansion.

14.0 Prices

This is not yet being used and is reserved for future expansion.

15.0 Information

15.1 RAM and Storage

This area gives you the all important information regarding the amount of memory that is remaining on the Handheld. The RAM storage is the amount of memory used up by the programs running on the Handheld, and the Storage Memory is the amount of storage used for the entrant's data and pictures.

If problems are beginning to occur with the operation of the Handheld, sure enough you are running out of RAM and/or storage. If this is the case, then a Synchronize with the IDetect System manager must be performed to get data off of the Handheld and saved onto your desktop PC. This section also allows you to clear off some of the data on your Handheld. Please remember that if you clear off data using this section and you have not first saved the data to your PC by Synchronizing with the IDetect System Manager then the data will be permanently deleted! If this is OK, then to clear data off click on the three (3) dots to the right of the word CLEAR for each section.

15.2 Battery Power

This bar gauge quickly tells you the amount of battery power that is remaining in the built in battery inside of the handheld.

15.3 Time Zone, Current Time

This section allows you to quickly change the current time, and date that is stored in the handheld and is used to calculate sensitive information such as banning entrants for being underage, and the date and time of their entry. To change this setting, click on the field that the change is desired on, such as the hour, the minutes, AM/PM, the Month, the Day, or the Year, then click on the right or left arrow that is to the right of this field to increase or decrease this value in the selected field.

15.4 Storage Monitor

This area allows you to quickly see the amount of storage being used for the Error Logs, License Pictures, Entrant's Pictures, and Entrants Data. For each of these categories you can quickly clear all of the data stored in it if necessary. Be careful with this, unless you have used the XP Manager to store this data, it cannot be recovered once it has been deleted. Click on the three dots to the right of the word CLEAR to clear that certain data area.

16.0 Users

This area is where all users are defined. Using the virtual keyboard, type in a user and their password. Click on ADMIN only if they are allowed into every area of the Handheld functionality. For instance, doormen do not get the privilege of ADMIN since they only have to scan ID's, that's it. They can do other important door man features such as Ban an entrant for future entry, but really nothing else. So they would not get ADMIN. Click on ADD to add them to the user list.

If you have fired an employee and would like to remove them from this list, then highlight their username, then click DELETE on the bottom.

17.0 Logout and Turning off

Click LOGOUT from the main screen to exit IDetect. When this button is clicked not only will IDetect be exited and a new user may log in, but it will write all remaining scanned data. You will see when scanning IDs, every twentieth scan writes the data to the database. Clicking this button also writes this data. **Make sure when exiting the system and turning off this procedure is followed otherwise loss of data could occur!**

- 1.) Click on LOG OFF from either the checkin screen or the Main Menu.
- 2.) Click on EXIT from the password screen.
- 3.) Hold down the red button until the screen says 'Shutting Down'

18.0 Saving (Synchronizing) Data with your PC using the IDetect System Manager on the Supplied CD or www.IDetect.net

On the supplied CD, or on our web site (www.IDetect.net) in the Support Tab, you will find our System Manager which you can use to synchronize the data from the handheld to, and Active Sync which connects the handheld to the PC. When you install the IDetect System Manager, it will automatically install

Microsoft Active Sync so that when you hook up the Handheld with the USB wire it will be recognized by the PC.

After ActiveSync (or Windows Mobile Center for Windows Vista or Windows 7) has been installed, with the Handheld power already on and the Handheld in the Windows CE screen (exit out of IDetect by clicking on LOGOUT, then EXIT), connect the wire that came with your IDetect handheld to the USB port on your PC, and the other end into the telephone type jack on the front of the handheld. You will hear some beeping and tones as they both connect to each other. Once they have, press Cancel on the request to synchronize the two. At this point your PC and the IDetect handheld are connected. **Please make sure the IDetect Handheld is back at the windows CE screen before performing the Data Synchronize. If you leave the IDetect Handheld in the IDetect application on the Handheld, your data could become corrupt during this operation!!!** In order to move data from the handheld, utilize the System Manager's Synchronize function (See the System Manager manual section 4.0).

You may disconnect the handheld from the desktop by unclipping the wire from the top of the handheld (or bottom for the IDetect Handheld 310) when finished.

To run the IDetect System Manager, go to our website and follow the instructions for the IDetect System Manager Installation Instructions. After it is installed, click on START, then PROGRAMS, then IDETECT, then IDETECT SYSTEM MANAGER.

19.0 Sending Error Logs to IDetect

If you have an ID that did not scan correctly, don't worry. IDetect has an automated process that will make this or these ID's to scan perfectly. We just need you to perform the following steps to assist us:

- 1.) Connect your Handheld to your desktop PC via ActiveSync (See section 8.0 in this manual).
- 2.) On the IDetect Handheld, go to the Main Menu by clicking on MENU on the checkin screen.
- 3.) Click on the Information Icon.
- 4.) Click on the button SEND LOGS.

If an error message is displayed on the screen stating that the error logs were not sent then:

- 1.) On your PC click on EXPLORE in the ActiveSync window.
- 2.) Click on PROGRAMS, then IDETECTHH.
- 3.) Click on the LOGS folder once, then while holding down the SHIFT key, click on the file Err.log file so that both are highlighted.
- 4.) With the cursor over one of the 2 highlighted files, right click. Select COPY.
- 5.) Right click on your computers DESKTOP anywhere away from the open ActiveSync window or any Icons of existing folders, basically in any blank spot. Right click, then select PASTE.
- 6.) Find the 2 files that you pasted on your desktop and highlight them both by clicking on one, holding the shift key down and clicking on the other. Right click on one of them, select Winzip, then select add to zip.
- 7.) Type in a name for the file, then select ADD.
- 8.) Email this file to TECH@IDETECT.NET
- 9.) The next Handheld Update on the IDetect web site will have the IDs that you had difficulties with adjusted and fixed.