Version 5.2

IDetect System Manager Manual

(For Touch, Connex, and PC Software for use with IDetect Handheld ID Scanners)

Contents

Quick Start

- If you are using the IDetect Wall Mount, then follow these steps for power on:
  - o If you received the IDetect Snapshot Camera, and the IDetect License Box Camera, then connect them to the available USB port located either in the back or the left side of the computer. If you have purchased more devices than the IDetect system has USB ports for, then there will be a USB hub in the box that you received from IDetect. Place the wire from the USB hub into an available USB port, and then only connect printers and/or the license camera into the USB hub. Make sure the scanner and the main Entrant Camera are plugged directly into the USB ports on the IDetect system. Turn the system on by pressing the power button that is on top of the computer.
  - o Allow the system to finish booting all of the way. When it is done booting, you will see the IDetect Time Check box on the screen, and then if the time is correct, the login box.
- If you are using the IDetect System Manager that was downloaded from our web site (www.IDetect.net) please follow these steps for power on:
  - o After downloading and installing the System Manager (Please follow the instructions that accompany the download on our web site), Click on START, then ALL PROGRAMS, then IDETECT, then IDETECT SYSTEM MANAGER.
  - o You will now see the IDetect Time Check box, and then the login screen.
- In the Time Check Box, check to make sure the date and time arte correct. If not, select NO, then refer to the System Time section in this manual (Section 8.0) to set the date and time correctly. If the date and time are correct, then select YES. In the Login box type 12345 in the password section. More Usernames and Passwords with access availability can be added in the SETTINGS section of IDetect later. This is discussed later in this manual. If you are using IDetect System Manager as the server for IDetect Handhelds on the network, then click on Server and write down the IP address to put into each Handheld to have them connect later. If you are using the System Manager as a Client to a Server System manager, then click on Client and type in the IP Address from the Server System Manager's Server IP address that you would have written down to save. Click Login after putting your password in to enter the system.

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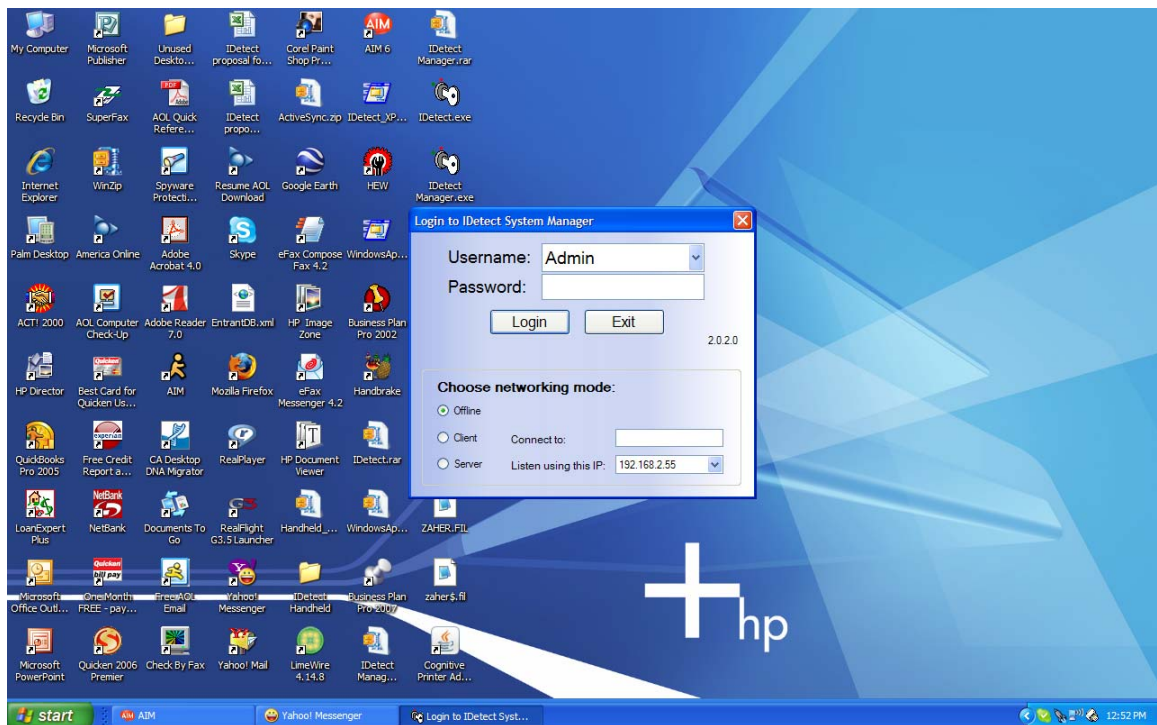
- Click on the top button on the left side menu 'CHECKIN'
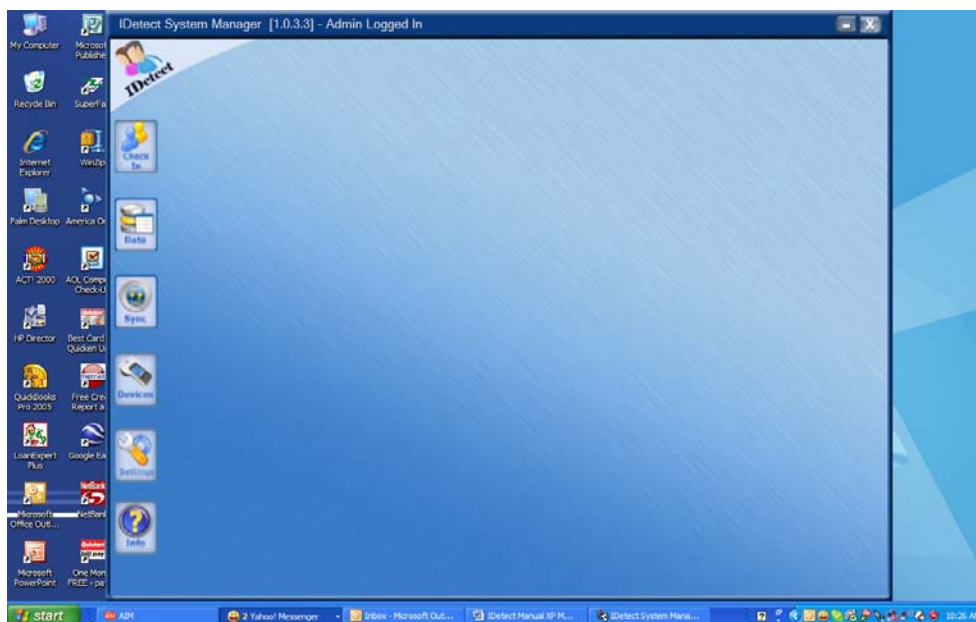
You are now ready to begin scanning ID's.

Checkin
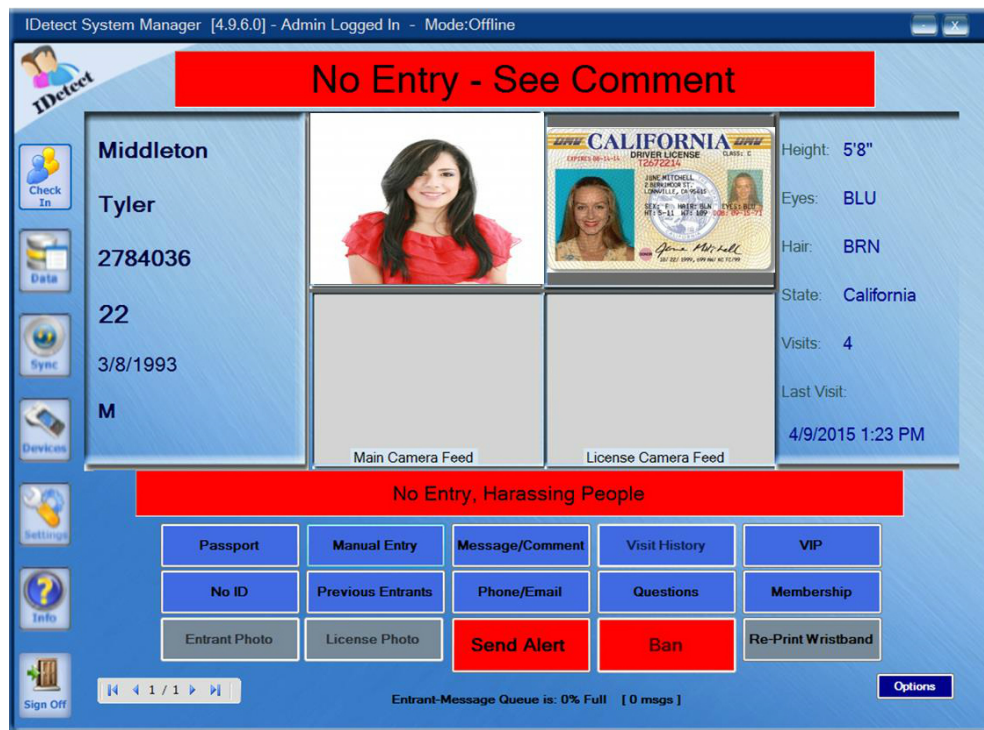
If you have the snap shot camera installed, live video feed can now be seen in the bottom left box. If you have the License Camera installed, you will see the live video feed from that camera in the smaller box on the right on the top. When scanning an ID, whatever is in the live video feed in the big box on the bottom left, will be taken as a picture, put into the big box on the bottom right, and saved as this entrant's picture with their information. To take the entrants License Picture, place the license into the License Box, and press the SPACE BAR. A snapshot will be taken from the live video feed from the License Camera on the top right smaller box, and stored with this entrant's information in bottom right smaller box.

If you do not see either of these live video feeds, click on SETTINGS (section 6.0) and make sure the cameras are selected. If they are now available in this selection, then exit out of IDetect and plug the cameras into the IDetect USB ports.

To Scan an ID

Barcode -
If your ID has the double dimensional barcode (commonly called a PDF 417 barcode) which looks like a combination of a magnetic strip (like what is on the back of a credit card) and a barcode (kind of like sandpaper) then that is the most important media to scan. It has the most information and is the most difficult to copy for fraudulent ID use. Place the ID into the scanner in the slot that has the

barcode pdf417 picture on it. It is the slot that you would push the card in and pull it out, not the slide through slot. Place the card Barcode down and towards the computer screen and lights on the scanner, pull out right away all in one motion. The scanner will beep and the information from the ID will display on the screen. If the scanner just keeps blinking RED, then chances are this is a fake ID.

Magnetic Strip -
If the ID you are trying to scan has the magnetic strip only, or has the magnetic strip with a 2D barcode that is damaged or is not able to scan, then scan the magnetic strip if you have our Model 260. Place the magnetic strip down in the direction as specified by the icon on the Model 260 scanner and slide quickly through the reader either from left to right or from right to left. The scanner will beep and the information on the card will display on the screen. If the license is fraudulent the scanner will not beep and nothing will display on the screen.

Charging Admission Fees? Cash Drawer Installed?
If you have selected to have IDetect charge admission fees when processing an entrant, the payment box will pop up after scanning an entrant, or processing a non-scannable ID.

The box lists who is running the system when this transaction is taking place, the entrant's name who is paying, any memberships that have been pre-defined in Settings (section 6.0) that are available to be sold to this entrant, the amount due, the amount charged, the amount collected, and any comments for this transaction that the door person wants to type in that will be included in the transaction list.

The Entrant's Name, the name of the Door Man, and the Amount Due fields cannot be changed for security reasons, but the amount charged and collected can be. If the door man decides to change the Amount Charged field, there is a mark made in the transaction list that this was done for this item so that it is recorded so that theft cannot take place.

Press ENTER or click ACCEPT to accept the items in the payment box. Press CANCEL to cancel this transaction. At this point even if CANCEL is pressed, IDetect will still make an entry in the transaction list for this VOID so that theft cannot occur.

If the Cash Drawer is installed when the transaction is completed by pressing ENTER or clicking on ACCEPT, the cash drawer will electronically open and the cash can be put into the drawer and change can be given. Closing the Cash Drawer will lock it until IDetect signals it to open again.

Checkin Screen Buttons

The buttons are at the bottom of the IDetect System Manager screen. Each button has a special function for processing the currently scanned entrant or to process a patron that does not have an id to process.

Passport

This button is obsolete and is no longer used. It was used for a discontinued passport reader.

Manual Entry

Pressing this will bring up the name/id number search box. Enter a name, part of a name, id number, or part of an id number, and IDetect will respond with either a direct match for what you typed in, or a list of patrons that match if more than one does. This function recalls patrons that have already checked in previously, and is used to bring a patron back onto the checkin screen for further investigation or processing; It is not to enter new patrons.

Message/Comment

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button allow them to be tagged with a green or yellow message. A green message is ok to enter, but there is a message associated with this patron. A yellow message is a warning.

Visit History

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will show the date and time of all of this patron's previous visit history.

VIP

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will allow the user to tag this patron with our VIP/Membership card. Once tagged this patron can use their VIP/Membership card to be scanned to bring them back onto the checkin screen just like their government issued id was scanned.

NO ID

If the patron does not have an ID, or an ID that cannot be scanned, then this feature allows the patron to still be entered into the system just like their id was scanned. Any amount of the fields that come up can be entered, if not the system enters in default values for the fields that were not entered.

Previous Entrants

This feature lists all of the previous entrants scanned in the editable date range. The date range defaults to the full current day.

Phone/Email

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will allow entry of the patron's Phone and/or email address.

Questions

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will show answers to pertinent questions that the patron should quickly know the answers for. This is used if the user suspects that the patron is using an ID that does not belong to them.

Membership

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will allow adding a membership to this patron. Memberships would first need to be setup in Settings before this feature could be used.

Entrant Photo

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will allow the patron's photo to be taken and stored with the IDetect Entrant Camera. Photos are saved with the patron's scanned information in the DATA section.

License Photo

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will allow the patron's ID photo to be taken and stored with the IDetect License Camera Box. Photos are saved with the patron's scanned information in the DATA section.

Send Alert

This feature sends specified push button text alerts to any cell phone or email address assigned in the Alerts section in Settings. Alerts are received within 2 seconds of the alert being initiated. Also, alerts can be sent automatically if various criteria, such as if a certain patron is scanned, certain levels of scanned patrons is reached, someone on the IDetect Watch list has been scanned, and many other criteria.

Ban

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button allow them to be banned with a certain comment selected in the following box. This will display a red no entry message for future scans for this patron until the duration of the banned comment expires. The duration at the bottom of the ban comment selection box is defaulted to FOREVER, but can be limited to different shorter periods of time.

Forensics

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will display the forensic images of the ID used so that the user can see the holograms and watermarks that should be present on each id. This feature only works if you are using one of the IDetect forensic id scanners (All In One, or Passport Reader PLUS).

Re-Print Tag

Once a patron has been scanned, brought up on the screen using the NO ID function, or Manual Entry, then pressing this button will re-print the IDetect custom wrist band, Name tag, or entry ticket for this patron.

Options

This feature is to toggle on or off the various types of printing that the system performs, save a scanning report to send to Idetect technical support to adjust an id that was scanned that showed Parsing Error, or to give a refund to a patron if using Idetect as a POS system.

Wristband Printing

If you have the Idetect Custom Wristband Printer and want to start using it, then select Wrist-Band Printing ON. The information printed on the wristband is the Facility Name, Address, and telephone number, the entrant's Name, ID Number, Date Of Birth, Age, and Height, a scannable 2D barcode, a sequence number for the wristband, the date and time of the printing of this wristband, and the Username of the doorman who is running the system. **The barcode that is printed on this custom wristband can be scanned in order to bring the entrant back onto the checkin screen. Here the Entrant can be banned from further entries.**

Wrist Band Printer Setup

If you have received the wristband printer separate from the rest of the system, then it needs to be setup in the Windows operating system:
- Click on START, then PRINTERS & FAXES.
- Click on ADD PRINTER, then NEXT, then NEXT again.
- Make sure the port is LPT1, which it should be set as default. If so, click on NEXT.
- On the Manufacturer side, select GENERIC, then on the Printers side select GENERIC/TEXT ONLY, then click NEXT.
- Select the bullet that says MAKE THIS PRINTER THE DEFAULT PRINTER, then click NEXT.
- Select DO NOT SHARE THIS PRINTER, and then click NEXT.
- Select NO for printing a test page.
- Click NEXT and then FINISH.

Wristbands Setup

The wristband printer is now installed and ready for use. The Wristband Printer does not need a ribbon, it is a Direct Thermal printer.

Load the wristbands underneath the printer head from the back to the left (looking from the front of the wristband printer) about 1/2 inch away from the side. Load the roll in the back of the printer using the spindle supplied. Slide the stopper on the spindle against the roll of wristbands so that the wristbands maintain the position described above. Close the printer head down until it snaps shut. Press the form feed to make sure the loaded wristbands are moving smoothly and stop at the next wristband. If the form feed does stop at the next wristband, they are loaded correctly against the infrared detector that detects the end of the wristband.

Data

Click on the DATA Icon. This will bring up a list of all entrants currently in your database. There are many options in this screen for editing, printing, exporting, and searching.   The Menu bar at the top portion of the screen has function icons which are used for all entrants listed in the list area of the screen below.

Print Icon

This Icon will allow you to print certain fields in a report and set reports for all entrants in the list to the right in the print window. Select fields to print by clicking in the box for each field. A check mark means this field will be part of the report, no check mark means it will not. Click on APPLY to see the fields on the list box that you have selected to print, click PREVIEW to see how the report will look before printing. Click CANCEL to cancel the print operation and return to the DATA screen, click PRINT to print the report containing the fields that you have selected.

Delete

Pressing this Icon will delete the selected entrant in the list below. To select an entrant, click on the empty box that precedes the entrant to fill the box with a check mark. At this point if you click on the red 'x' in the menu bar section on top, this selected entrant will be deleted after confirming the delete.
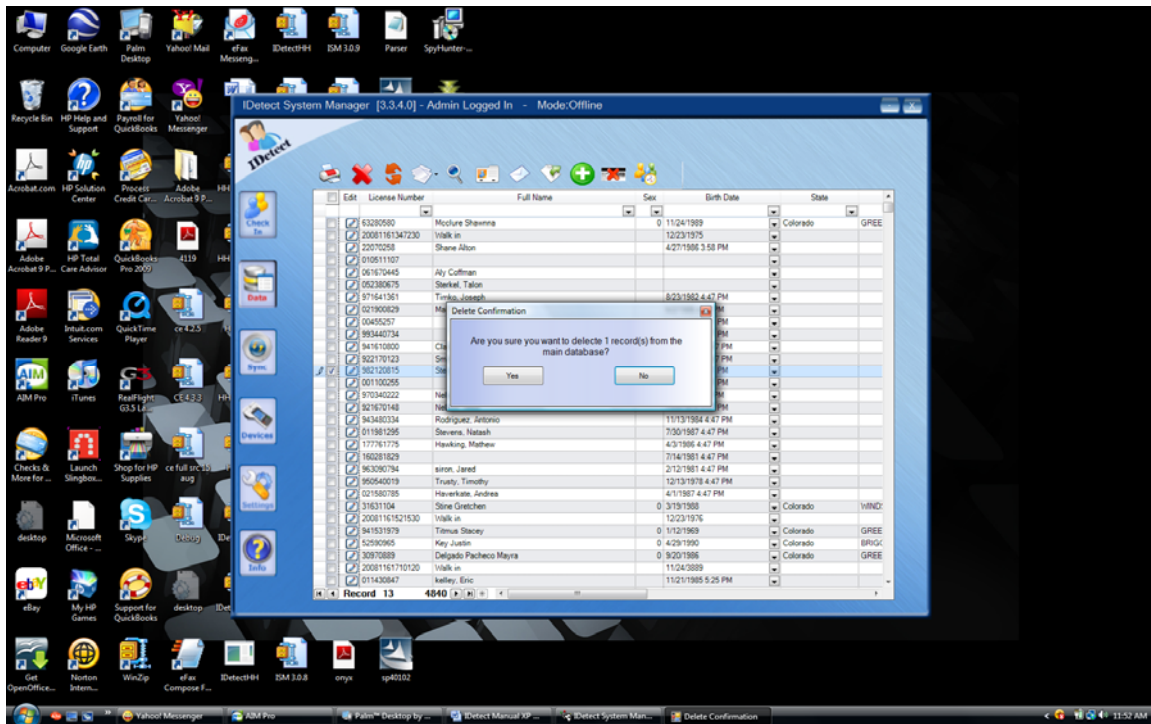
Refresh

This Icon is used to refresh the list of all entrants. If an entrant has been scanned and does not appear in this list, or another entrant was deleted and is still on this list, pressing the refresh Icon will refresh the list to the most current state.

Reports

Labels

Clicking this Icon will produce an immediate report of labels for all entrants displayed in the list below. Once the report displays there are options available to then print the labels to any select printer.

Charts

Entry Hour

Clicking this Icon will produce an immediate report of how many entrants entered the
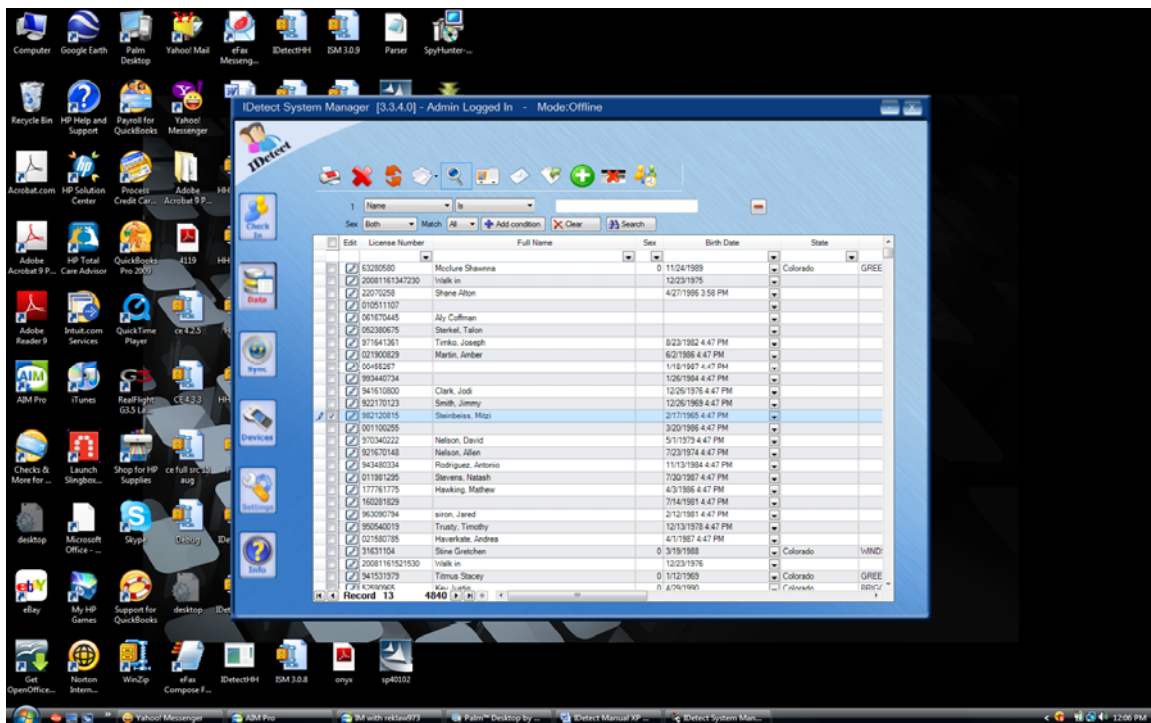
facility per hour of the day.

Age Groups

Clicking this Icon will produce an immediate report of how many entrants entered the facility per age group.

Search

Clicking Search will bring you into our entrant search box:

Choose the field to search on in the first box by clicking on the down arrow then clicking on the field to search on. In the second box choose how the search should treat this field and the text you are searching on. Whether the field contains your search criteria, does not contain the criteria, ends with your criteria, or begins with your criteria. In the next field type in the text that you are looking for or not looking for.

In the MATCH field, decide if you want to match ALL conditions entered (compounded together), of ANY of the conditions entered. In other words, if you want to find all entrants that are from the town of Burlington, and are over age of 30, or do you want to find all entrants who are from Burlington, OR are over the age of 30.

Click on the ADD CONDITION button to add more search criteria for this search.
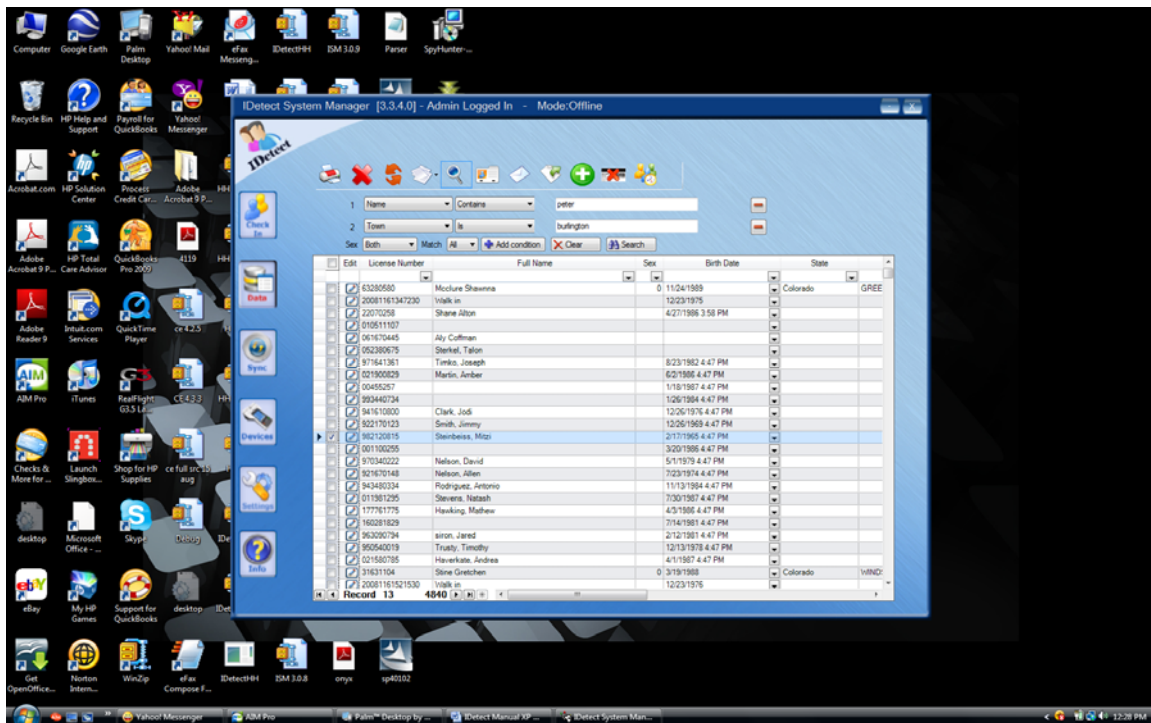
Follow the same rules to fill out new search criteria, and add as many criteria as needed. If the search criterion goes past 3 lines, use the green arrows to scroll through the list. Each individual criterion has a number preceding it so you can keep track of many items. Click on Clear to clear the search and start again. Click on the '-' to delete any individual search criteria.

Click on Search when all criteria are in place. IDetect will apply the search criteria that you have entered to the entrant list and list the entrants that apply to this search. From the list screen you can then Print the results (See Section 3.1) or print labels (See Section 3.4.1).

Thumbs Picture View
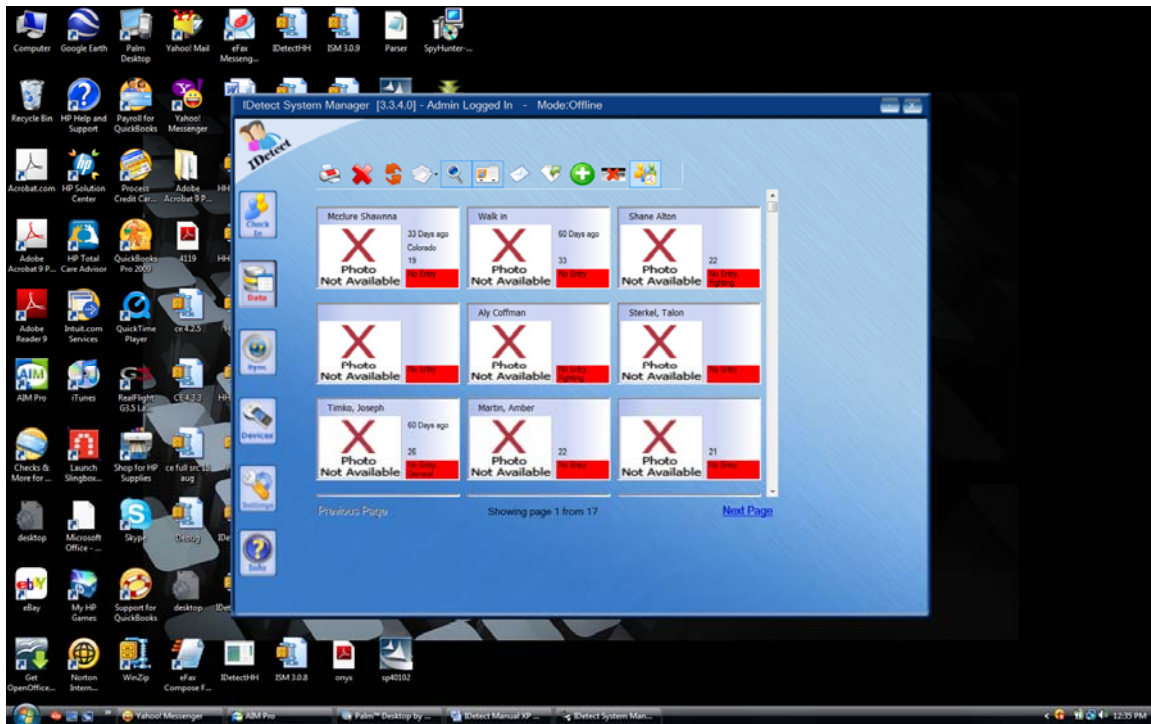
Click on this icon to display a thumbnail view of all previous entrants' pictures. In each picture is the entrant's name, their picture, to the right is the number of days since they visited, the State they are from, their age, and any comments that have been tagged to their profile. Use the scroll bar on the right to scroll through pictures if the pictures list goes past the end of the screen.

Double click on the thumbnail for any entrant to select an entrant and view the full information for that entrant.

Click on the Thumbs View icon again to go back to the classic entrant list.

Transaction List

Click on this icon to display the transaction list that is created when IDetect's admission fee function has been turned on. The transaction list lists the entrants name, how much they paid, for what reason, what date and time, and who was running IDetect when the entrant was charged.

Since IDetect saves the transactions forever, you may change the date range of what transactions are displayed. It defaults to the current day, full day, but if a different range is desired, click on the field you want changed and use the arrow on the right of the box to increase or decrease the selected field.

The right two boxes on the top of the transaction list hold the current range total amount of Due and Paid for the entrants.

Clicking on any of the field headers in the transaction list will then sort by that field. The list defaults to chronological, and will go back to chronological if the date and time field header box is selected again.

To close the transaction list click the small 'x' in the top right portion of the transaction list box.

Export to ASCII

Click on this icon to export the currently displayed entrant list to an ASCII file to import the entrants and their information to another software package. Select which fields that you would like to export, then either all of the entrants, or the selected entrants from the entrants list. In the next box choose the path and file name for the export file, then click SAVE to save it.

Add New Entrant

Click the '+' icon to enter an entrant manually. **To recognize this person at checkin when they finally have their ID scanned, like in a watch list scenario, the ID number**

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that you type in here must match that on his/her license. Click on the Save icon to save the information that you have entered.

Show Banned Entrants

Click the license icon with the red 'X' through it to display only banned entrants in the entrant list. Clicking this icon again will revert back to the all entrant display. To edit or display any of the entrants in this list, please see the following section.

Edit/Display Entrant Data

Click on the Pen mark that precedes any of the entrant's line. This will bring up the full data screen for a single entrant:

Here you can edit any field of the entrant's data, tag a comment to the entrant for display when they enter the facility again, Add a new entrant by hand, take their picture and their license picture. When you are completed, make sure to click on the Save icon (Small diskette icon) to save your edits.

Scroll Buttons

On the tool bar on the top of the Edit Entrant box you will find the Scroll buttons to the left. Use the first button to return to the beginning of the list, the second arrow to go 1 entrant to the left, the next button to scroll 1 entrant to the right, and the next button to jump to the end of the list. The numbers in the middle of the buttons keep track of which entrant you are currently on out of the total number of entrants.

Delete

Click on the red 'X' delete Icon to delete the currently displayed entrant and picture.

Save Data

Click this icon to save any changes or entries you have made to this entrant. Also if a new picture of the entrant was taken, or a new License picture was taken click this icon to save the pictures permanently.

Take Photo

Click this icon to take a new picture of the entrant. This will replace the already existing picture if one exists.

Take License Photo

Click this icon to take a new License picture of the entrant. Place the entrant's license in the IDetect License box and click Capture. This will replace the already existing picture if one exists.

Intensive Search

Clicking on any of the arrows in the blank line above the data list will allow you to do quick and intensive searching.

ALL
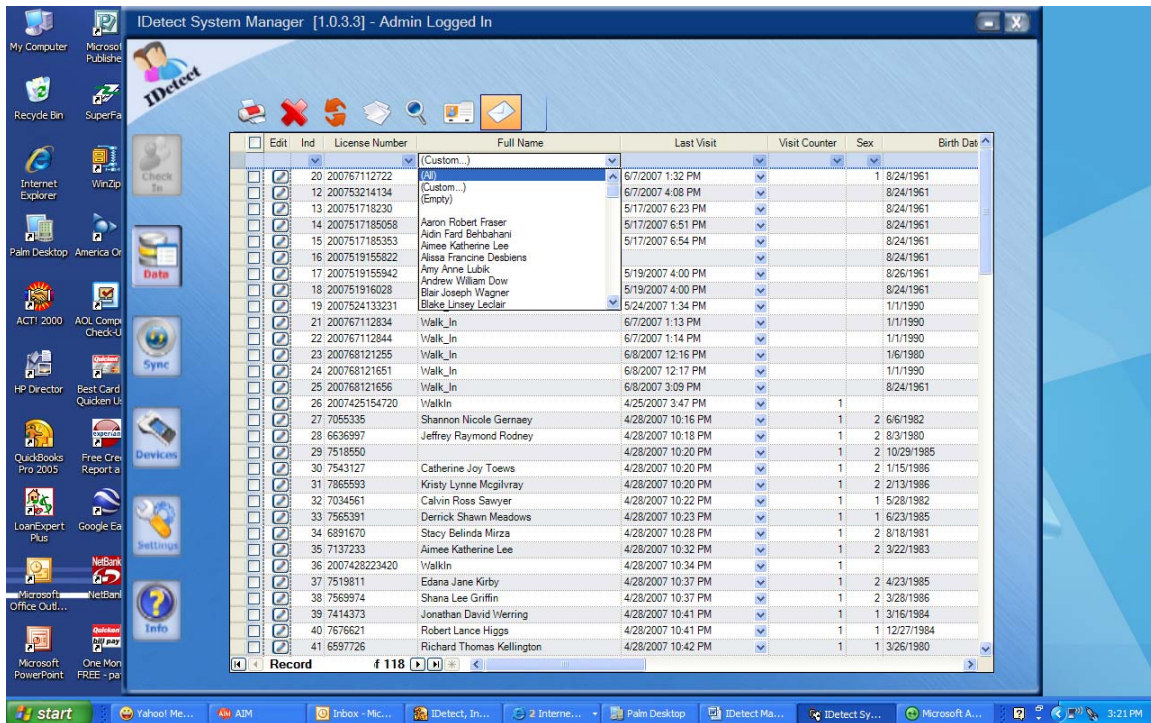
Selecting this item will list all entries and corresponding data for this category.

Custom

Selecting this will bring up the intensive search form where search criteria entries can be made before the search is performed. Many search criteria can be entered as well as only a few or just one.

To begin to use this search, find the Conditions Filter on the right side of the box at the top. Click on the down arrow to select the field to search on for this search criteria. Click on the next line which is the Logical Operator, and select whether this search is OR or AND. In other words if the search you are trying to perform 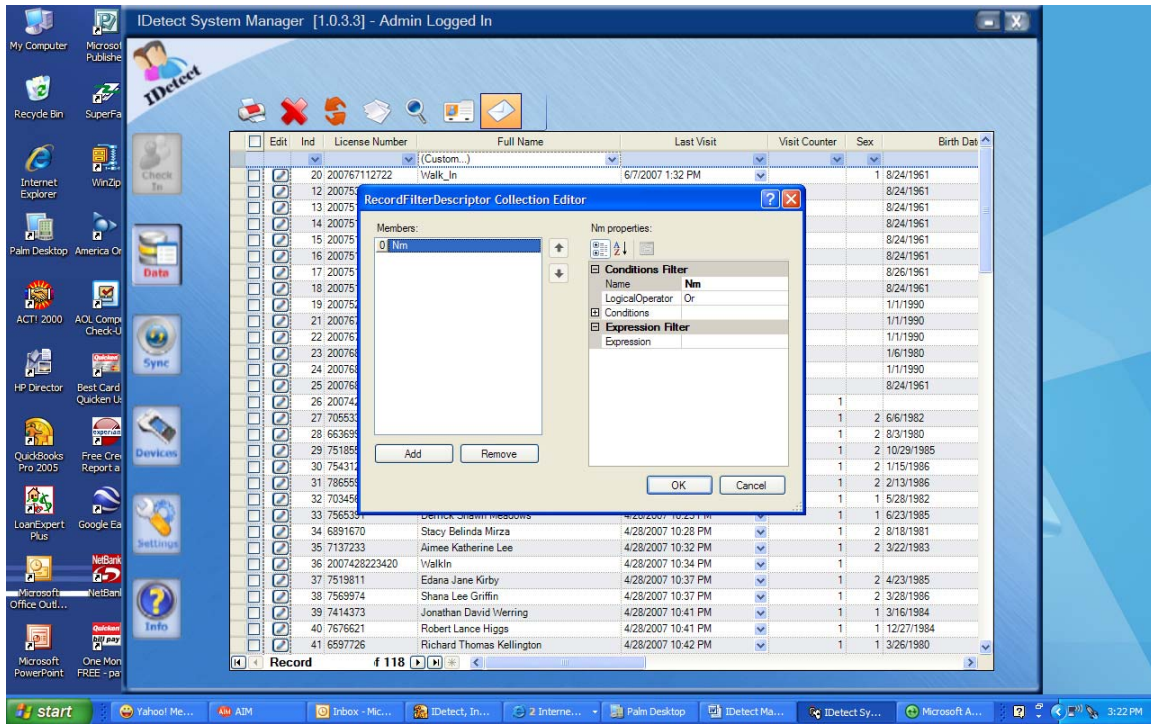is to find all Dates Of Birth in between 6/1/1980 and 12/1/1984 the previous search criteria would have been Date Of Birth Less Than 12/1/1984 and now you want to enter is AND dates of Birth Greater than 6/1/1980. The AND is used to join this search criteria with the last one to make the total search the range of dates of birth.

Now click on the Conditions, then the three dot button that appears. Here you will select whether the expression you will enter to find in this field is Equal to this value, not equal to this value, Like this value, etc. Once you click the three dot button, the Conditions box will appear:
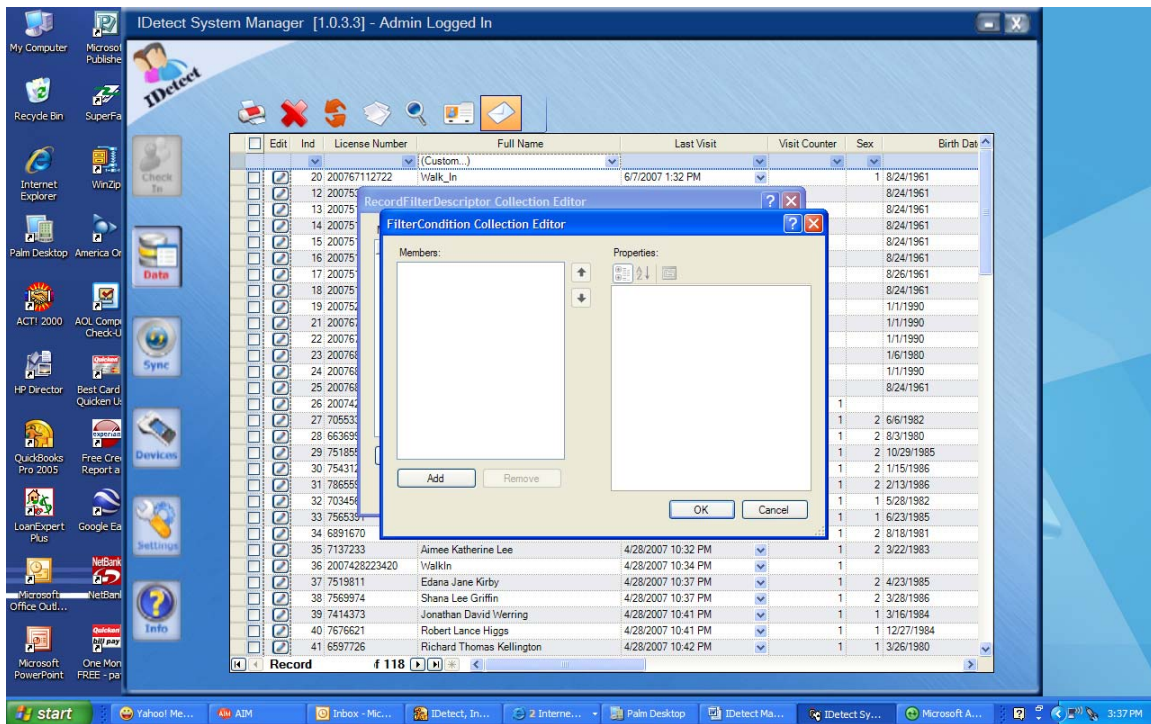
Click on ADD.
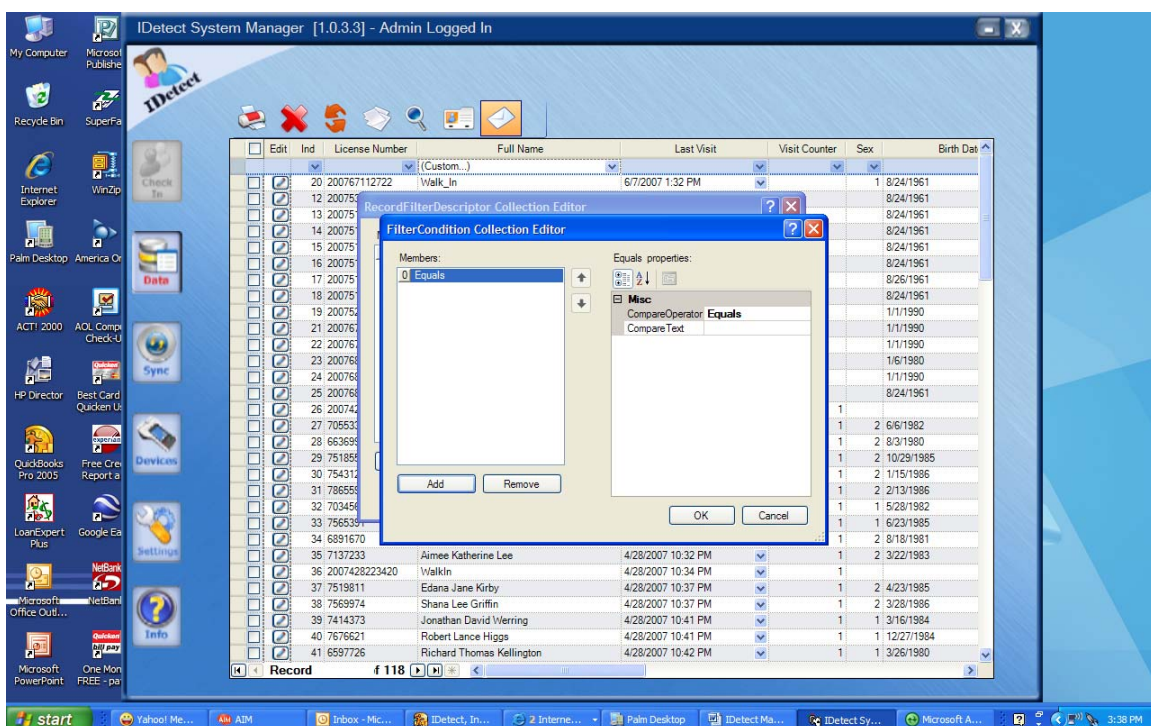
Click the word EQUALS, and then select from the drop down list what operator should be used for this search criteria. If you are looking for a particular Date Of Birth for example, you would select EQUALS, then type in the exact date in the Expression box

(explained next). If you are looking for all Dates Of Birth up to a certain Data Of Birth, then you would select LESS THAN for the operator, so then if you put say 6/1/1980 in the Expression box, IDetect would find all Dates Of Birth up to this Date Of Birth. Next, type in the string to search for in the Expression box. Wild cards can be used here as well, such as '*' which means any characters and any amount of characters in this field, or '&' for any character but only 1 character. A search of Name, Equals to S* will find all last names beginning with the letter 'S'. Add as many criteria that you desire.

Click on OK to perform the search once you have entered all criteria for the search. The Entrant list will appear again only listing the entrants that pertain to your search.

Synchronize
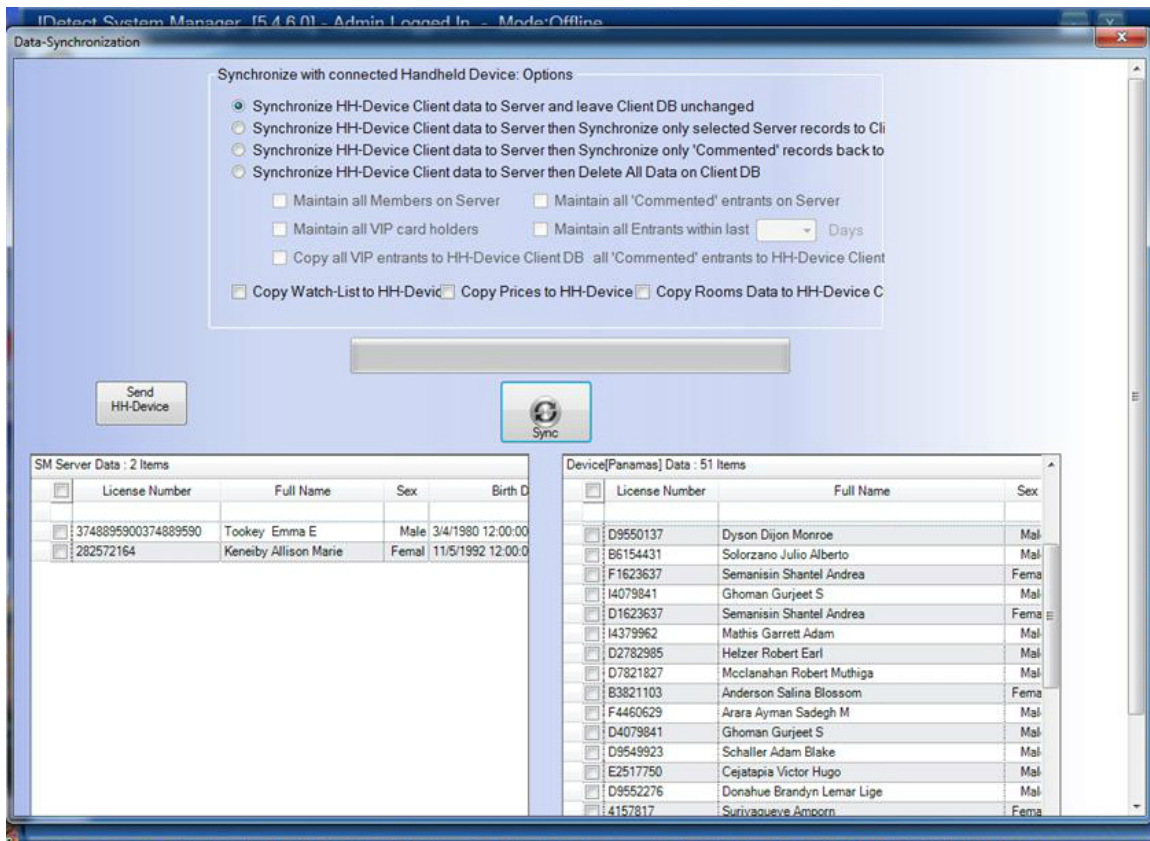
Click on The Sync icon to synchronize data from the IDetect Handheld units, from a separate file that a path is supplied, or from a LITE Handheld to the System Manager. These options are selected in the System Manager Settings in the Data Sync tab.

Synchronizing a Handheld

This option is chosen in the System Manager Settings in the Data Sync tab. Selecting this option is telling the System Manager that you are using the Synchronize to Synch an IDetect Handheld to the database on your PC. All the options for this synchronize are described below.

Synchronize Handheld here and Leave Handheld Unchanged

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and not delete or change anything on your handheld.

Synchronize Handheld here then Synchronize Selected Entrants to the Handheld

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and not delete or change anything on your handheld, except for add the selected PC data to the Handheld.

Synchronize Handheld here then Synchronize Commented Entrants to the Handheld

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and not delete or change anything on your handheld, except for add the commented (including banned) PC data to the Handheld.

Synchronize Handheld here then Delete All Data on the Handheld

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and delete all entrants' data on the handheld. User can select to save certain data on the Handheld by selecting from the checkboxes below.

Maintain All Members

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and delete all entrants' data on the handheld

except for all entrants that have a membership.

Maintain All Commented Entrants

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and delete all entrants' data on the handheld except for entrants that have comments or banned status.

Maintain All VIP Card Holders

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and delete all entrants' data on the handheld except for entrants that have an assigned VIP card.

Maintain All Entrants Within Last ___ Days

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and delete all entrants' data on the handheld except for entrants who have visited within the last ___ (User to define) of days.

Copy All VIP Entrants to Handheld and all Commented Entrants to Handheld

Selecting this option then pressing the Sync button in the middle of the screen will bring all of the data from your handheld to the PC and delete all entrants' data on the handheld Then copy all VIP card holders and commented and banned entrants to the Handheld.

Copy Watchlist to Handheld

Selecting this option then pressing the Sync button in the middle of the screen will copy all Watchlist people to the Handheld and not bring any entrants from the Handheld to the computer. This option is only available if in the Synchronize to Handheld mode as chosen from System Manager Settings Data-Sync tab.

Copy Prices to Handheld

Selecting this option then pressing the Sync button in the middle of the screen will copy all entry prices to the Handheld and not bring any entrants from the Handheld to the

computer. This is used if the Handheld will be collecting entrant and/or membership fees. This option is only available if in the Synchronize to Handheld mode as chosen from System Manager Settings Data-Sync tab.

Copy Rooms Data to Handheld

Selecting this option then pressing the Sync button in the middle of the screen will copy all Rooms information entered in the System Manager's Settings area under the Rooms tab to the Handheld and not bring any entrants from the Handheld to the computer. This option is only available if in the Synchronize to Handheld mode as chosen from System Manager Settings Data-Sync tab.

Note: After the Sync has completed (Green bar going across the screen) the sync operation will display the number of entrants sync'ed, the number of duplicate entrants, and the total number of new entrants added to the database on the System Manager.

Make sure the Sync window is closed and the database updates before disconnecting the Handheld from the USB port.

A System Manager (Or Handheld) Database Located Externally

For this operation you must have an external IDetect database stored externally either on another computer, another area of this PC's hard drive, a USB thumb drive, etc.

Click on Browse and select the path and database (idetdb.sdf) that you will be synchronizing this PC's data with. All of the options discussed in section 4.1 pertain to this mode as well. Please review this section in detail to understand how the synchronize will work in this mode.

A LITE Handheld

Once the Synchronize window has been entered there are no options as described above to manipulate the data on the Handheld LITE as there are for the IDetect Handheld, and external database. Click the Synch button in the middle of the screen will copy all data from the LITE Handheld to the database on the PC. Once completed please make sure to exit the Sync window and allow the database to refresh before disconnecting the LITE Handheld.

Devices

To connect your Handheld to the IDetect XP Manager, connect the cable that came with the Handheld to your PC's USB port. ActiveSync should immediately sense the Handheld and connect to it. At this point the Devices screen in the XP Manager will show you're handheld as an Unknown Device:
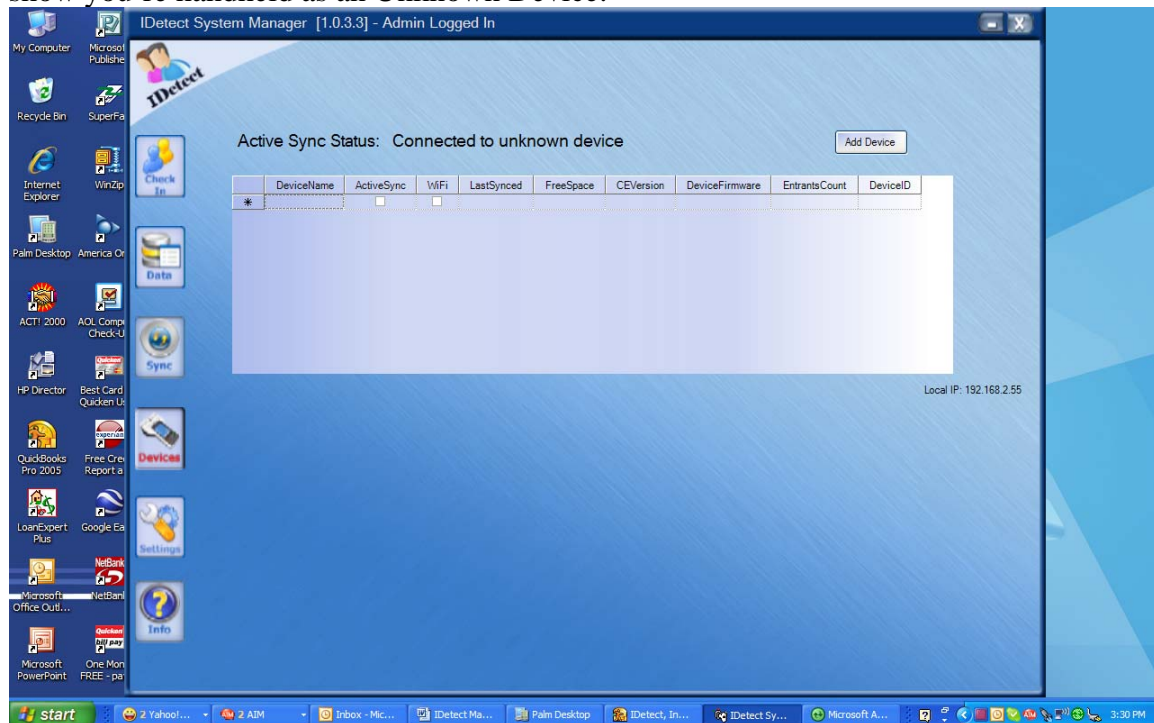
Click on ADD DEVICE to add your handheld to the list of attached devices in the XP Manager:

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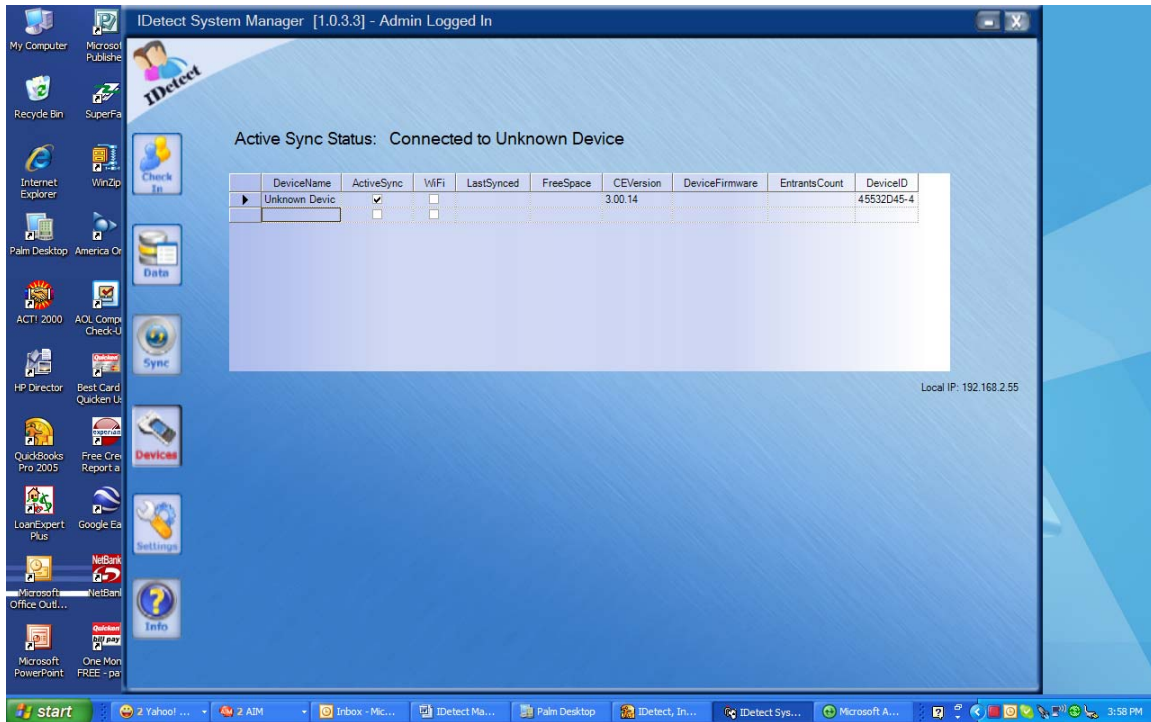
Your handheld is now connected and can be synchronized with. Refer to section 4.0 for synchronize.

Local IP

The Local IP is the IP address that the XP Manager is communicating on. This IP address is the IP address you will utilize in the Settings section in the Network Setting section for the Server IP, as well as on the Handhelds to connect them to a network so they all communicate.

Connecting Handhelds on the System Manager Network

The IP Address in the Devices section is the key for connecting all of the Handhelds to the XP Manager network. In order to have multiple Handhelds communicating to each other, they need to connect via the XP Manager.

Go into the Handheld and click on the SETTINGS tab from the Main screen. Click on CLUB SETTINGS, then click on OK in the password screen (There is no password). Click on the right arrow on the top part of the screen so that the OTHER tab is able to be viewed. Click on the OTHER tab. Click in the Server IP Address input box. Type in the IP Address that was obtained from the Devices section in the XP Manager in this space.

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Make sure you type it in exactly as you see it, including the periods ('.').

Click OK on the bottom of the screen, then BACK. Click on Admission, and then click on the red Wifi icon. If the Icon turns Blue, this handheld is now connected to the XP Manager and this Handheld will be seen in the Devices section (See section 5.0). If the Handheld gives an error that the Server cannot be found, then go back to the SETTINGS section into the OTHER tab and make sure the IP Address is entered correctly. If it is then make sure the Firewall is turned off on the system that the XP manager is running on.   If the Wifi icon turns blue, but the entrants you scan do not go to the server and other Handhelds, then the Firewall on the XP Manager system is definitely on and needs to be turned off.

The DATA PORT that the XP Manager uses is 11111. It will also use random other ports, so make sure that your Firewall is giving IDetect XP Manager full Server ability and full permissions, and/or full trust (Depending on the verbiage of your particular firewall). This will ensure that the Handhelds are connected, and that data will be flowing freely from Handhelds to XP Manager, and back to the Handhelds.

Settings

Settings allows you to set up how the System Manager should run, what functions to turn on and off, and what hardware is attached to your system. Click on SETTINGS on the left side menu and enter the system password '12345' or one of the passwords that you have previously set up in this section that has the ADMIN access privileges.
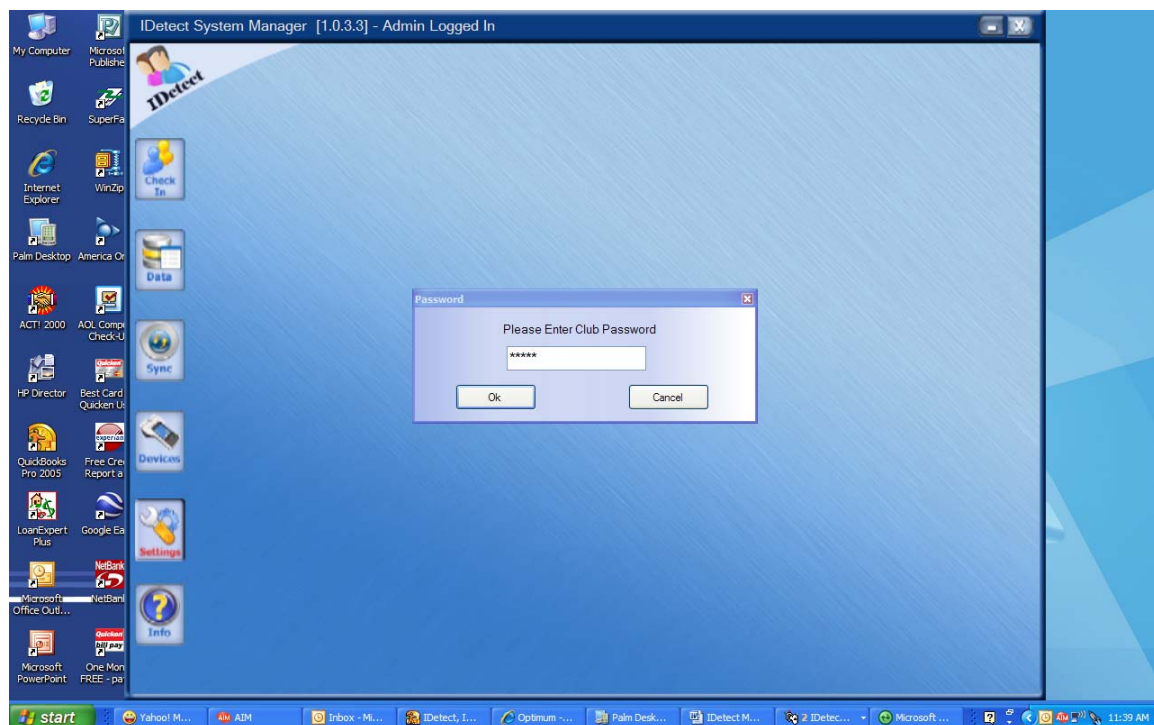
Once you have entered the correct password with ADMIN status, the settings screen is displayed:

Network Setting

This section is only if you are using our Wall mount system, or using the XP Manager to network together many other Wall Mount systems.

Select in this area how this XP Manager will be operating. If this is the only Wall mount in your network, then select 'Server'. If this is the Main XP Manager or Wall Mount system networking together other Wall mount systems, then also select 'Server', and on the other Wall mount systems select 'Client'. In the Client section type in the IP Address found in the Devices section of the Server XP Manager (See section 5.1). The client will then be connected to the Server Wall Mount or XP Manager system after SAVE is selected at the bottom of the SETTINGS box and the system has been reset.

Entry & Check In

This section is to define what hardware is hooked into the system, and what functions to

run.

Entrant Camera

Click on the down arrow on the right of the Entrant Camera box. If you have attached the Entrant Camera to the USB port on the back or side of the IDetect system, then the cameras should be listed in this drop down menu. If you are not using the IDetect License box and Camera, then select the Logitech Quickcam for notebooks by clicking on it. If you are using the IDetect License Camera and Box, then select the Logitech Quickcam for Notebooks PRO. Click on SAVE on the bottom of the screen, then exit and go back into IDetect for the new settings to take effect.

License Camera

Click on the down arrow on the right of the License Camera box. If you have attached the License Camera to the USB port on the back or side of the IDetect system, then the cameras should be listed in this drop down menu. Select the Logitech Quickcam for notebooks by clicking on it. Click on SAVE on the bottom of the screen, then exit and go back into IDetect for the new settings to take effect.

Age Allowance

Click on the down arrow on the right of the Age Allowance box. Select 18, 19 or 21 to allow admittance to your facility. If you are using the IDetect custom Wristband function, then the system will print a custom Wristband for every entrant who is this age or above. Click on SAVE on the bottom of the screen, then exit and go back into IDetect for the new settings to take effect.

Scanner Port

Click on the down arrow on the right of the Scanner Port box. Select the COM port that is available on your computer that the actual license scanner is hooked into.   For Most systems COM1 is the correct port.   Click on SAVE on the bottom of the screen, then exit and go back into IDetect for the new settings to take effect.

Cash Drawer Port

Click on the down arrow on the right of the Cash Drawer Port box. Select the COM port that is available on your computer that the Cash Drawer is hooked into.   For Most systems COM2 or greater is the correct port.   Click on SAVE on the bottom of the screen, then exit and go back into IDetect for the new settings to take effect.

Charge Money

Click this box to start the function of charging entrants an admission fee (See section 2.0) when they are OK to enter. The admission fee will only be charged to entrants that are allowed to enter. It will not charge for NO ENTRY entrants and not for SHARED ID's as well. Uncheck this box by clicking in it to turn the feature off.   Click on SAVE on the bottom of the screen, then exit and go back into IDetect for the new settings to take effect.

Number of Visits until Free Visit

Enter into this box the number of visits an entrant has to do before receiving a free admission. This feature is only of use if you are using the Charge Money feature (See Section 6.2.6). On this visit the entrant will not be charged, and the number of times they have to visit until the next free visit is reset.

Club Info

This section is 'Grayed out' and is not able to be edited. If any changes in this section are desired, please contact IDetect's Technical Support Department for assistance.

Entry Price

In this section you will define what fees and at what times will be charged to entrants that are 'OK to Enter' the facility. This section only applies if the Charge Money checkbox has been checked (See Section 6.2.6).

First select which day of the week this price applies to. The default is ALL for all days.

Next select the time frame of this fee in military time. To do this, click on either the hours or the minutes in the FROM box, then click the up or down arrow in this box. Next perform the same function in the TO box. The From time should never be later than the TO time, and the TO time should never be earlier than the FROM time.

Next enter the amount that each male and female should pay for this time frame by typing that value in the corresponding box. The values are entered without decimal places, so 10 is $10.00. Next click on the ADD button to make this time frame effective at Checkin.

If you made a mistake and want to delete one of your entries, click on the blank box to the left of your entry, and then press the DEL key on your keyboard. The line item will then disappear.

If you just want to say charge $10.00 always with no time ranges, simply skip the time and day selection boxes, put 10 in both the Male and Female price boxes, then press ADD.

Users

In this section you will assign Usernames, Passwords, and permission levels for each of the users that will be using the system. If you are charging money for admission at the front door (See section 6.2.6, and section 6.2.4), then when the IDetect Transaction List is being created (See section 3.7) the SOLD BY category in the transaction list will be the username in this section that is assigned to the user that is running the system. Also, if the Print Wristband function is being used (See section 2.1.7) this Username is printed on the wristband so you know who was running the system when this entrant entered the facility.

The current Users will be listed in the table at the bottom of this box. To add another User, Type in a Username and Password into the corresponding boxes, select the permission for this user, then click ADD. This user will be added to table at the bottom of this box. To DELETE a User, click on the empty box to the left of the unwanted User, then press the DEL key on the keyboard.

Permissions –

Admin
Give a user this permission if they are permitted to go anywhere in the system. This is typically only for managers and owners. Door personnel usually do not get this permission level since all they have to do is Checkin (See section 2.0)

Limited
This permission only allows the user with it to go into the Checkin screen and scan Entrants. They can also charge entrants, ban them, tag comments to them, and print wristbands for them.

Click on Save to Save all of your changes and exit the SETTINGS section. Click CANCEL to ignore your changes and exit SETTINGS. Click RESTORE TO

DEFAULTS to go back to the defaults that the system originally was shipped (or downloaded) with. When this item is selected the system will prompt if you really want to restore all defaults. Click YES to continue, or NO to cancel this request.

Printing

If you are using the IDetect Wristband Printer and setting up for the first time, then go to the site:

http://www.cognitivetpg.com/resources_Driver.aspx

and go to the section Driver for Advantage DLX. Install the driver that conforms with the bit number for your operating system. To find this out, right click on my computer, then go to properties. The General tab will tell you the bit number for your operating system. If using the IDetect Wireless USB Extender then the operating system on your PC can only be XP or Vista 32 bit.

After the Cognitive printer is installed, perform the following Functions to complete the Wristband Printer Installation:

Click on your operating system's START button.
Go to Control Panel, then Printers and Faxes.
Right click on Cognitive DLX 2 Inch, then select Properties.
Go to the PORTS Tab.
Find out which USB port the Cognitive is on, write it down.
Click on FILE, then click Apply. This will work for a minute or so. When completed, click OK.
Click on Add Printer.
Click NEXT, then Click NEXT to select a Local Printer.
Click NEXT to select the LPT1 Port.
Click on Generic for the Manufacturer, the Generic/Text Only for Printer.
Click on Next to finish the installation.
After completed, right click on the Generic/Text Only printer, select Properties.
Go to the Ports tab, and select the USB port that the Cognitive was on.
Click Apply then OK.
In Settings within IDetect System Manager within the Printing tab, select the Generic Text Only for the Wristband Printer.

Info

This section gives you the current Version number of IDetect that you are running, the

Tech Support contact information, and the web site address of IDetect, Inc. Also there is a button that sends reports on the progress of your system directly to IDetect, Inc. Any ID's that did not scan or any unexpected results in running will be reported to IDetect so that they can be immediately adjusted.

Sending Error Reports to IDetect
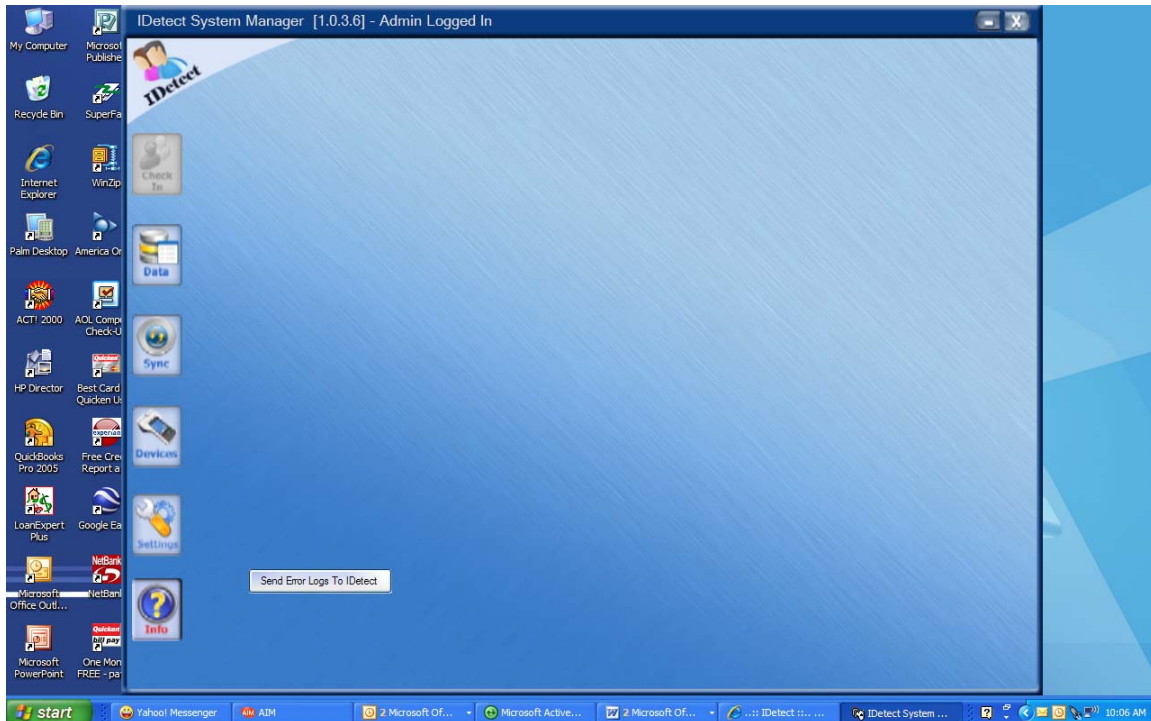
The button SEND ERROR LOGS TO IDETECT.
in INFO sends reports on the progress of your system directly to IDetect, Inc. Internet access is required for this function to work. Any ID's that did not scan or any unexpected results in running will be reported to IDetect so that they can be immediately adjusted.

Backing Up Your Data

If you have version 6.0.0.0 and less than 10.0.0.0 of the System Manager, then click BACKUP ALL DATA to save and store all of your scanned data, banned entrants, and photos. It is best to select an external drive for the backup, If you have version 10.0.0.0 or later, then you need to use Windows OneDrive and include in the backup the folder c:\Programfiles\Microsoft SQL Server. If you have any questions regarding this please do not hesitate to contact IDetect Technical Support at 1(888)270-4513, ext. 2. BACKING UP YOUR DATA IS VERY IMPORTANT AND SHOULD NOT BE SKIPPED.