

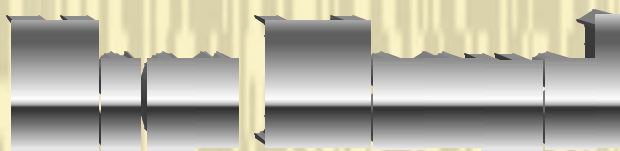
The next generation of ID Validation

# 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...**



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# 1.0 Quick Start

The intention of this section is to get you to the point of scanning each and every one of your entrants into your club right away. Before we begin though, there is some important steps that need to take place before we can guide you through the system setup and eventual scanning.

## 1.1 Hardware Setup

Please refer to the Installation and Quick Start Guide. Return here when completed. Bye for now!

## 1.2 Getting Ready To Scan ID's

If you are using the IDetect Snapshot camera, insert the USB connector from the camera into the USB slot in the back or side of the IDetect system. If you are also using the License box camera, please insert that in the other available USB slots. In most cases there is a card that is sticking out of the right side of the system that has two USB slots next to one another. Use these two since they are high speed USB slots.

Turn on the system. If you are using the snapshot camera, and/or the license box camera the first two screens will be selecting the order of camera operation. This function could vary depending on which camera pair you have been shipped. Please refer to the "Instructions to start the cameras" instruction sheet, then come back here when complete.

Wait until the Windows 98 desktop screen has appeared and that the hard drive light on the system has stopped flashing, and the hour glass next to the mouse cursor has gone away.

### **Make sure the system clock is correct**

To do this, move the cursor of the system over the time in the lower right hand corner of the screen. On the mouse, left double click on the time. A adjust date/time box will open up. Make sure that the date and time are correct for your time zone. After adjusting, left click once on the OK button.

### **Start IDetect**

Find the Icon on the Windows 98 desktop screen to the right of the START button that says IDetect—IDetect. The Icon should have a small picture of a dollar as its icon. Left click on the icon to open IDetect Night Club Manager. Note: DO NOT RUN IDETECT FROM THE ICON ON THE DESKTOP IF THE ICON DESCRIBED ABOVE EXISTS. THIS WILL CAUSE IDETECT TO NOT RUN PROPERLY.

When the screen first comes up, push enter to clear the Copyright screen. Push ENTER on the password box leaving it blank since there are no passwords defined at this point.

Push ENTER on Admission Door, ENTER on the password box, ENTER on the greeting box. Press ENTER once again, YOU ARE NOW READY TO START SCANNING ID'S. To setup further functions and to change the way IDetect scans ID's, refer to section 6.0, otherwise let's get to the fun stuff...

## **1.2.1 Scanning ID's**

Highlight 'Admission Door' and push ENTER. Push ENTER on the password screen, and then ENTER on the 'Hello' screen. The screen should turn blue, and the have IDETECT on the screen. Press ENTER once more. You are now ready to start scanning licenses. (I know, that was a repeat of the last paragraph, I just wanted to make sure you were listening!)

### **Scanning barcode format license**

Place the barcode licenses in the slot with the barcode facing the lights and down. Push the license into the slot, and pull it out in one motion. The scanner will beep, and the screen will display the information from the license.

### **Scanning magnetic strip format license**

Hold the magnetic strip license with the magnetic strip down and towards the middle of the scanner (towards lights again). Slide the license through the slot in one motion. The scanner will beep, and the screen will display the information from the license.

### **Is the screen clearing too fast?**

Don't worry, that is just a timer that can be adjusted by you. Try to estimate how much time you need for the screen to remain until it clears for the next ID to be scanned. Go to section 6.0.1 and to Auto Check-in. Set this value to your estimate, then try scanning again.

## **1.2.2 Using The Camera**

To make sure the camera is on, go to section 6.0 and reference the section on Peripherals. If you ordered the system originally with the cameras, then this has been setup already, but if not, then go through this section to define the cameras in use, then return to the Admission Door screen. When you scan an ID, a picture of whatever is in front of the camera will automatically be taken and displayed in the upper right hand portion of the admission screen. The system will not re-take new pictures of subsequent scans of this same ID so that the integrity of the identity of the rightful owner of this ID will be preserved.

## **1.2.2.1 Retaking A Picture**

But if you really want to take another picture of the same entrant because the original picture did not come out clear or for any reason, simply push the SPACE BAR, or the 'T' key before the screen clears to retake the entrants picture when the original is being displayed.

### **What if the screen cleared before I had a chance to take the entrants picture?**

Just push the up arrow key located on the bottom right hand portion of the screen. That will bring back up the previous person scanned. When they come back up, push the SPACE BAR or the 'T' key and the picture will re-take.

## **1.2.2.2 Taking Multiple Pictures And A Picture Of The Entrants License**

You can take up to 10 pictures of the same entrant with the same camera, including a picture of the front of his/her ID if you have the license camera installed. After you scan the license of the entrant and the first picture displays, push the right arrow key once. If you do not have the license camera installed, just the main camera, a second picture will be taken and displayed in place of the original picture. A "P2" will display on the lower left hand corner of the screen denoting that the picture being displayed is the second picture for this person. Pushing the right arrow key again will take a third picture of the entrant, and a "P3" will then be displayed. Keep pushing the right arrow key up to 10 picture in total if need be. To re-view the pictures or re-display them, simply push the left arrow key. Keep pushing the left arrow key to re-display all of the pictures from the highest taken until the original. To retake any picture from 1-10, simply press the SPACE BAR or the 'T' key as the picture that you want re-taken is displayed.

### **Want to take a picture of the entrants license?**

If you have the License Box and Camera installed, when you push the right arrow key instead of a second picture (P2) being taken from the main camera, the license camera will take a picture of whatever is in the license box. When you push the right arrow key again the system will then take all subsequent pictures from the main camera up until the 10th picture.

## **1.2.2.3 Processing an ID that does not scan or has nothing to scan.**

The true purpose of the license camera is to take pictures of non-scannable ID's. If an ID is not scannable, push the F1 key. The system will automatically take a picture of the entrant (via the main camera), and then prompt you to press the SPACE BAR after placing their ID into the license box. The system calls this person a WALK-IN, and assigns them a unique

ID number. If you want to see the picture that was taken of the license, press the right arrow key after displaying their checkin screen. To retake the picture of their license, press the SPACE BAR, and the picture will retake and re-display.

## **2.0 Admission Door Messages**

There are many different messages that are displayed on the admission door screen to totally assist the security duties of your club. Lets Review Them Now:

### **OK TO COME IN**

Everything is ok with the patron. This means that they are of an appropriate age that you had previously defined in the Set Up My Computer portion of the software. Their license is not expired, and is not fraudulent. Am message could still be displayed for this entrant if you had tagged this person with a no severity comment.

### **WARNINGS**

#### **SHARED LICENSE**

The patron had stepped outside after already entering the club with a valid license, and gave the license to a friend who you are now seeing at the admission door. Each license should only be scanned once a night, so this message being displayed at the admission door screen would mean that this person is utilizing a license that had been previously used. The night is defined as up to 6:30AM the next day. So don't worry about the calendar date changing, we took care of what is our real calendar date! Also, if you are using a IDetect camera, the picture that comes up will be that of the correct owner of the license, not the person who is sharing it, so you pretty much have them busted.

#### **AGE GROUP SURPASSED**

This message is stating that the age group number that you assigned in the SETUP FUNCTIONALITY portion of the system has been met with this current entrant. You may still allow this person in, but understand that you are now allowing more than the number of this age group that you assigned previously.

#### **HAPPY BIRTHDAY**

It is the patrons birthday, so go buy them a drink!

### **NO ENTRY**

## **UNDER AGE**

The patron is under age for what you have defined in the SET UP MY COMPUTER SECTION of the system. The system also shows the date of birth, and the person's age.

## **EXPIRED LICENSE**

The patron has an expired license, and should be questioned in regard to the validity of the license being presented. A lot of times, a patron without a valid license will borrow an expired license from their friend.

## **2.0.1 Special Messages**

Special messages can also be tagged to a patron, and displayed next time they come through the admission door.

### **2.0.1.1 Tagging A Comment To A Patron**

If you have already set up the comments that you want to be able to tag a patron with in the SET UP FUNCTIONALITY section of the system, then you are ready to tackle this section. If you want to tag a patrons license with a comment, simply scan their license at the admission door function, and push the F1 key before the screen clears. Select from the list of comments that were set up previously in SET UP FUNCTIONALITY. Highlight the appropriate comment, and push the enter key. The severity level for each comment is assigned in the SETUP FUNCTIONALITY section where the comments are defined. Each message is assigned either NO ENTRY, WARNING, or OK TO COME IN.

### **2.0.1.2 Displaying A Comment For A Patron**

Simply scan the license at the admission door, or type in part of the entrants name. The special comment will be displayed automatically. The system will then function normally under normal admissions door conditions depending on the severity level of that comment.

## **3.0 Entering A Patron's Telephone Number**

Simply press the F2 key after a patrons license has been scanned, and before the screen clears. Enter the patron's telephone number without any characters except the numbers of the telephone number.

## **3.1 Entering A Patron's Email Address**

Simply press the F2 key after a patrons license has been scanned, and before the screen clears. Enter the patron's telephone number without any characters except the numbers of the telephone number.

## **3.2 Entering A Patron's Rank**

Yes, that's right, you can even rank a patron's look! When a patron whom you would like to rate comes through the admission door, simply press F5 through F10 depending on their rank. The system will save their rank in the database for future searching and marketing.

## **3.3 VIP Cards—Assigning a VIP Card to an Entrant**

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. From the Admission Door screen, either scan the entrants ID, or type in part of their last name, then <ENTER>. If you had typed in part of the last name to find them, and this is not the person, press the F10 key to go to the next person alphabetically. Once they are on the screen, hold the ALT key down, and press the V key. 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 scanner, and 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 reader, their information with their picture will display on the screen. The picture keeps them from sharing this VIP card with other entrants.

## **5.0 Re-Viewing An Already Entered Patron**

Re-viewing a previously entered patron can be done in one of two ways:

From the blue admission screen:

- a.) Press the up arrow key. The previously scanned license will reappear on the admission screen.
- b.) Type in any part of their last name, followed by the ENTER key. If this is not the person you were looking for press the F10 key to display the next person alphabetically.

Don't worry, none of these actions will count this person again in your daily counts.

## **6.0 Setup My Computer**



In order to change certain features of the functionality of the software, you need to go through a few easy setup steps.

## 6.0.1 Admission Info

From the MAIN MENU of the system, highlight the MANAGEMENT option, push ENTER, then highlight the SETUP FUNCTIONALTY option, and push the ENTER key. Arrow down to option 8 which is Admission Info, push enter. The following will describe each of the options that you need to define:

- \* Walk-in Price— This is a value that you may want to charge patrons when they enter your club. Enter real values such as 20.00, or leave the field blank. Push enter when you are finished, then enter again.

- \* Admission Price Per Entry Time— This box is to define a price for each male and female depending on what time they enter. Most times clubs will give a discount for coming earlier to the club. The first field is the start time, the second the end time, the third is to define the price that males will pay if they enter during this time period, and the last is the price that females will pay. All times are in Military format, so for 6:00pm the correct time to enter is 18:00.

- \* Admission Price Per Age Group— This box defines what certain age groups will be paying when they enter. The first field is the starting age, the second is the ending age, and the third field is the price that they will pay.

- \* Visit # Before Free— Put in this box the number of visits that an entrant has to enter before receiving free admission. When an entrant reaches this number, this number will reset in their profile so that they can receive free admission again after they reach this number again.

- \* Admission # Per Age Group— This box defines how many males and females may enter for each age group that is defined. Enter a start age, then an ending age, then how many entries are allowed for both male and females. If this number is reached at the admission door, the system will send a warning message stating that this age group has been surpassed.

- \* Audible Signal Upon Member Check-in— This will turn the audible signal on or off when a client's license is scanned. If you do not care to hear the signal, select off here, otherwise select on, push enter.

- \* Auto Check-in— When a clients license is scanned, their information screen will remain on the monitor until this amount of seconds goes by. At that time the screen will clear, and the next license can be scanned. If this field is left blank, the patrons information will remain on the screen until the enter key is pressed.

\* **Valid Age Cutoff**— This is the valid age of the patrons entering your club. Enter an age for both males and females. The system will stop patrons that are less than this age. If they are at least the age that you have entered, they are ok to come in. If you leave these fields blank, the systems will default to an age of 21.

\* **Continuous Check-in**— This feature is for future functionality, and is not being used at this time. Allow the selection to remain on NO, and press enter

\* **Auto Info Screen**— This feature is to allow the system to display extra information when the patron's license is scanned. Extra information includes (depending on the state) Height, weight, License Expiration Date, Eye color, Etc. Try this feature to experiment what will displayed for your state.

\* **Allow Check-in Numbers To Be Viewed**— This feature will remove access to the number of people that came into the club if set to NO. If it is ok to allow these numbers to be viewed on the fly, then keep this at YES.

\* **Stop Member at Check-in If Owes Balance**— If you are using the system to hold clients' balances for admission or for product purchases, you can select whether to stop them when they come through the admission door if they have an outstanding financial balance due.

\* **Use Full Quick Add Screen**— This feature is used when you are entering patrons by hand in an environment such as a restaurant when requesting the license may not be appropriate. Quick add is used at the admission door screen when the admission door may go back and forth from scanning a license to hand entering a patron. The full quick add feature basically allows more information to be entered at the quick add screen.

\* **Print Wristbands**— If you have the IDetect custom Wrist Band printer, then select YES here. This will print a wristband for each entrant who is permitted to enter. The printed items on the wrist band are: The club name, address, and phone number, the entrant's name, the entrant's license number (asterisks (\*) if this ID number is their social security #), the entrant's height, their date of birth, and their age, the sequence number of the wristband (should match the pre-printed number on the wrist band or the doorman gave an unauthorized wristband out), the date and time of the printing, and the doorman's name who is currently running IDetect. Obviously this makes wrist band allocation very secure.

\* **Number Of Wrist Band Printers**— If you are looking to print two colors of wristbands on the fly, say one color for over 18, and another color for over 21 to denote not allowed to drink and allowed to drink, then select '2' here. If you just have 1, then select '1'.

\* **Print Wrist Bands For-** This option lets the system know when to print the wrist bands. If you want it for 18-21, then select '18 and over', if you want the system to print wristbands for over 21, then select '21 and over'. If you want to leave the setting unchanged, then select 'No Change'.

## 6.0.2 Client Comments

Simply type in the comments that you may want to put on a patron's record to be displayed when they have their license scanned. Some likely comments would be: "Keep Out—Fighting!", "Keep Out—Stealing", Etc. When finished typing in likely comments, either press ESC, or enter all the way through.

For each of these comments, a severity level has to be selected. For a RED severity, the entrant may not enter. For a YELLOW severity, the entrant will have a warning message, if Green, then the message is displayed, but they are allowed OK TO COME IN.

After the severity levels are selected, the system will then ask for how long these messages should stay on the entrant's profile. Select Forever, 1 month, 3 months, or 6 months.

## 6.0.3 Peripherals

This section is to define what hardware is hooked up to the system and how it is to be utilized. The items in the list each open up their own question box to ask you how they will be used if at all.

\* Cash Drawer Port— This defines the port that the cash drawer is being used on. If you are not using the coupon printer, then the cash drawer is a serial cash drawer and will be on port COM2. If you are using the Coupon Printer, then the port will be LPT1 since the cash drawer is opened through the Coupon Printer. If you are using a wrist band printer, and you have a separate LPT card installed into the system, you may have to select LPT2 here if the you have a Coupon Printer installed on this port.

\* Transaction List Is On— If you are running a network with IDetect (More than 1 system networked together), you have to choose if you want to combine both systems taking money at the admissions onto one transaction list, or keep them separate per system. If you choose THE SERVER it will combine the list, THIS COMPUTER will keep them separate.

\* Receipt Printer Port— Choose the port that the Coupon or Receipt Printer is on. The same argument exists for this as it does for the Cash Drawer. If you are using a Wrist Band Printer, then you may have the extra LPT port installed.

\* Finger Print Reader— If you have purchased the IDetect Biometric Finger Print Reader, then select YES here, otherwise NO.

\* Hand Scanner Port— If you are using the IDetect Biometric Hand Scanner, choose the port that it is connected to.

\* Turnstile Port— If you are using the IDetect Turnstile to control traffic at your front door, then choose which port it is connected to here. You would use the Turnstile option if you wanted very controlled entry into your club. The turnstile will only open if the entrant has a valid ID, and IDetect allows them in after scanning, or a WALK-IN entry is processed.

\* **Printing Badges**— If you have the IDetect Badge printer installed and want to print badges with the entrants picture on them that they can stick onto their chest, select YES here, otherwise select NO. If you are using the Badge Printer, much like the Wrist Bands, every time an entrant is allowed to come in, a stick on badge is printed with their picture.

\* **What Kind Of Printer Are You Using**— Select here what type of printer you are using for reports (Not Coupons or Wrist Bands).

\* **How Many IDetect Snapshot Cameras Are You Using**— Select here how many Snap shot cameras are hooked into the system (including the License Box Camera). IDetect will take up to 10 pictures of an entrant from the main camera, and 1 of their license.

\* **License Camera number**— This is the position of the License Box Camera as it is hooked into the system. If you are using the License Box Camera, just put this to number '1'. All other numbers are for future expansion.

\* **Use License Camera For**— IDetect will take a picture of the entrants license either for every entrant, or for non-scannable ID's or passports only, or for scannable ID's only. Most clients only want to take a picture of the entrant AND their license if their license is not scannable.

## **6.0.4 Define Receipt Info**

The information in this section has been defined by IDetect. It is information on your club such as club name, address, and telephone number that is used to print on Wrist bands and coupons at the admission door. Contact IDetect if you desire to change this information.

## **6.0.5 Admission Area Info**

This feature allows you to define separate definable door entrances or separate night special types. For instance, you could have a rock and roll night, and then the next night a hip hop night. You can separate these nights in your client list with use of this feature. Also if you want to separate say the night club people with the restaurant people, this feature would be used as well. If you want to change the location code, simply highlight yes, and select a location number. After this number is set, every time a patron is scanned, this number is placed onto their record. If the number in this section is changed again, the new number will then take effect from the next scan forward. Press ESC to go back to the Main Menu.

## **6.0.6 Passwords**

If you want to protect your system further from unauthorized use, you may enter passwords for all of the allowed users and set levels of access to each of them. Highlight Passwords, and push enter. The passwords box should now appear on the screen. The left side of the box is the user's name, the middle is their password, and the right is the access allowed. Notice that the current user set up as 'New Client', has no password (That is why you could just push enter to get around the system), and has every access available. The access codes are defined on the right, and are very self explanatory. Type in users that you want to have access to the system, or just leave the current setting alone. Press ESC when finished, or just press enter all the way through.

## **6.0.7 Purge Data Files**

This item allows you to purge old data from your data files. Define a date range, and the system will delete the data from your hard drive from between these dates.

## **6.0.8 Rebuild Data Files**

Once in a blue moon, or chances are never, your data files may get a little misaligned. This option will allow you to Rebuild your data files to fix this. You will know if your data has had this happen to it if you begin to get error messages when performing normal activities in IDetect. If a red box comes up and states ERROR x ON FILE x (where x is any number), then perform this option which will fix it.

## **6.0.9 EFT Info, and Collections Info**

These items are not being utilized for now and are for future use.

## **7.0 Marketing and Mailing Your Promotional Mailers**

From the main menu of the system, select Clients, then profile. Enter your password if the system asks for one, or just press enter if one is not. The clients that were scanned are then displayed alphabetically. The first name displayed is the first person alphabetically from all of the scans that have been done already.

If you push the F10 key, that pages through the clients alphabetically, SHIFT-F10 pages in reverse alphabetical order. Notice the fields that have filled in from the scan of the license. Notice that if you are scanning the barcodes and the magnetic strips at the same time the difference in what information is gathered for each.

To market these clients, push 1 for marketing. A list of all possible items to search on comes up on the screen. You now have to ask yourself what people do you want to limit the list to. For instance, if you want to find all of the females, simply highlight the field 'Sex'. You can

do this by using the arrow keys, or push the first letter of the field, and the system will jump down to that letter, highlighting the first field alphabetically that starts with that letter. Highlight 'Sex', then push enter. Highlight 'Equal to' in the next box and push enter, then enter the letter 'F' to signify that you are looking for females. In the next box highlight 'Start Search', and press enter. The other options in this box allow you to include other fields in the search criteria. If you select 'AND', then the next field you choose should not be the same as the one previously selected. This is because a field cannot be equal to something AND something, only 2 separate fields can be. If you select 'OR', then you are talking about the same field, because a field can be equal to something OR something else. The next box is asking how the sorting should occur. 'None' signifies that no certain sorting method should be used, and is also a faster search. 'Name' signifies the end list should be alphabetical, 'Member ID' is to sort my drivers license ID numbers, and 'Zip Code' is for zip code order. This last option is very helpful to receiving bulk rate pre-sorted pricing from the post office since it pre-sorts all of the zip codes automatically. Highlight 'None' for now, and press enter.

When the search has completed, you will see the resulting number found on the lower left hand corner of the screen. This tells you the number of entries that your search criteria found. The other number is the current entry that is being displayed. From here you can page through the search results with the F10 key, or page through them in reverse order by holding the shift key down, and pressing the F10 key again.

To use this information on mailing labels, promotional cards, mail merge letter, or to simply make a report of the patrons that were found in your search, press the 1 key to enter this screen. You now have the print results screen. On this screen you will see a bunch of headings prefixed with a number. The first 50 or so is to formulate a report with this information from the patrons records in the search result. The next few are the functionality items. To print labels, type in the number that precedes the word 'Labels'. The first box that comes up is the labels per line box. Most labels these days come 3 across, so highlight that option, and push enter. The next box is so that you can select what fields should be included on the printed label. Typically, from the scan of the license, you never have a Company Name, and an Address Line 2. Also, you may not want to print the expiration date of the license, and their license ID number. Simply type an 'N' for all the fields that you do not want to print, and leave a 'Y' for all fields that you do want to print.

Make sure the labels are loaded in the printer, and it is online and ready to print. Push enter all the way through the field selection window, and the computer will start printing your labels.

When complete, the system resets itself back to the marketing results screen. From here, you may go back into the print screen by pushing 1 and print another form of report, or push escape (ESC), and go back to the profile screen. Remember, ESC again will send you back to the Main Menu. Always, if you are not sure where you are in the screen, pushing ESC will get you back to where you started.

Let's say that now you want to print the names on your promotional postcards. From the search results screen, push 1 again to go into the print menu. Push 57 for other reports, and arrow down to the Post Cards option. You will have to do a test to see how the printer is going to print on the post cards, so you should have done a search that only brought up a few names so that not many cards are wasted during the test.

At this point you are ready to test your knowledge. Think of as many searches as you can, and make the system do them for you.

## 7.1 Marketing Examples

Let's consider some marketing examples that you may have to do. Maybe you want to send all of your data to a mail house to do the printing for you:

All data to a mailing house:

- \* From the Client Profile screen, press '1' for Marketing.
- \* You want to choose all data, so you do not want to limit your list down at all, matter of fact you want to NOT limit it down at all. To accomplish this task select any field in the marketing Field selection list, then choose 'equal to', and in the 'String to search' field, put the asterisk (\*) character. This character is a wildcard, which means that anything that exists in this field will be found in the searching. Choose 'Start search', then 'None (Faster)'. At the end of the search, you will have a list of all of your clients.

### 7.1.1 Exporting Data for a Mail House

Now that you have found the clients that you want to export in the Marketing section previous to this section, you are now ready to export these people from IDetect. Press '1' for Print Results. From the Print Field Menu that is now displayed, select ASCII file export (number 56). Immediately the system will start counting up from 1 to all the clients in your search results screen. When the system has finished counting, it will return to the Search Results screen. From here press <ESC> twice to return to the Main Menu, then exit the system.

Put a 3.5" disk into the floppy drive. From the Windows desktop screen, click on 'Export IDetect Data' icon. When the box that opens up disappears, you are ready to remove the diskette, and send it to the mail house. Tell them that is a zipped file named 'data.zip', and the file in that file is called 'print.fil', and is an ASCII (Pronounced ASKEY) comma delimited file.

How about this one: Let's find **All Females that entered on a Saturday Night, that are between 25 and 30 years old.**

- \* From the Client Profile screen, press 1 for Marketing.

- \* Select 'Sex', then 'Equal to', then type in 'F'.
- \* Select 'And' from the next box.
- \* Now select 'Age'
- \* Select 'Less Than', then type in '31' (because the top range of the age you are looking for was 30, you have to type in '31' to have the system stop searching for anyone older than 30)
- \* Select 'And' from the next box again, then select 'Age' again from the Field selection menu.
- \* Select 'Greater than', then type in '24'.
- \* Select 'And' again from the next screen, then select 'Day of the week visits' from the Field selection menu. Select 'Equal to' in the next screen, then highlight 'Saturday' in the day of the week menu. You are now ready to start your search, sort by 'None'. After the search has completed, you are ready to press '1' for printing your results options as reviewed previously.

Let's do 1 more: Let's market to those people **Who have not visited the club in 3 months or more.**

- \* From the Client profile screen, press '1' for Marketing.
- \* Select 'Last Visit Date' from the Field Selection menu.
- \* Select 'Less than' in the next menu (Because you want all last visit dates that are less than 3 months ago.)
- \* Type in the Last Visit Date that is 3 months earlier than the current date. This way the system will find all people that have not visited 3 months ago or longer.
- \* Select 'Start Search', then sort by 'None'.
- \* Press '1' to 'Print results' as usual.

The marketing component to the system is for you to play with and create any search and sort that you like. This section of the manual is merely a guide to allow you to now be creative in your search designs. This system can search for just about anything, so don't think there is any search that is too difficult for IDetect.

## 8.0 Admissions Back Office



This section basically acts like the Admission door but has more features. The one feature that you will be using here is to obtain an entrants entry history. To do this press ENTER on Admissions Back Office from the Main Menu. Press the F8 key for Special Functions, enter the entrants last name or their ID number, then press ENTER. If this is not the person you wanted, press the F10 key to bring up the next person alphabetically. Once the entrant you want is on the screen, press the F1 key. Enter the date range and time for the entries for this person that you want to view, then press enter. On top you will see a screen that shows how many times this entrant came in to your establishment for each month. Below it you will see a listing detail of their entries including the date and time.

Press ESC to go back to the main menu from here.

## 9.0 Lists

### \* CLIENTS—

\* Profile— Select this option to view previously scanned or entered people. All the information that is scanned and saved can be viewed in this section. You can also Delete entrants from here, or Change their information.

F10—Page through the entrants alphabetically.

SHIFT-F10— Page through the entrants reverse alphabetically

F8— **Finding people quickly** Press the F8 key , type in part of their last name, or their ID number, and press ENTER

3—Change the displayed entrants field information. Change their information, jump around the fields with the arrow keys, press ESC, or ENTER all the way through to save your changes.

Change permanently— Does not let a new scan of this entrants license update any of the fields. This is useful when you are updating mailing information for this entrant, and you do not want another scan of their id to over write the updates you have made.

Change until next scan—Changes fields until the license is scanned again, then the fields will update with the information from the scan.

2—Delete the displayed entrant.

Delete Permanently— Does not actually remove them from your database. This item keeps them in the database so that if they are scanned again, they will be recognized to not be added again.

Delete Until Next Scan— If you want the entrant to be removed from your database, then this is the item you want to use.

\* Add— Choose this option if you want to manually type in an entrant. Type in their LAST NAME, then their FIRST NAME, followed by their MIDDLE INITIAL. Push ENTER to complete a field and move to the next. The system will automatically assign them an ID number, but if you want this person to be recognized when they eventually have their ID scanned then the ID number must be that of their License or ID card.

\* Watch List— This section allows you to define people to watch for as licenses are scanned. These are people that have not already been scanned before, but you want to watch for them. Type in the person's name Last name then <SPACE> then first name. If any ID's closely match what you have typed in here, then a red box will come up with a list of names that could be the person that was just scanned. Select from that list if one of these names is that person, and they will be removed from this Watch List and entered into the Client List.

## **10.0 Reports**

### **10.1 Transaction List**

The transaction list is a list of all the transactions and admission fees collected at the admission door. Define a date and time range, and either list or print the transactions. A FULL report gives you every line item of each transaction, JUST TOTALS will give to you the totals for the range that you have defined.

### **10.2 Club Attendance**

This section displays graphs of certain attendance criteria that you select from the following menu. Define a date and time range here as well to see totals for any range or style. Also in this section is JUST LIST. This will list all of the entrant for the date and time range that you defined.

### **10.3 Entry List**

This is a quick list of entrants just for that night.

### **10.4 Entry List Pictures**

This lists all of the names of entrants for just that night, but allows you to choose one of the entrants with the up or down arrow, and push ENTER on them. This will bring up a screen with their picture and allow you to Ban them with F1, or scroll through the other entrants on the list.

## **11.0 Time clock**

The time clock function is to track the time of employees that are on a time basis pay scale. To use the time clock feature of this system, the first thing that needs to be done is to enter all employees whom you are trying to track into the 'Sales Staff' data base.

\* From the Main Menu, select 'Sales Staff', then select 'Add'. Enter the fields as they are requested in the order that the cursor navigates as enter is pressed. Remember, the Name field requires a last name and first name in that order. When the Access code field is requested, enter the last 4 digits of that employees social security number. This way they will not forget it, and nobody will guess it, and the employee will be less likely to give it out.

\* ESC from the Sales Staff screen, and select 'Time clock' from the Main Menu. Simply have the employee type in his/her Access code. The system will display the time that this action, whether it be checking in, or checking out, on the screen.

## **11.1 Time clock Reporting**

When you are ready to see a report for an employee on their attendance:

\* From the Main Menu, select 'Sales Staff'.

\* Press 'F8', and type in the access code, or part of the employees last name, press enter. That employee should appear on the screen.

\* Press 'F1' for Reports, then select 'Time Clock' from the next screen.

\* Type in the range of dates and time that you would like to see entries for, then press enter.

The system will allow you to print the results as well, or put the results on the screen.

## **12.0 Exiting IDetect**

When you have completed your session with the system, push Escape (ESC) until you have reached the main menu. From here, highlight the Exit System option at the bottom of the menu, and press enter. Answer Yes, to Exiting the System. The next box is the Nightly Cleanup option box. You must say yes to this box once a night after the security people at the door have finished. If it is in the middle of the day, and you happened to be doing marketing, when you exit, you do not have to answer Yes to this question.

## **13.0 Backing Up Your Data**

When you get back to the Windows Desktop screen, it is a wise idea to backup your data. Take a clean, empty 3.5" diskette and place it into the floppy drive. Using your mouse control, highlight, and double click on the Backup IDetect Data icon. The system will automatically pack your data onto multiple diskettes if needed, or just on the one if space permits. When the system has completed backing up, remove it, and store it in a safe place in case the laptop gets damaged, or stolen.

## 14.0 Turning Off IDetect

After Exiting IDetect, use the mouse pointer to highlight the START button. Left click on it, then make sure the “Shut Down” radio button is selected. Left click on OK. The system will automatically shut down after a few seconds.

OR

If your system came with the Flag button, press that, then push ENTER, then ENTER again.

### **The system says it is shutting down, but it is still on**

Press and hold the power button down or in the position you used to originally turn it on. The system will shut off in a few seconds. If you have the blue power button, slide the switch that is to the left of the blue power button to the right and hold it there until the system shuts off.

## 15.0 Addendum

### **Memberships**

IDetect even does memberships for people coming into your facility. To setup Memberships, from the Main Menu, go to Management, then Setup Functionality. Then go to Membership Types. The box that opens acts the same as other table windows that opens in IDetect. ENTER will go to the next field, Up arrow goes to the previous enter field, and ESC saves the already entered information, and closes the box. From here, Type in:

The Name of the Membership

1=Ys— If you put a 1 in this field, the person that holds this membership can only visit this facility if you have a network of facilities in an area.

Vsit # - This is the number of times this membership is allowed to enter your facility. UNL denotes Unlimited, and will allow the person as many visits as possible until a certain expiration length, if any.

Week(s) - Put in this field the number of weeks that the membership is valid for. An ‘M’ after the number denotes months. So 12 is 12 weeks, 12M is 12 months.

Price— This is the price of the membership.

VPV—This is not being used at this time and is reserved for future use.

IF— This is the Initiation fee for this membership. This fee only happens once on their first purchase of this membership. Subsequent purchases of this same membership will not incur this fee.

MF— This is the Monthly Fee associated with this membership. Type a number in here and IDetect will bill their account this amount on the first of every month. Their first month will be prorated automatically since they will probably not buy this membership on exactly the 1st of the month to make the accounting easy!

The next box that opens up has these fields:

Freeze Months— The number of months that this membership may be frozen for say medical or business absence.

# Guests allowed— This is the number of free guests that this membership can bring into the club. Once they hit this amount, and try to bring in subsequent guests, they are prompted to buy more guest passes at the WALK IN price that is defined in ADMISSION INFO. Leave this field blank if this membership does not have Guest Passes.

Allowed Club Entry Times— Enter in the first two fields the military time of the time range that this membership is permitted to enter the facility, and the second time range. If a time range is not needed, leave it blank. Each line is a different day of the week. For example: SUNDAY 17:00->20:00 3:00->4:00, would mean that this membership can enter from 5:00PM to 10:00PM and from 3:00AM to 4:00AM on Sunday, all other days they can come in whenever they like.

Membership Tax Rate— Enter in this field the tax percentage that you must charge on membership purchases.

Finance Rate— Enter in this field the finance percentage on a annual basis what you will charge for clients that prefer to pay for the membership via payments.

Late Fee For Billing- Enter the late fee in a dollar amount for late payments for clients on a payment plan, of a monthly fee membership type.

Print Membership Cards After Addition— This selection is not available, and is reserved for future enhancement.

Prorate Monthly Fee For First Month— As discussed earlier, this is the prorate question. Say the monthly fee is \$50.00, and the client buys the membership that has this monthly fee associated with it on the 15th of the month. If you say YES to this question, then the amount the person has to pay initially for the monthly fee portion of the membership is \$25.00 (not including Initiation fees, if applicable), and make their billing day of the month on the 1st every month. If you say NO to this question, then IDetect will charge them the full \$50.00, and make their billing day of the month on the 15th of every month.

Freeze Should Stop Monthly Billing— If your policy is to allow freezing of memberships, and you have sold memberships that contain a monthly fee, will freezing a membership stop the monthly billing?

Accounting Department— Assign each membership an accounting department that the sale of this membership will go towards in your reporting in REPORTS from MANAGEMENT in the MAIN MENU. The Accounting Departments are assigned in the first section of the SETUP FUNCTIONALITY Menu.

## Maintenance

After months to years of use, you will notice that the system will begin to slow down and possibly lock up due to memory availability issues. Perform these steps to keep your system running smoothly:

- Defrag. From the operating system's Desktop screen, click on START, then RUN. Type in defrag into the box, then click OK. Select C drive in the box, then click OK.
- Delete Old Pictures. From the Operating System's Desktop screen, click on MY COMPUTER, then click on C DRIVE, then AEROBITR, then PHOTO. Click on the DATE header until the oldest pictures are listed at the top. Highlight all pictures that are very old (such as more than 6 months), then press the delete key.
- Delete old Entrants. Go to section 7.1 of this manual (Marketing) and find all entrants who have not visited in more than 6 months (or whatever time frame you choose). Press '2' to delete these entrants.
- Rebuild Data. From the Main Menu of IDetect, go to Management, then Setup Functionality. Choose option H Rebuild data files. Put a Y on Member Files, Y on Checkin Traffic files, Y on Checkin History files. Press ENTER through the rest of the items.