



TEMPBADGE VISITOR MANAGEMENT SOFTWARE

USER MANUAL

VERSION 6.1 ~ SEPTEMBER 1, 2015

Thank you for downloading the new TEMPbadge Visitor Management Software!

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System Requirements

Operating Systems: Compatible with Windows 10, Windows 7, Windows 8.1, Windows 8 (*note: Microsoft no longer supports Windows XP*). Minimum Requirements: 500 MHz or faster processor / 256 MB RAM or more / 2.0 GB available disk space / 1024 x 576 or higher resolution monitor.

Capabilities

TEMPbadge Visitor Management software is a simple, stand-alone visitor identification system. It is not designed to interact with other installations or communicate with a network. Each station has a unique identification number so that, when using multiple stations, the source of every badge can be seen at a glance.

Terms and Conditions

TEMPbadge's Visitor Management software may be used only under the terms of our Software License Agreement. A fifteen day free trial is available. Once you purchase the software, you will receive a key code that will allow you to operate the system indefinitely.

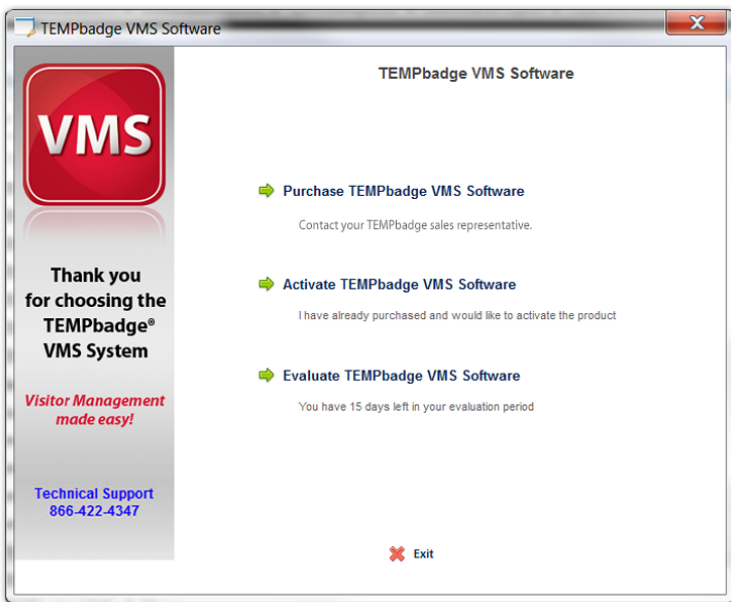
Tech Support

For help call **866-422-3437** or send an email describing your issue or question to **tempbadge_vms_support@bradycorp.com**.



Getting Started

When downloading the new software if a message appears asking you to choose **SAVE** or **RUN**, choose **RUN**. Then follow the screen prompts to install the program. (You must accept the license agreement to complete the installation.) The operation will install TEMPbadge VMS along with Microsoft Access Runtime 2010.



First Screen With 3 Options

When the installation is complete you'll see a message confirming that TEMPbadge VMS has been successfully installed and the TEMPbadge VMS application will launch. To re-launch the program after the initial installation, just double-click the TEMPbadge VMS icon on your desktop.

When the program first opens you will see a screen with 3 options:

- Purchase **TEMPbadge VMS Software**
To purchase the software, contact your TEMPbadge sales representative.
- **Activate TEMPbadge VMS Software**
Choose this option if you have already purchased the software and have a valid Key Code.
- **Evaluate TEMPbadge VMS Software**
Choose this option if you would like to try the program **FREE** for fifteen days.

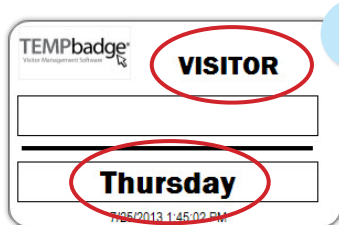
Basic Operation Using the Default Settings

To create a new badge using the default settings, just follow the instructions on the screen that appears when you launch TEMPbadge VMS.

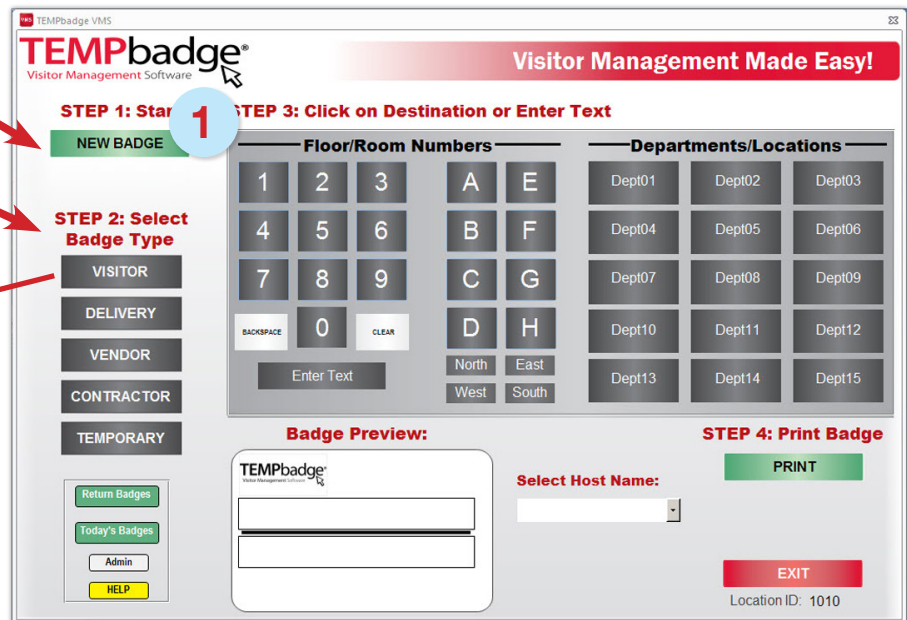
1. Select **NEW BADGE**.

2. Choose a **BADGE TYPE**.*

The selected **BADGE TYPE** will be added to the upper right corner of the new badge...



and the current day of the week will appear at the bottom.



*Note: Default badges include fields for **Badge Type** (i.e. **VISITOR**), **Department/Location Name**, and the **Day Of The Week** (centered). There are several other options available if you would like to display additional information. Users with Administrator access can select other options using the **Configure Default Badge Format & Host Data** button in the Administrator's **Workstation Setup Options** window (see pages 7-12).

3. To add a text field for **Department / Location** to the top center portion of the badge you may choose to either:

TEMPbadge VMS
Visitor Management Software

Visitor Management Made Easy!

STEP 1: Start
NEW BADGE

STEP 2: Select Badge Type
VISITOR
DELIVERY
VENDOR
CONTRACTOR
TEMPORARY

STEP 3: Click on Destination or Enter Text

Floor/Room Numbers

| | | | | |
|------------|---|-------|-------|-------|
| 1 | 2 | 3 | A | E |
| 4 | 5 | 6 | B | F |
| 7 | 8 | 9 | C | G |
| BACKSPACE | 0 | CLEAR | D | H |
| Enter Text | | | North | East |
| | | | West | South |

Departments/Location

| | | |
|--------|--------|--------|
| Dept01 | Dept02 | Dept03 |
| Dept04 | Dept05 | Dept06 |
| Dept07 | Dept08 | Dept09 |
| Dept10 | Dept11 | Dept12 |
| Dept13 | Dept14 | Dept15 |

Badge Preview:

TEMPbadge
VISITOR

Thursdays

7/25/2013 1:45:02 PM

STEP 4: Print Badge
PRINT
EXIT
Location ID: 1010

- 3A. Type a room number using the screen keys ...

TEMPbadge VMS
Visitor Management Software

VISITOR

5 West

Thursday

7/25/2013 1:45:02 PM

- or 3B. Select a Department / Location key.

TEMPbadge VMS
Visitor Management Software

VISITOR

Neurology

Thursday

7/25/2013 1:45:02 PM

ADDITIONAL OPTION: Custom text can be added to **any** of the text fields on the badge. Just place your computer's cursor in the field you want to change and type the text using your computer keyboard. If you need to start over, hit **CLEAR** on the VMS screen keyboard, or hit **NEW BADGE** again.

- or 3C. Use the **"ENTER TEXT"** button. See instructions for this option below.

The ENTER TEXT Button

This button allows you to enter your own custom text in the **Department / Location** field.

To use this option:

1. Hit the **NEW BADGE** button.

2. Choose a **BADGE TYPE** from the default selections.

3. Hit the **ENTER TEXT** button. A new dialog box will appear.

(continued next page)

TEMPbadge VMS
Visitor Management Software

Visitor Management Made Easy!

STEP 1: Start
NEW BADGE

STEP 2: Select Badge Type
VISITOR
DELIVERY
VENDOR
CONTRACTOR
TEMPORARY

STEP 3: Click on Destination or Enter Text

Floor/Room Numbers

| | | | | |
|------------|---|-------|-------|-------|
| 1 | 2 | 3 | A | E |
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| 7 | 8 | 9 | C | G |
| BACKSPACE | 0 | CLEAR | D | H |
| Enter Text | | | North | East |
| | | | West | South |

Departments/Locations

| | | |
|--------|--------|--------|
| Dept01 | Dept02 | Dept03 |
| Dept04 | Dept05 | Dept06 |
| Dept07 | Dept08 | Dept09 |
| Dept10 | Dept11 | Dept12 |
| Dept13 | Dept14 | Dept15 |

Badge Preview:

TEMPbadge
VISITOR

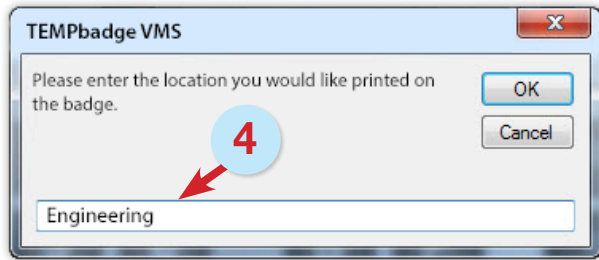
Thursdays

7/25/2013 1:45:02 PM

STEP 4: Print Badge
PRINT
EXIT
Location ID: 1010

The ENTER TEXT Button (cont.)

4. Type in your custom **Department / Location** text. Hit **OK**.



The "ENTER TEXT" dialog box

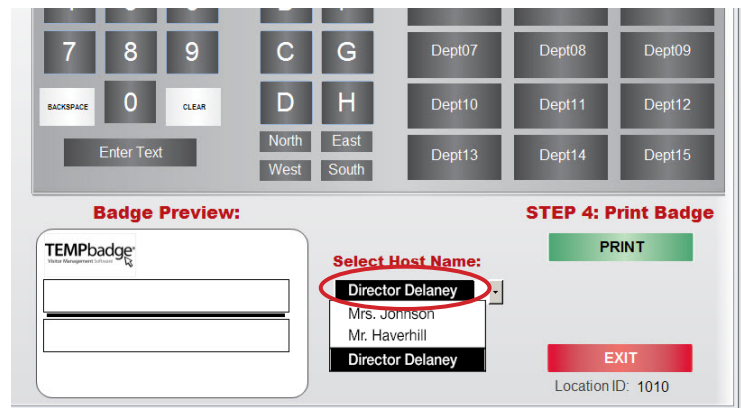
The finished badge displays your custom text in the center field.



Select Host Name (optional step)

The **Select Host Name** pull-down menu allows you to assign a "host" to a visitor's badge. The host is the name of the person in your organization that the visitor will be seeing. The name of the host will not appear on the badge; it is only used for reporting purposes.

Note: This setting is optional. It can be activated or deactivated using the "Configure Default Badge Format & Host" setting in the Administrator Workstation Setup Options panel (see page 8).



Printing and Issuing Badges

To print the badge, select the green **PRINT** button at the bottom of the main screen. Note that, below the day of the week, the finished badge also includes the **Workstation Location Number** (left) and the **Date and Time** (right).

(If you are using the Trial Version you will only see a preview of the badge. You must have a valid, activated copy of the software in order to print badges.)



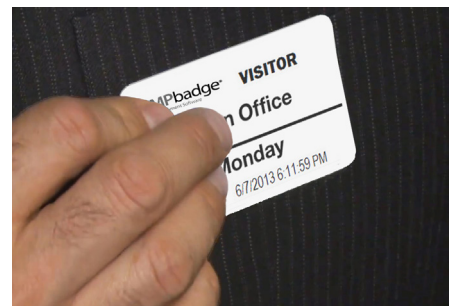
(A) Peel the adhesive badge from its backing.



(B) Fold the tab under and adhere it to the back of the badge.



(C) The badge is ready to issue.*



* Note: adhesive badges should not be applied to leather, suede, vinyl, silk, or other delicate fabrics.

Returning Badges

For an additional layer of security you may require visitors to return their ID's at the end of their visit. You can then track returned badges using the **Return Badges** feature.

To process a badge that is being returned, hit the **Return Badges** button at the left of the screen.

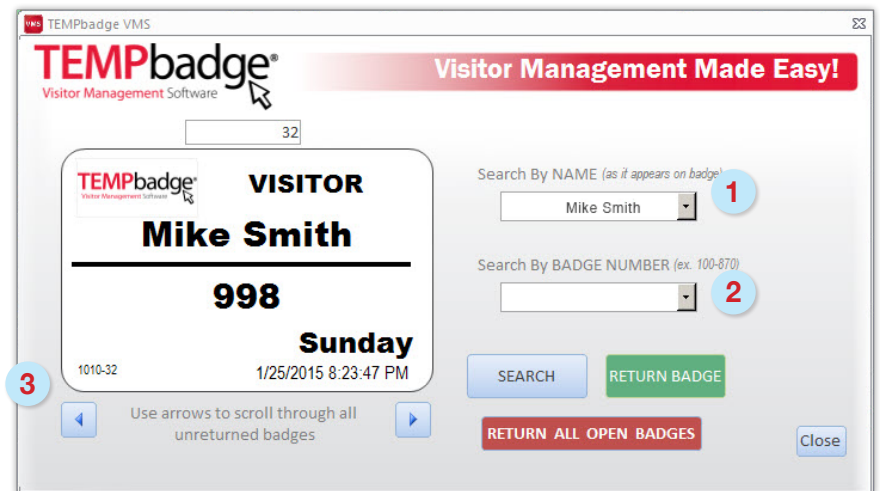
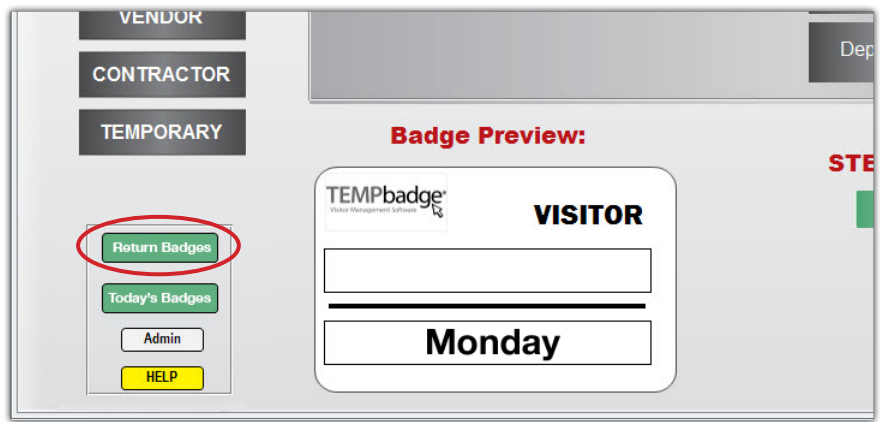
This will bring up a screen that allows you to search for an individual Badge three ways:

1. by Badge Number
2. by Name
3. by Scrolling through images of all open badges using the scroll arrows on the bottom left side of the screen.

Once the correct badge has been located, hit the green **Return Badge** button to check the visitor out.

To check out **ALL** open badges, hit the **Return All Open Badges** button at the bottom.

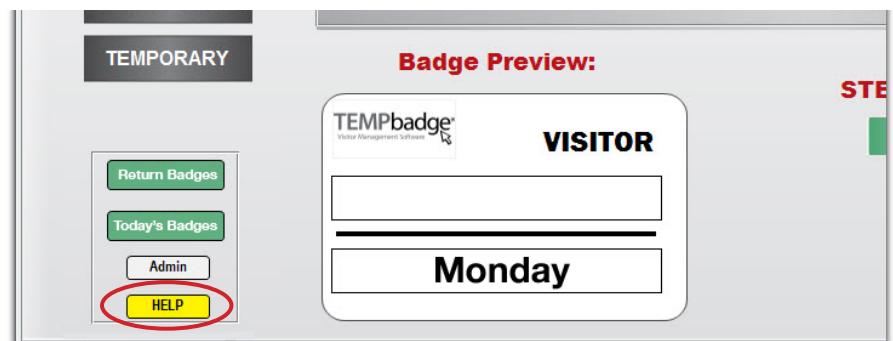
Note: At the end of each day, It is recommended that ALL open badges be returned. This will prevent open records from carrying over to future days.



The "Return Badges" Screen

The Help Button

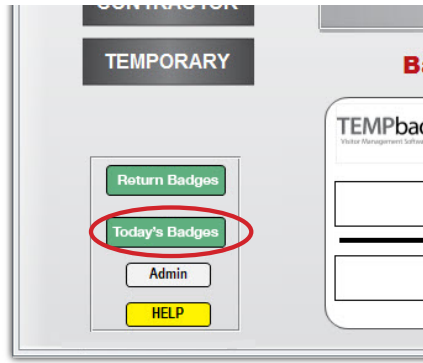
You can hit the yellow **HELP** button at the bottom left of the main screen at any time to access this User Manual.



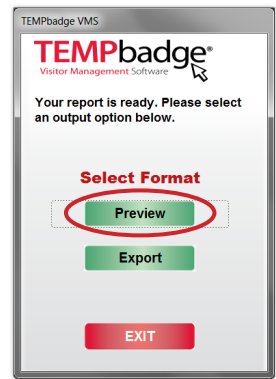
Creating a Report of the Current Day's Badges

To create a report of all badges issued thus far on the current day, select the green **Today's Badges** button at the bottom left of main screen.

This will create a "**Total Badges By Date**" report for the current day and display an **Output Options** window.



In the **Output Options** window hit the **Preview** button to view the report or use **Control P** to print.



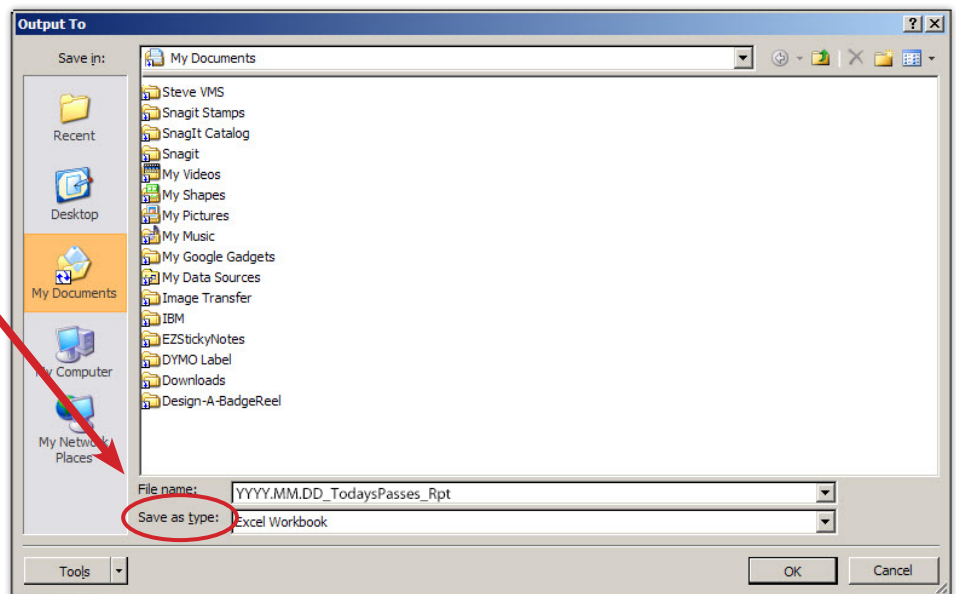
Output Options Window

To save a copy of the report hit **Export**.

Choose a file format (*Microsoft Excel, PDF, etc.*), then navigate to the location on your computer where you would like to save the file.

The file will automatically be saved with the current date and default name: (YYYY.MM.DD_TodaysBadges_Rpt).

To return to the main screen hit the **X** at the top right or press the **Esc** key.

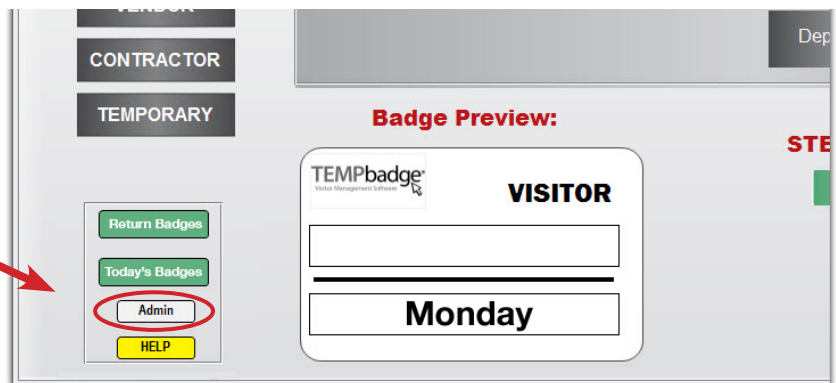


Export Options Screen

Administrator Options (Workstation Setup Options)

There are a number of options available only to users with **Administrator** access. To access these settings, click on the **Admin** button at the bottom left of the main screen.

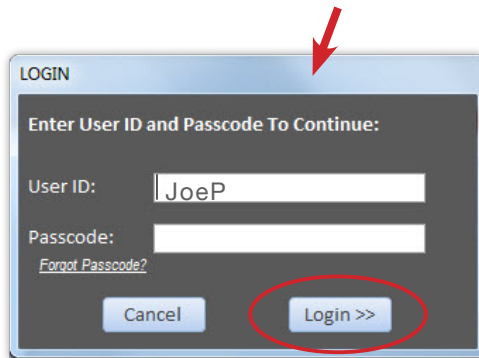
This will display the **Login** screen for access to the **Workstation Setup Options** panel.



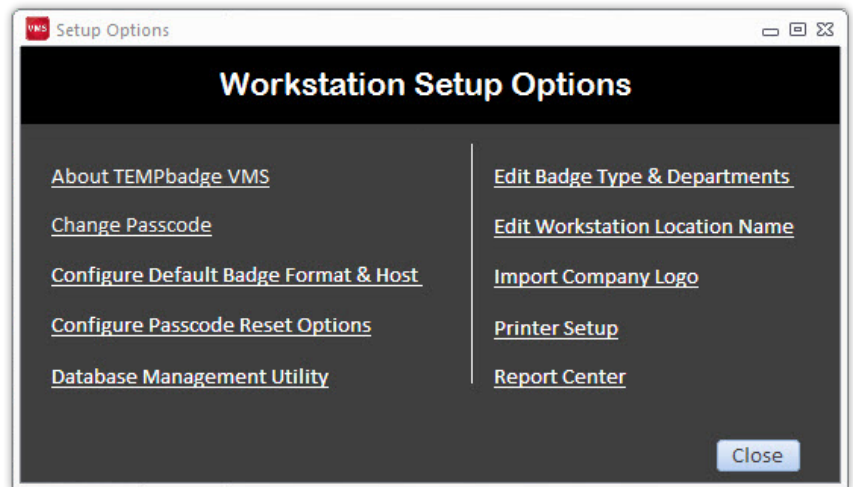
(continued next page)

Administrator Options (Workstation Setup Options) (cont.)

Enter your **User ID** and **Passcode*** on the **Login** screen and click the **Login** button.



The **Workstation Setup Options** panel displays.



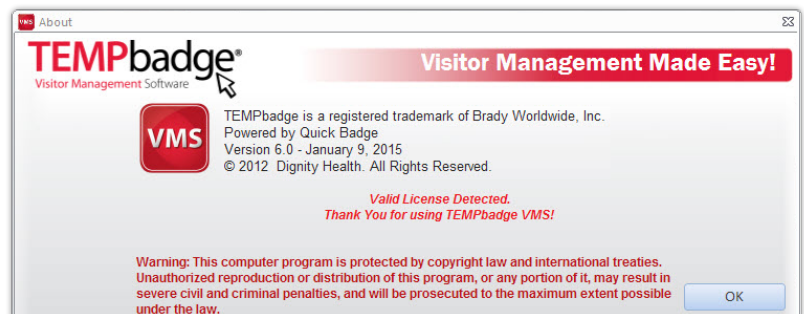
Workstation Setup Options Panel

**Note: be sure to change the default passcode after activating your software – see instructions under “Changing Your Passcode.”*

About TEMPbadge VMS

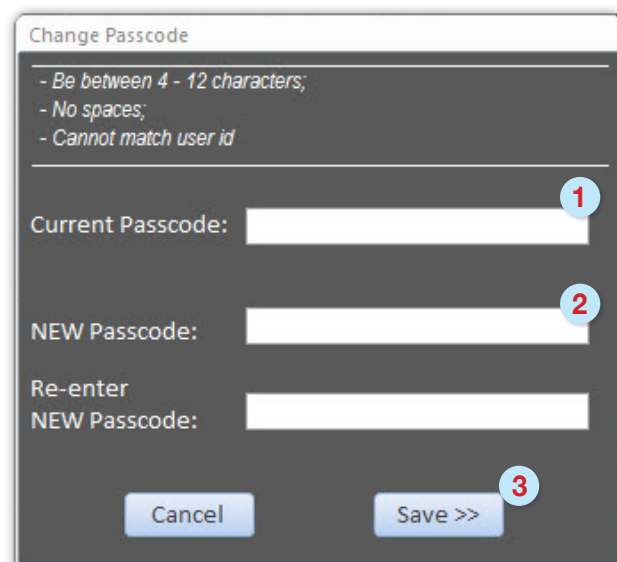
The first selection in the **Administrator Options** window, **About TEMPbadge VMS**, will open a window containing TEMPbadge copyright information.

If you have not yet activated the software this window will show the amount of time left on your free trial.



Changing Your Passcode

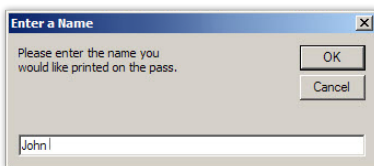
1. To change your **Passcode**, select the **Change Passcode** button. Type your existing Passcode in the first field.
2. Type a new Passcode (4-12 characters, no spaces) in the next field, then re-enter the new Passcode in the third field.
3. Hit **Save**.



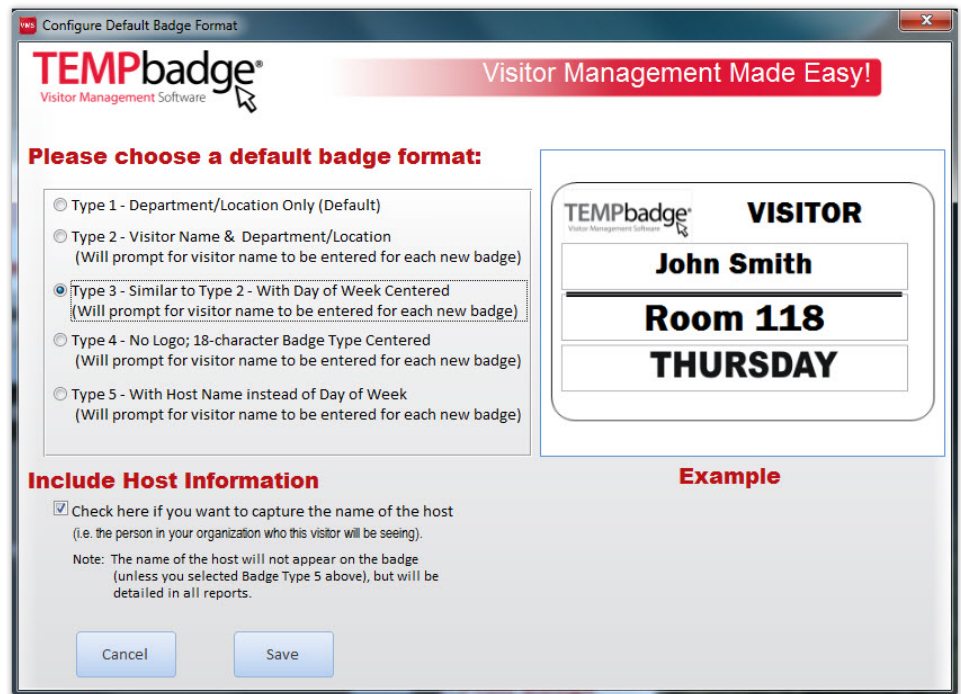
Configure Default Badge Format & Host

Here you may choose from five different badge display options. In addition to the default setting there are four options that allow you to enter your own custom text. For details about the various formats see the examples below.

This screen is also used to turn on **Host Information** (the “Host” is the name of the person your visitor will be seeing). See next page for more details about **Host Information**.


A small dialog box titled "Enter a Name" with a close button (X). The text inside says "Please enter the name you would like printed on the pass." There are "OK" and "Cancel" buttons. A text input field contains the name "John".

Custom Text Dialog Box

A screenshot of the "Configure Default Badge Format" window. It has a title bar with "TEMPbadge" and "Visitor Management Software". A red banner at the top says "Visitor Management Made Easy!". The main content area is titled "Please choose a default badge format:" and lists five options: Type 1 (Default), Type 2, Type 3 (selected), Type 4, and Type 5. To the right is a preview of the selected badge format, showing "TEMPbadge VISITOR", "John Smith", "Room 118", and "THURSDAY". Below the options is a section titled "Include Host Information" with a checked checkbox and a note. At the bottom are "Cancel" and "Save" buttons.

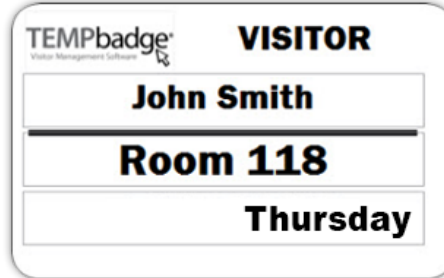
The “Configure Default Badge Format” Screen

Type 1 (Default Layout)

A badge template for Type 1. It features the TEMPbadge logo and "VISITOR" at the top. Below is a horizontal line, then "Room 118" in large bold text, another horizontal line, and "Thursday" in large bold text at the bottom.

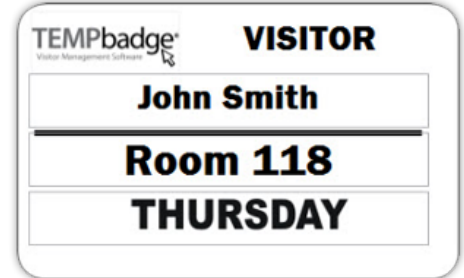
The default setting includes fields for **Badge Type** (i.e. **VISITOR**), **Department/Location Name**, and **Day of the Week** (centered).

Type 2 (includes Visitor Name field)

A badge template for Type 2. It features the TEMPbadge logo and "VISITOR" at the top. Below is a field for "John Smith", a horizontal line, then "Room 118", another horizontal line, and "Thursday" at the bottom.

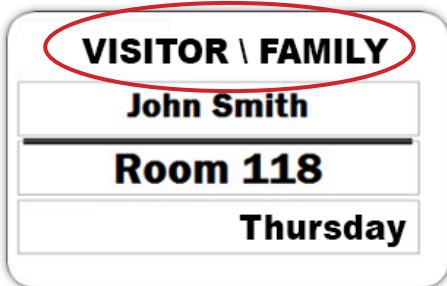
For **Type 2** after choosing a **Badge Type** the user is prompted to enter text for a **Visitor Name**. **Day of the Week** shifts to bottom right.

Type 3

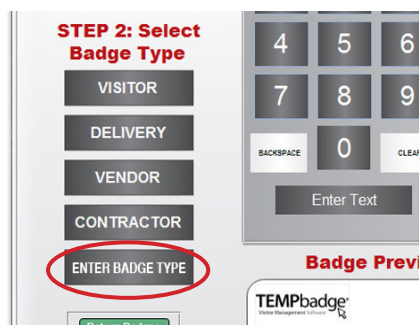
A badge template for Type 3. It features the TEMPbadge logo and "VISITOR" at the top. Below is a field for "John Smith", a horizontal line, then "Room 118", another horizontal line, and "THURSDAY" at the bottom.

Similar to **Type 2**, the **Type 3** option includes a field for **Visitor Name**, but the **Day of the Week** field is centered.

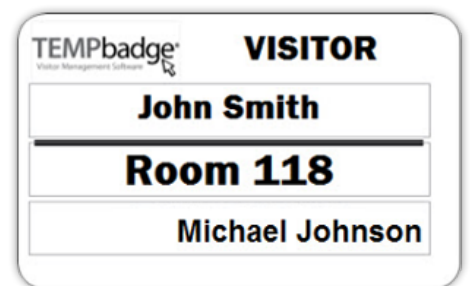
Type 4

A badge template for Type 4. It features the TEMPbadge logo and "VISITOR \ FAMILY" at the top, which is circled in red. Below is a field for "John Smith", a horizontal line, then "Room 118", another horizontal line, and "Thursday" at the bottom.

When the **Type 4** option is selected badges do not display a logo so they can accommodate more text (up to 16 characters) in the **Badge Type** field. When using this option the list of **Badge Types** on the Main Screen includes an additional button labeled **ENTER BADGE TYPE**. Hit this button to enter your custom text, first for **Badge Type**, then for **Visitor Name**.

A screenshot of the "STEP 2: Select Badge Type" screen. It shows a list of badge types: VISITOR, DELIVERY, VENDOR, CONTRACTOR, and ENTER BADGE TYPE (which is circled in red). To the right is a numeric keypad with buttons for 4, 5, 6, 7, 8, 9, 0, and BACKSPACE/CLEAR. Below the keypad is an "Enter Text" button. At the bottom is a "Return Badges" button.

Type 5

A badge template for Type 5. It features the TEMPbadge logo and "VISITOR" at the top. Below is a field for "John Smith", a horizontal line, then "Room 118", another horizontal line, and "Michael Johnson" at the bottom.

Type 5 includes a field for **Visitor Name**, but does not display **Day of the Week**. Instead it displays the **Host Name** at the bottom right.

Configure Default Badge Format & Host (cont.)

- When the **Include Host Information** setting is checked the system will remember the name of the person in your organization that the visitor will be seeing (referred to as “host”).

The name of the host will not appear on the badge unless Badge Type 5 is selected, but the information will still be stored for reporting purposes (see **Host Data Tools**, p.10).

Note: host data is added and managed using the **Database Management Utility** (p.10).

Configure Default Badge Format

TEMPbadge® Visitor Management Software

Visitor Management Made Easy!

Please choose a default badge format:

- ☐ Type 1 - Department/Location Only (Default)
- ☐ Type 2 - Visitor Name & Department/Location (Will prompt for visitor name to be entered for each new badge)
- ☒ Type 3 - Similar to Type 2 - With Day of Week Centered (Will prompt for visitor name to be entered for each new badge)
- ☐ Type 4 - No Logo; 18-character Badge Type Centered (Will prompt for visitor name to be entered for each new badge)
- ☐ Type 5 - With Host Name instead of Day of Week (Will prompt for visitor name to be entered for each new badge)

Include Host Information

☒ Check here if you want to capture the name of the host (i.e. the person in your organization who this visitor will be seeing).

Note: The name of the host will not appear on the badge (unless you selected Badge Type 5 above), but will be detailed in all reports.

Example

Cancel Save

Configure Passcode Reset (Recovering a Forgotten Passcode)

If you forget your Passcode you can hit the **“Configure Passcode Reset”** button on the **Administrator Options** screen. This will display a list of security questions. Answer the questions to reset your Passcode.

To select a set of questions and record the answers:

- Select **Configure Passcode Reset**.
- In the next window, choose three security questions from the pull-down menus and type in your answers.
- Click **Next**; click **Submit**; then click **Yes** on the confirmation screen.

Confirm to Save Settings.

You are about to save these changes. Click YES to continue. Click NO to go back without saving.

Yes No

Configure Passcode Reset Options

SELECT SECURITY QUESTIONS:

If you forget your passcode, we will ask for the answers to your security questions then you will be allowed to reset your passcode.

You must select three questions and enter an answer for each question. You cannot use the same question more than once. Answers are case sensitive.

Question 1: What street did you live on in third grade?

Answer 1:

Question 2: What is your oldest sibling's middle name?

Answer 2:

Question 3: In what city or town did your mother and father meet?

Answer 3:

Cancel Next >>

*Note: If the administrator who set up the challenge questions is no longer available, please call **TEMPbadge VMS Tech Support** at 866-422-3437 for assistance.*

The Database Management Utility

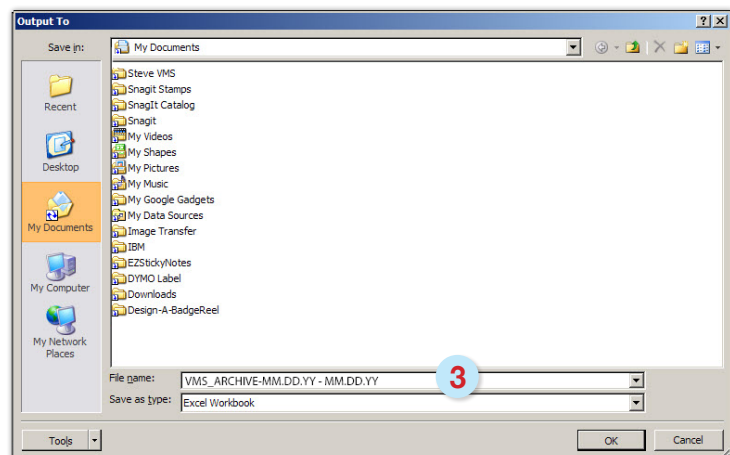
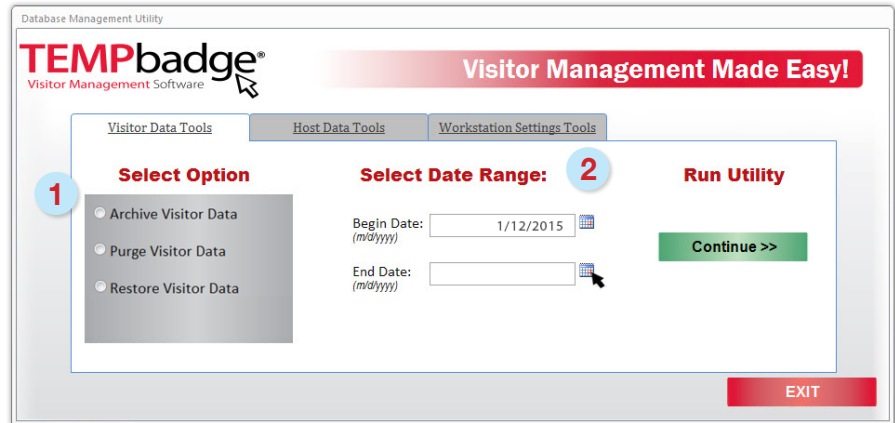
This section contains three tabs of tools that are used to manage data. Using these tools various badge and workstation information can be imported, exported, archived or purged.

FIRST TAB - Visitor Data Tools

The **Visitor Data Tools** allow you to **Archive** a portion of your visitor records. You can restore the archived data to the system later by using the **Restore** setting. The **Purge** setting allows you to **permanently delete** selected portions of your visitor records.

To use the **Visitor Data Tools**:

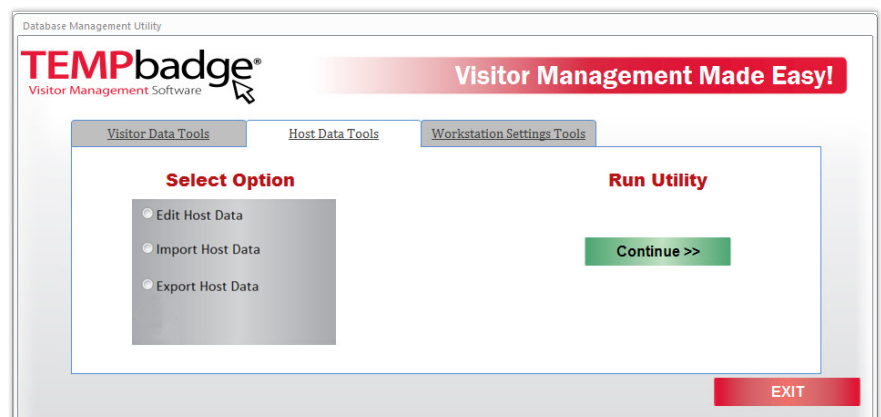
1. Choose one of the three options on the left: **Archive**, **Purge** or **Restore Visitor Data**.
2. Type a date range in the **Select Date Range** boxes, (*mm/dd/yyyy format*), or select start and end dates by clicking on the calendar icons next to those boxes. Click **Continue**.
3. To **Archive** visitor data select **Archive Visitor Data** and choose a file format. The archive file will be named with your chosen date range: (*VMS_ARCHIVE-MM.DD.YY - MM.DD.YY*). Navigate to a location on your computer to store the file. Click **OK**.
To **Restore** visitor badge data that has been previously archived, select the **Restore Visitor Data** button. Navigate to the corresponding archive file on your computer and click **OK**.
The archived data is restored.



SECOND TAB - Host Data Tools

The **Host Data Tools** are used to manage the names of people in your organization that visitors will be visiting ("hosts").

1. The **Edit Host Data** setting allows you to manually key in updates or corrections to existing host names and information.
2. The **Import Host Data** setting allows you to import a list of host names in Excel or Text format. The names on the imported list will be **ADDED** to the existing names.



3. The **Export Host Data** setting allows you to export an existing list of host names, which can then be imported to another device running **TEMPbadge VMS** software.

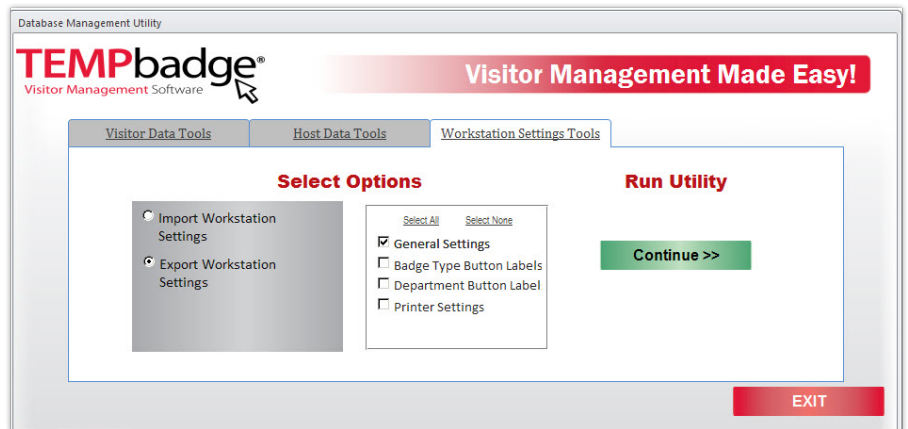
The Database Management Utility (cont.)

THIRD TAB

Workstation Settings Tools

The **Workstation Settings Tools** allow you to import and export data such as custom **Department Name Buttons**, **Printer Settings**, etc.

Once Workstation information has been set on one device, the settings can be exported and then imported to another device running **TEMPbadge VMS** software, allowing settings to be duplicated uniformly from station to station.



Note: the imported settings will Replace the existing settings for that item.

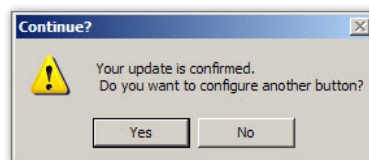
Editing “Badge Type and Department/Location” Names

The **Edit Badge Type & Departments** setting allows you to change the names of the **Badge Type** buttons (limit 10 characters) and the **Department / Location** buttons (limit 14 characters).

1. Select a **Badge Type** or **Department Name** from the pull-down menu in the first field.

2. Type the new button name in the second field.*

3. Select **Save** to apply changes. You will then be given the option to configure additional buttons. Hit **Yes** to change another button. Hit **No** to return to the **Workstation Setup Options** screen.

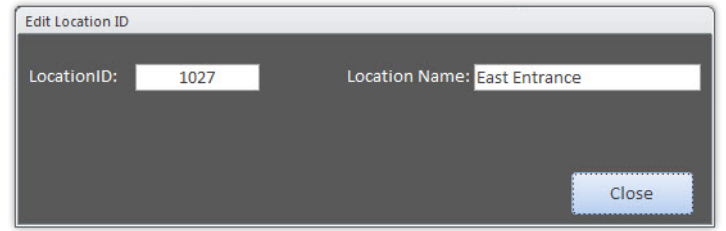


**For suggested Badge Types and Department Names see addendum on page 16.*

Note: Badge Type and Department/Location fields may be left blank. Just select the Badge Type or Department from the pull-down menu in the first field and click in the second field without typing anything.

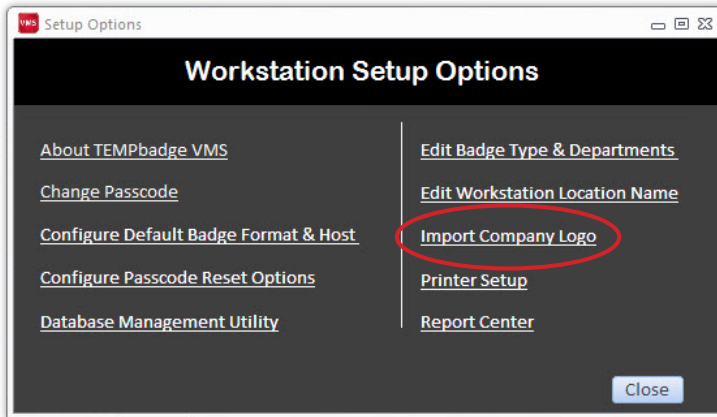
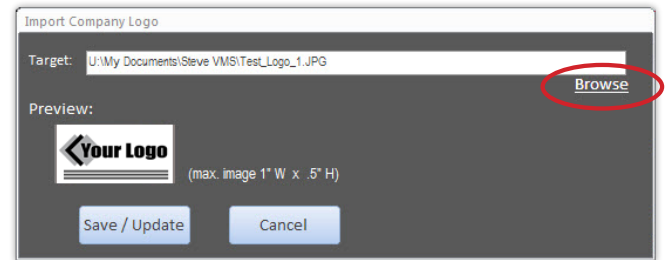
Editing Workstation Location Information

The **Edit Workstation Location Name** setting allows you to change the four digit **Location ID** number and the **Location Name**. Hit **Close** to save changes.

A dialog box titled "Edit Location ID" with a dark background. It contains two input fields: "LocationID:" with the value "1027" and "Location Name:" with the value "East Entrance". A "Close" button is located at the bottom right.

Adding or Changing a Logo

1. To add a logo or to change an existing logo, click on **Import Company Logo**.
2. In the next window, click the **Browse** button and navigate to a logo image file on your computer.

A dialog box titled "Workstation Setup Options" with a dark background. It has a sidebar with several links: "About TEMPbadge VMS", "Change Passcode", "Configure Default Badge Format & Host", "Configure Passcode Reset Options", "Database Management Utility", "Edit Badge Type & Departments", "Edit Workstation Location Name", "Import Company Logo" (circled in red), "Printer Setup", and "Report Center". A "Close" button is at the bottom right.A dialog box titled "Import Company Logo" with a dark background. It has a "Target:" field with the path "U:\My Documents\Steve VMS\Test_Logo_1.JPG". A "Browse" button is circled in red. Below is a "Preview:" section showing a placeholder logo with the text "Your Logo" and "(max. image 1\" W x .5\" H)". At the bottom are "Save / Update" and "Cancel" buttons.

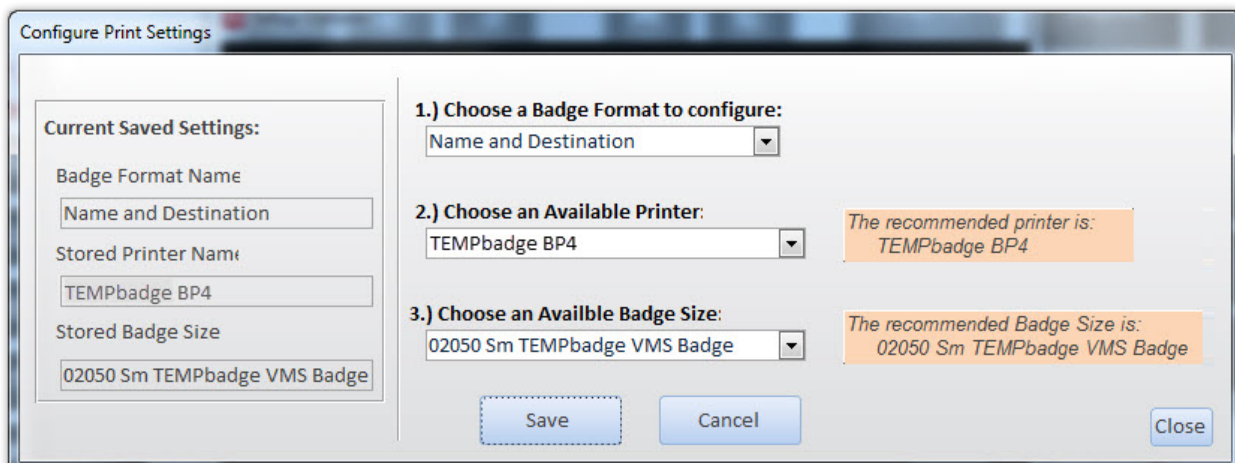
3. Click **Save/Update**.
Logo image should be a horizontal rectangle, no larger than 1" wide x 1/2" high, 72 pixels per inch, in .bmp, .jpg, or .png format)

Note: The TEMPbadge BP4 Printer uses direct-thermal technology, which means that all information on the badge will print in black & white. Even if you upload a color logo it will display on the main screen and print only in black & white.

Printer Setup

Select **Printer Setup** to set the badge format, choose from the available printers, and choose a badge size.

- 1 **Choose a Badge Format:** set to print badges **without** a visitor name (**Destination Only**) or **with** a visitor name (**Name and Destination**).
- 2 Under **Choose an Available Printer**, select: **TEMPbadge BP4**.
- 3 Under **Choose an Available Badge Size**, select: **02050 Sm TEMPbadge VMS Badge**.

A dialog box titled "Configure Print Settings" with a light gray background. On the left is a "Current Saved Settings:" section with three fields: "Badge Format Name" (Name and Destination), "Stored Printer Name" (TEMPbadge BP4), and "Stored Badge Size" (02050 Sm TEMPbadge VMS Badge). On the right are three numbered sections: 1.) "Choose a Badge Format to configure:" with a dropdown set to "Name and Destination"; 2.) "Choose an Available Printer:" with a dropdown set to "TEMPbadge BP4" and a note "The recommended printer is: TEMPbadge BP4"; 3.) "Choose an Available Badge Size:" with a dropdown set to "02050 Sm TEMPbadge VMS Badge" and a note "The recommended Badge Size is: 02050 Sm TEMPbadge VMS Badge". At the bottom are "Save", "Cancel", and "Close" buttons.

Report Center

Select **Report Center** to access the TEMPbadge VMS reporting options. The software can generate reports for badges issued by **Destination** (i.e. MAIN OFFICE), **Badge Type** (i.e. VISITOR), **Date**, **Host Name**, or **Visitor Name**.

1. For all reports, first **Select a Date Range** by placing your cursor in each of the two Date Range boxes and typing a date (*mm/dd/yyyy format*), or by clicking on the small calendar icons next to those boxes.

2. Choose the type of data to report from the buttons in the center of the screen.

3A. For all reports (except badges by **Visitor Name**) next hit the **Preview** button to view, or **Control P** to print the report. Or hit the **Export** button to choose a file format (*Microsoft Excel, PDF, HTML, Rich Text, etc.*), and navigate to the location on your computer where you would like to save a copy of the report.

3B. For badges issued by **Visitor Name**, first select a search method from one of the three buttons below the date range:

Exact: Type a specific name into the text field (*i.e. John*).

Contains: Type in part of a name (*i.e. Jo or hn*)

Begins with: Type the first letter of a name (*i.e. J*)

After the search method is selected and text for a name or part of a name has been entered, hit **Preview** to view, **Control P** to print, or **Export** to choose a file format and save a copy of the report.

See pages 14-15 for samples of the reports.

Addendum A - Sample Reports



Visitor Management Made Easy!

Total Badges Issued By Destination

| Origin ID | Badge ID | Date Issued | Time issued | Destination | Name | Type | Date Returned | Time Returned |
|---------------------------|----------|-------------|-------------|-------------|-------------|-----------|---------------|-----------------|
| Destination: ADMIN | | | | | | | | Total: 4 |
| 1010 | 38 | 2/11/2015 | 8:33:11 AM | ADMIN | Tom Potter | TEMPORARY | 2/11/2015 | 9:30:41 AM |
| 1010 | 40 | 2/11/2015 | 9:05:33 AM | ADMIN | Tony Maris | VENDOR | 2/11/2015 | 10:21:08 AM |
| 1010 | 47 | 2/12/2015 | 2:34:04 PM | ADMIN | Andy Carlin | VENDOR | 2/12/2015 | 4:14:05 PM |
| 1010 | 48 | 2/13/2015 | 11:33:38 AM | ADMIN | Louise Hart | VISITOR | 2/13/2015 | 2:12:55 PM |
| Destination: CHEM | | | | | | | | Total: 1 |
| 1010 | 37 | 2/18/2015 | 11:23:38 AM | CHEM | Jerry Smith | VISITOR | 2/18/2015 | 11:30:33 AM |
| Destination: ENG | | | | | | | | Total: 5 |
| 1010 | 34 | 2/11/2015 | 1:03:00 PM | ENG | Louise Hart | VISITOR | 2/11/2015 | 5:03:00 PM |
| 1010 | 36 | 2/11/2015 | 2:55:33 PM | ENG | Louise Hart | VISITOR | 2/11/2015 | 4:45:12 PM |
| 1010 | 41 | 2/12/2015 | 12:56:09 PM | ENG | Louise Hart | VISITOR | 2/12/2015 | 2:01:34 PM |
| 1010 | 42 | 2/13/2015 | 9:07:31 AM | ENG | Louise Hart | VISITOR | 2/13/2015 | 11:33:37 AM |
| 1010 | 52 | 2/15/2015 | 8:44:02 AM | ENG | Louise Hart | VISITOR | 2/15/2015 | 12:24:02 PM |
| Destination: GEO | | | | | | | | Total: 1 |
| 1010 | 46 | 2/18/2015 | 11:41:28 AM | GEO | Tom Potter | TEMPORARY | 2/18/2015 | 11:48:07 AM |



Visitor Management Made Easy!

Total Badges Issued By Badge Type

| Origin ID | Badge ID | Date Issued | Time issued | Destination | Name | Type | Date Returned | Time Returned |
|-----------------------------|----------|-------------|-------------|-------------|---------------|-----------|---------------|------------------|
| Pass Type: DELIVERY | | | | | | | | Total: 3 |
| 1010 | 39 | 2/11/2015 | 8:56:09 AM | REC | Chuck Edwards | DELIVERY | 2/11/2015 | 10:22:09 AM |
| 1010 | 50 | 2/11/2015 | 9:07:31 AM | REC | Bob Dale | DELIVERY | 2/11/2015 | 10:19:38 AM |
| 1010 | 51 | 2/12/2015 | 8:44:02 AM | REC | Bob Dale | DELIVERY | 2/12/2015 | 9:14:52 AM |
| Pass Type: TEMPORARY | | | | | | | | Total: 1 |
| 1010 | 46 | 2/18/2015 | 11:41:28 AM | GEO | Tom Potter | TEMPORARY | 2/18/2015 | 11:48:07 AM |
| Pass Type: VENDOR | | | | | | | | Total: 3 |
| 1010 | 38 | 2/11/2015 | 8:06:09 AM | ADMIN | Tony Maris | VENDOR | 2/11/2015 | 1:16:09 PM |
| 1010 | 40 | 2/16/2015 | 9:12:31 AM | ADMIN | Tony Maris | VENDOR | 2/16/2015 | 11:32:31 AM |
| 1010 | 47 | 2/17/2015 | 8:22:02 AM | ADMIN | Andy Carlin | VENDOR | 2/17/2015 | 2:42:43 PM |
| Pass Type: VISITOR | | | | | | | | Total: 12 |
| 1010 | 34 | 2/18/2015 | 11:20:34 AM | ENG | Louise Hart | VISITOR | 2/18/2015 | 11:30:33 AM |
| 1010 | 35 | 2/18/2015 | 11:21:05 AM | MATH | Todd Jones | VISITOR | 2/18/2015 | 11:30:33 AM |
| 1010 | 36 | 2/18/2015 | 11:21:28 AM | ENG | Louise Hart | VISITOR | 2/18/2015 | 11:30:33 AM |
| 1010 | 37 | 2/18/2015 | 11:23:38 AM | CHEM | Jerry Smith | VISITOR | 2/18/2015 | 11:30:33 AM |
| 1010 | 41 | 2/18/2015 | 11:30:03 AM | ENG | Louise Hart | VISITOR | 2/18/2015 | 11:30:33 AM |
| 1010 | 42 | 2/18/2015 | 11:33:07 AM | ENG | Louise Hart | VISITOR | 2/18/2015 | 11:37:07 AM |

Addendum A - Sample Reports (cont.)



Visitor Management Made Easy!

Total Badges Issued By Date

| Origin ID | Badge ID | Date Issued | Time issued | Destination | Name | Type | Date Returned | Time Returned |
|----------------------|----------|-------------|-------------|-------------|-----------------|----------|---------------|---------------|
| Month: February 2015 | | | | | | | | Total: 19 |
| 1010 | 34 | 2/02/2015 | 9:03:30 AM | ENG | Louise Hart | VISITOR | 2/02/2015 | 11:23:40 AM |
| 1010 | 35 | 2/02/2015 | 10:22:32 AM | MATH | Todd Jones | VISITOR | 2/02/2015 | 12:12:32 PM |
| 1010 | 36 | 2/03/2015 | 9:05:32 AM | ENG | Louise Hart | VISITOR | 2/03/2015 | 10:05:32 AM |
| 1010 | 37 | 2/03/2015 | 9:56:54 AM | CHEM | Jerry Smith | VISITOR | 2/03/2015 | 11:26:54 AM |
| 1010 | 38 | 2/06/2015 | 8:44:02 AM | ADMIN | Tony Maris | VENDOR | 2/06/2015 | 10:47:09 AM |
| 1010 | 39 | 2/09/2015 | 9:03:30 AM | REC | Chuck Edwards | DELIVERY | 2/09/2015 | 10:23:50 AM |
| 1010 | 40 | 2/09/2015 | 10:22:32 AM | ADMIN | Tony Maris | VENDOR | 2/09/2015 | 2:32:32 PM |
| 1010 | 41 | 2/09/2015 | 9:05:32 AM | ENG | Louise Hart | VISITOR | 2/09/2015 | 4:25:32 PM |
| 1010 | 42 | 2/09/2015 | 9:56:54 AM | ENG | Louise Hart | VISITOR | 2/09/2015 | 5:16:54 PM |
| 1010 | 43 | 2/10/2015 | 8:44:02 AM | HIST | James Simonelli | VISITOR | 2/10/2015 | 4:14:02 PM |
| 1010 | 44 | 2/11/2015 | 9:03:30 AM | REC | Chuck Edwards | DELIVERY | 2/11/2015 | 10:23:50 AM |



Visitor Management Made Easy!

Total Badges Issued By Host Name

| Origin ID | Badge ID | Date Issued | Time issued | Destination | Name | Type | Date Returned | Time Returned |
|--------------------------|----------|-------------|-------------|-------------|-------------|----------|---------------|---------------|
| Host Name: Aron Williams | | | | | | | | Total: 3 |
| 1010 | 38 | 2/07/2015 | 9:11:22 AM | ADMIN | Tony Maris | VENDOR | 2/07/2015 | 11:02:12 AM |
| 1010 | 50 | 2/11/2015 | 9:12:43 AM | REC | Bob Dale | DELIVERY | 2/11/2015 | 12:17:43 PM |
| 1010 | 52 | 2/17/2015 | 10:06:34 AM | ADMIN | Louise Hart | VISITOR | 2/17/2015 | 1:08:38 PM |
| Host Name: Donna Nixon | | | | | | | | Total: 3 |
| 1010 | 34 | 2/06/2015 | 9:01:22 AM | ENG | Louise Hart | VISITOR | 2/06/2015 | 4:31:22 PM |
| 1010 | 42 | 2/11/2015 | 9:04:43 AM | ENG | Louise Hart | VISITOR | 2/11/2015 | 4:22:03 PM |
| 1010 | 48 | 2/17/2015 | 8:44:34 AM | ENG | Louise Hart | VISITOR | 2/17/2015 | 4:12:34 PM |
| Host Name: Eric Rogers | | | | | | | | Total: 1 |
| 1010 | 49 | 2/18/2015 | 9:41:22 AM | REC | Tom Dale | DELIVERY | 2/18/2015 | 11:17:43 PM |



Visitor Management Made Easy!

Total Badges Issued by Visitor Name

| Origin ID | Badge ID | Date Issued | Time issued | Destination | Name | Type | Date Returned | Time Returned |
|--------------------------|----------|-------------|-------------|-------------|------------|--------|---------------|---------------|
| Visitor Name: Tony Maris | | | | | | | | Total: 2 |
| 1010 | 38 | 2/06/2015 | 8:02:12 AM | ADMIN | Tony Maris | VENDOR | 2/06/2015 | 10:02:12 AM |
| 1010 | 40 | 2/11/2015 | 9:17:43 AM | ADMIN | Tony Maris | VENDOR | 2/11/2015 | 11:17:43 AM |

Grand Total 2

Addendum B - Suggested Badge Type & Department / Location Names

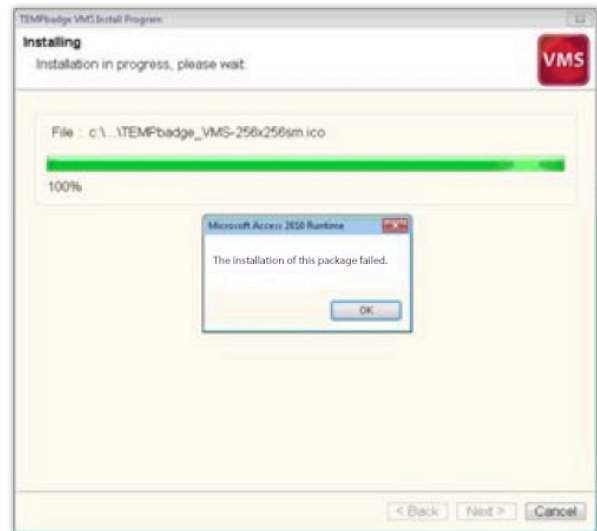
| Default | MEDICAL FACILITY | SCHOOL FACILITY | CORPORATION |
|------------|------------------|-----------------|-----------------|
| BadgeType1 | VISITOR | VISITOR | VISITOR |
| BadgeType2 | OUTPATIENT | PARENT | CONTRACTOR |
| BadgeType3 | CONTRACTOR | GUARDIAN | VENDOR |
| BadgeType4 | VENDOR | VOLUNTEER | TEMPORARY |
| BadgeType5 | VOLUNTEER | CONTRACTOR | |
| | | | |
| Dept1 | Emergency | Conf Room A | Administration |
| Dept2 | ICU | Conf Room B | Executive |
| Dept3 | Cardiology | Special Ed Room | Marketing |
| Dept4 | Neurology EEG | Kindergarten | Sales |
| Dept5 | Sleep Lab | Grade 1 - A | Purchasing |
| Dept6 | Hand Clinic | Grade 1 - B | Human Resources |
| Dept7 | Phys. Therapy | Grade 2 - A | Facilities |
| Dept8 | Occup. Therapy | Grade 2 - B | Security |
| Dept9 | Speech Therapy | Grade 3 | Operations |
| Dept10 | Rehab Records | Grade 4 | Manufacturing |
| Dept11 | Rehab Admin | Grade 5 | Conf. Room A |
| Dept12 | Rehab Pool | Music Room | Conf. Room B |
| Dept13 | Blood Lab | Cafeteria | Conf. Room C |
| Dept14 | Admin. | Gymnasium | Meeting Room A |
| Dept15 | XRAY | Auditorium | Cafeteria |

*Note: Not all Badge Types or Department/Locations need to be used.
Unused buttons can be blanked out to avoid confusion.*

Addendum C - VMS Troubleshooting - 09.2015

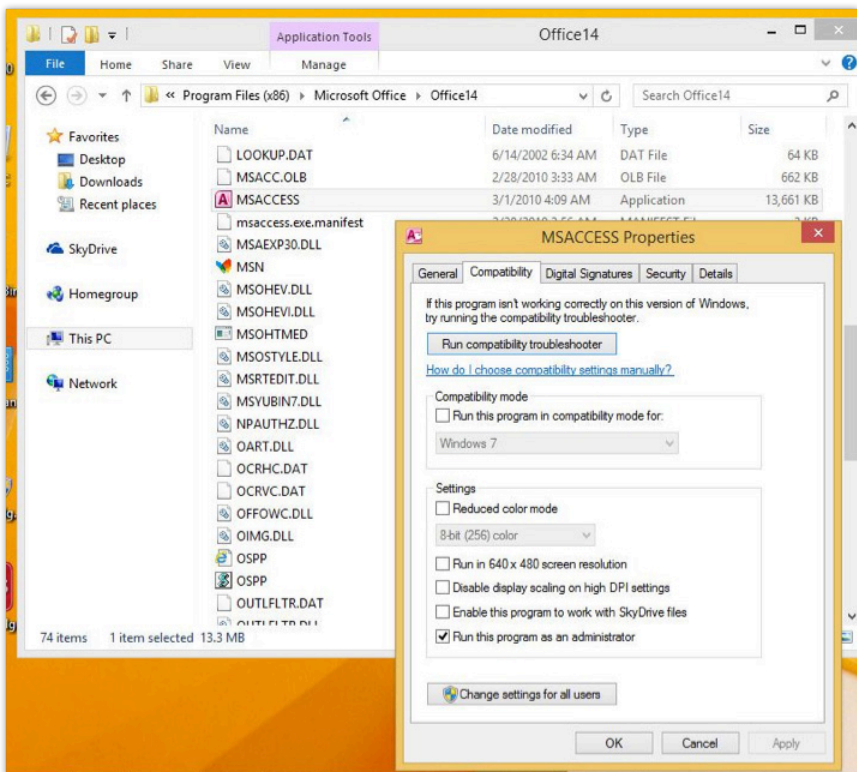
Problem: Microsoft Access 2010 Runtime -
“The installation of this package failed”
(File: c:\...\Tempbadge_VMS-256X256sm.ico)

Solution: Virus software is blocking the MSAccess Runtime executable.



Problem: Error Code 42 “Run As Administrator” (when logging into the TEMPbadge VMS Software)

Solution: Browse to C:\Program Files (x86)\Microsoft Office\Office14
Find the **MSACCESS.EXE** file.
Right click on the file,
choose **Properties**.
Click the **compatibility** tab.
Check “Run this program as administrator.”
Click **Apply** and **OK**.



Problem: Error Code 2501 “The Open Report action was canceled”

Solution: Printer setup needs to be configured. Once the printer driver is set up to use the proper label settings, log into the **Administrator Options** Panel and configure the printer setup.

Log in as **Administrator**

Click on **Printer Setup**

Select a **Badge format to configure**, an **Available Printer**, and an **Available Badge Size**.

Problem: Microsoft Access Security Notice “A potential security concern has been identified”

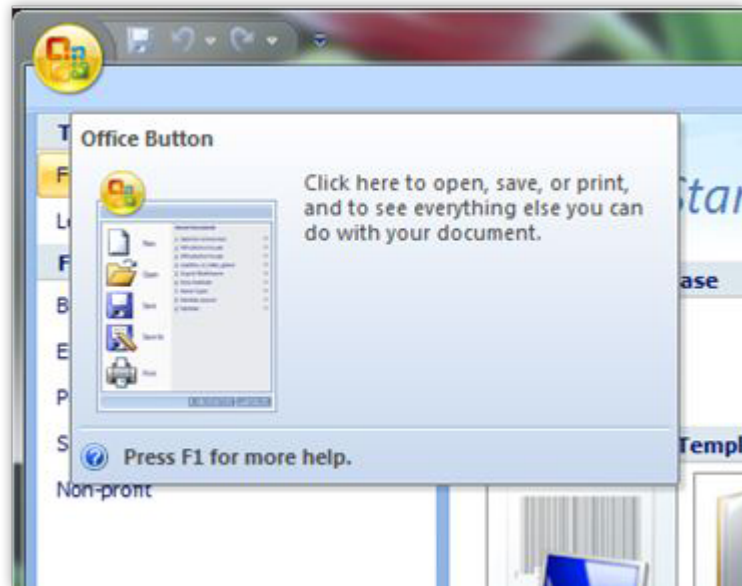
Solution: (depends on the version of MS Access)

Click on the **Office Button**

Select **Trust Center**

Select **Trust Center Settings**

Select **Trusted Locations** and add your new trusted location



TEMPbadge Printer

Problem: The print is not aligned correctly on my label.

Solution: The printer needs to be calibrated.

Power the printer off.

Hold down the yellow power button (on the top of the printer) while turning the power back on.

Continue holding until the LED (inside the yellow button) flashes , then turns green

Release the button and press once or twice (ejecting a label each time).

Problem: Labels are coming out of the printer blank. No data is printing on the label.

Solution: Labels are upside down in the printer. Turn the roll the other way and re-install in the printer.
