# Workstation Management

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Introduction

Unknown macro: 'multiexcerpt-include-macro'

Workstation Management is where you will choose settings and configure, test, and support the printers, scanners, and other peripherals used with this particular kiosk.

Each workstation (computer) must be customized individually. Once your Workstation Management settings have been saved, you will not need to set these again unless the station's default internet browser has its cookies deleted. This can happen through routine maintenance, security settings, or a computer restart.

Access Workstation Management from the ⚙ Actions menu in each Kiosk.
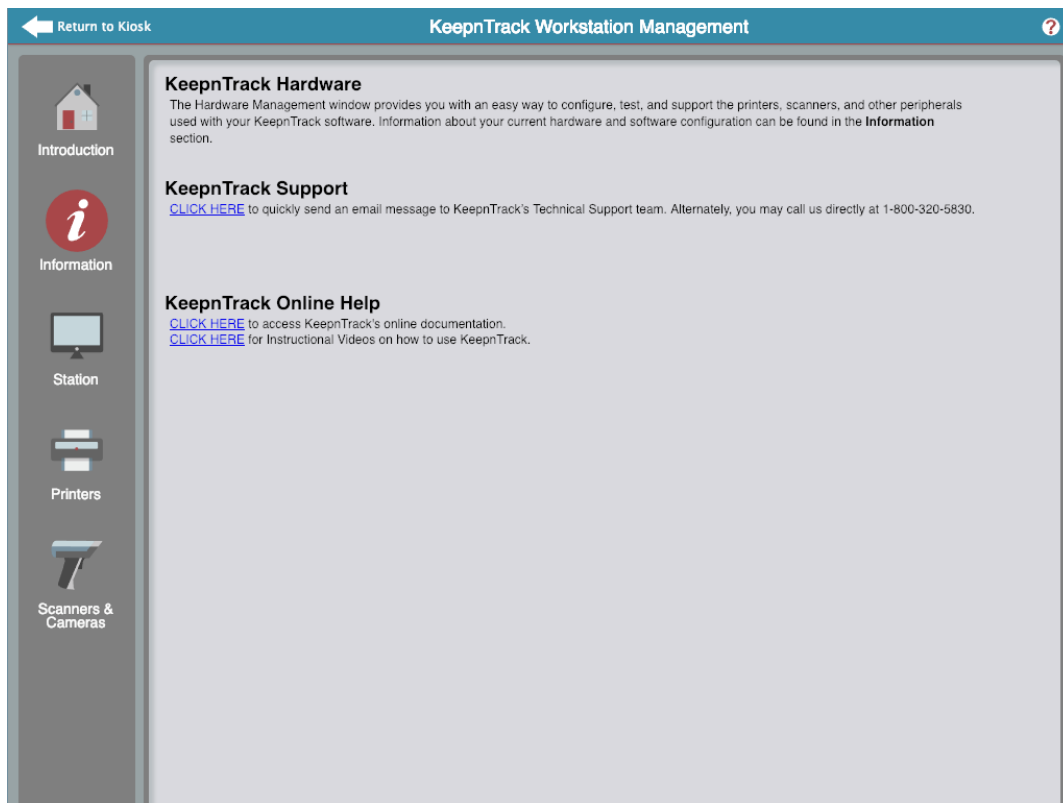
Information

Displays all pertinent system information for KeepnTrack.

Station

Where you enable your Kiosk settings for signing in/out and taking pictures.
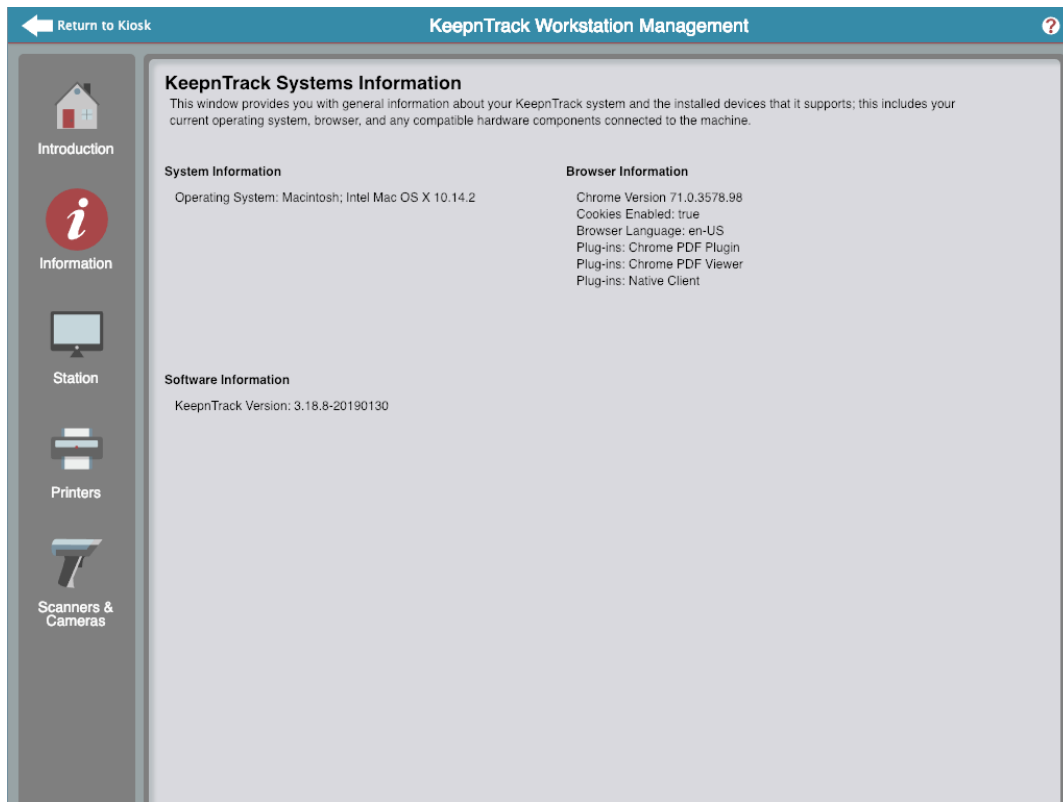
Printers

Where you will configure your Dymo or Star Network printer settings to print badges/slips.

Scanners & Cameras

Test your scanner and/or camera to ensure it is working. It also contains links to hardware drivers and installation guides.

Information

This window provides you with general information about your KeepnTrack system and the installed devices that it supports; this includes your current operating system, browser, and any compatible hardware components connected to the machine.

Introduction

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Printers

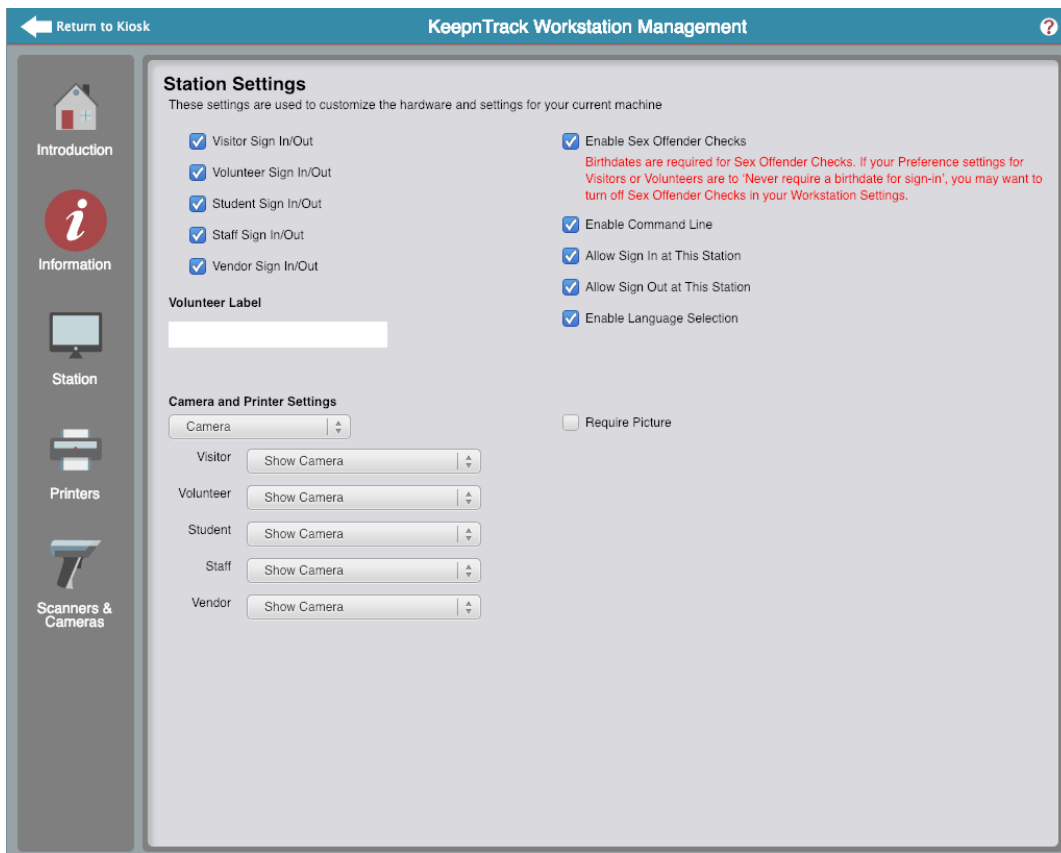Scanners & Cameras

KeepnTrack Systems Information

This window provides you with general information about your KeepnTrack system and the installed devices that it supports; this includes your current operating system, browser, and any compatible hardware components connected to the machine.

System Information

Operating System: Macintosh; Intel Mac OS X 10.14.2

Browser Information

Chrome Version 71.0.3578.98
Cookies Enabled: true
Browser Language: en-US
Plug-ins: Chrome PDF Plugin
Plug-ins: Chrome PDF Viewer
Plug-ins: Native Client

Software Information
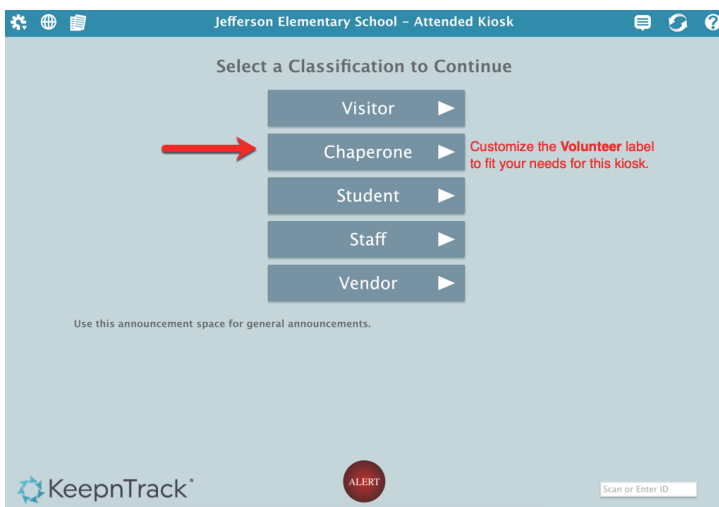
KeepnTrack Version: 3.18.8-20190130

Station

The Station preferences are used to customize what is allowed on your Kiosk for your current machine and browser. The local settings for each kiosk are stored via "cookies", which allows each kiosk to be customized to fit your needs and your settings will be remembered. The Station settings are relatively the same for each kiosk, but there are some differences.

Attended Kiosk

Station Settings

Classifications	Choose which people classifications will use this kiosk to sign in and out: Visitors, Volunteers, Students, Staff, Vendors. Only the Classifications selected here will be shown on the sign-in screen. If only one Classification is selected, that selection will automatically be selected during the sign in/out process.
Volunteer Label	Change the label "Volunteer" to better fit your needs. For consistency, your custom label will be shown in every area of the kiosk.
Enable Reports Menu	Check this if you want to enable the Reports menu, which will allow users to view reports of the people who are or have signed in to this kiosk today or yesterday.

Enable Sex Offender Checks for Visitors and Volunteers	When checked, Sex Offender Checks are automatically performed after a visitor signs in to an Attended or Self-Service Kiosk. Disabling sex offender checks is only recommended if you are fully aware of the consequences of doing so. When turned off, visitors are not required to provide a birth date during the Attended Kiosk sign-in process.
Workstation Name	Designate a name for the kiosk. It's especially useful if you utilize multiple Attended Kiosks at your facility.
Show Alert Button	Allows a kiosk attendant to call for assistance by sending an alert email to the Facility and Account addresses listed in Alert Preferences.

Camera & Printer Settings

From the dropdown menu, choose Camera or Printing to view and edit those settings.

Camera

Require Picture. When checked, people signing in will have their photo taken at the kiosk. The camera *must* be enabled for this setting to work properly.

Next, choose if the camera will or will not be shown for each person classification:

- Show Camera
- Don't Show Camera

Printing

Choose whether a badge is printed every time a Visitor, Vendor, Volunteer, Student, or Staff member signs in or out from this kiosk.

Don't Print	When selected, badges are never printed for the corresponding classification type during sign in or out. **Override:** Hold the <Option> (Mac) or <Alt> (Windows) key as you click the Sign In/Out button, and a badge will be printed at the device specified in the Printers section of Workstation Management.
Ask to Print	When selected, users are given a choice: **Sign In/Out** or **Sign In/Out & Print**.
Always Print	When selected, badges are always printed for the corresponding classification type during sign in or out. **Override:** Hold the <Option> (Mac) or <Alt> (Windows) key as you click the Sign In/Out button, and a badge will NOT be printed.

Self-Service Kiosk

Station Settings

Classification	Choose which people classifications will use this kiosk to sign in and out: Visitors, Volunteers, Students, Staff, Vendors. Only the Classifications selected here will be shown on the sign-in screen. If only one Classification is selected, that selection will automatically be selected during the sign in/out process.
Volunteer Label	Change the label "Volunteer" to better fit your needs. For consistency, your custom label will be shown in every area of the kiosk.

Enable Sex Offender Checks	When checked, a Sex Offender Check will be run automatically once a visitor signs in to the kiosk. Disabling this is only recommended if you're fully aware of the consequences. When disabled, visitors are not required to provide a birth date during sign-in.
Enable Command Line	Enable the Command Line so people can scan the barcode on their ID to sign in or out.
Allow Sign In at This Station	Check if you want to allow people to sign in to an activity using this station.
Allow Sign Out at This Station	Check if you want to allow people to sign out of an activity using this station.
Enable Language Selection	When checked, the first screen will ask if the person wants to continue in English or Spanish
Require Picture	When checked, this will require those signing in to have their photo taken at the kiosk. The camera *must* be enabled in order for this setting to work properly.

Camera and Printing Settings

From the dropdown menu, choose Camera or Printing to view and edit those settings.

Camera

Require Picture. When checked, people signing in will have their photo taken at the kiosk. The camera *must* be enabled for this setting to work properly.

Next, choose if the camera will or will not be shown for each person classification:

- Show Camera
- Don't Show Camera

Printing

Choose whether a badge is printed every time a Visitor, Vendor, Volunteer, Student, or Staff member signs in or out from this kiosk.

Don't Print	When selected, badges are never printed for the corresponding classification type during sign in or out. **Override:** Hold the <Option> (Mac) or <Alt> (Windows) key as you click the Sign In/Out button, and a badge will be printed at the device specified in the Printers section of Workstation Management.
Ask to Print	When selected, users are given a choice: **Sign In/Out** or **Sign In/Out & Print**.
Always Print	When selected, badges are always printed for the corresponding classification type during sign in or out. **Override:** Hold the <Option> (Mac) or <Alt> (Windows) key as you click the Sign In/Out button, and a badge will NOT be printed.

Express Kiosk

The Express Kiosk does not use a camera, but you can manage your printing settings for each classification.

Station Settings

Classification	Choose which people classifications will use this kiosk to sign in and out: Visitors, Volunteers, Students, Staff, Vendors. Only the Classifications selected here will be shown on the sign-in screen. If only one Classification is selected, that selection will automatically be selected during the sign in/out process.
Volunteer Label	Change the label "Volunteer" to better fit your needs. For consistency, your custom label will be shown in every area of the kiosk.

Printing

Choose whether a badge is printed every time a Visitor, Vendor, Volunteer, Student, or Staff member signs in from this kiosk.

Don't Print	When selected, badges are never printed for the corresponding classification type during sign in or out. **Override:** Hold the <Option> (Mac) or <Alt> (Windows) key as you click the Sign In/Out button, and a badge will be printed at the device specified in the Printers section of Workstation Management.
Ask to Print	When selected, users are given a choice: **Sign In/Out** or **Sign In/Out & Print**.
Always Print	When selected, badges are always printed for the corresponding classification type during sign in or out. **Override:** Hold the <Option> (Mac) or <Alt> (Windows) key as you click the Sign In/Out button, and a badge will NOT be printed.

Printers

These settings allow you to configure the printers being used with your KeepnTrack Kiosk. You may also test whether your slips and labels are printing properly. Links to the printer drivers and installation guides are on the bottom right.

Printer Settings

1. For each badge and slip type, choose which printer it will be sent to from the dropdown menu: No Printer, Network Printer, USB Badge.
2. If you select Network Printer, enter the printer's IP address, then choose the format type: Standard or No Picture.
3. Finally, test your settings to make sure your printers work.

USB Printer Options

The Badge and Slip Printer drop-down menus contains the following options:

No Printer

Select this option if no printer is attached to this Kiosk and will not be printing any badges or slips.

LabelWriter 400

This is the main type of printer associated with KeepnTrack Kiosks. Select the LabelWriter 400 if you have a DYMO LabelWriter 400 or a DYMO LabelWriter 450.

See https://www.dymo.com/compatibility-chart.html

LabelWriter Twin Turbo

The LabelWriter Twin Turbo printer model consists of two printer heads housed under a single unit. There are two trays that it prints from, a left and right roll. Contact KeepnTrack Customer Support for more information on this printer type.

See https://www.dymo.com/compatibility-chart.html

Left Roll

Select what is printed on the left roll of the printer. For example, Colored Labels for visitor badges.

Right Roll

Select what is printed on the right roll of the printer. For example, Continuous Wide Paper for student tardies.

Default Roll

Select which roll prints as the default if no roll is specified. Specify the roll for each activity in Activity Management.

Both the badge and slip printers are capable of printing to the standard adhesive badge Colored Labels (30256) or to Continuous Wide Paper (i.e. slip).

⊘ Make sure to use the appropriate paper for your printer; if not, the alignment may be off or your print jobs may fail completely. If this happens, you may be required to cancel your print jobs and/or power cycle the printer.

📜 Unknown macro: 'multiexcerpt-include-macro'

Scanners & Cameras

Use this window to determine whether your scanner hardware is connected, accurately capturing images, and/or optically-recognizing characters in the current browser.

Settings

- **Barcode Scan**. Test any 1D or 2D barcode scanner with KeepnTrack.

- **Look for Camera**. Enable your Kiosks to use a built-in or attached web camera to take the person's picture before picking an activity. If they already have a picture on their record, the operator has the option to retake the picture on the Activities screen.

- **Activate Camera**. Activate a live stream from your built-in or attached web camera.

- **Reset Window**. If any of your hardware (i.e. scanner or webcam) is not plugged in when the browser is loaded, this button give you the option of reinitializing the hardware.

Driver's License Scanner

- **Scan ID**. Initiates the scanning/data collection process for your KeepnTrack-compatible Driver's License Scanner. The information scanned will be displayed in the window directly beneath the State ID mage. If the information is not being captured correctly, click the button to send the image directly to KeepnTrack Support.

- **Calibrate**. This button is used with the optical scanner. Insert the calibration sheet and click this button to calibrate the Driver's License Scanner.

- **Clean**. This button is used with the optical scanner. Insert the cleaning sheet and click this button to clean the Driver's License Scanner.