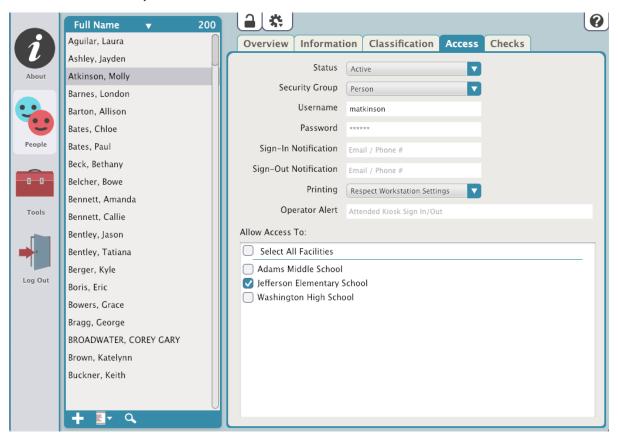
# People - Access tab

This feature is used to record the security and Access information for this Person.



#### **Status**

- Active
- Inactive
- Access Denied
- Pending Active

#### Active

This person can sign in or out from a kiosk between their Effective/Expiration Dates

# Inactive

This person can not sign in or out via a kiosk. When an attempt is made, a message will be displayed stating the reason.

#### **Access Denied**

This person can not Sign In or Out via a kiosk.

# **Pending**

This person can not Sign In at a kiosk as their application is still pending. A Pending Status occurs when a volunteer submits an application and Volunteer Application procedure is require.

# **Security Group**

Controls the log in permissions of the user, e.g. what modules an operator can access and what data they can change.



A KeepnTrack user's security level can only be changed by an operator of a higher security level. When a new KeepnTrack user is entered, their Security Level defaults to the lowest Security Level.

Unique to this KeepnTrack user. Required.

#### **Password**

Case sensitive. Required.

#### **Sign-In Notification**

Whenever this user signs in through a kiosk, a message is sent to any email or phone number entered here.

#### **Sign-Out Notification**

Whenever this user signs out through a kiosk, a message is sent to any email or phone number entered here.

## **Printing**

- Respect Workstation Settings
- Always Print
- Never Print

## **Respect Workstation Settings**

This selection directs the printer to print according to the variables set at the respective kiosk.

#### **Always Print**

This setting overrides the kiosk settings and always prints a badge.

#### **Never Print**

When set to Never Print, a badge will not print at any kiosk.

## **Operator Alert**

This allows an Operator to enter a message, up to 100 characters, that will display in a popup window when the that person Signs-In or Out through the Attended Kiosk. Learn More

# **Allow Access To**

List of Facilities that the selected user has access to. Account Administrators have access to all facilities. Facilities must be selected for this user to sign in to kiosks as any classification other than Visitor, and operators must have access to facilities to manage KeepnTrack records and log in to kiosks