

People - Access tab

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

The screenshot shows the 'People - Access' tab in the KeepnTrack system. On the left is a sidebar with icons for 'About', 'People', 'Tools', and 'Log Out'. The main area has a list of people on the left and a form on the right. The form has tabs for 'Overview', 'Information', 'Classification', 'Access', and 'Checks'. The 'Access' tab is selected, showing fields for Status (Active), Security Group (Person), Username (matkinson), Password (*****), Sign-In Notification (Email / Phone #), Sign-Out Notification (Email / Phone #), Printing (Respect Workstation Settings), and Operator Alert (Attended Kiosk Sign In/Out). Below these is a section 'Allow Access To:' with checkboxes for 'Select All Facilities', 'Adams Middle School', 'Jefferson Elementary School' (checked), and 'Washington High School'.

Full Name	200
Aguilar, Laura	
Ashley, Jayden	
Atkinson, Molly	
Barnes, London	
Barton, Allison	
Bates, Chloe	
Bates, Paul	
Beck, Bethany	
Belcher, Bowe	
Bennett, Amanda	
Bennett, Callie	
Bentley, Jason	
Bentley, Tatiana	
Berger, Kyle	
Boris, Eric	
Bowers, Grace	
Bragg, George	
BROADWATER, COREY GARY	
Brown, Katelynn	
Buckner, Keith	

Access Tab Fields:

- Status: Active
- Security Group: Person
- Username: matkinson
- Password: *****
- Sign-In Notification: Email / Phone #
- Sign-Out Notification: Email / Phone #
- Printing: Respect Workstation Settings
- Operator Alert: Attended Kiosk Sign In/Out

Allow Access To:

- ☐ Select All Facilities
- ☐ Adams Middle School
- ☒ Jefferson Elementary School
- ☐ Washington High School

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.

Username

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.