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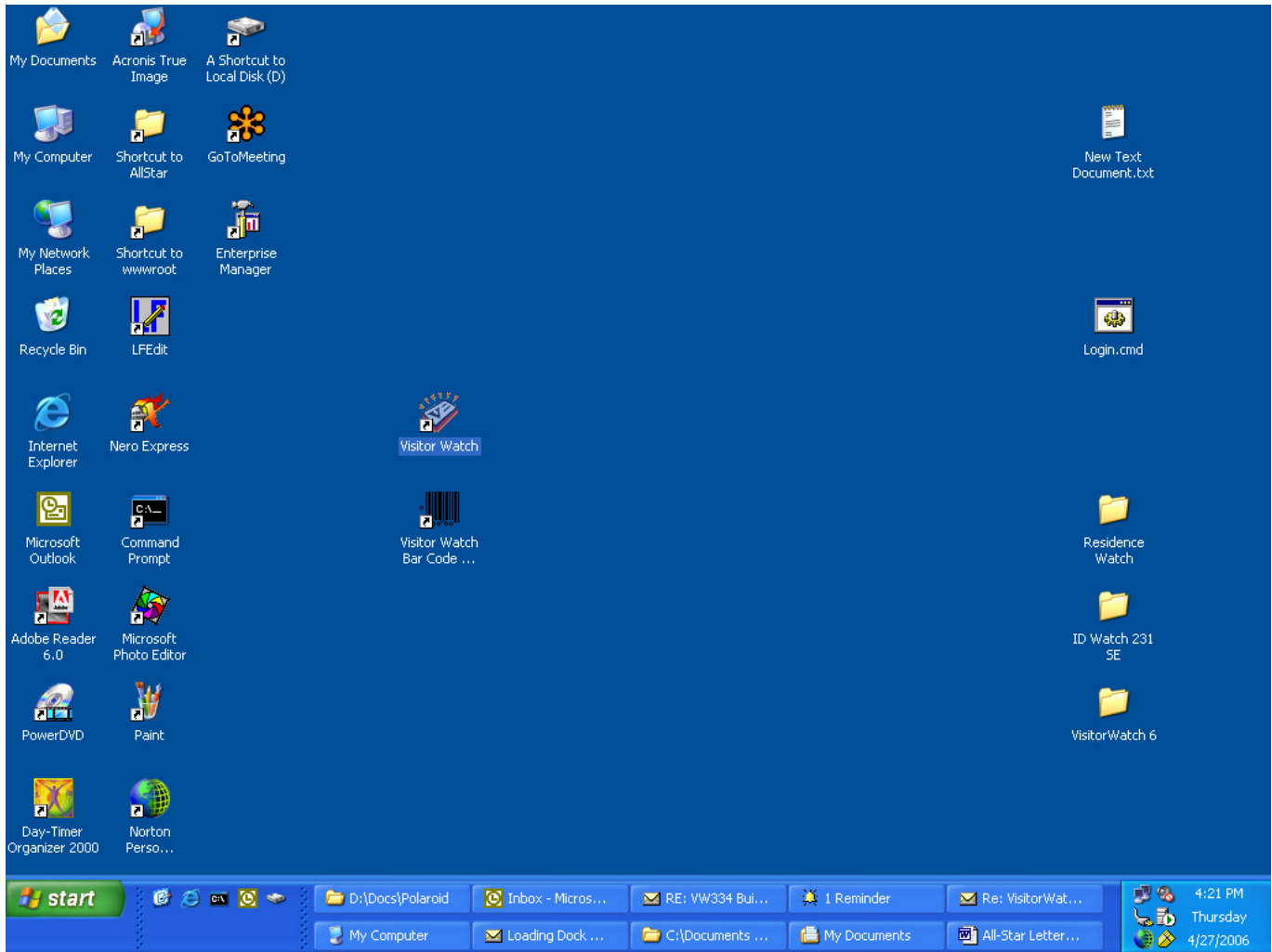
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How to change / add a Gate Designator in VisitorWatch

Start up VisitorWatch and login with a Supervisor level username.



VW

VISITOR WATCH

Visitor Tracking and Identification

LOGIN

User Name:

Password:

ENTERPRISE EDITION WITH CONTRACTOR WATCH

for Windows XP, 2000 & NT 4.0

Version 6.0.1

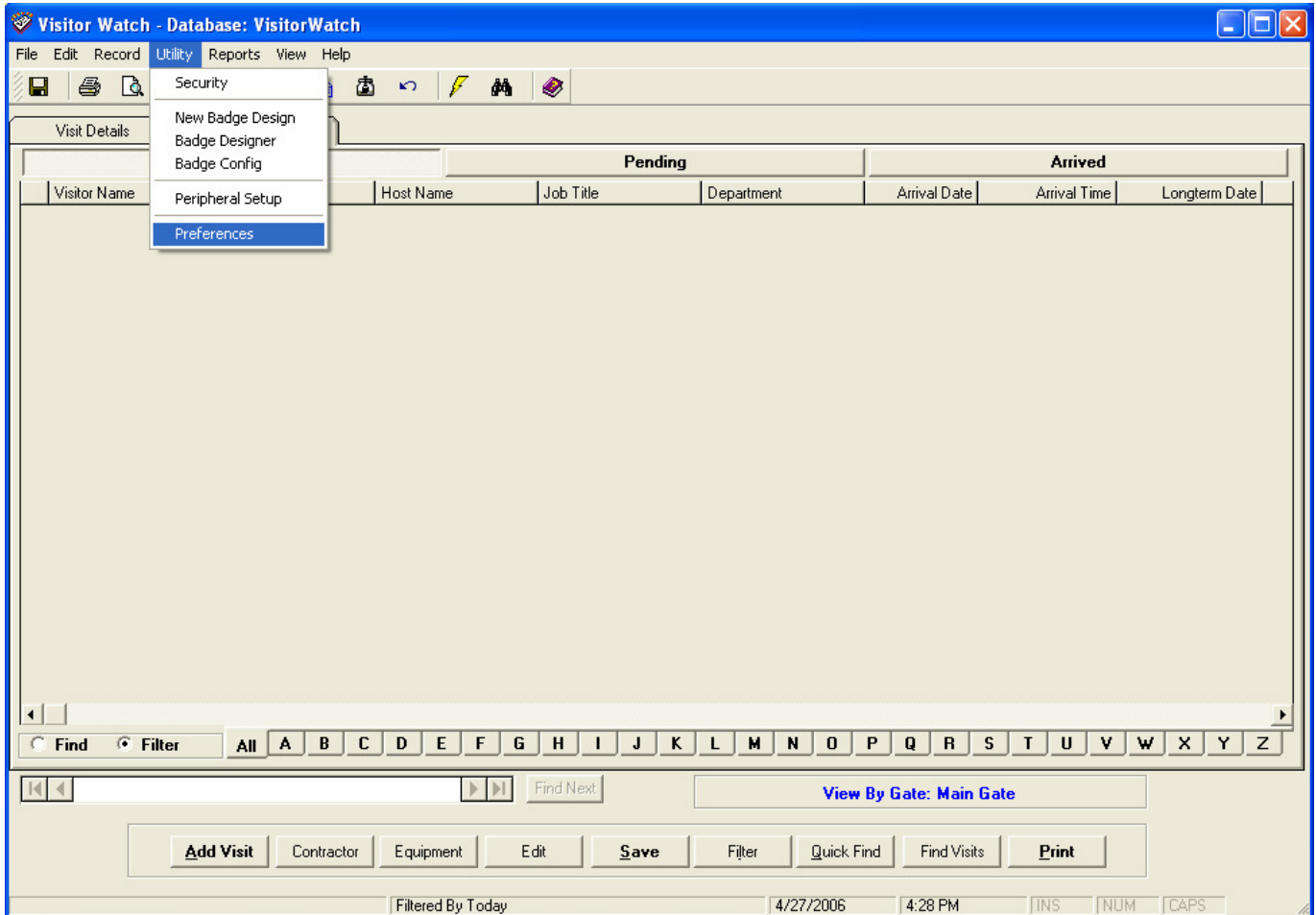
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Select 'Utility' → 'Preferences'.



Select 'Add' under 'Gate Designation Field Drop Down List'.

Preferences - Field Properties

User Field Definitions

Type	Value
------	-------

Factory Defaults Save

GateDesignation Field Drop Down List

item
▶ Main Gate
Rear Entrance

Main Gate Add Save Delete Default

User and Equipment List Definitions

Use local settings Upload local settings to global db Clear global db

Visitor List

Automatic Pop Up of Photo Manual Visitor Arrival / Departure logging from appointment list.

Automatic Pop Up of Signature

Main screen Find Record Button Function

Label Find Visits Find Visitor Appointments (unchecked find records in list V5.xx style)

Close

Default GateDesignation

Main Gate

Set appointment list to filter by:

Set Visitor Title List

Click in the new box that appears under 'Gate Designation Field Drop Down List'.

Preferences - Field Properties

User Field Definitions

Type	Value
------	-------

Factory Defaults Save

GateDesignation Field Drop Down List

item
Main Gate
Rear Entrance

Add Save Delete Default

User and Equipment List Definitions

Use local settings

Visitor List

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Automatic Pop Up of Signature

Main screen Find Record Button Function

Label Find Visitor Appointments (unchecked find records in list V5.xx style)

Close

Default GateDesignation

Main Gate

Set appointment list to filter by:

Type in the name of the new Gate Designator and click the 'Save' button under 'Gate Designation Field Drop Down List'.

(To change an existing Gate Designator click on it, edit the name and click the 'Save' button under 'Gate Designation Field Drop Down List'.

NOTE: The Pre-Registration Web page and the VisitorWatch Reporting Utility may be affected, please check with your system administrator prior to making any changes.)

Preferences - Field Properties

User Field Definitions

Type	Value
------	-------

Factory Defaults Save

GateDesignation Field Drop Down List

item
Main Gate
Rear Entrance
Rear Gate

Add Save Delete Default

User and Equipment List Definitions

Use local settings Upload local settings to global db Clear global db

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Main screen Find Record Button Function

Label Find Visits Find Visitor Appointments (unchecked find records in list V5.xx style)

Close

Default GateDesignation

Main Gate

Set appointment list to filter by:

Set Visitor Title List

You may choose to set this as your 'Default GateDesignation' by clicking 'Default' and then 'Save' under 'Gate Designation Field Drop Down List'. You should see the 'Gate Designator' displayed under 'Default GateDesignation'.

Preferences - Field Properties

User Field Definitions

Type	Value
------	-------

Factory Defaults Save

GateDesignation Field Drop Down List

item
Main Gate
Rear Entrance
▶ Rear Gate

Add Save Delete Default

User and Equipment List Definitions

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Automatic Pop Up of Photo Manual Visitor Arrival / Departure logging from appointment list

Automatic Pop Up of Signature

Main screen Find Record Button Function

Label Find Visits Find Visitor Appointments (unchecked find records in list V5.xx style)

Close

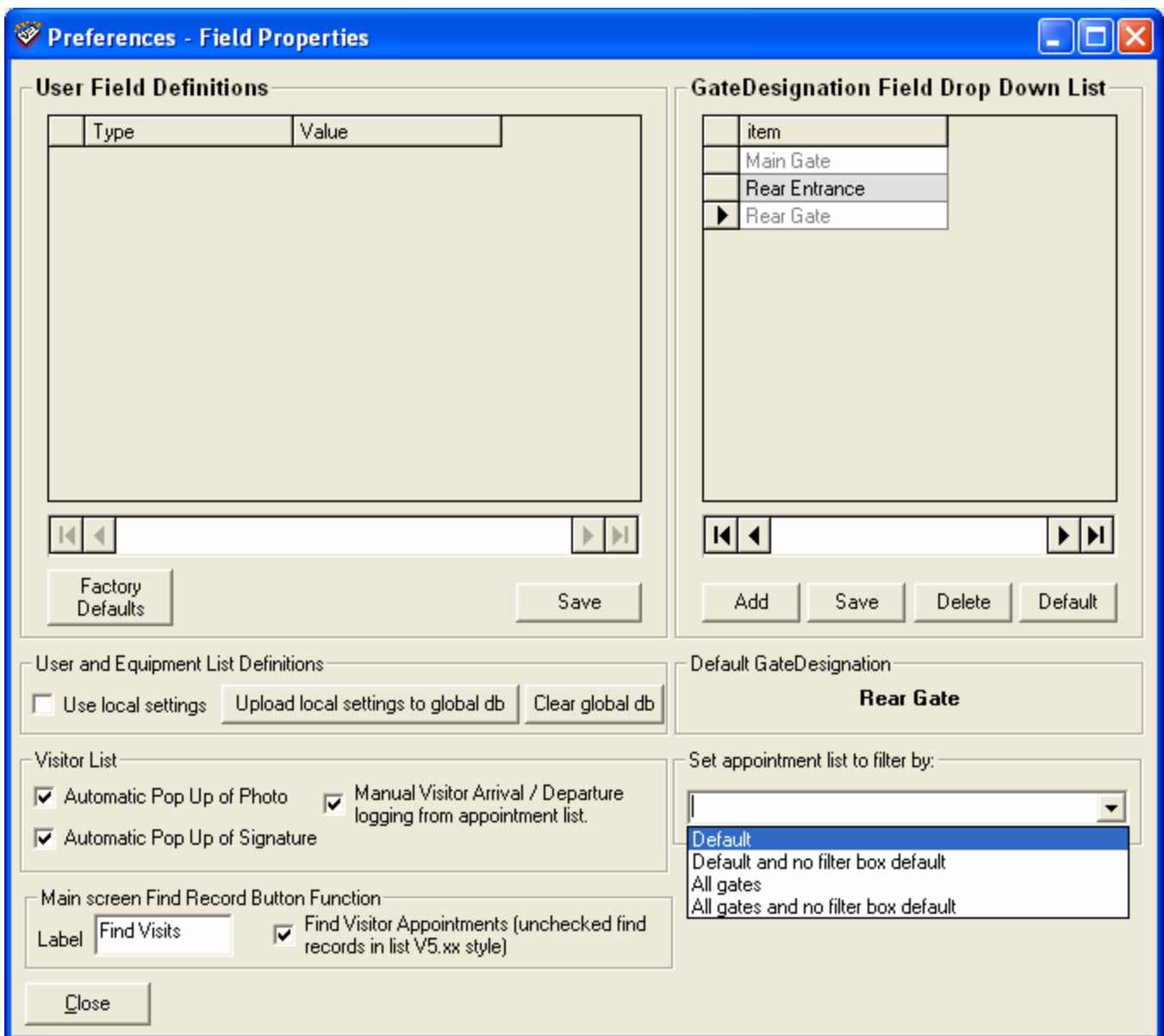
Default GateDesignation

Rear Gate

Set appointment list to filter by: [Dropdown]

Set Visitor Title List

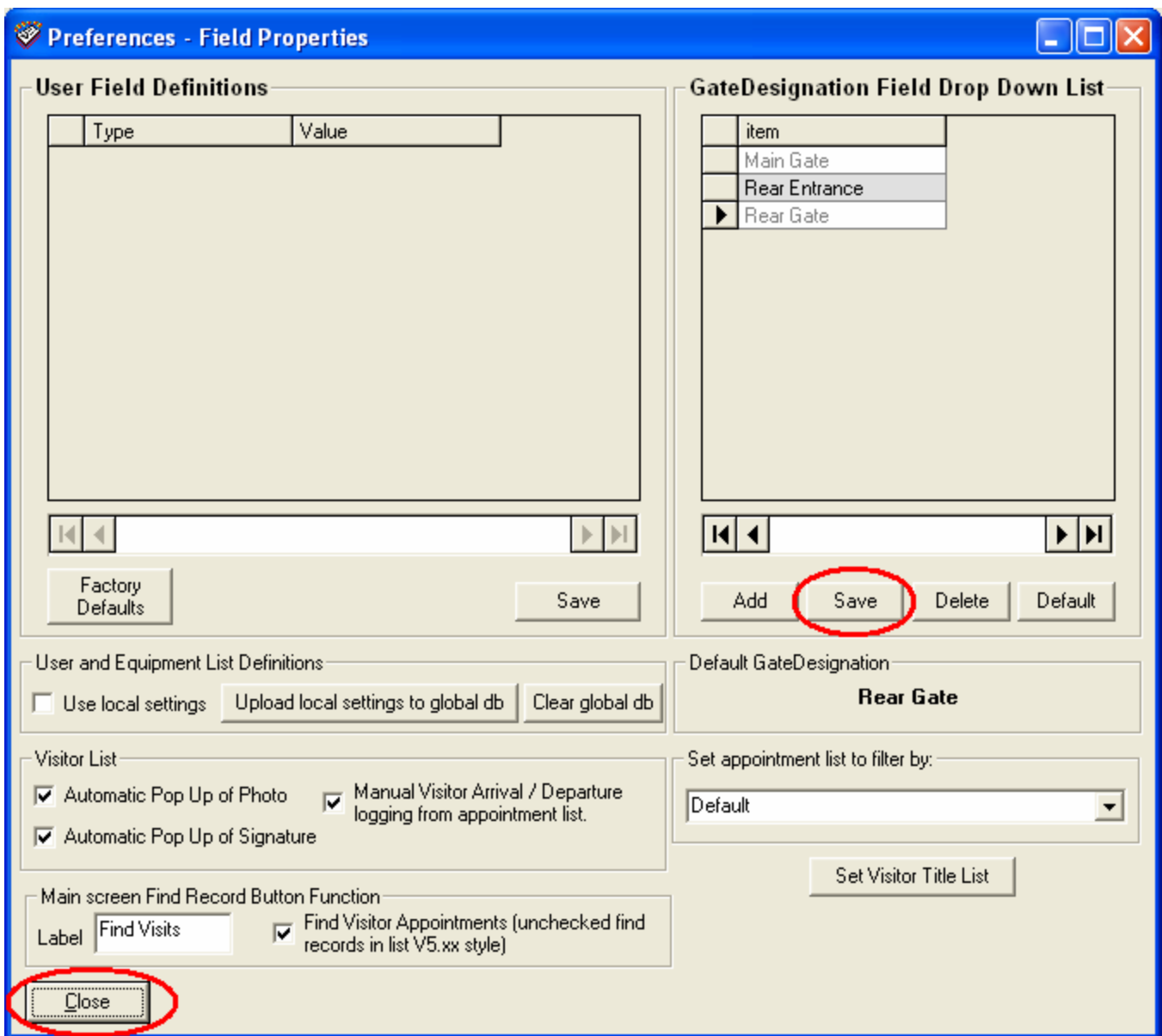
You may choose to 'Set appointment list to filter by:' your new 'Default GateDesignation' by clicking the drop down box and selecting 'Default'.



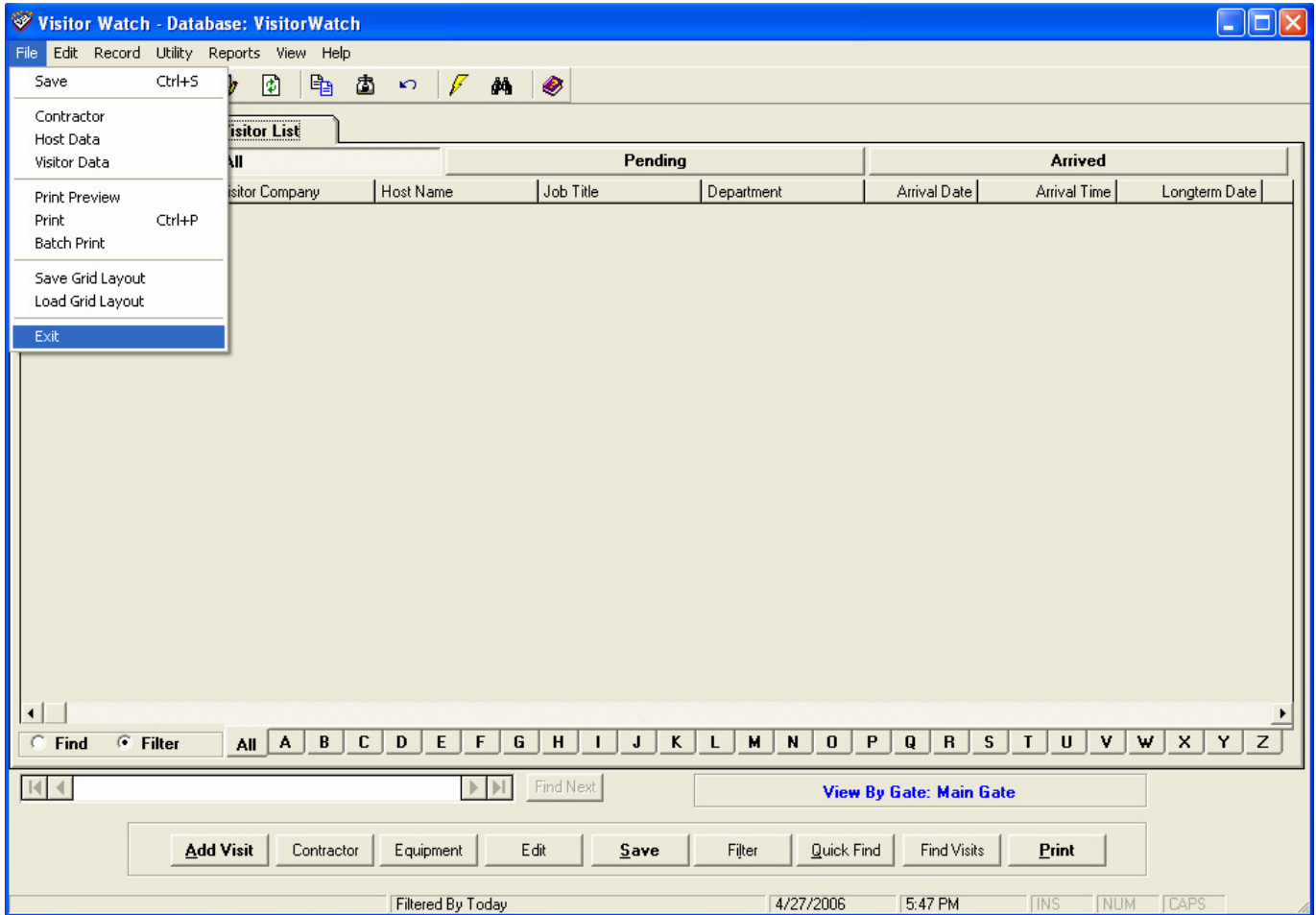
Click 'Yes' if you are sure.



Then click Save' under 'Gate Designation Field Drop Down List' one last time, then click close.

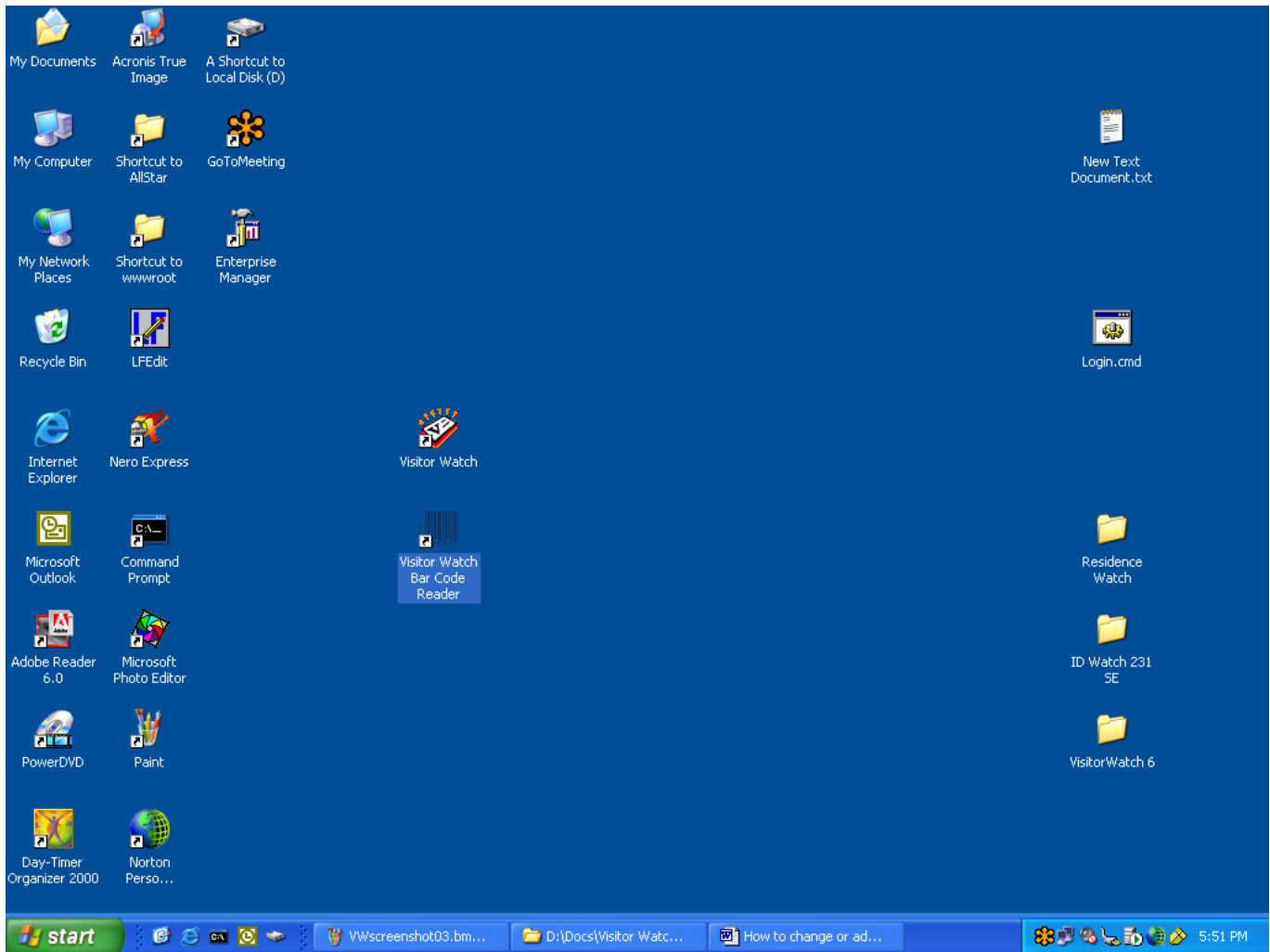


Click 'File' → 'Exit'.

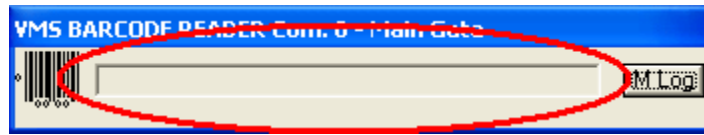


How to change the Barcode Reader 'Exit Location' to match the Gate Designator in VisitorWatch

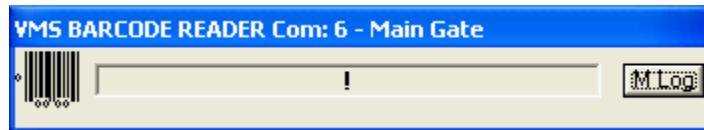
Start the Barcode Reader program.



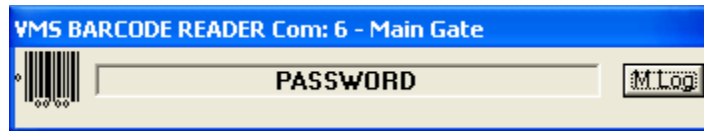
Click in the box where you would normally see 'Arrival' or 'Departure'.



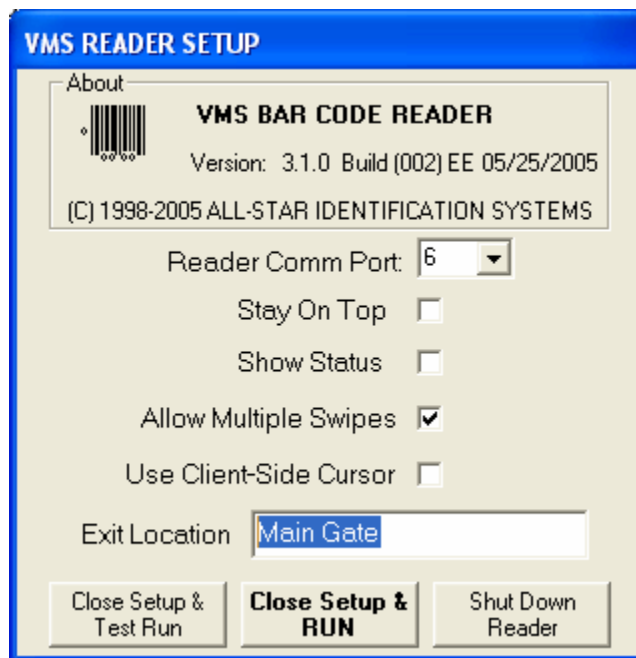
Type an exclamation point by holding shift and pressing the 1 key. An exclamation point will appear on the panel to the right of the bar code icon.



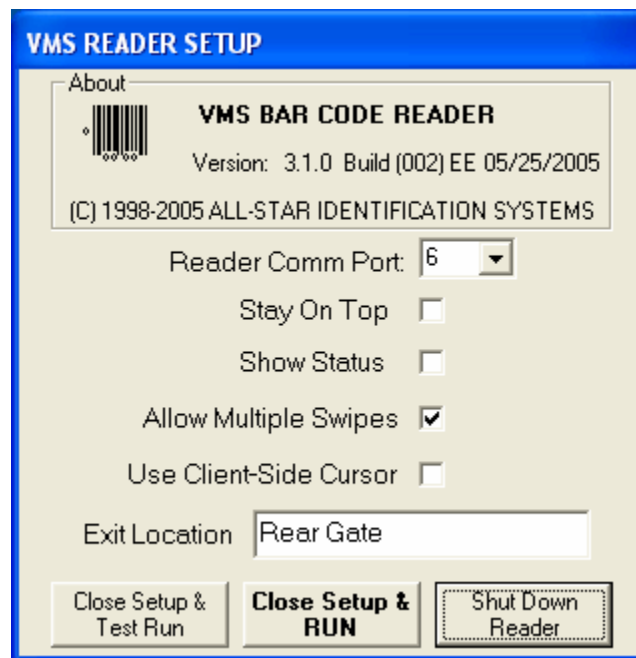
Click on the exclamation point and the word 'Password' will appear.



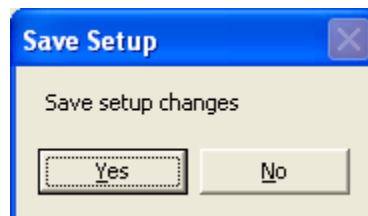
Type in the letters "asd" (no quotes, case sensitive) on the keyboard. The Barcode Reader configuration screen (see below) will appear.



Edit the text next to 'Exit Location' to EXACTLY match your 'Default GateDesignation' in VisitorWatch. Then click on 'Shut Down Reader'.



Click 'Yes' when asked to Save setup changes.



Now you can restart both the Barcode Reader program and VisitorWatch.