Work instructions are continually revised and improved. Users of this work instruction should check the QAM website for the most recent version.
http://www.salkeiz.k12.or.us/content/qam/qam-documents

1.0 SCOPE:

1.1 These are step-by-step instructions on how to create a **basic staff** identification badge in Velocity.

2.0 INSTRUCTION:

2.1 *Background:* The Security Department must receive the *ID Badge Request Form* which has all the needed information to create an ID badge. The information on the form will be filled in by the Office Manager or Principal of a school/department.

2.2 **Creating an ID BADGE**

2.2.1 Log into Velocity by double clicking the **Velocity Icon** on the desktop.

2.2.2 Once Velocity is open, click on the **Enrollment Manager** option located near the top of the screen. This opens up the Enrollment Manager window.

2.2.3 Click on the **Everyone** option in the upper left hand corner of the Enrollment Manager window. This will allow you to view all of the current ID badges in the system.

2.2.4 Under the heading Last Name on the left hand side, you will click on the folder that says **Add Person**. This opens up a blank **Personal Information Screen** on the middle portion of the screen.

2.2.5 Using the Badge Request Form sent to you by the Office Manager or the Principal of the school, add data from the form to the Personal Information Screen, as appropriate.

2.2.6 Tab to each field that you are going to enter information in.

Personal Information Screen

2.2.7 Type the appropriate information in each of the following fields:

First Name: Staff member's first name.

Last Name: Staff member's last name.

Company: Always type in the letters SKS.

School: The name of the school or department the staff member works.

Department: The name of the department the person works if they don't work in a school.

Job title: The staff member's job title.

Job title 2nd Field: Use if necessary for long or dual titles.

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Full Name: The full name of the staff member written on badge request form – *this is optional.*

Locate a Blank access card from container on the desk. Access cards will have a sequence of number on the backside of the card.

Card Number: Type in the *last 5 digits* of the card number located on the back side lower right hand corner of the card.

Locate the list of Barcode roots list (usually found on a clip board on desk). On the list find the next set of 5 digit barcode root from the list. Cross out that number once it's used.

Barcode Number: Type in the number a4460878XXXXXa (the five X's will be the barcode number you chose from the list).
Bar Color: Select none unless form says otherwise.

Employee ID: Type in the staff person's employee number found from the id badge form. The number is assigned when the employee is hired through HR. It is their MUNIS number as well. Sometimes they will not have their ID yet and that is okay.

2.2.8 Once all of the required information is entered, click on the **Apply** button in the lower right hand corner of the Personal Information screen.

Adding Door Access to the card

2.2.9 Above the Personal Information screen you will now see a small screen named **Credentials** with two folders, one titled **Add New Credential** and one titled **Add New Credential from Template**.

2.2.10 Select the folder that says **Add New Credential** by double clicking on it.

2.2.11 A new screen that says Credential in the upper left-hand corner will open with additional fields to fill in.

Badge Template field: Click the arrow to open up the list of templates.
- Scroll down until you locate the appropriate school template.
- Click once on the template to insert it as your choice in the field.

IDF field: Click on the arrow and select the one named **2-Card**.

Stamp # field**:** Enter the same **5-digit card number** that you entered in Card Number field on the Enrollment screen.

MATCH field**:** Holding the badge that you are making over the ASPT Motorola credential, programming equipment (small black box on the Secretary's desk that has a red light on it,) wave the card over the light to program the computer coil with a match code. This will automatically add an 8 digit number **MATCH** field once you have swiped it.

2.2.12 Next select the **Function** tab near the top of the Credential screen by clicking on it once. This screen is used to add door groups for each of the schools listed.

ADD: Select this to open the screen named **Define Function**.
Door Group field: Open this by clicking on the arrow.
 - Scroll down to the appropriate access requested and select it to appear in the field.

2.2.13 Choose the **OK** button on the screen to save your entry.

2.2.14 You are now ready to take a photograph of the staff person.

2.3 TAKING A PHOTO OF A STAFF MEMBER

2.3.1 At the **Enrollment Manager Screen** you will see a red box with a camera in it with the title **VELOCITY.**

2.3.2 Using the appropriate staff person's information, double click on the red box to open up a screen that is named **Image Preview**.

2.3.3 Select the **Image Source** by clicking on the circle in front of the word **TWAIN.**

2.3.4 Select and click on the **Acquire** button.

2.3.5 When the **Select Source** screen opens up, simply click on the **Select** button.

2.3.6 After a moment, the **VALCam USB** screen will open and you are ready to take the photo.

2.3.7 Ask the staff member to stand against the wall in the designated area and then tell them that you are going to count to 3 and then take their picture.

2.3.8 Right before you start the 3 count, click on the word **CAPTURE** near the bottom of the screen. Then begin your count.

2.3.9 Once the photo is captured you will see the person's image and you will go down and select **Save**. If the picture did not turn out, select **Don't Save** and take their photo again.

2.3.10 In the **Image Preview** screen, you will adjust the photo to fit within the red outline box and then select **Save** on the left hand side. This will place the photo in the red box of the **Enrollment Manager** screen. Once in the Enrollment Manager screen, select **Apply** to save the image. Now select **Preview Badge** from the options towards the bottom of the Enrollment Manager screen. The badge you have created will show up on your computer screen so that you can check it for accuracy.

2.4 PRINTING ID BADGE INSTRUCTIONS:

2.4.1 If the badge is accurate, you will now place the badge card into the **Zebra P330i Printer** on the desk, face down in the card feeder. (The numbers on the card should not be facing upward.)

2.4.2 Go back to the Print Preview screen and click on the **icon of a printer** to print the ID card.

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2.4.3 Once the card has printed, place a **gray sticker** on the back of it indentifying the badge as Salem-Keizer Public School Property.

2.4.4 Use the Hole Punch located on the desk to **Punch a hole** in the top of the ID card using the **specialized badge punch** on the Secretary's desk.

2.4.5 Insert a **badge clip** into the hole of the badge and **give the badge to the staff person**.

2.5 ID BADGE RESPONSIBILITY

2.5.1 Explain to the staff person the badge is for their use only and that they should not loan it to anyone else.

2.5.2 Explain that they will need to swipe the badge in front of the card reader at their school to enter the building so that the card reader can read their badge and allow them access.

2.5.3 Express they should keep their badge safe, and if lost, they need to report it to the Office Manager of their school and/or to the Security Office immediately so the badge can be deactivated.

2.5.4 Tell them that there is a $15.00 charge for lost badges.

3.0 APPLICABILITY:

3.1 Senior Secretary,

4.0 REVISION HISTORY:

Date	Revision Ref.	Description
3/23/12		Approved by Department

5.0 APPROVAL AUTHORITY:

5.1 Security Manager

Approval on file
Signature   Date

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