

JFOUR TECHNOLOGIES



SafePoint

User Manual

Contents

| | |
|---|----|
| Check In..... | 2 |
| Report..... | 3 |
| View Users..... | 4 |
| Edit Categories and Subcategories | 7 |
| View Restricted List..... | 8 |
| Edit My Profile..... | 10 |
| Edit Customer Settings..... | 10 |
| Statistics..... | 11 |
| Logout..... | 12 |

Check In

The main function of check in is to log an individual coming into the facility and verify the patron is not a registered sex offender or any person you do not want entering your facility. The user can either swipe a driver's license/state identification card or a patron's name, birth date, and address can be manually entered.

Swipe – This is the box where your cursor must be to read a driver's license or state identification card.

Type – Fields best suited for the facility. These fields can be created by the user based on the needs of the facility. Examples of type could be Daily Visit to monitor how many visits the facility has each day, Membership to monitor the number of visits by members or Special Event to monitor the number of people who attend an event at the facility. The type can be set to a default that suits the needs of the facility. For example if there is a desk that primarily checks in members that desk's default can be set to Membership. While there may be another desk that takes in daily visitors, so that desk may be defaulted to Daily Visitors.

Name – To search someone by name if they do not have an ID to swipe

Date of Birth – To assist searching someone by name. Must enter a date of birth to do a name search

ID Number – This is normally a person's Driver's License number or other number located on the ID card.

Address, City, State, Zip Code – The address of the person in which the name search is being done on. This is not necessary, but can be used for more accurate hits.

During Check In, if the patron matches either a registered sex offender or someone on the banned list, a list of any possible matches to the person trying to enter will be produced. The user will need to assess if it is a correct match. This can be done by checking the name, date of birth, and address of the match to the patron entering. Also, if available, a picture of the match will be displayed that the user can compare to the patron. These can either be matches to a person registered as a sex offender or a match to an individual on the facilities restricted list. If a match is found, click the Mark a positive match link.

Report

The main function of report is to run reports to see who has entered the facility and if any were matches on the sexual offender list or the banned list.

Category – Can be set to the needs of the facility. Categories can be set up such as gym, pool, basketball court, etc. With each category a separate report can be run. This allows the user to run reports on the entire facility or just parts of it.

Subcategory – Subcategories can be made under the main categories. An example of this is daily visit and membership under the category gym.

Start Date and Time – The day and time that the report being run begins on.

End Date and Time – The day and time that the report being run ends on.

First Name – May run reports searching by first name.*

Last Name – May run reports searching by last name.*

***When running reports by searching first and/or last name there are several options that can be used. The search can be done by using key words contain, begins, ends, and exact. If the name being searched is Sam, when using contains that means “sam” is somewhere in the name, such as a last name of Casamson. Begins could be the first name Samantha, ends could be the last name Pappasam, and exact would be matches that were only Sam.

When running a report the user goes to the report screen and enters the start and end times for the report. The user can also specify a category, subcategory, and a individual’s name. After all fields are chosen click the search button, and the report appears.

Once the report is run a table appears with four columns, #, Time/Information, Name/Birth Date, Address/ID Information

Column 1 – Number

Line 1 – This lists the visit number.

Column 2 – Time and Information

Line 1 – Date and time the patron entered the facility.

Line 2 –The method of entry, if there was an error and how many matches there are on the patron checking in.

Line 3 – Who the user on the system is.

Line 4 – When a positive match has been made, this shows the person’s name on the Restricted List that was matched. Their name is clickable to view the individual’s full information.

Column 3 – Name and Birth Date

Line 1 – This list the category and the subcategory of visit.

Line 2 – Lists the name of the patron

Line 3 – Lists the date of birth of the patron

Line 4 – A link to quickly add an individual to the Restriced List

Column 4 – Address and ID Information

Line 1 – The address of the patron

Line 2 – The ID number of the patron

Line 3 – ID expiration date

View Users

The purpose of this page is to view, edit and add users on the system.

When entering this page there is a table with four columns

Column 1 – Active

This column either has a Y (yes) or N (no). Y means the user is active N means the user is inactive.

Column 2 – Username

This column displays all the users on the system by their username

Column 3 – Description

This column display’s the user’s full name

Column 4 – Command

This column has a link to edit or delete. This allows the settings to be edited or the user to be deleted completely.

Add User

At the top of this page there is a link to add a user. This allows the administrator to add a new user to the system and to set the user’s security access.

Active – This allows the administrator to choose if the user is an active or inactive user

Username – This is the username for the user, often the user's last name or first initial and last name

Description – This could be used to put the user's full name or could be the type of user such as administrator, front desk, welcome desk, etc.

Password – Password the user will use to log on, leave blank to not change the password

Retype Password – verifying the password chosen

Timeout – Can choose between 30 min, one hour, one day, one week, one month, one year, or never. This says how long the user can be idle on the system before it logs the user off automatically

Default Category – This is the default category the user will be using during check in. If the user generally accesses the system from the Recreation Center, use that as the default so that the user does not have to continually change the category

Default Subcategory – This is the default subcategory the user will be placed under. If the user is generally accessing the system to swipe in members they would use the subcategory of membership.

Options – These are options the administrator can turn on or off for each user. If checked these options are on. If not checked these options are off.

Automatically submit after swipe – This automatically searches the sex offender and Restricted List for any matches after each swipe.

Send marketing information default – This automatically defaults each swipe to allow marketing information

Blink screen on match – When checked the screen blinks red when there is a match on the sex offender or restricted list.

Require ID number during visit processing – Requires the user to enter the ID number during a check in.

Require address during visit processing – Requires the user to enter the address during a check in.

Access – These are options the administrator can allow the user to have access to if needed. When checked these options are accessible. When not checked the user can not use them.

Logout – This allows the user to log out of the system. Typically this is unchecked for front desk operations so they don't mistakenly logout.

Process Check In – This allows the user to check patrons into the facility

Add Visit Notes – This allows the user to add notes to a patrons file when they enter the facility. These notes are seen by the staff in the future when they run a report.

Run Report – This allows the user to run reports.

View Statistics – This allows the user to view statistics

Edit Profile – This allows the user to edit their own user options.

Edit User – This allows the user to edit users from the system

Delete User – This allows the user to delete users from the system

View Categories – This allows the user to view the categories that are in the system

Edit Categories – This allows the user to edit or add categories to the system

Delete Categories – This allows the user to delete categories

View Restricted List – This allows the user to view the restricted list without logging a visit into the facility.

Edit Restricted List – This allows the user to edit profiles of those on the restricted list, add information as well as update information no longer current. This function also lets the user add people to the restricted list.

Delete Restricted List – This allows the user to delete patrons from the restricted list.

Edit Customer settings – This allows the user to add, change, and/or update customer settings.

*Once all the options and access abilities have been chosen for the user simply click submit and the user will be added to the system. If at anytime it is decided to not add the user to the system click on cancel and all data that was entered will be deleted.

Edit User – (This is found in Column 4, under Command)

This screen is the same as the add user screen except that the Username field is grayed out. Once a user is created the user name cannot be changed. All the other options are the same as the add user screen and can be changed to suit each user.

Delete User – (This is found in Column 4, under Command)

This allows the user to be deleted. This option is located in Column 4 of the Edit User page. The user is prompted “ARE YOU SURE YOU WANT TO DELETE (user name here)?” Click Delete to delete or Cancel to escape out and not delete.

Edit Categories and Subcategories

This page allows the user to view as well as add or edit categories and subcategories into the system as needed. This page has a table with 5 columns.

Column 1 – Active – This column has a Y or N; Y if the category is active and able to be used, N if the category is inactive and unable to be used.

Column 2 – Type – This is either Visit or restricted Person. Visit would be selected when tracking visitors to the facility, restricted person would be used when adding banned, or suspended to the system.

Column 3 – Category – This column is the category that has been set up such as Recreation Center, Restricted List, or Aquatics Center; whatever fits the needs of the facility.

Column 4 – Subcategory – This is the subcategories to the categories that have been created. Examples of this could be Recreation Center as a category and then several subcategories such as Membership, Daily Visits, Special Events, etc. These are created based on the needs of the facility.

Column 5 – Command – This allows the user to edit or delete the created categories and subcategories

Add a Category – This command is used when a new category is added to the system.

Active – This allows the user to choose if this will be an active category. Yes if want this category to be used or No if do not want this category to be used.

Type – This allows the user to choose if the category is to be used to track visitors or to be assigned to banned individuals.

Category – This is a free text area in which anything can be created as needed by the facility. Examples of this are Recreation Center, Aquatic Center, Banned, Suspended, etc.

Subcategory – This is a free text area in which anything can be created as needed by the facility. This field can be left blank if desired.

***Once all necessary fields are filled out, click on submit to save your changes or cancel to cancel the task.

Edit Category – (This is found in Column 5, under Command)

Edit category is the same as add a category with two exceptions. The type cannot be changed. Once either Visit or Restricted person has been chosen, it cannot be changed. Also, Category is grayed out, once a category name is given, it cannot be changed.

Delete Category - (This is found in Column 5, under Command)

Delete Category allows the user to delete a created category if desired. When the user clicks on delete, a screen will be displayed "ARE YOU SURE YOU WANT TO DELETE (name of category)?" If yes, then click Delete. If this category should not be deleted click Cancel.

View Restricted List

Once clicking on View Restricted list, a screen appears that allows the user to search persons within the Restricted List. There is also a link to add to the restricted list from this screen

Search Restricted List – When searching the restricted list have the option of putting in a name, date of birth, age, gender, city, state, and zip. The only field that must be entered is the last name. However, the more information entered the more probable a hit will be. Once all information is entered into the appropriate fields either hit enter from the keyboard or click on the search button.

Once a restricted person has been entered into the search query and the program will display if there are any matches. If there are no matches, the user will see the "0 possible matches found" appear on the screen. If there are any matches, the user will be told how many matches and be given information on those matches.

Searching the Restricted List with a Match

When there are matches a table will appear.

Column 1 – Prob – This is the probability that with the information the user entered that person is a match with the person in the system. For example if the user only uses a last name in the search and a match is found, the probability is going to be small that it is the same person. However if the user enter a first name, last name, and date a birth and there is a match found, the probability that it is the same person is going to be much higher.

Column 2 – Photo – If the facility chooses to use this capability a photo of the match will appear. This will make it easier for the user to verify if the match is the same as the person attempting to enter the facility. With regards to sex offenders, if their photos are available to the public, then the program will have them available for the user to view. However, if it is a person that is banned by the facility, it is the facilities responsibility to upload photos if they want them viewed by all users.

Column 3 – Name & Description – This column gives information on the matches. With this information the user can determine if it is the right person or not. The top line is in the category/subcategory of the match. Each line afterward the bolded line is as follows: name, date of birth, gender, race, height, weight, hair color, eye color. All this information may not be complete and may need to be manually entered by the user.

Column 4 – Address – This is the address of the possible match. The first line is shows the type of address (residence or work) as well as edit and delete commands. The user may edit the address, such as if entered incorrectly or no longer a current address. If an address has been entered it is shown underneath the edit/delete line. Below that is an option to add another address.

Edit/Add Address - This is used to add an address for a restricted person or update an old address.

Type – This would be Home, Work, or whatever else would be appropriate

Line 1-3 – These lines are where the street address would be entered. Generally street number and street name are on line 1 and apt number on line 2.

City – City the address is in

State – The state address is in

Zip – The zip code the address is in

***If the address entered or edited is correct click submit. If this is an address that should not be entered click cancel.

Next to Edit on the address line is Delete. This is used if the user needs to delete an address all together. Once clicking on delete the user will be asked "ARE YOU SURE YOU WANT DELETE (address inserted here)?" If the address is to be deleted click delete, if the address is not to be deleted click cancel.

Column 5 - Other Info

This is for any other information that has been entered about the restricted person. This includes who added the individual, when the individual was added and who and when the individual was last updated.

Edit info - This brings the EDIT RESTRICTED PERSON SCREEN up, in which information on the restricted person can be changes. The majority of this screen is free text. The more information entered the better chances of matching the restricted persons with someone trying to enter the facility.

Name - Name of restricted person

AKA - Any alias the restricted person may have

Category - This is a drop down box in which the user can choose a category in accordance to categories that were previously created such as banned, suspended, sex offender, etc.

Subcategory - This is a drop down box in which a subcategory can be chosen in accordance with subcategories that were previously created

Birth Date - The person date of birth in month/date/year format

Race - Race of person, free text field

Gender - Select either male or female

Height - Height of person, free text field

Weight - Weight of person, free text field

Hair - Hair color of person, free text field

Eyes - Eye color of person, free text field

Markings & Tattoos - Any scars, marks, tattoos, piercings, or other physical features that would distinguish the restricted person from other people, free text field

Notes - Any notes that should be added to aid the user about the restricted person such as if they are easily agitated, allowed on the premises during certain hours, etc.

Display Start - The start date that you want the person to show as a possible match during visit processing, month/date/year format

Display End - The end date that the person may be taken off the restricted list, month/date/year format

White Listed – Check this box if you want the user to allow the individual to enter your facility. This would be used if you have a long standing patron that is a registered sex offender and they are still welcome in your facility.

Upload Photo - If there are photos available the user may upload a photo using this button. When the user clicks on the link a box pops up in which the user can browse

Edit My Profile

This page is similar to the Edit User page. The user can only change their password and options (Automatically submit after swipe, Send marketing information default, and Blink screen on match) from this page. Users are unable to change any other options from this page.

Edit Customer Settings

If users have any questions on this page call customer service (330) 474-3937.

Statistics

This page is used to run statistics on the facility to monitor how many people are using the facility, at what times, and other useful information

When entering this page the user needs to choose a category (from categories previously created) and a subcategory if applicable. The user also needs to enter a start date and an end date of the report being run. If these dates are left blank, the statistics will be run on all available data.

Once the report is run there are several different reports shown.

1) First Statistic - Hours - This shows the 24 hours in the day and the number of people that enter the facility during each hour. The blue column is the minimum number of people that entered during that hour, the green line is the maximum number of people that entered during that hour, and the yellow line is the average number of people that entered during that hour. The last column shows a bar graph with the minimum, maximum, and average in their corresponding colors blue, green, and yellow.

2) Second Statistic - Days of the Month - This shows each day of the month numbered 1-31, and the number of people that enter the facility on that date. The blue column is the minimum number of people that entered on that date, the green line is the maximum number of people that entered on that date, and the yellow line is the average number of people that entered on that date. The last column shows a bar graph with the minimum, maximum, and average in their corresponding colors blue, green, and yellow.

3) Third Statistic - Days of the Week - This shows each day of the week Sunday through Saturday, and the number of people that enter the facility on that day. The blue column is the minimum number of people that entered on that day, the green line is the maximum number of people that entered on that day, and the yellow line is the average number of people that entered on that day. The last column shows a bar graph with the minimum, maximum, and average in their corresponding colors blue, green, and yellow.

4) Fourth Statistic - Months - This shows each month January through December, and the number of people that enter the facility that month. The blue column is the minimum number of people that entered that month, the green line is the maximum number of people that entered that month, and the yellow line is the average number of people that entered that month. The last column shows a bar graph with the minimum, maximum, and average in their corresponding colors blue, green, and yellow.

5) Fifth Statistic - Age - This shows ages 1-100, and the number of people that enter the facility at that age. This statistic shows the total number of people who entered the facility at that age. The next column is a bar graph reflecting the total number of people who entered at that age. At the bottom of this table is an average, this is the average age of the patrons entering the facility.

6) Sixth Statistic- Years - This shows years included in the dates specified in the start and end date, and the number of people that enter the facility that year. This statistic shows the total number of people who entered the facility that year. The next column is a bar graph reflecting the total number of people who entered that year. At the bottom of this table is an average, this is the average number of the patrons entering the facility in that year.

7) Seventh Statistic - Frequent Zip Codes - This shows zip codes included in the dates specified in the start and end date, and the number of people that enter the facility living in that zip code. This statistic shows the total number of people who entered the facility living in that zip code. The next column is a bar graph reflecting the total number of people who entered living in that zip code.

8) Eighth Statistic - Frequent Visitors - This shows patrons that frequented the facility the most included in the dates specified in the start and end date. This statistic shows the total number of times the patrons listed entered the facility. The next column is a bar graph reflecting the total number of times the patrons listed entered the facility.

Logout

Click on Logout when ready to exit the program