



TEMPBADGE VISITOR MANAGEMENT SOFTWARE

USER MANUAL

Thank you for downloading the new TEMPbadge Visitor Management software!

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System Requirements

Operating Systems: Windows XP (must have SP3); Windows 7. Minimum Requirements: 500 MHz or faster processor / 256 MB RAM or more / 2.0 GB available disk space / 1024 x 576 or higher resolution monitor.

Capabilities

TEMPbadge Visitor Management software is a simple, stand-alone visitor identification system. It is not designed to interact with other installations or communicate with a network. Each station has a unique identification number so that, when using multiple stations, the source of every badge can be seen at a glance.

Terms and Conditions

TEMPbadge's Visitor Management software may be used only under the terms of our Software License Agreement. A fifteen day free trial is available. Once you purchase the software, you will receive a key code that will allow you to operate the system indefinitely.

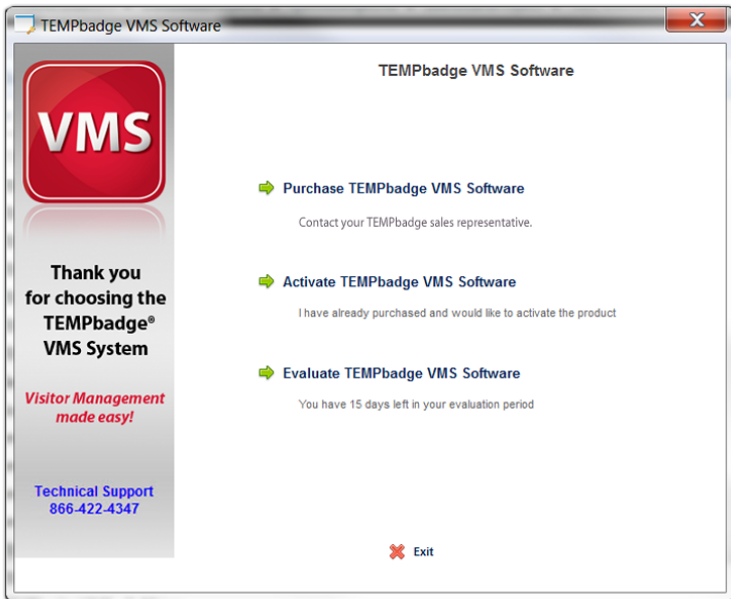
Tech Support

For help call **866-422-3437** or send an email describing your issue or question to **tempbadge_vms_support@bradycorp.com**.



Getting Started

After you've downloaded the software, you will see a new icon on your desktop named **TEMPbadge_VMS_Setup**. Double-click that icon and follow the screen prompts to install the program. *(You must accept the license agreement to complete the installation.)* This will install TEMPbadge VMS along with Microsoft Access Runtime 2010.



When the installation is complete, you will see a message confirming that TEMPbadge VMS has been successfully installed and the TEMPbadge VMS icon will appear on your desktop.

To launch the program, double-click the TEMPbadge VMS icon. You will then see a screen with 3 options:

- Purchase **TEMPbadge VMS Software**
To purchase the software, contact your TEMPbadge sales representative.
- **Activate TEMPbadge VMS Software**
Choose this option if you have already purchased the software and have a valid Key Code.
- **Evaluate TEMPbadge VMS Software**
Choose this option if you would like to try the program **FREE** for fifteen days.

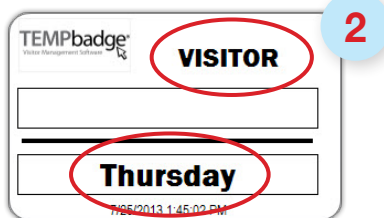
Basic Operation Using the Default Settings

To create a new badge using the default settings, just follow the instructions on the screen that appears when you launch TEMPbadge VMS.

1. To begin, select **NEW BADGE**.

2. Next, choose a **PASS TYPE***

The selected **PASS TYPE** will be added to the upper right corner of the new badge ...



and the current day of the week will appear at the bottom.



*Note: The system can also be set up to create badges with an additional field for a visitor name. Users with Administrator access can activate this option using the **Configure Default Badge Format** button in the Administrator's **Workstation Setup Options** window (see page 5).

3. To add another text field to the top center portion of the badge you may choose to either:

- 3A. Type a room number using the screen keys ...

- or 3B. Select a Department / Location key.

OPTION: You can add your own custom text to any of the text fields on the badge. Just place your computer's cursor in the field you want to change and type the text using your computer keyboard. If you need to start over, hit **CLEAR** on the screen keyboard, or select **NEW BADGE** again.

Printing & Issuing Badges

To print the badge, select the green **PRINT** button at the bottom of the main screen. Note that, below the day of the week, the finished badge also includes the **Workstation Location Number** (left) and the **Date and Time** (right).

(If you are using the Trial Version you will only see a preview of the badge. You must have a valid, activated copy of the software in order to print badges.)

- (A) Peel the adhesive badge from its backing.



- (B) Fold the tab under and adhere it to the back of the badge.



- (C) The badge is ready to issue.*

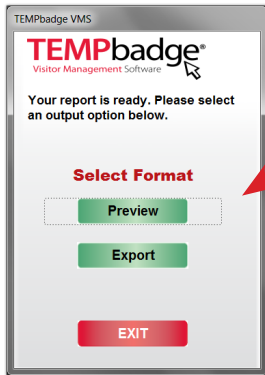
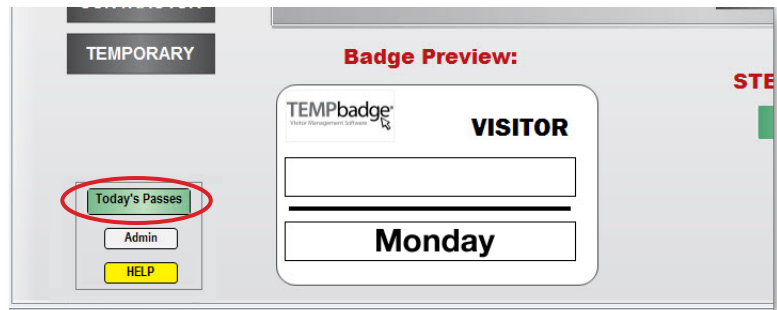


* Note: adhesive badges should not be applied to leather, suede, vinyl, silk, or other delicate fabrics.

Creating a Report of the Current Day's Passes

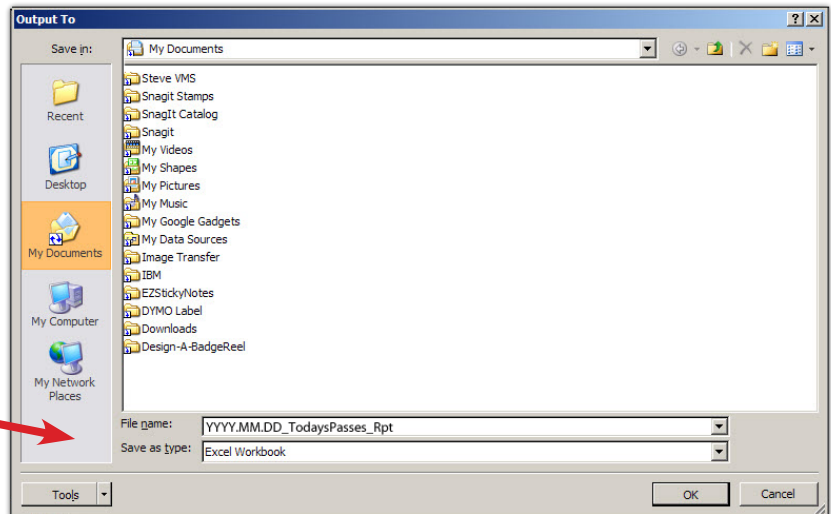
To create a report of all Passes issued thus far on the current day, select the green **Today's Passes** button at the bottom of the main screen.

This will create a "**Total Passes By Date**" report for the current day and display an "**Output Options**" window.



Hit the **Preview** button to view the report. (To print use Control P).

Hit **Export** to save a copy of the report. Choose a file format (*Microsoft Excel, PDF, etc.*) then navigate to a location to save the file on your computer.

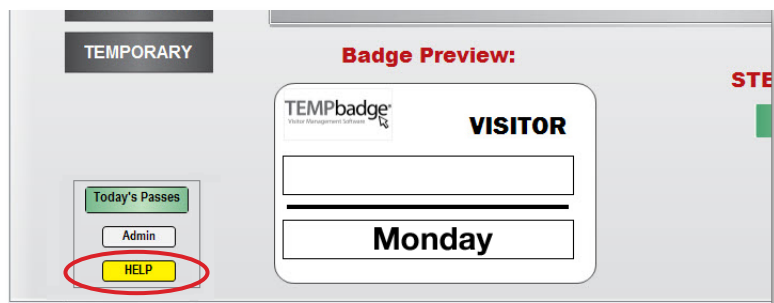


The file will automatically be saved with the current date and default name: (YYYY.MM.DD_TodaysPasses_Rpt).

To return to the main screen hit the **X** at the top right or press the Esc key.

The Help Button

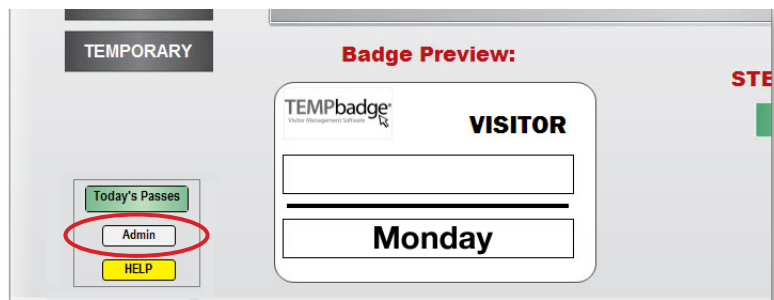
You can hit the yellow **HELP** button at the bottom left of the main screen at any time to access this User Manual.



Administrator Options

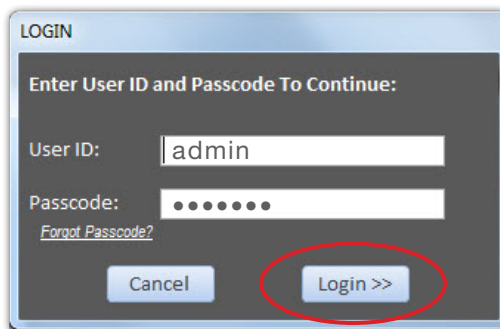
There are a number of options available only to users with Administrator access. To access these settings, click on the **Admin** button at the bottom left of the main screen.

This will display the **Login** screen for access to the **Workstation Setup Options** screen.



Administrator Options *(continued)*

Enter your **User ID** and **Passcode*** on the **Login** screen and click the **Login** button.



LOGIN

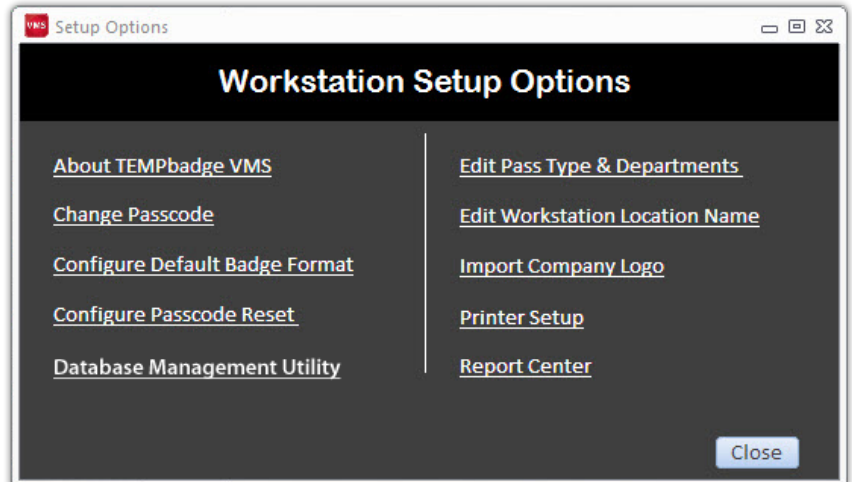
Enter User ID and Passcode To Continue:

User ID:

Passcode:

[Forgot Passcode?](#)

The **Workstation Setup Options** window displays.



VMS Setup Options

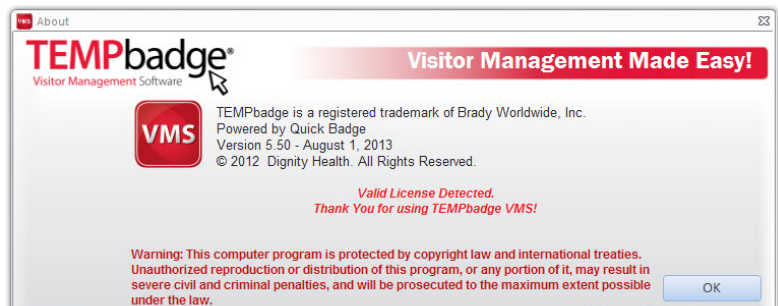
Workstation Setup Options

About TEMPbadge VMS	Edit Pass Type & Departments
Change Passcode	Edit Workstation Location Name
Configure Default Badge Format	Import Company Logo
Configure Passcode Reset	Printer Setup
Database Management Utility	Report Center

**Note: be sure to change the default passcode after activating your software – see instructions under “Changing Your Passcode.”*

About TEMPbadge VMS

The first selection in the Administrator Options window, **About TEMPbadge VMS**, will open a window containing TEMPbadge copyright information. If you have not yet activated the software this window will show the amount of time left on your free trial.



About

TEMPbadge®

Visitor Management Software

Visitor Management Made Easy!

VMS

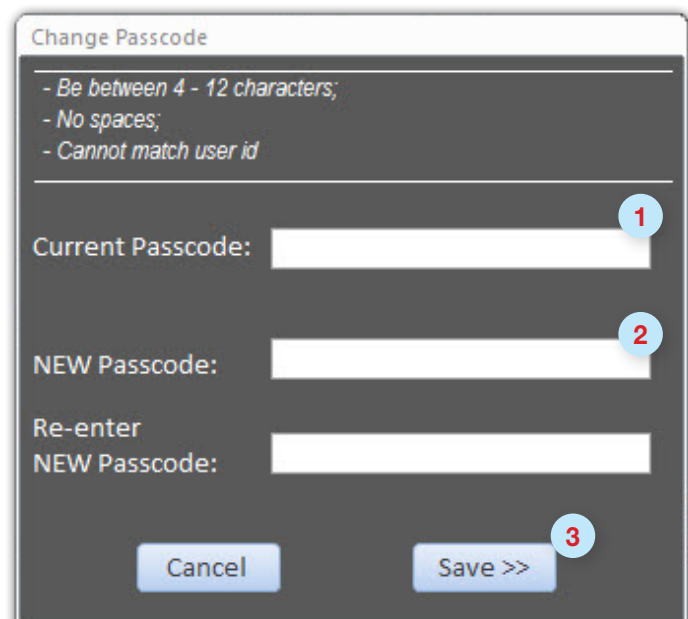
TEMPbadge is a registered trademark of Brady Worldwide, Inc.
Powered by Quick Badge
Version 5.50 - August 1, 2013
© 2012 Dignity Health. All Rights Reserved.

*Valid License Detected.
Thank You for using TEMPbadge VMS!*

Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Changing Your Passcode

1. To change your **Passcode**, select the **Change Passcode** button. Type your existing Passcode in the first field.
2. Type a new Passcode (4-12 characters, no spaces) in the next field, then re-enter the new Passcode in the third field.
3. Hit **Save**.



Change Passcode

- Be between 4 - 12 characters;
- No spaces;
- Cannot match user id

Current Passcode:

NEW Passcode:

Re-enter NEW Passcode:

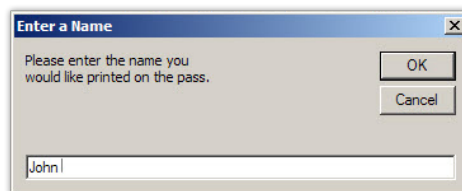
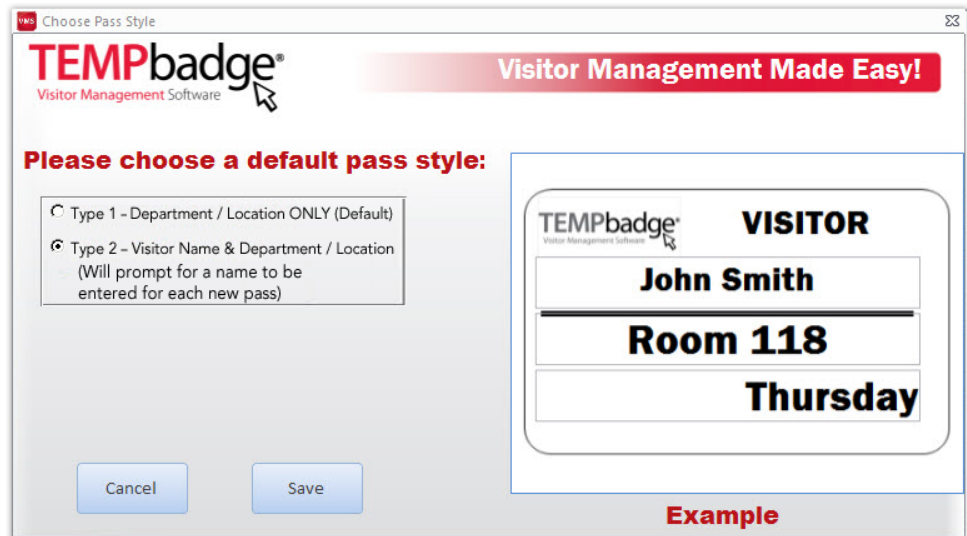
Configuring the Default Badge Format

The **Configure Default Badge Format** setting allows you to choose whether the system will create badges **with** or **without** an additional text field for a visitor name.

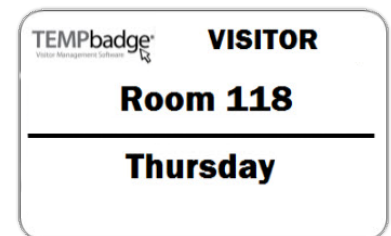
The **Type 1** button, for badges without a visitor name, is the default setting.

If the **Type 2** button is selected, the user will be prompted to type a name for the visitor.

The system will create an additional text field on the badge for a visitor name.



Default Layout (Type 1)

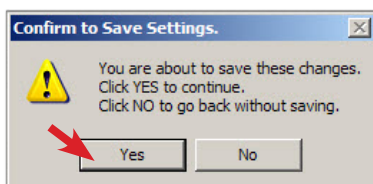


Recovering a Forgotten Passcode

If you forget your Passcode you can hit the **“Forgot Passcode”** button on the **Administrator Options** Login screen. This will display a list of security questions. Answer the questions to reset your Passcode.

To select a set of questions and record the answers:

1. Select **Configure Passcode Reset**.
2. In the next window, choose three security questions from the pull-down menus and type in your answers.
3. Click **Next**; click **Submit**; then click **Yes** on the confirmation screen.



*Note: If the administrator who set up the challenge questions is no longer available, please call **TEMPbadge VMS Tech Support** at **866-422-3437** for assistance.*

The Database Management Utility

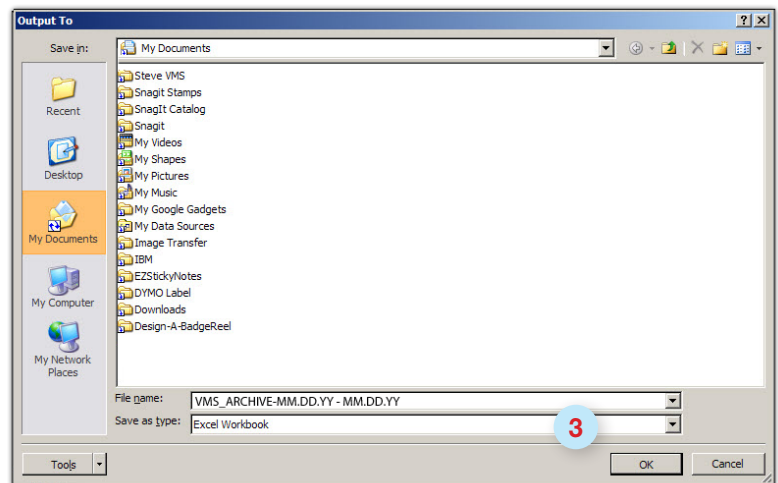
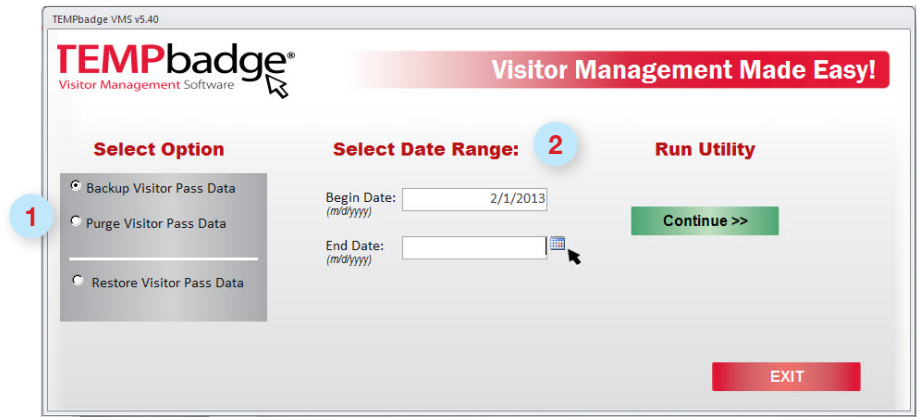
The **Database Management Utility** allows you to archive a portion of your visitor records. You can restore the archived data to the system later by using the **Restore** setting. The **Purge** setting allows you to **permanently delete** selected portions of your visitor records.

1. Choose one of the three options on the left: **Archive**, **Purge** or **Restore Visitor Pass Data**.

2. Type a date range in the blank fields, (mm/dd/yyyy format), or select start and end dates by clicking on the calendar icons next to those fields. Click **Continue**.

3. To **Archive** choose a file format from the pull-down menu. The file will be named with the chosen date range (VMS_ARCHIVE-MM.DD.YY - MM.DD.YY). Navigate to a location on your computer to store the file. Click **OK**.

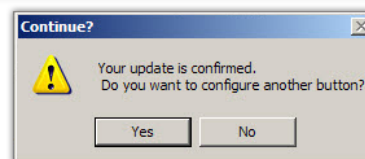
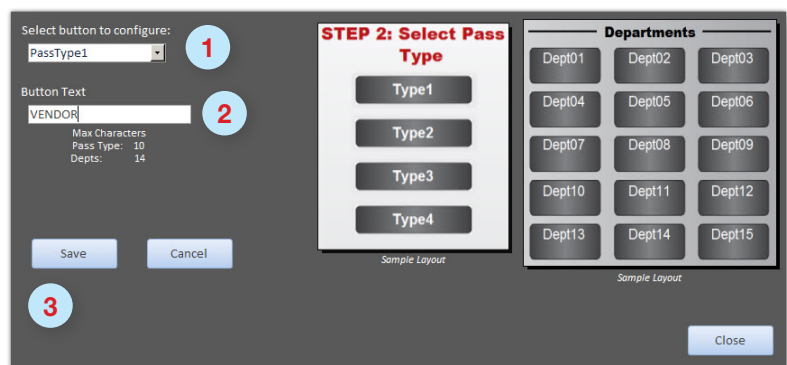
To **Restore** Visitor Pass Data that has been previously archived, select the **Restore Visitor Pass Data** button. Set a date range, navigate to the corresponding archive file on your computer, and click **OK**. The archived data will be restored to the system.



Editing “Pass Type and Department/Location” Names

The **Edit Pass Type & Departments** setting allows you to change the names of the **Pass Type** buttons (limit 10 characters) and the **Department/Location** buttons (limit 14 characters).

1. Select a **Pass Type** or **Department** from the pull-down menu in the first field.
2. Type the new button name in the second field.*
3. Select **Save** to apply changes. You will then be given the option to configure additional buttons. Hit **Yes** to change another button. Hit **No** to return to the **Workstation Setup Options** screen.



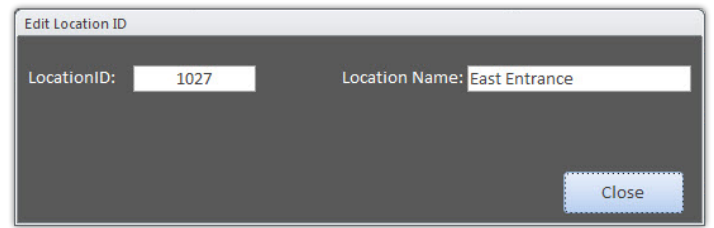
*For suggested Pass Types and Department Names see addendum on page 9.

Note: Pass Type and Department/Location fields may be left blank. Just select the Pass Type or Department from the pull-down menu in the first field and click in the second field without typing anything.

Editing Workstation Location Information

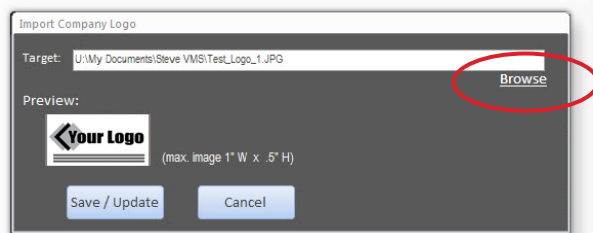
The **Edit Workstation Location Name** setting allows you to change the four digit **Location ID** number and the **Location Name**.

Hit **Close** to save changes.

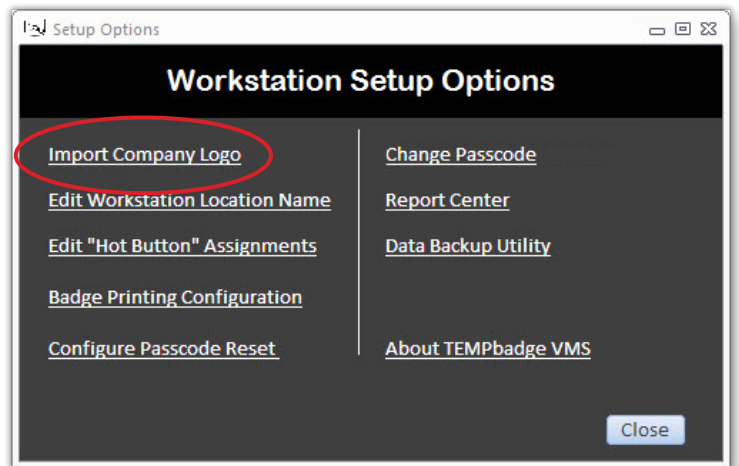


Adding or Changing a Logo

1. To add a logo or to change an existing logo, click on **Import Company Logo**.
2. In the next window, click the **Browse** button and navigate to a logo image file on your computer.



Note: The TEMPbadge BP4 Printer uses direct-thermal technology, which means that all information on the badge will print in black & white. Even if you upload a color logo it will display on the main screen and print only in black & white.



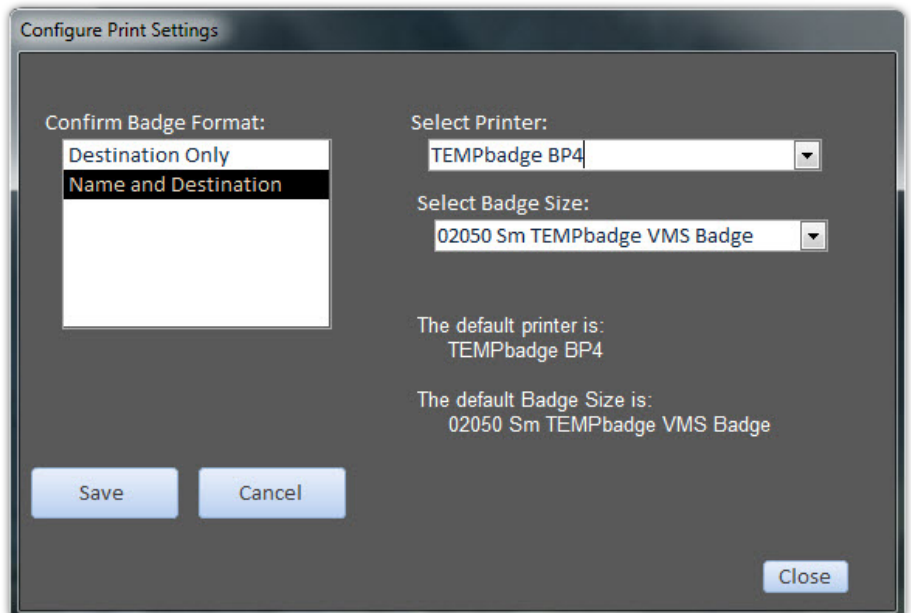
3. Click **Save/Update**.

(Logo image should be a horizontal rectangle, no larger than 1" wide x 1/2" high, 72 pixels per inch, in .bmp, .jpg, or .png format)

Printer Setup

Select **Printer Setup** to set the correct configuration for badges **without** a visitor name (**Destination Only**) or **with** a visitor name (**Name and Destination**).

This utility also allows you to choose from the available printers and choose a label size. The correct printer for the VMS System is the **TEMPbadge BP4**. The correct label size is **02050 Sm TEMPbadge VMS**.



Report Center

Select **Report Center** to access the TEMPbadge VMS reporting options.

1. To select a date range, place your cursor in each of the first two text fields and type a date (*mm/dd/yyyy format*), or click on the small calendar icons next to those fields.
2. Choose the type of data to report from the three radio buttons in the center.
TEMPbadge VMS tracks the number of badges issued by **Destination** (i.e. MAIN OFFICE), **Pass Type** (i.e. VISITOR) or **Date**.
3. Hit the **Preview** button to view, or select **Control P** to print the report. Hit the **Export** button to choose a file format (*Microsoft Excel, PDF, HTML, Rich Text, etc.*) and navigate to the location where you would like to save the file on your computer.

Sample
Report

TEMPbadge Visitor Management Software						
Visitor Management Made Easy!						
Total Passes Issued By Destination						
Origin ID	Pass ID	Date Issued	Time issued	Destination	Name	Type
Destination: Dept07						Total: 2
1001	4571	6/27/2013	12:33 AM	Dept07	Dept07	TEMPORARY
1001	4570	6/27/2013	12:32 AM	Dept07	Dept07	TEMPORARY
Destination: Dept10						Total: 5
100	4591	7/12/2013	1:28 PM	Dept10	John Smith	VISITOR
100	4592	7/12/2013	4:41 PM	Dept10	John Smith	VISITOR
100	4593	7/12/2013	4:49 PM	Dept10	John Smith	VISITOR
100	4596	7/13/2013	4:59 PM	Dept10		VISITOR
100	4600	7/21/2013	7:07 PM	Dept10		VISITOR
Destination: Dept13						Total: 6
100	4594	7/13/2013	4:56 PM	Dept13	smith smith	VISITOR
100	4595	7/13/2013	4:57 PM	Dept13		VISITOR
100	4597	7/14/2013	12:26 AM	Dept13		VISITOR
100	4598	7/14/2013	12:30 AM	Dept13		VISITOR
100	4599	7/14/2013	12:31 AM	Dept13		VISITOR
100	4606	7/21/2013	10:51 PM	Dept13	123456789 123	CONTRACTOR
Destination: Dept14						Total: 3
100	4602	7/21/2013	7:47 PM	Dept14	Chi Delta	DELIVERY
100	4603	7/21/2013	7:48 PM	Dept14	Eps Far	VENDOR
100	4601	7/21/2013	7:47 PM	Dept14	Alpha Beta	VISITOR

Suggested Pass Type & Department / Location Names

Default	MEDICAL FACILITY	SCHOOL FACILITY	CORPORATION
PassType1	VISITOR	VISITOR	VISITOR
PassType2	OUTPATIENT	PARENT	CONTRACTOR
PassType3	CONTRACTOR	GUARDIAN	VENDOR
PassType4	VENDOR	VOLUNTEER	TEMPORARY
PassType5	VOLUNTEER	CONTRACTOR	
Dept1	Emergency	Conf Room A	Administration
Dept2	ICU	Conf Room B	Executive
Dept3	Cardiology	Special Ed Room	Marketing
Dept4	Neurology EEG	Kindergarten	Sales
Dept5	Sleep Lab	Grade 1 - A	Purchasing
Dept6	Hand Clinic	Grade 1 - B	Human Resources
Dept7	Phys. Therapy	Grade 2 - A	Facilities
Dept8	Occup. Therapy	Grade 2 - B	Security
Dept9	Speech Therapy	Grade 3	Operations
Dept10	Rehab Records	Grade 4	Manufacturing
Dept11	Rehab Admin	Grade 5	Conf. Room A
Dept12	Rehab Pool	Music Room	Conf. Room B
Dept13	Blood Lab	Cafeteria	Conf. Room C
Dept14	Admin.	Gymnasium	Meeting Room A
Dept15	XRAY	Auditorium	Cafeteria

Note: Not all Pass Types or Department/Locations need to be used. Unused buttons can be blanked out to avoid confusion.