

PassagePoint Global v10 – Desk Reference

Logging into PassagePoint

1. Double-click the **PassagePoint** desktop icon. Or, select PassagePoint Client from the Start Menu.
2. The user authentication window will appear. Enter login name and password and click the **“Login”** button.
3. To change the password after login, select **Home | Change Password** from the Menu Bar.
Note: Passwords are case sensitive.



User Name: _____

Password: _____

Rapid Registration:

1. From Visit Center, click the **Rapid Registration** ribbon button.
2. Click **Pending, Active** or **Today** tabs to open details and to complete the Sign-In/Out process. Sort data by clicking column headers and dragging columns around.
3. Use the **Search** tab to: quickly Sign-In returning visitors, and find historical visit records to start a new visit.
4. Select the **Visit #** tab to enter new visitors.
5. Click **New...** to enter multiple groups of visitors simultaneously.



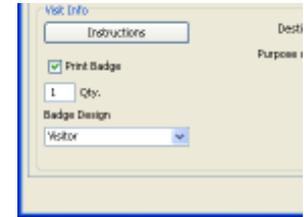
Sign In Visitors:

1. Open the **Rapid Registration** screen.
2. For Pre-Registered visitors: Check the list under the **Pending** tab. Select the visitor, verify info, and click **Sign-In**.
3. If not pre-registered, click on the **Visit #** tab or **New...** tab:
 - a. Enter the visitor's information or click a capture button to scan data. Click **Add Another** for a group of visitors.
 - b. Enter the name of Host (in-house person). To lookup host's information, enter their name. Matching names will appear as you type the last name. Select the correct host name and press **<Enter>**.
 - c. Enter any additional information about the visit.
 - d. When the entry is complete, click the **Sign-in** button. The visitor badge will print if **Print Badge** is checked.



Printing Visitor Badges:

By default, the badge will print automatically if the **Print Badge** check box is selected. If the badge didn't print or if you need to re-print a badge, select from **Rapid Registration** the visitor's name within the **Active** view and click the **Print** button.

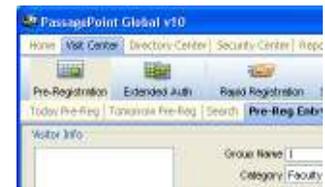


Sign Out Visitors:

1. Within **Rapid Registration** click on the **Active** tab.
2. Select the visitor from the list.
3. Click the **Sign-out** button. The visitor will be removed from the Active listing. Time and date stamping is handled by PassagePoint automatically. To view time/date, click the **Today** view and select the visitor.

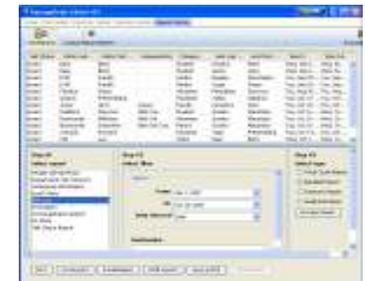
Pre-Register or Authorize Visitors:

1. From Visit Center, select:
 - * **Pre-Registration** - with arrival time
 - * **Extended Auth** - for open-ended arrivals over a period of time
2. Enter each visitor's name and any other information.
3. Enter the date or authorized period of the expected visit.
4. Click the Finish / Extended Auth button to complete the entry. The names entered will be displayed in the Pending tab of the Rapid Registration screen on the day they are expected.



View Reports:

1. Select a report from the **Report Center** tab.
2. Click a report and format type.
3. Enter the parameters, such as date range, destination and category.
4. Select the format type and click the **Preview Report** button to display the report.
5. Reports can then be printed or exported with button at the bottom of the screen.



Exit PassagePoint:

Click **Exit** from the **Home** tab, or click the **“X”** Windows icon.