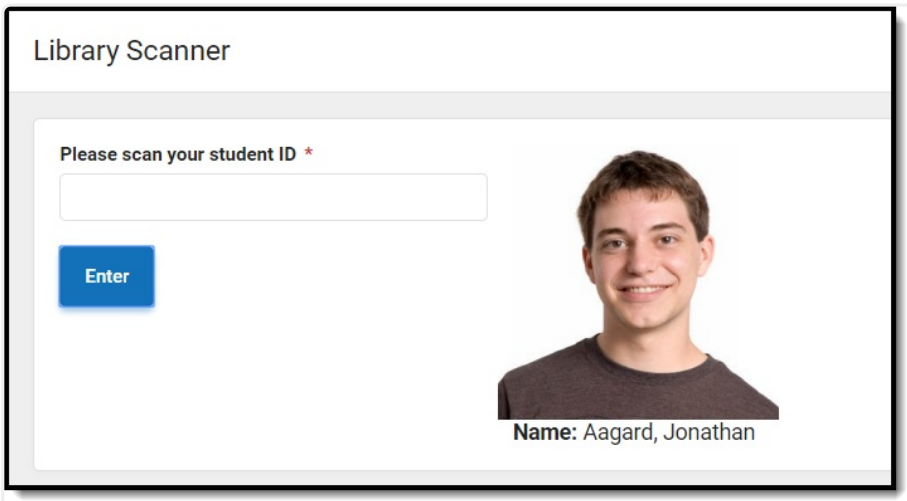
Custom Scanning Tools

Last Modified on 10/27/2026 9:00 am CDT

Scanning tools are available with Campus Workflow Suite.

Tool Search: Custom Scanning Tools

Custom scanners created in System Administration are located in the Custom Scanning Tools module. These scanners can be used in two ways: a staff member attends the scanner, or the scanner runs as a kiosk. See Custom Scanners for additional information.



Custom Scanning Tools

Depending on the settings made for your custom scanner, you will see varying screens and displays. See the Custom Scanners settings documentation for additional information.

See the Scanning Tools Tool Rights article for information about rights needed to use these and related tools.

Launch a Custom Scanner (Attended) without Additional Setup Selections

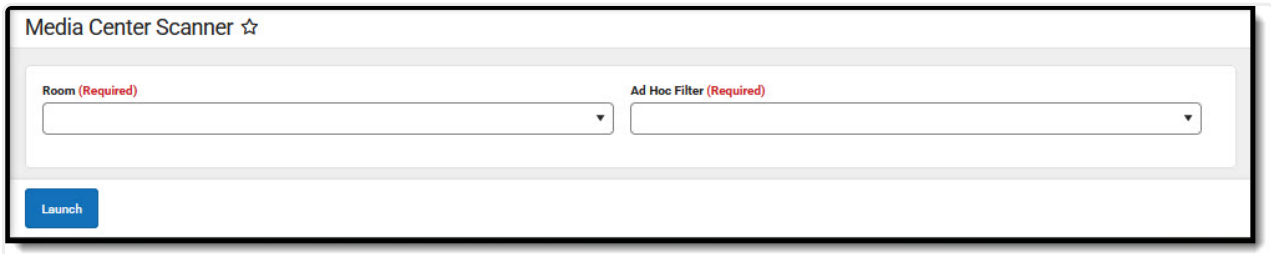
To launch the scanner, simply click on the appropriate scanner. The scanner opens for attended sign ins.



Launch a Scanner without Additional Setup Selection

Launch a Custom Scanner (Attended) with Additional Setup Selections

Before launching the scanner, select the appropriate scanner and make the required setup selections. Additional Setup Selections were determined during scanner setup. See Custom Scanners for more information.



Launch a Scanner with Additional Setup Selection

Make the required setup selections. Additional setup selections include:

- Run with Room Selection (if enabled in Custom Scanner Settings)
- Use Ad Hoc Filter (if enabled in Custom Scanner Settings)

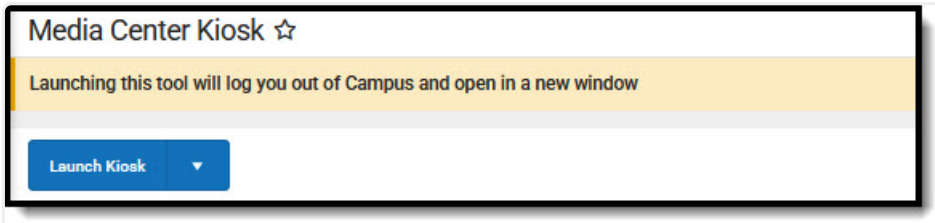
Once finished, press **Launch** to open the scanner.

Launch a Kiosk (Unattended/No Camera) with No Additional Setup Selections

NOTE: Once logged into the kiosk, the kiosk remains open unless the computer on which it's running has an inactivity logout time. For the kiosk to remain open, the computer itself must remain awake.

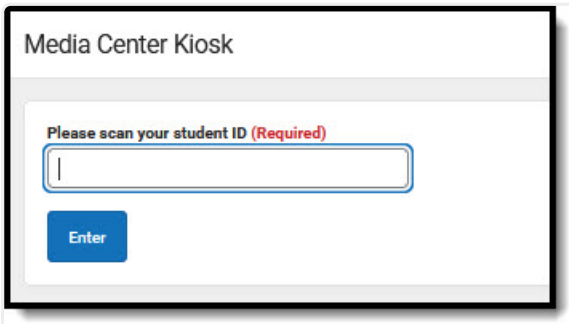
To launch a scanner as a Kiosk, the **Run as a Kiosk** option must be enabled in the scanner settings. See Custom Scanners for more information.

To launch the kiosk without additional setup selections, simply click on the appropriate kiosk.



Launch a Kiosk without Additional Setup Selections

Use the Launch Kiosk drop-list to select **Launch Kiosk**. The Kiosk launches.



Kiosk Ready for Sign Ins

Be aware that when launching the device as a kiosk, it opens in a new window. You are logged out of campus. The kiosk remains connected so students can scan in/out as needed.

- If you are logged in with a single sign-on account, you are required to sign out of your single sign-on account (using the **Sign Out of Single Sign On** button) before the kiosk can launch. Additional windows will pop up and automatically close as you sign out.

Selecting the **Launch Kiosk w/ Camera** option from the dropdown allows users to use the device's webcam to take a picture of the student's ID and use that to scan them in.

Launch a Kiosk (Unattended/No Camera) with Additional Setup Selections

NOTE: Once logged into the kiosk, the kiosk remains open unless the computer on which it's running has an inactivity logout time. For the kiosk to remain open, the computer itself must remain awake.

To launch a scanner as a Kiosk, the **Run as a Kiosk** option must be enabled in the scanner settings. See Custom Scanners for more information.

Before launching the kiosk, click on the appropriate kiosk and make the required setup selections. Additional Setup Selections were determined during device setup. See Custom Scanners for more information.



Launch a Kiosk with Additional Setup Selection

Make the required setup selections. Additional setup selections include:

- Run with Room Selection (if enabled in Custom Scanner Settings)

When finished, press **Launch Kiosk** button to begin accepting scans in unattended mode.

When launching the device as a kiosk, it opens in a new window. You are logged out of campus. The kiosk remains connected so students can scan in/out as needed.

- If you are logged in with a single sign-on account, you are required to sign out of your single sign-on account (using the **Sign Out of Single Sign On** button) before the kiosk can launch. Additional windows will pop up and automatically close as you sign out.

Launch a Kiosk (Unattended/with Camera) with No Additional Setup Selections

NOTE: Once logged into the kiosk, the kiosk remains open unless the computer on which it's running has an inactivity logout time. For the kiosk to remain open, the computer itself must remain awake.

To launch a scanner as a Kiosk, the **Run as a Kiosk** option must be enabled in the scanner settings. See Custom Scanners for more information. Launching a kiosk with the camera option enabled allows the device to use the its webcam to take a picture of the student's ID and use that to scan them in.

Click on the appropriate kiosk.



Launch a Kiosk w/Camera

Use the Launch Kiosk drop-list to select **Launch w/Camera**. The Kiosk launches.

Be aware that when launching the device as a kiosk, it opens in a new window. You are logged out of campus. The kiosk remains connected so students can scan in/out as needed.

- If you are logged in with a single sign-on account, you are required to sign out of your single sign-on account (using the **Sign Out of Single Sign On** button) before the kiosk can launch. Additional windows will pop up and automatically close as you sign out.

Launch a Kiosk (Unattended/with Camera) with Additional Setup Selections

NOTE: Once logged into the kiosk, the kiosk remains open unless the computer on which it's running has an inactivity logout time. For the kiosk to remain open, the computer itself must remain awake.

To launch a scanner as a Kiosk, the **Run as a Kiosk** option must be enabled in the scanner settings. See Custom Scanners for more information. Launching a kiosk with the camera option enabled allows the device to use the its webcam to take a picture of the student's ID and use that to scan them in.

Click on the appropriate kiosk.

Before launching the kiosk, click on the appropriate kiosk and make the required setup selections. Additional Setup Selections were determined during device setup. See Custom Scanners for more information.



Launch a Kiosk w/Camera

Use the Launch Kiosk drop-list to select **Launch w/Camera**. The Kiosk launches.

Be aware that when launching the device as a kiosk, it opens in a new window. You are logged out of campus. The kiosk remains connected so students can scan in/out as needed.

- If you are logged in with a single sign-on account, you are required to sign out of your single sign-on account (using the **Sign Out of Single Sign On** button) before the kiosk can launch. Additional windows will pop up and automatically close as you sign out.

If a student forgets to scan out of a custom scanning location and scans into a new location, the student is checked in to the new location but not checked out of the previous location.